



**AGENDA
PURCELLVILLE TOWN COUNCIL
SPECIAL MEETING / BUDGET WORK SESSION
MARCH 31, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

- 1. CALL TO ORDER OF SPECIAL MEETING / BUDGET WORK SESSION**
(Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. FY 2017 BUDGET WORK SESSION** (Town Council)
 - a. Discussion of General Fund
 - b. Discussion of Special Parks and Recreation Fund
 - c. Discussion of Water Fund
 - d. Discussion of Wastewater Fund
 - e. Discussion of Capital Improvement Program (All Funds)
 - f. Tax Rates, Utility Rates, Other Taxes/Rates
- 4. AMENDMENT/REVIEW OF UPCOMING BUDGET SCHEDULE** (Town Council)
- 5. ADJOURNMENT**

*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.

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**Town Manager's FY 2017 Proposed Budget
Master List of Questions/Answers
From Council Members**

Responses Provided for March 31, 2016 Work Session

GENERAL FUND

ADMINISTRATION

Question: 3% indexed pay increase. What does indexed mean? Bonus for Model Employees question, Is this a % of pay, based on what criteria? Performance related?

Answer: In the spring of 2014, the Town of Purcellville implemented a new Pay for Performance program which was tied directly to the new employee performance evaluation. In order to save space in the questions, a copy of this presentation will be placed in all Town Council boxes. The Town implemented a two part annual pay increase which included an index adjustment and a performance bonus. The index adjustment is based on the following items:

- Consumer Price Index of the Washington Baltimore area, comparison of neighboring communities proposed pay increases to remain competitive and experience that we have seen throughout the year in recruiting and filling vacant positions.
- Budget limitations – the Top Performing Role Model employees are eligible for an additional bonus up to \$1,500 and is based specifically on their annual performance appraisal as outlined in the presentation.

Question: It looks like there was an increase in the legal services in community development, 20k....why? What lawsuits are we anticipating? Is this part of what exists today? (3/28/16 Council member McConville)

Answer: As the Town has seen an upswing in development and redevelopment of properties within the corporate limits, the following items have resulted in additional legal services both in-house and contract:

- Additional deed review and application review of new and redevelopment applications before the Town.
- Current and ongoing potential legal costs and challenges resulting in appeals filed by residents and property owners.
- Additional legal support to our Committees, Commissions and Boards as they handle more complex applications related to infill development.
- Significant major code and document upgrades in Planning Department related to text amendments, comprehensive plan and ultimate zoning ordinance upgrades.

Question: What is the value of each penny on the tax rate (3/28/16 Council member Lehr)

Answer: Penny on the tax rate - 2016 is \$118,898 or \$119,000 if you round up. Equalized tax rate calculation, based on assessment information, calculates this number each year (Tax rate calculation and RE tax revenue CARF sheet provided as Attachments 1 & 2).

Question: Page 13 Records Mgt. - do we have a Records program now? Is there a records schedule? Retention schedule? Are we destroying records after fulfilling retention term? What are the guidelines we should be adhering to? Are we complying? (3/27/16 Council member Nave)

Answer: We do not have a formal records program at this time. While Town staff has and will continue to make every effort to maintain compliance with records retention and destruction schedules in accordance with the Library of VA, due to the value of the public records, it is imperative that we take every step necessary to ensure that our records are managed and preserved in a manner that is legally prudent, but also time and cost effective. Sound records management practices is essential to conducting public business. The records we are entrusted with provide evidence of the operations of government and accountability to the citizens. While much of the information we maintain is available for observation and accessible to the public, we must also ensure that we safeguard records that legally must remain private and confidential. Staff takes this responsibility very seriously and wants to ensure best practices are applied on a consistent and uniform basis.

Staff is requesting funding for the engagement of a records management consultant to assess the current status of our records, define and outline any issues, reduce redundancy, assist with the development of policies, guidelines and programs to ensure that staff maintains consistent naming, filing, management and required timely destruction of records.

While the Library of Virginia offers detailed instructions regarding records management, due to the volume of records that exist, both in paper and electronic formats, and the extensive amount of time that would be required for staff to undertake this activity, a specialized consultant would provide the most cost effective and responsible option.

Questions on Records Management Consultant (3/30/16 Council member McCollum)

- 1) Do we know how much the Town is spending to store records whether onsite or offsite? This calculation should include the cost per square foot if we have it.

Answer: We currently store records in a secure enclosure at the Maintenance facility so there are no direct costs associated with this storage. The "opportunity cost" is a loss of space for other uses at the Maintenance facility where these records are held. There are costs associated with the storage of records on the Town's computer servers (Laserfiche is budgeted at \$6,000 per year), but these costs may not change even with a revision in our retention policies.

- 2) Once we have these data, we can then determine how much we would save by implementing this program. This calculation (even if it is a good-faith estimate) would allow the Staff to show the pay back both in terms of recovering the cost of the fee of the records management consultant as well as ongoing savings, the costs of staff time in implementation, and the projected annual costs (if any) for maintenance.

Answer: Savings attributable to the resulting efforts by records management consultant may not be initially tangible. However, once the review is completed, analysis has been completed and policies have been developed and put into place, the staff hours saved and overall efficiency of operations would be expected.

- 3) Of course, as discussed previously, there is a benefit that may be hard to quantify that the Town achieves in responding to FOIA requests.

Answer: The ability to easily access records would provide a much more efficient response time for FOIA requests.

Question: Page 10 Local Choice insurance increase of 9.6%, is that the Town contribution? What was increase last year? (3/27/16 Council member Nave)

Answer: Rate increase for last year was 2.3% (Rate history provided as Attachment 3)

Question: There seems to be varying increases/decreases to the health insurance. It didn't seem to be a consistent number. Overall it looked like a 100k increase in health insurance, why? (3/28/16 Council member McConville)

Answer: There are two factors that contribute to the increase in health insurance. First, the cost increases due to the proposed enhancements. It is important to know that staff budgets all new positions as "Family" coverage, which is the highest cost plan to the Town. In many cases, new hires may not elect this coverage, so there is an inherent savings over the entire health insurance costs. Second, the cost increases are also due to utilization of health care and overall health costs by our provider. The Town's premium costs increased by 9.6% this year – that is a factor of our historical medical claim history for covered members.

Staff notes that there was a miscalculation in the initial figures included in the budget. This resulted in some of the department lines appearing to decrease related to health insurance, while other department lines increased significantly. Staff believes the miscalculation does not materially impact the overall budget, as personnel and health costs vary throughout any given year. For example, the true cost of health care to the Town will not be known until open enrollment, which begins in late April. Some employees may choose different coverage than in previous years or may not need insurance as in the past. In addition, with the natural attrition of retirees and turnover in positions, there will be cost savings throughout the year.

Finally, staff is exploring alternate options under Virginia's "The Local Choice" health program which would reduce the Town's and employees' costs by about 10%. Staff is continuing to research and will bring more information to Council on Thursday evening.

Question: Page 10 What is decrease in VRS? (3/27/16 Council member Nave)

Answer: The VRS Board of Trustees certifies the employer contribution rates for political subdivisions. These rates are based on actuarial analysis and change as necessary to fund the system. These rates are enacted by the General Assembly. VRS informed us of a 14% decrease for Plan 1 & 2 employees for FY 2017. (Rate history provided as Attachment 4)

Question: Page 13 Compensation study - is there a result of 10K expensed? Is there a write up? (3/27/16 Council member Nave)

Answer: The \$10,000 allocated in FY16 has not yet been expended. Due to an unexpected heavy work load in Human Resources this year, staff has not had the time to work on this project. Staff is working to procure a consultant in the remaining months of FY16. The plan proposed by staff is to use the \$10,000 approved in FY16 and add an additional \$10,000 in FY17. This total amount of \$20,000 should be sufficient for a consultant to review all of the Town's positions and compensation structure. If the additional amount for FY17 is not approved, the work of the consultant may be limited and may not result in all of the analysis and information needed to make informed decisions.

Question: What is the justification for the compensation study? Seems to be a significant amount of money. If we are underpaying staff, is there a plan to bring them up to par? If we are overpaying staff will we reduce their salary to match? (3/28/16 Council member McConville)

Answer: Yes, the justification is that our salary scales have not been evaluated in 10 years. The intent is to review our salary scales and develop a plan to adjust salaries accordingly. It would also look at our classifications and determine whether jobs are classified in the appropriate categories – in 10 years we have added positions such as Assistant Directors, Project Managers, Team Leads, etc. It is important to make sure we have classified this correctly so that we can recruit and retain quality employees.

Question: Paralegal part-time position – would like details on value added from position and identify risk of not having the position. Potential dollars saved by not outsourcing? (3/29/16 Mayor Fraser & Council member Lehr)

Answer: This information is being developed and will be provided in a later packet.

Question: Page 13 Paralegal PT position - no benefits? What is current workload? Question of what is handled in house versus outsourced? (3/27/16 Council member Nave)

Answer: Yes, the paralegal is being proposed as a 24/hour per week, part-time employee. This person will increase efficiencies in the Town Attorney's office. The proposed enhancement will allow an administrative professional to perform the Town Attorney's administrative work, in lieu of that work being performed at a higher cost by the Town Attorney. The Town Attorney's office was first created in 2012, and had no existing infrastructure. A system needs to be developed for the Town Attorney's office that includes developing and updating the Town's legal forms, tracking incoming and outgoing legal work, calendaring legal deadlines, filing and storing legal documents for the Town. Once those systems have been created and implemented, the paralegal can switch his or her focus to performing pro-forma legal work, such as preparing FOIA responses and reviewing submitted deeds and contracts. Currently, the Town Attorney sends overflow work of a pro-forma nature to outside counsel, which generally costs in the neighborhood of \$250 per hour. Staff expects that once the administrative systems are in place and running smoothly, the paralegal can devote about 10 hours per week to pro-forma legal review at a savings to the Town of about \$250 per hour. Additionally, the paralegal can perform legal research at a cost lower than that of the Town Attorney.

Question: Page 99 Administration Consulting/General what is this?

Answer: This is the records consultant enhancement referred to above. In past years, this money is used for other consultant needs, whether needed by the Town Manager or directed by Council. The Town Manager provided a separate line item under the Council's budget that includes \$10,000 for general studies and consultant work as directed by Council.

FINANCE

Question: It looks like there is an increase of 75k in Finance Staff Item 100-4012410-1100, why the big increase? Is this for the Procurement Specialist and the AP/PR Assoc. part time positions? (3/28/16 Council member McConville)

Answer: Yes, the difference is due to the part-time Procurement Specialist and AP/PR Associate positions.

Question: Page 102 Financial Advisor expense higher than budget, why? What is agreement?

Answer: The estimate for FY16 should be \$21,600 (budget amount) as it is not expected to exceed this amount. It can be difficult to project this category as it is based on our requests to the Town's financial consultants and these services tend to vary each year (Davenport, MFSG, bond arbitrage calculations required by IRS). The rates and fees are set in the contract agreements with each consultant. Typically in years where new bonds are issued, the Financial Advisor fees (Davenport) and Bond Counsel legal fees are included in cost of bond issuance and included in future debt service amounts/financed. In years where no bonds are issued, the Financial Advisor submits an invoice which details costs for analysis, presentations, rating agency coordination, travel or other services we may request. A similar category has also been established in the water (page 131) and wastewater (page 136) funds.

INFORMATION TECHNOLOGY

Question: It looks like there is a 78k increase in IT staff Item 100-4012510-1100, why the big increase? Is this to make the IT Director full time and the part time IT Tech? (3/28/16 Council member McConville)

Answer: Yes, the difference is due to the IT Director going from part-time to full time and the part-time IT Technician. This is a result of the mid-year staffing approved in January.

Question: Please provide IT asset list with end of life information (3/29/16 Mayor Fraser)

Answer: To be provided in a future response.

POLICE

Question: What alternatives have we looked at for the police instead of so much OT? At what point does it make sense to hire another officer? Have we looked at rotating shifts? Do we do 12 hour shifts or 3 8 hour shifts? (3/28/16 Council member McConville)

Answer: Law enforcement officers are critical staffing and it is a 24 hour/365 day a year job. We currently work 12 hour shifts 0600-1800/1800-0600. This shift configuration has proven to be the best use of personnel resources and requires the least amount of personnel for 24 hour coverage. Therefore, this is the most effective for the few officers that we have. An 8 hour shift would necessitate more officers for the 24 hour coverage. The 12 hour shift is not preferred because it leaves the town police services too thin at shift change and we depend on the dedication of the officers to either work over to conclude cases or we hope the oncoming officers hustle out before their shift begins. It also does not allow for any overlap to provide officers with time to exchange information or collaborate on problem solving on issues that affect both the day officers as well as the night officers, there is no time when an officer can focus on an investigation without also being at the ready to answer calls for service, and there is no time a supervisor can block out time to train on a new policy, new law, new equipment or current officer safety issue, etc. – that isn't susceptible to being interrupted by a call for service.

For officer safety reasons and sufficient police coverage for the town, there is a two officer minimum staffing. Because we only have two officers and a sergeant per shift, some of the day work officers choose to attend court on their days off to avoid not meeting minimum on the days they work and would have court. Obviously midnight officers must attend court on their time off. Officers have the choice to attend training on days off or adjusting their work days. The officers will adjust when possible, but if their squad will be short because of another officer taking leave or in training, they will attend the training on OT. Training can vary between an 8 hour class and a 40 hour class. Events in town (and sponsored by the town) that have a police presence have some level of police overtime staffing. Supervisors do their best to ensure they have the two officer minimum, but when sick leave, annual leave, and training come into the mix there are many times that someone must work overtime to fill the shortage created on the street. Lt. Schroeck picks up a lot of the gaps, but he is only one person, but this is difficult in light of his many administrative duties and it is preferable if he is not out handling calls on a routine basis.

As of late last year, we began tracking overtime in greater detail (specific justification coding) so that I can take a closer look as to why overtime is used and if there are ways to trim it back. I don't believe I will find any great way to accomplish much savings. As an example, the town currently pays OT for all holidays worked, which adds to that cost.

Having squads of three officers, which includes the supervisor, also does not provide the best police services to the town. There are many cases that do not get the level of investigation that they should. However, the officers have very little flexibility in their shifts to follow up leads. I believe each squad should have three officers and a supervisor (4 total persons per squad, per shift), and we should have one detective on staff.

In future budgets (over the next few years) 1 detective and 2 officers will be requested to create a power shift and offer flexibility. This will aid in the police service level, and will have some positive impact on the overtime issue. Further along in the future the town will need to look at staffing each of the four squads with one additional officer.

Question: Page 13 Police Office Manager - need more information. Officer would go out on duty? (3/27/16 Council member Nave)

Answer: Yes, the officer position would be placed back into a patrol capacity. A patrol officers is currently serving in this capacity, although there is more work than is manageable. This new office manager would learn the jobs that the current officer now does and add additional responsibilities. The Department is in critical need for

someone to review policies, regulations and general orders, which are critically out of date and disorganized. This position would be working on these as well as working closely with the Chief to build the Volunteers in Police Service program, and Auxiliary program. They would also assist in structuring our community outreach programs, which is an area PD would like to be more proactive in. All of these roles take a significant amount of time to coordinate and schedule, and much of that is currently falling on the Chief.

Additional staffing will continue to be requested in future budgets to support the administrative work of the Department, which in the long-run serves the patrol officers and helps them be more productive in their required duties.

Question: What is the PD Facility Site study? Is this the police department? Why is it under the PW Budget? Line item 100-4041050-3145 (3/28/16 Council member McConville)

Answer: This is a study to determine both a needs and location site assessment of a new Police Department Facility. The Public Works Department provides oversight of all design and construction related services. We will work closely with a task force made of members of the Police Officers and Team Management to ensure all the items are considered in the needs and siting assessment

When the police originally were relocated to Hirst Road, it was intended that this arrangement would be less than 5 years and that the Town would construct a joint municipal facility which would include general government operations and Police Department at the same location. When the Town chose to renovate the Purcellville Baptist Church, the site did not allow for the Police Department to move into this location so the Town had to continue the lease which is now going on 10 years. The Town's current lease expires this summer and we are looking at extending the lease for a 3 to 5 year period at the current location while the Town completes a potential facility site study and ultimately chooses the location to construct a new police station.

The intent of including a feasibility study is to develop options for location and cost estimates to be included in a future CIP.

PUBLIC WORKS ADMIN

Question: More detailed organization chart for Public Works departments (3/29/16 Council member Nave)

Answer: To be provided at the March 31, 2016 Council Work Session.

Question: Page 111 PW Admin/Eng/Staff increase due to new staff additions? (3/27/16 Council member Nave)

Answer: As part of the FY17 Proposed Enhancements, an Assistant Director of Public Works has been requested. Enhancement information can be found on page 14 and staff expenditure details on page 111.

OTHER DEPARTMENTS/GENERAL

Question: What is Council's Consulting Expense line item 100-4011100-3130? (3/28/16 Council member McConville)

Answer: This is a new line item that adequately allows the Mayor and Town Council to monitor the amount of specific research and study projects that are requested by the entire Council or individual members. Over the years we have seen a significant increase in the amount of outside research for questions that need to be answered by bond counsel, consulting engineers and professional planners as they pertain to decisions that the Town Council is contemplating. While it is important that we make sure we provide this information as thoroughly and as quickly as possible to Town Council, it is also imperative that Council understands what these costs are and can adequately track and monitor them throughout the year. If not, these requests are sometimes lost in individual departmental budgets where both the priority, cost and tracking is extremely difficult.

Question: Provide detailed listing of all vehicles and equipment, to include mileage and condition (3/29/16 Council member Lehr)

Answer: Please see Attachment 5.

Question: Page 14 Replacing vehicle? Justification? (3/27/16 Council member Nave)

Answer: Police Department – Replace 2006 Ford Police Interceptor vehicle #216 – mileage is over 100,000 and vehicle currently not in service and is in poor condition; 2007 Ford Police Interceptor vehicle #207 – mileage approximately 91,000 and in service in the fleet but currently being repaired and is in below average condition. Vehicle may need a replacement electronic control module (ECM), which is the computer that controls functions of the engine. Cost of repair would be approximately \$4,000.

PW Engineering – Replace 2003 Chevrolet Silverado vehicle #105 – mileage is 48,098 and vehicle has ongoing maintenance issues.

Question: Page 88 General fund Adjustments & Transfers and Capital Outlay what is this?

Answer: General Fund Adjustment and Transfer details can be found on page 119.

- \$100,000 Pay Adjustments (includes \$75,000 for Performance Bonus Pool and the \$25,000 enhancement for Market Adjustments);
- Contingency/Surplus is the balancing number equivalent to the excess revenues over expenditures;
- Transfer to Capital is GF cash reserves used as a financing source on a Financial Software capital project;
- Capital Asset Replacement Fund was established based on Council's Fiscal Policy Guidelines, Section IV Budget Management (policy recommends annual funding of between 10-25% of the incremental additional revenues from growth in the Town's tax base- see attached history of the contributions to this fund).

General Fund Capital Outlay details can be found on page 119 and page 224. This expenditure line shows the proposed purchase/replacement of capital assets such as vehicle and major equipment. In the past, our budget showed capital expenditures within the operating budget of each department. We now aggregate the fund's capital outlay in one section to alleviate major year to year swings in the department's total operating budgets. The Town's Fiscal Policies define a capital asset as one with value greater than \$5,000 and an expected life of 2 or more years. On the other hand, capital projects (see 5 year CIP) as a major project with a value greater than \$50,000 and an expected life of 5 or more years.

Question: Page 91 Capital projects moves to \$1.115 in 2017?

Answer: The \$1.115 in capital projects expenditures for FY17 as shown on page 91 and 144 are for General Fund only. The FY17 water capital projects total \$98,753. There are currently no capital projects for the sewer fund included in the 5 year CIP. More details about the projects, costs and timing of the Town's 5 year Capital Improvement Plan can be found starting on page 139. Additional future capital project concepts are also shown on the "Unfunded Future Capital Projects" list starting on page 156.

SPECIAL PARKS/REC FUND

Question: Parks and Recreation, line item 110-3150201-0000, it looks like you have a revenue proposed at 46,200, this year we are estimated to obtain 32,800 in revenue, why the 14k increase? Seems a bit high in my opinion unless there are sources of revenue I am unaware of. (3/28/16 Council member McConville)

Answer: When preparing the budget, as in the past year or two, we had hoped to recuperate some of our costs through a new lease arrangement with the County. This additional amount was to capture a small amount or partial year revenue from the County. Obviously, we've heard from the County but still believe there may be an opportunity to have a lease arrangement that includes some small lease payment for the facility.

Question: Why did the Parks and Rec Committee/expenditures get moved from General to Parks and Rec Fund? I would rather see all commissions/committees and boards together. The way it is set up currently it doesn't look like PRAB has a budget. (3/28/16 Council member McConville)

Answer: When the Town originally looked at creating the Fireman's Field Tax District, we went through the budget and looked at activities that were directly related to Fireman's Field and Parks and Recreation throughout the Town of Purcellville since the tax was going to be corporate limit wide. In doing so, many of the activities and functions that were handled by Parks and Recreation Advisory Board would normally fall under this type of taxing district or funding. As a result, we moved this committee and budget funding into the Parks and Rec Fund. Since we are now operating the Wine and Food Festival, Music and Arts Festival and several other programs at Fireman's Field, it made sense initially to include this item but there is no specific requirement to leave the Parks and Recreation Advisory Board in the Parks and Rec Fund. If Town Council would want to move it back out to the General Fund, this could be done without any problem.

Question: Why is there a 5k increase in the Arts Committee? (3/28/16 Council member McConville)

Answer: The Arts Committee specifically developed a budget and requested the additional funds for the following purposes:

artwork movable exhibition panels for festivals, shows, exhibits \$1,000; signage for artwork displayed \$300; rack cards for businesses/artists \$300; Public Art project (sculpture) \$2,000; Town Hall exhibiting artist receptions \$500; Art in the Train Station shows \$1,000; Town Mural - Community Art Project (paint/design) \$5,000; Purcellville Music and Arts Festival (\$500 award money, \$700 music, \$300 misc.) \$1,500; new program - series of 4 art lectures \$1,000; Artisan Trail - participation in County-wide program \$2,000; Town Art infrastructure (lighting and hanging system additions and improvements) \$2,400; matching fund program for grant money to be awarded \$3,000.

Question: Page 88 Parks & Rec skating rink decreases why? (3/27/16 Council member Nave)

Answer: Costs to operate the skating rink were reduced because some of those costs are borne by the contractor (the Purcellville Teen Center, Inc.). Other building maintenance is handled as needed by Town staff. Staff recognizes that there are large-scale maintenance repair items (such as a new floor) that would be shown as a CIP project and not in regular operating expenses.

Question: Adjustments and Transfers Detail (3/27/16 Council member Nave)

Answer: Parks and Rec- Adjustment and Transfer details can be found on page 126. The \$432 Contingency/Surplus is a balancing number and is equivalent to excess in revenues over expenditures.

UTILITY FUNDS

Question: Can Town waive availabilities? Are there bond covenants or other restrictions? (3/15/16 Council member Lehr)

Answer (from Town Attorney): It is my opinion that Connection Fees may not be waived (or set to zero) for either an entire classification of user, or for only some who are within a class, with one exception: if the customer is a charitable organization who qualifies to receive a donation from the Town under Va. Code Section 15.2-953, then the Town could elect to waive a fee or charge for that customer, as a donation. See 2010 Va. AG 64. I recommend that such donations be authorized by a Resolution adopted by Town Council.

I base my opinion on State Code requirements for establishing connection fees and usage rates. Virginia Code requires that such fees and rates be "fair and reasonable" and "uniform for the same type, class, and amount" of use. See Va. Code § 15.2-2119. It is theoretically possible to set the fees and rates for all users who are within a classification of user, to "zero." However, it is doubtful that such a structure would be "fair and reasonable" because the cost of servicing those customers would necessarily be transferred to other customers, whose fees and rates would increase such that they were no longer a "fair and reasonable" reflection of the cost to provide the service.

Please note that certain jurisdictions, but not the Town of Purcellville, are expressly authorized to provide discounted water and sewer fees and charges for low-income, elderly, or disabled customers. See Va. Code § 15.2-2119.2. The Town could lobby the General Assembly to be added to the list of jurisdictions authorized to do this.

Tangentially, please further note that the revenue derived from any or all of such fees and charges is declared by statute to be "revenue of the sewage disposal system," and this provision has been in the Code of Virginia since at least 1994. However, there is a 2003 opinion from the Attorney General concluding that a locality has the authority to transfer surplus water and sewer utility funds to the Town's general fund, which can then be spent on improvements unrelated to the water and sewer utility. The 2003 opinion includes a footnote, however, cautioning as follows: "Given the implicit requirement of reasonableness in setting fees and charges for the use of a town water and sewer utility, however, it is difficult to discern how the surplus you describe has been accumulated." I include this to highlight that there may be some ability under law to transfer surpluses from the water and sewer accounts to the Town's general fund; whether such transfers cause accounting difficulties or other difficulties should be explored.

I do not know whether there are bond covenants, and would need additional time to research that aspect of the question.

Question: Can Meals Tax be used to support utilities? (3/15/16 Mayor Fraser)

UPDATED Answer: I find no legal reason why the Town cannot use Meals Tax revenues to support the utility fund. However, MFSG and Davenport agreed that this was not "best practices." The Town's auditor agreed that from an accounting perspective, meals tax should not be used to fund utility operations. Enterprise funds are intended to be "self-sustaining" without support from other revenue streams. Additionally, any Meals Tax revenues diverted to an enterprise fund leaves a loss of revenue in the General Fund, which must result in reduction of expenditures or increase of other General Fund revenues.

Question: What is the purchased water line item for? 501-4012250-6015? (3/28/16 Council member McConville)

Answer: This is for purchasing water from the Marsh well on Short Hill Road.

Question: Water Revenues line item 501-3810000-0000 and Wastewater revenues line item 502-3810000-0000 there is an increase in availabilities of 900k, how many availabilities is this and what projects are included?

Answer: See Water and Sewer availability projections (Provided as Attachment 6)

Question: Page 11 What is chargeback of 587K to reimburse General Fund? (3/27/16 Council member Nave)

Answer: The chargeback is an accounting tool to reapportion General fund department expenditures to the Utility Funds. In summary, the General Fund receives a total of \$1,175,823 (shown as revenue/transfer from other funds line) and each utility fund reimburses the General Fund \$587,912 (shown as expenditure/chargeback line). The majority of the chargeback is for personnel charges for utility related duties in PW Administration, PW Engineering, PW Maintenance, Finance and HR staff (1,153,309 to reimburse GF -\$576,654 from each utility fund). A lesser amount is for Town Hall Loan (\$17,244 to reimburse GF - \$8,622 from each utility fund) and for utility billing software support fees (\$5,270 to reimburse GF- \$2,635 from each utility fund). The increase in chargeback in FY17 is due to increases in compensation costs and new positions.

Question: Page 11 Water Fund projected contingency/surplus of \$1,341,905 made up of what? Need detail (3/27/16 Council member Nave)

Answer: This is a balancing number and is equivalent to excess in revenues over expenditures. The largest component of this difference is the one-time availability revenue expected from Mayfair that will allow the Town to replenish cash reserves and prepare for future debt service increases. Of the \$1,341,905, \$70,060 is truly contingency funds that may be required based on department head estimates for repairs, studies and other usual expenses that are difficult to accurately predict annually.

Question: Page 11 Wastewater Fund projected contingency/surplus \$408,580 made up of what? Need detail (3/27/16 Council member Nave)

Answer: The largest component of this difference is the one-time availability revenue expected from Mayfair that will allow the Town to replenish cash reserves and prepare for future debt service increases. Of the \$408,580, \$80,700 is truly contingency funds that may be required based on department head estimates for repairs, studies and other usual expenses that are difficult to accurately predict annually.

Question: Page 45 Sewer system Capital expense moves to \$2.44m in 2020 from \$1.12 in 2019? (3/27/16 Council member Nave)

Answer: On page 45 the line Sewer System Capital Expenses/Existing Debt Service shows the current debt service following the reduced payment period of FY14-FY19 made possible by the 2013 bond restructuring (2013 bond proceeds used to make principal payments on the 08 VRA BSWF loan). Regular debt service payments resume in FY20 and FY21 as we begin paying principal on the 08 VRA loan again plus additional debt service associated with the 2013 restructuring. The chart on page 28 of the "Financial Graphs and Trends Data FY15" presentation from the Pre-Budget Meeting provides a graphic display of the debt service profile in the wastewater fund. One of the intents of the 2013 bond was to restructure the utility debt to free up cash, and allow more time for the Town to add more users and/or raise user rates in order for the fund to be self-sustaining. (WW Fund debt service chart provided as Attachment 6)

Question: Page 89 Adjustments & Transfers on both funds why? More detail needed. (3/27/16 Council member Nave)

Answer: Refer to answers for Water Fund and Wastewater Fund Contingency Surplus. Reference to contingency/surplus found on page 11 of Budget Highlights and expenditure summaries pages 132 and 137.

Question: Page 147 32nd and A St. improvements scheduled? Financing in place? (3/27/16 Council member Nave)

Answer: The Town was successful in obtaining \$1,078,500 in VDOT Revenue Sharing for this project. Unfortunately, the Town needs to cover the local funding portion. There is no financing in place. The estimated cost is \$1,055,000. Also, the Town received a DEQ grant for the Hirst Farm storm pond conversion in the amount of up to \$300,000. We would need to provide matching funds. The estimated need is \$250,000-\$300,000.

Responses Provided March 24, 2016

GENERAL FUND

Question: Is there any way to reduce BPOL for a new business in Town during its first year? (3/13/16 Vice-Mayor McConville II)

Answer: Most likely, yes, we could offer new businesses opening in Purcellville a License Tax exemption for up to 2 years under Code of Virginia § 58.1-3703(D). However, unless we do so across the board for all such new businesses, then “how” we do it will require a fair amount of staff time to consider. It is also worth noting that the Business License is typically one of the lesser fees that a business incurs and may not be sufficient to serve as a true incentive for a new business. Council should consider the revenue impact of this decision. Staff could provide more details regarding number of new businesses each year but it would be difficult to provide a good estimate of revenue loss as gross receipts vary dramatically across businesses. Many new businesses pay somewhere between the minimum charge of \$20 and \$200. However, this exemption could result in loss of revenue between \$20,000 and \$100,000 if it was a high gross receipt business such as a grocery store or developer. Should Council wish to discuss development of a larger economic development “incentive” program, staff would be able to prepare information for a future Council meeting.

SPECIAL PARKS/REC FUND

Question: Should TC have moved some of the GF fund balance to Parks and Rec when that fund was created? (3/15/16 Council member Lehr)

Answer: Parks and Rec is a Special Revenue Fund and a sub-fund of the General Fund created by Council’s legislative action to establish the Fireman’s Field Service Tax District, Chapter 74, Article VIII. This ordinance specifically requires: *“...The treasurer shall collect such special taxes levied within the district in the same manner as other town property taxes are collected. All taxes levied and collected pursuant to this article shall be kept in a separate fund and used to pay the costs of construction, installation maintenance and operation in connection with Fireman’s Field, parks, recreational and cultural properties, including without limitation: (i) the acquisition and maintenance of real property and the acquisition, construction and maintenance of any improvement thereon; (ii) the acquisition and maintenance of equipment and other personal property devoted to the operation of such facilities; (iii) the payment of operational costs for the activities conducted at such facilities; (iv) the preservation of the Bush Tabernacle and other structures/facilities located at Fireman’s Field. The tax rate adopted by the town council, which may be amended, shall be set forth on a schedule attached to this Code, and incorporated as if fully set forth herein...”*

Therefore, Council may take action to move or recognize additional revenues **into** the Park and Rec fund (ie: from General Fund reserves, event fees, rent on property, etc.); however, Fireman’s Field Service Taxes levied and collected pursuant to the this ordinance may not leave the Parks and Rec fund nor be used for any purposes other than those specifically named in the ordinance. As such, it makes sense to leave the fund balance in the General Fund to provide maximum flexibility and not restrict its future use to only Parks and Rec needs.

UTILITY FUNDS

Question: Would like to see rate impact from MFSG for baseline plus Warner Brook alone (no Kline). (3/15/16 Council member Lehr)

Answer: *Staff is working with MFSG to develop this information.*

Question: Is there a way to model how many homes or businesses utility funds need to be self-sufficient? (3/15/16 Mayor Fraser)

Answer: *Staff is working with MFSG to develop this information.*

Question: Can Meals Tax be used to support utilities? (3/15/16 Mayor Fraser)

Answer: Staff is researching the legality of this option. Nonetheless, it is important to note that both MFSG and Davenport agree that this is not a best practice. Enterprise funds are intended to be “self-sustaining” without support from other revenue streams. Additionally, any Meals Tax revenues diverted to an enterprise fund leaves a loss of revenue in the General Fund, which must result in reduction of expenditures or increase of other General Fund revenues.

Question: Can the water and sewer enterprise funds be combined? (3/15/16 Mayor Fraser)

Answer: This is not recommended. Last year, staff checked with bond counsel (Chris Kulp, Hunton and Williams), auditor (Matt McLearn, Robinson, Farmer, Cox Assoc.) and the utility rate consultant (David Hyder, MFSG). The auditor did not advise this approach as some creditors (USDA, VRA) require separate accounting of utility funds and this approach would impair Town’s ability to adequately track system costs to support rates. Bond counsel could find no restrictions with Town’s current bonds but may be a problem for future loans. MFSG’s response is detailed in Attachment 1. Staff’s recommendation is to continue with two separate enterprise funds to (1) ensure adequate tracking of system costs in order to defend the Town’s separate water and sewer user and availability rates, and (2) ensure cash reserves collected from availability payments are properly used to support debt or future capital projects.

Question: In years past, we have received a grid that showed the cost of water/sewer for the other municipalities. Can we have a copy of last year’s and a copy with their new rates? (3/17/16 Council member Lehr)

Answer: Please remember most of the neighboring jurisdictions have a number of their customers paying out of town rates which are accounted for in the equation. Proposed rate increases for this fiscal year were not obtained from these jurisdictions, but even with the slight increase to the Town’s rates, you will see we are highly competitive and lower than the average rate of most municipalities. Round Hill rates have been added to this response. (Water and sewer fees comparison table for the Town of Purcellville and surrounding jurisdictions sent to TC 3/15/16 – Provided again as Attachment 2).

ATTACHMENT 1

PRELIMINARY- SUBJECT TO CHANGE BY COUNTY

TOWN OF PURCELLVILLE

TAX YEAR 2016

Real Estate Assessment Data from Loudoun County

2/1/2016 data fr Jim White; advertise 2/19 & 2/26/16

	<u>2016</u>	<u>2015</u>	<u>\$ Change</u>	<u>% Change</u>
Assessment of Existing Property	1,162,028,613	0	Change to existing prop>	-0.98%
			3203-total parcels Increase of 284 parcels 3129-taxable parcels 74-exempt parcels	
New Residential Construction/Growth	20,496,634	0		
New Commercial Construction/Growth	36,024,773	0	Change due to new construct.>	4.82%
Total New Construction/Growth	56,521,407	0		
Total Assessment	1,218,550,020	1,173,527,230	45,022,790	3.84%
Less Land Use Deferrals	576,380	3,642,850	(3,066,470)	
Less Elderly Tax Relief	28,991,590	26,673,640	2,317,950	
Total Assessment Base	1,188,982,050	1,143,210,740	45,771,310	
RE Tax (tax rate .22)	2,615,761	2,515,064	100,697	* Rev Chg
FF Svc Tax (tax rate .035)	416,144	400,124	16,020	* Rev Chg
Total Tax (tax rate .255)	ATTACHMENT 1	2,915,187	116,717	

RE Revenue Change for Tax Rate Change of 1 cent 118,898

Average Residential Assessment 326,920

RE Revenue produced at different tax rates:

Tax Amount (rate=.25/100)	2,972,455	
Tax Amount (rate=.24/100)	2,853,557	
Tax Amount (rate=.23/100)	2,734,659	
Tax Amount (rate=.222/100)	2,639,540	<Equalized Rate
Tax Amount (rate=.22/100)	2,615,761	< 2015 Rate
Tax Amount (rate=.21/100)	2,496,862	

Equalized Assessment (adj. for new construction and changes) 1,230,048,637

Equalized RE Tax Amt (2015 rate=.22) 2,706,107 **special FF levy not included per code**

2016 Equalized RE Tax Rate (per \$100) 0.222

Breakdown of Residential vs. Other (MF 5+, Commercial, Ag):

Other Assessments	280,289,260	23%
Residential Assessments	938,260,760	77%
Grand Total	1,218,550,020	

* Breakdown of RE Revenue Change:

Assessment change to existing homes	(25,297)
New Construction/Growth	124,347
Other (land use/relief)	1,647
Total RE Revenue Change	100,697

ATTACHMENT 2

Capital Asset Replacement Fund

Policy began in FY12

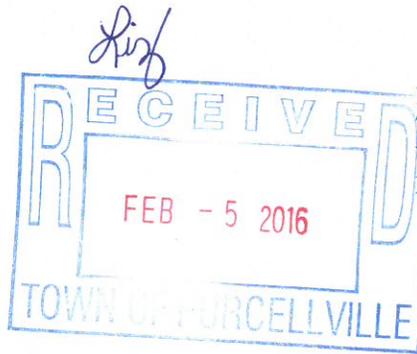
Policy dedicates between 10 - 25% of incremental additional revenues generated by the annual growth in the Town's tax base.

Tax Yr		(new constr) Growth in Tax Base	Tax Rate	Revenue	Budget	Amount	Budget CAFR Percentage	CAFR Range	
								10%	25%
2011	GF	9,898,000	0.23	22,765	FY12	2,500	11%	2,277	5,691
2011	Train Station				FY12	2,500			
2011	Tabernacle				FY12	2,500			
2011	Fireman's Field				FY12	2,500			
2012	GF	5,918,900	0.225	13,318	FY13	2,500	19%	1,332	3,329
2013	GF	22,632,088	0.225	50,922	FY14	2,500	5%	5,092	12,731
2013	Train Station				FY14	2,500			
2013	Tabernacle				FY14	2,500			
2013	Fireman's Field				FY14	2,500			
2014	GF	7,248,516	0.21	15,222	FY15	5,000	33%	1,522	3,805
2015	GF	32,745,006	0.22	72,039	FY 16	7,000	10%	7,204	18,010
2016	GF	56,521,407	0.22	124,347	FY 17	12,000	10%	12,435	31,087

ATTACHMENT 3**Town of Purcellville
Health Insurance Rate History**

	Rates				% Chg	ER/EE Split
	Single	Dual	Family	Retiree/ Medicare		
FY17	695	1286	1877	201	9.6%	85/15
FY16	634	1173	1712	190	2.3%	85/15
FY15	620	1147	1674	190	0.0%	85/15
FY14	620	1147	1674	190	13.8%	85/15
FY13	545	1008	1472	190	-1.4%	85/15
FY12	553	1023	1493	190	0.0%	85/15
FY11	553	1023	1493	190	10.6%	85/15
FY10	500	925	1350	181	9.2%	90/10
FY09	458	847	1237	176	5.3%	95/5
FY08	435	805	1175	160	-3.3%	95/5
FY07	450	833	1215	160	14.8%	95/5
FY06	392	725	1058	350	12.0%	95/5
FY05	350	648	945	300	5.7%	S=100; D&F=95/5
FY04	331	612	894	300	32.9%	S=100; D&F=95/5
FY03	249	516	753		4.2%	100/0
FY02	239	442	645		13.3%	100/0
FY01	211	390	570		29.4%	100/0
FY00	163	326	456		-11.9%	100/0
FY99	185	370	518			100/0

Note: Plan benefit changes during renewal periods are not shown on this rate history.



P.O. Box 2500, Richmond, VA 23218-2500
Toll-free: 1-888-VARETIR (827-3847)
Website: www.varetire.org
Email: vrs@varetire.org

MEMORANDUM

To: Administrative Heads and Finance Directors of Political Subdivisions
Employer Code **5-5348**
Town of Purcellville

From: Patricia S. Bishop, Director

A handwritten signature in cursive script that reads 'Patricia S. Bishop'.

Date: January 21, 2016

Subject: Contribution Rates for Political Subdivisions for FY 2017 and FY 2018

The Virginia Retirement System (VRS) Board of Trustees adopted new contribution rates for FY 2017 and FY 2018 at its meeting last fall. The Group Life Insurance rate may be modified by the General Assembly during the current legislative session. If changes are made to the rates, we will provide you with the updated information.

The following contribution rates are effective for the two fiscal years beginning July 1, 2016:

Retirement – The employer contribution rate will be **7.85%** for FY 2017 and FY 2018. This rate does not include the 5.00% member contribution that you may be paying for your employees.

Group Life Insurance – The total contribution rate for employers participating in this program will be **1.31%**. This rate is composed of a 0.79% employee share and a 0.52% employer share. This action does not affect the Optional Life Insurance premiums.

Retiree Health Insurance Credit – The contribution rate for this program will be **N/A**.

Virginia Local Disability Program – The contribution rate for political subdivision employers participating in this program will be **0.60%**.

If you have any questions concerning your rates, please contact Barry Faison, Chief Financial Officer at (804) 344-3128 or by email at bfaison@varetire.org.

Town of Purcellville
Virginia Retirement System and Group Life Rate History

Rates- Plan 1 & Plan 2 employees

	VRS Employer	VRS Employee	VRS Total Rate	VRS % Chg	Leo's Changes	Life	Life % Chg	Hybrid Disability	Plan Types
FY18	7.85	5.00	12.85	0.0%		1.31	0.0%	0.60	Plan 1&2; hybrid use diff rate
FY17	7.85	5.00	12.85	-14.1%		1.31	10.1%	0.60	Plan 1&2; hybrid use diff rate
FY16	9.96	5.00	14.96	0.0%		1.19	0.0%	0.59	Plan 1&2; hybrid use diff rate
FY15	9.96	5.00	14.96	-14.4%		1.19	0.0%	0.59	Plan 1&2; hybrid use diff rate
FY14	12.47	5.00	17.47	0.0%		1.19	0.0%		no hybrid ee's in FY14
FY13	12.47	5.00	17.47	14.4%		1.19	325.0%		
FY12	10.27	5.00	15.27	2.9%		0.28	0.0%		
FY11	9.84	5.00	14.84	15.6%	Yes	0.28	-64.6%		
FY10	7.84	5.00	12.84	0.0%		0.79	-3.7%		(0 rate last 3 months of fy10)
FY09	7.84	5.00	12.84	-0.1%		0.82	-18.0%		
FY08	7.85	5.00	12.85	0.0%		1.00	-11.5%		
FY07	7.85	5.00	12.85	-15.7%		1.13			
FY06	10.25	5.00	15.25	0.0%		0.00			
FY05	10.25	5.00	15.25	32.6%	Yes	0.00			
FY04	6.50	5.00	11.50			0.00			

ATTACHMENT 5

Town of Purcellville
Master Vehicle List

2/16/2016												
Department	Year	Make	Model	VIN	Front Wheel/All Wheel/4-Wheel Drive	Vehicle #	Fuel Type	Plate #	Primary Driver	Mileage	Condition	
WWTP	2008	Chevy	Colorado	1GCDT19E688195693	4WD	403	Gas	143-077L			Good	
WWTP	2006	Ford	Escape	1GMCU93196KA44680	AWD	402	Gas	127-021I			Fair	
WWTP	2005	Ford	SuperDuty (Crane)	1FUWX37P95ED06856	4WD	404	Diesel	132-008L			Fair	
WWTP	2011	Chevy	Silverado	1GCRKE02BZ300401	4WD	405	Gas	143-096L			Good	
WWTP	2013	Ford	F-150	1FTFX1EF9DKF61526	4WD	406	Gas	174-529L	Scott House		Good	
WTP	2008	Ford	F-350	1FTWX31R78ED23187	4WD	310	Diesel	143-075L		92159	Fair	
WTP	2011	Ford	Escape-Hybrid	1FMCU5K38BKA34034	AWD	313	Gas	143-092L	Brian Lutton	103,555	Fair	
WTP	2013	Ford	F250	1FTBF2B61DEA13546	4WD	314		130-950L		46,190	Good	
WTP	2013	Ford	F350	1FDRF3B63DEA13547	4WD	315		174-502L		40,738	Good	
Police	2012	Chevy	Tahoe	1GNSK2E08CR281821		222	Gas	JNH-1749	Chief			
Police	2002	Chevy	Trailblazer	1GNDT13S522524125		222	Gas	JNH-1749				SURPLUSED - 2012
Police	2002	Ford	Explorer	1FMZU72K02UC98897		212	Gas	146-563L				SURPLUSED - 2012
Police	2005	Ford	Crown Victoria	2FAHP71W95X134949		205	Gas	127-093L	Support Team			
Police	2008	Ford	Explorer	1FMEU73E18UB09173		218	Gas	143-088L	Guy Dinkins/Mike Owens			
Police	2008	Ford	Crown Victoria	2FAHP71V68X132166		208	Gas	143-060L	spare			
Police	2006	Ford	Crown Victoria	2FAHP71W46X162188		226	Gas	135-688L	spare			
Police	2006	Ford	Crown Victoria	2FAHP71WX6X133634		206	Gas	134-175L				SURPLUSED - 10/31
Police	2007	Ford	Crown Victoria	2FAHP71W37X122976		207	Gas	141-406L	Hood/Barnhart			
Police	2002	Ford	Crown Victoria	2FAFP71W62X108134		202	Gas	107-595L	Citizen Support Team			SURPLUSED - 2012
Police	2006	Ford	Crown Victoria	2FAHP71W66X162189		216	Gas	135-687L	New Hire			
Police	2011	Chevy	Tahoe	1GNSK2E0XBR362687		220	Gas	116-563L	Rob Wagner/John Kelly			
Police	2012	Chevy	Impala	2G1WD5E30C1159116		221	Gas	107-595L	Lt Schroeck			
Police	2013	Dodge	Charger	2C3CDXAG9DH544489		223	Gas	134-175L	McDaniel/Vasconi			
Police	2013	Dodge	Charger	2C3CDXAG8DH734462		224	Gas	174-528L	Fraley/McGann			
Police	2014	Dodge	Charger	2C3CDXAG3EH362370		225	Gas	17-4539L	ElassalKakol			
Police	2016	Ford	Explorer	1FM5K8AR2GGB54766			Gas					
Admin	2011	Ford	Escape-Hybrid	1FMCU5K38BKA99353	AWD	110	Gas	143-094L	Administration			

Town of Purcellville
Master Vehicle List

Planning	2012	Ford	Escape-Hybrid	1FMCU5K35CKA15216	AWD	107	Gas	143-099L	Planning		
Public Works	2009	Dodge	Durango	1D8HB38P59F708921	4WD	108	Gas	143-089L	Alex Vanegas	134,700	Good
Public Works	2011	Ford	F-250	1FT7X2B6XBEB58164	4WD	109	Gas	143-095L	Josh Goff	19065	Good
Public Works	2006	Ford	Escape	1FMCU93106KA44678	AWD	106	Gas	127-023L	Scott Miller	54994	Fair
Public Works	2003	Chevy	2500HD	1GHCK24U73E368186	4WD	105	Gas	119-404L	Derek Copeland	48667	Poor
Public Works	2001	Ford	Escape	1FMCU04131KC54467	AWD	104	Gas	106-946L	Dale Lehnig	103298	Poor
Maintenance	2012	Ford	F-250	1FT7X2B60CEA07951	4WD	513	Gas		Jason Didawick	122608	Good
Maintenance	2007	Dodge	Sprinter	WD0PE846975192441	2WD	514	Gas	143-058L	Sewer Camera Van	10500	Good
Maintenance	2011	Ford	F-350	1FTRF3BT2BED11918	4WD	512	Diesel		Bob Dryden	22233	Good
Maintenance	2015	Vactor	2100 Plus Combo Sewer Cleaner	1FVHG3CY9GHGT8641	2WD	506	Diesel	144736L	Vac Truck	2593	Good
Maintenance	2006	Ford	F-350	1FDWF37P86EB50152	4WD	515	Diesel	133-823L	Utility Truck	12520	Fair
Maintenance	2003	GMC	Sierra	1GTHK24U53Z245253	4WD	508	Gas	116-590L	Mike McCracken	41613	Poor
Maintenance	2009	Ford	F-350	1FDSF35R09EA01967	4WD	511	Diesel	143-090L	John Anderson	37799	Good
Maintenance	2008	International	7000	1HTWAAAN38J696286	2WD	509	Diesel	143-074L	Dump Truck	15374	Good
Maintenance	2006	Ford	F-350	1FTWF31P76EA68846	4WD	516	Diesel	127-024L	Mitch Krippner	95388	Fair
Maintenance	2008	International	7000	1HTWAAAN18J696285	2WD	510	Diesel	413-073L	Dump Truck	18578	Good
Maintenance	2005	Ford	F-350	1FTWF31P56EA68845	4WD	517	Diesel	127-025L	Ron Lickey	126702	Fair
Maintenance	1990	International	Old Dump	1HTSDZZP8LH201056	2WD	504	Diesel		Old Dump		To be surplusd
Maintenance	2003	Ford	F-550	1FDAF57F03EA59756	4WD	507			Stake Body	15253	Good
Maintenance	2014	Ford	F450	1FDUF4HT7EEA92879	4WD	518	Diesel	144-709L	Sean Grey	10155	Good

ATTACHMENT 6

Project Name	Type of Connection	Estimated Meter size	Est. Purchase Year	Cost of Availability		meter fee	Community Development Notes
				Water	Sewer		
Projected FY16/17							
commercial	Shea Warehouse	commercial	5/8"	FY16/17	\$25,754	\$21,600	\$ 275
	Catoctin Corner	Fast Food	3/4"	FY16/17	\$38,631	\$32,400	\$ 328
	Catoctin Corner	Fast Food	3/4"	FY16/17	\$38,631	\$32,400	\$ 328
	Catoctin Corner	Doctor Office	3/4"	FY16/17	\$38,631	\$32,400	\$ 328
	Catoctin Corner	Retail	3/4"	FY16/17	\$38,631	\$32,400	\$ 328
	O'Toole	Hotel	2"	FY16/17	\$206,032	\$172,800	\$ 709
Residential	SFH infill residential	Residential	3 - 5/8"	FY16/17	\$77,620	\$64,800	\$ 825
	Mayfair	SFH	50- 5/8"	FY16/17	\$1,287,700	\$1,080,000	\$ 13,750
	Mayfair	Industrial	2 - 5/8"	FY16/17	\$51,508	\$43,200	\$ 550
	Village Case	Residential	6 - 5/8"	FY16/17	\$154,524	\$129,600	\$ 1,650
Total Availabilities for FY16-17					\$1,957,662	\$1,641,600	\$ 19,071



Meter Size	Current Availability Fees		Meter Fee	Meter HP Fee	Meter T/F Comp.
	Water	Sewer			
5/8"	\$25,754	\$21,600	\$275		
3/4"	\$38,631	\$32,400	\$328		
1"	\$64,385	\$54,000	\$394		
1.5"	\$128,770	\$108,000	\$564		
2"	\$206,032	\$172,800	\$709	\$ 944	\$ 2,013
3"	\$386,310	\$324,000		\$ 1,469	\$ 2,749
4"	\$643,850	\$540,000		\$ 2,281	\$ 3,731



#4

**PURCELLVILLE TOWN COUNCIL
SPECIAL MEETING / BUDGET WORK SESSION
MARCH 21, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

CALENDAR OF BUDGET MEETINGS

- ~~— January 19, 2016 — Pre-Budget Work Session~~
- ~~— March 8, 2016 — Public Hearing on Proposed Real Estate Tax Rates~~
- ~~— March 15, 2016 — Budget Presentations~~
- ~~— March 29, 2016 — Budget Work Session~~
- **March 31, 2016 Budget Work Session**
- **April 5, 2016 Budget Work Session**
- **April 12, 2016 Public Hearing on Budget, Other Taxes and Fees
Approval of Real Estate Tax Rates**
- **April 14, 2016 Budget Work Session**

- **Future Budget Work Sessions/Meetings TBD**