

Town of Purcellville, Virginia
Adopted FY 07-08 Fiscal Plan
&
Capital Improvement Program
FY 08-12

A stone archway sign for the Town of Purcellville, Virginia. The sign features the word "PURCELLVILLE" in a bold, serif font, arched over a central shield emblem. The shield contains a stylized building or tower. The sign is set within a stone archway flanked by two stone pillars. The background is a dense thicket of trees and foliage.

PURCELLVILLE

May 8, 2007



Town of Purcellville

- Adopted -

Fiscal Plan FY 07 – 08

&

Capital Improvement Program FY 08-12

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 Council

Honorable Robert W. Lazaro, Jr.

Honorable Vice-Mayor Gregory W. Wagner

Honorable Council member Christopher J. Walker, III

Honorable Council member Thomas A. Priscilla, Jr.

Honorable Council member Stephen Varnecky

Honorable Council member James O. Wiley

Honorable Council member Janet S. Clarke

Town Administration

Robert W. Lohr, Jr., Town Manager

Patrick Childs, Assistant Town Manager

Hooper McCann, Executive Assistant

Jennifer Moore, Town Clerk

Elizabeth Krens, Director of Finance

Darryl C. Smith, Sr., Chief of Police

Karin Fellers, Director of Utilities/Town Engineer

Samer Beidas, Director of Streets & Maintenance

Martha Semmes, Director of Planning & Zoning

Steve Coakley, Budget/Procurement Specialist

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Town of Purcellville
Fiscal Year 2007 – 2008 Budget

Executive Summary

Mayor
Robert W. Lazaro, Jr.

Council
Gregory W. Wagner
Christopher J. Walker, III
Thomas A. Priscilla, Jr.
Stephen Varnecky
James O. Wiley
Janet S. Clarke



Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
J. Patrick Childs

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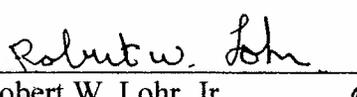
May 8, 2007

Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2008 and the Approved Capital Improvement Program (CIP) for Fiscal Years 2008 – 2012. This document summarizes the results of the five month process followed by the Town Staff and Town Council in developing the operating and capital fiscal plans for the Town.

Highlights of this adopted budget include:

- Financial priorities consistent with Council priorities
- Presentation of Staff and Town Manager recommendations
- Recognition of current economic conditions on revenue and expenditure estimates
- Presentation of Council actions and guidelines for budget execution
- Improved use of the Town's accounting system in budget formulation
- Ability to see the final adopted budget in full detail


Robert W. Lohr, Jr.
Town Manager

Mayor
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Stephen Varmecky
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Town Manager
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Assistant Town Manager
J. Patrick Childs

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February 24, 2007

Mayor and Members of the Council:

Please find enclosed a copy of the staff's proposed FY 07/08 Budget. This document has been respectfully submitted to you from the Town Manager's Office for consideration. Based on priorities, programs and guidelines established by the Town Council and citizens, the staff has spent the last 3 months working to develop a proposal that will meet the needs of our ever changing and growing community. This budget process formally began during the summer when the Town was fortunate to hire Steve Coakley to assume the position of Budget and Procurement Specialist. The Town began this recruitment process after Barbara Bowers resigned to take a full-time job with the Virginia Department of Transportation. Ms. Bowers had served as our first part-time Budget and Procurement Specialist and had completed many substantial changes that helped improve the development, presentation and review of the budget over the last 2 years. Mr. Coakley quickly picked up and continued this enhancement process to meet the feedback that we had received from Town Council. These extensive enhancements/improvements will be included in the FY 07/08 Budget and include the following:

- For the first time, the Town has formally separated the Operational Budget and the CIP Budget to create 2 stand alone documents. This will allow the citizens and Town Council to better track these projects with more specific detail and background.
- The Town adopted a new Capital Improvement Summary Sheet which better identifies the project, 5-year impact and the funding sources on each page. This expanded CIP process provides Council and all the citizens with essential information to better understand what each capital project involves and what steps will be needed to complete this project at a specific designated funding level.
- One of the major changes or improvements this year was the use of the Logics Budget Model from our new Financial Integrated Software Package which allows us to better link the budget to our daily financial programs. In the past, it was always a significant chore to have the final budget document transferred over to the financial program.

- Another new item involved the greater use and expansion of our Budget Development Team which included field supervisors and other staff that began meeting months in advance of the final product being delivered. For the last month, members of this Management and Budget Development Team met in weekly meetings to track these processes and provide feedback to ensure that the best and most accurate information was being delivered on all levels.
- The Budget and Procurement Specialist position was moved under the Finance Department to make these departments link more closely on a daily basis.

As we near the end of the development of the staff's budget presentation to Council, I cannot help but take the opportunity to recognize the extraordinary effort that was put in by Liz Krens and Steve Coakley in the development of this budget. Both staff members have hundreds of hours of time over the last 3 months developing and refining not only this process but the budget that you see delivered to you today. Both of these staff members assisted in revamping the process and providing help to each Department Head as we moved forward with this budget deliberation. In addition, research, clerical and review support was provided by all of our Management Team members and specific support was provided by Hooper McCann, Tracy DeMonte, Karin Fellers, Jennifer Moore, Patrick Childs and our support utility and financial consultants.

This will be the second year since the Town completely revamped our budget timelines in order to assure that the Council has adequate time to set the real estate tax rate in April. By accelerating our budget process 2 months ahead of our previous schedule and what is normally followed by most smaller communities, the Town Council and residents are given more time to reflect on revenue and expenditure projections while providing the maximum amount of time needed to review all of the budget components before setting the final tax rate.

During the last year, the Town has seen fiscal changes that have not existed for the last 11 years and this included a slow-down in the booming residential development within our community. For the first time in over 11 years, the Town has seen a reduction in the assessments of residential property throughout the Town. The last time that this occurred was in the significant economic crash of speculative real estate values that occurred in the late 1980's and continued until 1995. Based on information that we received from the County, the average residential customer saw their tax assessment for residential property drop by 3.3% while business and commercial saw their assessment increase by 19%. Even at the proposed tax rate of \$.20, many residential homeowners will see a decrease in their bills. While these are general averages, many new residents who live in homes that were built in the last 6 or 7 years saw their property values drop by more than \$100,000.00 in many of our newer subdivisions. Currently, the Town has a residential/commercial breakdown of 87% residential assessment value and 16% commercial assessment value. From an interesting standpoint, almost everyone saw an increase in their land values while seeing a significant decrease in their residential improvement assessment values. This is unique because most people had expected to see a decrease in not only the land value but also improvement values throughout the Town. In addition to the tax revenue generated from assessments and availabilities from new construction, which makes up a large share of our revenue in all

three funds, the Town also continued to see increases in many of our programs to help catch-up and offset some of the impacts that have occurred as a result of the growth throughout Purcellville and Western Loudoun. Many of these programs were related to transportation and other quality of life issues identified by our citizens and Council over the last 2 years. Unfortunately, in a continuing disturbing trend, the State and Federal Government have continued to compound our budgeting issues by creating additional unfunded mandates particularly in the area of utilities while changing the ways that we can traditionally collect revenue in the areas of personal property taxes and communication taxes. Many of these changes have resulted in lost income potential for the Town while taking traditional grants and other resources and converting them to loans which cost far more than the traditional grant/loan programs.

In the area of revenues, the Town of Purcellville saw some of our more moderate gains in the General Fund based on the last decade. The proposed increase over FY 06/07 revenue period exceeds 14.5%. The largest increases outside of personal property taxes continue to be the growth of our business community in areas such as business license, sales tax and meal tax. In addition, the Town has seen a significant increase in our streets revenue this year as a result of some back funds owed to the Town by VDOT and the addition of streets that we have included over the last 2 years. On a final revenue note, the Town saw an increase in our grant funding as it related to a CDBG Grant from Loudoun County and a TEA-21 Grant from VDOT. Unlike the Utilities Enterprise Funds, the General Fund is rather diverse with multiple sources of revenue and is not dependant upon new growth on an annual basis. In the Utilities Funds, we are expecting to see another year where availability sales will continue to drop from the highs that we saw in the sales of residential and commercial availabilities during the 5 previous years leading up to last year. Most of the income that we anticipate from this year's projects will be in the form of completion of several residential development projects which are at the very end and a few new commercial/institutional ventures that will be under construction this year. To address these reductions in availabilities and increase cost for plant upgrades to meet new regulations, the Town has worked with our rate consultants and financial advisors to implement year 2 of a new utility/availability fee structure to make sure that we can cover the capital costs and operational needs for our projects. These increases have been implemented into our rate schedule and are proposed as a key initiative to this year's utility budget. In addition, the Town enters the 2nd year of a 5 year rate/user fee adjustment schedule which will result in a 10% increase to water user fees and a 5% increase to sewer user fees to ensure that our operational budget is self sufficient.

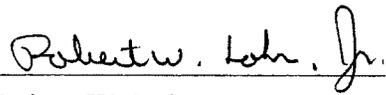
In the area of expenditures, the Town has seen a rapid increase in many of the categories in order to meet the demands of both new and existing residents within our community. Our budget has substantially increased every year and in many cases much faster than the revenue stream and in order to address the level of services but also many new programs requested by our community. One of the most challenging items that our community will face is closely monitoring the immediate and long term impact of the debt service on our budget and community. For years, the Town had unusually low debt service for a community our size. Based on growth and projects requested by citizens, we are now starting to see larger capital projects with the Town proposing over 59 projects in the Five Year CIP. Every project must be evaluated as to the need and fiscal impact in the future to insure that we can adequately fund and address these issues. In a continuing theme identified in the operational and capital programs, the Town has continued to work hard to keep pace but also be cognizant of the ever increasing tax and fee burden that our residents are bearing at not only at the Town and County level. As a result, the

staff worked hard to minimize the number of staffing requests submitted after ramping up considerably in all departments over the last 3 years to meet many new program guidelines. Departments were asked to trim their requests both for staffing and for operational issues and minimize any nonessential programs or the implementation of any new programs that could be delayed for the future as we continue to see substantial increases to our revenue funds generated by our continually expanding business and commercial community. This year I am proposing several initiatives and changes to our expenditure categories and they include the following:

- A 3.3% COLA given to all employees across the board based on the established benchmark of the Social Security Region for Northern Virginia that Town Council identified 2 years ago. As part of our benchmark funding of a 2 year program to address items identified in the Compensation Study Issues. This will include allocating \$196,098 over the next 2 years in 3 funds to keep our compensation plan competitive with our neighboring jurisdictions and make a significant investment in the most important asset which is our staff.
- The Town is proposing the addition of 4.5 staff members in this budget which resulted in a reduction of 7 staff members from the original departmental request. These include the following positions.
 - I) New Police Officer
 - II) New Senior Planner
 - III) Part-time Position for Benefits & Payroll
 - IV) Additional Operator/Maintenance Support Staff at each Utility Plant
- Creation of separate IT Department to address expanding informational and technological needs within the Town.
- Creation of separate Train Station Budget to track expenses and operations.
- Update to the Purcellville Planning and Zoning Ordinance.
- As far as Capital Projects, the Town will begin its most extensive and complex phase of Capital Projects ever undertaken by the Town. This year, the Town has proposed a 5 year CIP which included 59 projects totaling over \$74,608,852 dollars in all three funds. This year we are scheduled to do \$19,114,874 in capital projects.
- Major upgrades, renovations and equipment acquisitions will be needed in all three funds.

In closing, I am proud to submit to you a budget that includes minimum tax and fee increases in the General Fund and minimal user fee and availability fee increases in the Water and Sewer Funds to existing users. Over the last 4 years, the Town has worked to reduce the Real Estate Tax Rate from \$.24 to \$.17 based on the expansion of assessments. Unfortunately, the declining assessments this year coupled with the expansion of projects and operations have necessitated an increase in the rate from \$.17 to \$.20 under this year's current budget. In addition, I am proposing a \$.05 increase in our Cigarette Tax. These 2 combined recommendations will have minimal impact on most residents. This is based on the fact that the majority of the Cigarette Tax is collected from shoppers who live outside of our corporate limits. In addition, the residential assessment declines in many neighborhoods will allow most owners of new houses to see a minimal increase, if not a decrease, in their real estate assessments for this year. In the area of Utilities, the staff supports the consultant's recommendation that the Town raise the Water User Fees 10% and our Sewer User Fees 5% and institute an increase in our availabilities for the standard entry level residential tier. Under our proposed FY 07/08 Budget, the Water Availability will increase from \$18,800 to \$26,168 for water and \$16,000 to \$19,000 for waste water for the entry level tier. Staff has worked hard to provide the background and research that the Town Council and citizens will need over the next several months as you embark on this budget process. We have worked hard to try and keep our costs down even though many variables are beyond our control. As you begin your review of this proposed budget, please do not hesitate to contact staff and we will provide you with any additional management reports that will help facilitate your decision making process.

We would like to close by taking the opportunity to thank all of Town Council and the citizens for the support and direction that we have been given over the last year and specifically during this budget formulation process.



Robert W. Lohr, Jr.
Town Manager

FY 07-08 Budget Calendar

Revised April 3, 2007

January 2007

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- January 8: Budget Committee CIP -7:00pm
 January 10: Department CIP & Operating Budget Requests due
 January 17: Staff budget work session
 January 24: Staff budget work session
 January 31: Staff budget work session

February 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- February 7: Staff budget work session
 February 13: Advertise Tax Rates & Fees & FY08 Budget/CIP Public Hearing

March 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- March 6: Budget Committee work session -7:00 pm
 General Fund (Budget Delivered)
 March 8: Budget Committee work session -7:00 pm
 Water and Sewer Fund
 March 13: Public Hearing on Real Estate Tax Rates & Fees & FY08 Budget & CIP -7:00 pm
 March 15: Budget Committee work session -7:00 pm
 (Cancelled—Rescheduled to 3/20/07)
 March 20: Budget Committee work session -7:00 pm
 March 22: Budget Committee work session - 7:00 pm
 March 27: Budget Committee work session -7:00 pm

April 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- April 10: Town Council adopts:
- Tax Rates & Fee schedule
 - Expenditure Resolution
- Town Council conducts Public Hearing:
- FY 07-08 Budget
 - Personal Property Tax Relief Act (PPTRA)
 - Development Fees

May 2007

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- May 8: Town Council adopts:
- FY 07-08 budget
 - Capital Improvements Program
 - Expenditure Resolution
 - Water and Sewer Rates
 - Personal Property Tax Relief Act (PPTRA)
 - Development Fees

Fall back date to adopt any budget-related items

June 2007

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- June 12: Fall back date to adopt any budget-related items



Town of Purcellville, Virginia Town Council Mission and Priorities: 2006-2007

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.

Council Priorities – Top 10

1. Develop a comprehensive transportation and movement plan
2. Acquire key properties that invoke our sense of place and preserve them
 - a) Acquire Fireman's Field for public park
 - b) Acquire stream valley for linear park
3. Organize for success
 - a) Create staff structure to support future operations
 - b) Establish government structure to formalize roles and responsibilities for reoccurring requirements
 - c) Start a formal executive project management review for performance management, project management and key Town initiatives
 - d) Institute a performance management structure for the Town of Purcellville
 - e) Set performance targets and a means to measure annual performance
 - f) Make necessary procedural changes in the Planning Department to streamline processes
 - g) Develop and implement performance measures for Utilities, Public Works and Street and Maintenance operations
4. Comprehensive Plan adopted by Town Council and institute the needed Ordinance changes
5. Establish an aggressive strategy to search for water resources
6. Stick to established fiscal policies which include no draw down on reserves for future budgets
7. Increase community outreach through media outreach programs (Cable, print, media, website, etc.)
8. Install Hatcher and 23rd Street traffic signals
9. Stencil street numbers and names on curb
10. Complete design of Main and Maple intersection improvements

Outline of Performance Measurement Implementation

Overview

Performance measurement is a critical management tool for strategic, business, and operational planning, implementation and evaluation. Performance measures can show how the Town is doing, underscore its success, help identify where it can make improvements, and are a part of an overall conceptual and strategic framework for more effective management.

This memorandum briefly outlines aspects of performance measurement and highlights steps toward performance management, a description of service efforts and accomplishment measures, steps for developing and administering performance measurement system, and examples of performance measures.

Steps toward Performance Management

Mission/Goals	Objectives	Performance Measures	Analysis for Continuous Improvement
Mission statements declare the Town's long-range intent; its purpose. Although the goals expressed in a mission statement may help shape the Town's values and its organizational culture, the often are imprecise and sometimes even a bit vague.	Objectives are unambiguous statements of the Town's performance intentions, expressed in measurable terms, usually with an implied or explicit timeframe.	Performance measures indicate how much or how well the Town is doing. Ideally, they track the Town's progress toward achieving its objectives	Many Town's 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.

Service Efforts & Accomplishments Measures

- Inputs: resources applied
- Outputs: services or products being provided
- Outcomes: objectives achieved
- Efficiency: the cost per unit of output or unit of outcome

Developing and Administering a Performance Measurement/Monitoring System

Milestone Schedule	
Secure managerial commitment	Spring 2007
Assign responsibility (individual or team) for coordinating departmental efforts to develop sets of performance measures	Spring 2007
Select departments/activities/functions for the development of performance measures	Spring 2007
Identify goals and objectives	Spring 2007
Design measures that reflect performance relevant to objectives: a. Emphasize service quality and outcomes rather than input or workload; b. Include neither too few nor too few measures; c. Solicit input; d. Emphasize customer service; e. Consider citizen or user surveys; f. Include effectiveness & efficiency measures	Summer 2007
Determine the desired frequency of performance reporting	Summer 2007
Assign departmental responsibility for data collection and reporting	Summer 2007
Audit performance data periodically	Begin Summer 2007
Ensure that analysis of performance measures incorporates a suitable basis of comparison	Begin Fall 2007
Ensure a meaningful connection between the measurement system and important decision processes (e.g., goal setting, evaluation, policy development, training)	Begin Fall 2007
Refine the measures, but recognize the value of constancy in examining trends	Fall 2007
Incorporate selected measures into public information reporting	Begin Fall 2007

Examples of Performance Measures

The following examples of performance measures come from one of two sources: the International City/County Management Association (ICMA) Comparative performance Measurement program and the Government Accounting Standards Board (GASB) Service Efforts and Accomplishments (SEA) project. Some measures are identified as input, output, outcome, or efficiency. Others are not. Measures from each source are listed separately under the service heading. The use of measures from these sources can help the Town make comparisons with other jurisdictions and begin the process of benchmarking.

POLICE

ICMA

Deterrence/Patrol Measures

- Number of police calls per patrol officers
- Total calls to 911
- Percentage of commissioned personnel dedicated to patrol services
- Average patrol time utilization per officer
- Response time to emergency calls
- Number of crimes per 1000 population
- UCR part 1 crime rate
- Property crime rate
- Juvenile arrest rate

Apprehension/Investigation

- Investigative personnel
- Total department cost per arrest made
- Crimes cleared (violent crimes, property crimes)
- UCR part 1 crimes
- Total cost per crime cleared
- Crimes against persons per investigator
- Crimes against property per investigator
- Investigation cost

Miscellaneous

- Number of injury-producing traffic accidents per 1000 population

GASB

Input

- Budget expenditures
- Equipment, facilities, vehicles
- Number of personnel
- Hours expended

Output

- Hours of patrol
- Responses to calls for service
- Crimes investigated
- Number of arrests
- Persons participating in crime prevention activities

Outcome

- Deaths and bodily injury resulting from crime
- Value of property lost due to crime
- Percentage of crimes cleared
- Response time

Efficiency

- Cost per case assigned
- Cost per crime cleared
- Person hours per crime cleared

PUBLIC WORKS**ICMA****Road Maintenance**

- Cost per capita
- Percent of lane miles in satisfactory condition

Street Lighting

- Number of complaints about street lighting per 1000 population
- Operating & maintenance costs per streetlight

GASB**Road Maintenance (Input)**

- Expenditures (total, by activity, by labor hours)
- Quantity of material by type
- Equipment hours by type

Road Maintenance (Output)

- Pavement miles resurfaced
- Pavement miles seal coated
- Number of potholes repaired
- Miles of curb/gutter/sidewalk replaced
- Number of street utility cuts repaired
- Number of storm inlets repaired/cleaned

- Miles of preventative maintenance
- Miles of deferred maintenance

Road Maintenance (Outcome)

- Number and percentage of lane miles of road whose condition was either improved or maintained at a satisfactory level
- Lane miles in poor, fair, satisfactory and excellent condition

GARBAGE COLLECTION

ICMA

- Total cost per individual residential customer served
- Number of complaints per 1000 population

GASB

Input

- Expenditures in current and constant dollars
- Number of customers served
- Tons of waste collected

Outcome

- Percentage of scheduled collections missed
- Percentage of scheduled collections not completed on schedule
- Percentage of streets rated acceptably clean
- Number of customer complaints

Efficiency

- Cost per ton collected
- Cost per customer served

GARBAGE DISPOSAL

GASB

Input

- Expenditures in current and constant dollars

Output

- Actual tons processed during period
- Average daily tons processed

Outcome

- Number of citizen complaints

Efficiency

- Cost per ton of waste processed

CODE ENFORCEMENT

ICMA

- Number of code violations resolved per full time equivalent code enforcement personnel

WATER TREATMENT

GASB

Input

- Total cost of operations
- Cost per household or type of service
- Miles of pipeline
- Number and capacity of treatment plants
- Number of employee hours

Output

- Miles of water lines maintained, repaired, inspected
- Feet of new line constructed
- Number of new services connected by customer type
- Number of breaks, leaks, etc., repaired
- Total gallons pumped, metered and treated
- Percentage of total gallons pumped by user category

Outcome

- Percent of total gallons pumped that were metered
- Number of calls about interrupted service
- Number of main breaks
- Number of breaks, leaks, etc. per 100 miles of pipeline per year
- Percent of service interruptions cleared in goal period of time
- Percent of breaks, leaks, etc. repaired within x hours of notification
- Number of complaints: water pressure, taste, odor, other
- Number of days did not meet federal and state standards

Efficiency

- Cost per million gallons pumped: treatment, distribution, containment, other

WASTEWATER TREATMENT

GASB

Input

- Total cost of operations
- Cost per capita of waste water treated
- Number of treatment capacity of plants and level of treatment provided by each
- Miles of infrastructure (pipeline)
- Number of employee hours

Output

- Miles of sewer pipe maintained, repaired and inspected
- Percent of miles maintained requiring repair
- Percent of above repaired per year
- Miles of new sewer constructed
- Number of new services connected
- Number of service calls completed
- Amount of wastewater treated by treatment type

Outcome

- Number of main stoppages per 100 miles of sewer main
- Average response time (in hours)
- Number of complaints
- Number of days effluent exceed federal and state standards-number of violations of discharge permit
- Number of days influent exceeded treatment plant capacity
- Number of gallons effluent that did not meet federal standards/total number of gallons processed through system

Efficiency

- Percent of repairs
- Wastewater treatment cost per 1000 gallons
- Gallons treated by treatment type
- Sludge disposal or use cost per dry ton

PURCHASING

ICMA

- Amount recovered from the sale of surplus property during the last fiscal year

HUMAN RESOURCES

ICMA

- Employee turnover rate
- Average number of calendar days to complete an internal competitive recruitment and selection process
- Sick leave utilization rate
- Ratio of employees in human resources to total workforce of jurisdiction

FLEET MANAGEMENT

ICMA

- Operating cost per mile
- Fuel cost per mile by vehicle type

INFORMATION TECHNOLOGY

ICMA

- Ratio of intelligent workstations to FTEs
- Percent of jurisdiction operating budget allocated to information technology

FACILITIES MANAGEMENT

ICMA

- Total direct operating and maintenance cost per square foot of all maintained facilities, excluding areas outside of structure
- Custodial cost per square foot



Town of Purcellville, Virginia Revised Fiscal Policy Guidelines (2/13/07)

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 principals 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

- a. The town will make all capital improvements in accordance with an adopted capital improvements program.
- b. 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.

- c. 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.
- d. 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

- a. 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.
- b. 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

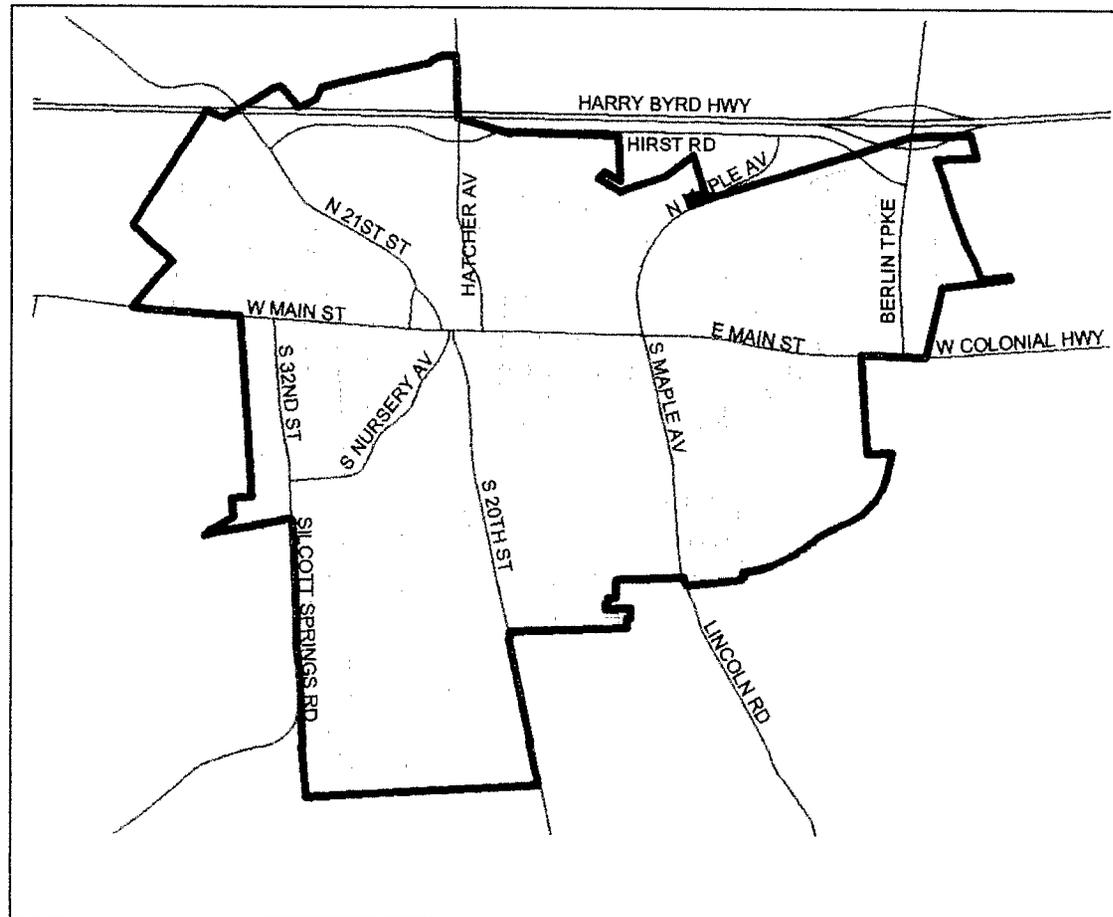
- a. The general fund undesignated fund balance should be built over the next five fiscal years to a minimum of \$3 million or 30% of total general fund revenues, whichever is greater, given that the water and sewer enterprise funds are self supporting and the enterprise fund fund balances are maintained 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 of Purcellville, Virginia *Fast Facts*

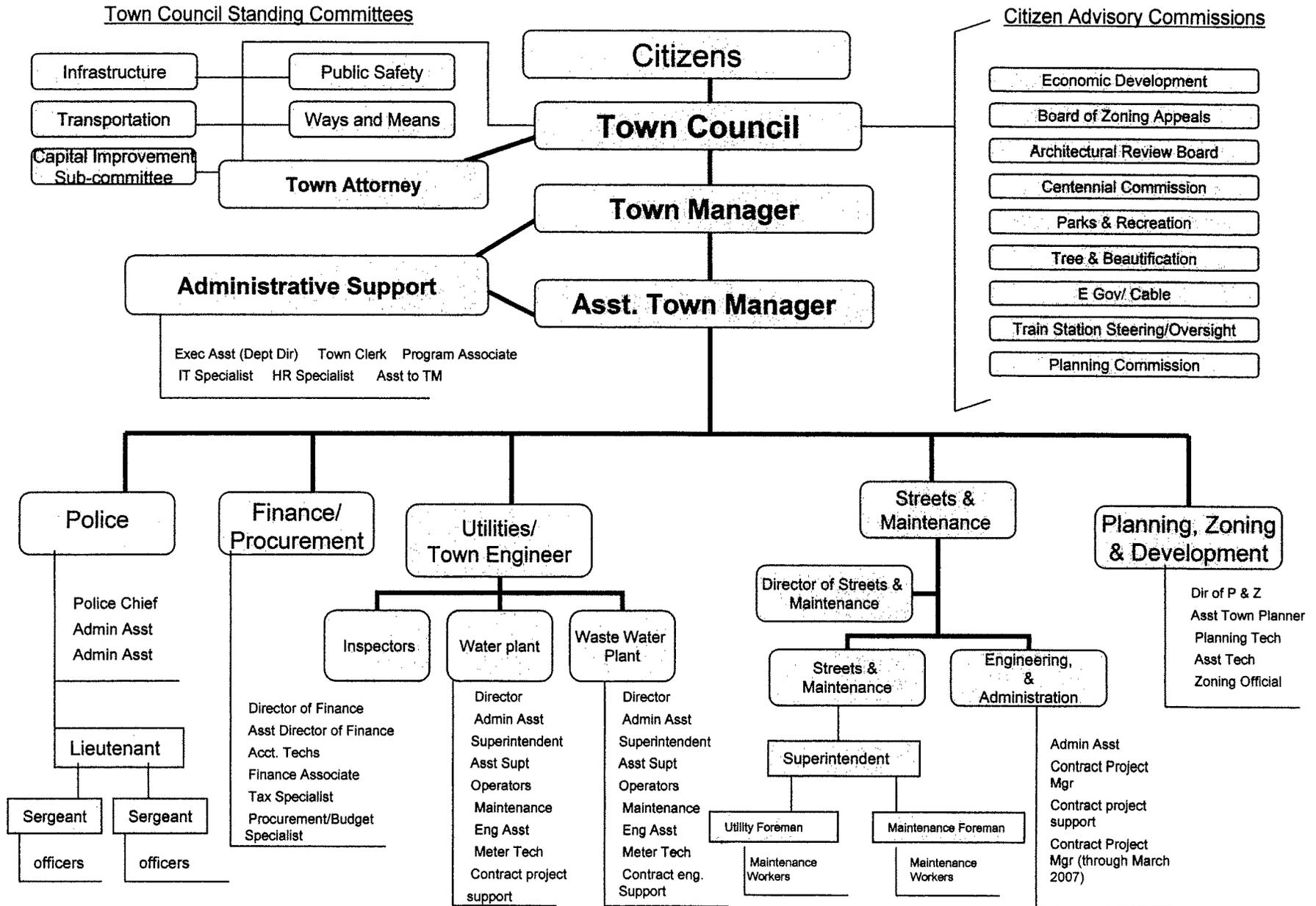
Population: 6400 (December, 2006)
Households: 2264 (December, 2006)
Square Miles: 2.6

Major Employers (as of December, 2006)
--Loudoun County Public Schools (343 employees)
--Loudoun Stairs (160 employees)
--Patrick Henry College (150 employees)
--Giant (147 employees)
--Virginia Regional Transportation (70 employees)

Map of Purcellville



Town of Purcellville Organization Chart



Town of Purcellville, Virginia FY 07-08 Budget Highlights

GENERAL FUND

- Real Estate Tax Rate \$.18/\$100 assessed value
- Cigarette Tax increase \$.05/pack to \$.50/standard pack
- No other taxes or fees in the General Fund are recommended to be increased

- 2 New Positions proposed:
 - Police Officer
 - Senior Land Use Planner

- Creation of new IT Department
- Creation of Train Station Budget Category

- Salary & Benefit Enhancements:
 - 3.3% COLA (\$81,245)
 - Implementation of Compensation Recommendations on 2 year phase schedule
 - Maintenance of all Benefit Plans

- Continuation of Bus Shelter Construction Program (\$5,000)
- Continued Funding of Teen Center (\$10,000)
- Creation of Youth Sports Funding Program (\$5,000)
- Creation of Urban Tree Canopy Program (\$12,000)
- Funding of Babe Ruth World Series 2007 (\$10,000)

- Capital Improvement Program:
 - 22 Projects for \$5,544,984 in FY 07/08

- New Debt Service to Handle General Fund Capital Projects for FY 07/08 (\$209,140)

UTILITY FUNDS

- Increase Water User Fees by 10%, Increase Waste Water User Fees by 5%

- Increase Availabilities Fees:
 - Water \$18,800 to \$26,168 for entry level; Waste Water \$16,000 to \$19,000 for entry level

- Salary & Benefit Adjustments:
 - 3.3% COLA (\$36,517)

- Implementation of Compensation Recommendations on 2 year phase schedule (\$17,947)
 - Maintenance of all Benefit Plans
- 2 New Positions Proposed:
- Operator/Maintenance Support Staff – Water
 - Operator/Maintenance Support Staff – Waste Water
- Capital Improvement Projects:
- 20 Projects \$12,694,290 for FY 07/08



Town of Purcellville
Fiscal Year 2007 – 2008 Budget

General Fund
Revenue & Expenditure Detail

**Town of Purcellville
Revenue Budget Worksheet
7/1/2007 Through 6/30/2008**

		Prior Year Actual 05-06	Current Budget 06-07	Revenue to Date 06-07	Estimated Entire Year 06-07	Manager Recommend 07-08	Council Approval 07-08
Fund #100	GENERAL FUND						
100-3000000-0000	REVENUE DUE TO CAPITAL FUNDS	0	-3,537,700	0	0	0	0
100-3110101-0000	REAL ESTATE TAX (.18)	1,845,410	2,003,254	1,035,480	2,479,334	2,361,270	2,129,270
100-3110301-0000	PERSONAL PROPERTY TAX	223,887	234,000	304,283	300,000	335,000	335,000
100-3110601-0000	PENALTIES AND INTEREST	23,271	14,000	15,521	16,000	16,000	16,000
100-3120101-0000	SALES TAX	616,091	440,000	419,204	620,000	620,000	620,000
100-3120150-0000	COMMUNICATION TAX	0	0	0	174,000	174,000	174,000
100-3120201-0000	UTILITY TAX	301,533	300,000	200,509	192,000	192,000	192,000
100-3120301-0000	BUSINESS LICENSES	572,165	525,000	177,432	525,000	600,000	525,000
100-3120401-0000	FRANCHISE TAX: CABLE	55,187	45,000	24,477	0	0	0
100-3120501-0000	AUTO DECALS	130,094	130,000	5,169	130,000	135,000	135,000
100-3120601-0000	FRANCHISE TAX: BANK	142,205	140,000	29,573	160,000	160,000	160,000
100-3120801-0000	CIGARETTE TAX (.50)	204,105	270,000	154,054	230,000	242,000	242,000
100-3121101-0000	MEALS TAX (4%)	638,441	635,000	458,605	660,000	660,000	660,000
100-3130301-0000	ZONING FEES	145,948	100,000	95,408	140,000	115,000	115,000
100-3130330-0000	SPECIAL MEETINGS	0	0	0	0	0	0
100-3130340-0000	COMMUNITY EVENTS SIGN	1,055	1,000	1,600	2,800	2,000	2,000
100-3130350-0000	STREET FEES	0	0	120	150	200	200
100-3130380-0000	CALENDAR ADV/DONATIONS	7,200	10,000	8,900	8,900	8,500	8,500
100-3130399-0000	MISCELLANEOUS	7,870	6,000	9,470	6,000	6,000	6,000
100-3140100-0000	POLICE REVENUE	78,732	100,000	50,161	74,000	74,000	74,000
100-3150101-0000	INVESTMENT INCOME	105,679	25,000	46,100	50,000	60,000	60,000
100-3150201-0000	RENT ON PROPERTY	0	0	1	1	0	0
100-3160301-0000	PD CHARGES TO OTHER LOCALITIES	25,556	20,000	24,156	24,000	24,000	24,000
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK HENRY)	2,500	0	0	0	2,500	2,500
100-3189903-0000	DONATIONS	2,819	2,000	50	50	100	100
100-3189904-0000	LOCAL GRANTS	5,000	1,000	0	800	1,000	1,000
100-3189905-0000	PROCEEDS FROM PROPERTY	12,784	15,000	185	500	10,000	10,000
100-3189906-0000	GAS TAX FUNDING / LOCO	89,500	104,000	0	108,000	108,000	108,000
100-3189907-0000	LITTER GRANT / LOCO	5,010	5,000	2,219	2,200	2,200	2,200
100-3189920-0000	VEHICLE COMP. REIMB.	1,188	1,000	666	1,000	1,100	1,100
100-3189930-0000	EE HEALTH REIMBURSEMENT	0	13,000	0	0	0	0
100-3189940-0000	GARNISHMENT FEE	135	0	85	130	50	50
100-3189950-0000	OVER/SHORT	-10	0	-20	0	0	0

**Town of Purcellville
Revenue Budget Worksheet
7/1/2007 Through 6/30/2008**

		Prior Year Actual 05-06	Current Budget 06-07	Revenue to Date 06-07	Estimated Entire Year 06-07	Manager Recommend 07-08	Council Approval 07-08
100-3220101-0000	ABC/WINE/LITER / VA	4,303	5,000	4,303	4,300	4,000	4,000
100-3220108-0000	LAW ENFORCEMENT / VA	107,467	126,000	64,815	129,000	126,000	126,000
100-3220109-0000	PPTRA / VA	244,731	201,000	203,216	201,000	201,000	201,000
100-3240201-0000	FIRE FUNDS / VA	15,178	6,000	8,693	8,700	8,700	8,700
100-3240301-0000	STREET REVENUE / VA	518,521	463,850	222,241	444,000	535,000	535,000
100-3240302-0000	VDOT REV SH/PED/VA	0	25,029	0	0	0	0
100-3240303-0000	VDOT BIKE SAFETY GRANT/VA	0	267,022	0	0	0	0
100-3240304-0000	VDOT REV SH/TRAFFIC LIGHTS/VA	0	297,968	0	0	0	0
100-3240305-0000	VDOT GRANT/21ST GUARDRAIL/VA	0	0	30,206	0	0	0
100-3240501-0000	OTHER FUNDS / VA	0	0	46	0	0	0
100-3320101-0000	TEA 21 GRANT / FED	121,959	0	0	0	0	0
100-3330101-0000	LAW ENFORCEMENT / FED	21,126	0	0	0	0	0
100-3330603-0000	ARTS GRANT / FED	5,100	5,000	5,000	5,000	5,000	5,000
100-3330650-0000	NEA GRANT- DT REVITALIZATION	10,000	0	0	0	0	0
100-3330705-0000	CDBG GRANT/FED	0	58,000	0	0	0	0
100-3410101-0000	INSURANCE DIVIDEND	998	0	616	600	0	0
100-3410401-0000	BOND PROCEEDS-05 BK OF AMERICA	2,233,000	2,500,913	570,024	1,368,058	0	0
100-3980000-0000	TRANSFER IN CASH RESERVES	0	431,452	0	0	27,265	27,265
100-3990000-0000	TRANSFER FROM OTHER FUNDS	0	150,000	150,000	150,000	200,000	200,000
	TOTAL GENERAL FUND	8,525,738	6,138,788	4,322,568	8,215,523	7,016,885	6,709,885

Town Administration

Mission:

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

Department Description:

Town Administration is responsible for overseeing the effective implementation of Town Council policies while providing daily support to all staff to ensure the delivery of services to our residents. This effectively requires the department to oversee all day to day operations and delivery of our diverse services to the residents and customers of Purcellville. This department is not only responsible for coordinating, planning and delivering strategies but also handling major problems and issues that may develop at any time through all of the departments. 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 for procurement/budget, human resources, information technology and special projects and programs. The Town Manager is the Chief Administrative Officer of the Town and serves at the pleasure of Town Council while being tasked with supervising all Town functions and making sure that Town Council policies and priorities are put into action.

FY 06/07 Accomplishments:

- Hired New Police Chief, Assistant Town Manager and Director of Streets and Maintenance/Capital Projects Coordinator who have all had a profound impact on positive operations and the success of our organization.
- Developed new newsletter which will be issued quarterly to the citizens and businesses.
- Installed emergency generator to provide emergency power to the Town Hall so that we can maintain a command post and operations during power outages.
- Improved tracking processes for programs and projects.
- Updated Web Page to new format.
- Completed 21st Street Parking Lot Improvement Project.
- Obtained an additional \$281,000.00 TEA-21 Grant for street improvements on 21st Street.
- Meetings for the Town Council and their advisory committees in order to conduct official business.

- Assisted Purcellville Teen Center in securing \$30,000.00 in DOJ Funding.
- Secured a \$5,000.00 grant under the Virginia Commission of Arts Program which helped fund Arts in the Alley, Bluemont Concert Series and other programs throughout our community.
- Facilitated meeting with focus group from the business community to identify improvements we can make in our site development and recruitment/retention of businesses within our community.
- Updated our Economic Development Promotional Items which included our Business Location/Town Map/Restaurant Brochure and Antique/Gift Shop Guide.
- Supported Town Council through the new Town Council taking seat July 1, 2006.
- Worked with Council to facilitate a reorganization and implementation of a new committee structure system that reduced our standing committees from 6 to 4 committees.
- Completed comprehensive review of our Compensation System with outside consultant.
- Began reviewing departmental operations and performance in order to complete a formal reorganization of our entire departmental system in order to meet the Town Council's "Management for Success" Initiative.

Objectives for FY 07/08:

- Provide more accessibility and direct support to department heads and Town staff to ensure the accurate, effective and efficient implementation of Town Policies.
- Continue the initiative of providing Town Council and Staff Retreat and training opportunities which would allow the Town to clearly develop a road map of where this community is heading in order to better serve our residents and businesses
- Continue initiatives created last year that involve improving the documentation, tracking and overall performance of staff in dealing with daily operational projects and capital programs.
- Complete comprehensive review and all departmental operations and implement management and operational reorganization to better position our community to respond to the ever changing need and issues identified by our Town Council and citizens.
- Improve the Town Council's access and support from the Administration Department in order to help coordinate a list of policy priorities that can be effectively implemented within the fiscal year based on the appropriate allocation of resources and direction from Town Council.
- Work with Town Council to facilitate the stream lining of meetings and programs under our existing Committee, Commission, and Board organizational structure to allow for more productive but fewer
- Increase our Economic Development Initiatives and support to our constantly growing business community. This will involve aggressively recruiting identified key businesses to our community, working closely to our existing business base to allow for their expansion and reviewing our policies and programs to ensure that our overall operations are efficient, friendly and conducive to attracting and retaining businesses.
- Allocate more time to intermediate and long-range planning initiatives to ensure that the Town has a clear road map to our future needs and challenges while preserving the maximum alternatives for future Council and staff to use when addressing these issues and potential concerns. This will include finalizing many of our planning documents such as code and ordinance upgrades related to our Comprehensive Plan and PUGAMP updates, Capital Staffing Plan, Capital Facilities Plan and Fleet Maintenance and Acquisition Plan.
- Provide support to Town Council in their mission of obtaining additional property within the corporate limits for future public use related to general government facilities, transportation, parking and recreation.

Program Enhancements:

INCREASE PART-TIME IT SPECIALIST POSITION TO FULL-TIME (\$40,000)

For the last 2 years, the Town has had a part-time IT Specialist and the hours have increased to a full-time need in this position based on support of 4 local area networks, 3 servers, more than 60 personal computers supported with 75 email accounts. In addition, there are 30 telephones and an extensive operational system supporting 48 pagers. With the expansion and increased interaction/use of the website, this position has clearly grown to a point that mandates full-time consideration.

SPACE STUDY/RENTAL VERSES PURCHASE OPTION FOR EXPANDING TOWN OWNED PROPERTY WITHIN THE CORPORATE LIMITS (\$60,000)

During FY 06/07 Budget, the Town identified a significant number of potential properties that could serve as expanded public use or operations to the Town Government. These properties included Fireman's Field, additional locations for potential expanded Town operations and other parks and recreation opportunities. It is anticipated that some of these properties may be pursued by the Town toward the end of the FY06/07 fiscal year and studies and other due diligent reviews of other properties may have to occur during the first part of this year. Regardless, the Town will have to look at some longer range planning issues which includes where the Police Department will be located at the end of the current lease, what additional expansion opportunities or capabilities do we have at our existing Town Hall site and what other critical needs have to be met in the next 5-10 year period as far as capital facilities in the General Fund.

PILOT PROJECT FOR LASER MICROFICHE OF TOWN DOCUMENTS (\$40,000)

As the volume of records increase and storage becomes a precious commodity, the Town will be initiating a pilot program of not only storing archival records off-site in remote environmentally sensitive locations but also looking at converting many of our large paper files to laser microfiche which can be easily stored both on site and off-site with relative limited cost and with much smaller space needs. This project will include the addition of special software programs to permit indexing of minutes and agendas while enhancing our existing storing and documenting programs.

UPGRADE TO TOWN OFFICE (APPROX. \$60,000)

If the Town's decision is to continue to remain at the current location, we need to upgrade our security and tracking at this location to comply with our vulnerability projects in other departments and this includes putting in an access control system which has a card swipe like what is being used in the field operations and Police Department. This project had been requested by Public Safety but unfortunately had to be cut from last year's budget. In addition, the Town needs to continue to upgrade our security monitoring system here and enhance the fire protection system that will be installed during FY 06/07. The other major project that needs to be addressed is the sound system, audio visual capacities and other technological issues related to the current building. It is important to note that the current sound system located within the Town's Council Chambers is over 15 years old and needs to be replaced as a priority this year. While we are doing this, the Town would like to look at conducting a study to see how we can increase our A.V. Programs which includes having more that one Power Point projector along with looking at developing a plan which would allow the integration of laptops at the staff table and Town Council Dais which would allow us to display and make presentations, display agendas, reports, documents and give Council immediate access to the X Drive during meetings.

UPGRADES TO TRAIN STATION (\$50,000)

This would be the first major expenditure that has occurred since the Train Station was renovated. The Town is proposing to upgrade the existing kitchen facilities and replace the cabinets that are deteriorating, installation of an FTR Recording System and an improved sound system at that location, upgrade the A.V. Presentations such as Power Point and other items, acquisition of furniture to equip and outfit all the rooms to make them functional for meetings and other public events. In addition, the Town needs to address a potential roof issue and repair because of buckling of the original roof existing on the Train Station at the time the Town acquired it.

COMPENSATION IMPLEMENTATION (\$225,000)

With the completion and review and further exploration of the Hendricks Study which was completed in FY 06/07, the Town Council and staff will be evaluating how to implement the final recommendations developed by Town Council to ensure that the Town remains a competitive leader in local government in Northern Virginia. It is important that we be able to continue to recruit top notch employees that are indicative of the caliber of services that our Council would like to see delivered and that we are able to retain these valuable employees thorough a competitive process.

Performance Measures:

1. The number of informational suggestions, concerns, inquiries or complaints logged annually:
 - CY 05: 655
 - CY 06: 715
2. Number of meetings where minutes are recorded and transcribed by Clerk:
 - CY 05: 82
 - CY 06: 70
3. Number of Committee, Commission, and Board meetings covered by Town Admin staff:
 - CY 05: 92
 - CY 06: 105
4. Number of special events and programs covered during the year:
 - CY 05: 19
 - CY 06: 22
5. Number of Admin. staff hours spent on special programs or projects:
 - CY 05: 612
 - CY 06: 738
6. Number of new and replacement staff hired with support from Personnel:
 - FY 05: 3 (2/general fund; 1/utility funds)
 - FY 06: 15 (4/general fund; 11/utility funds)
 - FY 07: 14 (through January) (10/Gen fund; 4 U fund)
7. Staff Turnover rate:
 - FY 06: 10.4% (7/67 employees)
 - FY 07: 10% (7/70 employees)
8. Hours spent on developing budget process annually:
 - FY 05: 525
 - FY 06: 640
 - FY 07: 725 (estimated)
9. Number of new contracts/RFP/RFB/BOA or special procurements:
 - FY 05: 15
 - FY 06: 12
 - FY 07: 15
10. Information Technology:
 - Number of local area networks supported:
FY 06: 4
FY 07: 3
 - Number of servers supported:
FY 06: 3
FY 07: 4
 - Number of personal computers supported:
FY 06: 47
FY 07: 60
 - Number of email accounts:
FY 06: 52
FY 07: 75
 - Number of telephones supported:
FY 06: 40
FY 07: 45
 - Number of pagers supported:
FY 06: 20
FY 07: 48
 - Number of radios supported:
FY 06: 30
FY 07: 40
11. Number of FOIA requests processed during
 - CY 06: 90
12. Number of community reservations for Town Hall/Train Station for CY 06:
 - Town Hall: 12
 - Train Station: 284
13. Number of Press Releases issued:
 - CY 06: 91
14. Number of Community Banners installed:
 - CY 06: 6
15. Number of Community Information Signs processed:
 - CY06: 30

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
Fund #100	GENERAL FUND								
100-4012100	ADMINISTRATION								
1100	ADMINISTRATIVE STAFF	391,033	499,680	317,295	63.5	442,376	506,900	432,494	432,494
1200	OVERTIME-ADMINISTRATION	187	4,000	2,096	52.4	4,000	3,000	3,000	3,000
1260	TEMPORARY STAFF	211	3,000	100	3.33	3,000	10,000	10,000	3,000
1300	EE COMPENSATION ADJ	0	27,265	0	0	0	0	0	0
2100	SOCIAL SECURITY TAX	29,654	36,479	24,220	66.39	34,907	38,222	34,169	34,169
2200	RETIREMENT	39,573	46,857	30,546	65.19	47,052	56,394	50,451	50,451
2300	HEALTH INSURANCE	44,065	70,124	46,621	66.48	70,030	85,545	71,934	71,934
2400	LIFE INSURANCE	0	4,449	2,686	60.37	4,138	4,959	4,437	4,437
2600	UNEMPLOYMENT EXPENSE	0	0	171	0	411	0	0	0
2700	WORKERS COMP INSURANCE	395	772	546	70.73	550	767	726	726
2800	DEFERRED COMP MATCH	7,600	8,600	7,200	83.72	8,600	7,560	7,560	7,560
3130	CONSULTING/GENERAL	7,658	22,104	30,589	138.39	32,000	20,000	20,000	10,000
3141	WEBSITE DESIGN & MAINT	0	10,000	400	4	10,000	0	0	0
3310	EQUIPMENT CONTRACTS	5,678	10,000	5,857	58.57	10,000	10,000	10,000	7,500
3500	PRINTING	0	8,500	7,241	85.19	8,500	15,000	15,000	10,000
3600	LEGAL ADS	21,199	15,000	8,342	55.61	15,000	20,000	20,000	20,000
5210	POSTAGE	7,289	8,000	2,398	29.98	8,000	9,000	9,000	9,000
5308	INSURANCE-MUNICIPAL	89,029	95,000	95,629	100.66	95,629	95,000	95,000	95,000
5540	TRAVEL & TRAINING	9,263	8,000	5,058	63.23	8,000	10,000	10,000	10,000
5541	TWN MGR-TRAVEL & EXPENSE	6,010	8,000	5,513	68.91	8,000	8,000	8,000	8,000
5801	MISCELLANEOUS	1,651	1,000	1,429	142.9	1,500	1,000	1,000	1,000
5802	SPECIAL PROGRAMS	6,274	5,000	9,517	190.34	5,000	6,000	6,000	6,000
5808	COMPUTER OPERATIONS	11,659	3,500	7,626	217.89	5,758	1,500	1,500	1,500
5809	COMPUTER SOFTWARE	27,824	7,000	266	3.8	7,000	1,500	1,500	1,500
5810	DUES AND SUBSCRIPTIONS	4,205	5,000	4,328	86.56	5,000	7,000	7,000	7,000
5811	ADMIN EMERGENCY	4,060	1,000	0	0	1,000	5,000	5,000	3,000
5856	COMMUNITY EVENTS SIGN	340	1,500	634	42.27	1,500	1,500	1,500	1,500
6001	EQUIPMENT/SUPPLIES	48,026	26,000	17,298	66.53	26,000	30,000	30,000	25,000
6008	VEHICLE MAINT/GAS	2,477	2,000	240	12	2,000	5,000	5,000	2,500
6013	PUBLIC INFORMATION	11,350	10,000	15,481	154.81	10,000	15,000	15,000	10,000
	TOTAL ADMINISTRATION	776,710	947,830	649,327	70.54	874,951	973,847	875,271	836,271

Finance Department

Mission:

The Finance Department is responsible for generation, collection, deposit, investment, reconciliation and disbursement of the Town's financial resources in a manner that ensures public trust while maintaining a commitment to customer service.

Department Description:

The Finance Department is responsible for the proper collection and disbursement of all Town funds; for maintaining the Town's accounting records and financial reports; for developing the Town's annual operating and capital budget and tracking the budget throughout the year; for assisting with procurement of goods and services; coordinates the Town's annual audit of financial records.

FY 06-07 Accomplishments:

- Completed the CAFR and received an unqualified audit opinion.
- Assisted Council with Town Fiscal Policy development and compliance.
- Developed a partnership with Official Payments Corp. to expand customer payment options to include credit card payments by internet or phone.
- Developed CIP capital funds for better project management and tracking.
- Streamlined budget process via new Logics Financials system.
- Converted 2006 Payroll and Benefits to Logics system.
- Developed the tiered billing rate structure in Logics Utility Billing system.
- Converted Cash Collections and Utility Service Orders to new Logics web-based system.
- Submitted all PPTRA reports to DMV to obtain final reimbursements for tax years prior to 2006. Rebilled delinquent personal property tax accounts for those years at 100% (relief expired) per State guidelines.
- Converted all delinquent tax data to Capital Tax system and developed decal renewal process.
- Implemented State Set-Off-Debt delinquent account collection program.
- Developed new Fixed Asset system.
- Expanded Finance web page to include tax and user fee rates, details and customer forms.
- Developed electronic distribution system for monthly Financial Reports.
- Modified utility billing software to maximize collections via expanded delinquent notifications, more frequent final billing batches and a database of delinquent accounts that generates special letters and tracks accounts turned over to collections.
- Documentation of new software systems and processes- daily close, monthly close, utility billing, payroll, accounts payable.

Objectives for FY 07-08:

- Focus on developing staff efficiencies via software.
- Continue to work with software providers to streamline the Town's processes. Due to vendor differences, the proposed integration of Logic's Financial and Capital Tax software will not move forward. Instead, Logics is beginning development on a Virginia Tax system that will be integrated with the Town's current Cash Collection and Financial systems.
- Continue to monitor collections for Utilities and Tax.

Objectives for FY 07-08 (continued):

- Develop upgrades to the Utility system that will allow the Town to process ACH payments for utility account balances via customer bank accounts.
- Purchase and implement bar code scanners for the Utility and Tax systems that will provide efficiencies for payment processing.
- Each staff member will continue the documentation of the software and administrative processes for their duties. This documentation is essential for cross training assistance during staff absences.

FY 07-08 Program Enhancements:

Addition of 1 Payroll/Benefits Technician- \$55,000

The addition of a Payroll/Benefits Technician would be responsible for the management and production of the bi-weekly payroll, management of benefit programs, provide assistance with accounting duties such as expansion of CIP project management tracking, fixed asset management, daily cash collections close, deposit and JE, general ledger reconciliations, procurement and provide cross training/coverage on Accounts Payable operations and front desk customer service operations. The addition of this position is scheduled for FY08 on the Town's Capital Staffing Plan. In addition to providing support to the Finance Department, this position would provide relief to the Human Resources Department by assuming management of the employee benefit programs.

Budget/Procurement Position Moved to Finance from Administration

No impact to total budget.

Statistical Data	2005	2006
Full Time Employees	56	61
Part Time Employees	10	9
Council, Planning Comm. & BAR	14	18
Direct Deposit/Payroll Checks	1,773	1,932
W-2's Issued	95	109
Accounts Payable Checks	2,281	2,504
Accounts Payable Transactions	n/a	@6,000
Personal Property Tax Bills	5,942	5,549
PP Tax Rebilled (PPTRA)	n/a	666
Real Estate Tax Bills	4,964	4,983
RE Construction Supplements	118	117
Public Service Corporation	5	5
Decal Renewal Notices	5,162	5,630
Decals Issued (total)	@6,000	6,178
BPOL Issued	670	691
Utility Bills Processed	15,309	15,168
Utility Late Notices Processed	1,950	2,205
Utility Account Disconnects	n/a	250
Service Orders Issued	n/a	1,637

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
Fund #100	GENERAL FUND								
100-4012410	FINANCE								
1100	FINANCE STAFF	269,228	281,230	184,728	65.69	256,819	420,325	368,461	324,079
1200	OVERTIME-FINANCE	1,514	5,000	1,341	26.82	5,000	5,000	5,000	2,500
1260	TEMPORARY STAFF	600	2,000	0	0	0	2,000	2,000	1,000
2100	SOCIAL SECURITY TAX	21,008	21,667	14,407	66.49	19,938	32,155	29,536	26,141
2200	RETIREMENT	39,795	35,753	23,835	66.67	35,752	48,906	38,555	38,555
2300	HEALTH INSURANCE	40,213	47,523	31,639	66.58	47,458	70,508	45,885	45,885
2400	LIFE INSURANCE	0	3,394	2,096	61.76	3,144	4,301	3,390	3,390
2700	WORKERS COMP INSURANCE	296	453	320	70.64	320	564	618	547
2800	DEFERRED COMP MATCH	2,620	2,600	1,700	65.38	2,400	2,600	2,600	2,600
3120	CREDIT COLLECTION	0	1,000	502	50.2	800	1,000	1,000	1,000
3310	EQUIPMENT CONTRACTS	2,884	2,000	506	25.3	2,344	3,500	3,500	3,500
3500	PRINTING	0	3,000	1,917	63.9	2,103	3,000	3,000	3,000
3600	LEGAL ADVERTISEMENTS	1,542	1,700	1,104	64.94	2,327	2,000	2,000	2,000
5210	POSTAGE	6,905	8,000	5,044	63.05	8,421	9,500	9,500	9,500
5540	TRAVEL/TRAINING	2,755	5,300	1,676	31.62	4,058	5,300	5,300	5,300
5801	GENERAL EXPENSES-FINANCE	435	2,000	105	5.25	1,000	2,000	2,000	2,000
5808	COMPUTER OPERATIONS/HDW	6,069	15,000	4,760	31.73	11,424	15,000	15,000	15,000
5809	COMPUTER SOFTWARE/MAINT	18,582	15,000	14,013	93.42	33,151	15,000	15,000	15,000
5810	DUES & SUBSCRIPTIONS	95	2,000	95	4.75	228	1,000	1,000	1,000
6001	EQUIPMENT/SUPPLIES	8,986	5,000	3,050	61	4,604	5,500	5,500	5,500
	TOTAL FINANCE	423,527	459,620	292,838	63.71	441,291	649,159	558,845	507,497

Information Technology (IT) Department

Mission:

The Information Technology Department is responsible for all initiatives concerning computer technology and telephony in the Town.

Department Description:

The Information Technology Department responsibilities include, but are not limited to, hardware and software procurement; communications infrastructure; network administration; application and database design and development; website maintenance; and special projects mandated by the Town Council or Town Manager.

FY 06-07 Accomplishments:

- Implemented the Town's website, and continuously updated the new website throughout the year – effectively doubling the volume of content on the website.
- Completed numerous projects for the Purcellville Police Department including redesign of the computer room, establishment of a bi-weekly system of server backups, implementation of a new Evidence Control System, repair of numerous hardware/software problems, installation new laptops, and design specifications for the department's new server.
- Installed/upgraded PCs at the Water Plants and the Maintenance facility and established a backup procedure for their data.
- Installed an Internet Kiosk at the Town Hall.
- Installed the new Xerox WorkCenter Pro 245 in the Engineering Department so that it can be used as both a scanner and PDF production resource for the Town.
- Significantly upgraded the Town Hall's PC base through the addition of new PCs, upgrading old PCs, adding new printers, adding/upgrading software, and re-structuring the peer-to-peer networking to improve device sharing.
- Prepared specifications for a new networking structure that will bring the Police, Water plants, and maintenance facility within the County's firewall and content management protections; allow communications from the Town Hall to the remote sites, and, eventually, allow for remote backup at the Town hall for the PCs at these sites.
- Coordinated (with Barbara Bowers) the installation of the new Verizon PRI trunk line at the Town Hall.
- Resolved numerous telephone issues /problems at the Town Hall.

Objectives for FY 07-08

- Improve the Town's IT infrastructure and independence by adding two Windows 2003 servers at the Town Hall. These servers will allow the Town to migrate its data from the County's Novell server – relegating the current Novell server to service solely as the Town's Post Office.
- Add database capability to the Town by adding SQL Server 2005 on one of the new Windows 2003 servers.

Objectives for FY 07-08 (Continued):

- Upgrade the Town's aging desktop PCs.
- Add document imaging and document management capability to the Town to improve records management and document control.
- Implement the Purcellville Municipal Network (PMN) which will encompass the Town Hall, remote town locations, and Town vehicles. All locations will be connected by a high-speed, encrypted, internet location allowing for interactive file-sharing, database access, and e-mail. The PMN will cover the Town limits of Purcellville.
- Implement the Purcellville Public Network (PPN) which will provide "free", low-speed internet access for the following areas as defined in the Comprehensive Plan (Purcellville in 2025): Downtown Commercial; Historic Office/Residential; and Mixed Use Commercial (up to Maple Avenue).
- Establish a relationship with Verizon that will allow the Town to adequately control and manage its telephone resources.

FY 07-08 Program Enhancements:

Addition of 1 IT intern for FY 2008 - \$6,800

This is the continuation of a pilot initiative undertaken in mid FY 2007 in which a high school senior was hired to assist the Town's IT manager in doing routine IT tasks like installing software, resolving user problems, and doing hardware upgrades. The pilot was very successful. The incumbent brought a great deal of technical skill and maturity to the job. He was able to do most tasks with minimal supervision. The funding requested would cover payroll for the intern for 30 hours (\$10/hour) per week during July and August and 10 hours per week throughout the school year.

Document Imaging/ Document Management System - \$31,000

This system would perform two functions. The Document Imaging portion would allow the Town to capture its various historical documents into computer databases. As part of the capture process the documents would be indexed and categorized so that the documents may easily be searched and retrieved. The Document Management portion would additionally provide controlled sharing of sensitive documents and support of document versions.

Two Windows 2003 Servers and Database Software - \$22,000

The Document Imaging/Document Management system described above will only run on Windows servers using Windows database software. These two servers will support the Document Imaging/Document Management system plus provide enough capacity to support the Town through, at least, FY 2011. The servers are expensive because they include database software, backup software, and a high capacity tape drive.

Purcellville Municipal Network (PMN) Purcellville Public Network (PPN) - \$75,000 (one-time) and \$1,400 (monthly).

The costs are taken from an unsolicited proposal prepared by Roadstar, the Town's internet provider at the Water Plant and the Train Station. These costs are provided to indicate a level of magnitude for the project. The Town would issue an RFP to actually select a contractor for the project.

Upgrade the Town's Aging PCs - \$20,000

The Town has 16 PCs that will be over 3 years old in FY 2008 and thus no longer under Dell warranty. Nine of the PCs are in the Town Hall and the rest are in the Town's remote buildings. Of the 16 PCs 9 are in extreme need of replacement due to advanced age.

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
Fund #100	GENERAL FUND								
100-4012510	INFORMATION TECH.								
1100	IT STAFF	0	0	0	0	0	85,324	77,433	77,433
1200	OVERTIME	0	0	0	0	0	4,000	0	0
2100	SOCIAL SECURITY TAX	0	0	0	0	0	6,527	5,924	5,924
2200	RETIREMENT	0	0	0	0	0	9,782	0	0
2300	HEALTH INSURANCE	0	0	0	0	0	15,929	0	0
2400	LIFE INSURANCE	0	0	0	0	0	860	0	0
2700	WORKERS COMP INSURANCE	0	0	0	0	0	130	124	124
2800	DEFERRED COMP MATCH	0	0	0	0	0	520	0	0
3141	WEBSITE DESIGN AND MAINT	0	0	0	0	0	10,000	6,000	6,000
3144	CONSULTING & TECHNICAL SPT	0	0	0	0	0	10,000	5,000	5,000
5540	TRAVEL AND TRAINING	0	0	0	0	0	1,500	1,500	1,500
5808	HARDWARE OPERATIONS	0	0	0	0	0	45,000	45,000	45,000
5809	SOFTWARE OPERATIONS	0	0	0	0	0	35,000	35,000	35,000
5810	DUES & SUBSCRIPTIONS	0	0	0	0	0	3,000	1,500	1,500
	TOTAL INFORMATION TECH.	0	0	0	0	0	227,572	177,481	177,481

Police Department

Mission:

The mission of the Purcellville Police Department is to deliver 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. Our goals are to:

- maintain an ethical and professional workforce, representative of the community, emphasizing the important of continual education and training;
- continue to offer twenty four (24) hour, seven (7) 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
- continue to build upon the partnerships established between the police and the community, emphasizing open communications and trust;

Department Description:

The Purcellville Police Department consists of a Chief of Police, a Police Lieutenant, two Police Sergeants, eight Police Officers, one full-time Administrative Assistance and one part-time Administrative Assistance. The Police Department remains responsible for public safety and delivering law enforcement services that include detection, apprehension, and crime prevention services.

Objectives FY 07/08

- Offer community engagement sessions with homeowner associations and community clubs and groups upon request
- Continue to maintain the Purcellville Citizens Support Team (PCST), and Police Youth Explorers Program as a well-equipped and well-trained units to assist the department when called upon.
- Continue to offer training and educational opportunities for staff development
- Ensure that staffing levels of the Purcellville Police force remain adequate to address the workload.
- Ensure/Promote traffic safety through traffic safety stops, selective radar enforcement, speed enforcement and pedestrian safety enhancements

Program Enhancements:

ADDITION OF TWO (2) POLICE OFFICERS (\$90,000)

These positions will be utilized to cover staffing absences to ensure that minimum staffing remains two (2) police officers on duty during peak hours. *The future goal of the department will be to have a minimum staffing level of two (2) police officers on duty 24 hours 7 days a week.*

One of these officers will be utilized to assist the department's current traffic function. This officer will assist in the DMV grant application and accident reconstruction processes, and will be utilized to handle major traffic accidents involving serious bodily injuries or deaths. This officer will handle the department's traffic direction responsibilities, including traffic escorts, and will also manage all traffic safety programs with the full-time traffic enforcement officer. Traffic safety programs include the Smart, Safe and Sober program, DUI patrol/check points, selective traffic enforcement, the SMART trailer and Message Boards. This officer will also be trained in child safety seat installations, which is a valuable asset to the community. A division of primary responsibility will allow these officers to focus on traffic enforcement and enable other officers to focus more on the department's community policing efforts. *All of our police officers will continue to be responsible for enforcing the motor vehicle traffic laws without fail.*

The other police officer position will be focused part-time on crime prevention programs and education and have street responsibilities. In the future the department plans to lead an effort to have our Town declared a Certified Crime Prevention Community (CCPC). After Law Enforcement Accreditation this is a very high honor. Having a staff member trained and prepared to build the foundation for crime prevention efforts such as Neighborhood Watch, Business Watch, and Fleet Watch is the first unofficial step in the CCPC process. These programs require a certain level of expertise to plan, implement, and manage. The other duties of this officer will be to cover absences during peak hours and to coordinate the department's youth services programs. It is anticipated that one of these positions will be filled at the beginning of the budget cycle and the other at mid-year.

3 NEW MASTER POLICE OFFICER POSITIONS (\$7,500)

The Master Police Officer rank is awarded to officers who have reached a certain levels of expertise in law enforcement and to those who have accepted additional responsibilities above and beyond their normal police duties. It is anticipated that the rank adjustments will be completed at mid-year.

Workload/staffing

A Workload Assessment using an International Association of Chiefs of Police Model, which measures numbers of patrol officers needed vs. workload, indicates that the 2006 calls for services and offenses would have justified 15 police officers dedicated to patrol.

Measures FY07/08:

- # of Community Engagement Sessions
- Training offered for PCST and Explorers for FY 07-08
- Training and educational opportunities offered the Purcellville Police Staff FY 07/08
- Offenses for 2006 vs. 2007
- Total Calls for Service 2006 vs. 2007

Objectives for FY 06/07 and Outcomes:

Offer community engagement sessions with homeowner associations, community clubs, and other groups upon request.

(OUTCOME) Police Department staff members attended regular Homeowner Association meetings and assisted with special programs, such as Purcellville Ridge's Safety Day. Our National Night Out celebration caravan visited 6 six communities and was a very successful event. The Department sponsored Town Hall meetings to provide information on current gang issues. Two (2) community picnics were held in the Main Street Commons Apartments for the area children. A homework assistance program was started. Officers attended many Boy Scout and Cub Scout meetings and provided police station tours for them as well.

Continue to maintain the Purcellville Citizens Support Team (PCST) as a well-equipped and well-trained unit to assist the department when called upon.

(OUTCOME) The Purcellville Citizens Support Team continues to be an important safety support unit to our department. These very dedicated men and women spend many volunteer hours assisting with community functions such as Pride of Purcellville, Public Safety Day, National Night Out, Tag Sale, and Arts in the Alley just to name a few. We truly depend on our Team.

Establish a Purcellville Youth Police Explorers Program of youth between the ages of 14 and 18 years.

(OUTCOME) Purcellville Police Youth Explorers Post #1908 was established. In its first year the unit was named, "Rookie Post of the Year," for the National Capital Area a major accomplishment.

Continue to offer training and education opportunities for staff development.

(OUTCOME) This fiscal year staff members received training in areas such as Hostage Negotiations, First Line Supervision, Leadership Strategies, Command Staff "The Power of Perception," Radar-Lidar Operators Course, just to name a few.

Ensure that staffing levels of the Purcellville Police force remains adequate to address the workload.

(OUTCOME) Throughout the year the department maintained a full compliment, no turnover. The men and women of the department remained very dedicated as call for service increased and community involved was encouraged. Much was accomplished by staff. The department participated in more new community programs this year then in any year in the past.

Ensure/Promote traffic safety through traffic safety stops, selective radar enforcement, speed enforcement and pedestrian safety enhancements.

(OUTCOME) Members of the department conducted 2109 traffic stops in 2006 as compared to 2049 in 2005. The department has a very active selective traffic enforcement program, but success has been hindered by lack of officer availability to work scheduled tours. The department's newly selected Traffic Officer's mission is to focus solely on community traffic issues. The department also obtained a DMV Mini grant to purchase a new up to date speed measuring device. This grant also provides funds to participate in national traffic safety programs such as Smart Safe and Sober, DUI patrol/check points, and other selective enforcement campaigns.

Community Engagement Sessions FY 06/07 (examples):

1. Basketball games with local youth at the Teen Center,
2. "Welcome Summer Picnic" at the Purcellville Village Apartments and Main Street East Apartments,
3. American Legion Police Officer of the Year (Officer Robert Wagner)
4. Safe Driving Presentation at the Loudoun Valley High School for the tenth grade class.
5. Career Day presentations at Harmony Middle, Blue Ridge Middle, and Emerick Elementary School.
6. Officers appeared at McGruff Safety Week with the Loudoun County Sheriff's Office.
7. Public Safety Day 2006 & 2007
8. The Fraternal Order of Police Santa Cop Program where 16 local children shopped with an officer.
9. Town Hall Meeting, "Internet Safety" Parental Awareness Program
10. Town Hall Meeting, "Gangs in Northern Virginia"
11. Back to School Jam, Main Street Commons Apartments
12. Town Hall Meeting Gangs in the Shenandoah Valley
13. Homework assistance program started at Main Street Commons Apartments
14. Senior Christmas Caroling

(Does not include Boy Scout and Cub Scout meetings attended, Homeowner Association meetings attended, and other church and club meetings.)

Training offered to PCST for FY06:

The PCST participated in CPR, AED, operation of police vehicle, and traffic direction training.

Events held for the Youth Explorer Program:

1. Explorers Post Overnight trip to Camp Snyder in Haymarket, VA
2. Explorers trip to 6 Flags
3. Explorers attend firearms training
4. Bi-monthly Administrative/training meetings (Self Defense, Marching, Leadership and Team building)
5. Trip to the National Christmas Tree/White House
6. Attend National Capital Area Banquet

Workload Measures:

- 724 Offenses for 2005 vs. 779 for 2006
- 11,140 Service/Other Calls 2005 vs. 13,325 for 2006

Town of Purcellville
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7/1/2007 Through 6/30/2008

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Fund #100	GENERAL FUND								
100-4031100	POLICE								
1100	POLICE STAFF	605,328	727,413	470,103	64.63	648,209	983,610	801,566	780,566
1200	OVERTIME-POLICE	44,302	45,000	42,170	93.71	45,000	50,000	50,000	50,000
2100	SOCIAL SECURITY TAX	50,144	58,239	39,542	67.9	53,491	75,246	66,778	65,172
2200	RETIREMENT	89,162	89,771	60,282	67.15	89,227	117,765	103,605	100,907
2300	HEALTH INSURANCE	87,430	127,926	75,395	58.94	109,531	173,753	134,696	127,999
2400	LIFE INSURANCE	0	8,523	5,301	62.2	7,846	10,356	9,111	8,874
2700	WORKERS COMP INSURANCE	7,919	13,571	9,744	71.8	10,000	17,145	15,932	15,523
2800	DEFERRED COMP MATCH	4,660	4,680	2,720	58.12	3,840	4,160	4,160	4,420
2810	UNIFORMS	15,196	11,000	12,850	116.82	15,961	19,000	19,000	16,000
3310	EQUIPMENT REPAIRS	1,625	7,500	763	10.17	1,667	7,500	7,500	7,500
3320	TECHNICAL SUPPORT	2,328	7,000	1,955	27.93	4,692	7,000	7,000	7,000
3600	LEGAL ADVERTISEMENTS	609	500	0	0	500	500	500	500
5230	TELEPHONE	9,731	6,500	6,684	102.83	8,716	10,000	10,000	10,000
5420	RENT/CLEANING	0	73,500	37,712	51.31	64,032	95,000	95,000	95,000
5430	LEASED/RENTAL VEHICLE	0	0	0	0	0	10,000	10,000	0
5540	TRAVEL AND TRAINING	7,730	12,000	8,474	70.62	13,934	19,000	19,000	19,000
5808	COMPUTER OPERATIONS	3,287	8,500	1,614	18.99	3,718	8,500	1,500	1,500
5809	COMPUTER SOFTWARE	0	1,500	38	2.53	91	11,500	1,500	1,500
5810	DUES AND SUBSCRIPTIONS	1,042	1,000	2,301	230.1	5,162	2,500	2,500	2,500
5811	POLICE EMERGENCY	0	3,000	0	0	3,000	3,000	3,000	3,000
5812	GRANT EXPENDITURES	21,128	0	0	0	0	0	0	0
5813	CITIZEN SUPPORT GROUP	10,746	4,000	1,645	41.13	2,133	6,500	6,500	5,000
5814	TRAFFIC SAFETY GRANT EXP	0	0	1,167	0	0	0	0	0
6001	SUPPLIES	15,804	10,000	5,934	59.34	8,622	12,000	12,000	10,000
6008	VEHICLE MAINT/GAS	24,423	26,000	17,452	67.12	23,682	30,000	30,000	30,000
6009	TOWED VEHICLES	601	0	0	0	0	500	500	500
6010	EQUIPMENT	15,866	18,000	13,331	74.06	21,736	21,250	21,250	18,750
6013	PUBLIC EDUCATION	4,699	5,000	4,158	83.16	9,304	5,000	5,000	5,000
	TOTAL POLICE	1,023,760	1,270,123	821,335	64.67	1,154,094	1,700,785	1,437,598	1,386,211

Public Works: Engineering, Inspections & Administration

Mission:

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

Department Description:

Inspections: Inspects public infrastructure construction by developers to ensure compliance with approved plans and town standards and inspects work performed by contractors on Town contracts

Engineering: Provides engineering review and contract management of all capital projects and developer installed public improvements

Administration: Provides managerial support and supervision to Streets and Maintenance Division and team support and supervision for Engineering and Inspections

Objectives for FY 08:

- Establish and enhance cooperative team effort.
- Implement a sound project management process.
- Oversee construction of developer installed infrastructure
- Manage design of improvements to Main/Maple Intersection
- Construct sidewalk improvements
- Manage design and Construction of:
 - Opticom traffic signal devices
 - Traffic signals at 23rd/Main and Hatcher/Main
 - Grant Funded Projects
 - 14th Street Widening
 - 20th street sidewalk
 - New Maintenance Facility
 - Town-wide Traffic Study
 - Stormwater Study Recommendations.

Program Enhancements:

- Implementation of a comprehensive project management process.
- Staffing structure to implement capital improvements program.
- Improve reporting of work order intake, completion and notification.

FY 07 Accomplishments:

of sidewalk segments completed: 4

- S. Maple
- N. Maple @ LVHS
- E. Main Street
- Hatcher Avenue

Inspected construction of:

- Nature Park – new well
- S. 20th Street – sewer project
- Subdivision improvements
- G Street Culvert

managed design of:

- Sidewalk segments
- Town Hall Generator
- Main/Maple Intersection Improvements.
- Traffic Signals.
- New Maintenance Facility.

Oversaw completion of:

- Sidewalk Grant Application
- Several Traffic signal warrant analysis.
- Revenue sharing funding applications.
- Rural development funding application.
- RFP for Comprehensive Transportation Study.

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
Fund #100	GENERAL FUND								
100-4041100	PUBLIC WORKS								
1100	PW/ENG STAFF	217,771	234,620	174,919	74.55	229,160	273,332	251,448	251,448
1200	OVERTIME-PW/ENG	92	3,000	1,067	35.57	3,000	3,000	3,000	3,000
2100	SOCIAL SECURITY TAX	16,881	17,948	12,374	68.94	17,286	20,910	19,690	19,690
2200	RETIREMENT	35,642	29,763	18,036	60.6	29,763	33,992	31,943	31,943
2300	HEALTH INSURANCE	22,475	30,514	17,831	58.44	28,477	48,679	40,926	40,926
2400	LIFE INSURANCE	0	2,826	1,586	56.12	2,617	2,989	2,809	2,809
2700	WORKERS COMP INSURANCE	3,069	4,278	2,905	67.91	3,000	4,546	4,483	4,483
2800	DEFERRED COMP MATCH	1,680	1,560	1,240	79.49	1,920	1,560	1,560	1,560
3142	ENGIN/CONSULTING	19,071	18,000	1,492	8.29	20,000	18,000	18,000	10,000
5540	TRAVEL/TRAINING	1,035	3,000	51	1.7	3,000	4,000	4,000	4,000
5808	COMPUTER OPERATIONS	4,121	1,500	1,500	100	1,500	2,300	2,300	2,300
5809	COMPUTER SOFTWARE	2,000	1,500	1,500	100	500	1,000	1,000	1,000
5810	DUES/SUBCRIPTIONS	470	1,000	624	62.4	500	1,000	1,000	1,000
6001	SUPPLIES	6,462	3,000	1,835	61.17	1,897	3,000	3,000	3,000
6003	FIELD INSPECTIONS	9,708	7,000	141	2.01	2,000	3,000	3,000	3,000
6004	EQUIPMENT/FIELD SUPPLIES	2,296	4,500	807	17.93	2,500	2,000	2,000	2,000
6008	VEHICLE MAINT/GAS	3,066	8,000	2,233	27.91	8,000	8,000	8,000	5,000
	TOTAL PUBLIC WORKS	345,839	372,009	240,141	64.55	355,120	431,308	398,159	387,159

Public Works: Streets & Maintenance

Mission:

To improve and maintain the Town's street, water distribution and sewer collection systems in a cost effective manner

Description of Services Provided:

Streets	Utilities Maintenance	Other Maintenance
Street patching & paving	Water/sewer-related repairs	Post-natural disaster clean-up
Street sweeping	Annual flushing – water system	Mowing
Storm drainage maintenance	Sewer cleaning	Right of way mowing
Sidewalk installation & repairs	New sewer mains	Tree maintenance
Sign installation/maintenance	Meter installation	Refuse contract clean-up (after missed pick-ups)
Snow plowing	Miss Utility marking	Fleet maintenance/repair
Installation/maintenance of curb/street markings	Meter reading	Special Event support
Shoulder grading	Meter change outs	
Ditch maintenance		
Issue right-of-way permits		

Current Issues:

The increase in street miles means more water and sewer lines to maintain and more time spent plowing. Increase in time devoted to special events decreases time spent on core objectives.

Objectives for FY 08:

- Maintain existing level of service.
- Inspect and clean ½ of Town's wastewater collection system.
- Exercise all valves in the Town's water distribution system.
- Initiate action on recommendations of Storm water system evaluation.
- Repair Kings Ridge Storm Structure.
- Repair Nursery Avenue Storm Structure.
- Increased awareness of and compliance with safety requirements.
- Implementation of Town's new Environmental Management Plan.

Accomplishments: FY 07:

- Tagged all fire hydrants in the Town.
- Installed Bus Stop at Town Hall.
- Replaced Valve at 20th and A street.
- Installed crosswalk on Hatcher Avenue.
- Confirmed meter sizes and Identification numbers for all commercial accounts.
- Field verification of all water lines in Town to update waterline schematic plans.
- Repaired 5 water main breaks.
- Replaced 2 fire hydrants.

Program Enhancements:

- Replacement of Dump Truck.
- Replacement of Tractor & Boom Mower.
- Replacement of CCTV Sewer Inspection Camera.
- New Pipe patching tool.
- Building Renovations.
- Replacement of P/V and additional P/V.
- Enclosed tractor for special events equipment.

Measures:	FY 05-06	FY 06-07 (to date)
# of work orders processed:	570	264
# of Street (lane) miles	53	56.7
# of man-hours for street maintenance:		
Drainage	284	174
Grass, litter, trees, leaves	48	30
Other	14	1
Paving/Grading	16.5	8
Repair	140	24
Sign Related	173	
Snow	250	264
Traffic control Devices	194	81
# of man-hours for events:	300	58
# of new meters installed		14
# of meter re-reads (avg per period)		37
# of Miss Utility tickets (avg 100 per month)	1200	711

Measures were extrapolated from historical data for this reporting period due to record keeping challenges.

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7/1/2007 Through 6/30/2008

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Fund #100	GENERAL FUND								
100-4041200	MAINTENANCE								
1100	MAINTENANCE STAFF	412,737	431,555	275,392	63.81	386,943	532,544	463,867	444,867
1200	OVERTIME-MAINTENANCE	6,488	12,000	4,825	40.21	12,000	12,000	12,000	12,000
2100	SOCIAL SECURITY TAX	32,394	33,932	21,644	63.79	29,923	40,740	37,602	36,148
2200	RETIREMENT	60,414	54,563	35,728	65.48	53,020	65,260	59,989	57,548
2300	HEALTH INSURANCE	93,403	112,508	73,196	65.06	109,280	139,245	117,078	110,381
2400	LIFE INSURANCE	0	5,180	3,142	60.66	4,662	5,739	5,275	5,061
2700	WORKERS COMP INSURANCE	20,441	32,113	23,357	72.73	23,600	37,785	36,619	35,203
2800	DEFERRED COMP MATCH	3,220	3,120	1,800	57.69	2,640	2,600	2,600	2,860
2810	UNIFORMS	12,537	14,900	8,399	56.37	9,476	14,000	14,000	12,000
3310	EQUIPMENT REPAIRS	26,658	18,000	33,104	183.91	20,672	25,000	25,000	25,000
3330	WASTE DISPOSAL	7,431	3,500	974	27.83	987	3,500	3,500	3,500
3340	MISS UTILITY	4,412	6,500	1,081	16.63	1,231	6,500	6,500	6,500
3350	TREE REMOVAL CONTRACT	1,082	5,000	0	0	0	5,000	5,000	2,500
5110	ELECTRICITY/HEATING	7,151	8,500	4,640	54.59	5,599	8,500	8,500	8,500
5230	TELEPHONE	3,497	5,500	1,753	31.87	3,241	5,500	5,500	5,500
5540	TRAVEL AND TRAINING	1,174	3,500	148	4.23	355	3,500	3,500	2,000
5810	DUES AND SUBSCRIPTIONS	86	300	0	0	1,477	300	300	300
5811	MAINT. EMERGENCY	394	5,000	0	0	0	5,000	5,000	5,000
5814	SAFETY	8,646	10,500	3,044	28.99	5,279	10,500	10,500	10,500
5815	DRUG TESTING	201	1,500	385	25.67	768	1,500	1,500	1,500
5831	LAND USE PERMITS	0	400	0	0	0	400	400	400
5832	PARKING LOT MAINTENANCE	13,826	4,000	4,820	120.5	0	4,000	4,000	4,000
5866	HOUSE #/STREET STENCIL	0	0	0	0	0	0	15,000	0
6001	SUPPLIES	14,806	11,000	7,845	71.32	8,738	12,000	7,000	7,000
6004	NEW EQUIPMENT & TOOLS	6,585	6,000	4,511	75.18	7,983	8,000	7,000	7,000
6007	BUILDING EXPENSES	4,269	5,000	5,983	119.66	161	7,000	7,000	7,000
6008	VEHICLE MAINT/GAS	32,660	35,000	18,906	54.02	23,583	35,000	35,000	35,000
	TOTAL MAINTENANCE	774,512	829,071	534,677	64.49	711,618	991,113	899,230	847,268

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Fund #100	GENERAL FUND								
100-4041300	MAINTENANCE STREETS								
5816	PAVEMENT (TOWN)	44,656	25,000	8,663	34.65	20,790	25,000	25,000	25,000
5817	PAVEMENT (STATE)	367,443	310,000	120,239	38.79	160,351	310,000	310,000	310,000
5820	SNOW REMOVAL (TOWN)	79	1,500	236	15.73	408	1,500	1,500	1,500
5821	SNOW REMOVAL (STATE)	10,312	15,350	6,048	39.4	0	18,000	18,000	18,000
5822	STORM DRAIN (TOWN)	5,082	5,000	11	0.22	28	15,000	15,000	10,000
5823	STORM DRAIN (STATE)	63,198	25,000	1,800	7.2	0	25,000	25,000	25,000
5826	LANDSCAPE/MOW (TOWN)	10,867	12,000	6,997	58.31	13,766	20,000	20,000	20,000
5827	LANDSCAPE/MOW (STATE)	14,754	15,000	8,148	54.32	15,686	18,000	18,000	18,000
5828	TRAFFIC CTL DEVISE (TOWN)	36,634	5,000	18,203	364.06	31,887	15,000	15,000	15,000
5829	TRAFFIC CTL DEVISE (STATE)	27,006	70,000	18,917	27.02	42,208	80,000	80,000	60,000
5864	ENGINEERING EXP (TOWN)	0	5,000	0	0	0	15,000	15,000	7,500
5865	ENGINEERING EXP (STATE)	0	33,500	0	0	0	36,000	36,000	18,000
	TOTAL MAINTENANCE STREETS	580,031	522,350	189,262	36.23	285,124	578,500	578,500	528,000

Planning & Zoning Department

Mission:

To protect and enhance the quality of Purcellville's natural and built environment through comprehensive planning for the town's future and through administration of the town's land development and zoning regulations in a professional, customer-friendly manner.

Department Description:

The Planning & Zoning Department consists of a Director, Assistant Town Planner, Zoning Official, Planning Technician and part time Assistant Planning Technician. 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 and Town Council.

FY 07 Accomplishments:

- Completion and Adoption of the 2025 Comprehensive Plan Update
- Completion of Historic District Survey and National Register Nomination
- Listing of Purcellville Historic District on Virginia Landmarks Register and pending listing on National Register of Historic Places
- Creation and Adoption of Historic Corridor Overlay Zone
- Creation and Adoption of Purcellville Design Guidelines
- Facilitation of Two Annexations – Purcellville Fire & Rescue Station and St. Peter's Episcopal Church

Current Issues:

While residential development activity slowed considerably in FY06-07, commercial development activity increased substantially. Efforts to streamline the development review process begun last year need to continue. The new Zoning Official position has resulted in greater compliance with Town land development regulations. Adoption of a new Town Comprehensive Plan in Dec. 2006 is being followed by revisions to zoning land development regulations that are necessary to help implement the Plan. The Town is attempting to re-start the stalled Town/County PUGAMP review process for the Joint Land Management Area surrounding the town. The Board of Architectural Review faces another busy year with several commercial and institutional projects moving through the development pipeline. The design phase of the branding and marketing project has been completed, and implementation of a number of related projects should continue during this fiscal year. Wayfinding sign designs were developed this year, but a plan for the types and locations of the signs needs to be completed.

ADDITION OF 1 POSITION – SR. PLANNER (\$80,000 incl. salary & benefits)

The Staffing Plan recommends the addition of a senior planner position for FY07-08. This position would permit the Director of Planning & Zoning to focus on management of the department and on providing the most timely customer service in fulfilling requests for meetings with property owners and developers regarding potential development projects, zoning determinations, and other time-sensitive matters. This would also reduce the amount of compensation time required by the Director in order to cover multiple evening meetings for the Board of Zoning Appeals, the Planning Commission, the Board of Architectural Review and the Town Council and to complete required agenda materials for these meetings. A senior-level position is required due to the high level of independent work that would be expected of this position.

Objectives for FY 07-08:

- Continue to improve development review
- Continue to improve zoning compliance
- Complete zoning & land development regulation revisions to implement Comprehensive Plan, including streamlining the development review process for economic development projects conforming to the Comprehensive Plan
- Complete and adopt PUGAMP revisions
- Complete design of Wayfinding system for the town & begin implementation
- Continue implementation of Branding & Marketing recommendations
- Enhance GIS capabilities for entire town.

Program Enhancements:

CONSULTING SUPPORT - ADMINISTRATIVE (\$5,000)

As the volume of Planning-related meetings has increased with the addition of the BAR, the need has arisen for administrative assistance to help the Town Clerk keep up with required public meeting minutes. The most cost-effective means to accomplish this is to hire outside assistance to prepare Planning meeting minutes. This practice started during FY06-07 at the request of the Town Clerk, so this is a continuation of a previously unfunded service.

ADDITION OF 1 POSITION – GIS SPECIALIST (\$80,000 incl. salary & benefits)

Note: This position would be funded 2/3 by Utility funds, 1/3 by General fund.

The addition of a GIS Specialist will provide a dedicated staff person to maintain and enhance the Town's current GIS system and provide mapping assistance for all Town departments. This task now falls to the Assistant Town Planner, who must take time away from Planning duties to work for other departments, Council and advisory bodies who need mapping work. This position is also necessary to maintain and use the new utility-related GIS layers created by consultants during FY06-07. The position would also work on the Urban Tree Canopy Program, if the Town is successful in securing State funding for that program (see Tree & Beautification Commission budget).

Program Measures:

CY 2005

CY 2006

Permits issued or reviewed:

• Zoning:	527	366
• Occupancy:	196	90
• Signs:	99	96
• CDA's (BAR):	33	42

Development Applications Processed:

• Annexations:	0	2
• Commission permits:	1	4
• Rezoning:	0	1
• Special use permits:	1	9
• Site Plans & Subdivisions:	41	44

BZA Applications Processed:

0 3

Zoning Administration & Enforcement:

Zoning & Bond Inspections Completed:	N/A	90
Zoning Complaints & Investigations:	N/A	88
Illegal signs confiscated:	N/A	62

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Fund #100	GENERAL FUND								
100-4081100	PLANNING								
1100	PLANNING STAFF	282,728	289,097	188,614	65.24	265,810	455,882	353,251	325,751
1200	OVERTIME-PLANNING	502	4,000	463	11.57	4,000	4,000	4,000	2,000
2100	SOCIAL SECURITY TAX	16,671	21,963	14,624	66.58	20,482	34,875	28,025	25,922
2200	RETIREMENT	33,357	31,919	21,280	66.67	31,919	52,231	41,211	37,677
2300	HEALTH INSURANCE	36,621	42,384	28,219	66.58	42,328	80,537	54,321	47,624
2400	LIFE INSURANCE	0	3,030	1,871	61.75	2,807	4,593	3,624	3,313
2700	WORKERS COMP INSURANCE	275	459	328	71.46	400	695	586	542
2800	DEFERRED COMP MATCH	2,060	2,080	1,360	65.38	1,920	3,120	2,600	2,340
3141	PLAN REVIEW/FIELD INSPECT	21,715	28,000	-3,970	-14.18	-9,011	20,000	20,000	20,000
3142	CONSULTING/ENGIN.-PL-ZONING	0	27,462	1,156	4.21	15,000	70,000	20,000	20,000
3143	BRANDING & MARKETING	0	7,400	0	0	0	0	0	0
3144	CONSULTING-ADMIN SUPPORT	0	0	0	0	0	5,000	5,000	5,000
3310	EQUIPMENT CONTRACTS	186	2,000	631	31.55	900	2,000	2,000	2,000
3600	LEGAL ADS/PLANNING	1,485	10,000	17,281	172.81	13,000	15,000	15,000	15,000
5540	TRAVEL/TRAINING	1,888	6,000	2,829	47.15	5,500	6,000	6,000	6,000
5801	GENERAL EXPENSE-PLANNING	2,980	7,500	1,517	20.23	2,500	2,500	2,500	2,500
5804	CHARRETTE EXP	0	2,000	13	0.66	13	0	0	0
5807	ANNEXATION/COMP PLAN	20,280	20,000	0	0	20,000	5,000	5,000	5,000
5808	COMPUTER OPERATIONS/HDW	5,891	2,000	70	3.5	0	2,000	2,000	2,000
5809	COMPUTER SOFTWARE	1,905	2,000	0	0	0	2,000	2,000	2,000
5810	DUES & SUBSCRIPTIONS	1,690	4,000	945	23.63	1,668	2,000	2,000	2,000
6001	EQUIPMENT/SUPPLIES	2,129	2,000	2,041	102.05	1,386	14,000	3,000	3,000
6008	VEHICLE MAINT/GAS	375	3,000	539	17.97	1,190	1,500	1,500	1,500
	TOTAL PLANNING	432,738	518,294	279,811	54.98	421,812	782,933	573,618	531,169

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7/1/2007 Through 6/30/2008

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GENERAL FUND LEGISLATIVE & ADVISORY COMMISSIONS									
100-4011100	COUNCIL								
1100	MAYOR SALARY	5,294	5,525	3,683	66.66	5,525	6,500	5,525	5,525
1200	COUNCIL SALARY	25,589	25,500	18,200	71.37	25,500	33,000	25,500	25,500
2100	SOCIAL SECURITY TAX	2,200	2,374	1,465	61.71	2,374	3,022	2,373	2,373
5801	COUNCIL TRAVEL & GEN EXP	7,015	4,500	8,742	194.27	6,200	12,000	8,000	8,000
5805	ELECTION EXPENSE	2,232	0	0	0	0	3,000	3,000	3,000
5806	SPECIAL MEETINGS	107	3,000	626	20.87	3,000	3,000	3,000	3,000
	TOTAL COUNCIL	42,437	40,899	32,716	79.99	42,599	60,522	47,398	47,398
100-4071100	PARKS & RECREATION								
3130	MASTER PLAN/CONSULTING	0	5,000	0	0	5,000	10,000	5,000	5,000
5801	GENERAL EXPENSE-PARKS & REC	548	3,000	220	7.33	3,000	8,000	5,000	5,000
5802	TEEN CENTER	14,000	15,000	15,000	100	15,000	15,000	10,000	10,000
5803	YOUTH SPORTS PROGRAM & DEV	0	0	0	0	0	0	5,000	5,000
	TOTAL PARKS & RECREATION	14,548	23,000	15,220	66.17	23,000	33,000	25,000	25,000
100-4071400	TREE & BEAUTIC COMM.								
5540	TRAVEL/TRAINING	0	0	0	0	0	500	500	500
5801	GENERAL EXPENSE-TREE	1,258	3,000	0	0	3,000	500	500	500
5803	URBAN TREE CANOPY PROGRAM	0	0	0	0	0	12,000	12,000	12,000
	TOTAL TREE & BEAUTIC COMM	1,258	3,000	0	0	3,000	13,000	13,000	13,000
100-4071500	TRAIN STATION								
3310	REPAIRS	0	0	0	0	0	10,000	5,000	5,000
3320	CLEANING	0	0	0	0	0	6,000	6,000	6,000
3321	PEST CONTROL	0	0	0	0	0	500	500	500
5110	ELECTRICITY	0	0	0	0	0	1,800	1,800	1,800
5230	TELEPHONE/COMMUNICATIONS	0	0	0	0	0	600	600	600
5801	GENERAL EXPENSE-TRAIN ST	0	3,000	0	0	3,000	0	0	0
6007	BUILDING SUPPLIES	0	0	0	0	0	2,000	2,000	2,000
	TOTAL TRAIN STATION	0	3,000	0	0	3,000	20,900	15,900	15,900

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100-4071600	CENTENNIAL COMM.								
5801	GEN EXPENSE-CENTENNIAL	0	5,000	0	0	5,000	10,000	5,000	5,000
100-4081200	PLANNING COMMISSION								
1100	PL COMMISSION SALARIES	11,784	12,900	7,400	57.36	11,100	13,545	12,900	12,900
2100	SOCIAL SECURITY TAX	664	987	496	50.25	849	1,036	987	987
5540	TRAVEL / TRAINING	881	1,000	1,513	151.3	501	1,000	1,000	1,000
5560	CERTIFICATION PROGRAMS	993	700	1,128	161.14	2,708	2,000	2,000	2,000
5801	GENERAL EXPENSE-PL COMM	31	700	54	7.71	21	500	500	500
	TOTAL PLANNING COMMISSION	14,353	16,287	10,591	65.03	15,179	18,081	17,387	17,387
100-4081400	BD OF ZONING APPEALS								
1100	BZA SALARIES	0	2,000	900	45	960	2,000	2,000	2,000
5540	BZA TRAVEL / TRAINING	0	300	0	0	0	1,000	1,000	1,000
5801	BZA GENERAL	0	750	145	19.33	348	250	250	250
	TOTAL BD OF ZONING APPEALS	0	3,050	1,045	34.26	1,308	3,250	3,250	3,250
100-4081500	ECONOMIC DEVELOPMENT								
5540	EDEV TRAVEL / TRAINING	600	1,000	0	0	0	1,000	1,000	1,000
5801	EDEV GENERAL EXPENSE	889	3,000	1,687	56.23	5,940	8,000	8,000	2,000
5802	EDEV SPEC PROJECTS/TOURISM	4,541	12,600	6,127	48.63	23,633	20,000	20,000	17,000
5803	BUS COMM SUPPORT & DEV	0	2,000	0	0	0	2,000	2,000	2,000
5804	PURCELLVILLE DAY EXPENSES	900	2,000	0	0	0	2,000	2,000	0
5805	JULY 4TH PROGRAM	0	2,000	2,000	100	4,800	2,000	2,000	2,000
5806	WINTER HOLIDAY PROGRAM	0	2,000	102	5.1	0	2,000	2,000	2,000
5807	ARTS IN THE ALLEY	0	0	0	0	0	7,000	7,000	7,000
5808	BABE RUTH 07	0	0	0	0	0	10,000	10,000	10,000
	TOTAL ECONOMIC DEV	6,930	24,600	9,916	40.31	34,373	54,000	54,000	43,000
100-4081600	ARCHITECTURAL REVIEW								
1100	ARB SALARIES	0	3,000	1,950	65	2,760	6,500	3,000	3,000
2100	SOCIAL SECURITY TAX	0	0	134	0	0	497	230	230
5801	ARB GENERAL EXPENSE	195	3,000	26	0.87	62	500	500	500
	TOTAL ARCHITECTURAL REV	195	6,000	2,110	35.17	2,822	7,497	3,730	3,730

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
GENERAL FUND NON-DEPARTMENTAL									
100-4012200	ADMIN. BUILDING								
3310	REPAIRS	14,265	12,000	9,352	77.93	12,000	12,000	12,000	12,000
3320	CLEANING	25,701	15,000	13,161	87.74	15,000	15,000	15,000	15,000
3321	PEST CONTROL	324	800	228	28.5	800	800	800	800
5110	ELECTRICITY	20,190	16,000	8,885	55.53	16,000	16,000	16,000	16,000
5230	TELEPHONE	21,762	21,000	12,372	58.91	21,000	21,000	21,000	21,000
6007	BUILDING SUPPLIES	516	1,000	20	2	1,000	3,000	3,000	3,000
	TOTAL ADMIN. BUILDING	82,758	65,800	44,018	66.9	65,800	67,800	67,800	67,800
100-4012210	ADMINISTRATION LEGAL								
3150	LEGAL SERVICES	104,783	244,119	202,915	83.12	244,119	150,000	115,000	115,000
100-4012240	ADMINISTRATION AUDIT								
3120	AUDITING SERVICES	15,180	25,000	15,100	60.4	25,000	25,000	25,000	25,000
100-4032100	FIRE EMERGENCY SVC								
5801	FIRE DEPARTMENT	45,000	45,000	45,000	100	45,000	45,000	45,000	45,000
5857	FIRE DEPT - STATE FUNDS	15,178	6,000	8,693	144.88	8,700	8,000	8,000	8,000
	TOTAL FIRE EMERGENCY SVC	60,178	51,000	53,693	105.28	53,700	53,000	53,000	53,000
100-4032300	RESCUE EMERGENCY SVC								
5801	RESCUE SQUAD	45,000	45,000	45,000	100	45,000	45,000	45,000	45,000
100-4041500	MASS TRANSIT								
5870	TROLLEY	0	0	0	0	0	27,000	27,000	0
5871	BUS STOP	0	0	0	0	0	5,000	5,000	5,000
	TOTAL MASS TRANSIT	0	0	0	0	0	32,000	32,000	5,000
100-4042100	REFUSE								
3330	REFUSE CONTRACT	404,642	427,000	287,125	67.24	427,000	444,000	444,000	444,000
100-4071300	RECREATION								
5801	COMMUNITY CENTER	2,000	2,000	0	0	2,000	3,000	3,000	0
5802	BLUEMONT	0	5,000	5,000	100	5,000	3,000	3,000	3,000

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
5803	LVHS GRADUATION	0	500	0	0	500	500	500	500
5804	LVHS AFTER PROM	0	0	0	0	0	500	500	500
	TOTAL RECREATION	2,000	7,500	5,000	66.67	7,500	7,000	7,000	4,000
100-4082100	ENVIRONMENTAL SVC								
5801	ENVIR AUDIT & COMP	9,869	22,000	12,518	56.9	16,708	25,000	15,000	15,000
100-4091000	RETIREE BENEFITS								
2330	RETIREE HEALTH BENEFITS	0	0	3,332	0	0	0	10,921	10,921
100-4092000	COMPENSATION ADJUSTMENT								
100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	80,103	20,000
100-4095100	DEBT RETIREMENT								
9100	DEBT RETIRE- TOWN HALL (03)	51,921	51,904	44,081	84.93	51,904	51,885	51,885	51,885
9500	DEBT RETIRE-BK AMERICA (05)	30,867	135,332	127,853	94.47	167,113	157,255	157,255	157,255
9501	DEBT RETIRE- MAINT FACILITY	0	20,000	0	0	0	0	0	0
9502	NEW LOAN (08)	0	0	0	0	0	0	228,000	0
	TOTAL DEBT RETIREMENT	82,788	207,236	171,934	82.97	219,017	209,140	437,140	209,140
100-4092000	TRANSFER TO CONTINGENCY								
100	TRANSFER TO CONTINGENCY	0	0	0	0	0	0	1,554	321,303
	TOTAL OPERATING EXPENSE GENERAL FUNI	5,244,036	6,138,788	3,919,624	0	5,478,135	7,613,407	7,016,885	6,709,885



Town of Purcellville
Fiscal Year 2007 – 2008 Budget

Water and Sewer Funds
Revenue & Expenditure Detail

**Town of Purcellville
Revenue Budget Worksheet
7/1/2007 Through 6/30/2008**

		Prior Year Actual 05-06	Current Budget 06-07	Revenue to Date 06-07	Estimated Entire Year 06-07	Manager Recommend 07-08	Council Approval 07-08
Fund #501	WATER FUND						
501-3000000-0000	REVENUE DUE TO CAPITAL FUNDS	0	-3,038,000	0	0	0	0
501-3189920-0000	VEHICLE COMP. REIMB.	947	350	685	900	1,000	1,000
501-3586000-0000	EE HEALTH REIMBURSEMENT	0	2,500	0	0	0	0
501-3810000-0000	WATER AVAILABILITIES	470,000	601,600	655,800	805,000	850,460	850,460
501-3825000-0000	WATER METER FEES	16,067	12,400	10,292	10,600	7,800	7,800
501-3830000-0000	WATER FEES	750,759	989,653	605,040	940,000	1,252,592	1,252,592
501-3840000-0000	MISCELLANEOUS INCOME	10,613	12,000	4,117	8,000	8,000	8,000
501-3910000-0000	PENALTIES & INTEREST	13,326	14,000	11,793	13,500	14,000	14,000
501-3920000-0000	SERVICE CHARGE	18,587	0	0	0	0	0
501-3940000-0000	WATER FLUSHING	2,447	300	750	1,000	300	300
501-3950000-0000	INVESTMENT INCOME	236,169	80,000	144,263	200,000	200,000	200,000
501-3960000-0000	CELLULAR LEASE	114,575	111,000	79,603	110,000	110,000	110,000
501-3972500-0000	LOAN PROCEEDS-05 BK OF AMERICA	0	3,030,500	434,682	0	0	0
501-3975000-0000	PROFFERS	400	0	0	0	0	0
501-3980000-0000	TRANSFER IN CASH RESERVE	0	99,055	0	0	0	0
	TOTAL WATER FUND	1,633,890	1,915,358	1,947,025	2,089,000	2,444,152	2,444,152

Utilities: Water Plant Operations

Mission:

To provide a safe and dependable water supply for the citizens of Purcellville.

Department Description:

The Town employs seven licensed water operators to operate every aspect of the Water Treatment Plant as well as the three well systems. An additional 2 FTE's provide engineering, maintenance and administrative support to the department. Services include: laboratory testing to ensure compliance with all applicable regulations, engineering and construction of any necessary upgrades to facilities needed to remain compliant, repair and maintenance of all treatment facilities as required and operation and maintenance of the distribution system.

Essential Services:

- Provide cost effective palatable drinking water to residents and businesses in the community.
- Sample and analysis of over 100 chemical parameters to ensure water quality.
- Repair and maintain the Town of Purcellville waterworks assets.
- Frequent monitoring of the source water, treatment process and distribution system.

Past Accomplishments:

- Completed inspection and evaluation of the raw water intake at the Hirst Reservoir.
- Installed Access security system at the water treatment facility and wells.
- Safety upgrades to all waterworks facilities.
- Successfully completed two VDH inspections with stellar remarks of our system's improvements.
- Two trainees obtained their Class IV waterworks license.
- Recruited several Class I licensed waterworks operators to enhance the performance of the water system.

Cost Savings:

- Training staff on calibrating HACH monitoring equipment reduced frequency of contract services and saved the organization over \$5,000.
- Staff performing phone line conduit work for security upgrades at both the elevated tank & Forbes Well saved the organization over \$2,000.

Current Issues:

- New Stage 2 DBP Rule and Long Term 2 Enhanced Surface Water regulations from EPA and VDH will require additional studies and possible treatment upgrades to the waterworks system.
- Growing water demand will require exploration of new water sources and possible extend the hours of operation in the interim. (Overtime or operators will be needed to meet these increased hours)
- Aging facility may not meet forthcoming treatment requirements and is requiring more maintenance and repairs each year. A new or upgraded facility will need to be considered

Objectives for FY 07-08:

- Complete the new Water Resources Study and implement recommendations to develop new resources.
- Complete second phase of the Vulnerability Assessment Improvements.
- Complete engineering to switch the WTP to liquid chlorine.
- Develop and implement an improved Water Conservation Program.
- Complete the Water Distribution System Evaluation and Water & Sewer Master Plan and implement recommendations.

Program Enhancements:

New Forbes Well added to the system.
 New Programmable Logic Controls at the Water Plant
 Added additional waterworks operator.
 Added a modular building at the water treatment facility.
 Preventative Maintenance Program implemented
 Installed Chlorine and pH monitors at all the wells.

Performance Measures:

	FY 05-06	FY 06-07
Productivity:		
# of Gallons Treated:	189,622,196	190,133,684
Quality:		
% of samples in compliance:	97.3	100
Effectiveness:		
# of days in conservation:	36	8
On: (October 4, 2005)		(August 29, 2006)
Off: (November 9, 2005)		(September 5, 2006)
Lowest Level of reservoir: (August 24, 2006) Front Lake: 3.7'/-1.3" Back Lake: 1.8'/3.2"		
Staff Retention:	50%	100%
Notice of Violations:	1	0

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
Fund #501	WATER FUND								
501-4012100	WATER STAFF								
1100	WATER STAFF	396,538	566,043	331,925	58.64	459,219	707,073	590,962	590,962
1200	OVERTIME-WATER	44,791	32,000	30,142	94.19	32,000	32,000	32,000	32,000
1500	CHARGE BACK TO GF	0	75,000	75,000	100	75,000	75,000	100,000	100,000
2100	SOCIAL SECURITY TAX	34,706	44,587	27,889	62.55	38,029	54,091	48,422	48,422
2200	RETIREMENT	54,543	68,651	37,635	54.82	56,397	81,132	71,834	71,834
2300	HEALTH INSURANCE	62,507	122,916	66,738	54.3	98,682	144,698	115,969	115,969
2400	LIFE INSURANCE	0	5,853	3,310	56.55	4,960	7,135	6,317	6,317
2700	WORKERS COMP INSURANCE	10,254	19,726	12,020	60.93	12,200	20,997	19,672	19,672
2800	DEFERRED COMP MATCH	1,541	3,640	1,350	37.09	1,896	2,860	2,600	2,600
5802	EE COMPENSATION ADJ	0	5,000	0	0	0	0	0	0
	TOTAL WATER STAFF	604,880	943,416	586,009	62.45	778,383	1,124,986	987,776	987,776
501-4012200	PLANT								
2810	UNIFORMS	5,434	8,450	3,853	45.6	8,265	9,450	9,450	9,450
3310	CONTRACTS	1,848	10,000	6,496	64.96	9,435	10,000	10,000	10,000
3320	SLUDGE DISPOSAL	0	2,000	2,994	149.7	5,988	5,970	5,970	5,970
5110	ELECTRICITY	23,156	23,300	10,814	46.41	23,349	23,990	23,990	23,990
5120	PROPANE	1,360	4,300	875	20.35	2,928	3,500	3,500	3,500
5230	COMMUNICATIONS	4,319	7,000	2,186	31.23	6,373	7,500	7,500	7,500
5801	GENERAL EXPENSES	796	3,500	756	21.6	3,500	3,500	3,500	3,500
5808	COMPUTER UPGRADES	1,670	4,000	3,213	80.33	4,415	5,000	5,000	5,000
5814	SAFETY	15,950	10,600	6,982	65.87	11,232	11,500	11,500	11,500
5815	DRUG TESTING	230	450	235	52.22	470	450	450	450
5831	PERMITS	40	3,000	6,844	228.13	8,084	6,800	6,800	6,800
5833	CROSS CONNECTIONS	127	1,000	0	0	894	2,000	2,000	2,000
5834	PLANT REPAIRS	38,138	41,000	10,116	24.67	44,253	44,000	44,000	44,000
5835	WATER LINE REPAIRS	28,899	30,000	20,932	69.77	33,053	32,000	32,000	32,000
5836	LEAK DETECTION	3,213	3,000	0	0	3,000	3,000	3,000	3,000
5837	METER REPAIRS & TESTING	4,649	6,000	9,759	162.65	0	0	0	0
5838	TOUCH READ HDW & SFTW	5,219	8,700	30	0.34	0	0	0	0
5839	NEW WATER METERS	33,535	73,000	9,687	13.27	0	0	0	0
5841	GENERATOR	3,580	5,000	1,044	20.88	4,834	6,000	6,000	6,000
5842	CHEMICALS-PLANT	36,409	34,000	14,641	43.06	30,859	36,380	36,380	36,380

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
5846	WATER SAMPLES	26,744	17,000	12,106	71.21	25,653	26,000	26,000	26,000
6001	PLANT SUPPLIES	10,165	1,000	2,763	276.3	4,874	2,000	2,000	2,000
6002	LAB SUPPLIES	0	5,000	4,000	80	5,308	6,000	6,000	6,000
6003	PREV MAINT SUPPLIES	0	5,000	3,521	70.42	6,036	6,000	6,000	6,000
6004	NEW EQUIPMENT & TOOLS	32,545	29,500	29,728	100.77	36,392	38,000	38,000	38,000
6005	LAB EQUIPMENT	6,313	9,000	2,647	29.41	7,496	8,500	8,500	8,500
	TOTAL PLANT	284,339	344,800	166,222	48.21	286,691	297,540	297,540	297,540
501-4012250	PLANT-OTHER								
3140	PROFESSIONAL SERVICES	0	30,000	25,768	85.89	30,000	40,000	40,000	40,000
3600	RECRUITING/ADVERTISING	0	6,000	1,351	22.52	3,000	6,000	6,000	6,000
5210	POSTAGE/MAILINGS	0	7,000	3,239	46.27	7,000	7,500	7,500	7,500
5540	TRAINING	0	8,500	4,255	50.06	8,766	10,300	10,300	10,300
5810	DUES & SUBSCRIPTIONS	0	200	35	17.5	265	300	300	300
5811	WATER DEPT EMERGENCY	0	4,000	0	0	4,000	4,000	4,000	4,000
5826	MOWING	0	10,000	5,760	57.6	9,874	11,000	11,000	11,000
5843	VDH FEES	0	4,200	0	0	3,800	4,400	4,400	4,400
5847	CONSUMER REPORT	0	3,700	0	0	3,700	3,700	3,700	3,700
5849	WATERSHED MGT	0	3,000	100	3.33	3,500	3,500	3,500	3,500
5850	FORESTRY MGT	0	1,000	0	0	1,000	3,000	3,000	3,000
5851	ENVIRONMENTAL COMPLIANCE	0	3,000	1,135	37.83	3,000	3,500	3,500	3,500
6002	ADMIN SUPPLIES	0	7,000	2,701	38.59	5,300	7,000	7,000	7,000
6008	VEHICLE MAINT	0	7,900	6,357	80.47	10,500	9,500	9,500	9,500
6013	PUBLIC EDUCATION	0	3,500	804	22.97	3,000	3,500	3,500	3,500
	TOTAL PLANT-OTHER	0	99,000	51,505	52.03	96,705	117,200	117,200	117,200
501-4012300	WELL								
3310	CONTRACTS	0	4,000	890	22.25	6,781	10,000	10,000	10,000
5110	ELECTRICITY	38,414	31,000	20,799	67.09	29,720	31,930	31,930	31,930
5230	TELEPHONE	838	3,100	518	16.71	1,877	3,500	3,500	3,500
5834	REPAIRS	25,032	32,000	21,268	66.46	37,820	39,000	39,000	39,000
5842	CHEMICALS	12,774	16,000	2,371	14.82	17,523	20,160	20,160	20,160
5845	CARBON CHANGE-OUT	16,913	24,000	0	0	23,400	25,000	25,000	25,000
5846	WATER SAMPLES	0	16,000	6,770	42.31	13,856	17,500	17,500	17,500
6001	SUPPLIES	15,594	32,000	19,091	59.66	25,674	33,000	33,000	33,000

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
6004	SPARE PARTS	1,090	3,000	160	5.33	3,000	3,000	3,000	3,000
	TOTAL WELL	110,655	161,100	71,867	44.61	159,651	183,090	183,090	183,090
501-4012500	METER READING								
3310	CONTRACTS	0	0	0	0	1,000	1,000	1,000	1,000
5837	METER REPAIRS/TEST	0	0	0	0	3,500	3,500	3,500	3,500
5838	TOUCH READ HDW	0	0	0	0	8,800	8,800	8,800	8,800
5839	NEW WATER METERS	0	0	0	0	0	36,000	36,000	36,000
6004	METER TOOLS & EQUIPMENT	0	0	0	0	1,000	1,000	1,000	1,000
	TOTAL METER READING	0	0	0	0	14,300	50,300	50,300	50,300
501-4095100	DEBT RETIREMENT								
100	DEBT RETIRE- RDEV - WTP (96)	75,588	75,588	44,093	58.33	75,588	75,588	75,588	75,588
200	DEBT RETIRE- TOWN HALL (03)	8,654	8,654	7,347	84.9	8,648	8,648	8,648	8,648
300	DEBT RETIREMENT-VRA (00)	257,800	257,800	68,180	26.45	257,800	254,640	254,640	254,640
500	DEBT RETIRE-BK AMERICA (05)	26,109	25,000	108,118	432.47	141,330	133,056	133,005	133,005
600	NEW LOAN (08)	0	0	0	0	0	0	200,000	200,000
	TOTAL DEBT RETIREMENT	368,151	367,042	227,738	62.05	483,366	471,932	671,881	671,881
501-4092000	COMPENSATION ADJUSTMENT								
100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	10,003	10,003
501-4092000	TRANSFER TO RESERVES								
100	TRANSFER TO RESERVES	0	0	0	0	0	0	126,362	126,362
	TOTAL OPERATING EXPENSE WATER FUND	1,368,025	1,915,358	1,103,341	269	1,819,096	2,245,048	2,444,152	2,444,152

**Town of Purcellville
Revenue Budget Worksheet
7/1/2007 Through 6/30/2008**

		Prior Year Actual 05-06	Current Budget 06-07	Revenue to Date 06-07	Estimated Entire Year 06-07	Manager Recommend 07-08	Council Approval 07-08
Fund #502	SEWER FUND						
502-3000000-0000	REVENUE DUE TO CAPITAL FUND	0	-3,321,500	0	0	0	0
502-3189920-0000	VEHICLE COMP. REIMB.	549	600	366	500	560	560
502-3586000-0000	EE HEALTH REIMBURSEMENT	0	2,500	0	0	0	0
502-3810000-0000	SEWER AVAILABILITIES	423,000	512,000	564,000	722,000	617,630	617,630
502-3830000-0000	SEWER FEES	1,043,190	1,337,728	869,242	1,354,000	1,480,070	1,480,070
502-3840000-0000	MISCELLANEOUS INCOME	2,948	0	0	0	0	0
502-3910000-0000	PENALTIES AND INTEREST	13,326	14,000	11,793	13,500	14,000	14,000
502-3920000-0000	SERVICE CHARGES	17,698	0	0	0	0	0
502-3950000-0000	INVESTMENT INCOME	254,381	80,000	199,800	290,000	290,000	290,000
502-3960000-0000	BSWF STUDY GRANT	0	0	0	0	0	0
502-3971000-0000	WQIF GRANT PROCEEDS	25,164	0	2,349	0	0	0
502-3972000-0000	R.D. LOAN PROCEEDS	47,190	0	0	0	0	0
502-3972500-0000	LOAN PROCEEDS-05 BK OF AMERICA	42,699	3,249,000	675,919	0	0	0
502-3973000-0000	BOND PROCEEDS 07 PROPOSED VRA LOAN	0	65,000	0	0	0	0
502-3975000-0000	PROFFERS	26,000	25,000	20,000	0	0	0
502-3980000-0000	TRANSFER IN CASH RESERVES	0	3,000	0	0	0	0
	TOTAL SEWER FUND	1,896,145	1,967,328	2,343,469	2,380,000	2,402,260	2,402,260
	GRAND TOTAL OPERATING REVENUE	12,055,773	10,021,474	8,613,062	12,684,523	11,863,297	11,556,297

Utilities: Wastewater Plant Operations

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.

Department Description:

The Town employs six licensed wastewater operators to operate every aspect of the Basham Simms Wastewater Facility as well as the eight pump stations. An additional 4 FTE's provide engineering, maintenance and admin support to the department. Support services include: laboratory testing to ensure compliance with all applicable regulations, engineering and construction of any necessary upgrades to facilities needed to remain compliant, repair and maintenance of all facilities as required and operation and maintenance of the collection system.

Essential Services:

- Protect downstream uses of the plants receiving waters.
- Properly manage the BIO-SOLIDS management plan and permit.
- Meet all State and Federal regulations.
- Maintain the wastewater distribution system.
- Protect the departments employee's through proper safety programs.
- Maintain the facility to reduce permit violations.
- Properly train and license operators.

FY 06-07 Accomplishments:

- Completion of the procurement for the new Zenon MBR system.
- Completion of the phase I slip lining (the most critical area of the Town system) and relined the recommended manholes.
- Jason Chapman passed and received his Class IV license.
- Completion and installation of the new security system.
- Received a satisfactory plant and lab inspection from DEQ.
- Passed an unscheduled OSHA inspection.
- All operators finished the required NIMS training.
- Acquisition of State Revolving loan for the BSWF ENR / Upgrade
- Three operators have taken the Lab certification tests.
- The Industrial Park pump station upgrade has been put out for bid and is anticipated to be finished this fiscal year.

Objectives for FY 07-08 :

- Update Biosolids Management Plan
- Complete Design of ENR/Expansion improvement for BSWF
- Complete the fifth element of the I&I plan and begin the sixth.
- Complete VIP Pump Station Improvements
- Complete Holly Hill Pump Station elimination with Nursery extension running gravity through Locust Grove to be completed by developers once alignment and easements are obtained. Davis Drive may also be eliminated through this work. Engineering may occur if this looks possible
- Begin GIS mapping of sewer easements
- Continued improvements of solids management to reduce hauling charges during colder months.
- Start construction of the BSWF ENR / Upgrade.
- Continued work to get the get our lab certified to meet NELAC standards.
- Jason Chapman to take his Class III test and receive the Class III license.
- To reduce emergency call outs with enhanced preventive maintenance programs.
- Update Water & Sewer Master Plan
- Begin identifying our new SCADA needs
- Obtain NELAC Lab certification.

Cost Savings:

- With the purchase of the crane truck it has enabled us to do more in-house maintenance and repairs. The cost saving for us too rebuild influent pump #3 was close to \$3,000.00 in saving. We were able to do repairs on three critical pieces of equipment in-house.
- Changing to the better grade Ferric Chloride has decreased overtime due to the problems that occurred with the lower grade Ferric Chloride.
- Acquisition of a grant for the BSWF ENR / Upgrade from WQIF for approximately \$4 million dollars.
- Reduced call outs do to more in-house preventive maintenance.
- Cost saving from the I&I work to reduce the amount of gallons treated during rain events.

Current Issues:

- New regulations from DEQ to reduce nitrogen and phosphorous will require construction of additional costly treatment facilities
- Flow to the facility will likely trigger a requirement to extend the hours of operation (from 8 hours on the weekend to 12, and during the week to 16 hours a day) Operators will be needed to meet these increases hours.
- Operating during the construction period of the plant upgrade.
- Meeting EMS regulations for the chemicals that will be used for the upgrade.
- In-house analysis for nitrates and nitrites for permit compliance.
- Hiring a qualified operator to replace Brian Brown and the hiring of a new trainee.
- Changing from 8hr compositing to 24hr to meet required permit monitoring of Nutrient Loadings.

FY 07-08 Program Enhancements:

Addition of 1 Sewer Plant Operator (\$15,000)

Performance Measures:

Operating Dollars: \$1,380,037
 # of Gallons Treated: INF. Ave .5939gpd/0
 # of complaints: None
 # of violations: None

Average Regulatory Limits and Compliance for 2006 at BSWF

Yearly Average	Limit Mq/L	
CBOD	<QL	12
TSS	1.7	12
TKN	0.9	5.0
NH3	<QL	2.2
TN	5.4	8.0
TP	0.19	1.5
TN / Total Yearly Loading	4251 kg/yr	
TP / Total Yearly Loading	150.4 kg/yr	

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est. Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
Fund #502	SEWER FUND								
502-4012100	SEWER STAFF								
1000	SEWER STAFF	514,435	558,716	359,926	64.42	509,324	738,680	626,944	626,944
1200	OVERTIME-SEWER	21,216	32,000	25,967	81.15	32,000	35,000	35,000	35,000
1250	PROJECT MGT SUPPORT	-476	0	0	0	0	0	0	0
1260	TEMPORARY STAFF	1,262	6,500	0	0	6,500	6,500	6,500	6,500
1500	CHARGE BACK TO GF		75,000	75,000	100	75,000	75,000	100,000	100,000
2100	SOCIAL SECURITY TAX	40,473	43,812	29,855	68.14	41,476	56,509	51,246	51,246
2200	RETIREMENT	73,782	67,810	45,403	66.96	68,050	86,786	78,171	78,171
2300	HEALTH INSURANCE	71,185	96,455	59,595	61.79	89,393	129,648	103,315	103,315
2400	LIFE INSURANCE	0	6,438	3,993	62.02	5,984	7,632	6,874	6,874
2700	WORKERS COMP INSURANCE	8,232	19,726	9,088	46.07	10,000	15,822	14,781	14,781
2800	DEFERRED COMP MATCH	3,319	3,640	2,710	74.45	3,816	4,940	4,680	4,680
5802	EMPLOYEE AWARDS PROGRAM	0	5,000	21	0.42	0	0	0	0
	TOTAL SEWER STAFF	733,428	915,097	611,558	66.83	841,543	1,156,517	1,027,511	1,027,511
502-4012200	PLANT								
2810	UNIFORMS	8,405	8,715	5,154	59.14	7,562	9,804	9,804	9,804
3310	CONTRACTS	856	0	0	0	0	0	0	0
3320	SLUDGE REMOVAL	0	66,000	36,600	55.45	76,000	75,500	75,500	75,500
3330	WASTE DISPOSAL	1,257	2,500	0	0	2,500	2,500	2,500	2,500
5110	ELECTRICITY	81,878	73,500	43,944	59.79	72,450	74,304	74,304	74,304
5230	COMMUNICATIONS	5,034	11,000	3,020	27.45	11,000	11,000	11,000	11,000
5814	SAFETY	11,688	13,500	2,096	15.53	13,500	13,500	13,500	13,500
5815	DRUG TESTING	180	500	130	26	500	500	500	500
5831	PERMITS	11,650	7,650	5,450	71.24	7,000	7,000	7,000	7,000
5834	PLANT REPAIRS	19,801	37,000	14,382	38.87	35,000	37,000	37,000	37,000
5835	SEWER LINE REPAIRS	11,431	25,000	12,236	48.94	15,000	15,000	15,000	15,000
5840	LAB CERTIFICATION	2,020	5,900	3,070	52.03	5,000	5,300	5,300	5,300
5842	CHEMICALS	9,900	10,000	8,419	84.19	11,311	12,360	12,360	12,360
5844	EQUIPMENT MAINTENANCE	12,409	17,000	3,086	18.15	12,500	12,500	12,500	12,500
5846	SAMPLE ANALYSIS	5,519	5,600	4,086	72.96	3,176	3,200	3,200	3,200
5854	NEW LAB EQUIPMENT	2,660	5,500	355	6.45	5,000	5,000	5,000	5,000
6001	PLANT SUPPLIES	10,924	7,500	6,929	92.39	8,200	7,500	7,500	7,500
6002	LAB SUPPLIES	1,621	18,600	11,243	60.45	18,600	20,000	20,000	20,000

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

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6004	NEW PLANT EQUIPMENT	4,011	7,500	5,316	70.88	15,000	15,000	15,000	15,000
	TOTAL PLANT	201,244	322,965	165,516	51.25	319,299	326,968	326,968	326,968
502-4012300	PLANT- OTHER								
3140	PROFESSIONAL SERVICES	23,622	30,000	22,057	73.52	25,000	30,000	30,000	30,000
3600	RECRUITING/ADVERTISE	1,729	3,100	1,534	49.48	2,500	3,100	3,100	3,100
5210	POSTAGE/MAILINGS	4,474	7,000	3,676	52.51	6,700	7,500	7,500	7,500
5540	TRAINING	3,584	5,000	1,835	36.7	4,000	5,000	5,000	5,000
5810	DUES & SUBSCRIPTIONS	554	750	285	38	250	750	750	750
5811	SEWER DEPT. EMERGENCY	1,523	3,000	0	0	2,500	3,000	3,000	3,000
5826	MOWING	10,764	10,000	6,295	62.95	10,000	12,000	12,000	12,000
5848	OTHER EXPENSE	923	7,000	780	11.14	3,500	7,000	7,000	7,000
5851	ENVIR COMPLIANCE	2,969	3,000	319	10.63	3,000	4,000	4,000	4,000
6001	ADMINISTRATIVE SUPPLIES	52	0	0	0	1,500	2,500	2,500	2,500
6008	VEHICLE MAINT	5,147	7,875	3,190	40.51	3,239	8,000	8,000	8,000
6013	PUBLIC EDUCATION	750	2,500	0	0	2,000	2,500	2,500	2,500
	TOTAL PLANT- OTHER	56,091	79,225	39,971	50.45	64,189	85,350	85,350	85,350
502-4012400	PUMP STATIONS								
3310	CONTRACTS/MAINTENANCE	761	7,000	669	9.56	2,000	10,000	10,000	10,000
5110	ELECTRICITY	17,030	18,000	5,045	28.03	8,984	11,700	11,700	11,700
5230	TELEPHONE	546	1,500	579	38.6	1,017	1,500	1,500	1,500
5834	REPAIRS	18,105	21,250	577	2.72	20,000	20,000	20,000	20,000
6004	EQUIPMENT - PUMP STATION	7,396	7,500	463	6.17	7,500	7,500	7,500	7,500
6008	GENERATOR FUEL	1,777	3,000	1,115	37.17	2,675	3,500	3,500	3,500
	TOTAL PUMP STATIONS	45,615	58,250	8,448	14.5	42,176	54,200	54,200	54,200
502-4012500	METER READING								
3310	CONTRACTS	0	0	0	0	0	1,000	1,000	1,000
5837	METER REPAIRS/TEST	0	0	0	0	0	3,500	3,500	3,500
5838	TOUCH READ HDW	0	0	0	0	0	8,800	8,800	8,800
6004	METER TOOLS & EQUIPMENT	0	0	0	0	0	1,000	1,000	1,000
	TOTAL METER READING	0	0	0	0	0	14,300	14,300	14,300

Town of Purcellville
Expenditure Budget Worksheet With Prior Actual Amounts
7/1/2007 Through 6/30/2008

		Prior Year Actual 05-06	Amended Budget 06-07	Expended/ Encumbered 06-07	% Spent % Spent	Est.Exp. Entire Year 06-07	Dept Head Request 07-08	Manager Recommend 07-08	Council Approval 07-08
502-4095100	DEBT RETIREMENT								
100	DEBT RETIRE- TOWN HALL (03)	8,654	8,654	7,347	84.9	8,654	8,648	8,648	8,648
200	DEBT RETIRE- RDEV (99)	430,356	430,356	251,041	58.33	430,356	430,356	430,356	430,356
300	PAY DOWN PRINCIPAL	0	0	0	0	0	0	0	0
400	DEBT RETIRE-BK AMERICA (05)	23,509	25,000	97,352	389.41	127,255	119,761	119,761	119,761
600	NEW LOAN (08)	0	0	0	0	0	0	60,000	60,000
	TOTAL DEBT RETIREMENT	462,519	464,010	355,740	76.67	566,265	558,765	618,765	618,765
502-4092000	COMPENSATION ADJUSTMENT								
100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	7,944	7,944
502-4092100	TRANSFER TO RESERVES								
100	TRANSFER TO RESERVES	0	127,781	0	0	0	0	267,222	267,222
	TOTAL OPERATING EXPENSE SEWER FUND	1,498,897	1,967,328	1,181,233	389.41	1,833,472	2,196,100	2,402,260	2,402,260
	GRAND TOTAL OPERATING EXPENSE	8,110,957	10,021,474	6,204,198	389.41	9,130,703	12,054,555	11,863,297	11,556,297



Town of Purcellville
Fiscal Year 2007 – 2008 Budget

Capital Improvement Program: FY 08-12
--General Fund, Water Fund Sewer Fund--

**Proposed
Capital Improvement Program Summary
FY 2008 - 2012**

PLANNED EXPENDITURES									
	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
General Fund	18,217,572	1,231,109	5,544,984	7,524,979	3,631,500	285,000		16,986,463	
Water Fund	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	
Sewer Fund	37,063,425	3,768,425	10,779,000	10,812,000	11,394,000	285,000	25,000	33,295,000	
TOTAL	86,468,287	7,092,534	18,239,274	21,894,979	21,516,500	10,850,000	7,075,000	79,375,753	

GENERAL FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Fin Required
Bonds	16,041,119	832,122	4,866,518	6,730,979	3,451,500	160,000		15,208,997	
Grants	2,104,125	348,827	672,298	789,000	169,000	125,000		1,755,298	
Cash	72,328	50,160	6,168	5,000	11,000			22,168	
Other									
TOTAL	18,217,572	1,231,109	5,544,984	7,524,979	3,631,500	285,000		16,986,463	

WATER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Fin Required
Bonds	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	
Grants									
Cash									
Other									
TOTAL	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	

SEWER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Fin Required
Bonds	4,774,892	1,899,892	939,000	972,000	854,000	285,000	25,000	2,875,000	
Grants	5,000,000		2,200,000	1,400,000	1,400,000			5,000,000	
State Loan	27,288,533	1,868,533	7,640,000	8,440,000	9,340,000			25,420,000	
Other									
TOTAL	37,063,425	3,768,425	10,779,000	10,812,000	11,394,000	285,000	25,000	33,295,000	



Town of Purcellville

Fiscal Year 2006 – 2007 Budget

Total Budget Summary

**Town of Purcellville
 Budget Summary
 Adopted FY 2007- 2008 Fiscal Plan
 &
 Approved Capital Improvement Program FY 2008 - 2012**

	<u>Current Yr FY 06-07</u>	<u>Budget Yr FY 07-08</u>
<u>REVENUES</u>		
General Fund	9,676,488	12,254,869
Water Fund	4,953,358	4,359,442
Sewer Fund	5,288,828	13,181,260
TOTAL ALL FUNDS	19,918,674	29,795,571
<u>EXPENDITURES</u>		
General Fund Operating	6,138,788	6,709,885
General Fund Capital Outlay	3,537,700	5,544,984
Water Fund Operating	1,915,358	2,444,152
Water Fund Capital Outlay	3,038,000	1,915,290
Sewer Fund Operating	1,967,328	2,402,260
Sewer Fund Capital Outlay	3,321,500	10,779,000
TOTAL ALL FUNDS	19,918,674	29,795,571
TOTAL BUDGET ALL FUNDS	19,918,674	29,795,571



Town of Purcellville

Fiscal Year 2007 – 2008 Budget

Supplemental Information

FY 07-08 BUDGET CUTS IMPLEMENTED BY TOWN MANAGER

GENERAL FUND

- Compensation Adjustment phased over 2 years rather than 1 year
- Elimination of Merit Pay Funding Proposal for FY 07/08
- Elimination of Pay Increases for Town Council, Planning Commission, BZA and BAR

- Elimination of 5 Proposed Staffing Positions:
 - GIS Specialist
 - Additional Police Officer
 - Conversion of part-time IT Specialist to full-time (.5 FTE)
 - Full-time Benefits/Payroll Specialist for Finance (.5 FTE)
 - Projects Manager for Streets and Maintenance
 - Maintenance Worker for Streets and Maintenance

- Reduced Town Council Travel and General Expense (-\$4,000)
- Reduced Legal Expense (-\$35,000)
- Reduced Website Design and Maintenance (-\$4,000)
- Reduced IT Consulting and Technical Support (-\$5,000)
- Reduced Police Computer Operations (-\$7,000)
- Reduced Computer Software (-\$10,000)
- Reduced Maintenance Supplies (-\$5,000)
- Reduced Maintenance Equipment and Tools (-\$1,000)
- Reduced Parks & Recreation Master Plan/Consulting (-\$ 5,000)
- Reduced Parks & Recreation General Expense (-\$3,000)
- Reduced Teen Center (-\$5,000)
- Reduced Train Station Repairs (-\$5,000)
- Reduced Centennial Programs (-\$5,000)
- Transferred New Zoning Ordinance Project to Short-Term Capital (-\$70,000)
- Transferred New Copy Machine to Short-Term Capital (-\$11,000)
- Reduced Environmental Audit and Comp. (-\$10,000)
- Delayed Construction of Maintenance Building to 1/2008

UTILITY FUNDS

- Compensation Adjustment Phased over 2 years rather than 1 year
- Elimination of Merit Pay Funding Proposal for FY 07/08

- Elimination of 2 Proposed Staffing Positions:
 - Proposed Operator/Maintenance Technician – Water
 - Proposed Operator/Maintenance Technician – Waste Water

REVENUE PROFILE FY 07/08

The purpose of this report is to forward information regarding the anticipated revenue collection with each category outlined. The following information was collected to show how our revenue projections were developed:

GENERAL FUND

I. Property Assessment Profile

a.	<u>Real Property Value</u>	<u>Land Use/Elderly Tax Reduction</u>	<u>Total Taxable Value</u>
	\$1,188,357,900	\$30,872,600	\$1,157,485,300
b.	<u>Personal Property Value</u>	<u>Exempt</u>	<u>Total Taxable Value</u>
	Vehicle: \$54,000,000 (Estimated)	\$2,000,000	\$52,000,000 (Estimated)
	Business: \$10,000,000	\$100,000	\$9,900,000

II. Revenue Profile

Source	Rate	Income FY 07-08
Real Estate	.20 per \$100	\$2,361,270
Personal Property	1.05 per \$100	\$335,000
Business Personal Property	.55 per \$100	
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	\$160,000
Utility Tax	Virginia Power Residential: 15% of first \$15.00 Commercial: 15% of first \$300.00 Residential: 15% of first \$15.00	\$192,000
Penalties and Interest(Taxes)	10% Penalty 10% Interest (Monthly calculation)	\$16,000
Auto Decals	\$25.00 per vehicle \$15.00 per motorcycle	\$135,000
Meals Tax	4% on all prepared food & drinks	\$660,000

Business License*	Contractor's License Wholesale License Retail Professional Business Service Personal Service Repair Rental Restaurant Rental by Owner Money Lending Hotel/Motel Itinerant Vendor Carnivals/Amusements Fortune Teller Utilities <i>*Minimum Fee in all categories is \$20.00</i>	.14 per \$100 gross receipts .05 per \$100 gross receipts .17 per \$100 gross receipts \$500 per year \$500 per event \$500 per year .50 per \$100 gross receipts	\$600,000
ABC Profits This funding category is based on population and involves the distribution of a percentage of the profits that the ABC makes in its operations.			\$4,000
Personal Property Tax Relief Funds received from State per the Personal Property Tax Relief Act			\$201,000
Police Fines This is revenue that we collect from Police Department operations and includes a percentage of all traffic fines.			\$74,000
Sales Tax This is the amount estimated to be returned to the Town from revenue collected by the State. It is processed through Loudoun County Government			\$620,000
Law Enforcement Grant This revenue category was created by the General Assembly to help localities fund their law enforcement program. In addition, the federally funded "FASTCOPS" program is included under this category			\$126,000
Investment Income This is revenue earned on interest generating investments such as CD's, Overnight Investments and LGIP.			\$60,000
Rent - - Revenue from any rental of Town property			0
Proceeds from Property/Equipment - -Revenue generated from the sale of any surplus property.			\$10,000
Miscellaneous- This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually.			\$6,000
Virginia Fire Program's Fund - 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.			\$8,700
Insurance Dividend - The Town receives an annual dividend on investment credit for participating in the VML Insurance Pool.			0

Cable Franchise – 5% of gross revenues		0
Communications Tax		\$174,000
PD Charges to other communities		\$24,000
Proffers – Contributions given to the community by developers		0
Cigarette Tax – .50 per pack		\$242,000
Street Maintenance Revenue - 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.		\$535,000
Transfer from other funds (charge back from Utility Funds).		\$200,000
Transfer in Cash Reserves - This involves the transfer of funds for employee compensation left over from FY06/07		\$27,265
Gas Tax Funds - Revenue from Loudoun County (forward to the Town) to make improvements to our Main Street Corridor		\$108,000
Community Events – Sign --With the installation of the new sign outside Town Hall and the additional sign at Giant Shopping Center, revenue is available to support public information and announcements.		\$2,000
Transient Occupancy Tax- This newly created tax will be implemented this year to protect future revenue opportunities.	3% (of hotel/motel rates)	Currently no motels/hotels are located in town
Charette Donations – Contributions solicited by Town for annual planning program.		0
Arts Grant		\$5,000
Vehicle Compensation Reimbursement - A new program implemented by Town Council which requires employees (who are assigned take home vehicle for emergency response) reimburse the Town for the commute.		\$1,100
Litter Grant – Revenue from the State.		\$2,200
Calendar Promotions		\$8,500
Zoning Fees		\$115,000
	<u>Publications</u>	
	Facilities Standards Manual	\$30
	Comprehensive Plan	\$45 (Paper) \$5 (CD) \$5 (Exec Summary Poster)
	Zoning Ordinance (Unbound)	\$35
	Zoning Ordinance (Bound)	\$40
	Zoning Map	\$2 (small) \$25 (large)
	Subdivision Ordinance	\$35
	<u>Subdivision</u>	
	Pre-Application Review	\$250 (mandatory)
	Preliminary Plat	\$2500 + \$100 per lot + cost of engineering consultant review (consult. cost not > \$2500)
	Preliminary Plat Extension	\$350
	Preliminary Plat Revision	\$300 + cost of engineering consult review (consult cost not to exceed \$1500)

Minor Subdivision Plat (3 lots or less)	\$500 + \$100 per lot (3 lots or less)
Preliminary/Final Plat	\$100 for authorization + \$4,000 + \$100 /lot
Final Plat	\$1,500 + \$100/lot
Public Facility Construction Plans	\$1,500 + 1% of value of public improvements + cost of engineering consultant review (consult cost not to exceed \$2500)
Additional Submissions (applies to all plats & plans)	2 nd & subsequent: \$500 + cost of engineering consultant review (consult review not to exceed \$1,500)
Revisions to Approved Final Plats or Construction Plans	\$500 + cost of engineering consultant review (consult review not to exceed \$1500)
Extension of Approved Final Plats or Construction Plans	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review and engineering consultant review (cost of reviews not be exceed \$300)
Boundary Line Adjustment & lot consolidation plats	
Other plats (Easement plats, correction plats)	\$500 plus \$50 per lot + cost of attorney review
Variation or Exception	\$500 without public hearing; \$1,000 if hearing required by Planning Commission
<u>Grading Plan</u>	
	\$500 + \$20 per acre + cost of ECR (ECR not to exceed \$1,500)
<u>Site Plan</u>	
Pre-Application Review	\$250 mandatory
Preliminary Site Plan	\$2,000 cost of engineering consult review (consult review not to exceed \$2,500)
Preliminary/Final Site Plan	\$100 authorization + \$4,500 + 2% of public improvements value + cost of consult review (consult not to exceed \$2,500)
Final Site Plan	\$2,500 + 2% of value of bonded improvements + cost of consultant review (consult review not to exceed \$1,500)
Additional Submissions (applies to all site plans)	2 nd & subsequent: \$500 + cost of engineering consultant review (consult not to exceed \$1,500)
Revisions to approved site plan	\$500 + cost of engineering consult review (consult not to exceed \$1,500)

Temporary Site Plan	\$100 + cost of engineering consultant review, (review not to exceed \$500)
<u>Performance Bonds and As-Built Site Inspections</u>	
As-built Submissions	\$300 + cost of engineering consultant review, not to exceed in the aggregate; \$100 per \$1,000 inspection after 1 st inspection
Bond Approval	\$250 + ECR cost not to exceed \$500 in aggregate
Bond Extension	\$250 per year extended
Bond Reduction	\$350 + ECR cost not to exceed \$600 in aggregate (includes 1 inspection, additional inspection \$100)
Bond Release	\$50 Application fee
Lawn Establishment Winter Cash Bond	\$100 Bond Release Processing Fee
Lawn Establishment Winter Bond for single Family Homes	\$4,000
Lawn Establishment Winter Bond for Townhomes	\$2,000
<u>Land Use Applications</u>	
Zoning Map Amendment	\$2,500 (0-5 acres) \$3,500 (5-10 acres) \$6,500 (10-25 acres) \$7,500 (25-100 acres) \$8,500 + \$25 each add'l acre (> 100 acres)
Comprehensive Plan Amendment	\$2,500
Proffer or Proffered Plan Amendment	\$5,000
Special Use Permit	\$2,000
Commission Permit	\$750
<u>Annexation Applications</u>	
Out-of-Phase Annexations Joint JLMA comm.. review	\$2,000 processing fee
Annexation Request (including Phase I and approved out-of-phase)	\$10,000 (0-5 acres) \$10,000 + \$50 each add'l acre (greater than 5 acres)
<u>BZA Applications</u>	
Variance	\$350 + cost of newspaper ad, not to exceed an add'l \$500
Special Exception	\$500 + cost of newspaper ad not to exceed an additional \$500
Appeals of Admin Decision	\$500 + cost of newspaper ad not to exceed an additional \$500

<u>Misc. Zoning Fees</u>		
Readvertise Public Hearing	Cost of newspaper ad, not to exceed an add'l \$500	
Renotify Property Owners	\$150	
Zoning Determination	\$100	
<u>Administrative Permits</u>		
<u>Zoning Permits:</u>		
<u>New construction:</u>		
Residential	\$100	
Non Residential	\$250	
<u>Additions & Alterations:</u>		
Residential	\$50	
Non-Residential	\$100	
Accessory Structures, including decks & fences	\$25	
<u>Construction Trailer:</u>		
Home Child Care Centers (12 children or less)	\$300/year	
Home Occupation Permit	\$100	
Occupancy Permit	\$50	
	\$50 (Residential)*	
	\$100 (Commercial) *	
	*includes one inspection; \$100 for each re-inspection	
Demolition Permit	\$100 principal structure \$50 accessory structure	
<u>Sign Permits</u>		
Temporary	\$25 Signs removed from public right of way: \$5/sign held 10 days or less \$10 sign held > 10 days	
Permanent	\$50 (1-10 SF) \$75 (11-30 SF) \$100 (> than 30 SF)	

WATER FUND

Source	Rate	Income FY 07-08
Availabilities (Water Resource Recovery Fee) <i>*Rate will be evaluated mid-year based on updated CIP and Rate Analysis Study</i>	\$26,100 per residential (minimum) based on size of water meter...see rates adopted by Town Council (up from \$18,800) Based on meter size \$3-75 (no change from last year)	\$850,460
Service Charge		Included in water fees
User Fees.	Tiered rates starting at \$3.78/1,000 up to 7.56/1,000 (was starting at 3.44/1,000 up to 6/87/1,000 or you could say 10% increase)	\$1,252,592
Cellular Lease – Payments based on lease agreements with Cingular, Voicestream, Adelphia, Verizon and other new companies for reception chips on water tower		\$110,000
Meter Fees	Based on meter size \$235 (cost includes new touch read or radio read meter plus \$20 installation charge) and up	\$7,800
Interest Income Determined by the rates on investments		\$200,000
Proffers Determined through negotiations at time of rezoning/land use change		0
Penalties & Interest Fees paid on late bills		\$14,000
Transfer in cash reserve Funds transferred from reserves to support capital projects		0
Water flushing fee Fee charged to developers who flush water lines to comply with State regulations		\$300
Vehicle Compensation Reimbursement Fee charged to department managers (who are assigned a vehicle for emergency response) to reimburse Town for commuting cost.		\$1,000

WASTEWATER FUND

Source	Rate	Income FY 07-08
Availabilities (Water Resource Recovery Fee) <i>*Rate will be evaluated mid-year based on updated CIP and Rate Analysis Study</i>	\$19,000 per residential (minimum) based on size of water meter...see rates adopted by Town Council (up from \$16,000)	\$617,630
Service Charge	Based on meter size \$3-\$75 (no change from last year)	Included in User Fees
User Fees.	\$7.61 per 1,000 gallons (up from 7.44 or you could say 5% increase)	\$1,480,070
Interest Income Determined by the rates on CD's.		\$290,000
Miscellaneous Income Various categories that are too small or too periodic to budget for independently and/or regularly		0
Proffers Determined through negotiations at time of rezoning/land use change		0
Penalties & Interest Fees paid on late bills		\$14,000
Transfer in cash reserve Funds transferred from reserves to support capital projects		0
Vehicle Compensation Reimbursement Fee charged to department managers (who are assigned a vehicle for emergency response) to reimburse Town for commuting cost.		\$560

**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*	0.20

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

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%

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

Business License Rate History

Tax Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008*
Manufacturer	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
Wholesale	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
Professional	0.19	0.19	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
Personal Serv	0.19	0.19	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
Rental/by Owner	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Money Lending	0.19	0.19	0.19	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
Hotel Motel	n/a	n/a	0.19	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	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Carnivals/Amus	n/a	n/a	500.00/yr							
	\$10 min	\$10 min	\$20 min							

* Proposed

Summary of Water and Sewer Rates for the Town for the Budget Years FY97- FY07

And proposed for FY08

Prepared by Karin Fellers
2/27/07

This report provides the history of approved water and sewer user rates and water and sewer availabilities from 1997 through those proposed for 2008.

FY97-FY03

Table 1. Approved Rates and Availabilities for FY97-FY03

	Rate/1000 gallons	5/8" Avail. FY97	5/8" Avail. FY98	5/8" Avail. FY99	5/8" Avail. FY00	5/8" Avail. FY01	5/8" Avail. FY02	5/8" Avail. FY03
Water	\$4.15	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000	\$6,000	\$8,000
Sewer	\$6.03	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$7,000	\$7,000

FY04 & FY05

Table 2. Approved W&S Rates and Availabilities for FY04 & FY05

	Rate/1000 gallons	Increase from FY03	5/8" Availabilities for FY04	5/8" Availabilities for FY05
Water	\$4.35	5%	\$8,000	\$9,000
Sewer	\$6.33	5%	\$7,000	\$8,000

FY06

In preparation for the development of the FY06 Budget, the Town brought in a consultant to evaluate the rate structure and determine if the rates and availability fees were suitable to cover operational and capital costs for the facilities. It was identified that the current rates were not suitable to cover the operational costs of the facilities. The consultant recommended that the rates be increased over a 5 year period to help bring the funds back to break even. The consultant also suggested that the Town should consider a tiered rate structure for the Water Fund. Unfortunately, it was found that the billing software was not set up to provide the information necessary to evaluate a tiered rate structure. The Town Council approved the following 5 year plan for rate increases and approved the following availability increases.

Table 3. Approved W&S Rates and Availabilities for FY06

	Approved Rates for FY06		Approved Plan for rate increases				Approved for FY06
	Rate/ 1000 gallons	FY06 (increase from FY05)	FY07	FY08	FY09	FY10	5/8" Availabilities for FY06
Water	\$4.87	12%	8.5%	8.5%	8.5%	8.5%	\$10,000
Sewer	\$7.09	12%	5%	5%	5%	5%	\$9,000

FY07

In preparation for the development of the FY07 Budget, the Town brought the consultant back to evaluate a tiered rate structure for the water fund. At the same time, the consultant reevaluated the rate and fee increases approved the year before based on increased costs for operations as well as capital construction. During this evaluation it was determined that the increase schedule for Sewer approved in FY06 was still suitable, however, the water rate schedule of increases was found to be too low. The consultant also provided a tiered rate structure for water that would provide the same revenue and would encourage water conservation. The Availability Fees we also proposed to be increased based on the capital cost increases that had occurred over the last year. The Town Council approved the following 5 year plan for rate increases, availability fees and also approved a new tiered rate structure for water.

Table 4. Approved W&S Rates and Availabilities for FY07 and W&S Rates Increases for 4 additional years

	Approved Rates for FY07			Approved Plan for future rate increases				Approved for FY07
	Rate/1000 gallons	Service Fee	FY07 (increase from FY06)	FY08	FY09	FY10	FY11	5/8" Availabilities for FY07
Water	Tiered ¹	\$0.875	20%	10%	10%	10%	4%	\$18,800
Sewer	\$7.25	\$0.875	5%	5%	5%	5%	4%	\$16,000

¹Sum of :

0- <6,000 gal – \$3.44/1000 (minimum of 1000 gallons)

6,000- <12,000 gal – \$4.58/1000

12,000- <18,000 gal – \$5.73/1000

>18,000 gal - \$6.87/1000

FY08

In preparation for the FY08 Budget, the consultant was again asked to reevaluate the Town’s rates and fees to determine if the additional cost increases might again necessitate adjustment of the plan. An initial presentation in January based on available data at the time (prior to FY08 operational budget development in the Water and Sewer Funds) indicated that the schedule approved last year did not require changing. However, further evaluation once an additional billing cycle is completed on the tiered rate structure is needed to further verify this assessment. The availability fees were found to be requiring additional increases to address continued escalations to construction costs. The Town Council is conducting a public hearing on new Availability fees in March, 2007. The following is the currently proposed rate increases and fees.

Table 5. Proposed W&S Rates and Availabilities for FY08 and W&S Rates Increases for 4 additional years

	Proposed Rates for FY08			Proposed Plan for future rate increases				Proposed for FY08
	Rate/1000 gallons	Service Fee ²	FY08	FY09	FY10	FY11	FY12	5/8” Availabilities for FY08 (proposed to begin in April, 2007)
Water	Tiered ¹	\$3 & up ²	10%	10%	10%	4%	3%	\$26,100
Sewer	\$7.61	\$3 & up ²	5%	5%	5%	4%	3%	\$19,000

¹Sum of:
 0- <6,000 gal – \$3.78/1000 (minimum of 1000 gallons)
 6,000- <12,000 gal – \$5.04/1000
 12,000- <18,000 gal – \$6.30/1000
 >18,000 gal - \$7.56/1000

² 5/8”: \$3.00 3”: \$48.00
 ¾”: \$3.00 4”: \$75.00
 1”: \$7.50 6”: \$150.00
 1.5”: \$15.00
 2”: \$24.00

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 - 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 - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

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.

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.

ADOPTED
CAPITAL IMPROVEMENT PROGRAM
FY 2008 – 2012



Town of Purcellville, Virginia
May 8, 2007



**Approved
Capital Improvement Program
FY 2008 - 2012**

This Capital Improvement Program (CIP) is designed to meet the Town's needs over the next five years. The program includes 50 projects totaling \$79,375,753 divided among the General Fund, the Water Fund, and the Sewer Fund. This CIP will allow citizens and the Town Council to better track these projects with more specific detail and background.

Highlights

- Summary sheet better identifies the specific project, 5-year impact and funding sources.
- Provides essential information to better understand what each capital project involves.
- Identifies steps needed to complete projects at a specified designated funding level.

**Proposed
Capital Improvement Program Summary
FY 2008 - 2012**

PLANNED EXPENDITURES									
	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
General Fund	18,217,572	1,231,109	5,544,984	7,524,979	3,631,500	285,000		16,986,463	
Water Fund	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	
Sewer Fund	37,063,425	3,768,425	10,779,000	10,812,000	11,394,000	285,000	25,000	33,295,000	
TOTAL	86,468,287	7,092,534	18,239,274	21,894,979	21,516,500	10,650,000	7,075,000	79,375,753	

GENERAL FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Fin Required
Bonds	16,041,119	832,122	4,866,518	6,730,979	3,451,500	160,000		15,208,997	
Grants	2,104,125	348,827	672,298	789,000	169,000	125,000		1,755,298	
Cash	72,328	50,160	6,168	5,000	11,000			22,168	
Other									
TOTAL	18,217,572	1,231,109	5,544,984	7,524,979	3,631,500	285,000		16,986,463	

WATER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Fin Required
Bonds	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	
Grants									
Cash									
Other									
TOTAL	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	

SEWER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Fin Required
Bonds	4,774,892	1,899,892	939,000	972,000	654,000	285,000	25,000	2,875,000	
Grants	5,000,000		2,200,000	1,400,000	1,400,000			5,000,000	
State Loan	27,288,533	1,868,533	7,640,000	8,440,000	9,340,000			25,420,000	
Other									
TOTAL	37,063,425	3,768,425	10,779,000	10,812,000	11,394,000	285,000	25,000	33,295,000	

General Fund Project Summary

	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Maintenance Facility 101-4094100 Page # 8	4,874,957	164,000	3,575,978	1,134,979				4,710,957	
Stormwater Mgt Study 103-4094100 Page #9	217,928	107,928	110,000					110,000	
Police Equipment 119-40941000-0100 Page #10	35,000		35,000					35,000	
GIS 119-40941000-0110 Page #11	162,000		6,000	81,000	75,000			162,000	
New Equip for Maint 119-4094100-0120 Page #12	417,500		246,000	85,000	86,500			417,500	
Town-wide Traffic Study 119-4094100-0130 Page #13	217,000	50,000	167,000					167,000	
Development Ordnance Update Consulting Services 119-4094100-0609 Page #14	70,000	20,000	50,000					50,000	
Downtown Streetscape 119-4094100-0601 Page #15	362,166	50,160	312,006					312,006	
Town Wayfinding Signs 119-4094100-0602 Page #16	80,000			25,000	55,000			80,000	
Laser Microfiche of Town Documents 119-4094100-0604 Page #17	40,000		40,000					40,000	
Upgrades to Town Office 119-4094100-0606 Page #18	6,000		6,000					6,000	
Upgrades to Train Station 119-4094100-0607 Page #19	50,000		20,000	10,000	10,000	10,000		50,000	

	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Trails and Pathways Project 119-4094100-0608 Page #20	110,000		10,000	40,000	60,000			110,000	
14th St. Widening/G Street Sidewalk 200-4094100 Page #21	230,882	7,882	139,000	84,000				223,000	
Main & Maple Intersect Improvements 201-4094100 Page #22	8,870,000	200,000	60,000	5,580,000	3,030,000			8,670,000	
Main St. Sidewalk Improvement 202-4094100 Page #23	533,970	15,170	158,800	147,600	113,400	99,000		518,800	
20th St. Sidewalk Improvement 203-4094100 Page #24	222,599	5,899	76,700	57,400	44,100	38,500		216,700	
S. Nursery Ave. Sidewalk Improv. 205-4094100 Page #25	217,071	6,321	60,750	61,500	47,250	41,250		210,750	
N. 21st St. Sidewalk Improvement 206-4094100 Page #26	376,256	10,956	105,300	106,600	81,900	71,500		365,300	
S. 32nd St. Sidewalk Improvement 207-4094100 Page #27	130,243	3,793	36,450	36,900	28,350	24,750		126,450	
Traffic Signals N23rd/Main Streets 252-4094100 Page #28	515,000	500,000	15,000					15,000	
Southern Collector Road (Maple Ave A St. Roundabout) 253-4094100 Page #29	75,000			75,000				75,000	
Emergency Vehicle Traffic Devices 254-4094100 Page #30	69,000	59,000	10,000					10,000	
Traffic Signals on Hatcher/Main and N23rd/Main 257-4094100 Page #31	335,000	30,000	305,000					305,000	
TOTAL	18,217,572	1,231,109	5,544,984	7,524,979	3,631,500	285,000		16,986,463	

Water Fund Project Summary

	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Jeffries Well Develop. 504-4094100 Page #32	900,000	430,000	470,000					470,000	
Centennial Reservoir 506-4094100 Page #33	6,308,000	608,000	100,000	700,000	500,000	2,800,000	1,600,000	5,700,000	
Water Resource Study and Implementation 508-4094100 Page #34	5,385,000	415,000	730,000	1,240,000	1,500,000	1,500,000		4,970,000	
Water Conservation Plan 510-4094100 Page #35	60,000	50,000	10,000					10,000	
Water Distribution Sys. Evaluation & Implementation 511-4094100 Page #36	1,545,000	210,000	270,000	355,000	355,000	355,000		1,335,000	
"A" Street Water Line Loop 513-4094100 Page #37	250,000	65,000		185,000				185,000	
Vulnerability Assessment 514-4094100 Page #38	405,000	165,000	60,000	60,000	60,000	60,000		240,000	
New Elevated Water Tank 515-4094100 Page #39	2,835,000	50,000	45,000	350,000	2,390,000			2,785,000	
Switch to Hypochlorite 516-4094100 Page #40	360,000		40,000	320,000				360,000	
Generation of GIS Layers for Water Easements 517-4094100 Page #41	300,000	100,000	100,000	100,000				200,000	
Water & Sewer Master Plan 518-4094100 Page #42	60,000			60,000				60,000	
Transition to SCADA System 519-4094100 Page #43	90,000		30,000	60,000				90,000	

	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Water Treatment Plant Expansion									
520-4094100 Page #44	11,250,000			100,000	1,650,000	5,050,000	4,450,000	11,250,000	
Intake Structure for Hirst Reservoir									
530-4094100 Page #45	1,210,000					210,000	1,000,000	1,210,000	
Compliance with Groundwater Disinfection Rule									
599-4094100 Page #46	135,000				30,000	105,000		135,000	
New & Replacement Equipment									
599-4094100-0160 Page #47	94,290		60,290	28,000	6,000			94,290	
TOTAL	31,187,290	2,093,000	1,915,290	3,558,000	6,491,000	10,080,000	7,050,000	29,094,290	

Sewer Fund Project Summary

	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
BSWF ENR and Expansion / Improvements 600-4094100 Page #48	32,993,533	2,573,533	9,840,000	9,840,000	10,740,000			30,420,000	
VIP Pump Station Improvements 602-4094100 Page #49	314,795	264,795	50,000					50,000	
I & I Improvements & CMOM Compliance 603-4094100 Page #50	1,630,000	548,000	272,000	460,000	300,000	25,000	25,000	1,082,000	
West End Pump Station Improvements 604-4094100 Page #51	523,399	63,399	40,000	140,000	280,000			460,000	
Water & Sewer Master Plan 605-4094100 Page #52	60,000			60,000				60,000	
Generation of GIS Layer for Sewer Easements 606-4094100 Page #53	300,000	100,000	100,000	100,000				200,000	
Transition to SCADA System 607-4094100 Page #54	90,000		30,000	60,000				90,000	
Holly Hill & Davis Drive Pump Station Elimination 608-4094100 Page #55	215,000	40,000	175,000					175,000	
Vulnerability Assessment 699-4094100 Page #56	418,698	178,698	60,000	60,000	60,000	60,000		240,000	
New Equipment for Maintenance of Sewer Collection System 699-4094100-0160 Page #57	518,000		212,000	92,000	14,000	200,000		518,000	
TOTAL	37,063,425	3,768,425	10,779,000	10,812,000	11,394,000	285,000	25,000	33,295,000	

CAPITAL PROJECT DETAIL

Project # : 101-4094100

TITLE: Maintenance Facility

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Engineer Completing Design

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: The existing Maintenance Facility is considerably undersized and out-of-date. The design and construction of a new 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

CONSTRUCTION START DATE: 1st Quarter FY 07-08

ESTIMATED COMPLETION DATE: 2nd Quarter FY 08-09

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

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	274,957	154,000	75,978	44,979				120,957	
Construct.	4,600,000	10,000	3,500,000	1,090,000				4,590,000	
Equip.									
TOTAL	4,874,957	164,000	3,575,978	1,134,979				4,710,957	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
Cash									
Other									
TOTAL	4,874,957	164,000	3,575,978	1,134,979				4,710,957	

CAPITAL PROJECT DETAIL

Project #: 103-4094100

TITLE: Stormwater Management Study

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: First Phase Complete
Starting area solution phase

MANAGER: Samer Beidas

PROGRAM DESCRIPTION:

The purpose of the 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.

CONSTRUCTION START DATE: 4th Quarter FY 06-07

ESTIMATED COMPLETION DATE: 1st Quarter FY 07-08

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.

GOAL ADDRESSED:

This project helps obtain the goals of high environmental standards, improved living environment, and safe streets.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	217,928	107,928	110,000					110,000	
TOTAL	217,928	107,928	110,000					110,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	217,928	107,928	110,000					110,000	
TOTAL	217,928	107,928	110,000					110,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0100

TITLE: New Equipment for Police

FUND: General

DEPARTMENT: Police

STATUS: Start Purchase Process July 1, 2007

MANAGER: Darryl Smith

PROGRAM DESCRIPTION:

Police Vehicle and Equipment - \$35,000

To be Utilized by new staff members for patrol purposes

PROJECT START DATE: Jul-07

ESTIMATED COMPLETION DATE: Oct-07

OPERATING IMPACT:

GOAL ADDRESSED: The addition of this new police vehicle to the Purcellville Police Fleet will continue to improve the overall quality of the emergency response vehicles that are available to our police force.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.									
Equip.	35,000		35,000					35,000	
TOTAL	35,000		35,000					35,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds *	35,000		35,000					35,000	
Grants									
Cash									
Other									
TOTAL	35,000		35,000					35,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0110

TITLE: GIS

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: RFP Preparation underway

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: This project would provide consultant services to continue to grow the GIS so it can be more useful to staff. The amount of \$162,000 would complement the \$300,000 in the Wastewater fund and the addition of a GIS staff person in the operating budget to coordinate and update the GIS.

CONSTRUCTION START DATE: Aug-07

ESTIMATED COMPLETION DATE: Jun-10

OPERATING IMPACT:
 Map sewer and water easements
 Map water facilities
 Map storm drain easements
 Map street lights, street signs and guardrails

GOAL ADDRESSED:

This project will assist with the effective, integrated utility planning and growth management for the town.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	162,000		6,000	81,000	75,000			162,000	
TOTAL	162,000		6,000	81,000	75,000			162,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	162,000		6,000	81,000	75,000			162,000	
TOTAL	162,000		6,000	81,000	75,000			162,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0120

TITLE: New Equipment for Maintenance

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: RFP Preparation underway

MANAGER: Samer Beidas

PROGRAM DESCRIPTION:

One Replacement & One New Dump Truck - \$246,200	The current dump truck need constant repair.	FY 2008
Replacement Tractor and Boom Mower - \$86,500	Replaces the two current mowers	2010
Replacement P/U and additional P/U - \$85,000	Need to replace one P/U and additional P/U to add flexibility	2009

PROJECT START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jun-10

OPERATING IMPACT: These four pieces of equipment will increase safety levels, allow for improved responses, and/or make operations more efficient.

GOAL ADDRESSED:

This project will help improve the safety of all of Purcellvilles citizens.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.									
Equip.	417,500		246,000	85,000	86,500			417,500	
TOTAL	417,500		246,000	85,000	86,500			417,500	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds *	417,500		246,000	85,000	86,500			417,500	
Grants									
Cash									
Other									
TOTAL	417,500		246,000	85,000	86,500			417,500	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0130

TITLE: Town-wide Traffic Study

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: RFP Preparation underway

MANAGER: Samer Beidas

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.

CONSTRUCTION START DATE: 4th quarter 07

ESTIMATED COMPLETION DATE: 4th quarter 08

OPERATING IMPACT: To be determined by outcome of study.

GOAL ADDRESSED:

This project is #1 on the 2007 Town Council Priority List.
 This project will help meet the goal for an effective intermodal transportation system.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	217,000	50,000	167,000					167,000	
TOTAL	217,000	50,000	167,000					167,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	217,000	50,000	167,000					167,000	
TOTAL	217,000	50,000	167,000					167,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0170

TITLE: Development Ordinance Update Consulting Services

FUND: General

DEPARTMENT: Planning & Zoning

STATUS: Zoning Ordinance
Amendments Underway

MANAGER: Martha Mason Semmes

PROGRAM DESCRIPTION: Consulting services to complete update of Zoning Ordinance and to update Land Development & Subdivision Control Ordinance.

PROJECT START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jun-08

OPERATING IMPACT: Financing to be through issuance of bonds.

GOAL ADDRESSED: Comprehensive Plan Land Use Strategy #1.1: "1.1 Amend the Zoning and Subdivision Ordinances to reflect the recommended development standards and land uses discussed in this Comprehensive Plan."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 2,007	2,008	2,009	2,010	2,011	2,012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Services Construction Equipment	70,000	20,000	50,000					50,000	
TOTAL	70,000	20,000	50,000					50,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 2,007	2,008	2,009	2,010	2,011	2,012	Total for 5-Yr-CIP	Future Funds Required
Bonds * Grants Cash Other	70,000	20,000	50,000					50,000	
TOTAL	70,000	20,000	50,000					50,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0601

TITLE: Downtown Streetscape

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Started 01/2007

MANAGER: Eric Rheinstein/Marty Kloeden

PROGRAM DESCRIPTION: Improvement of the streetscapes in the downtown area

CONSTRUCTION START DATE: TBD

ESTIMATED COMPLETION DATE: TBD

OPERATING IMPACT: None

****Revenue Sharing funds require a 80/20 Town match and are reimbursed (less VDOT administrative and environmental impact analysis costs) once billed by the Town****

GOAL ADDRESSED:

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	81,328	50,160	31,168					31,168	
Construct.	280,838		280,838					280,838	
Equip.									
TOTAL	362,166	50,160	312,006					312,006	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants	305,838		305,838					305,838	
Cash	56,328	50,160	6,168					6,168	
Other									
TOTAL	362,166	50,160	312,006					312,006	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0602

TITLE: Town Wayfinding Signs

FUND: General

DEPARTMENT: Planning & Zoning

STATUS: Concept sign designs completed

MANAGER: Martha Mason Semmes

PROGRAM DESCRIPTION: Final design and installation of a townwide system of information & directional signs to assist vehicular and pedestrian traffic in locating town services and attractions.

CONSTRUCTION START DATE: April-May 2009

ESTIMATED COMPLETION DATE: Jun-10

OPERATING IMPACT: Funding for the wayfinding system will be sought from the Federal Transportation Enhancement Program, which requires a minimum 20% local match.

GOAL ADDRESSED: Comprehensive Plan Economic Development Strategies #8.2: "Develop an attractive, coordinated directional signage plan for destinations" and #8.4: "Install visitor information kiosks or information boards in selected public locations."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 39,263	2,008	2,009	2,010	2,011	2,012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Services	25,000			10,000	15,000			25,000	
Construction	55,000			15,000	40,000			55,000	
Equipment									
TOTAL	80,000			25,000	55,000			80,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 39,263	2,008	2,009	2,010	2,011	2,012	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants	64,000			20,000	44,000			64,000	
Cash	16,000			5,000	11,000			16,000	
Other									
TOTAL	80,000			25,000	55,000			80,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0604

TITLE: Microfiche of Town Documents

FUND: General Fund

DEPARTMENT: Administration Capital Projects

STATUS: Prepared to start 7/07

MANAGER: Jennifer Moore, Town Clerk

PROGRAM DESCRIPTION: Initiate a pilot program of converting many of our large paper files to laser microfiche and create an archive off-site storage area in remote, environmentally sensitive locations.

CONSTRUCTION START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jun-08

OPERATING IMPACT: Once the initial system is purchased, the Town will need to budget a maintenance contract. Storage space needs are reduced resulting in future capital savings.

GOAL ADDRESSED: Addresses Town Council Goal and Top 10 Priorities (#3) dealing with "Organization for Success."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	40,000		40,000					40,000	
Prof. Services									
Construction	40,000		40,000					40,000	
Equipment									
TOTAL	40,000		40,000					40,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds *	40,000		40,000					40,000	
Grants									
Cash	40,000		40,000					40,000	
Other									
TOTAL	40,000		40,000					40,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0606

TITLE: Upgrades to Town Office

FUND: General

DEPARTMENT: Administration

STATUS: Start 7/07

MANAGER: H. McCann, Exec. Assistant to the Town Manager
J. Moore, Town Clerk

PROGRAM DESCRIPTION: Upgrade to building security by installing access control system. Upgrade to sound system and A.V. presentation system in the Town Council Chambers and Committee Room (\$6,000).

PROJECT START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jan-08

OPERATING IMPACT: Town should see a reduction in average maintenance cost for the existing sound system. We have made numerous emergency calls this year to try and repair the failing system. The other A.V. upgrades and security/control improvements will have to be factored into maintenance support and operations in the IT Department.

GOAL ADDRESSED:

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Services									
Construction									
Equipment	6,000		6,000					6,000	
TOTAL	6,000		6,000					6,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds *	6,000		6,000					6,000	
Grants									
Cash									
Other									
TOTAL	6,000		6,000					6,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0607

TITLE: Upgrades to Train Station

FUND: General Fund

DEPARTMENT: Administration Capital Project

STATUS: Start 8/07

MANAGER: J. Moore, Town Clerk

PROGRAM DESCRIPTION: First major upgrades to our Train Station since renovations in the late 1990's. Replace cabinets upgrade lighting system, install recording system, upgrade meeting furniture in all rooms and repair the roof.

CONSTRUCTION START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jun-08

OPERATING IMPACT: Minimal since we are repairing older systems and making the area more public friendly.

GOAL ADDRESSED: This addresses the Town Council Top 10 Priorities dealing with the acquisition and preservation of key priorities that evoke a sense of place.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Services									
Construction	20,000		20,000					20,000	
Equipment	30,000			10,000	10,000	10,000		30,000	
TOTAL	50,000		20,000	10,000	10,000	10,000		50,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds *	50,000		20,000	10,000	10,000	10,000		50,000	
Grants									
Cash									
Other									
TOTAL	50,000		20,000	10,000	10,000	10,000		50,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0608

TITLE: Trails and Pathways Project

FUND: General Fund

DEPARTMENT: Streets and Beautification

STATUS: Proposed for FY07/08

MANAGER: S. Beidas, Director of Streets and Maintenance/Capital Projects Coordinator
Parks and Recreation Advisory Board

PROGRAM DESCRIPTION: Allocation of \$110,000 to begin planning, acquisition and construction of Phase I of our Trails/Pathways Partnership

CONSTRUCTION START DATE: Aug-07

ESTIMATED COMPLETION DATE: Ongoing

OPERATING IMPACT: Impact of increased maintenance and future capital replacement

GOAL ADDRESSED: Addresses the Town's Comprehensive Plan for Increased and Safe Pedestrian Access (Page 103, Section 3.1-3.7)

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	10,000			10,000				10,000	
Prof. Services	40,000		10,000	30,000				40,000	
Construction	60,000				60,000			60,000	
Equipment									
TOTAL	110,000		10,000	40,000	60,000			110,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	110,000		10,000	40,000	60,000			110,000	
Grants									
Cash									
Other									
TOTAL	110,000		10,000					110,000	

CAPITAL PROJECT DETAIL

Project #: 200-4094100

TITLE: 14th Street Widening/G Street Sidewalk

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Surveying started 12/2005
Design is underway

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: When the County first announced its intention of opening a Group Home at the corner of 14th and G Streets, neighboring residents suggested that the street was too narrow and lacked appropriate sidewalks.

PROJECT START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jun-08

OPERATING IMPACT: This project will widen 14th Street so it has full-width improvements along its entire length, improve the storm drainage system, and install connecting sidewalk to G St./12th St. intersection. Funds were awarded through a CDBG grant, and from Loudoun County. County has promised \$100,000 to Purcellville for this project.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	20,000		20,000					20,000	
Prof. Svc.	50,882	7,882	34,000	9,000				43,000	
Construct. Equip.	160,000		85,000	75,000				160,000	
TOTAL	230,882	7,882	139,000	84,000				223,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	176,882	7,882	139,000	30,000				169,000	
Grants	54,000			54,000				54,000	
Cash Other									
TOTAL	230,882	7,882	139,000	84,000				223,000	

CAPITAL PROJECT DETAIL

Project # : 201-4094100

TITLE: Main&Maple Intersect Improvements

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Engineer Completing Design

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: The existing intersection at Main and Maple is undersized and causes bottlenecks during the morning and afternoon school/work rush hours. The intersection is also not pedestrian or bicycle friendly. Proposed improvements will reduce conflict points and enhance the safety pedestrian and bicycle movement.

- Dec-05 50% dwgs to VDOT for review
- 2006 Met with property owners and Utilities
- 1st Q 2007 Work underway on final design
- 3rd Q 2007 Initiated VDOT Utility Relocation System with the appropriate utilities

CONSTRUCTION START DATE: Pending Identification of Funding Source

ESTIMATED COMPLETION DATE:

OPERATING IMPACT: Add a right turn lane to each leg of the intersection and reduce conflict points (points where cars enter the stream of traffic at an inappropriate juncture) by closing driveways near the intersection. Sidewalks, crosswalks, a new traffic signal and new pedestrian signals ("ped heads") will be added to encourage safe pedestrian and bicycle movement through the intersection.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	1,430,000			1,430,000				1,430,000	
Prof. Svc.	310,000	200,000	60,000	50,000				110,000	
Construct.	7,130,000			4,100,000	3,030,000			7,130,000	
Equip.									
TOTAL	8,870,000	200,000	60,000	5,580,000	3,030,000			8,670,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	8,265,932	55,932	60,000	5,120,000	3,030,000			8,210,000	
Grants	604,068	144,068		460,000				460,000	
Cash									
Other									
TOTAL	8,870,000	200,000	60,000	5,580,000	3,030,000			8,670,000	

CAPITAL PROJECT DETAIL

Project #: 202-4094100

TITLE: Main St Sidewalk Improvemnts

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Awaiting VDOT Environmental Approval
Awaiting VDOT approval of Design
Consultant

MANAGER: Samer Beidas

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)

Extend the existing sidewalk connecting 3 residential developments, a retail center and Patrick Henry College to Downtown.

Select engineer, design sidewalk, acquire right of way, construct sidewalk

M. Kayshan is redeveloping his property and adding a 300 ft sidewalk segment within 2 years.

Dr Gorenshtein is currently redeveloping his property and adding a 150 ft sidewalk segment.

If Loudoun Valley Shopping Center Redevelops their property, they will add a 500 ft sidewalk segment

Toll Brothers already installed a 300 ft sidewalk segment in front of their townhouse development.

Dr Washington gave the Town money and an esement for the 150 ft sidewalk segment on his property.

Cost of maintaining sidewalk should not affect operating budget

Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

Waiting on VDOT to approve the design consultant for initial phase of base mapping to proceed.

DESIGN START DATE: Jun-07

ESTIMATED COMPLETION DATE: Jun-11

OPERATING IMPACT: From VDOT there is an additional \$260,722 that the Town must match with \$260,722. The VDOT Grant is applied to four sidewalk projects.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	39,600		12,600	9,000	9,000	9,000		39,600	
Prof. Svc.	128,970	15,170	45,400	27,000	27,000	14,400		113,800	
Construct. Equip.	365,400		100,800	111,600	77,400	75,600		365,400	
TOTAL	533,970	15,170	158,800	147,600	113,400	99,000		518,800	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	260,470	15,170	67,100	55,800	68,400	54,000		245,300	
Grants	273,500		91,700	91,800	45,000	45,000		273,500	
Cash									
Other									
TOTAL	533,970	15,170	158,800	147,600	113,400	99,000		518,800	

CAPITAL PROJECT DETAIL

Project #: 203-4094100

TITLE: 20th Street Sidewalk Improvements

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Awaiting VDOT Environmental Approval
Awaiting Design

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access.

S. 20th Street on west side from Rescue Squad to Locust Grove(900 linear feet) – FY 05-06

Connect the sidewalk system for the Locust Grove Development to Downtown.

Select engineer, design sidewalk, acquire right of way, construct sidewalk

Cost of maintaining sidewalk should not affect operating budget

Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

Waiting on the Design Consultant to complete the design.

CONSTRUCTION START DATE: Aug-07

ESTIMATED COMPLETION DATE: Jun-11

OPERATING IMPACT: The Town applied for and was awarded a VDOT Bike/Pedestrian Safety grant (in FY 05-06) which provides a \$450,000 grant that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	15,400		4,900	3,500	3,500	3,500		15,400	
Prof. Svc.	65,099	5,899	32,600	10,500	10,500	5,600		59,200	
Construct. Equip.	142,100		39,200	43,400	30,100	29,400		142,100	
TOTAL	222,599	5,899	76,700	57,400	44,100	38,500		216,700	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	116,238	5,899	41,039	21,700	26,600	21,000		110,339	
Grants	106,361		35,661	35,700	17,500	17,500		106,361	
Cash Other									
TOTAL	222,599	5,899	76,700	57,400	44,100	38,500		216,700	

CAPITAL PROJECT DETAIL

Project #: 205-4094100

TITLE: S. Nursery Avenue Sidewalk Improvements **FUND:** General

DEPARTMENT: Streets and Maintenance **STATUS:** Awaiting VDOT Environmental Approval

Awaiting VDOT approval of Design Consultant

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: 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.

Select engineer, design sidewalk, acquire right of way, construct sidewalk

Cost of maintaining sidewalk should not affect operating budget

Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

Waiting on VDOT to approve the design consultant for initial phase of base mapping to proceed.

DESIGN START DATE: Jun-07

ESTIMATED COMPLETION DATE: Jun-11

OPERATING IMPACT: The Town applied for and was awarded a VDOT Bike/Pedestrian Safety grant (in FY 05-06) which provides a \$450,000 grant that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	16,500		5,250	3,750	3,750	3,750		16,500	
Prof. Svc.	48,321	6,321	13,500	11,250	11,250	6,000		42,000	
Construct. Equip.	152,250		42,000	46,500	32,250	31,500		152,250	
TOTAL	217,071	6,321	60,750	61,500	47,250	41,250		210,750	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	103,113	6,321	22,542	23,250	28,500	22,500		96,792	
Grants	113,958		38,208	38,250	18,750	18,750		113,958	
Cash Other									
TOTAL	217,071	6,321	60,750	61,500	47,250	41,250		210,750	

CAPITAL PROJECT DETAIL

Project #: 206-4094100

TITLE: N. 21st Street Sidewalk Improvements **FUND:** General

DEPARTMENT: Streets and Maintenance **STATUS:** Awaiting VDOT Environmental Approval

Awaiting VDOT approval of Design

MANAGER: Samer Beidas **Consultant**

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)
 Connect 2 residential developments to the Downtown.
 Toll Bros may construct 600 ft of sidewalk as part of their development project within 3 - 5 years.
 Select engineer, design sidewalk, acquire right of way, construct sidewalk
 Cost of maintaining sidewalk should not affect operating budget
 Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.
 Waiting on VDOT to approve the design consultant for initial phase of base mapping to proceed.

DESIGN START DATE: Jun-07

ESTIMATED COMPLETION DATE: Jun-11

OPERATING IMPACT: The Town applied for and was awarded a VDOT Bike/Pedestrian Safety grant (in FY 05-06) which provides a \$450,000 grant that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	28,600		9,100	6,500	6,500	6,500		28,600	
Prof. Svc.	83,756	10,956	23,400	19,500	19,500	10,400		72,800	
Construct Equip.	263,900		72,800	80,600	55,900	54,600		263,900	
TOTAL	376,256	10,956	105,300	106,600	81,900	71,500		365,300	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	178,728	10,956	39,072	40,300	49,400	39,000		167,772	
Grants	197,528		66,228	66,300	32,500	32,500		197,528	
Cash Other									
TOTAL	376,256	10,956	105,300	106,600	81,900	71,500		365,300	

CAPITAL PROJECT DETAIL

Project #: 207-4094100

TITLE: S. 32nd Street Sidewalk Improvements

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Awaiting VDOT Environmental Approval
Awaiting VDOT approval of Design
Consultant

MANAGER: Samer Beidas

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)

Connect 2 residential developments to the Downtown.

Select engineer, design sidewalk, acquire right of way, construct sidewalk

Cost of maintaining sidewalk should not affect operating budget

Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

Waiting on VDOT to approve the design consultant for initial phase of base mapping to proceed.

DESIGN START DATE: Jun-07

ESTIMATED COMPLETION DATE: Jun-11

OPERATING IMPACT: The Town applied for and was awarded a VDOT Bike/Pedestrian Safety grant (in FY 05-06) which provides a \$450,000 grant that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	9,900		3,150	2,250	2,250	2,250		9,900	
Prof. Svc.	28,993	3,793	8,100	6,750	6,750	3,600		25,200	
Construct. Equip.	91,350		25,200	27,900	19,350	18,900		91,350	
TOTAL	130,243	3,793	36,450	36,900	28,350	24,750		126,450	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	61,868	3,793	13,525	13,950	17,100	13,500		58,075	
Grants	68,375		22,925	22,950	11,250	11,250		68,375	
Cash Other									
TOTAL	130,243	3,793	36,450	36,900	28,350	24,750		126,450	

CAPITAL PROJECT DETAIL

Project #: 252-4094100

TITLE: Traffic Signals on N23rd/Main

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Engineer working on Bid Package
Awaiting VDOT Approval of Final Design

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Installation of traffic signals with Opticom pre-emptive devices at N 23rd Main Street intersections will improve the overall level of service for those intersections and should provide traffic gaps for vehicles at the Teardrop. Left-hand turn lanes will also be installed on east bound Main at 23rd, and south bound 23rd Street
Project broken up into 2 projects: Hatcher Ave and 23rd St
Have obtained needed land from County for 23rd St project
Have consultant expediting utility relocation on 23rd St
Held 23rd St Public Hearing on January 10, 2007

PROJECT START DATE: Jun-07

ESTIMATED COMPLETION DATE: Oct-08

OPERATING IMPACT: The Town is responsible for maintenance of this signals.

GOAL ADDRESSED:

This project is #8 on the 2007 Town Council Priority List.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	90,000	75,000	15,000					15,000	
Construct.	425,000	425,000							
Equip.									
TOTAL	515,000	500,000	15,000					15,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	335,270	320,270	15,000					15,000	
Grants	179,730	179,730							
Cash									
Other									
TOTAL	515,000	500,000	15,000					15,000	

CAPITAL PROJECT DETAIL

Project #: 253-4094100

TITLE: Southern Collector Road

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Started 01/2007

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Acquire land for Maple Avenue A Street Roundabout

LAND ACQUISITION START DATE: Jul-08

ESTIMATED COMPLETION DATE: Jun-09

OPERATING IMPACT: None

****Revenue Sharing funds require a 50/50 Town match and are reimbursed (less VDOT administrative and environmental impact analysis costs) once billed by the Town****

GOAL ADDRESSED:

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	70,000			70,000				70,000	
Prof. Svc.	5,000			5,000				5,000	
Construct. Equip.									
TOTAL	75,000			75,000				75,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	75,000			75,000				75,000	
Grants									
Cash									
Other									
TOTAL	75,000			75,000				75,000	

CAPITAL PROJECT DETAIL

Project #: 254-4094100

TITLE: Emergency Vehicle Traffic Devices

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Kimley-Horn creating plans for VDOT

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Install Opticom traffic signal pre-emptive devices at three intersections. The devices allow fire and rescue vehicles to obtain green lights in a more timely fashion. The device system consists of electronic components that go into existing VDOT traffic signal controller, hardware mounted on traffic signal and strobe light emitters in the emergency vehicles

CONSTRUCTION START DATE: 4th Quarter FY 06-07

ESTIMATED COMPLETION DATE: 2nd Quarter FY 07-08

OPERATING IMPACT: Minimal
 Main & Maple intersection (\$8,418 in rev sharing funds)
 Hirst & 287 intersection (\$8,194 in rev sharing funds)
 287 & Rt. 7 westbound off ramp (\$8,417 in rev sharing funds)

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal								10,000	
Prof. Svc.	19,000	9,000	10,000						
Construct.	50,000	50,000							
Equip.								10,000	
TOTAL	69,000	59,000	10,000					10,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds*	43,971	33,971	10,000					10,000	
Grants	25,029	25,029							
Cash									
Other									
TOTAL	69,000	59,000	10,000					10,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 257-4094100

TITLE: Traffic Signals on Hatcher/Main and N23rd/Main

FUND: General

DEPARTMENT: Streets and Maintenance

STATUS: Engineer working on final design

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Installation of traffic signals with Opticom pre-emptive devices at the Hatcher Ave. and Main Street intersection will improve the overall level of service for this intersection and should provide traffic gaps for vehicles at the Teardrop. Left-hand turn lanes will also be installed on Hatcher.

Held Hatcher Public Hearing, on December 13, 2006

Hatcher should be out to bid in 4th 2007 and construction in 4th 2007

CONSTRUCTION START DATE: Jun-07

ESTIMATED COMPLETION DATE: Jun-08

OPERATING IMPACT: The Town is responsible for maintenance of this signals.

GOAL ADDRESSED:

This project is #8 on the 2007 Town Council Priority List.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	74,000	30,000	44,000					44,000	
Prof. Svc.	261,000		261,000					261,000	
Construct. Equip.									
TOTAL	335,000	30,000	305,000					305,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	223,262	30,000	193,262					193,262	
Grants	111,738		111,738					111,738	
Cash									
Other									
TOTAL	335,000	30,000	305,000					305,000	

CAPITAL PROJECT DETAIL

Project #: 504-4094100

TITLE: Jeffries Well Development

FUND: Water

DEPARTMENT: Water

STATUS: Pump tests have been performed. Engineer is selected and has begun evaluating options

MANAGER: Norm Hutchison/Alex Vanegas/Karin Fellers

PROGRAM DESCRIPTION: This project involves the improvement of the well itself and necessary improvements for treatment of the water, most likely through the water treatment plant process. This will increase the water capacity of the Town System by 36,000 gpd.

CONSTRUCTION START DATE: June, 2007

ESTIMATED COMPLETION DATE: February, 2008

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.

GOAL ADDRESSED: Additional water sources are needed to meet the growing 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	390,000	390,000							
Prof Serv	130,000	40,000	90,000					90,000	
Construction Equip.	380,000		380,000					380,000	
TOTAL	900,000	430,000	470,000					470,000	

The cost estimates for 2008 are preliminary in nature and will require updating upon completion of the evaluation.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	900,000	430,000	470,000					470,000	
Grants									
Cash									
Other									
TOTAL	900,000	430,000	470,000					470,000	

CAPITAL PROJECT DETAIL

Project #: 506-4094100

TITLE: Centennial Reservoir **FUND:** Water
DEPARTMENT: Water **STATUS:** Project has been placed on hold awaiting outcome of Water Resources Study
MANAGER: Karin Fellers/Norm Hutchison

PROGRAM DESCRIPTION: This project will involve the feasibility review , design and construction of a 40' high, 600' long dam which is expected to hold approximately 66 million gallons of drinking water supply for the Town. This project was a recommendation from the 2000 Water Resources Study to increase the Town's water supply. In 2008, money is budgeted to complete a validation review of the design if the water resources study identifies it is still a viable option. Planned Expenditures will need to be updated upon completion of the validation review.

CONSTRUCTION START DATE: January, 2011
ESTIMATED COMPLETION DATE: June 2013 with complete filling of new reservoir

OPERATING IMPACT: The reservoir is expected to provide approximately 0.5 million gallons per day of additional water supply. The facility will require additional electrical costs for pumping, manpower for general maintenance like mowing, road improvements and equipment and transmission maintenance. Esimated costs 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.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	700,000			700,000				700,000	
Prof Serv	1,608,000	608,000	100,000		500,000	300,000	100,000	1,000,000	
Construction Equip.	4,000,000					2,500,000	1,500,000	4,000,000	
TOTAL	6,308,000	608,000	100,000	700,000	500,000	2,800,000	1,600,000	5,700,000	

Cost Estimates are preliminary and will need to be updated after reevaluation of the project.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	6,308,000	608,000	100,000	700,000	500,000	2,800,000	1,600,000	5,700,000	
Grants									
Cash									
Other									
TOTAL	6,308,000	608,000	100,000	700,000	500,000	2,800,000	1,600,000	5,700,000	

CAPITAL PROJECT DETAIL

Project #: 508-4094100

TITLE: Water Resource Study and Implementation

FUND: Water

DEPARTMENT: Water

STATUS: Kickoff meeting occurred 1/18/07
First TC workshop 2/3/07

MANAGER: Karin Fellers/Norm Hutchison

PROGRAM DESCRIPTION: This project will involve the determination of future demands for water and will evaluate various water resource options for the Town. The plan developed will become part of the Water Supply Plan required by DEQ and planned for completion regionally through the Northern Virginia Council of Governments. Upon Completion of the plan, the Town will implement the chosen opportunities from the Study. The Planned Expenditure numbers will require updating once the study is completed. Individual projects may be divided off at that time.

STUDY START DATE: January, 2007

STUDY COMPLETION: July, 2007

CONSTRUCTION START DATE: July, 2009

ESTIMATED COMPLETION DATE: December, 2011 for the first element of the chosen opportunities.

OPERATING IMPACT: Additional operational costs will occur with the new facilities. Once options are selected, operational costs will be better defined.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	500,000		500,000					500,000	
Prof Serv	1,685,000	415,000	230,000	240,000	400,000	400,000		1,270,000	
Construction Equip.	3,200,000			1,000,000	1,100,000	1,100,000		3,200,000	
TOTAL	5,385,000	415,000	730,000	1,240,000	1,500,000	1,500,000		4,970,000	

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

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	5,385,000	415,000	730,000	1,240,000	1,500,000	1,500,000		4,970,000	
Grants									
Cash									
Other									
TOTAL	5,385,000	415,000	730,000	1,240,000	1,500,000	1,500,000		4,970,000	

CAPITAL PROJECT DETAIL

Project #: 510-4094100

TITLE: Water Conservation Plan

FUND: Water

DEPARTMENT: Water

STATUS: Consultant Selection under way January, 2007

MANAGER: Karin Fellers/Norm Hutchison

PROGRAM DESCRIPTION: A conservation program will be developed to include a broad spectrum of water conservation methods that the Town will implement. The program is hoped to increase awareness of water conservation and in turn reduce overall everyday water demand to the Town's system. This plan will be an element of the Water Resource Study.

START PLAN DEVELOPMENT: March, 2007

CONSTRUCTION START DATE: Implement Plan June 2007

ESTIMATED COMPLETION DATE: NA

OPERATING IMPACT: The desired impact will be an overall reduction in the everyday and drought period water demand by the users. Budget allocation will be needed if rebates are offered as incentives to improve participation. Staffing time will also be necessary to develop, implement and keep the program current. This would be a program upgrade that current staffing resources won't be sufficient to support. Once the plan is completed, yearly operational support will be better defined. It is likely that expenditures will be needed each year but will likely be funded as an operational expense.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof Serv Construction Equip.	60,000	50,000	10,000					10,000	
TOTAL	60,000	50,000	10,000					10,000	

Expenditures are preliminary and will need to be updated upon completion of the program development.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds * Grants Cash Other	60,000	50,000	10,000					10,000	
TOTAL	60,000	50,000	10,000					10,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 511-4094100

TITLE: Water Distribution System Evaluation and Implementation **FUND:** Water

DEPARTMENT: Water **STATUS:** Kickoff Meeting occurred 1/16/07

MANAGER: Karin Fellers/Andrea Broshkevitch

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 similar to the I&I study. Once the project is completed, the implementation plan funding will be updated and individual projects may be divided off.

STUDY START: January, 2007

STUDY COMPLETION: December, 2007

CONSTRUCTION START DATE: June, 2008

ESTIMATED COMPLETION DATE: December, 2011

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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	645,000	210,000	270,000	55,000	55,000	55,000		435,000	
Construction Equip.	900,000			300,000	300,000	300,000		900,000	
TOTAL	1,545,000	210,000	270,000	355,000	355,000	355,000		1,335,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
Cash	1,545,000	210,000	270,000	355,000	355,000	355,000		1,335,000	
Other									
TOTAL	1,545,000	210,000	270,000	355,000	355,000	355,000		1,335,000	

CAPITAL PROJECT DETAIL

Project #: 513-4094100

TITLE: A Street Water Line Loop

FUND: Water

DEPARTMENT: Water

STATUS: Alignment and easement acquisition started.

MANAGER: Karin Fellers

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.

CONSTRUCTION START DATE: July, 2009

ESTIMATED COMPLETION DATE: June, 2010

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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	30,000	30,000							
Prof Serv	45,000	35,000		10,000				10,000	
Construction Equip.	175,000			175,000				175,000	
TOTAL	250,000	65,000		185,000				185,000	

Construction costs are preliminary in nature and will need to be updated once easement are obtained and design is completed.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	250,000	65,000		185,000				185,000	
Grants									
Cash									
Other									
TOTAL	250,000	65,000		185,000				185,000	

CAPITAL PROJECT DETAIL

Project #: 514-4094100

TITLE: Vulnerability Assessment

FUND: Water

DEPARTMENT: Water

STATUS: First component completed 1/07

MANAGER: Karin Fellers/Eileen Boeing

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.****

CONSTRUCTION START DATE: On going

ESTIMATED COMPLETION DATE: Ongoing

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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	55,000	15,000	10,000	10,000	10,000	10,000		40,000	
Construction	350,000	150,000	50,000	50,000	50,000	50,000		200,000	
Equip.									
TOTAL	405,000	165,000	60,000	60,000	60,000	60,000		240,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	405,000	165,000	60,000	60,000	60,000	60,000		240,000	
Grants									
Cash									
Other									
TOTAL	405,000	165,000	60,000	60,000	60,000	60,000		240,000	

CAPITAL PROJECT DETAIL

Project #: 515-4094100

TITLE: New Elevated Water Tank

FUND: Water

DEPARTMENT: Water

STATUS: Site Evaluation Report completed
Jan-07

MANAGER: Alex Vanegas/Karin Fellers

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.

CONSTRUCTION START DATE: July, 2010

ESTIMATED COMPLETION DATE: June, 2011

OPERATING IMPACT: Installation of this tank 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)

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	120,000		20,000	100,000				120,000	
Prof Serv	365,000	50,000	25,000	250,000	40,000			315,000	
Construction Equip.	2,350,000				2,350,000			2,350,000	
TOTAL	2,835,000	50,000	45,000	350,000	2,390,000			2,785,000	

Cost Estimates are

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	2,835,000	50,000	45,000	350,000	2,390,000			2,785,000	
Grants									
Cash									
Other									
TOTAL	2,835,000	50,000	45,000	350,000	2,390,000			2,785,000	

CAPITAL PROJECT DETAIL

Project #: 516-4094100

TITLE: Switch to Hypochlorite

FUND: Water

DEPARTMENT: Water

STATUS: Not begun at this time

MANAGER: Alex Vanegas/Karin Fellers

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. Many communities in the area have already made the switch or plan on switching. 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.

CONSTRUCTION START DATE: July, 2009

ESTIMATED COMPLETION DATE: June, 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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	60,000		40,000	20,000				60,000	
Construction	300,000			300,000				300,000	
Equip.									
TOTAL	360,000		40,000	320,000				360,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	360,000		40,000	320,000				360,000	
Grants									
Cash									
Other									
TOTAL	360,000		40,000	320,000				360,000	

CAPITAL PROJECT DETAIL

Project #: 517-4094100

TITLE: Generation of GIS layers for Water Easements **FUND:** Water
DEPARTMENT: Water **STATUS:** Kickoff Meeting occurred on 1/16/07
 Title Search work for GIS begun 12/06
MANAGER: Andrea Broshkevitch/Karin Fellers

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 a property in question. Budget expenditures may need to be modified after the first year of effort identifies more clearly what the total effort will entail.

CONSTRUCTION START DATE: January, 2007

ESTIMATED COMPLETION DATE: June, 2009 * may need to change based on progress made in first year.

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

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	300,000	100,000	100,000	100,000				200,000	
Prof Serv									
Construction Equip.								200,000	
TOTAL	300,000	100,000	100,000	100,000				200,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	300,000	100,000	100,000	100,000				200,000	
Grants									
Cash								200,000	
TOTAL	300,000	100,000	100,000	100,000				200,000	

CAPITAL PROJECT DETAIL

Project #: 518-4094100

TITLE: Water & Sewer Master Plan

FUND: Water

DEPARTMENT: Water

STATUS: Comp Plan Approved 12/06
PUGAMP Revisions reinitiated 1/07

MANAGER: Karin Fellers

PROGRAM DESCRIPTION: The project involves the updating of the Water and Sewer Master Plan to show future needs for the system due to growth. Completion of the revisions to the comprehensive Plan and the PUGAMP documents will trigger the need for a revision to this document. If it does not appear that PUGAMP will be revised any time soon, Town Council may need to decide to develop Master Plan using the current plan. Much of the needed information for the plan will be collected as part of the Water Distribution Evaluation and 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.

CONSTRUCTION START DATE: August, 2009

ESTIMATED COMPLETION DATE: January, 2010

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.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof Serv Construction Equip.	60,000			60,000				60,000	
TOTAL	60,000			60,000				60,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds * Grants Cash Other	60,000			60,000				60,000	
TOTAL	60,000			60,000				60,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 519-4094100

TITLE: Transition to a SCADA system

FUND: Water

DEPARTMENT: Water

STATUS: Wireless Communication net is under Consideration

MANAGER: Alex Vanegas/Karin Fellers

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 and sewer plants to wirelessly communicate and operate the remote pump stations through a base computer at the main facilities. This system will facilitate operations tremendously.

CONSTRUCTION START DATE: July, 2007

ESTIMATED COMPLETION DATE: December, 2009

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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal			30,000					30,000	
Prof Serv	30,000			60,000				60,000	
Construction Equip.	60,000								
TOTAL	90,000		30,000	60,000				90,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds			30,000	60,000				90,000	
Grants	90,000								
Cash									
Other									
TOTAL	90,000		30,000	60,000				90,000	

CAPITAL PROJECT DETAIL

Project #: 520-4094100

TITLE: Water Treatment Plant Expansion

FUND: Water

DEPARTMENT: Water

STATUS: Water Resource Study is underway

MANAGER: Karin Fellers

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. 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.

CONSTRUCTION START DATE: July, 2011

ESTIMATED COMPLETION DATE: June, 2013

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.

GOAL ADDRESSED: Additional water sources are needed to meet the growing 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	500,000				500,000			500,000	
Prof Serv	1,750,000			100,000	1,150,000	50,000	450,000	1,750,000	
Construction Equip.	9,000,000					5,000,000	4,000,000	9,000,000	
TOTAL	11,250,000			100,000	1,650,000	5,050,000	4,450,000	11,250,000	

Cost Estimates and timing are preliminary and must be updated after completion of the Water Resources Study.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	11,250,000			100,000	1,650,000	5,050,000	4,450,000	11,250,000	
Grants									
Cash									
Other									
TOTAL	11,250,000			100,000	1,650,000	5,050,000	4,450,000	11,250,000	

CAPITAL PROJECT DETAIL

Project #: 521-4094100

TITLE: Intake Structure for Hirst Reservoir

FUND: Water

DEPARTMENT: Water

STATUS: This project has not been started

MANAGER: Karin Fellers

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.

CONSTRUCTION START DATE: May, 2012

ESTIMATED COMPLETION DATE: December, 2012

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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal						210,000		210,000	
Prof Serv	210,000							210,000	
Construction	1,000,000						1,000,000	1,000,000	
Equip.									
TOTAL	1,210,000					210,000	1,000,000	1,210,000	

Cost estimates are preliminary and will require updating once the initial design work is complete.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	1,210,000					210,000	1,000,000	1,210,000	
Grants									
Cash									
Other									
TOTAL	1,210,000					210,000	1,000,000	1,210,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094100

TITLE: Compliance with Groundwater Disinfection Rule

FUND: Water and Sewer

DEPARTMENT: Water

STATUS: Project not started

MANAGER: Karin Fellers

PROGRAM DESCRIPTION: This project involves identification and implementation of changes that will be needed to meet a pending regulation concerning disinfection requirements of groundwater sources. It is expected that adjustments will need to be made to the Main Street Well System only as the other two well systems were designed to meet this pending rule. It is unknown when the rule will go into effect but consultants have indicated that it would not be before 2010.

CONSTRUCTION START DATE: July, 2010

ESTIMATED COMPLETION DATE: December, 2011

OPERATING IMPACT: Completion of this project will ensure the Main Street Well System meets the disinfection contact times for the expected Groundwater Disinfection Rule. No operating impact is expected.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	45,000				30,000	15,000		45,000	
Prof Serv	90,000					90,000		90,000	
Construction Equip.									
TOTAL	135,000				30,000	105,000		135,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	135,000				30,000	105,000		135,000	
Grants									
Cash									
Other									
TOTAL	135,000				30,000	105,000		135,000	

CAPITAL PROJECT DETAIL

Project # 599-4094100-0160

TITLE: NEW & REPLACEMENT EQUIPMENT

FUND: WATER

DEPARTMENT: WATER

STATUS: Bid preparation

MANAGER: AlexVanagas/Karen Fellers

PROGRAM DESCRIPTION:

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

FY 07/08 Replacement of Pickup Truck - \$32,064	Truck is needed to replace the 1999 Ford
FY 07/08 Replace Well Pump at HF 2- \$8,800	Due to poor water quality, pump is replaced - 5yrs
FY 07/08 Replacement of Jon Boat - \$5,950	Boat needed to replace boat for chemical application
FY 07/08 Direct Automatic Flush - \$ 8,170	Devices used to fix stagnant areas for water quality improvement
FY 07/08 Honda Generator - \$5,306	Needed to provide mobile and tempory power
FY 08/09 Replacement Truck - \$28,000	Replaces 2000 Dodge truck
FY09/10 Replace Polaris ATV - \$6,000	Replaces ATV used to check water line easements

PROJECT START DATE: FY07/08

ESTIMATED COMPLETION DATE:

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.

GOAL ADDRESSED:

From Comp Plan: "Utility systems will be encouraged to be cost effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection and green development."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.									
Equip.	94,290		60,290	28,000	6,000			94,290	
TOTAL	94,290		60,290	28,000	6,000			94,290	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds *	94,290		60,290	28,000	6,000			94,290	
Grants									
Cash									
Other									
TOTAL	94,290		60,290	28,000	6,000			94,290	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 600-4094100

TITLE: BSWF ENR and Expansion I Improvements

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Detailed Design completed 3/07

MANAGER: Karin Fellers

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 issues to the Chesapeake Bay. 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.

CONSTRUCTION START DATE: August, 2007

ESTIMATED COMPLETION DATE: December, 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 maintenance. At a flow of 0.6 MGD when new plant is on-line additional O&M is estimated at \$1,131,000 from PER dated January 2006. At a flow of 1.5 MGD additional O&M is estimated at \$1,480,000 from PER dated January 2006.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	5,093,533	2,573,533	840,000	840,000	840,000			2,520,000	
Construction	27,900,000		9,000,000	9,000,000	9,900,000			27,900,000	
Equip									
TOTAL	32,993,533	2,573,533	9,840,000	9,840,000	10,740,000			30,420,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	705,000	705,000							
Grants*	5,000,000		2,200,000	1,400,000	1,400,000			5,000,000	
State Loan	27,288,533	1,868,533	7,640,000	8,440,000	9,340,000			25,420,000	
Other									
TOTAL	32,993,533	2,573,533	9,840,000	9,840,000	10,740,000			30,420,000	

*Please note that this grant money is not guaranteed and cannot be obtained until the work has been completed and paid for by the Town.

CAPITAL PROJECT DETAIL

Project #: 602-4094100

TITLE: VIP Pump Station Improvements

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Wet well repaired. Bids due 2/1/07
Contract Awarded 3/07

MANAGER: Karin Fellers

PROGRAM DESCRIPTION: This project involves the design and installation of improvements to the Valley Industrial Park (VIP) pump station. The pump station was constructed in the middle '80's and had reached its effective life span of about 20 years and upgrades are needed to the major components. The project includes repairs to a leaking wet well (which is a constant source of I&I), replacing railings and other items in the wet well with stainless steel, and replacement of pumps and electronic devices. The project will also confirm that the pump station has the needed

CONSTRUCTION START DATE: March, 2007

ESTIMATED COMPLETION DATE: August, 2007

OPERATING IMPACT: Completion of this project is expected to reduce operations costs initially as there should be fewer repairs needed to keep the pump station operational.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	74,795	64,795	10,000					10,000	
Construction	240,000	200,000	40,000					40,000	
Equip									
TOTAL	314,795	264,795	50,000					50,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	314,795	264,795	50,000					50,000	
Grants									
Cash									
Other									
TOTAL	314,795	264,795	50,000					50,000	

CAPITAL PROJECT DETAIL

Project #: 603-4094100

TITLE: I & I Improvements & CMOM Compliance **FUND:** Sewer

DEPARTMENT: Wastewater **STATUS:** I&I Sliplining and Manhole rehab complete
12/7

MANAGER: Karin Fellers Design of Grid Sewer line repla 95% complete

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.

CONSTRUCTION START DATE: Phase I started 2005

ESTIMATED COMPLETION DATE: Phase I - December, 2008, Verification of I & I removal – completed by May, 2007

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.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	294,000	112,000	72,000	60,000	50,000			182,000	
Construction	1,336,000	436,000	200,000	400,000	250,000	25,000	25,000	900,000	
Equip									
TOTAL	1,630,000	548,000	272,000	460,000	300,000	25,000	25,000	1,082,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	1,630,000	548,000	272,000	460,000	300,000	25,000	25,000	1,082,000	
Grants									
Cash									
Other									
TOTAL	1,630,000	548,000	272,000	460,000	300,000	25,000	25,000	1,082,000	

CAPITAL PROJECT DETAIL

Project #: 604-4094100

TITLE: West End Pump Station Improvements

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Equipment is purchased 1/07, install pending

MANAGER: Karin Fellers/Scott House

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.

CONSTRUCTION START DATE: March, 2007

ESTIMATED COMPLETION DATE: June, 2007 for initial upgrades. More upgrades will be necessary at a later date.

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

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	20,000		20,000					20,000	
Prof Services	90,000		20,000	40,000	30,000			90,000	
Construction	350,000			100,000	250,000			350,000	
Equip	63,399	63,399							
TOTAL	523,399	63,399	40,000	140,000	280,000			460,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	523,399	63,399	40,000	140,000	280,000			460,000	
Grants									
Cash									
Other									
TOTAL	523,399	63,399	40,000	140,000	280,000			460,000	

CAPITAL PROJECT DETAIL

Project #: 605-4094100

TITLE: Water & Sewer Master Plan

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Comp Plan Approved 12/06
PUGAMP Revisions reinitiated 1/07

MANAGER: Karin Fellers

PROGRAM DESCRIPTION: The project involves the updating of the Water and Sewer Master Plan to show future needs for the system due to growth. Completion of the revisions to the comprehensive Plan and the PUGAMP documents will trigger the need for a revision to this document. If it does not appear that PUGAMP will be revised any time soon, Town Council may need to decide to develop the Master Plan using the current plan. Much of the needed information for the plan will be collected as part of the Water Distribution Evaluation and 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. Town Council scheduled this project in FY09 in anticipation of revisions to the PUGAMP that are expected to commence shortly.

CONSTRUCTION START DATE: August, 2009

ESTIMATED COMPLETION DATE: January, 2010

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.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof Services Construction Equip	60,000			60,000				60,000	
TOTAL	60,000			60,000				60,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds * Grants Cash Other	60,000			60,000				60,000	
TOTAL	60,000			60,000				60,000	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 606-4094100

TITLE: Generation of GIS layer for Sewer Easements **FUND:** Sewer
DEPARTMENT: Wastewater **STATUS:** Kickoff Meeting occurred on 1/16/07
 Title Search work for GIS begun 12/06
MANAGER: Andrea Broshkevitch/Karin Fellers

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 a property in question. Budget expenditures may need to be modified after the first year of effort identifies more clearly what the effort entails.

CONSTRUCTION START DATE: January, 2007

ESTIMATED COMPLETION DATE: June, 2009 * may need to change based on progress made in first year.

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).

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	300,000	100,000	100,000	100,000				200,000	
Prof Services									
Construction Equip								200,000	
TOTAL	300,000	100,000	100,000	100,000				200,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	300,000	100,000	100,000	100,000				200,000	
Grants									
Cash								200,000	
Other									
TOTAL	300,000	100,000	100,000	100,000				200,000	

CAPITAL PROJECT DETAIL

Project #: 607-4094100

TITLE: Transition to a SCADA system

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Wireless communication net is under consideration

MANAGER: Scott House/Karin Fellers

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 and sewer plants to wirelessly communicate and operate the remote pump stations through a base computer at the main facilities. This system will facilitate operations tremendously.

CONSTRUCTION START DATE: July, 2007

ESTIMATED COMPLETION DATE: December, 2009

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.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal			30,000					30,000	
Prof Services	30,000			60,000				60,000	
Construction Equip	60,000								
TOTAL	90,000		30,000	60,000				90,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	90,000		30,000	60,000				90,000	
Grants									
Cash									
Other									
TOTAL	90,000		30,000	60,000				90,000	

CAPITAL PROJECT DETAIL

Project #: 608-4094100

TITLE: Holly Hill and Davis Drive Pump Station Elimination **FUND:** Sewer

DEPARTMENT: Wastewater **STATUS:** Easement plats finalizing 1/07

MANAGER: Karin Fellers

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 pumpstations. These two pump stations do not meet FSM standards for pump stations and would require major upgrades if they are not eliminated.

CONSTRUCTION START DATE: June, 2007

ESTIMATED COMPLETION DATE: December, 2007

OPERATING IMPACT: This project will result in elimination of two older pumpstations (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 pumpstations 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.

GOAL 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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	65,000	40,000	25,000					25,000	
Construction	150,000		150,000					150,000	
Equip									
TOTAL	215,000	40,000	175,000					175,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	215,000	40,000	175,000					175,000	
Grants									
Cash									
Other									
TOTAL	215,000	40,000	175,000					175,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094100

TITLE: Vulnerability Assessment

FUND: Sewer

DEPARTMENT: Sewer

STATUS: First component completed 1/07

MANAGER: Karin Fellers/Eileen Boeing

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.****

CONSTRUCTION START DATE: On going

ESTIMATED COMPLETION DATE: Ongoing

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.

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	55,000	15,000	10,000	10,000	10,000	10,000		40,000	
Construction	363,698	163,698	50,000	50,000	50,000	50,000		200,000	
Equip									
TOTAL	418,698	178,698	60,000	60,000	60,000	60,000		240,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds	418,698	178,698	60,000	60,000	60,000	60,000		240,000	
Grants									
Cash									
Other									
TOTAL	418,698	178,698	60,000	60,000	60,000	60,000		240,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094100-0160

TITLE: New Equipment for Maintenance of Sewer Collection System **FUND:** Sewer
DEPARTMENT: Wastewater but used by Maintenance **STATUS:** Bid preparation
MANAGER: Samer Beidas / Karin Fellers / Scott House

PROGRAM DESCRIPTION:

FY07/08: Replacement CCTU Sewer Inspection Camera & Truck - \$162,000 Current camera is not operational and is not repairable. TV camera is essential to determining the state of the sewer system and the problems that may be present.

FY07/08: Building Renovations for CCTU Camera - \$15,000 New CTU requires protected storage location

VY07/08: Pipe Patching Tool - \$10,000 Will allow town to repair pipes without excavation reducing disruption to citizens
 FY07/08: Pick Up Truck \$25,000 Replaces 1996 Ford
 FY08/09: Pick Up Truck \$25,000 Replaces 1999 Ford
 FY08/09: 6" Godwin Pump \$65,000 New Equipment used for emergency situations

FY009/10 Plant Utility Vehicle \$14,000 Replaces Gator
 FY10/11: Generator \$200,000 Replace E. End Generator which will be 20 years old

CONSTRUCTION START DATE: NA
ESTIMATED COMPLETION DATE: NA

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

GOAL ADDRESSED: From Comp Plan: "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."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services									
Construction									
Equip	518,000		212,000	92,000	14,000	200,000		518,000	
TOTAL	518,000		212,000	92,000	14,000	200,000		518,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2007	2008	2009	2010	2011	2012	Total for 5-Yr-CIP	Future Funds Required
Bonds*	518,000		212,000	92,000	14,000	200,000		518,000	
Grants									
Cash									
Other									
TOTAL	518,000		212,000	92,000	14,000	200,000		518,000	

* Short Term Financing