

Adopted Fiscal Year 2019 Fiscal Plan & Capital Improvement Program Fiscal Years 2019 - 2023



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The Official Seal

The Key represents the Town as a community of opportunity for all people who live and work here.

The Stalk of Wheat represents the Town's lineage as a farming community.

The Chevron represents a portion of the coat-of-arms from the Purcell family for whom the Town is named.

The Purcellville Library represents a community of continual learning.

Town of Purcellville

– Town Manager Adopted –

Fiscal Plan FY 2019

&

Capital Improvement Program FY 2019-2023

Town Council

Honorable Mayor Kwasi A. Fraser

Honorable Vice-Mayor Nedim Ogelman

Honorable Council member Douglass J. McCollum

Honorable Council member Ted Greenly

Honorable Council member Chris Bledsoe

Honorable Council member Ryan Cool

Town Administration

David Mekarski, Town Manager

John Anzivino, Interim Town Manager

Elizabeth Krens, Director of Finance

Paula Hicks, Accounting Manager

Tom Angus, Budget Specialist

Hooper McCann, Director of Administration

Diana Hays, Town Clerk

Patrick Sullivan, Director of Community Development

Shannon Bohince, Director of Information Technology

Joseph Schroeck, Interim Chief of Police

Dawn Ashbacher, Interim Director of Public Works

Dale Lehnig, Interim Director of Public Works - Capital Projects

Sally Hankins, Town Attorney

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Purcellville

Virginia

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the Town of Purcellville for its Annual Budget for the fiscal year beginning July 1, 2017.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, and as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirement, and we are submitting it to GFOA to determine its eligibility for another award.

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INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION

This
Certificate of Achievement

is presented to

Purcellville, VA

in recognition of its use of performance data in local government management,
including training, verification and public reporting.

Presented at the 103rd ICMA Annual Conference
in San Antonio/Bexar County, Texas

23 October 2017

A handwritten signature in black ink, appearing to read 'Marc A. Ott'.

MARC A. OTT
ICMA EXECUTIVE DIRECTOR

A handwritten signature in black ink, appearing to read 'Lee Feldman'.

LEE FELDMAN
ICMA PRESIDENT

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Executive Summary

The budget message details the priorities and issues for the fiscal year. It identifies the most significant choices and modifications to the budget and articulates the rationale for these budget decisions. It also lists FY 2019 budget highlights.

- Town Manager's Budget Message
- Budget Highlights
- Service Level Changes Summary
- Adopted Enhancements
- Unfunded Requests

June 12, 2018

The Honorable Mayor, Members of the Council, and Town Residents:

I am pleased to present the Adopted Town Budget for Fiscal Year (FY) 2019 and the approved Capital Improvement Plan (CIP) for Fiscal Years 2019 – 2023. The FY 2019 adopted total Town budget is \$24.40 million which consists of the General Fund at \$10.12 million, Utility Funds at \$10.15 million, Park and Rec Fund at \$0.58 million and the CIP at \$3.55 million. The adopted budget represents a 1 percent decrease over the adopted FY 2018 Town's budget. The decrease represents a lower FY 2019 CIP project budget than in FY 2018 (\$3.55 million vs \$4.65 million).

Major highlights of this adopted budget include:

- As a factor of the Town's continued strong real estate assessments, the Special Parks and Recreation District tax rate is now at \$0.03/\$100 assessed value; a reduction of a ½ penny over the 2018 rate. The General Fund Real Estate Tax Rate remained at \$0.22/\$100 assessed value. With the Loudoun County tax rate cut from \$1.125 to \$1.085/\$100 assessed value, Town residents combined County and Town tax rate dropped to \$1.335/\$100 assessed value.
- Funding for an independent consultant to perform an organizational assessment of the Town. The assessment will assess the Town's current organizational structure, operations and service delivery. In addition all of the Town's policies, practices, processes, procedures and staffing levels will be evaluated with an expectation that the recommendations provided will improve Town's operational practices. The goal of which will be to increased efficiencies and effectiveness of all operations as the Town works to meet current and future service demands. Further, the adopted budget includes funding for a personnel salary and compensation analysis. The review would update will ensure the Town remains competitive in our regions employment market.
- Funding to perform a GIS, laser, Roadway Pavement Program analysis designed to inventory all of the Town's streets to determine the condition of the street to objectively prioritize street projects, and place a timetable for necessary repaving. By performing this analysis, repaving projects can be scheduled in a more systematic process which can help save substantial tax dollars by identifying street resurfacing prior to the necessity of rebuilding the roadway which could triple the cost of repairs.
- Capital Improvement Plan (CIP) 5- year plan that prioritizes the town's capital investments, thus maximizing VDOT, Northern Virginia Transportation Authority (NVTVA), and Loudoun County transportation funding. This process minimizes the use of Town funding to improve transportation infrastructure improvements and pedestrian walkways and paths. The Town's CIP

includes investments in Fireman's Field Complex by adding needed infrastructure improvements to Bush Tabernacle and Fireman's Field. The CIP includes funds to build an outdoor stage in Dillon's Woods to eliminate the need to rent a stage for Town events and provide additional opportunities for additional programming such as a concert series. Finally, the CIP includes funding for several water and sewer infrastructure improvements to ensure long term sustainability of our water and sewer systems.

- Funding to perform a water resource study that provides a comprehensive study and review of the Town's current and future water resource needs. The study would look at current capacity, future growth plans, and needed capital improvements to determine the most cost effective plan for current residents and future generations.
- Added 2 additional patrol officer positions for the Police Department that will bring the Town closer to staffing with similarly sized communities.
- Updated FY 2019 Master Tax and Fee Summary that provides all Town fees and rates charged to businesses and residents to insure equity and sustainability, minimizing the need to adjust property tax rates.
- Town Department narratives highlighting FY 2019 budget changes and enhancements, along with a future outlook to note challenges and possible capital outlays beyond FY 2019.

The Town continues to demonstrate sound financial planning principles which is reflected in the Standard and Poor's AAA financial rating for bonding purposes. The Town's excellent bond rating will result in substantial future interest savings for any public projects which require debt financing. FY 2019 General Fund Town revenues are projected to increase by 3.6% over last year's adopted budget (net of cash transfers) despite the Town losing \$143,733 in gas tax revenues that was diverted by County to support the Metro Silver Line.

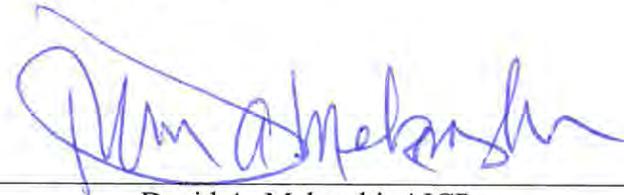
The Town continues to provide excellent services to residents and businesses alike such as weekly curbside trash and recycle pick-up, accredited water and wastewater services, as well as, sidewalk additions and maintenance to make Purcellville a walkable community. Residents will recognize a quicker response time for police protection, building and zoning services, as well as street and infrastructure maintenance and repair. Beyond the everyday requirement to provide excellence in service delivery, the Town events hosted throughout the year provide for residents and non-residents opportunities to enjoy the history, music, arts, culture, food, and libations that make Purcellville a unique community in the metropolitan DC area.

The adopted budget includes many infrastructure investments, especially in the Water Fund, that are needed to maintain the Town's assets and provide on-demand service delivery. The Town water averages 1.7 cents per gallon for on-demand, safe, quality drinking water delivered to your home. What other commodity can you purchase at a local store, per gallon, of equal value. If comparing water with other private sector bottle delivery water service, this price is a mere fraction. I will be working with staff, the Town's advisors, and the Town Council to provide a roadmap that provides different options to bring the Town's utility funds to a financial structural balance.

The Town continues to be a fun and unique destination for tourists. All residents should be proud of the Town's many activities and events in Town which are supported by an array of committees and dedicated volunteers that continue to deliver quality experiences. Our dining and beverage experiences are drawing more visitors every year. This is a result of our vibrant business community that includes many home owned, one of a kind, entrepreneurial establishments that you will not find in many homogenized communities. As we continue to support these activities, I look forward to working with our Town's dedicated team of employees, committees, and business community to spawn and support new opportunities and investments to further enhance the Town's reputation as a vibrant destination for unique experiences in arts, shopping, recreation, dining, and even lodging. By making these investments, the Town can further diversify its revenue profile through the meals tax and the lodging transient occupancy tax with less reliance on property taxes.

I am impressed by our Town employees who are dedicated, resilient, and take pride in providing the best possible services to our residents and business community. I would like to thank all the Town's citizens and businesses who have welcomed me with open arms. The Town is blessed to have the number of volunteers and sponsorships that contribute to a wide range of new ideas and programs. Through their efforts, many initiatives and programs could not be performed. Due to positive citizen engagement, I have learned in my short amount of time here, the exciting opportunities that we can achieve together.

Finally, I want to thank the Mayor, Town Council, our Committees, Commissions and Boards for their vision and strategic initiatives that continues to make Purcellville a vibrant community. As I start my first fiscal year as the Town Manager, I look forward to working together to preserve all that defines us and accomplish all that we dreamed we can become.



David A. Mekarski, AICP
Town Manager



March 21, 2018

Honorable Mayor, Members of Council and Town Residents,

I am pleased to present the Town of Purcellville's Proposed Fiscal Year 2019 Operating Budget and the Capital Improvement Program for Fiscal Years 2019-2023. The proposed budget recognizes and incorporates the principles established in the Council's approved Vision, Mission and Values statements and continues the financial transition initiated by the Council's 2017 focus to raise additional revenue from Town assets and lower the Town's annual debt liability. The proposed budget also recognizes and works to enhance Purcellville's strong economics and the strength of the Town's financial management by maintaining sound financial planning principles and an estimated unassigned General Fund fund balance of \$6.7 million; both of which has resulted in Purcellville obtaining Standard and Poor's AAA financial rating for bonding purposes; a coveted designation achieved by few communities within Purcellville's population range.

The Town's proposed Fiscal Year 2019 budget is the first to recognize increased Fireman's Field Complex revenues from both creation of a unique public-private partnership for the Complex's operation and the lower annual liability gained from the Town's Plan of Finance to restructure then current Parks and Recreation and Utility Funds debt. The restructuring of the Town's debt will lower debt service payment requirements projected for Fiscal Year 2019 and future fiscal years in both the Parks and Recreation Fund and Utility Fund and have impacts beyond the current fiscal year by relieving the Town's obligation to make 'balloon' payments to retire a significant portion of the debt originally scheduled for Fiscal Year 2020. The additional revenue gained from the recently executed operations agreement and lowered annual debt liability will provide cash resources to reduce the dependence on resident and customer taxpayer dollars and debt to fund the long-term planning and capital projects that are needed for the Town's assets which include its water and sewer systems, roads, and recreation needs. In addition, based on recent initiatives and continued in this budget, is a focus on resource investment to initiate long range planning in identification of future water resources for the Town's utility customers and a comprehensive review of the general quality and pavement condition of Town's streets and roads which will result in development of a systematic annual maintenance schedule based upon need and priority.

The Town's proposed budget projects balanced revenues and expenditures of \$24.2 million representing the General, Parks and Recreation and Utility Funds, and the Capital Improvement Program (CIP). The proposed budget represents a 1% decrease (\$24.21 million in Fiscal Year 2019 versus \$24.32 million in Fiscal Year 2018) over the Fiscal Year 2018 adopted budget and a decrease of 28% from the Fiscal Year 2018 amended budget that included the previously described loan restructuring payoff amounts and carryover for the Town's approved Capital Improvement Projects.

General Fund

Revenues

The proposed General Fund budget includes no increase in the real estate or personal property tax rates projects continued growth in the Town's other local taxes, but recognizes stagnant to decreasing revenues from federal, state, and county agencies. Continuing prior trends, an increase in the Town real

estate assessments is projected and real property tax revenue is estimated to increase by 7% in Fiscal Year 2019. In addition, other local taxes such as the meals tax, sales tax, and business licenses are projected to grow by 3%. As noted above, external government agencies revenues and financial support (through the federal, state, or county government) continues to trend flat to downward. Intergovernmental revenues are estimated to decrease in the General Fund by 12% (\$1.31 million to \$1.15 million) in Fiscal Year 2019 with the Loudoun County Gas Tax reduction having the largest impact to intergovernmental General Fund revenues. Funds from the County's Gas Tax have steadily declined from a high of \$290,000 in Fiscal Year 2015 to \$143,000 in Fiscal Year 2018 to \$0 in Fiscal Year 2019 with those funds now being dedicated to assist in paying for the County's share of the Metro Silver Line. The Town has also been notified that the Virginia Department of Transportation has realigned some Town street classifications resulting in a projected decrease in revenue of \$20,824 in Fiscal Year 2019. This decrease in revenue has been balanced by decreasing some street maintenance expenses in the Department of Public Works.

To balance the loss of these revenues we are recommending adoption of a real estate tax rate of \$0.22 of \$100 of assessed valuation, an increase over the required real estate tax rate of \$0.216 per \$100 from the 'equalized' or lowered tax rate created by growth in the Town's total real estate value. Maintaining the \$0.22 rate will result in \$53,300 of additional real estate revenue.

In addition, we are recommending an increase in the Town's Cigarette Tax from \$0.65 per pack of cigarettes to \$0.75 per pack of cigarettes bringing us to a level comparable to several Northern Virginia localities such as Haymarket, Leesburg, and Herndon, but still below localities such as the Cities of Alexandria and Falls Church and the Town of Vienna. Increasing the tax, as recommended, will, we believe, slow the downward trend and result in an increase in revenue of \$29,000 in Fiscal Year 2019. Finally, we have recommended assessment of a new fee for contractors working in the Town's right of ways. This fee, assessed by most Virginia cities and towns and, where permitted statutorily, in other states will generate \$6,000 in new revenue.

While the Town continues to be aggressive in reviewing and applying for federal grants, the reality is federal grant dollars appear to be minimal and non-sustainable as the Town of Purcellville is located in one of the most affluent counties in the United States with a very low crime rate. Loudoun County and the Town have seen strong appreciation in real estate values in the last several years and the Town must prepare for a time when those values flatten. The Town must look within its border to continue and further diversify its revenue portfolio by ensuring a strong mix of commercial, residential, and tourism dollars to invest in future capital needs and operational services expected by Town residents. With Purcellville's growing tourism industry, the Town already has seen the meals tax revenues increase in the last several years. Future planning with tourism agencies and reviewing whether visitors would use short-term lodging or hotels within the Town could provide other now unavailable revenues, such as the transient occupancy tax (TOT) which is currently only budgeted at \$1,000 in FY 2019. The Town could realize additional \$92,000 based on 70 hotel rooms occupied at an average \$120 daily rate during the year at the Town's three (3) percent Transit Occupancy Tax rate. If the Transient Occupancy Tax rate was modified to match Loudoun County's seven (7) percent rate, the Town could realize \$215,000.

Additional revenues over last year's budget amount are recognized in adjusted zoning fees and new water meter fees to ensure the Town is comparable to other municipalities' fees and the Town is recovering its cost for review, inspection and materials. Each of these is discussed in more detail in the individual agency sections of the budget.

Expenditures

Expenditures in the General Fund are proposed to grow by \$336,876 or 3.5% in Fiscal Year 2019. Since all communities are service based organizations which require staff to provide the services, the proposed increases in the General Fund budget and other related budgets are driven primarily by personnel costs which make up approximately 35% of the Town's total operating budget and 64% of the General Fund budget. Successful public organizations view

their employees as assets and work to treat them fairly and equitably in providing compensation, benefits and opportunities for advancement in their pay grades and within the organization they serve. It is clear to me that both the Town's classification and compensation system, last updated in 2007, and the merit/bonus program adapted from a program no longer in use by a neighboring community, are outdated and not widely accepted by employees as current or reflective of their jobs. This is evidenced in comparison of five (5) random job titles in the area as shown below:

Salary Ranges by Position				
	Police Officer (entry level)	Administrative Assistant	Water/Wastewater Treatment Operator (entry level)	Director of Planning / Com Dev
Town of Purcellville	\$41,943-\$64,556	I: \$35,628-\$59,500 II: \$41,943-\$70,044	\$32,837-\$54,838	\$68,428-\$114,275
Town of Herndon	\$53,266-\$92,979	\$48,544-\$83,233	\$35,283-\$60,495	\$92,533-\$158,729
Town of Vienna	\$51,856-\$83,489	I: \$42,662-\$68,686 II: \$47,035-\$75,727	\$36,853-\$59,334	\$97,783-\$157,430
Town of Warrenton	\$44,641-\$71,426	\$31,725-\$50,761 Sr: \$34,977-\$55,964	\$31,725-\$50,761	\$88,387-\$141,419
Leesburg	\$53,233-\$96,835	I: \$39,384-\$66,099 II: \$42,767-\$71,785	\$39,384-\$66,099	\$96,644-\$162,210
Fairfax City	\$49,553-\$76,873	I: \$36,912-\$57,263 II: \$38,757-\$60,126 III: \$40,695-\$63,132 IV: \$44,867-\$69,603	\$40,695-\$63,132	\$93,275-\$191,215
Town of Culpepper	\$35,035-\$56,057	\$31,725-\$50,760	\$27,353-\$43,765	\$77,077-\$123,324
Falls Church	\$51,707	\$45,426-\$74,999	TBD	TBD

Source: Survey of localities conducted by Purcellville Human Resources

In an effort to maintain some form of competitiveness with major public competitors for the jobs, I am recommending a salary increase of 3% for all employees which is consistent with the Town of Leesburg which is providing employees with a 2% to 4% merit based pay increase that averages to 3%, and Loudoun County which is providing 3.5% merit increases for employees. While not merit based, this investment will keep us current in compensation levels and will lessen the impact of findings from the classification and compensation study, when complete. While the Town's total compensation

(classification, compensation and benefit components) will be fully addressed by a study (for which proposals are now being solicited), the employee performance evaluation system upgrade should follow soon after.

To begin implementation of recommendations which will be forthcoming in the classification and compensation study, we have recommended a set aside of 2% or \$120,178 in the proposed budget which is allocated to the various funds for salary increases. Adjustments to benefit levels, as identified in the study should be focused on implementation in the Fiscal Year 2020 budget to allow employees to better plan should any significant changes in the benefits structure be recommended. Of note, the Town's health insurance premiums for the widely utilized Local Choice program are projected to increase 8% according to information recently received. Until the Town's classification, compensation and benefits study is finalized, I am recommending that current benefit contribution levels remain constant and be adjusted, if necessary, in accordance with freshly gathered data.

In my short term with the organization, I believe that staffing is an issue in some departments. However, I have instructed all departments to hold any recommendations for full-time staffing requests in the coming fiscal year until the Town's soon to be initiated Organizational Assessment/Operational Audit is complete. This study can have far reaching implications for the Town in gaining additional efficiencies and the structure of the organization and may, or may not, result in recommendations for additional or reduced staffing and/or realignment of some functions. In addition, the staffing analysis included as an element of the organizational assessment/operational audit should provide the Town with a roadmap of when and where additional staff are required, if needed, based upon area and national benchmarks. While my direction has resulted in no new full-time positions being recommended for funding in Fiscal Year 2019 in other General Fund departments, I have made an exception and am recommending that the Town hire two (2) additional patrol officers for the Police Department. I base this recommendation upon prior experience with Police Departments in similarly sized communities and their staffing patterns and in an attempt to maintain a high level of public safety in an already safe community. Coupled with this, I am also recommending that the Town provide a shift differential payment for those officers working the evening shift and the initiation of a pilot take home vehicle program. Each of these programs are not uncommon for law enforcement agencies and increase levels of morale and acknowledge the documented impacts of shift work on individuals. We will be prepared to discuss each of these in more detail in the Council's budget work sessions.

In addition, based upon observations of functions and current staffing levels I am recommending that the Council approve:

- a part-time Revenue Technician in Finance;
- an increase in hours for the existing part-time Contract Specialist position be increased in work hours by an additional half day (4 hours weekly)
- an increase in hours from 16 to 48 hours a pay period for a position titled, "Special Assistant to the Town Manager." The position tracks grant opportunities, tracks and manages all Town contracts and revenue based agreements such as cellular leases and will track all Town contractors to ensure that they are properly insured and licensed.

The recommendations above, if accepted, will result in an additional 2.7 Full time Equivalent (FTE) personnel being assigned to the General Fund.

Other proposed staff adjustments include defunding the Assistant Town Manager's position, shifting a current Administrative Assistants position to Human Resources to continue work in better organizing our human resources functions and providing direct service to our employees and adjusting job responsibilities for a current Public Works employee to better account for service needs of the Town's assets. These actions will have no impact on the General Fund budget.

Other proposed expenses in the General Fund include replacement of vehicles in Public Works and Police based upon identified need, initiation of a pavement program analysis which will lead to better targeting of resources and more fact based decision making for repaving of Town streets and replacement of Ash trees within the Hirst Farm easement, killed by the Ash Bore, and an obligation of the Town via the Hirst Farm easement tree agreement. Funding for both the proposed pavement program analysis and the Hirst Farm tree replacements are non-recurring expenses and will become available resources for funding the Fiscal Year 2020 budget.

Parks and Recreation

The Town is fortunate to have a cadre of volunteers that spearhead delivery of many of the programs offered in the Town's Parks and Recreation offerings. These volunteers, working with two part-time staff generate a wide range of new ideas and programs which contribute to the quality of life enjoyed by Town residents and visitors. Recent restructuring of the Town's debt for Firemen's Field and the recent execution of a management /concessionaire agreement for the Tabernacle and Firemen's Field Complex are leading to increased revenues being generated from the agreement and available from the debt restructuring in the coming fiscal year.

While the agreement has been beneficial in the short term, additional needs may exist for improvements under the agreement to both Firemen's Field and the Tabernacle facility. Until those needs are clearly identified, costs estimated, projects funded and installed/constructed, I feel that it would not make fiscal sense to completely eliminate the \$0.035 tax dedicated to Firemen's Field and the Town's recreational and recreational programming needs. However, due to the initial evaluation of the impact of the agreement, I believe it is possible to, and am recommending that, the Council consider adopting a \$0.005 reduction in the Firemen's Field tax rate and in the coming fiscal year develop a potential schedule for future reductions as the benefits of the new agreement and the needed facility improvements become clearer. The proposed reduction will have an impact of \$66,659 on the Parks and Recreation budget which is made up through revenue from the new agreement and the remaining taxes collected at the reduced rate to fund Firemen's Field and related recreational activities and facility improvements.

While our volunteers provide tremendous amounts of time in supporting the Department and the programs it provides, I am also recommending an increase in part-time hours for existing staff. I believe that an increase is needed because of the amount of time required to plan and execute successful events as well as the time required to staff and support three (3) highly active committees (Parks and Recreation Advisory Board, the Tree and Environment Sustainability Committee and the Purcellville Arts Council) as well as work with the new management team at Fireman's Field.

Other operational enhancements recommended for funding include provision of \$25,000 annually for general repairs to Fireman's Field and \$10,000 for preventative maintenance and repairs, if needed, for the heating and cooling systems at the Tabernacle as part of the Town's contract with the new complex manager.

In the proposed capital budget, funds are devoted to construction of additional recreational facilities in the form of a stage as part of the Firemen's Field complex and a new bike facility. Each of these are proposed for funding with cash generated by the Firemen's Field tax in accordance with Town practices. The impacts on the Firemen's Field income may be reduced if grants or sponsorships are obtained for either project with 'freed up' funds dedicated to reserves for additional related projects or Firemen's Field improvements identified during the first year of the current management agreement.

Water and Wastewater

The Town's proposed utility budget continues to focus on delivery of quality drinking water and a high level of treatment of wastewater that meets assigned permit limits by the Virginia Departments of Health and Environmental Quality. In today's regulatory environment, neither service is inexpensive

to deliver and or treat but the positive impacts upon public health and the environment are significant. The proposed operating and capital budgets for both service areas in Fiscal Year 2019 can primarily be considered 'maintenance' budgets with a strong focus on what appears to be a water utility that has been overlooked in recent years. To better plan for the future and because of the current mix of surface water and wells as a source of supply, we are recommending that a water resource study be funded to assess current conditions, identify system weaknesses and develop a plan for addressing needed capital improvements in a measured and systematic fashion that will lead to more efficient investments for needed capital improvements. No new full-time staff or additional part-time hours are requested.

Coupled with a focus on development of a long-range plan for water resources is a need to make continued investments in maintaining and upgrading the system. To this end, additions to the water utility operating budget includes:

- a new cost for elevated tank maintenance which will provide an annual evaluation of the tank and provide for minor repairs (\$10,000);
- placing additional generators (Main Street well) under the Town's maintenance contract (\$23,000) to ensure that all generator assets are regularly maintained and repair services available, if needed;
- providing additional funds in the utility line repairs line item (\$27,000) to take a more proactive approach to planning for replacement of existing raw water and distribution lines to better avoid emergency situations
- purchasing additional water under a current agreement, which requires less treatment, from a nearby well that better supplements water from the Hirst Reservoir (\$10,000);
- increasing the well maintenance budget (\$20,000) for the seven (7) wells the Town utilizes as water resources to more accurately reflect costs incurred;
- increasing the operating budget to reflect the need to rehabilitate two wells (Jefferies and Mountain View) (\$49,500). Rehabilitation of wells is required for all wells and will allow the Town to return these wells to normal production levels and reduce future repair costs; and finally,
- initiating a better planned and more aggressive water meter replacement program to replace approximately 350, twenty (20) year old meters (\$45,000) which are not as accurate as they once were. This adjustment to the budget will also allow us to continue to expand our ability to monitor individual connection consumption and better inform customers when a leak occurs. Because a more accurate water meter results in impacts on the Town's wastewater bills this cost is duplicated in the proposed wastewater budget which follows.

The Town's wastewater system, which has received attention in the past and operates with a newer treatment plant is the subject of fewer proposed enhancements in the coming year. Proposed enhancements in the Fiscal Year 2019 operating budget include:

- An additional expenditure for replacing two (2) of four (4) pumps (\$46,000) as a component of the upcoming membrane replacement program (Fiscal Year 2020). These pumps are part of the life cycle costs of replacement and will operate more efficiently slightly reducing operating costs in future years. Two additional pump replacements will be proposed in Fiscal Year 2020 in concert with the membrane replacement program.
- As noted above, a companion expenditure (\$45,000) to replace 350 meters to increase accuracy of readings is provided in this budget.

Allocated across both utility operations are replacement of three (3) service vehicles, in accordance with the Town's vehicle maintenance plan one (1) water and two (2) in wastewater, used in daily operations by Utility personnel as they service and maintain the system.

The proposed budget for the Town's water and wastewater operations requests that the Council approve an increase in water and wastewater fees by two (2) percent in accordance with recommendations from the Town's financial advisors. While the budget picture in both utility funds looks very good in Fiscal Year 2019 due to significant availability fee revenues, the usage fees still do not cover operational costs when considering existing debt payments.

Capital Improvement Program (CIP) Projects

Included in the proposed Fiscal Year 2019 budget is the Town's 5-year CIP project plan that includes twenty-two (22) projects with an estimated cost of \$13.78 million from Fiscal Year 2019 to Fiscal Year 2023 which was presented to the Town Council in February 2018. The Fiscal Year 2019 CIP includes seventeen (17) projects totaling \$2.9 million. These projects are fully funded through state / regional funding and available cash. Specifically, the General Fund CIP uses state (VDOT) and Northern Virginia Transportation Authority (NVTVA) funding for its projects with no cash or debt required from the Town. The Parks and Rec and Utility Fund CIP proposes to use cash transfers from revenues shown in the Fiscal Year 2019 operating budget.

The projects address infrastructure repairs, road safety issues, and in the case of the Parks and Recreation Fund CIP, upgrades to the Fireman's Field complex as well as providing additional event and recreational opportunities. The Water Fund CIP proposes four (4) of the seven (7) projects identified in a 2010 "Water Distribution System Capital Improvements Plan" as water main replacements which were identified for replacement during this decade. Each of the proposed CIP projects are summarized below:

General Fund CIP

- Main & Maple Intersection Improvement Phase 2 (\$358,372) – This project provides improvements along S. Maple Avenue including sidewalk, curb and gutter, drainage and entrances.
- 32nd & A Street Intersection Improvement (\$398,000) – The project includes the construction of a roundabout at the intersection of S. 32nd Street and A Street.

Parks and Recreation Fund CIP

- Fireman's Field Upgrades (\$150,000) – The proposed project includes upgrades to Fireman's Field and the Bush Tabernacle that will improve the facilities and provide opportunities for a higher level of use under the current management agreement.
- Outdoor Stage – Dillon's Woods (\$50,000) – The proposed project provides funds to build an outdoor stage in Dillon's Woods to eliminate the need to rent a stage for Town events and provide opportunities for additional events such as a concert series and other performances. Reliance of Town funds may be reduced if grants and sponsorships are obtained.
- Purcellville Bike Park (\$46,000) – Through the Purcellville Parks and Recreation Advisory Board vision, the project will provide funding for initial design work to build a multi-purpose bike park. The total project amount is budgeted at \$645,439 in the 5-year CIP plan.

Water Fund CIP

- Nature Park Wells & PLC Upgrades (\$350,000) – This ongoing project includes connecting the two drilled wells in Nature Park to the existing treatment facility that will provide automated controls. This improvement will allow the wells to run up to 24 hours a day without the need to have staff on site will be upgraded.
- S Nursery Avenue Water Main Replacement (\$128,800) – To improve fire flow capability in the area, the project replaces a 4 inch water main with a new 6-inch water main.
- 12th Street Water Main Replacement (\$64,062) – To reduce potential for waterline breaks, the project will replace an existing 4 inch water main with a new 6 inch line. The project is being funded in concert with the 12th Street improvement General Fund project.
- Hirst Wells Membrane (\$350,000) – The proposed project will provide membrane technology to treat the well water at the Hirst Well that was rehabilitated in 2017 allowing the Town to fully utilize the Hirst wells as a drinking water resource.
- Consolidated Well Treatment (\$50,000) – The proposed project involves construction of a well filter building to provide treatment to the Short Hill wells. The Fiscal Year 2019 CIP provides funding for engineering of the facility with an additional \$3,000,000 in funding estimated for construction of the facility in the Fiscal Year 2020 and Fiscal Year 2021 5-year CIP budget.
- Hall Avenue / O Street Water Main Replacement (\$73,600) – The proposed project funds initiation of replacement of approximately 1,000 linear feet of 4 inch water main with new 6 inch water main increasing fire flows and reducing future breaks in the line. An additional \$220,800 for construction is being programmed for the Fiscal Year 2020 CIP.
- F Street Water Main Replacement (\$93,600) - The proposed project provides funding for initiation of replacement of approximately 1,000 linear feet of 4 inch water main with new 6 inch water main. An additional \$220,800 for construction is being programmed for the Fiscal Year 2020 CIP.

Sewer Fund

- East End Pump Station (\$131,070) – The proposed project funds a replacement facility that will meet future flows with lower operational requirements and improved aesthetics to match the surrounding area. The total project is estimated to cost \$1.47 million in the 5-year CIP.
- Membrane Replacement (\$173,780) – The Town provided a down payment of \$198,880 in Fiscal Year 2018 to obtain preferred pricing for membrane replacement at the Town's wastewater treatment plant. The proposed funding represents year 2 of 5 year proposed program for replacement of the membranes which are scheduled to be replaced in Fiscal Year 2022 at a total project cost of \$894,000.
- West End Pump Station Improvements (\$183,750) – This new project improves the West End Pump Station to replace aging equipment, provide back-up power and ensure that the pump station is reliable. Total project costs are budgeted at \$725,000 in the 5-year plan and the project includes development of a public private partnership with the developer of the Ball property constructing the facility to Town standards and contributing a soon to be negotiated percentage of the cost of the facility.

- Cell Tower (\$280,000) – To address safety needs for 911 calls from Hirst Farm Subdivision and adjacent low lying neighborhoods, a cell tower is proposed to be built at the Basham Simms Water Reclamation Facility. The cell tower could also potential receive revenue through four carrier leases.
- Reclaimed Water Dispensing Station (\$25,000) – Some of the Town businesses have expressed an interest in using the reclaimed water from the Basham Simms Water Reclamation Facility. This project provides funding to initiate the design of needed improvements with a total of \$100,000 budgeted in the 5-year CIP plan for construction of needed improvements.

Additional details on each project funded in the Fiscal Year 2019 CIP budget and all current CIP and future projects are detailed in Section 10 of the FY 2019 Proposed Budget book.

Summary

In the reality TV show “The Profit,” the show’s host and star, Marcus Lemonis, reiterates that it is people, process, and product that drives success for an organization. Although, a town government is different than a for-profit entity in its organization, focus and less tangible products, success can still be measured in the same way.

With the Council initiative started in Fiscal Year 2018 to review the Town’s organizational structure the proposed budget invests in the organization and its employees who deliver the services to our customers and citizens. The outcome of the organizational review and the companion classification, compensation and benefits study and personnel policy update will determine how to best structure the organization to maximize efficiencies, provide recommendations for more standardized ‘best practices’ processes, and better define the duties and a competitive compensation structure of Town employees resulting in a more stable and more focused work force.

With the rapid population growth Purcellville experienced during the early 2000’s, followed by the recession beginning in 2008/2009, and continuing to the middle of the decade, many Virginia local governments were faced with difficult decisions that generally involved deferring planning, infrastructure improvements, and capital outlays. The Town of Purcellville could be included in this category as long-term planning to assess the conditions of our roads, provide adequate police facilities, plan for and maintain water resources and provide a concise plan for maintaining assets appears to have been overlooked. Purcellville, like any successful community must invest in a process that involves long-term planning. The Town obviously has had limited resources to fund every potential study, but the ultimate goal for the Town should be to develop a long-term maintenance and capital improvement schedule that is staggered, predictable and affordable; smoothing out high’s and low’s in demands and funding. I believe the proposed budget initiates a process to provide for more predictability by funding a road paving analysis that prioritizes road maintenance needs and establishes a timetable for each street, as well as funding a water resource study that will review the long-term capital needs of the Town’s water system. In future years, recommended studies in future budgets such as a transportation plan and a sewer master plan to review the long term infrastructure needs of the community will be important focal points to maintaining a focus on making wise investments with limited resources.

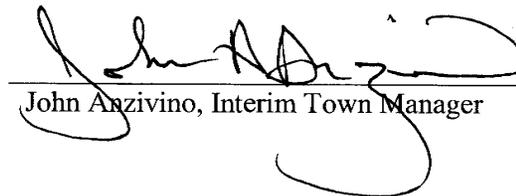
Finally, the proposed budget continues to deliver the services (our product) that Town residents have come to expect. The Town services include quicker response times for residents and businesses in the areas of police protection, building and zoning services, and street maintenance. Further, Town services include weekly curbside trash and recycle pick-up, accredited water and wastewater services, sidewalk additions and maintenance to make Purcellville a walkable community, and Town events hosted throughout the year for residents and non-residents to enjoy and support our Town businesses.

We cannot hide from the fact that Fiscal Year 2018 has been a challenging year for the Town. Circumstances that caused me to come to Purcellville as your Interim Town Manager and to deliver your FY 2019 proposed budget are part of those challenges. I believe that I bring a unique perspective to your Town since I have served as a chief executive officer in a number of Virginia localities and have served in an advisory capacity to many municipalities in the Mid-Atlantic region and nationally. I would observe that with the challenges presented, successes abound and the Town staff has demonstrated a level of resiliency and commitment that the Council and community should be proud of. I have experienced and observed positive citizen engagement concerning a range of issues which have resulted in productive discussions to work toward resolving those issues. I have had the opportunity to work with many Town employees that served in secondary leadership roles in the past who have stepped up to fill in at the leadership level and helped shape the decisions provided in this proposed budget. Because of these efforts by many and the Council's direction Purcellville continues to thrive as an economic engine in western Loudoun County and as a highly desirable place to live.

Finally, I want to thank the Mayor and Council for the leadership you have provided in working through various issues over the last few months, and the Town's employees who have welcomed me and worked hard to continue to deliver the Town's services at a high level. The Town's best in class services would not be available without our Town employees who are committed to providing excellent customer service.

I was once told by a good friend in the local government profession that life (and budgets) are about choices. Our staff has provided you the options and our view of the needs to be met in the coming fiscal year. It is now your turn to make the choices reserved to you as the elected governing body of the Town.

I believe the future for the Town is bright and thank you for the opportunity to provide you a draft budget focused on fulfilling immediate needs and future planning. It has been a pleasure to serve you as your Interim Town Manager.



John Anzivino, Interim Town Manager

Town of Purcellville, Virginia
FY 2019 Town Manager Adopted Budget Highlights
(July 1, 2018 – June 30, 2019)

GENERAL FUND

- General Fund budget totals \$10.12 million increasing by \$336,876 over the adopted FY 2018 budget
- Real Estate Tax rate remained at \$0.22/\$100 assessed value
- No property tax rate increase in the General Fund
- A 1 cent change in the real estate tax rate is equivalent to \$133,000
- A 1 percent change in the meals tax rate is equivalent to \$400,000
- Growth projected in Property and Meals Tax categories
- Increased cigarette tax by 10 cents a pack (65 to 75 cents) to be comparable to other municipalities
- Maintained FY 2018 Chargeback Methodology (Allocation of \$0.99 million of General Fund Public Works personnel costs to utility funds)
- 2 new Full time Patrol Officer Positions added, 1 Part-time Revenue Technician added; Existing Part-time Procurement Specialist position to increase by 4 hours. A total of 2.7 Full time Equivalent (FTE) increase from current staffing level
- 3.0% Indexed Pay Increase for employees
- Virginia Retirement System (VRS) rate for FY 2019 decreased by 0.02%
- The Local Choice Health Insurance Program rates for FY 2019 increased by 8% as opposed to 10% projected by staff
- Capital Improvement Program (CIP) includes 7 projects with FY 2019 budget of \$1.45 million; all funded through external sources
- Capital Outlay of \$261,000 to replace / fund 7 vehicles or heavy equipment in Police and Public Works Department
- Loudoun County Gas Tax Revenues are diverted to fund Metro Silver line; a loss of \$143,733 from FY 2018
- Projected operating contingency of \$71,644 for unexpected needs, emergency costs, or Council-directed priorities
- Uses \$251,000 transfer on cash reserves to reinvest FEMA reimbursement for vehicles and balance expenditures

SPECIAL PARKS & RECREATION FUND

- Parks & Recreation Fund budget totals \$577,845 increased by \$22,628 over adopted FY 2018 Budget
- Fireman's Field Tax District rate reduction by ½ penny to \$0.030/\$100 Assessed Value
- Capital Improvement Program (CIP) includes 2 projects with FY 2019 budget of \$0.20 million funded through current year revenues
- Projected operating contingency of \$41,000 for unexpected needs, emergency costs, or Council-directed priorities
- Uses \$45,167 transfer on cash reserves to balance the budgeted expenditures and CIP projects

Town of Purcellville, Virginia
FY 2019 Town Manager Adopted Budget Highlights
(July 1, 2018 – June 30, 2019)

WATER FUND

- Water Fund budget totals \$5.29 million increased by \$712,022 over the adopted FY 2018 budget due to an increase in availability revenue
- The increase in availability revenue provides \$1,012,534 to be placed in contingency reserves for future infrastructure repairs
- 2% proposed rate increase in water user fees to continue plan for loss of availability revenue projected in FY 2021
- No new or expanded positions
- 3.0% Indexed Pay Increase for employees
- Virginia Retirement System (VRS) rate for FY 2019 decreased by 0.02%
- The Local Choice Health Insurance Program rates for FY 2019 increased by 8% as opposed to 10% projected by staff
- Charge Back cost of \$493,226 to reimburse General Fund for Public Works personnel costs using FY 2018 methodology
- Capital Outlay of \$61,000 to replace / fund 1 vehicle and lease a heavy equipment item.
- Cash transfer of \$1.11 million through current revenues to fund 7 Capital Improvement Program projects to begin deferred infrastructure capital repairs

WASTEWATER FUND

- Wastewater Fund budget totals \$4.86 million increased by \$107,412 due to an increase in wastewater usage fee revenue
- Projected operating contingency of \$39,674 for unexpected needs, emergency costs, or Council-directed priorities
- 2% proposed rate increase in wastewater user fees to continue plan for loss of availability revenue projected in FY 2021
- No new or expanded positions
- 3.0% Indexed Pay Increase for employees
- Virginia Retirement System (VRS) rate for FY 2019 decreased by 0.02%
- The Local Choice Health Insurance Program rates for FY 2019 increased by 8% as opposed to 10% projected by staff
- Charge Back cost of \$493,226 to reimburse General Fund for Public Works personnel costs using FY 2018 methodology
- Capital Outlay of \$103,000 to replace / fund 1 vehicle and lease a heavy equipment item.
- Cash transfer of \$0.79 million through current revenues to fund 5 Capital Improvement Program project cost
- Uses \$14,000 transfer on cash reserves to balance the budgeted expenditures and CIP projects

Summary of Service Level Changes FY 2019

General Fund

Service Levels supported by the General Fund remain stable and sustainable in FY 2019.

Service areas include General Government, Public Safety, Public Works and Community Development.

Parks and Recreation Special Fund

Service Levels supported by the P&R Special Fund remain stable and sustainable in FY 2019

Special event activities, such as the Wine and Food Festival, Music and Arts Festival, and the Loudoun Grown Expo assist the Town in reaching economic goals while providing quality of life and leisure services to citizens. These activities draw in many tourists and support local businesses.

Utility Funds

Service Levels supported by the Water Fund and the Wastewater Fund also remain stable and sustainable in FY 2019.

Service areas include the production of quality potable water and the treatment of wastewater for the residents and businesses in the community.

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
All Departments							
3% Index Rate Adjustment	This proposed Index Rate Adjustment is a component of the Pay for Performance Program Adopted in April 2014. The Rate Adjustment is intended to cover increases in cost of living as demonstrated by the Consumer Price Index along with maintaining competitiveness with other local governments for filling vacancies and retaining employees. Other jurisdictions are also proposing 3% rate adjustments, including Loudoun County, Town of Leesburg, and Town of Vienna.	0.00	\$166,772	\$0	\$0	\$0	\$166,772
Subtotal		0.00	\$166,772	\$0	\$0	\$0	\$166,772
<u>Personnel, Operating and Maintenance, and Capital Outlay Items</u>							
Administration							
HR Analyst	This enhancement is for a full-time position to assist the HR Specialist with existing heavy workload. Ongoing demands in HR include personnel issues, recruiting and training new employees, managing benefits and compensation review, regular administrative tasks, and long-term strategic planning for the organization. This position would provide support for these efforts and ensure timely response to critical items. This position is a transfer from an existing administration position in Public Works. The budget transfers the cost and FTE from Public Works to the Administration Department. Therefore, the net cost to the General Fund is \$0.	0.00	\$82,753	\$0	\$0	\$82,753	\$0
Compensation Study	The compensation study would update the Town's 2005 personnel manual. This policy revision is critical to successful implementation of the Munis HR/Payroll module. Further, the study includes a compensation analysis to ensure the Town is competitive in the employment market place.	0.00	\$0	\$40,000	\$0	\$0	\$40,000

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Organizational Assessment	An independent consultant will review and assess the Town's current organizational structure, operations and service delivery policies, practices, processes and levels of staffing with an expectation that the recommendations provided will improve Town's operational practices and result in increased efficiencies as the Town works to meet current and future service demands.	0.00	\$0	\$100,000	\$0	\$0	\$100,000
Human Resources Services	The proposed new line item will provide specific resources for employment ads, perform background checks, and any other related hiring costs.	0.00	\$0	\$5,000	\$0	\$0	\$5,000
Subtotal		0.00	\$82,753	\$145,000	\$0	\$82,753	\$145,000
Finance							
Finance Associate	This new proposed additional Revenue Technician position is needed in supporting the customer service and revenue collection to allow experienced staff to focus on Munis System implementation. Finance prepares and processes over 30,000 bills between utility, Real Estate, Meals Tax, Personal Property tax, and BPOL. Further, Finance must maintain an experienced customer service presence weekdays from 8am to 5pm to answer Town resident questions and process direct payments. This position will provide that support to ensure coverage is met during these hours.	0.60	\$25,543	\$0	\$0	\$0	\$25,543
Procurement Specialist	The Town's existing procurement specialist position is established at a part-time schedule of 16 hours a week (0.4 FTE). In recent years, the procurement contracts have become more complex and involve multiple Departments that require coordination. The additional time of 4 hours a week (an additional of 0.1 FTE; total = 0.5 FTE) will be used to expand and organize the Town's contract database in order to support all Departments and Legal.	0.10	\$9,304	\$0	\$0	\$0	\$9,304
Software Operations	This request is a one-time increase in the software maintenance costs with the old Logics accounting system and the new Munis accounting system overlapping during the same fiscal year. To ensure historical accounting data is maintained, Logics is needed in FY 2019.	0.00	\$0	\$31,500	\$0	\$0	\$31,500
Total		0.70	\$34,847	\$31,500	\$0	\$0	\$66,347

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Police							
Patrol Officers - 2 positions	The Town of Purcellville is the 9th largest town in the Commonwealth based on population, but is 23rd in staffing when compared to the top 25 Commonwealth towns. No additional police office positions have been added since FY 2015. This enhancement will bring the Police Department staffing closer to the 24-25 sworn police positions to cover the Town's population similar to other Town's of the same size. Further, the Town has had further growth with the new shopping center on the east end of Route 287 and Main Street along with the Mayfair subdivision that is being built out.	2.00	\$149,190	\$0	\$0	\$0	\$149,190
Overtime	This enhancement is to increase the overtime budget by \$10,000 for the Police Department. Since the Police Department is 25% operationally understaffed, the Police continues to incur overtime to cover shifts. This additional overtime amount will provide the resources to cover staff shortages when when other officers have 1) taken leave, 2) mandatory training, 3) court duties, and 4) special / event assignments.	0.00	\$10,000	\$0	\$0	\$0	\$10,000
Shift Differential Pay	This enhancement is for shift differential pay for evening shift officers working 6:00 p.m. - 6:00 a.m. and to make the Town more competitive with surrounding jurisdictions (\$1.00 per hr./12 hrs/365 days/3 Officers).	0.00	\$14,415	\$0	\$0	\$0	\$14,415
Firearms Equipment	This enhancement is to increase the Firearms Equipment budget by \$6,000 to ensure that the Police Department has updated equipment.	0.00	\$0	\$6,000	\$0	\$0	\$6,000
Vehicle Replacement	The adopted budget included 2 vehicles that will replace the 2008 Ford Crown Victoria (#208/80,748 miles) and Chevy Impala (#221 /79,298 miles) in the current Police Department fleet. The enhancement proposes to use the \$35,000 of the \$128,086 FEMA reimbursement from the 2016 snowstorm to reinvest in a capital outlay catch-up. The FEMA funds were received in FY 2017, but not included as part of the FY 2018 budget.	0.00	\$0	\$0	\$88,000	\$35,000	\$53,000
Subtotal		2.00	\$173,605	\$6,000	\$88,000	\$35,000	\$232,605

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Public Works Admin							
	This enhancement is for 1 new vehicle assigned to the Assistant Director of Public Works. Since this position was previously not filled, there was no vehicle assigned to this position and represents a new vehicle to the Town's fleet.	0.00	\$0	\$0	\$35,000	\$0	\$35,000
Vehicle Addition							
Subtotal		0.00	\$0	\$0	\$35,000	\$0	\$35,000
Public Works Engineering							
Long Range Planning - Paving Program Analysis	This enhancement is to perform a Town-wide paving program analysis that will take an inventory of Town's streets, determine the year and condition of the street, prioritize street projects, and place a timetable for each street. By performing this analysis, repaving projects can be scheduled in a more systematic process and prioritizes street repaving in the most economically efficient order. This is a one-time request to perform this analysis and is recommended to be performed once every 5 years.	0.00	\$0	\$60,000	\$0	\$0	\$60,000
Vehicle Replacement	This enhancement is for 1 vehicle assigned to the Public Works Engineering Department. The vehicle replaces a 2001 Ford Escape (#104 /103,998 miles).	0.00	\$0	\$0	\$35,000	\$0	\$35,000
Subtotal		0.00	\$0	\$60,000	\$35,000	0.00	\$95,000
Public Works Maintenance							
Town Maintenance - Asphalt	This request is for a one-time increase to the Town Maintenance - Asphalt budget of \$35,000 for a total of \$50,000. VDOT has notified the Town that 21st and 23rd Street do not meet their standards and must be improved. The additional funding will ensure these streets can be completed and brought back to VDOT compliance.	0.00	\$0	\$35,000	\$0	\$0	\$35,000

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Town Maintenance - Tree Removal	As part of the Hirst Farm easement, the Town is responsible for the tree care within the Hirst Farm development. Due to tree disease (ash bore), the trees that were planted during the original development, did not survive and need to be taken out and replaced by the Town through a certified arborist. This increase is to cover the unexpected cost from the Hirst Farm easement tree agreement.	0.00	\$0	\$50,000	\$0	\$0	\$50,000
Vehicle Replacement	The enhancement is for 2 heavy duty vehicles to replace aging vehicles in the Public Works Maintenance Division. The vehicles replace 2005 Ford F-350 truck (#517 /139,502 mi) and a 2006 Ford F-350 truck (#516 /114,131 mi).The enhancement proposes to use the FEMA reimbursement from the 2016 snowstorm to reinvest in a capital outlay catch-up. The FEMA funds were received in FY 2017, but not included in the FY 2017 budget. The enhancement proposes 2 vehicles are funded through the FEMA reimbursement proceeds.	0.00	\$0	\$0	\$84,000	\$84,000	\$0
Subtotal		0.00	\$0	\$85,000	\$ 84,000	\$ 84,000	\$85,000
Non-Departmental							
Capital Asset Replacement Fund	This request proposes to use the \$128,086 FEMA reimbursement left over after using \$119,000 of the proceeds for 3 vehicle replacements in the Police and Maintenance Departments. The leftover balance of \$9,086 is proposed to be transferred to the Capital Asset Replacement Fund. This fund is used to reserve funds for capital equipment purchases and this extra amount will double the contribution usually provided for in the annual operating budget.	0.00	\$0	\$0	\$9,086	\$9,086	\$0
Subtotal		0.00	\$0	\$0	\$9,086	\$9,086	\$0

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Parks and Rec Fund							
Parks and Rec Staff Overtime		0.00	\$4,700	\$0	\$0	\$0	\$4,700
	The two staff members of the Parks and Recreation staff are responsible for planning and managing 7 events each year with additional time necessary for the signature events. Both staff members attend the monthly Parks and Recreation Advisory Board meetings. Additionally, as staff liaison for the Parks and Recreation Advisory Board, the Tree and Environment Sustainability Committee and the Purcellville Arts Council, the Parks and Recreation Division Manager attends these monthly meetings as well as the Town Council meetings when the committees update the Mayor and Council members. Funding for overtime, which includes night meetings, is necessary to compensate the staff for the time they work to work with the committees and ensure that the Town of Purcellville hosts events that bring our community together, feature local talent, highlight local goods and services, and draw people to our local businesses.						
Long Range Planning - Bike Park Feasibility Study	The study will determine the feasibility of the Town's bike park construction plans at the Wastewater Facility property and adjoining trail to the bike park. The feasibility study would also verify the proposed construction costs and project timeline. Secondly, the study will provide insight on how to structure the bike park's operating plan such as determining operational management, determining whether an user fee structure is warranted for residents and/or non-residents, and annual maintenance costs.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Fireman's Field Complex Maintenance and Repairs	Under the Concessionaire contract signed in FY 2018, the Town must provide \$25,000 of repairs annually to SAE and this new line item provides the funding for those costs	0.00	\$0	\$25,000	\$0	\$0	\$25,000
Tabernacle HVAC	Under the Concessionaire contract signed in FY 2018, the Town must provide the preventative maintenance and repairs for the HVAC	0.00	\$0	\$10,000	\$0	\$0	\$10,000

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Community Garden	The Parks and Recreation Division is requesting a one-time increase in the Community Garden line item to pay for repairs at the Community Garden. Staff has reached out to those who rented plots this year and received feedback about the condition of the garden and shed that the Town needs to address before the next growing season. These include repairing the fencing, repairing the raised beds, fixing the storage shed, establishing a better pathway between the plots, and repairing or replacing the compost bin.	0.00	\$1,550	\$0	\$0	\$0	\$1,550
Winter Holiday Program	The Parks and Rec is conservatively budgeting a \$1,000 in FY 2019 sponsorships for the Winter Holiday Program from a \$0 revenue budget in FY 2018. This requests to use the \$1,000 in budgeted revenue to cover additional program expenses and increase the FY 2019 budget from \$5,000 to \$6,000	0.00	\$0	\$1,000	\$0	\$1,000	\$0
Subtotal		0.00	\$6,250	\$46,000	\$0	\$1,000	\$51,250
PW WATER							
Filter Rehabilitation	The new proposed line item funds the first of 3 years of filter rehabilitation at the Purcellville water plant. This rehabilitation replaces filter equipment that has been in operation since 1987 with additional rehabilitations in the following 2 fiscal years.	0.00	\$0	\$27,000	\$0	\$0	\$27,000
Elevated Tank Maintenance	The new proposed new line item funds the annual maintenance cost for the Town's elevated water storage to ensure that the current Tank Storage rehab work is adequately maintained.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Building Security	This line item breaks out the building security costs so these costs can match other Town line items under building security. The security costs was previously included as part of Building Repairs & Maintenance line item (51520000 403310) which was reduced by \$4,200 to cover the cost.	0.00	\$0	\$4,200	\$0	\$4,200	\$0

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Generator	This new funding ensures that all well generators are covered by an maintenance contract including the Main Street well that was not covered under contract in prior fiscal years. This ensures all well generators are regularly maintained, ensure optimal efficiency, and backup emergency power is available for the generators if needed.	0.00	\$0	\$23,000	\$0	\$0	\$23,000
Utility Line Repairs	Due to the age of the water lines and the raw water line, the increase above the annual funding of \$30,000 provides the additional resources if needed. The additional resources will be used to take a proactive approach that plans for line replacement that are now being considered. These steps will ensure emergency procedures are not needed in case of breakdown and provide resources to cover other repairs that are needed during the fiscal year.	0.00	\$0	\$22,000	\$0	\$0	\$22,000
Long Range Planning - Water Resource Study	Provides comprehensive study and review of the Town's current and future water resource needs. This study would look at current capacity, future growth plans, and needed capital improvements to determine the most cost effective path forward and accomodate future needs.	0.00	\$0	\$180,000	\$0	\$0	\$180,000
Purchased Water	This increase will provide additional water resources for the Town's use that better balances the use at the J.T. Hirst reservoir. Further, the water purchased does not require as much filtering as the reservoir and can be used to ensure demand is met.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Water Well Repairs and Maintenance	This increase is to bring the budget up to the actual cost level of \$45,000 to ensure the Town's wells are in working order and are available to meet Town demand. Purcellville has 7 wells and the current budget is inadequate to address the number of repairs required to maintain them.	0.00	\$0	\$20,000	\$0	\$0	\$20,000
Well Rehabilitation	This new line item will provide funding to rehabilitate 2 wells (Jefferies and Mountain View) that have caused the most downtime time. The rehabilitation will bring the wells back to normal production and provide less repairs in future Fiscal years.	0.00	\$0	\$49,500	\$0	\$0	\$49,500

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Water Meter Replacement	In the oldest section of town, the Town's water meters are over 20 years of age and do not have the radio technology to work with our new software system upgrades. By replacing the the aging water meters, it will improve accuracy and reduce water loss to optimize revenue. This enhancement will replace 350 water meters in 2 phases during FY 2019; Phase I, Old Town (Nursery, F, Orchard, H, J, K, 26th, 29th, I) and Phase II, 32nd, 33rd, 31st, 28th, G, D, E, 15th and 14th). The cost is split between the Water and Wastewater funds.	0.00	\$0	\$47,000	\$0	\$0	\$47,000
Vehicle Replacement	This enhancement is to procure a pick-up truck for \$42,000 to replace a 2011 Ford Escape (#313/132,813 miles).	0.00	\$0	\$0	\$42,000	\$0	\$42,000
Subtotal		0.00	\$0	\$392,700	\$42,000	\$4,200	\$430,500
PW WASTEWATER							
New Plant Equipment	As part of the phase-in and to prepare for the upcoming membrane change-out (currently scheduled to be installed in FY 2022), this increase is to procure 2 of the 4 permeate pumps within the membrane system . The pumps are essential to the membrane treatment process and are used to pump the treated water through the membrane filter. Upgrading the pumps will ensure continued compliance and reliability. The 4 pumps along with the membranes are at the end of their lifecycle and these components are being replaced through a phased in process to lower the budget impact on an annual basis.	0.00	\$0	\$46,000	\$0	\$0	\$46,000
Water Meter Replacement	In the oldest section of town, the Town's water meters are over 20 years of age and do not have the radio technology to work with our new software system upgrades. By replacing the water meters, it will improve accuracy and reduce water loss to optimize revenue. This enhancement will replace 350 water meters in 2 phases during FY 2019; Phase I, Old Town (Nursery, F, Orchard, H, J, K, 26th, 29th, I) and Phase II, 32nd, 33rd, 31st, 28th, G, D, E, 15th and 14th). The cost is split between the Water and Wastewater funds.	0.00	\$0	\$40,000	\$0	\$0	\$40,000

FY 2019 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements totaled \$1.43 million in funding and 2.7 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Vehicle Replacement	This enhancement replaces a Ford SuperDuty truck (#404 / 12,528 miles) which was used as a crane truck. Although the truck has low miles, the truck has been used as a work truck about 20 hours weekly to assist with wastewater operations since its acquisition.	0.00	\$0	\$0	\$84,000	\$0	\$84,000
Subtotal		0.00	\$0	\$40,000	\$84,000	\$0	\$124,000
TOTAL		2.70	\$ 464,227	\$ 806,200	\$ 377,086	\$ 216,039	\$ 1,431,474

FY 2019 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2019 Adopted Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of requests that were not be funded with the currently forecasted revenue estimates. Total unfunded request amount to \$478,285 and 2.30 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
All Departments							
Compensation Study Implementation - 1st step	This enhancement provides a set aside amount of 2% of Town base salaries to fund any adjustments to salary based on the Compensation study recommendations that will be completed in FY 2019.	0.00	\$120,178	\$0	\$0	\$0	\$120,178
Subtotal		0.00	\$120,178	\$0	\$0	\$0	\$120,178
Administration							
Special Asst to Town Manager	This position was shown as a Part-Time FTE (0.6 FTE) position, but unfunded for FY 2018 adopted budget. The FY 2018 budget was later amended to allow this position up to 16 hours per bi-weekly payperiod (0.2 FTE). The budget requested to fully fund this position at 48 hours a payperiod in FY 2019. The adopted budget left this position "as-is" at the 0.2 FTE level. This position performs the following duties: actively working with Departments on grant opportunities, track and manage the Town's contracts, and track revenue agreements, such as the cellular leases. The position also helps reduce risk by ensuring that all Town contractors are properly insured and licensed in accordance with the associated contracts. The information to the right shows the difference of the amount unfunded.	0.40	\$33,901	\$0	\$0	\$0	\$33,901
Subtotal		0.40	\$33,901	\$0	\$0	\$0	\$33,901
Finance							
Finance Associate	This proposed additional Revenue Technician position was initially requested as a full-time position. The FY 2019 budget proposed and adopted a part-time revenue associate at 0.6 FTE. The information to the right shows the difference of the amount unfunded.	0.40	\$38,594	\$0	\$0	\$0	\$38,594
Subtotal		0.40	\$38,594	\$0	\$0	\$0	\$38,594

FY 2019 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2019 Adopted Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of requests that were not be funded with the currently forecasted revenue estimates. Total unfunded request amount to \$478,285 and 2.30 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Police							
Computer Operations	This enhancement is a one-time request to increase the Police Department's Computer Operations funding line by \$5,500 to purchase laptop toughbooks. Several toughbooks are in need of repair and are beyond their operational use. This one time funding would allow the Police Department to catch-up with their toughbook replacement cycle. In FY 2020, the Police Department would go back to its regular annual funding replacement cycle amount of \$9,500. The Police Department is currently applying for a grant to pay for the computers. If the grant is awarded, the budget will be amended to purchase the toughbooks.	0.00	\$0	\$5,500	\$0	\$0	\$5,500
Vehicle Maintenance / Fuel	This enhancement implements a new program called take home car program to improve emergency response and officer morale. If instituted, Police Officers that are working would drive their patrol vehicles home (during their 2 or 3 day tour of duty) and would be able to respond to emergencies in a more efficient and timely manner. The \$10,000 increase covers any additional fuel costs.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Vehicle Replacement	The current fleet schedule for the Police Department indicates 3 vehicles to be replaced in FY 2019. Town Council approved 2 vehicles for replacement. The 3rd vehicle would replace the 2013 Dodge Charger (#224/70,000 miles) with a similar police sedan model. As a result, the 2013 Dodge Charger has been placed as a proposed FY 2020 vehicle replacement within the Town's 5-year vehicle replacement schedule (FY 2019 to FY 2023).	0.00	\$0	\$0	\$35,000	\$0	\$35,000
Subtotal		0.00	\$0	\$15,500	\$35,000	\$0	\$50,500

FY 2019 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2019 Adopted Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of requests that were not be funded with the currently forecasted revenue estimates. Total unfunded request amount to \$478,285 and 2.30 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Public Works Maintenance							
Facilities Manager	Currently, the Town does not have a Facility Maintenance Manager that is the main contact to oversee, coordinate, and ensure the ongoing maintenance of the Town's assets; which include Town Hall, the Firemen's Field complex, Maintenance Shop, and Utility Plants. The Town's asset maintenance falls under different employees. By consolidating the function to one manager, regular maintenance checks and procurements could be coordinated and efficiencies achieved.	1.00	\$105,813	\$0	\$0	\$0	\$105,814
Subtotal		1.00	\$105,813	\$0	\$0	\$0	\$ 105,814
Legislative / Advisory							
Environmental Special Programs	The Tree and Environmental Committee is requesting a \$10,000 increase in the Environmental Special programs to \$15,000 to continue existing efforts such as Hail the Trail, the Mayor's Monarch Pledge, Tree City U.S.A., and various environmental studies, and to add three new efforts: establishing a native garden and tree planting grant program, maintaining and enhancing existing nature trails and preserves, and connecting trails and sidewalks throughout town.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Subtotal		0.00	\$0	\$10,000	\$0	\$0	\$10,000

FY 2019 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2019 Adopted Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of requests that were not be funded with the currently forecasted revenue estimates. Total unfunded request amount to \$478,285 and 2.30 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Parks and Rec							
Parks and Rec Staff	As an addendum to the proposed budget, the Town Manager requested the Town Council to consider the Parks and Rec staffing needs due to the current workload and future workload to meet the Town's vision of a vibrant community for recreation and cultural events. Currently, the Parks and Rec staff consists of a Division Manager (0.7 FTE) and an Events Specialist (0.5 FTE); a total of 1.2 FTE. The enhancement would increase the Division Manager to a full-time position (1.0 FTE) and provide the Events Specialist for more hours (0.7 FTE; a total of 1.7 FTE) to work toward the vision and the 4 Town committees currently reporting to the Parks and Rec Division.	0.50	\$59,298	\$0	\$0	\$0	\$59,298
Subtotal		0.50	\$59,298	\$0	\$0	\$0	\$59,298
PW WASTEWATER							
Long Range Planning - Sewer Master Plan	This study will enable the Town to determine pipe segments that are approaching their capacity and enable proposed future expansion of the sewer system to be contemplated without producing downstream ramifications. This request will be submitted again in the FY 2020 budget process.	0.00	\$0	\$60,000	\$0	\$0	\$60,000
Subtotal		0.00	\$0	\$60,000	\$0	\$0	\$60,000
TOTAL		2.30	\$357,784	\$85,500	\$35,000	\$0	\$478,285

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Introduction

This section presents an overview of the Town of Purcellville. The following pages contain:

- Fast Facts
- Location Map
- Organization Chart

Fast Facts

Purcellville is an award-winning town of approximately 9,100 residents located in Loudoun County, approximately 40 miles west of Washington, DC. It has been honored for its green initiatives, most recently with the prestigious Siemens Sustainability Award for Small Communities. The Town has an elected Mayor and six Town Council members. Once a stop along the W&OD rail line, Purcellville has maintained its historic old-town feel through the restoration and maintenance of its many downtown structures, reflecting the Victorian architecture popular during the early 1900s. Today, Purcellville is the economic hub of western Loudoun County and a popular weekend destination for antiques, entertainment, farmer's markets, wineries, breweries, distilleries and restaurants. More info at www.purcellvilleva.gov.

Date the Town was settled: 1764
Date of Incorporation: 1908

Square Miles: 3.42*
Acreage of Existing Corporate Limits: 2,188.80*

Population: Approximately 9,771*
Dwelling Units: 2,983*
Number of Utility Accounts: Residential 2,546 / Commercial 307

Number of Commercial Businesses: 801
Number of Food Establishments: 52
Number of Licensed Contractors: Regular In-Town 35 / Out of Town 244

Total Taxable Real Property (as of January 1, 2018): \$1,286,549,230

Total Town Assets as of June 30, 2017: \$130,474,724

Miles of Streets Maintained: 50.84
Miles of Water lines Maintained: 47
Miles of Sewer Lines Maintained: 36
Gallons per day water/sewage produced / treated: 584,000
Tons of Refuse Collected Annually: 1992
Tons of Recycling Collected Annually: 583
Tons of Yard Waste Collected Annually: 514

Educational Institutions within Town Limits:
Emerick ES, Mountain View ES, Blue Ridge MS, Loudoun Valley HS, Woodgrove HS, Patrick Henry College

* Source: The U.S. Census Bureau as of July 1, 2017
June 12, 2018



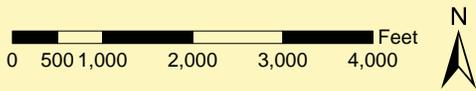
Official Zoning Map

Legend

- Boundary
- Floodplain Overlay District
- Historic Corridor Overlay District
- Proffered Rezoning
- Streets

Zoning District

- R-2, Single-Family Residential
- R-3, Duplex Residential
- R-8, Townhouse Residential
- R-15, Apartment Residential
- R-3A, Office Residential
- C-1, Office Commercial
- MC, Mixed Commercial
- C-4, Central Commercial
- CM-1, Local Service Industrial
- M-1, Limited Industrial
- PDH-2, Planned Development Housing
- PDH-5, Planned Development Housing
- PDH-8, Planned Development Housing
- AC, Agricultural Conservancy/Commercial
- IP, Institutional and Public Use
- X, Transitional



This Official Zoning Map is updated as necessary and reflects zoning as of the date of publication.
 Publication Date: March 31, 2015
 Last Amended: January 13, 2015

For information on zoning for specific properties in the Town, please contact the Department of Community Development.

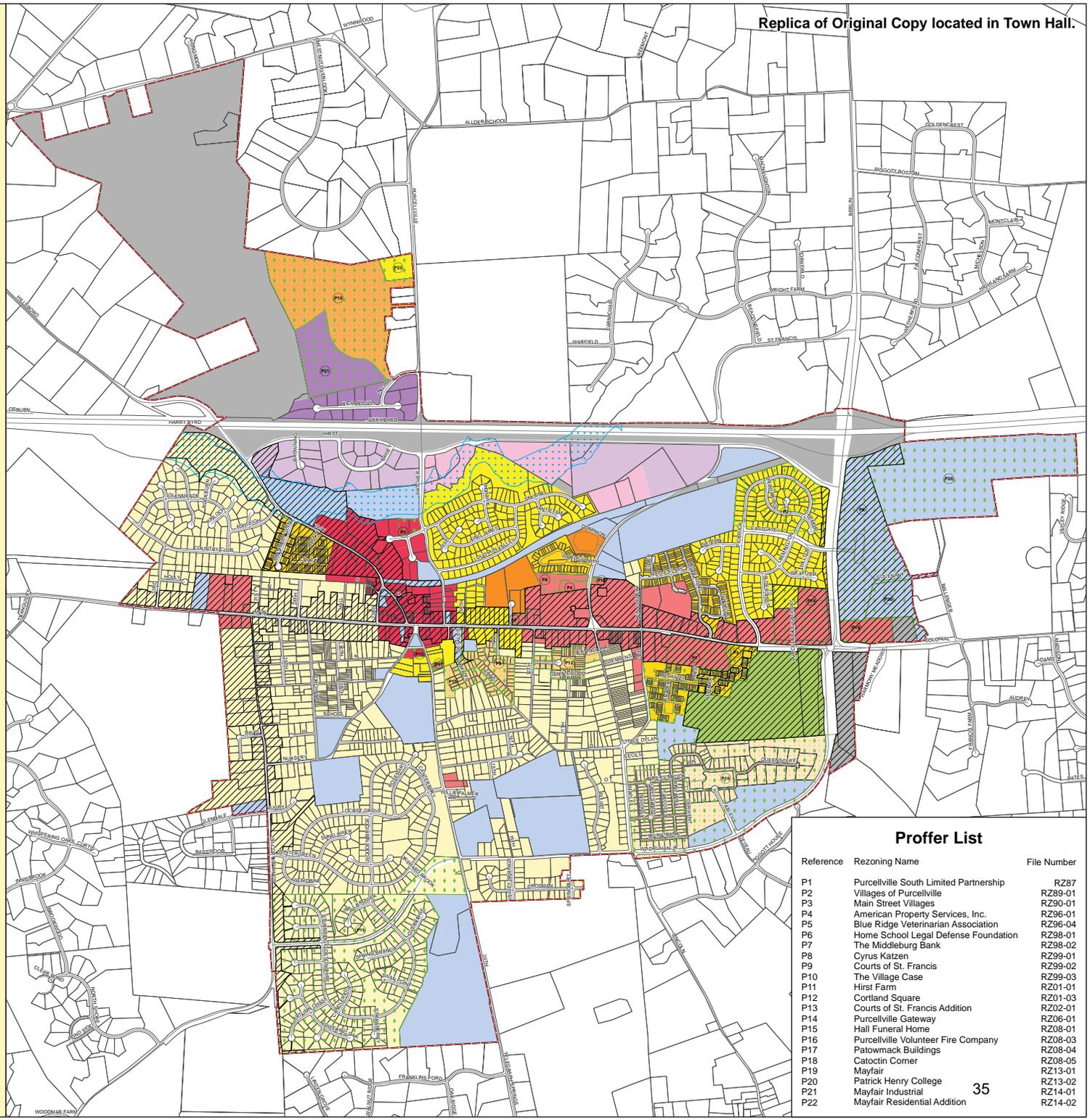
Disclaimer: The Town of Purcellville is not responsible for loss, if any, resulting from the use of this map or related data. Although this is displayed as the official town representation of zoning, property surveys should be referenced for the precise location of parcel lines and zoning boundaries.

Map created by:
 Town of Purcellville
 Department of Community Development
 221 S. Nursery Ave
 Purcellville, VA 20165

Mapping Standards:
 Coordinate System = NAD83 HARN State Plane Virginia North
 Projection = Lambert Conformal Conic
 Map Units = Feet

June 12, 2018

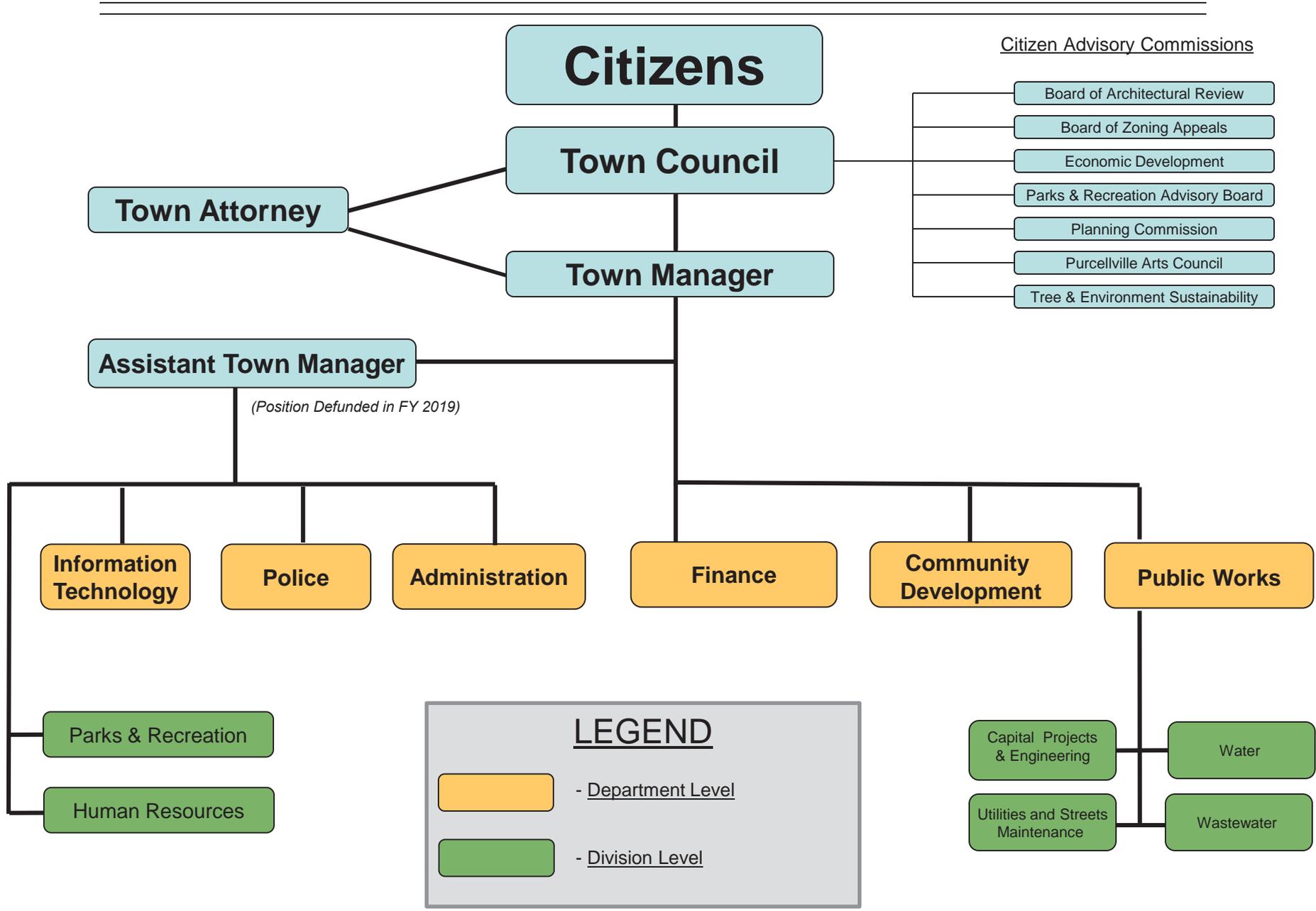
Replica of Original Copy located in Town Hall.



Proffer List

Reference	Rezoning Name	File Number
P1	Purcellville South Limited Partnership	RZ87
P2	Villages of Purcellville	RZ89-01
P3	Main Street Villages	RZ90-01
P4	American Property Services, Inc.	RZ96-01
P5	Blue Ridge Veterinarian Association	RZ96-04
P6	Home School Legal Defense Foundation	RZ98-01
P7	The Middleburg Bank	RZ98-02
P8	Cyrus Katzen	RZ99-01
P9	Courts of St. Francis	RZ99-02
P10	The Village Case	RZ99-03
P11	Hirst Farm	RZ01-01
P12	Cortland Square	RZ01-03
P13	Courts of St. Francis Addition	RZ02-01
P14	Purcellville Gateway	RZ06-01
P15	Hall Funeral Home	RZ08-01
P16	Purcellville Volunteer Fire Company	RZ08-03
P17	Patowmack Buildings	RZ08-04
P18	Catoctin Corner	RZ08-05
P19	Mayfair	RZ13-01
P20	Patrick Henry College	RZ13-02
P21	Mayfair Industrial	RZ14-01
P22	Mayfair Residential Addition	RZ14-02

Town of Purcellville Organization Chart: Effective March 1, 2017



Strategic & Operational Framework

Detailed within this section are the elements of the strategic and operational framework that guides the Town in preparation of the annual budget. These elements help shape the activities necessary to attain the desired outcomes of the Town Council.

- Town Council Vision, Mission, & Core Values
- Town Council Strategic Initiatives
- Town Goals and Performance Management
- Credit Rating Assessment
- Fiscal Policy Guidelines
- Long Range Financial Plans



In September 2016, the newly elected Town Council of Purcellville held their first strategic planning session, where they identified a new vision and future initiatives.

The Town Council and all others involved in this planning would like to share their strategy for the future of Purcellville with you, its stakeholders and citizens.

Below you will find four Strategic Initiatives that have been identified and the actions that will be taken in order to achieve them. They are explained on the reverse.

1. Promote Community & Economic Well-Being
2. Practice Good Governance
3. Strengthen Community Partnerships
4. Fund the Future

VISION

“Purcellville - your small Town, where history and progress intersect and people prosper.”

MISSION

As stewards worthy of community trust, we work to discern, define, and implement an agenda to nurture and preserve our residents’ quality of life. Through Town Council policies and leadership, we foster an open, cooperative, and admired model government that encourages full public participation and ensures the level of services our citizens expect and deserve.

CORE VALUES

Integrity
Trust
Transparency
Innovation
Accountability
Stewardship

Town of Purcellville Strategic Initiatives

Promote Community & Economic Well-Being

Capitalize on Purcellville's healthy mix of assets, location, and heritage to grow, diversify, grow, and strengthen the community and economic well-being of citizens and businesses alike.

Action Agenda

- Initiate the review and update of the Purcellville Comprehensive Plan inclusive of a build-out analysis.
- Refine an Economic Development Plan for Purcellville that supports local businesses and entrepreneurs through a business retention and expansion plan and to develop and implement a tourism strategy for Purcellville.
- Develop/establish a specific brand to promote Purcellville.
- Complete and analyze a business satisfaction survey.
- Monetize existing community assets and open space property.
- Continue transportation enhancements
 - Multimodal
 - Route 7 bypass/Route 690 interchange
 - Upgrades to Route 7 bypass/Route 287 interchange

Practice Good Governance

Perform government functions effectively and efficiently while being accountable to the citizens of Purcellville.

Action Agenda

- Engage each Town department and Committee, Commission and Board to identify their top priorities and needs.
- Develop a short and long term debt management strategy for the Town.
- Complete a staffing pattern/ plan for needed FTE's and part-time employees.
- Conduct an independent efficiency and effectiveness audit of Town services and programs.
- Incorporate cost of services strategies to ensure operational efficiency across Town departments.
- Research alternative high-speed, high-capacity telecommunication/internet capabilities for Town residents and businesses.
- Expand transparency and accountability through programs, software, and other tools.
- Review development and recruiting procedures for small businesses and look at stream lining opportunities.
- Collect immediate feedback from new businesses and residents.

June 12, 2018

Strengthen Community Partnerships

Implement a positive and interactive relationship with Town citizens and must be committed to helping citizens gain a greater understanding of and connection with their Town government.

Action Agenda

- Continue to implement community surveys.
- Host Town Forum and Informational Sessions on Town Services to allow citizens to learn about areas important to them.
- Review and update Committee, Commissions and Boards Policy Guide, mission, purpose statement, and bylaws.
- Revise and update the BAR Design Standards.
- Cultivate a partnership with neighboring towns, Loudoun County, the Commonwealth of Virginia, and our Federal Government.
- Reactivate the Coalition of Loudoun Towns (COLT) to better link our neighboring towns with Western Loudoun issues.
- Establish a partnership with local realtors and businesses to create "Welcome Wagon" concept.

Fund the Future

Purcellville will require a commitment to identifying and discussing revenue options and opportunities.

Action Agenda

- Review and revise a Financial/Fiscal Policy for Purcellville.
- Develop a Capital Maintenance Program for Town assets.
- Continue to explore new ways to put the Town's utilities on a path of self-sufficiency.
- Continue to increase non-tax revenue as a percent of Town revenue.
- Review and revise CIP projects and 5 year plan.
- Maintain and enhance the Town's Credit Rating.
- Explore facility options for Police Department.

TOWN GOALS AND PERFORMANCE MANAGEMENT

The Town Council spends considerable time annually reviewing and defining priorities for the Town with the ultimate goal of creating and maintaining Purcellville as a sustainable community that is a highly desirable place to live and work. Town Council's decisions ultimately affect the resource allocations for Town services approved by the Council in the annual budget that allocates expenditures and revenues for July 1 through June 30 each year.

The Town Council adopted the Purcellville 2025 Comprehensive Plan in December 2006 to “guide future community growth and development in the Town of Purcellville while enhancing residents’ and businesses’ quality of life and environment.” The overall plan is updated every five years with an Implementation Matrix of outcomes that is reviewed each year. Focus areas of the Comprehensive Plan include: People and Neighborhoods, Economic Development, Public Services, Public Utilities and Transportation, Environment and Community Design. With its strategic plan implementation section, this document guides Town Council priorities and reflects its Mission Statement:

Town Council Mission Statement

As stewards worthy of community trust, we work to discern, define, and implement an agenda to nurture and preserve our residents’ quality of life. Through Town Council policies and leadership, we foster an open, cooperative, and admired model government that encourages full public participation and ensures the level of services our citizens expect and deserve.

Priority projects are outcome-based tied to the objectives in the Comprehensive Plan. Status of the priority projects are regularly checked throughout the year and a thorough review of previous years’ projects and upcoming projects are conducted at annual Town Council strategic planning sessions.

All of the department narratives in the budget include measures and how they are tied to one or more of the following: the department’s Core Functions, the Town’s Comprehensive Plan, and priority projects. The column – “Comp Plan, Core, Priority” – is included in the department budget narratives to highlight this information.

Performance Management Overview

Approximately five months prior to the official adoption of the Comprehensive Plan in 2006, the Purcellville Town Council held a strategic planning session where it identified “Organization for Success” as a top priority and included the need to accomplish the following:

- Start a formal executive project management review for performance management, project management and key Town initiatives
- Institute a performance management structure for the Town of Purcellville
- Set performance targets and a means to measure annual performance
- Develop and implement performance measures for Utilities, Public Works and Streets and Maintenance Operations

The Town Council again listed “Organization for Success” as an ongoing priority at their annual strategic planning session the following year in July 2007. Also, the Town adopted a new pay plan which included funding tied to the implementation of a performance management program with departmental goals, objectives and measures as well as a pay-for-performance system.

With this direction in mind, Town staff organized a Performance Management Team (PMT) to develop and review the organizing for success, or performance management, program and its implementation throughout the organization.

Three descriptions of performance management found during an extensive literature review were referenced by the PMT to guide the Town’s program:

- Performance management is defined as using performance and financial information for making results-based decisions in the quest for providing efficient and effective services.
- Performance management is a tool for strategic, business, operational planning and implementation and evaluation with measures that can show how the Town is doing, underscore its successes, help identify where it can make improvements and are a part of an overall conceptual and strategic framework for effective management.
- Performance management is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations in order to ensure mutual understanding between supervisor and employee. It is a philosophy

which values and encourages employee development through a style of management which provides frequent feedback and fosters teamwork. It emphasizes communication and focuses on adding value to the organization by promoting improved job performance and encouraging skill development. Performance Management involves clarifying the job duties, defining performance standards, and documenting, evaluating and discussing performance with each employee.

Below is a common depiction of the steps toward performance management:

Steps toward Performance Management

			Performance Management
		Performance Measures	Many towns compare this month's or this year's performance measures to those of the past. Some are making comparisons with other towns and to begin the process of benchmarking. Pay-for-performance is a part of this step.
	Objectives	Performance measures indicate how much or how well the Town is doing. Ideally, they track the Town's progress toward achieving its objectives.	
Core Purpose/Goals	Objectives are unambiguous statements of the Town's performance intentions, expressed in measurable terms, usually with an implied or explicit timeframe.		
Core Purpose statements declare the Town's long-range intent; its purpose. Although the goals expressed in a core purpose statement may help shape the Town's values and its organizational culture, they often are imprecise and sometimes even a bit vague.			

Core Values and Core Purpose Statement¹

Each department reviews the staff Core Values and Core Purpose Statement as a part of its strategic planning efforts and these are included in the department sections of this budget document. The Police Department developed some additional core values to guide its decisions.

Core Values

Trust based on honesty, integrity, ethics, fairness, transparency, and respect.

Unity of Purpose achieved through collaboration, cooperation, flexibility, and open communication.

Commitment demonstrated through responsibility, accountability, dependability, initiative, empowerment, and recognition of diversity.

Professionalism based on passion for excellence, accuracy, creativity, adaptability, and continued learning.

Town Staff Mission Statement

To provide exceptional services to our customers that achieve the highest level of effectiveness, efficiency, and fiscal responsibility.

Town Staff Vision Statement

We commit to be an adaptable and innovative organization, fostering a sustainable and livable community that is environmentally responsible, economically thriving, universally inclusive, and culturally rich.

¹ Town Staff recognize their responsibility to carry out the Mission, Vision, and Initiatives of the Town Council, and support this effort through establishing a Mission and Vision Statement and Core Values for the organization that is complementary to the Town Council's stated Mission, Vision, Values, and Initiatives.

Goals, Objectives and Performance Measures

In line with the Town Council Mission Statement, Priorities, Core Values and Core Purpose Statement, each Town department has a Mission, Departmental Description/Activities, Goals and Objectives, and Performance Measures included in the budget. These elements are refined so that performance management will be a stronger part of the organizational culture to continuously look for ways to improve services, be a vehicle to support and drive change and improvement, empower employees as a part of change management, and have a mechanism to reward success.

The goals give more specific direction on how the department will achieve its mission; however, they are generally not quantified and span multiple fiscal years. Objectives are outcome-based statements of specifically what will be accomplished within the budget year. Each departmental program has at least one objective statement and at least one indicator of each type, i.e., output, efficiency and outcome. The objectives should demonstrate progress toward the goals. In essence, well-written objectives are “S-M-A-R-T” which stands for Specific, Measurable, Aggressive and Attainable, Results-oriented and Time-bound. The three key types of performance measures most relevant to tracking and improving performance are the following:

- **Output (Workload) measures** – Tells “how much” or “how many.”
Example: Number of meters repaired.
- **Efficiency measures** – Relate outputs to resources consumed (e.g., unit costs, output per labor-hour).
Example: Cost per meter repair.
- **Outcome (Effectiveness) measures** – Tells “how well” (e.g., indicators of quality or progress toward objectives).
Example: Percentage of repaired meters still functioning properly six months later.

Each department strives to have at least one measure of each type for every program area with measures tied to one or more of the department’s Core Functions, the Town’s Comprehensive Plan, and the priority projects. As the performance management program evolves, the measures will focus more on outcomes and less on workload. Other processes the Town participates in that ask for key outcome measures are, for example, the ICMA Center for Performance Measurement program, the GFOA Distinguished Budget Award, the Police Department State Accreditation, Go Green Virginia Certification, and various other environmental programs such as the Virginia Department of Health Water Treatment Plant Performance Award.

Ongoing Efforts

Performance Dashboard

The Town of Purcellville previously developed a web-accessible performance dashboard – purcellvilledashboard.com – to provide information on key elements of Town government services. The performance measures included with the dashboard are ones that are deemed to be of interest to the community. Categories for the measures are based upon the 2025 Adopted Comprehensive Plan. The Town continues to look for ways to report this information in an informative and accurate manner that represents recent activity and performance measures. Recent updates to the Town’s performance activity includes the use of the OpenGov Financial Transparency Portal to show financial activity on a monthly basis in an easy-to-use manner.

ICMA Center for Performance Measurement Program and Certificate of Distinction

In Fiscal Year 2011-12, the Town of Purcellville joined the ICMA Center for Performance Measurement Program for smaller communities which offers an approach to comparative performance measurements for local governments. Benefits of the program are that it provides a method to monitor organizational performance, compare with peers, make evidence-based decisions, identify efficiencies and cost-saving opportunities, and demonstrate and celebrate high performance. More information about the ICMA Center for Performance Measurement Program can be found at icma.org.

Also, the Town’s overall Performance Management system was awarded a Certificate of Distinction in 2011, 2012, 2013, 2014, and 2016 by the International City/County Management Association (ICMA) Center for Performance Measurement. In 2015, the Town achieved the highest level of recognition for Performance Management – a Certificate of Excellence – by ICMA. The certificate program assesses a local government’s performance management program and encourages analysis of results by comparing to peers and gauging performance over time. Performance management aids in cost reduction, program prioritization, and quality improvement. It also encourages accountability and transparency.

With ongoing commitment and input from Town Council, Town staff, and the community, the Town of Purcellville will continue to be an active leader in performance management.

CREDIT RATING ASSESSMENT

Credit Rating

One measure of the Town's financial strength is the bond credit rating. The Town of Purcellville received its first credit ratings from the three nationally recognized credit rating agencies in October 2013. These ratings were affirmed in September 2017 in advance of the 2017 Plan of Finance. The following is a summary of the results from each rating agency:

Standard and Poor's (S&P)	AAA, Outlook Stable
Moody's	Aa2
Fitch	AA, Outlook Positive

Scale – Impact -- Factors

The AAA rating is the highest rating on the credit rating scale and the Aa2 and AA rating are considered very strong investment grade ratings and demonstrates the Town's strong creditworthiness relative to other municipal or tax-exempt issues of debt. Favorable ratings result in lowered borrowing or interest costs on debt issuances.

The rating agency's reports sited a number of factors that influenced these ratings including Purcellville's very strong economy with access to the Washington metropolitan area, very strong management with strong financial policies and practices, strong budgetary performance with operating surpluses, very strong general fund reserve levels and liquidity, very strong budgetary flexibility, and strong wealth and income indicators. A rating review will be required if the Town issues additional debt in the future.

Town of Purcellville, Virginia
Fiscal Policy Guidelines
Version 4 – February 25, 2014

SECTION I. Accounting, Auditing, and Financial Reporting

- a. The town will establish and maintain the highest standards of accounting practices in conformance with uniform financial reporting in Virginia and generally accepted accounting principles for governmental entities as promulgated by the Governmental Accounting Standards Board.
- b. The town will engage an independent firm of certified public accountants to perform an annual financial and compliance audit according to generally accepted government-auditing standards and will have these accountants publicly issue an opinion, which will be incorporated in a comprehensive annual financial report.
- c. The town will annually seek both the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and the Government Finance Officers Association Distinguished Budget Presentation Award.

SECTION II. Asset Management

- a. The town will capitalize all fixed assets with a value greater than \$5,000 and an expected life of two years or more.
- b. The operating budget will provide for minor and preventive maintenance.
- c. The capital budget will provide for the acquisition of fixed assets and the construction, or total replacement of physical facilities to include additions existing facilities, which increase the square footage or asset value of that facility or other asset. The town will protect its assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities.

SECTION III. Revenue Management

- a. The town will maintain a diversified and stable revenue structure to protect it from short-run fluctuations in any one-revenue source.
- b. The town will estimate its annual revenues by an objective, analytical process.
- c. The town, where practicable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as overhead or indirect costs and capital or debt service costs, and the town will periodically review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

- d. The town will follow an aggressive policy of collecting revenue.
- e. The town should routinely identify intergovernmental aid funding possibilities. However, before applying for or accepting intergovernmental aid, the town will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary matter. All grant applications, prior to submission, must be approved by the Town Manager; grants and donations may be accepted only by the Town Council; and no grant will be accepted that will incur management and reporting costs greater than the grant amount.

SECTION IV. Budget Management

Operating Budgets

- a. The town, to maximize planning efforts, intends to prepare the operating budget with a multi-year perspective.
- b. The budget is a plan for raising and allocating resources. The objective is to enable service delivery within available resources. Services must be delivered to residents and taxpayers at a level, which will meet real needs as efficiently and effectively as possible.
- c. The town will fund current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures.
- d. It is important that a positive unassigned fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year. When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive unassigned fund balance and a positive cash balance.
- e. Where possible, the town will integrate performance measurements and productivity indicators within the budget. This should be done in an effort to continue to improve the efficiency and effectiveness of town programs and employees. Performance measurement should become a dynamic part of town government administration.
- f. The budget must be structured so that the Town Council and the general public can readily establish the relationship between revenues, expenditures and the achievement of service objectives.
- g. Budgetary reviews by the Town Council and Town Manager will focus on the following basic concepts:
 - Existing Service Costs. The justification for base budget program costs will be a major factor during budget reviews.
 - Administrative Costs. In all program areas, administrative overhead costs should be kept to the absolute minimum.
 - Program Expansions. Proposed program expansions above existing service levels must be submitted as separate budgetary requests requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety and welfare of the community to include analysis of long-term fiscal impacts

New Programs. Proposed new programs must also be submitted as individual budgetary requests requiring detailed justification. New programs will be evaluated on the same basis as program expansions to include analysis of long-term fiscal impacts.

Capital Budgets

- h. The town will make all capital improvements in accordance with an adopted capital improvements program.
- i. The town will develop a multi-year plan for capital improvements, which considers the town's development policies and links development proffers resulting from conditional zonings with the capital plan.
- j. The town will coordinate development of the capital budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts.
- k. The town will make use of non-debt capital financing through the use of alternate sources, including proffers and pay-as-you-go financing. The goal of the town is to finance 25% of the current portion of construction and acquisition costs of capital assets, improvements, and infrastructure (in excess of proffers) through the use of such non-debt sources over the course of a five year CIP program. The amount provided in current resources may be applied equally to all projects or only to specific projects.

Capital Asset Replacement Fund

- l. Given the above stated goal to finance 25% of the cost of construction and acquisition costs of capital assets, improvements, and infrastructure (in excess of proffers) through the use of non-debt sources over the course of a five year CIP program, the Town will establish a Capital Asset Replacement Fund.
- m. The Capital Asset Replacement Fund will provide non-debt funding for capital projects included in the adopted CIP with a focus on capital assets with shorter useful lives (i.e. vehicles, equipment, etc.).
- n. Initial funding for the Capital Asset Replacement Fund will come from revenues that result from the growth in the Town's tax base. It is the goal of the Town to dedicate between 10% and 25% of the incremental additional revenues generated by the annual growth in the Town's tax base, if any, to the Capital Asset Replacement Fund.
- o. Town Council may also, from time to time, dedicate monies from the Unassigned Fund Balance that are in excess of the Town's stated policy guideline to the Capital Asset Replacement Fund so long as the Undesignated Fund Balance level after such dedication will maintain compliance with the Town's policy goals.

SECTION V. Debt and Cash Management

Debt Management

- a. The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- b. The town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- c. The town will annually calculate target debt ratios for direct, non-revenue based debt that is dependent on the general fund for the payment of debt service. So long as payments from the general fund to the enterprise fund are not necessary to make up shortfalls in the enterprise fund, enterprise fund debt will not be included in the calculation of the debt ratios. The town's debt capacity shall be maintained within the following primary goals:
 1. Debt service expenditures as a percentage of general fund expenditures should not exceed 15%.
 2. Bonded debt of the town shall not exceed 2.0% of the total assessed value of taxable property.
- d. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document. As such, the Director of Finance will maintain a record of all of the lenders of outstanding town issued debt. This record will include any post issuance disclosure obligations of the town. So long as the Town has debt outstanding in the public markets this record will also include the continuing disclosure requirements found in the Continuing Disclosure Agreement ("CDA") that is executed at the closing of publicly issued bonds. The Continuing Disclosure Agreement specifically references the town's obligations under rule 15c212. The most recent CDA is included as Appendix A to these financial policies.
- e. It is the goal of the town to maintain or enhance its credit ratings. The town understands that there is a correlation between a higher bond rating(s) and lower borrowing costs (all else being equal) – whether the town is borrowing for a new project or to refinance existing debt for savings. As such, working with its Financial Advisor, the town will maintain good communications about its financial condition with bond and credit rating institutions.
- f. The town understands that it has the unique ability to borrow on a tax-exempt basis for many of its General Government and Utility Enterprise projects. The town further understands that the provisions of the Internal Revenue Code of 1986, as amended (the "IRC"), together with the regulations promulgated thereunder (the "Treasury Regulations" and collectively with the IRC, the "Tax Laws"), impose requirements that must be met in order for interest on the Bonds to continue to be exempt from federal income taxation or the Bonds be entitled to certain other tax benefits while the Bonds are outstanding. It shall be the policy of the town to work with a nationally recognized Bond Counsel and Financial Advisor, as necessary, (a) to comply

with the Tax Laws and (b) to implement and carry out the procedures to ensure compliance with the Tax Laws and to preserve appropriate records to evidence such compliance.

Cash Management

- g. The town will maintain an investment policy based on the Government Finance Officers Association model investment policy, and the investment policies and procedures of the director of finance shall become a part of this policy.
- h. The town will, where permitted by law, pool cash from its various funds for investment purposes and will invest revenue to maximize the rate of return while maintaining a low level of risk

SECTION VI. Reserve Funds Management

- a. The general fund unassigned fund balance should be maintained at a minimum of \$3 million or 30% of total general fund revenues, whichever is greater, given that the water and sewer enterprise funds are self-supporting and the enterprise fund fund balances are maintained at a substantial level.
- b. The general fund unassigned fund balance should be drawn upon only as absolutely necessary and any use thereof should be limited to:
 - 1. One time capital needs;
 - 2. Offsetting difficult economic times;
 - 3. Non-recurring expenditures;
 - 4. Providing liquidity in emergency situations.
- c. The total of the water and sewer utility funds unrestricted cash and equivalents at the close of each fiscal year should be equal to no less than 100% of the total of operating expenditures and debt service.
- d. Should the town utilize fund balances (general fund) or unrestricted cash and equivalents (water and sewer utility funds) that will reduce the funds below the policy for one of the purposes noted above the town will put in place a plan to restore the fund balance to the policy level. In such circumstances, after the fund balance (General Fund) or unrestricted cash (water and sewer utility funds) have been calculated as part of closing-out a fiscal year, the town will adopt a plan as part of the following year's budget process to restore the funds to the policy level within 36 months from the date of the budget adoption.

Note: Version 1 adopted in October 2005; Version 2 adopted in February 2007; Version 3 adopted in November 2010; Version 4 adopted in February 2014.

LONG-RANGE FINANCIAL PLANS

(Updated 6/9/2015)

Purpose

The Town's purpose in developing and establishing long-range financial plans is to ensure that the citizens, the Town Council, and the Town Manager have a uniform and comprehensive understanding of anticipated economic conditions and activities that will influence Town operations and growth. The Town's long-range financial plans are developed under the umbrella of the Town's Adopted Comprehensive Plan, dated December 19, 2006. The plan paints a picture of the strategic direction of the Town's development and serves as the basis for Town growth management and development decisions.

Background

Within this framework, the Town operates as a traditional and fiscally responsible entity. With the assistance of a professional financial and utility rate consultant, the Town's finances are managed with moderation to ensure that unreasonable tax burdens and fees are not imposed on its residents. Following that philosophy, the Town has enacted conservative, yet fiscally advanced practices in financial management and long-range financial planning. Policies connecting the level and growth of long-term debt, debt service, and tax rates assure Town residents that current and future spending levels are minimized and revenues maximized without becoming burdens. This conservative policy has led to a financial position where fund balances are healthy, expenditure growth is moderate and funding is preserved through a mix of stable revenue streams. The Town Council and Town Manager remain vigilant of how fluctuations in the national and state economies affect local conditions.

Long-range financial planning is used regularly throughout the budget process to identify major trends, needs, and opportunities that could affect the fiscal health of the Town in the future. The five-year Capital Improvement Program (CIP) is an example of addressing today's needs while proactively keeping an eye on balanced investment in public infrastructure. This approach assures that "out-year" project estimates are viable and achievable. On the Operating Budget side, the Town employs a professional financial advisor and utility rate consultant to assist in long-rang financial planning. This process results in reviewing current and future fund balance levels, forecasting and projecting growth in revenues and operating expenditures for both the General Fund and the Enterprise Funds. The Town's ultimate goal is to develop a long-range forecast for a 10 to 15 year period.

Long-range Forecasts -- The following reflects the 5-year current long-range plans and forecasts for the Town's funds.

Multi-Year Financial Forecasting

- Multi-year Financial Forecasting uses financial forecasts to provide insight into future financial capacity, so that strategies can be developed to achieve long-term sustainability given the Town's service objectives and financial challenges.
- Multi-year Financial Forecasting helps the Town anticipate and plan for future needs and challenges for the General Government (i.e. General Fund and Parks & Recreation Fund) Funds.
- The Town has historically performed periodic Multi-Year Financial Forecasting for the General Fund and the Water & Sewer Utility Funds and intends to do so in the future.
- The Multi-year Financial Forecast is not designed to be a multi-year budget but rather a tool for assessing the impact that decisions made in this budget year may have in future budget years.
- To this end the following Multi-year Financial Forecasts are presented as part of the Fiscal Year 2019 Budget:
 1. General Fund
 2. Parks & Recreation Fund
 3. Water Utility Fund
 4. Sewer Utility Fund

1. General Fund and Parks & Recreation Fund

- The General Fund and Parks & Recreation Fund have been broken out separately.
- The Multi-Year Financial Forecast for each takes into account the following:
 - Operating Revenues for each Fund;
 - Operating Expenditures for each Fund;
 - Existing Debt Service tied to each Fund;
 - Potential Debt Service for any potential New Projects (Note: no new debt is anticipated at this time);
 - One-Time Funding Sources and Uses for each Fund (i.e. Use of Capital Reserve Fund, Transfer to Capital Fund, or Cash Funding of Capital);
 - The Magnitude of Projected Surplus/(Shortfall) for each Fund as measured versus the Value of 1¢ on the Real Estate Tax Rate*; and,
 - General Fund Unassigned Fund Balance Levels vs. the Town's Policy.

*Note: Equating the magnitude of a projected shortfall to the Real Estate Tax Rate is not intended to imply or suggest a future tax rate increase. Rather, it is used as a benchmark for measuring the magnitude of potential future shortfalls, if they occur, against one of the Town's primary tax revenue source.

- Key Assumptions used in the Multi-Year Projections for **both the General Fund and Parks & Recreation Fund** include:
- The Town Council Adopted Fiscal Year 2019 Budget is used as the basis of the projection.
 - Operating Revenues for each fund grow at 3% annually beginning in FY 2020.
 - The Value of 1¢ on the Real Estate Tax Rate is assumed to be \$133,000 in FY 2019. For purposes of measuring the impact of Projected Surpluses/Shortfalls, the value of 1¢ on the Real Estate Tax Rate is assumed to grow at 2.5% per year beginning in FY 2020 for both the General Fund and Parks & Recreation Fund.
 - The Real Estate Tax rate remains at 22¢.
 - Operating Expenditures grow at 3% annually for each fund beginning in FY 2020.
 - FY 2019 Budgeted Operating Expenditures include a 3% indexed pay increase for employees.
 - In FY 2018 the Town transferred \$2,033,248 over and above the Town's General Fund Balance policy level to pay off/redeem the portion of a balloon principal maturity paid from the Parks & Recreation Fund. Together with the balloon payoff/redemption, the Town completed a taxable refunding of the Town's remaining tax-exempt Parks & Recreation Fund debt.

➤ Key Assumptions used in the Multi-Year Projections for the **General Fund** include:

- Maintained the FY 2018 Chargeback methodology of allocating roughly \$986,000 of General Fund Public Works personnel costs to the Water and Sewer Funds in FY 2019. In FY 2018, the allocation was reduced by about 25% from FY 2017. The Chargeback allocation is assumed to grow at 3% beginning in FY 2020 consistent with other expenditures.
- Loudoun Gas Tax Monies are not available after FY 2018.
- The Cigarette Tax Rate is assumed to increase by 10 cents per pack from 65¢ to 75¢.
- Annual use by the General Fund of the Capital Reserve Fund established with Town Hall Sale Proceeds per the Fall 2012 Plan of Finance (Note: The \$215,975 Capital Reserve Fund is separate from the Unassigned Fund Balance).
- Assumes one-time expenditures of \$60,000 for a Road Paving Analysis (FY 2019), \$100,000 for an Organizational Assessment (FY 2019), \$40,000 for a Compensation Study (FY 2019), and \$200,000 for a Transportation Study (FY 2020). These expenditures are shown in Other Financing Sources / (Uses).
- Assumes \$251,000 of General Fund Balance is used to balance with expenditures and reinvest FEMA reimbursement for vehicles.
- Vehicle purchases planned for FY 2019-2026 have been factored into the planning projections in the Capital Outlay for Vehicles and Equipment line item.
- \$150,000 of Capital Funding Needs are identified in FY 2021 per the CIP. A \$100,000 cash funding placeholder is used beginning in FY 2022 and thereafter. CIP Capital Funding Needs and cash funding placeholders are shown in the Transfer to Capital Fund line item. No new long-term debt is planned.

Town of Purcellville, Virginia		Estimate	Adopted	Projected						
Multi-Year General Fund Forecast		2018	2019	2020	2021	2022	2023	2024	2025	2026
1	Total Operating Revenues (<i>net of Loudoun Gas Tax</i>)	\$9,927,674	\$9,756,952	\$10,049,661	\$10,351,150	\$10,661,685	\$10,981,535	\$11,310,981	\$11,650,311	\$11,999,820
2	Loudoun County Gas Tax	143,733	0	0	0	0	0	0	0	0
3	Total Operating Expenditures (<i>less Debt Service & Cash Funded Capital</i>)	(8,889,158)	(9,367,155)	(9,648,171)	(9,937,616)	(10,235,744)	(10,542,817)	(10,859,101)	(11,184,874)	(11,520,421)
4	Chargeback Allocation from Utility Funds	878,432	986,452	1,016,045	1,046,527	1,077,923	1,110,260	1,143,568	1,177,875	1,213,211
5	Surplus Before Debt Service & Cash Funded Capital	2,060,681	1,376,248	1,417,535	1,460,061	1,503,863	1,548,979	1,595,448	1,643,312	1,692,611
	<u>Existing General Fund Debt Service:</u>									
6	Principal	(710,137)	(651,911)	(689,998)	(754,998)	(909,538)	(953,616)	(993,155)	(1,007,233)	(1,046,773)
7	Interest	(553,155)	(535,645)	(512,843)	(489,306)	(457,006)	(417,019)	(375,095)	(331,233)	(288,934)
8	New Debt Service (<i>P+I</i>)	0	0	0	0	0	0	0	0	0
9	Capital Outlay for Vehicles and Equipment	(95,486)	(261,000)	(309,380)	(342,000)	(360,880)	(170,000)	(175,000)	(175,000)	(175,000)
10	Surplus / (Deficit) After Debt Service & Cash Funded Capital	701,902	(72,307)	(94,687)	(126,243)	(223,560)	8,344	52,199	129,845	181,904
	<u>Other Financing Sources / (Uses)</u>									
11	Contingency-Operating Reserve	0	(71,644)	0	0	0	0	0	0	0
12	Road Paving Analysis	0	(60,000)	0	0	0	0	0	0	0
13	Organizational Assessment	0	(100,000)	0	0	0	0	0	0	0
14	Compensation Study	0	(40,000)	0	0	0	0	0	0	0
15	Transportation Study	0	0	(200,000)	0	0	0	0	0	0
16	Transfer to Capital Fund	(251,000)	0	0	(150,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
17	Capital Asset Replacement Fund	(9,000)	(18,086)	(9,548)	(9,834)	(10,129)	(10,433)	(10,746)	(11,069)	(11,401)
18	Use of Capital Reserve Fund	111,377	111,038	104,937	0	0	0	0	0	0
19	Net Surplus / (Deficit) After Debt Service and Other Sources / (Uses)	553,279	(251,000)	(199,298)	(286,077)	(333,690)	(102,089)	(58,548)	18,777	70,504
	<u>Equivalent Real Estate Tax Impact</u>									
20	Equivalent Real Estate Tax Impact	N/A	1.9¢	1.5¢	2.0¢	2.3¢	0.7¢	0.4¢	0.0¢	0.0¢
21	Value of One Penny	\$125,448	\$133,000	\$136,325	\$139,733	\$143,226	\$146,807	\$150,477	\$154,239	\$158,095
22	Growth in the Value of a Penny			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
23	One-Time Transfer to Parks & Rec Fund	(2,033,248)	0	0	0	0	0	0	0	0
24	Net Surplus / (Deficit) After Transfer to Parks & Rec Fund	(1,479,969)	(251,000)	(199,298)	(286,077)	(333,690)	(102,089)	(58,548)	18,777	70,504
	<u>Projected Financial Policy Compliance</u>									
25	Unassigned Fund Balance	\$5,205,586	\$4,954,587	\$4,755,289	\$4,469,212	\$4,135,522	\$4,033,433	\$3,974,885	\$3,993,661	\$4,064,165
26	Unassigned Fund Balance vs. Revenues (%)	52.4%	50.8%	47.3%	43.2%	38.8%	36.7%	35.1%	34.3%	33.9%
27	Unassigned Fund Balance Policy Target (Greater of 30% or \$3M)	3,000,000	3,000,000	3,014,898	3,105,345	3,198,505	3,294,461	3,393,294	3,495,093	3,599,946
28	Capital Reserve Fund Balance	215,975	104,937	0	0	0	0	0	0	0
29	Capital Asset Replacement Fund Balance	55,500	73,586	83,134	92,968	103,098	113,531	124,278	135,346	146,747

Notes

Unassigned Fund Balance shown above is based on an FY 2018 Ending fund balance estimate provided by Town staff.

Capital Reserve Fund Balance and Capital Asset Replacement Fund Balance are based on the FY 2017 Audit.

➤ Key Assumptions used in the Multi-Year Projections for the **Parks & Recreation Fund** include:

- Operating Revenues in the Parks & Recreation Fund grow at 3% annually beginning in FY 2020 with the exception of revenues generated by the new Fireman’s Field Concession Contract.
 - ✓ Revenues from the Fireman’s Field Concession Contract are assumed to start at \$125,000 in FY 2019, escalate annually to \$160,000 by FY 2023, and remain flat at \$160,000 thereafter.
- The Fireman’s Field Tax District rate is reduced by half a penny from 3.5¢ to 3.0¢.
- Assumes a one-time expenditure of \$10,000 for a Bike Park Feasibility Study in FY 2019. This expenditure is shown in Other Financing Sources / (Uses).
- Assumes \$45,167 of Parks & Recreation Fund Balance is used to balance with expenditures.
- Approximately \$1 million of Capital Funding Needs are identified in FY 2019-2022 per the CIP. The projection incorporates \$200,000 of cash funding budgeted for FY 2019, \$196,000 planned for FY 2020, \$261,439 planned for FY 2021, and \$338,000 planned for FY 2022. CIP Capital Funding Needs are shown in the Transfer to Capital Fund line item. No new long-term debt is planned.

Town of Purcellville, Virginia		Estimate	Adopted	Projected						
Multi-Year Parks & Recreation Fund Forecast		2018	2019	2020	2021	2022	2023	2024	2025	2026
1	Total Operating Revenues (<i>net of GF Transfers</i>)	\$575,175	\$532,678	\$554,878	\$577,445	\$600,388	\$618,720	\$632,451	\$646,595	\$661,163
2	Total Operating Expenditures (<i>less Debt Service & Cash Funded Capital</i>)	(297,108)	(219,980)	(226,579)	(233,377)	(240,378)	(247,589)	(255,017)	(262,667)	(270,547)
3	Surplus Before Debt Service, Capital	278,067	312,698	328,299	344,068	360,010	371,130	377,434	383,927	390,615
<u>Existing Parks & Rec. Fund Debt Service:</u>										
4	Principal Payments and Payoffs	(2,444,735)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)
5	BAB Subsidy	13,404	0	0	0	0	0	0	0	0
6	Interest Payments and Payoffs	(153,773)	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)
7	Issuance Costs and Refunding Escrow Deposit	(295,489)	0	0	0	0	0	0	0	0
7	New Debt Service (<i>P+I</i>)	0	0	0	0	0	0	0	0	0
8	Cash Funded Capital	0	0	0	0	0	0	0	0	0
9	Surplus / (Deficit) After Debt Service, Cash Funded Capital	(2,602,526)	205,833	221,434	237,203	253,145	264,265	270,569	277,062	283,750
<u>Other Financing Sources / (Uses)</u>										
10	Transfer from General Fund for BAB Payoff	2,033,248	0	0	0	0	0	0	0	0
11	Bike Park Feasibility Study	0	(10,000)	0	0	0	0	0	0	0
12	Contingency - Operating Reserve	0	(41,000)	0	0	0	0	0	0	0
13	Bond Proceeds	700,000	0	0	0	0	0	0	0	0
14	Transfer to Capital Fund	0	(200,000)	(196,000)	(261,439)	(338,000)	0	0	0	0
15	Net Surplus / (Deficit) After Debt Service and Other Sources / (Uses)	130,722	(45,167)	25,434	(24,236)	(84,855)	264,265	270,569	277,062	283,750
16	Parks and Rec. Fund Balance	\$282,310	\$237,143	\$262,576	\$238,340	\$153,484	\$417,749	\$688,318	\$965,380	\$1,249,129
<u>Equivalent Real Estate Tax Impact</u>										
17	Equivalent Real Estate Tax Impact	N/A	0.3¢	0.0¢	0.2¢	0.6¢	0.0¢	0.0¢	0.0¢	0.0¢
18	Value of One Penny	\$125,448	\$133,000	\$136,325	\$139,733	\$143,226	\$146,807	\$150,477	\$154,239	\$158,095
19	Growth in the Value of a Penny			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%

Notes

FY 2018 Parks & Recreation fund balance shown above (\$282,310) is based on audited FY 2017 ending fund balance (\$151,588) plus estimated FY 2018 surplus (\$130,722).

2. Water and Sewer Utility Funds

- The Multi-year Financial Forecast for the Water and Sewer Utility Funds is presented separately from the Governmental Funds as these are enterprise funds supported solely by user fees and charges.
- The projections are prepared in concert with the Town's Utility Rate Consultant.
- The Town Council Adopted FY 2019 Budget is used as the basis of projection and is increased by 2.1% annually.
- The Multi-Year Financial Forecast for the Water and Sewer Utility Funds takes into consideration:
 - Projected trends in consumption;
 - Projected new connections potentially under a variety of scenarios;
 - Projected capital funding sources and uses;
 - Projected cash & equivalents versus the policy level;
 - Projected user rate levels; and,
 - Projected availability fee adjustments.

Multi-Year Water Utility Fund Forecast	Estimated 2018	Adopted 2019**	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026
Annual Increase / (Decrease) in Water Rates	0.00%	2.00%	9.00%	9.00%	9.00%	9.00%	9.00%	3.00%	3.00%
Operating Revenues	\$2,672,863	\$2,680,790	\$3,101,125	\$3,376,853	\$3,632,339	\$3,904,763	\$4,148,256	\$4,241,516	\$4,361,077
Total Operating Expenditures (less Debt Service & Cash Funded Capital)*	(\$1,787,369)	(\$2,052,150)	(\$2,109,050)	(\$2,167,656)	(\$2,228,021)	(\$2,290,196)	(\$2,354,237)	(\$2,420,199)	(\$2,488,140)
Chargeback Allocation to General Fund	(\$439,216)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)
Surplus Before Debt Service, Capital	\$446,278	\$135,414	\$498,850	\$715,971	\$911,093	\$1,121,341	\$1,300,793	\$1,328,091	\$1,379,711
<u>Water System Capital Expenses:</u>									
Existing Debt Service (P+I)	(\$575,195)	(\$538,165)	(\$541,203)	(\$660,528)	(\$677,563)	(\$665,756)	(\$667,321)	(\$669,730)	(\$669,593)
New Debt Service (P+I) ***	\$0	\$0	(\$75,687)	(\$151,373)	(\$151,373)	(\$151,373)	(\$151,373)	(\$275,673)	(\$399,974)
Cash Used to Pay Existing Debt	(1,845,081)								
Cash Funded Capital	(\$862,118)	(\$1,110,062)	(\$691,720)	(\$100,000)	\$0	(\$1,833,500)	(\$989,000)	\$0	\$0
Operating Surplus / (Deficit) After Debt Service, Cash Funded Capital	(\$2,836,116)	(\$1,512,813)	(\$809,760)	(\$195,930)	\$82,156	(\$1,529,288)	(\$506,901)	\$382,687	\$310,145
Current Planned Connections (Including Mayfair)	61	99	58	10	10	10	-	-	-
Availability Fee Revenues	\$2,781,432	\$2,614,031	\$1,532,363	\$257,540	\$257,540	\$257,540	\$0	\$0	\$0
Net Surplus / (Deficit) After Debt Service, Capital and Availabilities	(\$54,684)	\$1,101,218	\$722,603	\$61,610	\$339,696	(\$1,271,748)	(\$506,901)	\$382,687	\$310,145
Total Cash and Cash Equivalents	\$6,141,157	\$7,242,375	\$7,964,978	\$8,026,588	\$8,366,284	\$7,094,536	\$6,587,635	\$6,970,322	\$7,280,466
Cash as Percentage of Annual Expenditures	190%	196%	233%	261%	274%	144%	158%	207%	205%
Debt Coverage Ratio (Net Revenues Available for Debt Service / Debt Service)	5.61	5.11	3.29	1.20	1.41	1.69	1.59	1.40	1.29

* FY 2019 Expenditures does not include depreciation, although included in budgeted expenditures, due to the conversion from accrual back to cash basis.

** Growth projections based on assumptions of availability connections only include Mayfair, approved developments, and in-Town proposals.

*** Note on proposed debt funded CIP:

Long term plan proposes a new loan of \$3.83 million in FY 2020 for the Consolidated Well Treatment Facility and the Intake Structure.

Long term plan proposes a new loan of \$6.29 million in FY 2025 for a New Elevated Water Tank and 21st Street Water Main Replacement.

Multi-Year Sewer Utility Fund Forecast	Estimated 2018	Adopted 2019**	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026
Annual Increase / (Decrease) in Sewer Rates	0.00%	2.00%	9.00%	9.00%	9.00%	9.00%	9.00%	3.00%	3.00%
Operating Revenues	\$3,050,349	\$3,124,696	\$3,786,955	\$4,206,621	\$4,583,770	\$5,012,741	\$5,457,497	\$5,627,193	\$5,799,399
Total Operating Expenditures (less Debt Service & Cash Funded Capital)*	(\$1,817,907)	(\$1,776,460)	(\$1,826,663)	(\$1,878,373)	(\$1,931,635)	(\$1,986,494)	(\$2,042,998)	(\$2,101,198)	(\$2,161,144)
Chargeback Allocation to General Fund	(\$439,216)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)	(\$493,226)
Surplus Before Debt Service, Capital	\$793,226	\$855,010	\$1,467,066	\$1,835,021	\$2,158,909	\$2,533,021	\$2,921,272	\$3,032,769	\$3,145,028
<u>Sewer System Capital Expenses:</u>									
Existing Debt Service (P+I)	(\$1,018,137)	(\$1,066,424)	(\$1,160,969)	(\$1,413,938)	(\$1,650,985)	(\$2,475,366)	(\$2,513,445)	(\$2,508,242)	(\$2,502,789)
New Debt Service (P+I)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Used to Pay Existing Debt	(1,500,000)								
Cash Funded Capital	(\$160,000)	(\$793,600)	(\$861,780)	(\$1,372,140)	(\$173,780)	(\$250,000)	(\$250,000)	(\$250,000)	(\$250,000)
Operating Surplus / (Deficit) After Debt Service, Cash Funded Capital	(\$1,884,911)	(\$1,005,014)	(\$555,683)	(\$951,057)	\$334,144	(\$192,345)	\$157,827	\$274,527	\$392,239
Current Planned Connections (Including Mayfair)	61	99	58	10	10	10	-	-	-
Availability Fee Revenues	\$2,332,800	\$1,718,860	\$1,190,492	\$216,000	\$216,000	\$216,000	\$0	\$0	\$0
Net Surplus / (Deficit) After Debt Service, Capital and Availabilities	\$447,889	\$713,846	\$634,809	(\$735,057)	\$550,144	\$23,655	\$157,827	\$274,527	\$392,239
Total Cash and Cash Equivalents	\$5,788,326	\$6,502,172	\$7,136,981	\$6,401,924	\$6,952,068	\$6,975,723	\$7,133,550	\$7,408,077	\$7,800,317
Cash as Percentage of Annual Expenditures	193%	179%	185%	137%	185%	148%	148%	152%	159%
Debt Coverage Ratio (Net Revenues Available for Debt Service / Debt Service)	3.07	2.41	2.29	1.45	1.44	1.11	1.16	1.21	1.26

* FY 2019 Expenditures does not include depreciation, although included in budgeted expenditures, due to the conversion from accrual back to cash basis.

** Growth projections based on assumptions of availability connections only include Mayfair, approved developments, and in-Town proposals.

Statistical Information

This section provides a statistical view of the Town of Purcellville. The following pages contain:

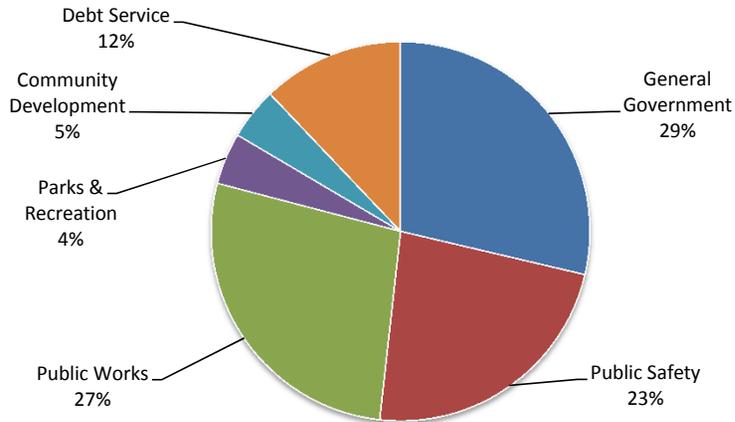
- Governmental Funds Expenditure Trends
- Governmental Funds Revenue Trends
- Major Revenue Category Trends
- Comparison of Personnel by Department
- Assessed Value of Real Property
- Major Property Owners & Principal Employers
- Land Use Classifications (Assessed Value – Number of Parcels)
- Demographic and Economic Statistics

GOVERNMENTAL FUNDS EXPENDITURE TRENDS

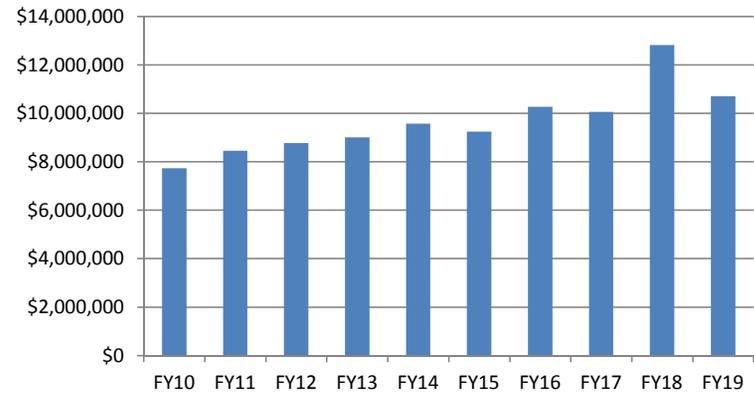
		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Debt Service	Total Expenditures
FY10	Actual	2,109,213	1,606,485	2,724,992	33,063	486,933	767,605	7,728,291
FY11	Actual	2,348,933	1,626,498	2,821,523	26,800	412,050	1,210,890	8,446,694
FY12	Actual	2,366,088	1,788,562	2,769,287	80,475	420,361	1,338,294	8,763,067
FY13	Actual	2,390,979	1,838,119	2,747,417	153,330	426,093	1,451,122	9,007,060
FY14	Actual	2,515,213	1,906,858	3,285,281	183,440	420,836	1,255,564	9,567,192
FY15	Actual	2,471,121	1,968,590	2,729,601	227,434	431,276	1,419,855	9,247,877
FY16	Actual	2,611,773	2,068,546	3,387,426	169,803	495,504	1,535,822	10,268,874
FY17	Actual	2,679,550	2,103,905	3,014,297	174,316	537,634	1,544,812	10,054,514
FY18	Estimated	3,478,035	2,250,906	2,148,026	297,108	489,245	4,157,289	12,820,609
FY19	Adopted	3,066,910	2,469,919	2,922,136	470,979	472,469	1,294,422	10,696,835

Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.

FY 2019 Governmental Funds Expenditures



Governmental Funds Expenditures

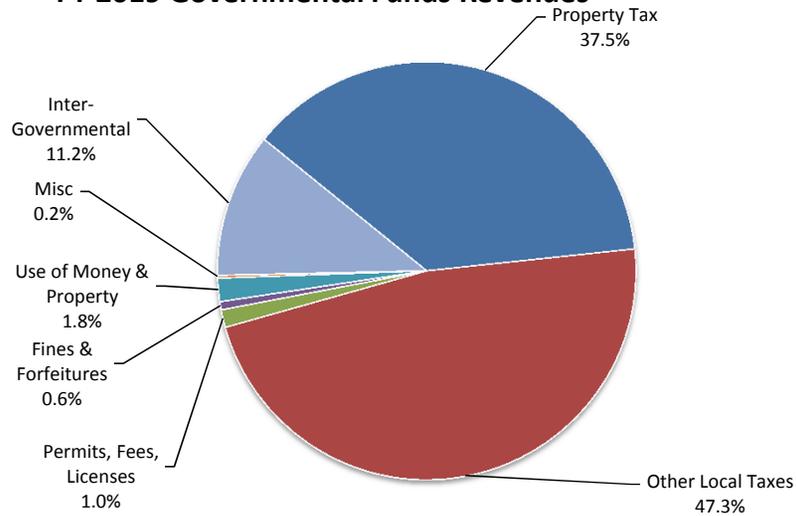


GOVERNMENTAL FUNDS REVENUE TRENDS

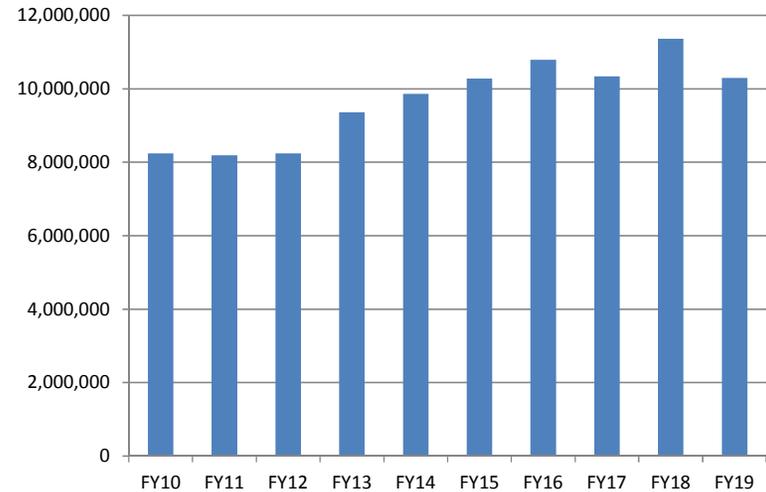
		Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property	Misc	Inter-Governmental	Total Revenues
FY10	Actual	2,487,151	2,881,876	103,501	65,268	55,765	1,302,305	1,345,313	8,241,179
FY11	Actual	2,526,829	2,996,580	118,070	80,287	69,615	1,222,077	1,171,565	8,185,023
FY12	Actual	2,526,297	3,191,608	81,782	73,046	50,350	1,186,070	1,132,421	8,241,574
FY13	Actual	2,850,968	3,705,243	102,822	84,156	42,558	1,196,391	1,377,979	9,360,117
FY14	Actual	3,095,888	3,829,675	217,668	64,947	41,353	1,204,023	1,404,028	9,857,582
FY15	Actual	3,239,133	4,186,769	161,370	57,326	40,342	1,144,434	1,442,659	10,272,033
FY16	Actual	3,472,962	4,567,328	142,774	42,844	39,846	1,102,569	1,421,712	10,790,035
FY17	Actual	3,648,248	4,762,951	157,629	61,696	49,464	210,938	1,444,817	10,335,743
FY18	Estimated	3,913,545	4,931,466	126,521	58,302	130,114	864,201	1,335,837	11,359,986
FY19	Adopted	3,857,851	4,868,173	140,000	65,100	185,600	22,725	1,150,181	10,289,630

Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.

FY 2019 Governmental Funds Revenues



Governmental Fund Revenues



REVENUE TRENDS
GOVERNMENTAL FUNDS: REVENUES

Real Property Taxes

Real estate values are assessed annually by Loudoun County, Virginia for real property as of January 1. The Town bills and collects this tax based on the assessed value of Town properties provided by the Loudoun County Commissioner of the Revenue. Real estate taxes are levied annually on January 1 and are due in semi-annual installments on June 5 and December 5. Collections of real estate taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended. According to State law, liens attach to the property when the real property tax remains unpaid after July 1 of the following year.

Property assessments and tax rate are the primary drivers of this revenue category. In tax year 2018, real property values increase by 5.06% as a result of positive revaluations for existing properties and new construction/growth. The 2018 tax rate that would levy the same tax revenue as the prior year, also known as the equalized tax rate, is \$0.216. This rate is slightly less than the 2017 tax rate of \$0.22.

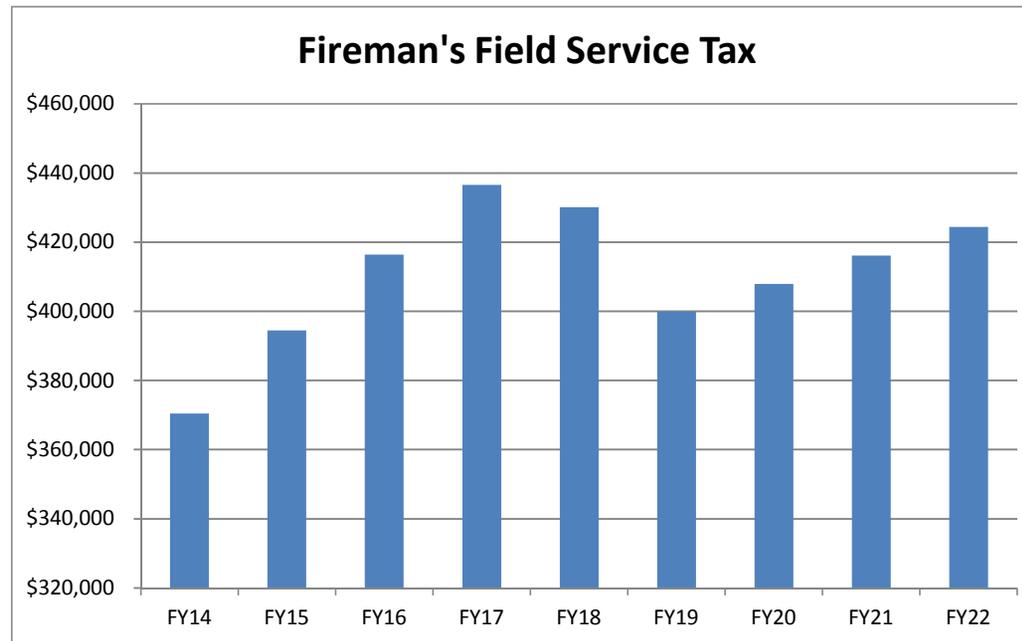
The Town Council adopted a \$0.22 rate for 2018, no change from the prior year. Revenue projections for fiscal years 2020 through 2022 are based on the \$0.22 tax rate plus a growth factor of 2% per year.



Fireman's Field Service Tax

The Fireman's Field service tax rate of .035 per \$100 of assessed value was first imposed effective January 2013 (there was only one collection period for fiscal year 2013). This special levy is included on the semi-annual installments of the real estate tax bill on June 5 and December 5 and is recorded as revenue in the Special Parks and Recreation fund. The revenue generated by this special levy may only be used to benefit Fireman's Field and other recreational or cultural properties within the Town limits, including the maintenance and operation of facilities, the acquisition of land and the construction or installation of improvements. The district is regulated under Town Code Chapter 74, Article VIII and includes all real property located within the Town limits.

For more information about assessed property values, see the real property tax section above. The Town Council adopted a \$0.03 rate for 2018, a half cent reduction from the prior year. Revenue projections for fiscal years 2020 through 2022 are based on the \$0.03 tax rate plus a growth factor of 2% per year.



Personal Property Taxes

Personal property values are assessed annually by Loudoun County, Virginia for tangible personal property of individuals and businesses as of January 1. The Town bills and collects its property taxes based on the assessed values provided by the Loudoun County Commissioner of the Revenue. Personal property taxes are levied annually on January 1 and are due on June 5. Personal property taxes are not prorated by the Town. Collections of personal property taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended.

The Town Council adopted a vehicle rate of \$1.05 and business property rate of \$0.55 for 2018, no change from the prior year. Revenue projections for fiscal years 2020 through 2022 are based on the \$1.05/\$0.55 tax rate plus a growth factor of 2% per year.



Meals Taxes

Meals tax is a flat percentage tax imposed on prepared food and beverages for human consumption. Town restaurants and other food sellers are required to collect this tax on behalf of the Town. The Town's meals tax rate was increased from 4% to 5% in fiscal year 2013.

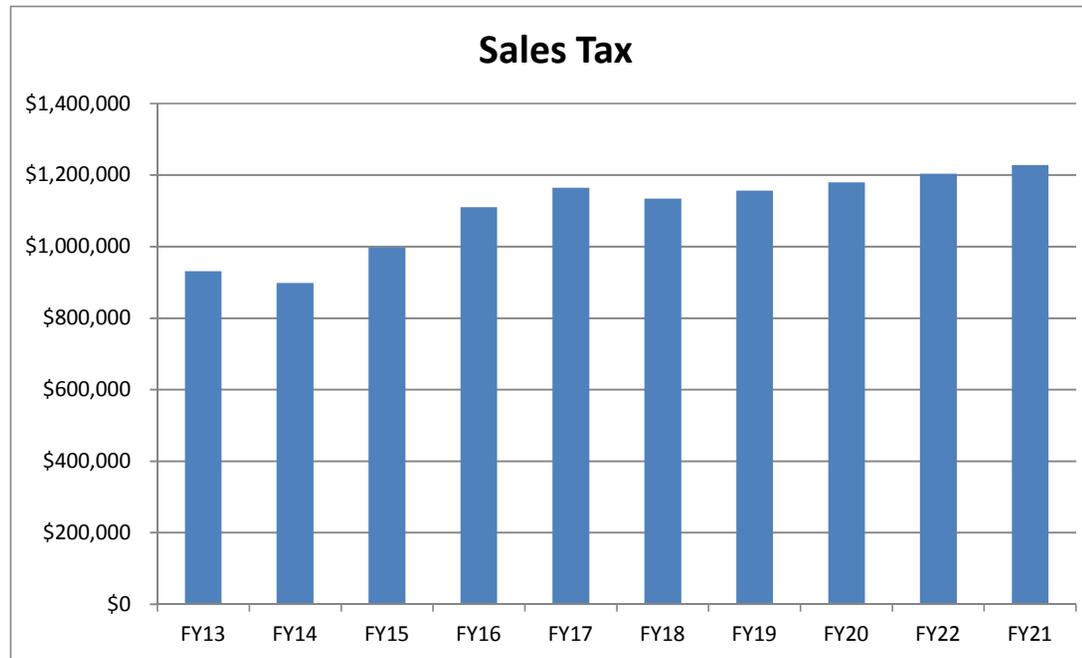
The Town Council adopted no change to the 5% meals tax rate for FY19. Revenue projections for fiscal year 2020 through 2022 are based on revenues collected in the prior 12 month period, plus a growth factor of 2% per year.



Sales Taxes

Sales tax is imposed by the Commonwealth of Virginia on retail sales. The sales tax rate in Northern Virginia is 6% (4.3% state, 1% local, .7% Northern Virginia Transportation Authority). The State of Virginia remits the local portion to Loudoun County. Loudoun County in turn allocates a portion of the local funds to the Town based on the percentage of school aged children residing inside the Town limits. The school age population estimates are prepared by Weldon Cooper Center for Public Service.

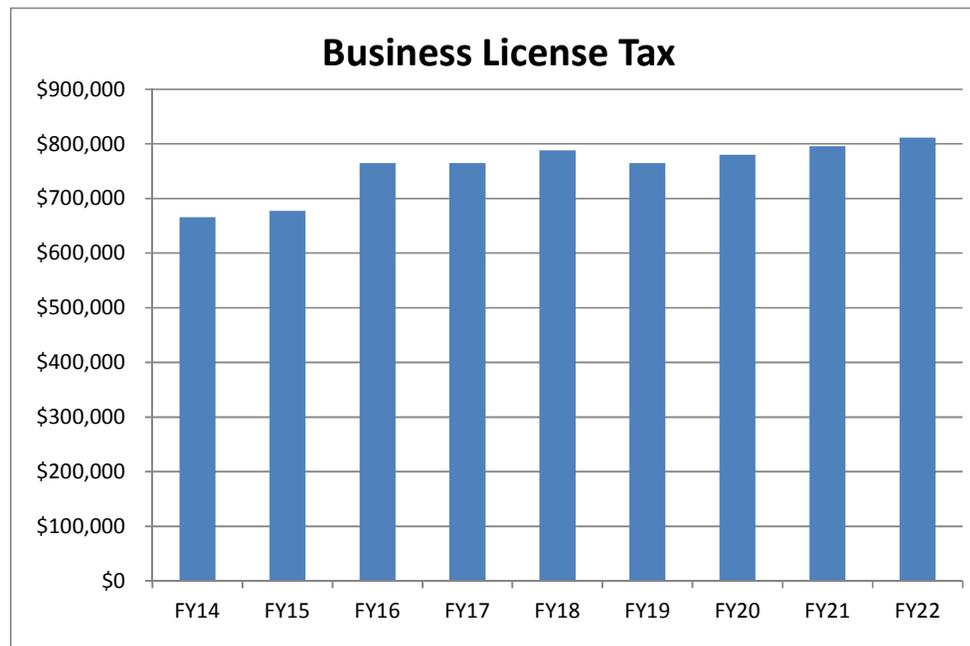
The FY19 budget assumes no change in the State sales tax rate or local distributions. Revenue projections for fiscal year 2020 through 2022 are based on revenues collected in the prior 12 month plus a growth factor of 2% per year.



Business Licenses

Business license tax is charged to all businesses operating within the Town’s corporate limits. The tax is also charged to all out-of-Town contractors who are working on projects grossing over \$25,000 within the Town. Fluctuations in this revenue category can often be attributed to variances in construction projects within Town limits.

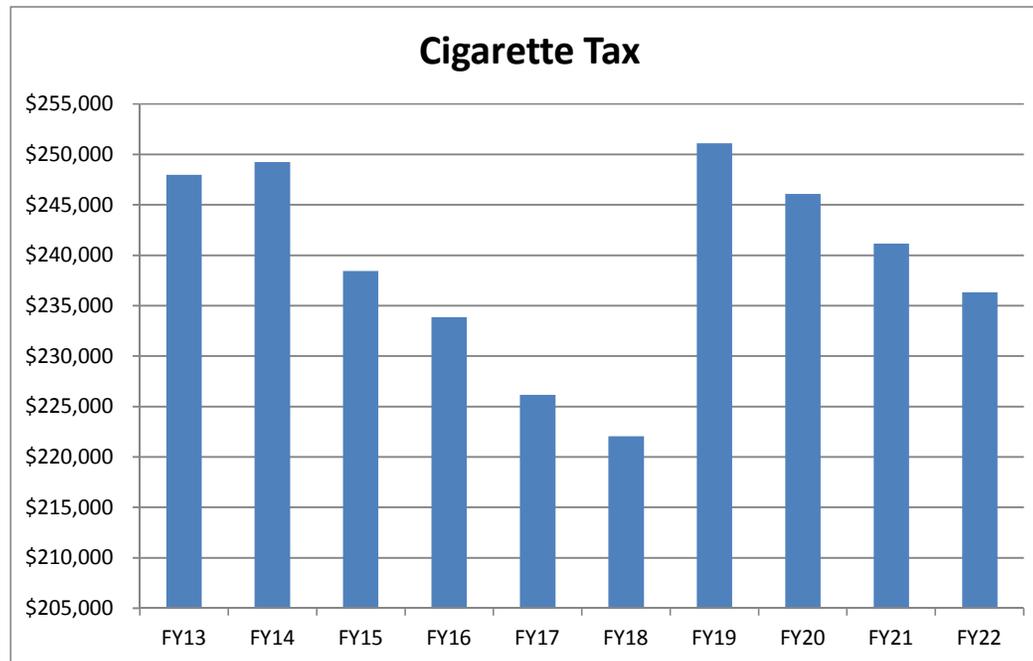
The Town Council adopted no change in the business license tax rates for FY19. Revenue projections for fiscal year 2020 through 2022 are based on revenues collected during the prior tax year and adjusted for current construction trends plus a growth factor of 2% per year.



Cigarette Taxes

The Town of Purcellville participates in the Northern Virginia Cigarette Tax Board, a consortium of 18 area jurisdictions formed for the purposes of collecting and disseminating cigarette tax revenues. Although the Town increased the cigarette tax rate in 2007, 2008 and 2011, product sales are declining due to decreased demand.

For FY19, the Town Council adopted an increase in the cigarette tax rate from \$0.65 to \$0.75. Revenue projections for fiscal year 2020 through 2022 are based on revenues collected during the prior 12 month period less 2% per year.



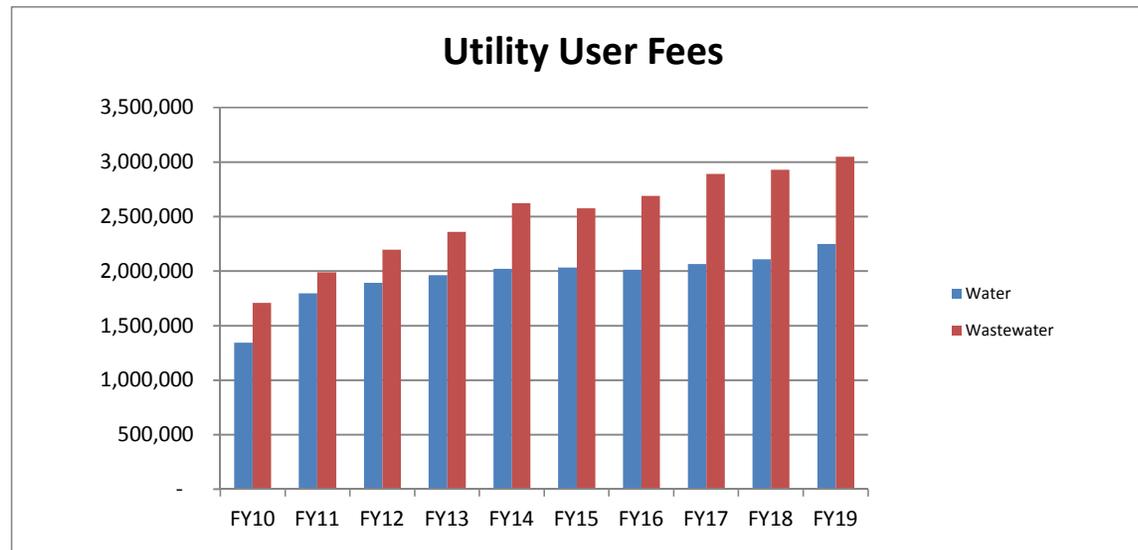
REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES

User Charges and Fees

The water and wastewater rates are set at the levels which support the operating activities of each utility enterprise. These rates are set annually by Town Council based on the results of the Water and Wastewater Rate Study prepared by Municipal and Financial Services Group (MFSG). This study forecasts revenue based on expected number of connections and consumption history which is driven in part by weather conditions and water conservation efforts. It also forecasts operating costs based on inflation rates, new connections, demand, debt payments, legislative mandates and capital improvements. MFSG also works with Davenport Associates, the Town's financial advisors, to develop intermediate and long-term financial strategies for the Water and Wastewater

The user fees are calculated by multiplying a customer's bi-monthly water usage (measured in gallons) by the current utility rates. The Town has adopted an ascending tiered-rate system for water user fees and a flat-rate system for wastewater user fees. A chart detailing the history of utility rates is included in this section. The customer's bi-monthly bill also includes water and wastewater fixed service fees based on the size of the meter. These fixed fees are intended to help cover the costs of operations and billing that are not directly related to the quantity of water used.

The Town Council adopted a 2% increase to utility rates for FY19. This rate increase reflects recommendations from the Town's financial advisor and utility rate consultant during the long term planning phase of the FY 18 budget process. Multi-year planning models are developed to assess debt strategies, expense allocations, creative revenue sources and modest in-Town sustainable growth and redevelopment to maintain the stability and structural balance of the utility funds.



REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES (Continued)

<u>History of Utility Rates</u>												
(Rates Per 1,000 gallons)												
	<u>FY 08</u>	<u>FY 09</u>		<u>FY 10</u>	<u>FY 11</u>		<u>FY 12-13*</u>	<u>FY13-14*</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17-18</u>	<u>FY 19</u>
<u>Water Tiers</u>			<u>Water Tiers</u>			<u>Water Tiers</u>						
1K -6K	\$3.78	\$4.35	1K -5K	\$4.52	\$5.65	1K -5K	\$5.93	\$6.35	\$6.16	\$6.16	\$6.34	\$6.47
6K - 12K	\$5.04	\$5.79	5K - 10K	\$6.03	\$7.53	5K - 10K	\$7.91	\$8.46	\$8.21	\$8.21	\$8.46	\$8.63
12K - 18K	\$6.30	\$7.24	10K - 15K	\$7.53	\$9.41	10K - 15K	\$9.54	\$10.21	\$9.90	\$9.90	\$10.20	\$10.40
18K+	\$7.56	\$8.69	15K - 20K	\$9.04	\$11.30	15K - 20K	\$11.35	\$12.15	\$11.79	\$11.79	\$12.14	\$12.38
			20K - 100K	n/a	\$13.18	20K - 50K	\$14.18	\$15.17	\$14.71	\$14.71	\$15.15	\$15.45
			100K - 200K	n/a	\$14.18	50K - 100K	\$16.18	\$17.31	\$16.79	\$16.79	\$17.29	\$17.64
			200K - 500K	n/a	\$15.18	100K - 150K	\$18.18	\$19.45	\$18.87	\$18.87	\$19.44	\$19.83
			500K+	n/a	\$23.18	150K - 200K	\$20.18	\$21.59	\$20.94	\$20.94	\$21.57	\$22.00
						200K - 250K	\$22.89	\$24.59	\$23.85	\$23.85	\$24.57	\$25.06
						250K - 300K	\$24.98	\$26.73	\$25.93	\$25.93	\$26.71	\$27.24
						300K - 350K	\$26.98	\$28.87	\$28.00	\$28.00	\$28.84	\$29.42
						350K - 4000K	\$28.98	\$31.01	\$30.08	\$30.08	\$30.98	\$31.60
						400K - 450K	\$30.98	\$33.15	\$32.16	\$32.16	\$33.12	\$33.78
						450K - 500K	\$35.98	\$38.50	\$37.35	\$37.35	\$38.47	\$39.24
						500K - 550K	\$40.98	\$43.85	\$42.53	\$42.53	\$43.81	\$44.69
						550K - 600K	\$45.98	\$49.20	\$47.72	\$47.72	\$49.15	\$50.13
						600K+	\$50.98	\$54.55	\$52.91	\$52.91	\$54.50	\$55.59
Wastewater	\$7.61	\$8.38		\$8.72	\$10.12		\$11.84	\$14.21	\$13.78	\$14.47	\$15.19	\$15.49
Acct Svc Fee	\$6.00	\$6.00		\$20.00	\$30.00		\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

** Note: Utility rate changes are effective in July or the beginning of the fiscal year except in FY13 as no change was made until March 2013. Therefore, the FY13 change only impacted 1 out of 6 billing periods in FY13 and carried over into FY14.*

PERSONNEL ANALYSIS

Department	Position	FY14	FY15	FY16	FY17	FY18	FY19 Adopted
ADMINISTRATION	Town Manager	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Town Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
	Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	Town Attorney	1.00	1.00	1.00	1.00	1.00	1.00
	HR Specialist	0.60	1.00	1.00	1.00	1.00	1.00
	HR Analyst	0.00	0.00	0.00	0.00	0.00	1.00
	Special Asst. to TM^	0.60	0.60	0.60	0.60	0.20	0.20
	Office Associate	1.00	1.00	1.00	1.00	1.00	1.00
		Total FTE	7.20	7.60	7.60	7.60	7.20
	Head Count	11	11	11	11	11	11
FINANCE	Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Dir. of Finance	1.00	1.00	1.00	1.00	1.00	1.00
	Finance Technician	3.00	3.00	3.00	3.00	3.00	3.60
	Finance Associate	1.00	1.00	1.00	1.00	1.00	1.00
	AP/PR Associate	0.00	0.00	0.60	0.60	0.60	0.60
	Budget Specialist	0.60	0.60	0.60	0.60	0.60	0.60
	Procurement Specialist	0.00	0.00	0.40	0.40	0.40	0.50
	Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00
		Total FTE	7.60	7.60	8.60	8.60	8.60
	Head Count	8	8	10	10	10	11
INFORMATION TECHNOLOGY	IT Director	0.65	0.65	1.00	1.00	1.00	1.00
	IT Administrator	1.00	1.00	1.00	1.00	1.00	1.00
	IT Tech*	0.00	0.00	0.60	0.60	1.00	1.00
		Total FTE	1.65	1.65	2.60	2.60	3.00
	Head Count	2	2	3	3	3	3
COMMUNITY DEVELOPMENT	Director	1.00	1.00	1.00	1.00	1.00	1.00
	Sr. Planner/Mgr.	1.00	0.00	1.00	1.00	1.00	1.00
	Planning Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Planner II	0.00	1.00	0.00	0.00	0.00	0.00
	Planning Assoc.	1.00	1.00	1.00	1.00	1.00	1.00
		Total FTE	4.00	4.00	4.00	4.00	4.00
	Head Count	4	4	4	4	4	4
POLICE DEPARTMENT	Chief	1.00	1.00	1.00	1.00	1.00	1.00

PERSONNEL ANALYSIS

Department	Position	FY14	FY15	FY16	FY17	FY18	FY19 Adopted
	Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00
	Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
	Corporal / MPO	4.00	5.00	5.00	4.00	4.00	4.00
	Officers	5.00	5.00	5.00	6.00	6.00	8.00
	Admin. Assistant	1.00	1.00	1.00	1.00	1.00	1.00
	Business Manager	0.00	0.00	0.00	1.00	1.00	1.00
	Total FTE	16.00	17.00	17.00	18.00	18.00	20.00
	Head Count	16	17	17	18	18	20
PUBLIC WORKS - ADMIN./ENG.	Director	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Director	1.00	0.00	0.00	1.00	1.00	1.00
	Inspector	2.00	2.00	2.00	2.00	2.00	2.00
	Eng. Specialist*	1.00	1.00	1.00	1.00	2.00	2.00
	Admin. Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Project Coord.	1.00	1.00	1.00	1.00	1.00	1.00
	CIP Mgr.	1.00	1.00	1.00	1.00	1.00	1.00
	Total FTE	8.00	7.00	7.00	8.00	9.00	8.00
	Head Count	9	8	8	9	9	8
PUBLIC WORKS - MAINTENANCE	Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
	Team Leaders	2.00	0.00	2.00	2.00	2.00	2.00
	Maint. Workers	7.00	7.60	5.60	6.60	6.60	6.60
	Meter Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Total FTE	11.00	9.60	9.60	10.60	10.60	10.60
	Head Count	9	10	10	11	11	11
TOTAL GENERAL FUND	Full Time Equivalent	55.45	54.45	56.40	59.40	60.40	62.10
	Actual Head Count	59.00	60.00	63.00	66.00	66.00	68.00
PARKS & REC.	P&R Administrator	0.50	0.00	0.00	0.70	0.70	0.70
	Events Specialist	0.00	0.70	0.70	0.50	0.50	0.50
	Total FTE	0.50	0.70	0.70	1.20	1.20	1.20
	Head Count	1	1	1	2	2	2
TOTAL PARKS & REC. FUND	Full Time Equivalent	0.50	0.70	0.70	1.20	1.20	1.20
	Actual Head Count	1.00	1.00	1.00	2.00	2.00	2.00
WATER	Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
	Operators	5.00	5.00	5.00	5.00	5.00	5.00
	Lab Technician	0.00	1.00	1.00	1.00	1.00	1.00

PERSONNEL ANALYSIS

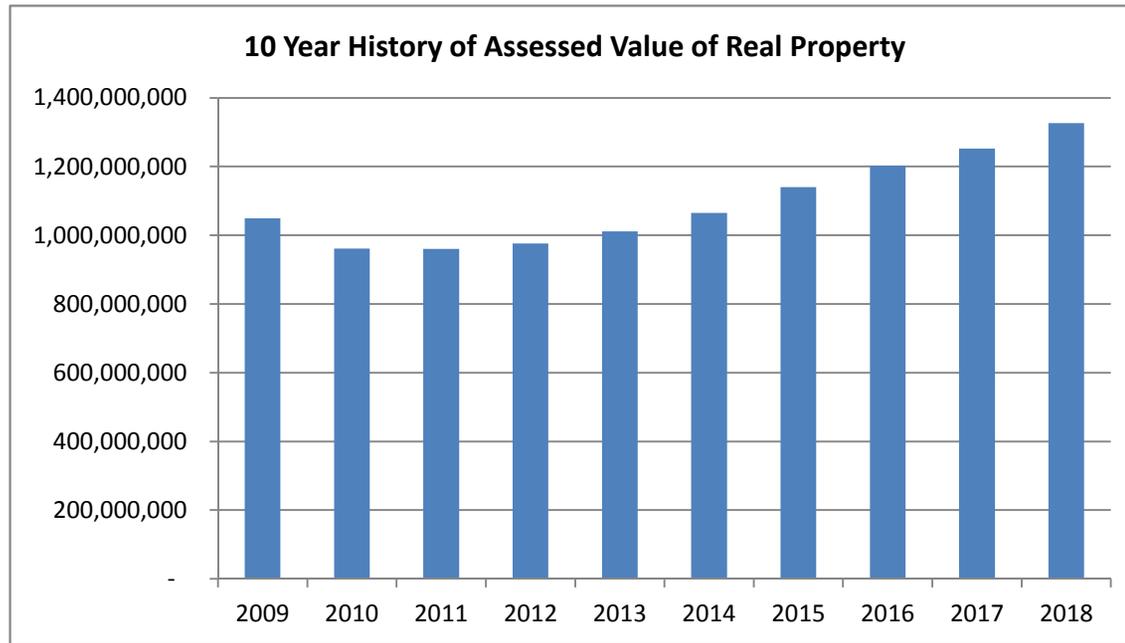
Department	Position	FY14	FY15	FY16	FY17	FY18	FY19 Adopted
	Utility Maint. Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Total FTE	8.00	9.00	9.00	9.00	9.00	9.00
	Head Count	8	9	9	9	9	9
WASTEWATER	Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Superintendent	0.00	1.00	1.00	1.00	1.00	1.00
	Operators	6.00	6.40	6.00	4.00	4.00	4.00
	Utility Maint. Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Lab Technician	1.00	1.00	1.00	2.00	2.00	2.00
	Total FTE	9.00	10.40	10.00	9.00	9.00	9.00
	Head Count	9	10	10	9	9	9
TOTAL UTILITIES	Full Time Equivalent	17.00	19.40	19.00	18.00	18.00	18.00
	Actual Head Count	17	19	19	18	18	18
TOTAL STAFF	Full Time Equivalent	72.95	74.55	76.10	78.60	79.60	81.30
	Actual Head Count	77	80	83	86	86	88

*-Positions added through FY 2018 Mid-Year Budget Amendment (February 13, 2018)

^Special Assistant to Town Manager position was only funded at 0.2 FTE in FY 2018 and FY 2019

Assessed Value of Taxable Real Property

Fiscal Year	Actual Value
2009	1,048,886,350
2010	961,287,250
2011	960,616,700
2012	976,555,250
2013	1,010,965,950
2014	1,064,663,675
2015	1,140,041,935
2016	1,202,445,320
2017	1,252,549,625
2018	1,325,967,550



Source: Loudoun County Assessor of Real Estate converted to a fiscal year basis.

Major Property Owners

Owner	Description/Location	Percentage of Total 2017 Assessed Value
NSHE Fool Hollow Lake LLC	Shopping Center (105 Purcellville Gateway)	2.52%
Main St. Station LLC	Shopping Center (1000 E Main St)	1.31%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	0.91%
S R B Enterprises LLC	Shopping Center (711 E Main St)	0.82%
Valley Medical Center LLC	Medical Center (205 Hirst Road)	0.68%
Maple Avenue Apartments LP	Apartments (610 Dominion TE)	0.40%
Main Street Associates LP	Apartments (123 16th St)	0.34%
LRG-125 Hirst Road LLC	Office Building (125 Hirst Road)	0.33%
Purcellville Plaza LLC	Shopping Center (201 N Maple Ave)	0.30%
Purcellville Development LLC	6.53 acre Catoctin Corner	0.30%

Source: Loudoun County Assessor of Real Estate

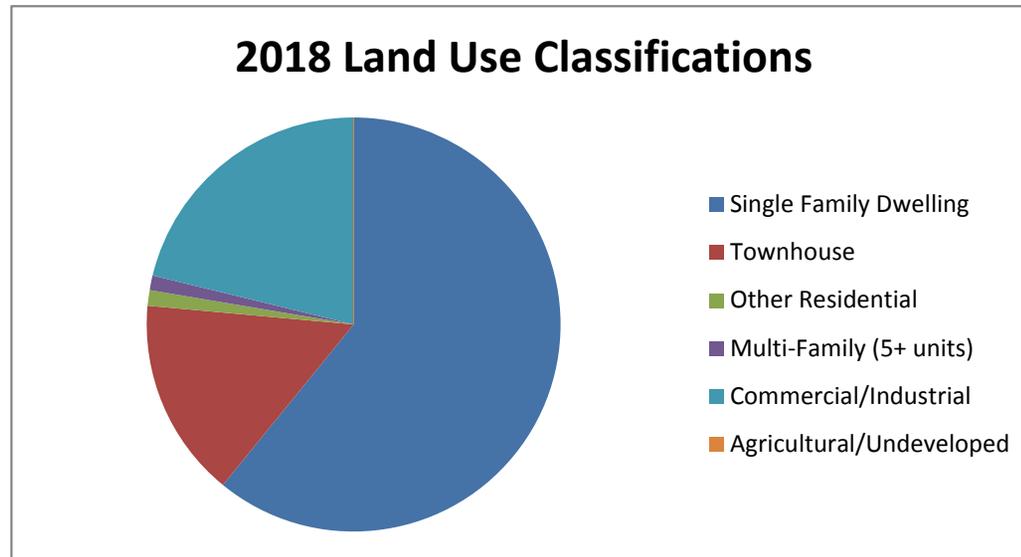
Principal Employers

Employer	Employees in FY16
Loudoun County Schools	604
Wholesale Screening Solutions	290
Blue Ridge Veterinary Assoc., Inc.	125
Harris Teeter	125
Southland Concrete	125
Chick-fil-A	102
Home School Legal Defense	100
Giant	85
Magnolia's at the Mill	84
Shop & Save	80

Source: Town Business License Renewal

Assessments by Land Use Category

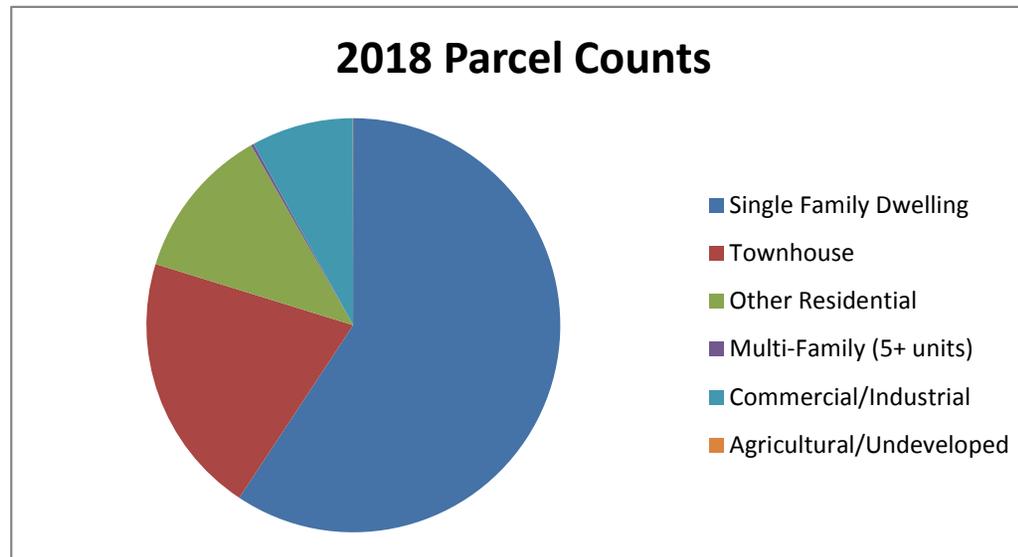
Category	2017 Assessed Value	2018 Assessed Value
Single Family Dwelling	783,427,440	831,465,860
Townhouse	189,670,230	212,287,030
Other Residential	27,689,720	16,396,820
Multi-Family (5+ units)	15,035,220	15,888,380
Commercial/Industrial	270,712,900	289,332,230
Agricultural/Undeveloped	13,720	15,550
Total Taxable	1,286,549,230	1,365,385,870



Source: Loudoun County Assessor of Real Estate

Parcels by Land Use Category

Category	2017 Parcel Count	2018 Parcel Count
Single Family Dwelling	1,796	1,849
Townhouse	593	638
Other Residential	472	374
Multi-Family (5+ units)	7	7
Commercial/Industrial	250	249
Agricultural/Undeveloped	1	1
Total Taxable	3,119	3,118



Source: Loudoun County Assessor of Real Estate

Demographic and Economic Statistics

		Loudoun County	Loudoun County	Purcellville	Loudoun County
Fiscal	Purcellville	Per Capita	Median	School Age	Unemployment
Year	Population (1)	Income (2)	Age (3)	Population (4)	Rate (5)
2008	7,304	63,405	33.9	2,105	2.9
2009	7,497	60,600	33.8	2,105	5.0
2010	7,632	62,030	33.6	2,105	5.2
2011	7,727	65,283	33.5	2,297	5.0
2012	8,043	67,628	33.4	2,330	4.8
2013	8,300	66,062	33.5	2,488	4.8
2014	8,606	67,384	33.6	2,603	4.5
2015	8,929	70,057	33.6	2,563	3.8
2016	9,232	73,720	33.7	2,608	3.2
2017	9,469	75,100	33.2	2,674	3.2

Sources:

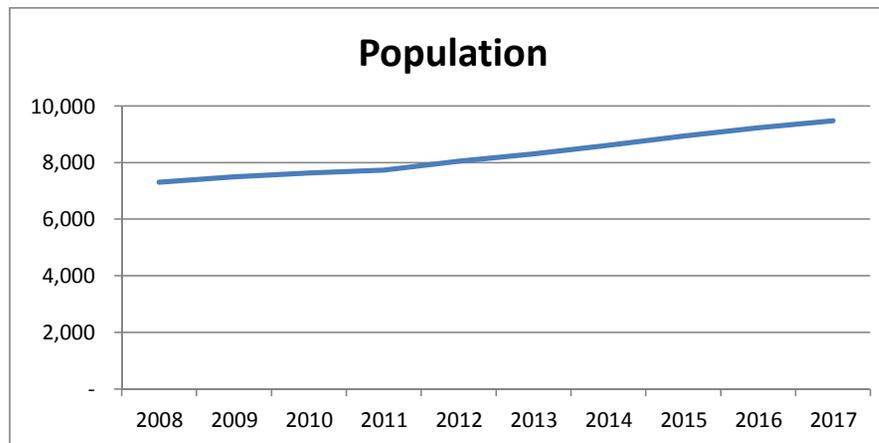
(1) United States Census Bureau, Census 2010 and 2011, 2012, 2013, 2014, 2015 and 2016 Population Estimates.

(2) 2007-2014: Bureau of Economic Analysis, US Department of Commerce, November 22, 2015. 2015-2016: Loudoun County Department of Management and Budget, December 11, 2015.

(3) 2010: US Bureau of Census, 2010 Decennial Census. 2005-2009, 2011-2016: Loudoun County Department of Planning and Zoning, October 6, 2016

(4) 2003-2009: Loudoun School Census (triennial), Loudoun County Public Schools; 2010-2015: Weldon Cooper Center for Public Service, Demographics & Workforce Group School-Age Population Estimates for July 1 of the year indicated. 2016 is Department of Management and Budget estimate.

(5) Local Area Unemployment Statistics, Virginia Employment Commission, Month of June each year. Values for 2010-2015 are revised.



Budgetary and Financial Systems

Detailed within this section are the methodologies and processes used by the Town in preparation of the annual budget and maintenance of the related financial systems. This section also includes an overview of the relationship between operating Departments and the Funds supporting them.

- Budget Process Overview
- Financial Systems Overview
- Departmental Fund Relationships
- Debt Obligations
- Fund Balance and Net Position

BUDGET PROCESS OVERVIEW

(Reviewed & revised 3/20/18)

Purpose

The purpose of this policy document is to guide and control the annual budget activities in a structured and disciplined manner to ensure that the Town complies fully with:

- Virginia Code
- The intent of the Town Council, and
- The executive direction of the Town Manager

It is mandatory that all departments adhere to these policies, the associated procedures, and schedules so that the Town delivers the necessary required services to its citizens in a cost effective and efficient manner. Virginia Code requires local governments to develop balanced budgets, i.e., planned expenditures must equal forecasted revenues.

Budget Formulation Process

The budget formulation process generally runs from October through the following May working toward adoption no later than June 30th. The overall budget formulation process includes both the formulation of the annual operating and the Town's Capital Improvement Program (CIP) budget.

The annual Operating Budget includes the revenue and expenditures to facilitate the Town's operation and maintenance during the fiscal year. The budget identifies the planned distribution of resources. Starting in October, the Assistant Town Manager and Budget Specialist meet with each Department to discuss the upcoming budget year and determine needs to maintain existing services, possible enhancements to raise current service levels, and efficiencies to the operating budget. With guidance from the Town Manager, formal operating budget and enhancement requests are provided to the Departments. The Departments submit their initial budget request in December. The Assistant Town Manager and Budget Specialist review and prioritize the request based on the forecasted revenue by the Finance Department. The Town Manager reviews and provides a final proposed operating budget in March.

The Town defines the Capital Improvement Program (CIP) as a major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. The project must have a useful life in excess of five years. Prior to beginning the CIP development process, the staff reviews the current 5-year CIP and processes recommended and required current year Budget Amendments. If necessary, the Town Council approves the proposed Budget Amendments which update the current year of the CIP and establishes the start point for developing the subsequent 5 year CIP. The Town Council then provides guidance to the staff enabling the staff to begin development of the CIP with emphasis on the 1st year (budget year) of the 5 year CIP.

The Town Manager delivers his proposed operating and CIP budget in March to the Town Council. After the Town Council receives the proposed operating budget, the Council holds a series of budget work sessions to analyze and deliberate the tax rates and expenditures. The Town also holds a public hearing to solicit citizen comments on the proposed budget. Ultimately, the budget must be adopted by June 30th.

Budget Adoption

Pursuant to Virginia Code 15.2-2503, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues and all estimate borrowings for the next fiscal year. Adoption must occur no later than the date on which the new fiscal year begins via approval of a budget resolution. The budget must be balanced whereby estimated revenues are equivalent to estimate expenditures. In addition, Virginia Code 15.2-2506 requires the Town Council to take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds which is accomplished via an appropriation resolution.

At adoption, Town Council also directs the Town Manager to take all appropriate administrative actions necessary and prudent to effectuate implementation of the annual budget. This includes authorization for the Town Manager to transfer money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year. While unspent operating funds appropriated in one fiscal year are not automatically re-appropriated in the next fiscal year, a special allowance is often made for capital projects and included in the resolution. This ensures uninterrupted funding of approved capital projects but does not serve to increase the approved funding level nor circumvent the political capital project planning process.

Budget Calendar

<u>FY 2019 BUDGET PREPARATION SCHEDULE</u>	
ACTIVITY	DATE
Provide Initial Budget Calendar to Town Council & Town Staff	October/November, 2017
Distribute FY 2019-2023 CIP Instructions & Documents to Departments	October, 2017
Develop & Distribute Detailed FY 2019-2023 CIP Budget Schedule	November, 2017
Develop Strategy for FY 2019 Operating Budget	November, 2017
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	December, 2017
Town Manager Meets with Department Head to Review Requests	January/February, 2018
Town Manager Delivers Budget to Town Council	March 2018
Public Hearings on Tax Rates & Budget	March – April 2018
Adoption of Budget - Town Council	May – June, 2018

Budget Execution

The Town staff monitors execution of the budget monthly. The Finance Department provides General Ledger (GL) account summaries to all department heads and managers each month so that department heads and managers can track budget execution and compliance of approved/adopted budgets. Each quarter, the Budget Specialist in the Finance Department provides to the Town Manager and the Assistant Town Manager a formal budget report titled Quarterly Review of Budget Compliance. This report is used

in conjunction with departmental reviews of the General Ledger (GL) provided each month. Department heads are required to sign off on their GL review each quarter. This quarterly report highlights specific budget items that may require action such as an in-depth departmental explanation, a budget adjustment, a budget amendment, or a “flag” on an account that requires close monitoring for the balance of the fiscal year. The intent of this report is to highlight actual execution experience compared to the approved budget at the account level of detail and potentially at the departmental level should the execution data so warrant. This is performance management as it relates to budget execution.

During the budget year and in light of unexpected or unanticipated circumstances, it may become necessary to change the adopted budget. There are two ways to accomplish this necessary change. They are:

- A Internal Budget Adjustment
- A Formal Budget Amendment

Internal Budget Adjustments

Using the delegated authority of the Town Manager, Department heads may submit an Intradepartmental Budget Adjustment Form to the Town Manager requesting that funds be reallocated between budget categories. This type of adjustment is normally associated with minor internal modifications that realign and/or adjust initial budget estimates to current conditions. These types of adjustments do not increase or decrease the overall budget. In addition, the Town Manger is authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of the annual budget and appropriation.

Once the Town Manager approves Budget Adjustments, the Budget Specialist will enter the approved changes in the accounting system (Munis).

Formal Budget Amendments

For those changes in budgets that involve a change in appropriation totals, the Town Manager must submit a Budget Amendment requesting the desired changes to fund and/or appropriation totals. Budget Amendment requests must be submitted to the Finance Department (Budget Specialist). The Budget Specialist will assist staff in completing the form and identifying the appropriate accounts that are involved in the requested change and with the required Staff Report. All Budget Amendments require Town Council

approval and potentially a public hearing. Section 15.2-2507 of the Virginia Code requires that any amendment that exceeds 1% of the total expenditures already approved or the sum of \$500,000, whichever is lesser, must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper at least 7 days prior to the meeting date.

During the year of execution, staff should strive to consolidate Budget Amendment requests in order to increase Town Council efficiency in processing amendments. The number of Budget Amendments processed in any given year should be in the 3 to 5 range. The annual staff goal should target a Budget Amendment process at mid-year and possibly two additional times closer to year-end.

Once the Town Council approves Budget Amendments, the Budget Specialist will make the approved changes in the accounting system (Munis).

Enterprise Funds

The Water and Wastewater Funds are fully supported through its rate structure and is not subsidized by the General Fund. The Water and Wastewater Funds do contribute its share to cover administrative services by reimbursing the General Fund via the utility chargeback.

FINANCIAL FUND STRUCTURE AND BASIS OF BUDGETING

The Town of Purcellville utilizes an accounting structure organized by funds or account groups in which each fund represents a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts reflecting its assets, liabilities, fund balance, revenues and expenditures. Town resources are allocated to and accounted for in individual funds based on purposes for which they are to be spent and the means by which spending activities are controlled. The Town utilizes two types of funds: General Governmental Funds and Proprietary Funds. The Town Council must appropriate all Town funds before any expenditure may be authorized. All funds budgeted are reflected in the Town's Comprehensive Annual Financial Report (CAFR).

1. **Governmental Funds:** These funds utilize the modified accrual basis of accounting for budgeting and are prepared and accounted for on a basis consistent with generally accepted accounting principles (GAAP). Under modified accrual accounting, revenues and related assets are recorded when measurable and available to finance operations during the year.

General Fund- This is the primary operating fund of the Town, which accounts for normal recurring town activities such as administration, finance, public safety, public works, planning and debt service. Activities of the general fund are funded by revenue sources such as property tax, business license, cigarette tax, communication tax, meals tax, sales and use tax, permit fees, fines and forfeitures, funding from other governmental entities such as local, state or federal sources.

General Capital Projects Fund- This fund is used to account for financial resources used for the acquisition or construction of major capital facilities and equipment. Funding sources include bond funding, grants and cash reserves.

Special Parks and Recreation Fund- This special revenue fund has been established to account for the revenue collected in the Fireman's Field Service Tax District and the day-to day-operating activities associated with Fireman's Field and the Train Station.

2. **Proprietary Funds:** These funds utilize the accrual basis of accounting for budgeting and are prepared and accounted for on a basis consistent with generally accepted accounting principles (GAAP). Under accrual accounting, revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period in which the related liability is incurred.

Water and Wastewater Operating Funds- These funds account for the operations of the Town's water and wastewater business enterprises including debt service. Activities of these funds are primarily funded by user fees.

Water and Wastewater Capital Projects Funds- These funds are used to account for financial resources used for the acquisition or construction of major capital facilities and equipment related to the Town's water or waste water enterprises. Funding sources include bond funding, grants and cash reserves.

DEPARTMENTAL FUND RELATIONSHIPS

This chart shows the relationship between the functional Departments and the appropriated Funds that support their service delivery operations and activities.

Departmental Fund Relationships						
	General Fund	Parks & Rec Fund	General Capital Projects Fund	Water Fund	Wastewater Fund	Utility Capital Project Funds
Administration	✓					
Finance	✓					
Information Technology	✓					
Public Safety	✓					
Public Works	✓		✓			
Community Development	✓					
Legislative & Advisory	✓					
Parks & Recreation		✓				
Water Department				✓		✓
Wastewater Department					✓	✓
Basis of Accounting and Budgeting						
Accrual Basis				✓	✓	✓
Modified Accrual Basis	✓	✓	✓			

General Fund - This fund is the chief operating fund of the Town and is primarily supported by tax proceeds.

Parks & Recreation Fund - This fund is supported through a special tax district authority and is the primary operating fund for the Town Parks & Recreation program and activities.

Water Fund & Wastewater Fund - These funds are Enterprise Funds. The Enterprise funds account for operations that are financed in a manner similar to a private business enterprise where the costs of providing goods and services to the general public on a continuing basis be financed or recovered through user fees and charges.

Capital Projects Funds - These funds provide for major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. Any individual project must have a useful life in excess of five years.

DEBT OBLIGATIONS

2008 Owner Financed Note Issue- Purcellville, VA Volunteer Fire Department

Owner financed note in the amount of \$1,700,000 was issued in April 2008 for a 20-year term at 0% annual interest rate. The loan was for purchase of 12.6 acres of property known as “Fireman’s Field” in Purcellville, VA. This loan will be retired in August 2026. Annual principal payments are due each August 1st. Initially debt service was allocated to the General fund but effective July 1, 2013 the allocation was moved to the new Parks and Recreation Special fund. The FY 2019 principal installment due totals \$85,000.

2008 General Obligation Wastewater Bond Issue- VRA

Bonds in the amount of \$24,944,377 were issued in May 2008 for a 20-year term at annual interest rate of 3% for construction of a wastewater treatment facility upgrade. The interest rate on this bond has been reset to a lower rate twice with the current rate being 2.52%. Semi-annual principal and interest payments are due each March 1st and September 1st, commencing on March 1, 2011. All debt service is allocated to the Wastewater fund. These bonds will be retired in March 2030. The FY 2018 interest payments total \$301,188. Principal payments for FY 2015 through FY 2019 are being paid with proceeds from the taxable portion of the 2013 General Obligation Public Refunding Bonds.

2010 General Obligation Water Refunding Bond Issue- VRA

Bonds in the amount of \$1,655,000 were issued in November 2010 for a 9-year term at annual interest rates varying from 2.245% to 5.1%. Proceeds from the bonds were used to refund the Series 2000 General Obligation Water Bond. These bonds will be retired in October 2019. Principal and interest payments occur each October 1st and interest only payments occur each April 1st. All debt service is allocated to the Water fund. The FY 2019 principal installment due totals \$210,000 and the semi-annual interest payments total \$16,575.

2012 General Obligation Public Improvement & Refunding Bond Issue-Cardinal Bank

Bonds in the amount of \$5,870,000 were issued in December 2012 for a 20-year term at an annual interest rate of 2.75%. Semi-annual principal and interest payments are due February 1st and August 1st. A capitalized interest payment of \$24,662 was made on February 1, 2012. The first principal payment was due on August 1, 2015. Bond proceeds of \$2,714,171 were used to refund the 2011 General Obligation Public Improvement Note-RBC. The remaining proceeds of \$3,155,829 are being used to finance general fund transportation improvements and water fund capital improvements. The FY 2019 interest payments total \$131,647 with \$110,713 from General and \$20,934 from Water funds. The FY 2019 principal installment due totals \$188,411 with \$176,911 from General Fund and \$11,500 from the Water funds. A Capital Reserve Fund (CRF) of \$756,392, using proceeds from the sale of Old Town Hall, has been created in the General Fund to offset a portion of the debt service for this issuance for FY 2014 through FY 2020.

2013 General Obligation Public Refunding Bonds

Bonds in the amount of \$33,690,000 were issued in October 2013 for a 20-year term at annual interest rates varying from 3.0% to 5.0%. Interest is payable semi-annually each February 1 and August 1 commencing on February 1, 2014. Principal is payable annually beginning February 1, 2015 and continuing on each February 1 until final maturity on February 1, 2034. The net proceeds will be used to refund several outstanding obligations including the General Obligation Public Improvement Bond, Series 2005A&B, the General Obligation Refunding Bond, Series 2010B and the Series 2008 Rural Development Loan. The FY 2019 principal installment due totals \$475,000 all from the General Fund. The FY 2019 semi-annual interest payments total \$762,851, with \$424,931 from General, \$15,000 from Water and \$322,920 from Wastewater funds.

2017 General Obligation Public Refunding Bonds Series 2017A-Sterling Bank

Bonds in the amount of \$4,962,000 were issued in August 2017 for a 20-year term at an annual interest of 3.22%. Interest is payable semi-annually each February 1 and August 1 commencing February 1, 2018. Principal is payable annually beginning February 1, 2019 and continuing on each February 1 until final maturity on February 1, 2038. The net proceeds will be used to refund a portion of the outstanding 2013 public refunding water and wastewater bonds. The FY 2019 principal installment due totals \$19,000 all from the Water Fund. The FY 2019 semi-annual interest payments total \$159,457, with \$70,939 from Water and \$88,518 from Wastewater funds.

2017 General Obligation Public Refunding Bonds Series 2017B

Bonds in the amount of \$16,370,000 were issued in October 2017 for a 20-year term at annual interest rates varying from 1.87% to 3.35%. Interest is payable semi-annually each February 1 and August 1 commencing February 1, 2018. Principal is payable annually beginning February 1, 2019 and continuing on each February 1 until final maturity on February 1, 2038. The net proceeds will be used to refund a portion of the outstanding 2013 public refunding Parks and Recreation, Water and Wastewater bonds. The FY 2019 principal installment due totals \$15,000 all from the Wastewater Fund. The FY 2019 semi-annual interest payments total \$284,603, with \$21,866 from Parks and Recreation, \$174,219 from Water and \$88,518 from Wastewater funds.

The 2003 General Obligation Refunding Bond Issue-Carter bank was paid in full on the September 2017 maturity date. The 2010 General Obligation Bond Issue-RBC was retired early as part of the 2017 Plan of Finance Utility fund and Parks and Rec Fund restructure.

Summary of Issuance Outstanding Debt

<u>Issue</u>	<u>Value of Original Issue</u>	<u>Outstanding Balance on July 1, 2018</u>	<u>Fund % Outstanding Debt</u>	<u>FY 19 Debt Service</u>	<u>% of Retired Debt</u>
<u>GENERAL</u>					
2003 Refunding-Carter Bank	835,133	-		-	100.0%
2012 General Obligation-Cardinal Bank	4,608,930	4,114,394		287,624	10.7%
2013 Refunding Bond	10,840,000	8,940,000		899,931	17.5%
	16,284,063	13,054,394	24%	1,187,555	
<u>PARKS & REC SPECIAL REVENUE FUND</u>					
2008 Notes Payable-Purcellville Vol. Fire Dept.	1,700,000	765,000		85,000	55.0%
2017B Refunding Bond	700,000	700,000		21,866	0.0%
	2,400,000	1,465,000	3%	106,866	
<u>WATER</u>					
2010 Refunding-VRA	1,655,000	430,000		226,575	74.0%
2012 General Obligation-Cardinal Bank	815,000	767,000		32,434	5.9%
2013 Refunding Bond	300,000	300,000		15,000	0.0%
2017A Refunding-Sterling Bank	2,213,000	2,203,000		89,937	0.5%
2017B Refunding Bond	5,855,000	5,855,000		174,219	0.0%
	10,838,000	9,555,000	17%	538,165	
<u>WASTE WATER</u>					
2008 General Obligation-VRA	14,449,513	11,534,322		301,188	20.2%
2013 Refunding Bond	6,855,000	6,855,000		320,920	0.0%
2017A Refunding-Sterling Bank	2,749,000	2,749,000		110,518	0.0%
2017B Refunding Bond	9,815,000	9,815,000		333,798	0.0%
	33,868,513	30,953,322	56%	1,066,424	
Total Bonds All Funds	63,390,576	55,027,715	100%	2,899,010	13.2%

Amortization of Existing Debt and Interest									
Year Ending June 30	General Fund Debt		Parks & Rec Special Revenue Fund		Water Fund Debt		Wastewater Fund Debt		Total Debt Payments
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2019	651,911	535,645	85,000	21,866	240,500	297,665	37,000	1,029,424	2,899,010
2020	689,998	512,843	85,000	21,866	255,500	285,703	143,000	1,017,969	3,011,879
2021	754,998	489,306	85,000	21,866	381,500	279,028	400,000	1,013,938	3,425,636
2022	909,538	457,006	85,000	21,866	406,500	271,063	655,000	995,985	3,801,958
2023	953,616	417,019	85,000	21,866	412,500	253,256	1,517,627	957,739	4,618,622
Thereafter	9,094,333	1,826,993	1,040,000	214,479	7,858,500	2,130,280	28,200,695	8,114,051	58,479,331
Total	13,054,394	4,238,811	1,465,000	323,806	9,555,000	3,516,995	30,953,322	13,129,107	76,236,435

Legal Debt Margin

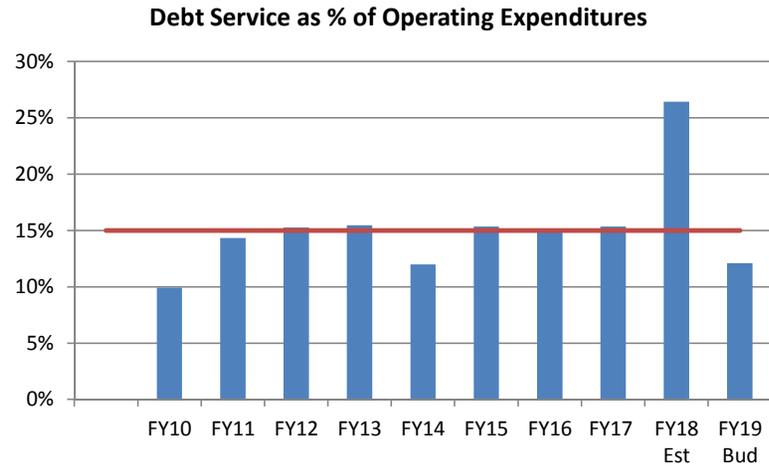
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2017 is as follows (*Source: FY17 Comprehensive Annual Financial Report*) :

Assessed Value of Real Property, January 1, 2017	\$1,274,258,599
Debt Limit: Ten percent (10%) of Assessed Value	\$127,425,860
Amount of Debt Applicable to Debt Limit	<u>\$61,073,988</u>
Legal Debt Margin	<u>\$66,351,872</u>

DEBT GUIDELINES FOR GOVERNMENTAL FUND

Town Policy: Debt service expenditures as a percentage of expenditures should not exceed 15%.

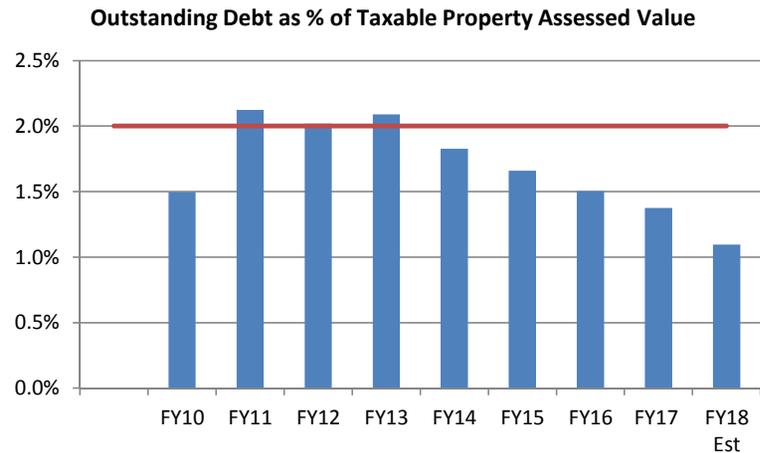
<u>Fiscal Year</u>	<u>Debt Service</u>	<u>Operating Expenditures*</u>	<u>Debt to Expenditures</u>
FY10	767,605	7,728,291	10%
FY11	1,210,891	8,446,694	14%
FY12	1,338,295	8,763,067	15%
FY13	1,391,711	9,007,060	15%
FY14	1,146,318	9,567,192	12%
FY15	1,419,855	9,247,877	15%
FY16	1,535,822	10,268,874	15%
FY17	1,544,813	10,054,514	15%
FY18 Est	3,388,322	12,820,609	26%
FY19 Bud	1,294,422	10,696,835	12%



Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.
 FY 18 debt service includes payoff of the 2010 General Obligation Issue-RBC.

Town Policy: Bonded debt of the Town shall not exceed 2% of the Total Assessed Value of Taxable Property.

<u>Fiscal Year</u>	<u>Assessed Value of Taxable Property</u>	<u>Outstanding Bonded Debt</u>	<u>Debt to Assessed Value</u>
FY10	961,287,250	14,398,021	1.50%
FY11	960,616,700	20,392,196	2.12%
FY12	976,555,250	19,719,736	2.02%
FY13	1,010,965,950	21,119,554	2.09%
FY14	1,064,663,675	19,458,463	1.83%
FY15	1,140,041,935	18,916,930	1.66%
FY16	1,202,445,320	18,083,389	1.50%
FY17	1,252,549,625	17,219,266	1.37%
FY18 Est	1,325,957,550	14,519,394	1.10%



FUND BALANCE AND NET POSITION SUMMARY

GENERAL FUND					
	FY16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Adopted	Change from FY 18
Beginning Fund Balance	5,832,525	6,154,784	7,320,868	5,468,061	-25%
Revenues & Transfers In	9,242,971	10,942,038	10,182,784	9,867,990	-3%
Expenditures & Transfers Out	(8,920,712)	(9,775,954)	(11,662,752)	(10,118,990)	-13%
Capital Reserve Fund	-	-	(111,377)	(111,038)	(0.00)
Use of Restricted Reserves	-	-	(261,461)	-	(1.00)
Ending Fund Balance	6,154,784	7,320,868	5,468,061	5,106,023	-25%
Unassigned Fund Balance	5,617,146	6,685,555	5,205,586	4,954,587	-22%

SPECIAL PARKS AND RECREATION FUND					
	FY16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Adopted	Change from FY 18
Beginning Fund Balance	(18,120)	59,281	151,588	282,310	86%
Revenues & Transfers In	533,822	550,867	1,288,579	532,678	-59%
Expenditures & Transfers Out	(456,421)	(458,560)	(3,191,105)	(577,845)	-82%
Transfer from General Fund	-	-	2,033,248	-	-100%
Ending Fund Balance	59,281	151,588	282,310	237,143	-16%

WATER FUND					
	FY16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Adopted	Change from FY 18
Beginning Net Position	6,049,513	6,538,744	8,829,263	9,427,554	7%
Revenues & Transfers In	3,237,604	5,070,662	4,412,972	5,294,821	20%
Expenditures & Transfers Out	(2,748,373)	(2,780,143)	(3,814,681)	(4,282,287)	12%
Ending Net Position	6,538,744	8,829,263	9,427,554	10,440,088	11%

WASTEWATER FUND					
	FY16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Adopted	Change from FY 18
Beginning Net Position	12,495,575	12,314,578	13,917,116	14,255,359	2%
Revenues & Transfers In	3,543,840	5,463,459	4,443,549	4,843,556	9%
Expenditures & Transfers Out	(3,724,837)	(3,860,921)	(4,105,306)	(4,817,882)	17%
Ending Net Position	12,314,578	13,917,116	14,255,359	14,281,033	0%

(Source: FY 16 Comprehensive Annual Financial Report, FY 17 Comprehensive Annual Financial Report & FY 19 Proposed Budget)

In FY 18 General Fund and Water Fund reserves were used to payoff the 2010 General Obligation Issue-RBC bond.

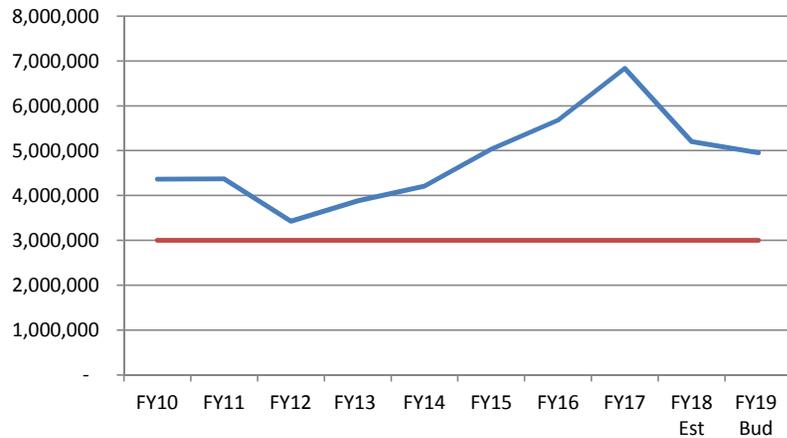
FUND BALANCE GUIDELINES FOR GOVERNMENTAL FUND

Town Policy: Unassigned fund balance (Reserves) should be a minimum of \$3 million or 30% of total revenues.

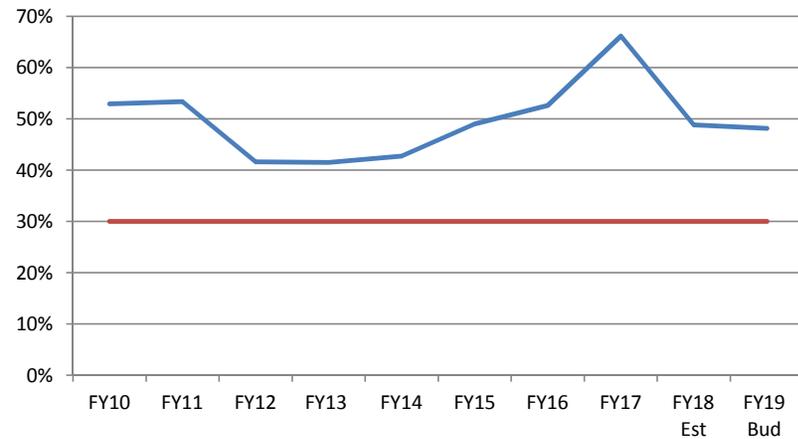
Fiscal Year	Unassigned Fund Balance	Operating Revenue	Reserves to Revenue
FY10	4,363,277	8,241,179	53%
FY11	4,368,340	8,185,023	53%
FY12	3,427,576	8,241,574	42%
FY13	3,884,533	9,360,117	42%
FY14	4,209,033	9,857,582	43%
FY15	5,031,166	10,272,033	49%
FY16	5,676,427	10,790,035	53%
FY17	6,837,143	10,335,743	66%
FY18 Est	5,205,586	10,659,986	49%
FY19 Bud	4,954,587	10,289,630	48%

Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.

Unassigned Fund Balance (\$)



Reserves as a % of Operating Revenue



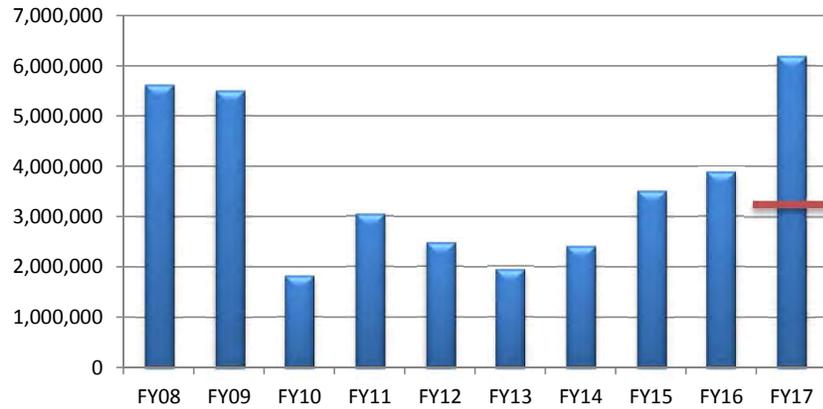
CASH GUIDELINES FOR UTILITY FUNDS

Policy: Utility cash and cash equivalent should exceed 100% of total operating expenditures and debt service.

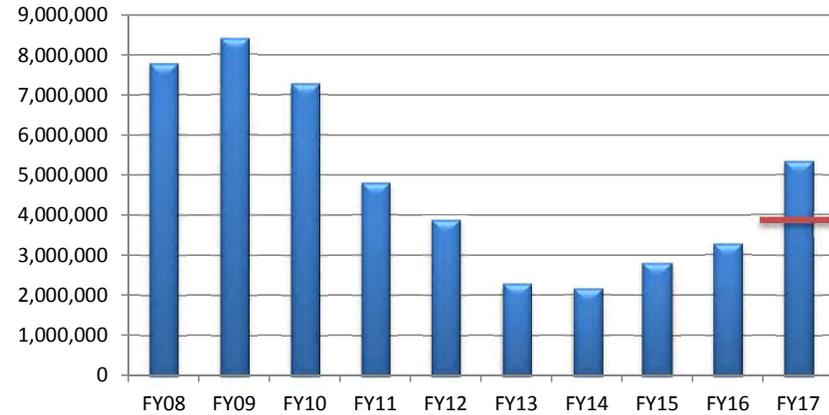
Fiscal Year	Cash Balance	
	Water Fund	Wastewater Fund
FY08	5,628,592	7,784,394
FY09	5,508,338	8,404,191
FY10	1,813,052	7,278,048
FY11	3,046,201	4,801,599
FY12	2,476,736	3,879,221
FY13	1,942,327	2,281,417
FY14	2,412,481	2,158,476
FY15	3,514,106	2,803,636
FY16	3,882,260	3,267,683
FY17	6,195,841	5,340,437

Policy Level (red line)	FY17	2,780,143	3,860,921
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Water Fund Cash Balance



Wastewater Fund Cash Balance



Budget Summary

The budget in brief section provides a summary of the revenues and expenditures for the following funds:

- Operating Revenues by Fund
- Operating Expenditures by Fund
- Total Operating and CIP Budget

OPERATING BUDGET REVENUES

	FY 2017	FY 2018		FY 2019		% Change FY18 Current Budget
	Actual	Current Budget#	Estimated Actual	Town Manager Proposed	Town Council Adopted	

GENERAL FUND*

Property Tax	3,210,031	3,197,729	3,482,601	3,456,398	3,456,398	8%
Other Local Taxes	4,762,951	4,726,120	4,931,466	4,868,173	4,868,173	3%
Permits, Fees, Licenses	157,629	99,000	126,521	140,000	140,000	41%
Fines & Forfeitures	61,696	45,100	58,302	65,100	65,100	44%
Use of Money & Property	13,674	13,750	50,234	56,600	56,600	312%
Miscellaneous	161,409	74,384	103,286	20,500	20,500	-72%
Transfer of Cash Reserves	0	2,872,989	2,872,989	362,038	362,038	-87%
Inter-Governmental	1,417,486	1,312,938	1,318,997	1,150,181	1,150,181	-12%
TOTAL GENERAL FUND	9,784,876	12,342,010	12,944,396	10,118,990	10,118,990	-18%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer)

SPECIAL PARKS & RECREATION FUND

Special Tax District	438,216	436,151	430,944	401,453	401,453	-8%
Use of Money & Property	35,790	78,600	79,880	129,000	129,000	64%
Miscellaneous	49,530	762,700	760,915	2,225	2,225	-100%
Inter-Governmental	27,331	16,841	16,840	0	0	-100%
Transfer in Cash Reserves	0	2,033,248	2,033,248	45,167	45,167	-98%
TOTAL PARKS & REC FUND	550,866	3,327,540	3,321,827	577,845	577,845	-83%

WATER FUND

Water Availabilities	2,653,930	2,211,847	2,796,359	2,627,776	2,627,776	19%
Water Fees	2,107,490	2,131,684	2,141,680	2,284,545	2,284,545	7%
Miscellaneous	296,267	208,414	474,736	339,300	339,300	63%
Investment Income	13,212	19,500	45,520	43,200	43,200	122%
Transfer in Cash Reserves	84,475	207,081	207,081	0	0	-100%
TOTAL WATER FUND	5,155,375	4,778,526	5,665,376	5,294,821	5,294,821	11%

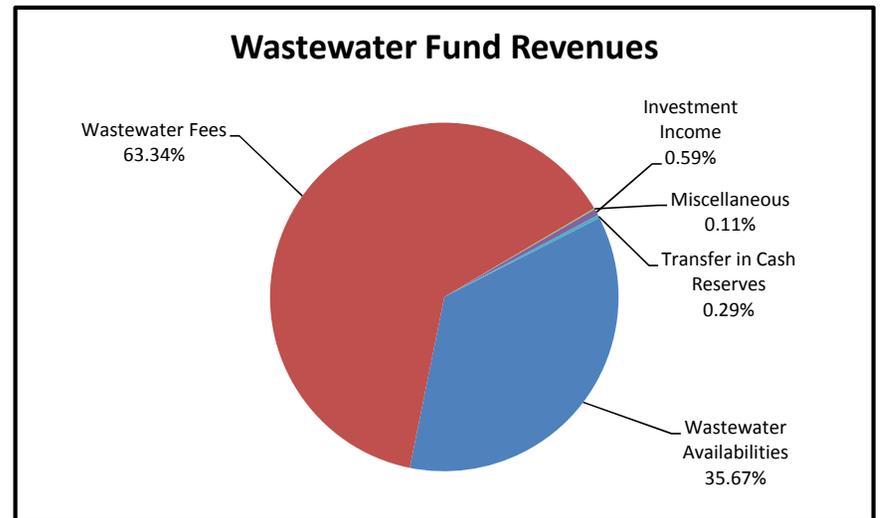
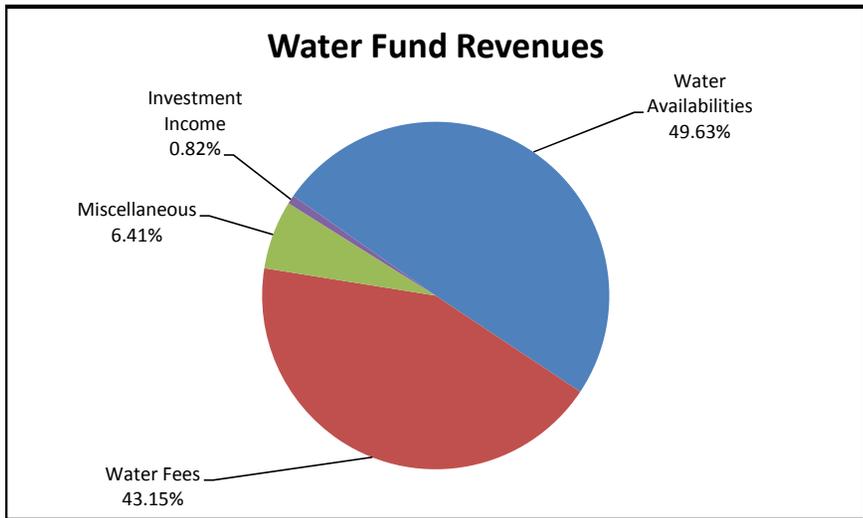
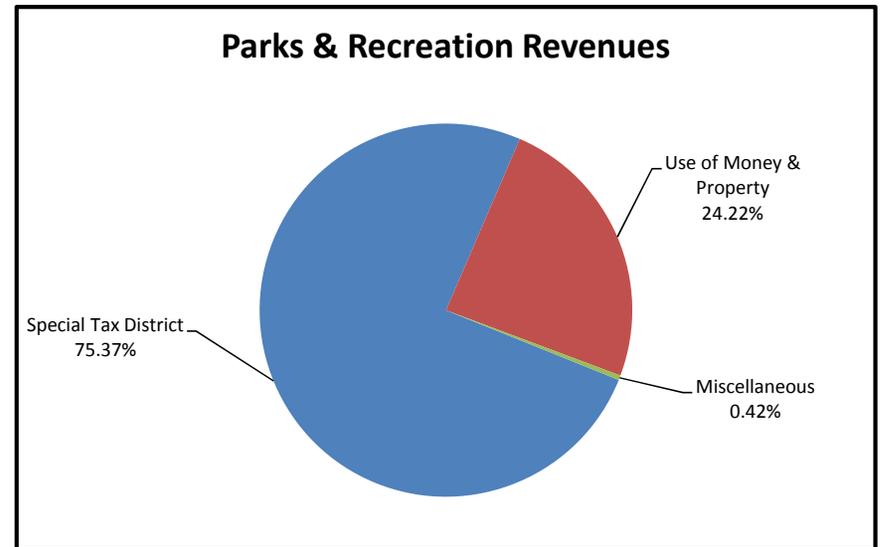
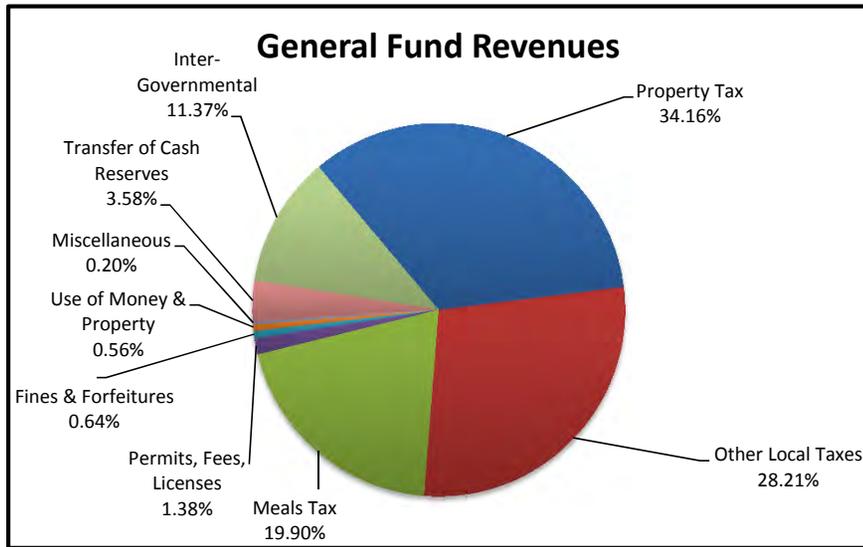
WASTEWATER FUND

Wastewater Availabilities	2,224,800	1,836,000	2,367,452	2,206,145	1,732,605	-6%
Wastewater Fees	2,918,681	2,899,114	2,955,691	3,076,851	3,076,851	6%
Miscellaneous	312,764	5,280	3,601	5,300	5,300	0%
Investment Income	7,217	9,750	31,251	28,800	28,800	195%
Transfer in Cash Reserves	0	0	0	0	14,000	N/A
TOTAL WASTEWATER FUND	5,463,462	4,750,144	5,357,995	5,317,096	4,857,556	2%

TOTAL OPERATING BUDGET REVENUES	20,954,580	25,198,220	27,289,594	21,308,752	20,849,212	-17%
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#Current Budget reflects all approved budget amendments and transfers in FY 2018.

FY 2019 OPERATING BUDGET REVENUES



OPERATING BUDGET EXPENDITURES

	FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
	Actual	Current Budget#	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
GENERAL FUND*							
Administration	1,282,172	1,949,689	1,752,015	1,408,756	1,203,332	1,299,893	-33%
Finance & Financial Administration	659,303	989,193	965,203	1,110,980	1,070,366	1,065,167	8%
Information Technology	345,847	431,380	376,921	455,200	452,700	476,740	11%
Police & Public Safety	2,060,857	2,187,661	2,174,420	2,421,020	2,393,919	2,381,919	9%
Public Works	2,105,394	2,439,940	2,129,026	2,859,005	2,760,636	2,749,136	13%
Community Development	504,643	480,939	450,878	451,351	420,851	412,851	-14%
Legislative & Advisory	119,555	148,000	106,453	143,146	133,146	136,146	-8%
Non-Departmental	1,522,357	3,715,208	3,707,836	1,668,144	1,684,040	1,597,138	-57%
TOTAL GENERAL FUND	8,600,128	12,342,010	11,662,752	10,517,602	10,118,990	10,118,990	-18%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer)

SPECIAL PARKS & RECREATION FUND

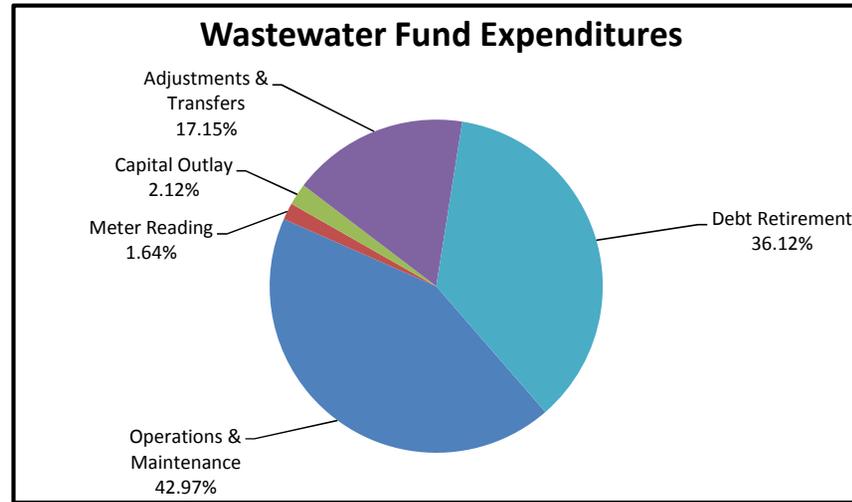
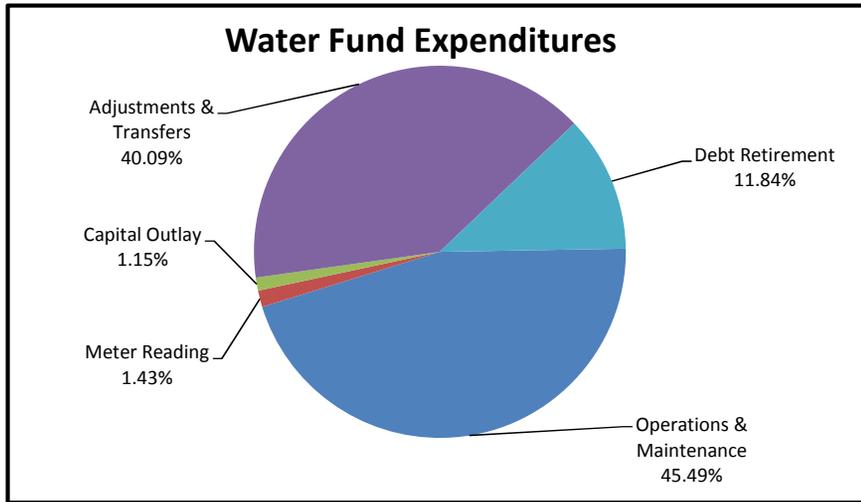
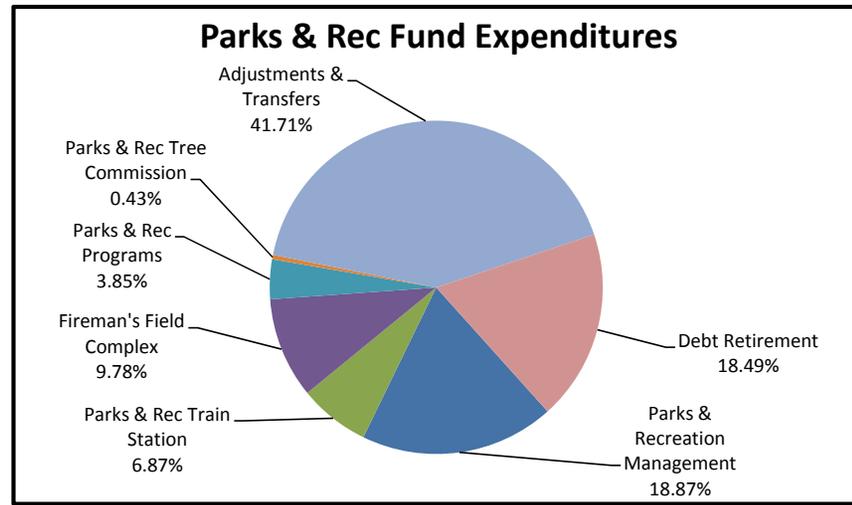
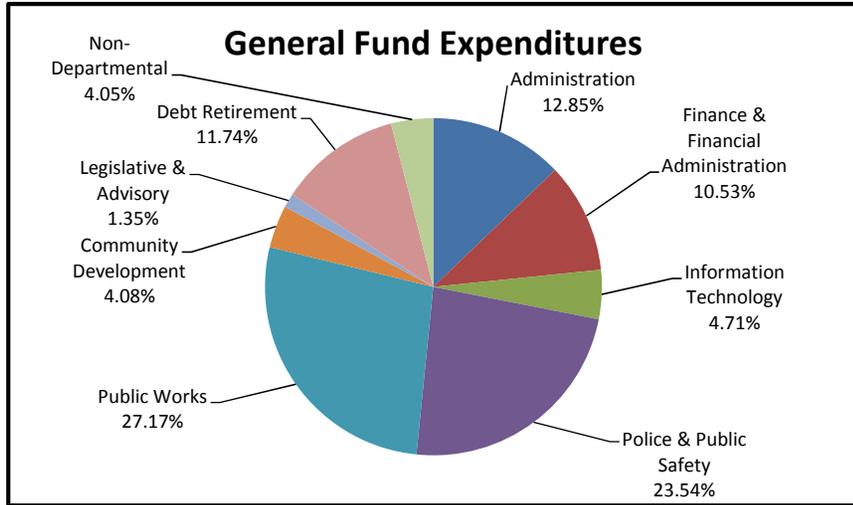
Parks & Recreation Management	76,961	113,838	104,738	107,015	99,015	109,014	-4%
Parks & Rec Skating Rink	8,901	14,850	13,923	23,150	0	0	-100%
Parks & Rec Train Station	25,660	32,660	27,216	39,715	39,715	39,715	22%
Fireman's Field Complex	6,396	76,671	89,316	56,500	56,500	56,500	-26%
Parks & Rec Programs	56,327	67,080	56,479	75,250	22,250	22,250	-67%
Parks & Rec Tree Commission	70	5,636	5,436	2,500	2,500	2,500	-56%
Adjustments & Transfers	0	122,808	0	246,000	251,000	241,000	96%
Debt Retirement	284,244	2,893,997	2,893,997	106,866	106,866	106,866	-96%
TOTAL SPECIAL PARKS & REC FUND	458,560	3,327,540	3,191,105	656,996	577,845	577,845	-83%

#Current Budget reflects all approved budget amendments and transfers in FY 2018.

OPERATING BUDGET EXPENDITURES

	FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
	Actual	Current Budget#	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
WATER FUND							
Operations & Maintenance	1,964,335	2,011,706	1,911,558	2,550,619	2,416,876	2,408,877	20%
Meter Reading	31,398	39,500	39,391	80,500	80,500	75,500	91%
Capital Outlay	0	63,084	62,784	61,000	61,000	61,000	-3%
Adjustments & Transfers	66,483	1,557,719	862,172	1,975,853	2,109,596	2,122,596	36%
Debt Retirement	773,087	1,106,517	1,106,517	626,849	626,849	626,849	-43%
TOTAL WATER FUND	2,835,303	4,778,526	3,982,422	5,294,821	5,294,821	5,294,822	11%
WASTEWATER FUND							
Operations & Maintenance	1,962,577	2,001,854	1,862,129	2,245,929	2,089,186	2,087,186	4%
Meter Reading	31,729	39,500	37,769	84,500	84,500	79,500	101%
Capital Outlay	0	19,000	18,900	103,000	103,000	103,000	442%
Adjustments & Transfers	9,256	511,318	160,158	1,129,071	1,285,814	833,274	63%
Debt Retirement	1,857,085	2,178,472	2,189,144	1,754,596	1,754,596	1,754,596	-19%
TOTAL WASTEWATER FUND	3,860,647	4,750,144	4,268,100	5,317,096	5,317,096	4,857,556	2%
<small>#Current Budget reflects all approved budget amendments and transfers in FY 2018.</small>							
TOTAL EXPENDITURES	15,754,637	25,198,220	23,104,379	21,786,516	21,308,752	20,849,212	-17%

FY 2019 OPERATING BUDGET EXPENDITURES



**TOTAL BUDGET
OPERATING AND CAPITAL IMPROVEMENT PROGRAM**

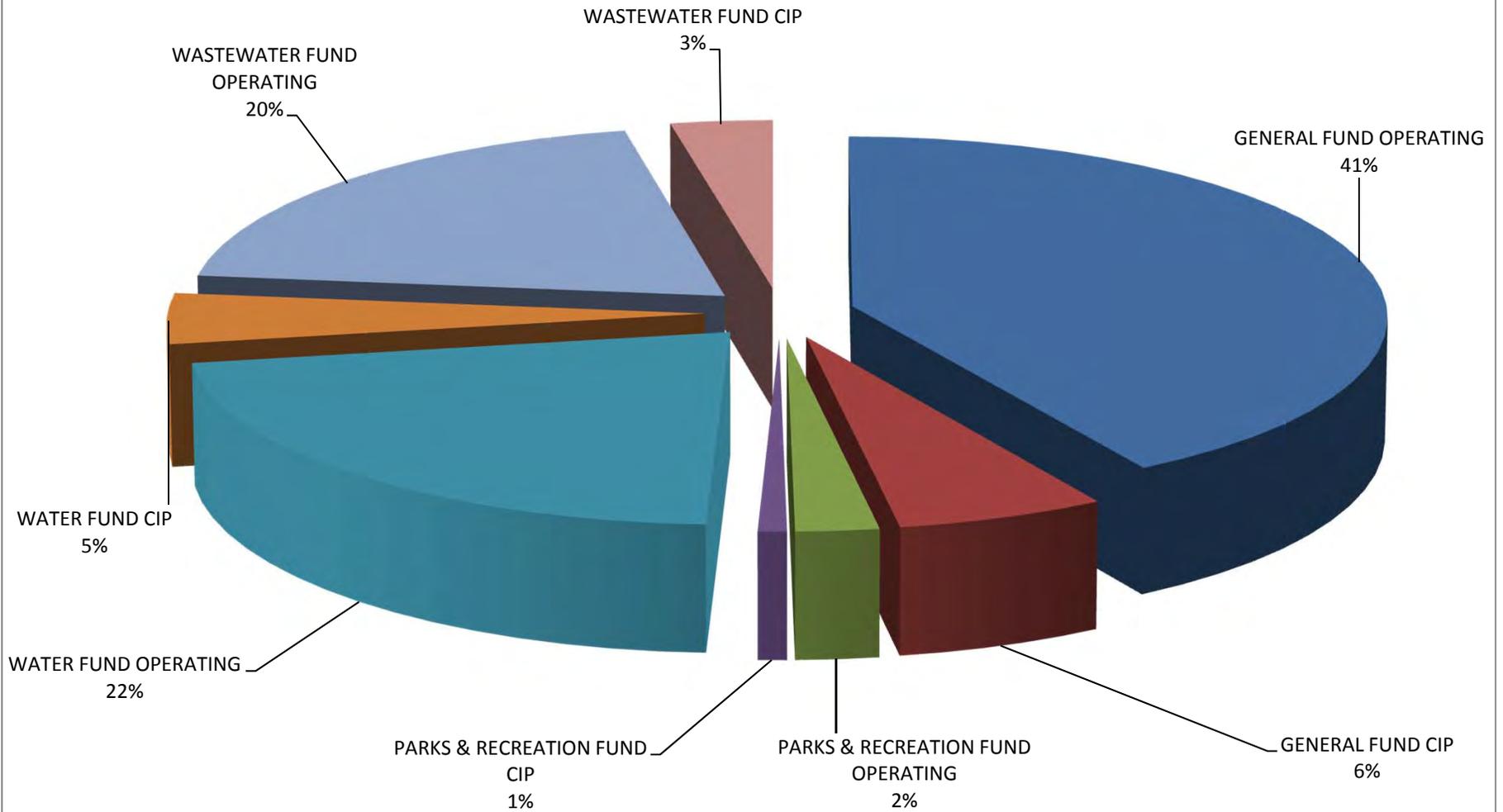
	FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
	Actual	Current Budget#	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
REVENUES							
GENERAL FUND	13,863,047	17,643,581	18,245,967	10,875,362	10,875,362	11,570,511	-34%
SPECIAL PARKS & RECREATION FUND	550,866	3,327,540	3,321,827	823,845	823,845	777,845	-77%
WATER FUND	5,940,636	6,341,430	7,228,280	6,404,883	6,404,883	6,404,883	1%
WASTEWATER FUND	5,663,462	5,110,144	5,717,995	6,110,696	6,110,696	5,651,156	11%
TOTAL REVENUES ALL FUNDS	26,018,012	32,422,695	34,514,069	24,214,786	24,214,786	24,404,395	-25%

EXPENDITURES							
GENERAL FUND OPERATING	8,600,128	12,342,010	11,662,752	10,517,602	10,118,990	10,118,990	-18%
GENERAL FUND CIP	4,078,171	5,301,571	5,301,571	756,372	756,372	1,451,521	-73%
PARKS & RECREATION FUND OPERATING	458,560	3,327,540	3,191,105	656,996	577,845	577,845	-83%
PARKS & RECREATION FUND CIP	0	0	0	246,000	246,000	200,000	N/A
WATER FUND OPERATING	2,835,303	4,778,526	3,982,422	5,294,821	5,294,821	5,294,822	11%
WATER FUND CIP	785,261	1,562,904	1,562,904	1,110,062	1,110,062	1,110,062	-29%
WASTEWATER FUND OPERATING	3,860,647	4,750,144	4,268,100	5,317,096	5,317,096	4,857,556	2%
WASTEWATER FUND CIP	200,000	360,000	360,000	793,600	793,600	793,600	120%
TOTAL EXPENDITURES ALL FUNDS	20,818,069	32,422,695	30,328,854	24,692,550	24,214,786	24,404,395	-25%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer)

#Current Budget reflects all approved budget amendments and transfers in FY 2018.

FY 2019 TOTAL BUDGET



**General Fund
Fund Revenues & Expenditures by Department
Missions, Descriptions, Goals & Objectives, and Performance Measures**

This section provides the missions, activities, goals & objectives, performance measures, and the FY 2019 adopted revenues and expenditures that support these activities. These are presented for each of the departments.

- Revenues
- Mission
- Core Values
- Department Description
- Department Goals & Objectives
- Key Performance Measures
- Previous Year Accomplishments
- Detailed Expenditures

OPERATING BUDGET REVENUES

		FY 2017	FY 2018		FY 2019		
		Actual	Current Budget#	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
GENERAL FUND							
10300000-311101	REAL ESTATE TAX	2,718,253	2,732,995	2,927,265	2,932,987	2,932,987	7.3%
10300000-311301	PERSONAL PROPERTY TAX	456,276	432,734	526,831	491,411	491,411	13.6%
10300000-311601	PENALTIES AND INTEREST	35,502	32,000	28,505	32,000	32,000	0.0%
10300000-312101	SALES TAX	1,164,728	1,157,017	1,134,259	1,156,944	1,156,944	0.0%
10300000-312201	UTILITY TAX	220,180	223,000	222,488	220,000	220,000	-1.3%
10300000-312202	RIGHT OF WAY USAGE FEE	23,277	24,000	28,725	30,000	30,000	25.0%
10300000-312301	BUSINESS LICENSES	765,041	788,396	788,348	765,000	765,000	-3.0%
10300000-312306	FARM & COMM MKT FEE	540	140	700	200	200	42.9%
10300000-312401	CABLE PEG GRANT	11,843	11,000	12,161	12,000	12,000	9.1%
10300000-312501	VEHICLE LICENSE FEE	154,425	148,000	167,457	148,000	148,000	0.0%
10300000-312601	FRANCHISE TAX: BANK	309,138	280,000	346,067	300,000	300,000	7.1%
10300000-312801	CIGARETTE TAX	226,157	223,786	212,348	251,097	251,097	12.2%
10300000-312901	TRANSIENT OCCUPANCY TAX	347	1,000	322	1,000	1,000	0.0%
10300000-312902	MEALS TAX	1,910,552	1,893,781	2,047,316	2,013,932	2,013,932	6.3%
10300000-313301	ZONING FEES	134,353	75,000	97,796	110,000	110,000	46.7%
10300000-313340	COMMUNITY EVENTS SIGN	1,253	1,600	1,251	1,000	1,000	-37.5%
10300000-313350	STREET FEES	1,240	500	850	500	500	0.0%
10300000-313399	MISCELLANEOUS	131,769	5,000	4,209	5,000	5,000	0.0%
10300000-314100	POLICE REVENUE	55,523	45,000	58,302	65,000	65,000	44.4%
10300000-314105	MOWING FINE BY ORDINANCE	6,173	100	0	100	100	0.0%
10300000-315101	INVESTMENT INCOME	12,924	13,750	47,234	45,600	45,600	231.6%
10300000-315201	RENT ON PROPERTY	750	0	3,000	11,000	11,000	N/A
10300000-316301	PD CHARGES TO OTHERS	910	500	0	500	500	0.0%
10300000-316704	MAINT/PW CHGS TO OTHERS	3,288	4,200	7,550	4,200	4,200	0.0%
10300000-318902	PAYMENTS IN LIEU OF TAX (PATRICK HENR)	2,500	2,500	0	2,500	2,500	0.0%
10300000-318903	DONATIONS	0	0	155	0	0	N/A
10300000-318904	LOCAL GRANTS & AWARDS	3,815	15,224	11,000	0	0	-100.0%
10300000-318905	PROCEEDS FROM PROPERTY	6,975	5,000	11,966	5,000	5,000	0.0%
10300000-318906	GAS TAX FUNDING / LOCO	106,022	143,733	143,733	0	0	-100.0%
10300000-318920	VEHICLE COMP. REIMB.	2,012	1,700	1,501	1,700	1,700	0.0%
10300000-318940	GARNISHMENT FEE	500	100	400	100	100	0.0%

OPERATING BUDGET REVENUES

		FY 2017	FY 2018		FY 2019		
		Actual	Current Budget#	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
10300000-318950	OVER/SHORT	9	0	(21)	0	0	N/A
10300000-322108	LAW ENFORCEMENT / VA	110,084	110,000	114,128	110,000	110,000	0.0%
10300000-322109	PPTRA / VA	201,753	201,753	201,753	201,753	201,753	0.0%
10300000-322130	COMMUNICATIONS TAX	152,002	151,000	149,604	146,000	146,000	-3.3%
10300000-324201	FIRE FUNDS / VA	25,076	25,000	25,832	30,000	30,000	20.0%
10300000-324301	STREET REVENUE / VA	667,252	667,252	646,428	646,428	646,428	-3.1%
10300000-324302	VDOT REV SHARE/GUARDRAIL	13,015	0	19,996	0	0	N/A
10300000-324310	LITTER GRANT/VA	2,940	3,000	2,867	3,000	3,000	0.0%
10300000-324501	OTHER FUNDS/VA	4,931	6,200	7,324	9,000	9,000	45.2%
10300000-324705	ARTS GRANT / VA	1,500	5,000	3,500	4,000	4,000	-20.0%
10300000-324900	EMERGENCY FUNDS / VA	1,566	0	0	0	0	N/A
10300000-333101	LAW ENFORCEMENT / FED	3,259	0	3,832	0	0	N/A
10300000-333201	EMERGENCY FUNDS / FED	128,086	0	0	0	0	N/A
10300000-341102	INSURANCE REIMBURSEMENT	7,139	38,060	64,425	0	0	N/A
10300000-397100	TRANSFER OF DESIGNATED RESERVES	0	111,377	111,377	111,038	111,038	-0.3%
10300000-398100	TRANSFER OF CASH RESERVES	0	2,761,612	2,761,612	251,000	251,000	-90.9%
10300000-399100	TRANSFER FROM OTHER FUNDS	0	0	0	0	0	N/A
Total Revenues	GENERAL FUND	9,784,876	12,342,010	12,944,396	10,118,990	10,118,990	-18.0%

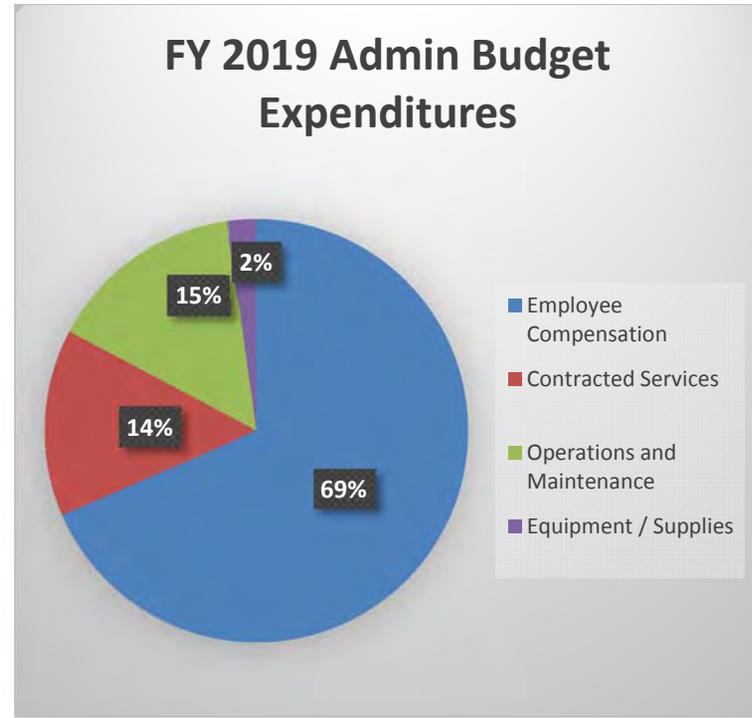
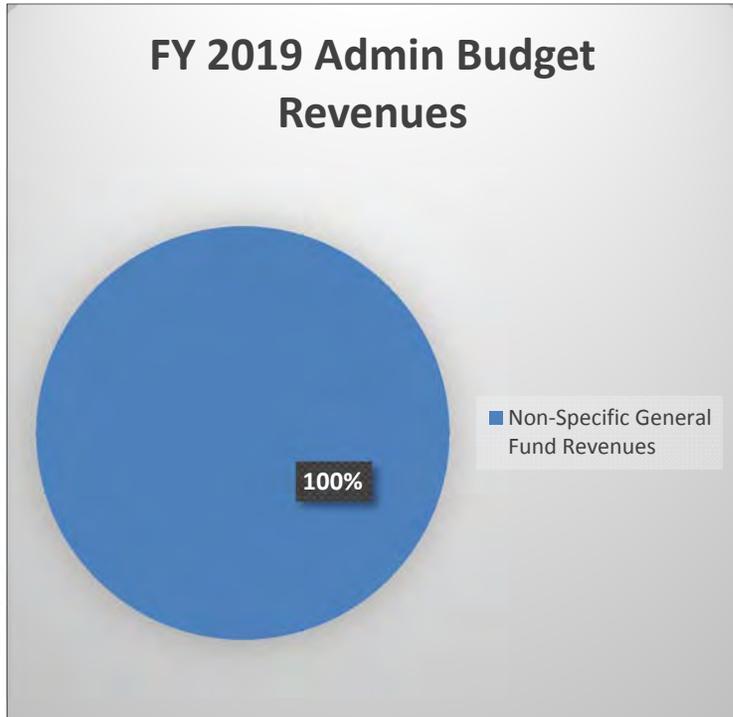
*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer)

#Current Budget reflects all approved budget amendments and transfers in FY 2018.

ADMINISTRATION

FUNDING SOURCES AND EXPENDITURES

Administration receives all of its funding from non-specific General Fund revenues totaling \$1.30 million.



WHAT WE DO:

Provide a high level of professional guidance and support to the Town Council; Committees, Commissions, and Boards; staff; residents; and businesses in order to ensure the efficient and effective implementation of policies, programs, and ordinances which guarantee the delivery of government services in a timely manner.

WHO WE ARE:

The primary duties of the department include implementation and enforcement of Town policies and procedures, staff support to the Town Council, management of daily operations and delivery of diverse services. Town Administration is comprised of the following positions:

- Office of the Town Manager
- Town Attorney
- Director of Administration
- Town Clerk
- Human Resources Specialist
- Human Resources Analyst
- Special Assistant to Town Manager (Part-time)
- Front Office Reception / Information Services (Part-time)

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Administration								
Employee Compensation	1,005,936	939,521	983,385	978,610	1,087,556	924,132	890,231	-5%
Contracted Services	63,503	83,500	729,964	555,737	87,500	45,500	185,500	122%
Operating & Maintenance	197,874	200,200	204,485	186,889	200,200	200,200	195,662	-2%
Equipment /Supplies	31,415	33,500	31,855	30,779	33,500	33,500	28,500	-15%
Subtotal	1,298,728	1,256,721	1,949,689	1,752,015	1,408,756	1,203,332	1,299,893	3%
Utility Chargeback	(16,556)	0	0	0	0	0	0	N/A
Totals	1,282,172	1,256,721	1,949,689	1,752,015	1,408,756	1,203,332	1,299,893	3%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- The Administration Department adopted budget expenditures increased by \$43,000 or 3 percent overall in FY 2019 over the FY 2018 adopted budget mainly due to one-time cost to review the Town's organization assessment and a separate study to perform an employee class and compensation review. These two reviews increased the Administration Department's contracted services budget expenditures by \$102,000 or 122 percent over the FY 2018 original budget.
- The final FY 2018 budget included budget amendments to cover outside human resources expertise to independently review employee complaints and personnel actions made in FY 2018. The actual costs are expected to be less than the final FY 2018 budget. Additional independent review costs are not expected to be incurred in FY 2019 and, as a result, not included in the adopted FY 2019 budget.
- The adopted budget includes transferring funding from Public Works to the Administration Department for a Human Resources Analyst position, funding the Special Assistant to Town Manager position at 16 hours per bi-weekly payperiod, and leaving the Assistant Town Manager position as unfunded in FY 2019. As a result, employee compensation costs in the Administration Department decreased by \$49,000 or 5 percent in FY 2019 over the original FY 2018 budget.

Future Outlook

- The Administration Department budget contains several Town-wide expenses that are paid centrally and benefit all General Fund Departments, Parks and Rec Fund, Water Fund, and Wastewater Fund. These costs include Insurance – Municipal, Special Programs, Employee Service Recognition, Records Management, Public Information, and Legal Services. In addition, administration pays for communications expense for those departments located within Town Hall. Further, the Administration staff internally services all Departments and funds through its management and leadership, administrative and human resource services. To fully account for each fund's true cost, the centrally billed costs may be prorated based on internal service consumption metrics in the future.
- In FY 2019, the Town budgeted and plans to contract with independent consultants to perform an organizational assessment review and employee class and compensation study. These studies will have a budget impact in future

years by identifying efficiencies and needs to meet current and future service demands. Town residents will have a voice in identifying potential administrative and operational system improvements through citizen surveys.

HOW DID WE PERFORM:

The following represents key measures to determine Administration’s workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of Town Council Agendas Prepared per Year	Core	51	45	40
Number of FOIA Requests	Core	85	87	85
Number of Resolutions	Core	32	30	30
Number of Ordinances	Core	9	8	8
Number of Residential Refuse/Recycling collection accounts	Core	2,453	2,517	2,647
Number of External Recruitments	Core	14	17	13
Number of Worker’s Compensation Claims Filed	Core	8	10	6
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Value of resources (\$) utilized in response to FOIA requests	Core	\$2,889	\$1,500	\$1,500
Percent of resources (\$) recovered through allowable FOIA fees	Core	18%	25%	25%
Tons of Refuse Collected	Core	1992	2006	2150
Tons of Recycling Collected	Core	583	625	675
Tons of Yard Waste Collected	Core	514	610	650

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
GENERAL FUND								
ADMINISTRATION								
11210000-401100	ADMINISTRATION STAFF	765,013	739,513	762,826	803,108	682,191	648,290	-12.3%
11210000-401200	OVERTIME-ADMINISTRATION	8,780	5,500	10,807	6,000	6,000	6,000	9.1%
11210000-402100	SOCIAL SECURITY TAX	52,523	51,319	60,103	59,604	50,353	50,353	-1.9%
11210000-402200	RETIREMENT	50,454	51,841	44,075	55,041	45,816	45,816	-11.6%
11210000-402300	HEALTH INSURANCE	96,691	110,272	89,767	136,775	115,304	115,304	4.6%
11210000-402400	LIFE INSURANCE	8,419	8,651	7,356	9,450	7,866	7,866	-9.1%
11210000-402500	LONG TERM DISABILITY INSURANCE	0	2,208	0	2,576	2,208	2,208	0.0%
11210000-402550	HYBRID DISABILITY PROGRAM	432	445	578	767	767	767	72.4%
11210000-402700	WORKERS COMP INSURANCE	545	516	478	595	506	506	-1.9%
11210000-402800	DEFERRED COMP MATCH	23,080	13,120	2,620	13,640	13,120	13,120	0.0%
	TOTAL PAY & BENEFITS	1,005,936	983,385	978,610	1,087,556	924,132	890,231	-9.5%
11210000-402900	LESS UTILITY CHARGEBACK	(16,556)	0	0	0	0	0	N/A
	NET PAY & BENEFITS	989,380	983,385	978,610	1,087,556	924,132	890,231	-9.5%
11210000-403110	CONSULTING/GENERAL	4,831	7,400	3,983	8,000	8,000	8,000	8.1%
11210000-403112	COMPENSATION STUDY	101	40,000	0	0	0	40,000	0.0%
11210000-403113	ORGANIZATIONAL ASSESSMENT	0	0	0	0	0	100,000	N/A
11210000-403450	COMPUTER SOFTWARE	535	7,000	175	7,000	0	0	-100.0%
11210000-403500	PRINTING SERVICES	7,584	5,500	7,055	5,500	5,500	5,500	0.0%
11210000-403600	LEGAL ADS	5,665	400	1,599	6,000	6,000	6,000	1400.0%
11210000-403650	HUMAN RESOURCE SERVICES	0	7,500	7,404	5,000	5,000	5,000	N/A
11210000-403730	RECORDS MANAGEMENT	0	1,364	1,418	0	0	0	N/A
11210000-405210	POSTAGE	5,182	7,635	5,216	8,000	8,000	7,000	-8.3%
11210000-405230	COMMUNICATIONS	42,443	43,000	35,532	40,000	40,000	40,000	-7.0%
11210000-405380	INSURANCE-MUNICIPAL	108,924	110,000	107,530	110,000	110,000	108,162	-1.7%
11210000-405410	LEASED / RENTED EQUIPMENT	9,697	12,000	9,205	10,000	10,000	9,000	-25.0%
11210000-405540	TRAVEL & TRAINING	6,763	6,000	4,813	6,000	6,000	6,000	0.0%
11210000-405540	TWN MGR-TRAVEL & EXPENSE	8,212	6,150	6,500	6,500	6,500	6,500	5.7%
11210000-405800	GENERAL EXPENSES	279	1,000	1,837	1,000	1,000	500	-50.0%
11210000-405810	DUES AND SUBSCRIPTIONS	5,748	5,200	5,223	5,200	5,200	5,200	0.0%
11210000-405820	SPECIAL PROGRAMS	7,008	8,000	4,763	8,000	8,000	8,000	0.0%
11210000-405830	EMPLOYEE SERVICE RECOGNITION	3,097	3,500	4,966	3,500	3,500	3,500	0.0%
11210000-405860	ADMIN EMERGENCY	0	1,000	208	1,000	1,000	1,000	0.0%
11210000-405880	COMMUNITY EVENTS SIGN	522	1,000	1,096	1,000	1,000	800	-20.0%

OPERATING BUDGET EXPENDITURES

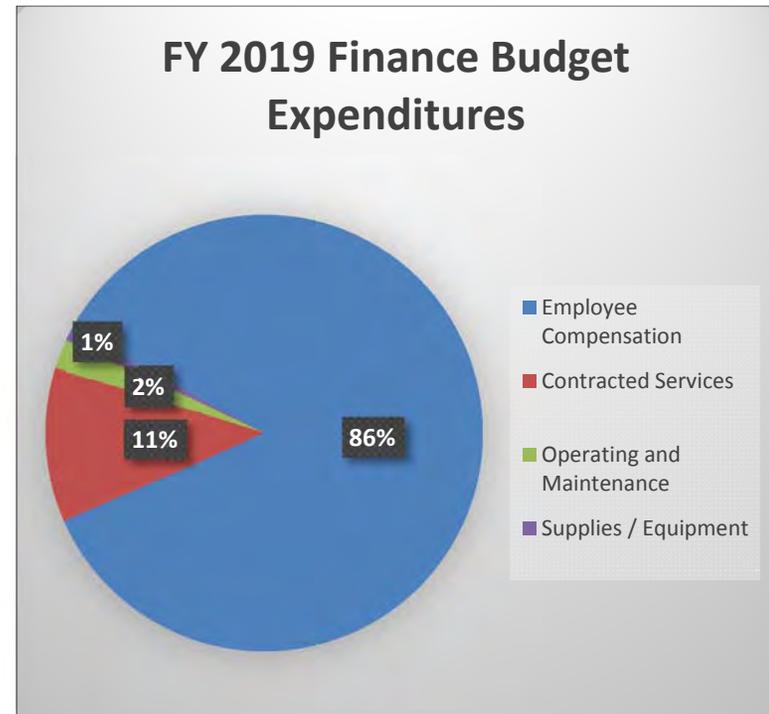
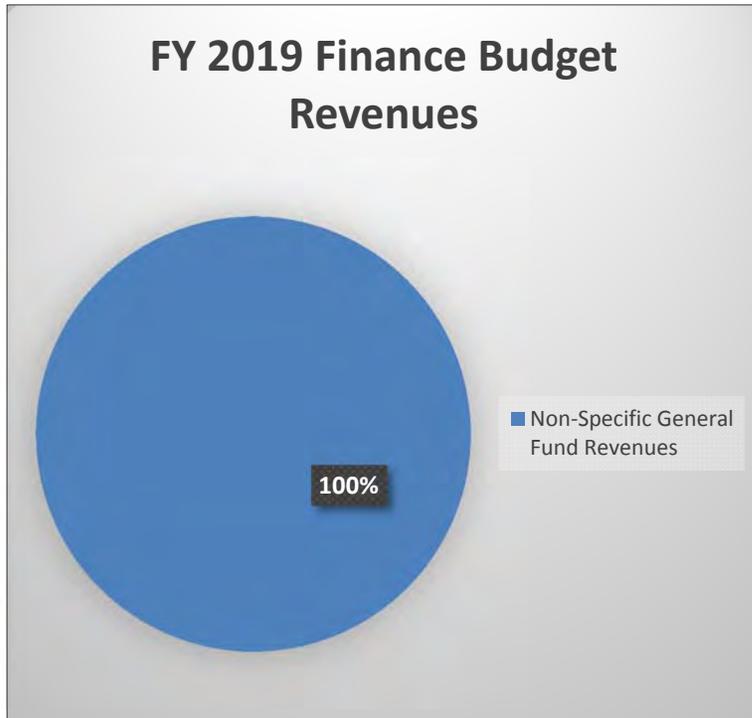
		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
GENERAL FUND								
11210000-406100	OFFICE SUPPLIES	11,097	13,720	13,391	14,000	14,000	12,000	-12.5%
11210000-406110	RECORDS MANAGEMENT SUPPLIES	4,090	2,635	3,176	4,000	4,000	3,000	13.9%
11210000-406180	VEHICLE MAINT/GAS	1,012	1,500	1,083	1,500	1,500	1,500	0.0%
11210000-406240	PUBLIC INFORMATION	15,216	14,000	13,129	14,000	14,000	12,000	-14.3%
	TOTAL OPERATIONS	248,005	305,504	239,302	265,200	258,200	388,662	27.2%
Total Exp.	ADMINISTRATION	1,237,385	1,288,889	1,217,912	1,352,756	1,182,332	1,278,893	-0.8%
ADMINISTRATION LEGAL								
11221010-403150	LEGAL SERVICES - COUNCIL	0	10,000	0	5,000	5,000	5,000	-50.0%
11221020-403150	LEGAL SERVICES - ADMINISTRATION	32,252	534,800	83,110	25,000	0	0	-100.0%
11221020-403151	POLICE DEPT INVESTIGATION	0	0	41,771	0	0	0	N/A
11221020-403152	PD INVESTIGATION AUDIT	0	15,000	213,824	0	0	0	N/A
11221020-403153	HR / MANAGEMENT INVESTIGATION	0	50,000	177,204	0	0	0	N/A
11221020-403154	COUNTY SUPPORT	0	15,000	2,403	0	0	0	N/A
11221030-403150	LEGAL SERVICES - FINANCE	0	5,000	0	0	0	0	-100.0%
11221040-403150	LEGAL SERVICES - POLICE	0	0	0	0	0	0	N/A
11221050-403150	LEGAL SERVICES - PUBLIC WORKS	2,637	16,000	8,468	16,000	16,000	16,000	0.0%
11221060-403150	LEGAL SERVICES - COMMUNITY DEV	9,898	15,000	7,323	10,000	0	0	-100.0%
Total Exp.	ADMINISTRATION LEGAL	44,786	660,800	534,103	56,000	21,000	21,000	-96.8%
TOTAL ADMINISTRATION		1,282,172	1,949,689	1,752,015	1,408,756	1,203,332	1,299,893	-33.3%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current Budget reflects all approved budget amendments and transfers in FY 2018.

FINANCE

FUNDING SOURCES AND EXPENDITURES

Finance receives all of its funding from General Fund non-specific revenues totaling \$1.07 million.



WHAT WE DO:

To responsibly manage the Town's financial resources and communicate timely, accurate and complete financial information with a commitment to those we serve.

WHO WE ARE:

The Finance Department is responsible for the collection, disbursement and management of all Town funds and is composed of three divisions.

(1) Financial Services Division

- Oversight of the Finance Department; management of financial ERP systems
- Establishes and maintains sound fiscal policies and internal controls
- Prepares the Town's Comprehensive Annual Financial Report (CAFR); manages the annual audit; distribution of monthly financial reports
- Prepares and monitors the annual operating and capital budget; long term financial plan; cash management and investments; debt management; credit rating
- Assists departments with the procurement of goods and services.

(2) Accounting Division

- Responsible for accounting functions and internal financial reporting
- Payroll and accounts payable processing
- General ledger and bank statement reconciliations
- Coordination of capital project funding and loans; fixed asset accounting and coordination of the annual inventory update
- Preparation of reports for federal, state and local agencies.

(3) Billing and Collections Division

- Customer support services, weekdays 8 am to 5 pm.
- Responsible for billing and collection of user charges for water and sewer including the registration and connection of new customers and coordination of the meter reading process
- Billing and collecting of taxes including real estate, personal property, business license and meals tax
- Delinquent account collection
- Daily reconciliation and deposit of receipts

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Finance								
Employee Compensation	827,070	820,293	867,493	863,109	950,780	912,166	912,167	11%
Contracted Services	70,821	70,000	90,388	81,737	124,500	122,500	121,500	74%
Operating & Maintenance	12,261	43,700	21,200	11,782	27,700	27,700	23,500	-46%
Equipment /Supplies	6,091	8,000	10,112	8,575	8,000	8,000	8,000	0%
Subtotal	916,243	941,993	989,193	965,203	1,110,980	1,070,366	1,065,167	13%
Utility Chargeback	(256,940)	0	0	0	0	0	0	N/A
Totals	659,303	941,993	989,193	965,203	1,110,980	1,070,366	1,065,167	13%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Compared to the FY 2018 original budget, the Finance adopted budget expenditures increased by \$123,000 or 13 percent overall in FY 2019 mainly due to increased staffing and a one-time software maintenance license increase due to the transition from the Logics to Munis accounting system.
- Employee compensation increased by \$92,000 or 11 percent and includes a new part-time Revenue Technician position and additional hours for the part-time Procurement Specialist position. The part-time Revenue Technician position (24 hours a week) will assist with revenue collection and customer service which will free up department resources for the Munis software transition project. Finance prepares and processes over 30,000 utility and tax bills

each year. The additional 4 hours per week for the Procurement Specialist will be used to expand and organize the Town's contract database in order to support all Departments and Legal.

- Contracted services increased by \$51,500 or 74 percent due to a one-time increase in the software maintenance costs with the Logics accounting system and the new Munis accounting system overlapping during the same fiscal year. To ensure historical accounting data is maintained, Logics is needed in FY 2019.

Future Outlook

- The Finance Department works closely with municipal finance organizations locally and nationally to review and implement best practices in budget and financial reporting. As a result, the Government Finance Officers Association (GFOA) recognized the Town of Purcellville for its FY 2016 Financial Reports and FY 2018 Budget Presentation. Changes to both documents are common in each year in response to GFOA best practice recommendations and award criteria.
- The Financial Administration section includes financial services provided by others such as the annual audit, annual fixed asset inventory vendor, actuarial studies and bond arbitrage calculations. In addition, financial advisor and utility rate consultants help staff with long-range financial planning models, an important component of the annual budget process. Multi-year forecasting helps identify major trends, needs and opportunities that may affect the Town's future fiscal health, credit rating and financing plan. Further, it provides a framework for setting tax and utility rates.
- Finance staff continues to manage implementation of the new Munis financial software. The property tax and financial modules are live and implementation of the business license module is underway and on target to manage the 2018 renewal process. HR/Payroll and utility billing modules as well as employee and customer portals are future project phases. A dedicated software implementation team is not practical given the small size and specialized nature of each position. Therefore project workload must be carefully coordinated around regular staff duties and deadlines. After modules are tested and live, staff also continues to work to enhance functionality, workflow processes and reporting.
- Finance maintains a public presence by staffing Customer Representative windows in the lower level at Town Hall. The windows allow businesses and residents to pay utility bills, taxes and other fees in person. The Finance Customer Representative windows are open weekdays from 8:00 AM to 5:00 PM. Although this is primarily the responsibility of the Billing and Collection team, support is required from all areas to ensure coverage.

HOW DID WE PERFORM:

The following represents key measures to determine Finance’s workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of Utility Bills Issued	Core, Priority	16,303	16,380	16,400
Number of Real Estate Bills Issued	Core, Priority	6,075	6,238	6,300
Number of Personal Property Tax Bills Issued	Core, Priority	8,063	8,100	8,140
Number of Business License Issued (calendar year license)	Core, Priority	816	825	835
Number of capital projects managed	Core	15	16	24
Number of new debt issuances managed	Comp Plan, Core, Priority	0	2	0
Number of loans managed	Comp Plan, Core, Priority	8	10	8
Number of AP transactions per year	Core	6,815	6,900	7,000
Number of W-2's issued per year	Core	112	117	125
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
GFOA budget award (# consecutive years)	Core, Priority	9	10	11
GFOA financial reporting award (# consecutive years)	Core	9	10	11
CAFR Received unmodified opinion from auditor	Core, Priority	Yes	Yes	Yes
Number of days for AP to process department payment requests	Core	10	10	10
Percentage of bank accounts reconciled within 30 days from statement receipt	Core	100%	100%	100%
Percent of utility bill revenue collected	Core, Priority	100%	99.5%	99.5%
Percent of real estate tax collections (+365 days)	Comp Plan, Core, Priority	99%	99%	99%
Percent of personal property tax collections (+365 days)	Core, Priority	98%	97%	97%

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Receive (1) the GFOA Certificate of Achievement for Excellence in Financial Reporting; and (2) the GFOA Distinguished Budget Presentation Award.	Received the 9 th consecutive Financial Reporting Award; received the 9 th consecutive Budget Presentation Award
Maintain real property tax collection rate of at least 98% and personal property tax collection rate of at least 97% for accounts over 365 days in age	Real estate collection rate for FY 2017 was 99% and personal property collection at 98%
Maintain utility bill revenue collection rate of at least 98% annually	Utility bill collection rate for FY 2017 was 100%
Munis ERP Software Implementation	Property Tax Module Live Spring 2017 Financials Module Live October 2017 Business License Module Live February 2018



OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
GENERAL FUND								
FINANCIAL ADMINISTRATION								
11224000-403120	AUDITING SERVICES	23,000	24,000	24,000	30,000	30,000	30,000	25.0%
11224000-403130	OPEB ACTUARIAL REPORT	0	5,000	5,000	0	0	0	-100.0%
11224000-403140	FINANCIAL ADVISOR	18,874	25,000	25,000	25,000	25,000	25,000	0.0%
11224000-403150	FIXED ASSET INVENTORY	5,215	5,500	5,123	6,000	6,000	6,000	9.1%
Total Exp.	FINANCIAL ADMINISTRATION	47,089	59,500	59,123	61,000	61,000	61,000	2.5%
FINANCE								
11241000-401100	FINANCE STAFF	625,658	655,119	630,914	679,733	661,845	661,845	1.0%
11241000-401200	OVERTIME-FINANCE	13,795	10,000	28,024	15,000	15,000	15,000	50.0%
11241000-402100	SOCIAL SECURITY TAX	47,761	47,271	49,299	53,147	51,779	51,779	9.5%
11241000-402200	RETIREMENT	39,912	40,245	39,384	43,720	40,546	40,546	0.7%
11241000-402300	HEALTH INSURANCE	90,118	102,511	105,387	144,739	130,022	130,022	26.8%
11241000-402400	LIFE INSURANCE	6,660	6,716	6,572	7,506	6,961	6,961	3.6%
11241000-402500	LONG TERM DISABILITY INSURANCE	0	2,576	0	2,944	2,576	2,576	0.0%
11241000-402550	HYBRID DISABILITY PROGRAM	0	0	108	340	340	340	N/A
11241000-402700	WORKERS COMP INSURANCE	445	455	421	531	498	498	9.5%
11241000-402800	DEFERRED COMP MATCH	2,720	2,600	3,000	3,120	2,600	2,600	0.0%
	TOTAL PAY & BENEFITS	827,070	867,493	863,109	950,780	912,166	912,167	5.1%
11241000-402900	LESS UTILITY CHARGEBACK	(256,940)	0	0	0	0	0	N/A
	NET PAY & BENEFITS	570,130	867,493	863,109	950,780	912,166	912,167	5.1%
11241000-403170	BANK SERVICE CHARGE	105	1,000	4	0	0	0	-100.0%
11241000-403180	CREDIT COLLECTION	0	1,000	0	1,000	1,000	0	-100.0%
11241000-403450	COMPUTER SOFTWARE/MAINT	17,941	22,888	17,941	56,500	54,500	54,500	138.1%
11241000-403510	MAIL SERVICES	5,686	6,000	4,669	6,000	6,000	6,000	0.0%
11241000-405210	POSTAGE	5,004	8,500	6,278	8,500	8,500	8,500	0.0%
11241000-405410	LEASED / RENTED EQUIPMENT	1,466	2,500	1,684	2,500	2,500	2,500	0.0%
11241000-405540	TRAVEL/TRAINING	3,641	6,200	1,887	8,500	8,500	8,500	37.1%
11241000-405800	GENERAL EXPENSES-FINANCE	1,267	2,000	1,004	6,200	6,200	2,000	0.0%
11241000-405810	DUES & SUBSCRIPTIONS	884	2,000	929	2,000	2,000	2,000	0.0%
11241000-406090	HARDWARE AND COMPUTER	0	2,112	2,112	0	0	0	-100.0%
11241000-406100	OFFICE SUPPLIES	6,091	8,000	6,463	8,000	8,000	8,000	0.0%
	TOTAL OPERATIONS	42,084	62,200	42,971	99,200	97,200	92,000	47.9%

OPERATING BUDGET EXPENDITURES

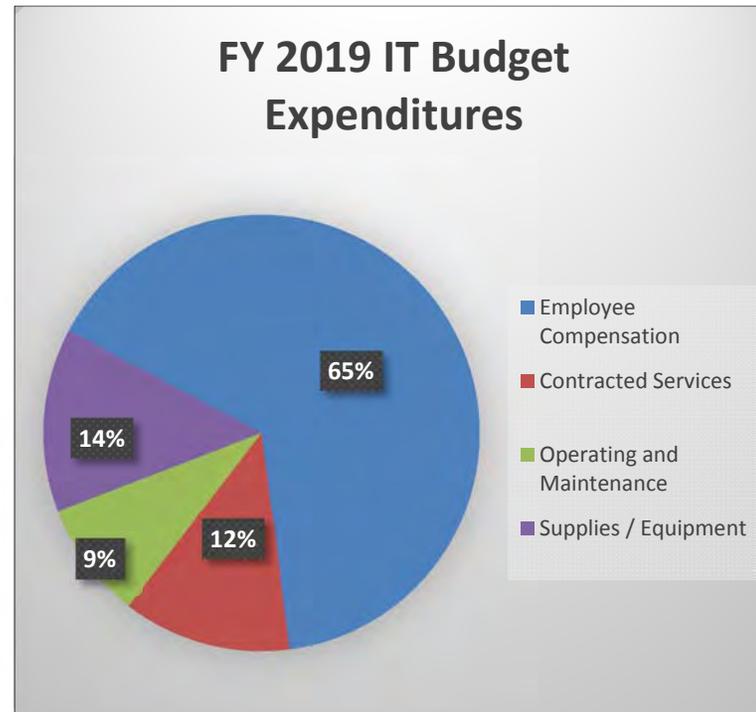
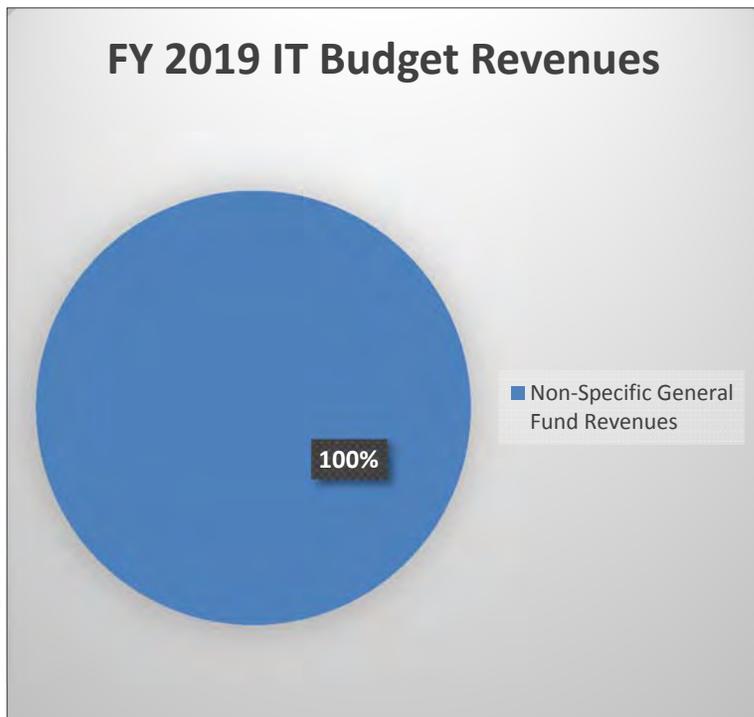
		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
	GENERAL FUND							
Total Exp.	FINANCE	612,214	929,693	906,080	1,049,980	1,009,366	1,004,167	8.0%
TOTAL FINANCIAL ADMINISTRATION & FINANCE		659,303	989,193	965,203	1,110,980	1,070,366	1,065,167	7.7%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current Budget reflects all approved budget amendments and transfers in FY 2018.

INFORMATION TECHNOLOGY

FUNDING SOURCES AND EXPENDITURES

Information Technology receives all of its funding from non-specific General Fund revenues totaling \$0.48 million.



WHAT WE DO:

Ensure efficient departmental operations by providing computer, hardware and software services to all Town departments and to identify technological solutions to improve operational efficiencies for staff and citizens.

WHO WE ARE:

The Information Technology (IT) Department is responsible for the Town’s purchase, installation, maintenance and helpdesk support related to the following items:

- Computer equipment
- Communications technology equipment
- Software
- Town of Purcellville website
- Project Management – Town IT Infrastructure and Communication Projects

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Information Technology								
Employee Compensation	256,851	267,526	301,280	280,903	312,700	312,700	310,700	16%
Contracted Services	39,726	37,000	49,000	32,306	62,000	59,500	59,500	61%
Operating & Maintenance	5,778	23,100	11,100	6,793	10,500	10,500	41,540	80%
Equipment /Supplies	43,493	70,000	70,000	56,919	70,000	70,000	65,000	-7%
Subtotal	345,847	397,626	431,380	376,921	455,200	452,700	476,740	20%
Utility Chargeback	0	0	0	0	0	0	0	N/A
Totals	345,847	397,626	431,380	376,921	455,200	452,700	476,740	20%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Compared to FY 2018 original budget, Information Technology's FY 2019 adopted budget expenditures will increase by approximately \$79,000 or 20 percent overall, primarily due to an increase in personnel costs, consolidating the software services budget into IT, and upgrading the Town's internet connection and security.
- In FY 2019, the Town Manager consolidated the Software budget to IT. By consolidating this line item, Information Technology can ensure approved software and software services are procured by the Town's offices. The General Fund software budget is \$15,000; a reduction of \$2,500 from FY 2018.
- With the world migrating more services to the Cloud and increasing cyberattacks, the FY 2019 adopted budget includes an increase for the Town to improve its internet connectivity and security. As a result, the IT Department's Communication budgetary expenditures increased from \$6,500 in FY 2018 to \$37,540 in FY 2019.

Future Outlook

- Strengthening internal controls over IT security by implementing formal policies related to password controls, end-user responsibilities and training, and proper handling of sensitive information (HIPAA, PII, etc.).
- To increase efficiency, the IT Department will be working with each Department to help automate processes and improve document archiving procedures in Laserfiche.
- As part of the search for alternative internet providers, the IT Department has been talking with various technology providers in hopes of finding reliable, cost effective service for Town residents and businesses.

HOW DID WE PERFORM:

The following represents key measures to determine Information Technology's workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of servers supported	Core	23	32	30
Laserfiche records management system scanners	Core	12	12	12
Number of personal computers supported	Core	128	130	132
Percent of PCs and laptops over 4.5 years old	Core	14%	15%	12%
Number of Town buildings connected to the Town network	Core	8	8	8
Number of subscribers to the Town online notice system, Notify Me	Core	734	745	755
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Percent of website requests posted within one day of receipt	Core	99%	99%	99%
Percent of IT operating budget allocated to third party support	Core	8%	12%	9%
Percent of IT user troubles calls resolved within one day of receipt	Core	95%	95%	95%

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Assist with communicating public information by increasing total number of subscribers to the online notification system	Subscribership increased by 5% in FY 2017
Ensure operational efficiency by resolving all IT user trouble calls within one day of receipt	95% of 1061 Helpdesk tickets were closed within 24 hours of receipt
Improved communications with Town residents and the Town business community	IT is attending various Committee meetins to see what services are needed and/or what may already be available for residents and businesses alike
Public Wifi Proof of Concept Project	Built a messed wireless network at Fireman's Field allowing both patrons and vendors access to the Internet

OPERATING BUDGET EXPENDITURES

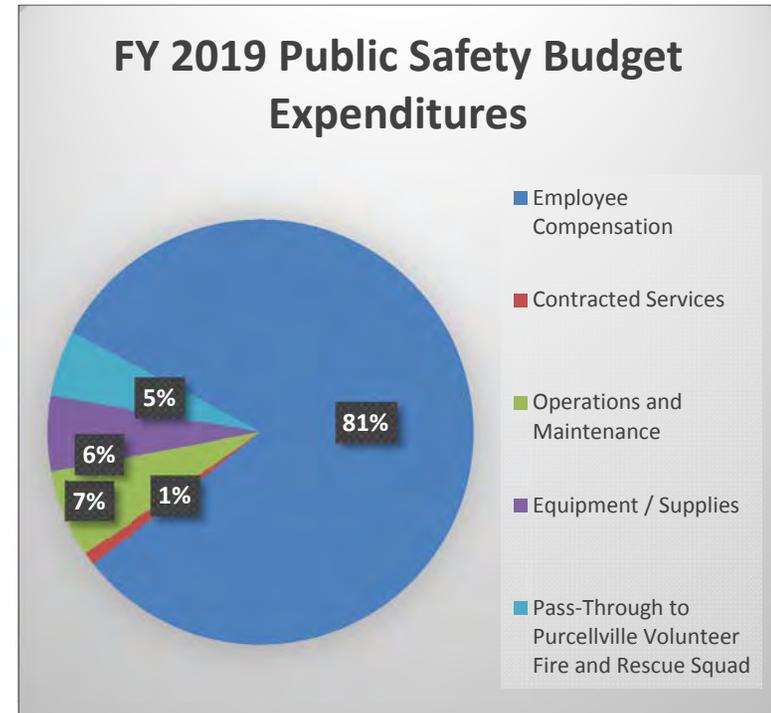
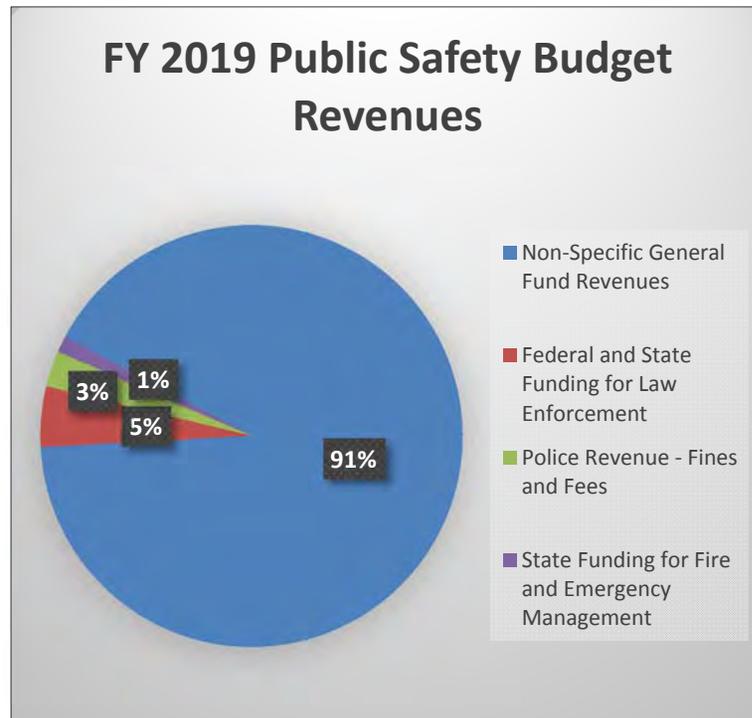
		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
GENERAL FUND								
INFORMATION TECHNOLOGY								
11251000-401100	IT STAFF	195,954	231,823	211,208	224,905	224,905	224,905	-3.0%
11251000-401200	OVERTIME	489	3,000	168	3,000	3,000	1,000	-66.7%
11251000-402100	SOCIAL SECURITY TAX	14,667	15,382	15,720	17,435	17,435	17,435	13.3%
11251000-402200	RETIREMENT	13,017	13,407	14,734	17,160	17,160	17,160	28.0%
11251000-402300	HEALTH INSURANCE	29,376	33,507	35,348	44,141	44,141	44,141	31.7%
11251000-402400	LIFE INSURANCE	2,172	2,237	2,459	2,946	2,946	2,946	31.7%
11251000-402500	LONG TERM DISABILITY INSURANCE	0	736	0	1,104	1,104	1,104	50.0%
11251000-402550	HYBRID DISABILITY PROGRAM	0	0	89	281	281	281	N/A
11251000-402700	WORKERS COMP INSURANCE	136	148	137	168	168	168	13.3%
11251000-402800	DEFERRED COMP MATCH	1,040	1,040	1,040	1,560	1,560	1,560	50.0%
	TOTAL PAY & BENEFITS	256,851	301,280	280,903	312,700	312,700	310,700	3.1%
11251000-402900	LESS UTILITY CHARGEBACK	0	0	0	0	0	0	N/A
Total Exp.	NET PAY & BENEFITS	256,851	301,280	280,903	312,700	312,700	310,700	3.1%
11251000-403320	IT MAINTENANCE SERVICE CONTRACTS	1,815	2,000	1,650	1,500	1,500	1,500	-25.0%
11251000-403400	CONSULTING & TECHNICAL SUPPORT	10,200	16,000	10,215	12,000	12,000	12,000	-25.0%
11251000-403430	WEBSITE DESIGN AND MAINT	11,439	13,000	10,775	13,000	13,000	13,000	0.0%
11251000-403450	SOFTWARE MAINTENANCE	11,128	12,000	4,519	12,000	12,000	12,000	0.0%
11251000-403451	COMPUTER SOFTWARE-DEPARTMENTS	0	0	0	17,500	15,000	15,000	N/A
11251000-403455	LASERFICHE SYS MAINT	5,144	6,000	5,147	6,000	6,000	6,000	0.0%
11251000-405230	COMMUNICATIONS	3,747	6,500	4,989	6,500	6,500	37,540	477.5%
11251000-405540	TRAVEL AND TRAINING	1,990	2,600	1,754	2,000	2,000	2,000	-23.1%
11251000-405810	DUES & SUBSCRIPTIONS	42	2,000	50	2,000	2,000	2,000	0.0%
11251000-406090	HARDWARE OPERATIONS	43,493	50,000	37,040	50,000	50,000	45,000	-10.0%
11251000-406091	DESKTOP REPLACEMENTS	0	20,000	19,879	20,000	20,000	20,000	0.0%
Total Exp.	TOTAL OPERATIONS	88,996	130,100	96,018	142,500	140,000	166,040	27.6%
TOTAL INFORMATION TECHNOLOGY		345,847	431,380	376,921	455,200	452,700	476,740	10.5%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current Budget reflects all approved budget amendments and transfers in FY 2018.

POLICE DEPARTMENT AND PUBLIC SAFETY

FUNDING SOURCES AND EXPENDITURES

Public Safety receives the following revenues and funding from the General Fund totaling \$2.38 million:



WHAT WE DO:

Public Safety includes the Purcellville Police Department and providing funding to the non-profit entities of the Purcellville Volunteer Fire Company and Volunteer Rescue Squad. The Purcellville Police Department delivers law enforcement and related services to the community to ensure a safe environment with the highest quality of life for all residents, business

owners, and visitors to enjoy. The officers enjoy strong community relationships and approach problem solving endeavors in a collaborative manner with all stake holders.

WHO WE ARE:

The Purcellville Police Department consists of a dedicated staff consisting of 16 sworn officers, a Business Manager and an Administrative Assistant/Records Manager. The Police Department provides the following services:

- Patrol Duties – Each officer is assigned a police service area (PSA) to enhance community engagement/partnership. Their goal is for the officers to work with the residents/businesses in these areas to target problem areas and develop plans to deter or stop illegal behavior and manage quality of life issues.
- Criminal Investigations – Patrol officers conduct limited criminal investigations with the end goal of apprehension of the suspect and a successful conclusion in court. Serious crimes against persons that require extended investigation and resources are turned over to the Loudoun County Sheriff's Office (LCSO) Criminal Investigations Division.
- Traffic Management and Enforcement – Patrol officers investigate vehicle crashes, analyze crash data to better target enforcement efforts, and coordinate traffic safety concerns with partner agencies assisting in vehicular and highway safety. Fatal crash investigations are handled by LCSO or Virginia State Police (VSP).
- Administrative Support – Provide record keeping, accreditation management, human resource management and fiscal support to the Police Department employees and volunteers. With the new Records Management System crime analysis will be possible.
- Training – All officers maintain Department of Criminal Justice Services (DCJS) certification. Ensure Staff possess the critical skills necessary to provide superior police services to the community.
- Community Engagement – Each officer is a community officer and constantly interacts informally or formally with community members (Coffee with a Cop, Books and Badges, Station Tours, School Events, Homework Club, HOA meetings, etc.)

The Purcellville Volunteer Fire Company and Volunteer Rescue Squad are separate non-profit entities that provide fire and other emergency services to the Town of Purcellville and surrounding area. They currently operate as members of a combination organization within the Loudoun County Fire, Rescue and Emergency Management System. The Town of Purcellville provides funding in the form of a pass-through dollar amount to these organizations.

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Public Safety								
Employee Compensation	1,672,622	1,719,737	1,766,970	1,768,897	1,955,020	1,944,919	1,942,919	13%
Contracted Services	15,403	19,000	25,257	17,296	31,500	24,000	24,000	26%
Operating & Maintenance	269,230	281,950	271,150	274,716	279,000	279,000	279,000	-1%
Equipment /Supplies	103,603	111,750	124,284	113,511	155,500	146,000	136,000	22%
Subtotal	2,060,857	2,132,437	2,187,661	2,174,420	2,421,020	2,393,919	2,381,919	12%
Utility Chargeback	0	0	0	0	0	0	0	N/A
Totals	2,060,857	2,132,437	2,187,661	2,174,420	2,421,020	2,393,919	2,381,919	12%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Public Safety’s adopted budget expenditures increased by \$253,258 or 12 percent overall in FY 2019 mainly due to increased staffing and facility rent increases.
- While the Town of Purcellville is the 9th largest town in Virginia based on population, the Purcellville Police Department is 23rd in staffing when compared to the top 25 towns in the Commonwealth. The FY 2019 adopted budget adds 2 new patrol officer positions to help close the gap with other towns. The Town has had further growth with the new shopping center on the east end of Route 287 and Main Street along with Mayfair subdivision that is being built out.

- The Police Department continues to search for grants from Federal and State agencies to assist in funding personnel and equipment. Grant funding is not included in the budget until the grant is approved. Once approved, the Town will amend the budget during the fiscal year to recognize Police grant funds.

Future Outlook

- The Police Department is a full-service law enforcement agency, providing 24 hour, 7 days a week patrol coverage serving exclusively within the Town of Purcellville. As a part of this service, the Police Department can provide very quick response times and active community policing for our citizens. In FY 2017, the average response time was 3.7 minutes.
- The Purcellville Police Department handled over 2,400 calls from the Loudoun County Sheriff Office besides over 13,000 self-directed checks during calendar year 2017. Self-directed activities could be anything from a building check to a traffic stop.
- The Purcellville Police Department was reaccredited through the Virginia Law Enforcement Professional Standards Commission in February of 2017. Plans to continue with the reaccreditation process will begin in FY 2020.
- The Police Department continues to rent its facilities. As the Hirst Road corridor becomes more popular as an office and business park destination, the Town is susceptible to rent increases that may surpass the rate of inflation. The parking is also very limited and is currently very restricted, and also is unsecured parking for both police vehicle and officers' private vehicles. A proposed Town-owned Police Facility is in the FY 2019-2023 Capital Improvement Program Plan.

HOW DID WE PERFORM:

The following represents key measures to determine Police Department's workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Total Offenses Reported	Core	432	475	525
Number of Traffic Violations Issued	Core	1112	1250	1300
Number of Warning Tickets Issued	Core	917	925	950
Number of Collisions Investigated	Core	214	250	275
Number of Community Training Sessions	Core	1	1	1
Number of Community Outreach Events	Core	63	55	60
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Percentage of Time the 24 hour, 7 day a week, coverage is available	Core	100%	100%	100%
Average Response Time to Top Priority Calls (minutes)	Core	3.7	3.8	3.9
Attendance at Community Engagement Sessions	Core	1400	1600	1600

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Respond to top priority calls within 3.5 Minutes	Responded to top priority calls within 3.8 minutes
Provide 2 events to dispose of prescription drugs	Provided 2 events to dispose of prescription drugs
Maintain VLEPSC accreditation	Maintained VLEPSC accreditation
Hold at least one town hall meeting on community concern	Held one town hall meeting on community concern
Begin the Coffee with a Cop program	Successfully continued with Coffee with a Cop, bi-monthly
Begin a Books and Badges program at the Town library	Successfully continued Books and Badges, weekly
Continue successful community outreach programs	Continued with all prior community outreach programs

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
	POLICE							
13110000-401100	POLICE STAFF	1,060,413	1,115,886	1,105,757	1,213,613	1,213,613	1,213,613	8.8%
13110000-401200	OVERTIME-POLICE	162,131	120,000	159,538	140,000	130,000	130,000	8.3%
13110000-402100	SOCIAL SECURITY TAX	90,990	90,950	93,475	102,618	102,670	102,670	12.9%
13110000-402200	RETIREMENT	80,116	83,908	83,503	91,383	91,383	91,383	8.9%
13110000-402210	LINE OF DUTY ACT	8,878	8,500	8,298	9,500	9,500	9,500	11.8%
13110000-402300	HEALTH INSURANCE	212,948	277,410	261,875	322,103	322,103	322,103	16.1%
13110000-402400	LIFE INSURANCE	13,370	14,002	13,935	15,690	15,690	15,690	12.1%
13110000-402500	LONG TERM DISABILITY INSURANCE	0	6,624	0	7,360	7,360	7,360	11.1%
13110000-402550	HYBRID DISABILITY PROGRAM	126	260	253	267	267	267	2.8%
13110000-402700	WORKERS COMP INSURANCE	22,151	23,477	23,865	26,766	26,614	26,614	13.4%
13110000-402800	DEFERRED COMP MATCH	5,160	5,720	4,780	5,720	5,720	5,720	0.0%
13110000-402810	UNIFORMS	16,339	20,000	13,385	20,000	20,000	18,000	-10.0%
13110000-402820	DRUG TESTING	0	233	233	0	0	0	-100.0%
	TOTAL PAY & BENEFITS	1,672,622	1,766,970	1,768,897	1,955,020	1,944,919	1,942,919	10.0%
13110000-402900	LESS UTILITY CHARGEBACK	0	0	0	0	0	0	N/A
Total Exp.	NET PAY & BENEFITS	1,672,622	1,766,970	1,768,897	1,955,020	1,944,919	1,942,919	10.0%
13110000-403110	CONSULTANTS - GENERAL	6,654	3,000	532	10,000	10,000	10,000	233.3%
13110000-403155	PUBLIC DEFENDER FEES	660	1,000	1,080	1,000	1,000	1,000	0.0%
13110000-403315	EQUIPMENT REPAIRS	767	1,870	527	2,000	2,000	2,000	7.0%
13110000-403360	CLEANING	468	1,872	1,966	2,000	2,000	2,000	N/A
13110000-403400	TECHNICAL SUPPORT	1,734	5,600	2,220	7,000	7,000	7,000	25.0%
13110000-403450	SOFTWARE MAINTENANCE	4,888	7,500	5,875	7,500	0	0	-100.0%
13110000-403600	LEGAL ADVERTISEMENTS	232	500	0	2,000	2,000	2,000	300.0%
13110000-403650	HUMAN RESOURCES SERVICES	0	2,718	3,845	0	0	0	-100.0%
13110000-403730	RECORDS MANAGEMENT SERVICES	0	1,197	1,251	0	0	0	-100.0%
13110000-405110	ELECTRICITY	4,806	5,000	6,408	5,000	5,000	5,000	0.0%
13110000-405210	POSTAGE	0	850	831	0	0	0	-100.0%
13110000-405230	COMMUNICATIONS	17,715	15,000	19,312	15,000	15,000	15,000	0.0%
13110000-405410	LEASED / RENTED EQUIPMENT	0	5,400	5,361	0	0	0	-100.0%
13110000-405420	RENT	116,893	116,750	116,743	122,450	122,450	122,450	4.9%
13110000-405540	TRAVEL AND TRAINING	11,186	9,000	6,972	12,000	12,000	12,000	33.3%
13110000-405800	GENERAL EXPENSES	0	250	82	250	250	250	0.0%
13110000-405810	DUES AND SUBSCRIPTIONS	3,280	2,900	2,775	3,300	3,300	3,300	13.8%
13110000-405825	VOLUNTEER STAFF	274	1,000	400	1,000	1,000	1,000	0.0%

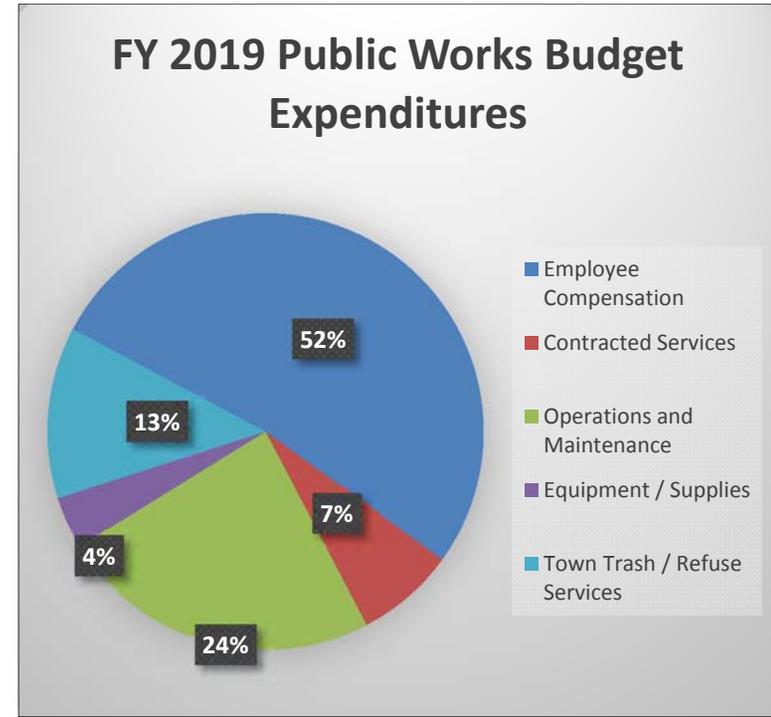
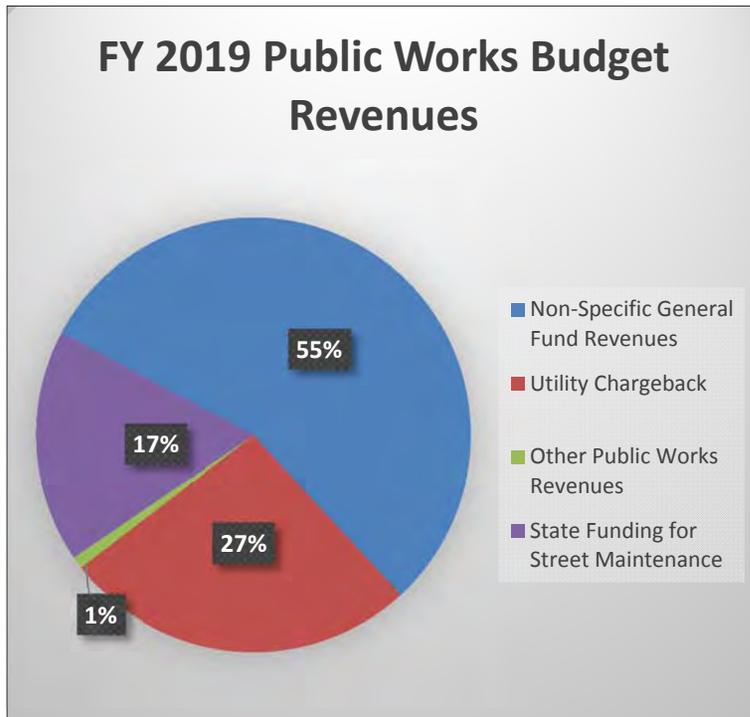
OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
13110000-406090	COMPUTER OPERATIONS	38	15,573	15,572	15,000	9,500	9,500	-39.0%
13110000-406100	SUPPLIES	15,696	13,646	12,499	17,500	17,500	17,500	28.2%
13110000-406180	VEHICLE MAINT/GAS	39,839	45,000	38,614	55,000	55,000	45,000	0.0%
13110000-406230	POLICE SUPPLIES	46,210	33,151	28,492	41,000	40,000	40,000	20.7%
13110000-406235	FIREARMS EQUIPMENT	0	15,000	15,000	24,000	21,000	21,000	40.0%
13110000-406240	PUBLIC EDUCATION	1,819	1,914	3,334	3,000	3,000	3,000	56.7%
Total Exp.	TOTAL OPERATIONS	273,160	305,691	289,691	346,000	329,000	319,000	4.4%
Total Exp.	POLICE	1,945,781	2,072,661	2,058,588	2,301,020	2,273,919	2,261,919	9.1%
	FIRE EMERGENCY SVC							
13210000-405600	FIRE DEPARTMENT	45,000	45,000	45,000	45,000	45,000	45,000	0.0%
13210000-405610	FIRE DEPT - STATE FUNDS	25,076	25,000	25,832	30,000	30,000	30,000	20.0%
Total Exp.	FIRE EMERGENCY SVC	70,076	70,000	70,832	75,000	75,000	75,000	7.1%
	RESCUE EMERGENCY SVC							
13230000-405620	RESCUE SQUAD	45,000	45,000	45,000	45,000	45,000	45,000	0.0%
Total Exp.	RESCUE EMERGENCY SVC	45,000	45,000	45,000	45,000	45,000	45,000	0.0%
	TOTAL PUBLIC SAFETY	2,060,857	2,187,661	2,174,420	2,421,020	2,393,919	2,381,919	8.9%
*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current Budget reflects all approved budget amendments and transfers in FY 2018.								

PUBLIC WORKS

FUNDING SOURCES AND EXPENDITURES

Public Works receives the following revenues and funding from the General Fund totaling \$2.75 million. Public Works receives an Utility chargeback credit (contra-expense) in the budget of \$0.99 million for work performed on behalf of the Utility Funds. The chart below shows the Utility chargeback as a revenue / funding source.



WHAT WE DO:

Provide management and leadership of the Public Works divisions to maintain and improve the Town's public infrastructure, streets, water distribution and sewer collection systems in a cost effective manner and to deliver quality

capital projects with budget, on time and while meeting and exceeding expectations of end users and Town residents. Public Works supports the Utility Funds (water and wastewater) through management, administrative, engineering, planning, and maintenance activities.

WHO WE ARE:

Administrative Management

- Provide administrative and managerial support to the Public Works Department and the Capital Improvements Program (CIP) in order to produce more effective services.

Capital Projects, Engineering, Inspections

- Implement infrastructure projects to provide services to the public in a timely and cost effective manner. Provide construction inspections services for capital, development and Town related projects to ensure compliance with regulations and requirements. Geographic Information System maintenance and updates.

Infrastructure Maintenance

- Provide comprehensive maintenance and operations of the Town's owned streets, facilities and other infrastructure necessary to provide service to our residents. Under Maintenance, there are 4 other cost centers:
 - Maintenance Streets – Town – Infrastructure costs to maintain streets including street sweeping, snow removal, and street signage. These costs come directly from the Town's funding.
 - Maintenance Streets – State – Same description as above except these costs are eligible to be reimbursed by the Commonwealth of Virginia.
 - Refuse - Contract to provide Town residents with trash service.
 - Town Hall and other Town Assets – Infrastructure costs to maintain Town Hall and other Town facilities, infrastructure, and assets.

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
Public Works								
Employee Compensation	1,521,925	1,830,249	1,669,254	1,616,447	2,143,445	1,949,461	1,949,461	7%
Contracted Services	611,704	658,400	699,386	646,130	782,800	750,300	749,800	14%
Operating & Maintenance	718,060	848,222	821,207	622,031	924,700	895,328	891,328	5%
Equipment /Supplies	133,519	144,000	128,525	122,850	152,000	152,000	145,000	1%
Subtotal	2,985,208	3,480,871	3,318,372	3,007,458	4,002,945	3,747,089	3,735,589	7%
Utility Chargeback#	(879,814)	(878,432)	(878,432)	(878,432)	(1,143,939)	(986,452)	(986,452)	12%
Totals	2,105,394	2,602,439	2,439,940	2,129,026	2,859,005	2,760,636	2,749,136	6%

#Utility Chargeback represents a credit (contra-expense) to the General Fund for resources provided to the Water and Wastewater Fund. Restated FY 17 to show utility chargeback as an offset to expenditures. Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Public Works adopted budget expenditures increased by \$147,000 or 6 percent when including the Utility Chargeback credit. Public Works provides administrative and engineering support to the Water and Wastewater Funds. Further, the Maintenance Division provides waterline / sewerline inspection and repair support to the utility funds. The budget increase is mainly due to personnel cost increases, a Town Road paving analysis study, and street maintenance increases.
- Contracted Services increased \$91,400 or 14 percent from the original FY 2018 budget mainly due to the Town Road Paving Analysis study and Trash / Refuse Service costs. The Town Road Paving Analysis budgeted at \$60,000 will provide an analysis of the Town streets. By performing this analysis, repaving projects can be scheduled in a more

systematic process and prioritizes street repaving in the most economically efficient order. To help pay for this study, Public Works reduced their contracted engineering services by \$15,000.

- Trash / Refuse Service costs are included in the Public Works budget, however, the Administration Department provides the support for the services. The Town of Purcellville maintains the service level by providing weekly trash service to residents. The cost increased by \$25,000 or 5.6 percent from FY 2018 mainly due to an anticipated increase of approximately 130 additional households.
- Operating and maintenance costs increased \$43,000 or 5 percent mainly for repaving projects on 21st and 23rd streets. Further, tree maintenance costs increased due to tree disease that requires the Town to remove and replace the dead trees under the Hirst Farm tree agreement.

Future Outlook

- Public Works continues to pursue regional, county, and state funds to assist in providing the necessary resources to improve the Town’s infrastructure. The funding is vital to ensure current capital improvement projects are “pay as we go” and avoids relying on debt service to fund aging infrastructure.
- To maximize project investments, Public Works plans and coordinates water and sewer line improvements with street improvement projects as much as possible. This coordination lowers the overall price of the individual projects and minimizes the construction disruption for the affected area.

HOW DID WE PERFORM:

The following represents key measures to determine Public Work’s workload factors and performance measures:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of active projects inspected	Core	28	35	40
Number of emergency call outs	Priority	21	25	25
Number of reportable overflow or backups	Priority	6	6	6

Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Average number of working days to repair a pothole	Core	1	1	1
Pct of water breaks repaired within 24 hours	Core	100%	100%	100%

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Inspect at least 50% of the sewer collection system in a year	Inspected 25% of the collection system
Maintain quality roads by repairing potholes in the fewest number of workdays possible	The average number of work days to repair a pothole is one day
Repair major water line breaks within 24 hours	All 6" or larger water line breaks repaired within 24 hours



OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
PW ADMINISTRATION								
14105000-401100	PW ADMIN STAFF	177,603	280,025	268,168	331,247	279,748	279,748	-0.1%
14105000-401200	OVERTIME PW ADMIN	0	4,500	16,868	4,500	4,500	4,500	0.0%
14105000-402100	SOCIAL SECURITY TAX	12,971	24,527	21,360	25,049	21,110	21,110	-13.9%
14105000-402200	RETIREMENT	13,418	24,879	19,463	25,274	21,345	21,345	-14.2%
14105000-402300	HEALTH INSURANCE	24,075	60,761	62,694	79,128	57,658	57,658	-5.1%
14105000-402400	LIFE INSURANCE	2,239	4,152	3,248	4,339	3,665	3,665	-11.7%
14105000-402500	LONG TERM DISABILITY INSURANCE	0	1,472	0	1,472	1,104	1,104	-25.0%
14105000-402550	HYBRID DISABILITY PROGRAM	0	578	246	309	0	0	-100.0%
14105000-402600	UNEMPLOYMENT CLAIM	5,681	0	0	0	0	0	N/A
14105000-402700	WORKERS COMP INSURANCE	1,719	1,859	1,498	1,900	1,862	1,862	0.2%
14105000-402800	DEFERRED COMP MATCH	1,040	2,080	1,780	2,080	1,560	1,560	-25.0%
	TOTAL PAY & BENEFITS	238,746	404,833	395,325	475,299	392,551	392,551	-3.0%
14105000-402900	LESS UTILITY CHARGEBACK	(240,426)	(248,192)	(248,192)	(253,468)	(258,469)	(258,469)	4.1%
Total Exp.	NET PAY & BENEFITS	(1,680)	156,641	147,133	221,831	134,082	134,082	-14.4%
14105000-403135	LONG RANGE PLANNING	0	10,000	0	0	0	0	-100.0%
14105000-403140	CONSULTING/ENGINEERING	6,179	29,850	22,000	30,000	15,000	15,000	-49.7%
14105000-403141	FIELD INSPECTIONS	0	1,500	0	1,500	1,500	1,500	0.0%
14105000-403310	EQUIPMENT CONTRACTS	0	0	0	3,500	3,500	3,500	N/A
14105000-403450	COMPUTER SOFTWARE	0	500	0	500	0	0	-100.0%
14105000-403600	LEGAL ADVERTISEMENTS	477	496	0	1,300	1,300	1,300	162.1%
14105000-405230	COMMUNICATIONS	0	0	62	2,400	2,400	2,400	N/A
14105000-405410	LEASED / RENTED EQUIPMENT	0	1,600	1,579	0	0	0	-100.0%
14105000-405540	TRAVEL/TRAINING	2,546	3,500	535	3,500	3,500	3,500	0.0%
14105000-405810	DUES & SUBSCRIPTIONS	530	1,000	360	1,000	1,000	1,000	0.0%
14105000-406090	COMPUTER OPERATIONS	2,104	0	0	0	0	0	N/A
14105000-406100	SUPPLIES	3,615	3,775	1,804	4,000	4,000	4,000	6.0%
14105000-406120	EQUIPMENT/FIELD SUPPLIES	1,547	1,275	931	500	500	500	-60.8%
14105000-406180	VEHICLE MAINT/GAS	4,770	4,500	1,915	9,000	9,000	9,000	100.0%
Total Exp.	TOTAL OPERATIONS	21,768	57,996	29,186	57,200	41,700	41,700	-28.1%
Total Exp.	PW ADMINISTRATION	20,088	214,637	176,319	279,031	175,782	175,782	-18.1%
PW - CAPITAL & ENG								
14110000-401100	PW CAP & ENG STAFF	301,339	299,091	274,566	369,043	369,043	369,043	23.4%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
14110000-401200	OVERTIME-PW CAP & ENG	3,106	20,000	14,626	25,000	20,000	20,000	0.0%
14110000-402100	SOCIAL SECURITY TAX	22,642	24,601	21,173	30,144	29,762	29,762	21.0%
14110000-402200	RETIREMENT	17,098	17,580	15,443	28,158	28,158	28,158	60.2%
14110000-402300	HEALTH INSURANCE	52,295	59,640	56,419	100,598	100,598	100,598	68.7%
14110000-402400	LIFE INSURANCE	2,853	2,934	2,577	4,834	4,834	4,834	64.8%
14110000-402500	LONG TERM DISABILITY INSURANCE	0	1,104	0	1,472	1,472	1,472	33.3%
14110000-402550	HYBRID DISABILITY PROGRAM	0	0	228	0	0	0	#DIV/0!
14110000-402700	WORKERS COMP INSURANCE	1,658	1,999	1,609	2,173	2,134	2,134	6.7%
14110000-402800	DEFERRED COMP MATCH	1,560	1,560	1,220	2,600	2,600	2,600	66.7%
14110000-402810	UNIFORMS	515	800	538	800	800	800	0.0%
	TOTAL PAY & BENEFITS	403,066	429,309	388,399	564,824	559,401	559,401	30.3%
14110000-402900	LESS UTILITY CHARGEBACK	(261,898)	(241,459)	(241,459)	(325,306)	(325,306)	(325,306)	34.7%
Total Exp.	NET PAY & BENEFITS	141,168	187,850	146,940	239,517	234,095	234,095	24.6%
14110000-403136	TOWN ROAD PAVING ANALYSIS	0	0	0	75,000	60,000	60,000	N/A
14110000-403140	CONSULTING/ENGINEERING	48,314	43,350	41,971	45,000	45,000	45,000	3.8%
14110000-403141	FIELD INSPECTIONS	0	0	0	1,000	1,000	1,000	N/A
14110000-403315	EQUIPMENT CONTRACTS	0	0	0	3,500	3,500	3,500	N/A
14110000-403450	COMPUTER SOFTWARE	1,099	2,000	498	2,000	0	0	-100.0%
14110000-403600	LEGAL ADVERTISEMENTS	0	0	0	500	500	500	N/A
14110000-405230	COMMUNICATIONS	0	1,825	1,698	2,400	2,400	2,400	N/A
14110000-405410	LEASED / RENTED EQUIPMENT	0	3,300	3,268	0	0	0	-100.0%
14110000-405540	TRAVEL/TRAINING	4,128	4,000	1,954	4,000	4,000	4,000	0.0%
14110000-405810	DUES/SUBSCRIPTIONS	313	500	323	750	750	750	50.0%
14110000-406090	COMPUTER OPERATIONS	3,396	0	0	0	0	0	N/A
14110000-406100	SUPPLIES	1,520	4,875	5,186	2,500	2,500	2,500	-48.7%
14110000-406120	EQUIPMENT/FIELD SUPPLIES	3,407	400	262	3,000	3,000	3,000	650.0%
14110000-406180	VEHICLE MAINT/GAS	1,205	1,500	3,263	2,500	2,500	2,500	66.7%
Total Exp.	TOTAL OPERATIONS	63,383	61,750	58,423	142,150	125,150	125,150	102.7%
Total Exp.	PW - CAPITAL & ENG	204,552	249,600	205,363	381,667	359,245	359,245	43.9%
	PW-MAINT/STS/UTIL							
14120000-401100	MAINTENANCE STAFF	598,601	492,533	543,385	707,452	638,812	638,812	29.7%
14120000-401200	OVERTIME-MAINTENANCE	16,913	39,000	27,433	39,000	39,000	39,000	0.0%
14120000-402100	SOCIAL SECURITY TAX	45,508	49,980	42,254	57,104	51,853	51,853	3.7%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
14120000-402200	RETIREMENT	43,643	46,368	39,554	51,690	46,453	46,453	0.2%
14120000-402300	HEALTH INSURANCE	128,640	154,999	131,806	188,869	167,399	167,399	8.0%
14120000-402400	LIFE INSURANCE	7,283	7,738	6,600	8,875	7,976	7,976	3.1%
14120000-402500	LONG TERM DISABILITY INSURANCE	0	3,680	0	4,048	3,680	3,680	0.0%
14120000-402550	HYBRID DISABILITY PROGRAM	0	0	0	896	484	484	N/A
14120000-402700	WORKERS COMP INSURANCE	26,417	27,454	27,198	31,508	28,492	28,492	3.8%
14120000-402800	DEFERRED COMP MATCH	4,200	4,160	4,260	4,680	4,160	4,160	0.0%
14120000-402810	UNIFORMS	8,831	9,000	10,036	9,000	9,000	9,000	0.0%
14120000-402820	DRUG TESTING	75	200	197	200	200	200	0.0%
	TOTAL PAY & BENEFITS	880,113	835,112	832,723	1,103,322	997,509	997,509	19.4%
14120000-402900	LESS UTILITY CHARGEBACK	(377,490)	(388,781)	(388,781)	(565,165)	(402,677)	(402,677)	3.6%
Total Exp.	NET PAY & BENEFITS	502,623	446,331	443,942	538,157	594,832	594,832	33.3%
14120000-403315	EQUIPMENT REPAIRS	29,735	28,000	26,786	28,000	28,000	28,000	0.0%
14120000-403330	HVAC MAINTENANCE	0	1,455	1,454	0	0	0	-100.0%
14120000-403360	CLEANING	6,080	9,000	2,600	2,700	2,700	2,700	-70.0%
14120000-403380	SECURITY MONITORING	0	4,135	4,352	0	0	0	-100.0%
14120000-403450	SOFTWARE MAINTENANCE SERVICES	12,000	23,000	24,793	23,000	23,000	23,000	0.0%
14120000-403700	WASTE DISPOSAL	4,108	4,000	4,100	4,100	4,100	3,600	-10.0%
14120000-403720	MISS UTILITY	1,730	3,500	2,486	1,900	1,900	1,900	-45.7%
14120000-405110	ELECTRICITY	19,534	13,500	11,270	14,000	14,000	14,000	3.7%
14120000-405120	PROPANE	0	14,510	18,129	11,000	11,000	10,500	N/A
14120000-405130	MAINTENANCE BLDG WATER USE	0	2,384	2,122	2,050	2,050	2,050	-14.0%
14120000-405230	COMMUNICATIONS	14,883	14,000	13,514	17,000	17,000	17,000	21.4%
14120000-405410	LEASED / RENTED EQUIPMENT	0	4,500	4,992	0	0	0	-100.0%
14120000-405540	TRAVEL AND TRAINING	6,221	0	199	7,000	7,000	7,000	#DIV/0!
14120000-405550	SAFETY	17,405	20,000	4,551	15,000	15,000	15,000	-25.0%
14120000-405720	LAND USE PERMITS	440	100	0	100	100	100	0.0%
14120000-405810	DUES AND SUBSCRIPTIONS	123	500	0	500	500	500	0.0%
14120000-405860	MAINT. EMERGENCY	1,331	4,000	2,774	4,000	4,000	4,000	0.0%
14120000-405895	PARKING LOT MAINTENANCE	5,856	10,000	1,919	12,000	12,000	11,000	10.0%
14120000-406100	SUPPLIES	20,914	8,847	11,900	27,000	27,000	27,000	205.2%
14120000-406120	NEW EQUIPMENT & TOOLS	11,555	34,453	33,149	23,000	23,000	23,000	-33.2%
14120000-406160	BUILDING EXPENSES	31,791	13,400	11,528	25,000	25,000	23,000	71.6%
14120000-406170	EQUIPMENT MAINTENANCE	0	0	72	0	0	0	N/A
14120000-406180	VEHICLE MAINT/GAS	42,336	45,000	46,930	45,000	45,000	40,000	-11.1%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
Total Exp.	TOTAL OPERATIONS	226,040	258,284	229,620	262,350	262,350	253,350	-1.9%
Total Exp.	PW-MAINT/STS/UTIL	728,662	704,615	673,562	800,507	857,182	848,182	20.4%
	MAINTENANCE STREETS - TOWN							
14130000-405900	ASPHALT/GENERAL(TOWN)	13,665	15,000	650	50,000	50,000	50,000	233.3%
14130000-405905	CONCRETE-SIDWALK(TOWN)	7,225	8,000	5,956	12,000	12,000	12,000	50.0%
14130000-405910	STREET SWEEPING(TOWN)	8,783	25,500	20,430	15,000	15,000	15,000	-41.2%
14130000-405915	SNOW REMOVAL (TOWN)	15,466	4,500	3,704	15,000	15,000	15,000	233.3%
14130000-405920	CONCRETE-C&G(TOWN)	5,240	12,000	851	15,000	15,000	15,000	25.0%
14130000-405925	DRAINAGE(TOWN)	12,236	20,000	1,696	20,000	20,000	20,000	0.0%
14130000-405930	TREE PLANTING (TOWN)	3,585	8,000	4,470	10,000	10,000	10,000	25.0%
14130000-405935	TREE REMOVAL(TOWN)	14,778	25,000	17,159	75,000	60,000	60,000	140.0%
14130000-405940	LAWN MAINTENANCE(TOWN)	32,732	34,000	30,498	32,000	32,000	32,000	-5.9%
14130000-405945	LAWN MAINTENANCE(ORDINANCE)	0	500	0	500	500	500	0.0%
14130000-405950	STREET SIGNAGE,ETC(TOWN)	6,349	6,000	6,285	7,500	7,500	7,500	25.0%
14130000-405955	STRIPING(TOWN)	13,459	1,000	447	12,000	12,000	12,000	1100.0%
14130000-405965	ENGINEERING EXP (TOWN)	0	6,500	0	10,000	10,000	7,500	15.4%
14130000-405970	ELEC SVC:ST. LIGHTS/SIGNALS	56,890	43,000	56,334	41,000	41,000	41,000	-4.7%
Total Exp.	MAINTENANCE STREETS - TOWN	190,409	209,000	148,480	315,000	300,000	297,500	42.3%
	MAINTENANCE STREETS -STATE							
14135000-405900	ASPHALT/GENERAL(STATE)	220,251	181,572	181,571	201,000	194,956	194,956	7.4%
14135000-405905	CONCRETE-SIDEWALK(STATE)	13,000	15,000	15,000	15,000	14,549	14,549	-3.0%
14135000-405910	STREET SWEEPING(STATE)	41,867	42,000	29,070	42,000	40,737	40,737	-3.0%
14135000-405915	SNOW REMOVAL (STATE)	17,451	38,500	375	40,000	38,797	38,797	0.8%
14135000-405920	CONCRETE-C&G(STATE)	9,914	15,000	15,000	15,000	14,549	14,549	-3.0%
14135000-405925	DRAINAGE(STATE)	33,075	35,000	9,706	35,000	33,948	33,948	-3.0%
14135000-405935	TREE REMOVAL(STATE)	2,556	28,193	28,604	10,000	9,699	9,699	-65.6%
14135000-405940	LAWN MAINTENANCE(STATE)	29,531	30,000	25,342	30,000	29,098	29,098	-3.0%
14135000-405950	STREET SIGNAGE,ETC(STATE)	22,810	33,400	31,856	20,000	19,399	19,399	-41.9%
14130000-405955	STRIPING(STATE)	16,785	28,000	19,908	20,000	19,399	19,399	-30.7%
14130000-405960	SIGNAL MAINTENANCE(STATE)	295	11,335	4,406	30,000	29,098	29,098	156.7%
14130000-405965	ENGINEERING EXP (STATE)	12,602	20,000	7,214	20,000	19,399	19,399	-3.0%
Total Exp.	MAINTENANCE STREETS -STATE	420,136	478,000	368,052	478,000	463,628	463,628	-3.0%

OPERATING BUDGET EXPENDITURES

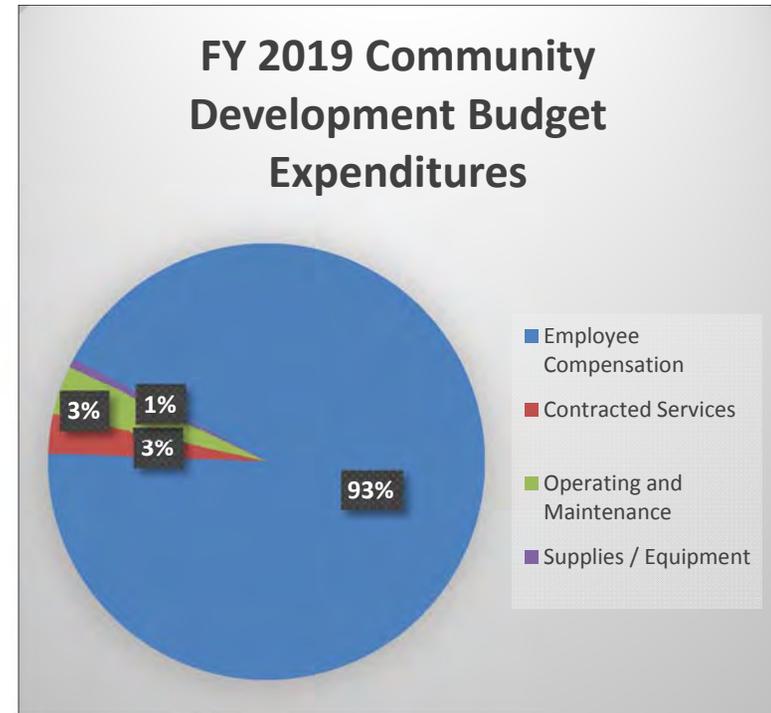
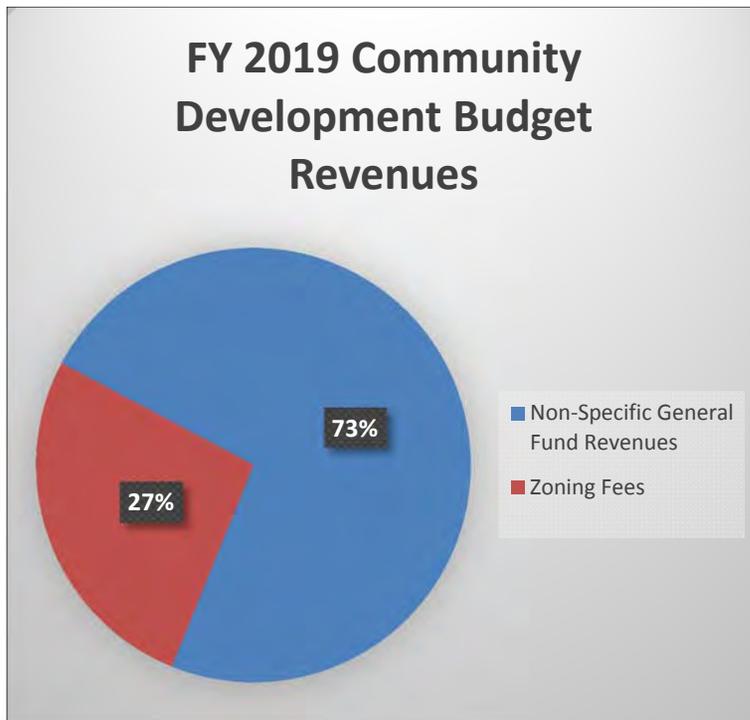
		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
	REFUSE							
14210000-403700	REFUSE CONTRACT	429,211	450,000	445,685	475,000	475,000	475,000	5.6%
Total Exp.	REFUSE	429,211	450,000	445,685	475,000	475,000	475,000	5.6%
	PW-TOWN HALL / MISC							
14320000-403310	BUILDING REPAIRS	23,485	35,000	25,443	35,000	35,000	35,000	0.0%
14320000-403330	HVAC/MECHANICAL MAINT	14,538	15,000	10,241	15,000	15,000	15,000	0.0%
14320000-403340	FIRE SPRINKLER MAINT	660	800	0	800	800	800	0.0%
14320000-403350	ELEVATOR MAINTENANCE	2,575	2,600	2,620	2,600	2,600	2,600	0.0%
14320000-403360	CLEANING	24,617	25,000	22,464	22,700	22,700	22,700	-9.2%
14320000-403370	PEST CONTROL	150	200	200	200	200	200	0.0%
14320000-403380	SECURITY/FIRE MONITORING	1,789	3,500	2,143	1,500	1,500	1,500	-57.1%
14320000-403390	LANDSCAPING	4,958	6,500	6,294	6,500	6,500	6,500	0.0%
14320000-405110	ELECTRICITY	34,205	33,000	34,338	33,000	33,000	33,000	0.0%
14320000-405130	TOWN HALL WATER USE	0	1,988	1,912	2,000	2,000	2,000	0.6%
14320000-406160	BUILDING SUPPLIES	2,013	3,500	692	5,500	5,500	5,500	57.1%
14320000-406250	TOWN HOLIDAY LIGHTS	3,345	7,000	5,218	5,000	5,000	5,000	-28.6%
Total Exp.	PW-TOWN HALL / MISC	112,335	134,088	111,565	129,800	129,800	129,800	-3.2%
Total Exp.	PUBLIC WORKS	2,105,394	2,439,940	2,129,026	2,859,005	2,760,636	2,749,136	12.7%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current budget includes budget amendments approved by Town Council as of March 1, 2018.

COMMUNITY DEVELOPMENT

FUNDING SOURCES AND EXPENDITURES

Community Development receives its funding through zoning fees and other non-specific General Fund revenues totaling \$0.41 million.



WHAT WE DO:

Protect and enhance the quality of Purcellville’s natural, built and economic environment through planning for the Town’s future and through administration of Town development and zoning regulations in a professional, customer-friendly manner.

WHO WE ARE:

The Community Development Department consists of:

- Director
- Senior Planner
- Planning Technician
- Planner/Zoning Inspector

The Community Development Department is responsible for:

- Processing all land development applications and permits
- Guiding revisions to the Town's comprehensive plan and land development regulations
- Promoting economic development in the Town
- Ensuring compliance with the zoning code
- Providing staff support to Town boards and commissions as needed



Purcellville Gateway

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Community Development								
Employee Compensation	432,881	410,239	375,039	372,323	384,651	384,651	383,151	-7%
Contracted Services	62,524	68,500	84,700	64,755	45,000	14,500	12,000	-82%
Operating & Maintenance	7,953	15,000	18,500	12,021	19,000	19,000	15,000	0%
Equipment /Supplies	1,285	2,700	2,700	1,779	2,700	2,700	2,700	0%
Subtotal	504,643	496,439	480,939	450,878	451,351	420,851	412,851	-17%
Utility Chargeback#	0	0	0	0	0	0	0	N/A
Totals	504,643	496,439	480,939	450,878	451,351	420,851	412,851	-17%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Community Development’s adopted budget expenditures decreased by 17 percent mainly due to a reduction in contracted services since the Town’s Comprehensive Plan update is near completion. The FY 2019 budget has a provision in the appropriation resolution to carry over up to \$19,700 in FY 2018 funds to complete the Comprehensive Plan. The carryover funds are not reflected in the above table.

Future Outlook

- Community Development will be working with Public Works, Town Management, Town Council, and County officials to determine the scope and funding to update the Town’s Transportation Plan starting in FY 2020. The Town last

performed a Transportation study in FY 2008. Without an updated plan, development plans will be reviewed without the benefit of an updated masterplan which increases review costs due to outsourcing and directly affects the ability of the department to improve the Town's public infrastructure.

- Community Development and the Planning Commission is nearing the completion of a significant update to the Comprehensive Plan, last updated in 2006. In the coming years, Community Development and the Planning Commission will begin to implement the planning and zoning framework identified in the Comprehensive Plan.

HOW DID WE PERFORM:

The following represents key measures to determine Community Development's workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Permits, plans, and plats processed	Core	345	364	350
Customers serviced at counter	Core	375	420	400
Sign permits processed	Core	110	175	180
Number of zoning code changes	Priority, Core	3	3	2
Total code violation cases including sign enforcement	Priority, Core	252	265	250
Informal code violation warnings	Priority, Core	60	72	50
Formal code violations issued	Priority, Core	0	0	2
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of jobs created	Priority, Core	172	204	200
Number of new businesses including home occupation	Priority, Core	56	78	75

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Started major review of the Comprehensive Plan	In its final stages of review
Complete the zoning uses amendment for the zoning ordinance	Completed
Protect the character and quality of the Town's commercial and residential neighborhoods through proactive enforcement of Town Code, ordinances and regulations. Implement a civil penalties amendment to the zoning ordinance.	Ongoing



Purcellville Downtown District

OPERATING BUDGET EXPENDITURES

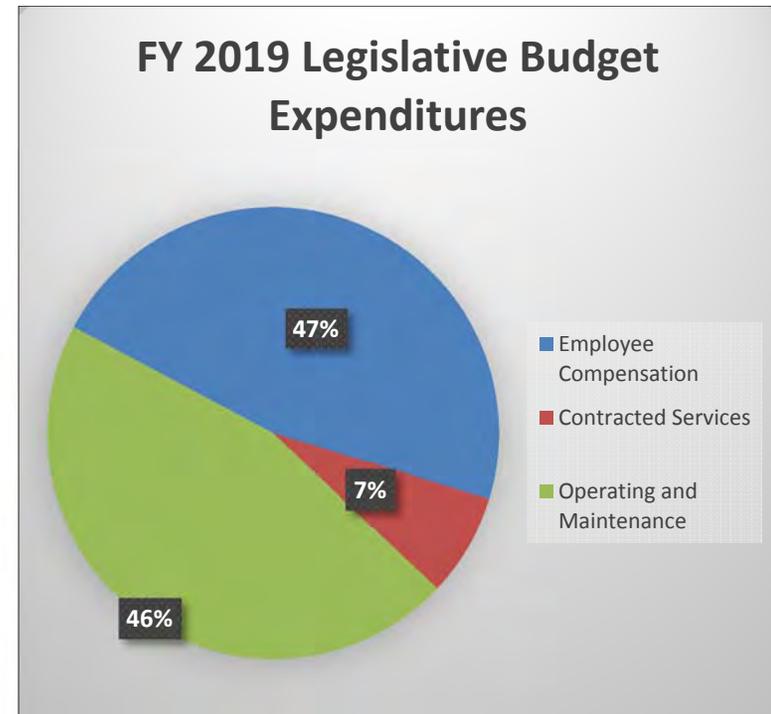
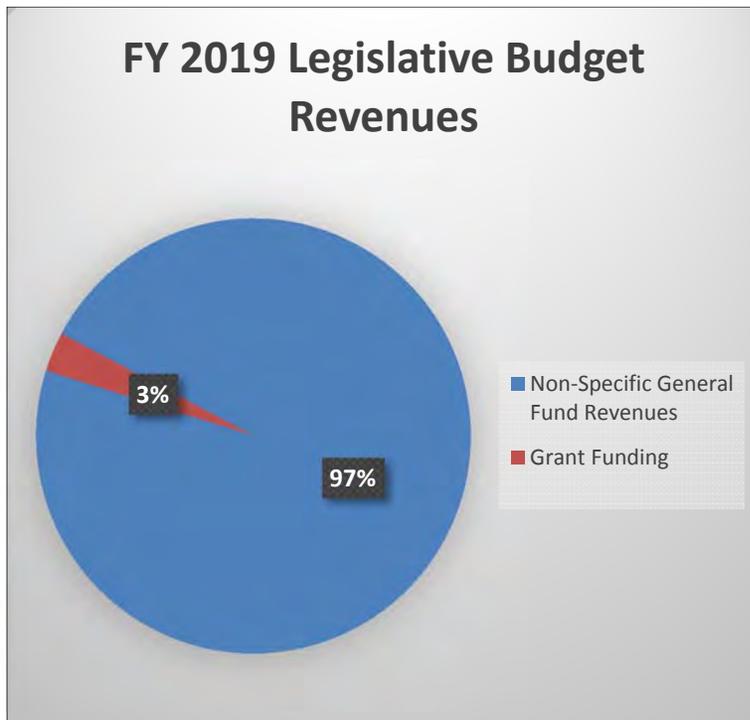
		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
COMMUNITY DEVELOPMENT								
18110000-401100	PLANNING STAFF	319,362	273,991	282,430	279,587	279,587	279,587	2.0%
18110000-401200	OVERTIME-PLANNING	28,158	8,000	4,564	8,000	8,000	6,500	-18.8%
18110000-402100	SOCIAL SECURITY TAX	26,084	24,265	22,483	22,000	22,000	22,000	-9.3%
18110000-402200	RETIREMENT	23,565	24,272	20,200	21,333	21,333	21,333	-12.1%
18110000-402300	HEALTH INSURANCE	29,430	36,618	37,558	46,141	46,141	46,141	26.0%
18110000-402400	LIFE INSURANCE	3,932	4,050	3,371	3,663	3,663	3,663	-9.6%
18110000-402500	LONG TERM DISABILITY INSURANCE	0	1,472	0	1,472	1,472	1,472	0.0%
18110000-402550	HYBRID DISABILITY PROGRAM	255	262	312	371	371	371	41.5%
18110000-402600	UNEMPLOYMENT CLAIM	0	0	0	0	0	0	N/A
18110000-402700	WORKERS COMP INSURANCE	536	549	465	524	524	524	-4.5%
18110000-402800	DEFERRED COMP MATCH	1,560	1,560	940	1,560	1,560	1,560	0.0%
	TOTAL PAY & BENEFITS	432,881	375,039	372,323	384,651	384,651	383,151	2.2%
18110000-402900	LESS UTILITY CHARGEBACK	0	0	0	0	0	0	N/A
Total Exp.	NET PAY & BENEFITS	432,881	375,039	372,323	384,651	384,651	383,151	2.2%
18110000-403110	CONSULTING-ADMIN SUPPORT	1,500	2,000	2,050	2,000	2,000	2,000	0.0%
18110000-403111	COMPREHENSIVE PLAN	59,924	69,700	55,786	0	0	0	-100.0%
18110000-403135	LONG RANGE PLANNING	0	0	0	30,000	0	0	N/A
18110000-403140	CONSULTING/ENGINEERING	600	10,000	4,955	10,000	10,000	7,500	-25.0%
18110000-403141	PLAN REVIEW/FIELD INSPECT	0	2,500	1,964	2,500	2,500	2,500	0.0%
18110000-403450	COMPUTER SOFTWARE	500	500	0	500	0	0	-100.0%
18110000-405230	COMMUNICATIONS	0	500	480				
18110000-405410	LEASED / RENTED EQUIPMENT	3,192	4,000	3,400	4,000	4,000	4,000	17.6%
18110000-405540	TRAVEL/TRAINING	755	5,000	3,220	5,000	5,000	3,500	-30.0%
18110000-405800	GENERAL EXPENSE-PLANNING	2,614	4,500	3,992	8,000	8,000	5,500	22.2%
18110000-405810	DUES & SUBSCRIPTIONS	1,392	2,000	894	2,000	2,000	2,000	0.0%
18110000-405820	CITIZENS PLANNING ACADEMY	0	2,500	35	0	0	0	-100.0%
18110000-406100	SUPPLIES	1,192	2,500	1,287	2,500	2,500	2,500	0.0%
18110000-406180	VEHICLE MAINT/GAS	93	200	492	200	200	200	0.0%
Total Exp.	TOTAL OPERATIONS	71,762	105,900	78,555	66,700	36,200	29,700	-72.0%
TOTAL COMMUNITY DEVELOPMENT		504,643	480,939	450,878	451,351	420,851	412,851	-12.5%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current budget includes budget amendments approved by Town Council as of March 1, 2018.

LEGISLATIVE AND ADVISORY

FUNDING SOURCES AND EXPENDITURES

Legislative and Advisory receives funding from non-specific General Fund and grant revenues from the General Fund totaling \$0.14 million.



WHAT WE DO:

Engage the community to allocate resources and plan for the Town of Purcellville's future and provide strategic and policy direction to Town Staff.

WHO WE ARE:

The Town of Purcellville is governed by the Mayor and 6 Council members. The Mayor is elected every two years, and Council members serve staggered 4-year terms. One Council member is appointed annually to serve as the Vice-Mayor. The Town is also served by Advisory committees that review applications, special exceptions, and plans and recommend new policies and programs. Specifically, the Town committees under the General Fund include:

- Board of Architectural Review
- Board of Zoning Appeals
- Tree and Environment Sustainability Committee
- Economic Development Advisory Committee
- Planning Commission
- Purcellville Arts Council

The Committees are served by Town residents and appointed by the Town Council.



WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Legislative and Advisory Commissions								
Employee Compensation	61,667	63,889	63,889	60,912	63,896	63,896	63,896	0%
Contracted Services	10,448	10,000	10,000	5,000	10,000	10,000	10,000	0%
Operating & Maintenance	47,440	62,111	74,111	40,541	69,250	59,250	62,250	0%
Equipment /Supplies	0	0	0	0	0	0	0	N/A
Subtotal	119,555	136,000	148,000	106,453	143,146	133,146	136,146	0%
Utility Chargeback	0	0	0	0	0	0	0	N/A
Totals	119,555	136,000	148,000	106,453	143,146	133,146	136,146	0%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- The FY 2019 Legislative and Advisory Budget stayed at the same level as the original FY 2018 budget.
- The Economic Development Advisory Committee received a one-time Loudoun County grant in FY 2018. The grant provides funds for visitor center and tourism improvements. This grant has been appropriated in the FY 2019 budget.

Future Outlook

- Future investment in the Advisory Committees can be beneficial to provide future revenues or programs that serve the greater good of Town residents. The Town Council may wish to review the amount allocated to each Advisory Committee in order to support their activities and community projects.

HOW DID WE PERFORM:

The following represents key measures to determine the Council and Advisory committee performance measures:

Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of Town Council Regular Meetings	Core	19	20	20
Number of Town Council Special Meetings	Core	8	14	15



OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
GENERAL FUND								
COUNCIL								
11110000-401100	MAYOR SALARY	7,025	7,025	7,025	7,025	7,025	7,025	0.0%
11110000-401200	COUNCIL SALARY	36,300	36,300	35,342	36,300	36,300	36,300	0.0%
11110000-402100	SOCIAL SECURITY TAX	3,315	3,314	3,241	3,314	3,314	3,314	0.0%
11110000-402700	WORKERS COMP INSURANCE	132	132	124	139	139	139	5.3%
11110000-403110	CONSULTING	10,448	10,000	5,000	10,000	10,000	10,000	0.0%
11110000-405800	COUNCIL TRAVEL & GENERAL EXP	11,529	10,000	5,204	10,000	10,000	10,000	0.0%
11110000-405810	DUES AND SUBSCRIPTIONS	13,566	6,011	5,967	6,250	6,250	6,250	4.0%
11110000-405820	SPECIAL COMMUNITY PROJECTS	4,250	3,500	3,047	3,500	3,500	3,500	0.0%
11110000-405840	ELECTION EXPENSE	0	3,200	3,136	0	0	0	N/A
Total Exp.	COUNCIL	86,565	79,482	68,086	76,528	76,528	76,528	-3.7%
PLANNING COMMISSION								
18120000-401100	PL COMMISSION SALARIES	10,800	11,100	11,100	11,100	11,100	11,100	0.0%
18120000-402100	SOCIAL SECURITY TAX	827	850	850	850	850	850	0.0%
18120000-405540	TRAVEL / TRAINING	1,800	2,000	2,337	2,000	2,000	2,000	0.0%
18120000-405800	GENERAL EXPENSE-PL COMM	36	400	221	400	400	400	0.0%
Total Exp.	PLANNING COMMISSION	13,463	14,350	14,508	14,350	14,350	14,350	0.0%
BD OF ZONING APPEALS								
18140000-401100	BZA SALARIES	200	1,400	0	1,400	1,400	1,400	0.0%
18140000-405800	BZA - GENERAL EXPENSES	0	0	24	100	100	100	N/A
Total Exp.	BD OF ZONING APPEALS	200	1,400	24	1,500	1,500	1,500	7.1%
ECONOMIC DEVELOPMENT								
18150000-405540	EDEV TRAVEL / TRAINING	49	2,000	51	2,000	2,000	2,000	0.0%
18150000-405800	EDEV GENERAL EXPENSE	392	1,000	350	1,000	1,000	1,000	0.0%
18150010-405820	EDEV SPECIAL PROJECTS/TOURISM	4,348	8,000	734	8,000	8,000	4,000	-50.0%
18150020-405820	BUS COMM SUPPORT & DEVELO	0	1,000	0	1,000	1,000	1,000	0.0%
18150030-405820	VISITOR CENTER	0	7,000	0	0	0	7,000	0.0%
Total Exp.	ECONOMIC DEVELOPMENT	4,789	19,000	1,135	12,000	12,000	15,000	-21.1%
ARCHITECTURAL REVIEW BOARD								
18160000-401100	ARB SALARIES	2,850	3,500	3,000	3,500	3,500	3,500	0.0%
18160000-402100	SOCIAL SECURITY TAX	218	268	230	268	268	268	-0.1%

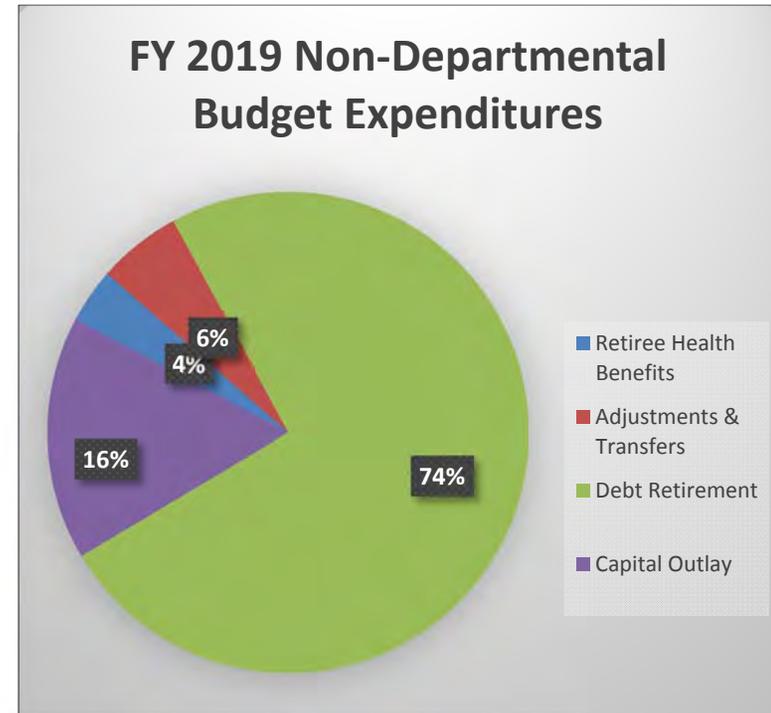
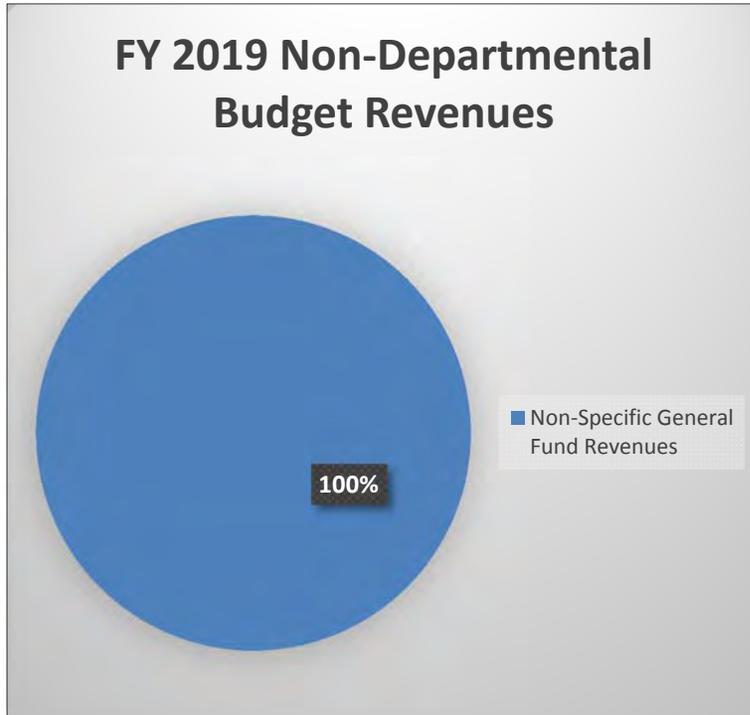
OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
GENERAL FUND								
18160000-405540	ARB TRAVEL/TRAINING	0	0	0	0	0	0	N/A
18160000-405800	ARB GENERAL EXPENSE	10	0	0	0	0	0	N/A
Total Exp.	ARCHITECTURAL REVIEW BOARD	3,078	3,768	3,230	3,768	3,768	3,768	0.0%
ARTS COMMITTEE								
17140000-405820	ARTS COUNCIL PROGRAMS	10,251	20,000	13,076	20,000	20,000	20,000	0.0%
Total Exp.	ARTS COMMITTEE	10,251	20,000	13,076	20,000	20,000	20,000	0.0%
COMM. ON ENVIRONMENTAL SPECIAL PROGRAMS								
18260000-405820	TREE & ENV SUS COMM PROGRAMS	1,209	10,000	6,394	15,000	5,000	5,000	-50.0%
Total Exp.	COMM. ON ENVIRONMENTAL SPECIAL PROGRA	1,209	10,000	6,394	15,000	5,000	5,000	-50.0%
TOTAL LEGISLATIVE AND ADVISORY		119,555	148,000	106,453	143,146	133,146	136,146	-8.0%
*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current Budget reflects all approved budget amendments and transfers in FY 2018.								

NON-DEPARTMENTAL

FUNDING SOURCES AND EXPENDITURES

Non-Departmental receives all of its funding from the General Fund totaling \$1.68 million.



DESCRIPTION:

Non-Departmental expenditures include costs that are not Department specific and includes capital outlay items. In FY 2019, Non-Department costs include debt retirement, adjustments and transfers, capital outlay, and retiree health benefits. In the future, the Town may adjust other line items into Non-Departmental, such as the Town's Municipal Insurance costs.

EXPENDITURES:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Non-Departmental								
Retiree Benefits	32,167	40,239	55,739	55,810	58,852	58,852	58,852	46%
Contracted Services	0	0	0	0	0	0	0	N/A
Adjustments & Transfers	180,000	450,928	2,294,117	2,293,248	125,736	141,632	89,730	-80%
Debt Retirement	1,260,569	1,263,292	1,263,292	1,263,292	1,187,556	1,187,556	1,187,556	-6%
Capital Outlay	72,135	64,000	102,060	95,486	296,000	296,000	261,000	308%
Subtotal	1,544,871	1,818,459	3,715,208	3,707,836	1,668,144	1,684,040	1,597,138	-12%
Utility Chargeback	(22,514)	0	0	0	0	0	0	N/A
Totals	1,522,357	1,818,459	3,715,208	3,707,836	1,668,144	1,684,040	1,597,138	-12%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Non-Departmental adopted expenditures decreased by 57 percent over the final FY 2018 budget expenditures mainly due to a one-time transfer from the General Fund to the Parks and Rec Fund to restructure and pay off the Build America Bonds (BAB) loans of \$2.03 million that occurred in FY 2018.
- The Capital Outlay budget category within the Non-Departmental budget section provides funding for the Town's vehicles and other heavy duty equipment. This category is placed within the Non-Departmental budget section since

these expenditures are capitalized for accounting purposes and may cause large variations within a Department's budget from year to year.

- Debt service is budgeted for \$1.19 million; principal payments totaling \$651,911 and interest payments totaling \$535,645.
- Funds budgeted in FY 2019, but not spent during the fiscal year, are no longer for the Town Department's use. Any surplus funds are deposited in the General Fund's cash balance for use at Town Council's discretion for capital improvement projects or investment purposes.

Future Outlook

- Retiree Health Benefits are provided in accordance with adopted policy. As more employees retire and become eligible for retiree benefits, this amount will increase. Staff is looking at options to reduce the Town's long-term liability for retiree health care costs while maintaining a competitive benefit.
- The Town is reviewing whether leasing instead of buying vehicles could save on the overall capital outlay acquisition and vehicle maintenance costs. Currently, the Town has a 5-year capital outlay budget (FY 2019 – FY 2023) for vehicles / heavy duty equipment of \$1.86 million and an annual vehicle maintenance budget of \$122,500 Town-wide (includes fuel); an annual average total of \$494,500 for capital outlay and vehicle operations.

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
GENERAL FUND								
NON-DEPARTMENTAL								
RETIREE BENEFITS								
19100000-402330	RETIREE HEALTH BENEFIT	32,167	55,739	55,810	58,852	58,852	58,852	5.6%
Total Exp.	RETIREE BENEFITS	32,167	55,739	55,810	58,852	58,852	58,852	5.6%
ADJUST & TRANSFERS								
19900000-407110	COMPENSATION STUDY IMPLEMENTATION	0	0	0	107,650	94,386	0	N/A
19900000-490100	CONTINGENCY-OPERATING RESERVE	0	869	0	0	29,160	71,644	8144.4%
19900000-490110	CAPITAL ASSET REPLACEMENT FUND	0	9,000	9,000	18,086	18,086	18,086	101.0%
19900000-490200	TRANSFER TO PARKS & REC	0	2,033,248	2,033,248				N/A
19900000-490300	TRANSFER TO CAPITAL FUND	180,000	251,000	251,000	0	0	0	-100.0%
	ADJUST & TRANSFERS	180,000	2,294,117	2,293,248	125,736	141,632	89,730	-96.1%
19900000-492900	LESS UTILITY CHARGEBACK	(22,514)	0	0	0			N/A
Total Exp.	ADJUST & TRANSFERS	157,486	2,294,117	2,293,248	125,736	141,632	89,730	-96.1%
CAPITAL OUTLAY								
19400020-408000	ADMINISTRATION	0	0	0	0	0	0	N/A
19400040-408000	POLICE	43,048	83,060	76,486	123,000	123,000	88,000	5.9%
19400051-408000	PUBLIC WORKS ADMIN	0	0	0	35,000	35,000	35,000	N/A
19400052-408000	PUBLIC WORKS ENGINEERING	29,087	0	0	35,000	35,000	35,000	N/A
19400053-408000	PUBLIC WORKS MAINTENANCE	0	0	0	84,000	84,000	84,000	N/A
19400053-408020	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
19400060-408000	COMMUNITY DEVELOPMENT	0	0	0	0	0	0	N/A
Total Exp.	CAPITAL OUTLAY	72,135	102,060	95,486	296,000	296,000	261,000	155.7%
DEBT RETIREMENT								
19500000-409300	DEBT RETIRE- PRINCIPAL	687,992	710,137	710,137	651,911	651,911	651,911	-8.2%
19500000-409400	DEBT RETIRE- INTEREST	572,576	553,155	553,155	535,645	535,645	535,645	-3.2%
19500000-409500	BOND ISSUE COSTS	0	0	0	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	1,260,569	1,263,292	1,263,292	1,187,556	1,187,556	1,187,556	-6.0%
TOTAL NON-DEPARTMENTAL		1,522,357	3,715,208	3,707,836	1,668,144	1,684,040	1,597,138	-57.0%
TOTAL EXPENSE GENERAL FUND		8,600,128	12,342,010	11,662,752	10,517,602	10,118,990	10,118,990	-18.0%

*Restated FY 17 to show utility chargeback as an offset to expenditures (rather than Revenue / Transfer). #Current Budget reflects all approved budget amendments and transfers in FY 2018.

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**Special Parks & Recreation Fund
Fund Revenues & Expenditures by Major Activity**

The Special Parks & Recreation Fund is a fund to support the Town's Parks and Recreation Activities. This section provides the revenues and the FY 2019 adopted expenditures that support the expanded parks and recreation activities.

- Revenues
- Mission
- Core Values
- Department Description
- Department Goals & Objectives
- Key Performance Measures
- Previous Year Accomplishments
- Detailed Expenditures

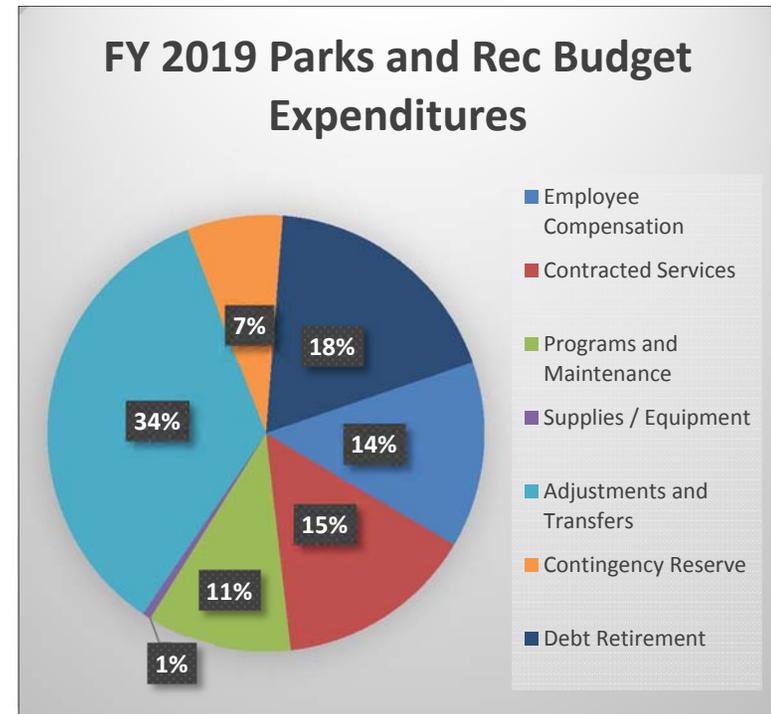
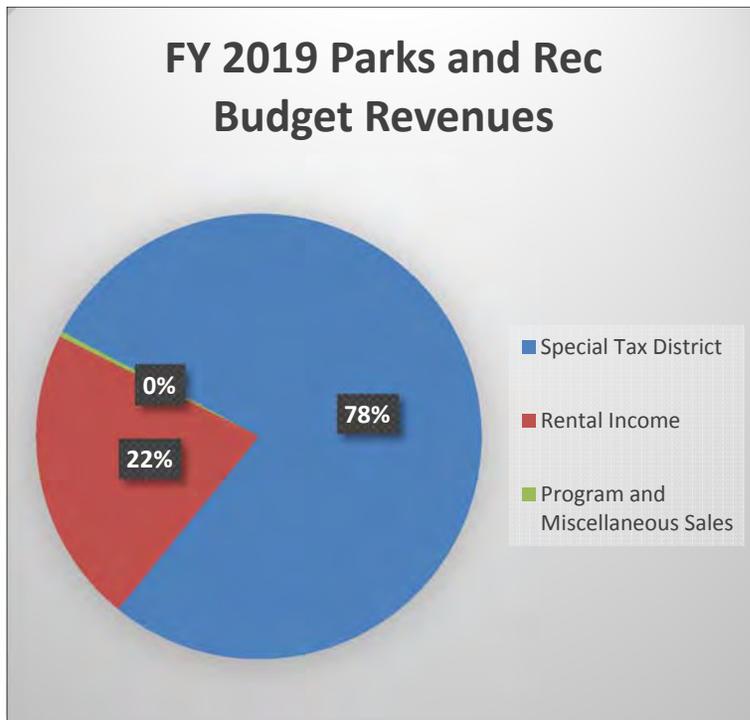
OPERATING BUDGET REVENUES

		FY 2017	FY 2018		FY 2019		
		Actual	Current Budget#	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
SPECIAL PARKS & RECREATION FUND							
20310000-311104	SPECIAL TAX DISTRICT REVENUE	436,580	434,651	430,149	399,953	399,953	-8.0%
20310000-311601	PENALTIES AND INTEREST	1,637	1,500	795	1,500	1,500	0.0%
20310000-315201	RENT ON PROPERTY	31,200	75,600	75,600	125,000	125,000	65.3%
20310000-315203	TRAIN STATION INCOME	4,590	3,000	4,280	4,000	4,000	33.3%
20310000-318901	PRODUCT SALES	255	100	154	100	100	N/A
20310000-318903	PARKS & REC DONATIONS	515	500	1,250	500	500	0.0%
20310000-318908	EVENT FEES	630	1,100	225	375	375	N/A
20310000-324501	OTHER FUNDS/VA	0	3,436	3,436	0	0	-100.0%
20310000-332201	BAB SUBSIDY	27,331	13,405	13,404	0	0	-100.0%
20310000-387000	BOND PROCEEDS	0	700,000	700,000	0	0	N/A
20310000-399200	TRANSFERS FROM OTHER FUNDS	0	2,033,248	2,033,248	0	0	N/A
20310005-318908	"TRAIN TO RUN" 5K RACE	0	0	(18)	0	0	N/A
20310006-318908	HOLIDAY PROGRAM REVENUE	0	2,000	2,000	1,000	1,000	-50.0%
20310010-318908	GARDEN PLOT REVENUE	400	250	250	250	250	0.0%
20310020-318908	MUSIC & ARTS FESTIVAL	12,400	7,000	8,300	0	0	-100.0%
20310040-318908	WINE & FOOD FESTIVAL	35,330	51,750	48,754	0	0	-100.0%
20310000-399100	TRANSFERS IN CASH RESERVE	0	0	0	45,167	45,167	N/A
Total Revenues	PARKS & REC	550,866	3,327,540	3,321,827	577,845	577,845	-82.6%

PARKS AND REC

FUNDING SOURCES AND EXPENDITURES

The Parks and Recreation Fund is a General fund that collects a special district tax to cover its cost. The following charts display the budgeted FY 2019 revenues and expenditures of \$0.58 million in the Parks and Recreation Fund.



WHAT WE DO:

Provide quality programs, opportunities, and events in the areas of recreation, history, environmental stewardship, and performing and visual arts that enhance the quality of life and culture for Purcellville citizens as well as for visitors through education, entertainment, and positive economic impact.

WHO WE ARE:

The primary duties of this department include:

- Planning and implementing programs to enhance the quality of life for citizens
- Executing programs and events that promote tourism in Purcellville
- Contributing to overseeing the operation, improvement, and maintenance of park properties in coordination with the Public Works Department
- Assessing the active and passive recreational needs of the Town
- Assisting with the planning process to enhance Town park offerings

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Park and Rec Fund								
Employee Compensation	60,338	86,138	87,738	84,284	79,615	79,615	79,614	-8%
Contracted Services	44,283	60,600	127,296	133,537	105,850	74,850	84,850	40%
Maintenance and Programs	69,538	93,460	92,696	79,155	115,065	61,915	61,915	-34%
Equipment /Supplies	158	2,100	3,005	132	3,600	3,600	3,600	71%
Adjustments and Transfers	0	0	0	0	246,000	246,000	200,000	N/A
Contingency Reserve	0	31,983	122,808	0	0	5,000	41,000	28%
Debt Retirement	284,244	280,936	2,893,997	2,893,997	106,866	106,866	106,866	-62%
Totals	458,560	555,217	3,327,540	3,191,105	656,996	577,845	577,845	4%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- With the increased rental revenues from the Fireman's Field complex, the Town Council approved a one-half penny reduction to the Special Tax District tax rate from 3.5 cents to 3.0 cents. As a result, Special Tax District Revenues decreased by \$35,000 or 8 percent from the FY 2018 budget.
- By paying down the Build America Bonds (BAB) loans in FY 2018, the Town eliminated the tax exempt financing restrictions and provides the Town with greater flexibility to incorporate private use at Fireman's Field. In addition, the annual debt retirement payment was reduced from \$284,244 in FY 2017 to \$106,866 in FY 2019. Debt retirement expenses fell from 51% of the original FY 2018 budget to 18% of the FY 2019 adopted budget.
- The FY 2019 budget includes a fund transfer of \$200,000 to capital improvement projects that include the following 2 projects:
 - Upgrades to the Fireman's Field complex (\$150,000)
 - Building an outdoor stage at Dillion's Woods (\$50,000)
- Further, the FY 2019 budget includes \$10,000 to fund a study to determine the feasibility for a recreational bike park within the Town.

Future Outlook

- The Parks and Recreation Division will continue to work with the Parks and Recreation Advisory Board, the Tree and Environment Sustainability Committee, and the Purcellville Arts Council to review, plan, and implement projects that offer recreational and cultural opportunities, activities, programs, and events to Town residents and visitors as well as plan and implement efforts that protect and enhance the environmental resources in Town.
- As part of the Parks and Rec vision and mission, the Town wants to provide a vibrant, walkable community with protected open spaces that may be used for active and passive recreation as well as to protect and enhance the environment, and offer recreational, environmental, and cultural events and activities that benefit individuals and neighborhoods while having a positive impact on economic growth and environmental preservation. Currently, the

Parks and Rec staff oversees 4 Town committees that includes: the Parks and Recreation Advisory Board, the Purcellville Arts Council, the Tree and Environmental Sustainability Committee, and the Train Station Advisory Board. Further, the Parks and Rec staff provides contractual management oversight with the Fireman's Field management partner and also coordinates with the management partner on Town sponsored events. Parks and Rec staff manage seven annual events and the community garden as well as events and activities hosted by the committees that this division oversees. The staff is coordinating with the Public Works Department to oversee 2 approved Parks and Rec Capital Improvement Program (CIP) projects and a third CIP project to conduct a feasibility study on developing a bike park within the Town. The Parks and Rec staff also identify and write grant proposals to support their projects, and manage those grants and associated projects. The Parks and Rec staff currently includes 2 part-time employees that together average 48 hours a week (1.2 FTE). Additional investments in staffing will help achieve the benchmarks, maintain current efforts, and manage future projects.

HOW DID WE PERFORM:

The following represents key measures to determine Park and Recreation's workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Number of Events Offered to the Public	Comp Plan	14	17	17
Number of Collaborative Programs (between the Town, BT Concessionaire)	Comp Plan	5	3	3
Minimum Number of Tickets Sold to the Wine and Food Festival	Comp Plan	1,985	2,200	2,500
Number of Visual or Performing Arts Programs Initiated by the PAC	Core	4	8	10
Number of Special Event Permits Processed	Core	10	25	30
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Apply for at least 3 grant opportunities to enhance recreational and environmental programs	Comp Plan	0%	67%	100%
Offer New Cost Neutral Activity	Comp Plan	0	2	1
Apply for 4 special certifications/designations for Town to demonstrate environmental excellence	Comp Plan	50%	75%	100%

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Investigate New Recreation Facility in Town During FY18	The Parks and Recreation Advisory Board and staff are working to complete research on a possible bike park to be built in Town over the next 3 years. A feasibility study is planned in FY 2019.
Improve or Replace Recreation Facilities that are Dangerous or in Disrepair to Ensure Safety and Increase Offerings.	The Picnic Shelter at Fireman's Field was replaced in FY18
Offer a New Cost Neutral Activity	The Parks and Rec added Monthly Nature Walks and the Cabin Fever Film Festival to the Town's event schedule in FY 2018.
Receive grant funding to enhance Town's recreational and environmental programs.	In FY 2018, Town received grants from Virginia Department of Forestry, Keep Virginia Beautiful, and Visit Loudoun.



OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
SPECIAL PARKS & RECREATION FUND								
PARKS & REC MANAGEMENT								
27110000-401100	PARKS & REC STAFF	53,795	80,862	70,955	68,407	68,407	68,407	-15.4%
27110000-401200	OVERTIME-PARKS & REC STAFF	2,295	700	7,269	5,500	5,500	5,500	685.7%
27110000-402100	SOCIAL SECURITY TAX	4,203	6,117	6,006	5,654	5,654	5,653	-7.6%
27110000-402200	RETIREMENT	0	0	0	0	0	0	N/A
27110000-402300	HEALTH INSURANCE	0	0	0	0	0	0	N/A
27110000-402400	LIFE INSURANCE	0	0	0	0	0	0	N/A
27110000-402500	LONG TERM DISABILITY INSURANCE	0	0	0	0	0	0	N/A
27110000-402550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	N/A
27110000-402700	WORKERS COMP INSURANCE	44	59	54	54	54	54	-7.8%
27110000-402800	DEFERRED COMP MATCH	0	0	0	0	0	0	N/A
Total Exp.	TOTAL PAY & BENEFITS	60,338	87,738	84,284	79,615	79,615	79,614	-9.3%
27110000-403110	CONSULTANTS - GENERAL	0	0	0	0	0	10,000	N/A
27110000-403190	EVENT MANAGEMENT SERVICES	14,675	17,000	16,675	17,000	9,000	9,000	-47.1%
27110000-405230	COMMUNICATIONS	581	700	917	1,000	1,000	1,000	42.9%
27110000-405540	TRAVEL & TRAINING	485	3,000	1,982	3,000	3,000	3,000	0.0%
27110000-405550	SAFETY	0	100	0	100	100	100	0.0%
27110000-405800	GENERAL EXPENSES-PARKS & REC	498	2,000	548	2,000	2,000	2,000	0.0%
27110000-405810	DUES & SUBSCRIPTIONS	0	300	170	300	300	300	0.0%
27110000-406090	COMPUTER OPERATIONS	0	1,500	0	1,500	1,500	1,500	0.0%
27110000-406100	EQUIPMENT/SUPPLIES	133	1,000	132	1,000	1,000	1,000	0.0%
27120000-405800	GENERAL EXPENSES-PRAB	252	500	30	1,500	1,500	1,500	200.0%
Total Exp.	TOTAL OPERATIONS	16,623	26,100	20,454	27,400	19,400	29,400	12.6%
Total Exp.	PARKS & REC MANAGEMENT	76,961	113,838	104,738	107,015	99,015	109,014	-4.2%
PARKS & REC SKATING RINK								
27131000-403310	BUILDING MAINT/SUPPLIES	3,414	9,700	6,696	15,000	0	0	-100.0%
27131000-403330	HVAC/MECHANICAL MAINT	5,365	5,000	7,102	8,000	0	0	-100.0%
27131000-405110	ELECTRICITY - PARKING LOT	123	150	125	150	0	0	-100.0%
27131000-405800	GENERAL EXPENSES-SKATING RINK	0	0	0	0	0	0	N/A
Total Exp.	PARKS & REC SKATING RINK	8,901	14,850	13,923	23,150	0	0	-100.0%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
PARKS & REC TRAIN STATION								
27132000-403310	REPAIRS	2,408	2,655	497	15,000	15,000	15,000	465.0%
27132000-403330	HVAC MAINTENANCE	0	3,670	3,667	0	0	0	-100.0%
27132000-403360	CLEANING	7,921	8,500	6,583	5,250	5,250	5,250	-38.2%
27132000-403370	PEST CONTROL	150	100	150	100	100	100	0.0%
27132000-403390	LANDSCAPING	3,954	4,000	3,381	4,000	4,000	4,000	0.0%
27132000-405110	ELECTRICITY	3,630	3,500	4,614	3,500	3,500	3,500	0.0%
27132000-405130	TRAIN STATION WATER USE	0	1,390	1,129	1,130	1,130	1,130	N/A
27132000-405230	COMMUNICATIONS	256	250	326	250	250	250	0.0%
27132000-405800	GENERAL EXPENSES-TRAIN STATION	951	1,470	250	2,500	2,500	2,500	70.1%
27132000-405895	SHARED PARKING AGREEMENT	6,365	6,620	6,619	6,885	6,885	6,885	4.0%
27132000-406160	BUILDING SUPPLIES	25	505	0	1,100	1,100	1,100	117.8%
Total Exp.	PARKS & REC TRAIN STATION	25,660	32,660	27,216	39,715	39,715	39,715	21.6%
FIREMAN'S FIELD								
27133000-403311	COMPLEX REPAIRS& MAINTENANCE	0	70,171	81,504	25,000	25,000	25,000	N/A
27133000-403330	HVAC MAINTENANCE	0	0	0	10,000	10,000	10,000	N/A
27133000-403390	LANDSCAPING	6,396	6,500	7,282	6,500	6,500	6,500	0.0%
27133000-405895	PARKING LOT MAINTENANCE	0	0	530	0	0	0	N/A
27133000-405935	TREE MAINTENANCE	0	0	0	15,000	15,000	15,000	N/A
Total Exp.	FIREMAN'S FIELD	6,396	76,671	89,316	56,500	56,500	56,500	-26.3%
PARKS & REC PROGRAMS								
27150000-405820	SPECIAL PROGRAMS	0	1,500	1,554	1,500	1,500	1,500	0.0%
27150000-405820	SPECIAL EVENTS	3,948	4,000	0	4,000	4,000	4,000	0.0%
27150050-405820	"TRAIN TO RUN" 5K RACE	0	80	80	0	0	0	N/A
27150100-405820	COMMUNITY GARDEN	285	450	528	2,350	2,350	2,350	422.2%
27150200-405820	MUSIC & ARTS FESTIVAL	16,458	12,000	11,626	18,000	0	0	-100.0%
27150300-405820	JULY 4TH PROGRAM	1,432	2,200	260	2,200	2,200	2,200	0.0%
27150400-405820	WINE & FOOD FESTIVAL	23,243	33,650	30,690	35,000	0	0	-100.0%
27150500-405820	EMANCIPATION DAY	1,000	1,000	1,000	1,000	1,000	1,000	0.0%
27150800-405820	WINTER HOLIDAY PROGRAM	4,761	7,000	5,541	6,000	6,000	6,000	-14.3%
27150900-405820	YOUTH SPORTS PROGRAM & DEV	5,200	5,200	5,200	5,200	5,200	5,200	0.0%
Total Exp.	PARKS & REC PROGRAMS	56,327	67,080	56,479	75,250	22,250	22,250	-66.8%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
PARKS & REC TREE COMMISSION								
28270000-405800	GENERAL EXPENSES-TREE & BEAU COMM	0	200	0	500	500	500	150.0%
28270000-405820	URBAN TREE CANOPY PROGRAM	70	5,436	5,436	2,000	2,000	2,000	-63.2%
Total Exp.	PARKS & REC TREE COMMISSION	70	5,636	5,436	2,500	2,500	2,500	-55.6%
PARKS & REC ADJUSTMENT/TRANSFERS								
29900000-407100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	N/A
29900000-490200	CONTINGENCY - OPERATING RESERVE	0	122,808	0	0	5,000	41,000	-66.6%
29900000-490300	TRANSFER TO CAPITAL FUND	0	0	0	246,000	246,000	200,000	N/A
Total Exp.	PARKS & REC ADJUSTMENT/TRANSFERS	0	122,808	0	246,000	251,000	241,000	96.2%
DEBT RETIREMENT								
29500000-409300	DEBT RETIRE-PRINCIPAL	176,129	2,444,735	2,444,735	85,000	85,000	85,000	-96.5%
29500000-409400	DEBT RETIRE-INTEREST	108,115	153,773	153,773	21,866	21,866	21,866	-85.8%
29500000-409500	BOND ISSUE COSTS	0	20,312	20,312	0	0	0	N/A
29500000-409600	ADVANCED REFUNDING ESCROW PMT	0	275,177	275,177	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	284,244	2,893,997	2,893,997	106,866	106,866	106,866	-96.3%
TOTAL EXPENSE PARKS & REC		458,560	3,327,540	3,191,105	656,996	577,845	577,845	-82.6%
#Current Budget reflects all approved budget amendments and transfers in FY 2018.								

**Utility Funds
Fund Revenues & Expenditures by Department
Missions, Activities, Goals & Objectives, and Performance Measures**

This section provides the missions, activities, goals & objectives, performance measures, and the FY 2019 adopted expenditures that support these activities. These are presented for each of the Water and Wastewater Fund.

- Revenues
- Mission
- Core Values
- Department Activities
- Department Goals & Objectives
- Key Performance Measures
- Previous Year Accomplishments
- Detailed Expenditures

OPERATING BUDGET REVENUES

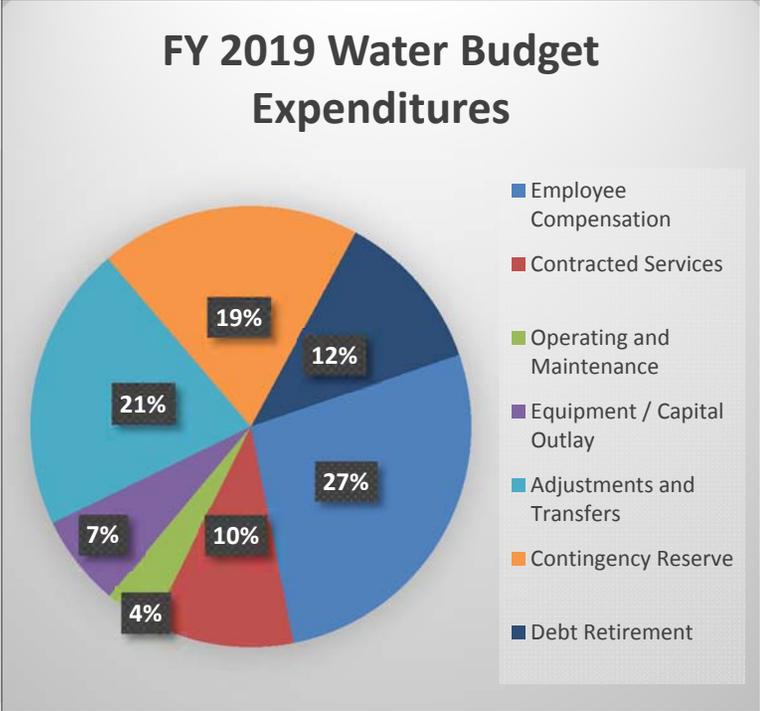
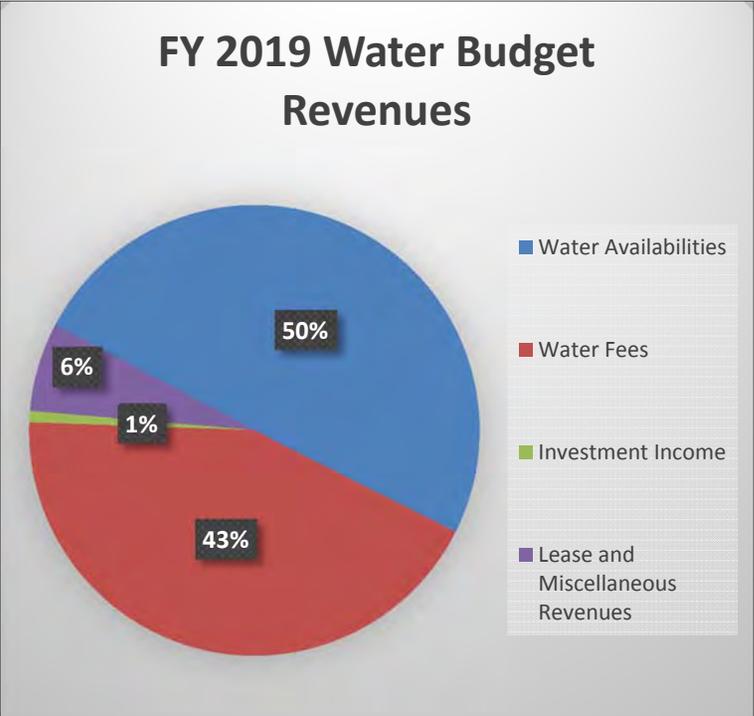
		FY 2017	FY 2018		FY 2019		
		Actual	Current Budget#	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
WATER FUND							
51350000-381000	WATER AVAILABILITIES	2,626,908	2,189,090	2,781,432	2,614,031	2,614,031	19.4%
51350000-381100	WATER METER FEES	27,022	22,757	14,927	13,745	13,745	-39.6%
51350000-382000	WATER USAGE FEES	2,063,984	2,096,684	2,108,554	2,248,545	2,248,545	7.2%
51350000-382100	PILOT BULK WATER SALES	18,087	10,000	6,861	10,000	10,000	0.0%
51350000-382200	MISCELLANEOUS INCOME	9,795	5,000	17,919	5,000	5,000	0.0%
51350000-382300	WATER FLUSHING	540	1,000	0	1,000	1,000	0.0%
51350000-382400	VEHICLE COMP. REIMB.	234	250	331	200	200	-20.0%
51350000-382500	GARNISHMENT FEE	234	0	45	100	100	N/A
51350000-384000	PENALTIES & INTEREST	25,420	25,000	26,265	26,000	26,000	4.0%
51350000-385000	INVESTMENT INCOME	13,212	19,500	45,520	43,200	43,200	N/A
51350000-385600	FORESTRY MANAGEMENT	92,484	20,000	252,234	150,000	150,000	650.0%
51350000-386000	CELLULAR LEASE	167,078	170,000	192,043	183,000	183,000	7.6%
51350000-388000	BAB SUBSIDY	25,902	12,164	12,164	0	0	-100.0%
51350000-398501	TRANSFERS IN CASH RESERVE	0	207,081	207,081	0	0	N/A
51350000-399501	TRANSFERS FROM OTHER FUNDS	84,475	0	0	0	0	N/A
Total Revenues	WATER FUND	5,155,375	4,778,526	5,665,376	5,294,821	5,294,821	10.8%

#Current Budget reflects all approved budget amendments and transfers in FY 2018.

PUBLIC WORKS - Water

FUNDING SOURCES AND EXPENDITURES

The Water Fund is a public utility enterprise fund that collects revenue and fees to cover its cost. The fund is not supported by any Town general fund tax revenues. The following charts display the FY 2019 budget revenues and expenditures totaling \$5.29 million.



WHAT WE DO:

The Water Division provides safe, quality potable water to the residents and businesses in quantities to meet system demands and in the most cost efficient manner as possible without compromising the integrity of the water system and regulatory compliance.

WHO WE ARE:

The Water staff works in the Town’s water treatment plant built in 1985 and expanded in 2000. The water treatment plant has 47 miles of pipeline in the system. The Water Division currently serves 2,546 residential and 307 commercial customers that total 9,469 residents.

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Water								
Employee Compensation	1,451,330	1,327,080	1,315,195	1,314,338	1,517,619	1,438,876	1,438,877	8%
Contracted Services	208,983	200,600	314,895	249,329	609,400	554,400	552,900	176%
Operating and Maintenance	169,252	375,915	209,368	179,928	204,800	204,800	198,300	-47%
Equipment / Capital Outlay	166,167	218,300	274,832	270,138	360,300	360,300	355,300	63%
Adjustments and Transfers	66,483	609,280	862,118	862,172	1,122,562	1,123,115	1,110,062	82%
Contingency Reserve	0	1,037,986	695,601	0	853,291	986,481	1,012,533	-2%
Debt Retirement	773,087	813,638	1,106,517	1,106,517	626,849	626,849	626,849	-23%
Totals	2,835,303	4,582,799	4,778,526	3,982,422	5,294,821	5,294,821	5,294,821	16%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Water Fee rates increased by 2 percent in FY 2019. Water Fee revenue is anticipated to rise to \$2.25 million from \$2.10 million.

- Water Availability Fee revenue is expected to increase by 19 percent in FY 2019 over the FY 2018 amount. Water availability fee revenue is estimated at \$2.61 million in FY 2019 based on the Water and Sewer Agreement with Mayfair and due to other anticipated new connections in Town.
- The Town's water system has not seen a major update since the year 2000. The adopted budget includes a water resource study, several rehabilitations / repairs of the filter, wells, and water line replacements. With the water resource study, the Town plans to provide a path forward to determining the needed capital improvements to accommodate future needs. Further, the Water Fund transfers \$1.11 million to several Capital Improvement Program (CIP) projects to replace aging infrastructure within the Water Plant and the Town's water lines. The projects are detailed in the CIP section of the budget.
- Public Works plans to replace 350 water meters in the oldest section of town. The meters will have the radio technology that works with the Town's software system. The Water Fund is paying for \$47,000 of the \$87,000 total cost for the initiative.
- Contingency Reserves are available to the Water Division for abnormal equipment breakdown or some other emergency situation that causes the actual operating expenditures to exceed budgeted. If the funds are not used during the fiscal year, the funds can be used in future periods for Capital Improvement Plan (CIP) projects or to pay down debt. Due to the large Water Availability Revenue, the Contingency Reserve is allocated at \$1.01 million.
- As part of the Town's Plan of Finance, the Town Council and Management worked with the Town's Financial Advisor to complete the Strategic Debt Realignment for the Parks and Rec, Water and Wastewater Funds. As a result, the Water Fund debt retirement payment in FY 2019 is 23 percent than the FY 2018 original budget.

Future Outlook

- For the past several years, the Town of Purcellville water use per household has decreased due to personal water conservation efforts and use of more water efficient appliances. However, current water use per household is starting to level and we believe that water use per household will remain steady in the next few years.
- Water availabilities / connection fees are currently 50 percent of the total budgeted revenue in the Water Fund. This revenue is variable since water availability revenue is one-time only revenue tied to new commercial or residential connections. Long-term revenue stability is a continued focus of the Town Council and staff.

HOW DID WE PERFORM:

The following represents key measures to determine Water Fund’s workload factors and performance measures:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	Core	120	120	120
Total number of Drinking Water Notices of Violation	Core	0	0	0
Number of documented water operator training hours each employee	Comp Plan	10	10	10
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Percentage of bacteriological water system samples within full regulatory compliance	Core	100%	100%	100%
Percentage of E2 environmental compliance items completed and tracked	Comp Plan	100%	100%	100%
Percentage of operators that achieved a minimum of 10 hours of operator training	Comp Plan	100%	100%	100%

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Ensure safe drinking water by meeting or exceeding Federal and State drinking water regulations	Achieved
Demonstrate excellence in performance and operations for the water treatment plant receiving the Virginia Department of Health Water Plant Filter Performance Award	Achieved
Meet full regulatory compliance with all system bacteriological samples	Achieved

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
WATER FUND								
WATER STAFF								
51510000 401100	WATER STAFF	561,327	580,159	599,296	621,630	621,630	621,630	7.1%
51510000 401200	OVERTIME-WATER	30,783	31,000	34,028	31,000	31,000	31,000	0.0%
51510000 401500	CHARGE BACK TO GF	606,575	439,216	439,216	571,970	493,226	493,226	12.3%
51510000 402100	SOCIAL SECURITY TAX	44,507	47,718	47,290	49,926	49,926	49,927	4.6%
51510000 402200	RETIREMENT	42,317	46,532	44,794	47,430	47,430	47,430	1.9%
51510000 402300	HEALTH INSURANCE	137,645	136,028	119,357	160,256	160,256	160,256	17.8%
51510000 402400	LIFE INSURANCE	7,062	7,765	7,475	8,143	8,143	8,143	4.9%
51510000 402500	LONG TERM DISABILITY INSURANCE	0	3,312	0	3,312	3,312	3,312	0.0%
51510000 402550	HYBRID DISABILITY PROGRAM	339	515	536	1,161	1,161	1,161	125.4%
51510000 402700	WORKERS COMP INSURANCE	11,590	12,015	12,823	12,571	12,571	12,571	4.6%
51510000 402800	DEFERRED COMP MATCH	3,120	3,120	3,020	3,120	3,120	3,120	0.0%
51520000 402810	UNIFORMS	6,067	7,100	6,306	7,100	7,100	7,100	0.0%
51520000 402820	DRUG TESTING	0	715	197	0	0	0	-100.0%
Total Exp.	WATER STAFF	1,451,330	1,315,195	1,314,338	1,517,619	1,438,876	1,438,877	9.4%
PLANT								
51520000 403310	BLDG REPAIRS & MAINT	23,055	46,150	46,482	41,000	31,000	31,000	-32.8%
51520000 403313	FILTER REHABILITATION	0	0	0	27,000	27,000	27,000	N/A
51520000 403320	MAINT SERVICE CONTRACTS	18,760	32,590	31,593	36,000	36,000	36,000	10.5%
51520000 403321	ELEVATED TANK MAINT	0	0	12,753	10,000	10,000	10,000	N/A
51520000 403322	GENERATOR	0	0	0	23,000	23,000	23,000	N/A
51520000 403330	HVAC MAINTENANCE	0	1,300	1,280	0	0	0	-100.0%
51520000 403380	SECURITY MONITORING	0	1,650	2,154	4,200	4,200	4,200	154.5%
51520000 403420	SCADA CONTRACTS	16,000	21,000	21,172	21,000	21,000	21,000	0.0%
51520000 403710	SLUDGE DISPOSAL	9,054	11,000	10,829	13,000	13,000	13,000	18.2%
51520000 405110	ELECTRICITY	16,659	13,000	11,330	13,000	13,000	13,000	0.0%
51520000 405120	PROPANE	8,791	18,350	15,059	9,000	9,000	9,000	-51.0%
51520000 405230	COMMUNICATIONS	12,330	13,800	11,330	11,000	11,000	11,000	-20.3%
51520000 405410	LEASED / RENTED EQUIPMENT	0	1,500	1,477	0	0	0	-100.0%
51520000 405550	SAFETY TRAINING	3,867	6,000	1,698	5,000	5,000	5,000	-16.7%
51520000 405700	WATER SAMPLES	10,345	16,000	14,401	16,000	16,000	16,000	0.0%
51520000 405720	PERMITS	2,166	6,390	2,177	6,800	6,800	6,800	6.4%
51520000 405800	GENERAL EXPENSES	1,153	560	385	1,100	1,100	1,100	96.4%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request				
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget	
51520000	405865	UTILITY LINE REPAIRS	26,108	37,000	35,272	57,000	57,000	52,000	40.5%
51520000	405870	LEAK DETECTION	2,070	3,100	2,250	3,100	3,100	3,100	0.0%
51520000	405875	CROSS CONNECTIONS	0	50	0	3,400	3,400	3,400	6700.0%
51520000	406090	COMPUTER UPGRADES	60	2,000	1,993	2,000	2,000	2,000	0.0%
51520000	406100	PLANT SUPPLIES	3,459	4,000	8,286	6,000	6,000	6,000	50.0%
51520000	406120	NEW EQUIPMENT & TOOLS	7,826	23,500	26,863	33,000	33,000	33,000	40.4%
51520000	406130	LAB EQUIPMENT	630	6,350	6,329	7,000	7,000	7,000	10.2%
51520000	406140	LAB SUPPLIES	11,399	14,500	13,334	16,500	16,500	16,500	13.8%
51520000	406150	CHEMICALS-PLANT	21,787	19,598	20,066	26,000	26,000	26,000	32.7%
51520000	406170	PREV MAINT SUPPLIES	1,135	1,500	1,627	2,500	2,500	2,500	66.7%
Total Exp.	PLANT	196,654	300,888	300,140	393,600	383,600	378,600	25.8%	
	PLANT-OTHER								
51530000	403130	FINANCIAL ADVISOR	27,493	20,000	20,041	25,000	25,000	25,000	25.0%
51530000	403135	LONG-RANGE PLANNING	0	20,000	0	180,000	150,000	150,000	650.0%
51530000	403140	CONSULTANTS - ENGINEERING	36,260	64,995	21,430	60,000	45,000	45,000	-30.8%
51530000	403170	BANK SERVICE CHARGE	0	500	0	0	0	0	-100.0%
51530000	403395	MOWING	6,575	9,000	5,400	8,000	8,000	6,500	-27.8%
51530000	403410	GIS LAYERS	1,350	20,000	7,391	20,000	20,000	20,000	0.0%
51530000	403600	ADVERTISING	0	0	0	500	500	500	N/A
51530000	403650	HUMAN RESOURCES SERVICES	0	1,160	1,155	0	0	0	-100.0%
51530000	403810	WATERSHED MGT	1,435	7,870	7,978	14,200	14,200	14,200	80.4%
51530000	403820	FORESTRY MGT	0	330	330	3,500	3,500	3,500	960.6%
51530000	405210	POSTAGE/MAILINGS	6,848	14,000	9,187	14,000	14,000	13,000	-7.1%
51530000	405540	TRAVEL AND TRAINING	2,407	6,000	4,640	8,000	8,000	8,000	33.3%
51530000	405710	ENVIRONMENTAL COMPLIANCE	0	2,000	305	2,000	2,000	1,500	-25.0%
51530000	405810	DUES & SUBSCRIPTIONS	1,560	1,100	730	900	900	900	-18.2%
51530000	405720	PERMITS	8,121	8,200	8,193	8,200	8,200	8,200	0.0%
51530000	405740	ADOPT A HYDRANT	0	0	0	0	0	0	N/A
51530000	405750	WATER CONSERV REBATES	300	0	0	0	0	0	N/A
51530000	405860	WATER DEPT EMERGENCY	0	500	0	500	500	500	0.0%
51530000	406100	ADMIN SUPPLIES	105	300	136	300	300	300	0.0%
51530000	406180	VEHICLE MAINT AND FUEL	15,331	15,000	14,665	16,000	16,000	16,000	6.7%
51530000	406240	PUBLIC INFORMATION / EDUCATION	0	500	0	500	500	500	0.0%
51530000	406240	PURCHASED WATER	33,455	40,000	32,351	50,000	50,000	50,000	25.0%
Total Exp.	PLANT-OTHER	141,241	231,455	133,932	411,600	366,600	363,600	57.1%	

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
WELL								
51540000 403313	WELL REHABILITATION	0	0	0	49,500	49,500	49,500	N/A
51540000 403315	REPAIRS & MAINTENANCE	44,263	27,500	30,765	45,000	45,000	45,000	63.6%
51540000 403380	SECURITY MONITORING	0	625	883	0	0	0	-100.0%
51540000 403320	CONTRACTS	5,246	9,375	9,343	7,000	7,000	7,000	-25.3%
51540000 403800	CARBON CHANGE-OUT	18,680	18,350	18,350	20,000	20,000	20,000	9.0%
51540000 405110	ELECTRICITY	63,993	56,818	56,384	41,000	41,000	41,000	-27.8%
51540000 405120	PROPANE	0	0	293	0	0	0	N/A
51540000 405230	COMMUNICATIONS	1,026	1,000	1,459	1,800	1,800	1,800	80.0%
51540000 405700	WATER SAMPLES	1,507	4,000	3,358	3,000	3,000	3,000	-25.0%
51540000 406100	SUPPLIES	14,925	23,500	21,236	26,500	26,500	26,500	12.8%
51540000 406150	CHEMICALS	21,155	18,000	16,368	28,000	28,000	28,000	55.6%
51540000 406170	EQUIP MAINT SUPPLIES	4,314	5,000	4,709	6,000	6,000	6,000	20.0%
Total Exp.	WELL	175,109	164,168	163,148	227,800	227,800	227,800	38.8%
METER READING								
51550000 403320	CONTRACTS	812	1,500	0	1,500	1,500	1,500	0.0%
51550000 406120	METER TOOLS & EQUIPMENT	7,499	9,000	6,122	5,000	5,000	5,000	-44.4%
51550000 406190	NEW WATER METERS	11,468	17,700	22,888	15,000	15,000	15,000	-15.3%
51550000 406200	TOUCH READ HDW	9,435	4,300	3,406	7,000	7,000	7,000	62.8%
51550000 406210	REPLACEMENT WATER METERS	2,185	7,000	6,975	52,000	52,000	47,000	571.4%
Total Exp.	METER READING	31,398	39,500	39,391	80,500	80,500	75,500	91.1%
DEBT RETIREMENT								
51950000 409200	DEPRECIATION EXP	329,182	334,250	334,250	329,184	329,184	329,184	-1.5%
51950000 409400	INTEREST EXPENSE	443,905	559,469	559,469	297,665	297,665	297,665	-46.8%
51950000 409500	BOND ISSUE COSTS	0	212,798	212,798	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	773,087	1,106,517	1,106,517	626,849	626,849	626,849	-43.3%
CAPITAL OUTLAY								
51940000 408000	ROLLING STOCK	0	44,084	44,084	42,000	42,000	42,000	-4.7%
51940000 408020	VAC-CON LEASE/PURCHASE	0	19,000	18,700	19,000	19,000	19,000	0.0%
Total Exp.	CAPITAL OUTLAY	0	63,084	62,784	61,000	61,000	61,000	-3.3%
ADJUSTMENTS & TRANSFERS								

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
51990000-407110	COMPENSATION STUDY IMPLEMENTATION	0	0	0	12,500	13,053	0	N/A
51990000 402200	GASB 68 PENSION EXPENSE	9,093	0	0	0	0	0	N/A
51990000 407200	BAD DEBT EXPENSE	0	0	54	0	0	0	N/A
51990000 490310	TRANSFERS TO CAPITAL FUND	57,390	862,118	862,118	1,110,062	1,110,062	1,110,062	28.8%
51990000 490501	CONTINGENCY - OPERATING RESERVE	0	695,601	0	853,291	986,481	1,012,534	45.6%
Total Exp.	ADJUSTMENTS & TRANSFERS	66,483	1,557,719	862,172	1,975,853	2,109,596	2,122,596	36.3%
TOTAL EXPENSE WATER		2,835,303	4,778,526	3,982,422	5,294,821	5,294,821	5,294,822	10.8%
#Current Budget reflects all approved budget amendments and transfers in FY 2018.								

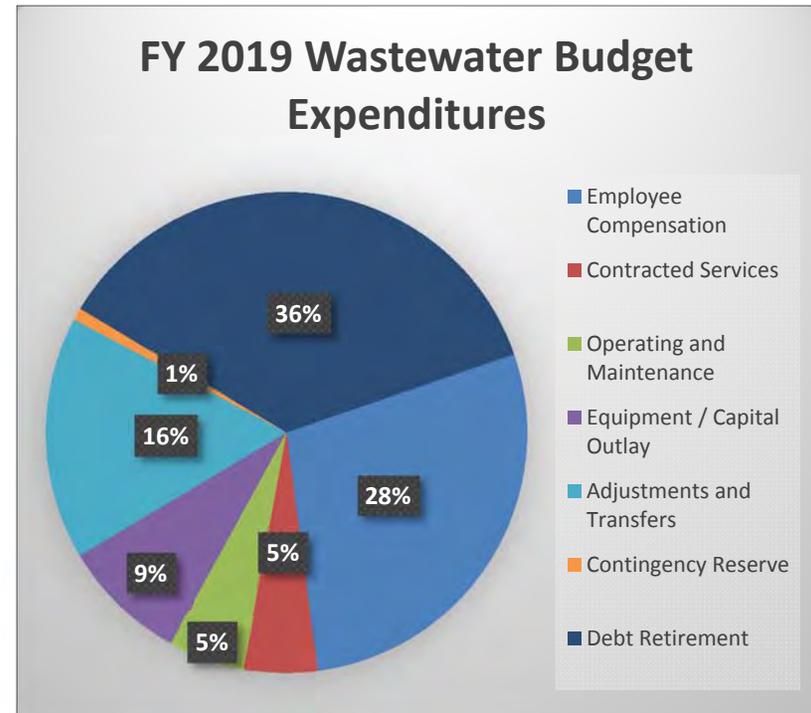
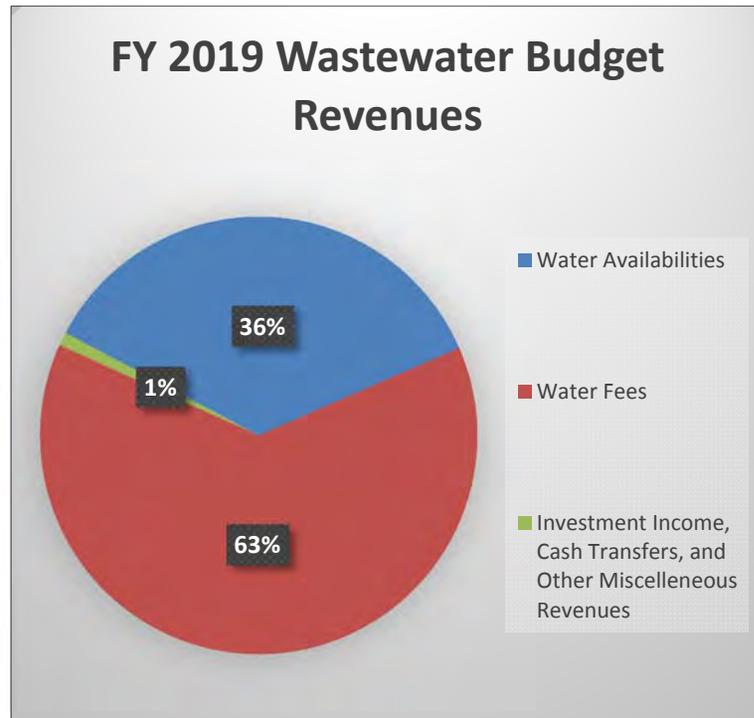
OPERATING BUDGET REVENUES

		FY 2017	FY 2018		FY 2019		
		Actual	Current Budget#	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
WASTEWATER FUND							
52360000-381000	WASTEWATER AVAILABILITIES	2,224,800	1,836,000	2,332,800	2,192,400	1,718,860	-6.4%
52360000-381100	WATER METER FEES	0	0	14,652	13,745	13,745	N/A
52360000-381200	WASTEWATER PROFFER	0	0	20,000	0	0	N/A
52360000-382000	WASTEWATER USAGE FEES	2,893,262	2,874,114	2,929,427	3,050,851	3,050,851	6.1%
52360000-382200	MISCELLANEOUS INCOME	12,465	5,000	3,234	5,000	5,000	0.0%
52360000-382400	VEHICLE COMP. REIMB.	299	280	312	300	300	7.1%
52360000-382500	GARNISHMENT FEE	0	0	55	0	0	N/A
52360000-384000	PENALTIES AND INTEREST	25,419	25,000	26,264	26,000	26,000	4.0%
52360000-385000	INVESTMENT INCOME	7,217	9,750	31,251	28,800	28,800	N/A
52360000-385200	PROCEEDS FROM PROPERTY	300,000	0	0	0	0	N/A
52360000-398502	TRANSFER IN CASH RESERVES	0	0	0	0	14,000	N/A
Total Revenues	WASTEWATER FUND	5,463,462	4,750,144	5,357,995	5,317,096	4,857,556	2.3%
<small>#Current Budget reflects all approved budget amendments and transfers in FY 2018.</small>							
Grand Total Operating Budget		20,954,580	25,198,220	27,289,594	21,308,752	20,849,212	-17.3%

PUBLIC WORKS - Wastewater

FUNDING SOURCES AND EXPENDITURES

The Wastewater Fund is a public utility enterprise fund that collects revenue and fees to cover its cost. The fund is not supported by any Town general fund tax revenues. The following charts display the FY 2019 budget revenues and expenditures totaling \$4.86 million.



WHAT WE DO:

Treat the wastewater from the Town of Purcellville users to meet or exceed the strict Federal, State, and local requirements and be a positive impact on the local environment.

WHO WE ARE:

The Wastewater staff works in the Basham Simms Wastewater Facility built in 2002 and upgraded/expanded in 2010. The Town of Purcellville has about 35 miles of sewer lines including 2.5 miles of force mains, five town maintained pump stations. The treatment process includes coarse screening, grit removal, primary clarification, fine screening, enhanced nutrient removal in a membrane biological reactor, and ultraviolet radiation disinfection.

WHAT WE SPEND:

By Expense Category	FY 2017	FY 2018			FY 2019			
	Actual	Original Budget	Final Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Original Budget
Wastewater								
Employee Compensation	1,444,281	1,322,589	1,302,804	1,311,221	1,448,607	1,369,864	1,369,864	4%
Contracted Services	183,603	207,700	279,000	182,516	320,622	242,622	241,122	16%
Operating and Maintenance	208,612	429,565	233,025	208,359	248,200	248,200	247,700	-42%
Equipment / Capital Outlay	157,809	121,000	243,900	216,702	416,000	416,000	411,000	240%
Adjustments and Transfers	9,256	160,000	160,000	160,158	806,100	806,339	793,600	396%
Contingency Reserve	0	668,985	351,318	0	322,971	479,475	39,674	-94%
Debt Retirement	1,857,085	1,840,305	2,178,472	2,189,144	1,754,596	1,754,596	1,754,596	-5%
Totals	3,860,647	4,750,144	4,748,519	4,268,100	5,317,096	5,317,096	4,857,556	2%

Final FY 2018 Budget reflects all approved budget amendments and transfers in FY 2018. Amounts may not equal due to rounding.

Budget Overview

FY 19 Budget Highlights

- Sewer Fee rates increased by 2 percent in FY 2019. Wastewater Sewer Fee revenue is anticipated to rise to \$3.05 million from \$2.87 million.
- Sewer availability fees are expected to decrease by 6 percent from \$1.84 million in FY 2018 to \$1.72 million to FY 2019. The Ball property developer agreed to build a new West End Pump Station. As part of the agreement, the Town will reduce the developer's sewer availability fee by 10 availabilities in FY 2019 (\$473,540) and another 2 availabilities in FY 2020 (\$94,708). The Town will save \$383,580 overall under the agreement by the developer building the structure instead of the Town.
- Due to the lower sewer availability fees, the Contingency Reserve account decreased by 94 percent from the original FY 2018 budget. In FY 2019, the adopted budget allocates \$39,674 to the Contingency Reserves. The contingency reserve funds are available to the Wastewater Division for abnormal equipment breakdown or some other emergency situation that causes the actual operating expenditures to exceed budget.
- Equipment and Capital Outlay increased by \$290,000 or 240 percent due to one-time expenditures for new equipment purchases, water meter replacements, and a crane truck used in the Wastewater plant operations. The proposed budget procures 2 of the 4 pumps within the Wastewater Plant for the upcoming membrane change-out.
- The proposed budget includes several Capital Improvement Program (CIP) projects transferring \$0.79 million to these projects. The projects are detailed in the CIP section of the budget.

Future Outlook

- The Virginia Department of Environmental Quality (DEQ) requires that Wastewater plants monitor their operations 16 hours a day, 7 days a week when the plant reaches an average of 750,000 gallons per day (gpd) over a 3 month period; an increase from the current operational monitoring schedule of 12 hours a day, 7 days a week. Once this tier is reached, the Wastewater Department will need an additional 1 to 1.5 employees to comply with DEQ's requirements. Currently, the Town of Purcellville Wastewater plant averages 590,000 gpd annually; however, usage has been as high as 750,000 in a 1 month period.

- To provide the necessary infrastructure, the Town will need to develop a sewer master plan that will enable the Town to determine pipe segments that are approaching their capacity and proposed future expansion of the sewer system to be contemplated without producing downstream ramifications. This study will be requested in the FY 2020 operating budget.
- Water availabilities / connection fees are currently 36 percent of the total budget revenue in the Wastewater Fund. This revenue is variable since water availability revenue is one-time only revenue tied to new commercial or residential connections. Long-term revenue stability is a continued focus of the Town Council and staff.
- The Wastewater membrane used to remove contaminants has a 10 year life cycle. Based on this lifecycle, the membrane replacement is scheduled to be replaced in FY 2022. To lower the budget impact in the replacement year, the Town made a down payment in FY 2018 to procure the membrane. The Town will pay \$173,780 annually from FY 2019 – FY 2022 with an expected replacement in FY 2022. Additional information on the project can be found in the CIP section of the Budget.

HOW DID WE PERFORM:

The following represents key measures to determine Wastewater’s workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Daily Average number of gallons treated	Core	589,800	600,000	620,000
Performance Measures	Comp Plan, Core, Priority	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Total Number of Customer Complaints	Core	1	0	0
Total Number of Violations	Priority	0	0	0
Staff Retention Rate	Core	100%	100%	100%

WHAT IMPACT DID WE MAKE:

OUTCOMES AND RESULTS	
Desired Outcome	Results
Satisfy permit and regulatory requirements through accreditation from the Virginia Environmental Laboratory Accreditation Program	Maintained Lab accreditation in FY 2017
Promote environmental management systems and pollution prevention, green initiatives for recycling and energy conservation	Recycled 570 pounds of cardboard, plastics, and paper
Maintain wastewater facilities to ensure a safe working environment and compliance with State standards	No reported accidents



OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
WASTEWATER FUND								
WASTEWATER STAFF								
52610000 401100	SEWER STAFF	614,491	586,849	616,402	604,429	604,429	604,429	3.0%
52610000 401200	OVERTIME-SEWER	28,214	32,500	35,071	32,500	32,500	32,500	0.0%
52610000 401500	CHARGE BACK TO GF	550,587	439,216	439,216	571,970	493,226	493,226	12.3%
52610000 402100	SOCIAL SECURITY TAX	48,122	48,948	48,888	48,725	48,725	48,725	-0.5%
52610000 402200	RETIREMENT	45,966	47,677	45,858	46,118	46,118	46,118	-3.3%
52610000 402300	HEALTH INSURANCE	134,163	117,239	101,014	113,763	113,763	113,763	-3.0%
52610000 402400	LIFE INSURANCE	7,671	7,956	7,717	7,918	7,918	7,918	-0.5%
52610000 402500	LONG TERM DISABILITY INSURANCE	0	3,312	0	3,312	3,312	3,312	0.0%
52610000 402550	HYBRID DISABILITY PROGRAM	528	569	612	870	870	870	52.9%
52610000 402600	UNEMPLOYMENT CLAIM	494	0	64	0	0	0	N/A
52610000 402700	WORKERS COMP INSURANCE	6,309	7,703	6,220	7,668	7,668	7,668	-0.5%
52610000 402800	DEFERRED COMP MATCH	3,120	3,120	3,220	3,120	3,120	3,120	0.0%
52620000 402810	UNIFORMS	4,615	7,000	6,814	7,500	7,500	7,500	7.1%
52620000 402820	DRUG TESTING	0	715	125	715	715	715	0.0%
Total Exp.	WASTEWATER STAFF	1,444,281	1,302,804	1,311,221	1,448,607	1,369,864	1,369,864	5.1%
PLANT								
52620000 403310	BLDG REPAIRS & MAINTENANCE	47,018	55,950	52,272	45,800	37,800	37,800	-32.4%
52620000 403315	EQUIPMENT REPAIR & MAINTENANCE	14,281	20,000	12,947	20,000	20,000	20,000	0.0%
52620000 403320	CONTRACTS	23,691	29,375	21,153	38,600	38,600	38,600	31.4%
52620000 403330	HVAC MAINTENANCE	0	5,950	6,386	0	0	0	-100.0%
52620000 403380	BUILDING SECURITY	0	3,625	3,867	4,200	4,200	3,700	2.1%
52620000 403420	SCADA CONTRACTS	0	5,000	0	5,000	5,000	5,000	0.0%
52620000 403700	WASTE DISPOSAL	2,730	2,500	0	3,000	3,000	3,000	20.0%
52620000 403710	SLUDGE REMOVAL	27,687	32,000	31,899	32,000	32,000	32,000	0.0%
52620000 405110	ELECTRICITY	135,846	130,000	137,305	130,000	130,000	130,000	0.0%
52620000 405230	COMMUNICATIONS	10,050	10,000	12,899	10,000	10,000	10,000	0.0%
52620000 405410	LEASED / RENTED EQUIPMENT	0	2,200	2,404	0	0	0	-100.0%
52620000 405550	SAFETY	3,981	9,850	4,404	12,000	12,000	12,000	21.8%
52620000 405720	PERMITS	10,424	8,600	7,984	8,500	8,500	8,500	-1.2%
52620000 405865	UTILITY LINE REPAIRS	19,683	32,000	2,671	32,000	32,000	32,000	0.0%
52620000 406100	PLANT SUPPLIES	1,277	5,000	1,884	5,000	5,000	5,000	0.0%
52620000 406120	NEW PLANT EQUIPMENT	5,257	20,000	2,309	66,000	66,000	66,000	230.0%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY18 Current Budget
52620000 406150	CHEMICALS	74,188	80,000	84,767	82,000	82,000	82,000	2.5%
52620000 406090	COMPUTER OPERATIONS	1,922	5,000	3,493	5,000	5,000	5,000	0.0%
Total Exp.	PLANT	378,036	457,050	388,644	499,100	491,100	490,600	7.3%
	LAB							
52625000 403315	LAB EQUIPMENT MAINTENANCE	0	0	0	6,522	6,522	6,522	N/A
52625000 405700	SAMPLE ANALYSIS	3,034	3,200	3,200	3,200	3,200	3,200	0.0%
52625000 405730	LAB CERTIFICATION	338	2,500	2,125	2,700	2,700	2,700	8.0%
52625000 406130	NEW LAB EQUIPMENT	1,456	11,400	10,410	6,200	6,200	6,200	-45.6%
52625000 406140	LAB SUPPLIES	28,622	32,000	29,817	32,300	32,300	32,300	0.9%
Total Exp.	LAB	33,450	49,100	45,552	50,922	50,922	50,922	3.7%
	PLANT- OTHER							
52630000 403130	FINANCIAL ADVISOR	26,121	20,000	20,041	20,000	20,000	20,000	0.0%
52630000 403135	LONG-RANGE PLANNING AND STUDIES	0	20,000	0	60,000	0	0	-100.0%
52630000 403140	PROFESSIONAL SERVICES	37,319	50,000	20,000	50,000	40,000	40,000	-20.0%
52630000 403170	BANK SERVICE CHARGE	0	500	0	0	0	0	-100.0%
52630000 403395	MOWING	364	2,500	718	2,500	2,500	2,500	0.0%
52630000 403410	GIS LAYERS	1,350	15,000	7,391	15,000	15,000	14,000	-6.7%
52630000 403450	SOFTWARE MAINTENANCE SERVICES	0	500	500	500	500	500	0.0%
52630000 403600	RECRUITING/ADVERTISE	0	0	0	1,000	1,000	1,000	N/A
52630000 403650	HUMAN RESOURCES SERVICES	0	1,625	1,601	0	0	0	-100.0%
52630000 405210	POSTAGE/MAILINGS	7,821	9,000	9,631	9,000	9,000	9,000	0.0%
52630000 405540	TRAINING	2,952	3,500	2,119	5,000	5,000	5,000	42.9%
52630000 405710	ENVIRONMENTAL COMPLIANCE	0	1,000	0	14,500	14,500	14,000	1300.0%
52630000 405800	GENERAL EXPENSES	351	4,875	4,750	5,000	5,000	5,000	2.6%
52630000 405810	DUES & SUBSCRIPTIONS	432	1,000	1,058	1,000	1,000	1,000	0.0%
52630000 405860	SEWER DEPT. EMERGENCY	0	3,000	1,306	3,000	3,000	3,000	0.0%
52630000 406100	ADMINISTRATIVE SUPPLIES	33	500	141	500	500	500	0.0%
52630000 406180	VEHICLE MAINT	6,439	8,000	7,798	8,000	8,000	8,000	0.0%
Total Exp.	PLANT- OTHER	83,184	141,000	77,054	195,000	125,000	123,500	-12.4%
	PUMP STATIONS							
52640000 403315	EQUIP REPAIRS & MAINTENANCE	1,916	10,000	3,741	10,000	10,000	10,000	0.0%
52640000 403320	CONTRACTS/MAINTENANCE	314	4,600	0	5,000	5,000	5,000	8.7%
52640000 405110	ELECTRICITY	12,969	9,200	13,425	9,200	9,200	9,200	0.0%

OPERATING BUDGET EXPENDITURES

		FY 2017	FY 2018		FY 2019 Request			% Change FY18 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
52640000 405120	PROPANE	0	2,500	2,160	2,500	2,500	2,500	0.0%
52640000 405230	COMMUNICATIONS	729	600	918	600	600	600	0.0%
52640000 406120	EQUIPMENT - PUMP STATION	7,698	25,000	19,414	25,000	25,000	25,000	0.0%
Total Exp.	PUMP STATIONS	23,627	51,900	39,658	52,300	52,300	52,300	0.8%
	METER READING							
52650000 403320	CONTRACTS	812	1,500	0	1,500	1,500	1,500	0.0%
52650000 406120	METER TOOLS & EQUIPMENT	7,499	9,000	9,000	9,000	9,000	9,000	0.0%
52650000 406190	NEW WATER METERS	11,468	15,000	15,000	15,000	15,000	15,000	0.0%
52650000 406200	AMR HARDWARE	9,766	7,000	7,000	7,000	7,000	7,000	0.0%
52650000 406210	WATER METER REPLACEMENT	2,185	7,000	6,769	52,000	52,000	47,000	571.4%
Total Exp.	METER READING	31,729	39,500	37,769	84,500	84,500	79,500	101.3%
	CAPITAL OUTLAY							
52940000 408000	ROLLING STOCK	0	0	0	84,000	84,000	84,000	N/A
52940000 408020	VAC-CON LEASE/PURCHASE	0	19,000	18,900	19,000	19,000	19,000	0.0%
Total Exp.	CAPITAL OUTLAY	0	19,000	18,900	103,000	103,000	103,000	442.1%
	ADJUST & TRANSFERS							
52990000-407110	COMPENSATION STUDY IMPLEMENTATION	0	0	0	12,500	12,739	0	N/A
52990000 490320	TRANSFER TO CAPITAL FUND	0	160,000	160,000	793,600	793,600	793,600	396.0%
52990000 407200	BAD DEBT EXPENSE	0	0	158	0	0	0	N/A
52990000 402200	GASB 68 PENSION EXPENSE	9,256	0	0	0	0	0	N/A
52990000 490502	CONTINGENCY - OPERATING RESERVE	0	351,318	0	322,971	479,475	39,674	-88.7%
Total Exp.	ADJUST & TRANSFERS	9,256	511,318	160,158	1,129,071	1,285,814	833,274	63.0%
	DEBT RETIREMENT							
52950000 409200	DEPRECIATION EXP	725,471	714,500	725,172	725,172	725,172	725,172	1.5%
52950000 409400	INTEREST EXPENSE	1,131,614	1,125,805	1,125,805	1,029,424	1,029,424	1,029,424	-8.6%
52950000 409500	BOND ISSUE COSTS	0	338,167	338,167	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	1,857,085	2,178,472	2,189,144	1,754,596	1,754,596	1,754,596	-19.5%
TOTAL EXPENSE WASTEWATER		3,860,647	4,750,144	4,268,100	5,317,096	5,317,096	4,857,556	2.3%
#Current Budget reflects all approved budget amendments and transfers in FY 2018.								
TOTAL OPERATING BUDGET		15,754,637	25,198,220	23,104,379	21,786,516	21,308,752	20,849,212	-17.3%

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Capital Improvement Program (CIP)

The capital improvement program is included within this document in both summary form and project level detail to provide a fuller description of the planned Town's financial transactions.

- Management Summary
- Capital Improvement Program Overview
- Governmental Funds Summary
- Governmental Funds Detail Sheets
- Water Fund Summary
- Water Fund Detail Sheets
- Wastewater Fund Summary
- Wastewater Fund Detail Sheets
- Long-Term Future Projects
- Loudoun County Fields Farm School Settlement Reconciliation
- NVT A Reconciliation

Capital Improvement Plan (CIP) Management Summary

Capital Improvement Plan

The Town of Purcellville's Capital Improvement Plan (CIP) represents a guide for future financial decisions, annual budgeting and coordination of major enhancements of the Town's public facilities and other public infrastructure over the next five (5) fiscal years. The CIP, which is reviewed and updated annually, also reflects the strategic initiatives and operating goals of the Town Council and works toward recognizing development trends and impacts identified in the Town's Comprehensive Plan. Capital projects for financial planning purposes are defined as a construction, renovation or demolition project, or acquisition of land or other assets, with a value of \$50,000 or more and a useful life exceeding five (5) years. The Town's CIP authorizes funding for projects identified in the current budget year and establishes a plan for prioritizing and identifying funding for projects in future years.

Capital Project Overview

Proposed 5-Year CIP:

- 25 total projects with a cost of \$15,200,972 over the next 5 years
- General Fund - 11 projects with a cost of \$6,317,890
- Water Fund - 8 projects with a cost of \$5,681,782
- Wastewater Fund - 6 projects with a cost of \$3,201,300

Long-Term Future Projects:

- 14 total projects with a cost of \$16,251,500
- General Fund - 4 projects with a cost of \$7,139,000
- Water Fund - 10 projects with a cost of \$9,112,500
- Wastewater Fund - 0 projects with a cost of \$0

How the CIP is Organized

Capital projects within the CIP are divided by fund (Governmental Funds, Water Fund and Wastewater Fund). Summary charts by funding source and project name are available to show annual project totals.

5-Year CIP Projects: A detailed project sheet is included for each capital project. Project budgets are generally revised each year as funding, planning, design and other factors affect cost estimates. The project sheets include:

- **Status-** Projects may be new, ongoing from previous fiscal years or complete.
- **Project Ranking-** Projects are ranked within the specific fund based on identified need using an internal ranking system.
- **Program Description-** Provides a project overview, relevant background, anticipated benefits, challenges and progress updates.

- **Operating Impact**- Relevant information regarding ongoing or future operating costs associated with the project are included to better illustrate longer-term impacts and costs associated with the project once completed.
- **Goals Addressed**- Explains how a project relates to strategic initiatives or operating goals established by Town Council or included in the Town’s Comprehensive Plan.
- **Significant Dates**- Provides a high level project timeline.
- **Planned Uses**- Project costs such as land, design, construction, professional services and miscellaneous are listed by fiscal year and total project.
- **Funding Sources**- Projects often have more than one funding source and may include:
 - **Bonds**- Municipal bonds are debt instruments and may be designated as either General Obligation (GO) or Revenue bonds and tax-exempt or taxable. General Obligation bonds are backed by the total taxing power of the government and Revenue bonds are guaranteed by specific revenues generated by the government and are often associated with enterprise fund projects. Bonds may also be either tax-exempt, with considerable IRS restrictions, or taxable. Currently, all Town bonds are GO.
 - **Cash**- Cash may be transferred from any of the 3 operating funds or unassigned fund balance.
 - **Intergovernmental Support and Grants**- Funding support and grants may be available from other government agencies (Federal, State, Loudoun County, Virginia Department of Transportation (VDOT), Northern Virginia Transportation Authority (NVTA) and others).
 - **Proffers, Donations and Settlements**- Proffers and monetary donations may be offered by others which help defray the impacts of a development or project on Town facilities. The Town received \$5.780 million in funds for transportation projects from Loudoun County via a legal settlement in 2008.

Long-Term Future Projects: Although not included in the 5-Year CIP plan for FY19 budget approval, long-term future projects are listed for utility rate modeling and planning purposes. Often these projects lack identified funding sources or other projects details have not been resolved sufficiently for project commitment. However, inclusion in the CIP is important so that future needs can be prioritized and funding sources can be identified. The identified priorities and estimated project costs are also helpful for long term financial plan modeling past the 5 year period covered by the CIP. As each year progresses, the project will move closer to being “active” unless the project is deferred or delayed.

CIP Development Process

As the CIP is a multi-year plan, Town staff meets monthly to review project progress and budget compliance. Council may provide future CIP direction as needs are identified and during the Council’s annual Strategic Planning Session held in late summer. In the fall, the Finance Department requests that Town Department Heads identify new capital projects for consideration during the annual budget preparation process. In addition, Finance staff updates the project detail sheet funding, expenditure and other details for

each project in preparation of the new fiscal year's budget. In January/February, Council meets in a special work session to review the draft CIP, prioritize projects and discuss funding sources in advance of the release of the proposed budget in March and may discuss the CIP throughout the budget deliberation process. In accordance with Code of Virginia, the Town's operating and capital budget must be adopted by Council for the next fiscal year on or before June 30th each year.

A number of important concepts guide the development of the CIP:

- The CIP is an important financial and project planning document developed in conjunction with the annual operating budget preparation process consistent with the Town's Financial Policy Guidelines, the Town's Comprehensive Plan and Council's Strategic Initiatives.
- CIP projects should be expected to result in an asset or physical infrastructure project with a value exceeding \$50,000 and a useful life of 5 or more years.
- All projects should be thoroughly studied with a strong commitment from elected leaders and staff prior to inclusion in the CIP. Abandonment of a CIP project can be costly with fiscal and accounting consequences, especially after work on the project begins or funding is obtained. Preliminary studies and project evaluation costs needed to determine the merit of a project's inclusion in the CIP are best managed in the Town's operating budget.
- Projects should not be included in the 5-Year CIP until all funding sources are identified.
- The Long-Term Future Projects listing is used to track the Town's capital needs prior to placement in the CIP.
- As project funding sources are limited, it is beneficial to look at the CIP in a holistic manner over a 5 year period. Moving specific projects forward without weighing the merits against all Town capital needs can be short sighted as it may displace more critical needs and upset the Town's financial planning process.
- In order to minimize issuance costs associated with new bonds, it is important to look at the CIP in a holistic manner when developing the Town's financing plan.
- Before applying for grants, Council and staff should fully understand and support the grant's matching requirements.
- The Town's operating budget should reflect CIP related operating revenue and expenditure impacts (i.e.: use of unassigned fund balance, pay-as-you-go cash funding, debt service, preliminary studies, operational costs, asset maintenance costs, bond issuance costs).
- Debt Policies:
 - Debt service expenditures as a percentage of expenditures should not exceed 15%.
 - Bonded debt of the Town shall not exceed 2% of the total assessed value of taxable property.
- Reserve Policies:
 - Unassigned Governmental Fund balance should be a minimum of \$3 million or 30% of total revenues.
 - Utility cash and equivalents should exceed 100% of total operating expenditures and debt service.

Glossary of CIP Terms:

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government’s long-term needs.

Capital Project - A major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town’s physical assets or significantly increases an asset’s useful life and its value at or in excess of \$50,000. The project must have a useful life in excess of five years; also called capital improvements.

County Settlement – Transportation project funding received from Loudoun County as part a lawsuit settlement that included the Town’s annexation of a portion of Fields Farm, Woodgrove High School and Mountain View Elementary.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantor.

Proffer - A proffer is a voluntary commitment from a landowner or developer to reduce or eliminate the impact of new development on neighboring properties and the county.

Abbreviations	Full Name
BRMS	Blue Ridge Middle School
HOA	Homeowner’s Association
Imp	Improvements
LF	Linear Feet
LVSC	Loudoun Valley Shopping Center
NVTA	Northern Virginia Transportation Authority
PLC	Program Logistic Controller
ROW	Right of Way
SLAF	Stormwater Local Assistance Fund
VA DEQ	The Virginia Department of Environmental Quality
VDOT	Virginia Department of Transportation

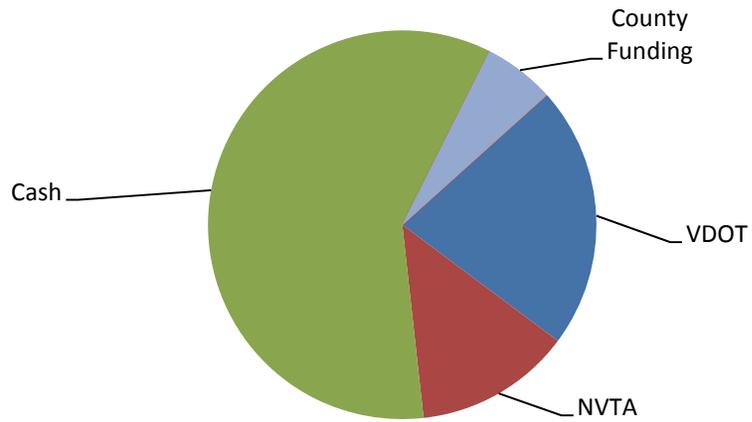
Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	6,667,246	2,011,716	1,911,247	777,184	1,967,099	-	-	-	2,744,283
NVTA	2,999,660	199,670	817,406	464,188	1,518,396	-	-	-	1,982,584
Cash	8,875,911	425,475	2,201,915	2,103,662	1,749,500	1,883,579	511,780	-	6,248,521
County Settlement	991,443	808,909	182,534	-	-	-	-	-	-
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Proffers	592,838	-	357,403	-	235,435	-	-	-	235,435
County Funding	2,049,980	582,041	1,257,790	210,149	-	-	-	-	210,149
Federal Earmark	499,915	499,915	-	-	-	-	-	-	-
Bonds-SunTrust (08)	97,653	97,653	-	-	-	-	-	-	-
Bonds-Cardinal (12)	278,769	169,912	108,857	-	-	-	-	-	-
Other	238,993	238,993	-	-	-	-	-	-	-
New Loan	3,780,000	-	-	-	2,080,000	1,700,000	-	-	3,780,000
	27,372,408	5,034,284	7,137,152	3,555,183	7,550,430	3,583,579	511,780	-	15,200,972

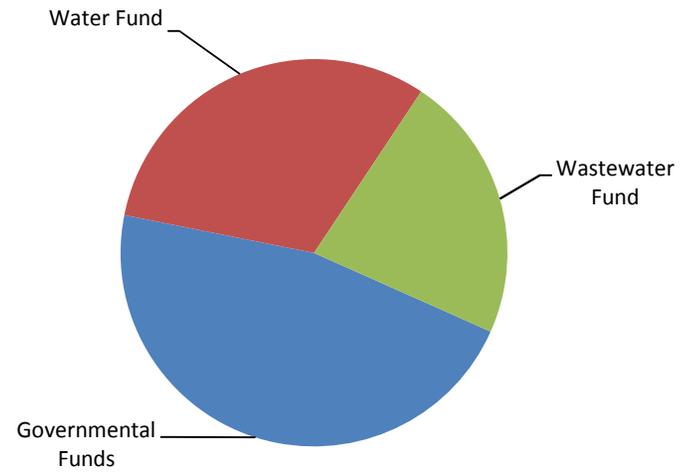
CIP Uses by Fund

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Governmental Funds	16,265,088	4,732,950	5,214,248	1,651,521	3,916,930	411,439	338,000	-	6,317,890
Water Fund	7,546,020	301,334	1,562,904	1,110,062	2,771,720	1,800,000	-	-	5,681,782
Wastewater Fund	3,561,300	-	360,000	793,600	861,780	1,372,140	173,780	-	3,201,300
	27,372,408	5,034,284	7,137,152	3,555,183	7,550,430	3,583,579	511,780	-	15,200,972

CIP Sources by Type (2019)



CIP Uses by Fund (2019)



Governmental Funds Projects

Capital Improvement Program

5 Year CIP

Governmental Funds

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	6,667,246	2,011,716	1,911,247	777,184	1,967,099	-	-	-	2,744,283
NVTA	2,999,660	199,670	817,406	464,188	1,518,396	-	-	-	1,982,584
Cash	1,888,869	355,562	387,868	200,000	196,000	411,439	338,000	-	1,145,439
County Settlement	991,443	808,909	182,534	-	-	-	-	-	-
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Proffers	592,838	-	357,403	-	235,435	-	-	-	235,435
County Funding	2,049,980	582,041	1,257,790	210,149	-	-	-	-	210,149
Federal Earmark	499,915	499,915	-	-	-	-	-	-	-
Bonds-SunTrust (08)	97,653	97,653	-	-	-	-	-	-	-
Other	177,484	177,484	-	-	-	-	-	-	-
	16,265,088	4,732,950	5,214,248	1,651,521	3,916,930	411,439	338,000	-	6,317,890

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Downtown Streetscapes PH 2	1,539,384	1,539,384	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement	1,407,011	1,407,011	-	-	-	-	-	-	-
County Funded Fireman's Field Upgrades	770,218	732,041	38,177	-	-	-	-	-	-
A Street Trail from BRMS to Maple	875,000	-	875,000	-	-	-	-	-	-
Hirst Road Improvements	1,090,446	21,597	1,068,849	-	-	-	-	-	-
Hirst Farm Pond Conversion	600,000	-	600,000	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 1	705,489	429,489	276,000	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2	1,144,302	-	100,000	358,372	685,930	-	-	-	1,044,302
Nursery Avenue Improvements	1,823,150	366,828	1,456,322	-	-	-	-	-	-
32nd & A Street Intersection Imp	1,012,000	31,750	582,250	398,000	-	-	-	-	398,000
Upgrade Financial Software	422,500	204,850	217,650	-	-	-	-	-	-
12th Street Improvements	2,000,000	-	-	220,000	1,780,000	-	-	-	2,000,000
32nd & Main Intersection Improvements	900,000	-	-	120,000	780,000	-	-	-	900,000
Hatcher Avenue Sidewalk Improvements	620,000	-	-	145,000	475,000	-	-	-	620,000
Path from LVHS to Sutton Drive	114,885	-	-	114,885	-	-	-	-	114,885
Pedestrian Linkage 32nd Street	95,264	-	-	95,264	-	-	-	-	95,264
1 Police Station	150,000	-	-	-	-	150,000	-	-	150,000
2 Outdoor Stage-Dillon's Woods	50,000	-	-	50,000	-	-	-	-	50,000
3 Fireman's Field Upgrades	300,000	-	-	150,000	150,000	-	-	-	300,000
4 Purcellville Bike Park	645,439	-	-	-	46,000	261,439	338,000	-	645,439
	16,265,088	4,732,950	5,214,248	1,651,521	3,916,930	411,439	338,000	-	6,317,890

Denotes Cash Funded Projects

Capital Improvement Program

Funding Summary

Governmental Funds

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY 18	FY 19	FY 20	FY 21	FY 22	FY23	Total for 5-Yr-CIP
VDOT									
Downtown Streetscapes PH 2	568,511	568,511	-	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 1	464,283	193,803	270,480	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2	981,178	-	83,536	351,204	546,438	-	-	-	897,642
N. 21st St. Sidewalk Improvement	1,042,835	1,042,835	-	-	-	-	-	-	-
Hirst Road Improvements	545,223	7,011	538,212	-	-	-	-	-	-
Nursery Avenue Improvements	911,575	183,681	727,894	-	-	-	-	-	-
32nd & A Street Intersection Imp	506,000	15,875	291,125	199,000	-	-	-	-	199,000
12th Street Improvements	1,000,000	-	-	110,000	890,000	-	-	-	1,000,000
32nd & Main Intersection Improvements	383,472	-	-	49,255	334,217	-	-	-	383,472
Hatcher Avenue Sidewalk Improvements	264,169	-	-	67,725	196,444	-	-	-	264,169
	6,667,246	2,011,716	1,911,247	777,184	1,967,099	-	-	-	2,744,283
NVTA									
Main & Maple Intersection Imp Phase 1	648	648	-	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2	159,344	-	12,684	7,168	139,492	-	-	-	146,660
Nursery Avenue Improvements	696,744	183,147	513,597	-	-	-	-	-	-
32nd & A Street Intersection Imp	506,000	15,875	291,125	199,000	-	-	-	-	199,000
12th Street Improvements	1,000,000	-	-	110,000	890,000	-	-	-	1,000,000
32nd & Main Intersection Improvements	516,528	-	-	70,745	445,783	-	-	-	516,528
Hatcher Avenue Sidewalk Improvements	120,396	-	-	77,275	43,121	-	-	-	120,396
	2,999,660	199,670	817,406	464,188	1,518,396	-	-	-	1,982,584
Cash									
N. 21st St. Sidewalk Improvement	712	712	-	-	-	-	-	-	-
County Funded Fireman's Field Upgrades	170,218	150,000	20,218	-	-	-	-	-	-
Upgrade Financial Software	422,500	204,850	217,650	-	-	-	-	-	-
Hirst Farm Pond Conversion	150,000	-	150,000	-	-	-	-	-	-
Police Station	150,000	-	-	-	-	150,000	-	-	150,000
Fireman's Field Upgrades	300,000	-	-	150,000	150,000	-	-	-	300,000
Outdoor Stage-Dillon's Woods	50,000	-	-	50,000	-	-	-	-	50,000
Purcellville Bike Park	645,439	-	-	-	46,000	261,439	338,000	-	645,439
	1,888,869	355,562	387,868	200,000	196,000	411,439	338,000	-	1,145,439
County Settlement									
Downtown Streetscapes PH 2	470,958	470,958	-	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 1	11,220	5,700	5,520	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2	3,780	-	3,780	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement	317,665	317,665	-	-	-	-	-	-	-
Hirst Road Improvements	187,820	14,586	173,234	-	-	-	-	-	-
	991,443	808,909	182,534	-	-	-	-	-	-

Capital Improvement Program

Funding Summary

Governmental Funds

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY 18	FY 19	FY 20	FY 21	FY 22	FY23	Total for 5-Yr-CIP
SLAF Grant									
Hirst Farm Pond Conversion	300,000	-	300,000	-	-	-	-	-	-
	300,000	-	300,000	-	-	-	-	-	-
Proffers									
Hirst Road Improvements	357,403	-	357,403	-	-	-	-	-	-
Hatcher Avenue Sidewalk Improvements	235,435	-	-	-	235,435	-	-	-	235,435
	592,838	-	357,403	-	235,435	-	-	-	235,435
County Funding									
County Funded Fireman's Field Upgrades	600,000	582,041	17,959	-	-	-	-	-	-
Nursery Avenue Improvements	214,831	-	214,831	-	-	-	-	-	-
A Street Trail from BRMS to Maple	875,000	-	875,000	-	-	-	-	-	-
Hirst Farm Pond Conversion	150,000	-	150,000	-	-	-	-	-	-
Pedestrian Linkage 32nd Street	95,264	-	-	95,264	-	-	-	-	95,264
Path from LVHS to Sutton Drive	114,885	-	-	114,885	-	-	-	-	114,885
	2,049,980	582,041	1,257,790	210,149	-	-	-	-	210,149
Federal Earmark Allocation									
Downtown Streetscapes PH 2	499,915	499,915	-	-	-	-	-	-	-
	499,915	499,915	-	-	-	-	-	-	-
Bonds-Sun Trust (08)									
Main & Maple Intersection Imp Phase 1	54,168	54,168	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement	43,485	43,485	-	-	-	-	-	-	-
	97,653	97,653	-	-	-	-	-	-	-
Other									
Main & Maple Intersection Imp Phase 1	175,170	175,170	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement	2,314	2,314	-	-	-	-	-	-	-
	177,484	177,484	-	-	-	-	-	-	-
General Fund Total	16,265,088	4,732,950	5,214,248	1,651,521	3,916,930	411,439	338,000	-	6,317,890

TITLE: Downtown Streetscapes PH 2

STATUS: Complete

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: A phased project to enhance Downtown Purcellville, primarily 21st and 23rd Streets. Partial funding is through the Federal Transportation Enhancement Grant Program. Related work was completed several years ago, and included the downtown parking lot and gazebo, N. 23rd Street improvements, crosswalks on N. 23rd Street and N. 21st Street, and the hardscaping around the train station. Phase 2 includes new curb and gutter, sidewalk and roadway reconstruction from the intersection of N. 21st and Main Streets to the terminus of Phase 1 work. The work in Phase 2 is substantially complete, the final payment application has been submitted and final paperwork is under review.

OPERATING IMPACT: The town will be required to maintain the roadway, sidewalks, curb and gutter, crosswalks and storm sewer. Maintenance costs are unchanged for existing roadway and sidewalks that are replaced. Maintenance for new sidewalks is estimated below.

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity, preserve special community assets and promote attractive environments.
- Provide a high-quality transportation experience for all users and modes of transportation.
- Support community growth and maturation.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
	March 2015 (phase 2)	November 2015 (phase 2)



Capital Improvement Program

Governmental Funds

TITLE: Downtown Streetscapes PH 2

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	568,511	568,511	-	-	-	-	-	-	-
Federal Earmark	499,915	499,915	-	-	-	-	-	-	-
County Settlement	470,958	470,958	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,539,384	1,539,384	-	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	825	825	-	-	-	-	-	-	-
Engineering/Design	264,864	264,864	-	-	-	-	-	-	-
Construction	1,114,023	1,114,023	-	-	-	-	-	-	-
Professional Services	155,319	155,319	-	-	-	-	-	-	-
Miscellaneous	4,353	4,353	-	-	-	-	-	-	-
	1,539,384	1,539,384	-	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Sidewalk Maintenance	1,000	1,000	1,000	1,000	1,000	1,000	5,000

TITLE: N. 21st St. Sidewalk Improvement

STATUS: Complete

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. N 21st Street Project From Banbury Glen Ct to O St (1700 ft). This sidewalk section will connect two residential developments to the Downtown. Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

OPERATING IMPACT: The town will maintain the roadway, sidewalks, curb and gutter and storm sewer. Maintenance costs are unchanged for existing roadway and sidewalks that are replaced. Maintenance for new sidewalks, curb and gutter and storm sewer is estimated below.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
- Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
April 2009	January 2012	October 2016

Capital Improvement Program

Governmental Funds

TITLE: N. 21st St. Sidewalk Improvement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	1,042,835	1,042,835	-	-	-	-	-	-	-
County Settlement	317,665	317,665	-	-	-	-	-	-	-
Cash	712	712	-	-	-	-	-	-	-
Bonds-SunTrust (08)	43,485	43,485	-	-	-	-	-	-	-
Other	2,314	2,314	-	-	-	-	-	-	-
	1,407,011	1,407,011	-	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	34,713	34,713	-	-	-	-	-	-	-
Engineering/Design	279,466	279,466	-	-	-	-	-	-	-
Construction	975,000	975,000	-	-	-	-	-	-	-
Professional Services	117,832	117,832	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,407,011	1,407,011	-	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Lane Mile Maintenance	-	2,000	2,000	2,000	2,000	2,000	10,000

TITLE: County Funded Fireman's Field Upgrades

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Initially this project covered the design and construction of a control booth at the main entry point of Fireman's Field and the consolidation of several storage and maintenance sheds in to a single facility with use shared by Town, County and athletic league users. Due to a historic conservation easement on the property, all design elements are subject to the review and approval of the Virginia Department of Historic Resources. The project has also included the rebuild of the press box. The final upgrade to be completed is rebuilding the pavilion.



OPERATING IMPACT: Replaces existing buildings. Assume maintenance costs annually are .5% of building construction cost.

GOAL ADDRESSED: 2025 Comprehensive Plan

- People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by excellent education opportunities, outstanding recreational amenities, diverse and affordable housing, and quality social activities and support systems.
- Environment - Purcellville will be known as a community with high environmental standards and one that protects its heritage, special amenities and scenic views.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
October 2012	July 2013	June 2017

Capital Improvement Program

Governmental Funds

TITLE: County Funded Fireman's Field Upgrades

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	170,218	150,000	20,218	-	-	-	-	-	-
County Funding	600,000	582,041	17,959	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	770,218	732,041	38,177	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	99,675	99,675	-	-	-	-	-	-	-
Construction	639,774	601,597	38,177	-	-	-	-	-	-
Professional Services	20,298	20,298	-	-	-	-	-	-	-
Miscellaneous	10,471	10,471	-	-	-	-	-	-	-
	770,218	732,041	38,177	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Building Maintenance	-	1,800	1,800	1,800	1,800	1,800	9,000

TITLE: A Street Trail from BRMS to Maple

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Design and construction of a sidewalk/multipurpose trail along A Street from Blue Ridge Middle School to Maple Avenue. Funding for this project has been received from Loudoun County as part of their FY 18 adopted CIP budget.



OPERATING IMPACT: Minimal increase in sidewalk maintenance expenditures.

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Ensure Transportation Safety and Security by creating safe routes to school for non-vehicular users

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
October 2017	June 2018	October 2018

Capital Improvement Program

Governmental Funds

TITLE: A Street Trail from BRMS to Maple

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
County Funding	875,000	-	875,000	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	875,000	-	875,000	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	100,000	-	100,000	-	-	-	-	-	-
Construction	775,000	-	775,000	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	875,000	-	875,000	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Sidewalk Maintenance	-	-	-	-	-	-	-

Capital Improvement Program

Governmental Funds

TITLE: Hirst Road Improvements

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	545,223	7,011	538,212	-	-	-	-	-	-
County Settlement	187,820	14,586	173,234	-	-	-	-	-	-
Proffers	357,403	-	357,403	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,090,446	21,597	1,068,849	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	31,000	-	31,000	-	-	-	-	-	-
Engineering/Design	185,294	21,597	163,697	-	-	-	-	-	-
Construction	787,000	-	787,000	-	-	-	-	-	-
Professional Services	87,152	-	87,152	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,090,446	21,597	1,068,849	-	-	-	-	-	-

Operating Impact

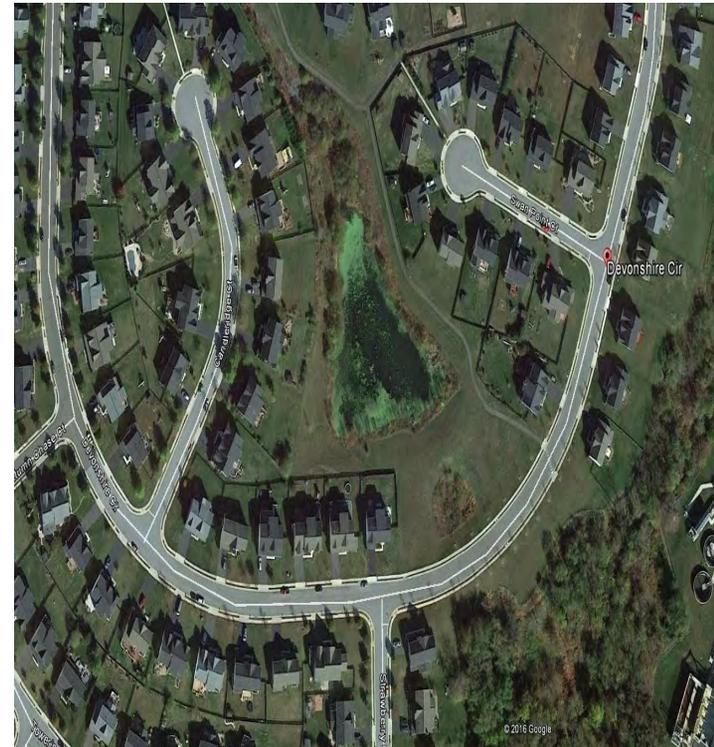
Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Lane Mile Maintenance	-	-	500	500	500	500	2,000

TITLE: Hirst Farm Pond Conversion

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: The development of the Hirst Farm Subdivision started in 2002 and an extended detention dry pond was proposed as the storm water management facility for the entire project. During construction it was used as a sediment basin as specified in the Erosion/Siltation Control plans. Due to difficulties experienced by the developer the project was stopped before completion and the sediment basin was never retrofit to fully meet the criteria of Loudoun County for an extended detention dry pond. The Town of Purcellville now intends to explore the option of converting the existing facility into a wet pond. A wet pond is a facility that provides a permanent pool of standing water which promotes a better environment for gravitational settling, biological uptake, and microbial activity. The Town has been approved for a SLAF grant from the VA DEQ, in the amount of \$300,000. This is a 50-50 split between the Town and the grant funds. Funding will cover design, bid services and construction. However, funds for reimbursement can be requested only after a contractor has been approved to move forward with the construction. Loudoun County has agreed to contribute 25% of the funding required for this project. The Town and the County are currently working on a Memorandum of Understanding.



OPERATING IMPACT: Maintenance of the pond will become HOA responsibility upon completion of the work.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Environment - Purcellville will be known as a community with high environmental standards and one that protects its heritage, special amenities and scenic views.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 2017	July 2018	December 2018

Capital Improvement Program

Governmental Funds

TITLE: Hirst Farm Pond Conversion

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Cash	150,000	-	150,000	-	-	-	-	-	-
County Funding	150,000	-	150,000	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	600,000	-	600,000	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	100,000	-	100,000	-	-	-	-	-	-
Construction	500,000	-	500,000	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	600,000	-	600,000	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	-	-	-	-

TITLE: Main & Maple Intersection Imp Phase 1

STATUS: Ongoing

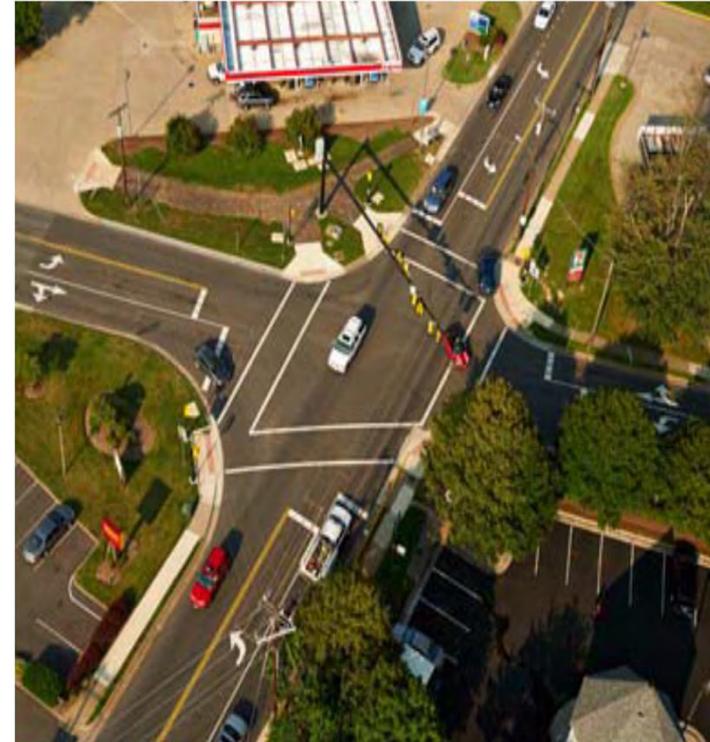
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Originally, the project envisioned significant changes to the intersection, including roadway widening, turn lanes, driveway closures, changes to the signalization. The preliminary plans for this project have served as a guide for frontage improvements in this area, for both Town projects and as properties have redeveloped. Due to the high costs for the full project, and opposition from property owners, the project has been rescoped to construct a portion of recommended improvements in a phased manner. Phase 1 includes the construction of sidewalk along the northwest corner of the intersection, improvements to the pedestrian signalization, and a new mid-block crosswalk west of the intersection. Additional improvements for pedestrian safety will be included in Phase 2.

OPERATING IMPACT: State maintained road; minimal impact to operating budget due to added sidewalk.

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
August 2016	December 2018	June 2019

Capital Improvement Program

Governmental Funds

TITLE: Main & Maple Intersection Imp Phase 1

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	464,283	193,803	270,480	-	-	-	-	-	-
NVTA	648	648	-	-	-	-	-	-	-
County Settlement	11,220	5,700	5,520	-	-	-	-	-	-
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Other	175,170	175,170	-	-	-	-	-	-	-
	705,489	429,489	276,000	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	61,000	-	61,000	-	-	-	-	-	-
Engineering/Design	472,642	370,642	102,000	-	-	-	-	-	-
Construction	143,861	40,861	103,000	-	-	-	-	-	-
Professional Services	27,986	17,986	10,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	705,489	429,489	276,000	-	-	-	-	-	-

Operating Impact

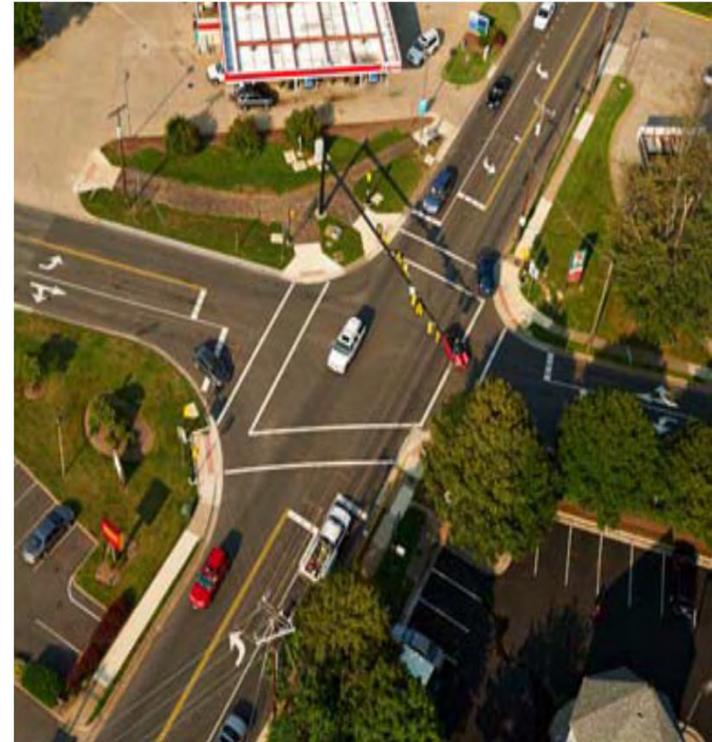
Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Lane Mile Maintenance		2,500	2,500	2,500	2,500	2,500	12,500

TITLE: Main & Maple Intersection Imp Phase 2

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Phase 2 of the Main Street and Maple Avenue Intersection Improvement project envisions improvements along S. Maple Avenue, including sidewalk, curb & gutter, drainage and entrance improvements.



OPERATING IMPACT: No impact to the operating budget is anticipated.

GOAL ADDRESSED: 2025 Comprehensive Plan

- 2009 Town-wide Transportation Plan. Support community growth and maturation

- Provide facilities that function appropriately serving vehicles and alternate modes of transportation.
- Ensure transportation safety and security

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2018	2019	2020

Capital Improvement Program

Governmental Funds

TITLE: Main & Maple Intersection Imp Phase 2

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	981,178	-	83,536	351,204	546,438	-	-	-	897,642
NVTA	159,344	-	12,684	7,168	139,492	-	-	-	146,660
County Settlement	3,780	-	3,780	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,144,302	-	100,000	358,372	685,930	-	-	-	1,044,302

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	220,000	-	100,000	120,000	-	-	-	-	120,000
Engineering/Design	238,372	-	-	238,372	-	-	-	-	238,372
Construction	595,930	-	-	-	595,930	-	-	-	595,930
Professional Services	90,000	-	-	-	90,000	-	-	-	90,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,144,302	-	100,000	358,372	685,930	-	-	-	1,044,302

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	-	-	-	-	-

TITLE: Nursery Avenue Improvements

STATUS: Ongoing

PROJECT RANKING: N/A

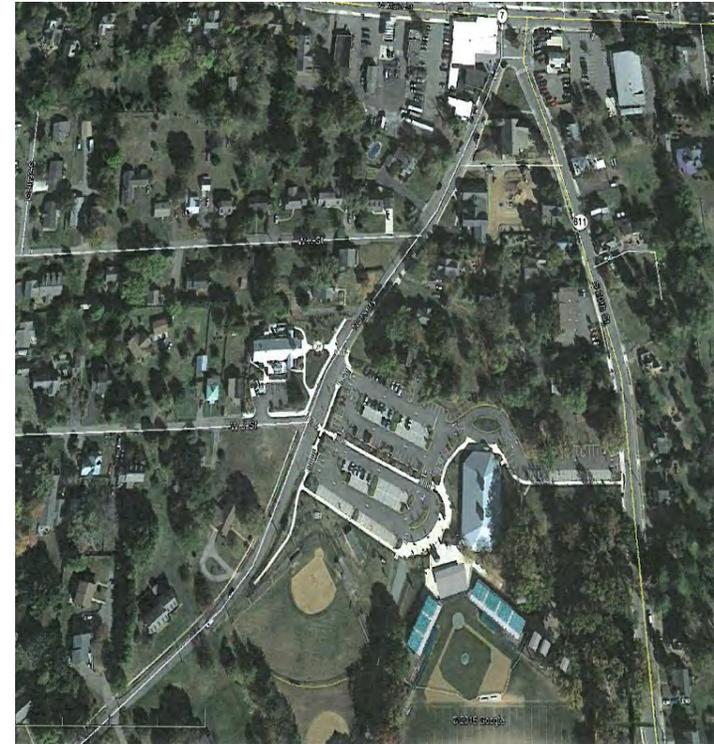
PROGRAM DESCRIPTION: Project limits are South Nursery Ave. between the Main St. tear-drop and north of West School Street. Work includes the improvements to the roadway, pedestrian facilities, and drainage. An enclosed, underground storm sewer system will be installed to improve the drainage . Sidewalks will be replaced and brought to current standards and requirements. The roadway will be improved including new pavement, lane and cross section improvements, and various other roadway elements. It is also anticipated that utility relocations and right-of-way/easement acquisitions will be required. The County funding shown in this project was carried over from unused contribution associated with the A Street Sidewalk.

This project is linked with water fund project that replaces the existing 4-inch water main on Nursery Avenue.

OPERATING IMPACT: Replacement/improvement of existing roadway and pedestrian facilities - no change

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity, preserve special community assets, and promote attractive environments.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 2015	March 2019	April 2020

Capital Improvement Program

Governmental Funds

TITLE: Nursery Avenue Improvements

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	911,575	183,681	727,894	-	-	-	-	-	-
NVTA	696,744	183,147	513,597	-	-	-	-	-	-
County Funding	214,831	-	214,831	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,823,150	366,828	1,456,322	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	173,500	-	173,500	-	-	-	-	-	-
Engineering/Design	590,526	365,965	224,561	-	-	-	-	-	-
Construction	984,124	-	984,124	-	-	-	-	-	-
Professional Services	74,466	329	74,137	-	-	-	-	-	-
Miscellaneous	534	534	-	-	-	-	-	-	-
	1,823,150	366,828	1,456,322	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	-	-	-	-

TITLE: 32nd & A Street Intersection Imp

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project includes the construction of a roundabout at the intersection of S. 32nd Street and A Street. A fourth leg of the intersection is contemplated with the development of the property to the west. Operationally, the level of service of the intersection improves with the roundabout, and also has other effects such as traffic calming and as a "gateway" feature to the Town. A VDOT Revenue Sharing grant has been awarded (\$1,078,500), with a 50% match required. The estimated costs shown below are higher than estimated in a 2017 report, although the difference in estimated costs are still able to be funded using the VDOT grant and NVTA funds.



OPERATING IMPACT: costs depend on option chosen.

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
April 2017	March 2019	April 2020

Capital Improvement Program

Governmental Funds

TITLE: 32nd & A Street Intersection Imp

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	506,000	15,875	291,125	199,000	-	-	-	-	199,000
NVTA	506,000	15,875	291,125	199,000	-	-	-	-	199,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,012,000	31,750	582,250	398,000	-	-	-	-	398,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	50,000	-	50,000	-	-	-	-	-	-
Engineering/Design	177,000	31,750	145,250	-	-	-	-	-	-
Construction	745,000	-	347,000	398,000	-	-	-	-	398,000
Professional Services	40,000	-	40,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,012,000	31,750	582,250	398,000	-	-	-	-	398,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	500	500	500	500	2,000

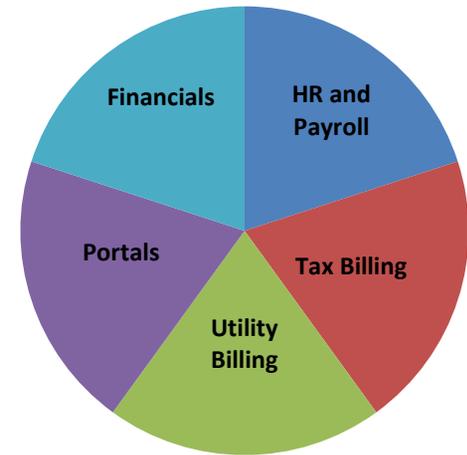
TITLE: Upgrade Financial Software

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project involves the implementation of Tyler's Munis Enterprise Resource Planning (ERP) system to replace inadequate and aging legacy systems. Once complete, this software is expected to integrate all aspects of the Town's administrative infrastructure and business processes.

- Expanded functionality and efficiencies achieved to date with Financial & Tax system integration: Eliminates manual journal entries, savings 120 hr/yr; Automated billing/payment process for mortgage companies, savings 120 hr/yr; Faster tax payment processing speeds, savings of 100 hr/yr; Streamlined tax billing process, savings 24 hours in 2017 with additional saving expected in future years; Work distribution across team vs. single staff processors for Tax and BPOL; Improved reporting capabilities.
- Future functionality & efficiencies: Elimination of multiple cash drawers and daily reconciliations; Automated CAMA tax billing & correction process should save time and faster account adjustments; All customer accounts found in 1 system; BPOL renewal process time cut in half.
- Completed phases include: Phase 1 (Property Tax/Revenue- Live Feb. 2017), Phase 2 (Financials- Live Oct. 2017), Phase 3 (Business License- Live Feb. 2018). Future Phases include: Phase 4 (HR/PR), Phase 5 (Utility Billing), Phase 6 (Employee & Customer Portals).



OPERATING IMPACT: Post implementation, the estimated annual support cost is \$40,124 and will be included in the Finance Department's budget.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
		March 2019

Capital Improvement Program

Governmental Funds

TITLE: Upgrade Financial Software

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	422,500	204,850	217,650	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	422,500	204,850	217,650	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Software Upgrade	422,500	204,850	217,650	-	-	-	-	-	-
	422,500	204,850	217,650	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Software Support	-	40,124	40,124	40,124	40,124	40,124	200,620

TITLE: 12th Street Improvements

STATUS: Ongoing/Pending VDOT Funding

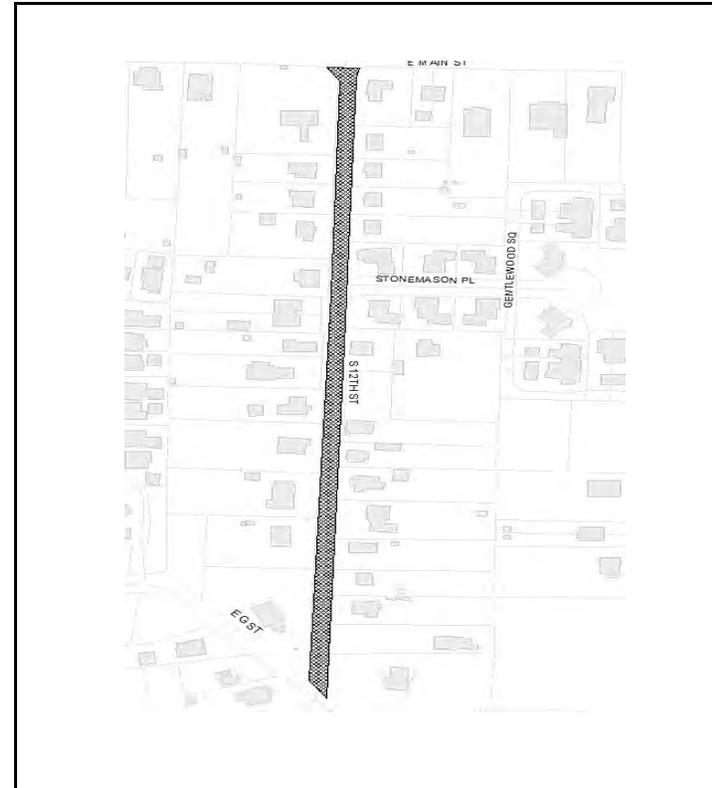
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Drainage and street improvements including storm sewer & inlets, curb and gutter, sidewalk and roadway improvements. The Town applied for VDOT revenue sharing grant funding in November 2016 and then again in 2017. VDOT has notified the Town that the project is anticipated to receive funding in FY 19 and FY 20. This project is linked with water fund project that replaces the existing 4-inch water main on 12th Street.

OPERATING IMPACT: Increased maintenance costs due to new sidewalk where none previously existed, additional curb and gutter, additional storm sewer.

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Provide a high-quality transportation experience for all users and modes of transportation.
- Ensure transportation safety and security.
- Improve community connectivity.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2021

Capital Improvement Program

Governmental Funds

TITLE: 12th Street Improvements

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	1,000,000	-	-	110,000	890,000	-	-	-	1,000,000
NVTA	1,000,000	-	-	110,000	890,000	-	-	-	1,000,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	2,000,000	-	-	220,000	1,780,000	-	-	-	2,000,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	200,000	-	-		200,000	-	-	-	200,000
Engineering/Design	420,000	-	-	220,000	200,000	-	-	-	420,000
Construction	1,280,000	-	-	-	1,280,000	-	-	-	1,280,000
Professional Services	100,000	-	-	-	100,000	-	-	-	100,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	2,000,000	-	-	220,000	1,780,000	-	-	-	2,000,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Lane Mile Maintenance	-	-	-	500	500	500	1,500

TITLE: 32nd & Main Intersection Improvements

STATUS: Ongoing/Pending VDOT Funding

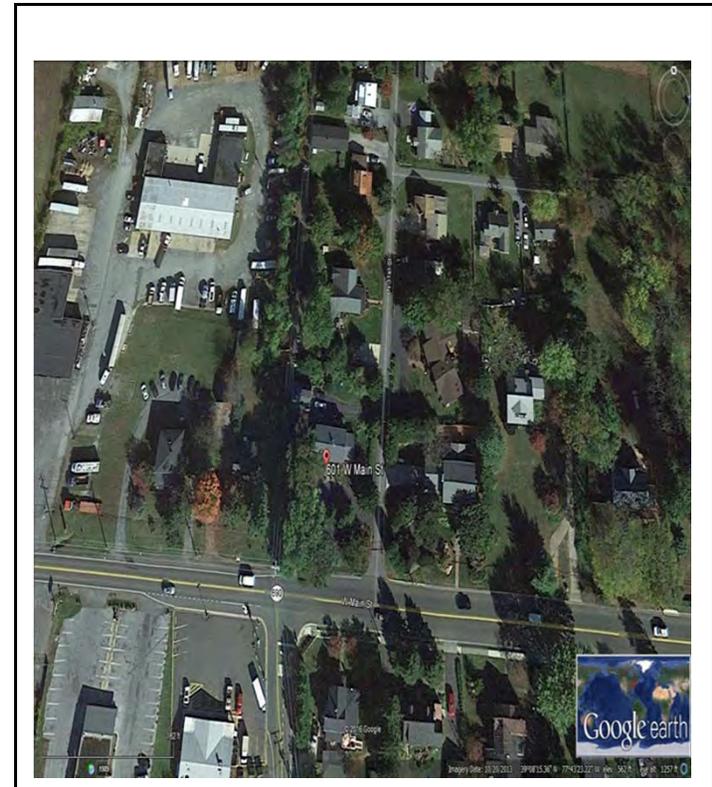
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Project includes the cost for construction of the traffic signal if needed. The Town applied for VDOT revenue sharing grant funding in November 2016 and then again in 2017. VDOT has notified the Town that this project is anticipated to receive 85% of the funding requested. The Town will need to respond to VDOT by April 30, 2018 affirming that the Town will move forward with this project with the limited funding in order to be granted this award.

OPERATING IMPACT: If the traffic signal is installed, the Town will have to outsource the preventative maintenance contract

GOAL ADDRESSED: 2009 Town-wide Transportation Plan

- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2020

Capital Improvement Program

Governmental Funds

TITLE: 32nd & Main Intersection Improvements

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	383,472	-	-	49,255	334,217	-	-	-	383,472
NVTA	516,528	-	-	70,745	445,783	-	-	-	516,528
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	900,000	-	-	120,000	780,000	-	-	-	900,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	80,000	-	-	-	80,000	-	-	-	80,000
Engineering/Design	120,000	-	-	120,000	-	-	-	-	120,000
Construction	650,000	-	-	-	650,000	-	-	-	650,000
Professional Services	50,000	-	-	-	50,000	-	-	-	50,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	900,000	-	-	120,000	780,000	-	-	-	900,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance/Electricity	-	-	1,000	1,200	1,400	1,600	5,200

TITLE: Hatcher Avenue Sidewalk Improvements

STATUS: Funded

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: The Purcellville Parks and Recreation Board conducted a priority sidewalk connectivity study in 2014, and created a sidewalk priority list based on their discussions. Some missing links along Hatcher Avenue between Hirst Road and Cornwell Ln/Skyline Drive were identified. This project proposes to complete the missing sidewalk segments, which would allow for the elimination of one mid-block crossing. This project would also include an extension of the box culvert at the stream in order to accommodate the new sidewalk and the installation of VDOT approved guardrail. This project would provide a pedestrian linkage from Hirst Road, to the Chapman DeMary trail, the Suzanne Kane Nature Park Trail, the W&OD Trail, and to Main Street and other existing sidewalks in the Town. VDOT has notified the Town of anticipated 85% funding of requested Revenue Sharing. The Town must determine if it will move forward with the reduced funding.

OPERATING IMPACT: Minimal increase in sidewalk maintenance expenditures.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
- Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

GFOA has suggested that using a picture instead of a map makes the presentation more inviting to the reader.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
FY 2019	FY 2020	FY 2021

Capital Improvement Program

Governmental Funds

TITLE: Hatcher Avenue Sidewalk Improvements

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
VDOT	264,169	-	-	67,725	196,444	-	-	-	264,169
NVTA	120,396	-	-	77,275	43,121	-	-	-	120,396
Proffers	235,435	-	-	-	235,435	-	-	-	235,435
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	620,000	-	-	145,000	475,000	-	-	-	620,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	20,000	-	-	-	20,000	-	-	-	20,000
Engineering/Design	145,000	-	-	145,000	-	-	-	-	145,000
Construction	455,000	-	-	-	455,000	-	-	-	455,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	620,000	-	-	145,000	475,000	-	-	-	620,000

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	-	500	500	500	1,500

Capital Improvement Program

Governmental Funds

TITLE: Path from LVHS to Sutton Drive

STATUS: Funded

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: The existing walkway from Sutton Drive to the Loudoun Valley High School property is on property owned by the Purcellville Ridge Homeowners Association (HOA), and the easement is dedicated to the Kingsbridge Manor HOA. Constant erosion on the adjacent private property of homeowners in Purcellville Ridge causes the pathway to become slick with mud after nearly every rain event. Students from the nearby Villages of Purcellville, as well as others, use this path to get to Loudoun Valley High School (LVHS). The Sutton Drive cul-de-sac becomes a drop off point for students, especially during inclement weather. The path benefits both Town of Purcellville students & residents, as well as out of Town residents dropping off their children that attend LVHS.

OPERATING IMPACT: Minimal increase in sidewalk maintenance expenditures.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
- Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

GFOA has suggested that using a picture instead of a map makes the presentation more inviting to the reader.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
FY 2019	FY 2020	FY 2020

Capital Improvement Program

Governmental Funds

TITLE: Path from LVHS to Sutton Drive

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
County Funding	114,885	-	-	114,885	-	-	-	-	114,885
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	114,885	-	-	114,885	-	-	-	-	114,885

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	5,000	-	-	5,000	-	-	-	-	5,000
Engineering/Design	21,844	-	-	21,844	-	-	-	-	21,844
Construction	74,389	-	-	74,389	-	-	-	-	74,389
Professional Services	13,652	-	-	13,652	-	-	-	-	13,652
Miscellaneous	-	-	-	-	-	-	-	-	-
	114,885	-	-	114,885	-	-	-	-	114,885

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	500	500	500	500	2,000

TITLE: Pedestrian Linkage 32nd Street

STATUS: Funded

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: There is no pedestrian walkway along S. 32nd Street. The Ball property, shown on the attached aerial photo, is proposed for development of 20 single family residential homes. With the development of the Ball property, a pedestrian walkway will be constructed along their 32nd Street frontage. The short piece of pedestrian walkway from the Ball property to West Main Street and the existing sidewalks would provide a direct linkage to the proposed Purcellville to Franklin Park trail as presented by Loudoun County. The Town proposes a 5 ft. wide walkway, crossing the existing 7-11 property. The property boundary of the 7-11 is currently shown as extending into S. 32nd Street, so right-of-way and easement would need to be obtained. Relocation of utilities may also be necessary, which increases the estimated cost of the project.

OPERATING IMPACT: Minimal increase in sidewalk maintenance expenditures.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
- Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

GFOA has suggested that using a picture instead of a map makes the presentation more inviting to the reader.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
FY 2019	FY 2020	FY2020

Capital Improvement Program

Governmental Funds

TITLE: Pedestrian Linkage 32nd Street

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
County Funding	95,264	-	-	95,264	-	-	-	-	95,264
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	95,264	-	-	95,264	-	-	-	-	95,264

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	5,000	-	-	5,000	-	-	-	-	5,000
Engineering/Design	18,000	-	-	18,000	-	-	-	-	18,000
Construction	72,264	-	-	72,264	-	-	-	-	72,264
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	95,264	-	-	95,264	-	-	-	-	95,264

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	500	500	500	500	2,000

TITLE: Police Station

STATUS: Future

PROJECT RANKING: 1

PROGRAM DESCRIPTION: The Purcellville Police Department currently occupies a portion of a private general office building as its headquarters. Base Rent costs for the Department's current location for Fiscal Year 2019 will be \$91,619, plus a 'build out' cost of \$8,471 bringing total space costs for Fiscal Year 2019 to \$100,090. The space is limited and does not provide adequate space for staff, interrogation rooms or storage. Police cruisers are parked and prisoner transfer for interrogation purposes currently take place in an unsecured area, providing access to the general public. The Town intends to build a new Police Headquarters that would address these issues and also provide for a greater level of security for police staff, cruisers, and equipment.



OPERATING IMPACT: Increase in annual building maintenance since currently facility is being leased.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.
- People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by history, scenic views, a healthy environment and safe streets and neighborhoods.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
FY 21	TBD	TBD

Capital Improvement Program

Governmental Funds

TITLE: Police Station

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	150,000	-	-	-	-	150,000	-	-	150,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	150,000	-	-	-	-	150,000	-	-	150,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	150,000	-	-	-	-	150,000	-	-	150,000
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	150,000	-	-	-	-	150,000	-	-	150,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Building Maintenance	-	-	-	-	-	-	-

TITLE: Outdoor Stage-Dillon's Woods

STATUS: Future

PROJECT RANKING: 2

PROGRAM DESCRIPTION: This project is to build an outdoor stage in Dillon’s Woods to eliminate the need to rent a stage for the Purcellville Music and Arts Festival every year at a cost of \$2,800, and to dramatically increase the potential uses of this beautiful area. An outdoor stage will make it possible for the Town to host a monthly concert series and make the area available to others to hold concerts, performances, and plays. Dillon’s Woods is under-utilized now; an outdoor stage will open many possibilities for the Town to offer music and the arts to Town residents as well as to tourists. The main challenge is funding. Play to Win has expressed interest in supporting this project.



OPERATING IMPACT: The annual cost to rent a stage for the Music & Arts Festival will be saved.

GOAL ADDRESSED: 2025 Comprehensive Plan

- An outdoor stage at Dillon's Woods falls within the Economic section of General Development in the Comprehensive Plan, as keeping residents in town and bring tourists to visit for concerts and performances will increase traffic to local businesses.
- An outdoor stage at Dillon's Woods falls within the Historic, Cultural and Environmental Resources section of General Development in the Comprehensive Plan. Having a permanent stage provides local talent with many more opportunities to perform and Town residents more opportunities to be exposed to the arts as well as to spend time in the historic Dillon's Woods which is protected through an easement.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	October 2018	April 2019

Capital Improvement Program

Governmental Funds

TITLE: Outdoor Stage-Dillon's Woods

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	50,000	-	-	50,000	-	-	-	-	50,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	50,000	-	-	50,000	-	-	-	-	50,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	10,000	-	-	10,000	-	-	-	-	10,000
Construction	35,000	-	-	35,000	-	-	-	-	35,000
Professional Services	5,000	-	-	5,000	-	-	-	-	5,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	50,000	-	-	50,000	-	-	-	-	50,000

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	1,000	1,000	1,000	1,000	4,000

TITLE: Fireman's Field Upgrades

STATUS: Future

PROJECT RANKING: 3

PROGRAM DESCRIPTION: This project is to make the necessary upgrades to Fireman’s Field and the Bush Tabernacle. The recent changes in the Town’s involvement with Fireman’s Field and the Bush Tabernacle, including the concession contract that spells out the Town responsibilities for initial clean up, initial improvements, future improvements, and capital improvements to the complex. Many of these projects are needed immediately; there are two projects that fall inside of the CIP which are replacing the floor in the Tabernacle and replacing the lights on the fields.



OPERATING IMPACT: The two projects together are estimated to cost \$300,000.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Quality of Life-Enhance the quality of life for residents and community appeal through integrated park, recreational and environmental conservation efforts to meet the Town’s and the region's physical, social, educational, cultural, and aesthetic needs.
- Community Facilities and Services--Provide for a coordinated system of community facilities and services that will maintain and enhance the quality of life in Purcellville. Ensure that adequate community facilities and activities for all ages are available to serve residents of Purcellville. Encourage the efficient use of public schools, libraries, and public buildings in providing desired community educational and recreational programs.
- Historic Preservation--Preserve and protect the historic character and integrity of Purcellville. Promote community awareness of the Town’s historic resources. Provide public support and advocacy for preserving the historic downtown and contributing residential neighborhoods.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
7/1/2019	2/1/2020	6/30/2021

Capital Improvement Program

Governmental Funds

TITLE: Fireman's Field Upgrades

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	300,000	-	-	150,000	150,000	-	-	-	300,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	300,000	-	-	150,000	150,000	-	-	-	300,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	300,000	-	-	150,000	150,000	-	-	-	300,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	300,000	-	-	150,000	150,000	-	-	-	300,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	-	-	-	-

TITLE: Purcellville Bike Park

STATUS: Future

PROJECT RANKING: 4

PROGRAM DESCRIPTION: Residents in Purcellville and surrounding areas have indicated a desire to have a bike park where children of all ages and adults can go for recreation and exercise. Currently, there are few public outdoor parks available in Purcellville, and not many safe places for bike riding. The Purcellville Town Council asked the Parks and Recreation Advisory Board to research the costs of establishing a bike park/pump track, which is a continuous circuit of dirt rollers, berms, and jumps that loops back on itself, allowing you to ride it continuously.



OPERATING IMPACT: Annual maintenance costs are estimated to be \$2,000.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Establishing a bike park/pump track falls within the General Development section of the Comprehensive Plan related to connectivity, open space and landscaping, economics, and services and facilities.
- Establishing a bike park/pump track falls within sections of the Comprehensive Plan related to sustension areas, specifically for Parks and Protected Space.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 1, 2018	July 1, 2019	June 30, 2021

Capital Improvement Program

Governmental Funds

TITLE: Purcellville Bike Park

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	645,439	-	-	-	46,000	261,439	338,000	-	645,439
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	645,439	-	-	-	46,000	261,439	338,000	-	645,439

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	46,000	-	-	-	46,000	-	-	-	46,000
Construction	599,439	-	-	-	-	261,439	338,000	-	599,439
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	645,439	-	-	-	46,000	261,439	338,000	-	645,439

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	-	2,000	2,000	2,000	6,000

Water Fund Projects

Capital Improvement Program

5 Year CIP

Water Fund

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	3,425,742	69,913	1,454,047	1,110,062	691,720	100,000	-	-	1,901,782
Bonds-Cardinal (12)	278,769	169,912	108,857	-	-	-	-	-	-
Other	61,509	61,509	-	-	-	-	-	-	-
New Loan	3,780,000	-	-	-	2,080,000	1,700,000	-	-	3,780,000
	7,546,020	301,334	1,562,904	1,110,062	2,771,720	1,800,000	-	-	5,681,782

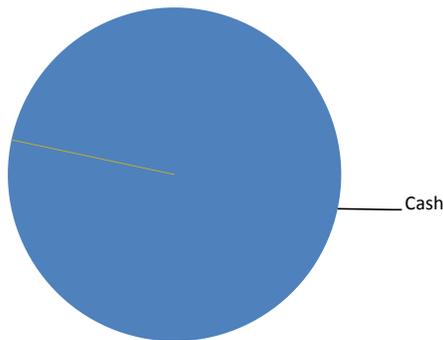
Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Water Line Replacement on N 21st Street	125,240	125,240	-	-	-	-	-	-	-
Hirst Wells Rehabilitation	44,672	44,672	-	-	-	-	-	-	-
N Maple Avenue Waterline	813,423	77,610	735,813	-	-	-	-	-	-
Allder School Road Water Main Replacement	172,757	49,083	123,674	-	-	-	-	-	-
Nature Park Wells & PLC Upgrades	551,065	4,729	196,336	350,000	-	-	-	-	350,000
S Nursery Ave Water Main Replacement	128,800	-	-	128,800	-	-	-	-	128,800
Tank Painting	507,081	-	507,081	-	-	-	-	-	-
12th Street Water Main Replacement	354,182	-	-	64,062	190,120	100,000	-	-	354,182
1 Hirst Well Membrane	350,000	-	-	350,000	-	-	-	-	350,000
2 Intake Structure for Hirst Reservoir	780,000	-	-	-	80,000	700,000	-	-	780,000
3 Consolidated Well Treatment Facility	3,050,000	-	-	50,000	2,000,000	1,000,000	-	-	3,050,000
4 Hall Ave/O St Water Main Replacement	294,400	-	-	73,600	220,800	-	-	-	294,400
5 F Street Water Main Replacement	374,400	-	-	93,600	280,800	-	-	-	374,400
	7,546,020	301,334	1,562,904	1,110,062	2,771,720	1,800,000	-	-	5,681,782

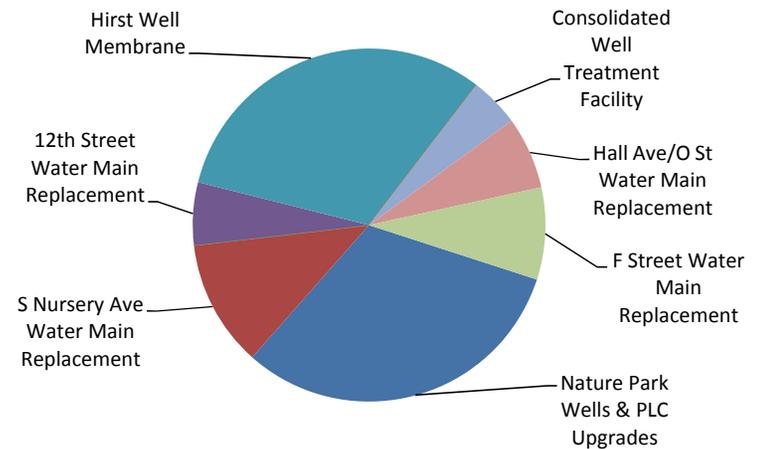
Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					FY23 and Beyond
				FY19	FY20	FY21	FY22	FY23	
Long-Term Future Projects									
Holly Lane Water Main Replacement									175,000
LVSC Water Main Replacement									218,000
Water Treatment Plant Improvements									1,207,500
A Street Water Line Loop									107,000
New Elevated Water Tank									2,610,000
21st Street Water Main Replacement									3,680,000
G Street Water Main Replacement									596,000
E Street Water Main Replacement									286,000
Springsbury Drive Water Main Extension									138,000
Rugby Court Water Main Extension									95,000
									9,112,500

Sources by Type (2019)



Uses by Project (2019)



Capital Improvement Program

Funding Summary

Water Fund

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY 18	FY 19	FY 20	FY 21	FY 22	FY23	Total for 5-Yr-CIP
Cash									
Tank Painting	507,081	-	507,081	-	-	-	-	-	-
N Maple Avenue Waterline	643,057	16,101	626,956	-	-	-	-	-	-
Nature Park Wells & PLC Upgrades	551,065	4,729	196,336	350,000	-	-	-	-	350,000
Allder School Road Water Main Replacement	172,757	49,083	123,674	-	-	-	-	-	-
12th Street Water Main Replacement	354,182	-	-	64,062	190,120	100,000	-	-	354,182
S Nursery Ave Water Main Replacement	128,800	-	-	128,800	-	-	-	-	128,800
F Street Water Main Replacement	374,400	-	-	93,600	280,800	-	-	-	374,400
Hall Ave/O St Water Main Replacement	294,400	-	-	73,600	220,800	-	-	-	294,400
Hirst Well Membrane	350,000	-	-	350,000	-	-	-	-	350,000
Consolidated Well Treatment Facility	50,000	-	-	50,000	-	-	-	-	50,000
	3,425,742	69,913	1,454,047	1,110,062	691,720	100,000	-	-	1,901,782
Bonds-Cardinal Bank									
Water Line Replacement on N 21st Street	125,240	125,240	-	-	-	-	-	-	-
Hirst Wells Rehabilitation	44,672	44,672	-	-	-	-	-	-	-
N Maple Avenue Waterline	108,857	-	108,857	-	-	-	-	-	-
	278,769	169,912	108,857	-	-	-	-	-	-
Bonds-Sun Trust (08)									
N Maple Avenue Waterline	61,509	61,509	-	-	-	-	-	-	-
	61,509	61,509	-	-	-	-	-	-	-
New Loan									
Intake Structure for Hirst Reservoir	780,000	-	-	-	80,000	700,000	-	-	780,000
Consolidated Well Treatment Facility	3,000,000	-	-	-	2,000,000	1,000,000	-	-	3,000,000
	3,780,000	-	-	-	2,080,000	1,700,000	-	-	3,780,000
Water Fund Total	7,546,020	301,334	1,562,904	1,110,062	2,771,720	1,800,000	-	-	5,681,782

TITLE: Water Line Replacement on N 21st Street

STATUS: Complete

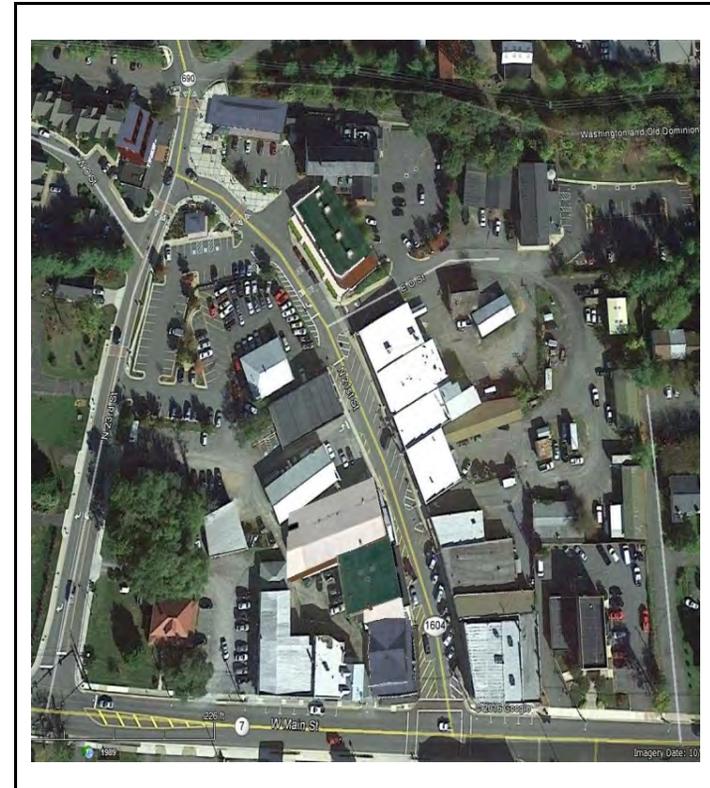
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project is complete. Waterline work to take place includes the abandonment of aging 8" cast iron pipe located on the west side of N. 21st Street between Main Street and N. 23rd Street and also includes relocating water services from the old line to the existing 12" newer ductile iron water main on the east side of the roadway. Work also includes a vertical adjustment of a small section of the 12" water main to allow the installation of storm sewer. Work to be done in conjunction with the Downtown Enhancements Phase 2 project (119-4094100-0602)

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
	March 2015	November 2015

Capital Improvement Program

Water Fund

TITLE: Water Line Replacement on N 21st Street

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Bonds-Cardinal (12)	125,240	125,240	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	125,240	125,240	-	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	125,240	125,240	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	125,240	125,240	-	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	200	200	200	200	200	1,000

TITLE: Hirst Wells Rehabilitation

STATUS: Complete

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Work includes re-opening water production zones that are plugged, modifying well to seal off zones interpreted to contribute surface water to the impacted well. This allows for recovery of capacity lost over the years and provides an opportunity for elimination of surface water infiltration if associated with the grouting seal. Also enhanced monitoring will be installed to reduce the vulnerability associated with chemicals not feeding properly. Staff has recieved estimates for placing membrane filters on site in the event the rehabilitaion work is unsuccessful.

OPERATING IMPACT: Ongoing testing being performed to determine next steps.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2019	2019

Capital Improvement Program

Water Fund

TITLE: Hirst Wells Rehabilitation

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Bonds-Cardinal (12)	44,672	44,672	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	12,374	12,374	-	-	-	-	-	-	-
Construction	32,298	32,298	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	44,672	44,672	-	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Testing/Analysis	-	1,900	-	-	-	-	1,900

TITLE: N Maple Avenue Waterline

STATUS: Complete

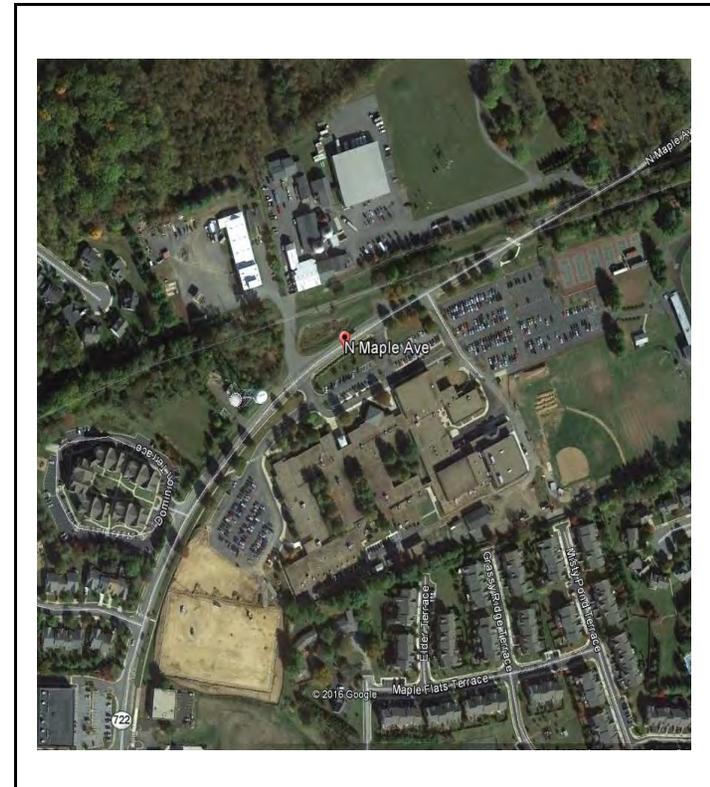
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project entails replacing approximately 2000 ft. of 8- inch ductile iron water main along N. Maple Avenue from E. Main Street northward to the north-west end of Loudoun Valley High School just south of the W & OD trail. Over the past decade, there have been several breaks along the existing segment of the waterline on N. Maple Avenue. The new 8-inch line and interconnections will provide service reliability to the Town's customers. This project was identified in the 2010 Water Distribution System CIP Plan.

OPERATING IMPACT: Reduce costs associated with breaks in the waterline.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2017	2017	2017

Capital Improvement Program

Water Fund

TITLE: N Maple Avenue Waterline

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	643,057	16,101	626,956	-	-	-	-	-	-
Bonds-SunTrust (08)	61,509	61,509	-	-	-	-	-	-	-
Bonds-Cardinal (12)	108,857	-	108,857	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	813,423	77,610	735,813	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	79,501	72,470	7,031	-	-	-	-	-	-
Construction	728,782	-	728,782	-	-	-	-	-	-
Professional Services	5,140	5,140	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	813,423	77,610	735,813	-	-	-	-	-	-

Operating Impact

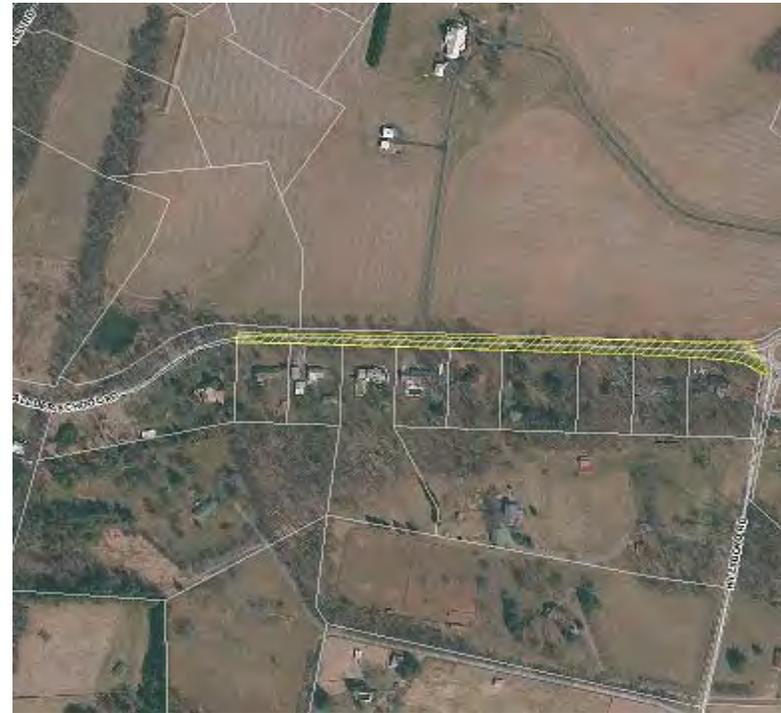
Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	500	500	500	500	500	2,500

TITLE: Allder School Road Water Main Replacement

STATUS: Complete

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: Identified in the water capital improvement plan by A&H Environmental Consultants, this project would replace the existing water line to improve service and reduce the possibility of a water main break. Staff has received frequent complaints from customers that the water pressure is low. Since the VDOT intends to conduct improvements to Allder School Road, timing of this project is critical. Staff has developed a cost estimate to conduct the work using Town resources which would result in a cost savings.



OPERATING IMPACT: Reduce costs associated with breaks in the waterline.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2017	2017	2017

Capital Improvement Program

Water Fund

TITLE: Allder School Road Water Main Replacement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	172,757	49,083	123,674	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	172,757	49,083	123,674	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	12,235	12,235	-	-	-	-	-	-	-
Construction	160,522	36,848	123,674	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	172,757	49,083	123,674	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	500	500	500	500	500	2,500

TITLE: Nature Park Wells & PLC Upgrades

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project includes connecting the two drilled wells in Nature Park to the existing treatment facility. In addition, the Program Logistic Controllers provide essential automated controls that allow our wells to run up to 24 hours a day without the need to have staff on site will be upgraded.

OPERATING IMPACT: Will require annual calibration and software upgrades in the future.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
April 2017	July 2018	March 2019

Capital Improvement Program

Water Fund

TITLE: Nature Park Wells & PLC Upgrades

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	551,065	4,729	196,336	350,000	-	-	-	-	350,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	551,065	4,729	196,336	350,000	-	-	-	-	350,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	41,065	4,729	36,336	-	-	-	-	-	-
Construction	481,754	-	131,754	350,000	-	-	-	-	350,000
Professional Services	28,246	-	28,246	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	551,065	4,729	196,336	350,000	-	-	-	-	350,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Annual Maintenance	-	1,000	1,000	1,000	1,000	4,000	

TITLE: S Nursery Ave Water Main Replacement

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project is for the replacement of approximately 500 LF of 4-inch water main with new 6-inch water main. this water main replacement project is to be completed in conjunction with the Nursery Avenue Sidewalk and Drainage Improvements. The replacement of this main would improve fire flow capabilities in the area.



OPERATING IMPACT: Operating costs may decrease since this is the replacement of an older line that is prone to breaks.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	March 2019	March 2020

Capital Improvement Program

Water Fund

TITLE: S Nursery Ave Water Main Replacement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	128,800	-	-	128,800	-	-	-	-	128,800
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	128,800	-	-	128,800	-	-	-	-	128,800

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	36,800	-	-	36,800	-	-	-	-	36,800
Engineering/Design	36,800	-	-	36,800	-	-	-	-	36,800
Construction	18,400	-	-	18,400	-	-	-	-	18,400
Professional Services	36,800	-	-	36,800	-	-	-	-	36,800
Miscellaneous	-	-	-	-	-	-	-	-	-
	128,800	-	-	128,800	-	-	-	-	128,800

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	500	500	500	1,500

TITLE: Tank Painting

STATUS: Ongoing

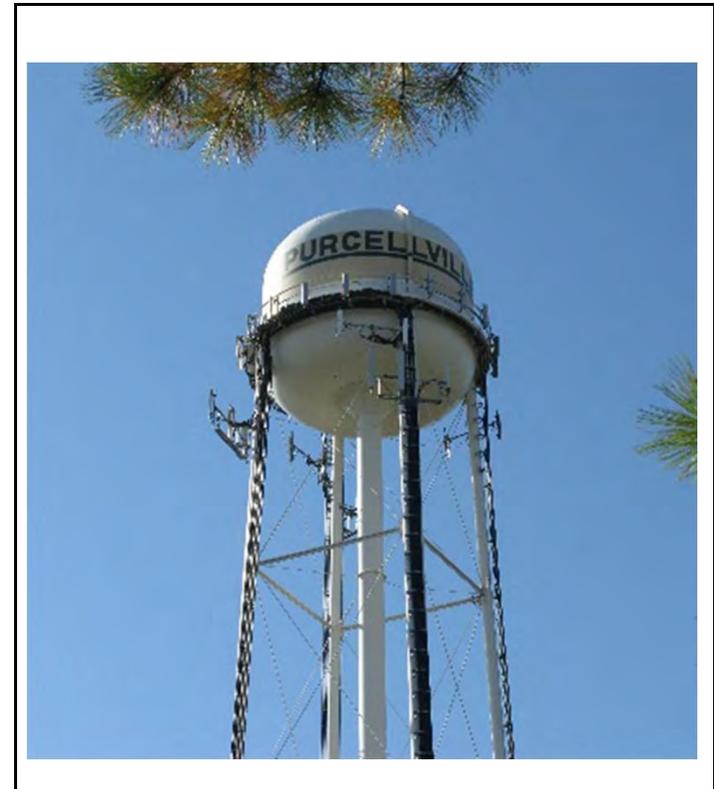
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: The elevated storage tank requires repainting every 10-15 years. The last time the tank received an overcoat was in 2000. An assessment conducted in 2012 recommended that the tank be stripped and painted in the next two years due to the failure of the existing paint overlay which is peeling and chipping. This condition has resulted in significant rust spots due to exposure to the elements. Since this facility is one of the most important resources for water quality and fire suppression as well as a very productive revenue generator due to the cell lease agreements, it is paramount to keep the facility in sound condition. Will require negotiation with cell phone carrier leases located on water tank. Also, timing is critical for weather and water demand. Painting will be completed this spring.

OPERATING IMPACT: A preventative maintenance program will add cost but extend the useful life of the facility.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2017	2018	2018

Capital Improvement Program

Water Fund

TITLE: Tank Painting

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	507,081	-	507,081	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	507,081	-	507,081	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	30,000	-	30,000	-	-	-	-	-	-
Construction	452,081	-	452,081	-	-	-	-	-	-
Professional Services	25,000	-	25,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	507,081	-	507,081	-	-	-	-	-	-

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Preventative Maintenance Program	-	9,061	9,382	9,714	10,058	10,414	48,629

TITLE: 12th Street Water Main Replacement

STATUS: Ongoing/Pending VDOT Funding

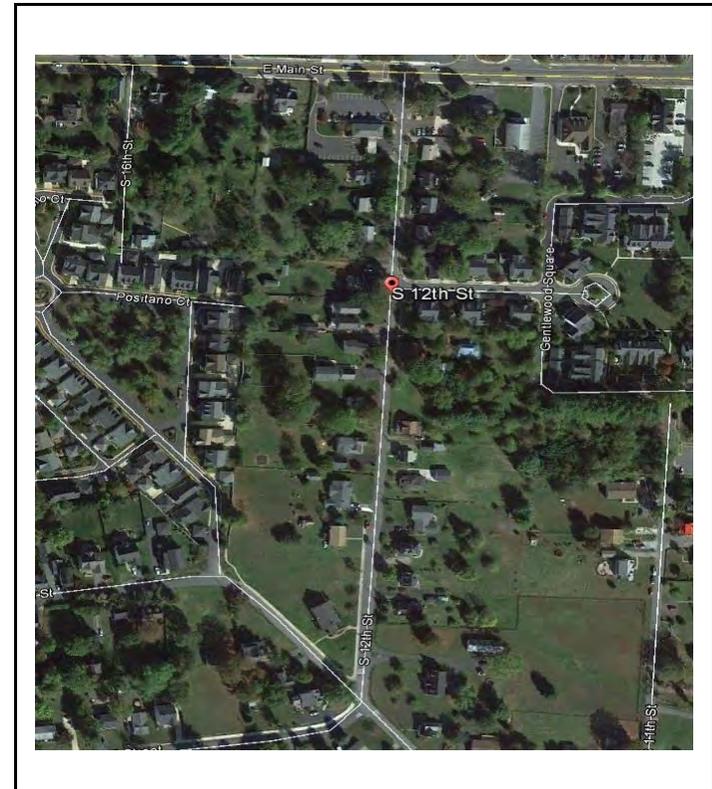
PROJECT RANKING: N/A

PROGRAM DESCRIPTION: This project will occur as a part of the proposed street and drainage improvements associated with the 12th Street GF CIP project. The project will consist of replacing the existing 4-inch water main between Main Street and G Street with a new 6-inch DIP. The replacement of the waterline was identified in the 2010 Water Distribution System CIP plan. The 12th Street Improvements are awaiting funding, potentially through the VDOT Revenue Sharing Program.

OPERATING IMPACT: Improvement to water quality and reduce potential for a waterline break due to age of the pipe.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2021

Capital Improvement Program

Water Fund

TITLE: 12th Street Water Main Replacement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	354,182	-	-	64,062	190,120	100,000	-	-	354,182
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	354,182	-	-	64,062	190,120	100,000	-	-	354,182

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	64,062	-	-	64,062	-	-	-	-	64,062
Construction	290,120	-	-	-	190,120	100,000	-	-	290,120
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	354,182	-	-	64,062	190,120	100,000	-	-	354,182

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	500	500	500	1,500

TITLE: Hirst Well Membrane

STATUS: Future

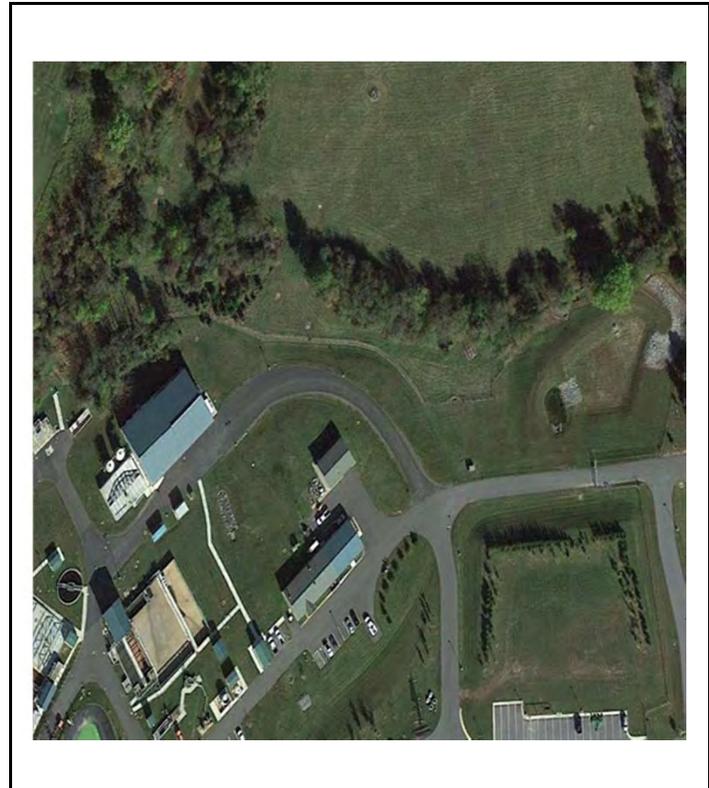
PROJECT RANKING: 1

PROGRAM DESCRIPTION: In 2017, the Hirst Well was rehabilitated. Work included re-opening water production zones that are plugged, modifying well to seal off zones interpreted to contribute surface water to the impacted well. The Hirst Well was identified by the Virginia Department of Health (VDH) as potentially Groundwater under direct influence of surface water. Based on testing already completed, staff believes that this well water will need to be treated using membrane technology if it will continue to be used and on the VDH permit.

OPERATING IMPACT: Ongoing testing being performed to determine next steps.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2019	2019

Capital Improvement Program

Water Fund

TITLE: Hirst Well Membrane

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	350,000	-	-	350,000	-	-	-	-	350,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	350,000	-	-	350,000	-	-	-	-	350,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	60,000	-	-	60,000	-	-	-	-	60,000
Construction	290,000	-	-	290,000	-	-	-	-	290,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	350,000	-	-	350,000	-	-	-	-	350,000

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	1,900	-	-	-	-	1,900

TITLE: Intake Structure for Hirst Reservoir

STATUS: Future

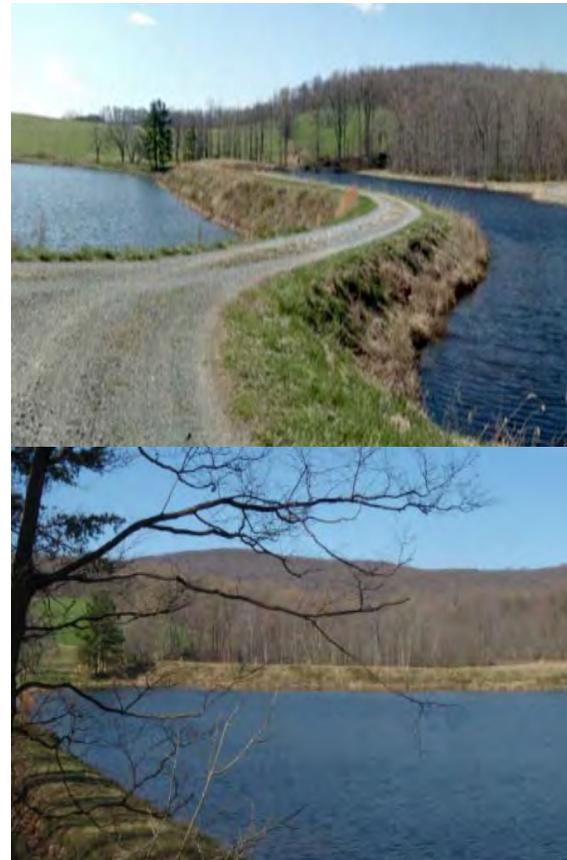
PROJECT RANKING: 2

PROGRAM DESCRIPTION: The Hirst Reservoir was constructed with a multi-level intake structure to allow operators to withdraw water from different levels in the reservoir. This ability gave operators the flexibility to withdraw water with the best quality (least affected by algae or turbidity). Several years ago, the dock leading to the intake structure and the top of the structure became structurally unstable, collapsed and the dock and the top portion of the pipe fell to the bottom of the reservoir. Currently, a simple mesh screen is installed at the top of the intake pipe. Water is always withdrawn from the top portion of the intake; several of the gates and valves in the structure are considered inoperable. Additionally, the sluice gate that would allow operators to remove sediment from the bottom of the reservoir has not been operated for many years and is considered inoperable. This has allowed sediment laden with algae to build up in the reservoir, which further affects the water quality. This project involves the design and installation of a new intake structure and sluice gate to replace the broken and inoperable structures to allow operators to properly manage the reservoir and maximize water quality.

OPERATING IMPACT: No increase in operating costs. Would allow operators the flexibility to withdraw water at various levels to maximize water quality, which could decrease costs for chemicals needed to control taste and odor issues.

GOAL ADDRESSED: 2025 Comprehensive Plan

- **Public Utilities and Transportation** - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- **Public Services** - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2020

Capital Improvement Program

Water Fund

TITLE: Intake Structure for Hirst Reservoir

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
New Loan	780,000	-	-	-	80,000	700,000	-	-	780,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	780,000	-	-	-	80,000	700,000	-	-	780,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	80,000	-	-	-	80,000	-	-	-	80,000
Construction	700,000	-	-	-	-	700,000	-	-	700,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	780,000	-	-	-	80,000	700,000	-	-	780,000

Operating Impact

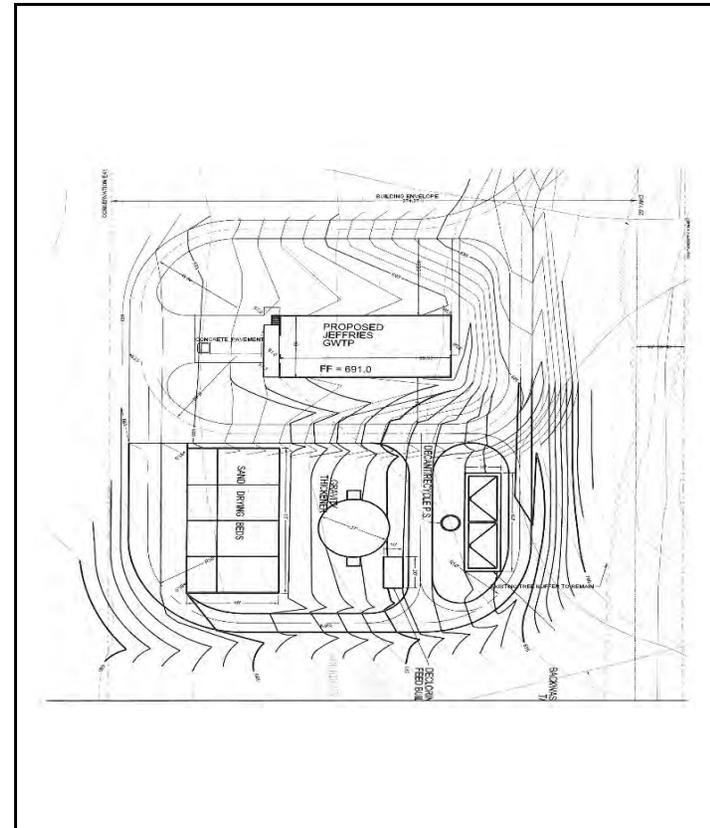
Operating/Maintenance	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY18	FY19	FY20	FY21	FY22	
Maintenance	-	-	-	-	500	500	1,000

TITLE: Consolidated Well Treatment Facility

STATUS: Future

PROJECT RANKING: 3

PROGRAM DESCRIPTION: This project involves the construction of a well filter building to provide treatment to the Short Hill wells. This project will involve approval from both the Virginia Department of Health and Loudoun County's Department of Building & Development. The design of the facilities has been complete. Originally, the construction component of this project was covered under the Short Term Water Investments. A decision will need to be made if the scope of this project will expand to include a separate train for surface water treatment to realize a cost savings on construction services and in addition to reduce the need to invest in the CIP Water Treatment Plant Improvements. May be beneficial for the project to be completed before the Water Treatment Plant Improvements. This would supply additional capacity while construction is occurring at the Water Plant.



OPERATING IMPACT: New preventative maintenance program will need to be developed.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2021	2022

Capital Improvement Program

Water Fund

TITLE: Consolidated Well Treatment Facility

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	50,000	-	-	50,000			-	-	50,000
New Loan	3,000,000	-	-	-	2,000,000	1,000,000	-	-	3,000,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	3,050,000	-	-	50,000	2,000,000	1,000,000	-	-	3,050,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	50,000	-	-	50,000	-	-	-	-	50,000
Construction	3,000,000	-	-	-	2,000,000	1,000,000	-	-	3,000,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	3,050,000	-	-	50,000	2,000,000	1,000,000	-	-	3,050,000

Operating Impact

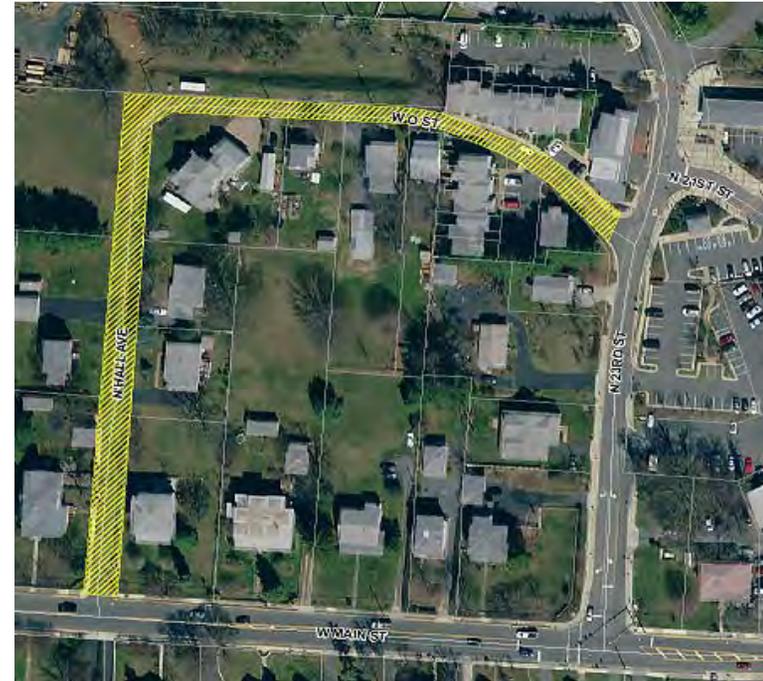
Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	-	8,000	8,000	16,000

TITLE: Hall Ave/O St Water Main Replacement

STATUS: Future

PROJECT RANKING: 4

PROGRAM DESCRIPTION: This project is for the replacement of approximately 1,000 LF of 4-inch water main with new 6-inch water main. The existing water main has had two breaks during the past year. Additionally, a new (by-right) subdivision is proposed for the west side of Hall Avenue; a new main would provide a more reliable connection for the subdivision. The O Street water main replacement was recommended for completion for the years 2015-2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe and to improve fire flow capabilities in the area.



OPERATING IMPACT: Operating costs may decrease since this is the replacement of an older line that is prone to breaks.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	July 2019	December 2019

Capital Improvement Program

Water Fund

TITLE: Hall Ave/O St Water Main Replacement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	294,400	-	-	73,600	220,800	-	-	-	294,400
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	294,400	-	-	73,600	220,800	-	-	-	294,400

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	36,800	-	-	36,800	-	-	-	-	36,800
Engineering/Design	36,800	-	-	36,800	-	-	-	-	36,800
Construction	184,000	-	-	-	184,000	-	-	-	184,000
Professional Services	36,800	-	-	-	36,800	-	-	-	36,800
Miscellaneous	-	-	-	-	-	-	-	-	-
	294,400	-	-	73,600	220,800	-	-	-	294,400

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	-	-	-	-	-

TITLE: F Street Water Main Replacement

STATUS: Future

PROJECT RANKING: 5

PROGRAM DESCRIPTION: This project is for the replacement of approximately 1,000 LF of 4-inch water main with new 6-inch water main. The existing water main has had one break during the past year. The F Street water main replacement was recommended for completion for the years 2015-2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe and to improve fire flow capabilities in the area.



OPERATING IMPACT: Operating costs may decrease since this is the replacement of an older line that is prone to breaks.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	July 2019	December 2019

Capital Improvement Program

Water Fund

TITLE: F Street Water Main Replacement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	374,400	-	-	93,600	280,800	-	-	-	374,400
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	374,400	-	-	93,600	280,800	-	-	-	374,400

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	46,800	-	-	46,800	-	-	-	-	46,800
Engineering/Design	46,800	-	-	46,800	-	-	-	-	46,800
Construction	234,000	-	-	-	234,000	-	-	-	234,000
Professional Services	46,800	-	-	-	46,800	-	-	-	46,800
Miscellaneous	-	-	-	-	-	-	-	-	-
	374,400	-	-	93,600	280,800	-	-	-	374,400

Operating Impact

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	500	500	500	1,500

Wastewater Fund Projects

Capital Improvement Program

5 Year CIP

Wastewater Fund

Funding Sources

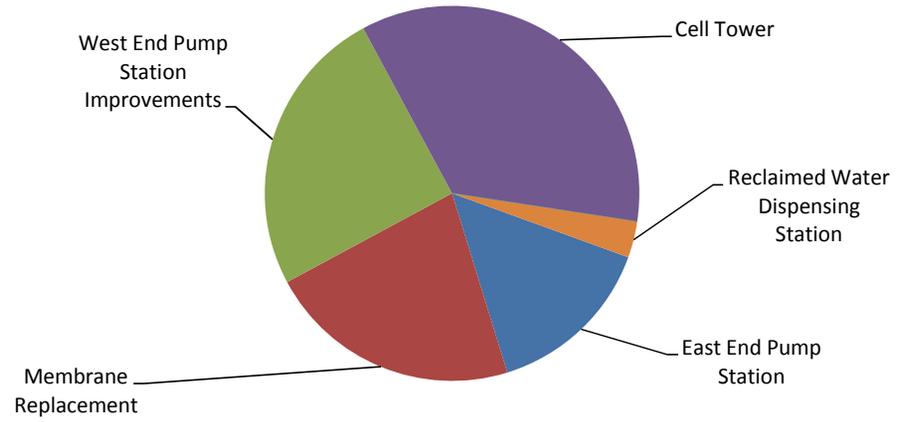
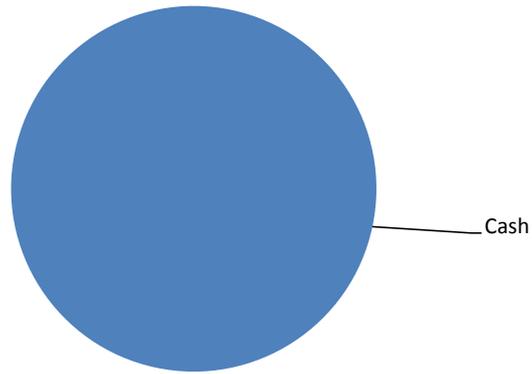
Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	3,561,300	-	360,000	793,600	861,780	1,372,140	173,780	-	3,201,300
	3,561,300	-	360,000	793,600	861,780	1,372,140	173,780	-	3,201,300

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
East End Pump Station	1,566,000	-	161,120	116,520	250,000	1,038,360	-	-	1,404,880
Membrane Replacement	894,000	-	198,880	173,780	173,780	173,780	173,780	-	695,120
1 West End Pump Station Improvements	561,300	-	-	198,300	363,000	-	-	-	561,300
2 Cell Tower	280,000	-	-	280,000	-	-	-	-	280,000
3 LEAP Aeration Upgrade	160,000	-	-	-	-	160,000	-	-	160,000
4 Reclaimed Water Dispensing Station	100,000	-	-	25,000	75,000	-	-	-	100,000
	3,561,300	-	360,000	793,600	861,780	1,372,140	173,780	-	3,201,300

Sources by Type (2019)

Uses by Project (2019)



Capital Improvement Program

Funding Summary

Wastewater Fund

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY 18	FY 19	FY 20	FY 21	FY 22	FY23	Total for 5-Yr-CIP
Cash									
East End Pump Station	1,566,000	-	161,120	116,520	250,000	1,038,360	-	-	1,404,880
West End Pump Station Improvements	561,300	-	-	198,300	363,000	-	-	-	561,300
Membrane Replacement	894,000	-	198,880	173,780	173,780	173,780	173,780	-	695,120
Reclaimed Water Dispensing Station	100,000	-	-	25,000	75,000	-	-	-	100,000
Cell Tower	280,000	-	-	280,000	-	-	-	-	280,000
LEAP Aeration Upgrade	160,000	-	-	-	-	160,000	-	-	160,000
	3,561,300	-	360,000	793,600	861,780	1,372,140	173,780	-	3,201,300
Wastewater Fund Total	3,561,300	-	360,000	793,600	861,780	1,372,140	173,780	-	3,201,300

TITLE: East End Pump Station

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: FY 2018 included a new Generator for the East End Pump Station. A portion of that funding was transferred to the membrane replacement project. A preliminary engineering report (PER) for the East End Pump Station suggests that a replacement facility is the recommended alternative due to its long design life with at pump station that will meet future flows with low operational requirements and aesthetics to match the surrounding area. There is the possibility of receiving some funding through proffers from the developer of the O'Toole property. A rezoning has been requested for this property.



OPERATING IMPACT: Greater efficiency, long design life for the future.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2021

Capital Improvement Program

Wastewater Fund

TITLE: East End Pump Station

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	1,566,000	-	161,120	116,520	250,000	1,038,360	-	-	1,404,880
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,566,000	-	161,120	116,520	250,000	1,038,360	-	-	1,404,880

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	231,000	-	161,120	69,880	-	-	-	-	69,880
Construction	1,125,000	-	-	46,640	250,000	828,360	-	-	1,125,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	210,000	-	-	-	-	210,000	-	-	210,000
	1,566,000	-	161,120	116,520	250,000	1,038,360	-	-	1,404,880

Operating Impact

Operating/Maintenance	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Preventative Maintenance/Electricity	-	500	500	500	500	500	2,500

TITLE: Membrane Replacement

STATUS: Ongoing

PROJECT RANKING: N/A

PROGRAM DESCRIPTION: The construction contract for improvements to the Basham Simms Water Reclamation Facility was bid in December 2007. The bid contract guaranteed a base price for replacement of the membrane modules for 10 years (from the bid date) subject to adjustment for inflation or a maximum equivalent price per gallon of treatment capacity in the event that the module technology changes such that the same amount of feed water can be treated with fewer modules. This guaranteed price was made with GE Water (now SUEZ). In order to secure the pricing of the modules, the Town of Purcellville must submit a Purchase Order to SUEZ (GE Water) no later than March 1, 2018 with a down payment of 30% of the guaranteed pricing (\$662,960) or \$198,880. The CIP budget assumes a replacement in FY2022, although this may change if the membranes begin to fail. The O & M replacement plan suggests changing out the membranes every eight to ten years. The current membranes are running at 95% or greater efficiency due to staff's proactive and preventative cleaning schedule. Not moving forward would limit the Town's ability to comply with the Permit requirements.



OPERATING IMPACT: No additional costs will be incurred other than the amounts currently being expended for preventative maintenance.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2018	2022	2022

Capital Improvement Program

Wastewater Fund

TITLE: Membrane Replacement

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	894,000	-	198,880	173,780	173,780	173,780	173,780	-	695,120
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	894,000	-	198,880	173,780	173,780	173,780	173,780	-	695,120

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	894,000	-	198,880	173,780	173,780	173,780	173,780	-	695,120
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	894,000	-	198,880	173,780	173,780	173,780	173,780	-	695,120

Operating Impact

Operating/Maintenance	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Preventative Maintenance	-	-	-	-	-	-	-

TITLE: West End Pump Station Improvements

STATUS: Future

PROJECT RANKING: 1

PROGRAM DESCRIPTION: Through an oversizing agreement, the Town has negotiated with the developer of the "Ball property" whereby the developer will construct a pump station to the Town specifications and oversized to handle the flows from the proposed development as well as present and future flows to the location of the existing West End Pump Station (WEPS). The Town will need to abandon the WEPS and construct the gravity sanitary sewer to connect to the sewer constructed by the developer.

The oversizing agreement provides for the developer to construct the pump station, and the Town will pay for up to 80% of the estimated cost through a combination of the assignment of 12 water and sewer availability fees; the final payment would be in cash (up to \$102,300), and is shown separately below.

OPERATING IMPACT: Will require fuel and preventative maintenance for the generator. Overall maintenance is expected to decrease with new pumps and equipment installed in a newly constructed pump station.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.



Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2020

Capital Improvement Program

Wastewater Fund

TITLE: West End Pump Station Improvements

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	459,000	-	-	96,000	363,000	-	-	-	459,000
Cash	102,300	-	-	102,300	-	-	-	-	102,300
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	561,300	-	-	198,300	363,000	-	-	-	561,300

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	54,000	-	-	54,000	-	-	-	-	54,000
Engineering/Design	42,000	-	-	42,000	-	-	-	-	42,000
Construction	465,300	-	-	102,300	363,000	-	-	-	465,300
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	561,300	-	-	198,300	363,000	-	-	-	561,300

Operating Impact

Operating/Maintenance	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Preventative Maintenance/Electricity	-	-	500	500	500	500	2,000

TITLE: Cell Tower

STATUS: Future

PROJECT RANKING: 2

PROGRAM DESCRIPTION: The Town engaged an independent contractor to conduct a feasibility study to determine whether a 175 foot cell tower, to be located on the property near the Basham Simms Water Reclamation Facility on S. 20th Street, would be beneficial to the Town.

The Town identified a safety need for a cell tower in the area; 911 calls from Hirst Farm Subdivision and adjacent low-lying neighborhoods on the south side of Purcellville are routed through cell towers in hamilton, thus misdirecting first responders away from where they are needed.

Building a cell tower on the Town's wastewater treatment property would allow revenue generated on that tower from service providers to go directly toward servicing the Town's wastewater utility debt.

A 175 foot cell tower such as the one proposed is expected to generate \$6000/month (\$72,000 annually) through four carrier leases.



OPERATING IMPACT: no initial operating impact, but may need periodic maintenance as the tower ages.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
August 2018	October 2018	January 2019

Capital Improvement Program

Wastewater Fund

TITLE: Cell Tower

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	280,000	-	-	280,000	-	-	-	-	280,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	280,000	-	-	280,000	-	-	-	-	280,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	280,000	-	-	280,000	-	-	-	-	280,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	280,000	-	-	280,000	-	-	-	-	280,000

Operating Impact

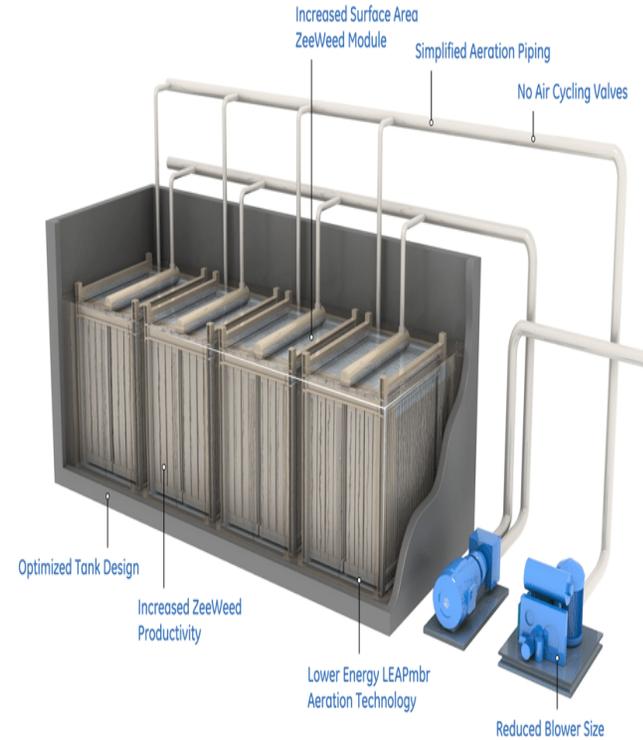
Operating/Maintenance Type of expenditure	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	-	-	-	-	-

TITLE: LEAP Aeration Upgrade

STATUS: Future

PROJECT RANKING: 3

PROGRAM DESCRIPTION: This project would incorporate energy efficient diffusers that will reduce the electrical costs at the facility. The aerator uses intermittent air sparging to create very large randomly released bubbles with no moving parts – so less air is required. The current aeration tubes are replaced. Also, the cyclic valves are no longer required to cycle. The valves are left in place but now only open or close as trains start or stop. The upgrade will reduce membrane aeration by ~ 30% (28.5%) with the same savings in power. Because of the need to lock-in pricing for the membranes, this project has been pushed to a future date. Staff is looking into other options for energy savings, such as the installation of Variable Frequency drives on the existing blowers.



OPERATING IMPACT: Should provide a reduction in electricity costs due to efficiency of diffusers.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2021	2021	2021

Capital Improvement Program

Wastewater Fund

TITLE: LEAP Aeration Upgrade

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	160,000	-	-	-	-	160,000	-	-	160,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	160,000	-	-	-	-	160,000	-	-	160,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	160,000	-	-	-	-	160,000	-	-	160,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	160,000	-	-	-	-	160,000	-	-	160,000

Operating Impact

Operating/Maintenance	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Maintenance	-	-	-	-	500	500	1,000

TITLE: Reclaimed Water Dispensing Station

STATUS: Future

PROJECT RANKING: 4

PROGRAM DESCRIPTION: Some of the Town businesses have expressed an interest in using the reclaimed water from the Basham Simms Water Reclamation Facility. Town Staff has been working with DEQ on the first step that is needed to allow any decreased flows to be released to the stream - -a cumulative impact study. Staff has also worked on completing the application for using the reclaimed water, and has met with the parties interested in using the reclaimed water. After talking with DEQ, and also looking at nearby Loudoun Water's reclaimed water dispensing facility, staff recognizes that some engineering and construction will be needed to realize the goal of allowing the public to use the reclaimed water.



OPERATING IMPACT: Administrative need to track water re-use, billing users, agreements with users for the reuse, maintenance of pumps, piping and dispensing system.

GOAL ADDRESSED: 2025 Comprehensive Plan

- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion

Capital Improvement Program

Wastewater Fund

TITLE: Reclaimed Water Dispensing Station

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Cash	100,000	-	-	25,000	75,000	-	-	-	100,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	100,000	-	-	25,000	75,000	-	-	-	100,000

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	25,000	-	-	25,000	-	-	-	-	25,000
Construction	75,000	-	-	-	75,000	-	-	-	75,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	100,000	-	-	25,000	75,000	-	-	-	100,000

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY17	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
	-	-	-	-	-	-	-

Long-Term Future Projects

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
Villages of Purcellville Drainage	Design and construction to replace the deteriorating concrete ditch that is in an easement west of some of the homes along Pickwick Drive. This may be partially funded through VDOT Maintenance funds, since a portion of the runoff is generated from roadways and right-of-way within the watershed.	\$307,000	Awaiting Funding
House Demolition 301 S Twentieth St.	Demolition of the existing structure located at 301 S. 20th Street.	\$60,000	Awaiting Funding
E Street Sidewalk- Drainage	This project will provide a pedestrian linkage along East E Street to the business district located along Main and Maple by connecting to the sidewalk along 14th Street and 12th Street. The construction of this project will also address drainage issues that exist along both the north and south sides of East E Street, and at the intersection of East E Street with South 20th Street. The deep ditch along the south side of E Street presents maintenance challenges for both homeowners and the Town. The Town may reapply for CDBG funding for this project.	\$772,000	Awaiting Funding

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
Police Station Construction	<p>The Purcellville Police Department currently occupies a portion of a private general office building as its headquarters. Base Rent costs for the Department's current location for Fiscal Year 2019 will be \$91,619, plus a 'build out' cost of \$8,471 bringing total space costs for Fiscal Year 2019 to \$100,090. The space is limited and does not provide adequate space for staff, interrogation rooms or storage. Police cruisers are parked and prisoner transfer for interrogation purposes currently take place in an unsecured area, providing access to the general public. The Town intends to build a new Police Headquarters that would address these issues and also provide for a greater level of security for police staff, cruisers, and equipment</p>	\$6,000,000	Awaiting Funding
Total		\$7,139,000	

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
Holly Lane Water Main Replacement	Identified in the water capital improvement plan by A&H Environmental Consultants, this project would replace the existing water line to improve service and reduce the possibility of a water main break. This project would enhance fire protection in this area.	\$175,000	Awaiting Funding
LVSC Water Main Replacement	Identified in the water capital improvement plan by A&H Environmental Consultants, this project would replace the existing water line to improve service and reduce the possibility of a water main break.	\$218,000	Awaiting Funding
Water Treatment Plant Improvements	This project involves the design and construction of an expansion to the existing WTP or a new WTP facility to address expected additional water to be treated and update an aging facility. The WTP is more than 30 years old and does not provide any flexibility to address new treatment requirements from EPA. A current WTP evaluation was conducted and the report determined that significant upgrades would be required. This will allow us to extend the useful life of the facilities as well.	\$1,207,500	Awaiting Funding

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
A Street Water Line Loop	<p>This project involves the design, easement acquisition and installation of a water line loop from Gardner Meadows to a water line at the Blue Ridge Middle School (BRMS). During a series of water line breaks on 20th Street, it was determined that a water loop would have permitted many residents to retain water supply while the 20th Street line was taken out of service for repairs. It is expected that completion of the Water Distribution System Evaluation model will help identify the best hydraulic location for the line and the possible placement of a water tank at the BRMS.</p>	\$107,000	Awaiting Funding
New Elevated Water Tank	<p>This project involves the sizing, siting and construction of an additional finished water storage tank for the water distribution system. The Virginia Department of Health requires that the Town maintain a certain level of water storage. The initial Water Tank Siting Study has identified that there is a need for an additional 500,000 gallons of finished storage capacity. The next step in the study will be to utilize the new model developed in the Water Distribution Study to further evaluate the sites discussed in the Tank Siting Study.</p>	\$2,610,000	Awaiting Funding

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
21st Street Water Main Replacement	<p>This project includes the replacement of the existing 12-inch diameter water main from the water treatment plant and million gallon storage tank on Short Hill Road to just south of Baffin Place. The 12-inch main was installed in 1960, and is believed to be cast iron pipe. The 12-inch main is especially critical to Purcellville's water distribution system, as it is the main supply line from the water treatment plant. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010.</p>	\$3,680,000	Awaiting Funding
G Street Water Main Replacement	<p>This project involves the replacement of the existing 4-inch and 6-inch water main along G Street, from South Maple Avenue to S. 20th Street. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe and to improve fire flow capabilities in the area.</p>	\$596,000	Awaiting Funding

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
E Street Water Main Replacement	This project involves the replacement of the existing 6-inch water main that was installed in the 1960's. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe.	\$286,000	Awaiting Funding
Springsbury Drive Water Main Extension	This project involves the extension of the 8-inch water main in Springsbury Drive to the existing water main at the intersection of A Street and Eliot Drive. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, in order to improve fire flow capabilities in the area.	\$138,000	Awaiting Funding

Project Name & Ranking	Project Summary	Estimated Cost	Proposed Timing & Funding Sources
Rugby Court Water Main Extension	This project involves the extension of the 8-inch water main in Rugby Court with a 6-inch main, to the existing water main serving Emerick Elementary School. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, in order to improve fire flow capabilities in the area and for improved water quality.	\$95,000	Awaiting Funding

\$9,112,500

Loudoun County Fields Farm School Settlement

Funds from County

	RCVD
\$ 1,780,000	✓
\$ 2,000,000	✓
\$ 2,000,000	✓
<hr/>	
\$ 5,780,000	

- a) The County will pay 1.78 million to the Town within 30 days of approval of the CPAMCPA by the Town
 - b) The County will pay 2.0 million to the Town within 30 days of the Towns annexation of the portion of Fields Farm containing Mountain View Elementary School and the Woodgrove High School site provided that Fields Farm has been annexed into the Town in accordance with this Agreement
 - c) The County will pay 2.0 million to the Town within 30 days of the issuance of a certificate of occupancy authorizing Woodgrove High School to be opened for use by students provided that Fields Farm has been annexed into the Town in accordance with this Agreement
- 100-3189912-0000**

Summary by Project

1 LED Street Lights	
FY 09	\$ 15,000
	\$ 15,000
2 Traffic Signals	
FY 09	\$ 370,381
	\$ 370,381
1 Replace/Loss of LoCo Gas Tax	
FY 11	\$ 165,000
	\$ 165,000
2 Wayfinding Signs	
FY 12	\$ 25,626
FY 13	\$ 31,522
FY 14	\$ 63,269
FY 15	\$ 5,718
	\$ 126,135
2 Downtown Streetscape PH 1	
FY 10	\$ 75,000
FY 11	\$ 181,163
FY 12	\$ 129,508
FY 13	\$ 80,000
FY 14	\$ 29,329
	\$ 495,000
2 Downtown Streetscape PH 2	
FY 12	\$ 31,413
FY 13	\$ 36,771
FY 14	\$ 68,812
FY 15	\$ 49,761
FY 16	\$ 313,418
FY 17	\$ (29,217)
	\$ 470,958
3 Main & Maple Improve Ph. 1	
FY 14	\$ 2,820
FY 15	\$ 1,627
FY 16	\$ 949
FY 17	\$ 304
FY 18	\$ 5,520
	\$ 11,220

2 Main St, Sidewalk Improvements	
FY 10	\$ 25,758
FY 11	\$ -
FY 12	\$ 5,404
FY 13	\$ 766
FY 14	\$ 56,673
FY 15	\$ 4,731
FY 16	\$ -
	\$ 93,332
2 N. 21st St. Sidewalk Improve	
FY 10	\$ 45,954
FY 11	\$ 125,616
FY 12	\$ (8,725)
FY 13	\$ 93,663
FY 14	\$ 53,060
FY 15	\$ 2,392
FY 16	\$ -
FY 17	\$ 5,705
	\$ 317,665
2 32nd Street Sidewalk	
FY 10	\$ 250,512
	\$ 250,512
2 Southern Collector Road	
FY 10	\$ 89,391
FY 11	\$ 914,781
FY 12	\$ 651,153
FY 13	\$ 208,933
FY 14	\$ -
FY 15	\$ 327,541
	\$ 2,191,799
2 D Street Improvements	
FY 10	\$ 67,059
FY 11	\$ 110,007
FY 12	\$ 19,069
	\$ 196,135

2 Maple to W&OD Trail	
FY 11	\$ 32,909
FY 12	\$ 10,271
FY 13	\$ 876
	\$ 44,056
2 Country Club & 33rd St. Improvements	
FY 11	\$ 48,573
FY 12	\$ 41,185
FY 13	\$ 71,368
FY 14	\$ 527,670
	\$ 688,796
2 Hirst Road Improvements	
FY 12	\$ 64,999
FY 13	\$ 19,602
	\$ 84,601
3 Hirst Road Improvements	
FY 17	\$ 14,586
FY 18	\$ 173,234
	\$ 187,820
1 Cover Engineering Overtime	
FY 16	\$ 20,000
	\$ 20,000
Main & Maple Improve Ph. 2	
FY 18	\$ 3,780
	\$ 3,780
Project Contingency	
FY 18	\$ 47,810
	\$ 47,810

¹ Applied to General Fund Operating Budget	\$ 200,000
² Applied to CIP project now closed	\$ 5,329,370
³ Applied to Current CIP	\$ 202,820
Total Assigned Funds	\$ 5,732,190

Available for Future Use \$ 47,810

Loudoun County Fields Farm School Settlement (Cont'd)

Summary by Fiscal Year

LED Street Lights	\$	15,000	¹	Wayfinding Signs (119-4094100-0140)	\$	63,269	²
Traffic Signals (Hatcher & Main, 23rd & Main)	\$	370,381	²	Downtown Streetscape PH 1 (119-4094100)	\$	29,329	²
FY 09	\$	385,381		Downtown Streetscape PH 2 (119-4094100)	\$	68,812	²
Downtown Streetscape (119-4094100)	\$	75,000	²	Main & Maple Improve Ph. 1	\$	2,820	²
Main Street Sidewalk Improvements (119-4094202)	\$	25,758	²	Main Street Sidewalk Improvements (119-4094202)	\$	56,673	²
N. 21st St. Sidewalk Improvements (119-4094206)	\$	45,954	²	N. 21st St. Sidewalk Improvements (119-4094206)	\$	53,060	²
32nd Street Sidewalk (119-4094207)	\$	250,512	²	Southern Collector Road (119-4094253)	\$	-	²
Southern Collector Road (119-4094253)	\$	89,391	²	Country Club & 33rd St. Improve (119-4094272)	\$	527,670	²
D Street Improvements (119-4094259)	\$	67,059	²	FY 14	\$	801,633	
FY 10	\$	553,674		Wayfinding Signs (119-4094100-0140)	\$	5,718	²
Downtown Streetscape PH 1 (119-4094100)	\$	181,163	²	Downtown Streetscape PH 2 (119-4094100)	\$	49,761	²
N. 21st St. Sidewalk Improvements (119-4094206)	\$	125,616	²	Main & Maple Improve (119-4094201)	\$	1,627	²
Southern Collector Road (119-4094253)	\$	914,781	²	Main Street Sidewalk Improvements (119-4094202)	\$	4,731	²
D Street Improvements (119-4094259)	\$	110,007	²	N. 21st St. Sidewalk Improvements (119-4094206)	\$	2,392	²
Maple to W&OD Trail (119-4094267)	\$	32,909	²	Southern Collector Road (119-4094253)	\$	327,541	²
Country Club & 33rd St. Improvement (119-4094272)	\$	48,573	²	FY 15	\$	391,770	
Replacement for loss of LoCo Gas Tax	\$	165,000	¹	Downtown Streetscape PH 2 (119-4094100)	\$	313,418	²
FY 11	\$	1,578,049		Main & Maple Improve (119-4094201)	\$	949	²
Wayfinding Signs (119-4094100-0140)	\$	25,626	²	Main Street Sidewalk Improvements (119-4094202)	\$	-	²
Downtown Streetscape PH 1 (119-4094100)	\$	129,508	²	N. 21st St. Sidewalk Improvements (119-4094206)	\$	-	²
Downtown Streetscape PH 2 (119-4094100)	\$	31,413	²	Cover Engineering Overtime	\$	20,000	¹
Main Street Sidewalk Improvements (119-4094202)	\$	5,404	²	FY 16	\$	334,367	
N. 21st St. Sidewalk Improvements (119-4094206)	\$	(8,725)	²	Downtown Streetscape PH 2 (119-4094100)	\$	(29,217)	²
Southern Collector Road	\$	651,153	²	Main & Maple Improve (119-4094201)	\$	304	²
D Street Improvements	\$	19,069	²	N. 21st St. Sidewalk Improvements (119-4094206)	\$	5,705	²
Maple to W&OD Trail	\$	10,271	²	Hirst Road Improvements	\$	14,586	²
Country Club & 33rd St. Improvements	\$	41,185	²	FY 17	\$	(8,622)	
Hirst Road Improvements	\$	64,999	²	Main & Maple Improve Ph. 1	\$	5,520	²
FY 12	\$	969,903		Main & Maple Improve Ph. 2	\$	3,780	²
Wayfinding Signs (119-4094100-0140)	\$	31,522	²	Hirst Road Improvements	\$	173,234	²
Downtown Streetscape PH 1 (119-4094100)	\$	80,000	²	Project Contingency	\$	47,810	²
Downtown Streetscape PH 2 (119-4094100)	\$	36,771	²	FY 18	\$	230,344	
Main Street Sidewalk Improvements (119-4094202)	\$	766	²	Total	\$	5,780,000	
N. 21st St. Sidewalk Improvements (119-4094206)	\$	93,663	²				
Southern Collector Road (119-4094253)	\$	208,933	²				
Maple to W&OD Trail	\$	876	²				
Country Club & 33rd St. Improvements	\$	71,368	²				
Hirst Road Improvements	\$	19,602	²				
FY 13	\$	543,501					

¹ Applied to General Fund Operating Budget	\$	200,000
² Applied to CIP project now closed	\$	5,329,370
Applied to Current CIP	\$	202,820
Total Assigned Funds	\$	5,732,190

Northern Virginia Transportation Authority (NVTA)
Town of Purcellville Capital Improvement Program

Summary By Project

¹East Main St. Sidewalk		²32nd & A St. Intersection	
FY 15	\$ 239,886.54	FY 17	\$ 15,874.98
FY 16	\$ 18,573.89	FY 18	\$ 291,125.02
	<u>\$ 258,460.43</u>	FY 19	\$ 199,000.00
			<u>\$ 506,000.00</u>
²Main & Maple Intersection Ph 1		²12th St. Improvements	
FY 17	\$ 647.75	FY 19	\$ 110,000.00
	<u>\$ 647.75</u>	FY 20	\$ 890,000.00
			<u>\$ 1,000,000.00</u>
²Main & Maple Intersection Ph 2		²32nd & Main Intersection	
FY 18	\$ 12,684.25	FY 19	\$ 70,745.00
FY 19	\$ 7,168.00	FY 20	\$ 445,783.00
FY 20	\$ 139,492.00		<u>\$ 516,528.00</u>
	<u>\$ 159,344.25</u>		
²Nursery Ave. Improvements		Hatcher Avenue Sidewalk	
FY 15	\$ 17,073.53	FY 19	\$ 77,275.00
FY 16	\$ 58,477.27	FY 20	\$ 43,121.00
FY 17	\$ 107,595.79		<u>\$ 120,396.00</u>
FY 18	\$ 513,597.41		
	<u>\$ 696,744.00</u>		
		Total	\$ 3,258,120.43

Funding Amounts Allocated to Purcellville*

FY 14	Audited	\$	375,015.74
FY 15	Audited	\$	413,865.95
FY 16	Audited	\$	424,107.34
FY 17	Audited	\$	484,103.00
FY 18	Estimated	\$	482,466.00
FY 19	Estimated	\$	489,800.00
FY 20	Estimated	\$	511,488.00
FY 21	Estimated	\$	526,281.00
FY 22	Estimated	\$	542,076.00
FY 23	Estimated	\$	557,739.00
FY 24	Estimated	\$	573,837.00
		\$	<u>5,380,779.03</u>

Total NVTA Funds Allocated	\$	5,380,779.03
¹ Applied to Closed CIP project	\$	258,460.43
² Applied to Current CIP	\$	2,999,660.00
Available for Future Use	\$	2,122,658.60

* Funding amounts were identified in a letter from Loudoun County dated February 13, 2018.

Updated 8/16/18

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Supplemental Information

This section provides relevant information to facilitate understanding of the budget document and the budget operating environment.

- History of Purcellville
- Purcellville Timeline
- Budget Adoption Resolution & Summary of Changes
- Tax and Fee Ordinances & Master Tax & Fee Summary
- Tax Rate History
- Vehicle and Equipment Purchase/Replacement Schedule
- Glossary of Budget Terms

Town History

Settled in 1764, Purcellville is one of seven independent towns in Loudoun County. Purcellville lies in the western portion of the County along the principal east-west transportation corridor, Route 7, an early path of the historic Great Wagon Road which took settlers from Philadelphia to the Carolinas. Rich in agricultural heritage, Purcellville is considered part of the Washington Metropolitan Area.

Although the first land grant in the area was issued by Lord Fairfax in 1740¹, it was not until 1764 that Purcellville's first known settler, James Dillon from Bucks County, Pennsylvania, arrived. As might be expected, it would take a road to make a town; the early ox cart track which wound westward from Leesburg, known later as the "Great Road", served this purpose. The Great Road, now known as Route 7, became an authorized turnpike in 1785² and extended the turnpike system westward from Alexandria to Snickers' Gap, and beyond to Berryville and Winchester. With the construction of this turnpike in 1832, travel through Purcellville began to increase – the first stagecoach arrived in 1841.



Purcellville W&OD Train Depot in Use in 1951

A railroad link was built to Leesburg prior to the Civil War, and travel to points further west was continued by stagecoach through Purcellville. When the railroad was extended to Purcellville in 1874, the Town took Leesburg's place as the beginning of the stage route until the Washington and Ohio Railroad (later reorganized as the Washington and Old Dominion Railroad) was extended to Round Hill in 1875.

The Town's dependence upon transportation links to the more populous eastern Northern Virginia has remained strong. Over the years, improvements have been made to various segments of Route 7, and a

¹ Eugene M. Scheel, *The Story of Purcellville*, reprinted by the Town of Purcellville in commemoration of its 75th anniversary 1908-1983, (1983).

² Nathaniel Mason Pawlett, *Historic Roads of Virginia*, Virginia Highway Research Council, (1977).

bypass highway now connects western Loudoun County to the larger metropolitan area.

The first recorded business, an ordinary (a combined store and inn), was established by Abraham Vickers in 1799. This was followed by a second ordinary, established by Stacey Taylor in 1804, and later by "Purcell's Store" and Post Office, established by Valentine Vernon Purcell (from whom the Town's name is derived). A blacksmith's shop, established around 1848, was also among the Town's earliest businesses. The Town's first public school was built in 1883. On July 9, 1852, the village officially adopted the name Purcellville, and on March 14, 1908, the Town was incorporated by an act of the Virginia General Assembly.



Early Temperance March in Downtown

Although there were several marches and chases through Purcellville during the Civil War, the Town sustained no major damage. However, a series of disastrous fires, the first in 1900 and two more in 1914, virtually wiped out the business district, depriving the Town of much of its earliest architectural heritage. Much of the downtown was rebuilt, and now the early 20th Century downtown is designated as a historic district on the Virginia Landmarks Register and the National Register of Historic Places.



Women workers in Purcellville Orchard

Purcellville's moderate growth during this rebuilding period was not indicative of its future growth. Furthermore, Purcellville's traditional dependence upon agriculture as its primary source of income has diminished as more and more residents are employed outside of the community. The challenge is to accept this change without the Town losing its historic identity and those everyday, small-town amenities that have developed over its long history.

Purcellville Timeline

Timeline

- 1700's Purcellville area is first settled by James Dillon in mid 1700's
- 1790's Village became known as Purcell's Store
- 1822 On January 28, Valentine Purcell is appointed postmaster of Purcell's Store
- 1841 First known stagecoach comes through Purcell's Store. It leaves Washington, D.C. at 4 a.m. and arrived in Winchester at 6 p.m.
- 1852 Purcell's Store is renamed Purcellville on July 9.
- 1861 On May 29, Purcellville residents cast eighty-two votes for secession and thirty-one against.
- 1864 Ambush at Heaton's Crossroads, Union cavalry attacks a column of Confederates under Gen. Jubal Early here July 16, 1864, after the Southerners ended their campaign into Maryland, which briefly threatened Washington DC. The attack captures or destroys dozens of Confederate wagons, many of which were filled with booty from the campaign.
- 1874 The Washington & Ohio Railroad comes to town on March 14. A sixty-by-twenty-foot railroad depot was completed in April.
- 1886 Phone service comes to Purcellville.
- 1904 First automobile seen in Purcellville.

- The Tabernacle at the Bush meeting grounds is built for \$2,500.
- 1908 Purcellville incorporates on March 14.
- First town taxes: 50 cents for every male 21 and over, and 11 cents on every 100 dollars of assessed valuation.
- 1910 Town Council establishes first speed limit at 8 m.p.h.
- The Loudoun County Emancipation Association builds their headquarters on the Emancipation Grounds.
- 1912 Electricity comes to Purcellville provided by a diesel-powered plant. The plant also manufactures six tons of ice daily.
- 1914 On November 22, fire destroys most of the downtown businesses. A second fire occurs a week later.
- 1915 The Town Council enacts a building code in the business district requiring buildings to be erected of brick, stone, or concrete.
- 1920 Carrie Emerick is the first woman in Loudoun County to pay her poll tax, making her eligible to vote.
- 1921 The first Catholic church, St. Francis de Sales, is built.
- 1923 The town organizes its first fire company on March 15.
- 1924 Installation of the first 58 street lights.
- 1925 The Bethany Methodist Church is built.
- 1927 The main street of Purcellville is paved.

- 1928 The Town Council votes to install municipal water.
- 1933 Prohibition is repealed in a county-wide vote. Purcellville residents vote 74 to 72 to repeal.
- 1938 Purcellville Library is dedicated on Labor Day.
- 1947 The eight-room George Washington Carver School is built.
- 1949 The firemen provide lights at their baseball field.
- 1951 Passenger service on the W&OD is discontinued.
- 1967 Integration occurs at Emerick Elementary.
- 1988 The Purcellville section of the Washington and Old Dominion Railroad Regional Park (W&OD) is completed.
- 1993 Purcellville's Library addition is completed in July.
- 1998 Town hosts Babe Ruth World Series for the first time. Games are played at Fireman's Field
- 2006 The Town receives its first designation as a Tree City USA Community by The Arbor Day Foundation, in cooperation with USDA Forest Service and the National Association of State Foresters.
- 2008 Purcellville celebrates its 100th anniversary.

The Town and the Purcellville Volunteer Fire Department hold a formal deed transfer ceremony on the main baseball field for the Fireman's Field property including the historic Bush Tabernacle (Skating Rink). With the transfer, the Town becomes owner of Fireman's Field.

- 2009 Purcellville places 1,271-acre J.T. Hirst Reservoir Property under conservation easement.
- Town purchases approximately 193 acres adjacent to its water plant and places 182 acres of it onto a conservation easement.
- 2010 Town completes Bush Tabernacle restoration and reopens to the public.
- The Purcellville Train Depot and the Tabernacle/Skating Rink are listed on the National Register of Historic Places and the Virginia Landmarks Register.
- The town upgrades the Basham Simms Wastewater Facility in order to increase capacity and meet new regulatory standards. The state-of-the art facility ensures wastewater is properly treated prior to discharge into local streams.
- 2011 Town converts historic Baptist Church at 221 Nursery Avenue into its new Town Hall. Town staff moves into the new facility in November of 2011. The building is listed on the Virginia Historic Landmark (2006) and the National Register of Historic Places (2007)
- 2012 Town receives National Siemens Sustainability Award, – one of only three communities in the US.
- 2013 The Town constructs and opens the Southern Collector Road on the east end of Town naming it the William T. Druhan Jr., Boulevard. The Town also receives its first bond rating from all three rating agencies. On the sports front, Purcellville becomes the first host town team to win the Babe Ruth World Series.
- 2014 Holds the 4th Annual Loudoun Grown Expo and the 3rd Annual Wine and Food Festival at the historic Bush Tabernacle. Police Department maintains its State Accreditation by Virginia Law Enforcement Professional Standards Commission. Town maintains its AAA Bond Rating.

2015 The Town continues holding marquee events for the community, including the Loudoun Grown Expo, Wine and Food Festival, Music and Arts Festival, and numerous Christmas events, including a Christmas Parade attended by thousands. The Town Council initiates a review of the Comprehensive Plan to guide the future of development and preservation of the Town. The Town also focuses on debt management, alternative revenue opportunities, and continued fiscal stability.

2016 The Town Council initiated numerous citizen engagement programs and tools, including the OpenGov Financial Transparency portal, Polco real-time citizen polling system, CommunityVoice idea generator platform, and enhancements to the website for better sharing and receiving of information. The Town completed the sale of Mary's House of Hope to the Good Shepherd Alliance and approved the SUP for Makersmiths at the old Maintenance facility. The Town Council continues discussions on debt management strategies and utility rate analyses.

In 2016, the Town saw one of the largest snowstorms in history, reaching 40 inches in some locations during a 36-hour blizzard. The Town staff responded admirably, having all Town-maintained streets clear within 8 hours of the end of the storm. The Town continues to support and hold signature events for the community, including the Loudoun Grown Expo, Wine and Food Festival, Music and Arts Festival, and numerous Christmas events, including a Christmas Parade attended by thousands.

2017 The Town's strong credit rating was reaffirmed by all three rating agencies. This allowed the Town to proceed with the 2017 Plan of Finance and receive favorable interest rates on the Town's second public bond sale. The Plan of Finance included pay off of the 2010 Build America Bond and restructure of Utility Fund and Parks and Rec Fund debt including elimination of tax-exempt restrictions to allow more opportunities for public-private partnerships.

The Town Police Department maintains its State Accreditation by Virginia Law Enforcement Professional Standards Commission for the second time. Long-time Town Manager Robert W. Lohr, Jr. retires after 24 years with the Town of Purcellville. Town Council issues a Request for Information for possible uses and management of the Fireman's Field property.

Mayor
Kwasi A. Fraser



Council
Chris Bledsoe
Ryan J. Cool
Theodore Greenly
Douglass J. McCollum
Nedim Ogelman

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
www.purcellvilleva.gov

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 18-06-02

**PRESENTED: JUNE 12, 2018
ADOPTED: JUNE 12, 2018**

A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2019 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE IMPLEMENTATION OF THIS RESOLUTION

WHEREAS, pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2018 and ending June 30, 2019 (“**FY 2019**”); and

WHEREAS, the Interim Town Manager prepared for FY 2019 a budget entitled *Proposed Fiscal Year 2019 Fiscal Plan and & Capital Improvement Program Fiscal Year 2019-2023* (“**FY 2019 Budget**”), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

WHEREAS, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2019 Budget, which changes are set forth in a document entitled *Summary of Changes to the FY 2019 Budget*.

NOW, THEREFORE, the Council of the Town of Purcellville, Virginia hereby resolves:

SECTION I. The FY 2019 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Summary of Changes to the FY 2019 Budget*. The FY 2019 Budget shall include fund categories and budgeted expenditures for such

A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2019 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE IMPLEMENTATION OF THIS RESOLUTION

fund categories as follows: General Fund, \$10,118,990; Parks and Recreation Fund, \$577,845; Utility Funds (includes Water Fund and Wastewater Fund), \$10,152,377; and Capital Projects Funds, \$3,555,183.

SECTION II. Amendments to the adopted FY 2019 Budget may be enacted by the Town Council by resolution from time to time.

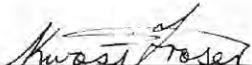
SECTION III. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION IV. All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

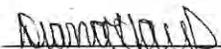
SECTION V. If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

SECTION VI. This Resolution shall be effective July 1, 2018.

PASSED THIS 12TH DAY OF JUNE, 2018


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Clerk of Council

SUMMARY OF CHANGES TO THE FY 2019 BUDGET

June 12, 2018

Operating Budget Revenues			Town Manager	Town Council	Net Difference
Fund	Account #	Account Title	Budget	Changes	to TM Budget
WWF	52360000-381000	Wastewater Availabilities	\$2,192,400	\$1,718,860	(\$473,540)
WWF	52360000-398502	Transfer in Cash Reserves	\$0	\$14,000	\$14,000
TOTAL WWF REVENUE CHANGES			\$2,192,400	\$1,718,860	(\$459,540)

TOTAL REVENUE CHANGES - ALL FUNDS			\$2,192,400	\$1,718,860	(\$459,540)
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Operating Budget Expenditures			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
GF	11210000-401100	Administration Staff	\$682,191	\$648,290	(\$33,901)
GF	11210000-403112	Compensation Study	\$0	\$40,000	\$40,000
GF	11210000-403113	Organizational Assessment	\$0	\$100,000	\$100,000
GF	11210000-405210	Postage	\$8,000	\$7,000	(\$1,000)
GF	11210000-405380	Insurance - Municipal	\$110,000	\$108,162	(\$1,838)
GF	11210000-405410	Leased Equipment	\$10,000	\$9,000	(\$1,000)
GF	11210000-405800	Miscellaneous	\$1,000	\$500	(\$500)
GF	11210000-405880	Community Event Signs	\$1,000	\$800	(\$200)
GF	11210000-406100	Supplies	\$14,000	\$12,000	(\$2,000)
GF	11210000-406110	Records Management	\$4,000	\$3,000	(\$1,000)
GF	11210000-406240	Public Information	\$14,000	\$12,000	(\$2,000)
GF	11241000-403180	Credit Collection	\$1,000	\$0	(\$1,000)
GF	11241000-405800	General Expenses - Finance	\$6,200	\$2,000	(\$4,200)
GF	11251000-401200	IT Overtime	\$3,000	\$1,000	(\$2,000)
GF	11251000-405230	IT Communication	\$6,500	\$37,540	\$31,040
GF	11251000-406090	Hardware Operations	\$50,000	\$45,000	(\$5,000)
GF	13110000-402810	Police Uniforms	\$20,000	\$18,000	(\$2,000)
GF	13110000-406180	Vehicle Maint/Gas	\$55,000	\$45,000	(\$10,000)

Operating Budget Expenditures			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
GF	14120000-403700	Waste Disposal	\$4,100	\$3,600	(\$500)
GF	14120000-405120	Propane	\$11,000	\$10,500	(\$500)
GF	14120000-405895	Parking Lot Maintenance	\$12,000	\$11,000	(\$1,000)
GF	14120000-406160	Building Expenses	\$25,000	\$23,000	(\$2,000)
GF	14120000-406180	Vehicle Maint/Gas	\$45,000	\$40,000	(\$5,000)
GF	14130000-405965	Engineering Exp (Town)	\$10,000	\$7,500	(\$2,500)
GF	18110000-401200	Overtime - Planning	\$8,000	\$6,500	(\$1,500)
GF	18110000-403140	Consulting	\$10,000	\$7,500	(\$2,500)
GF	18110000-405540	Travel/Training	\$5,000	\$3,500	(\$1,500)
GF	18110000-403140	General Expenses - Planning	\$8,000	\$5,500	(\$2,500)
GF	18150010-405820	EDEV Special Proj/Tourism	\$8,000	\$4,000	(\$4,000)
GF	18150030-405820	EDAC Visitor Center	\$0	\$7,000	\$7,000
GF	19900000-407110	Comp Study Implementation	\$94,386	\$0	(\$94,386)
GF	19400040-408000	Capital Outlay - Police	\$123,000	\$88,000	(\$35,000)
GF	19900000-490100	Contingency/Surplus	\$29,160	\$71,645	\$42,485
TOTAL GF EXPENSE CHANGES					\$0

P&R	27110000-403135	Lg Range Pl - Bike Park Feasibility	\$0	\$10,000	\$10,000
P&R	29900000-490300	Transfer to Capital Fund	\$246,000	\$200,000	(\$46,000)
P&R	29900000-490200	Contingency/Surplus	\$5,000	\$41,000	\$36,000
TOTAL P&R EXPENSE CHANGES					\$0

WF	51520000-405865	Utility Line Repairs	\$57,000	\$52,000	(\$5,000)
WF	51530000-403395	Mowing	\$8,000	\$6,500	(\$1,500)
WF	51530000-405210	Postage	\$14,000	\$13,000	(\$1,000)
WF	51530000-405710	Environmental Compliance	\$2,000	\$1,500	(\$500)
WF	51550000-406210	Replacement Water Meter Equip	\$52,000	\$47,000	(\$5,000)
WF	51990000-407110	Comp Study Implementation	\$13,053	\$0	(\$13,053)
WF	51990000-490501	Contingency/Surplus	\$986,481	\$1,012,534	\$26,053
TOTAL WF EXPENSE CHANGES					\$0

Operating Budget Expenditures			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
WWF	52620000-403310	Building Security	\$4,200	\$3,700	(\$500)
WWF	52630000-403410	GIS Layers	\$15,000	\$14,000	(\$1,000)
WWF	52630000-405710	Environmental Compliance	\$14,500	\$14,000	(\$500)
WWF	52650000-406210	Water Meter Equip Replacement	\$45,000	\$40,000	(\$5,000)
WWF	52990000-407110	Comp Study Implementation	\$12,739	\$0	(\$12,739)
WWF	52990000-490502	Contingency/Surplus	\$479,475	\$39,674	(\$439,801)
TOTAL WWF EXPENSE CHANGES					(\$459,540)

TOTAL EXPENDITURE CHANGES ALL OPERATING FUNDS	(\$459,540)
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SUMMARY OF CHANGES TO THE FY 2019 BUDGET
June 12, 2018

Capital Budget Revenues			Town Manager	Town Council	Net Difference
Fund	Account #	Account Title	Budget	Changes	to TM Budget
GF CIP	To be determined (TBD)	VDOT - 12th Street Improvements	\$0	\$110,000	\$110,000
GF CIP	TBD	NVTA - 12th Street Improvements	\$0	\$110,000	\$110,000
GF CIP	TBD	VDOT - 32nd & Main	\$0	\$49,255	\$49,255
GF CIP	TBD	NVTA - 32nd & Main	\$0	\$70,745	\$70,745
GF CIP	TBD	VDOT - Hatcher Ave Sidewalk Imp	\$0	\$67,725	\$67,725
GF CIP	TBD	NVTA - Hatcher Ave Sidewalk Imp	\$0	\$77,275	\$77,275
GF CIP	TBD	County Funding - Path from LVHS	\$0	\$114,885	\$114,885
GF CIP	TBD	County Funding - Pedestrian Linkage	\$0	\$95,264	\$95,264
GF CIP	TBD- Parks and Rec Related	Transfer from Parks and Rec Fund	\$246,000	\$200,000	(\$46,000)
TOTAL GF CIP REVENUE CHANGES			\$246,000	\$895,149	\$649,149

Capital Budget Revenues			Town Manager	Town Council	Net Difference
Fund	Account #	Account Title	Budget	Changes	to TM Budget
WWF CIP	To be determined (TBD)	Transfer from Wastewater Fund	\$793,600	\$793,600	\$0
TOTAL GF CIP REVENUE CHANGES			\$793,600	\$793,600	\$0

Operating Budget Expenditures			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
TOTAL REVENUE CHANGES - CAPITAL FUNDS			\$1,039,600	\$1,688,749	\$649,149

Capital Budget Expenditures			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
GF CIP	TBD	12th Street Improvements - Engineering	\$0	\$220,000	\$220,000
GF CIP	TBD	32nd & Main - Engineering	\$0	\$120,000	\$120,000
GF CIP	TBD	Hatcher Ave Sidewalk Imp - Engineering	\$0	\$145,000	\$145,000
GF CIP	TBD	Path from LVHS - Engineering	\$0	\$21,844	\$21,844
GF CIP	TBD	Path from LVHS - Land / ROW	\$0	\$5,000	\$5,000
GF CIP	TBD	Path from LVHS - Professional Services	\$0	\$13,652	\$13,652
GF CIP	TBD	Path from LVHS - Construction	\$0	\$74,389	\$74,389
GF CIP	TBD	Pedestrian Linkage - Engineering	\$0	\$18,000	\$18,000
GF CIP	TBD	Pedestrian Linkage - Land / ROW	\$0	\$5,000	\$5,000
GF CIP	TBD	Pedestrian Linkage - Construction	\$0	\$72,264	\$72,264
GF CIP	TBD	Bike Park - Engineering	\$46,000	\$0	(\$46,000)
TOTAL GF CIP EXPENDITURE CHANGES			\$46,000	\$695,149	\$649,149

Capital Budget Expenditures			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
WWF CIP	TBD	East End Pump Station - Engineering	\$131,070	\$69,880	(\$61,190)
WWF CIP	TBD	East End Pump Station - Construction	\$0	\$46,640	\$46,640
WWF CIP	TBD	West End Pump Station - Engineering	\$50,000	\$42,000	(\$8,000)
WWF CIP	TBD	West End Pump Station - Land / ROW	\$12,000	\$54,000	\$42,000
WWF CIP	TBD	West End Pump Station - Miscellaneous	\$121,750	\$0	(\$121,750)
WWF CIP	TBD	West End Pump Station - Construction	\$0	\$102,300	\$102,300
TOTAL GF CIP EXPENDITURE CHANGES			\$314,820	\$314,820	\$0

TOTAL EXPENDITURE CHANGES - CAPITAL FUNDS			\$360,820	\$1,009,969	\$649,149
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Mayor
Kwasi A. Fraser



Council
Chris Bledsoe
Ryan J. Cool
Theodore Greenly
Douglass J. McCollum
Nedim Ogelman

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
www.purcellvilleva.gov

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 18-06-03

**PRESENTED: JUNE 12, 2018
ADOPTED: JUNE 12, 2018**

A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2019 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED FISCAL YEAR 2019 BUDGET; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2018 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND A SPECIFIC ACCOUNT IN THE GENERAL FUND APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2018 BUT NOT EXPENDED IN FISCAL YEAR 2018

WHEREAS, the Town Council adopted a budget for fiscal year 2019 (“FY 2019 Budget”); and

WHEREAS, pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, in addition to adopting a budget each fiscal year, the Town Council must also take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds; and

WHEREAS, further pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, the Town must spend all appropriated funds in the same fiscal year for which they were appropriated, unless the Town Council votes to re-appropriate unspent funds for expenditure in the following fiscal year; and

WHEREAS, the Town Council appropriated for expenditure in FY 2018 certain capital improvement project funds that were not fully expended in FY 2018, and desires to re-appropriate such funds for expenditure in FY 2019.

WHEREAS, the Town Council appropriated for expenditure in FY 2018 the Comprehensive Plan (Account #18110000-403111) in the General Operating Fund that were not fully expended in FY 2018, and desires to re-appropriate such funds for expenditure in FY 2019.

A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2019 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED FISCAL YEAR 2019 BUDGET; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2018 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND A SPECIFIC ACCOUNT IN THE GENERAL FUND APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2018 BUT NOT EXPENDED IN FISCAL YEAR

NOW, THEREFORE, the Council of the Town of Purcellville, Virginia hereby resolves:

SECTION I. The budgeted expenditures in each fund category, as reflected in the FY 2019 Budget and the *Summary of Changes to the FY 2019 Budget*, are hereby appropriated for expenditure in fiscal year 2019.

SECTION II. The capital improvement project funds that were appropriated for expenditure in FY 2018 but not spent in FY 2018, are hereby re-appropriated for expenditure in FY 2019 in amounts not to exceed the following: General Fund; **\$5,951,168**; Water Fund; **\$652,207**; and Wastewater Fund; **\$161,120**.

SECTION III. The Comprehensive Plan (Account #18110000-403111) in the General Fund that were appropriated for expenditure in FY 2018 but not spent in FY 2018, are hereby re-appropriated for expenditure in FY 2019 in amounts not to exceed the following: General Fund; **\$19,700**.

SECTION IV. Supplemental appropriations may be enacted by the Town Council by resolution from time to time.

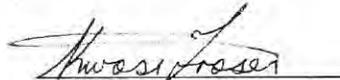
SECTION V. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION VI. All prior budgets, ordinances, appropriations, and resolutions in conflict herewith are hereby repealed.

SECTION VII. If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

SECTION VIII. This Resolution shall be effective July 1, 2018.

PASSED THIS 12TH DAY OF JUNE, 2018.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Clerk of Council

AN ORDINANCE: ESTABLISHING FOR CALENDAR YEAR 2018 THE REAL ESTATE TAX RATE, THE PERSONAL PROPERTY TAX RATE, THE PERSONAL PROPERTY TAX RELIEF RATE, AND THE FIREMAN'S FIELD SERVICE DISTRICT TAX RATE; REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; ESTABLISHING SEVERABILITY AND SAVINGS CLAUSES; ESTABLISHING EFFECTIVE DATE

WHEREAS, the tax rates applicable to real property, personal property, and the Fireman's Field service district, are effective on a calendar-year basis, but are generally established in April of each calendar year, after the real property assessment data has been compiled by Loudoun County and transmitted to the Town for use in estimating Town tax revenues and budgeting.

NOW THEREFORE, the Council of the Town of Purcellville, Virginia hereby ordains:

SECTION I. Real Property. That the calendar year 2018 tax rate on real estate is hereby established to be \$0.22 per \$100 of assessed value.

SECTION II. Tangible Personal Property. That the calendar year 2017 tax rate on tangible personal property is hereby established to be:

- a. \$1.05 per \$100 of assessed value for all tangible personal property identified in Va. Code § 58.1-3503(A), subsections 1 through 13, which includes vehicles; and
- b. \$0.55 per \$100 of assessed value for all non-vehicular tangible personal property that is used in business; and
- c. \$0.01 per \$100 of assessed value for the qualified tangible personal property of a qualified individual who actively serves as a volunteer member of a fire and rescue department in Loudoun County, as allowed by law.

SECTION III. Tax Relief. That tax relief shall be granted on the first \$20,000.00 of value of non-commercial vehicles qualified by law for such relief, and that such relief shall be calculated by discounting the tax obligation otherwise due on the first \$20,000 by 35%.

SECTION IV. Fireman's Field. That the calendar year 2017 tax rate on real estate located within the Fireman's Field Service Tax District is hereby established to be \$0.030 per \$100 of assessed value.

SECTION V. Repeal. That Ordinances 17-04-01 (Setting the Real Estate Tax Rate, the Personal Property Tax Rate, the Personal Property Tax Relief Rate and the Fireman's Field Service District Tax Rate for CY2017), as well as all other prior ordinances and resolutions in conflict herewith, are hereby repealed.

AN ORDINANCE: ESTABLISHING FOR CALENDAR YEAR 2018 THE REAL ESTATE TAX RATE, THE PERSONAL PROPERTY TAX RATE, THE PERSONAL PROPERTY TAX RELIEF RATE, AND THE FIREMAN'S FIELD SERVICE DISTRICT TAX RATE; REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; ESTABLISHING SEVERABILITY AND SAVINGS CLAUSES; ESTABLISHING EFFECTIVE DATE

SECTION VI. Severability. That if a court of competent jurisdiction deems any provision of this ordinance to be invalid, such holding shall in no way affect the validity of the remaining sections or provisions of this ordinance, which shall remain in full force and effect.

SECTION VII. Savings Clause. That all ordinances repealed by this ordinance shall remain in full force and effect until the effective date of this ordinance. The repeal of ordinances hereunder shall not affect the authority of the Town to prosecute, punish or penalize any violation of such ordinances that occurred before the repeal hereunder takes effect.

SECTION VIII. Effective Date. That this ordinance shall be effective January 1, 2018.

PASSED THIS 10th DAY OF APRIL, 2018.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

Town Manager
David Mekarski

Town Attorney
Sally Hankins

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Acting Chief of Police
Joseph Schroeck

Town Clerk
Diana Hays

Department Directors
Elizabeth Krens, Finance
Dawn Ashbacher, Interim Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

ORDINANCE NO. 18-06-01

PRESENTED: JUNE 12, 2018
ADOPTED: JUNE 12, 2018

AN ORDINANCE: ADOPTING TAX RATES, FEES, AND FINES AS SHOWN ON THE MASTER TAX AND FEE SCHEDULE FOR FISCAL YEAR 2019; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING "APPENDIX A," SETTING FORTH THE MASTER TAX AND FEE SCHEDULE

WHEREAS, Virginia Code Section 15.2-107 provides that all levies and fees imposed or increased by a locality pursuant to the provisions of Chapters 21 or 22 of Title 15.2 of the Code of Virginia shall be adopted by ordinance; and

WHEREAS, in order to consolidate the location of all taxes and fees imposed by the Town on a fiscal year basis into a single document, the Town has established a Master Tax & Fee Schedule; and

WHEREAS, the Master Tax and Fee Schedule changes were duly advertised in the Loudoun Times-Mirror, published on March 22, 2018, and March 29, 2018; and

WHEREAS, the Town Council conducted a public hearing on April 10, 2018 to receive comments on the Master Tax and Fee Schedule, as it was advertised.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Purcellville, Virginia, as follows:

SECTION I. That all tax rates, fines, and fees for the Town of Purcellville are hereby adopted and re-ordained as set forth in Appendix A to this Ordinance, "Master Tax and Fee Schedule."

AN ORDINANCE: **ADOPTING TAX RATES, FEES, AND FINES AS SHOWN ON THE MASTER TAX AND FEE SCHEDULE FOR FISCAL YEAR 2019; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING "APPENDIX A," SETTING FORTH THE MASTER TAX AND FEE SCHEDULE**

SECTION II. That all tax rates, fines, and fees adopted under this Ordinance shall supersede any conflicting tax rate, fine, or fee previously adopted.

SECTION III. That the Master Tax and Fee Schedule adopted and re-ordained under this Ordinance shall be set forth in Appendix A of the Town Code of Purcellville, Virginia.

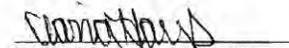
SECTION IV. That if any portion of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any other part or provision thereof, other than the part so decided to be invalid.

SECTION V. That this Ordinance shall be effective July 1, 2018.

PASSED THIS 12TH DAY OF JUNE, 2018


Kwasi A. Fraser, Mayor

ATTEST:


Diana Hays, Town Clerk

**Town of Purcellville
Master Tax & Fee Schedule
Effective January 1, 2018**

Category	2018 Tax Rate or Fees	Legal Authority
Real Estate Tax	.22 per \$100	Va. Code § 58.1-3200 Va. Code § 15.2-1104 Va. Code § 58.1-3321 Town Code 74-1
Fireman's Field Service Tax District	.03 per \$100	Va. Code § 15.2-2400 Town Code 74-232
Personal Property Tax		
Vehicles	1.05 per \$100	Va. Code § 58.1-3500
Vehicles – Qualified Volunteers	.01 per \$100	Town Code 74-1
Business Property	.55 per \$100	
Tax Penalty and Interest		
Penalty	10%	Va. Code § 58.1-3916
Interest	10% per annum	

*Tax Rates adopted on April 10, 2018. Town Ordinance 18-04-01

Town of Purcellville
Master Tax & Fee Schedule
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Vehicle License Fee		
Automobiles	\$27.00	Va. Code § 46.2-752 Ordinance 17-11-01
Motor Cycle	\$15.00	
Antique	\$0.00	
Military	\$0.00	
Transfer	\$0.00	
Penalty for Late Payment	\$1.00	
Qualified Vehicle – Volunteer	No Fee	
Meals Tax	5%	Va. Code § 58.1-3840 Town Code 74-82
Cigarette Tax	.75 per pack	Va. Code § 58.1-3840 Town Code 74-180
Transient Occupancy Tax	3% of amount paid for lodging or use of space	Va. Code § 58.1-3840 Town Code 74-222
Farm & Community Market Fee	\$20 per space	Town Code Ord # 10.12.02 Town Code 18-153

Town of Purcellville
Master Tax & Fee Schedule
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Business License		
Business License Tax:	Rates per category / value of gross receipts	
Business Service	\$.17/\$100 gross receipts	Va. Code § 58.1-3703 Town Code 18-41
Contractor	\$.14/\$100 gross receipts	
Direct Sellers >\$4,000	\$.17/\$100 gross receipts	
Financial Service	\$.17/\$100 gross receipts	
Fortune Teller	\$500 annual flat fee	
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts	
Massage Therapy	\$.17/\$100 gross receipts	
Nonprofit Organization	None- must provide 501(c)(3)	
Personal Service	\$.17/\$100 gross receipts	
Professional	\$.17/\$100 gross receipts	
Public Utilities	1/2 of 1% gross receipts	
Repair Service	\$.17/\$100 gross receipts	
Real Estate Service & Lessors of Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts	
Restaurant	\$.17/\$100 gross receipts	
Retail Merchant	\$.17/\$100 gross receipts	
Wholesale Merchant	\$.05/\$100 purchases of goods of sale	
Manufacturer	None	
Itinerant Merchant or Peddler	\$500 annual flat rate	
Carnival/Amusement	\$500 per event	
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate	
Savings & Loan, Credit Union	\$50 annual flat rate	
Photographer- no VA established business	\$30 annual flat rate	
Minimum License Fee	\$20	

Town of Purcellville
Master Tax & Fee Schedule
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Loudoun County Gas Tax	<i>Contribution to Town will not be provided in FY 2019</i>	
Sales Tax	6% (4.3% state, 1% local, .7% NVTA) Local 1% collected by State and remitted to Loudoun County to distribute according to number of school aged children residing in the Town.	Va. Code § 58.1-603
Communications Tax	5% of sales price of each communications service collected by State and apportioned to localities.	Va. Code § 58.1-648
Electric Utility Tax		Va. Code § 58.1-3814 Town Code 74-49
Residential	\$1.05 plus \$.0011363 on each kwh	
Commercial	\$1.72 plus \$.010204 on each kwh	
Industrial	\$1.72 plus \$.010204 on each kwh	
Bank Franchise Tax	80% of State rate of 1%/\$100 of net capital	Va. Code § 58.1 Chapter 12 Town Code 74-4
Community Events Sign	\$55 (in Town organization) \$65 (out of Town organization)	
Bad Check Fee	\$50	Va. Code § 15.2-106 Town Code 1-18
Mowing Fee		
Mowing Fee	Cost of Contractor Mowing	
Ordinance Mowing Admin Fee	20% of Fees	
Certified Letter Fee - Violation Notice	Current USPS Rate	
Certified Letter Fee - Invoice	Current USPS Rate	

Town of Purcellville
Police Fine & Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Fines and Fees	Legal Authority
Child restraint/safety belt violation (under 18 years; first offense - pay fine only)	\$50.00	
Disabled parking violation	\$150.00	
Driving wrong way on one-way street	\$30.00	
Earphones while driving	\$25.00	
Equipment violation (each charge)	\$30.00	
Expired rejection sticker	\$50.00	
Failure to dim headlights while moving	\$30.00	
Failure to display license plates	\$25.00	
Failure to drive on right side of highway	\$30.00	
Failure to give proper signal	\$30.00	Va. Code § 46.2-85
Failure to have vehicle inspected	\$30.00	
Failure to correct defects	\$50.00	
Failure to obey highway signs	\$30.00	Va. Code § 46.2-830
Failure to obey traffic lights	\$100.00	Va. Code § 46.2-833
Evasion of traffic control device	\$50.00	
Failure to obtain registration	\$25.00	
Failure to secure load	\$30.00	
Failure to use seat belt (pay fine only)	\$25.00	
Failure to yield right of way	\$30.00	Va. Code § 46.2-820 to § 46.2-829
Following too closely	\$30.00	Va. Code § 46.2-816
Illegal radar detector	\$40.00	Va. Code § 46.2-851
Impeding flow of traffic	\$30.00	
Improper lane change	\$30.00	
Improper passing	\$30.00	Va. Code § 46.2-830
Improper towing	\$30.00	Va. Code § 46.2-833
Improper U-turn	\$30.00	Va. Code § 46.2-845
Speeding (other than in a residence zone, highway work zone or school crosswalk)	\$6.00 per MPH over speed limit	Va. Code § 46.2-870 to § 46.2-876
Speeding in residence zone	\$200.00 plus \$8.00 per MPH over speed limit	Va. Code § 46.2-878.2
Highway Safety Corridor moving violation	(double the prepayable fine)	Va. Code § 46.2-947

**Town of Purcellville
Public Works Rental Rates
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Category	Current Rates and Fees	Legal Authority
Public Works Equipment		
<i>(Note: Equipment Rates are without Operator)</i>		
4-Wheel Backhoe	\$72.00	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
Air Compressor	\$21.00	
Boom Arm Mower	\$52.00	
Camera Truck	\$98.00	
Dump Truck	\$42.00	
Dump Truck w/ Plow and/or Spreader	\$62.00	
Mole	\$31.00	
Pickup Truck	\$21.00	
Pickup Truck w/Plow and/or Spreader	\$41.00	
Roto-Rooter	\$46.00	
Rubber Tire Loader	\$72.00	
Steiner Mower	\$39.00	
Thermoplast Gun	\$16.00	
Striping Machine	\$16.00	
Tractor with Bush Hog	\$46.00	
Utility Truck	\$52.00	
Vacuum Truck	\$129.00	
Variable Message Sign	\$82.00	
Zero Degree Mower (Skagg or X-Mark)	\$46.00	
Pipe Freezer	\$46.00	
Pavement Saw	\$36.00	
Trash Pump	\$11.00	

Town of Purcellville
Public Works Administrative and Labor Rates
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees		Legal Authority
Labor and Administration Rates			
Position:	Hourly Rate:	Hourly Overtime Rate:	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
Public Works Director	\$82.00	\$123.00	
Public Works Assistant Director/Manager	\$62.00	\$93.00	
Public Works Superintendent	\$57.00	\$86.00	
Public Works Team Leader	\$50.00	\$75.00	
Public Works Inspector	\$46.00	\$69.00	
Public Works Maintenance Worker	\$33.00	\$50.00	
Administrative Fee	20% Administrative Fee added to the total cost of invoice		

**Town of Purcellville
Public Works Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Category	Current Rate	Legal Authority
Right of Way Use Application Fee	\$100.00	Va. Code § 56-468.1
Right of Way Time Extension Fee	\$50.00	
Right of Way Reinstatement Fee	\$90.00	
Right of Way Performance Guarantee Fee	100% of Project Cost	
Right of Way Use Fee	\$1.05 per access line	
Accommodation Fees		
<i>After initial installation, the Town Council or a designee shall determine the annual compensation for the use of the right of way by a utility, except as provided in 24VAC30-151-740. The rates shall be established on the following basis:</i>		Va. Code § 56-468.1
Right of Way Time Extension Fee	\$50 per crossing	
Right of Way Reinstatement Fee	\$250 per mile annual use payment	
Right of Way Performance Guarantee Fee	\$34 per crossing	
Inspection Fees		
Second or subsequent inspection (additional inspections for traffic control, bond release, etc.)	\$46 per hour	Va. Code § 56-468.1
Vehicle Site Visitation second or subsequent visit	\$10 per visit	
Non-business hour inspection services	\$69 per hour + 20% administrative fee to cover indirect cost (4 hour minimum)	

**Town of Purcellville
Public Works Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Category	Current Rate	Legal Authority
Additive Fees		
Commercial Entrance	\$150 for first entrance; \$50 for each additional entrance	Va. Code § 56-468.1
Street Connection	\$150 for first connection; \$50 for each additional connection	
Temporary Construction Entrance	\$10 per entrance	
Turn Lane	\$10 per 100 linear feet	
Crossover	\$500 per crossover	
Curb & Gutter	\$10 per 100 linear feet	
Reconstruction of Roadway	\$10 per 100 linear feet	
Sidewalk	\$10 per 100 linear feet	
Traffic Signal	\$1,000 per signal installation	
Tree Trimming	\$10 per acre or 100 feet of frontage	
Storm Sewer / Sanitary Sewer / Water	\$10 per 100 linear feet	
Box Culvert or Bridge	\$5 per linear foot of attachment	
Drop Inlet	\$10 per inlet	
Paved Ditch	\$10 per 100 linear feet	
Under Drain or Cross Drain	\$10 per crossing	
Above-ground structure (including poles, pedestals, fire hydrants, towers, etc.)	\$10 per structure	
Pole Attachment	\$10 per structure	
Span guy	\$10 per crossing	
Additive guy and anchor	\$10 per guy and anchor	
Underground Utility - Parallel	\$10 per linear feet	
Overhead or Underground Crossing	\$10 per crossing	
Excavation Charge (including Test Bores & Emergency Opening)	\$10 per opening	

**Town of Purcellville
Community Development Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Application Category / Type	Current Fees	Legal Authority
Subdivision		
Pre-Application Review	\$250	Va. Code § 15.2-2241
Preliminary Plat	\$2,500 + \$100/lot	Va. Code § 15.2-2241
Preliminary Plat Extension	\$350	Va. Code § 15.2-2241
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300	Va. Code § 15.2-2241
Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)	Va. Code § 15.2-2241
Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot	Va. Code § 15.2-2241
Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot	Va. Code § 15.2-2241
Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of public improvements	Va. Code § 15.2-2241
Additional Submissions (applies to all plats & plans)	2 nd & subsequent: \$500	Va. Code § 15.2-2241
Revisions to Approved Construction Plans	\$500	Va. Code § 15.2-2241
Boundary line adjustment & lot consolidation plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review + 10% administrative fee	Va. Code § 15.2-2241
Other plats (easement plats, correction plats, etc)	\$500 plus \$50 per lot + cost of Town Attorney review	Va. Code § 15.2-2241
Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required	Va. Code § 15.2-2241
Grading Plan		
First Submission	\$500 + \$20 per acre	Va. Code § 15.2-2241
Additional Submissions	2 nd & subsequent: \$250	

**Town of Purcellville
Community Development Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Application Category / Type	Current Fees	Legal Authority
Site Plan		
Pre-Application Review	\$250	Va. Code § 15.2-2241
Preliminary Site Plan	\$2,000	Va. Code § 15.2-2241
Preliminary/Final Site Development Plan	\$4,500 +2% of public improvements value	Va. Code § 15.2-2241
Final Site Plan	\$2,500 +2% of value of bonded improvements	Va. Code § 15.2-2241
Additional Submissions (applies to all site plans)	2 nd & subsequent: \$500	Va. Code § 15.2-2241
Revisions to approved site plan	\$500	Va. Code § 15.2-2241
Minor Site Plan	\$2,250	Va. Code § 15.2-2241
Performance Bonds and As-Built Site Inspections		
As-Built Submissions	\$300; \$100/inspection after 1st inspection	Va. Code § 15.2-2241
Bond approval	\$250	Va. Code § 15.2-2241
Bond extension	\$250 per year extended	Va. Code § 15.2-2241
Bond reduction	For Bonds \$3,500 or larger: \$350 (includes 1 inspection) +\$100 for each additional inspection	Va. Code § 15.2-2241
	For Bonds under \$3,500: \$250 (includes 1 inspection) + \$100 for each additional inspection	
Bond release	For Bonds \$3,500 or larger: \$350 + ECR cost (includes 2 inspections – punch list & final) +\$100 for each additional inspection	Va. Code § 15.2-2241
	For Bonds under \$3,500: \$250 (includes 2 inspections) + \$100 for each additional inspection	
Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50	Va. Code § 15.2-2241
	Bond Release Fee: \$100 per bond	
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	Va. Code § 15.2-2241
Lawn Establishment Winter Bond for Townhomes	\$2,000	Va. Code § 15.2-2241
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	Va. Code § 15.2-2241

Town of Purcellville
Community Development Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Application Category / Type	Current Fees	Legal Authority
Land Use Applications		
Zoning Map Amendment	0-5 ac: \$2,500 5-10 ac: \$3,500 10-25 ac: \$6,500 25-100 ac: \$7,500 >100 ac: \$8,500 + \$25 each add'l ac.	Va. Code § 15.2-2286
Comprehensive Plan Amendment	\$2,500	Va. Code § 15.2-2286
Ordinance Text Amendment	\$2,500	Va. Code § 15.2-2286
Proffer or Proffered Plan Amendment	\$5,000	Va. Code § 15.2-2286
PDH Final Development Plan Administrative Amendment	\$1,000	Va. Code § 15.2-2286
Special Use Permit	\$2,000 for construction, \$1,000 for no construction	Va. Code § 15.2-2286
Commission Permit	\$750	Va. Code § 15.2-2286
Annexation Applications		
Annexation Request	0-5 acres: \$10,000 > 5 acres: \$10,000 + \$50 each additional acre	Va. Code § 15.2-2286 Va. Code § 15.2-2286
BZA Applications		
Variance	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286
Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286
Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286
Miscellaneous Zoning Fees		
Readvertise Public Hearing	Cost of newspaper ad, up to \$500	Va. Code § 15.2-2286
Renotify Property Owners	\$150	Va. Code § 15.2-2286
Zoning Clearance Letter	\$25	Va. Code § 15.2-2286
Zoning Determination	\$150	Va. Code § 15.2-2286
Traffic Consultant Review Fee	No longer a set fee	Va. Code § 15.2-2286

**Town of Purcellville
Community Development Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Application Category / Type	Current Fees	Legal Authority
Administrative Permits		
Zoning Permits	<u>New construction:</u> Residential: \$200 Non-Residential: \$250	Va. Code § 15.2-2286
	<u>Additions & Alterations:</u> Residential: \$75 Non-Residential: \$150	Va. Code § 15.2-2286
	<u>Accessory Structures:</u> Decks, fences & sheds and like structures under 150 sq ft: \$50 All other accessory structures: \$75	Va. Code § 15.2-2286
	<u>Construction/Office Trailer:</u> \$300/6 months	Va. Code § 15.2-2286
Home Occupation Permit	\$75	Va. Code § 15.2-2286
Home Child Care Center (12 children or less)	\$100	Va. Code § 15.2-2286
Temporary Occupancy Permit	\$100	Va. Code § 15.2-2286
Occupancy Permit	Residential: \$50* Commercial: \$150*	Va. Code § 15.2-2286
	*includes 1 inspection; \$100 for each re-inspection	
Demolition Permit	All structures: \$150	Va. Code § 15.2-2286
Sign Permits		
Permanent Signs	1-10 SF: \$75	Va. Code § 15.2-2286
	11-30 SF: \$100	
	> 30 SF: \$150	
Temporary Signs	\$35	Va. Code § 15.2-2286
	Signs removed from public right of way: \$25	
Sign Waiver	\$75	Va. Code § 15.2-2286
Master Sign Plan Amendment	\$200	Va. Code § 15.2-2286

**Town of Purcellville
Community Development Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Application Category / Type	Current Fees	Legal Authority
Board of Architechural Review Applications		
Preapplication conference	\$75	
New Construction & Additions	\$350	
Exterior Alterations	\$250	
Repainting to New Color(s)	\$50	
Accessory Structures	\$50	
CDA Amendments	\$100	
Appeal to Council	\$250	
Administrative Review	\$50	
Demolition Application	\$75	
Publications		
Comprehensive Plan	Paper: \$45 CD: \$5 when available	Va. Code § 15.2-2286
Zoning Ordinance	Unbound: \$25 Bound: \$40	Va. Code § 15.2-2286
Zoning Map or other Maps	Small: \$5 Large: \$25	Va. Code § 15.2-2286
Subdivision Ordinance	\$10	Va. Code § 15.2-2286
Facilities Standards Manual	\$30	Va. Code § 15.2-2286
Publications copied In-House	\$0.10 per page	Va. Code § 15.2-2286
Expense Reimbursement Fee		
None	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to zoning, subdivision, land developments, annexation, land use and legislative BZA application matters shall be reimbursed to the Town at actual cost plus a 10% administrative fee for indirect costs.	
Late Payment Fee		
None	10% of outstanding bill + cost of Town Attorney for collection	

Town of Purcellville
Park & Recreation Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Fees	Legal Authority
Event Permit Application Review Fee	\$75.00	Ordinance No. 15-09-02
Street Closure Fee for Events	\$100.00 per day or portion thereof	
Town Events Specialist: (for event planning services beyond application)	\$30.00 per hour	
Public Works Fee for Events	Up to \$65 per employee per hour	
Town Police Fee for Events	Up to \$65 per officer per hour	
Train Station Fees		
Full day Use (over 6 hours)	\$160	
Half day Use (6 hours)	\$120	
Four Hour Block	\$80	
Two Hour Block	\$60	
One Hour Block	\$40	
Non Profits with 501C3 Status	\$20 per 2 hour block; \$40 per 4 hour block	
Community Garden Fees		
Community Garden Rental Fee	\$25	
Community Garden Security Fees	\$50 (Refundable)	

Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Water Supply System		
Water Usage Rates Per 1,000 Gallons Per Tier	Rates Per 1,000 Gallons Per Tier: In-Town Rates / Out of Town Rates	
1st Tier (0 to 5,000 gal.)	\$6.47 / \$12.94	Va. Code § 15.2-2119
2nd Tier (5,001-10,000 gal.)	\$8.63 / \$17.26	
3rd Tier (10,001-15,000 gal.)	\$10.40 / \$20.80	
4th Tier (15,001-20,000 gal.)	\$12.38 / \$24.76	
5th Tier (20,001-50,000 gal.)	\$15.45 / \$30.90	
6th Tier (50,001-100,000 gal.)	\$17.64 / \$35.28	
7th Tier (100,001-150,000 gal.)	\$19.83 / \$39.66	
8th Tier (150,001-200,000 gal.)	\$22.00 / \$44.00	
9th Tier (200,001-250,000 gal.)	\$25.06 / \$50.12	
10th Tier (250,001-300,000 gal.)	\$27.24 / \$54.48	
11th Tier (300,001-350,000 gal.)	\$29.42 / \$58.84	
12th Tier (350,001-400,000 gal.)	\$31.60 / \$63.20	
13th Tier (400,001-450,000 gal.)	\$33.78 / \$67.56	
14th Tier (450,001-500,000 gal.)	\$39.24 / \$78.48	
15th Tier (500,001-550,000 gal.)	\$44.69 / \$89.38	
16th Tier (550,001-600,000 gal.)	\$50.13 / \$100.26	
17th Tier (600,001 and over)	\$55.59 / \$111.18	

Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Water Supply System		
Water Meter Fee (based on Meter Size and Type): Applies to Installation of Any New Water Meter	Current In-Town Fees / Out-of-Town Fees	Va. Code § 15.2-2119
5/8" Meter	\$395 / \$790	
3/4" Meter	\$458 / \$916	
1" Meter	\$538 / \$1,076	
1.5" Meter	\$742 / \$1,484	
2" T-10 Meter	\$955 / \$1,910	
2" HP Turbine Meter	\$1,237 / \$2,474	
3" HP Turbine Meter	\$1,867 / \$3,734	
4" HP Turbine Meter	\$2,842 / \$5,684	
2" T/F Compound Meter	\$2,520 / \$5,040	
3" T/F Compound Meter	\$3,403 / \$6,806	
4" T/F Compound Meter	\$4,582 / \$9,164	
6" Meter	At Cost	
Monthly Meter Reading Fee (Fixed Fee Based on Meter Size)	Current Monthly Fee for Meter Reading: In-Town Rates / Out of Town Rates	Va. Code § 15.2-2119
5/8'	\$15.00 / \$30.00	
3/4"	\$15.00 / \$30.00	
1"	\$37.50 / \$75.00	
1.5"	\$75.00 / \$150.00	
2"	\$119.99 / \$239.98	
3"	\$239.48 / \$478.96	
4"	\$374.97 / \$749.94	
6"	\$479.93 / \$959.86	
8"	\$1,199.88 / \$2,399.76	

Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Water Supply System		
Handling Fee for New Account (Water)	\$10.00	Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85
Penalty (Late Fee)	10%	
Interest	10% per annum	
Pre-disconnect door announcement	\$10.00	
Reconnection Fee (terminated fee)	\$50.00	
Emergency call-out fee	\$100.00	
Deposit Rates	Residential: \$300.00	Va. Code § 15.2-2119
	Business: \$300.00	
	Restaurant: \$750.00	
	Apartments: \$3,000.00	
	Laundry Mats: \$7,050.00	
Bulk Water Fee - Water Usage Rate	\$15.18/1,000 gallons	Va. Code § 15.2-2119 & Town Code §82-80
Water Theft Fines	First Offense: \$1,000*	Va. Code § 15.2-1429 & Town Code § 82-86
	Second Offense: \$1,500*	
	Third or Subsequent Offense: \$2,000*	
	*Plus water consumption.	
Water Meter Tampering/Damage	Penalty for Improper Use: \$500	Va. Code § 15.2-1429 & Town Code § 82-86
	Damage to Meter: \$275	
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan	Va. Code § 15.2-2119 12VAC5-590-200
	\$1.50/LF WL +\$500 for Final Site Plan	
New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used	Va. Code § 15.2-2119 & Waterworks Regulations* 12VAC5-590-1210
<i>*§ 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations</i>		
Hydrant Flow Test	\$200	Va. Code § 15.2-2119
Meter Testing Fee (customer request)	\$100	Va. Code § 15.2-2119

Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Water Availability		
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's water system	Current In-Town Fees / Out-of-Town Fees	Va. Code § 15.2-2119
5/8" Meter	\$25,754 / \$51,508	
3/4" Meter	\$38,631 / \$77,262	
1" Meter	\$64,385 / \$128,770	
1.5" Meter	\$128,770 / \$257,540	
2" T-10 Meter	\$206,032 / \$412,064	
2" HP Turbine Meter	\$206,032 / \$412,064	
3" HP Turbine Meter	\$386,310 / \$772,620	
4" HP Turbine Meter	\$643,850 / \$1,287,700	
2" T/F Compound Meter	\$206,032 / \$412,064	
3" T/F Compound Meter	\$386,310 / \$772,620	
4" T/F Compound Meter	\$643,850 / \$1,287,700	
6" Meter	\$1,287,700 / \$2,575,400	
Wastewater Availability		
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's wastewater system	Current In-Town Fees / Out-of-Town Fees	Va. Code § 15.2-2119
5/8" Meter	\$21,600 / \$43,200	
3/4" Meter	\$32,400 / \$64,800	
1" Meter	\$54,000 / \$108,000	
1.5" Meter	\$108,000 / \$216,000	
2" T-10 Meter	\$172,800 / \$345,600	
2" HP Turbine Meter	\$172,800 / \$345,600	
3" HP Turbine Meter	\$324,000 / \$648,000	
4" HP Turbine Meter	\$540,000 / \$1,080,000	
2" T/F Compound Meter	\$172,800 / \$345,600	
3" T/F Compound Meter	\$324,000 / \$648,000	
4" T/F Compound Meter	\$540,000 / \$1,080,000	
6" Meter	\$1,080,000 / \$2,160,000	

Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018

Category	Current Rates and Fees	Legal Authority
Wastewater System		
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	Va. Code § 15.2-2119
Handling Fee for New Account (Sewer)	\$10.00	Va. Code § 15.2-2119 Town Code § 82-76 Town Code § 82-85
Penalty (Late Fee)	10%	
Interest	10% per annum	
Wastewater Collection System: (Usage Rates Per 1,000 Gallons)		
Wastewater Usage Rate (In-Town Rate)	Flat rate \$15.49 per 1,000 gal.	Va. Code § 15.2-2119
Wastewater Usage Rate (Out of Town Rate)	Flat rate \$30.98 per 1,000 gal.	
Fixed Fee per Billing Cycle to Cover Administrative Cost of Calculating Wastewater (Sewer) Usage:	Current Fee for Calculating Wastewater Usage: In-Town Rates / Out of Town Rates	Va. Code § 15.2-2119
5/8'	\$15.00 / \$30.00	
3/4"	\$15.00 / \$30.00	
1"	\$37.50 / \$75.00	
1.5"	\$75.00 / \$150.00	
2"	\$119.99 / \$239.98	
3"	\$239.48 / \$478.96	
4"	\$374.97 / \$749.94	
6"	\$479.93 / \$959.86	
8"	\$1,199.88 / \$2,399.76	

**Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Category	Current Rates and Fees	Legal Authority
Grease/Grit Interceptor Policy & Program		
Failure to maintain on-site records	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	Town Code § 82-192
Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	Town Code § 82-192
Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	Town Code § 82-192
Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	Town Code § 82-192
Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	Town Code § 82-192
Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service	Town Code § 82-192
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	Town Code § 82-192
Refusal for Inspection	Termination of Service	Town Code § 82-192

**Town of Purcellville
Utility Rate and Fee Summary
Adopted via Ordinance #18-06-01 Effective July 1, 2018**

Category	Current Rates and Fees	Legal Authority
Telecommunication Fees		
Lease Signing Fee	\$500	Ordinance 17-05-01
Application to locate on Town property or to modify existing contract	\$500	

TOWN OF PURCELLVILLE TAX RATE HISTORY

Real Estate:		Fireman's Field Service Tax:		Personal Property:		Meals Tax:		Cig Tax:	
Tax Year	Tax Rate	Tax Yr	Tax Rate	Tax Yr	Tax Rate	Fiscal Yr	Rate	Fiscal Yr	Rate
1990-1995	0.24								
1996	0.24			1996	1.05	1996	3%		
1997	0.24			1997	1.05	1997	3%		
1998	0.24			1998	1.05	1998	3%		
1999	0.24			1999	1.05	1999	3%		
2000	0.24			2000	1.05	2000	3%	2000	0.20
2001	0.24			2001	1.05/.55	2001	3%	2001	0.20
2002	0.24			2002	1.05/.55	2002	4%	2002	0.20
2003	0.22			2003	1.05/.55	2003	4%	2003	0.20
2004	0.21			2004	1.05/.55	2004	3%	2004	0.30
2005	0.20			2005	1.05/.55	2005	3%	2005	0.30
2006	0.17			2006	1.05/.55	2006	4%	2006	0.35
2007	0.18			2007	1.05/.55	2007	4%	2007	0.45
2008	0.19			2008	1.05/.55	2008	4%	2008	0.50
2009	0.225			2009	1.05/.55	2009	4%	2009	0.50
2010	0.23			2010	1.05/.55	2010	4%	2010	0.50
2011	0.23			2011	1.05/.55	2011	4%	2011	0.65
2012	0.225			2012	1.05/.55	2012	4%	2012	0.65
2013	0.225	2013	0.035	2013	1.05/.55	2013	5%	2013	0.65
2014	0.210	2014	0.035	2014	1.05/.55	2014	5%	2014	0.65
2015	0.220	2015	0.035	2015	1.05/.55	2015	5%	2015	0.65
2016	0.220	2016	0.035	2016	1.05/.55	2016	5%	2016	0.65
2017	0.220	2017	0.035	2017	1.05/.55	2017	5%	2017	0.65
2018*	0.220	2018*	0.030	2018*	1.05/.55	2018	5%	2018	0.65
						2019*	5%	2019*	0.75

*Adopted

Business License:

Tax Year	1999	2000	2001	2002	2003 to 2010	2011 to 2018
Building Contractor	0.14	0.14	0.14	0.14	0.14	0.14
Retail	0.19	0.19	0.17	0.17	0.17	0.17
Restaurant	0.19	0.19	0.19	0.17	0.17	0.17
Financial	0.19	0.19	0.19	0.17	0.17	0.17
Real Estate	0.19	0.19	0.19	0.17	0.17	0.17
Professional	0.19	0.19	0.17	0.17	0.17	0.17
Repair	0.19	0.19	0.17	0.17	0.17	0.17
Personal Serv	0.19	0.19	0.17	0.17	0.17	0.17
Business Serv	0.19	0.19	0.17	0.17	0.17	0.17
Wholesale	0.05	0.05	0.05	0.05	0.05	0.05
Rental/by Owner	0.19	0.19	0.19	0.17	0.17	0.17
Public Utilities	0.50	0.50	0.50	0.50	0.5	0.50
Hotel Motel	n/a	n/a	0.19	0.17	0.17	0.17
Massage Therapy	0.19	0.19	0.17	0.17	0.17	0.17
Direct Sellers >4k	0.19	0.19	0.17	0.17	0.17	0.17
Carnivals/Amus	n/a	n/a	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Fortune-teller	n/a	n/a	n/a	n/a	500.00/yr	500.00/yr
Itinerant Vendor	250.00/yr	250.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Coliseum, Arenas	n/a	n/a	n/a	n/a	n/a	1000.00/yr
Savings & loan, credit union	n/a	n/a	n/a	n/a	n/a	50.00/yr
Photographer-non VA local						30.00/yr
Manufacturer	0	0	0	0	0	0

\$10 min \$10 min \$20 min \$20 min \$20 min \$20 min

Vehicle and Major Equipment Purchase/Replacement Schedule

As of June 30, 2018

Fund	Department	R/A*	Item Description **	Replaces	Lease or Purchase	Cost
Fiscal Year 2019						
General	Police	R	Ford Interceptor SUV	2008 Ford Crown Vic (208)	Purchase	\$43,000
General	Police	R	Ford Interceptor SUV	2013 Dodge Charger (224)	Purchase	\$45,000
General	PW-Eng.	R	SUV	2001 Ford Escape #104	Purchase	\$35,000
General	PW-Maint.	R	Pick-Up Truck	2005 Ford F-350 #517	Purchase	\$42,000
General	PW-Maint.	R	Pick Up Truck	2003 Ford F-550 #507	Purchase	\$42,000
General	PW-Admin	A	SUV	Planned assignment to Asst Director - Public Works	Purchase	\$35,000
General	PW-Maint.	R	Vac Con Truck	2015 Vactor (#506/yr. 4 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$261,000
Water	Water	R	Pick Up Truck	2013 Ford F350 #315	Purchase	\$42,000
Water	Water	R	Vac Con Truck	2015 Vactor (#506/yr. 4 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$61,000
WWater	WWater	R	Heavy Duty Truck	2005 Super Duty Crane Truck #404	Purchase	\$84,000
WWater	WWater	R	Vac Con Truck	2015 Vactor (#506/yr. 4 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$103,000
TOTAL FY19						\$425,000
Fiscal Year 2020						
General	Police	R	Ford Explorer Utility	2011 Chevrolet Tahoe #220	Purchase	\$45,000
General	Police	R	Ford Explorer Utility	2013 Dodge Charger #223	Purchase	\$45,000
General	Police	R	Ford Police Interceptor	2011 Chevrolet Impala (221)ADM	Purchase	\$35,000
General	Police	A	Ford Police Interceptor	Planned additional staffing	Purchase	\$44,000
General	PW-Admin	R	SUV	2009 Dodge Durango #108 (Assigned to PW Director)	Purchase	\$35,700
General	PW-Maint.	R	Pick Up Truck	2006 Ford F350 #515	Purchase	\$42,840
General	PW-Maint.	R	Pick Up Truck	2006 Ford F350 #516	Purchase	\$42,840
General	PW-Maint.	R	Vac Con Truck	2015 Vactor (#506/yr. 5 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$309,380
Water	Water	R	Pick Up Truck	2013 Ford F-250 #314	Purchase	\$42,840
Water	Water	R	Vac Con Truck	2015 Vactor (#506/yr. 5 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$61,840
WWater	WWater	R	Vac Con Truck	2015 Vactor (#506/yr. 5 of 7 yr. lease)	Lease	\$19,000

Vehicle and Major Equipment Purchase/Replacement Schedule

As of June 30, 2018

Fund	Department	R/A*	Item Description **	Replaces	Lease or Purchase	Cost
TOTAL						\$19,000
TOTAL FY20						\$390,220
Fiscal Year 2021						
General	Police	R	Ford Police Interceptor	2014 Dodge Charger #225	Purchase	\$46,000
General	Police	R	Ford Explorer Utility	2012 Chevrolet Tahoe #222 ADM	Purchase	\$47,000
General	Admin	R	SUV	2011 Ford Escape Hybrid #110	Purchase	\$44,000
General	PW-Eng.	R	Pick Up Truck	2011 Ford F250 #109	Purchase	\$44,000
General	PW-Maint.	R	Pick Up Truck	2009 Ford F-350 #511	Purchase	\$42,000
General	PW-Maint.	R	Dump Truck	2008 International 7000 #509	Purchase	\$100,000
General	PW-Maint.	R	Vac Con Truck	2015 Vactor (#506/yr. 6 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$342,000
Water	Water	R	Vac Con Truck	2015 Vactor (#506/yr. 6 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$19,000
WWater	WWater	R	Truck 4WD	2008 Chevy Colorado #403	Purchase	\$44,000
WWater	WWater	R	Vac Con Truck	2015 Vactor (#506/yr. 6 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$63,000
TOTAL FY21						\$424,000
Fiscal Year 2022						
General	Police	R	Ford Explorer Utility	2016 Ford Explorer (228)	Purchase	\$49,000
General	Police	A	Ford Police Interceptor	Planned additional staffing	Purchase	\$48,000
General	Planning	R	Flex Fuel or Hybrid Vehicle	2011 Ford Escape #107	Purchase	\$44,880
General	PW-Maint.	R	Dump Truck	2008 International 7000 #510	Purchase	\$100,000
General	PW-Maint.	R	Sewer Camera Van	2007 Dodge Sprinter Sewer Camera Van	Purchase	\$100,000
General	PW-Maint.	R	Vac Con Truck	2015 Vactor (#506/yr. 7 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$360,880
Water	Water	R	Vac Con Truck	2015 Vactor (#506/yr. 7 of 7 yr. lease)	Lease	\$19,000

Vehicle and Major Equipment Purchase/Replacement Schedule

As of June 30, 2018

Fund	Department	R/A*	Item Description **	Replaces	Lease or Purchase	Cost
WWater	WWater	R	Vac Con Truck	2015 Vactor (#506/yr. 7 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$19,000
TOTAL FY22						\$398,880
Fiscal Year 2023						
General	Police	R	Ford Explorer Utility	2016 Ford Explorer Utility #229	Purchase	\$50,000
General	Police	A	Ford Police Interceptor	Additional Staffing	Purchase	\$50,000
General	PW-Maint.	R	Pick-Up Truck	2011 Ford F-350 #512	Purchase	\$45,000
General	PW-Maint.	R	Vac Con Truck	2015 Vactor #506	Lease	\$25,000
TOTAL						\$170,000
Water	Water	R	Vac Con Truck	2015 Vactor #506	Lease	\$25,000
WWater	WWater	R	Pick-Up Truck	2011 Chevy Silverado	Purchase	\$45,000
WWater	WWater	R	Vac Con Truck	2015 Vactor #506	Lease	\$25,000
TOTAL						\$25,000
TOTAL FY23						\$220,000
GRAND TOTAL FY19 - FY23						\$1,858,100

* R = Replacement, A = Addition

** The Town makes every effort to obtain the most energy efficient vehicles that meet the operational needs of the department

Glossary of Budget Terms

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Activity - Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

Ad Valorem Taxes - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Allot - To divide an appropriation into amounts which may be encumbered or expended during an allotment period.

Annualize - Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.

Appropriation - A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation - The valuation set upon real estate and certain personal property by the Loudoun County Assessor as a basis for levying property taxes.

Asset - Resources owned or held by a government which have monetary value.

Attrition - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Authorized Positions - Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Unassigned) Fund Balance - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Base Budget - Cost of continuing the existing levels of service in the current budget year.

Bond - A long-term IOU or promise to pay. It is a promise to repay a specific amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budgetary Basis - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Asset Replacement Fund – A fund created to provide non-debt funding for capital projects. Will be funded using a percentage of the revenue generated by growth in the Town's tax base.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Improvements - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

Capital Improvement Plan- A community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period.

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay/Expenditure – Acquisition of fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than two years; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project - A major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and is valued at or in excess of \$50,000. The project must have a useful life in excess of five years. Also called capital improvements.

Capitalized Interest – The initial interest payment(s) paid by additional borrowing. Interest expense incurred on long-term borrowings such as bonds or capital leases during the construction phase of a capital asset. The interest expense incurred is capitalized and included in the total cost of the asset rather than expensed in the period the interest is reported. As a result, the capitalized interest is expensed or depreciated over the life of the capital asset.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Chargeback – An allocation of costs and resource usage based on actual usage or a pre-determined amount. Before FY 2018, the Town recorded the chargeback as revenue to the General Fund and as an expense to the Utility Funds. Based on advice from the Town's auditor and GFOA input, the accounting was changed for budget fiscal year (2018) to record an expense reduction (contra-expense) to the General Fund instead to avoid overstating overall Town revenues and expenditures. While the Town's chargeback formulation uses cost allocation elements, the Town Council ultimately decides the chargeback amount allocated to each fund in the budget.

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

Comprehensive Plan – A master plan designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government.

Constant or Real Dollars - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Cost-of-Living Adjustment (CoLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Development-related Fees - Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement - The expenditure of money from an account.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Employee (or Fringe) Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Enterprise Fund – Used to account for business type activities of the government such as water and wastewater utility systems. Operational costs of these funds are supported by user charges. (Also known as a Proprietary Fund.)

Equalized Tax Rate - The tax rate which would levy the same amount of real estate tax as last year when multiplied by the new total assessed value of real estate.

Expenditure - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, or service or settling a loss.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance interest or other charges.

Fireman's Field Service Tax District – The revenue generated by this special levy may only be used to benefit Fireman's Field and other recreational or cultural properties within the Town limits, including the maintenance and operation of facilities, the acquisition of land, and the construction or installation of improvements. The district is regulated under Town Code Chapter 74, Article VIII and includes all real property located within the Town limits.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The town's fiscal year begins July 1, and ends the following June 30.

Fixed Assets - Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Accrual Basis - a basis of accounting where revenues (expenses) are recorded when earned (incurred) regardless of cash received or paid. Cash basis entails recording of these items when cash is exchanged.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on either 1,950 or 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent of .5 of a full-time position based on 2080.

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance - The excess of the assets of a fund over its liabilities.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Obligation Bond- A municipal bond secured by the government's pledge to use legally available resources, including tax revenues, to repay bond holders.

Goal - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Governmental Funds – Used to account for tax supported activities of the government. The Town's governmental funds are the General Fund, Special Parks and Recreation Fund and the General Capital Projects Fund.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantor.

Hourly - An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or addresses temporary staffing needs. Hourly employees are paid on a per-hour basis, and receive limited benefits.

Indirect Cost - A cost necessary for the functioning of the organization as a whole that cannot be directly assigned to one service.

Infrastructure - The physical assets of a government (e.g., street, water, sewer, public buildings and parks).

Interfund Transfer - The movement of money between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, or payments in lieu of taxes.

Lapsing Appropriation - An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period, any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

Levy – Imposition of taxes for the support of government activities.

Line-item Budget - A budget prepared along departmental lines that focuses on what is to be bought.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis - A basis of accounting where revenue is recorded when measurable and available and expenditures are recorded when made.

Materials and Supplies - Expendable materials and operating supplies necessary to conduct departmental operations.

Net Budget - The legally adopted budget less all interfund transfers and interdepartmental charges.

Nominal Dollars - The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today.

Object of Expenditure - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Objective - Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations- Amounts which a government legally may be required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Pay-as-you-go Basis - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Performance Budget - A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

Personal Services - Expenditures for salaries, wages, and fringe benefits of a government's employees.

Prior-year Encumbrances - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Proffer - A proffer is a voluntary commitment from a landowner or developer to reduce or eliminate the impact of new development on neighboring properties and the county.

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Program Budget - A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

Program Performance Budget - A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

Program Revenue (Income) - Revenues earned by a program, including fees for services, license and permit fees, and fines.

Proprietary Fund – Used to account for business type activities of the government such as water and wastewater utility systems. Operational costs of these funds are supported by user charges. (Also known as an Enterprise Fund.)

Purpose - A broad statement of the goals, in that an agency is organized to meet.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution- A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Revenue - Sources of income financing the operations of government.

Revenue Bond- A municipal bond that finance income-producing projects and are secured by a specified revenue source.

Service Lease - A lease under which the lessor maintains and services the asset.

Service Level - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Source of Revenue - Revenues are classified according to their source or point of origin.

Special Revenue Fund – Used to account for proceeds of the Fireman's Field Service Tax District. This special levy may only be used to benefit Fireman's Field and other recreational or cultural properties within the Town.

Structural Balance - A budget that ensures financial sustainability multiple years in the future. Structure balance considers recurring and non-recurring revenues and expenses in developing a model for future fiscal sustainability. Ideally, each Town fund should be self-sustaining to cover its operational and debt expenses through taxes or its user fees.

Supplemental Appropriation - An additional appropriation made by the governing body after the budget year is started.

Supplemental Requests - Programs and services which departments would like to have added (in priority order) over their target budget, or if revenue received is greater than anticipated.

Target Budget - Desirable expenditure levels provided to departments in developing the coming year's recommended budget. Based on the prior year's adopted budget, excluding one-time expenditures, projected revenues, and reserve requirements.

Tax Levy - The resultant product when the tax rate is multiplied by the tax base.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unassigned Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Variable Cost - A cost that increases/decreases with increases/decreases in the amount of service provided such as the payment of a salary.

Working Cash - Excess of readily available assets over current liabilities. Or cash on hand equivalent which may be used to satisfy cash flow needs.

Work Years - The amount of personnel resources required for a program expressed in terms of the "full-time equivalent" number of employees. One "work year" is equal to one full-time, year-round employee. For most categories, this equals 1,950 hours per year (37.5 hours per week times 52 weeks) or 2,080 hours year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of "work years" for the positions.