



Adopted Fiscal Year 2010-2011 Fiscal Plan & Capital Improvement Program Fiscal Year 2011-2015





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 2010 – 2011

&

Capital Improvement Program FY 2011-2015

Town Council

Honorable Mayor Robert W. Lazaro, Jr.

Honorable Vice-Mayor Stephen Varnecky

Honorable Council member Thomas A. Priscilla, Jr.

Honorable Council member Gregory W. Wagner

Honorable Council member Christopher J. Walker, III

Honorable Council member James O. Wiley

Honorable Council member Joan Lehr

Town Administration

Robert W. Lohr, Jr., Town Manager

Patrick Childs, Assistant Town Manager

Hooper McCann, Executive Assistant

Jennifer Helbert, Town Clerk

Elizabeth Krens, Director of Finance

Darryl C. Smith, Sr., Chief of Police

Samer Beidas, Director of Public Works

Martha Semmes, Director of Planning & Zoning

Steve Coakley, Budget/Procurement Specialist



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Purcellville
Virginia**

For the Fiscal Year Beginning

July 1, 2009

A handwritten signature in black ink, appearing to be 'H.R.' followed by a flourish.

President

A handwritten signature in black ink, appearing to be 'Jeffrey R. Egan'.

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, 2009.

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, 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 requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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Town Manager's Budget Message

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 rational for these budget decisions. It also lists FY 2011 budget highlights.

Mayor
Robert W. Lazaro, Jr.

Council
Gregory W. Wagner
Christopher J. Walker, III
Thomas A. Priscilla, Jr.
Stephen Varnecky
James O. Wiley
Joan Lehr



Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
J. Patrick Childs

130 E. Main Street
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
www.purcellvilleva.gov

June 8, 2010

The Honorable Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2011 and the Approved Capital Improvements Program (CIP) for Fiscal Years 2011 – 2015. This document summarizes the results of the seven month process followed by the Town Staff and Town Council in developing the operating and capital fiscal plans for the Town.

Major highlights of this adopted budget include:

- Fiscal priorities consistent with Town Council guidelines and priorities; and the Town's 2025 Comprehensive Plan
- Recognition of the significant current economic conditions that have impacted revenue and expenditure estimates
- Real Estate Tax Rate set at \$.23/\$100 Assessed Value
- Projected ending FY 2010 with a surplus based on tight fiscal restraints and cost cutting initiatives
- Prudent and methodical execution of the approved Capital Improvement Program (CIP)

A handwritten signature in blue ink that reads "Robert W. Lohr, Jr." is written over a horizontal line.

Robert W. Lohr, Jr.
Town Manager

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March 26, 2010

The Honorable Mayor and Members of the Council:

Please find enclosed a copy of the Town Manager's proposed FY 10/11 Budget. This document is respectfully submitted to you from the Town Manager's Office for consideration. Based on the difficult economic conditions that exist coupled with priorities, programs and guidelines established by the Town Council and citizens, the staff has worked together the last five months to develop a strategic proposal that will meet the needs of our ever-changing and dynamic community.

FY10/11 BUDGET PROCESS IMPROVEMENTS

With the completion of the development and adoption of the FY09/10 Budget, the Town of Purcellville submitted the budget for review and won a national Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award which was the first for the Town. This award is the highest form of recognition in the area of governmental budgeting, and its attainment represents a significant accomplishment by a government and its management. In the desire for continued improvements and developing a better fiscal system, the Finance Department added the following new enhancements and improvements to the budget process for this year:

- Reduced the overall number of Town-wide staff budget meetings
- Streamlined the budget formulation process to include one-on-one meetings with department heads which increased the overall understanding of budget requirements
- Improved quality of Town Manager meetings with each department head
- Reviewed GFOA comments on previous award-winning budget submissions and made additional minor process changes
- Formalized the Capital Improvement Program (CIP) Carryover Process
- Merged Operational Budget and CIP Budget into one document per GFOA recommendation

- Created new summary document by project funding source to help in understanding the complexities of CIP financing
- Realigned Operating Budget Accounts with State Chart of Accounts

STEPS TOWARD BUDGET DEVELOPMENT

The Town began this process in mid-November when the department heads began formulating the Operating and CIP Budgets. With the complexities of operations and the need to constantly monitor fiscal processes, budget development has become a year-round task for the Finance Department. In December, the department heads met with the Town Manager and Finance staff both as a group and individually to answer questions that could be critical to the development of this budget. These meetings were opportunities to share information and allow the staff to better understand the direction and priorities from the Town Council and the Town Manager's Office. The Town Manager was able to get updates and feedback from staff to better understand the complexities of each departmental request. In January, the Town Manager's Office and Finance Department began extensive expenditure reviews which resulted in a line item evaluation and further discussions with department heads. During the next two months, staff spent a significant amount of time reviewing options related to CIP and potential cuts that could be applied to the operating budget.

POLICY DIRECTION FROM TOWN COUNCIL

During the budget process, the Town staff was in constant contact with Town Council members through individual and committee meetings. As a result, the Town Council approved a general guideline for the Town Manager and staff to consider as the budget process developed, along with some specific mandates to be components of the budget. These requested mandates include the following:

- Maintain equalized tax rate not to exceed \$.23
- Minimize impact to our residents and businesses during these tough economic times which will result in a minimal increase in fees and taxes in the General Fund
- Maintain the existing committed capital projects specifically related to the transportation improvements, pedestrian grant improvements, downtown revitalization, New Town Hall, and renovation of the Purcellville Skating Rink.
- Explore alternative health insurance plans and employee/employer cost shares

ACCOMPLISHMENTS LEADING INTO FY10/11 BUDGET

Many accomplishments lay the groundwork for this budget:

- First year with the GFOA Budget Award designation
- First Year for GFOA CAFR Award

- Ability to run a General Fund surplus in FY08/09 and increase the undesignated reserves in the General Fund
- Compliance with all fiscal policies and guidelines adopted by the Town
- For the fifth year in a row, the Town did not have draw into any proposed rainy day funds or reserves

Based on the cost-cutting programs and fiscal awareness implemented in September 2009, the Town anticipated the severity of the current fiscal and economic crisis impacting the public and private sectors and successfully put in programs that allowed us to effectively deal with these budget challenges.

COMMUNITY SUCCESSES AND POSSIBILITIES

While the last two years caused many governments, including ours, to thoroughly examine ways to fund government operations with impacts to all departments and especially staff, we are fortunate to have many exciting and bright focal points in our community. As I have mentioned many times, the best years for the Town of Purcellville are in front of us. This observation is based on the following:

- Purcellville is blessed to be an extremely attractive community that has historically provided a high quality of life for a great price. Even as we begin this budget review today, citizens are moving into our community with great enthusiasm and love for the area. Our spirit of community, volunteerism and pride are some of the elements that make this such a wonderful place to live and work. As a result, Purcellville will always be a top notch destination whether you are looking to open a business, raise a family or retire.
- The Town works hard to establish and maintain a friendly environment as the business hub of Western Loudoun. While this central location has brought many public facilities, traffic and related challenges, the overall positive economic gain of being able to diversify our dependence on residential real estate has proven to be a wise choice. Over the last decade, Councils have worked hard to grow our commercial and business base which allows us to better manage economic down swings with a diversified revenue stream.
- Several remaining projects that will be completed in the near future are some of the crown jewels to our business community. Without having to deal with many of the issues that residential development brings, the Town is focused mainly on completing our economic development initiatives which include the revitalization of the Downtown Business District, construction of the Cole Farm Project and the other proposed projects in the 287/RT 7 corridor along with the revitalization of the Loudoun Valley Shopping Center and the East Main corridor. Many jurisdictions would consider one of these projects a successful decade accomplishment and we are currently working to facilitate all of these within the next two years. This continued economic development will bring enhanced diversified revenue sources to help weather economic fluctuations. One only has to look at the Town of Purcellville and Leesburg to see how important and critical positive economic development can be to the fiscal stability of the community.
- Over the years, the Town Council and staff have worked hard to build fund balances to a healthy level in preparation for emergency situations, rainy day periods and provide the needed resources to take advantage of wonderful opportunities such as preserving Fireman's Field and acquiring future water resources at Aberdeen. This amount of flexibility and positive fund balance shows the bonding and fiscal

community that the Town is committed to a strong economic base and adheres to sound fiscal policies.

- The construction and development of capital facilities will continue to provide the level of services to our community in routine times and in emergency situations. Over the last decade, the Town has upgraded and rebuilt all of our capital facilities while also planning for the future. Without these capital facilities and equipment, the Town could not have responded to the emergency blizzard conditions, provide safe quality drinking water on a daily basis and comply with all environmental issues related to the wastewater treatment plant. The Town continues to be the leader in small town efficiency in operations while focusing on setting the bar on environmental stewardship.
- One of the most important positive assets in our community is our staff. We have full and part-time members of staff that work nonstop 365 days of the year to ensure that our community is a safe and attractive location. These men and women staff our police department, general government and utility operations and there is not an hour in the day that goes by where we do not have staff working in our community or on call ready to respond at a moment's notice. While many may not be able to live in our community, they all have enormous respect and pride for our community and the job that they do as a part of this team. This was clearly shown this year during many emergency situations including the blizzards where the Town of Purcellville set the example and bar for the delivery of public services. In addition, the state and national awards that our Police Department, Finance Department, Planning Department, Public Works and Utilities, and Administration Department won clearly show that we are a small town leader in the state, nation and on a more global level.

As anticipated last year, the economic conditions continue to impact everyone on a local, state and federal level. As we entered into the development of the FY10/11 Budget, it became clear that this budget would be as difficult or more challenging than the previously adopted FY09/10 budget. The local and national recession continues to have a significant impact on all local governments with the following opportunities for our community:

- What was originally deemed as an economic and housing correction in the market has transformed into a full blown recession on all levels according to economic analysts. The most important local impact is the significant drop in real estate assessments which began over four years ago. Since real estate taxes are the single largest income source, it is critical that we realize this trend and adjust accordingly. Fortunately, many residential properties increased in valuation for the first time in three years. Hopefully, this trend will continue and will begin the slow climb back to an adjusted and reasonable value of real estate within our community. From a challenging side, the Town experienced the first overall decrease in commercial assessment since the early 1990's when we had a localized housing recession in this area.
- One of the largest challenges we face is the trend where both the state and federal governments continue to erode or take revenue that has traditionally been designated to local governments. In addition, the passing of program responsibility and cost to the local governments is having a double barrel negative impact on many local governments. Unfortunately, this trend of pushing responsibilities down without providing funding appears to be ongoing with little relief in sight.
- As part of this budget development process, staff focused heavily on revisiting all operations and programs in an effort to find cost savings. We also looked at elimination of specific programs or services that could be completed without significant impact on operations. In our review, every line item was looked at and evaluated. I would recommend that we adopt this level of fiscal review theme throughout all levels

of government as discussed last year.

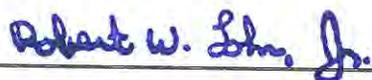
- In the area of capital programs, we have identified specific needs and received requests from the community throughout the years to address many issues. With the Town experiencing rapid growth, similar to other Virginia jurisdictions, that we have seen in the last decade, the Town was put in a difficult situation where the community grew in five years at the same rate that many communities take thirty years to build out. With this rapid growth in the residential and commercial sectors, the community completed public facilities and improvements that ranged from pedestrian access projects, downtown revitalization, and preservation of historic recreational facilities with the largest impact being completion of utility and operational support facilities that are mandated and required for the Town to meet all obligations. While many of these projects were and continue to be important to our community, there needs to be diligence and constant review to find ways to scale back or slow down these projects as much as possible until we see a return to a more favorable economic environment. With this direction, staff spent many days reviewing each of the capital projects to determine which could be cancelled, delayed or restructured for later periods of the CIP. Staff made specific recommendations on many of these projects and the Town Council will have these recommendations for consideration. While the Town has been historically able to maintain relatively low debt service levels and remain in full compliance with Town adopted policies, the need for mandated capital spending projects particularly in the area of utilities planned under the CIP will present the Town with difficult choices to ensure that we have room for payment of needed debt service.

In closing, I am proud to submit to you a budget that includes minimum tax and fee increases in the General Fund and reasonably expected user fee increases in the Water and Sewer Funds based on the capital improvement mandates. The Town is proposing a potential equalized tax rate of \$.23/\$100 for real estate and a proposed one percent increase in Meals Tax. Most people will see their real estate tax bill remain flat with businesses seeing a decrease for the first time in over 10 years. In the area of Meals Tax, a majority of the revenue that the Town collects is a result of daytime work population, students and residents that live outside of the community who patronize our restaurants. Meals Tax, even though it can be controversial by name, is one of the most fair and equitable taxes based on the following:

- It is an optional tax only incurred by customers who chose to eat out or buy prepared foods
- The majority of customers who eat out do not alter their frequency or their desire to eat as a result of an increase in this tax
- It allows the Town to collect revenue from non-residents who use many Town facilities, participate in local events, and create the need for many of the capital projects dealing with traffic, Fireman's Field and other similar uses
- Unlike many other taxes and fees, it does not take profit or revenue away from our businesses. Rather, businesses collect it directly from the customer and pass it on to the Town without impacting their profit or prices. In addition, the Town compensates the business with a rebate for completing the collection and submission to the Town on a timely basis
- Requires minimal government and staff time to implement and maintain the tax collection process

CLOSING SUMMARY

On a final note, I would like to take this opportunity to thank the Town Council, Committees, Commissions and Boards that worked directly with staff to develop the extensive summaries and guidelines used to develop the final budget. As I mentioned earlier in the Transmittal Letter, the job of developing this budget, which far exceeds the quality and level of detail that most jurisdictions our size submit on an annual basis, falls directly on the Finance Department with support from Administration. The Finance Team led by Liz Krens, Connie LeMarr, Steve Coakley and Paula Hicks work year-round to make sure that this document is timely and pertinent to our deliberations. Without their constant guidance and teamwork, we would just have another fiscal document for consideration and not the GFOA award winning budget that is presented to you today. Each of these staff members spent hundreds of hours annually to complete this detailed document. In addition to the Finance Department, enormous support to my office is also provided by Patrick Childs, Hooper McCann, Jennifer Helbert, Tracy DeMonte, and Cheryl Herman to complete the background research and reports needed to tie the final budget together.



Robert W. Lohr, Jr.
Town Manager

Town of Purcellville, Virginia FY10/11 Budget Highlights

GENERAL FUND

- Real Estate Tax Rate \$.23/\$100 Assessed Value resulting in an estimated equalized rate for most homeowners and a drop in commercial properties for the first time in years
- Increased Sales Tax Revenue from State and County Funding Formula
- Estimated \$50,000 increase in Bank Franchise Tax based on deposits
- Maintenance of BPOL Tax Rates during difficult economic times due to an expanding business base
- Proposed increase in Meals Tax from 4% to 5% to capture an additional \$209,000 for distribution to Capital Projects Debt Service
- Expanded initiative to capture the cost for providing specialized Town services to special community events
- Creation of new revenue source aimed at capturing sponsorships/naming fees for public facilities
- New sponsorship of newsletter based on successful calendar model
- Decrease in investment income based on interest rates and limited investment opportunities
- Proposed minimal transfer from Cash Reserves in the amount of \$105,080 - the smallest amount proposed for transfer in years
- With the exception of Meals Tax, no other fees or tax increases in the General Fund
- Maintenance of Hiring Freeze which keeps frozen or eliminates 6 FTE's
 - Assistant Director of Planning and Zoning
 - Information Clerk
 - 2 Police Officers
 - Part-time Planning Technician
 - Maintenance Worker
 - Part-time Police Office Support Staff
- 1.6% Reduction in Expenditures from FY09/10 Adopted Budget
- No proposed merit or general pay increases for staff
- Implementation of 2-tiered health insurance plan which gives employees a less expensive option and increases employee's cost share from 10% to 15% under the current plan
- Begins addressing OPEB Funding requirements with changes in the Town's contribution and participation
- Maintains FY09/10 funding levels for Fire and Rescue Companies
- Maintains Bus Stop Initiatives and Western Loudoun Trolley Program
- Reduces funding for specific programs in Parks and Recreation such as Youth Sports funding Initiatives and other similar operations while increasing their overall budget using Arts Grant Funds to provide more concerts and music events
- Reduction in Special Programs and Events funding under Economic Development with the desire to encourage these events to seek more private sponsorships in line with the successful Tag Sale Programs and previous events such as Pride of Purcellville
- Restrict the implementation of any new programs or projects not already approved by Council and underway
This recommends the elimination of any new projects that have a direct or indirect cost to the Town

WATER FUND

- Increase Water User Fees by 20% - further analysis by Town Council, Staff and Consultant to review fee structure and future options
- 3.4% Decrease in Operational Budget to address new mandates and debt service
- Capital Improvements Program has been trimmed to include the following:
 - 17 projects in the amount of \$661,000 for FY10/11
- Continued focus on expanding our Water Resources at the newly acquired Aberdeen property adjacent to our Water Treatment Plant to address potential drought or peak capacity issues
- No new positions proposed
- No proposed merit or general pay increases for staff
- Implementation of 2-tiered health insurance plan which gives employees a less expensive option and increases employee's cost share from 10% to 15% under the current plan

WASTEWATER FUND

- Increase Wastewater User Fees by 20% - further analysis by Town Council, Staff and Consultant to review fee structure and future options
- 51% Increase in Operational/Debt Service programs with the majority of the cost attributed to operational mandates from the State and Federal Government as a result of our new Wastewater Treatment Plant opening this spring
- Capital Improvement Programs will be restricted to the following:
 - 10 projects in the amount of \$150,000 for FY10/11
- No new positions proposed and the mid-year position approved in FY09/10 has been frozen
- No proposed merit or general pay increases for staff
- Implementation of 2-tiered health insurance plan which gives employees a less expensive option and increases employee's cost share from 10% to 15% under the current plan

Introduction

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

- History of Purcellville
- Organization Chart
- Location Map
- Fast Facts

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

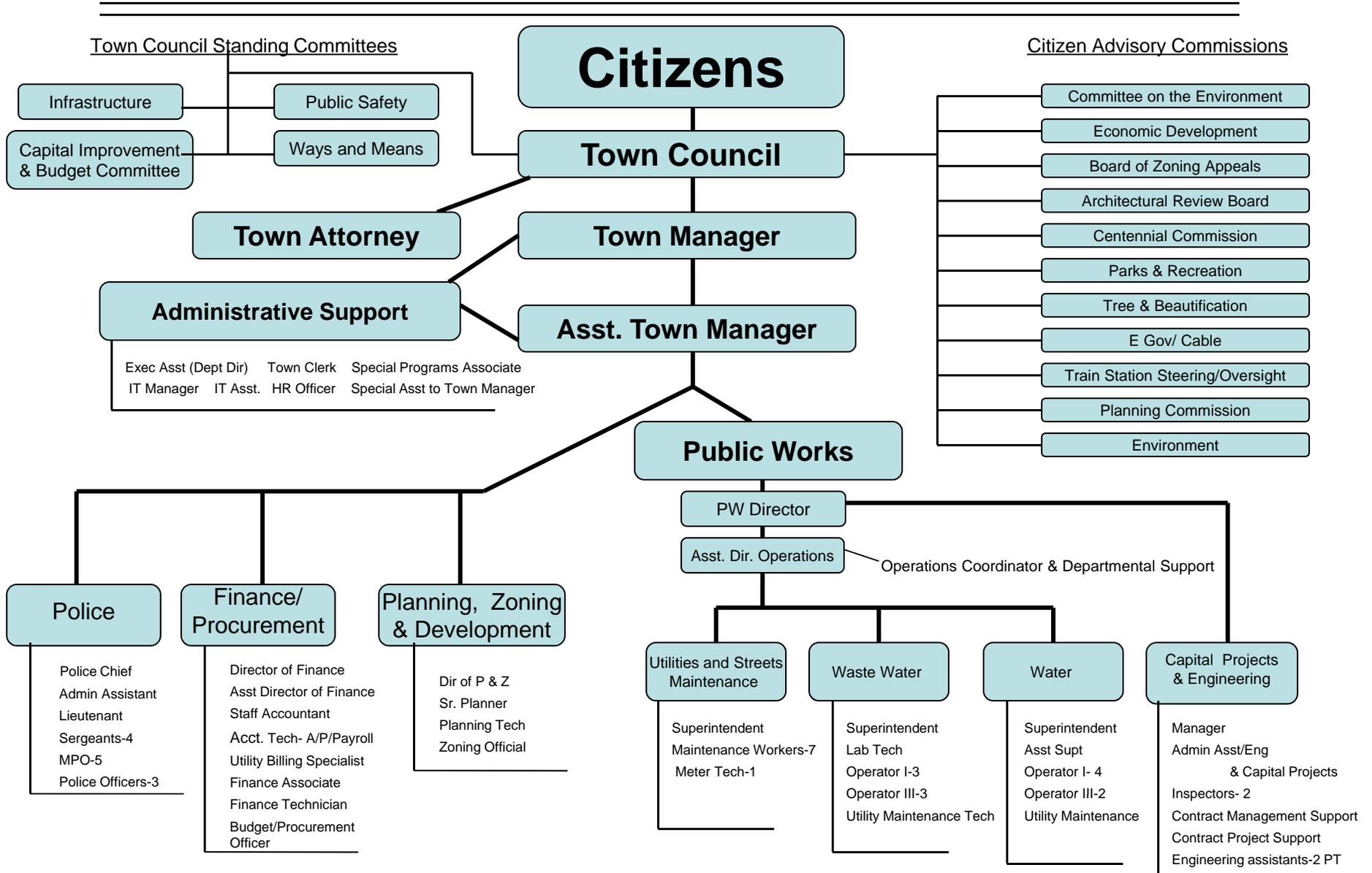
- 1700's Purcellville area is first settled by James Dillon in mid 1700's
- 1790's Village became known as Purcell's Store
- 1822 On January 28, Valentine Purcell is appointed postmaster of Purcell's Store
- 1841 First known stagecoach comes through Purcell's Store. It leaves Washington, D.C. at 4 a.m. and arrived in Winchester at 6 p.m.
- 1852 Purcell's Store is renamed Purcellville on July 9.
- 1861 On May 29, Purcellville residents casts eighty-two votes for secession and thirty-one against.
- 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.

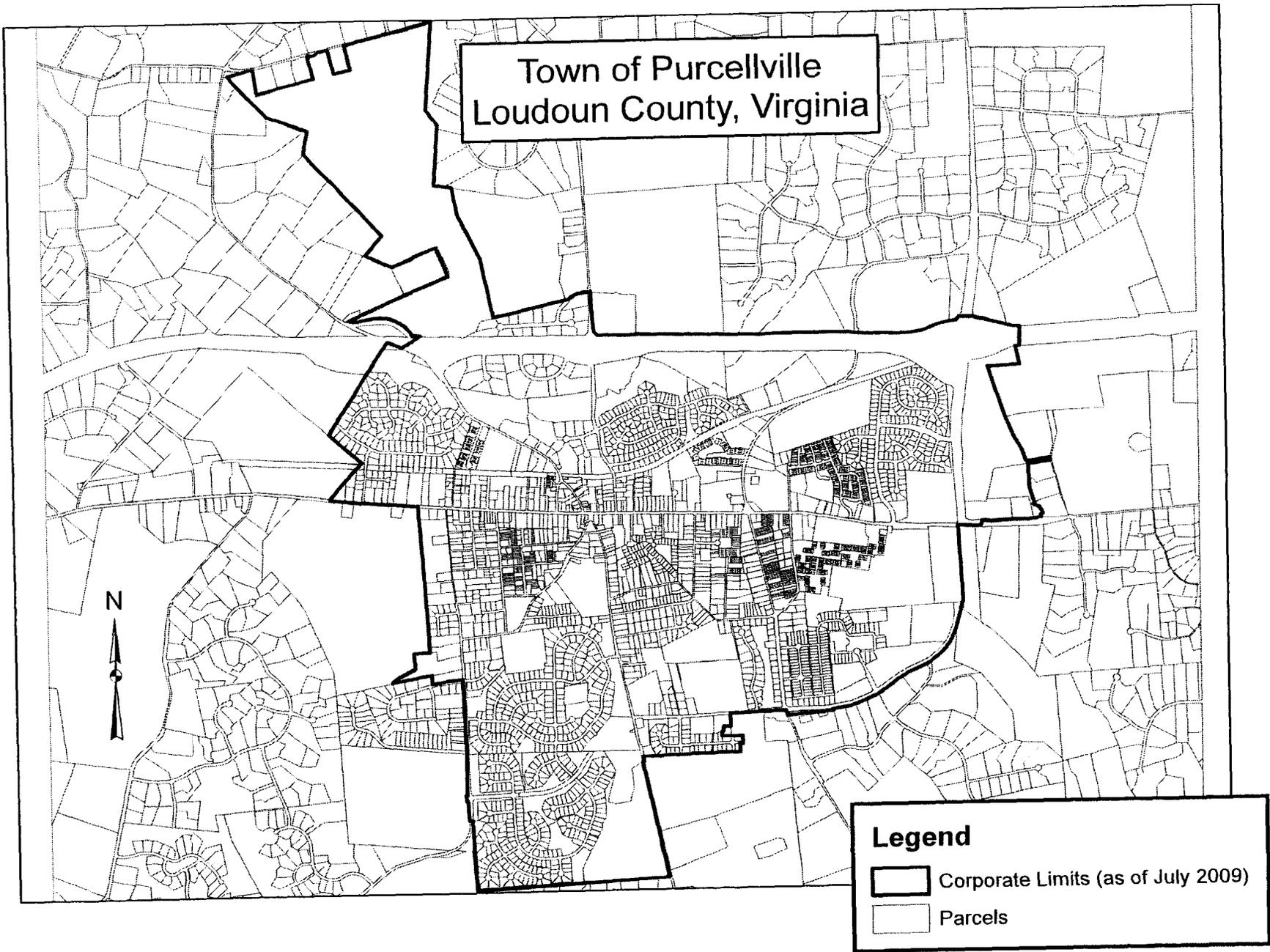
First town taxes: Fifty cents for every male twenty-one and over, and eleven cents on every one hundred dollars of assessed valuation.

- 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 fifty-eight 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 seventy-four to seventy-two 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.
- 1993 Purcellville's Library addition is completed in July.
- 2008 Purcellville celebrates its 100th anniversary.
- 2009 Purcellville places 1,271-acre J.T. Hirst Reservoir Property under conservation easement

Town of Purcellville Organization Chart: Effective July 1, 2010





Town of Purcellville
Loudoun County, Virginia



Legend

- Corporate Limits (as of July 2009)
- Parcels

Town of Purcellville, Virginia

Fast Facts

Demographics (as of December 31, 2009):

Population: 6,948*

Households: 2,445**

Housing Units: 2,515*

Square Miles: 3.1833***

Acreage of Existing Corporate Limits: 2040.51***

Date the Town was settled: 1764

Date of Incorporation: 1908

Number of Commercial Businesses: 740

Number of Home Occupations: 200

Number of Town Staff - Full Time: 65

Part-Time: 7

Total Town Owned Assets: \$113,710,370

FY 09/10 General Fund Budget: \$8,180,953

FY 09/10 Water Fund Budget: \$3,434,245

FY 09/10 Wastewater Fund Budget: \$3,129,650

FY 09/10 Capital Improvements Budget: \$19,662,185

Major Employers (as of December, 2009):

Loudoun County Public Schools (approx. 500 employees)

Beckstrom Electric (approx. 170 employees)

Virginia Regional Transportation (approx. 160 employees)

Patrick Henry College (approx. 150 employees)

Giant (approx. 145 employees)

Home School Legal Defense Fund (approx 120 employees)

* This information is provided by Loudoun County and uses the 2000 Census as the base data. Housing units includes both occupied and vacant units.

** based on the 2000 Census average household size of 2.84

*** This information does not include property annexed by the Town effective December 31, 2009 which is the subject of active litigation.

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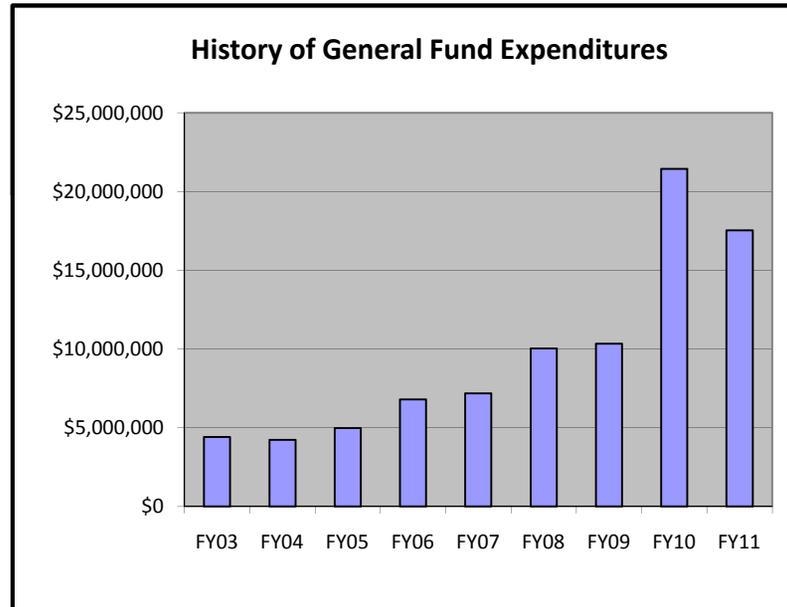
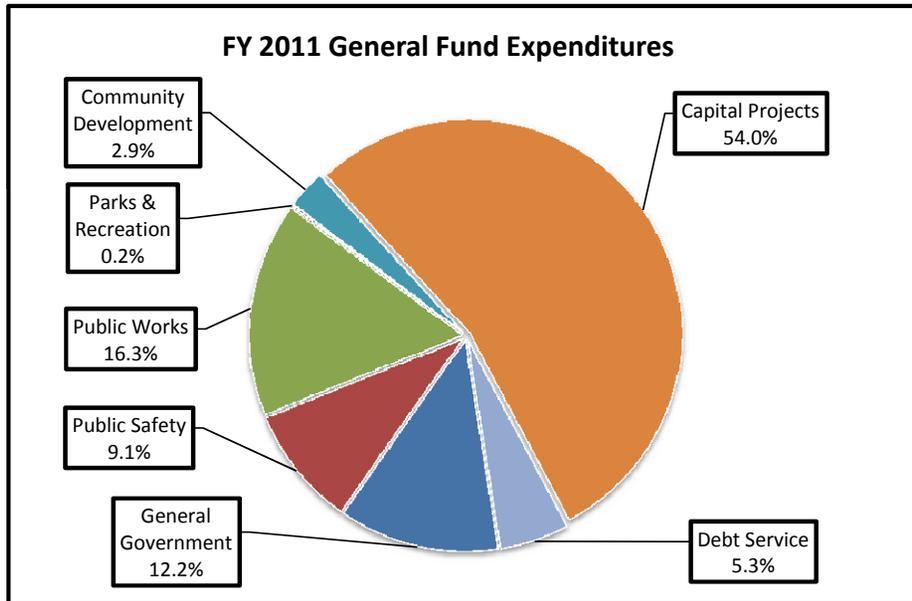
Statistical Information

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

- General Fund Expenditure History
- General Fund Revenue History
- Comparison of Personnel by Department
- Assessed Value of Real Property
- Major Property Owners & Principal Employers
- Population
- Land Use Classifications (Assessed Value – Number of Parcels)

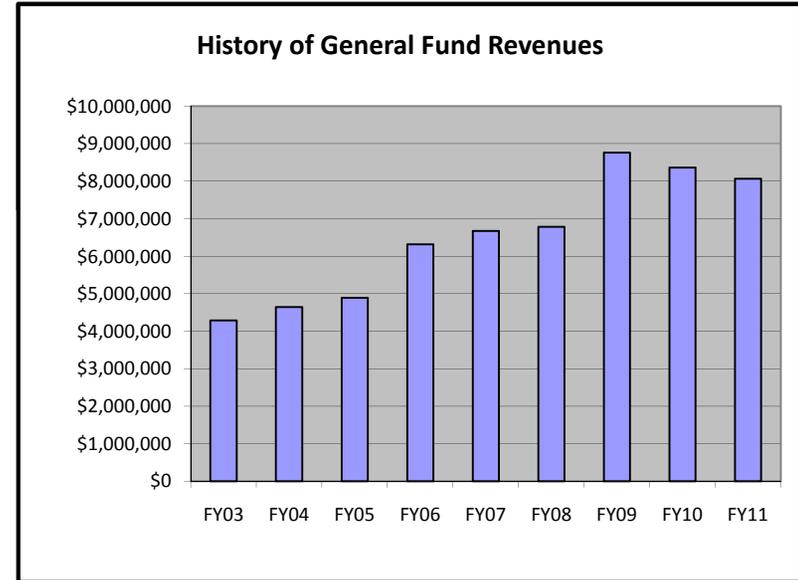
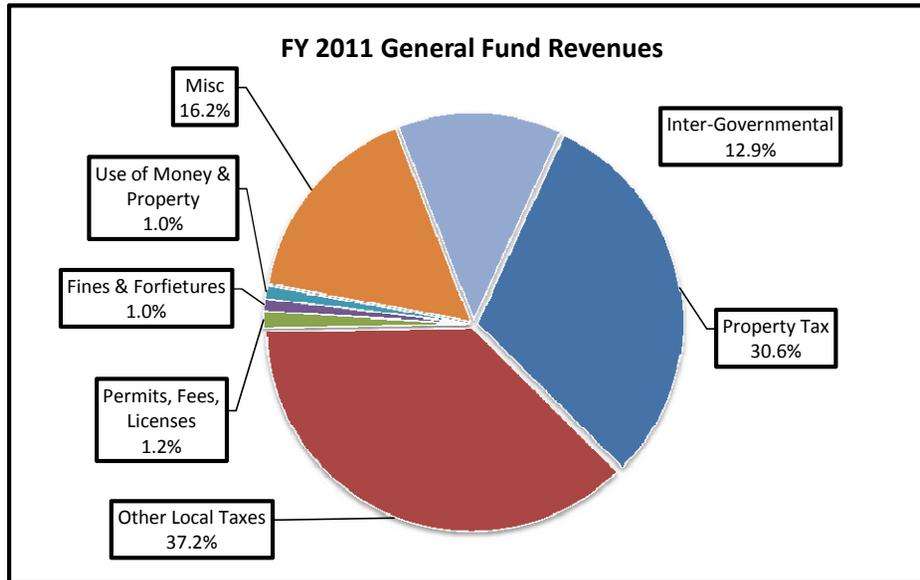
General Fund Expenditures - History and Adopted FY11

		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Capital Projects	Debt Service	Pass Thru Grant	Total Expenditures
FY03	Actual	1,657,140	650,147	1,066,145			419,826	114,689	505,666	4,413,613
FY04	Actual	1,795,888	587,969	1,411,398			300,707	125,769		4,221,731
FY05	Actual	1,225,017	921,222	1,707,738	17,077	431,104	558,864	113,587		4,974,609
FY06	Actual	1,462,066	1,128,938	2,152,098	17,806	665,467	1,201,440	158,615		6,786,430
FY07	Actual	1,903,006	1,393,867	2,093,861	21,720	529,779	993,440	239,538		7,175,211
FY08	Actual	2,096,975	1,506,641	2,120,074	41,174	607,290	3,329,921	324,324		10,026,399
FY09	Actual	2,342,444	1,566,094	2,812,620	27,794	517,069	2,626,704	435,355		10,328,080
FY10	Amended	2,305,459	1,584,694	3,022,353	38,990	567,922	13,072,034	844,778		21,436,230
FY11	Adopted	2,137,978	1,603,105	2,857,024	27,500	511,100	9,476,896	924,718		17,538,321



General Fund Revenues - History and Adopted FY11

	Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property	Misc	Inter-Governmental	Pass Thru Grant	Total Revenues
FY03 Actual	1,168,307	1,613,577	276,743	36,791	24,221	70,547	592,224	505,666	4,288,076
FY04 Actual	1,369,653	1,853,901	136,264	59,282	16,693	64,465	1,141,301		4,641,559
FY05 Actual	1,663,988	2,224,667	178,096	66,885	29,961	76,994	651,310		4,891,901
FY06 Actual	2,092,568	2,659,820	148,767	78,732	105,679	79,747	1,145,395		6,310,708
FY07 Actual	2,409,596	2,799,546	142,564	77,431	151,842	52,917	1,032,589		6,666,485
FY08 Actual	2,469,194	2,898,002	91,661	83,729	126,148	94,254	1,017,145		6,780,133
FY09 Actual	2,728,737	2,787,900	192,209	66,087	98,761	1,875,307	1,013,366		8,762,367
FY10 Amended	2,408,000	2,691,500	90,700	77,000	136,500	1,937,560	1,022,936		8,364,196
FY11 Adopted	2,465,193	2,997,607	100,100	78,500	80,600	1,302,109	1,037,316		8,061,425



Personnel Analysis				
Department	Position	FY09	FY10	Adopted FY 11
Administration	Town Manager	1.00	1.00	1.00
	Asst. Town Manager	1.00	1.00	1.00
	Exec Asst to TM	1.00	1.00	1.00
	Town Clerk	1.00	1.00	1.00
	Admin Asst	1.00	1.00	0.00
	Event Specialist	1.00	1.00	1.00
	HR Specialist	0.75	0.75	0.75
	Spec Asst to TM	0.25	0.25	0.25
	Total FTE*	7.00	7.00	6.00
Head Count	8	8	7	
Finance	Director of Finance	1.00	1.00	1.00
	Asst. Dir Finance	1.00	1.00	1.00
	Finance Tech	3.00	3.00	3.00
	Finance Assoc	1.00	1.00	1.00
	Budget Spec	0.50	0.50	0.50
	Staff Accountant	1.00	1.00	1.00
	Total FTE*	7.50	7.50	7.50
Head Count	8	8	8	
IT	IT Spec/Mgr	0.75	0.75	0.50
	IT Asst	0.50	0.50	0.50
	Total FTE*	1.25	1.25	1.00
Head Count	2	2	2	
Planning & Zoning	Director P & Z	1.00	1.00	1.00
	Asst Dir P & Z	1.00	0.00	0.00
	Admin Tech	1.00	1.00	1.00
	Zoning Official	1.00	1.00	1.00
	Senior Planner	1.00	1.00	1.00
	Admin Asst	0.75	0.75	0.00
	Total FTE*	5.75	4.75	4.00
Head Count	6	5	4	
Police	Chief	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00
	Sergeant	4.00	4.00	4.00
	MPO	5.00	5.00	5.00
	Detective	0.00	0.00	0.00
	Officers	3.50	3.00	3.00
	Admin Asst	1.50	1.50	1.00
	Total FTE*	16.00	15.50	15.00
Head Count	17	16	15	

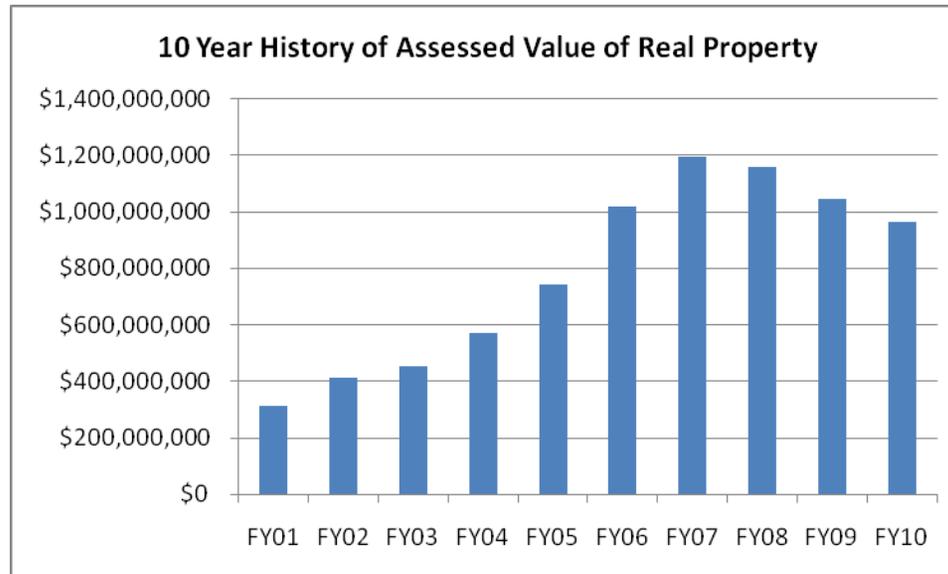
Personnel Analysis				
Department	Position	FY09	FY10	Adopted FY 11
PW/Eng	Director	1.00	1.00	1.00
	Asst Dir	1.00	1.00	1.00
	Inspector	2.00	2.00	2.00
	PT Eng Spec	1.00	1.00	1.00
	Admin Asst	1.00	1.00	1.00
	Project Coord	1.00	1.00	1.00
	CIP Mgr	1.00	1.00	1.00
	Total FTE*	8.00	8.00	8.00
Head Count	9	9	9	
Maintenance	Superintendent	1.00	1.00	1.00
	Team Leaders	2.00	2.00	0.00
	Maint. Workers	6.50	6.00	7.00
	Meter Tech	1.00	1.00	1.00
	Total FTE*	10.50	10.00	9.00
Head Count	11	10	9	
Parks and Rec		0.00	0.00	0.00
Total General Fund	*Full Time Equivalent	56.00	54.00	50.50
	Actual Head Count	61.00	58.00	54.00
Water	Superintendent	1.00	1.00	1.00
	Asst. Sup	1.00	1.00	1.00
	Operators	6.50	6.00	6.00
	Utility Maint Tech	1.00	1.00	1.00
	Total FTE*	9.50	9.00	9.00
Head Count	10	9	9	
Wastewater	Superintendent	1.00	1.00	1.00
	Asst. Sup	1.00	0.00	0.00
	Operators	5.00	6.00	6.00
	Utility Maint Tech	1.00	1.00	1.00
	Lab Tech	1.00	1.00	1.00
Total FTE*	9.00	9.00	9.00	
Head Count	9	9	9	
Total Utilities	*Full Time Equivalent	18.50	18.00	18.00
	Actual Head Count	19.00	18.00	18.00
Total Staff	*Full Time Equivalent	74.50	72.00	68.50
	Actual Head Count	80.00	76.00	72.00

FY 2011 Staffing reduced as a result of a temporary hiring freeze

Assessed Value of Taxable Real Property

Fiscal Year	Actual Value
2001	313,513,634
2002	411,026,000
2003	452,511,560
2004	568,120,915
2005	739,972,175
2006	1,016,680,604
2007	1,191,916,004
2008	1,155,293,400
2009	1,042,469,700
2010	960,238,300

Source: Loudoun County Assessor's Office converted to a fiscal year basis.



Major Property Owners

Owner	2009 Assessed Value	Percentage of Total Assessed Value
ZP No. 124 LLC (Shopping Center-1000 E Main)	13,419,300	1.28%
Purcellville Shopping Center LLC (Shopping Center-609 E Main)	10,984,600	1.05%
Valley Medical Center (Medical Center-205 Hirst)	8,009,700	0.76%
Purcellville Plaza LLC (Shopping Center-201 N Maple)	5,962,500	0.57%
Maple Avenue Apartments LP (Apts-610 Dominion)	5,949,500	0.57%
Main Street Associates LP (Apts-123 16 th)	5,683,800	0.54%
Jordan River Acquisitions LLC (Purc Gateway-1251 E Main)	4,669,600	0.45%
S R B Enterprises LLC (Shopping Center-711 E Main)	4,623,800	0.44%
Loudoun Medical Property Mgt LLC (Medical Ctr-17336 Pickwick)	4,055,000	0.39%
CKD Purcellville LLC (Office Bdg- 400 Browning)	4,047,300	0.39%

Source: Loudoun County Assessor of Real Estate

Principal Employers

Employer	Employees in FY09
Loudoun County Schools	485
Giant	145
RCD Electric	130
Virginia Regional Transportation Center	129
Patrick Henry College	85
Bloom	81
Town of Purcellville, VA	75
Magnolia's at the Mill	71
Home School Legal Defense	70
Blue Ridge Veterinary Assos	70

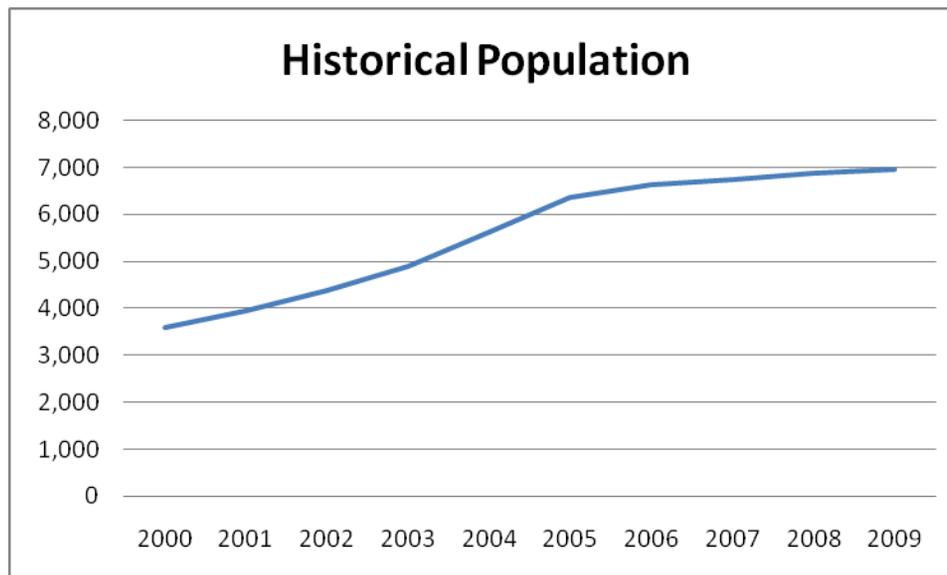
Source: Town Businesses

Demographic and Economic Statistics

Fiscal Year	Purcellville Population (1)	Loudoun County per Capita Income (2)	Loudoun County Median Age (3)	Purcellville School Enrollment (4)	Loudoun County Unemployment Rate (5)
2009	6,948	51,083	N/A	2,105	5.2
2008	6,884	50,884	32.8	2,105	2.8
2007	6,747	48,789	32.7	1,511	2.1
2006	6,630	46,350	32.8	1,511	2.1
2005	6,354	42,613	32.8	1,511	2.4
2004	5,631	39,091	32.9	792	2.6
2003	4,887	38,115	33.1	792	3.2
2002	4,379	38,419	33.2	792	3.7
2001	3,949	40,700	33.3	N/A	2.5
2000	3,584	41,145	33.6	N/A	1.4

Sources:

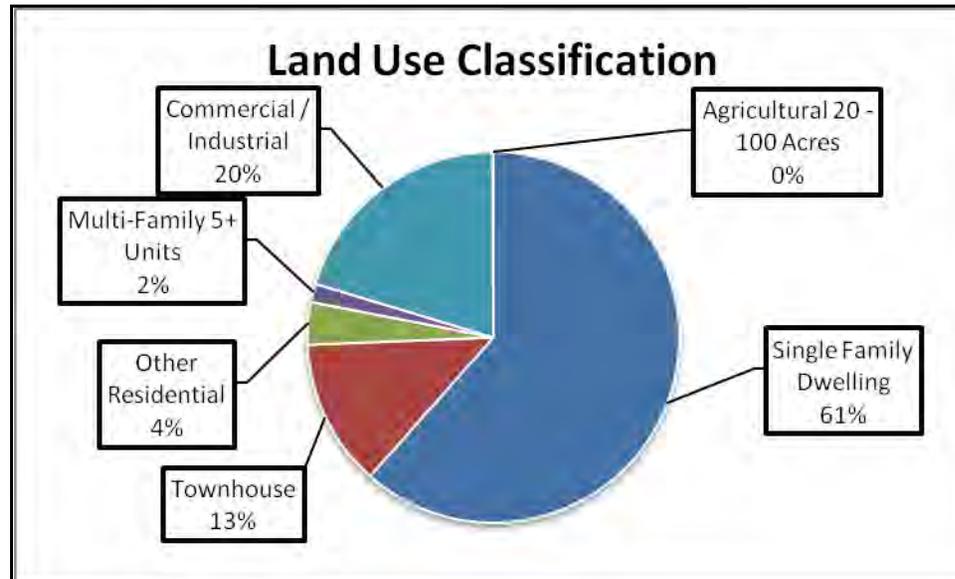
- (1) 2000 US Bureau of Census and Loudoun County Department of Finance Management Services
- (2) Bureau of Economic Analysis, US Department of Commerce, April 23, 2009.
- (3) U.S. Census Bureau, 2008 Time Series Estimates.
- (4) Count of Loudoun School Census (triannual), Loudoun County Public Schools
- (5) Unemployment rate is not available for the towns in Virginia. The rate displayed represents the unemployment rate for the County of Loudoun (Town of Purcellville lies within) provided by Local Area Unemployment Statistics, Virginia Employment Commission.



2010 Assessments by Land Use Classification

Category	Assessed Value
Single Family Dwelling	587,621,900
Townhouse	122,212,700
Other Residential	35,220,500
Multi-Family (5+ Units)	15,225,900
Commercial / Industrial	193,710,700
Agricultural (20-100 Acres)	479,000

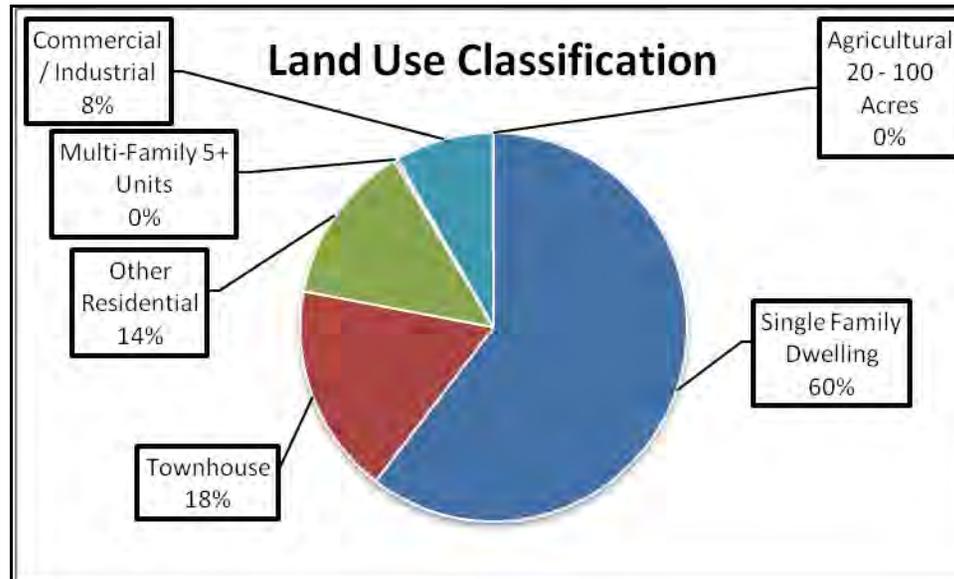
Source: Loudoun County Assessor of Real Estate



2010 Parcels by Land Use Classification

Category	Assessed Value
Single Family Dwelling	1,665
Townhouse	484
Other Residential	371
Multi-Family (5+ Units)	8
Commercial / Industrial	227
Agricultural (20-100 Acres)	1

Source: Loudoun County Assessor of Real Estate



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.

- Budget Process
 - Budget Process Overview
 - Fiscal Policy Guidelines
 - Town Goals & Performance Management
 - Revenue Trends

- Financial Systems Overview
 - Financial Fund Structure
 - Debt Obligations
 - Fund Balance

BUDGET PROCESS OVERVIEW

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 overall Budget Formulation process includes both the formulation of the Town's Capital Improvement Program (CIP) budget and the annual Operating Budget. The Town's General Fund Operating Budget and the Capital Projects budgets are prepared on the modified accrual basis of accounting. The budgets for the Utility Funds are prepared on the full accrual basis since these funds are accounted for as Enterprise Funds. Budgets assist in establishing priorities and provide for a planned distribution of resources. Budgets also help explain to citizens how the Town plans to operate during the budget year.

The budget formulation process generally runs from August to the following May with both the CIP and Operating Budgets being adopted and approved in May but not later than June. The budget process was recently separated into two distinct phases. The Capital Improvement Program (CIP) budget activity and review now runs from August through November and the operating budget activity begins in December and concludes with adoption of the operating budget in May.

During the CIP development process, the Budget Committee holds several work sessions to review and modify the 5-year CIP and instructs the staff to process recommended supporting current year Budget Amendments if required. The Town Council approves the CIP and the associated budget amendments. The Town Council then directs the staff to prepare the 1st year of the 5 year CIP for adoption the following May.

The Town defines a capital project 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.

For the Operating Budget, the Town Manager presents his proposed budget in March to the Budget Committee and Town Council. After the Budget Committee receives the proposed operating budget, the Committee holds the requisite number of work sessions to review the proposed operating budget. The Town also holds a public hearing to solicit citizen comments on the proposed budget.

Budget Adoption

Following a detail review of the Town Manager's recommended budget, the Town Council adopts the budget in June of each year. Virginia Code (Section 15.2-950) requires adopted budgets be in place before the fiscal year begins on July 1st of the budget year. The Code of Virginia, Sec. 15.2-2503, requires that prior to July 1 of each year, the Town Council adopt by ordinance, a budget that details all contemplated expenditures, revenue, and borrowed funding for the ensuing fiscal year. It must be a balanced budget where estimated revenues are equivalent to estimated expenditures. The CIP budget is adopted at the fund level and approved at the project level. The operating budget is adopted at the departmental level.

In addition, the CIP budget will also incorporate the following policy statement and the procedures outlined herein. Based on research and consultation with neighboring jurisdictions, the combination of policy formulation, an annual Authorization & Encumbrances Resolution for CIP, and a supporting Budget Amendments (if required) will be employed to address project management and financial accounting requirements associated with management of the CIP program.

The CIP end of year policy is as follows:

“At the end of each fiscal year, the balance of all approved, appropriated, but not yet completed capital projects, shall automatically roll over to the following fiscal year appropriations to ensure uninterrupted funding of the capital projects that are in design/study/construction and that approved funding of projects is in place to complete the projects. This action will be accomplished by way of an annual authorizing resolution and a supporting budget amendment. This policy does not serve to increase the approved funding level of a project or to circumvent the political planning and approval process to initiate capital projects outside the established approval process.”

This policy statement will be included in the CIP budget document each year.

Budget Calendar

<u>FY 2010 -2011 BUDGET PREPARATION SCHEDULE</u>	
ACTIVITY	DATE
Provide Initial Budget Calendar to Town Council & Town Staff	July, 2009
Distribute FY 2010-2014 CIP Instructions & Documents to Departments	December, 2009
Develop & Distribute Detailed FY 2010-2014 CIP Budget Schedule	December, 2009
Develop Strategy for FY 2009/2010 Operating Budget	December, 2009
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	January, 2010
Financial Advisor & Rate Consultant Presentation (Tax Rates & Fees) to Town Council	January, 2010
Town Manager Meets with Department Heads to Review Budget Requests	January, 2010
Town Manager Delivers Budget to Town Council	March 2010
Public Hearings on Tax Rates & Budget	March – April 2010
Adoption of Budget - Town Council	June, 2010

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/Procurement 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 remain within the approved appropriation for the fund and do not increase or decrease the overall budget. In addition to internal adjustments within a department, the Town Manger is also delegated the authority to move funds previously appropriated between departments. In no instance can the Town Manager increase/decrease the total fund amounts appropriated by the Town Council. In those instances where the operating budget adjustment is greater than \$20,000, the Town Manager must advise the Town Council of the specifics of the budget adjustment. These types of adjustments maintain account level integrity and permit the

automated Purchase Order system to function as intended. Without these types of adjustments, the automated Purchase Order system would reject Purchase Order requests because the system would show “No Budget.”

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

Formal Budget Amendments

For those changes in budgets that involve more than one fund and/or change fund or appropriation totals, the Town Manager and Department heads must submit a Budget Amendment Form requesting the desired changes to fund and/or appropriation totals. Budget Amendment requests must be submitted to the Finance Department (Budget/Procurement Specialist). The Budget/Procurement 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 are processed through the Ways & Means Committee and 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 Ways & Means Committee and 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/Procurement Specialist will make the approved changes in the accounting system (Logics).

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 overhead services by reimbursing the General Fund on a set formula basis.

Town of Purcellville, Virginia Fiscal Policy Guidelines

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 undesignated 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 undesignated 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.

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 in the town nor 4.0% of the total personal income of residents of the town.
- d. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document.

- e. The town will maintain good communications about its financial condition with bond and credit rating institutions.

Cash Management

- f. 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.
- g. 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 undesignated fund balance should be built over the next five fiscal years to 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 undesignated 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 utilities fund undesignated fund balance at the close of each fiscal year should be equal to no less than 200% of operating revenues with a goal of 300% of operating revenues.
- d. The town will maintain a portion of the undesignated fund balance as an appropriated contingency account not to exceed 5.0% of general fund revenue to provide for any supplemental appropriations or other unanticipated expenditures. The goal of the Town is to be able to build the undesignated fund balance so that the 5.0% appropriated contingency account will be separate monies over and above the undesignated fund balance referenced in Section VI, paragraph a.

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. 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.” 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 quality of life. Through our policies and leadership, we foster an open, cooperative and model government that encourages full public participation and ensures the level of services our citizens expect and deserve.

Town Council priority projects for Fiscal Year 2009-10 *(with Comprehensive Plan reference where applicable):*

- Establishment of Fireman’s Field Conservancy *(Historic Resources)*
- Annual Training for Board of Architectural Review, Board of Zoning Appeals, and the Planning Commission
- Purchasing policies to explore preference policies for in-town purchases
- Town website upgrades and enhancements

- Update Capital Staffing Plan (*Public Services*)
- Southern Collector Road Completion (*Transportation*)
- Refine Economic Development Plan including business and recruitment strategy (*Economic Development*)
- Institute joint sessions with Advisory Committee, Commissions and Boards
- Establish long-term capital asset replacement policy (*Public Infrastructure*)

Performance Management Overview

Approximately five months prior to the official adoption of the Comprehensive Plan in 2006, the Purcellville Town Council held a retreat 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 retreat 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 definitions 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.

A common depiction of the steps toward performance management found in the literature and documents of other jurisdictions is shown in the table on the next page.

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 beginning to make 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 Statement

In the book, *Good to Great*, Jim Collins discusses the concept of *Core Ideology* and the importance of instilling core values and core purpose as principles to guide decisions and inspire people throughout the organization over a long period of time. Values are traits or

qualities that are considered worthwhile and represent an individual's highest priorities and deeply held driving forces. Put simply, values give an understanding for what an organization stands for and ties into why it exists, or its core purpose.

At the Virginia Local Government Managers Association (VLGMA) Conference in February 2008, a presentation by staff from the International City/County Management Association (ICMA) and the City of Williamsburg entitled, *The Manager's Role in Moving Your Community from Good to Great*, discussed the importance of developing core values and a core purpose statement. The PMT considered the various examples of values when brainstorming to develop its Core Values:

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 and empowerment.

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

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

With the Core Values established, the PMT used these to create a Core Purpose Statement to reflect who we are from a staff perspective and what we stand for as a group. The Core Purpose Statement was shared and reviewed with all departments and is used to guide organizational and departmental strategic plans including its goals, objectives, performance measures and performance evaluations.

Core Purpose Statement

As employees of the Town of Purcellville, we provide exceptional services to our customers by ensuring that all programs and policies are managed to achieve the highest level of effectiveness, efficiency and fiscal responsibility. As trusted stewards partnering with stakeholders, we commit to foster a sustainable and livable community that is environmentally responsible and culturally rich.

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. All of 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 to make them 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. As the performance management program evolves, the measures will focus more on outcomes and less on workload.

Pay-for-Performance

As mentioned, the Town Council expressed its interest in the Town implementing pay-for-performance in order to better acknowledge individuals in regards to performance success. An article distributed to the PMT, *Pay for Performance: The Road to Success* by Howard Risher and Bill Wilder, says:

“‘Pay for performance’ refers to an annual increase in an employee’s base pay linked to the employee’s performance rating. The phrase has effectively replaced ‘merit pay.’ The purpose of pay for performance is to provide employees with a monetary incentive to improve their performance. In the private sector, the phrase also refers to the use of cash incentives for groups or teams and individuals.”

This component is considered by the Town as a way to evaluate progress of employees and performance management within the organization. With employee input, the PMT revised the employee performance evaluation forms so that they include performance planning and evaluation forms that are customized for newly created categories: Managerial/Supervisory, Professional/Technical, Operations/Administrative. For all categories, there is a section for the appraisal of Town-wide competencies: Personal Responsibility, Citizen Focus, Ethics/Integrity, Follow-Up, Positive Attitude and Results Orientation. Also, the evaluations include specific category competencies, key position responsibilities, appraisal of important goals, major achievements/contributions and a section for employee comments. Overall, the performance evaluations reflect the organizational and departmental strategic plans and values. The Pay-for-Performance program was initiated with performance evaluations in May-June 2008.

Ongoing Efforts

The initial performance management meetings were held for the purpose of engaging all employees, gathering feedback and explaining the program. This tailored performance management program is in its infancy and will grow and evolve overtime as

employees become more familiar with it and the measures and processes develop and become refined. Organization-wide meetings and training and certification programs will continue to be held and the culture will further progress toward “using performance and financial information for making results-based decisions in the quest for providing efficient and effective services.” A way to monitor the advancement of the program is through the use of a rating system such as the Performance Management Rating System developed by the School of Government at the University of North Carolina at Chapel Hill. This rating system uses a five-point scale and is designed to help managers gauge the level of commitment to performance management. Members of the PMT recently used this evaluation system and the interpretation of the numerical scores is that the Town is a “good performer with a solid base.” With ongoing commitment from the community, Town Council and Town staff, the Town of Purcellville will become an active leader in performance management.

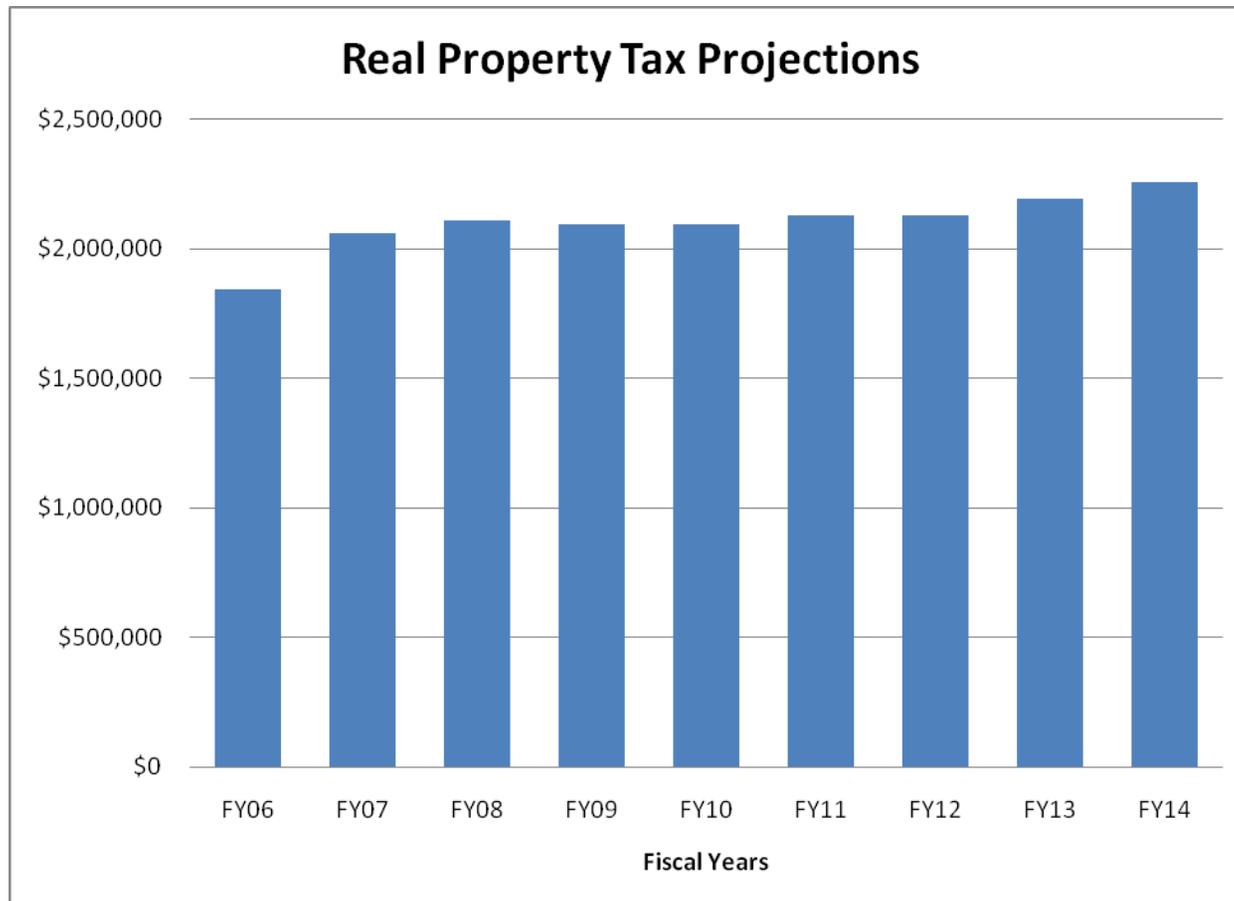
REVENUE TRENDS
GENERAL FUND: REVENUES

Real Property Taxes

Real estate taxes are assessed annually by Loudoun County, Virginia (County), for all property of record as of January 1. The Town bills and collects this based on the assessed values provided by the County. 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.

Following a long period of assessment increases, real property assessments decreased by 5% in 2008, 13.5% in 2009 and 1.1% in 2010 according to the Loudoun County Assessor's Office. Revenue projections are based on flat revenue in 2011, and a 3% increase in 2012, 2013 and 2014.

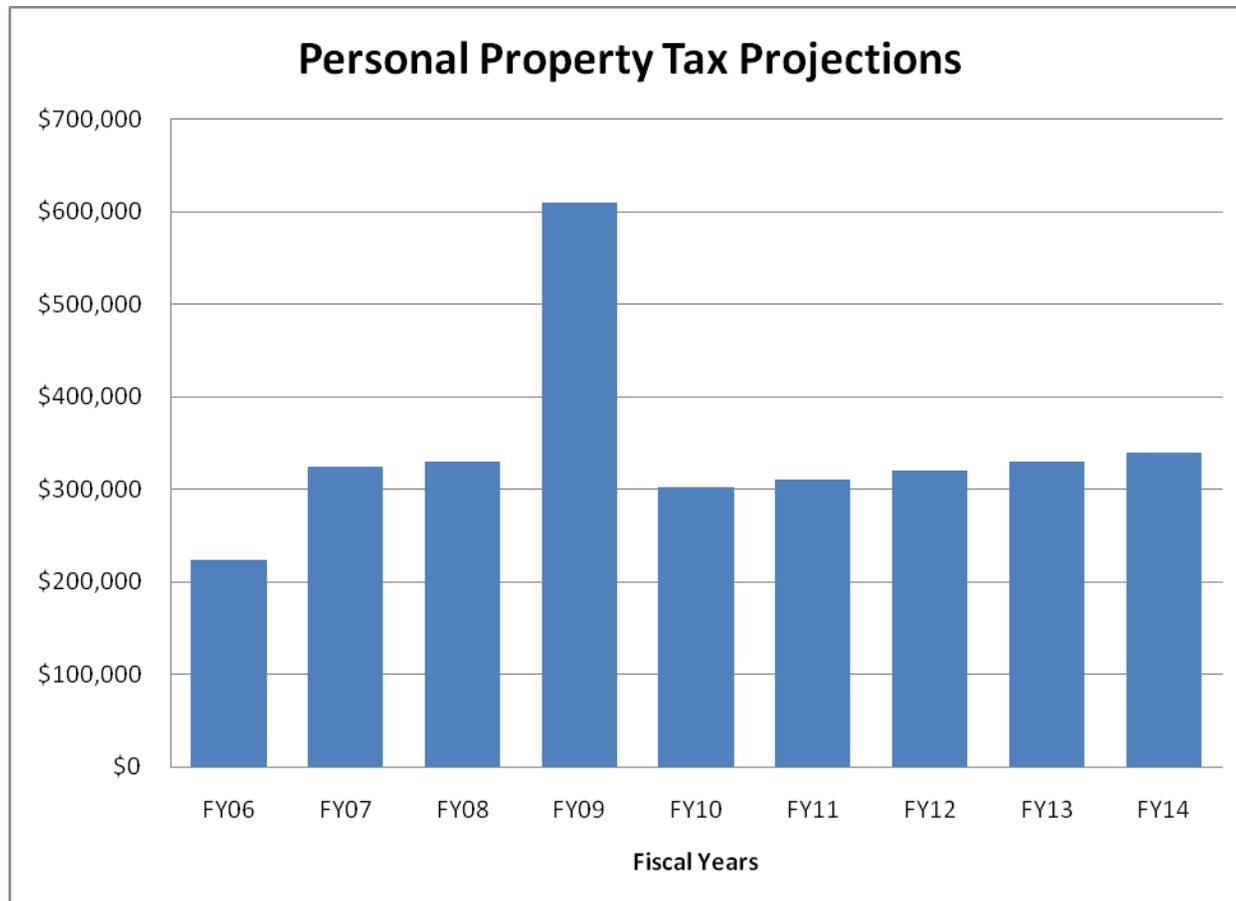


Personal Property Taxes

Personal property taxes are assessed annually by Loudoun County, Virginia (County), for all property of record as of January 1. The Town bills and collects its property taxes based on the assessed values provided by the County. Personal property taxes are levied annually on January 1 and are due on June 5. The due date was changed from December 5 to June 5 in 2009 which resulted in two collection periods in fiscal year 2009, a one-time increase to this revenue category. Personal property taxes are not prorated by the Town.

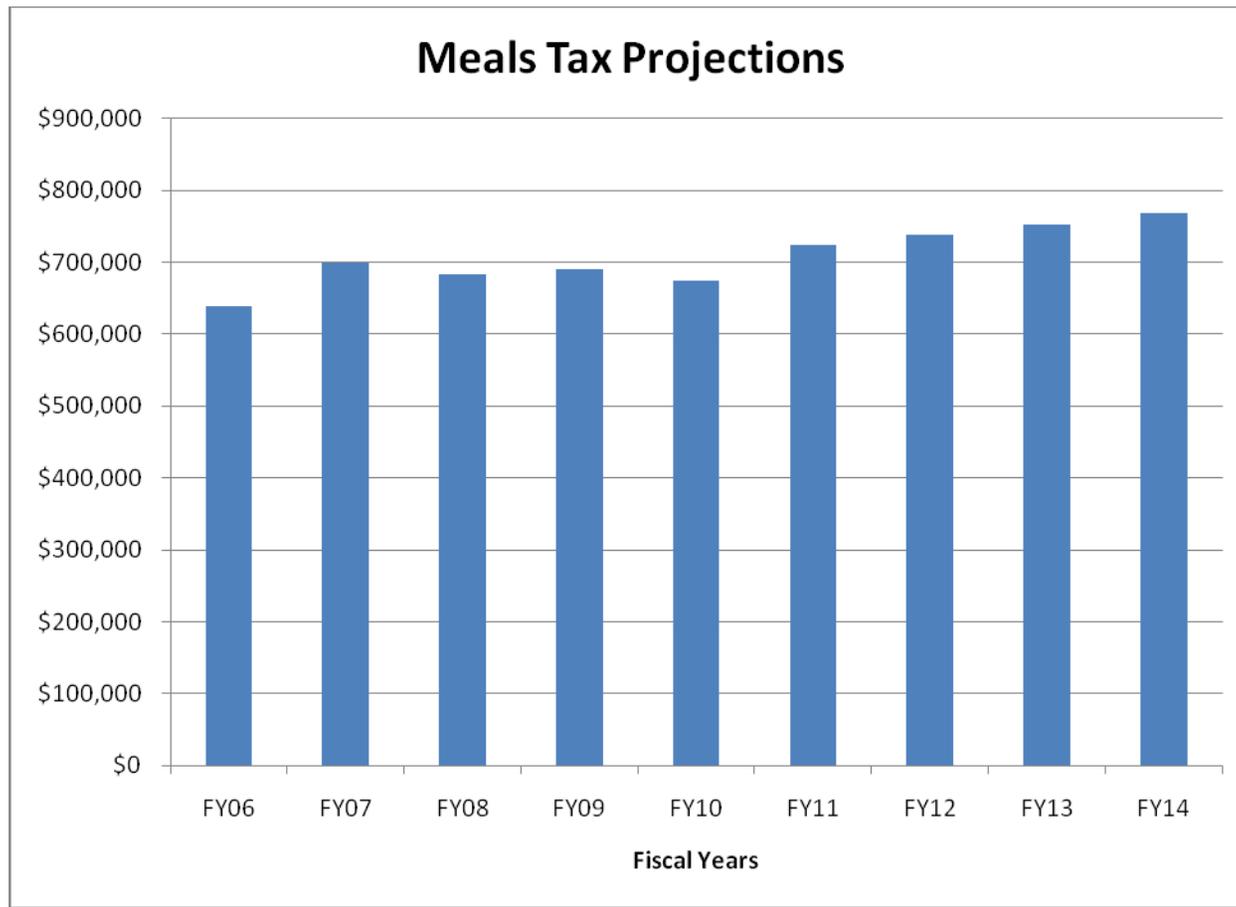
Collections of personal property taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended.

Following a long period of assessment increases, real property assessments were flat in 2007 (reported in FY2008) and 2008 (reported in FY2009) and decreased by 8% in 2009 (reported in FY 2009) according to the Loudoun County Office of the Commissioner of Revenue. Revenue projections for personal property taxes are based on a 4 % increase in 2010 due in part to federal stimulus incentives and 3% increase in 2011, 2012, 2013 and 2014.



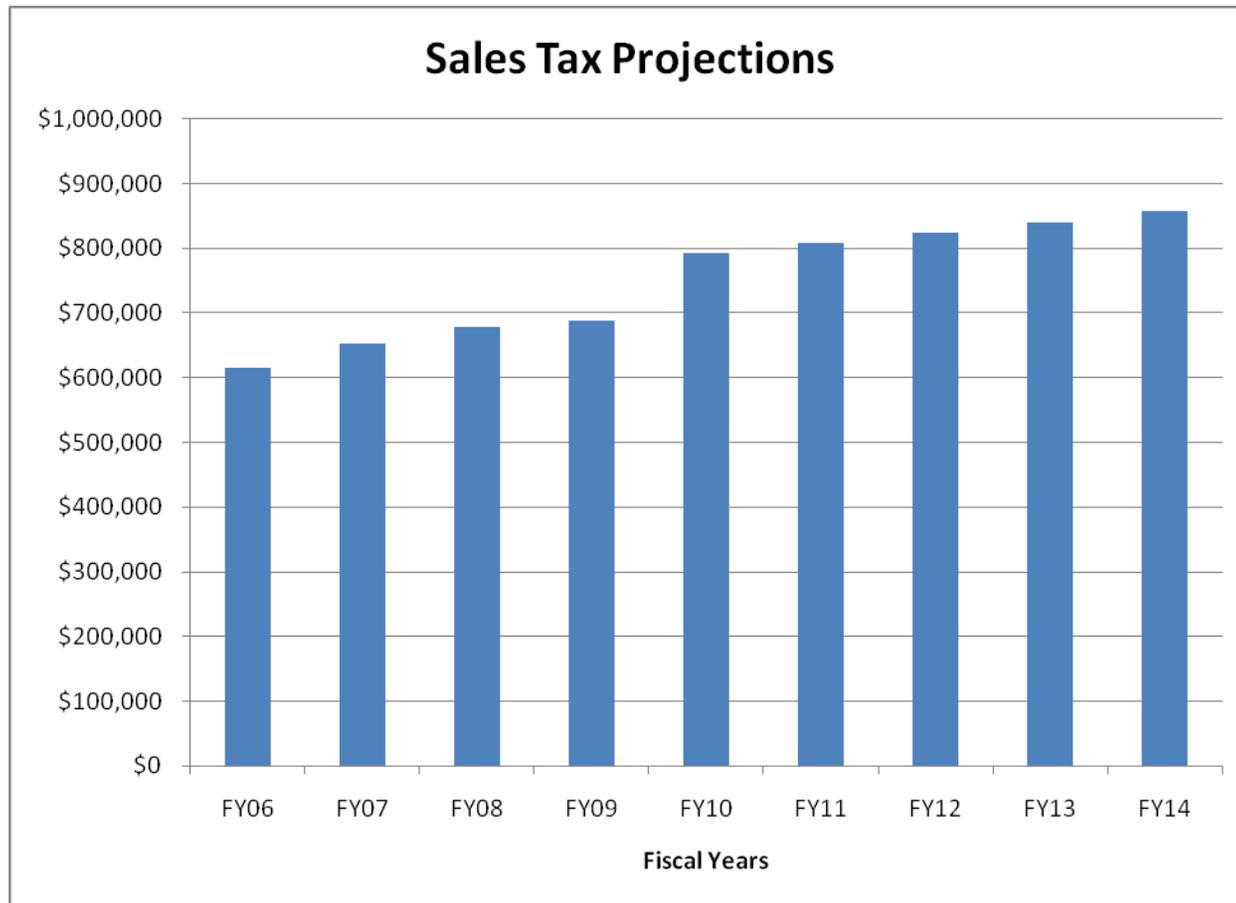
Meals Taxes

This is a consumption based tax. Restaurants and other food selling establishments within the Town collect an additional 4% tax on prepared meals. The Town Manager has recommended that the Town increase the tax rate to 5% in FY11 but the Town Council did not support the proposed increase. The meals tax will remain at 4%. Revenue projections are based on a 2% revenue decline in 2010 based on the first six months of the fiscal year. In 2011, projections reflect a 6% base revenue increase reflecting growth from new business. Later periods assume a 2% increase for 2012, 2013 and 2014 in line with a slow recovery of the economy.



Sales Taxes

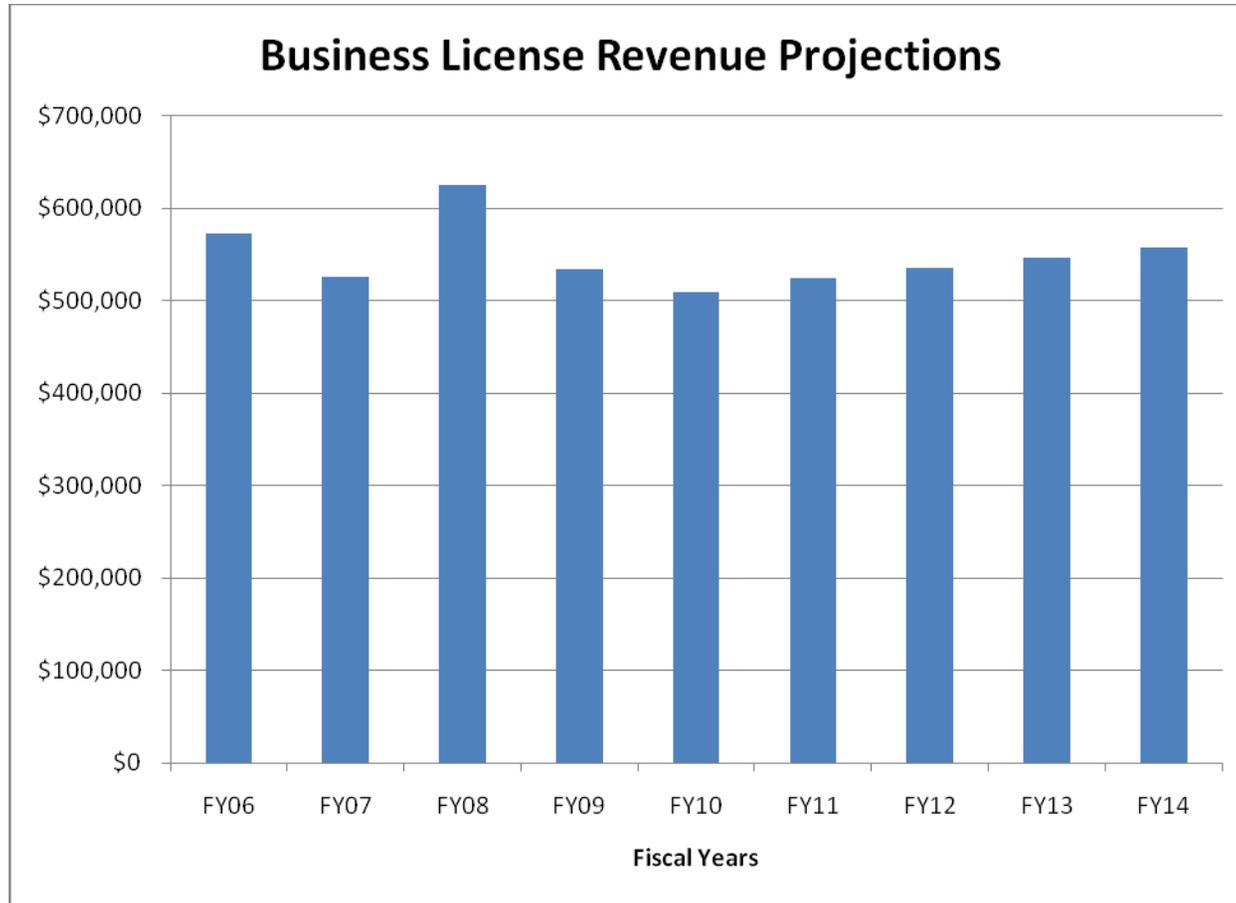
This is a consumption based tax. Sales tax revenues collected by the State are allocated back to Counties and Towns based on a formula of the number of school age children residing in the Town limits. Loudoun County prepares a school census every three years and the latest 2008 census was released in the fall of 2008. According to this census the Town of Purcellville's portion of the Loudoun County sales tax proceeds increased from 1.28% in 2005 to 1.49% in 2008. Revenue projections for sales tax are based on a 15% increase in 2010 due to this formula change, and 2% increases in revenue for 2011, 2012, 2013 and 2014 in line with a slow recovery of the economy.



Business Licenses

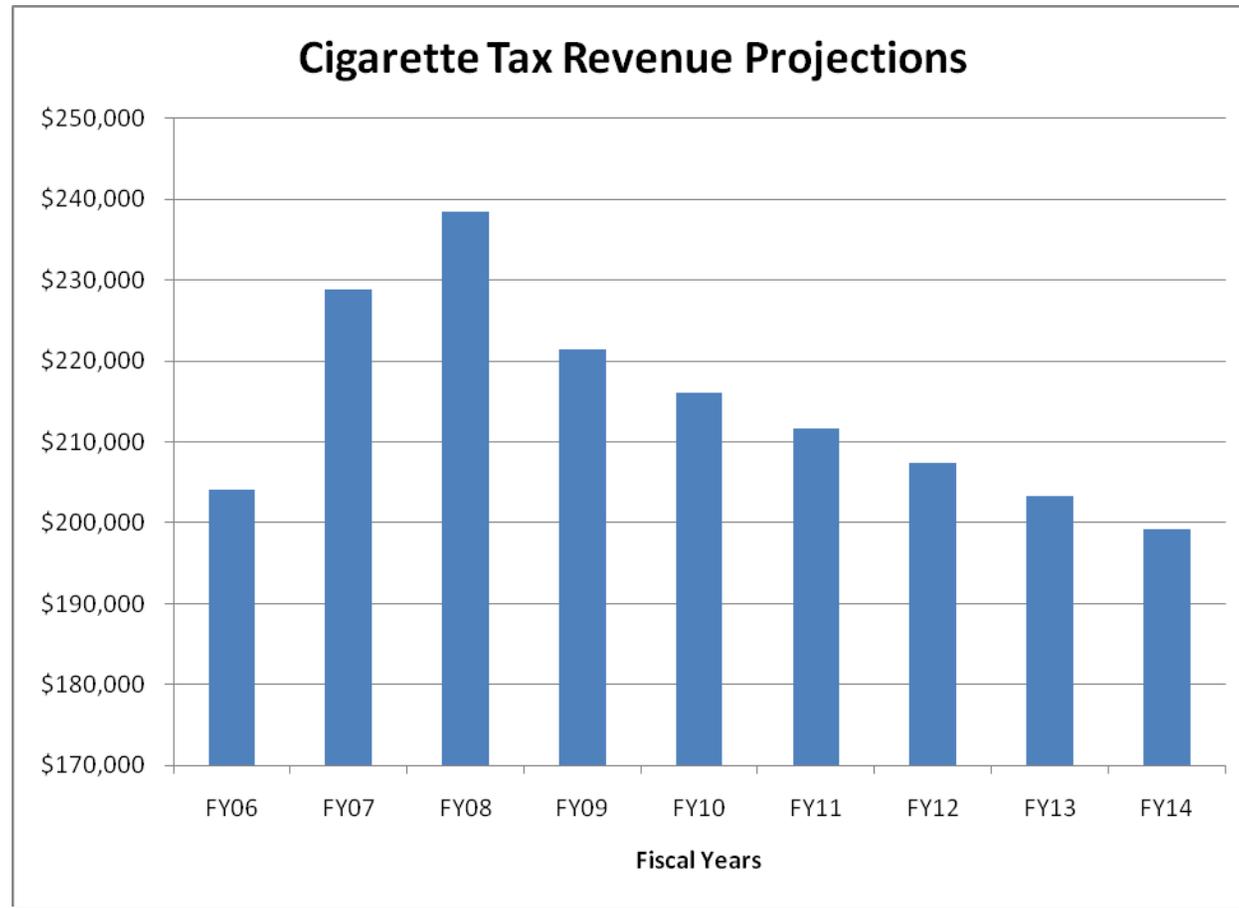
This tax is charged to all businesses operating within the Town's corporate limits. The tax is also charged to all out-of-Town contractors who are working on projects grossing over \$25,000 within the Town. The Town has seen a fair amount of volatility in this revenue category due to large residential and commercial development projects within the Town.

Revenue projections for 2010 are based on a 5% decline with a 3% increase in 2011 due to commercial development and 2% increase projected in 2012, 2013 and 2014.



Cigarette Taxes

The Town of Purcellville is part of the Northern Virginia Cigarette Tax Board, a consortium of 15 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. Although the Town increased the tax rate in 2006, 2007 and 2008, the historical pack sales have declined in both Purcellville and the Northern Virginia area. Projections are based on revenue reductions of 2% per year in conjunction with a decrease in the number of smokers and overall consumption.



REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES

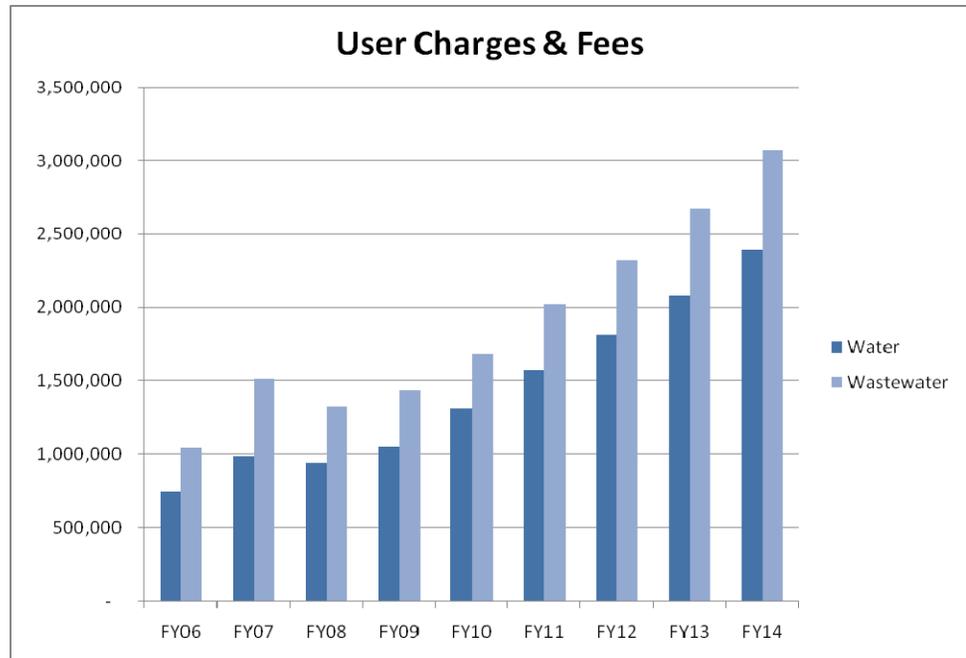
User Charges and Fees

Water and wastewater user fees are calculated by multiplying a customer’s bi-monthly water usage (measured in gallons) by the current utility rates as set by Town Council. The Town has adopted an ascending tiered-rate system for water user fees and a flat-rate system for wastewater user fees. The water tiered-rate structure is intended to encourage wise water usage. The chart below details a history of utility rates. 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 utility rates are set at the levels necessary to fully support the operating activities of each utility enterprise. The Town Council adopts rates annually during the budget process based on the results of the Water and Sewer Rate Study prepared for the Town by Municipal and Financial Services Group (MFSG). This study analyzes revenue forecasts based on consumption history which is driven in part by weather conditions and water conservation efforts. It also analyzes operating costs including impacts of the area’s inflation rates, growth, demand, and legislative mandates. MFSG also works with Davenport Associates, the Town’s financial advisors, to develop a long-term financial strategy for the Water and Wastewater Funds.

The MFSG rate study will not be available until May or June 2010. Revenue estimates are based on estimated rate increases of 20% for water and wastewater in FY11, 15% water and wastewater in FY12, 15% water and wastewater in FY13 and 15% water wastewater in FY14.

History of Utility Rates				
(Rates Per 1,000 gallons)				
TIERED				
	FY 07	FY 08	FY 09	FY 10
Water				
1K -6K	\$3.44	\$3.78	\$4.35	\$4.52
6K - 12K	\$4.58	\$5.04	\$5.79	\$6.03
12K - 18K	\$5.73	\$6.30	\$7.24	\$7.53
18K+	\$6.87	\$7.56	\$8.69	\$9.04
Wastewater				
	\$7.25	\$7.61	\$8.38	\$8.75



FINANCIAL SYSTEMS OVERVIEW

Financial Fund Structure

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 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.

1. **General Governmental Funds**: These funds utilize the modified accrual basis of accounting under which 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.

2. **Proprietary Funds**: These funds utilize the accrual basis of accounting in which 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 Waste Water Operating Funds- These funds account for the operations of the Town's water and waste water business enterprises including debt service. Activities of these funds are primarily funded by user fees.

Water and Waste Water 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.

Debt Obligations

2000 General Obligation Water Bond Issue- VRA

Bonds in the amount of \$2,865,000 were issued in March 2000 for a 20-year term at annual interest rates varying from 4.8 – 5.6%. Proceeds from the bonds were used to finance water distribution improvements including, water line replacement, repair or construction of the reservoir intake structure, construction of a water storage tank and the development of additional water sources. These bonds will be retired in April 2020.

Principal and interest payments occur each April 1st and interest only payments occur each October 1st. All debt service is chargeable to the Water fund. The FY 2011 principal installment due totals \$150,000 and the semi-annual interest payments total \$107,240.

2003 General Obligation Bond Issue-Carter Bank

Bonds in the amount of \$835,133 were issued in May 2003 for 15-years at 3.27% annual interest rate as a refunding of 1991 Series General Obligation Bonds. Proceeds from the bonds were used to finance the purchase and renovation of the Town Hall at 130 East Main Street. Principal and interest payments occur each October 1st and interest only payments occur each April 1st. Debt service is chargeable to the General Fund. These bonds will be retired October 2017.

The FY 2011 principal installment due totals \$54,100. Also payable in 2011 are semi-annual interest payments totaling \$14,998.

2005 General Obligation Bond Issue-Bank of America

Bonds in the amount of \$5,822,500 were issued in November 2005 for a 15-year term at 3.659% annual interest rate to finance public improvements. Issuance A in the amount of \$2,233,000 funded various upgrades to the Town's streets, sidewalks and traffic signal and other general infrastructure projects. Issuance B funded utility projects in the Water fund for \$1,888,792 and the Waste Water fund for \$1,700,708 with a total bond amount of \$3,589,500. Principal and interest payments occur each October 1st and interest only payments occur each April 1st. Issuance A debt service is chargeable to the General Fund and Issuance B is chargeable to both the Water and Waste Water funds. These bonds will be retired October 2020.

The FY 2011 principal installment due for Issuance A totals \$89,300 and semi-annual interest payments total \$67,763.

The FY 2011 principal installment due for Issuance B totals \$75,562 from the Water fund and \$68,038 from the Waste Water fund. Also payable in FY 2011 are semi-annual interest payments totaling \$57,316 from the Water fund and \$51,609 from the Waste Water fund.

2008 General Obligation Bond Issue-Rural Development

Bonds in the amount of \$5,923,840 were issued in December 2008 at a 4.125% annual interest rate. Issuance R-1 in the amount of \$1,332,840 with a 15-year term financed equipment for the new maintenance facility. Combined principal and interest payments occur the 16th day of each month commencing on January 16, 2009 for Issuance R-1. Issuance R-2 in the amount of \$4,591,000 with a 40-year term financed the construction of a new maintenance facility. For Issuance R-2, annual interest only payments occur the first and second anniversary dates (December 16, 2009 and December 16, 2010) with monthly payments due the 16th day of each month commencing on January 16, 2011. All debt service is chargeable to the General Fund.

The FY 2011 principal installments due for Issuance R-1 totals \$69,744 and interest payments total \$49,572. These bonds will be retired December 2023.

The FY 2011 interest installment due for Issuance R-2 is approximately \$150,000. The FY 2011 monthly payment principal installments due for Issuance R-2 totals \$25,354 and interest payments total \$94,472. These bonds will be retired December 2048.

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 occur each August 1st. All debt service is chargeable to the General fund.

The FY 2011 principal installment due totals \$85,000.

2008 General Obligation Bond Issue-SunTrust Bank

Bonds in the amount of \$19,961,100 were issued in May 2008 at 4.46% annual interest with a 10 year amortization for the equipment portion of the proceeds and a 20-year bullet maturity for the balance of the proceeds. Principal and interest payment occur each January 15th and interest only payments occur each July 15th. A capitalized interest payment of \$17,164 was made on July 15, 2008 and \$57,213 on January 15, 2009.

Bond proceeds of \$7,575,295 were used to refund the 1996 Series and 1999 Series General Obligation Water and Sewer Bonds. Debt service of the refunding is split 13% to the Water fund and 87% to the Waste Water fund. The bond proceeds of \$12,385,805 finance general capital improvements (including transportation and equipment) and capital improvements to the water and waste water systems. Debt service is chargeable at 21% to the General Fund and 56% to the Water and 23% to the Waste Water funds.

The FY 2011 principal installment due totals \$705,800 with \$114,900 from General, \$364,400 from Water and \$226,500 from the Wastewater funds. Also payable in 2010 are semi-annual interest payments totaling \$847,119 with \$109,515 from General and \$339,277 from the Water and \$398,327 from the Waste Water funds.

2008 General Obligation Waste Water 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 waste water treatment facility upgrade. An interest only payment is due September 1, 2010 and semi-annual principal and interest payments are due each March 1st and September 1st, commencing on March 1, 2011. All debt service is chargeable to the Waste Water fund. These bonds will be retired in March 2030.

The FY 2011 principal payment is \$475,306 and the interest payments total \$1,525,497.

2009 General Obligation Bond Issue-BB&T

Bonds in the amount of \$3,000,000 were issued in July 2009 for a 20-year term at annual interest rate of 4.89% for the purchase of a new town hall. Principal and interest payments occur each January 15th and interest only payments occur each July 15th. Debt service is chargeable to the General Fund. The first interest only payment is due July 15, 2011 and the first principal and interest payment is due January 15, 2012. The first capitalized interest payment of \$69,683 was paid on January 15, 2010, and additional capitalized interest payments of \$73,350 are due on July 15, 2010 and January 15, 2011. These bonds will be retired in March 2029.

There is no FY 2011 principal or interest installment due.

Summary of Debt Issuance and Outstanding Principal

<u>Debt Issue</u>	<u>Value of Original Issue</u>	<u>Outstanding Balance on July 1, 2010</u>	<u>% of Retired Debt</u>
<u>GENERAL</u>			
2003 Refunding-Carter Bank	835,133	485,708	41.8%
2005 General Obligation-Bank of America	2,233,000	1,896,600	15.1%
2008 General Obligation-Rural Development	5,923,840	5,824,463	1.7%
2008 Notes Payable-Purcellville Vol. Fire Dept.	1,700,000	1,445,000	15.0%
2008 General Obligation-SunTrust Bank	2,565,600	2,455,500	4.3%
2009 General Obligation-BB&T	3,000,000	3,000,000	0.0%
	16,257,573	15,107,271	
<u>WATER</u>			
2000 General Obligation-VRA	2,865,000	1,915,000	33.2%
2005 General Obligation-Bank of America	1,888,792	1,604,224	15.1%
2008 Refunding-SunTrust Bank	1,018,200	936,900	8.0%
2008 General Obligation-SunTrust Bank	6,985,500	6,670,200	4.5%
	12,757,492	11,126,324	
<u>WASTE WATER</u>			
2005 General Obligation-Bank of America	1,700,708	1,444,476	15.1%
2008 Refunding-SunTrust Bank	6,565,300	6,169,100	6.0%
2008 General Obligation-SunTrust Bank	2,826,500	2,762,000	2.3%
2008 General Obligation-VRA	24,944,377	24,944,377	0.0%
	36,036,885	35,319,953	
Total Bonds All Funds	65,051,950	61,553,548	5.4%

Amortization of Existing Debt and Interest							
Year Ending June 30	General Fund Debt		Water Fund Debt		Waste Water Fund Debt		Total Debt Payments
	Principal	Interest	Principal	Interest	Principal	Interest	
2011	438,398	486,320	589,962	503,833	769,844	1,975,433	4,763,790
2012	588,446	562,717	613,998	476,366	1,279,109	1,164,135	4,684,771
2013	609,327	541,425	643,740	447,790	1,321,749	1,121,579	4,685,609
2014	630,788	519,240	674,439	417,793	1,365,720	1,077,561	4,685,540
2015	652,942	496,137	705,991	386,336	1,411,153	1,032,038	4,684,597
Thereafter	12,187,371	5,686,828	7,898,193	2,551,316	29,172,378	8,760,748	66,256,835
Total	15,107,271	8,292,667	11,126,324	4,783,433	35,319,953	15,131,493	89,761,142

Legal Debt Margin

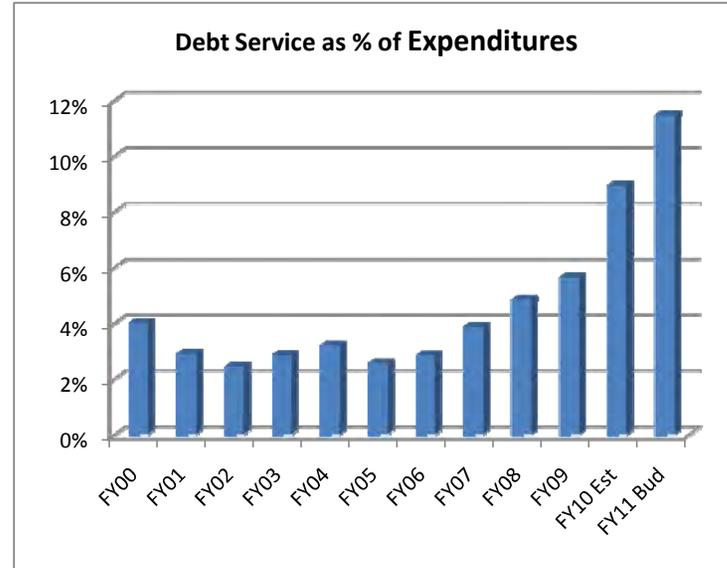
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2009 is as follows (*Source: FY09 Comprehensive Annual Financial Report*):

Assessed Value of Real Property, January 1, 2009	\$1,110,977,307
Debt Limit: Ten percent (10%) of Assessed Value	111,097,731
Amount of Debt Applicable to Debt Limit	33,947,780
Legal Debt Margin	\$77,149,951

Town Fiscal Guidelines for General Fund Debt Management:

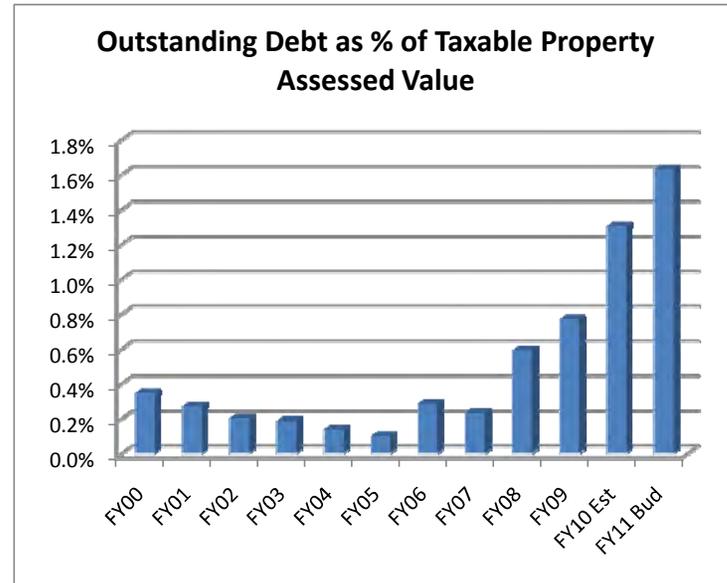
Town Policy: Debt service expenditures as a percentage of expenditures should not exceed 15%.

<u>Fiscal Year</u>	<u>Debt Service</u>	<u>Expenditures</u>	<u>Debt to Expenditures</u>
FY00	76,752	1,911,242	4%
FY01	76,752	2,645,455	3%
FY02	80,141	3,293,477	2%
FY03	114,689	3,993,787	3%
FY04	125,769	3,921,024	3%
FY05	113,587	4,415,745	3%
FY06	158,615	5,584,990	3%
FY07	239,538	6,181,771	4%
FY08	324,324	6,696,478	5%
FY09	435,355	7,701,376	6%
FY10 Est	697,922	7,804,978	9%
FY11 Bud	924,718	8,061,425	11%



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>
FY00	251,437,692	864,741	0.34%
FY01	313,513,634	845,783	0.27%
FY02	411,026,000	825,506	0.20%
FY03	452,511,560	835,133	0.18%
FY04	568,438,265	776,173	0.14%
FY05	739,972,175	731,571	0.10%
FY06	1,016,680,604	2,906,550	0.29%
FY07	1,191,916,004	2,783,945	0.23%
FY08	1,155,293,400	6,825,223	0.59%
FY09	1,042,469,700	8,013,776	0.77%
FY10 Est	960,238,300	12,502,745	1.30%
FY11 Bud	925,736,005	15,107,271	1.63%



Fund Balance Summary

GENERAL FUND				
	FY08 Actual	FY09 Actual	FY10 Estimated	FY11 Adopted
Beginning Fund Balance	3,780,031	5,282,350	6,519,845	3,828,761
Revenues & Transfers In	7,092,429	9,982,599	7,865,165	7,965,220
Expenditures & Transfers Out	(8,155,700)	(8,745,104)	(7,804,978)	(8,061,425)
Proceeds/Use of GO Bonds	2,565,590	-	(1,157,112)	-
Use of Designated Reserves			(1,594,159)	
Ending Fund Balance	5,282,350	6,519,845	3,828,761	3,732,556
Ending Fund Balance Detail:				
Unreserved, undesignated	3,145,905	3,768,574	3,828,761	3,732,556
Unreserved, designated	-	1,594,159	-	-
Reserved for future capital outlay	2,136,455	1,157,112	-	-

WATER FUND				
	FY08 Actual	FY09 Actual	FY10 Estimated	FY11 Adopted
Beginning Net Assets	10,049,324	9,476,353	9,455,266	7,568,849
Revenues & Transfers In	1,882,660	2,658,119	1,481,656	2,557,360
Expenditures & Transfers Out	(2,455,631)	(2,679,206)	(3,368,073)	(3,309,889)
Ending Net Assets	9,476,353	9,455,266	7,568,849	6,816,320

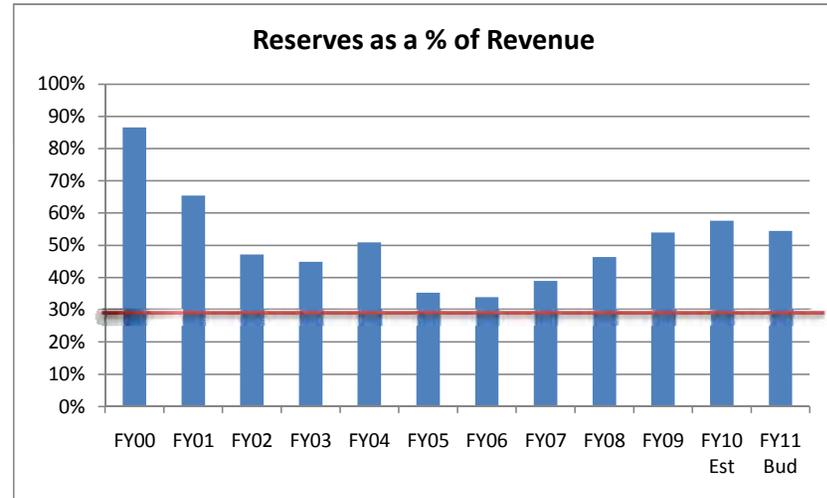
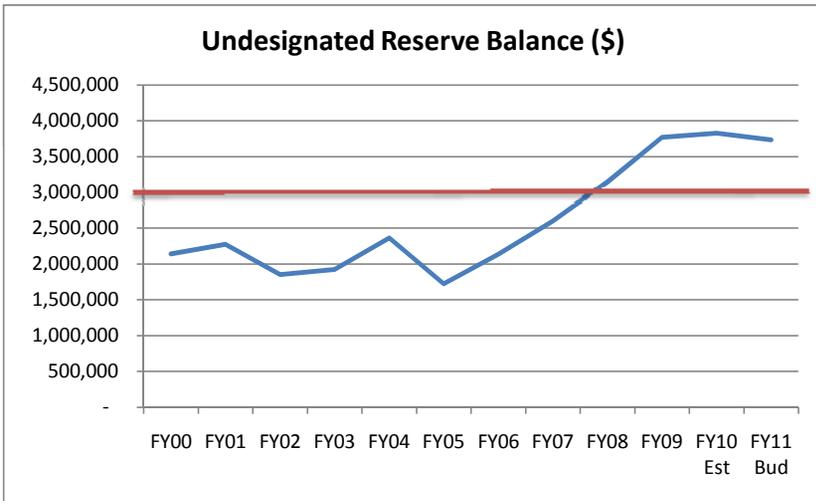
WASTE WATER FUND				
	FY08 Actual	FY09 Actual	FY10 Estimated	FY11 Adopted
Beginning Net Assets	12,403,042	13,472,354	16,795,435	15,881,656
Revenues & Transfers In	3,140,928	5,660,076	1,773,057	2,651,600
Expenditures & Transfers Out	(2,071,616)	(2,336,995)	(2,686,836)	(4,720,588)
Ending Net Assets	13,472,354	16,795,435	15,881,656	13,812,668

(Source: FY09 Comprehensive Annual Financial Report & FY11 Proposed Budget)

Town Fiscal Guidelines for General Fund Reserve Management:

Town Policy: Undesignated reserves should be a minimum of \$3 million or 30% of total revenues.

Fiscal Year	Undesignated Reserves	Revenue	Reserves to Revenue
FY00	2,141,719	2,472,967	87%
FY01	2,273,510	3,472,721	65%
FY02	1,853,758	3,928,865	47%
FY03	1,923,287	4,288,076	45%
FY04	2,363,474	4,641,559	51%
FY05	1,725,713	4,891,901	35%
FY06	2,137,481	6,310,708	34%
FY07	2,599,404	6,666,485	39%
FY08	3,145,905	6,780,133	46%
FY09	3,768,574	6,982,367	54%
FY10 Est	3,828,761	6,644,933	58%
FY11 Bud	3,732,556	6,849,316	54%



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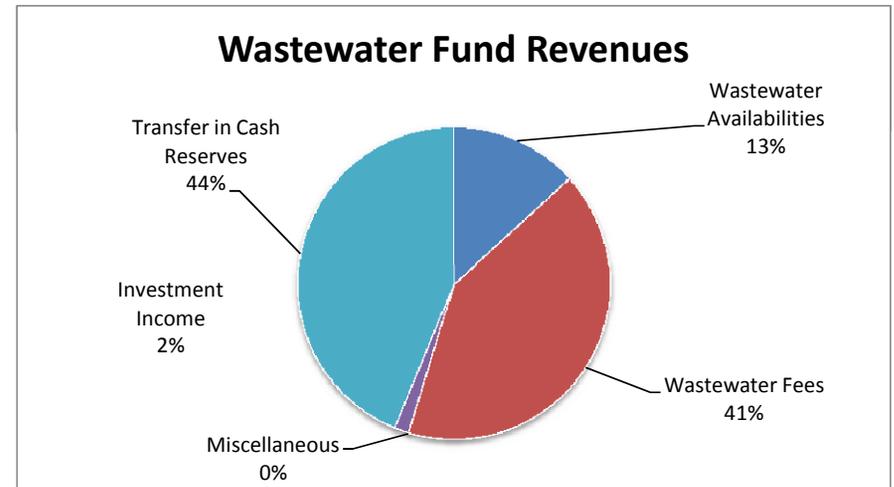
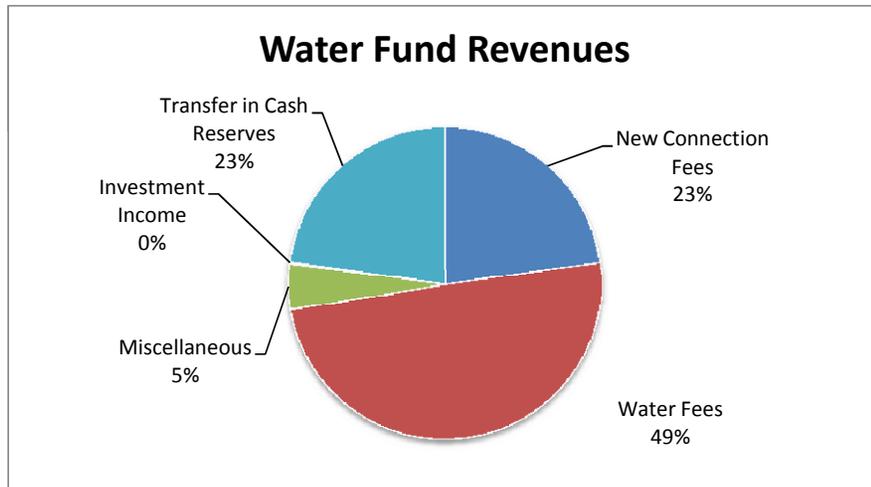
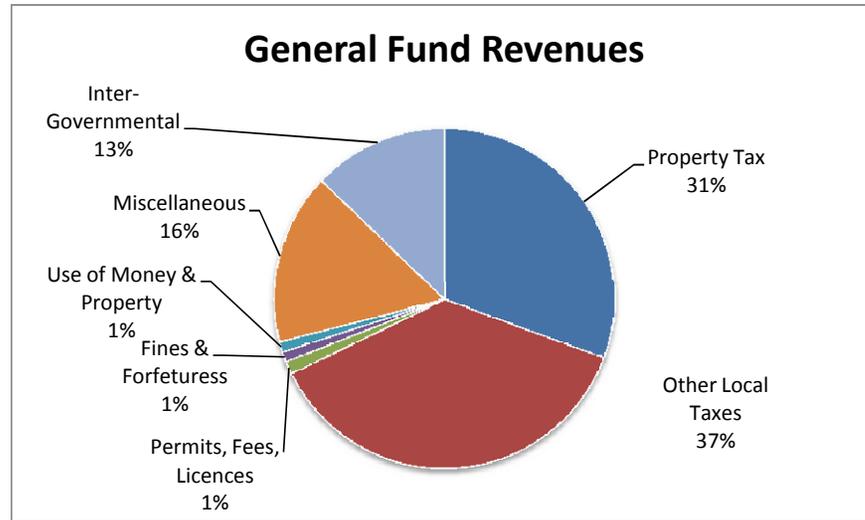
Budget in Brief

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

- Revenue by Fund
- Expenditures by Fund
- Budget Summary

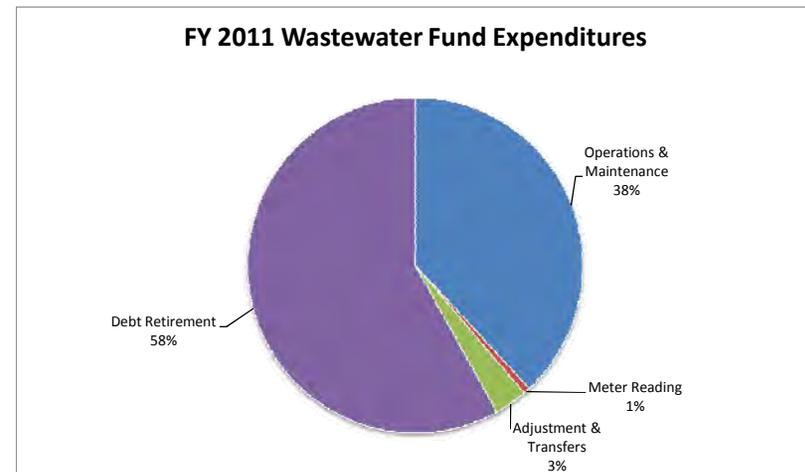
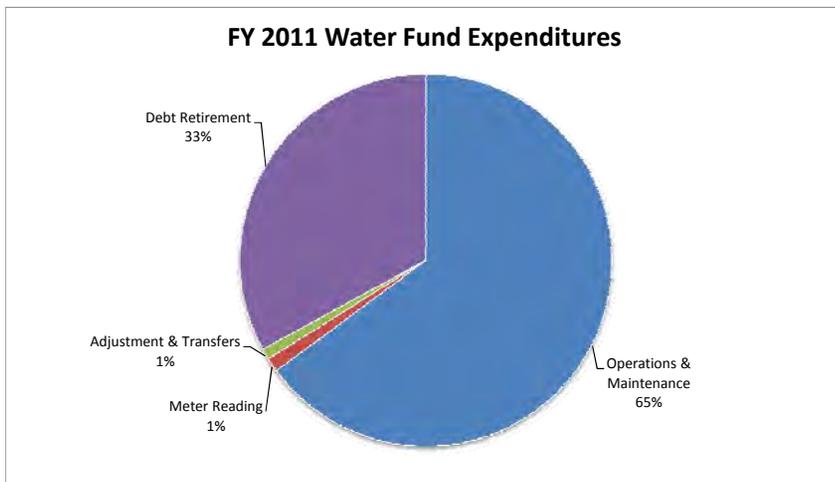
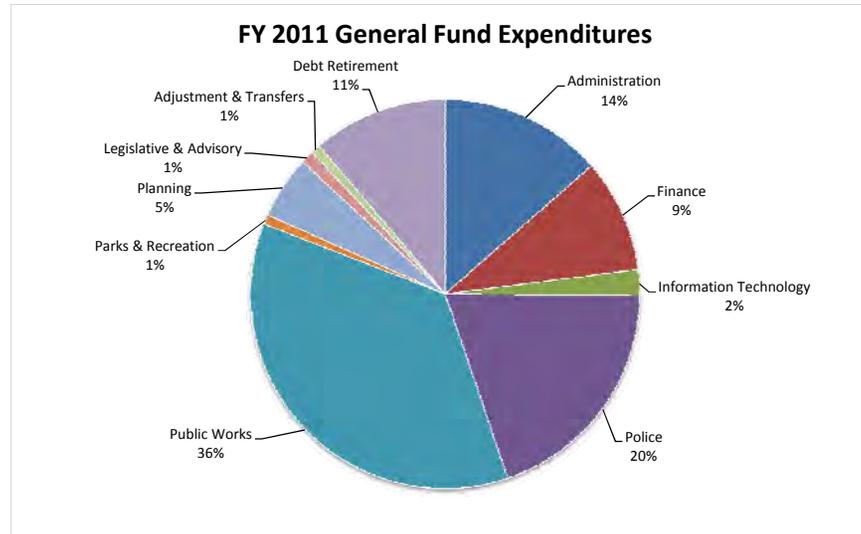
FY 2010 & FY 2011 Revenue Budget Projections

	<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011</u>		
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
GENERAL FUND						
Property Tax	2,728,738	2,408,000	2,421,000	2,465,193	2,465,193	2.4%
Other Local Taxes	2,788,021	2,691,500	2,913,900	3,152,800	2,997,607	11.4%
Permits, Fees, Licences	196,533	90,700	105,687	100,100	100,100	10.4%
Fines & Forfeitures	66,087	77,000	62,500	78,500	78,500	1.9%
Use of Money & Property	98,761	136,500	58,600	80,600	80,600	-41.0%
Miscellaneous	1,282,095	1,937,560	1,244,519	1,310,985	1,302,109	-32.8%
Inter-Governmental	2,822,366	1,022,936	1,058,959	1,040,316	1,037,316	1.4%
TOTAL GENERAL FUND	9,982,601	8,364,196	7,865,165	8,228,494	8,061,425	-3.6%
WATER FUND						
New Connection Fees	1,272,098	1,559,644	77,812	754,360	754,360	-51.6%
Water Fees	1,052,030	1,367,500	1,312,850	1,575,420	1,641,000	20.0%
Miscellaneous	150,145	147,000	151,756	156,000	156,000	6.1%
Investment Income	180,349	100,000	16,500	6,000	6,000	-94.0%
Transfer in Cash Reserves	0	260,101	0	826,678	752,529	189.3%
Transfer from Other Funds	1,093,509	0	0	0	0	
TOTAL WATER FUND	3,748,131	3,434,245	1,558,918	3,318,458	3,309,889	-3.6%
WASTEWATER FUND						
Wastewater Availabilities	1,080,000	1,296,000	64,800	626,400	626,400	-51.7%
Wastewater Fees	1,442,397	1,696,250	1,684,505	2,021,406	1,954,000	15.2%
Miscellaneous	10,377	400	1,052	1,200	1,200	200.0%
Investment Income	161,051	137,000	87,500	70,000	70,000	-48.9%
Transfer in Cash Reserves	0	0	0	2,009,100	2,068,988	
Transfer from Other Funds	17,449,462	0	0	0	0	
TOTAL WASTEWATER FUND	20,143,287	3,129,650	1,837,857	4,728,106	4,720,588	50.8%
GRAND TOTAL OPERATING REVENUE	33,874,019	14,928,091	11,261,940	16,275,058	16,091,902	7.8%



FY 2010 - 2011 Operating Budget Expenditures

	<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
GENERAL FUND							
Administration	1,423,240	1,166,509	1,140,040	1,161,948	1,114,141	1,110,788	-4.8%
Finance	747,360	768,097	703,987	790,725	777,660	773,968	0.8%
Information Technology	135,635	174,213	177,291	209,760	178,362	178,324	2.4%
Police	1,635,355	1,584,694	1,594,983	1,797,056	1,616,059	1,603,105	1.2%
Public Works	2,743,363	3,022,353	2,897,149	3,006,284	2,967,781	2,857,024	-5.5%
Parks & Recreation	56,917	71,675	57,965	83,875	65,875	62,375	-13.0%
Planning	442,049	482,730	438,573	515,306	429,633	427,358	-11.5%
Legislative & Advisory	82,109	98,905	97,068	105,765	90,265	94,765	-4.2%
Adjustment & Transfers	1,043,728	150,242	0	663,068	64,000	29,000	-80.7%
Debt Retirement	435,355	844,778	697,922	924,718	924,718	924,718	9.5%
TOTAL GENERAL FUND	8,745,111	8,364,196	7,804,978	9,258,505	8,228,494	8,061,425	-3.6%
WATER FUND							
Operations & Maintenance	1,977,972	2,153,027	2,143,500	2,221,129	2,152,663	2,144,094	-0.4%
Meter Reading	3,919	32,950	32,950	41,000	41,000	41,000	24.4%
Adjustment & Transfers	984,164	156,645	100,000	31,000	31,000	31,000	-80.2%
Debt Retirement	676,428	1,091,623	1,091,623	1,093,795	1,093,795	1,093,795	0.2%
TOTAL WATER FUND	3,642,483	3,434,245	3,368,073	3,386,924	3,318,458	3,309,889	-3.6%
WASTEWATER FUND							
Operations & Maintenance	1,715,048	1,837,767	1,761,365	2,010,778	1,802,129	1,794,611	-2.3%
Meter Reading	6,758	28,500	28,500	30,700	30,700	30,700	7.7%
Adjustment & Transfers	15,540,754	518,911	152,500	112,500	150,000	150,000	-71.1%
Debt Retirement	584,228	744,472	744,471	2,716,442	2,745,277	2,745,277	268.8%
TOTAL WASTEWATER FUND	17,846,789	3,129,650	2,686,836	4,870,420	4,728,106	4,720,588	50.8%
TOTAL ALL FUNDS	30,234,383	14,928,091	13,859,888	17,515,849	16,275,058	16,091,902	7.8%

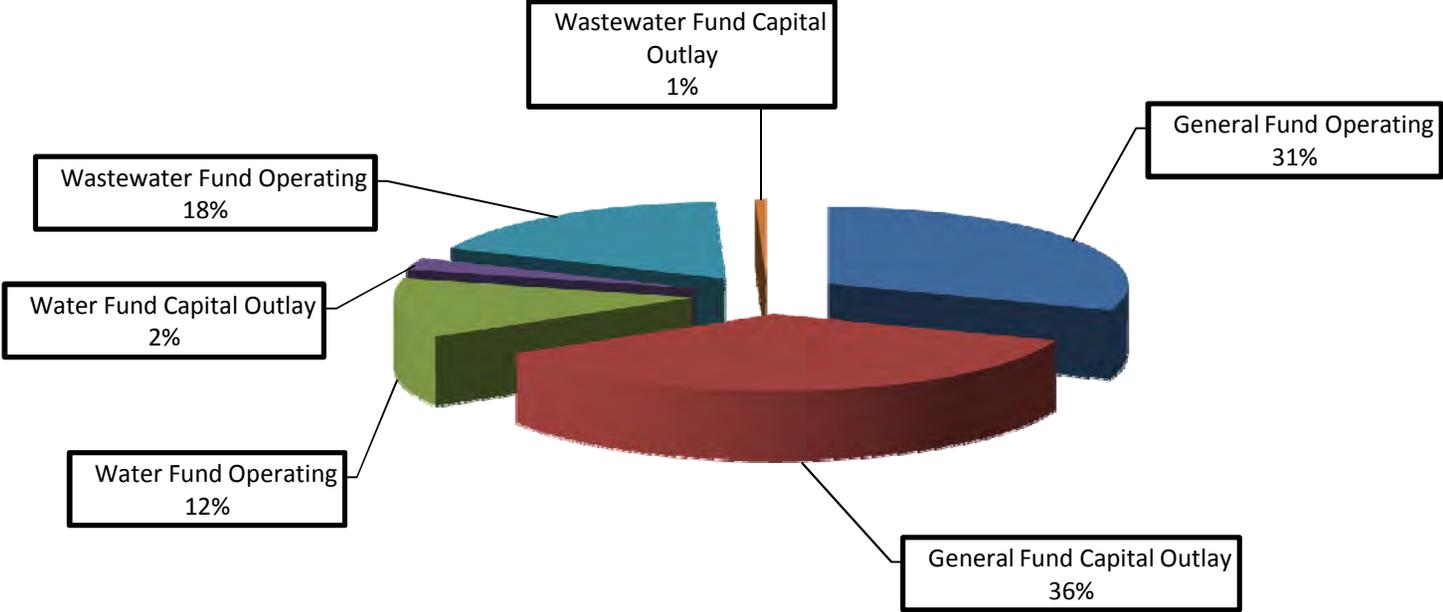


**Town of Purcellville
Budget Summary
Adopted FY 2010 - 2011 Fiscal Plan
&
Proposed Capital Improvement Program FY 2011 - 2015**

	Current Yr Adopted <u>FY 09-10</u>	Budget Yr <u>FY 10-11</u>
<u>REVENUES</u>		
General Fund	21,436,230	17,538,321
Water Fund	9,687,719	3,970,889
Wastewater Fund	11,352,154	4,870,588
TOTAL ALL FUNDS	42,476,103	26,379,798
<u>EXPENDITURES</u>		
General Fund Operating	8,364,196	8,061,425
General Fund Capital Outlay	13,072,034	9,476,896
Water Fund Operating	3,434,245	3,309,889
Water Fund Capital Outlay	6,253,474	661,000
Wastewater Fund Operating	3,129,650	4,720,588
Wastewater Fund Capital Outlay	8,222,504	150,000
TOTAL ALL FUNDS	42,476,103	26,379,798
TOTAL BUDGET ALL FUNDS	42,476,103	26,379,798

Budget Summary

FY 2010 - 2011 Fiscal Plan



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

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

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

FY 2010 & FY 2011 Revenue Budget Projections

		FY 2009	FY 2010		FY 2011		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
Fund # 100	GENERAL FUND						
100-3110101-0000	REAL ESTATE TAX	2,093,704	2,073,000	2,094,000	2,129,193	2,129,193	2.7%
100-3110301-0000	PERSONAL PROPERTY TAX	609,417	310,000	302,000	311,000	311,000	0.3%
100-3110601-0000	PENALTIES AND INTEREST	25,617	25,000	25,000	25,000	25,000	0.0%
100-3120101-0000	SALES TAX	688,328	638,000	793,000	793,000	808,000	26.6%
100-3120150-0000	COMMUNICATIONS TAX	167,915	176,000	157,400	165,000	165,000	-6.3%
100-3120201-0000	UTILITY TAX	201,503	190,000	207,000	207,000	207,000	8.9%
100-3120202-0000	RIGHT OF WAY USAGE FEE	120	20,000	20,000	20,000	20,000	0.0%
100-3120301-0000	BUSINESS LICENSES	534,537	509,000	509,000	525,000	525,000	3.1%
100-3120401-0000	CABLE PEG GRANT	6,744	6,500	6,500	6,800	6,800	4.6%
100-3120501-0000	AUTO DECALS	126,268	130,000	130,000	130,000	130,000	0.0%
100-3120601-0000	FRANCHISE TAX: BANK	151,328	150,000	200,000	200,000	200,000	33.3%
100-3120801-0000	CIGARETTE TAX	221,422	230,000	216,000	212,000	212,000	-7.8%
100-3121101-0000	MEALS TAX	689,856	642,000	675,000	894,000	723,807	12.7%
100-3130301-0000	ZONING FEES	190,346	90,000	100,000	100,000	100,000	11.1%
100-3130303-0000	PUBLIC SHARED PARKING REVENUE	0	0	3,687	0	0	
100-3130340-0000	COMMUNITY EVENTS SIGN	875	600	660	600	600	0.0%
100-3130345-0000	EVENT SUPPORT FEE				8,000	8,000	
100-3130350-0000	STREET FEES	4,444	600	0	0	0	-100.0%
100-3130370-0000	SPONSORSHIP/NAMING FEE				35,000	35,000	
100-3130365-0000	NEWSLETTER SPONSORSHIP				4,000	4,000	
100-3130380-0000	CALENDAR ADV/DONATIONS	14,173	10,000	10,000	12,000	12,000	20.0%
100-3130399-0000	MISCELLANEOUS	4,417	6,000	5,000	5,000	5,000	-16.7%
100-3140100-0000	POLICE REVENUE	62,048	77,000	62,000	78,000	78,000	1.3%
100-3140105-0000	MOWING FINE BY ORDINANCE	4,039	0	500	500	500	
100-3150101-0000	INVESTMENT INCOME	93,950	121,000	58,000	65,000	65,000	-46.3%
100-3150201-0000	RENT ON PROPERTY	1	0	0	0	0	
100-3150202-0000	FIREMANS FIELD REVENUE	4,000	15,000	0	15,000	15,000	0.0%
100-3150203-0000	TRAIN STATION REVENUE	810	500	600	600	600	20.0%
100-3160301-0000	PD CHARGES & REIMBURSEMENTS	24,156	0	0	1,000	1,000	
100-3160704-0000	MAINT/PW CHGS TO OTHER LOCALITIES	5,479	0	0	5,000	5,000	

FY 2010 & FY 2011 Revenue Budget Projections

		FY 2009	FY 2010		FY 2011		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-3189901-0000	CENTENNIAL REVENUE	4,076	0	3,100	0	0	
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK HENR	2,500	2,500	2,500	2,500	2,500	0.0%
100-3189903-0000	DONATIONS	1,743	100	2,000	100	100	0.0%
100-3189904-0000	LOCAL GRANTS & AWARDS	0	3,000	3,000	0	0	-100.0%
100-3189905-0000	PROCEEDS FROM PROPERTY	10	1,000	1,000	10,000	10,000	900.0%
100-3189906-0000	GAS TAX FUNDING / LOCO	150,000	160,000	165,000	165,000	0	-100.0%
100-3189907-0000	LITTER GRANT / LOCO	2,866	1,500	2,475	1,500	1,500	0.0%
100-3189910-0000	SAFETY IMPROVEMENTS/LOCO	31,500	0	0	0	0	
100-3189911-0000	SIGNAL MAINTENANCE REFUND	4,000	0	0	0	0	
100-3189912-0000	SCHOOL SETTLEMENT/LOCO	1,780,000	0	0	0	165,000	
100-3189913-0000	PARKS & REC DONATIONS				5,000	5,000	
100-3189920-0000	VEHICLE COMP. REIMB.	1,892	2,000	1,892	1,800	1,800	-10.0%
100-3189940-0000	GARNISHMENT FEE	280	100	135	100	100	0.0%
100-3189950-0000	OVER/SHORT	5	0	0	0	0	
100-3220101-0000	ABC/WINE/LITER/ VA	0	0	0	0	0	
100-3220108-0000	LAW ENFORCEMENT / VA	128,348	139,436	111,843	102,316	102,316	-26.6%
100-3220109-0000	PPTRA / VA	201,753	201,000	201,753	201,000	201,000	0.0%
100-3240201-0000	FIRE FUNDS / VA	9,753	10,000	9,888	9,500	9,500	-5.0%
100-3240301-0000	STREET REVENUE / VA	505,835	500,000	560,000	555,000	555,000	11.0%
100-3240501-0000	OTHER FUNDS / VA	17	0	0	0	0	
100-3240703-0000	URBAN TREE CANOPY GRANT	6,000	0	0	0	0	
100-3330101-0000	LAW ENFORCEMENT / FED	1,294	3,000	0	1,000	1,000	-66.7%
100-3330603-0000	ARTS GRANT / FED	5,000	5,000	5,000	5,000	2,000	-60.0%
100-3410102-0000	INSURANCE REIMBURSEMENT	0	0	0	0	0	
100-3410401-0000	BOND PROCEEDS-05 BK OF AMERICA	0	0	0	0	0	
100-3970000-0000	TRANSFER OF DESIGNATED RESERVES				0	0	
100-3980000-0000	TRANSFER OF CASH RESERVES	0	695,128	0	105,080	96,205	-86.2%
100-3990000-0000	TRANSFER FROM OTHER FUNDS	1,220,232	1,220,232	1,220,232	1,115,904	1,115,904	-8.5%
	TOTAL GENERAL FUND	9,982,601	8,364,196	7,865,165	8,228,493	8,061,425	-3.6%

Department: Town Administration	
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MISSION
To provide a high level of professional guidance and support to the Town Council, Committees, Commissions, Boards and staff in order to ensure the efficient and effective implementation of policies, programs and ordinances which guarantee the delivery of government services to our residents in a timely and efficient manner.

CORE VALUES
Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
Primary duties include enforcement of Town policies and procedures, providing staff support to the Town Council, management of daily Town operations and the delivery of diverse services. Town Administration is comprised of the Office of the Town Manager, Assistant Town Manager, Executive Assistant to the Town Manager, Town Clerk, Program Support Specialist, Information Clerk and internal management operations that include advanced part-time management support, human resources and special projects and programs.

GOALS AND OBJECTIVES
<ul style="list-style-type: none"> - To provide special reports and responses to Council inquiries within 14 days or less. - To provide Town Council agendas at least four days before the Town Council meeting (the Friday before the meeting on Tuesday). - To provide the minutes from the previous Town Council meeting at the next Town Council meeting for adoption and post online within a week. - To provide responses to information requests from the public within 14 days or less. - To maintain the employee turnover rate below nine percent. - To advertise position openings in newspapers and websites to receive multiple quality applications for each opening. - To fill positions within 60 days of the position post. - To communicate with the public via a quarterly newsletter. - To coordinate regularly-scheduled special events and programs such as the Christmas Parade and others that occur during the year. - To assist with special projects that require interdepartmental coordination. - To negotiate leases and contracts to achieve the best value for the Town. - To obtain alternative revenue sources such as grants for Town programs and projects.

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Percentage of information requests from Town Council answered within 14 days or less	new measure	100%	100%	100%

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Number of Town Council and Committee agenda packages prepared per year	new measure	50	50	79
Percentage of agenda packages delivered on time	new measure	100%	100%	100%
Percentage of minutes approved by the next Council meeting and available to the public	new measure	100%	100%	100%
Percentage of information requests from the public answered within 14 days or less	new measure	100%	100%	100%
Employee turnover rate	12%	5%	5%	5%
Average number of applications received per recruitment cycle	new measure	42	45	25
Average number of days from position post to date to hire	new measure	48	50	30
Percentage of Town Council meeting minutes posted online within one week of approval	new measure	75%	85%	100%
Number of newsletters	new measure	3	3	4
Number of special events and programs	16	11	24	21

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Town awarded \$350,000 in new Transportation Enhancement funding for the Downtown Streetscape project (the total federal money attached to the project is now \$1,095,000). - Town awarded a Community Development Block Grant (CDBG) grant for \$138,500 for the D Street Sidewalk and Drainage Improvement Program. - Completed and submitted a new Transportation Enhancement grant application for the Downtown Streetscapes project requesting \$500,000. - Town completed two bus shelters with CDBG funding. - Town awarded an additional grant from the Department of Justice for police body armor. - Town awarded a Litter Prevention Grant to purchase recycling bins to give to Town residents. - Town Council and Administrative staff secured dedicated federal funding of \$500,000 for the Main Street and Maple Avenue Intersection project. - Town awarded \$6,205 from the Department of Forestry to conduct a Tree Inventory and Tree Care Workshops for Town staff, Homeowners Associations and residents. - Town generated over \$120,000 in cellular lease revenue while ensuring superior cellular telephone service within Purcellville. - Staff worked with Town Council to enact proper legislation to divert Right-of-Way Fees generated in Town from the Virginia Department of Transportation to the Town. - Helped coordinate Eagle Scout projects to enhance Fireman's Field.

PREVIOUS YEAR ACCOMPLISHMENTS

Town re-certified Green Government at the Gold Level by VML. Won First Place Award in Go Green Challenge in the Population under 15,000 category.

- Renewed the refuse and recycling collection contract thereby avoiding fuel surcharges while providing residents with no charge special pick-ups. The Town now collects refuse and recycling at 2,249 units each week while generating a complaint rate of .025%.
- Assisted Town Council with expansion of the Corporate Limits to promote a better mix of business vs. residential ratio.
- Assisted with the 2009 "Centennial Tag Sale".
- Held Economic Development Forums and Small Business Roundtable Events.
- Procured real estate brokerage services for the sale or lease of Town Hall.
- Procured Farmers' Market for Town Hall property.
- Coordinated and managed economic development organizational assessment.
- Coordinated and managed the redesign of the Town website.

FY 2010 - 2011 Operating Budget Expenditures								
		FY 2009	FY 2010		FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
Fund # 100	GENERAL FUND							
100-4012100	ADMINISTRATION							
100-4012100-1100	ADMINISTRATIVE STAFF	524,658	492,396	486,098	490,581	470,894	470,894	-4.4%
100-4012100-1200	OVERTIME-ADMINISTRATION	2,052	3,000	1,639	3,000	3,000	3,000	0.0%
100-4012100-2100	SOCIAL SECURITY TAX	39,695	38,185	37,508	37,390	35,884	35,884	-6.0%
100-4012100-2200	RETIREMENT	54,397	54,393	48,915	66,978	56,532	56,532	3.9%
100-4012100-2300	HEALTH INSURANCE	75,730	78,202	63,720	76,032	66,198	66,198	-15.3%
100-4012100-2400	LIFE INSURANCE	3,470	3,474	3,009	5,010	4,228	1,067	-69.3%
100-4012100-2700	WORKERS COMP INSURANCE	590	806	1,447	790	758	566	-29.8%
100-4012100-2800	DEFERRED COMP MATCH	12,580	12,600	15,536	12,600	12,080	12,080	-4.1%
100-4012100-3130	CONSULTING/GENERAL	12,745	16,000	15,000	15,000	10,000	10,000	-37.5%
100-4012100-3310	EQUIPMENT CONTRACTS	8,975	8,075	12,000	12,500	12,500	12,500	54.8%
100-4012100-3500	PRINTING	14,278	16,000	12,000	16,000	16,000	16,000	0.0%
100-4012100-3600	LEGAL ADS	8,191	17,100	10,000	10,000	10,000	10,000	-41.5%
100-4012100-5210	POSTAGE	4,885	7,600	7,600	7,600	7,600	7,600	0.0%
100-4012100-5308	INSURANCE-MUNICIPAL	108,171	103,500	104,671	106,000	106,000	106,000	2.4%
100-4012100-5540	TRAVEL & TRAINING	5,670	4,600	4,600	4,600	4,600	4,600	0.0%
100-4012100-5541	TWN MGR-TRAVEL & EXPENSE	8,744	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012100-5801	MISCELLANEOUS	1,234	950	950	950	950	950	0.0%
100-4012100-5802	SPECIAL PROGRAMS	8,916	6,650	6,650	6,650	6,650	6,650	0.0%
100-4012100-5808	COMPUTER OPERATIONS	0	1,425	1,425	1,425	1,425	1,425	0.0%
100-4012100-5809	COMPUTER SOFTWARE	0	1,425	1,425	1,425	1,425	1,425	0.0%
100-4012100-5810	DUES AND SUBSCRIPTIONS	7,650	8,075	8,075	8,075	8,075	8,075	0.0%
100-4012100-5811	ADMIN EMERGENCY	0	2,850	2,850	2,800	2,800	2,800	-1.8%
100-4012100-5856	COMMUNITY EVENTS SIGN	1,477	1,425	1,425	1,425	1,425	1,425	0.0%
100-4012100-6001	EQUIPMENT/SUPPLIES	11,306	15,000	15,000	15,000	15,000	15,000	0.0%
100-4012100-6002	RECORDS MANAGEMENT	0	4,750	4,750	5,000	5,000	5,000	5.3%
100-4012100-6008	VEHICLE MAINT/GAS	3,879	3,800	5,000	5,000	5,000	5,000	31.6%
100-4012100-6013	PUBLIC INFORMATION	16,209	15,000	15,000	15,000	15,000	15,000	0.0%
Total Exp.	ADMINISTRATION	935,502	924,281	893,294	933,831	886,024	882,671	-4.5%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4012200	ADMIN. BUILDING								
100-4012200-3310		REPAIRS	9,816	11,400	11,400	10,000	10,000	10,000	-12.3%
100-4012200-3320		CLEANING	14,909	20,900	20,900	21,945	21,945	21,945	5.0%
100-4012200-3321		PEST CONTROL	0	760	760	500	500	500	-34.2%
100-4012200-5110		ELECTRICITY	23,065	11,460	13,780	14,000	14,000	14,000	22.2%
100-4012200-5230		TELEPHONE	21,436	21,000	21,000	21,000	21,000	21,000	0.0%
100-4012200-6007		BUILDING SUPPLIES	826	2,850	2,850	2,500	2,500	2,500	-12.3%
Total Exp.	ADMIN. BUILDING		70,051	68,370	70,690	69,945	69,945	69,945	2.3%
100-4012210	ADMINISTRATION LEGAL								
100-4012210-3150		LEGAL SERVICES	408,380	166,250	166,250	150,000	150,000	150,000	-9.8%
Total Exp.	ADMINISTRATION LEGAL		408,380	166,250	166,250	150,000	150,000	150,000	-9.8%
100-4091000	RETIREE BENEFITS								
100-4091000-2330		RETIREE HEALTH BENEFIT	9,307	7,608	9,806	8,172	8,172	8,172	7.4%
Total Exp.	RETIREE BENEFITS		9,307	7,608	9,806	8,172	8,172	8,172	7.4%
TOTAL ADMINISTRATION			1,423,240	1,166,509	1,140,040	1,161,948	1,114,141	1,110,788	-4.8%

Department: Finance	
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MISSION

To protect and maintain the Town's financial records to promote the sound fiscal management of the Town government.

CORE VALUES

Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
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<p>The Finance department includes Financial Services, Accounting, and Billing and Collections. The <u>Financial Services</u> division is responsible for the overall management of the Finance department. This area provides oversight to the billing and collections and accounting divisions and provides technical fiscal guidance to the Town's departments and policy makers. The division also prepares departmental activity and staff reports, coordinates the development of the Town's annual operating and capital budget, coordinates the Town's annual financial audit and CAFR preparation, assists departments with procurement of goods and services, invests Town funds and evaluates the Town's capital financing needs. The <u>Accounting</u> division is responsible for recording and reporting the Town's financial transactions, the preparation of monthly financial statements, account reconciliations, monthly bank statement reconciliation, fixed asset accounting, debt portfolio management, accounts payable and payroll. The area also provides financial analysis as required for proper financial management of Town programs, prepares required reports for federal, state and local agencies, coordinates and compiles information necessary to complete the annual audit and CAFR preparation. The <u>Billing and Collections</u> division is responsible for the processing, collection and deposit of all revenues resulting from utility billing, property tax billing, business tax licensing, meals tax collection and other receivables and fees. All receipts are reconciled to accounting records and funds are deposited each day. This area is also responsible for providing customer payment and account support at the front desk and by telephone.</p>
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GOALS AND OBJECTIVES

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| <ul style="list-style-type: none">- Complete and distribute monthly financial reports by the 10th of the following month.- Outsource tax and utility bill mailing.- Develop and implement the Logics electronic Purchase Order system to improve documentation and control of encumbrances.- Implement DMV stop system to expand Town's revenue collection tools.- Review and update the documentation and cross training of all critical tasks.- Research alternative tax systems and integration with financial software applications. |
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KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Number of capital projects managed	42	47	26	31
Number of new debt issuances managed	3	2	1	1
Number of loans managed	8	7	8	9
Percent of budget deadlines met	100%	100%	100%	100%
CAFR received unqualified opinion from auditor	Yes	Yes	Yes	Yes
Number of AP transactions per year	6,157	6,465	6,700	6,700
Number of W-2's issued per year	104	109	96	100
Percent payroll deadlines met	100%	100%	100%	100%
Number of days for AP to process department payment requests	10	<10	<10	<10
Percentage of bank accounts reconciled within 30 days from statement receipt	100%	100%	50%	100%
Number of utility bills issued	15,188	15,061	15,250	15,300
Number of real estate tax bills issued	5,431	5,529	5,535	5,512
Number of personal property tax bills issued	6,345	13,792	6,500	6,500
Number of business licenses issued	759	700	700	700
Percent of utility bill revenue collected	99%	99.8%	99%	99%
Percent of real estate tax revenue collected	99%	99%	99%	99%
Percent of personal property tax revenue collected	97%	96%	97%	97%
Percent of bill deadlines met	100%	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Received Town's first GFOA Certificate of Achievement for FY08 CAFR. - Redesigned FY10 Operating Budget in accordance with GFOA award criteria. - Implemented new permanent decal program. - The Town received an unqualified audit opinion which indicates good fiscal and accounting controls. - Developed and implemented a centralized purchase order process. - Successfully managed three loans to finance the Town's capital improvement projects. - Developed annual CIP carryover process. - Completed first Other Post Employment Benefit (OPEB) Actuarial study in compliance with GASB 45.

PREVIOUS YEAR ACCOMPLISHMENTS

- Completed first annual fixed asset inventory.
- Developed Identity Theft Prevention Program in compliance with new federal requirements.
- Developed Disaster Recovery Plan for critical electronic data.

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4012410	FINANCE							
100-4012410-1100	FINANCE STAFF	480,790	460,885	420,172	461,175	461,175	461,175	0.1%
100-4012410-1200	OVERTIME-FINANCE	1,059	2,000	1,002	5,000	5,000	5,000	150.0%
100-4012410-1260	TEMPORARY STAFF	0	0	0	0	0	0	
100-4012410-2100	SOCIAL SECURITY TAX	36,680	36,075	32,462	35,662	35,662	35,662	-1.1%
100-4012410-2200	RETIREMENT	54,274	54,889	46,105	62,638	62,638	62,638	14.1%
100-4012410-2300	HEALTH INSURANCE	83,470	88,173	82,890	93,179	88,114	88,114	-0.1%
100-4012410-2400	LIFE INSURANCE	3,466	3,505	2,837	4,685	4,685	1,182	-66.3%
100-4012410-2700	WORKERS COMP INSURANCE	551	755	1,351	746	746	557	-26.2%
100-4012410-2800	DEFERRED COMP MATCH	3,480	3,640	3,168	3,640	3,640	3,640	0.0%
100-4012410-3110	BANK SERVICE CHARGE	4,620	7,500	1,000	1,000	1,000	1,000	-86.7%
100-4012410-3120	CREDIT COLLECTION	217	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012410-3310	EQUIPMENT CONTRACTS	3,070	3,500	4,500	4,500	4,500	4,500	28.6%
100-4012410-3500	PRINTING	8,627	4,750	5,000	8,500	8,500	8,500	78.9%
100-4012410-3510	MAIL SERVICES	0	0	0	5,000	5,000	5,000	
100-4012410-3600	LEGAL ADVERTISEMENTS	808	0	0	0	0	0	
100-4012410-5210	POSTAGE	8,990	9,500	10,000	10,000	10,000	10,000	5.3%
100-4012410-5540	TRAVEL/TRAINING	1,614	3,000	3,000	5,000	5,000	5,000	66.7%
100-4012410-5801	GENERAL EXPENSES-FINANCE	520	1,500	1,500	2,000	2,000	2,000	33.3%
100-4012410-5808	COMPUTER OPERATIONS/HDW	8,479	14,000	14,000	0	0	0	-100.0%
100-4012410-5809	COMPUTER SOFTWARE/MAINT	15,663	21,000	20,000	29,000	21,000	21,000	0.0%
100-4012410-5810	DUES & SUBSCRIPTIONS	730	1,425	1,500	1,500	1,500	1,500	5.3%
100-4012410-6001	EQUIPMENT/SUPPLIES	5,150	6,500	8,000	8,000	8,000	8,000	23.1%
Total Exp.	FINANCE	722,257	723,597	659,487	742,225	729,160	725,468	0.3%
100-4012240	FINANCIAL ADMINISTRATION							
100-4012240-3120	AUDITING SERVICES	21,126	20,000	20,000	20,000	20,000	20,000	0.0%
100-4012240-3130	OPEB ACTUARIAL REPORT	3,977	0	0	4,000	4,000	4,000	
100-4012240-3140	FINANCIAL ADVISOR	0	20,000	20,000	20,000	20,000	20,000	0.0%
100-4012240-3150	FIXED ASSET INVENTORY	0	4,500	4,500	4,500	4,500	4,500	0.0%
Total Exp.	FINANCIAL ADMINISTRATION	25,103	44,500	44,500	48,500	48,500	48,500	9.0%
TOTAL FINANCE & FINANCIAL ADMINISTRATION		747,360	768,097	703,987	790,725	777,660	773,968	0.8%

Department: Information Technology

MISSION

To 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.

CORE VALUES

Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES

IT is responsible for the purchase, installation, maintenance and support of all technology equipment and software throughout the Town.

GOALS AND OBJECTIVES

- To procure a telephone system and cabling plant for the new Town Hall.
- To provide planning and technical support for the move to the new Town Hall.
- To reduce the number of Town PCs and laptops over 3.5 years old to zero by 2011.
- To expand the Town network to create campus-type connectivity between new Town Hall and remote buildings.
- To provide Town officials and managers access to Town servers from home.
- To post website requests within one day of receipt.
- To provide third party IT support for all Town IT operations.

KEY PERFORMANCE MEASURES

MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Percent of website requests posted within one day of receipt	85%	90%	95%	98%
Number of unsuccessful backups per month	4	2	2	1
Number of local area network sites supported	2	2	2	5
Number of servers supported	3	6	7	11
Laserfische records management system scanners	5	5	7	17
Number of personal computers supported	100	103	104	104

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Percent of PCs and laptops over 3.5 years old	14%	18%	50%	13%
Percent of IT operating budget allocated to third party support	5%	15%	15%	18%
Percent of Town officials and managers with access to Town servers from home	0%	10%	20%	e-mail 100% files 2%
Number of Town buildings connected to the network	0	3	3	5

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Completed the installation of Laserfische system in the Town Hall. Ten scanners were installed in FY10. - Managed the Town's IT separation from the County. The Town now has its own email server, Blackberry professional server, and files servers in the Water Plant, Wastewater Plant, and Maintenance Plant. - Conducted significant research on the areas of cabling, telephones, internet access, and computer room design for the new Town Hall. - Assisted Public Works in the design/procurement of cabling, telephones, and computer room for the new Maintenance building. - Replaced over 20 old PCs in Town Facilities. - Built new websites for the Town.

FY 2010 - 2011 Operating Budget Expenditures								
		FY 2009	FY 2010		FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4012510	INFORMATION TECHNOLOGY							
100-4012510-1100	IT STAFF	83,646	90,000	98,785	104,000	89,000	89,000	-1.1%
100-4012510-1200	OVERTIME	292	0	0	3,000	3,000	3,000	
100-4012510-2100	SOCIAL SECURITY TAX	6,326	6,551	7,848	8,254	7,113	7,113	8.6%
100-4012510-2200	RETIREMENT	0	0	0	8,162	0	0	
100-4012510-2300	HEALTH INSURANCE	0	0	0	5,940	0	0	
100-4012510-2400	LIFE INSURANCE	0	0	0	611	0	0	
100-4012510-2700	WORKERS COMP INSURANCE	106	137	108	173	149	111	-19.0%
100-4012510-2800	DEFERRED COMP MATCH	0	0	0	520	0	0	
100-4012510-3141	WEBSITE DESIGN AND MAINT	4,635	4,775	4,775	15,000	15,000	15,000	214.1%
100-4012510-3144	CONSULTING & TECHNICAL SUPPORT	-1	4,750	4,750	12,500	12,500	12,500	163.2%
100-4012510-3310	LASERFICHE SYS MAINT	5,413	6,650	6,650	7,000	7,000	7,000	5.3%
100-4012510-5250	COMMUNICATIONS	4,958	4,925	4,925	3,000	3,000	3,000	-39.1%
100-4012510-5255	E-MAIL CONVERSION						0	
100-4012510-5540	TRAVEL AND TRAINING	0	500	500	500	500	500	0.0%
100-4012510-5808	HARDWARE OPERATIONS	23,861	35,500	35,500	31,500	31,500	31,500	-11.3%
100-4012510-5809	SOFTWARE OPERATIONS	6,399	13,300	12,500	7,000	7,000	7,000	-47.4%
100-4012510-5810	DUES & SUBSCRIPTIONS	0	950	950	2,600	2,600	2,600	173.7%
100-4012510-6004	PEG EQUIP & IMPROVEMENTS	0	6,175	0	0	0	0	-100.0%
Total Exp.	INFORMATION TECHNOLOGY	135,635	174,213	177,291	209,760	178,362	178,324	2.4%

Department: Police	
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MISSION
The Purcellville Police Department delivers law enforcement and related services that meet the needs and expectations of the community, emphasizing detection and apprehension, crime prevention and the promotion of public safety.

CORE VALUES
Serving the community; involvement; fiscal responsibility; ethical conduct; creativity and each other. Through the application of these commonly held values, we will achieve excellence in policing in the Town of Purcellville.

DEPARTMENT DESCRIPTION / ACTIVITIES
The programs of the Police Department include Neighborhood Policing and Patrol, Traffic Enforcement and Administrative Support. Neighborhood Policing and Patrol provides immediate police service, criminal investigations and collaborative problem solving initiatives to the community so the community can feel safe and be safe. The Traffic Enforcement program provides resources in investigative accidents, analyzes collisions, manages the targeted enforcement efforts and coordinates multiple agencies in responding to traffic management in order to improve traffic safety. The Administrative Support program provides information resources as well as administrative record keeping, human resources and fiscal support to Police Department employees and volunteers so they can perform their jobs safely and effectively and achieve the department's goals.

GOALS AND OBJECTIVES
<ul style="list-style-type: none"> - To maintain an ethical and professional workforce, representative of the community, emphasizing the importance of continual education and training. - To continue to offer more than five training and educational opportunities for staff development. - To schedule the PCST for training in CPR, AED, operation of police vehicles and traffic direction training. - To continue to offer 24 hour, seven day-a-week police service that includes vehicular and foot patrols throughout the Town of Purcellville to address issues related to crime and traffic safety. - To continue to build upon the partnerships established between the police and the community, emphasizing open communications and trust. - To coordinate at least 15 community engagement sessions this fiscal year. - To coordinate at least two Town Hall community training sessions this fiscal year. - To ensure that the Youth Explorer membership stays above seven participants.

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Total offenses reported	922	827	950	985

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Number of traffic violations issued	1,619	1,171	1,350	1,420
Number of minutes per collision	24:31	25:21	24:19	24:20
Number of traffic collisions investigated	145	225	140	155
Number of parking violations	183	163	206	210
Number of training and educational opportunities for staff development	new measure	7	8	9
Number of training sessions for PCST	new measure	4	5	5
Percentage of time the 24 hour, seven day-a-week coverage is available	new measure	100%	100%	100%
Attendance at community engagement sessions this fiscal year (number of persons)	new measure	125	160	180
Number of community training sessions this fiscal year	new measure	3	3	3
Percentage participation in Youth Explorer program	new measure	86%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Completed Virginia State Law Enforcement Accreditation. - Traffic Safety: Purcellville community recognized for outstanding seat belt usage percentage. - International Association of Chiefs of Police Webber Seavey Semifinalist 2009. - Programs: Homework Assistance, Youth Explorers Post #1908, National Night Out, Back to School Jam, Health and Public Safety Day. - DCJS Byrne Grant for police equipment. - Self Defense Classes for Women.

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4031100	POLICE							
100-4031100-1100	POLICE STAFF	870,318	875,431	882,571	962,727	872,724	872,724	-0.3%
100-4031100-1200	OVERTIME-POLICE	70,793	65,000	68,000	68,000	68,000	68,000	4.6%
100-4031100-2100	SOCIAL SECURITY TAX	72,231	72,357	73,745	78,850	71,965	71,965	-0.5%
100-4031100-2200	RETIREMENT	108,685	111,672	111,673	142,868	129,512	129,512	16.0%
100-4031100-2300	HEALTH INSURANCE	149,781	141,666	158,220	203,069	161,605	161,605	14.1%
100-4031100-2400	LIFE INSURANCE	6,941	7,132	6,871	10,686	9,687	2,444	-65.7%
100-4031100-2700	WORKERS COMP INSURANCE	15,333	21,115	16,394	24,631	22,381	16,670	-21.1%
100-4031100-2800	DEFERRED COMP MATCH	4,160	4,160	4,224	5,200	4,160	4,160	0.0%
100-4031100-2810	UNIFORMS	12,092	11,000	10,000	13,500	13,500	13,500	22.7%
100-4031100-3310	EQUIPMENT REPAIRS	2,793	4,000	3,000	3,000	3,000	3,000	-25.0%
100-4031100-3320	TECHNICAL SUPPORT	980	3,500	1,000	5,300	5,300	5,300	51.4%
100-4031100-3600	LEGAL ADVERTISEMENTS	229	600	100	1,600	1,600	1,600	166.7%
100-4031100-5110	ELECTRICITY	0	4,100	5,000	5,000	5,000	5,000	22.0%
100-4031100-5230	TELEPHONE	10,346	13,300	11,000	11,000	11,000	11,000	-17.3%
100-4031100-5420	RENT/CLEANING	64,258	80,000	78,000	85,000	60,000	60,000	-25.0%
100-4031100-5540	TRAVEL AND TRAINING	13,364	8,500	7,000	10,000	10,000	10,000	17.6%
100-4031100-5808	COMPUTER OPERATIONS	66	1,000	900	9,000	9,000	9,000	800.0%
100-4031100-5809	COMPUTER SOFTWARE	85	1,000	200	2,000	2,000	2,000	100.0%
100-4031100-5810	DUES AND SUBSCRIPTIONS	1,613	2,375	1,000	2,375	2,375	2,375	0.0%
100-4031100-5811	POLICE EMERGENCY	0	0	0	0	0	0	
100-4031100-5813	CITIZEN SUPPORT GROUP	1,381	1,900	1,100	1,500	1,500	1,500	-21.1%
100-4031100-5815	BYRNE JUSTICE EXPENSES	1,725	2,936	2,936	0	0	0	-100.0%
100-4031100-5816	SMOOTH OPERATOR GRANT	3,000	1,500	1,500	0	0	0	-100.0%
100-4031100-6001	SUPPLIES	9,813	9,500	9,000	10,000	10,000	10,000	5.3%
100-4031100-6008	VEHICLE MAINT/GAS	38,064	34,200	36,000	36,000	36,000	36,000	5.3%
100-4031100-6009	TOWED VEHICLES	75	250	50	250	250	250	0.0%
100-4031100-6010	EQUIPMENT	5,944	14,000	13,000	13,000	13,000	13,000	-7.1%
100-4031100-6013	PUBLIC EDUCATION	2,271	2,500	2,500	2,500	2,500	2,500	0.0%
Total Exp.	POLICE	1,466,340	1,494,694	1,504,983	1,707,056	1,526,059	1,513,105	1.2%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4032100	FIRE EMERGENCY SVC								
100-4032100-5801		FIRE DEPARTMENT	45,000	40,000	40,000	40,000	40,000	40,000	0.0%
100-4032100-5857		FIRE DEPT - STATE FUNDS	9,753	10,000	10,000	10,000	10,000	10,000	0.0%
Total Exp.	FIRE EMERGENCY SVC		54,753	50,000	50,000	50,000	50,000	50,000	0.0%
100-4032300	RESCUE EMERGENCY SVC								
100-4032300-5801		RESCUE SQUAD	45,000	40,000	40,000	40,000	40,000	40,000	0.0%
Total Exp.	RESCUE EMERGENCY SVC		45,000	40,000	40,000	40,000	40,000	40,000	0.0%
100-4041501	SAFETY IMPROVEMENTS								
100-4041501-5873		BRMS SAFETY IMPROVEMENTS	28,589	0	0	0	0	0	
100-4041501-5874		LVHS SAFETY IMPROVEMENTS	40,673	0	0	0	0	0	
Total Exp.	SAFETY IMPROVEMENTS		69,262	0	0	0	0	0	
TOTAL PUBLIC SAFETY			1,635,355	1,584,694	1,594,983	1,797,056	1,616,059	1,603,105	1.2%

Department: Public Works	Program: Administrative Management
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MISSION
 To provide executive management and leadership to the four Public Works divisions which include: Streets & Maintenance, Capital Projects & Engineering, Water Production and Waste Reclamation.

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
 Provide administrative and managerial support to the Public Works Department in order to produce more effective services.

GOALS AND OBJECTIVES

- To provide administration of information resources and agenda preparation for the Town Council and Committee meetings.
- To respond to customer complaints within one business day.
- To maintain and track all work orders to ensure the completion of tasks.
- To manage records and files relevant to the Public Works Department.
- To provide human resources, procurement and fiscal tracking support to the four divisions within the Public Works Department.

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Number of work orders issued	298	800	1,200	1,300
Number of hours providing administration of programs	new measure	3,300	3,300	3,400
Number of Town Council and Committee Meetings	new measure	48	48	36
Response time to contact customers after non-emergency complaints (hours)	new measure	5	3	3

PREVIOUS YEAR ACCOMPLISHMENTS

- Completion of all Council priority initiatives directed to Public Works: Adopt Comprehensive Transportation Plan, Identify Additional Water Resources.
- Completion of the Basham Simms Water Reclamation Facility Enhanced Nutrient Reduction improvements.
- Completed design and construction underway for the Maintenance Facility.
- Work Order system and customer complaint tracking system implemented.
- Initiation of next phase of Water Resources Study - the implementation of alternatives.

PREVIOUS YEAR ACCOMPLISHMENTS

- Established core duties and tasks for the three field staff divisions.
- Recorded largest conservation easement in Loudoun County.
- Acquired Aberdeen parcel to provide long term water resources.

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4041050	PW ADMINISTRATION							
100-4041050-1100	PW/ADMIN/ENG STAFF	332,481	300,745	311,430	304,242	304,242	304,242	1.2%
100-4041050-1200	OVERTIME PW ADMIN/ENG	2,333	0	2,165	3,000	3,000	3,000	
100-4041050-2100	SOCIAL SECURITY TAX	23,774	23,159	24,185	23,387	23,387	23,387	1.0%
100-4041050-2200	RETIREMENT	39,066	39,066	39,066	45,149	45,149	45,149	15.6%
100-4041050-2300	HEALTH INSURANCE	37,859	41,095	39,150	42,673	42,673	42,673	3.8%
100-4041050-2400	LIFE INSURANCE	2,495	2,495	2,404	3,377	3,377	852	-65.9%
100-4041050-2700	WORKERS COMP INSURANCE	3,147	4,508	3,281	3,498	3,498	2,611	-42.1%
100-4041050-2800	DEFERRED COMP MATCH	2,060	2,080	2,112	2,080	2,080	2,080	0.0%
100-4041050-3142	CONSULTING/ENGINEERING	0	26,600	26,600	28,000	15,000	15,000	-43.6%
100-4041050-5540	TRAVEL/TRAINING	73	2,250	2,250	3,500	3,500	3,500	55.6%
100-4041050-5808	COMPUTER OPERATIONS	-374	1,900	1,900	3,200	3,200	3,200	68.4%
100-4041050-5809	COMPUTER SOFTWARE	0	1,200	1,200	1,800	1,800	1,800	50.0%
100-4041050-5810	DUES & SUBSCRIPTIONS	437	950	950	1,000	1,000	1,000	5.3%
100-4041050-6001	SUPPLIES	1,525	1,900	4,267	4,800	4,800	4,800	152.6%
100-4041050-6003	FIELD INSPECTIONS	0	1,900	1,000	2,000	2,000	2,000	5.3%
100-4041050-6004	EQUIPMENT/FIELD SUPPLIES	928	1,900	1,300	2,000	2,000	2,000	5.3%
100-4041050-6008	VEHICLE MAINT/GAS	3,261	3,325	4,400	3,500	3,500	3,500	5.3%
Total Exp.	PW ADMINISTRATION	449,067	455,073	467,660	477,206	464,206	460,794	1.3%

Department: Public Works	Program: Capital Projects, Engineering, Inspections
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MISSION

To maintain and improve the Town's public infrastructure in a cost effective manner and to deliver quality capital projects within budget, on time and while meeting and exceeding expectations of end users and the Town residents.

CORE VALUES

Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES

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 contract documents, regulations and the Facility Standards Manual.

GOALS AND OBJECTIVES

- To provide program oversight to ensure that high quality projects are delivered on schedule and within budget based on the resources allocated.
- To provide project coordination, tracking and reporting.
- To provide quality assurance and quality control of projects.
- To provide construction review and administration of the technical specifications and plans.

KEY PERFORMANCE MEASURES

MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Total number of capital projects	47	51	49	44
Total value of projects managed (in dollars)	18,239,274	31,772,279	34,510,741	13,980,417
Number of active projects inspected	new measure	62	60	40
Percent of projects completed within budget	new measure	90%	90%	85%
Percent of projects that pass one year warranty	new measure	95%	95%	95%
Number of days between solicitation issuance and Council award	new measure	14	14	14

PREVIOUS YEAR ACCOMPLISHMENTS

- GIS for water and sewer easements.
- Design of five sidewalk/trail projects underway.
- Approval of progressive water conservation program and policy - water savings include over 1,400,000 gallons since the program's inception.

PREVIOUS YEAR ACCOMPLISHMENTS

- Began easement and title catalogue system.
- Developed a comprehensive system for tracking status and funding of Town projects.
- Oversight of consultant studies: Skating Rink, New Town Hall, Streets Analysis.
- Near completion of BSWF upgrades, new Maintenance facility.
- Oversight on establishments of new wells at various locations.
- D Street Sidewalk and Drainage Project.
- Inspections for various projects including the Patrick Henry Center, Loudoun County Fire and Rescue Center, Loudoun Community Center, S. 32nd Street Infrastructure Improvements Project and Sidewalk Project, Woodgrove High School Project, the Town Maintenance Building, the Basham Simms WWTP Upgrade Project.
- The design for a multi-use trail, sidewalk connection from the LVHS site to the W&OD Trail and trail realignment.

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4041100	PW - CAPITAL & ENG							
100-4041100-1100	PW/CAP & ENG STAFF	233,185	250,876	266,278	253,823	253,823	253,823	1.2%
100-4041100-1200	OVERTIME-PW/CAP & ENG	1,187	3,000	8,398	8,000	3,000	3,000	0.0%
100-4041100-1260	TEMPORARY STAFF	0	0	0	0	0	0	
100-4041100-2100	SOCIAL SECURITY TAX	18,935	19,645	21,287	20,029	19,647	19,647	0.0%
100-4041100-2200	RETIREMENT	21,028	24,242	24,242	28,021	28,021	28,021	15.6%
100-4041100-2300	HEALTH INSURANCE	24,278	29,925	29,970	32,967	31,136	31,136	4.0%
100-4041100-2400	LIFE INSURANCE	1,343	1,548	1,492	2,096	2,096	529	-65.8%
100-4041100-2700	WORKERS COMP INSURANCE	2,187	3,115	2,443	3,352	3,269	2,440	-21.7%
100-4041100-2800	DEFERRED COMP MATCH	1,060	1,040	1,056	1,040	1,040	1,040	0.0%
100-4041100-3142	ENGIN/CONSULTING	83,300	54,000	54,000	56,000	56,000	56,000	3.7%
100-4041100-5540	TRAVEL/TRAINING	1,605	3,000	2,500	3,500	3,500	3,500	16.7%
100-4041100-5808	COMPUTER OPERATIONS	0	3,000	2,000	3,000	3,000	3,000	0.0%
100-4041100-5809	COMPUTER SOFTWARE	0	950	950	1,500	1,500	1,500	57.9%
100-4041100-5810	DUES/SUBSCRIPTIONS	198	1,000	700	1,000	1,000	1,000	0.0%
100-4041100-6001	SUPPLIES	6,946	3,300	2,500	5,000	5,000	5,000	51.5%
100-4041100-6003	FIELD INSPECTIONS	415	2,100	1,500	1,800	1,800	1,800	-14.3%
100-4041100-6004	EQUIPMENT/FIELD SUPPLIES	322	2,100	1,000	2,000	2,000	2,000	-4.8%
100-4041100-6008	VEHICLE MAINT/GAS	5,671	5,300	3,500	6,000	6,000	6,000	13.2%
Total Exp.	PW - CAPITAL & ENG	401,659	408,141	423,815	429,128	421,832	419,436	2.8%

Department: Public Works	Program: Infrastructure Maintenance
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MISSION
 To maintain and improve the Town's street, water distribution and sewer collection systems in a cost effective manner and to provide the customer with potable water and sanitary services.

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
 Provide comprehensive maintenance and operations of the Town's owned streets and facilities and other infrastructure necessary to provide service to our residents.

GOALS AND OBJECTIVES

- To provide maintenance for the sewer collection system in order to reduce overflows and backups by analyzing and inspecting collection lines.
- To provide maintenance through inspection and repair for storm water infrastructure to prevent flooding and erosion.
- To assess streets and traffic signage for repair to reduce traffic incidents.
- To provide upkeep of the Town facilities to reduce excessive repair costs.
- To provide meter accuracy to water and sewer customers in order to register accurate usage.

KEY PERFORMANCE MEASURES

MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Number of work orders completed	298	800	1,200	1,300
Number of emergency call outs	new measure	60	75	82
Linear feet of collection lines	160,000	163,680	163,680	165,320
Total reportable overflow or backups	7	10	5	4
Percent of collection system inspected	25%	30%	25%	25%
Percent of core duties complete	new measure	65%	70%	75%
Total number of meters checked for accuracy	new measure	6	6	12

PREVIOUS YEAR ACCOMPLISHMENTS

- Tagged all fire hydrants in the town.
- Installed bus stop at Maple Avenue.
- Verified and exercised valves in the water distribution system.
- Replaced valve at 20th and A Street.

PREVIOUS YEAR ACCOMPLISHMENTS

- Installed crosswalk on Hatcher Avenue.
- Converted all meters to radio read system.
- Confirmed meter sizes and identification numbers for all commercial accounts.
- Field verification of all water lines in town to update waterline schematic plans.
- Repaired five water main breaks.
- Replaced two fire hydrants.
- Developed core duties list.
- Started CCTV inspections of sewer collection system.
- Installed eight radar speed signs.

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4041200	PW-MAINT/STS/UTIL							
100-4041200-1100	MAINTENANCE STAFF	512,887	500,438	517,720	506,247	506,247	458,782	-8.3%
100-4041200-1200	OVERTIME-MAINTENANCE	4,756	10,000	10,000	10,000	10,000	10,000	0.0%
100-4041200-2100	SOCIAL SECURITY TAX	39,767	39,648	39,972	39,493	39,493	35,862	-9.5%
100-4041200-2200	RETIREMENT	65,010	65,006	65,006	75,127	75,127	68,083	4.7%
100-4041200-2300	HEALTH INSURANCE	114,365	118,098	118,260	130,086	122,859	107,712	-8.8%
100-4041200-2400	LIFE INSURANCE	4,152	4,151	4,000	5,619	5,619	1,285	-69.0%
100-4041200-2700	WORKERS COMP INSURANCE	27,202	36,383	28,721	37,428	37,428	25,370	-30.3%
100-4041200-2800	DEFERRED COMP MATCH	2,600	2,600	2,640	2,600	2,600	2,080	-20.0%
100-4041200-2810	UNIFORMS	15,712	15,200	13,500	15,900	15,900	15,900	4.6%
100-4041200-3310	EQUIPMENT REPAIRS	25,056	21,850	21,000	23,000	23,000	23,000	5.3%
100-4041200-3330	WASTE DISPOSAL	2,419	3,800	2,300	3,800	3,800	3,800	0.0%
100-4041200-3340	MISS UTILITY	3,595	1,900	1,900	2,000	2,000	2,000	5.3%
100-4041200-3350	TREE REMOVAL CONTRACT	5,989	0	0	0	0	0	
100-4041200-5110	ELECTRICITY/HEATING	13,931	8,075	20,000	15,000	15,000	15,000	85.8%
100-4041200-5230	TELEPHONE	5,830	4,275	5,300	7,200	7,200	7,200	68.4%
100-4041200-5540	TRAVEL AND TRAINING	2,994	2,100	2,100	3,000	3,000	3,000	42.9%
100-4041200-5810	DUES AND SUBSCRIPTIONS	64	238	200	300	300	300	26.1%
100-4041200-5811	MAINT. EMERGENCY	19	3,800	4,000	4,000	4,000	4,000	5.3%
100-4041200-5814	SAFETY	7,325	16,150	9,000	19,450	19,450	19,450	20.4%
100-4041200-5815	DRUG TESTING	1,075	1,425	900	1,425	1,425	1,425	0.0%
100-4041200-5831	LAND USE PERMITS	0	380	200	380	380	380	0.0%
100-4041200-5832	PARKING LOT MAINTENANCE	1,423	3,800	1,000	4,000	4,000	4,000	5.3%
100-4041200-6001	SUPPLIES	10,640	11,400	11,400	13,800	13,800	13,800	21.1%
100-4041200-6004	NEW EQUIPMENT & TOOLS	3,728	5,700	3,000	15,980	5,000	5,000	-12.3%
100-4041200-6007	BUILDING EXPENSES	2,975	3,325	1,500	3,500	3,500	3,500	5.3%
100-4041200-6008	VEHICLE MAINT/GAS	38,579	40,850	41,000	43,000	43,000	43,000	5.3%
Total Exp.	PW-MAINT/STS/UTIL	912,093	920,592	924,619	982,335	964,128	873,929	-5.1%

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4041300	MAINTENANCE STREETS							
100-4041300-5901	ASPHALT/GENERAL(TOWN)	5,667	7,600	7,600	7,900	7,900	7,900	3.9%
100-4041300-5902	CONCRETE-SIDWALK(TOWN)	0	4,750	4,750	4,900	4,900	4,900	3.2%
100-4041300-5903	STREET SWEEPING(TOWN)	0	5,700	5,700	17,000	17,000	17,000	198.2%
100-4041300-5906	ASPHALT/GENERAL(STATE)	233,318	395,807	225,000	218,250	218,250	218,250	-44.9%
100-4041300-5907	CONCRETE-SIDEWALK(STATE)	35,867	59,000	59,000	57,230	57,230	57,230	-3.0%
100-4041300-5908	STREET SWEEPING(STATE)	56,667	40,000	56,667	38,800	38,800	38,800	-3.0%
100-4041300-5910	SNOW REMOVAL (TOWN)	3,088	2,375	2,375	2,500	2,500	2,500	5.3%
100-4041300-5915	SNOW REMOVAL (STATE)	15,697	25,000	25,000	24,250	24,250	24,250	-3.0%
100-4041300-5921	CONCRETE-C&G(TOWN)	0	4,750	4,750	5,000	5,000	5,000	5.3%
100-4041300-5922	DRAINAGE(TOWN)	0	950	950	1,100	1,100	1,100	15.8%
100-4041300-5926	CONCRETE-C&G(STATE)	10,198	20,000	20,000	19,400	19,400	19,400	-3.0%
100-4041300-5927	DRAINAGE(STATE)	2,920	10,000	10,000	10,000	10,000	10,000	0.0%
100-4041300-5931	TREE REMOVAL(TOWN)	10,439	15,200	22,319	23,000	23,000	23,000	51.3%
100-4041300-5932	LAWN MAINTENANCE(TOWN)	8,224	15,200	15,031	15,200	15,200	15,200	0.0%
100-4041300-5933	LAWN MAINTENANCE(ORDINANCE)	1,745	0	650	700	700	700	
100-4041300-5936	TREE REMOVAL(STATE)	4,272	22,000	22,000	21,340	21,340	21,340	-3.0%
100-4041300-5937	LAWN MAINTENANCE(STATE)	47	24,000	24,000	23,280	23,280	23,280	-3.0%
100-4041300-5941	STREET SIGNAGE,ETC(TOWN)	2,121	4,040	4,040	4,250	4,250	4,250	5.2%
100-4041300-5942	STRIPING(TOWN)	0	4,750	4,750	4,750	4,750	4,750	0.0%
100-4041300-5943	SIGNAL MAINTENANCE(TOWN)	95	0	0	0	0	0	
100-4041300-5946	STREET SIGNAGE,ETC(STATE)	29,628	14,000	14,000	13,580	13,580	13,580	-3.0%
100-4041300-5947	STRIPING(STATE)	10,372	10,000	10,000	9,700	9,700	9,700	-3.0%
100-4041300-5948	SIGNAL MAINTENANCE(STATE)	206	5,000	5,000	15,000	15,000	15,000	200.0%
100-4041300-5950	ENGINEERING EXP (TOWN)	10,078	8,075	8,075	8,075	8,075	8,075	0.0%
100-4041300-5955	ENGINEERING EXP (STATE)	20,739	25,000	25,000	28,000	28,000	28,000	12.0%
100-4041300-5961	ELEC SVC:ST. LIGHTS/SIGNALS	51,984	35,000	24,048	36,000	36,000	36,000	2.9%
Total Exp.	MAINTENANCE STREETS	513,371	758,197	600,705	609,205	609,205	609,205	-19.7%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4041500	MASS TRANSIT								
100-4041500-5871	BUS STOP		0	4,750	4,750	4,750	4,750	0	-100.0%
100-4041500-5872	WESTERN LOUDOUN TROLLEY PROGRA		8,000	7,600	7,600	10,000	10,000	0	-100.0%
Total Exp.	MASS TRANSIT		8,000	12,350	12,350	14,750	14,750	0	-100.0%
100-4042100	REFUSE								
100-4042100-3330	REFUSE CONTRACT		459,174	468,000	468,000	493,660	493,660	493,660	5.5%
Total Exp.	REFUSE		459,174	468,000	468,000	493,660	493,660	493,660	5.5%
TOTAL PUBLIC WORKS DEPARTMENT			2,743,363	3,022,353	2,897,149	3,006,284	2,967,781	2,857,024	-5.5%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4071100	PARKS & RECREATION								
100-4071100-3130		MASTER PLAN/CONSULTING	0	0	0	0	0	0	
100-4071100-5801		GENERAL EXPENSE-PARKS & REC	3,326	7,000	10,000	12,000	6,000	6,000	-14.3%
100-4071100-5803		YOUTH SPORTS PROGRAM & DEV	5,000	4,750	4,750	5,000	2,500	5,000	5.3%
100-4071100-5806		SKATING RINK STUDY	0	14,250	0	0	0	0	-100.0%
100-4071100-5807		LVHS YOUTH PROGRAMS	30	0	0	0	0	0	
100-4071100-5808		COMMUNITY PROJECTS	0	0	0	2,000	1,000	1,000	
100-4071100-5809		SPECIAL EVENTS	0	0	0	2,000	1,000	1,000	
Total Exp.	PARKS & RECREATION		8,355	26,000	14,750	21,000	10,500	13,000	-50.0%
100-4071200	SKATING RINK								
100-4071200-5110		ELECTRICITY	0	1,540	1,550	1,550	1,550	1,550	0.6%
100-4071200-5801		GENERAL EXPENSE-SKATING RINK	13,688	0	800	15,000	7,500	7,500	
Total Exp.	SKATING RINK		13,688	1,540	2,350	16,550	9,050	9,050	487.7%
				0					
100-4071300	RECREATION FACILITIES								
100-4071300-5801		COMMUNITY CENTER	2,000	1,000	1,000	1,000	1,000	1,000	0.0%
100-4071300-5802		ARTS GRANT PROGRAM	3,000	10,000	10,000	10,000	10,000	4,000	-60.0%
100-4071300-5803		LVHS GRADUATION	500	225	225	225	225	225	0.0%
100-4071300-5804		LVHS AFTER PROM	250	225	225	225	225	225	0.0%
Total Exp.	RECREATION FACILITIES		5,750	11,450	11,450	11,450	11,450	5,450	-52.4%
100-4071400	TREE & BEAUTIC COMMISSION								
100-4071400-5540		TRAVEL/TRAINING	7	475	200	250	250	250	-47.4%
100-4071400-5801		GENERAL EXPENSE-TREE	804	475	800	800	800	800	68.4%
100-4071400-5803		URBAN TREE CANOPY PROGRAM	4,229	14,250	10,000	10,000	10,000	10,000	-29.8%
100-4071400-5804		BENCHES,DECORATIONS,BANNER	0	1,000	1,000	1,000	1,000	1,000	0.0%
Total Exp.	TREE & BEAUTIC COMMISSION		5,040	16,200	12,000	12,050	12,050	12,050	-25.6%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4071500	TRAIN STATION								
100-4071500-3310		REPAIRS	5,210	4,750	4,750	10,000	10,000	10,000	110.5%
100-4071500-3320		CLEANING	5,600	6,650	6,650	6,650	6,650	6,650	0.0%
100-4071500-3321		PEST CONTROL	0	475	475	475	475	475	0.0%
100-4071500-5110		ELECTRICITY	4,381	3,040	3,040	3,000	3,000	3,000	-1.3%
100-4071500-5230		TELEPHONE/COMMUNICATIONS	305	570	500	500	500	500	-12.3%
100-4071500-5801		GENERAL EXPENSE-TRAIN ST	81	0	1,000	1,100	1,100	1,100	
100-4071500-6007		BULDING SUPPLIES	200	1,000	1,000	1,100	1,100	1,100	10.0%
Total Exp.	TRAIN STATION		15,777	16,485	17,415	22,825	22,825	22,825	38.5%
100-4071600	CENTENNIAL COMMISSION								
100-4071600-5801		GENERAL EXPENSE-CENTENNIAL	8,307	0	0	0	0	0	
Total Exp.	CENTENNIAL COMMISSION		8,307	0	0	0	0	0	
				0					
TOTAL PARKS & RECREATION DEPARTMENT			56,917	71,675	57,965	83,875	65,875	62,375	-13.0%

Department: Planning and Zoning	
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MISSION To protect and enhance the quality of Purcellville's natural and built environment through planning for the Town's future and through administration of Town development and zoning regulations in a professional, customer-friendly manner.
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CORE VALUES Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENTAL DESCRIPTION / ACTIVITIES The Planning and Zoning Department consists of the Director, Senior Planner, Planning Technician, Zoning Officer and part-time Assistant Planning Technician (currently vacant). The department is responsible for processing all land development applications and permits, guiding revisions to the Town's comprehensive plan and land development regulations, and providing staff support to the Planning Commission, Board of Zoning Appeals, Board of Architectural Review, Economic Development Advisory Committee, Town Council and other Town boards and commissions as needed.
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GOALS AND OBJECTIVES GOAL 1: To plan for and manage the long-term growth of the community. OBJECTIVES: 1.a. Complete update of the Purcellville Area Management Plan (PUGAMP) by 2011. 1.b. Initiate review of adopted 2006 Comprehensive Plan by December 2010. GOAL 2: To provide efficient and effective development review services that foster a sustainable residential and business environment. OBJECTIVES: 2.a. Review legislative applications within 30 days from date of application acceptance. 2.b. Review submissions for site plans and subdivision plats within 30 days from date of application acceptance. GOAL 3: To provide efficient and effective zoning administrative and enforcement services that foster a sustainable community. OBJECTIVES: 3.a. Process complete permit applications within one business day. 3.b. Complete inspections and investigate complaints within three business days. Improve internal tracking system. 3.c. Process complete bond reduction and release applications within 10 business days. 3.d. Develop civil penalties legislation to permit civil penalty enforcement of zoning violations. 3.e. Propose revisions to Town Code Section 14 to implement property maintenance enforcement by the Town.

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Number of comprehensive plan amendments reviewed	5	3	3	3
Number of legislative applications reviewed	17	11	10	10

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Average time from initiation to adoption for planning projects (in months)	new measure	9	None processed	9
Percent of legislative applications reviewed by staff within 30 days	new measure	91%	90%	95%
Average Town review time for legislative applications (in days)	new measure	11	15	15
Number of site plan and subdivision plat submissions reviewed	85	24	30	25
Average Town review time for development applications (in days)	new measure	20	15	15
Percent of site plan and subdivision applications reviewed within 30 days	new measure	75%	80%	90%
Number of permit applications reviewed	664	416	400	400
Number of inspections completed	24	106	47	40
Number of complaints investigated	209	56	30	45
Average Town review time for permit applications (in days)	new measure	<1/2	<1/2	<1/2
Average number of days to complete inspections	new measure	8	8	6
Percent of permit applications reviewed within one day	new measure	99%	99%	99%
Percent of inspections and complaints investigated within three days	new measure	95%	85%	90%

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Publication of Recodified Zoning Ordinance in print and online versions. - Adoption of Townwide Transportation Plan as element of the Comprehensive Plan. - Completion of Tabernacle and Train Station State and National Register Historic Site Nominations. - Adoption of additional Streamlined Site Plan, Subdivision and Special Use Permit Review Processes. - Creation of Process for Minor Modifications to Approved Special Use Permits. - Initiation of Laserfiche Record Storage in new property file format. - Expansion of Document, Permitting and Development Review Resources on Planning webpage. - Processing of numerous annexation, rezoning and comprehensive plan amendment applications. - Processing of Multiple Zoning Ordinance Amendments.

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4081100	PLANNING							
100-4081100-1100	PLANNING STAFF	313,279	297,881	271,105	295,588	261,268	261,268	-12.3%
100-4081100-1200	OVERTIME-PLANNING	1,791	2,000	1,755	4,000	4,000	4,000	100.0%
100-4081100-2100	SOCIAL SECURITY TAX	25,018	23,369	20,995	22,918	20,293	20,293	-13.2%
100-4081100-2200	RETIREMENT	33,547	33,547	33,547	43,865	38,772	38,772	15.6%
100-4081100-2300	HEALTH INSURANCE	34,200	35,317	35,370	54,945	36,746	36,746	4.0%
100-4081100-2400	LIFE INSURANCE	2,142	2,142	2,064	3,281	2,900	732	-65.8%
100-4081100-2700	WORKERS COMP INSURANCE	364	489	372	479	424	317	-35.2%
100-4081100-2800	DEFERRED COMP MATCH	1,560	1,560	1,584	2,080	2,080	2,080	33.3%
100-4081100-3141	PLAN REVIEW/FIELD INSPECT	-2,280	8,000	4,000	5,000	5,000	5,000	-37.5%
100-4081100-3142	CONSULTING/ENGINEERING	11,281	47,500	47,500	50,000	25,000	25,000	-47.4%
100-4081100-3144	CONSULTING-ADMIN SUPPORT	2,523	2,850	2,850	2,850	2,850	2,850	0.0%
100-4081100-3310	EQUIPMENT CONTRACTS	1,437	1,900	1,600	5,500	5,500	5,500	189.5%
100-4081100-3600	LEGAL ADS/PLANNING	9,373	7,500	2,000	5,000	5,000	5,000	-33.3%
100-4081100-5540	TRAVEL/TRAINING	898	3,000	3,000	4,000	4,000	4,000	33.3%
100-4081100-5801	GENERAL EXPENSE-PLANNING	622	2,850	2,400	2,850	2,850	2,850	0.0%
100-4081100-5807	ANNEXATION/COMP PLAN	0	950	500	500	500	500	-47.4%
100-4081100-5808	COMPUTER OPERATIONS/HDW	1,527	2,850	1,500	2,850	2,850	2,850	0.0%
100-4081100-5809	COMPUTER SOFTWARE	1,418	2,850	2,500	3,000	3,000	3,000	5.3%
100-4081100-5810	DUES & SUBSCRIPTIONS	820	2,375	1,800	3,000	3,000	3,000	26.3%
100-4081100-6001	SUPPLIES	2,048	2,850	1,651	3,000	3,000	3,000	5.3%
100-4081100-6008	VEHICLE MAINT/GAS	481	950	480	600	600	600	-36.8%
Total Exp.	PLANNING	442,049	482,730	438,573	515,306	429,633	427,358	-11.5%

FY 2010 - 2011 Operating Budget Expenditures								
		FY 2009	FY 2010		FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
GENERAL FUND LEGISLATIVE & ADVISORY COMMISSIONS								
100-4011100	COUNCIL							
100-4011100-1100	MAYOR SALARY	5,557	5,525	5,525	5,525	5,525	5,525	0.0%
100-4011100-1200	COUNCIL SALARY	27,459	25,500	27,300	25,500	25,500	25,500	0.0%
100-4011100-2100	SOCIAL SECURITY TAX	2,512	2,373	2,512	2,373	2,373	2,373	0.0%
100-4011100-5801	COUNCIL TRAVEL & GENERAL EXP	9,977	10,000	10,000	12,500	12,500	12,500	25.0%
100-4011100-5805	ELECTION EXPENSE	16	3,000	3,000	0	0	0	-100.0%
Total Exp.	COUNCIL	45,521	46,398	48,337	45,898	45,898	45,898	-1.1%
100-4081200 PLANNING COMMISSION								
100-4081200-1100	PL COMMISSION SALARIES	10,292	12,900	10,740	12,900	12,900	12,900	0.0%
100-4081200-2100	SOCIAL SECURITY TAX	838	987	822	987	987	987	0.0%
100-4081200-5540	TRAVEL / TRAINING	40	1,050	1,000	2,000	2,000	2,000	90.5%
100-4081200-5560	CERTIFICATION PROGRAMS	900	1,000	1,000	2,000	2,000	2,000	100.0%
100-4081200-5801	GENERAL EXPENSE-PL COMM	135	475	110	500	500	500	5.3%
Total Exp.	PLANNING COMMISSION	12,205	16,412	13,672	18,387	18,387	18,387	12.0%
100-4081400 BD OF ZONING APPEALS								
100-4081400-1100	BZA SALARIES	1,150	3,000	600	250	250	250	-91.7%
100-4081400-5540	BZA TRAVEL / TRAINING	0	250	0	1,000	1,000	1,000	300.0%
100-4081400-5801	BZA GENERAL	0	165	100	100	100	100	-39.4%
Total Exp.	BD OF ZONING APPEALS	1,150	3,415	700	1,350	1,350	1,350	-60.5%
100-4081500 ECONOMIC DEVELOPMENT								
100-4081500-5540	EDEV TRAVEL / TRAINING	567	950	950	1,000	1,000	1,000	5.3%
100-4081500-5801	EDEV GENERAL EXPENSE	2,984	1,900	1,900	2,100	2,100	2,100	10.5%
100-4081500-5802	EDEV SPECIAL PROJECTS/TOURISM	5,570	9,200	9,200	15,000	10,000	10,000	8.7%
100-4081500-5803	BUS COMM SUPPORT & DEVELO	99	1,900	1,900	2,800	2,800	2,800	47.4%
100-4081500-5804	HERITAGE DAY EXPENSES	2,000	1,000	1,000	1,000	500	1,000	0.0%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4081500-5805		JULY 4TH PROGRAM	2,000	1,000	1,000	1,500	500	500	-50.0%
100-4081500-5806		WINTER HOLIDAY PROGRAM	2,600	1,000	1,000	1,500	500	500	-50.0%
100-4081500-5809		EMANCIPATION DAY	5,000	1,000	1,000	2,000	500	2,000	100.0%
100-4081500-5810		FAÇADE IMPROVEMENT PROGRAM	0	0	0	5,000	0	2,500	
Total Exp.		ECONOMIC DEVELOPMENT	20,819	17,950	17,950	31,900	17,900	22,400	24.8%
100-4081600		ARCHITECTURAL REVIEW BOARD							
100-4081600-1100		ARB SALARIES	2,230	3,000	4,560	3,000	3,000	3,000	0.0%
100-4081600-2100		SOCIAL SECURITY TAX	184	230	349	230	230	230	0.0%
100-4081600-5540		ARB TRAVEL/TRAINING	0	500	500	1,000	1,000	1,000	100.0%
100-4081600-5801		ARB GENERAL EXPENSE	0	8,000	8,000	1,000	1,000	1,000	-87.5%
Total Exp.		ARCHITECTURAL REVIEW BOARD	2,414	11,730	13,409	5,230	5,230	5,230	-55.4%
100-4082600		COMM. ON ENVIRONMENTAL SPECIAL PROGRAMS							
100-4082600-5802		ENVIROMENTAL SPECIAL PROG	0	3,000	3,000	3,000	1,500	1,500	-50.0%
Total Exp.		COMM. ON ENVIRON SPECIAL PROG	0	3,000	3,000	3,000	1,500	1,500	-50.0%
TOTAL GEN FUND LEGISTATIVE & ADV COMMISSION			82,109	98,905	97,068	105,765	90,265	94,765	-4.2%

FY 2010 - 2011 Operating Budget Expenditures									
			FY 2009	FY 2010		FY 2011 Budget			
			Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
100-4092000	ADJUST & TRANSFERS								
100-4092000-0100		COMPENSATION ADJUSTMENT	0	0	0	0	0	0	
100-4092000-0200		TAX STABILIZATION FUND	0	150,242	0	0	0	0	-100.0%
100-4092000-0300		TRANSFER TO CAPITAL FUND	1,043,728	0	0	663,068	64,000	29,000	
Total Exp.	ADJUST & TRANSFERS		1,043,728	150,242	0	663,068	64,000	29,000	-80.7%
100-4095100	DEBT RETIREMENT								
100-4095100-9100		DEBT RETIRE-PATRIOT BK-TH (03)	0	69,125	69,126	69,098	69,098	69,098	0.0%
100-4095100-9300		DEBT RETIRE- PRINCIPAL	265,970	0	0	0	0	0	
100-4095100-9400		DEBT RETIRE- INTEREST	169,385	0	0	0	0	0	
100-4095100-9500		DEBT RETIRE-BK AMERICA (05)	0	157,072	157,071	157,063	157,063	157,063	0.0%
100-4095100-9501		DEBT RETIRE- RD EQUIP (08)	0	119,676	119,316	119,316	119,316	119,316	-0.3%
100-4095100-9502		DEBT RETIRE-SUNTRUST (08)	0	224,526	224,526	224,415	224,415	224,415	0.0%
100-4095100-9503		FIREMAN'S FIELD (08)	0	85,000	85,000	85,000	85,000	85,000	0.0%
100-4095100-9506		DEBT RETIRE-RD MAINT FAC(08)	0	189,379	42,883	269,826	269,826	269,826	42.5%
Total Exp.	DEBT RETIREMENT		435,355	844,778	697,922	924,718	924,718	924,718	9.5%
TOTAL GENERAL FUND OPERATING EXPENSE			8,745,111	8,364,196	7,804,978	9,258,505	8,228,494	8,061,425	-3.6%

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 proposed expenditures that support these activities. These are presented for each of the departments,

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

FY 2010 & FY 2011 Revenue Budget Projections

	<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011</u>		
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 10 Budget

Fund # 501	WATER FUND						
501-3150201-0000	RENT ON PROPERTY				6,000	6,000	
501-3189920-0000	VEHICLE COMP. REIMB.	1,326	1,000	1,326	1,000	1,000	0.0%
501-3810000-0000	WATER AVAILABILITIES	1,261,946	1,545,240	77,262	746,866	746,866	-51.7%
501-3825000-0000	WATER METER FEES	10,152	14,404	550	7,494	7,494	-48.0%
501-3830000-0000	WATER FEES	1,052,030	1,367,500	1,312,850	1,575,420	1,641,000	20.0%
501-3840000-0000	MISCELLANEOUS INCOME	3,135	3,000	1,100	1,000	1,000	-66.7%
501-3910000-0000	PENALTIES & INTEREST	20,777	20,000	22,000	20,000	20,000	0.0%
501-3940000-0000	WATER FLUSHING	624	1,000	1,330	1,000	1,000	0.0%
501-3950000-0000	INVESTMENT INCOME	180,349	100,000	16,500	6,000	6,000	-94.0%
501-3960000-0000	CELLULAR LEASE	124,283	122,000	126,000	127,000	127,000	4.1%
501-3980000-0000	TRANSFER IN CASH RESERVE	0	260,101	0	826,678	752,529	189.3%
501-3990000-0000	TRANSFERS FROM OTHER FUNDS	1,093,509	0	0	0	0	
TOTAL	WATER FUND	3,748,131	3,434,245	1,558,918	3,318,458	3,309,889	-3.6%

Department: Public Works	Program: Water
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MISSION
To provide cost efficient production of quality potable water to the residents and businesses in the community.

CORE VALUES
Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
Provide 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.

GOALS AND OBJECTIVES

- Achieve and maintain 100% compliance on all water quality parameters regulated by the Virginia Department of Health (VDH) and Virginia Department of Environmental Quality (DEQ).
- Achieve and maintain a total VDH and DEQ notice of violation count of zero regarding all water operational and maintenance issues.
- Continue development of employees with emphasis on leadership opportunities, training and certification and safety awareness.
- Achieve and maintain E2 status in the environmental compliance program.

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	new measure	126	126	84
Total number of VDH or DEQ Notices of Violation	new measure	0	0	0
Number of documented water operator training hours each employee	new measure	10	10	10
Percentage of official system bacteriological samples collected and analyzed with a result of negative (no e-coli present)	100%	100%	100%	100%
Percentage of E2 environmental compliance items completed and tracked	new measure	100%	100%	100%
Percentage of operators that achieved a minimum of 10 hours of operator training this year	new measure	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS

- Won the Virginia Department of Health's Water Treatment Plant Performance Award.
- Upgraded several filter turbidity monitoring units at the Water Plant.
- Rehabilitated filters #2 and #3 at the Water Treatment Plant.
- Continued recruitment and development plan with the recruitment of one additional Virginia Class I waterworks operator.
- Rehabilitated greensand pressure filters at the Main Street filter building.
- Upgraded multiple valves at the Forbes/Cornwell well station.
- Upgraded automated valve controllers for improved operations at the Water Plant.
- Implemented monitoring plan for LT2 and DBPs requirements.

FY 2010 - 2011 Operating Budget Expenditures								
		FY 2009	FY 2010		FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
Fund # 501	WATER FUND							
501-4012100	WATER STAFF							
501-4012100-1100	WATER STAFF	531,494	523,006	537,344	564,004	531,004	531,004	1.5%
501-4012100-1200	OVERTIME-WATER	27,534	35,000	17,338	35,000	35,000	35,000	0.0%
501-4012100-1500	CHARGE BACK TO GF	610,116	610,116	610,116	560,708	557,952	557,952	-8.5%
501-4012100-2100	SOCIAL SECURITY TAX	43,064	43,148	42,757	45,824	43,299	43,299	0.3%
501-4012100-2200	RETIREMENT	66,821	67,927	67,260	83,038	78,801	78,801	16.0%
501-4012100-2300	HEALTH INSURANCE	103,922	109,314	107,460	136,244	113,639	113,639	4.0%
501-4012100-2400	LIFE INSURANCE	4,267	4,338	4,138	6,260	5,894	1,487	-65.7%
501-4012100-2700	WORKERS COMP INSURANCE	11,120	15,511	11,988	17,371	16,414	12,252	-21.0%
501-4012100-2800	DEFERRED COMP MATCH	2,440	3,120	3,552	4,680	4,160	4,160	33.3%
Total Exp.	WATER STAFF	1,400,778	1,411,480	1,401,953	1,453,129	1,386,163	1,377,594	-2.4%
				0				
501-4012200	PLANT							
501-4012200-2810	UNIFORMS	8,641	8,550	8,550	8,350	8,350	8,350	-2.3%
501-4012200-3310	CONTRACTS	20,193	19,000	19,000	23,500	23,500	23,500	23.7%
501-4012200-3320	SLUDGE DISPOSAL	7,350	13,300	13,300	14,800	14,800	14,800	11.3%
501-4012200-5110	ELECTRICITY	20,982	21,850	21,850	24,500	24,500	24,500	12.1%
501-4012200-5120	PROPANE	6,998	9,500	9,500	9,500	9,500	9,500	0.0%
501-4012200-5230	COMMUNICATIONS	6,359	6,650	6,650	6,650	6,650	6,650	0.0%
501-4012200-5801	GENERAL EXPENSES	3,212	2,850	2,850	2,850	2,850	2,850	0.0%
501-4012200-5808	COMPUTER UPGRADES	803	1,900	1,900	2,400	2,400	2,400	26.3%
501-4012200-5814	SAFETY	7,205	9,500	9,500	9,500	9,500	9,500	0.0%
501-4012200-5815	DRUG TESTING	555	715	715	715	715	715	0.0%
501-4012200-5831	PERMITS	1,200	6,460	6,460	6,800	6,800	6,800	5.3%
501-4012200-5833	CROSS CONNECTIONS	1,589	950	950	1,000	1,000	1,000	5.3%
501-4012200-5834	PLANT REPAIRS	20,890	38,000	38,000	45,000	45,000	45,000	18.4%
501-4012200-5835	WATER LINE REPAIRS	21,659	19,000	19,000	19,000	19,000	19,000	0.0%
501-4012200-5836	LEAK DETECTION	3,000	2,850	2,850	3,100	3,100	3,100	8.8%
501-4012200-5841	GENERATOR	5,853	5,700	5,700	7,200	7,200	7,200	26.3%
501-4012200-5842	CHEMICALS-PLANT	38,349	42,750	42,750	45,000	45,000	45,000	5.3%

FY 2010 - 2011 Operating Budget Expenditures									
		FY 2009	FY 2010			FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget	
501-4012200-5846		WATER SAMPLES	14,698	26,600	26,600	28,000	28,000	28,000	5.3%
501-4012200-6001		PLANT SUPPLIES	5,489	4,180	4,180	4,100	4,100	4,100	-1.9%
501-4012200-6002		LAB SUPPLIES	8,776	11,400	11,400	13,000	13,000	13,000	14.0%
501-4012200-6003		PREV MAINT SUPPLIES	3,204	5,700	5,700	5,000	5,000	5,000	-12.3%
501-4012200-6004		NEW EQUIPMENT & TOOLS	17,555	24,700	24,700	32,500	25,000	25,000	1.2%
501-4012200-6005		LAB EQUIPMENT	4,517	3,800	3,800	5,500	5,500	5,500	44.7%
Total Exp.	PLANT	229,075	285,905	285,905	317,965	310,465	310,465	310,465	8.6%
501-4012250	PLANT-OTHER								
501-4012250-3140		PROFESSIONAL SERVICES	50,393	28,500	28,500	32,000	32,000	32,000	12.3%
501-4012250-3600		RECRUITING/ADVERTISING	1,564	1,995	1,995	2,100	2,100	2,100	5.3%
501-4012250-5210		POSTAGE/MAILINGS	6,074	7,800	7,800	7,900	7,900	7,900	1.3%
501-4012250-5540		TRAINING	5,794	9,975	9,975	10,500	10,500	10,500	5.3%
501-4012250-5809		BILLING SOFTWARE	0	0	0	0	6,000	6,000	
501-4012250-5810		DUES & SUBSCRIPTIONS	695	912	912	960	960	960	5.3%
501-4012250-5811		WATER DEPT EMERGENCY	1,121	3,800	3,800	4,000	4,000	4,000	5.3%
501-4012250-5826		MOWING	7,630	10,450	10,450	11,000	11,000	11,000	5.3%
501-4012250-5843		VDH FEES	5,944	12,920	12,920	13,600	13,600	13,600	5.3%
501-4012250-5847		CONSUMER REPORT	2,088	3,515	3,515	3,700	3,700	3,700	5.3%
501-4012250-5849		WATERSHED MGT	3,876	4,275	4,275	4,750	4,750	4,750	11.1%
501-4012250-5850		FORESTRY MGT	0	2,850	2,850	3,100	3,100	3,100	8.8%
501-4012250-5851		ENVIRONMENTAL COMPLIANCE	0	4,275	4,275	4,500	4,500	4,500	5.3%
501-4012250-6002		ADMIN SUPPLIES	522	950	950	950	950	950	0.0%
501-4012250-6008		VEHICLE MAINT	14,779	16,625	16,625	16,625	16,625	16,625	0.0%
501-4012250-6013		PUBLIC EDUCATION	563	2,850	2,850	3,100	3,100	3,100	8.8%
501-4012250-6014		WATER CONSERV DEV/REBATES	9,507	12,000	12,000	12,000	12,000	12,000	0.0%
501-4012250-6015		PURCHASED WATER	60,420	159,050	159,050	106,000	106,000	106,000	-33.4%
Total Exp.	PLANT-OTHER	170,969	282,742	282,742	236,785	242,785	242,785	242,785	-14.1%

FY 2010 - 2011 Operating Budget Expenditures

		<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
501-4012300	WELL							
501-4012300-3310	CONTRACTS	4,918	9,500	9,500	12,500	12,500	12,500	31.6%
501-4012300-5110	ELECTRICITY	61,001	40,850	40,850	55,800	55,800	55,800	36.6%
501-4012300-5230	TELEPHONE	1,137	1,425	1,425	1,600	1,600	1,600	12.3%
501-4012300-5834	REPAIRS	40,573	36,100	36,100	43,500	43,500	43,500	20.5%
501-4012300-5842	CHEMICALS	14,914	17,100	17,100	22,500	22,500	22,500	31.6%
501-4012300-5845	CARBON CHANGE-OUT	29,552	23,750	23,750	23,750	23,750	23,750	0.0%
501-4012300-5846	WATER SAMPLES	2,142	11,875	11,875	14,500	14,500	14,500	22.1%
501-4012300-6001	SUPPLIES	20,094	28,500	28,500	32,500	32,500	32,500	14.0%
501-4012300-6004	SPARE PARTS	2,819	3,800	3,800	6,600	6,600	6,600	73.7%
Total Exp.	WELL	177,150	172,900	172,900	213,250	213,250	213,250	23.3%
501-4012500	METER READING							
501-4012500-3310	CONTRACTS	0	1,000	1,000	1,000	1,000	1,000	0.0%
501-4012500-5837	METER REPAIRS/TEST	2,121	3,000	3,000	4,000	4,000	4,000	33.3%
501-4012500-5838	TOUCH READ HDW	375	6,000	6,000	7,000	7,000	7,000	16.7%
501-4012500-5839	NEW WATER METERS	1,377	22,000	22,000	28,000	28,000	28,000	27.3%
501-4012500-6004	METER TOOLS & EQUIPMENT	46	950	950	1,000	1,000	1,000	5.3%
Total Exp.	METER READING	3,919	32,950	32,950	41,000	41,000	41,000	24.4%
501-4092000	ADJUSTMENTS & TRANSFERS							
501-4092000-0100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	
501-4092000-0200	RATE STABILIZATION FUND	0	56,645	0	0	0	0	-100.0%
501-4092000-0300	TRANSFER TO CAPITAL FUND	983,150	100,000	100,000	31,000	31,000	31,000	-69.0%
501-4092000-0500	BAD DEBT EXPENSE WATER	1,014	0	0	0	0	0	
Total Exp.	ADJUSTMENTS & TRANSFERS	984,164	156,645	100,000	31,000	31,000	31,000	-80.2%

FY 2010 - 2011 Operating Budget Expenditures								
		FY 2009	FY 2010		FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
501-4095100	DEBT RETIREMENT							
501-4095100-0100	DEBT RETIRE- RDEV - WTP (96)	0	0	0	0	0	0	
501-4095100-0300	DEBT RETIRE-VRA-WTP (00)	0	255,080	255,080	257,240	257,240	257,240	0.8%
501-4095100-0500	DEBT RETIRE-BK AMERICA (05)	0	132,910	132,910	132,878	132,878	132,878	0.0%
501-4095100-0600	DEBT RETIRE-SUNTRUST (08)	0	703,633	703,633	703,677	703,677	703,677	0.0%
501-4095100-1000	DEPRECIATION EXP	240,997	0	0	0	0	0	
501-4095100-9200	INTEREST EXPENSE	435,431	0	0	0	0	0	
Total Exp.	DEBT RETIREMENT	676,428	1,091,623	1,091,623	1,093,795	1,093,795	1,093,795	0.2%
TOTAL WATER FUND OPERATING EXPENSE								
		3,642,483	3,434,245	3,368,073	3,386,924	3,318,458	3,309,889	-3.6%

FY 2010 & FY 2011 Revenue Budget Projections

	<u>FY 2009</u>	<u>FY 2010</u>		<u>FY 2011</u>		% Change From Current FY 10 Budget
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	

Fund # 502	WASTEWATER FUND						
502-3189920-0000	VEHICLE COMP. REIMB.	286	200	286	200	200	0.0%
502-3810000-0000	SEWER AVAILABILITIES	1,080,000	1,296,000	64,800	626,400	626,400	-51.7%
502-3830000-0000	SEWER FEES	1,442,397	1,696,250	1,684,505	2,021,406	1,954,000	15.2%
502-3840000-0000	MISCELLANEOUS INCOME	1,091	200	766	1,000	1,000	400.0%
502-3910000-0000	PENALTIES AND INTEREST	20,767	20,000	22,000	20,000	20,000	0.0%
502-3950000-0000	INVESTMENT INCOME	140,284	117,000	65,500	50,000	50,000	-57.3%
502-3975000-0000	PROFFERS	9,000	0	0	0	0	
502-3980000-0000	TRANSFER IN CASH RESERVES	0	0	0	2,009,100	2,068,988	
502-3990000-0000	TRANSFER FROM OTHER FUNDS	17,449,462	0	0	0	0	
TOTAL	WASTEWATER FUND	20,143,287	3,129,650	1,837,857	4,728,106	4,720,588	50.8%

GRAND TOTAL OPERATING REVENUE	33,874,019	14,928,091	11,261,940	16,275,057	16,091,902	7.8%
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Department: Public Works	Program: Wastewater
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MISSION
 To 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.

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
 The Wastewater Division works to produce the best quality effluent for protection of the receiving waters and uses through a dedication to operate and maintain the facility that best meets all Federal, State and local regulations and requirements.

GOALS AND OBJECTIVES

- To protect downstream uses of the plants receiving waters.
- To properly manage and update the Biosolids management plan and permit.
- To meet all State and Federal regulations.
- To maintain the wastewater collection system.
- To properly train and license all appropriate employees.
- To protect the department's employees through proper safety programs.
- To continue improvement of solids management to reduce the hauling charge during cold months.
- To obtain VELAP lab certification.
- To continue training operators for license upgrades and lab certifications.
- To continue to improve ways to reduce odor emissions from the facility.
- To continue improvements to the preventative maintenance program.

KEY PERFORMANCE MEASURES				
MEASURES	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ESTIMATED	FY2010-11 PROJECTED
Total operating dollars	1,549,540	1,888,266	1,866,267	
Daily average number of gallons treated	625,400	625,400	533,900	585,000
Total number of customer complaints	2	2	2	2
Total number of violations	0	0	0	0
Staff retention rate	100%	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS

- Construction started on the upgrade to the BSWWF.
- Development of a CMOM program for the sewer system.
- Continuation of I&I improvements.
- Process operations started with the new Zenon Membrane system.
- Began in-house analysis for nitrates and nitrites for permit compliance.
- Susan Davis and all operators have passed their lab certification analysis.
- No permit parameter violations for 2009.
- Staff successfully completed and passed the 2009 DMRQA Study.
- TMP analysis of the effluent passed with all parameters well below acceptance limits.
- Received E2 Certification.
- VELAP application completed and sent for approval.

FY 2010 - 2011 Operating Budget Expenditures								
		FY 2009	FY 2010		FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget
Fund # 502	WASTEWATER FUND							
502-4012100	WASTEWATER STAFF							
502-4012100-1000	SEWER STAFF	501,127	498,394	504,945	571,958	505,958	505,958	1.5%
502-4012100-1200	OVERTIME-SEWER	35,101	35,000	28,000	35,000	35,000	35,000	0.0%
502-4012100-1500	CHARGE BACK TO GF	610,116	610,116	610,116	560,708	557,952	557,952	-8.5%
502-4012100-2100	SOCIAL SECURITY TAX	41,221	41,239	41,061	46,432	41,383	41,383	0.3%
502-4012100-2200	RETIREMENT	62,365	64,723	63,424	84,879	75,084	75,084	16.0%
502-4012100-2300	HEALTH INSURANCE	72,780	68,055	75,330	116,939	80,260	80,260	17.9%
502-4012100-2400	LIFE INSURANCE	3,983	4,133	3,902	6,349	5,616	1,417	-65.7%
502-4012100-2700	WORKERS COMP INSURANCE	9,275	12,992	9,521	14,688	13,091	9,772	-24.8%
502-4012100-2800	DEFERRED COMP MATCH	2,600	2,600	3,168	4,160	3,120	3,120	20.0%
Total Exp.	WASTEWATER STAFF	1,338,569	1,337,252	1,339,467	1,441,113	1,317,464	1,309,946	-2.0%
502-4012200	PLANT							
502-4012200-2810	UNIFORMS	7,150	9,500	4,946	5,700	5,700	5,700	-40.0%
502-4012200-3320	SLUDGE REMOVAL	103,406	90,000	70,272	106,000	15,000	15,000	-83.3%
502-4012200-3330	WASTE DISPOSAL	1,739	1,750	1,750	1,500	1,500	1,500	-14.3%
502-4012200-5110	ELECTRICITY	99,120	88,600	100,170	120,000	120,000	120,000	35.4%
502-4012200-5230	COMMUNICATIONS	5,302	8,000	3,924	8,000	8,000	8,000	0.0%
502-4012200-5814	SAFETY	6,366	8,000	5,242	5,000	5,000	5,000	-37.5%
502-4012200-5815	DRUG TESTING	728	715	715	715	715	715	0.0%
502-4012200-5831	PERMITS	6,850	7,500	9,549	10,000	10,000	10,000	33.3%
502-4012200-5834	PLANT REPAIRS	10,871	33,250	11,096	30,000	30,000	30,000	-9.8%
502-4012200-5835	SEWER LINE REPAIRS	13,267	14,250	13,657	14,250	14,250	14,250	0.0%
502-4012200-5840	LAB CERTIFICATION	1,580	3,000	3,000	3,200	3,200	3,200	6.7%
502-4012200-5842	CHEMICALS	15,248	35,500	35,500	49,000	49,000	49,000	38.0%
502-4012200-5844	EQUIPMENT MAINTENANCE	10,956	12,000	6,488	12,000	12,000	12,000	0.0%
502-4012200-5846	SAMPLE ANALYSIS	2,754	4,200	3,718	20,500	20,500	20,500	388.1%
502-4012200-5854	NEW LAB EQUIPMENT	2,292	5,000	3,000	5,000	5,000	5,000	0.0%
502-4012200-6001	PLANT SUPPLIES	4,227	7,500	1,711	7,500	7,500	7,500	0.0%
502-4012200-6002	LAB SUPPLIES	19,528	20,000	19,681	22,250	22,250	22,250	11.3%

FY 2010 - 2011 Operating Budget Expenditures									
		FY 2009	FY 2010			FY 2011 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget	
502-4012200-6004	NEW PLANT EQUIPMENT	3,017	15,000	1,646	15,000	15,000	15,000	0.0%	
Total Exp.	PLANT	314,401	363,765	296,065	435,615	344,615	344,615	-5.3%	
502-4012300	PLANT- OTHER								
502-4012300-3140	PROFESSIONAL SERVICES	24,751	35,000	35,000	35,000	35,000	35,000	0.0%	
502-4012300-3600	RECRUITING/ADVERTISE	998	3,000	3,000	3,000	3,000	3,000	0.0%	
502-4012300-5210	POSTAGE/MAILINGS	5,498	7,800	6,516	7,900	7,900	7,900	1.3%	
502-4012300-5540	TRAINING	3,762	3,800	1,700	3,800	3,800	3,800	0.0%	
502-4012300-5809	BILLING SOFTWARE	0	0	0	0	6,000	6,000		
502-4012300-5810	DUES & SUBSCRIPTIONS	160	500	500	500	500	500	0.0%	
502-4012300-5811	SEWER DEPT. EMERGENCY	1,031	3,000	3,000	3,000	3,000	3,000	0.0%	
502-4012300-5826	MOWING	5,475	13,500	13,500	13,500	13,500	13,500	0.0%	
502-4012300-5848	OTHER EXPENSE	0	5,700	5,800	5,700	5,700	5,700	0.0%	
502-4012300-5851	ENVIR COMPLIANCE	1,500	3,200	3,000	3,200	3,200	3,200	0.0%	
502-4012300-6001	ADMINISTRATIVE SUPPLIES	0	2,700	3,000	2,700	2,700	2,700	0.0%	
502-4012300-6008	VEHICLE MAINT	3,216	8,000	5,800	6,000	6,000	6,000	-25.0%	
502-4012300-6013	PUBLIC EDUCATION	63	1,000	1,000	1,000	1,000	1,000	0.0%	
Total Exp.	PLANT- OTHER	46,453	87,200	81,816	85,300	91,300	91,300	4.7%	
502-4012400	PUMP STATIONS								
502-4012400-3310	CONTRACTS/MAINTENANCE	164	9,000	9,000	10,000	10,000	10,000	11.1%	
502-4012400-5110	ELECTRICITY	13,153	9,600	6,446	7,800	7,800	7,800	-18.8%	
502-4012400-5230	TELEPHONE	1,155	950	852	950	950	950	0.0%	
502-4012400-5834	REPAIRS	909	19,000	19,000	19,000	19,000	19,000	0.0%	
502-4012400-6004	EQUIPMENT - PUMP STATION	0	7,500	7,500	7,500	7,500	7,500	0.0%	
502-4012400-6008	GENERATOR FUEL	244	3,500	1,219	3,500	3,500	3,500	0.0%	
Total Exp.	PUMP STATIONS	15,626	49,550	44,017	48,750	48,750	48,750	-1.6%	
502-4012500	METER READING								
502-4012500-3310	CONTRACTS	0	1,000	1,000	1,000	1,000	1,000	0.0%	
502-4012500-5837	METER REPAIRS/TEST	238	3,000	3,000	3,200	3,200	3,200	6.7%	
502-4012500-5838	TOUCH READ HDW	375	5,500	5,500	5,500	5,500	5,500	0.0%	
502-4012500-5839	NEW WATER METERS	6,098	18,000	18,000	20,000	20,000	20,000	11.1%	

FY 2010 - 2011 Operating Budget Expenditures									
		FY 2009	FY 2010		FY 2011 Budget				
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 10 Budget	
502-4012500-6004	METER TOOLS & EQUIPMENT	47	1,000	1,000	1,000	1,000	1,000	0.0%	
Total Exp.	METER READING	6,758	28,500	28,500	30,700	30,700	30,700	7.7%	
502-4092000	ADJUST & TRANSFERS								
502-4092000-0100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0		
502-4092000-0200	RATE STABILIZATION FUND	0	5,334	0	0	0	0	-100.0%	
502-4092000-0300	TRANSFER TO CAPITAL FUND	15,538,795	152,500	152,500	112,500	150,000	150,000	-1.6%	
502-4092000-0500	BAD DEBT EXPENSE SEWER	1,959	0	0	0	0	0		
502-4921000-0100	RESERVES	0	361,077	0	0	0	0	-100.0%	
Total Exp.	ADJUST & TRANSFERS	15,540,754	518,911	152,500	112,500	150,000	150,000	-71.1%	
502-4095100	DEBT RETIREMENT								
502-4095100-0200	DEBT RETIRE- RDEV-BSWF (99)	0	0	0	0	0	0		
502-4095100-0400	DEBT RETIRE-BK AMERICA (05)	0	119,676	119,675	119,646	119,646	119,646	0.0%	
502-4095100-0600	DEBT RETIRE-SUNTRUST (08)	0	624,796	624,796	624,827	624,827	624,827	0.0%	
502-4095100-0700	DEBT RETIRE-VRA (08)	0	0	0	1,971,969	2,000,804	2,000,804		
502-4095100-1000	DEPRECIATION EXP	232,599	0	0	0	0	0		
502-4095100-9200	INTEREST EXPENSE	351,630	0	0	0	0	0		
Total Exp.	DEBT RETIREMENT	584,228	744,472	744,471	2,716,442	2,745,277	2,745,277	268.8%	
	TOTAL WASTEWATER FUND OPERATING EXPENSE	17,846,789	3,129,650	2,686,836	4,870,420	4,728,106	4,720,588	50.8%	
	GRAND TOTAL OPERATING EXPENSE	30,234,383	14,928,091	13,859,888	17,515,849	16,275,058	16,091,902	7.8%	

Capital Improvement Program (CIP)

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

- CIP Detail Sheets Page Number Index
- Capital Improvement Program Summary
- Summary by Finance Source
- Projects by Finance Source
- Loudoun County Fields Farm School Settlement Reconciliation
- Potential Future Capital Projects
- Vehicle Purchase/Replacement Schedule
- Equipment Purchase/Replacement Schedule
- General Fund Projects
- Water Fund Projects
- Wastewater Fund Projects

CIP Detail Sheets Page Number Index

General Fund	Water Fund	Wastewater Fund
Public Safety Capital	Jeffries Well Develop.	Vulnerability Assessment
150	204	238
GIS	Short & Intermediate Water Investments	BSWF ENR and Expansion / Improvements
152	206	240
Admin Vehicles	Long Term Water Resource Implementation	I & I Improvements & CMOM Compliance
154	208	242
New Equipment for Maintenance	Water Distribution Sys. Evaluation & Implementation	West End Pump Station Improvements
156	210	244
Town-wide Traffic Study	"A" Street Water Line Loop	Water & Sewer Master Plan
158	212	246
Downtown Streetscapes Enhancements	Vulnerability Assessment	Generation of GIS Layer for Sewer Easements
160	214	248
Laser Microfiche	New Elevated Water Tank	Transition to SCADA System
162	216	250
Maintenance Facility	Switch to Hypochlorite	Nursery/690 Sewer Line
164	218	252
Stormwater Mgt Study	Generation of GIS Layers for Water Easements	New Equipment for Maint. of Sewer Collection System
166	220	254
Main & Maple Intersect Improvements	Water & Sewer Master Plan	BSWF Odor Control
168	222	256
East Main St. Sidewalk Improvements	Transition to SCADA System	
170	224	
S. Nursery Ave. Sidewalk Improv.	Water Treatment Plant Improvements	
172	226	
N. 21st St. Sidewalk Improvement	New & Replacement Equipment	
174	228	
S. 32nd St. Sidewalk Improvement	Intake Structure for Hirst Reservoir	
176	230	
Southern Collector Road	Tank Painting	
178	232	
Nursery Ave Storm Sewer	Water Line Replacement on 690	
180	234	
D Street Drainage & Sidewalk		
182		
West Main Sidewalk 28th to 33rd		
184		
Fireman's Field Upgrade		
186		
Fireman's Field Rink Renovation		
188		
Maple to W&OD Trail		
190		
Bus Shelters		
192		
New Town Hall Purchase		
194		
New Town Hall Renovation		
196		
Hirst & 33rd Street Improvements		
198		
Town Boundary Survey		
200		

Capital Improvement Program Summary
FY 2011 - 2015

FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
Grants- Various	5,685,503	3,970,551	1,531,751	(316,799)	1,214,952	500,000					500,000
Grants - VDOT	4,084,012	184,469	1,469,379	903,664	2,373,043	1,526,500					1,526,500
Grants - CDBG	144,959	6,459	108,291		108,291	30,209					30,209
Bonds - New Loan	21,912,334		2,422,474	1,297,998	3,720,472	3,836,739	100,000	8,431,594	4,994,500	829,028	18,191,861
Lo. Co. Settlement ¹	5,229,619		1,020,277	918,047	1,938,324	2,676,730	614,565				3,291,295
Bonds-VRA	24,944,377	19,555,509	7,214,237	(1,825,369)	5,388,868						
Bonds - B of A	1,560,878	1,560,878									
Bonds - Sun Trust	11,522,766	4,364,496	3,670,276	2,857,995	6,528,271	630,000					630,000
Bonds - USDA RDA	5,923,840	1,662,837	1,473,000	1,910,285	3,383,285	877,718					877,718
Bonds - BB&T	2,783,618	42,871	2,500,000	240,746	2,740,746						
Cash	3,131,512	246,212	252,500	291,000	543,500	210,000	97,000	1,093,800	691,000	250,000	2,341,800
Other	206,880	178,147		28,733	28,733						
TOTAL	87,130,298	31,772,429	21,662,185	6,306,300	27,968,485	10,287,896	811,565	9,525,394	5,685,500	1,079,028	27,389,383

EXPENDITURE SUMMARY - ALL FUNDS

<u>Uses</u>	Total Project Cost	Expenses through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
General Fund	28,865,679	3,764,803	7,364,547	6,127,960	13,492,507	9,476,896	811,565	487,900	267,000	565,007	11,608,368
Water Fund	22,606,496	2,516,007	4,869,150	1,384,324	6,253,474	661,000		7,957,494	4,704,500	514,021	13,837,015
Wastewater Fund	35,658,123	25,491,619	9,428,488	(1,205,984)	8,222,504	150,000		1,080,000	714,000		1,944,000
TOTAL	87,130,298	31,772,429	21,662,185	6,306,300	27,968,485	10,287,896	811,565	9,525,394	5,685,500	1,079,028	27,389,383

¹Total Loudoun County Settlement is \$5,780,000. The \$5,229,619 only shows current CIP projects. Not shown are the \$385,381 for FY 09 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Capital Improvement Program Summary
FY 2011 - 2015

GENERAL FUND PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
Grants-Fed Approp	500,000					500,000					500,000
Grants - VDOT	4,084,012	184,469	1,469,379	903,664	2,373,043	1,526,500					1,526,500
Grants - CDBG	144,959	6,459	108,291		108,291	30,209					30,209
Bonds - New loan	5,921,118			1,520,472	1,520,472	3,836,739	100,000	107,900		356,007	4,400,646
Lo. Co. Settlement ¹	5,229,619		1,020,277	918,047	1,938,324	2,676,730	614,565				3,291,295
Bonds - B of A	419,791	419,791									
Bonds - Sun Trust	2,085,526	1,085,913	793,600	206,013	999,613						
Bonds - USDA RDA	5,923,840	1,662,837	1,473,000	1,910,285	3,383,285	877,718					877,718
Bonds - BB&T	2,783,618	42,871	2,500,000	240,746	2,740,746						
Cash	1,610,168	228,168		400,000	400,000	29,000	97,000	380,000	267,000	209,000	982,000
Other	163,028	134,295		28,733	28,733						
TOTAL	28,865,679	3,764,803	7,364,547	6,127,960	13,492,507	9,476,896	811,565	487,900	267,000	565,007	11,608,368

GENERAL FUND PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
General Fund	28,865,679	3,764,803	7,364,547	6,127,960	13,492,507	9,476,896	811,565	487,900	267,000	565,007	11,608,368

¹Total Loudoun County Settlement is \$5,780,000. The \$5,229,619 only shows current CIP projects. Not shown are the \$385,381 for FY 09 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Capital Improvement Program Summary
FY 2011 - 2015

WATER FUND PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2,012	2,013	2,014	2,015	Total 5-Yr-CIP
Bonds - Sun Trust	6,726,076	2,073,602	2,346,676	1,675,798	4,022,474	630,000					630,000
Bonds - New loan	15,041,215		2,422,474	(222,474)	2,200,000			7,723,694	4,644,500	473,021	12,841,215
Bonds - B of A	398,553	398,553									
Cash	396,800		100,000	(69,000)	31,000	31,000		233,800	60,000	41,000	365,800
Other	43,851	43,851									
TOTAL	22,606,496	2,516,007	4,869,150	1,384,324	6,253,474	661,000		7,957,494	4,704,500	514,021	13,837,015

WATER FUND PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2,012	2,013	2,014	2,015	Total for 5-Yr-CIP
Water Fund	22,606,496	2,516,007	4,869,150	1,384,324	6,253,474	661,000		7,957,494	4,704,500	514,021	13,837,015

Capital Improvement Program Summary
FY 2011 - 2015

WASTEWATER FUND PLANNED FINANCING

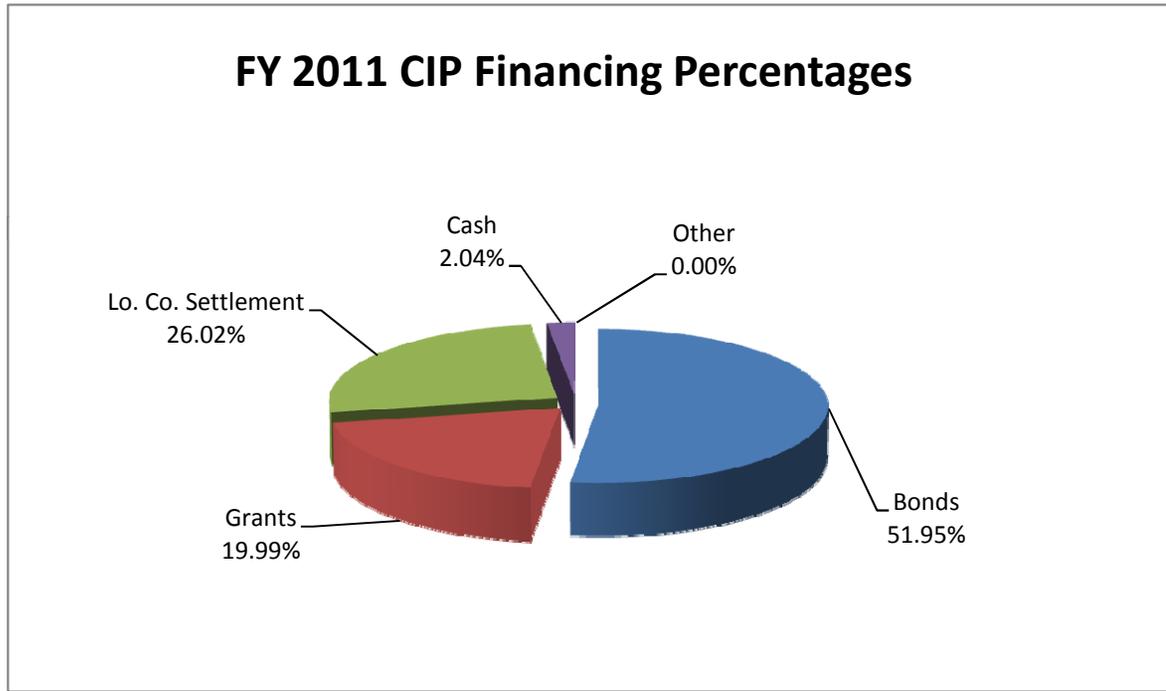
<u>Sources</u>	Total Funding Required	Funded through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2,012	2,013	2,014	2,015	Total 5-Yr-CIP
Grants	5,185,503	3,970,551	1,531,751	(316,799)	1,214,952						
Bonds-VRA	24,944,377	19,555,509	7,214,237	(1,825,369)	5,388,868						
Bonds - Sun Trust	2,711,164	1,204,980	530,000	976,184	1,506,184						
Bonds - New loan	950,000							600,000	350,000		950,000
Bonds - B of A	742,534	742,534									
Cash	1,124,544	18,044	152,500	(40,000)	112,500	150,000		480,000	364,000		994,000
Other											
TOTAL	35,658,123	25,491,619	9,428,488	(1,205,984)	8,222,504	150,000		1,080,000	714,000		1,944,000

WASTEWATER FUND PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 06/30/09	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2,012	2,013	2,014	2,015	Total for 5-Yr-CIP
Wastewater Fund	35,658,123	25,491,619	9,428,488	(1,205,984)	8,222,504	150,000		1,080,000	714,000		1,944,000

Capital Improvement Financing Percentage Summary FY 2011 - 2015

<u>Sources</u>	Total Funding Required	Funded through 06/30/10	2011	2012	2013	2014	2015	Total 5-Yr-CIP
Bonds	78.79%	81.93%	51.95%	12.32%	88.52%	87.85%	76.83%	71.92%
Grants	11.38%	13.15%	19.99%	0.00%	0.00%	0.00%	0.00%	7.51%
Lo. Co. Settlement	6.00%	3.24%	26.02%	75.73%	0.00%	0.00%	0.00%	12.02%
Cash	3.59%	1.32%	2.04%	11.95%	11.48%	12.15%	23.17%	8.55%
Other	0.24%	0.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%



Summary by Finance Source

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
GENERAL FUND											
Grants - VDOT											
Downtown Streetscape	119-4094100-0601	1,495,500	78,835	322,400	67,765	390,165	1,026,500				1,026,500
Main & Maple Int Imp	119-4094201	1,081,800			581,800	581,800	500,000				500,000
Main St, Sidewalk Imp	119-4094202	260,722	17,974	213,222	29,526	242,748					
N. 21st Sidewalk	119-4094206	298,396		13,117	110,000	175,279					
S. 32nd Sidewalk	119-4094207	13,594	13,594	107,757	(107,757)						
W. Main St. Sidewalk	119-4094262	474,000	60,949	331,000	82,051	413,051					
Maple to W&OD Trail	119-4094267	460,000		385,000	75,000	460,000					
Total Grants - VDOT		4,084,012	184,469	1,469,379	903,664	2,373,043	1,526,500				1,526,500
Grants - CDBG											
D St Drainage-Sidewalk	119-4094259	138,500		108,291		108,291	30,209				30,209
Bus Shelters	119-4094268	6,459	6,459								
Total Grants - CDBG		144,959	6,459	108,291		108,291	30,209				30,209
Grants-Federal Appropriation											
Main & Maple Int Imp	119-4094201	500,000				500,000					500,000
Total Grants - Fed Approp		500,000				500,000					500,000
TOTAL ALL GRANTS		4,728,971	190,928	1,577,670	903,664	2,481,334	2,056,709				2,056,709
Bonds - Sun Trust											
Public Safety Capital	119-4094100-0100	36,518	36,518								
GIS	119-4094100-0110	83,250	10,693		72,557	72,557					
Traffic Study	119-4094100-0130	328,280	328,280								
Downtown Streetscape	119-4094100-0601	36,433	36,433	187,600	(187,600)						
Laser Microfiche	119-4094100-0604	67,675	51,123		16,552	16,552					
Maint Facility	119-4094101	130,000			130,000	130,000					
Stormwater Mgt Study	119-4094103	193,632	191,403		2,229	2,229					
Main & Maple Int Imp	119-4094201	92,681	48,660		44,021	44,021					
Main St, Sidewalk Imp	119-4094202	65,415	65,415								
S. Nursery Sidewalk	119-4094205	5,883	5,883								
N. 21st Sidewalk	119-4094206	43,485	43,485	150,000	(150,000)						
S. 32nd Sidewalk	119-4094207	48,030	48,030	7,000	(7,000)						
Southern Collector Rd	119-4094253	2,636	2,636								
Nursery Ave Storm Sewer	119-4094258	134,000	8,966	110,000	15,034	125,034					
D St Drainage-Sidewalk	119-4094259	29,048	29,048								
W. Main St. Sidewalk	119-4094262	52,189	15,565	24,000	12,624	36,624					
Fireman's Field Upgrade	119-4094263			50,000	(50,000)						
FiremanFld Rink Renov	119-4094264	349,528	49,528	250,000	50,000	300,000					
Maple to W&OD Trail	119-4094267	120,000	90,709	15,000	14,291	29,291					
Bus Shelters	119-4094268	6,500	6,500								
New Town Hall Renovation	119-4094270	260,343	17,039		243,304	243,304					
Total Bonds - Sun Trust		2,085,526	1,085,913	793,600	206,013	999,613					
Bonds - USDA RDA											
New Equip - PW	119-4094100-0120	1,332,840	201,597	157,000	96,525	253,525	877,718				877,718
Maint Facility	119-4094101	4,591,000	1,461,240	1,316,000	1,813,760	3,129,760					
Total Bonds - USDA RDA		5,923,840	1,662,837	1,473,000	1,910,285	3,383,285	877,718				877,718
Bonds - BB&T 2009											
New Town Hall Purchase	119-4094269	2,410,769		2,500,000	(89,231)	2,410,769					
New Town Hall Renovation	119-4094270	372,849	42,871		329,977	329,977					
Total Bonds - BB&T		2,783,618	42,871	2,500,000	240,746	2,740,746					

Summary by Finance Source

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP	
Bonds - New loan												
W. Main St. Sidewalk	119-4094262	356,007								356,007	356,007	
Fireman's Field Upgrade	119-4094263	1,000,000		300,000	300,000	600,000	100,000				700,000	
FiremanFld Rink Renov	119-4094264	1,220,472		1,220,472	1,220,472						1,220,472	
New Town Hall Renovation	119-4094270	3,236,739				3,236,739					3,236,739	
Town Boundary Survey	119-4094273	107,900						107,900			107,900	
Total Bonds - New loan		5,921,118		1,520,472	1,520,472	3,836,739	100,000	107,900		356,007	4,400,646	
Bonds - B of A												
New Equip - PW	119-4094100-0120	56,671	56,671									
Traffic Study	119-4094100-0130	12,936	12,936									
Maint Facility	119-4094101	147,084	147,084									
Stormwater Mgt Study	119-4094103	87,140	87,140									
Main & Maple Int Imp	119-4094201	114,479	114,479									
Southern Collector Rd	119-4094253	1,481	1,481									
Total Bonds - B of A		419,791	419,791									
Cash												
Public Safety Capital	119-4094100-0100	498,288	60,288			25,000	77,000	210,000	42,000	84,000	438,000	
GIS	119-4094100-0110											
Admin Vehicles	119-4094100-0115	45,000					15,000	30,000			45,000	
New Equip - PW	119-4094100-0120	135,559	135,559									
Traffic Study	119-4094100-0130	76,094	1,094						75,000		75,000	
Downtown Streetscape	119-4094100-0601	7,873	7,873									
Laser Microfiche	119-4094100-0604	34,000				4,000	5,000	10,000	15,000		34,000	
Stormwater Mgt Study	119-4094103	375,000						125,000	125,000	125,000	375,000	
Main St, Sidewalk Imp	119-4094202	22,748	22,748									
Southern Collector Rd	119-4094253	606	606									
FiremanFld Rink Renov	119-4094264	400,000		400,000	400,000							
Bus Shelters	119-4094268	15,000						5,000	10,000		15,000	
Total Cash		1,610,168	228,168	400,000	400,000	29,000	97,000	380,000	267,000	209,000	982,000	
Other												
Public Safety Capital	119-4094100-0100	62,493	62,493									
Traffic Study	119-4094100-0130	1,301	1,301									
Main & Maple Int Imp	119-4094201	59,967	59,967									
Main St, Sidewalk Imp	119-4094202	28,733			28,733	28,733						
S. Nursery Sidewalk	119-4094205	4,595	4,595									
N. 21st Sidewalk	119-4094206	3,026	3,026									
S. 32nd Sidewalk	119-4094207	2,060	2,060									
Southern Collector Rd	119-4094253	853	853									
Total Other		163,028	134,295		28,733	28,733						
Lo. Co. Settlement¹												
Downtown Streetscape	119-4094100-0601	473,964			194,095	194,095	279,869				279,869	
Main St, Sidewalk Imp	119-4094202	578,268		298,568		298,568	279,700				279,700	
N. 21st Sidewalk	119-4094206	410,000			410,000	410,000						
S. 32nd Sidewalk	119-4094207	300,000			300,000	300,000						
Southern Collector Rd	119-4094253	1,852,260		580,000	580,000	580,000	1,272,260				1,272,260	
D St Drainage-Sidewalk	119-4094259	182,452		141,709	13,952	155,661	26,791				26,791	
Maple to W&OD Trail	119-4094267	332,500					332,500				332,500	
Hirst & 33rd St. Improve	119-4094272	1,100,175					485,610	614,565			1,100,175	
Total Lo. Co. Settlement		5,229,619		1,020,277	918,047	1,938,324	2,676,730	614,565			3,291,295	
TOTAL GF												
		28,865,679	3,764,803	7,364,547	6,127,960	13,492,507	9,476,896	811,565	487,900	267,000	565,007	11,608,368

¹Total Loudoun County Settlement is \$5,780,000. The \$5,229,619 only shows current CIP projects. Not shown are the \$385,381 for FY 09 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Summary by Finance Source

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
WATER FUND											
Grants	NONE										
Bonds - Sun Trust											
Jeffries Well Develop.	599-4094504	397,208	43,314	410,000	(56,106)	353,894					
S/int. Term Water Invest	599-4094506	2,086,396	616,832	1,027,526	442,038	1,469,564					
LT Water Res Implement	599-4094508	1,370,933	808,563		562,370	562,370					
Water Dist Sys. Eval/Impl	599-4094511	854,380	244,380	610,000		610,000					
"A" St Water Line Loop	599-4094513	75,483	2,483	175,000	(102,000)	73,000					
Vulnerability Assessment	599-4094514	139,778	139,778								
New Elevated Water Tank	599-4094515	76,401	76,401								
Switch to Hypochlorite	599-4094516	242,000	19,297		222,703	222,703					
Generation of GIS Layers	599-4094517	37,337	37,337								
Water/Sewer Master Plan	599-4094518	31,191	31,191								
Transition to SCADA	599-4094519	8,640	8,640								
Water Plant Improvements	599-4094521	730,000	626		99,374	99,374	630,000				630,000
New & Replacement Equip	599-4094522	36,481	36,481								
Intake Str - Hirst Reservoir	599-4094523	60,000			60,000	60,000					
Water Line Replace - 690	599-4094525	579,848	8,279	124,150	447,419	571,569					
Total Bonds - Sun Trust		6,726,076	2,073,602	2,346,676	1,675,798	4,022,474	630,000				630,000
Bonds - New Loan RQD											
S/int. Term Water Invest	599-4094506	6,045,982		1,772,474	427,526	2,200,000		2,911,482	934,500		3,845,982
LT Water Res Implement	599-4094508	3,460,000		650,000	(650,000)			750,000	2,710,000		3,460,000
Water Dist Sys. Eval/Impl	599-4094511	355,000								355,000	355,000
"A" St Water Line Loop	599-4094513	187,212						187,212			187,212
New Elevated Water Tank	599-4094515	2,390,000						2,390,000			2,390,000
Transition to SCADA	599-4094519	118,021								118,021	118,021
Water Plant Improvements	599-4094521	1,275,000						1,275,000			1,275,000
Intake Str - Hirst Reservoir	599-4094523	1,210,000						210,000	1,000,000		1,210,000
Total Bonds - New Loan RQD		15,041,215		2,422,474	(222,474)	2,200,000		7,723,694	4,644,500	473,021	12,841,215
Bonds - B of A											
Jeffries Well Develop.	599-4094504	24,590	24,590								
LT Water Res Implement	599-4094508	237,329	237,329								
Water Dist Sys. Eval/Impl	599-4094511	105,030	105,030								
New Elevated Water Tank	599-4094515	23,704	23,704								
Water/Sewer Master Plan	599-4094518	7,900	7,900								
Total Bonds - B of A		398,553	398,553								
Cash											
Vulnerability Assessment	599-4094514	106,000		50,000	(44,000)	6,000		50,000	50,000		100,000
Generation of GIS Layers	599-4094517	55,000		50,000	(25,000)	25,000		10,000	10,000	10,000	30,000
New & Replacement Equip	599-4094522	115,800					31,000	53,800		31,000	115,800
Tank Painting	599-4094524	120,000						120,000			120,000
Total Cash		396,800		100,000	(69,000)	31,000	31,000	233,800	60,000	41,000	365,800
Other											
S/int. Term Water Invest	599-4094506	43,851	43,851								
Total Other		43,851	43,851								
TOTAL WF		22,606,496	2,516,007	4,869,150	1,384,324	6,253,474	661,000	7,957,494	4,704,500	514,021	13,837,015

Summary by Finance Source

Sources		Total	Funded	Approved	Revision	Revised						Total	
		Funding Required	through 6/30/2009	Budget 2010	Amount (Amendment)	FY 10 Budget	2011	2012	2013	2014	2015	5-Yr-CIP	
WASTEWATER FUND													
Grants-WQIF													
	BSWF Exp / Improvements	699-4094600	5,185,503	3,970,551	1,531,751	(316,799)	1,214,952						
	Total Grants		5,185,503	3,970,551	1,531,751	(316,799)	1,214,952						
Bonds-VRA													
	BSWF Exp / Improvements	699-4094600	24,944,377	19,555,509	7,214,237	(1,825,369)	5,388,868						
	Total Bonds		24,944,377	19,555,509	7,214,237	(1,825,369)	5,388,868						
Bonds - Sun Trust													
	Vulnerability Assessment	699-4094100-0110	15,432	10,432	50,000	(45,000)	5,000						
	I & I Imp CMOM Compliance	699-4094603	1,664,223	1,012,233	350,000	301,990	651,990						
	West End Pump Sta Impr	699-4094604	77,439	30,274		47,165	47,165						
	Sewer Master Plan	699-4094605	60,000	51,865		8,135	8,135						
	Generation of GIS Layers	699-4094606	22,500	22,500									
	Transition to SCADA Sys	699-4094607	14,294	5,683		8,611	8,611						
	Nursery/690 Sewer Line	699-4094608	834,833	49,550	130,000	655,283	785,283						
	New Equip-Maint of Sewer	699-4094610	22,444	22,444									
	Bonds - Sun Trust		2,711,164	1,204,980	530,000	976,184	1,506,184						
Bonds - New Loan													
	I & I Imp CMOM Compliance	699-4094603	350,000						350,000			350,000	
	West End Pump Sta Impr	699-4094604	600,000					600,000				600,000	
	Total Bonds - New RQD		950,000					600,000	350,000			950,000	
Bonds - B of A													
	BSWF Exp / Improvements	699-4094600	286,418	286,418									
	I & I Imp CMOM Compliance	699-4094603	287,112	287,112									
	West End Pump Sta Impr	699-4094604	81	81									
	New Equip-Maint of Sewer	699-4094610	168,923	168,923									
	Total Bonds - B of A		742,534	742,534									
Cash													
	Vulnerability Assessment	699-4094100-0110	100,000					50,000	50,000			100,000	
	BSWF Exp / Improvements	699-4094600	105,544	18,044	87,500		87,500						
	I & I Imp CMOM Compliance	699-4094603	125,000					125,000				125,000	
	Generation of GIS Layers	699-4094606	75,000		50,000	(25,000)	25,000		25,000	25,000		50,000	
	New Equip-Maint of Sewer	699-4094610	629,000					25,000	390,000	214,000		629,000	
	BSWF Odor Control	699-4094611	90,000		15,000	(15,000)			15,000	75,000		90,000	
	Total Cash		1,124,544	18,044	152,500	(40,000)	112,500	150,000	480,000	364,000		994,000	
Other													
			NONE										
	TOTAL WWF		35,658,123	25,491,619	9,428,488	(1,205,984)	8,222,504	150,000		1,080,000	714,000	1,944,000	

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
GENERAL FUND												
Public Safety Capital												
119-4094100-0100	Bonds - Sun Trust	36,518	36,518									
Page 150	Cash	498,288	60,288				25,000	77,000	210,000	42,000	84,000	438,000
	Other	62,493	62,493									
		597,299	159,299				25,000	77,000	210,000	42,000	84,000	438,000
GIS												
119-4094100-0110	Bonds - Sun Trust	83,250	10,693		72,557	72,557						
Page 152		83,250	10,693		72,557	72,557						
Admin Vehicles												
119-4094100-0115	Cash	45,000						15,000	30,000			45,000
Page 154		45,000						15,000	30,000			45,000
New Equip - PW												
119-4094100-0120	Bonds - B of A	56,671	56,671									
Page 156	Bonds - USDA RDA	1,332,840	201,597	157,000	96,525	253,525	877,718					877,718
	Cash	135,559	135,559									
		1,525,071	393,828	157,000	96,525	253,525	877,718					877,718
Traffic Study												
119-4094100-0130	Bonds - B of A	12,936	12,936									
Page 158	Bonds - Sun Trust	328,280	328,280									
	Cash	76,094	1,094						75,000			75,000
	Other	1,301	1,301									
		418,611	343,611						75,000			75,000
Downtown Streetscape												
119-4094100-0601	Bonds - Sun Trust	36,433	36,433	187,600	(187,600)							
Page 160	Cash	7,873	7,873									
	Grants - VDOT	1,495,500	78,835	322,400	67,765	390,165	1,026,500					1,026,500
	Lo. Co. Settlement ¹	473,964			194,095	194,095	279,869					279,869
		2,013,770	123,141	510,000	74,260	584,260	1,306,369					1,306,369
Laser Microfiche												
119-4094100-0604	Bonds - Sun Trust	67,675	51,123		16,552	16,552						
Page 162	Cash	34,000					4,000	5,000	10,000	15,000		34,000
		101,675	51,123		16,552	16,552	4,000	5,000	10,000	15,000		34,000
Maint Facility												
119-4094101	Bonds - B of A	147,084	147,084									
Page 164	Bonds - Sun Trust	130,000			130,000	130,000						
	Bonds - USDA RDA	4,591,000	1,461,240	1,316,000	1,813,760	3,129,760						
		4,868,084	1,608,324	1,316,000	1,943,760	3,259,760						
Stormwater Mgt Study												
119-4094103	Bonds - B of A	87,140	87,140									
Page 166	Bonds - Sun Trust	193,632	191,403		2,229	2,229						
	Cash	375,000							125,000	125,000	125,000	375,000
		655,772	278,543		2,229	2,229			125,000	125,000	125,000	375,000
Main & Maple Int Imp												
119-4094201	Bonds - B of A	114,479	114,479									
Page 168	Bonds - Sun Trust	92,681	48,660		44,021	44,021						
	Grants - VDOT	1,081,800			581,800	581,800						500,000
	Grants-Federal Appropriati	500,000										500,000
	Other	59,967	59,967									
		1,848,928	223,106		625,822	625,822	1,000,000					1,000,000
Main St, Sidewalk Imp												
119-4094202	Bonds - Sun Trust	65,415	65,415									
Page 170	Cash	22,748	22,748									
	Grants - VDOT	260,722	17,974	213,222	29,526	242,748						
	Lo. Co. Settlement ¹	578,268		298,568		298,568	279,700					279,700
	Other	28,733			28,733	28,733						
		955,885	106,136	511,790	58,259	570,049	279,700					279,700

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
S. Nursery Sidewalk												
119-4094205	Bonds - Sun Trust	5,883	5,883									
Page 172	Other	4,595	4,595									
		10,478	10,478									
N. 21st Sidewalk												
119-4094206	Bonds - Sun Trust	43,485	43,485	150,000	(150,000)							
Page 174	Grants - VDOT	298,396	13,117	110,000	175,279	285,279						
	Lo. Co. Settlement ¹	410,000			410,000	410,000						
	Other	3,026	3,026									
		754,907	59,628	260,000	435,279	695,279						
S. 32nd Sidewalk												
119-4094207	Bonds - Sun Trust	48,030	48,030	7,000	(7,000)							
Page 176	Grants - VDOT	13,594	13,594	107,757	(107,757)							
	Lo. Co. Settlement ¹	300,000			300,000	300,000						
	Other	2,060	2,060									
		363,684	63,684	114,757	185,243	300,000						
Southern Collector Rd												
119-4094253	Bonds - B of A	1,481	1,481									
Page 178	Bonds - Sun Trust	2,636	2,636									
	Cash	606	606									
	Lo. Co. Settlement ¹	1,852,260		580,000		580,000	1,272,260					1,272,260
	Other	853	853									
		1,857,836	5,576	580,000		580,000	1,272,260					1,272,260
Nursery Ave Storm Sewer												
119-4094258	Bonds - Sun Trust	134,000	8,966	110,000	15,034	125,034						
Page 180		134,000	8,966	110,000	15,034	125,034						
D St Drainage-Sidewalk												
119-4094259	Bonds - Sun Trust	29,048	29,048									
Page 182	Grants - CDBG	138,500		108,291		108,291	30,209					30,209
	Lo. Co. Settlement ¹	182,452		141,709	13,952	155,661	26,791					26,791
		350,000	29,048	250,000	13,952	263,952	57,000					57,000
W. Main St. Sidewalk												
119-4094262	Bonds - New loan	356,007									356,007	356,007
Page 184	Bonds - Sun Trust	52,189	15,565	24,000	12,624	36,624						
	Grants - VDOT	474,000	60,949	331,000	82,051	413,051						
		882,196	76,514	355,000	94,675	449,675					356,007	356,007
Fireman's Field Upgrade												
119-4094263	Bonds - New loan	1,000,000			300,000	300,000	600,000	100,000				700,000
Page 186	Bonds - Sun Trust			50,000	(50,000)							
		1,000,000		50,000	250,000	300,000	600,000	100,000				700,000
FiremanFld Rink Renov												
119-4094264	Bonds - New loan	1,220,472			1,220,472	1,220,472						
Page 188	Bonds - Sun Trust	349,528	49,528	250,000	50,000	300,000						
	Cash	400,000			400,000	400,000						
		1,970,000	49,528	250,000	1,670,472	1,920,472						
Maple to W&OD Trail												
119-4094267	Bonds - Sun Trust	120,000	90,709	15,000	14,291	29,291						
Page 190	Grants - VDOT	460,000		385,000	75,000	460,000						
	Lo. Co. Settlement ¹	332,500					332,500					332,500
		912,500	90,709	400,000	89,291	489,291	332,500					332,500
Bus Shelters												
119-4094268	Bonds - Sun Trust	6,500	6,500									
Page 192	Cash	15,000						5,000	10,000			15,000
	Grants - CDBG	6,459	6,459									
		27,959	12,959					5,000	10,000			15,000

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
New Town Hall Purchase												
119-4094269	Bonds - BB&T 2009	2,410,769		2,500,000	(89,231)	2,410,769						
Page 194		2,410,769		2,500,000	(89,231)	2,410,769						
New Town Hall Renovation												
119-4094270	Bonds - BB&T 2009	372,849	42,871		329,977	329,977						
Page 196	Bonds - New loan	3,236,739					3,236,739					3,236,739
	Bonds - Sun Trust	260,343	17,039		243,304	243,304						
		3,869,931	59,910		573,281	573,281	3,236,739					3,236,739
Hirst & 33rd St. Improve												
119-4094272	Lo. Co. Settlement ¹	1,100,175					485,610	614,565				1,100,175
Page 198		1,100,175					485,610	614,565				1,100,175
Town Boundary Survey												
119-4094273	Bonds - New loan	107,900						107,900				107,900
Page 200		107,900						107,900				107,900
TOTAL GF		28,865,679	3,764,803	7,364,547	6,127,960	13,492,507	9,476,896	811,565	487,900	267,000	565,007	11,608,368

¹Total Loudoun County Settlement is \$5,780,000. The \$5,229,619 only shows current CIP projects. Not shown are the \$385,381 for FY 09 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY 10 Budget	2011	2012	2013	2014	2015	Total 5-Yr-CIP
WATER FUND												
Jeffries Well Develop.												
599-4094504	Bonds - B of A	24,590	24,590									
Page 204	Bonds - Sun Trust	397,208	43,314	410,000	(56,106)	353,894						
		421,798	67,904	410,000	(56,106)	353,894						
S/Int. Term Water Invest												
599-4094506	Bonds - New Loan RQD	6,045,982		1,772,474	427,526	2,200,000		2,911,482	934,500			3,845,982
Page 206	Bonds - Sun Trust	2,086,396	616,832	1,027,526	442,038	1,469,564						
	Other	43,851	43,851									
		8,176,229	660,683	2,800,000	869,564	3,669,564		2,911,482	934,500			3,845,982
LT Water Res Implement												
599-4094508	Bonds - B of A	237,329	237,329									
Page 208	Bonds - New Loan RQD	3,460,000		650,000	(650,000)			750,000	2,710,000			3,460,000
	Bonds - Sun Trust	1,370,933	808,563		562,370	562,370						
		5,068,262	1,045,892	650,000	(87,630)	562,370		750,000	2,710,000			3,460,000
Water Dist Sys. Eval/Impl												
599-4094511	Bonds - B of A	105,030	105,030									
Page 210	Bonds - New Loan RQD	355,000									355,000	355,000
	Bonds - Sun Trust	854,380	244,380	610,000		610,000						
		1,314,410	349,410	610,000		610,000					355,000	355,000
"A" St Water Line Loop												
599-4094513	Bonds - New Loan RQD	187,212						187,212				187,212
Page 212	Bonds - Sun Trust	75,483	2,483	175,000	(102,000)	73,000						
		262,695	2,483	175,000	(102,000)	73,000		187,212				187,212
Vulnerability Assessment												
599-4094514	Bonds - Sun Trust	139,778	139,778									
Page 214	Cash	106,000		50,000	(44,000)	6,000		50,000	50,000			100,000
		245,778	139,778	50,000	(44,000)	6,000		50,000	50,000			100,000
New Elevated Water Tank												
599-4094515	Bonds - B of A	23,704	23,704									
Page 216	Bonds - New Loan RQD	2,390,000						2,390,000				2,390,000
	Bonds - Sun Trust	76,401	76,401									
		2,490,105	100,105					2,390,000				2,390,000
Switch to Hypochlorite												
599-4094516	Bonds - Sun Trust	242,000	19,297		222,703	222,703						
Page 218		242,000	19,297		222,703	222,703						
Generation of GIS Layers												
599-4094517	Bonds - Sun Trust	37,337	37,337									
Page 220	Cash	55,000		50,000	(25,000)	25,000		10,000	10,000	10,000		30,000
		92,337	37,337	50,000	(25,000)	25,000		10,000	10,000	10,000		30,000
Water/Sewer Master Plan												
599-4094518	Bonds - B of A	7,900	7,900									
Page 222	Bonds - Sun Trust	31,191	31,191									
		39,091	39,091									
Transition to SCADA												
599-4094519	Bonds - New Loan RQD	118,021								118,021		118,021
Page 224	Bonds - Sun Trust	8,640	8,640									
		126,661	8,640							118,021		118,021
Water Plant Improvements												
599-4094521	Bonds - New Loan RQD	1,275,000						1,275,000				1,275,000
Page 226	Bonds - Sun Trust	730,000	626		99,374	99,374	630,000					630,000
		2,005,000	626		99,374	99,374	630,000		1,275,000			1,905,000

Projects by Finance Source

Sources		Total	Funded	Approved	Revision	Revised						Total
		Funding Required	through 6/30/2009	Budget 2010	Amount (Amendment)	FY 10 Budget	2011	2012	2013	2014	2015	5-Yr-CIP
New & Replacement Equip												
599-4094522	Bonds - Sun Trust	36,481	36,481									
Page 228	Cash	115,800					31,000		53,800		31,000	115,800
		152,281	36,481				31,000		53,800		31,000	115,800
Intake Str - Hirst Reservoir												
599-4094523	Bonds - New Loan RQD	1,210,000							210,000	1,000,000		1,210,000
Page 230	Bonds - Sun Trust	60,000			60,000	60,000						
		1,270,000			60,000	60,000			210,000	1,000,000		1,210,000
Tank Painting												
599-4094524	Cash	120,000							120,000			120,000
Page 232		120,000							120,000			120,000
Water Line Replace - 690												
599-4094525	Bonds - Sun Trust	579,848	8,279	124,150	447,419	571,569						
Page 234		579,848	8,279	124,150	447,419	571,569						
TOTAL WF		22,606,496	2,516,006	4,869,150	1,384,324	6,253,474	661,000		7,957,494	4,704,500	514,021	13,837,015

Projects by Finance Source

Sources		Total	Funded	Approved	Revision	Revised						Total
		Funding Required	through 6/30/2009	Budget 2010	Amount (Amendment)	FY 10 Budget	2011	2012	2013	2014	2015	5-Yr-CIP
WASTEWATER FUND												
Vulnerability Assessment												
699-4094100-0110	Bonds - Sun Trust	15,432	10,432	50,000	(45,000)	5,000						
Page 238	Cash	100,000						50,000	50,000			100,000
		115,432	10,432	50,000	(45,000)	5,000		50,000	50,000			100,000
BSWF Exp / Improvements												
699-4094600	Bonds - B of A	286,418	286,418									
Page 240	Bonds-VRA	24,944,377	19,555,509	7,214,237	(1,825,369)	5,388,868						
	Grants-WQIF	5,185,503	3,970,551	1,531,751	(316,799)	1,214,952						
	Cash	105,544	18,044	87,500		87,500						
		30,521,843	23,830,523	8,833,488	(2,142,168)	6,691,320						
I & I Imp CMOM Compliance												
699-4094603	Bonds - B of A	287,112	287,112									
Page 242	Bonds - New Loan	350,000							350,000			350,000
	Bonds - Sun Trust	1,664,223	1,012,233	350,000	301,990	651,990						
	Cash	125,000					125,000					125,000
		2,426,335	1,299,345	350,000	301,990	651,990	125,000		350,000			475,000
West End Pump Sta Impr												
699-4094604	Bonds - B of A	81	81									
Page 244	Bonds - New Loan	600,000							600,000			600,000
	Bonds - Sun Trust	77,439	30,274		47,165	47,165						
		677,520	30,355		47,165	47,165			600,000			600,000
Sewer Master Plan												
699-4094605	Bonds - Sun Trust	60,000	51,865		8,135	8,135						
Page 246		60,000	51,865		8,135	8,135						
Generation of GIS Layers												
699-4094606	Bonds - Sun Trust	22,500	22,500									
Page 248	Cash	75,000		50,000	(25,000)	25,000		25,000	25,000			50,000
		97,500	22,500	50,000	(25,000)	25,000		25,000	25,000			50,000
Transition to SCADA Sys												
699-4094607	Bonds - Sun Trust	14,294	5,683		8,611	8,611						
Page 250		14,294	5,683		8,611	8,611						
Nursery/690 Sewer Line												
699-4094608	Bonds - Sun Trust	834,833	49,550	130,000	655,283	785,283						
Page 252		834,833	49,550	130,000	655,283	785,283						
New Equip-Maint of Sewer												
699-4094610	Bonds - B of A	168,923	168,923									
Page 254	Bonds - Sun Trust	22,444	22,444									
	Cash	629,000					25,000		390,000	214,000		629,000
		820,367	191,367				25,000		390,000	214,000		629,000
BSWF Odor Control												
699-4094611	Cash	90,000		15,000	(15,000)			15,000	75,000			90,000
Page 256		90,000		15,000	(15,000)			15,000	75,000			90,000
TOTAL WWF		35,658,123	25,491,619	9,428,488	(1,205,984)	8,222,504	150,000		1,080,000	714,000		1,944,000

Loudoun County Fields Farm School Settlement

Funds from County

RCVD

\$ 1,780,000	✓	a) The County will pay 1.78 million to the Town within 30 days of approval of the CPAMCPA by the Town
\$ 2,000,000	✓	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 Schol site provided that Fields Farm has ben annexed into the Town in accordance with this Agreement
\$ 2,000,000		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 ben annexed into the Town in accordance with this Agreement
\$ 5,780,000		100-3189912-0000

Summary by Project

LED Street Lights		32nd Street Sidewalk (119-4094207)	
FY 09	\$ 15,000	FY 09	
FY 10		FY 10	\$ 300,000
FY 11		FY 11	
FY12		FY12	
	<u>\$ 15,000</u>		<u>\$ 300,000</u>
Traffic Signals		Southern Collector Road (119-4094253)	
FY 09	\$ 370,381	FY 09	
FY 10		FY 10	\$ 580,000
FY 11		FY 11	\$ 1,272,260
FY12		FY12	
	<u>\$ 370,381</u>		<u>\$ 1,852,260</u>
Downtown Streetscape (119-4094100)		D Street Improve (119-4094259)	
FY 09		FY 09	
FY 10	\$ 194,095	FY 10	\$ 155,661
FY 11	\$ 279,869	FY 11	\$ 26,791
FY12		FY12	
	<u>\$ 473,964</u>		<u>\$ 182,452</u>
Main St, Sidewalk Improve (119-4094202)		Maple to W&OD Trail (119-4094267)	
FY 09		FY 09	
FY 10	\$ 298,568	FY 10	
FY 11	\$ 279,700	FY 11	\$ 332,500
FY12		FY12	
	<u>\$ 578,268</u>		<u>\$ 332,500</u>
N. 21st St. Sidewalk Improve (119-4094206)		Hirst & 33rd St. Improve (119-4094272)	
FY 09		FY 09	
FY 10	\$ 410,000	FY 10	
FY 11		FY 11	\$ 485,610
FY12		FY12	\$ 614,565
	<u>\$ 410,000</u>		<u>\$ 1,100,175</u>

Summary by Fiscal Year

LED Street Lights	\$ 15,000 ¹
Traffic Signals (Hatcher & Main, 23rd & Main)	\$ 370,381 ²
FY 09	\$ 385,381
Downtown Streetscape (119-4094100)	\$ 194,095
Main Street Sidewalk Improvements (119-4094202)	\$ 298,568
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 410,000
32nd Street Sidewalk (119-4094207)	\$ 300,000
Southern Collector Road (119-4094253)	\$ 580,000
D Street Improvements (119-4094259)	\$ 155,661
FY 10	\$ 1,938,324
Downtown Streetscape (119-4094100)	\$ 279,869
Main Street Sidewalk Improvements (119-4094202)	\$ 279,700
Southern Collector Road (119-4094253)	\$ 1,272,260
D Street Improvements (119-4094259)	\$ 26,791
Maple to W&OD Trail (119-4094267)	\$ 332,500
Hirst & 33rd St. Improvement (119-4094272)	\$ 485,610
Replacement for loss of LoCo Gas Tax	\$ 165,000 ¹
FY 11	\$ 2,841,730
Hirst & 33rd St. Improvement (119-4094272)	\$ 614,565
FY12	\$ 614,565
Total Assigned Funds	\$ 5,780,000
¹ Applied to General Fund Operating Budget	\$ 180,000
² Applied to CIP project now closed	\$ 370,381
Applied to Current CIP	\$ 5,229,619
Total Assigned Funds	\$ 5,780,000

Potential Future Capital Projects

The following list of projects may be included in the Capital Improvements Program based upon funding availability and the priorities of the Town Council. Costs are estimates and subject to change.

Project Name	Project Description	Cost Estimate
Trails and Pathways	Allocation of \$120,000 to begin planning, acquisition and construction of Phase I of our Trails/Pathways Partnership. A part of Town goal to promote Purcellville as a pedestrian and bicycle friendly Town and provide quality pedestrian and bicycle facilities and experiences for residents and visitors.	\$120,000
Main & Maple Intersection Improvements	This project entails adding a right turn lane to each portion of the intersection and reducing the bottlenecks and conflict points by closing driveways near the intersection. This project will also enhance pedestrian & bicycle movement through the addition of crosswalks, a new traffic signal and pedestrian signals.	\$7,597,967
Southern Collector Road	Completion of SCR to include Maple Avenue A Street Roundabout; Improvements to A Street from 32nd Street to connection with Main Street; Addition of Roundabouts and concomitant road enhancement. A part of Town goal to provide a connected network of attractive public streets that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system.	\$4,305,000

Vehicle Purchase/Replacement Schedule

Department	Barcode	Year	Manufacturer	Model	Replacement**	Cost
Fiscal Year 2011						
Maintenance	1070	2001	GMC	Sierra	F-150	\$50,000
Maintenance	1069	1998	Ford	Explorer	Ford Escape 4x4 Hybrid	\$30,000
Maintenance	1076	2003	Ford	F-550	F-550	\$60,000
Maintenance	1059	1990	International	Dump Truck	Dump Truck	\$100,000
Public Works Admin	1822	2001	Jeep	Cherokee	Hybrid	\$30,000
Maintenance	1826	2003	GMC	Sierra	F-150	\$45,000
Public Works Admin	1828	2003	Chevrolet	Silverado	F-150	\$45,000
Maintenance	1825	2006	Ford	F-350	F-350	\$45,000
Maintenance	1823	2006	Ford	F-350	F-350	\$45,000
Maintenance	1824	2006	Ford	F-350	F-350	\$45,000
Wastewater	1054	1996	Ford	F-150	F-150	\$25,000
Water	1817	2006	Ford	Escape	Ford Escape Hybrid	\$31,000
Total FY11						\$551,000
Fiscal Year 2012						
Administration	1077	2003	Dodge	Intrepid	Previously Owned Vehicle	\$15,000
Police	1834	2002	Chevrolet	Trail Blazer (102P)	Flex Fuel or Hybrid Vehicle	\$28,000
Police*	New	2010	Chevrolet	Flex Fuel or Hybrid Vehicle	N/A	\$28,000
Total FY12						\$71,000
Fiscal Year 2013						
Administration	1074	2001	Ford	Escape	Hybrid Sedan	\$30,000
Police	1078	2002	Ford	Explorer (212)	Flex Fuel or Hybrid Cruiser	\$42,000
Police	1835	2005	Ford	Crown Vic (205)	Flex Fuel or Hybrid Cruiser	\$42,000
Police	1836	2006	Ford	Crown Vic (206)	Flex Fuel or Hybrid Cruiser	\$42,000
Police	1837	2006	Ford	Crown Vic (216)	Flex Fuel or Hybrid Cruiser	\$42,000
Police	1838	2006	Ford	Crown Vic (226)	Flex Fuel or Hybrid Cruiser	\$42,000
Water	1066	1999	Polaris	ATV	Polaris ATV	\$8,800
Water	1067	2001	Dodge	2500 Quad	Pick up Truck	\$45,000
Wastewater	1049	1999	Ford	F-150	F-150	\$25,000
Total FY13						\$318,800

Vehicle Purchase/Replacement Schedule

Department	Barcode	Year	Manufacturer	Model	Replacement**	Cost
Fiscal Year 2014						
Police	1833	2007	Ford	Crown Vic (207)	Flex Fuel or Hybrid Cruiser	\$42,000
Total FY14						\$42,000
Fiscal Year 2015						
Police	1832	2008	Ford	Crown Vic (208)	Flex Fuel or Hybrid Cruiser	\$42,000
Police	1840	2008	Ford	Explorer (218)	Flex Fuel or Hybrid Vehicle	\$42,000
Water	1048	1999	Ford	F150	Pick up Truck	\$31,000
Total FY15						\$115,000
Grand Total FY11-FY15						\$1,097,800

* All vehicles are replacements except for this vehicle for the Detective in the Police Department.
 ** The vehicle manufacturer and model are subject to change. The Town will make every effort to obtain the most energy efficient vehicles that meet the operational needs of the department consistent with budgetary constraints.

Equipment Purchase/Replacement Schedule

Fiscal Year 2011				
Department	Investment	R/A		
Police	Purchase	A	Camera equipment for Cruisers	\$ 17,000
Police	Purchase	A	Police Equipment	\$ 8,000
Maintenance	Purchase	A	New Forklift	\$ 30,000
Maintenance	Purchase	A	New Shore Boxing	\$ 8,900
Maintenance	Purchase	A	Trench Compactor	\$ 31,800
Maintenance	Purchase	R	Skid Loader w/ Attachments (Old Skid Loader)	\$ 118,836
Maintenance	Purchase	A	New Mini Extractor	\$ 79,182
Maintenance	Purchase	A	New Leave Extractor	\$ 22,000
Maintenance	Purchase	R	Back Hoe (#551 1998 JCB Backhoe)	\$ 92,000
TOTAL FY11				\$ 407,718
Fiscal Year 2012				
Department	Investment	R/A		
Police	Purchase	A	Camera equipment for Cruisers	\$ 21,000
TOTAL FY12				\$ 21,000
Fiscal Year 2013				
Department	Investment	R/A		
WWater	Purchase	A	6" Godwin Pump	\$ 65,000
WWater	Purchase	A	Vac Con Truck (#506 2002 Sterling Vac Con as backup)	\$ 300,000
TOTAL FY13				\$ 365,000
Fiscal Year 2014				
Department	Investment	R/A		
WWater	Purchase	R	Replace Old Gator	\$ 14,000
WWater	Purchase	R	E. End Gnerator (replace 20 year old one)	\$ 200,000
TOTAL FY14				\$ 214,000
Fiscal Year 2015				
Department	Investment	R/A		
TOTAL FY15				\$ -
GRAND TOTAL FY10 - FY15				\$ 1,007,718

* R = Replacement, A = Addition

GENERAL FUND
PROJECT DETAIL SHEETS

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0100**

TITLE: Public Safety Capital
DEPARTMENT: Police
PROJECT MGR: Darryl Smith

FUND: General
STATUS: In Progress
PROJECT START DATE: 2009
ESTIMATED END DATE:

PROGRAM DESCRIPTION:**New equipment & Replacement of existing equipment**

Police Equipment	FY11	\$8,000	
Vehicle Cameras (For Vehicles)	FY11	\$17,000	\$25,000
Vehicle Cameras (For Vehicles)	FY12	\$21,000	
Replacement Vehicle (#102P 2002 Trailblazer)	FY12	\$28,000	
Replacement Police Cruiser	FY12	\$28,000	\$77,000
Replacement Ford Explorer (#212 2002 Explorer)	FY13	\$42,000	
Replacement Police Cruiser (#205 2005 Crown Victoria)	FY13	\$42,000	
Replacement Police Cruiser (#216 2006 Crown Victoria)	FY13	\$42,000	
Replacement Police Cruiser (#226 2006 Crown Victoria)	FY13	\$42,000	
Replacement Police Cruiser (#206 2006 Crown Victoria)	FY13	\$42,000	\$210,000
Replacement Police Cruiser (#207 2007 Crown Victoria)	FY14	\$42,000	\$42,000
Replacement Police Cruiser (#208 2008 Crown Victoria)	FY15	\$42,000	
Replacement Ford Explorer (#218 2008 Explorer)	FY15	\$42,000	\$84,000
			<u>\$438,000</u>

OPERATING IMPACT**Police Vehicles --**

The addition of these new police vehicles to the Purcellville Police Fleet will continue to improve the overall performance of the emergency response vehicles that are available to our police force.

Vehicle Cameras --

The addition of this new in-vehicle camera system to the Purcellville Police Fleet will provide a substantial value to the department by enhancing officer safety, improving agency accountability, reducing agency liability, simplifying incident review, advancing prosecution/case resolution, and enhancing officer performance and professionalism.

FUNDING- SOURCE & TIMING**GOALS ADDRESSED**

Public Safety

PRIORITY

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0100

TITLE: Public Safety Capital

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	36,518	36,518			0						0
Bonds-New Loan	0				0						0
Cash Fund	498,288	60,288			0	25,000	77,000	210,000	42,000	84,000	438,000
	0				0						0
Other	62,493	62,493			0						0
TOTAL	597,299	159,299	0	0	0	25,000	77,000	210,000	42,000	84,000	438,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	597,299	159,299			0	25,000	77,000	210,000	42,000	84,000	438,000
TOTAL	597,299	159,299	0	0	0	25,000	77,000	210,000	42,000	84,000	438,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0110**

TITLE: GIS
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 2nd Quarter (Oct-Dec) 2007
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2010

PROGRAM DESCRIPTION:

This project would provide consultant services to develop a foundation for a GIS system so it can be more useful to staff. FY 2009 will implement ArcView software and data migration from various sources, to consolidate information. FY 2010 will improve efficiency by implementing CityWorks Software to electronically process maintenance work orders and customer complaints.

PROJECT STATUS: The initial study is complete. Staff is obtaining software and equipment needed for GIS system

OPERATING IMPACT

Provide integrated maps for sewer and water easements.
Map water facilities. Map storm drainage easements.
Map street lights, street signs and guardrails.
Will improve the efficiency, time spent researching information.
Operational expense of \$5,000 annually to maintain software licenses.

FUNDING- SOURCE & TIMING**GOALS ADDRESSED**

This project will assist with the effective, integrated utility planning and growth management for the Town.
Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management.

PRIORITY

Improve Efficiency: Reduce staff time spent by consolidating information used daily. Work in 2010 to implement electronic processing of maintenance work orders and customer complaints.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0110

TITLE: GIS

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	83,250	10,693		72,557	72,557	0					0
	0				0						0
Cash Fund	0				0	0					0
	0				0						0
Other	0				0						0
TOTAL	83,250	10,693	0	72,557	72,557	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	83,250	10,693		72,557	72,557	0					0
Construction	0				0						0
Equipment	0				0						0
TOTAL	83,250	10,693	0	72,557	72,557	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0115**

TITLE: Vehicles and Equipment Schedule
DEPARTMENT: Administration
PROJECT MGR: Patrick Childs

FUND General
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 1st Quarter (Jul-Sep)
ESTIMATED END DATE: 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION:

The Town's vehicle and equipment replacement policy includes provisions that call for adequate maintenance of Town vehicles and equipment and for their orderly rehabilitation and replacement within available revenue and budgetary limits. The schedule included in the CIP lists the inventory of needs for vehicles and equipment exceeding \$10,000. In regards to vehicles, the Town will make every effort to evaluate whether there are suitable hybrids or alternative fuel vehicles available before purchasing non-hybrids or non-alternative vehicles.

Replacement for 2003 Dodge Intrepid	FY12	\$15,000
Replacement for 2001 Ford Escape	FY13	\$30,000

OPERATING IMPACT

Regular and appropriate replacent cycles of vehicles and equipment ensure an efficient service delivery system that is not hampered by time lost to repairs, broker parts or maintaining outdated equipment and vehicles.

FUNDING- SOURCE & TIMING

This expense is proposed to be partially funded with cash with the remainder financed through issuance of bonds.

GOALS ADDRESSED

Maintenance of capital assets is one of many important criteria used by credit rating agencies to assess the fiscal health and credit rating of an organization. The Town should provide for the adequate maintenance of vehicles and equipment in accordance with the adopted vehicle replacement policy to ensure efficient and effective service delivery.

PRIORITY

Safety, maintenance and improve efficiency. When vehicles or equipment are not replaced on a consistent schedule, excessive downtime or staff labor may be used toward maintaining broken equipment and vehicles. This could disrupt services in a detrimental way that affects service delivery or causes safety or liability concerns.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0115

TITLE: Vehicles and Equipment Schedule

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	0	0			0						0
Bonds-New Loan	0				0	0					0
Cash Fund	45,000				0	0	15,000	30,000			45,000
	0				0						0
Other	0				0						0
TOTAL	45,000	0	0	0	0	0	15,000	30,000	0	0	45,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	45,000	0	0		0	0	15,000	30,000			45,000
TOTAL	45,000	0	0	0	0	0	15,000	30,000	0	0	45,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0120**

TITLE: New Equipment for Maintenance
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND: General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2008
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2013

PROGRAM DESCRIPTION:

Replacement of Pickup Truck	Replaces 2001 GMC Sierra	include power blade	2011	\$	50,000.00	
New Forklift	New equipment		2011	\$	30,000.00	
New Shore Boxing	New equipment		2011	\$	8,900.00	
Trench Compactor	New equipment		2011	\$	31,800.00	
Replacement Ford Escape Hybrid	Replaces 1998 Ford Explorer		2011	\$	30,000.00	
Replacement Skid Loader w/attachments	Replaces Old Skid Loader		2011	\$	118,836.00	
Replacement Backhoe	Replaces Old Backhoe		2011	\$	92,000.00	
New Mini Excavator	Instead of Rentals		2011	\$	79,182.00	
New Leave Extractor	To reduce damage to Vac Con		2011	\$	22,000.00	
Replacement of Dump Truck	Replaces 1990 Dump Truck		2011	\$	100,000.00	
Replacement Jeep Cherokee	Replaces 2001 Jeep Cherokee		2011	\$	30,000.00	
Replacement of Pickup Truck	Replaces 2003 F-550		2011	\$	60,000.00	
Replacement of Pickup Truck	Replaces Chevy Silverado (Inspector)		2011	\$	45,000.00	
Replacement of Pickup Truck	Replaces 2003 GMC Sierra		2011	\$	45,000.00	
Replacement of Pickup Truck	Replaces Ford 350		2011	\$	45,000.00	
Replacement of Pickup Truck	Replaces Ford 350		2011	\$	45,000.00	
Replacement of Pickup Truck	Replaces Ford 350		2011	\$	45,000.00	\$ 877,718.00

OPERATING IMPACT

Equipment will increase safety levels, allow for improved responses, and/or make operations more efficient.

FUNDING- SOURCE & TIMING

USDA Rural Development Loan
 Remaining fund requirements beyond USDA Rural Development need to be identified- either cash or bonds.

GOALS ADDRESSED

This project will help improve the safety of all of Purcellville's citizens.

PRIORITY

Maintenance: Replace aging equipment and vehicles to maintain a reliable fleet
 Improve Efficiency: Addition of Special Events Trailer.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0120

TITLE: New Equipment for Maintenance

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds - USDA RD	1,332,840	201,597	157,000	96,525	253,525	877,718					877,718
Bonds-New Loan	0				0						0
Bonds - B of A	56,671	56,671									
Cash Fund	135,559	135,559			0	0	0	0	0	0	0
	0				0						0
Other	0				0						0
TOTAL	1,525,071	393,828	157,000	96,525	253,525	877,718	0	0	0	0	877,718

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	1,525,071	393,828	157,000	96,525	253,525	877,718	0	0	0	0	877,718
TOTAL	1,525,071	393,828	157,000	96,525	253,525	877,718	0	0	0	0	877,718

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0130**

TITLE: Town-wide Traffic Study
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND: General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2007
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2012

PROGRAM DESCRIPTION:

The development of a Town-wide traffic management study to include traffic calming is intended to determine what road segments need to be constructed. The study is intended to include a survey of vehicles (at selected intersection stops) to determine where they came from and where they are going.

PROJECT STATUS: The Town Council adopted the plan on September 8, 2009 and it was incorporated into the Town's Comprehensive Plan.

OPERATING IMPACT

This document will help identify improvements needed to better manage the Town's traffic. It should provide guidance on future capital projects for transportation.

FUNDING- SOURCE & TIMING

Funding for this project is from GO bonds.

GOALS ADDRESSED

This project was #1 on the 2007 Town Council Priority List.
This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Goal: Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.

PRIORITY

Improve Efficiency: Evaluate needs for traffic improvements.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0130

TITLE: Town-wide Traffic Study

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-New Loan	0				0						0
Bonds-Sun Trust Loan	328,280	328,280			0						0
Bonds - B of A	12,936	12,936			0						0
Cash Fund	76,094	1,094			0				75,000		75,000
	0				0						0
Other	1,301	1,301			0						0
TOTAL	418,611	343,611	0	0	0	0	0	0	75,000	0	75,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	418,611	343,611			0				75,000		75,000
Construction	0				0						0
Equipment	0				0						0
TOTAL	418,611	343,611	0	0	0	0	0	0	75,000	0	75,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0601**

TITLE: Downtown Streetscapes Enhancements
DEPARTMENT: Streets & Maintenance/Admin
PROJECT MGR: Department of Public Works
Marty Kloeden (Grants Administration)

FUND: General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2008
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2011

PROGRAM DESCRIPTION:

A multi-phased project to enhance the streetscapes in Downtown Purcellville, primarily 21st and 23rd Streets. Funding is through the Federal Transportation Enhancement Grant program. Three phases have been funded to date with funding staggered by the federal fiscal year. The Town has applied for a fifth grant to update the overall project budget due to increased costs and prices for construction and labor. Design for the initial phase is at 90%.

PROJECT STATUS: The study is underway. Kimely Horn was awarded the contract.

OPERATING IMPACT

Completed project will require additional resources for maintenance.

FUNDING- SOURCE & TIMING

Transportation Enhancement Grants have been awarded and applications for additional funding are in progress. The Town was awarded an additional \$400,000, however, this money will become available in October 2010 and will reduce the amount of funds being drawn from the Loudoun County Settlement. The Town will be reimbursed for 80% of eligible project expenses. Grant and Town (matching) funding will be spent in the following order: design phase, right of way phase, then construction phase. VDOT approval is required prior to proceeding from one phase to the next. Right of way costs are unknown until scope of design is complete. Any right of way funds required would be deducted from available construction funds.

GOALS ADDRESSED

This project is a major component in addressing the Town Council's Priority Project to develop a "Public/Private" partnership for the redevelopment of North 21st Street. The project will upgrade sidewalks, lighting, landscaping and crosswalks in the area.

PRIORITY

New Service:

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0601

TITLE: Downtown Streetscapes Enhancements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	1,495,500	78,835	322,400	67,765	390,165	1,026,500					1,026,500
Loudoun Co. Settlimnt	473,964			194,095	194,095	279,869					279,869
Bonds-Sun Trust Loan	36,433	36,433	187,600	(187,600)	0						0
Bonds-New Loan	0				0						0
Cash Fund	7,873	7,873			0						0
	0				0						0
Other	0				0						0
TOTAL	2,013,770	123,141	510,000	74,260	584,260	1,306,369	0	0	0	0	1,306,369

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	35,000			35,000	35,000						0
Engr. Study/Design	535,000		190,000		190,000	345,000					345,000
Prof. Services	262,401	123,141	20,000	74,260	94,260	45,000					45,000
Construction	1,181,369		300,000	(35,000)	265,000	916,369					916,369
Equipment	0				0						0
TOTAL	2,013,770	123,141	510,000	74,260	584,260	1,306,369	0	0	0	0	1,306,369

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0604**

TITLE: LASER MICROFICHE
DEPARTMENT: Admin/IT
PROJECT MGR: J. Helbert

FUND General
STATUS: In Progress
PROJECT START DATE: 2nd Quarter (Oct-Dec)
ESTIMATED END DATE: 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION:

This is a program that was put into place to save on storage needed for records as well as to make our records or accessible for the public and for staff. This will eventually be a Town wide scanning system that will work with other systems purchased by the Town for records management. This project could also be considered as part of an environmental friendly initiative by the Town.

OPERATING IMPACT

As the program is introduced into each department there will be training of staff and back scanning of documents, however once the program is in full use it will dramatically cut back on the time spent searching for records and documents.

FUNDING- SOURCE & TIMING**GOALS ADDRESSED**

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0604

TITLE: LASER MICROFICHE

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	67,675	51,123		16,552	16,552						0
Bonds-New Loan	0				0						0
Cash Fund	34,000				0	4,000	5,000	10,000	15,000		34,000
	0				0						0
Other	0				0						0
TOTAL	101,675	51,123	0	16,552	16,552	4,000	5,000	10,000	15,000	0	34,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	101,675	51,123		16,552	16,552	4,000	5,000	10,000	15,000		34,000
TOTAL	101,675	51,123	0	16,552	16,552	4,000	5,000	10,000	15,000	0	34,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094101****TITLE:** Maintenance Facility
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas**FUND** General
STATUS: In Progress
PROJECT START DATE:
ESTIMATED END DATE: 4th Quarter (Apr-Jun) **2010****PROGRAM DESCRIPTION:**

The existing Maintenance Facility is considerably undersized and out-of-date. The design and construction of a new 13,578 square feet maintenance facility for Streets & Maintenance/Utilities will allow for a more efficient response to routine and emergency work orders with more space to organize tools and equipment; savings in dollars and time through bulk purchase and storage of salt and sand; extended equipment/vehicle life through "out-of-the-weather" storage.

PROJECT STATUS: Design complete & construction contract issued.**OPERATING IMPACT**

The project will increase the debt burden due to its initial cost. But in the long run it should decrease operating costs by: 1) allowing for the bulk purchasing of salt, sand, and other supplies at reduced rates, 2) lower the repair costs by allowing equipment/vehicle in "out-of-the-weather" storage, and 3) lower future capital costs by extended equipment/vehicle life through "out-of-the-weather" storage, 4) lowers the need and cost of rental equipment due to improved maintenance and reliability on town owned equipment

FUNDING- SOURCE & TIMING

Rural Development Loan-USDA

GOALS ADDRESSED

This project will help improve the safety of all of Purcellville's citizens, and improve responsiveness to citizen's needs.

PRIORITY

Improve Efficiency: Better protect materials and equipment resulting in more efficient responses.
Maintenance: Construction contract has been awarded

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094101

TITLE: Maintenance Facility

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-Sun Trust Loan	130,000			130,000	130,000						0
Bonds USDA RD	4,591,000	1,461,240	1,316,000	1,813,760	3,129,760						0
Bonds - B of A	147,084	147,084			0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	4,868,084	1,608,324	1,316,000	1,943,760	3,259,760	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	328,871	232,940	15,750	80,181	95,931						0
Prof. Services	423,835	231,110	82,250	110,475	192,725						0
Construction	3,985,378	1,140,233	1,218,000	1,627,145	2,845,145						0
Equipment	0				0						0
Miscellaneous	130,000	4,041		125,959	125,959						0
TOTAL	4,868,084	1,608,324	1,316,000	1,943,760	3,259,760	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094103**

TITLE: Stormwater Management Study
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 2nd Quarter (Oct-Dec) 2007
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2013

PROGRAM DESCRIPTION:

Based on the 2006 Wiley Wilson Stormwater Assessment, the purpose of this Stormwater Management Project is to identify problems with ditch overflow, wet basements or standing water caused by storm drains that are undersized, in need of repair, or constructed of an inappropriate material, and propose a plan and course of action to mitigate the problems.

PROJECT STATUS: The study is underway. William Gordon & Associates were awarded the contract.

OPERATING IMPACT

Similar to the Infiltration and Inflow analysis of the sanitary sewer system recently completed, this project will provide an inventory of the stormwater system (pipes, inlets, culverts, ditches) that the town is responsible for. This inventory will allow for a more organized approach to maintenance and troubleshooting, a more focused identification of problem areas and a priority list of recommended repairs and improvements to the system.

FUNDING- SOURCE & TIMING**GOALS ADDRESSED**

This project helps obtain the goals of high environmental standards, improved living environment, and safe streets.
Comp Plan Implementaion Strategy: Develop and implement a Storm Water Management Plan. Include regional storm water management strategies for managing storm water runoff quantity and quality, particularly on East Main Street

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094103

TITLE: Stormwater Management Study

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	193,632	191,403		2,229	2,229						0
Bonds-New Loan	0				0	0	0	0	0		0
Bonds - B of A	87,140	87,140			0						0
Cash Fund	375,000				0			125,000	125,000	125,000	375,000
Other	0				0						0
TOTAL	655,772	278,543	0	2,229	2,229	0	0	125,000	125,000	125,000	375,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	655,606	278,377		2,229	2,229	0		125,000	125,000	125,000	375,000
Prof. Services	166	166			0						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	655,772	278,543	0	2,229	2,229	0	0	125,000	125,000	125,000	375,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094201**

TITLE: Main & Maple Intersect Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General**STATUS:** In Progress

PROJECT START DATE:
ESTIMATED END DATE:

PROGRAM DESCRIPTION:

This project entails adding a right turn lane to each portion of the intersection to reduce the bottlenecks and conflict points by closing driveways near the intersection. This project will also enhance pedestrian & bicycle movement through the addition of crosswalks, a new traffic signal and pedestrian signals. This project was initiated in 2004.

PROJECT STATUS: Engineer design underway. Construction deferred until funding acquired.
Direction to be obtained by the Transportation Committee.

OPERATING IMPACT

The traffic improvements should reduce the amount of oversight by the Police Department to control traffic during rush hour. There may be some additional costs associated with preventative maintenance activities.

FUNDING- SOURCE & TIMING

- 1) VDOT grants
- 2) Federal Appropriations
- 3) Un-specified

GOALS ADDRESSED

This project is #10 on the 2007 Town Council Priority List.

Comp Plan Goal: Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.

PRIORITY

Improve efficiency: Improve traffic flow and capacity at the Main St and Maple Ave intersection.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094201

TITLE: Main & Maple Intersect Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	1,081,800			581,800	581,800	500,000					500,000
Federal Appropriation	500,000				0	500,000					500,000
Bonds-Sun Trust Loan	92,681	48,660		44,021	44,021						0
Bonds-New Loan	0				0						0
Bonds - B of A	114,479	114,479			0						0
Cash Fund	0				0						0
Other	59,967	59,967			0						0
TOTAL	1,848,928	223,106	0	625,822	625,822	1,000,000	0	0	0	0	1,000,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	500,000				0	500,000					500,000
Engr. Study/Design	775,993	170,171		605,822	605,822	0					0
Prof. Services	132,074	12,074		20,000	20,000	100,000					100,000
Construction	440,861	40,861			0	400,000					400,000
Equipment	0				0						0
TOTAL	1,848,928	223,106	0	625,822	625,822	1,000,000	0	0	0	0	1,000,000

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094202

TITLE: East Main St Sidewalk Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 4th Quarter (Apr-Jun) **2010**

PROGRAM DESCRIPTION:

The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. Northside of E. Main Street from Pickwick Dr to Maple Ave. (2400 linear feet)

PROJECT STATUS: The design is underway. Construction to commence near the end of FY 2010 into 2011.

OPERATING IMPACT

The Town will be responsible for maintaining the additional sidewalks. This will require additional funding for maintenance and upkeep of the sidewalks on an annual basis.

FUNDING- SOURCE & TIMING

VDOT Revenue Sharing will reimburse the Town for 50% of eligible expenses up to \$252,000.

NOTE: \$28,733 received from Washington & Stang (Loudoun Veterinary Service) for Main Street improvements. Moved from zoning escrow funds to 119-3130399-0000 Misc. GF CIP revenue with JE#60 in FY09.
2010/11- funding is from Loudoun County Field's Farm Settlement

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Implementaion Strategy: Provide sidewalks where lacking. Adopt a sidewalk improvement plan in conjunction with the Capital Improvement Plan that includes prioritized projects. Give priority to a sidewalk program that addresses school access.

PRIORITY

New Service: Design and construct missing sidewalk segments

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094202

TITLE: East Main St Sidewalk Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	260,722	17,974	213,222	29,526	242,748						0
Loudoun Co. Settmtnt	578,268		298,568		298,568	279,700					279,700
Bonds-Sun Trust Loan	65,415	65,415			0						0
Bonds-New Loan	0				0						0
Cash Fund	22,748	22,748			0						0
	0				0						0
Other^	28,733			28,733	28,733						0
TOTAL	955,885	106,136	511,790	58,259	570,049	279,700	0	0	0	0	279,700

^ See Funding NOTE

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	141,842	83,583		58,259	58,259						0
Prof. Services	100,997	19,197	25,000		25,000	56,800					56,800
Construction	713,045	3,355	486,790		486,790	222,900					222,900
Equipment	0				0						0
TOTAL	955,885	106,136	511,790	58,259	570,049	279,700	0	0	0	0	279,700

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094205**

TITLE: S. Nursery Avenue Sidewalk Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2010

PROGRAM DESCRIPTION: *Close out Project- consolidated with 32nd street projects in FY10*

The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. S. Nursery Avenue from Fireman's Field to School Street (1000 linear feet). This sidewalk section will connect Emerick Elementary School and the Community Center to Downtown. Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

PROJECT STATUS: The design is underway. Construction to commence near the end of FY 2010 into 2011.

OPERATING IMPACT

The Town will be responsible for maintaining the additional sidewalks this will require additional funding for maintenance and upkeep of the sidewalks on an annual basis.

FUNDING- SOURCE & TIMING

This project is one of three projects (along with S 32nd Street Sidewalk and N 21st Street Sidewalk) funded in majority by a VDOT Bike/Pedestrian Safety grant which provides \$450,000 in Federal funds that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000. These grants are split among various projects(205/206/207).

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Implementaion Strategy: Provide sidewalks where lacking. Adopt a sidewalk improvement plan in conjunction with the Capital Improvement Plan that includes prioritized projects. Give priority to a sidewalk program that addresses school access.

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094205

TITLE: S. Nursery Avenue Sidewalk Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	0			0	0						0
	0				0						0
Bonds-Sun Trust Loan	5,883	5,883			0						0
Bonds-New Loan	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	4,595	4,595			0						0
TOTAL	10,478	10,478	0	0	0	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	255	255		0	0						0
Prof. Services	10,223	10,223			0						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	10,478	10,478	0	0	0	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094206**

TITLE: N. 21st Street Sidewalk Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2010

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 connect 2 residential developments to the Downtown. Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

PROJECT STATUS: ATCS was awarded the design contract. Construction to commence near the end of FY 2010 into 2011.

OPERATING IMPACT

The Town will be responsible for maintaining the additional sidewalks this will require additional funding for maintenance and upkeep of the sidewalks on an annual basis.

FUNDING- SOURCE & TIMING

This project is one of three projects (along with S 32nd Street Sidewalk and Nursery Ave Sidewalk) funded in majority by a VDOT Bike/Pedestrian Safety grant which provides \$450,000 in Federal funds that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000. These grants are split among various projects(205/206/207).

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Implementaion Strategy: Provide sidewalks where lacking. Adopt a sidewalk improvement plan in conjunction with the Capital Improvement Plan that includes prioritized projects. Give priority to a sidewalk program that addresses school access.

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094206

TITLE: N. 21st Street Sidewalk Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	298,396	13,117	110,000	175,279	285,279						0
	0				0						0
Bonds-Sun Trust Loan	43,485	43,485	150,000	(150,000)	0						0
Bonds-New Loan	0				0						0
Cash Fund	0				0						0
Loudoun Co. Settmnt	410,000			410,000	410,000						0
Other	3,026	3,026			0						0
TOTAL	754,907	59,628	260,000	435,279	695,279	0	0	0	0	0	0

*Expenses for VDOT thru FY09 still need to be reconciled by PW

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	28,472			28,472	28,472						0
Engr. Study/Design	115,017	52,295		62,722	62,722						0
Prof. Services	48,629	7,334	20,000	21,295	41,295						0
Construction	562,790		240,000	322,790	562,790						0
Equipment	0				0						0
TOTAL	754,907	59,628	260,000	435,279	695,279	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094207**

TITLE: S. 32nd Street Sidewalk Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND: General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2010

PROGRAM DESCRIPTION:

The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. S. 32nd Street between Rugby Court and Nursery Avenue (600 linear feet). This sidewalk section will connect 2 residential developments to the Downtown. Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

PROJECT STATUS: This project is complete in FY10.

OPERATING IMPACT

The Town will be responsible for maintaining the additional sidewalks this will require additional funding for maintenance and upkeep of the sidewalks on an annual basis.

FUNDING- SOURCE & TIMING

This project is one of three projects (along with Nursery Ave Sidewalk and N 21st Street Sidewalk) funded in majority by a VDOT Bike/Pedestrian Safety grant which provides \$450,000 in Federal funds that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000. These grants are split among various projects(205/206/207).

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Implementaion Strategy: Provide sidewalks where lacking. Adopt a sidewalk improvement plan in conjunction with the Capital Improvement Plan that includes prioritized projects. Give priority to a sidewalk program that addresses school access.

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094207

TITLE: S. 32nd Street Sidewalk Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	13,594	13,594	107,757	(107,757)	0						0
	0				0						0
Bonds-Sun Trust Loan	48,030	48,030	7,000	(7,000)	0						0
Bonds-New Loan	0				0						0
Cash Fund	0			0	0						0
Loudoun Co. Settmnt	300,000			300,000	300,000						0
Other	2,060	2,060			0						0
TOTAL	363,684	63,684	114,757	185,243	300,000	0	0	0	0	0	0

*Expenses for VDOT thru FY09 still need to be reconciled by PW

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	379	379			0						0
Engr. Study/Design	82,314	42,314		40,000	40,000						0
Prof. Services	35,991	20,991	7,000	8,000	15,000						0
Construction	245,000		107,757	137,243	245,000						0
Equipment	0				0						0
TOTAL	363,684	63,684	114,757	185,243	300,000	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094253**

TITLE: Southern Collector Road
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 1st Quarter (Jul-Sep) 2010
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2011

PROGRAM DESCRIPTION:

Acquire land for Maple Avenue A Street Roundabout; Improvements to A Street from 32nd Street to connection with Main Street; Addition of Roundabouts and concomitant road enhancements.

PROJECT STATUS: No funding is allocated for this FY. Staff recommends completing the engineer design and property acquisition in FY 2010

OPERATING IMPACT

This project would require the Town to maintain the new roads

FUNDING- SOURCE & TIMING

Anticipated VDOT & NVTC funding of \$3.8 million. On hold. Funding in 2011 reduced by \$55k which was applied to Downtown Streetscapes. If newest grant for Downtown Streetscapes is received, the funding will be restored to this project.

GOALS ADDRESSED

Comp Plan Goal: Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.

Comp Plan Implementation Strategy: Pursue the connection of A Street to Route 287 in a manner that is consistent with the design and conservation recommendations

PRIORITY

Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094253

TITLE: Southern Collector Road

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Loudoun Co. Settlmnt	1,852,260		580,000		580,000	1,272,260					1,272,260
Bonds-Sun Trust Loan	2,636	2,636			0						0
Bonds-New Loan	0				0						0
Bonds - B of A	1,481	1,481			0						0
Cash Fund	606	606			0						0
Other	853	853			0						0
TOTAL	1,857,836	5,576	580,000	0	580,000	1,272,260	0	0	0	0	1,272,260

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	702,599	470	115,000		115,000	587,129					587,129
Engr. Study/Design	1,141,916	1,785	455,000		455,000	685,131					685,131
Prof. Services	13,321	3,321	10,000		10,000						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	1,857,836	5,576	580,000	0	580,000	1,272,260	0	0	0	0	1,272,260

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094258

TITLE: Nursery Avenue Storm Sewer
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2007
ESTIMATED END DATE: 2nd Quarter (Oct-Dec) **2010**

PROGRAM DESCRIPTION:

This project will replace the drainage culvert under S 32nd Street near Nursery Ave. The existing culvert is aging and inadequate. A new concrete box culvert is to be installed in conjunction with the water and sewer improvements on S 32nd Street and Nursery Ave.

PROJECT STATUS: This project is complete in FY10.

OPERATING IMPACT

This project will reduce the Maintenance costs associated with repairs due to poor drainage.

FUNDING- SOURCE & TIMING

Funding for this project is from GO bonds.

GOALS ADDRESSED

Comp Plan Goal: Physical Infrastructure: Provide sufficient physical infrastructure to accommodate future business growth and new economic development opportunities. Ensure that physical infrastructure enhances the town's appearance.

Comp Plan Implementaion Strategy: Upgrade and maintain, water, sewer and storm drainage facilities and systems to promote the public health, welfare and safety.

PRIORITY Maintenance

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094258

TITLE: Nursery Avenue Storm Sewer

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	134,000	8,966	110,000	15,034	125,034						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	134,000	8,966	110,000	15,034	125,034	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	20,000	3,342	10,000	6,658	16,658						0
Construction	113,999	5,623	100,000	8,376	108,376						0
Equipment	0				0						0
TOTAL	134,000	8,966	110,000	15,034	125,034	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094259**

TITLE: D Street Drainage & Sidewalk
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 4th Quarter (Apr-Jun) **2010**

PROGRAM DESCRIPTION:

This project would address a drainage issue along the south side of D Street. The elevation drops off significantly as you head towards 20th Street and there have been substantial problems with storm water flow and ditch line drainage. In addition, new sidewalk on D Street would provide a linkage, along with the upgrades on 14th Street and 12th Street, for the business district located at Main and Maple. Project may include sidewalk if CDBG funding is obtained.

PROJECT STATUS: The design is underway. Construction will be pushed back until funding can be identified.

OPERATING IMPACT

This project will reduce the Maintenance costs associated with repairs due to poor drainage. The Town will be responsible for maintaining the additional sidewalks this will require additional funding for maintenance and upkeep of the sidewalks on an annual basis.

FUNDING- SOURCE & TIMING

CDBG application will be submitted.

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Implementaion Strategy: Provide sidewalks where lacking. Adopt a sidewalk improvement plan in conjunction with the Capital Improvement Plan that includes prioritized projects. Give priority to a sidewalk program that addresses school access.
Comp Plan Implementaion Strategy: Upgrade and maintain, water, sewer and storm drainage facilities and systems to promote the public health, welfare and safety.

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094259

TITLE: D Street Drainage & Sidewalk

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-CDBG	138,500		108,291		108,291	30,209					30,209
Loudoun Co. Settmnt	182,452		141,709	13,952	155,661	26,791					26,791
Bonds-Sun Trust Loan	29,048	29,048			0						0
Bonds-New Loan	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	350,000	29,048	250,000	13,952	263,952	57,000	0	0	0	0	57,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	3,000				0	3,000					3,000
Engr. Study/Design	70,203	24,751		38,452	38,452	7,000					7,000
Prof. Services	29,797	4,297	15,000	5,500	20,500	5,000					5,000
Construction	242,000		235,000	(35,000)	200,000	42,000					42,000
Miscellaneous	5,000			5,000	5,000						0
TOTAL	350,000	29,048	250,000	13,952	263,952	57,000	0	0	0	0	57,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094262**

TITLE: West Main Street - Sidewalk from 28th to 33rd St.
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 4th Quarter (Apr-Jun) **2010**

PROGRAM DESCRIPTION:

Installation of sidewalk on north side of West Main Street from 28th Street to 33rd Street. Extend existing sidewalk to residential communities at west end of Town. Utility Relocation required with no prior rights established. Utility provider to absorb costs however, they will dictate the schedule .

PROJECT STATUS: The design is underway. Construction to commence near the end of FY 2010 into 2011.

OPERATING IMPACT

The Town will be responsible for maintaining the additional sidewalks.

FUNDING- SOURCE & TIMING

The Town was recently awarded a \$523,900 VDOT(Federal)
Project costs above \$523,900 will need to be from Town funds.

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.
Comp Plan Implementaion Strategy: Provide sidewalks where lacking. Adopt a sidewalk improvement plan in conjunction with the Capital Improvement Plan that includes prioritized projects. Give priority to a sidewalk program that addresses school access.

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094262

TITLE: West Main Street - Sidewalk from 28th to 33rd St.

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	474,000	60,949	331,000	82,051	413,051						0
	0				0						0
Bonds-Sun Trust Loan	52,189	15,565	24,000	12,624	36,624						0
Bonds-New Loan	356,007				0					356,007	356,007
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	882,196	76,514	355,000	94,675	449,675	0	0	0	0	356,007	356,007

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	72,054			72,054	72,054						0
Engr. Study/Design	89,135	70,835		18,300	18,300						0
Prof. Services	76,000	5,679	24,000	6,321	30,321					40,000	40,000
Construction	645,007		331,000	(2,000)	329,000					316,007	316,007
Equipment	0				0						0
TOTAL	882,196	76,514	355,000	94,675	449,675	0	0	0	0	356,007	356,007

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094263**

TITLE: Fireman's Field Upgrades
DEPARTMENT: Administration
PROJECT MGR: Samer Beidas

FUND General
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 1st Quarter (Jul-Sep)
ESTIMATED END DATE: 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION:

In FY08-09, the Town finalized the acquisition of Fireman's Field from the Purcellville Volunteer Fire Department. The upgrades included in this project are lights at the smaller baseball field in FY2010-11 and paving and lighting the larger parking lot along Nursery Avenue in FY2009-2010.
FY10 = lighting related expenditures
Paving pushed to later years until re-location of Town office scheduled

OPERATING IMPACT

Increased electrical costs and maintenance for ballfield and parking lot lighting.

FUNDING- SOURCE & TIMING

These projects are proposed to be financed through the issuance of bonds.

GOALS ADDRESSED

Comprehensive Plan references include the following: Parks and Recreation - Enhanced Quality of Life and Protection of Open Space and Sensitive Resources; Expanded Opportunities for Recreation Programs, Facilities and Access; Adequate Recreation Facilities.

PRIORITY

Mandatory, maintenance, improve efficiency, new service

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094263

TITLE: Fireman's Field Upgrades

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-Sun Trust Loan	0		50,000	(50,000)	0						0
Bonds-New Loan	1,000,000			300,000	300,000	600,000	100,000				700,000
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	1,000,000	0	50,000	250,000	300,000	600,000	100,000	0	0	0	700,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	50,000		50,000		50,000						0
Prof. Services	0				0						0
Construction	950,000			250,000	250,000	600,000	100,000				700,000
Equipment	0				0						0
TOTAL	1,000,000	0	50,000	250,000	300,000	600,000	100,000	0	0	0	700,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094264**

TITLE: Fireman's Field Skating Rink Renovation
DEPARTMENT: Administration
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep)
ESTIMATED END DATE: 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION:

In FY08-09, the Town finalized the acquisition of Fireman's Field from the Purcellville Volunteer Fire Department. In April 2007, Building Diagnostics, Inc. completed an inspection report with observations and some conclusions on repairs. The original structure - the skating rink - is a post and beam design with wood siding with block foundation walls and concrete footings as additions on the east and west sides. The main structure is estimated to be about 100 years old. The interior of the roof framing shows signs of stress. In the crawlspaces, some joists are cracked and need repairs and recommendations include improving crawlspace ventilation. The roof has many significant sags and the shingles need replacement which indicates possible structural problems. The general fusing of the electrical system is satisfactory but the panels need doors installed. The A/C has four units - three dated 1998 and one dated 1995 with a life expectancy of 10-12 years. Therefore, the A/C units will need to be replaced. The baseball and foot-ball concession general condition is satisfactory. Roof(s) remaining life is estimated at six years. The appliances were not evaluated at that time and will need to be as soon as the Town is the owner. The main conclusion from this report is that the main structure appears to have major problems in both roof structure and floor system, the roof needs replacement and that major repairs are anticipated. In FY08-09, the Town is working with a structural engineering firm to perform the structural inspection and evaluation.

OPERATING IMPACT

The orderly replacement and maintenance of facilities and associated equipment minimizes the additional maintenance costs incurred when facilities are in a state of disrepair. Failure to make major repairs such as roof repairs results in safety issues and cost escalation if the work is deferred to a later date.

FUNDING- SOURCE & TIMING

These projects are proposed to be financed through the issuance of bonds. The Town is working to identify potential grants to cover construction costs.

GOALS ADDRESSED

Comprehensive Plan references include the following: Parks and Recreation - Enhanced Quality of Life and Protection of Open Space and Sensitive Resources; Expanded Opportunities for Recreation Programs, Facilities and Access; Adequate Recreation Facilities; Historic Preservation.

PRIORITY

Mandatory, maintenance, improve efficiency.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094264

TITLE: Fireman's Field Skating Rink Renovation

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	349,528	49,528	250,000	50,000	300,000						0
Bonds-New Loan	1,220,472			1,220,472	1,220,472						0
Cash Fund	400,000			400,000	400,000						0
	0				0						0
Other	0				0						0
TOTAL	1,970,000	49,528	250,000	1,670,472	1,920,472	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	255,512	44,632		210,880	210,880						0
Prof. Services	399,896	4,896		395,000	395,000						0
Construction	1,314,592		250,000	1,064,592	1,314,592						0
Equipment	0				0						0
TOTAL	1,970,000	49,528	250,000	1,670,472	1,920,472	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094267**

TITLE: EAST Maple to W&OD Trail
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 2008
ESTIMATED END DATE: 4th Quarter (Apr-Jun) **2010**

PROGRAM DESCRIPTION:

Bicycle and pedestrian improvements are proposed along North Maple Avenue(Route 722), from the Purcellville Volunteer Fire Department to approximately 100 LF north of the W&OD. Improvements along North Maple Avenue include increased vehicular, bicycle and pedestrian signage, and addition of sidewalks and landscape strips. The project also includes improvements to the W&ODRRP's trails, consisting of the realignment of approximately 365 LF of trail to intersect perpendicular to North Maple Avenue. Pedestrian crossing striping and signage will also be added.

PROJECT STATUS: Design underway. Project linked to grant.

OPERATING IMPACT

Town will be responsible for Maintenance

FUNDING- SOURCE & TIMING

The Town will receive funds from the 2004 Federal Bicycle & Pedestrian Grant.

GOALS ADDRESSED

This project is part of the Main Maple Intersection Project and is #10 on the 2007 Town Council Priority List.
Comp Plan Goal: Pedestrian and Bicycle Friendly Town: Promote Purcellville as a pedestrian and bicycle friendly Town. Provide quality pedestrian and bicycle facilities and experiences for residents and visitors. Provide safe facilities that exhibit adequate separation of vehicles, bicycles and pedestrians.

PRIORITY

New Service: New sidewalk/trail.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094267

TITLE: EAST Maple to W&OD Trail

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants-VDOT	460,000		385,000	75,000	460,000						0
Loudoun Co. Settmnt	332,500				0	332,500					332,500
Bonds-Sun Trust Loan	120,000	90,709	15,000	14,291	29,291						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	912,500	90,709	400,000	89,291	489,291	332,500	0	0	0	0	332,500

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	75,000			75,000	75,000						0
Engr. Study/Design	119,900	88,315		31,585	31,585						0
Prof. Services	35,000	2,394	15,000	2,606	17,606	15,000					15,000
Construction	682,600		385,000	(19,900)	365,100	317,500					317,500
Equipment	0				0						0
TOTAL	912,500	90,709	400,000	89,291	489,291	332,500	0	0	0	0	332,500

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094268

TITLE: Bus Shelters
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: Complete
PROJECT START DATE: 1st Quarter (Jul-Sep) 2008
ESTIMATED END DATE:

PROGRAM DESCRIPTION:

The Town has partnered with Virginia Regional Transit to place bus shelters at various locations throughout the Town. One exists at Town Hall and one is proffered by the development at Purcellville Gateway. Four additional planned shelters are at the follow locations: Loudoun Community Center, Cardinal Bank, Maple Avenue Apartments, and Loudoun Valley Shopping Center.

PROJECT STATUS: Three completed and additional shelters to be installed.

OPERATING IMPACT

Maintaining and upkeep of the bus shelter.

FUNDING- SOURCE & TIMING

CDBG funding for \$10,000 for the Maple Avenue Apartments and Cardinal Bank locations. VRTA is supplying the Bus Shelter structures.

GOALS ADDRESSED

This project will help meet the goal for an effective intermodal transportation system.

PRIORITY

New Service

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094268

TITLE: Bus Shelters

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants* CDBG	6,459	6,459			0						0
	0				0						0
Bonds-Sun Trust Loan	6,500	6,500			0						0
	0				0						0
Cash Fund	15,000				0			5,000	10,000		15,000
	0				0						0
Other	0				0						0
TOTAL	27,959	12,959	0	0	0	0	0	5,000	10,000	0	15,000

*CDBG expenses applied to grant need to be reconciled with Marty

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	5,000				0			5,000			5,000
Prof. Services	3,717	3,717			0						0
Construction	19,242	9,242			0				10,000		10,000
Equipment	0				0						0
TOTAL	27,959	12,959	0	0	0	0	0	5,000	10,000	0	15,000

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094269

TITLE: New Town Hall Purchase
DEPARTMENT: Administration
PROJECT MGR: Samer Beidas

FUND General
STATUS: Complete
PROJECT START DATE: 1st Quarter (Jul-Sep) 2009
ESTIMATED END DATE: 2nd Quarter (Oct-Dec) 2009

PROGRAM DESCRIPTION:

Purchase old Purcellville Baptist Church at 221 Nursery Avenue for conversion to a new Town Hall.

PROJECT STATUS: Complete

OPERATING IMPACT

None until FY11 or FY12

FUNDING- SOURCE & TIMING

Private placement bond with capitalized interest for a three year period then converted to permanent financing.

GOALS ADDRESSED

Community Facilities and Services: Pursue the necessary street connections and property acquisitions that will enable the future realignment of 20th street/Nursery Avenue at Main Street and the potential development of a new expanded Town hall and public green.

PRIORITY

Top Town Council priority

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094269

TITLE: New Town Hall Purchase

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-BB&T 09 Loan	2,410,769		2,500,000	(89,231)	2,410,769						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	2,410,769	0	2,500,000	(89,231)	2,410,769	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	2,410,769		2,000,000	410,769	2,410,769						0
Engr. Study/Design	0		200,000	(200,000)	0						0
Prof. Services	0		100,000	(100,000)	0						0
Construction	0		200,000	(200,000)	0						0
Equipment	0				0						0
TOTAL	2,410,769	0	2,500,000	(89,231)	2,410,769	0	0	0	0	0	0

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094270

TITLE: New Town Hall Renovation
DEPARTMENT: Administration
PROJECT MGR: Samer Beidas

FUND General
STATUS: In Progress
PROJECT START DATE: 2nd Quarter (Oct-Dec) 2010
ESTIMATED END DATE: 3rd Quarter (Jan-Mar) 2011

PROGRAM DESCRIPTION:

Renovation of old Purcellville Baptist Church as new Town Hall.

PROJECT STATUS:

The design of the renovations is underway.
Invitations for Bids for construction will be issued in late Spring 2010.
Construction will commence in Summer 2010 and completed in winter 2011. Move to renovated Town Hall in late winter 2011.
Consolidated FY10 funding for project 119-4094261 into this project.

OPERATING IMPACT

None until FY12 - FY13

FUNDING- SOURCE & TIMING

Private placement bond with capitalized interest for a three year period then converted to permanent financing.
It is anticipated that part of the borrowed funds will be reimbursed with the proceeds from the sale of the current Town Hall property.

GOALS ADDRESSED

Community Facilities and Services: Pursue the necessary street connections and property acquisitions that will enable the future realignment of 20th street/Nursery Avenue at Main Street and the potential development of a new expanded Town hall and public green.

PRIORITY

Top Town Council priority

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094270

TITLE: New Town Hall Renovation

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-Sun Trust Loan	260,343	17,039		243,304	243,304						0
Bonds-BB&T 09 Loan	372,848	42,871		329,977	329,977						0
Bonds-New Loan	3,236,739				0	3,236,739					3,236,739
Cash Fund	0				0						0
Other	0				0						0
TOTAL	3,869,931	59,910	0	573,281	573,281	3,236,739	0	0	0	0	3,236,739

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	442,502	5,162		407,340	407,340	30,000					30,000
Prof. Services	320,000			50,000	50,000	270,000					270,000
Construction	2,888,199	54,749		26,710	26,710	2,806,740					2,806,740
Miscellaneous	219,231			89,231	89,231	130,000					130,000
TOTAL	3,869,931	59,910	0	573,281	573,281	3,236,740	0	0	0	0	3,236,740

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094272**

TITLE: Hirst & 33rd St. Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 1st Quarter (Jul-Sep) 2010
ESTIMATED END DATE: 4th Quarter (Apr-Jun) **2012**

NEW CIP PROJECT - FY11

PROGRAM DESCRIPTION:

Road improvements & repairs to existing Infrastructure. Repairs include regrading, compaction and subbase enhancements.
1st Phase- 33rd Street & Country Club Drive Improvements
2nd Phase- Hirst Road

PROJECT STATUS: No funding is allocated for this FY. Staff recommends completing the engineer design.

OPERATING IMPACT

Town will continue responsible for Maintenance

FUNDING- SOURCE & TIMING

These projects are proposed to be financed through the issuance of bonds.

GOALS ADDRESSED

Comp Plan Goal: Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.

PRIORITY

Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094272

TITLE: Hirst & 33rd St. Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Loudoun Co. Settmnt	1,100,175				0	485,610	614,565				1,100,175
Bonds-Sun Trust Loan	0				0						0
Bonds-New Loan	0				0						0
Bonds - B of A	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	1,100,175	0	0	0	0	485,610	614,565	0	0	0	1,100,175

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	53,350				0	48,500	4,850				53,350
Prof. Services	50,000				0	25,000	25,000				50,000
Construction	996,825				0	412,110	584,715				996,825
Equipment	0				0						0
TOTAL	1,100,175	0	0	0	0	485,610	614,565	0	0	0	1,100,175

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094273

TITLE: Town Boundary Survey
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

FUND General
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 1st Quarter (Jul-Sep) 2010
ESTIMATED END DATE: 4th Quarter (Apr-Jun) 2011

NEW CIP PROJECT - FY11

PROGRAM DESCRIPTION:

Preparation of a boundary survey, plats and description in accordance with state & local statutes of the Town of Purcellville Corporate limits consisting of 67,000 linear feet.

PROJECT STATUS: Staff recommends completing the survey based on recent acquisitions.

OPERATING IMPACT

FUNDING- SOURCE & TIMING

This project is proposed to be financed through the issuance of bonds.

GOALS ADDRESSED

Comp Plan Goal: Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.

PRIORITY

Improve Efficiency
Define Area of Service

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094273

TITLE: Town Boundary Survey

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Loudoun Co. Settmnt	0				0						0
Bonds-Sun Trust Loan	0				0						0
Bonds-New Loan	107,900				0			107,900			107,900
Bonds - B of A	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	107,900	0	0	0	0	0	0	107,900	0	0	107,900

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	102,900				0			102,900			102,900
Engr. Study/Design	0				0						0
Prof. Services	5,000				0			5,000			5,000
Construction	0				0						0
Equipment	0				0						0
TOTAL	107,900	0	0	0	0	0	0	107,900	0	0	107,900

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WATER FUND

PROJECT DETAIL SHEETS

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094504**

TITLE: Jeffries Well Development
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
 Norm Hutchison

FUND Water
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2008
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2009

PROGRAM DESCRIPTION:

This project involves the transitioning of the well from a temporary use to a permanent source for the Town's water supply. This project will require a pretreatment building to be constructed and will involve approval from both the Virginia Department of Health and Loudoun County's Department of Building & Development.

PROJECT STATUS: Proposal received and will be presented to the Infrastructure Committee meeting in January 2010

OPERATING IMPACT

The well is expected to increase the water capacity of the Town System by 36,000 gpd. Mixing the well water with the reservoir water may also decrease the alkalinity adjustment needed thus decreasing costs for soda ash. Operations of the well will increase electricity, permanganate chemical costs and maintenance costs. Estimated to be less than \$40,000/yr.

FUNDING- SOURCE & TIMING

Funding for this project will come from GO Bonds.

GOALS ADDRESSED

Additional water sources are needed to meet the water demands for the Town of Purcellville. The following specific goals will also be addressed: #5 of the Top Ten Priorities developed by Town Council in July, 2006 states "Establish an aggressive strategy to search for water resources."
Comp Plan Goal: "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."
Comp Plan Goal: "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."

PRIORITY New Service

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094504

TITLE: Jeffries Well Development

FUND Water

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	397,208	43,314	410,000	(56,106)	353,894						0
Bond- B of A	24,590	24,590			0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	421,798	67,904	410,000	(56,106)	353,894	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	20,000	13,185		6,815	6,815						0
Engr. Study/Design	75,048	53,969		21,079	21,079						0
Prof. Services	10,000		10,000		10,000						0
Construction	316,166	166	400,000	(84,000)	316,000						0
Equipment	0				0						0
Miscellaneous	585	585			0						0
TOTAL	421,798	67,904	410,000	(56,106)	353,894	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094506**

TITLE: Short & Intermediate Water Investments
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
 Norm Hutchison

FUND: Water
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2011
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2013

PROGRAM DESCRIPTION:

This project will involve the feasibility review, design and construction of a new water source system that can meet the long term needs of the Town. This project will be one of the recommendations from the 2007 Water Resources Study to increase the Town's water supply. In FY 2009, money is budgeted to initiate the process of implementing those sources identified in the water resources study.

PROJECT STATUS: Contract awarded and work is underway. See descriptions below for more detail

OPERATING IMPACT

The new water source is expected to provide a water supply to meet the needs of the community through build out. Several of the options in the Water Resource Study will require additional electrical costs for pumping, manpower for general maintenance like mowing, road improvements and equipment and transmission maintenance. Estimated cost is \$50,000/year or more plus staff time. In order to take advantage of the total additional supply, the existing Water Treatment Plant will need to be expanded or replaced with a larger facility. Costs will need to be determined during the Preliminary Engineering Report phase of that project.

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds. Funding from availability fees should be considered. Projections for funding may vary and change as one or more alternatives may get eliminated as others choices become more probable for completion.

GOALS ADDRESSED

The following goals are addressed by this project: #5 of the Top Ten Priorities developed by Town Council in July, 2006 states Establish an aggressive strategy to search for water resources.

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY

Mandatory
 New Service

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094506

TITLE: Short & Intermediate Water Investments

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	2,086,396	616,832	1,027,526	442,038	1,469,564						0
Bond-New loan	6,045,982		1,772,474	427,526	2,200,000			2,911,482	934,500		3,845,982
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	43,851	43,851			0						0
TOTAL	8,176,229	660,683	2,800,000	869,564	3,669,564	0	0	2,911,482	934,500	0	3,845,982

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	2,214,597	15,663		2,198,934	2,198,934						0
Engr. Study/Design	1,536,517	583,286		681,231	681,231			50,000	222,000		272,000
Prof. Services	424,573	46,507	300,000	(23,934)	276,066			52,000	50,000		102,000
Construction	3,985,315		2,500,000	(1,986,667)	513,333			2,809,482	662,500		3,471,982
Equipment	0				0						0
Miscellaneous	15,227	15,227			0						0
TOTAL	8,176,229	660,683	2,800,000	869,564	3,669,564	0	0	2,911,482	934,500	0	3,845,982

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094508**

TITLE: Long Term Water Resource Implementation
DEPARTMENT: Water
PROJECT MGR: Samer Beidas
 Alex Vanegas
 Norm Hutchison

FUND Water
STATUS: In Progress
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2007
ESTIMATED END DATE: 1st Qtr(Jul-Sep) 2014

PROGRAM DESCRIPTION:

This project will involve the implementing the various water resource options for the Water Resource Study to provide a long term solution for the Town. The plan has become part of the Water Supply Plan required by DEQ and planned for completion regionally through the Northern Virginia Council of Governments. The Town will employ the strategy of following multiple pathways to reduce risk associated with having only one option. As the town moves forward with this project, the amount of money needed may increase or decrease depending on the avenue that the town pursues.

PROJECT STATUS: Contract awarded and work is underway. See descriptions below for more detail

OPERATING IMPACT

Additional operational costs will occur with the new facilities.

FUNDING- SOURCE & TIMING

Funding for this project in 2013 & 2014 will come from GO Bonds pending continued exploration of long term alternatives.

GOALS ADDRESSED

The following goals are addressed by this project: #5 of the Top Ten Priorities developed by Town Council in July, 2006 states Establish an aggressive strategy to search for water resources.

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY

Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094508

TITLE: Long Term Water Resource Implementation

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	1,370,933	808,563		562,370	562,370						0
Bond-New loan	3,460,000		650,000	(650,000)	0			750,000	2,710,000		3,460,000
Bond- B of A	237,329	237,329			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	5,068,262	1,045,892	650,000	(87,630)	562,370	0	0	750,000	2,710,000	0	3,460,000

* Does not include the costs associated with the implementation of the Long Term recommendations

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget	1	2	3	4	Total for 5-Yr-CIP	
Land / ROW /Legal	210,190	30,752	50,000	29,438	79,438			100,000		100,000	
Engr. Study/Design	2,648,072	1,015,140	600,000	(117,068)	482,932		750,000	400,000		1,150,000	
Prof. Services	1,000,000				0			1,000,000		1,000,000	
Construction	1,210,000				0		0	1,210,000		1,210,000	
Equipment	0				0					0	
Miscellaneous	0				0					0	
TOTAL	5,068,262	1,045,892	650,000	(87,630)	562,370	0	0	750,000	2,710,000	0	3,460,000

The budgeted amounts for 2008 and beyond are very preliminary and will need to be updated upon completion of the Water Resources Study.

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094511**

TITLE: Water Distribution System Evaluation and Implementation
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
 Andrea Broshkevitch

FUND Water
STATUS: In Progress
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2007
ESTIMATED END DATE: 2nd Qtr(Oct-Dec) 2012

PROGRAM DESCRIPTION:

This project will identify location coordinates for each element of the water distribution system and develop a model for the hydraulics and water quality of the system. The elements will be incorporated into a GIS layer on the Town's GIS map. The project will also provide a recommended implementation plan for needed improvements to the distribution system. Once the project is completed, the implementation plan will be updated and individual improvement projects will be identified on their own detail sheet.

PROJECT STATUS: Design to commence in the Spring 2009 and construction to be shifted out one year.

OPERATING IMPACT

Maintenance of a GIS database system is key to keeping the water map and model accurate and therefore useful. A full-time staff person will be required to operate and maintain the GIS system for all the maps for the Town including the water line map. Operating budget impact is estimated to be equivalent to 1/3 of a staff person. Additional funding will be needed to obtain coordinates for any new elements that are added to the system.

FUNDING- SOURCE & TIMING

Funding for this project is from GO bonds. Upgrades or replacement to pipes from FY 2012 forward should be from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."
Comp Plan Goal: "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."

PRIORITY Maintenance Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094511

TITLE: Water Distribution System Evaluation and Implementation

FUND Water

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget		1	2	3	4	Total for 5-Yr-CIP
Grants	0				0						0
Bond-New loan	355,000				0					355,000	355,000
Bond-Sun Trust loan	854,380	244,380	610,000		610,000						0
Bond- B of A	105,030	105,030			0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	1,314,410	349,410	610,000	0	610,000	0	0	0	0	355,000	355,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	6/30/2009	2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	454,345	349,345	50,000		50,000					55,000	55,000
Prof. Services	5,005	5	5,000		5,000						0
Construction	855,000		555,000		555,000					300,000	300,000
Equipment	0				0						0
Miscellaneous	60	60			0						0
TOTAL	1,314,410	349,410	610,000	0	610,000	0	0	0	0	355,000	355,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094513**

TITLE: A Street Water Line Loop
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND: Water
STATUS: New
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2010

PROGRAM DESCRIPTION:

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. 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 in identifying the best hydraulic location for the line and the possible placement of a water tank at the Blue Ridge Middle School. Planned expenditures will need to be updated after completion of the Water Distribution Evaluation is completed.

PROJECT STATUS: IFB for design work to be issued shortly.

OPERATING IMPACT

This project will improve the reliability of the system as well as the water quality of the system. It will reduce interruptions of service to users in the southern section of Town. Operational costs and time are not expected to be affected by the completion of this project.

FUNDING- SOURCE & TIMING

Project may go forward in FY11 if fully funded by federal appropriation.
 If no federal funding then future funding for this project will come from GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094513

TITLE: A Street Water Line Loop

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget		1	2	3	4	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	75,483	2,483	175,000	(102,000)	73,000						0
Bond-New loan	187,212				0			187,212			187,212
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	262,695	2,483	175,000	(102,000)	73,000	0	0	187,212	0	0	187,212

PLANNED EXPENDITURES

Uses	Total Project Cost	6/30/2009	2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	75,483	2,483		73,000	73,000						0
Prof. Services	12,212				0			12,212			12,212
Construction	175,000		175,000	(175,000)	0			175,000			175,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	262,695	2,483	175,000	(102,000)	73,000	0	0	187,212	0	0	187,212

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094514**

TITLE: Vulnerability Assessment
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
Eileen Boeing

FUND: Water
STATUS: In Progress
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2007
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2012

PROGRAM DESCRIPTION:

After the 911 terrorist attacks, the federal government required all water systems to conduct an assessment of the vulnerabilities to the Water System. This assessment identified potential vulnerabilities and recommended improvements. The assessment was completed in June, 2005 and the Town is now working to implement recommendations made in the Assessment.

The assessment has identified items that could be completed to reduce the vulnerabilities at the facilities. Due to the sensitive nature of this information it is not possible to go into details on what those improvements might be.

PROJECT STATUS: Items continue to be evaluated. FY 2010 forward funding to come from cash.

OPERATING IMPACT

Additional operating budget and staff time will be needed to operate and maintain some of the recommended improvements. For some of the items, new positions will be needed and equipment will need to go on an every 3-4 year replacement program.

FUNDING- SOURCE & TIMING

FY 2009 funding is from the GO Bonds. FY 2010 forward: recommend funding be from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094514

TITLE: Vulnerability Assessment

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	139,778	139,778			0						0
	0				0						0
Cash Fund	106,000		50,000	(44,000)	6,000			50,000	50,000		100,000
	0				0						0
Other	0				0						0
TOTAL	245,778	139,778	50,000	(44,000)	6,000	0	0	50,000	50,000	0	100,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0			0	0						0
Prof. Services	0				0						0
Construction	245,778	139,778	50,000	(44,000)	6,000			50,000	50,000		100,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	245,778	139,778	50,000	(44,000)	6,000	0	0	50,000	50,000	0	100,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094515**

TITLE: New Elevated Water Tank
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
 Andrea Broshkevitch

FUND: Water
STATUS: New
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2011

PROGRAM DESCRIPTION:

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 and begin acquisition of a tank site. Costs for land acquisition, design and construction will be updated after the additional evaluation with the model is completed.

PROJECT STATUS: On hold to be pushed back to FY 2012 or FY 2013

OPERATING IMPACT

Installation of this tank will provide additional finished water storage to the town and additional fire flow capacity. Additional operational costs include: every 10 - 15 years the tank will need to be painted (approximately \$150,000), cost for electricity and communications for water level (approximately \$1000/yr), and cost for security access to tank (approximately \$6,000/yr). Possible revenue through rental of cell phone sites (approximately \$2400/month/site).
 Every 10 - 15 years the tank needs to be painted (approximately \$150,000)
 Cost for electricity and communications for water level (approximately \$1000/yr)
 Cost for security access to tank (approximately \$6,000/yr)
 Possible revenue through rental of cell phone sites (approximately \$2400/month/site)

FUNDING- SOURCE & TIMING

Funding should come from the GO bonds. Repayment should come from leasing location on tower for cell phone antennas.

GOALS ADDRESSED

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094515

TITLE: New Elevated Water Tank

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	76,401	76,401			0						0
Bond-New loan	2,390,000				0			2,390,000			2,390,000
Bond- B of A	23,704	23,704			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	2,490,105	100,105	0	0	0	0	0	2,390,000	0	0	2,390,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	139,770	99,770			0			40,000			40,000
Prof. Services	0				0						0
Construction	2,350,335	335			0			2,350,000			2,350,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	2,490,105	100,105	0	0	0	0	0	2,390,000	0	0	2,390,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094516**

TITLE: Switch to Hypochlorite
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND Water
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2008
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2009

PROGRAM DESCRIPTION:

This project involves replacing gas chlorine with liquid hypochlorite. Gas chlorine is very dangerous to the workers and the surrounding public. For this reason, stored chlorine gas can become a target for terrorists. Liquid chlorine in the form of sodium hypochlorite is much safer. Most communities in the area have already made the switch or plan on making the switch. The Water Resource Study will identify the plans for the WTP and this project would then be incorporated into that plan as appropriate. Planned Expenditures will need to be updated after the design is completed.

PROJECT STATUS: Design is complete and approved by VDH. The IFB for construction is to issued Jan 2010.

OPERATING IMPACT

Liquid Chlorine will cost more to purchase, however, the increase in safety to both staff and the public offset the cost difference. The first phase of the design will provide cost impact numbers for future budgeting purposes.

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094516

TITLE: Switch to Hypochlorite

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bond-Sun Trust loan	242,000	19,297		222,703	222,703						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	242,000	19,297	0	222,703	222,703	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	41,790	19,297		22,493	22,493						0
Prof. Services	0				0						0
Construction	200,210			200,210	200,210						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	242,000	19,297	0	222,703	222,703	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094517**

TITLE: Generation of GIS layers for Water Easements
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
 Andrea Broshkevitch

FUND: Water
STATUS: In Progress
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2008
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2014

PROGRAM DESCRIPTION:

This project involves title research, surveying and generation of a GIS layer for all water line easements for the Town. This will allow staff to quickly determine the easement location and type for each property in question. Budget expenditures may need to be modified after the first year as the Town's staff will be able to better identify what elements are needed in the GIS system through a phased approach.

PROJECT STATUS: Partial underway. KCI completed report and implementing recommendations. A & H Environmental to provide updates.

OPERATING IMPACT

Generation of a GIS layer for the water line easements will reduce staff time to research a particular item and will aid in defining land and easement acquisition needs for some CIP projects. Maintenance of a GIS system is key to keeping it accurate and therefore useful. A full-time staff person will be required to operate and maintain the GIS system for all the maps for the Town including the easements and water and wastewater lines. Operating budget impact to the Water Fund is estimated to be equivalent to 1/3 of a staff person and maintenance of extensive computer equipment and software. (Assume \$30,000 total cost/year).

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY

Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094517

TITLE: Generation of GIS layers for Water Easements

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	37,337	37,337			0						0
Bond-New loan	0				0						0
Cash Fund	55,000		50,000	(25,000)	25,000			10,000	10,000	10,000	30,000
	0				0						0
Other	0				0						0
TOTAL	92,337	37,337	50,000	(25,000)	25,000	0	0	10,000	10,000	10,000	30,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses	Approved	Revision Amount (Amendment)	Revised FY10 Budget	1	2	3	4	Total for 5-Yr-CIP
Land / ROW /Legal	0				0					0
Engr. Study/Design	33,925	33,925			0					0
Prof. Services	58,412	3,412	25,000		25,000		10,000	10,000	10,000	30,000
Construction	0				0					0
Equipment	0		25,000	(25,000)	0					0
Miscellaneous	0				0					0
TOTAL	92,337	37,337	50,000	(25,000)	25,000	0	0	10,000	10,000	30,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094518**

TITLE: Water Master Plan
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND: Water
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 3rd Qtr(Jan-Mar) 2010

PROGRAM DESCRIPTION:

The project involves the updating of the Water Master Plan to show future needs for the system that is consistent with the Town's Comprehensive Plan & PUGAMP plan. This project will provide the Town with a roadmap for capacity demand for the Town's water treatment and distribution system through build out. Much of the needed background for the plan will be collected as part of the Water Distribution Evaluation and Water Resources Study. This project budget has been budgeted for several years but has been delayed in anticipation of a new Comprehensive Plan and PUGAMP plan.

PROJECT STATUS: Push back to FY 2010 after annexation efforts are addressed

OPERATING IMPACT

Completion of an updated Water Master Plan will aid in discussions with future developers to better define the water needs, lines sizes requirements, and associated upgrades to the distribution & treatment system.

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."
Comp Plan Implementaion Strategy: Review and update fundamental utility infrastructure plans at least every 5 years to ensure effective long-term planning and implementation of public systems.
Mandatory

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094518

TITLE: Water Master Plan

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	31,191	31,191			0						0
Bond- B of A	7,900	7,900			0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	39,091	39,091	0	0	0	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget	1	2	3	4	Total for 5-Yr-CIP
Land / ROW /Legal	0				0					0
Engr. Study/Design	39,091	39,091			0					0
Prof. Services	0				0					0
Construction	0				0					0
Equipment	0				0					0
Miscellaneous	0				0					0
TOTAL	39,091	39,091	0	0	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094519**

TITLE: Transition to a SCADA system
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND: Water
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 2nd Qtr(Oct-Dec) 2010

PROGRAM DESCRIPTION:

This project involves installing a SCADA (Supervisory Control and Data Acquisition) system for all remote facilities. The SCADA system will permit the water plants to wirelessly communicate and operate the remote well stations through a base computer at the main facilities. This system will facilitate operations tremendously.

PROJECT STATUS: IFB to be issued in January 2010

OPERATING IMPACT

This project will allow operators to monitor remote facilities and will alert them to problems sooner. Operations costs for operators will be reduced by decreasing site visits needed. Budget will be necessary to maintain the electronic equipment that is needed and replacement of parts may be needed every 3-5 years.

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094519

TITLE: Transition to a SCADA system

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	8,640	8,640			0						0
Bond-New loan	118,021				0					118,021	118,021
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	126,661	8,640	0	0	0	0	0	0	0	118,021	118,021

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	8,640	8,640			0						0
Prof. Services	0				0						0
Construction	118,021				0					118,021	118,021
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	126,661	8,640	0	0	0	0	0	0	0	118,021	118,021

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094521**

TITLE: Water Treatment Plant Improvements
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND: Water
STATUS: In Progress
PROJECT START DATE: 2nd Qtr(Oct-Dec) 2008
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2013

PROGRAM DESCRIPTION:

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 21 years old using 1960's treatment technology and does not provide any flexibility to address new treatment requirements from EPA. A current WTP evaluation was conducted and the report determined that immediate upgrades would be required. This will allow us to extend the useful life of the facilities as well. The new facility will likely involve addition of flexibility of treatment options for future needs of the Town. If the Water Resource Study identifies continuing to use Hirst Reservoir or an additional surface water source in that area, an upgrade or replacement to the facility will be necessary which will include filtration and potentially alternative disinfection/organic removal. The Water Resource Study will help to identify options for the continued use of the facility. Budget expenditures will be updated after completion of the Water Resource Study.

PROJECT STATUS: Design work linked to timing of the Water Resource implementation process.

OPERATING IMPACT

The operating budget increase is unknown at this time but will be substantial, as more water treatment will require additional chemicals, electricity, and manpower. It will likely double our current budgets in these categories.

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

The following goals are addressed by this project: #5 of the Top Ten Priorities developed by Town Council in July, 2006 states Establish an aggressive strategy to search for water resources.

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094521

TITLE: Water Treatment Plant Improvements

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	730,000	626		99,374	99,374	630,000					630,000
Bond-New loan	1,275,000				0			1,275,000			1,275,000
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	2,005,000	626	0	99,374	99,374		0	1,275,000	0	0	1,905,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	320,000	626		99,374	99,374	70,000		150,000			220,000
Prof. Services	135,000				0	60,000		75,000			135,000
Construction	1,550,000				0	500,000		1,050,000			1,550,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	2,005,000	626	0	99,374	99,374	630,000	0	1,275,000	0	0	1,905,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094522**

TITLE: New & Replacement Equipment
DEPARTMENT: Water
PROJECT MGR: Brian Lutton

FUND: Water
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2007
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2010

PROGRAM DESCRIPTION:

These items are large purchases under capital and will be funded through short term loans.

		FY	
Replace Ford Escape	Replace 2006 Ford Escape with Hybrid	2011	\$ 31,000.00
Replace Polaris ATV	Replaces ATV used to check water line easements	2013	\$ 8,800.00
Replacement of Pickup Truck	Replaces 2000 Dodge truck	2013	\$ 45,000.00
Replacement of Pickup Truck	Truck is needed to replace the 1999 Ford	2015	\$ 31,000.00

PROJECT STATUS: To be acquired FY 2011

OPERATING IMPACT

Regular maintenance will be required for the equipment after the 1st year warranty. Replacement of the existing pickup truck is expected to result in a reduction in maintenance costs as the truck is requiring regular maintenance currently.

FUNDING- SOURCE & TIMING

Funding for this project should come from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094522

TITLE: New & Replacement Equipment

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bond-Sun Trust loan	36,481	36,481			0						0
Cash Fund	115,800				0	31,000		53,800		31,000	115,800
Other	0				0						0
TOTAL	152,281	36,481	0	0	0	31,000	0	53,800	0	31,000	115,800

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget	1	2	3	4	Total for 5-Yr-CIP	
Land / ROW /Legal	0				0					0	
Engr. Study/Design	0				0					0	
Prof. Services	0				0					0	
Construction	0				0					0	
Equipment	152,281	36,481			0	31,000		53,800		31,000	115,800
Miscellaneous	0				0					0	
TOTAL	152,281	36,481	0	0	0	31,000	0	53,800	0	31,000	115,800

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094523**

TITLE: Intake Structure for Hirst Reservoir
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND: Water
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 4th Qtr(Apr-Jun) 2012
ESTIMATED END DATE: 2nd Qtr(Oct-Dec) 2012

PROGRAM DESCRIPTION:

This project involves the design and installation of a new intake structure to replace the one that is broken. The Hirst Reservoir relies on its intake structure to obtain the best quality water from the reservoir. Sometime in the past this intake was damaged so that the withdrawal point is limited to 12 feet below full pool level. This project involves installation of a new intake structure that would allow operators to change the level of the intake in order to maximize water quality. Installation of a new structure will be a challenge if the Town wishes to keep the reservoir full and in operation during the project. To accomplish this the project will involve underwater construction or dewatering of an area around the intake structure area. Both these options are quite expensive. Planned Expenditures will need to be updated upon completion of the design work. The funding for this project can be used for a new intake at another location in the event that this reservoir is not used as a backup source.

PROJECT STATUS: Design work linked to timing of the Water Resource implementation process.

OPERATING IMPACT

Installation of a new intake structure will provide flexibility to the water operators to draw water from the reservoir at the appropriate level to maximize water quality. During the project, the drain line from the reservoir will also be maintained and made operational. Minimal staff time will be needed to maintain the structure with the main activity being annual valve exercising.

FUNDING- SOURCE & TIMING

Funding is from GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094523

TITLE: Intake Structure for Hirst Reservoir

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget		1	2	3	4	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	60,000			60,000	60,000						0
Bond-New loan	1,210,000				0			210,000	1,000,000		1,210,000
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	1,270,000	0	0	60,000	60,000	0	0	210,000	1,000,000	0	1,210,000

PLANNED EXPENDITURES

Uses	Total Project Cost	6/30/2009	2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	190,000			10,000	10,000			180,000			180,000
Prof. Services	30,000				0			30,000			30,000
Construction	1,050,000			50,000	50,000				1,000,000		1,000,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	1,270,000	0	0	60,000	60,000	0	0	210,000	1,000,000	0	1,210,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094524**

TITLE: Tank Painting
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas

FUND: Water
STATUS: Future Plan(FY10 fwd)
PROJECT START DATE: 4th Qtr(Apr-Jun) 2011
ESTIMATED END DATE: 1st Qtr(Jul-Sep) 2012

PROGRAM DESCRIPTION:

The elevated storage tank is expected to need repainting by 2011 or 2012. The tank requires repainting every 10-15 years. The million gallon storage tank will probably need painting around 2015.

PROJECT STATUS: Funding not allocated this FY.

OPERATING IMPACT

The funding for this project will come from the user fee revenue as it is a purely operational and maintenance cost.

FUNDING- SOURCE & TIMING

Funding for this project should come from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094524

TITLE: Tank Painting

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds	0				0						0
	0				0						0
Cash Fund	120,000				0			120,000			120,000
	0				0						0
Other	0				0						0
TOTAL	120,000	0	0	0	0	0	0	120,000	0	0	120,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	20,000				0			20,000			20,000
Construction	100,000				0			100,000			100,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	120,000	0	0	0	0	0	0	120,000	0	0	120,000

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094525**

TITLE: Water Line replacement on 690 (part of Nursery/690 sewer project)
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
 Larry Burns

FUND: Water
STATUS: Complete
PROJECT START DATE: 4th Qtr(Apr-Jun) 2008
ESTIMATED END DATE: 2nd Qtr(Oct-Dec) 2008

PROGRAM DESCRIPTION:

This project involves the replacement of 50+ year old water line in 690 with new, larger water line. The design for the replacement of the water line from Main Street to Nursery Ave on 690 was completed around 2002 but funding limitations kept the project from being completed in this area. The new line replacement went from Main Street to J Street on 690 south. The water line replacement will occur in conjunction with installation of a gravity sewer line on Nursery Avenue to take Davis Drive Pump Station offline thereby taking advantage of the road already being closed up in that area.

PROJECT STATUS: This is project is completed

OPERATING IMPACT

This project will improve the reliability of the system as well as the water quality of the system. It will reduce interruptions of service to users in the southern section of Town. Operational costs and time are not expected to be affected.

FUNDING- SOURCE & TIMING

Funding for this project should come from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."
Comp Plan Goal: "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."

PRIORITY

Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094525

TITLE: Water Line replacement on 690 (part of Nursery/690 sewer project)

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	579,848	8,279	124,150	447,419	571,569						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	579,848	8,279	124,150	447,419	571,569	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through	Approved Budget	Revision Amount (Amendment)	Revised FY10 Budget	1	2	3	4	Total for 5-Yr-CIP
Land / ROW /Legal	0				0					0
Engr. Study/Design	34,934	4,850	3,250	26,834	30,084					0
Prof. Services	162,940	2,940		160,000	160,000					0
Construction	381,974	489	120,900	260,585	381,485					0
Equipment	0				0					0
Miscellaneous	0				0					0
TOTAL	579,848	8,279	124,150	447,419	571,569	0	0	0	0	0

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WASTEWATER FUND

PROJECT DETAIL SHEETS

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094100-0110**

TITLE: Vulnerability Assessment
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas
 Eileen Boeing

FUND: Sewer
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2007
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2014

PROGRAM DESCRIPTION:

After the 911 terrorist attacks, the federal government required all water systems to conduct an assessment of the vulnerabilities to the Water System. This assessment identified potential vulnerabilities and recommended improvements. The Town is now working to implement recommendations made in the Assessment.

****The assessment has identified items that could be completed to reduce the vulnerabilities at the facilities. Due to the sensitive nature of this information it is not possible to go into details on what those improvements might be.****

PROJECT STATUS: Items continue to be evaluated. FY 2010 forward funding to come from cash.

OPERATING IMPACT

Additional operating budget and staff time will be needed to operate and maintain some of the recommended improvements. For some of the items, new positions will be needed and equipment will need to go on a every 3-4 year replacement program.

FUNDING- SOURCE & TIMING

In years previous to FY 2010, this was funded via GO bonds. For FY 2011 and forward this will be a funded through cash as part of operation sewer fund

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094100-0110

TITLE: Vulnerability Assessment

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	15,432	10,432	50,000	(45,000)	5,000						0
	0				0						0
Cash Fund	100,000				0			50,000	50,000		100,000
	0				0						0
Other	0				0						0
TOTAL	115,432	10,432	50,000	(45,000)	5,000	0	0	50,000	50,000	0	100,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	3,220	3,220			0						0
Prof. Services	5,000		10,000	(5,000)	5,000						0
Construction	106,664	6,664	40,000	(40,000)	0			50,000	50,000		100,000
Equipment	547	547			0						0
Miscellaneous	0				0						0
TOTAL	115,432	10,432	50,000	(45,000)	5,000	0	0	50,000	50,000	0	100,000

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094600**

TITLE: BSWF ENR and Expansion Improvements
DEPARTMENT: Wastewater
PROJECT MGR: Samer Beidas
 Alex Vanegas
 Scott House

FUND: Sewer
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2007
ESTIMATED END DATE: 1st Qtr(Jul-Sep) 2010

PROGRAM DESCRIPTION:

This project involves the design and construction of a 0.5 mgd expansion of treatment capability and Enhanced Nutrient Reduction for the Basham Simms Wastewater Facility. A new Regulation from the Department of Environmental Quality requires the BSWF to meet much more stringent nutrient (nitrogen and phosphorous) limits by the year 2010 to address compliance with the Cheseapeake Bay Act. Completion of the expansion by the end of 2010 provides the Town with a nutrient loading allocation based on the 1.5 MGD instead of 1 MGD. The facility is planned to be funded through a State Revolving Loan and approximately \$6,000,000 is expected from the state's Water Quality Initiative Fund as a grant.

PROJECT STATUS: Project to be completed April 2010

OPERATING IMPACT

This project will increase the flow capability of the plant from 1.0 mgd to 1.5 mgd. The facility will also provide better treatment capabilities and will be less susceptible to toxic hits, cold temperatures and high flows than the current design. The facility will have a substantial amount of new equipment and new processes to operate. Additional manpower will be needed as well as additional operations budget for chemicals, power and mair At a flow of 1.5 MGD, the additional O & M cost is estimated to be \$1,480,000 from PER dated January 2006 which includes additional staff.

FUNDING- SOURCE & TIMING

WQIF Grant - \$5,185,503
 DEQ -VRA Loan- \$24,944,377

GOALS ADDRESSED

Comp Plan Goal: "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."
 Comp Plan Goal: "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."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094600

TITLE: BSWF ENR and Expansion Improvements

FUND Sewer

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants*WQIF	5,185,503	3,970,551	1,531,751	(316,799)	1,214,952						0
	0				0						0
Bonds* VRA	24,944,377	19,555,509	7,214,237	(1,825,369)	5,388,868						0
	0				0						0
Cash Fund**	105,544	18,044	87,500		87,500						0
Bank of America Bond	286,418	286,418			0						0
Other	0				0						0
TOTAL	30,521,843	23,830,523	8,833,488	(2,142,168)	6,691,320	0	0	0	0	0	0

*Please note that this loan amount is not guaranteed only an estimate.

**Cash Funds will cover expenses in-eligible to the Grant or Loan

Loan Amount- \$24,944,377

WQIF Grant- \$5,185,503

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	360	360			0						0
Engr. Study/Design	4,047,445	2,986,087	329,465	731,893	1,061,358						0
Prof. Services	1,575,534	1,097,861	423,821	53,852	477,673						0
Construction	23,904,918	19,743,816	6,934,952	(2,773,849)	4,161,103						0
Equipment	0				0						0
Miscellaneous	993,585	2,399	1,145,250	(154,063)	991,187						0
TOTAL	30,521,843	23,830,523	8,833,488	(2,142,168)	6,691,320	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094603**

TITLE: I & I Improvements & CMOM Compliance
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas

FUND: Sewer
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2005
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2012

PROGRAM DESCRIPTION:

This project involves the design and implementation of recommendations from the Inflow and Infiltration (I & I) Study to reduce the flow to the BSWF during storm events. I&I introduced into the sewer system adds to the water that needs to be treated at the wastewater plant, increasing operations cost and reducing treatment effectiveness. Corrections to the pipelines and manholes to reduce this excess water entering the system helps improve the treatment at the BSWF as well as decreasing the possibility of sewer back ups. Corrections will include: plugging manholes that are inundated during rain events, lining or replacing leaking manholes and sliplining or replacing broken sewer line. A pending regulation from the federal government will require all communities to keep a CMOM, which is a program to manage the maintenance and operations of the sewer collection system. It is unclear when this regulation will be promulgated as it has been poised for implementation for some time but has not been made into law. Activity connected to the CMOM will be considered operational expense.

PROJECT STATUS: Construction complete for Phase I. Construction underway for Phase II. This project was integral in the removing of the consent order.

OPERATING IMPACT

Completion of the I&I recommendations will decrease the stormwater flows to the BSWF. This will improve the treatment effectiveness of the facility during these events and will reduce the emergency manpower needed to operate the facility during storms. Implementation of an aggressive CMOM program will hopefully reduce sewer blockages and backups in the system and help to identify areas where pipe deterioration is triggering a need for repairs or replacement. Currently operating costs include \$10,000 per year to keep the current CMOM program, up to date. Additional operating budget of \$100,000 is estimated to provide the additional staff member needed to oversee the full CMOM maintenance program once it is developed. \$50,000/year is estimated for Maintenance manpower to conduct the CMOM maintenance required and \$20,000/year is estimated for maintenance material costs. These costs will need to be updated as part of the final engineering work to develop the CMOM program.

FUNDING- SOURCE & TIMING

This project will be funded through the GO Bond until FY 2011 at that point the funding should be derived from cash source as an operational activity.

GOALS ADDRESSED

Comp Plan Goal: "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."
Comp Plan Goal: "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."

PRIORITY Mandatory Maintenance

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094603

TITLE: I & I Improvements & CMOM Compliance

FUND Sewer

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
Bonds- New loan	350,000				0				350,000		350,000
Bond-Sun Trust loan	1,664,223	1,012,233	350,000	301,990	651,990						0
Bond- B of A	287,112	287,112			0						0
Cash Fund	125,000				0	125,000					125,000
	0				0						0
Other	0				0						0
TOTAL	2,426,335	1,299,345	350,000	301,990	651,990	125,000	0	0	350,000	0	475,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	9,625	9,625			0						0
Engr. Study/Design	345,023	235,023	45,000		45,000	20,000			45,000		65,000
Prof. Services	59,460	22,460	5,000	22,000	27,000	5,000			5,000		10,000
Construction	2,012,087	1,032,097	300,000	279,990	579,990	100,000			300,000		400,000
Equipment	0				0						0
Miscellaneous	140	140			0						0
TOTAL	2,426,335	1,299,345	350,000	301,990	651,990	125,000	0	0	350,000	0	475,000

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094604**

TITLE: West End Pump Station Improvements
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas
 Scott House

FUND: Sewer
STATUS: In Progress
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2008
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2009

PROGRAM DESCRIPTION:

This project involves improvements to the West End Pump Station to replace aging equipment, provide back up power, dialing alarm system and meet the specifications of the Town's Facility Standards Manual to make the pump station reliable. The pump station is approximately 30 years old and uses a different type of pump technology than the other pump stations in town. Initial improvements completed in FY06/07 will involve replacement of the pumps, control box and wiring. Unfortunately, more land is needed to meet the Facilities Standards Manual (FSM) requirements for a building, etc. Trees, powerlines, sidewalks/trails, and storm structures may require moving the pump station in order to accomplish bringing the station up to FSM standards. Location of the pump station and land negotiations will be the next step for this project. Planned Expenditures will require updating after the next step is completed.

PROJECT STATUS: Design work near completion. Construction to be pushed back to FY 2011.

OPERATING IMPACT

Upgrading the pump station will result in improved maintenance.
 This should reduce operations costs and overtime for emergency call outs.

FUNDING- SOURCE & TIMING

Funding for FY 2009 - FY 2010 will come through GO Bonds.
 FY11- New Loan required

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094604

TITLE: West End Pump Station Improvements

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	77,439	30,274		47,165	47,165						0
Bond-New loan	600,000				0			600,000			600,000
Bond- B of A	81	81			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	677,520	30,355	0	47,165	47,165	0	0	600,000	0	0	600,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	10,000				0			10,000			10,000
Engr. Study/Design	77,520	30,355		47,165	47,165						0
Prof. Services	10,000				0			10,000			10,000
Construction	580,000				0			580,000			580,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	677,520	30,355	0	47,165	47,165	0	0	600,000	0	0	600,000

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094605**

TITLE: Sewer Master Plan
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas

FUND: Sewer
STATUS: Complete
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 3rd Qtr(Jan-Mar) 2010

PROGRAM DESCRIPTION:

The project involves the updating of the Sewer Master Plan to show future needs for the system that is consistent with the Town's Comprehensive Plan & PUGAMP plan. This project will provide the Town with a roadmap for capacity demand for the Town's sewer treatment and collection system through build out. Much of the needed background information has been collected as part of the Capacity Maintenance & Operations Management program & data projections from the Planning Department. This project has been budgeted for several years but has been delayed in anticipation of a new Comprehensive Plan and PUGAMP plan. Town Council scheduled this project in FY09 in anticipation of revisions to the PUGAMP that are expected to commence shortly.

PROJECT STATUS: Project complete

OPERATING IMPACT

Completion of a new Water and Sewer Master Plan will aid in discussions with future developers to better define the water and sewer needs, lines sizes, etc.

FUNDING- SOURCE & TIMING

This project will be funded through a GO bond. Future Master Plans to be funded out of the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."
Comp Plan Implementaion Strategy: Review and update fundamental utility infrastructure plans at least every 5 years to ensure effective long-term planning and implementation of public systems.

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094605

TITLE: Sewer Master Plan

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	60,000	51,865		8,135	8,135						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
	0				0						0
TOTAL	60,000	51,865	0	8,135	8,135	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	60,000	51,865		8,135	8,135						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	0				0						0
Miscellaneous	0				0						0
	0				0						0
TOTAL	60,000	51,865	0	8,135	8,135	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094606**

TITLE: Generation of GIS layer for Sewer Easements
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas
 Andrea Broshkevitch

FUND: Sewer
STATUS: In Progress
PROJECT START DATE: 3rd Qtr(Jan-Mar) 2007
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2009
 * may need to change based on progress made in first year

PROGRAM DESCRIPTION:

This project involves title research, surveying and generation of a GIS layer for all water line easements for the Town. This will allow staff to quickly determine the easement location and type for each property in question. Budget expenditures may need to be modified after the first year as the Town's staff will be able to better identify what elements are needed in the GIS system through a phased approach.

OPERATING IMPACT

Generation of a GIS layer for the water line easements will reduce staff time to research a particular item and will aid in defining land and easement acquisition needs for some CIP projects. Maintenance of a GIS system is a critical component to keeping it accurate and therefore useful. A full-time staff person will be required to operate and maintain the GIS system for all the maps for the Town including the easements and water and wastewater lines. Operating budget impact to the Water Fund is estimated to be equivalent to 1/3 of a staff person and maintenance of extensive computer equipment and software. (Assume \$30,000 total cost/year).

FUNDING- SOURCE & TIMING

Currently funded through GO Bonds. After FY 2010, it becomes an operational expense to maintain.

PROJECT STATUS: Partial underway. KCI completed report and implementing recommendations. Olver to handle updates.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094606

TITLE: Generation of GIS layer for Sewer Easements

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	22,500	22,500		0	0						0
Bond-New loan	0				0						0
Cash Fund	75,000		50,000	(25,000)	25,000			25,000	25,000		50,000
	0				0						0
Other	0				0						0
TOTAL	97,500	22,500	50,000	(25,000)	25,000	0	0	25,000	25,000	0	50,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	94,095	19,095	50,000	(25,000)	25,000			25,000	25,000		50,000
Prof. Services	3,405	3,405			0						0
Construction	0				0						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	97,500	22,500	50,000	(25,000)	25,000	0	0	25,000	25,000	0	50,000

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094607**

TITLE: Transition to a SCADA system
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas

FUND: Sewer
STATUS: In Progress
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 2nd Qtr(Oct-Dec) 2010

PROGRAM DESCRIPTION:

This project involves installing a SCADA (Supervisory Control and Data Acquisition) system for all remote facilities. The SCADA system will permit the sewer plant to wirelessly communicate and operate the remote pump stations through a base computer at the main facilities. This system will improve operations by being able to potential identify problems immediately or before they occur.

PROJECT STATUS: Construction services to be procured in January 2010

OPERATING IMPACT

This project will allow operators to monitor remote facilities and will alert them to problems sooner. Operations costs for operators will be reduced by decreasing site visits needed. Budget will be necessary to maintain the electronic equipment that is needed and replacement of parts may be needed every 3-5 years.

FUNDING- SOURCE & TIMING

Funding is through GO Bonds. The upgrade and replacement parts to be funded through the sewer operating fund.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094607

TITLE: Transition to a SCADA system

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	14,294	5,683		8,611	8,611						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
	0				0						0
TOTAL	14,294	5,683	0	8,611	8,611	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	5,683	5,683			0						0
Prof. Services	0				0						0
Construction	8,611			8,611	8,611						0
Equipment	0				0						0
Miscellaneous	0				0						0
	0				0						0
TOTAL	14,294	5,683	0	8,611	8,611	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094608**

TITLE: Nursery/690 Sewer Line Project
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas

FUND: Sewer
STATUS: Complete
PROJECT START DATE: 4th Qtr(Apr-Jun) 2009
ESTIMATED END DATE: 1st Qtr(Jul-Sep) 2009

PROGRAM DESCRIPTION:

This project will involve the design and installation of a gravity sewer line from the Holly Hill and Davis Drive pump stations to Hirst Farm sewer system. As part of the Locust Grove and Hirst Farm Subdivisions, the developer is committed to installing a line from Holly Hill Pump Station to a line in Locust Grove. The Town will be paying for the effort to extend the gravity system to include Davis Drive PS. This will result in elimination of two older pump stations. These two pump stations do not meet FSM standards for pump stations and would require major upgrades if they are not eliminated.

PROJECT STATUS: Project Complete

OPERATING IMPACT

This project will result in elimination of two older pump stations (Holly Hill and Davis Drive). These two pump stations do not meet FSM standards for pump stations and would require major upgrades if they are not eliminated. The life cycle cost analysis has been requested to demonstrate long term savings by eliminating the pump stations and thus reducing operations and maintenance costs. (approximately \$15,000/yr) Since we currently have 8 pump stations, an estimated savings would be 1/4 of the total cost of that category. There would be the additional cost savings of not having to upgrade the pump stations and conduct repairs. A life cycle cost analysis that is almost done will provide additional information.

FUNDING- SOURCE & TIMING

This project is funded through GO bonds.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094608

TITLE: Nursery/690 Sewer Line Project

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	834,833	49,550	130,000	655,283	785,283						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	834,833	49,550	130,000	655,283	785,283	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	120,082	25,183		94,899	94,899						0
Prof. Services	36,395	21,395	5,000	10,000	15,000						0
Construction	678,357	2,973	125,000	550,384	675,384						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	834,833	49,550	130,000	655,283	785,283	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094610**

TITLE: New Equipment for Maintenance of Sewer Collection System
DEPARTMENT: Wastewater
PROJECT MGR: Samer Beidas
 Jim Kelly
 Scott House

FUND: Sewer
STATUS: New
PROJECT START DATE: 1st Qtr(Jul-Sep) 2009
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2015

PROGRAM DESCRIPTION:

		FY
Pick Up Truck	\$25,000 Replaces 1999 Ford	2011
Pick Up	\$25,000 Replaces 1996 Ford	2013
6" Godwin Pump	\$65,000 New Equipment used for emergency situations	2013
Truck	\$300,000 New Equipment to supplement older Vac Truck	2013
Vehicle	\$14,000 Replaces Old Gator	2014
Generator	\$200,000 Replace E. End Generator which will be 20 years old	2014

PROJECT STATUS: Vac Truck purchase delayed to 2011**OPERATING IMPACT**

These tools will require regular maintenance and periodic repair after the first year warranty perhaps \$5000 may be appropriate.

FUNDING- SOURCE & TIMING

Funded through the operation fund.

GOALS ADDRESSED

Comp Plan Goal: "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."

PRIORITY

Imrpove efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094610

TITLE: New Equipment for Maintenance of Sewer Collection System

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	22,444	22,444			0						0
Bond- B of A	168,923	168,923			0						0
Cash Fund	629,000				0	25,000		390,000	214,000		629,000
	0				0						0
Other	0				0						0
TOTAL	820,367	191,367	0	0	0	25,000	0	390,000	214,000	0	629,000

* Short Term Financing

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	820,367	191,367			0	25,000		390,000	214,000		629,000
Miscellaneous	0				0						0
TOTAL	820,367	191,367	0	0	0	25,000	0	390,000	214,000	0	629,000

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094611**

TITLE: BSWF Odor Control
DEPARTMENT: Wastewater
PROJECT MGR: Scott House
Alex Vanegas

FUND Sewer
STATUS: New
PROJECT START DATE: 1st Qtr(Jul-Sep) 2010
ESTIMATED END DATE: 4th Qtr(Apr-Jun) 2011

PROGRAM DESCRIPTION:

This project involves the design and construction of odor control elements for the BSWF to address complaints from neighbors.

PROJECT STATUS: Consultant to begin feasibility study of odor control options

OPERATING IMPACT

This project will improve relations with neighbors who may currently experience days when they can smell odors from the plant. The odor control elements will be additional equipment to maintain and will have a regular expense in supplies.

FUNDING- SOURCE & TIMING

Funding should come from operating fund

GOALS ADDRESSED

Comp Plan Goal: "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."

Comp Plan Goal: "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."

PRIORITY

Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094611

TITLE: BSWF Odor Control

FUND Sewer

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds	0				0						0
	0				0						0
Cash Fund	90,000		15,000	(15,000)	0			15,000	75,000		90,000
	0				0						0
Other	0				0						0
TOTAL	90,000	0	15,000	(15,000)	0	0	0	15,000	75,000	0	90,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2009	Approved Budget 2010	Revision Amount (Amendment)	Revised FY10 Budget	2011	2012	2013	2014	2015	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	15,000		15,000	(15,000)	0			15,000			15,000
Construction	75,000				0				75,000		75,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	90,000	0	15,000	(15,000)	0	0	0	15,000	75,000	0	90,000

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Supplemental Information

This section provides relevant information to facilitate understanding of the budget document and the budget operating environment.

- Revenue Profile
- Tax Rate History
- Glossary of Budget Terms

Cable PEG Grant		\$6,800
Auto Decals	\$25.00 per vehicle \$15.00 per motorcycle \$1.00 antique vehicle \$1.00 transfer of current decal No cost on qualified vehicle- volunteers No cost on qualified vehicle- military	\$130,000
Bank Franchise Tax Under State Law, local banks are exempt from business licenses but they must pay a franchise tax on their deposits in the community where the branch is located	Per State Code	\$200,000
Cigarette Tax	.50 per pack	\$212,000
Transient Occupancy Tax Currently there are no hotel/motels located in the Town	3% (of hotel/motel rates)	\$0
Meals Tax	4% on all prepared food & drinks	\$723,807
Zoning Fees		\$100,000
Public Shared Parking		\$0
Community Events Sign Revenue collected from organizations who advertise on the Town's message boards is available to support public information and announcements		\$600
Event Support Fee		\$8,000
Street Fees		\$0
Sponsorship/Naming Fee		\$35,000
Newsletter Sponsorship		\$4,000
Calendar Advertisement/Donations		\$12,000
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually	Bad check fee \$35	\$5,000
Police Revenue This is revenue that we collect from Police Department operations and includes tickets and traffic fines		\$78,000
Mowing Fine by Ordinance		\$500
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP. Also includes investment income on investment of Loudoun County Settlement funds.		\$65,000
Rent (Town Property)		\$0
Fireman's Field Revenue Proceeds from lease of skating rink facilities		\$15,000
Train Station Revenue Proceeds from facility rental fees		\$600
PD Charges to Other Communities		\$1,000
Maintenance/Public Works Charges to Other Localities		\$5,000
Payment in Lieu of Taxes		\$2,500

Donations		\$100
Local Grants & Awards		\$0
Proceeds from Property/Equipment Revenue generated from the sale of any surplus property		\$10,000
Gas Tax Funds Revenue allocated by Loudoun County to make improvements to our Main Street Corridor		\$0
Litter Grant		\$1,500
School Settlement/Loudoun County		\$165,000
Parks & Recreation Donation		5,000
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$1,800
Garnishment Fee		\$100
ABC Profits (State funding) This funding category is based on population and involves the distribution of a percentage of the profits that the ABC makes in its operations. State eliminated for FY09 and FY10.		\$0
Law Enforcement Grant (State funding) This revenue category was created by the General Assembly to help localities fund their law enforcement program and includes the federally funded "FASTCOPS" program		\$102,316
Personal Property Tax Relief (State funding)		\$201,000
Virginia Fire Program's Fund (State funding) This program was created by the General Assembly to help fund volunteer fire departments by enabling local governments to help provide the local companies with funds transfer and reporting requirements		\$9,500
Street Maintenance Revenue (State funding) The town receives reimbursement from VDOT for snow removal and permit fees for companies that do work in our R/W. The largest amount of revenue in this category is for maintenance of the VDOT secondary road system.		\$555,000
Law Enforcement / FED		\$1,000
Arts Grant (Federal funding)		\$2,000
Transfer in Cash Reserves Includes transfer of funds from FY09 operating surplus		\$96,205
Transfer from other funds (charge back from Utility Funds).		\$1,115,904
GENERAL FUND TOTAL		\$8,061,425

REVENUE PROFILE FY11

WATER FUND

Source	Rate	Income
Rent on Property		\$6,000
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$1,000
Availabilities (Water Resource Recovery Fee)	Rate set by meter size as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$746,866
Meter Fees	Based on meter size (cost includes new radio read meter plus \$20 installation charge)	\$7,494
User Fees	Ascending Tiered Rate Structure based on usage volume as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$1,641,000
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually		\$1,000
Penalties & Interest		\$20,000
Water flushing fee Fee charged to developers who flush water lines to comply with State regulations		\$1,000
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$6,000
Cellular Lease Payments based on lease agreements telecommunication companies for reception chips on water tower		\$127,000
Proffers Determined through negotiations at time of rezoning/land use change		\$0
Transfer in cash reserve		\$752,529
WATER FUND TOTAL		\$3,309,889

REVENUE PROFILE FY11

WASTE WATER FUND

Source	Rate	Income
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$200
Availabilities (Resource Recovery Fee)	Rate set by meter size as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$626,400
User Fees	Flat rate based for usage as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$1,954,000
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually		\$1,000
Penalties and Interest		\$20,000
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$50,000
Proffers Determined through negotiations at time of rezoning/land use change		\$0
Transfer in cash reserve		\$2,068,988
WASTE WATER FUND TOTAL		\$4,720,588

TOWN OF PURCELLVILLE TAX RATE HISTORY

Real Estate:

Tax Year	Tax Rate
1990-1995	0.24
1996	0.24
1997	0.24
1998	0.24
1999	0.24
2000	0.24
2001	0.24
2002	0.24
2003	0.22
2004	0.21
2005	0.20
2006	0.17
2007	0.18
2008	0.19
2009	0.225
2010	0.23

Personal Property:

Tax Yr	Tax Rate
1996	1.05
1997	1.05
1998	1.05
1999	1.05
2000	1.05
2001	1.05/.55
2002	1.05/.55
2003	1.05/.55
2004	1.05/.55
2005	1.05/.55
2006	1.05/.55
2007	1.05/.55
2008	1.05/.55
2009	1.05/.55
2010	1.05/.55

Meals Tax:

Fiscal Yr	Rate
1996	3%
1997	3%
1998	3%
1999	3%
2000	3%
2001	3%
2002	4%
2003	4%
2004	3%
2005	3%
2006	4%
2007	4%
2008	4%
2009	4%
2010	4%

Cig Tax:

Fiscal Yr	Rate
2000	0.20
2001	0.20
2002	0.20
2003	0.20
2004	0.30
2005	0.30
2006	0.35
2007	0.45
2008	0.50
2009	0.50
2010	0.50

Business License:

Tax Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Manufacturer	0	0	0	0	0	0	0	0	0	0	0	0
Contractor	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14
Wholesale	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Retail	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Professional	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Business Serv	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Personal Serv	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Repair	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Rental/by Owner	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Financial Sevices	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Restaurant	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Hotel Motel	n/a	n/a	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Itinerant Vendor	250.00/yr	250.00/yr	500.00/yr									
Fortune-teller	n/a	n/a	n/a	n/a	500.00/yr							
Carnivals/Amus	n/a	n/a	500.00/yr									
	\$10 min	\$10 min	\$20 min									

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 (Undesignated) 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 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 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 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.

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.

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

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.

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.

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.

Goal - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

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, but which 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.

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.

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.

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.

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.

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.

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

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.