

Town of Purcellville, Virginia
Adopted FY 08-09 Fiscal Plan
&
Capital Improvement Program
FY 09-13



May 13, 2008



The Official Seal

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

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

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

The Purcellville Library represents a community of continual learning.

Town of Purcellville

– Adopted –

Fiscal Plan FY 08 – 09

&

Capital Improvement Program FY 09-13

Town Council

Honorable Robert W. Lazaro, Jr.

Honorable Vice-Mayor Christopher J. Walker, III
Honorable Council member Gregory W. Wagner
Honorable Council member Thomas A. Priscilla, Jr.
Honorable Council member Stephen Varmecky
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
Samer Beidas, Director of Public Works
Alex Vanegas, Director of Capital Projects & Engineering
Martha Semmes, Director of Planning & Zoning
Steve Coakley, Budget/Procurement Specialist

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Mayor
Robert W. Lazaro, Jr.

Council
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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

130 E. Main Street
Purcellville, VA 20132
(540) 338-7421
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May 13, 2008

Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2009 and the Approved Capital Improvement Program (CIP) for Fiscal Years 2009 – 2013. 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

A handwritten signature in black ink that reads "Robert W. Lohr, Jr." The signature is written in a cursive style and is positioned above a horizontal line.

Robert W. Lohr, Jr.
Town Manager

Mayor
Robert W. Lazaro, Jr.

Council
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February 17, 2008

Mayor and Members of the Council:

Please find enclosed a copy of the Town Manager's proposed FY 08/09 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 in late summer when Steve Coakley and Liz Krens began putting together the timeline and notifying individual departments of CIP and the operational request submittal process. Many new enhancements/improvements to the budget process last year has been further refined and extensive improvements have been included in the FY08/09 Budget and these include the following:

- The Town has continued the trend of expanding our budget process into two distinct documents which include an operational budget and CIP budget. Both of these are stand alone documents that provide enormous information to our Town Council, citizens and staff who need to review and implement this budget on a daily basis. Based on the expanded level of detail, the citizens and Town Council can better track specific projects that are of interest to them.
- With the assistance of Town Council and our Financial Advisor/Consultants, the staff has worked hard to develop a more detailed CIP budget since the majority of our major projects are included in the CIP. This year, the FY 08/09 CIP expenditures will exceed \$36,000,000. This is larger than all of the other CIP projects collectively assembled since 1908. The Town Council and staff will be handling 51 projects and in order to do this we have developed extensive descriptions, budget forecasts, linkage of the program to existing policies, goals or objectives developed within the community and other expanded tracking and monitoring devices which will assist in the financial management of these programs.
- After considerable work, the Town has adopted our first Capital Staffing Plan which is used as a guideline for anticipating future staffing needs based on program applications. This will be the first year that the Town has had an adopted copy which has been included in the budget document.

- One of the new programs that has been developed is the adoption of a Capital Equipment and Vehicle Replacement Policy which is used as a planning guideline for the CIP and this is a newly adopted program which has been included as a reference and used as a guideline when developing departmental CIP budgets.
- In an effort to address the potential changes and impacts that we are experiencing as we move forward in the upcoming years, the Town staff worked with Council to develop a staffing and departmental reorganization plan which developed an ongoing and expanded mindset of “Managing for Success”. The organization quickly recognized that in order to achieve success in an ever changing world, the organization must be able to move quickly and efficiently with adequate resources possessing the delegation of responsibility to meet the changing needs as they occur. This newly adopted plan poised the Town to seize these opportunities and continue to build on the successes that the Town has experienced in the past while making sure we meet the expectations of our residents and Town Council in the future.
- Another new and expanded program involved a greater use of our Departmental Management Teams in the budget development process. These teams included Field Supervisors and Department Heads that began meeting months in advance of the completion of the final product. For approximately the last month, this team has met in weekly meetings to track the processes and provide feedback to ensure that the best and most accurate information was being delivered at all levels. Another new expanded process involved the acceleration of the CIP review by the Town Council and financial advisors in early winter to help provide feedback and direction to staff on major capital projects that have a significant impact on not only our CIP Budget but also our debt service. Council held several meetings in December and January in order to review these items and received considerable feedback from our financial advisor during this period.
- On a final improvement note, the Town of Purcellville continues to lead not only communities our size throughout the state but also many jurisdictions in Northern Virginia in rolling out the budget in late February well before most Towns our size even begin their development process. This advanced rollout allows the Council maximum flexibility in setting the tax rates and gives the Town Council up to 4 months if needed to complete the budget deliberations. This provides maximum flexibility to our citizens, community and Town Council as they move forward during these difficult periods.

During the last year the Town has seen fiscal changes for the second year in a row that had not existed in the previous eleven budget sessions. These changes included a slow-down in the booming residential and commercial development market within our community. For the second time in a row during the last 11 years, the Town has seen a significant 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 early 1990's and continued through until 1996. While many chose to believe that this extended period of economic boom would continue for many more years to come since the Northern Virginia region had diversified itself to the point that a crash in real estate values would not occur in the same proportions, one would only need to look and see that the drop in real estate values over the last

2 years has had a severe an impact on residents of Purcellville to the same degree as it did back in the late 1980's and early 1990's. Based on information that we have received from the County, the average tax assessment for a residential property dropped by 8.02% while business and commercial saw their assessments increase by 11.43%. Even with the proposed tax rate of \$.20, many residential homeowners will see a decrease in their bills. While these are general averages, many new residents that live in homes that were built in the last 5 years have seen the property values drop by more than \$40,000 this year for an adjustment of more than \$100,000 to \$150,000 over the last 3 years. Currently, the Town has a residential/commercial break down of 80% residential and 20% commercial or business. It is important to note that the Town has increased this ratio towards commercial/business assessments by 4% in the last year and this is expected to continue to grow since most of the remaining undeveloped property within the Town is either currently zoned or proposed for commercial development.

It is almost impossible to fully understand the unique situation and ultimate dilemma that our community faces not only now but in future fiscal years. Unlike most communities in the United States, the Town of Purcellville saw explosive growth from the period of 1998 to approximately 2006. This growth placed Loudoun County and the Town of Purcellville as one of the fastest growing communities throughout our nation. Our community grew in 8 years what it would take other normal communities to grow in 30 years. This growth brought many positive opportunities and wonderful residents to our community but it also caused enormous deficits in our capital structure which most communities can normally develop in a slow but consistent pattern over decades of capital projects. During the initial periods of the growth, revenue streams jumped astronomically and many revenue sources saw double digit increases on an annual basis. This allowed the Town to quickly catch up with many fiscal constraints that had plagued us but did not give us the resources and time to complete the needed capital projects across the board.

Over the next 5 years, the Town will be working hard to address many of these capital resource issues while still working hard to find ways to live within our means while providing a high level of services which makes Purcellville an attractive place to remain with a competitive taxing and fee schedule. It will be the challenge of staff, Town Council and our citizens to evaluate creative ways to keep our costs down and to evaluate programs not only on the capital level but also on the operational level to determine ways to keep our costs at a manageable level while still providing for the needs and priorities established by our community. It is important to note that as our community has grown and added new residents, the level and type of services have expanded to meet the needs of many of our new residents who come from communities which are much larger and these residents are traditionally accustomed to receiving a high level of services. A quick comparison of communities throughout the state will show that we offer a high level of personal and specialized service that extends throughout all of our departments and in all 3 funds.

One of the most disturbing trends that is impacting us not only on the revenue but also the expenditure category is the result of unfunded mandates especially in the area of transportation and utilities that are significantly changing our ability to provide and deliver services at costs that we feel are affordable to our residents and customers. Never in the 20 plus years that I have served in local government have I seen the volume and severity of unfunded mandates coupled with continued restrictions on the ability of the Town to pursue creative funding opportunities to help pay for these costs.

In the area of revenues, the Town of Purcellville has seen some of our most modest gains in the last decade. Unfortunately, the Town is experiencing a 6.44% reduction in our real estate property taxes which is our largest single traditional revenue source for our community. If it was not for our expanding business community since we are the business hub of Western Loudoun, the Town of Purcellville would be experiencing declining General Fund revenues for the second straight year. As a result of growth in our business community, the Town continues to see considerable expansion in our business license, sales tax and meals tax categories. Unlike the Utilities Enterprise Fund, the General Fund is rather diverse with multiple sources of revenue and is not dependant upon new growth on an annual basis. Unfortunately, the state has restricted our ability to expand certain non-traditional revenue sources and have prohibited us under Dillon's Rule from looking at creative revenue sources that other local governments throughout the nation have access to for funding. In addition to these restrictions, the state has implemented programs such as the Personal Property Tax Relief Act which effectively limited a major traditional source of revenue for local governments while promising fiscal support that they have proven unable to make up the difference since they are unable to follow through with this pledge to local governments leaving many jurisdictions holding the bag.

In the revenue area involving utilities, the Town continues to see a drop in the revenue streams that had been generated in previous years and has resulted in the Town becoming less reliant on the availabilities and more reliant on user fees which have been developed by the Town in conjunction with our consultants and financial advisors to implement year 3 of a 5 year process to make sure that we can cover our capital costs and operational needs from year to year. As the Town enters the 3rd year of a 5 year rate and user fee adjustment schedule coupled with the extreme drought and other changes that have occurred, the Town will be proposing an increase of user fees of 20% in water and 10% in sewer to ensure that our operational budget is self-sufficient and our capital programs can be implemented. In the area of expenditures, the Town is seeing a rapid increase in many of the categories in order to meet the demands and request for services from both our new and existing residents within our community. In addition, the Town has seen spiraling costs in many of our programs based on fuel charges and other operational issues.

Unfortunately, revenue streams usually catch up with the need for services much later than needed and communities that have seen rapid growth spurts usually find capital projects being one of their largest impacts. The direct impacts of capital projects are seen in the debt service which is going to be one of our most critical and challenging issues in the future. For years, the Town had an artificially low debt service for a community our size. Based on the growth that occurred and the demand for expanded services, we are now seeing larger capital projects with the Town proposing almost 70 projects totaling over \$90,000,000 in the next 5 years. In the proposed FY 08/09 budget, the debt service will increase over \$300,000 and this does not reflect the full debt service of committed projects that will not go into place until the projects are completed over the next 24 months. While the Town is in current compliance with our debt service policies as far as bonded debt ratio and General Fund Debt as a percentage of the budget, current and future CIP's will need to be closely scrutinized to ensure that this one fiscal cost cannot be easily cut at later dates is kept in check. In a continuing theme identified in the operational and capital programs under expenditures, the Town has continued to work hard to keep pace but also be cognizant of the ever increasing debt and fee burden that our residents are bearing not only at the Town but also the County level. As a result, I have asked the staff to work 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. In addition to asking departments to trim their requests, I made further adjustments to staffing and other operational issues in order to try and minimize the implementation of any new programs that could be delayed for the future until we can see substantial increases in our revenue funds generated by our continued expanding business and commercial community.

As we move forward, the Town faces many challenges and it is important that we remain focused on the following concerns and challenges:

- In the General Fund, it appears that we will see several more years of declining property values/assessments which will result in a continuing tightening stream of revenue. Since real estate taxes are our single largest income source, it will be critical that we realize this trend and adjust accordingly. Unfortunately, the Town has few new sources of revenue that can be implemented or further expanded under the current taxing structure and Dillon's Rule assumption in the Commonwealth.
- Availability Fees will be tapering significantly over the next 3-5 years with the only sources of revenue under this category coming in under redevelopment projects that may occur throughout Town. As a result, the Utility Funds will be substantially impacted and the user fees will be the primary source of revenue generation for all operational and capital projects in the future.
- While the Town has had an extremely low debt service ratio in both our General Fund and Utility Funds as compared to communities throughout the state, this is rapidly changing as the Town is being asked to address many capital projects in all 3 funds. It is critical that the Town constantly assess this fiscal impact and the compliance that has on our fiscal policies which will be critical to the financial security of the Town in future years. Realization by staff, Town Council and our citizens that the build-out of our community to approximately 7,000 – 8,000 residents coupled with our business community can only absorb and handle a certain level of debt. This will be critical as we look at managing and prioritizing our Capital Improvements Program. Without finding other sources that do not impact the Town users and taxpayers the Town will quickly find itself in severe debt and fiscal implications if we are not extremely careful particularly in the area of our capital projects programs.
- In the areas of capital programs, it is critical that we not undertake nonessential programs that will impact our operational budget through debt service or direct funding. The problem is that once these programs are underway, it is impossible to reduce or eliminate the debt service that is required if the Town continues to see fiscal declines. In place of the Town having to fund these programs through debt service or operational funding, I would recommend that we look at identifying the programs that fall under this category and switching them to projects that will only be completed if

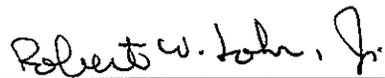
funding from outside of the Town is received. As a result, I would strongly suggest that we go back and review all capital projects over the next month.

- With the enormous commitment that we have pledged to capital projects, it is critical that we have the staffing resources in place to ensure that we are not only adequately set up to oversee these projects to ensure that we get the quality job that is expected but also that we have the financial accounts and staffing to make sure that these projects are properly tracked and reimbursement requests are submitted in a timely fashion to keep from incurring cash flow problems. This level of support and commitment must be dedicated either through contract services or internal staffing support to ensure that major problems do not develop. In addition, we must ensure during these periods of heavy capital projects that we do not divert a majority of our staff time to these projects at the expense of our day to day operational issues that still require significant commitments from the Town staff to maintain the level of services expected by our residents. To excel in the completion of capital projects at the expense of our day to day operations could result in significant failures in the eyes of our residents and users.
- As the Town continues to address a massive volume of capital projects needed within our community, it is critical that we continue to monitor not only the immediate impact of these programs on our fiscal policies and operational budgets but also look at how these current committed programs will impact our future needs. In order to do this, we will have to look further out to make sure what capital projects will be mandated based on new regulations and other needs in the next 3 – 10 years that can be undertaken and we do not max out our debt limit and policies too quickly and have little room to address or adjust to these issues. As a result, a longer term need and evaluation process will have to be developed to ensure that we can attempt to anticipate these significant changes such as what has happened in the wastewater treatment plant arena and make sure we leave adjustment capability for the Town. This will become more critical in the future as the Town has more limited options for issuing debt. The Town's bond rating and compliance with fiscal policies will be critical in obtaining the best qualified issuances at the lowest potential interest rates.
- Over the last 4 years, this Town has worked hard to significantly expand our communications and accessibility of our government to our residents. These initiatives have included newsletters, expanded website usage, informational bulletins and update letters being distributed to residents on a frequent basis. As the Town Council and staff continue to explore ways to make information available, we have discussed formats and processes of making sure that we get adequate feedback that is critical not only to our Performance Management Program but also gives the Town Council and Management Team strong input on how to better meet the needs of our residents. One of the major tools that we have discussed for the last 2 years is a citizen/customer feedback evaluation that can be mailed to a random selected pool of residences and businesses within our community. This year, the Town is proposing to do this in house and we believe that it is critical to continue this initiative created by Town Council and this feedback will be critical to many of the

programs and initiatives that we are undertaking. We have budgeted this as an in-house program and feel that it is a critical component to the success of our current operations.

In closing, I am proud to submit to you a budget that includes a minimum tax and fee increase in the General Fund and a reasonably expected user fee and availability increase in the Water and Sewer Funds. In the first time in over a decade, the Town began reducing the real estate tax rate from 2002-2006 to help offset some of the significant impacts of the spiraling assessments. During these reductions, it was realized that if assessments began to go back down the tax rate would have to automatically be adjusted upwards or significant program and operational cuts would have to occur. Unfortunately, the Town has experienced the second year of declining assessments coupled with the expansion of projects and operations have necessitated a proposed increase in the tax rate from \$.18 to \$.20 under this current budget. Even with this proposed assessment adjustment, many owners of residential property will see an overall reduction in their real estate tax bill for calendar year 2008. In addition to the tax adjustment, I am proposing a 1% increase in Meals Tax which will generate \$180,000 of revenue which can go towards debt service and capital projects. This is one of the few taxes that we have that allows the Town to collect revenue from many of the users of our public facilities. This is particularly true as it pertains to our major transportation initiatives over the next several years. This tax is collected from patrons many of whom live outside our corporate limits and it provides a fair and equitable assessment. In the areas of utilities, the staff supports the recommendation that the Town raise the water user fees 20% and the sewer user fees 10% and institute an increase in availabilities for the standard entry residential tier as recommended by our utility consultant. We have worked hard to try and keep our costs down even though many variables are beyond our control. As you begin to review this proposed document, please do not hesitate to contact staff if you have any questions and we will be glad to provide you with additional management reports that will help facilitate your decision making process.

On a final note, I would like to take this opportunity to thank all of the members of our Committees, Commissions and Boards and Town Council that worked directly with staff to develop this extensive document. 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 over the last 3 months developing and refining not only this process but the budget that you see delivered to you today. 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, Jennifer Moore and Patrick Childs along with indirect support from our utility and financial consultants.



Robert W. Lohr, Jr.
Town Manager

Town of Purcellville

BUDGET FORMULATION & DEVELOPMENT

Budget Document

The Town of Purcellville's operating budget serves as the Town's annual financial plan. It serves as both a policy document and a mechanism to account for and control the use of public resources in balance with the sources of public funds. It provides a documented and understandable process to guide over time the expenditure of public funds in support of predetermined priorities. The operating budget also establishes performance objectives and desired outcomes as related to expenditures. The document explains comprehensively to the citizens the types and levels of service funded with their tax dollars.

Budget Adoption

The Code of Virginia, Sec. 15.2-2503, requires that prior to July 1 of each year, the Town Council adopt by ordinance, a budget that details all contemplated expenditures, revenue, and borrowed funding for the ensuing fiscal year. It must be a balanced budget where estimated revenues are equivalent to estimated expenditures. Corresponding tax rates and fees must also be set. At least one public hearing must be held on the budget prior to its adoption. Seven days prior to this hearing, the Town Clerk must publish a notice of Council's intention to hold such an event. The budget cannot be adopted at the same meeting in which the public hearing is held.

Budget Calendar

The Town of Purcellville's budget process begins in November of each year when the Ways & Means Committee reviews the budget schedule and recommends that the Town Council approve the schedule and provide budget priorities to the Town Manager and staff. The Town Manager then prepares and submits to the Budget Committee and the Town Council his proposed budget. (See the detailed FY 08-09 Budget Calendar on pages 18 & 19).

Town of Purcellville

BUDGET FORMULATION & DEVELOPMENT (Continued)

Amendments to the Budget

Changes to the adopted budget are possible through the use of fund transfers and budget amendments. The Town Manager has the authority to approve transfer of funds between activities and departments; however, only the Town Council has the authority to approve a transfer of funds from the contingency reserve fund. Any year end operating surplus reverts to un-appropriated balances for use in maintaining reserve levels.

Enterprise Funds

The Water Fund and the Sewer Fund are fully supported through its rate structure and is not subsidized by the General Fund. The Water Fund and the Sewer Fund do contribute its share to overhead services by reimbursing the General Fund on a set formula basis.

BUDGETARY AND FINANCIAL SYSTEMS

Financial Systems

Financial Fund Structure

The Town of Purcellville utilizes an accounting structure organized by funds or account groups in which each fund represents a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts reflecting its assets, liabilities, fund balance, revenues and expenditures. Town resources are allocated to and accounted for individual funds based on purposes for which they are to be spent and the means by which spending activities are controlled. The Town utilizes two types of funds: General Governmental Funds and Proprietary Funds.

1. **General Governmental Funds:** These funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

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

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

2. **Proprietary Funds:** These funds utilize the accrual basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period in which the related liability is incurred.

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

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

Legal Debt Margin

The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2007 is as follows:

Assessed Value of Real Property, January 1, 2007	\$1,244,648,839
Debt Limit: Ten percent (10%) of Assessed Value	124,464,884
Amount of Debt Applicable to Debt Limit:	
General Obligation Bonds	2,783,945
Legal Debt Margin	\$121,680,939

Fund Balance

Information in the following charts has been taken from past year audited financial reports. Any differences between the ending fund balance in a year and beginning fund balance in the next year are due to auditor adjustments to prior year balances.

Fund Balance Summary for General Fund				
	FY06 Actual	FY07 Actual	FY08 Budgeted	FY09 Proposed
Beginning Fund Balance	2,298,757	4,121,456	3,780,031	3,752,766
Revenues	6,310,708	6,666,485	6,482,620	8,106,360
Expenditures	6,786,430	6,181,771	6,709,885	9,742,992
Transfers In	17,308	167,301	200,000	1,220,232
Transfers Out	0	993,440	0	0
Proceeds of GO Bonds	2,233,000	0	0	0
Ending Fund Balance	4,073,343	3,780,031	3,752,766	3,336,366
Ending Fund Balance Detail:				
Unreserved, designated	1,935,862	260,116	0	0
Unreserved, undesignated	2,137,481	2,599,404	0	0
Reserved for future capital outlay	0	920,511	0	0

Fund Net Asset Summary for Water Fund

	FY06 Actual	FY07 Actual	FY08 Budgeted	FY09 Proposed
Beginning Net Assets	10,074,684	10,014,271	10,049,324	10,175,686
Revenues	1,637,354	2,568,594	2,444,152	2,441,779
Expenditures	1,845,569	2,449,890	2,217,790	2,243,939
Transfers Out	8,654	83,651	100,000	610,116
Ending Net Assets	9,857,815	10,049,324	10,175,686	9,763,410

Fund Net Asset Summary for Sewer Fund

	FY06 Actual	FY07 Actual	FY08 Budgeted	FY09 Proposed
Beginning Net Assets	11,302,332	11,447,283	12,403,042	12,670,264
Revenues	1,852,728	2,907,963	2,402,260	2,584,800
Expenditures	1,704,589	1,868,553	2,035,038	2,025,091
Transfers Out	8,654	83,651	100,000	610,116
Ending Net Assets	11,441,817	12,403,042	12,670,264	12,619,857



Town of Purcellville, Virginia Adopted Fiscal Policy Guidelines

SECTION I. Accounting, Auditing, and Financial Reporting

- a. The town will establish and maintain the highest standards of accounting practices in conformance with uniform financial reporting in Virginia and generally accepted accounting 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 2 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. The amount provided in current resources may be applied equally to all projects or only to specific projects.

SECTION V. Debt and Cash Management

Debt Management

- a. The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- b. The town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- c. The town will annually calculate target debt ratios for direct, non-revenue based debt that is dependent on the general fund for the payment of debt service. So long as payments from the general fund to the enterprise fund are not necessary to make up shortfalls in the enterprise fund, enterprise fund debt will not be included in the calculation of the debt ratios. The town's debt capacity shall be maintained within the following primary goals:
 1. Debt service expenditures as a percentage of general fund expenditures should not exceed 15%.
 2. Bonded debt of the town shall not exceed 2.0% of the total assessed value of taxable property in the town nor 4.0% of the total personal income of residents of the town.
- d. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document.
- e. The town will maintain good communications about its financial condition with bond and credit rating institutions.

Cash Management

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

SECTION VI. Reserve Funds Management

- a. The general fund undesignated fund balance should be built over the next 3 to 4 fiscal years to a minimum of \$4 million or 75% of total general fund revenues, whichever is greater.
- b. 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.
- c. The town will maintain an appropriated contingency account not to exceed 5.0% of general fund revenue to provide for any supplemental appropriations or other unanticipated expenditures.

FY 08 - 09 Budget Calendar

Revised April 2, 2008

November

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	

- November 5:** Present Budget Schedule to Ways and Means Committee

- November 13:** Council Adopt Budget Schedule

December

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					

- December 5:** Budget Formulation Kick-off

- December 12:** Staff Budget Work Session & Preliminary Department CIP due

- December 19:** Staff Budget Work Session

FY 08 - 09 Budget Calendar

Revised April 2, 2008

January

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 3:** Department CIP and Operating Budget requests
- January 10:** Budget Committee - CIP
- January 16:** Staff Budget Work Session
- January 23:** Staff Budget Work Session
- January 30:** Staff Budget Work Session
- January 31:** Budget Committee - CIP Special Meeting 7:00 PM

February

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	

- February 6:** Staff Budget Work Session
- February 12:** Advertise Tax Rates & Fees & FY09 Budget/CIP Public
- February 28:** Presentation of Town Manager Budget to Budget Committee

March

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 4:** Budget Committee - 7:00 PM Work Session - General Fund
- March 6:** Budget Committee - 7:00 PM Work Session - Water & Sewer Fund
- March 13:** Budget Committee Work Session 7:00
- March 25:** Budget Committee Work Session 7:00 Public Hearing on Real Estate Tax Rates & Fees & FY 09 CIP - 7:00 PM
- March 27:** Budget Committee Work Session 7:00

April

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 8:** Public Hearing of FY 2009 Budget
- Town Council Adopts:
 - Tax Rates
 - Personal Property Tax Relief Act (PPTRA)

May

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 13:** Town Council Adopts:
 - FY 08-09 Budget
 - Capital Improvement Program
 - Expenditure Resolution
 - Water & Sewer Rates
 - Fees Schedule

June

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 10:** Fall back date to adopt any budget related items



**TOWN OF PURCELLVILLE
TOWN COUNCIL
FY 07-08
PRIORITY PROJECTS**

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 Priority Projects

- **Adopt and implement the Water Resources Study (Public Works)**
The Town Council approved the scope of work for the study in December 2006 and since that time has held work sessions to discuss water resource options and provide direction.
- **Rewrite Zoning Ordinance in the next 12-15 months using a consultant (Planning)**
In December 2006, the Town Council adopted the Comprehensive Plan which requires amendments to the Zoning Ordinance. The Planning Commission is reviewing Zoning Ordinance amendments forwarded to them by Town Council.
- **Obtain funding and construct improvements at Main/Maple Intersection (Public Works)**
The design of the Main/Maple intersection is scheduled to be completed in October 2007. The Town has been working with Congressman Wolf and Delegate May to secure funding for the project.
- **Develop public/private plan for 21st Street redevelopment (Administration and Planning)**
Local developers have purchased property along 21st Street and approached the Town with ideas for its redevelopment.

- **Complete preliminary engineering for Southern Collector Road (Public Works)**
 The completion of preliminary engineering for the Southern Collector Road will involve nurturing partnerships with all stakeholders. The Town Transportation Committee has requested that this project be a priority item in the Countywide Transportation Plan.
- **Install traffic signal at 32nd Street and Main Street (Public Works)**
 The Town Transportation Committee has requested that this project be a priority item in the Countywide Transportation Plan.
- **Complete study on whether Town should collect garbage/refuse/recycling in cooperation with neighboring jurisdictions (Administration and Finance)**
 In an effort to continue to look for ways to reduce costs and improve services, the Town will undertake an analysis to determine whether it should provide solid waste and recycling collection. The analysis will include examining these services in cooperation with neighboring jurisdictions.
- **Explore the creation of a Parks and Recreation Department (PRAB / Administration)**
 The purchase of Fireman's Field offers additional park and recreation opportunities that will require the exploration of whether the Town should establish a department to oversee valuable programs that have been suggested by the community over the past several years.
- **Develop a Town Property Master Plan (Administration)**
 The Town's population grew steadily from 2000 to 2005. With the added residents inside Town limits and the increased traffic in and around the area, the Town has grown to meet all the increased service demands. Also, as result of growth, the Town has had to acquire additional property and look for expansion opportunities.
- **Add amenities such as picnic tables, shelters and playground equipment at Fireman's Field (PRAB / Administration)**
 The Town Council authorized the Contract of Sale with the Purcellville Volunteer Fire Department in July 2007 for the purchase of Fireman's Field. The scheduled closing is on or before December 2007.

TOWN OF PURCELLVILLE

Organization for Success

In FY06-07, the Purcellville Town Council held a retreat where it identified “Organization for Success” as a top priority. As a part of this priority, the Council included the need to 1) Start a formal executive project management review for performance management, project management and key Town initiatives; 2) Institute a performance management structure for the Town of Purcellville; 3) Set performance targets and a means to measure annual performance; and 4) Develop and implement performance measures for Utilities, Public Works and Streets and Maintenance Operations. At their retreat in FY07-08, the Town Council reiterated that “Organization for Success” continues to be an ongoing priority. Also in FY07-08, the Town adopted a new pay plan which includes funding tied to the implementation of a performance management program with departmental goals, objectives and measures as well as a pay-for-performance system.

The Town Council Mission Statement provides the strategic foundation for organizing for success and is as follows:

“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.”

In line with the Town Council Mission Statement and priorities, each Town department has a Mission, Departmental Description and Objectives included in the current Adopted Budget and Proposed Budget. All of these elements are being refined so that performance management will be a stronger part of the organizational culture to continuously look for ways to improve services, be a vehicle to support and drive change and improvement, empower employees and make them a part of change management and have a mechanism to reward success. As highlighted in the accompanying Performance Management project worksheet, the target date for a draft report on plans and measures is April 2008. The pay-for-performance piece of the performance management program will be tied to the business plans, performance measures and objectives developed by departments. A draft report on the pay-for-performance program is scheduled to be completed by June 2008.

Project Leader: Patrick Childs

Project: Performance Management

Date: 01/31/08

Project Objective: Create and Implement Performance Management/Pay-for-Performance System

Objectives	Major Tasks	Project Completed By: July 2008												Owner / Priority							
		Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	ATM	TM	HR Spec	Dept Heads	All Staff			
<input type="radio"/>	1 Meetings with Management Team	●	●	●	●	○	○	○	○	○	○	○			A	B	B				
<input type="radio"/>	2 Review of models and plans in other jurisdictions	●	●	●	●	○									A	A	B				
<input type="radio"/>	3 Pre-RFP conferences with consultants	●	●	●											A	B					
<input type="radio"/>	4 Development of RFP		●	●											A						
<input type="radio"/>	5 RFP advertised and sent to prospective consultants			●											A						
<input type="radio"/>	6 Proposals received			●											A						
<input type="radio"/>	7 Proposals presented to Ways and Means Committee				●										A	A	B				
<input type="radio"/>	8 Ways and Means requests redesigned, simpler program				●										A						
<input type="radio"/>	9 Staff meets with UNC professor, performance management author				●	○									A						
<input type="radio"/>	10 Various staff attends ICMA audioconference on Baldrige model				●										A						
<input type="radio"/>	11 Departments develop and refine business plans			●	●	○	○	○							B	C	C	A	B		
<input type="radio"/>	12 Departments develop and refine performance measures / objectives			●	●	○	○	○							B	C	C	A	B		
<input type="radio"/>	13 Present and Review Draft Report on Plans and measures							○	○						A	A	B				
<input type="radio"/>	14 Present and Review Final Report on Plans and measures								○	○					A	A	B				
<input type="radio"/>	15 Develop Pay-for-Performance personnel evaluation system								○	○					A	B	A				
<input type="radio"/>	16 Meetings with employees to discuss Pay-for-Performance							○	○	○	○				B	A	A				
<input type="radio"/>	17 Present and Review Draft Report on Pay-for-Performance System								○	○					A	B	A				
<input type="radio"/>	18 Present and Review Final Report on Pay-for-Performance System									○	○				A	B	A				
<input type="radio"/>	19 Performance Evaluation System Training Manual										○	○			B		A				
<input type="radio"/>	20 Training sessions on conducting evaluations with new system										○	○			B		A				
	A																				
	B																				
	C																				
	D																				
	# People working on the project:																				
Strategic and Business Plans Completed	Pay-for-Performance System Completed	Performance Measures Completed	Major Tasks	Target Dates	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	ATM	TM	HR Spec	Dept Heads	All Staff
			Objectives	Costs	Capital	Expenses	Other	<input type="checkbox"/> Budgeted <input type="checkbox"/> Expended													
			Summary & Forecast																		

Town of Purcellville, Virginia

Fast Facts

Demographics (as of December 31, 2007):

Population: 6,697

Households: 2,390

Housing Units: 2,433

Square Miles: 2.6125

Acreage of Existing Corporate Limits: 1,660

Date the Town was Settled: 1764

Date of Incorporation: 1908

Number of Commercial Businesses: 260

Number of Home Occupations: 204

Number of Town Staff - Full Time: 66

Part-Time: 7

Total Town Owned Assets: \$75,664,026

FY 07/08 General Fund Budget: \$6,709,885

FY 07/08 Water Fund Budget: \$2,444,152

FY 07/08 Wastewater Fund Budget: \$2,402,260

FY 07/08 Capital Improvements Budget: \$18,239,274

Major Employers (as of December, 2007):

Patrick Henry College (150 employees)

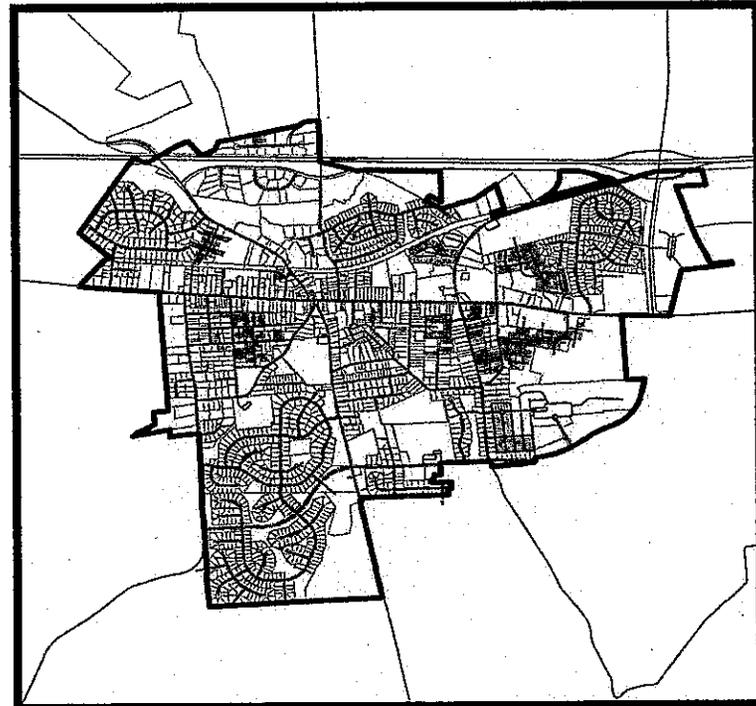
Loudoun County Public Schools (343 employees)

Giant (147 employees)

Virginia Regional Transportation (130 employees)

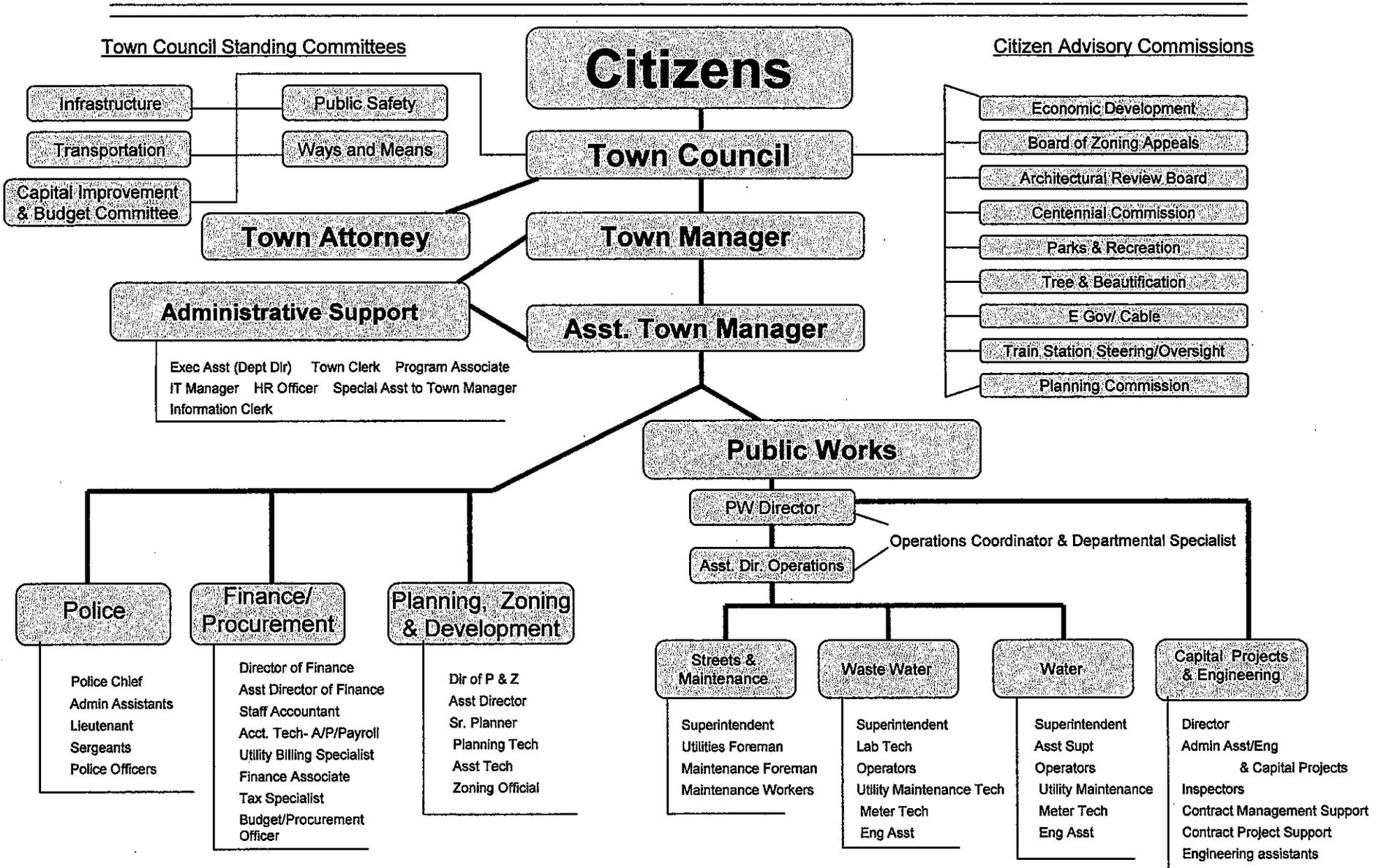
Loudoun Stairs (160 employees)

RCD, Inc. Electrical Services (120 Employees)



Map of the Town of Purcellville

Town of Purcellville Organization Chart: Effective July 1, 2008



Town of Purcellville, Virginia FY 08-09 Budget Highlights

GENERAL FUND

- Real Estate Tax Rate \$.19/\$100 assessed value
- Meals Tax remains at 4%
- \$416,400 transferred forward from FY 07/08 Surplus
- No other taxes or fees in the General Fund changed

- 4 (FTE) New Positions proposed (with 2 starting mid-year):
 - Assistant Director of Public Works
 - Staff Accountant
 - Police Officer (mid-year)
 - Maintenance Worker I (mid-year)

- Acquisition of Fireman's Field and new Debt Service to cover acquisition
- Enhancement of IT Department Funding Programs
- Splitting of Public Works Department into 3 distinct departments (Administration Division, Capital/Engineering Division and Maintenance Division)
- Continuation of Bus Shelter Program (\$5,000)
- Participation in Western Loudoun Trolley Program (\$8,000)
- Continuation of Youth Sports Program (\$5,000)
- Expanded support of Teen Center through use of Skating Rink at a reduced fee
- Continuation of PIP Program at Loudoun Valley High School (\$500)
- Undertaking of Skating Rink Structural/Architectural Study (\$15,000)
- Establishment of support for Loudoun Valley Community Center (\$2,000)
- Continued support of Loudoun Valley High School's After-Prom and Graduation Programs (\$1,000)
- Expansion of Urban Tree Canopy Program (\$15,000)
- Creation of specific beautification items such as benches, decorations and banners (\$2,000)
- Final year of support for Centennial Celebration Committee (\$5,000)
- Continued support of Economic Development/Tourism Programs (\$31,000)

- Salary & Benefit Enhancements:
 - Remaining 50% of Hendrick's Market Adjustment
 - Up to 3% Merit Pay based on Pay for Performance System to be implemented July 1, 2008
 - Maintain all Benefit Plans

- Capital Improvement Program:
 - 22 Projects for \$8,855,881 for FY 08/09

WATER FUND

- Proposed increase Water User Fees by 15%
- Capital Improvements Program:
 - 16 Projects for \$3,852,000 for FY 08/09
- Continued expansion of our water resources to address pending drought and peak capacity issues
- 1 New Position Proposed:
 - Water Plant Operator (mid-year)
- Salary & Benefit Enhancements:
 - Remaining 50% of Hendrick's Market Adjustment
 - Up to 3% Merit Pay based on Pay for Performance System to be implemented July 1, 2008
 - Maintain all Benefit Plans

WASTEWATER FUND

- Proposed increase Wastewater User Fees by 15%
- Capital Improvements Program:
 - 9 Projects for \$23,037,976 for FY 08/09
- Major capital projects involving the construction of the Basham Simms Wastewater Treatment Plant upgrade which will result in an approximately \$32,000,000 capital project.
- 1 New Position Proposed:
 - Wastewater Plant Operator (mid-year)
- Salary & Benefit Enhancements:
 - Remaining 50% of Hendrick's Market Adjustment
 - Up to 3% Merit Pay based on Pay for Performance System to be implemented July 1, 2008
 - Maintain all Benefit Plans

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
REVENUE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08 (As of 2/08)	Revenue to Date 07-08 *	Estimated Entire Year 07-08	Manager Recommend 08-09	Council Approval 08-09
Fund #100	GENERAL FUND REVENUE						
100-3000000-0000	REVENUE DUE TO CAPITAL FUNDS	0	0				
100-3110101-0000	REAL ESTATE TAX	2,049,177	2,129,270	1,077,911	2,113,000	2,188,486	2,079,062
100-3110301-0000	PERSONAL PROPERTY TAX	334,573	335,000	308,106	325,000	670,000	670,000
100-3110601-0000	PENALTIES AND INTEREST	27,154	16,000	15,510	16,000	16,000	16,000
100-3120101-0000	SALES TAX	590,477	620,000	395,916	650,000	660,000	660,000
100-3120150-0000	COMMUNICATION TAX	0	174,000	105,447	174,000	174,000	174,000
100-3120201-0000	UTILITY TAX	336,176	192,000	115,598	200,000	200,000	200,000
100-3120301-0000	BUSINESS LICENSES	525,813	525,000	106,698	525,000	525,000	525,000
100-3120401-0000	CABLE PEG GRANT	28,765	0	0	2,000	4,000	4,000
100-3120501-0000	AUTO DECALS	128,959	135,000	6,858	135,000	135,000	135,000
100-3120601-0000	FRANCHISE TAX: BANK	199,561	160,000		160,000	170,000	170,000
100-3120801-0000	CIGARETTE TAX	228,777	242,000	163,548	246,000	246,000	246,000
100-3121001-0000	TRANSIENT OCCUPANCY TAX	0	0	0	0	0	0
100-3121101-0000	MEALS TAX	699,300	660,000	407,690	700,000	875,000	700,000
100-3130301-0000	ZONING FEES	140,718	115,000	54,903	120,000	110,000	110,000
100-3130302-0000	TOWN PROFFERS	0	0	3,826	3,800	0	0
100-3130303-0000	PUBLIC SHARED PARKING REVENUE	0	0	29,500	29,500	11,000	11,000
100-3130330-0000	SPECIAL MEETINGS	0	0	0	0	0	0
100-3130340-0000	COMMUNITY EVENTS SIGN	1,875	2,000	850	1,300	1,300	1,300
100-3130350-0000	STREET FEES	1,940	200	-1,180	-900	600	600
100-3130380-0000	CALENDAR ADV/DONATIONS	8,900	8,500	11,065	10,795	10,000	10,000
100-3130390-0000	PRAB FUND RAISER	0	0	4,283	4,283	0	0
100-3130399-0000	MISCELLANEOUS	14,045	6,000	4,145	8,000	6,000	6,000
100-3140100-0000	POLICE REVENUE	77,431	74,000	61,993	78,000	78,000	78,000
100-3150101-0000	INVESTMENT INCOME	151,842	60,000	63,046	100,000	60,000	60,000
100-3150201-0000	RENT ON PROPERTY	1	0	0	0	0	0
100-3150202-0000	FIREMANS FIELD INCOME						20,000
100-3160301-0000	PD CHARGES TO OTHER LOCALITIES	24,156	24,000	24,156	24,156	24,000	24,000
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK HENRY)	2,500	2,500	0	2,500	2,500	2,500
100-3189903-0000	DONATIONS	1,846	100	592	600	100	100
100-3189904-0000	LOCAL GRANTS	0	1,000	0	0	0	0
100-3189905-0000	PROCEEDS FROM PROPERTY	221	10,000	146	1,000	1,240,000	1,240,000
100-3189906-0000	GAS TAX FUNDING / LOCO	104,000	108,000	126,000	126,000	126,000	126,000

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
REVENUE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08 (As of 2/08)	Revenue to Date 07-08 *	Estimated Entire Year 07-08	Manager Recommend 08-09	Council Approval 08-09
100-3189907-0000	LITTER GRANT / LOCO	2,219	2,200	1,645	2,200	2,200	2,200
100-3189908-0000	PURCELLVILLE DAYS PROCEEDS	0	0	0	0	0	0
100-3189920-0000	VEHICLE COMP. REIMB.	1,053	1,100	645	1,100	1,100	1,100
100-3189940-0000	GARNISHMENT FEE	130	50	120	200	50	50
100-3189950-0000	OVER/SHORT	-20	0	0	0	0	0
100-3220101-0000	ABC/WINE/LITER/ VA	4,303	4,000	4,303	4,303	4,000	4,000
100-3220108-0000	LAW ENFORCEMENT / VA	127,925	144,600	70,030	128,000	128,000	128,000
100-3220109-0000	PPTRA / VA	203,216	201,000	201,753	201,753	201,000	201,000
100-3240201-0000	FIRE FUNDS / VA	8,693	8,700	9,448	9,448	9,448	9,448
100-3240301-0000	STREET REVENUE / VA	444,482	535,000	270,391	514,247	487,000	487,000
100-3240501-0000	OTHER FUNDS / VA	46	0	23	23	0	0
100-3320101-0000	TEA 21 GRANT / FED	0	0	0	0	0	0
100-3330101-0000	LAW ENFORCEMENT / FED	0	0	13,033	13,033	0	0
100-3330201-0000	EMERGENCY FUNDS / FED	0	0	0	0	0	0
100-3330603-0000	ARTS GRANT / FED	5,000	5,000	5,000	5,000	5,000	5,000
100-3330650-0000	NEA GRANT- DT REVITALIZATION	0	0	0	0	0	0
100-3330900-0000	FEDERAL FUNDS-OTHER	0	0	0	0	0	0
100-3410101-0000	INSURANCE DIVIDEND	616	0	0	0	0	0
100-3410401-0000	BOND PROCEEDS-05 BK OF AMERICA	216,383	0	0	0	0	0
100-3410402-0000	BOND PROCEEDS- 05 RDEV	-216,383	0	0	0	0	0
100-3980000-0000	TRANSFER IN CASH RESERVES	0	67,765	0	0	416,400	416,400
100-3990000-0000	TRANSFER FROM OTHER FUNDS	167,301	217,296	217,296	434,592	1,159,482	1,220,232
* Mid-Year Estimate							
	TOTAL GENERAL FUND REVENUE	6,643,171	6,786,281	3,880,294	7,068,933	9,946,666	9,742,992

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, 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 and Half-Year 07/08 Accomplishments:

- Assisted with establishing and negotiating the purchase of Emergency Water Resources.
- Assisted and helped facilitate the purchase of Firemans Field.
- Completed renovations and upgrades to the Train Station.
- Completed comprehensive review of our compensation system with outside consultant.
- Reviewed departmental operations and performance in order to complete a formal reorganization to our entire departmental system in order to meet the Town Council's "Management for Success" Initiative.
- Provided support to the Babe Ruth Steering Committee and Loudoun County for the hosting of the 2007 13-Year Old Babe Ruth World Series.

- Assisted Purcellville Volunteer Fire Department, Purcellville Volunteer Rescue Squad and Loudoun County Fire and Rescue to complete the appropriate annexation, zoning and other items needed to begin work on the Purcellville Public Safety Center.
- Assisted with the Tree City USA designation which is a first for the Town of Purcellville.
- Implemented our first formal document imaging system and electronic archives program.
- Provided support to the Centennial Committee and developed a potential award winning historical calendar.
- Provided assistance to Mayor Lazaro and Town Council as they developed community outreach programs involving Movie Night, the Navy Band Concert and other civic/cultural programs.
- Revised and upgraded our employee performance appraisal system.
- Developed and submitted 4 VML Achievement Awards which recognized the accomplishments of our Town Council and Town departments. Based on the programs submitted, the Town won one Population Award for our "Youth Engagement Program" by our Police Department.
- Continued to assist Town Council with the implementation of Public Communications and Citizen Awareness Programs which involved the creation of a new newsletter, development of an enhanced and interactive website and assisting Town Council with the distribution of updates and notices related to pertinent projects.
- Received an additional \$245,000 Transportation Efficiency Act Grant to assist with our 21st Street Improvement Project.
- Completed a Capital Staffing Plan that looked out 5 years into the future for needed staffing.
- Developed a 5-year Vehicle and Rolling Stock Replacement Plan.

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 streamlining of meetings and programs under our existing Committee, Commission, and Board organizational structure to allow for more productive but fewer meetings for the Town Council and their advisory committees in order to conduct official business.
- 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 with 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.

New Program Implementations/Enhancements:

PREPARATION FOR RELOCATION OF TOWN OFFICE AND POLICE DEPARTMENT FUNCTIONS

- Even though there will be little direct cost associated in this budget, the Town will be planning for implementing the Town Council's Priority and Initiative of relocating the Town Office to the Purcellville Baptist Church facilities sometime in late FY08/09 or early 09/10. This task will involve working with Capital Projects to ensure that construction is completed in a timely and effective process to meet the needs established by the Town while working to lease or sell the existing Town Hall.

FIREMANS FIELD - With the Town's acquisition of Firemans Field during the last part of FY07/08, the Town will be taking over ownership and capital maintenance responsibility for a portion of this property that is not currently leased. As a result, the Town will be seeking donations, grant funding and allocating General Fund Revenue/Capital Project Bonding Sources to help stabilize and upgrade some of the historic structures and property at this location.

SECOND PHASE OF HENDRICKS COMPENSATION ADJUSTMENT - After the Town implemented the first phase of the Hendricks adjustment, the Town Council established priorities and objectives that would be met in reference to the Performance Management and Pay for Performance system that will be implemented within the last 6 months of FY07/08. Once these targets are met, the Town will move forward with releasing the second phase of the Hendricks Compensation Study and also moving towards a Pay for Performance system which incorporates merit pay as its primary compensation system.

REGIONAL WESTERN LOUDOUN TROLLEY PROGRAM - For the last two years, we have budgeted for a regional trolley program that could involve a cooperative partnership program with VRT and other Towns in the area. This year, Lovettsville has expressed interest in moving forward and VRT can secure a grant that will pay for almost 80% of the capital cost.

INCREASE PART-TIME IT SPECIALIST AND HR SPECIALIST TO FULL-TIME - For the last two years, we have proposed these upgrades but they have been eliminated due to budget reductions. The time has come to upgrade both of these positions.

Performance Measures:

1. The number of informational suggestions, concerns, inquiries or complaints logged annually:
 - CY 05: 655
 - CY 06: 715
 - CY 07: 646
2. Number of meetings where minutes are recorded and transcribed by Clerk:
 - CY 05: 82
 - CY 06: 70
 - CY 07: 141
3. Number of Committee, Commission, and Board meetings covered by Town Admin staff:
 - CY 05: 92
 - CY 06: 105
 - CY 07: 86
4. Number of special events and programs covered during the year:
 - CY 05: 19
 - CY 06: 22
 - CY 07: 18
5. Number of Admin. staff hours spent on special programs or projects:
 - CY 05: 612
 - CY 06: 738
 - CY 07: 387

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/General fund; 4 Utility funds)
- FY 08: 10.5 (through January (5.5/General fund; 5 Utility Fund)

7. Staff Turnover rate:

- FY 06: 10.4% (7/67 employees)
- FY 07: 10% (7/70 employees)
- FY 08: 12% (8/71 employees)

8. Hours spent on developing budget process annually:

- FY 06: 640
- FY 07: 725 (estimated)
- FY 08: 210 (Majority of budget prep transferred to Finance for FY08)

9. Number of new contracts/RFP/RFB/BOA or special procurements:

- FY 05: 15
- FY 06: 12
- FY 07: 15
- FY 08: 15

10. Information Technology:

- Number of local area networks supported:
FY 06: 4
FY 07: 3
FY 08: 4
- Number of servers supported:
FY 06: 3
FY 07: 5
FY 08: 4
- Number of personal computers supported:
FY 06: 47
FY 07: 60
FY 08: 73
- Number of email accounts:
FY 06: 52
FY 07: 75
FY 08: 80

- Number of telephones supported:

FY 06: 40
FY 07: 45
FY 08: 45

- Number of pagers supported:

FY 06: 20
FY 07: 48
FY 08: 35

- Number of radios supported:

FY 06: 30
FY 07: 40
FY 08: 43

11. Number of FOIA requests processed during

- CY 06: 90
- CY 07: 116

12. Number of staff hours spent processing FOIA requests during

- CY 07: 325

13. Number of community reservations for Town Hall/Train Station:

CY 06:

- Town Hall: 12
- Train Station: 284

CY 07:

- Town Hall: 6
- Train Station: 393

14. Number of Admin. staff hours spent on reservations for Town Hall/Train Station

- CY 07: 719

15. Number of Press Releases issued:

- CY 06: 91
- CY 07: 101

16. Number of Community Banners installed:

- CY 06: 6
- CY 07 (Program no longer available)

17. Number of Community Information Signs processed:

- CY 06: 30
- CY 07: 42

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
Fund #100	GENERAL FUND								
100-4012100	ADMINISTRATION								
1100	ADMINISTRATIVE STAFF	502,837	449,320	265,797	59	454,598	524,970	488,691	488,638
1200	OVERTIME-ADMINISTRATION	3,371	3,000	4,808	160	5,800	6,000	6,000	6,000
1260	TEMPORARY STAFF		3,000						
2100	SOCIAL SECURITY TAX	37,707	34,169	20,414	60	34,727	41,270	37,788	37,784
2200	RETIREMENT	46,634	50,451	29,342	58	50,246	69,132	57,389	56,529
2300	HEALTH INSURANCE	72,571	71,934	42,131	59	72,225	85,329	71,934	75,731
2400	LIFE INSURANCE	4,101	4,437	2,283	51	3,910	5,936	4,928	4,854
2600	UNEMPLOYMENT EXPENSE	171	0	0	0	0	0	0	0
2700	WORKERS COMP INSURANCE	546	726	587	81	1,174	887	814	801
2800	DEFERRED COMP MATCH	7,740	7,560	7,320	97	14,240	12,600	12,080	12,080
3130	CONSULTING/GENERAL	63,945	10,000	26,455	265	27,000	20,000	20,000	20,000
3310	EQUIPMENT CONTRACTS	10,021	7,500	5,315	71	7,500	10,000	10,000	8,000
3500	PRINTING	18,577	10,000	4,709	47	10,000	18,000	18,000	18,000
3600	LEGAL ADS	18,173	20,000	12,936	65	20,000	20,000	20,000	18,000
5210	POSTAGE	4,186	9,000	2,662	30	9,000	9,000	9,000	8,000
5308	INSURANCE-MUNICIPAL	96,175	95,000	100,115	105	100,115	110,000	110,000	110,000
5540	TRAVEL & TRAINING	8,935	10,000	3,574	36	10,000	10,000	10,000	8,000
5541	TWN MGR-TRAVEL & EXPENSE	8,324	8,000	4,520	57	8,000	9,300	9,300	8,300
5801	MISCELLANEOUS	1,441	1,000	271	27	1,000	1,000	1,000	1,000
5802	SPECIAL PROGRAMS	7,108	6,000	6,752	113	7,000	7,000	7,000	7,000
5808	COMPUTER OPERATIONS	9,540	1,500	2,628	175	1,500	1,500	1,500	1,500
5809	COMPUTER SOFTWARE	266	1,500	0	0	1,500	1,500	1,500	1,500
5810	DUES AND SUBSCRIPTIONS	4,714	7,000	8,631	123	8,650	8,500	8,500	8,500
5811	ADMIN EMERGENCY	0	3,000	0	0	3,000	3,000	3,000	3,000
5856	COMMUNITY EVENTS SIGN	1,214	1,500	980	65	1,500	1,500	1,500	1,500
6001	EQUIPMENT/SUPPLIES	31,597	25,000	10,653	43	25,000	25,000	25,000	20,000
6008	VEHICLE MAINT/GAS	1,327	2,500	2,130	85	2,800	3,500	3,500	3,500
6013	PUBLIC INFORMATION	20,291	10,000	17,813	178	20,000	20,000	20,000	20,000
	TOTAL	981,512	853,097	582,826	69	900,485	1,024,924	958,424	948,217

Finance Department

Mission:

The Finance Department protects and maintains the Town's financial records for sound fiscal management of the Town government.

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 07-08 Accomplishments:

- Completed the CAFR and received an unqualified audit opinion.
- Assisted Council with Town Fiscal Policy development and compliance.
- Collaborated with the Town's Financial Advisor to provide periodic fiscal review to Council and manage the Town's debt program.
- Staff development and management of Town's FY09 Operating Budget and CIP documents and vehicle/equipment replacement program.
- Developed a Performance Management and Business Plan for the Finance Department.
- Restructured the Town's bank account to increase investment earnings.
- Department will issue procurement RFP's for Banking Services, Auditing Services and OPEB Actuarial Study.
- Finance staff procurement processing for 9 projects and enrollment in State eVA procurement process.
- Developed a ACH payment plan for Town's utility accounts.
- Will finalize the Town's conversion to radio read collection process for utility billing.
- Prepared and delivered a "Financial Summit" presentation for Town's management staff.
- Prepared analysis of permanent decal program for Council and code modifications.
- Worked with IT staff and software providers to provide financial software access to CIP staff.
- Recruited and trained personnel for the Utility Billing Tech and Finance Associate positions.
- Established the pre-tax payroll deduction for VRS buybacks.
- Submitted final drawdown and closed the 2005 Bank of America loan.

Objectives for FY 08-09:

- Develop and implement Performance Management program. Reorganize Finance staff responsibilities into three business areas; financial services, account, and billings and collections to enhance cross training and back up support.
- Implement Logics Virginia Tax module upon release to streamline billing and collection operations.
- Develop CIP loan and grant management process to improve financial accountability.
- Implement DMV stop system to expand Town's bill collection tools.
- Continue process documentation and cross training of critical tasks.

FY 08-09 Program Enhancements:

Addition of 1 Staff Accountant- \$60,000

In the FY08 budget, the department requested the addition of an accounting position but this request was not filled. During the development of the department's Performance Management Plan, it became evident that additional staff support was required in the Accounting division which is currently only one staff member deep. This position would provide back-up support and supervision to the Accounts Payable/Payroll Technician, manage payroll tax and benefit reporting and payments, develop and implement an automated purchase order system, develop a document scanning/archival system for accounts payable invoices and payment records, management of fixed asset records, bank account reconciliations, general ledger account reconciliations, accounting tasks and journal entries. During the FY07 year end review, the Town's Auditor indicated that there was a need to expand the Town's Finance staff in this area. In particular, this would allow better separation of duties (ie: bank account reconciliation), would provide staff resources for year end reporting and accounting tasks that are no longer performed by the Auditor due to SAS 112 (new accounting standard) and assist with CIP and debt management. The Finance Performance Management Plan specifies responsibilities that would be shifted to this position from both the Director of Finance and Human Resource Specialist.

Statistical Data	2005	2006	2007
Full Time Employees	56	61	62
Part Time Employees	10	9	10
Council, Planning Comm & BAR	14	18	18
Direct Deposit/Payroll Checks	1,773	1,932	2,028
W-2's Issued	95	109	105
Accounts Payable Checks	2,281	2,504	2,490
Accounts Payable Transactions	n/a	@6,000	5,885
Personal Property Tax Bills	5,942	5,549	6,345
Real Estate Tax Bills	4,964	4,983	5,167
RE Construction Supplements	118	117	5
Public Service Corporation	5	5	4
Decal Renewal Notices	5,162	5,630	6,121
Decals Issued (total)	@6,000	6,178	5,946
BPOL Issued	670	691	746
Utility Bills Processed	15,309	15,168	15,096
Utility Late Notices	1,950	2,205	2,269
Utility Account Disconnects	n/a	250	279
Service Orders Issued	n/a	1,637	1,385

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4012410	FINANCE								
1100	FINANCE STAFF	288,763	332,329	189,968	57	418,687	459,059	459,059	450,274
1200	OVERTIME-FINANCE	1,711	2,500	486	19	2,500	5,000	5,000	5,000
1260	TEMPORARY STAFF	4,532	1,000	2,816	282	2,816	2,000	2,000	2,000
2100	SOCIAL SECURITY TAX	21,858	26,141	14,717	56	25,547	36,981	36,389	35,717
2200	RETIREMENT	35,353	38,555	22,090	57	37,869	57,874	56,856	55,812
2300	HEALTH INSURANCE	47,458	45,885	27,933	61	47,482	72,675	72,675	76,506
2400	LIFE INSURANCE	3,110	3,390	1,719	51	2,947	4,969	4,882	4,792
2700	WORKERS COMP INSURANCE	320	547	407	74	814	773	761	747
2800	DEFERRED COMP MATCH	2,580	2,600	1,340	52	2,280	3,640	3,640	3,640
3110	BANK SERVICE CHARGE		0	1,713	0	3,000	5,800	5,800	5,800
3120	CREDIT COLLECTION	548	1,000	10	1	1,000	1,000	1,000	1,000
3310	EQUIPMENT CONTRACTS	886	3,500	2,374	68	3,500	3,500	3,500	3,500
3500	PRINTING	2,488	3,000	2,518	84	3,500	3,500	3,500	3,500
3600	LEGAL ADVERTISEMENTS	4,754	2,000	0	0	1,000	2,000	2,000	2,000
5210	POSTAGE	9,587	9,500	4,081	43	9,500	10,000	10,000	10,000
5540	TRAVEL/TRAINING	2,956	5,300	1,516	29	5,000	5,300	5,300	4,800
5801	GENERAL EXPENSES-FINANCE	168	2,000	0	0	1,000	1,000	1,000	1,000
5808	COMPUTER OPERATIONS/HDW	4,769	15,000	8,553	57	15,000	15,000	15,000	13,000
5809	COMPUTER SOFTWARE/MAINT	14,813	15,000	14,266	95	15,000	16,000	16,000	16,000
5810	DUES & SUBSCRIPTIONS	410	1,000	555	56	600	1,000	1,000	1,000
6001	EQUIPMENT/SUPPLIES	7,416	5,500	2,443	44	5,500	6,000	6,000	6,000
	TOTAL	454,480	515,747	299,505	58	604,542	713,071	711,362	702,088

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 07-08 Accomplishments:

- Established network communications from the Water, Waste Water, and Maintenance Plants to the Town Hall through the County's network.
- Replaced the Police Department's workgroup server with a Domain server thus allowing centralized storage of all officer documents, improving quality of backups, and providing the foundation for police database upgrades by the PPD's applications system provider, DaProSystems.
- Established a centralized Domain server at the Town Hall to provide centralized storage for personnel at Water, Waste Water, and Maintenance Plants thereby improving the frequency and quality of data backups.
- Procured two Windows 2003 servers for the Town Hall to support the Town's Laserfiche initiative, consolidate the Town Hall's file storage, and minimize reliance on County-supported, Netware technology.
- Implemented internet access for the administration of automated gate control at the Water and Waste Water Plants. This improved ease of use by Public Works personnel by eliminating reliance on modems for communication.
- Upgraded all of the PCs in the Water, Water, and Maintenance Plants. In addition upgraded PCs at the Police Department and Town Hall for a total of 18 PCs for the year. Also upgraded 7 printers for the Town.

- Redesigned the Work Order System for Publics Works.
- Posted approximately 250 items on the Town's website.
- Negotiated the AT&T contract for Town cell phones.
- Special projects for the Town Manager and FOIA requests.

Objectives for FY 08-09:

- Expand the Town's servers to support the implementation of Laserfiche in additional departments.
- Provide planning and technical support for the move to the new Town Hall.
- Provide planning and technical support for the move to the new Parks and Rec department.
- Revamp the Town's telecommunications system as part of the Town Hall move to increase capacity and speed.

FY 08-09 Program Enhancements:

- Convert IT manager's job to full-time.
- Work with Public Works to establish internal support for GIS.
- Continue to establish hardware and software technologies that minimize the Town's reliance on the County for support.
- Utilize SQL Server 2005 as the standard development platform for Town database applications.
- Continue to expand the use of internet access for Town applications replacing reliance old technologies like modems.

Statistical Data	2006	2007
Full Time Employees	1.00	1.00
Part Time Employees	.25	.25

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4012510	INFORMATION TECHNOLOGY								
1100	IT STAFF	0	77,883	41,544	53	73,000	146,969	72,980	71,350
1200	OVERTIME	0	0	0	0	0	0	0	0
2100	SOCIAL SECURITY TAX	0	5,924	3,178	54	5,585	11,514	5,746	5,621
2200	RETIREMENT	0	0	0	0	0	18,236	280	0
2300	HEALTH INSURANCE	0	0	0	0	0	13,395	0	0
2400	LIFE INSURANCE	0	0	0	0	0	1,566	24	0
2700	WORKERS COMP INSURANCE	0	124	93	75	186	241	120	118
2800	DEFERRED COMP MATCH	0	0	0	0	0	1,040	0	0
3141	WEBSITE DESIGN AND MAINT	0	6,000	4,500	75	6,000	5,500	5,500	5,500
3144	CONSULTING & TECHNICAL SUPPORT	0	5,000	1,112	22	5,000	8,500	8,500	8,500
5250	COMMUNICATIONS	0	0	0	0	0	6,000	6,000	6,000
5540	TRAVEL AND TRAINING	0	1,500	534	36	1,500	3,500	3,500	3,500
5808	HARDWARE OPERATIONS	0	45,000	9,253	21	45,000	57,500	57,500	57,500
5809	SOFTWARE OPERATIONS	0	35,000	7,584	22	35,000	11,000	11,000	11,000
5810	DUES & SUBSCRIPTIONS	0	1,500	269	18	1,000	525	525	525
6004	PEG EQUIP & IMPROVEMENTS	0	0	0	0	2,000	4,000	4,000	4,000
	TOTAL	0	177,931	68,067	38	174,271	289,486	175,675	173,614

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 08/09

- 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

FY 08-09 Program Enhancements:

Addition of two (2) Police Sergeant Positions (\$7,000), One 1 new Police Officer position (\$22, 000),and re-classify One part-time Administrative Assistant to full-time status (\$5,000).

The addition of these two positions will give the police force 24 hour 7 day a week staff supervision. These promotions are expected to come from within the agency. Will create two Master Police Officer vacancies. The department is expected to only retain one of those positions within the rank structure. With these promotions and the addition of one new police position the department would realize a two officer staffing level at all times. These changes would create a four patrol team structure, each with a sergeant, master police officer and a patrol officer. The re-classification of our current part-time Administrative Assistant is in keeping with the five year staffing plan.

(It is anticipated that the rank adjustments and new hire would take place 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 2007 calls for services and offenses would have justified 15 police officers dedicated to patrol.

Measures FY08/09: # of Community Engagement Sessions

- Training offered for PCST and Explorers for FY 08-09
- Training and educational opportunities offered the Purcellville Police Staff FY 08/09
- Traffic Violations for 2006, and 2007 vs. 2008
- Total Calls 2006, and 2007 vs. 2008
- Parking Violations 2006, and 2007 vs. 2008
- Accidents 2006, and 2007 vs. 2008
- Incident reports 2006, and 2007 vs. 2008

Objectives for FY 07/08 and Outcomes:

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

(OUTCOME) Police Department staff members continue to attend regular Homeowner Association meetings. Our National Night Out celebration caravan visited 7 seven communities and was again 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 continued. 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) and Police Youth Explorers Program as a well-equipped and well-trained unit to assist the department when called upon.

(OUTCOME) The Purcellville Citizens Support Team and Police Youth Explorers continue to be important safety support units for our department. These very dedicated individuals 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. The Police Explorers were awarded the 2007 Community Service Award for the National Capital Area. We truly depend on these Teams.

Continue to offer training and education opportunities for staff development.

(OUTCOME) This fiscal year staff members received training in areas such as Firearms, Police Leadership, Defensive Tactics, Incident Command, Radar-Lidar Operators Course, just to name a few.

Training offered to PCST for FY7/08: The PCST participated in CPR, AED, operation of police vehicle, and traffic direction training.

Objectives for FY 07/08 and Outcomes(continued):

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 involvement was encouraged. Much was accomplished by staff. The department's community service was recognized by the VML in 2007.

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

(OUTCOME)Members of the department conducted 2049 traffic stops in 2005, as compared to 2109 in 2006 and 2375 in 2007. The department continued a very active selective traffic enforcement program. The department's 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. "Welcome Summer Picnic" at the Purcellville East Apartments and Main Street Commons Apartments
2. American Legion Police Officer of the Year (Chief Darryl Smith)
3. Career Day presentations at Harmony Middle, Loudoun Valley High, and Blue Ridge Middle
4. Public Safety Day 2008,
5. The Fraternal Order of Police Santa Cop Program where 6 local children shopped with an officer
6. Town Hall Meeting, "Internet Safety" Parental Awareness Program
7. Town Hall Meeting, "Gangs in Northern Virginia"
8. Back to School Jam, Main Street Commons Apartments
9. Homework assistance program continued at Main Street Commons Apartments
10. Senior Christmas Caroling
11. 2007 "National Night Out"
12. Maintain Youth Explorer Program
13. Maintain Purcellville Citizen Support Team

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

Events held for the Youth Explorer Program:

1. Explorers Post Overnight trip to Lake Anna
2. Explorers attend defensive tactics training
3. Bi-monthly Administrative/training meetings
4. Attend Mt. Saint Mary's College Leadership School
5. Attend National Capital Area Banquet

Workload Measures:

A Three Year Picture

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Parking Violations	51	348	214
Traffic Violations	1512	1543	1689
Incident Reports	679	836	852
Total Calls	9,457	11,404	11,459
Accidents	109	98	91

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4031100	POLICE								
1100	POLICE STAFF	734,725	809,845	444,171	55	769,186	895,518	890,518	871,662
1200	OVERTIME-POLICE	62,580	60,000	43,517	73	65,000	65,000	65,000	65,000
2100	SOCIAL SECURITY TAX	59,709	65,172	37,674	58	65,021	76,788	75,082	73,639
2200	RETIREMENT	91,086	100,907	57,248	57	98,140	122,883	120,607	118,125
2300	HEALTH INSURANCE	119,452	127,999	77,285	60	132,488	135,437	128,740	139,866
2400	LIFE INSURANCE	8,010	8,874	4,455	50	7,637	10,551	10,356	10,143
2700	WORKERS COMP INSURANCE	9,744	15,523	12,449	80	24,898	18,295	17,950	17,607
2800	DEFERRED COMP MATCH	4,160	4,420	2,400	54	4,160	4,940	4,940	4,940
2810	UNIFORMS	15,396	16,000	6,274	39	15,000	15,000	15,000	13,000
3310	EQUIPMENT REPAIRS	763	7,500	207	3	5,000	5,000	5,000	4,000
3320	TECHNICAL SUPPORT	1,955	7,000	0	0	5,000	5,000	5,000	3,000
3600	LEGAL ADVERTISEMENTS	0	500	0	0	1,600	1,600	1,600	1,600
5230	TELEPHONE	10,983	10,000	7,016	70	12,000	12,000	12,000	11,000
5420	RENT/CLEANING	59,276	95,000	41,128	43	75,000	75,000	75,000	75,000
5540	TRAVEL AND TRAINING	9,189	19,000	10,258	54	16,000	16,000	16,000	14,000
5808	COMPUTER OPERATIONS	10,119	1,500	1,292	86	1,500	1,500	1,500	1,500
5809	COMPUTER SOFTWARE	1,205	1,500	0	0	1,500	1,500	1,500	1,500
5810	DUES AND SUBSCRIPTIONS	2,336	2,500	1,827	73	2,500	2,500	2,500	2,500
5811	POLICE EMERGENCY	0	3,000	10,275	343	3,000	3,000	3,000	3,000
5812	SHLSGP GRANT EXPENDITURES	13,396	0	0	0	0	0	0	0
5813	CITIZEN SUPPORT GROUP	3,125	5,000	2,912	58	4,000	4,000	4,000	2,000
5814	DMV TRAFFIC SAFETY GRANT EXP	4,553	0	3,790	0	7,580	0	0	0
5815	BURNE JUSTICE GRANT	1,013	0	0	0	0	0	0	0
5816	SMOOTH OPERATOR GRANT		8,600	0	0	8,600	9,000	9,000	0
6001	SUPPLIES	12,305	10,000	5,143	51	10,000	10,000	10,000	10,000
6008	VEHICLE MAINT/GAS	34,157	30,000	18,692	62	35,000	35,000	35,000	35,000
6009	TOWED VEHICLES	0	500	0	0	500	500	500	500
6010	EQUIPMENT	21,002	18,750	12,601	67	18,000	18,000	18,000	15,000
6011	LEASED VEHICLE	0	0	0	0		10,000	10,000	0
6013	PUBLIC EDUCATION	4,935	5,000	3,604	72	5,000	5,000	5,000	4,000
	TOTAL	1,295,174	1,434,090	804,218	56	1,393,310	1,559,012	1,542,793	1,497,582

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4041050	PW - ADMINISTRATION								
1100	PW/ADMIN/ENG STAFF	0	0	0	0	123	291,904	291,904	288,369
1200	OVERTIME PW ADMIN/ENG	0	0	0	0		3,500	3,500	3,500
2100	SOCIAL SECURITY TAX	0	0	0	0	345	22,910	22,443	22,322
2200	RETIREMENT	0	0	0	0		40,008	39,205	38,740
2300	HEALTH INSURANCE	0	0	0	0		37,967	37,967	39,860
2400	LIFE INSURANCE	0	0	0	0		3,435	3,366	3,326
2700	WORKERS COMP INSURANCE	0	0	0	0		4,674	4,481	4,427
2800	DEFERRED COMP MATCH	0	0	0	0		2,080	2,080	2,080
3142	CONSULTING/ENGINEERING	0	0	0	0		25,000	25,000	25,000
5540	TRAVEL/TRAINING	0	0	0	0		3,500	3,500	3,500
5808	COMPUTER OPERATIONS	0	0	0	0		2,000	2,000	2,000
5809	COMPUTER SOFTWARE	0	0	0	0		1,000	1,000	1,000
5810	DUES & SUBSCRIPTIONS	0	0	0	0		1,000	1,000	1,000
6001	SUPPLIES	0	0	0	0		2,000	2,000	2,000
6003	FIELD INSPECTIONS	0	0	0	0		2,000	2,000	2,000
6004	EQUIPMENT/FIELD SUPPLIES	0	0	0	0		2,000	2,000	2,000
6008	VEHICLE MAINT/GAS	0	0	0	0		3,000	3,000	3,000
	TOTAL	0	0	0	0	468	447,978	446,446	444,124

Public Works – Capital Projects & Engineering Department

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.

FY 07-08 Accomplishments:

- Engineering oversight of additional well sources and capacity improvements to existing wells.
- VIP Pump Station Upgrades.
- CMOM and I& I Improvements to sewer system.
- Established an Environmental Management System.
- Oversight of consultant studies: Emergency Response Plan, SCADA Communication Analysis, Elevated Tank Structural Analysis, Water Treatment Plant Evaluation, Spill Prevention Control Plan, Water Distribution Evaluation.
- GIS for Water & Sewer Easements
- Revisions to the Facility Standards Manual.

Objectives for FY 08-09 :

- Complete extensive list of capital projects in a cost effective and timely manner.
- Develop a comprehensive system for tracking status and funding of Town projects.
- Maintenance program for sewer collection system.
- Pursue recommendations from the Water Resource Study.
- Update policies to better reflect current town processes and needs.
- Implement document management system.

FY 08-09 Program Enhancements:

- Proposed addition of a Project Manager.
- Utilize technology to better organize resources and reduce paperwork.

Statistical Data	2006	2007
Full Time Employees	3	3
Part Time Employees	2	2

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4041100	PW - CAPITAL & ENGINEERING								
1100	PW/CAP & ENG STAFF	256,331	255,473	150,651	59	260,314	335,999	270,999	265,116
1200	OVERTIME-PW/CAP & ENG	2,087	3,000	332	11	649	3,000	3,000	3,000
1260	TEMPORARY STAFF	10,793	0	2,477	0	6,000	6,000	6,000	6,000
2100	SOCIAL SECURITY TAX	18,448	19,690	11,737	60	20,305	26,946	21,568	21,118
2200	RETIREMENT	28,012	31,943	19,238	60	32,979	36,699	27,449	26,863
2300	HEALTH INSURANCE	30,488	40,926	21,500	53	36,856	40,926	27,531	28,979
2400	LIFE INSURANCE	2,463	2,809	1,497	53	2,566	3,151	2,537	2,307
2700	WORKERS COMP INSURANCE	2,905	4,483	3,206	72	6,412	6,173	4,662	4,563
2800	DEFERRED COMP MATCH	1,780	1,560	1,040	67	1,760	2,080	1,560	1,560
3142	ENGIN/CONSULTING	19,141	45,500	27,381	60	50,000	125,000	125,000	112,500
5540	TRAVEL/TRAINING	221	4,000	2,121	53	5,000	5,000	5,000	5,000
5808	COMPUTER OPERATIONS	1,500	2,300	71	3	2,300	4,300	4,300	3,300
5809	COMPUTER SOFTWARE	1,500	1,000	0	0	1,000	2,000	2,000	1,000
5810	DUES/SUBSCRIPTIONS	810	1,000	747	75	1,000	1,200	1,200	1,200
6001	SUPPLIES	4,971	3,000	1,848	62	3,000	3,600	3,600	3,000
6003	FIELD INSPECTIONS	141	3,000	0	0	3,000	3,000	3,000	2,500
6004	EQUIPMENT/FIELD SUPPLIES	2,164	2,000	385	19	2,000	2,500	2,500	2,500
6008	VEHICLE MAINT/GAS	5,968	5,000	2,115	42	5,000	5,000	5,000	5,000
	TOTAL	389,723	426,684	246,346	58	440,141	612,574	516,906	495,506

Public Works: Maintenance, Streets, & Utilities

Mission:

To improve and maintain the Town's street, water distribution and sewer collection systems in a cost effective manner. To provide the customer with potable water and sanitary

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 06-07	FY 07-08 (Year to Date)
# of work orders processed:	264	298
# of Street (lane) miles	56.7	51.81
# of manhours for street maintenance:		
Drainage	174	178
Grass, litter, trees, leaves	30	37
Other	1	33
Paving/Grading	8	72.5
Repair	24	35
Sign Related	173	62
Snow	264	135
Traffic control Devices	81	49
# of manhours for events:	300	58
# of new meters installed	14	53
# of meter re-reads (avg per period)	37	56
# of Miss Utility tickets (avg 100 per month)	711	1433

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4041200	PW-MAINTENANCE/STREETS/UTILITIES								
1100	MAINTENANCE STAFF	433,057	464,936	255,320	55	443,095	596,740	536,740	525,726
1200	OVERTIME-MAINTENANCE	5,757	12,000	886	7	1,029	12,000	12,000	12,000
2100	SOCIAL SECURITY TAX	32,965	36,148	19,792	55	34,322	48,468	43,118	42,276
2200	RETIREMENT	54,831	57,548	32,476	56	55,673	80,139	70,935	69,506
2300	HEALTH INSURANCE	110,648	110,381	60,726	55	104,102	135,432	115,340	121,417
2400	LIFE INSURANCE	4,822	5,061	2,527	50	4,332	6,881	6,091	5,968
2700	WORKERS COMP INSURANCE	23,357	35,203	27,840	79	55,680	47,201	41,991	41,171
2800	DEFERRED COMP MATCH	2,700	2,860	1,500	52	2,600	3,640	2,860	2,860
2810	UNIFORMS	13,937	12,000	8,085	67	12,700	16,000	16,000	16,000
3310	EQUIPMENT REPAIRS	40,623	25,000	13,560	54	25,000	25,000	25,000	23,000
3330	WASTE DISPOSAL	1,497	3,500	3,484	100	7,500	7,500	7,500	7,500
3340	MISS UTILITY	1,709	6,500	652	10	4,000	4,000	4,000	4,000
3350	TREE REMOVAL CONTRACT	738	2,500	8,821	353	17,335	18,000	18,000	16,000
5110	ELECTRICTY/HEATING	8,381	8,500	5,213	61	8,500	8,500	8,500	8,500
5230	TELEPHONE	3,073	5,500	1,956	36	5,500	5,665	5,665	5,665
5540	TRAVEL AND TRAINING	1,272	2,000	1,106	55	2,000	6,000	6,000	4,000
5810	DUES AND SUBSCRIPTIONS	0	300	5	2	300	300	300	300
5811	MAINT. EMERGENCY	122	5,000	0	0	5,000	5,000	5,000	5,000
5814	SAFETY	8,303	10,500	13,465	128	24,000	25,000	25,000	20,000
5815	DRUG TESTING	450	1,500	517	34	1,500	1,500	1,500	1,500
5831	LAND USE PERMITS	0	400	0	0	400	400	400	400
5832	PARKING LOT MAINTENANCE	6,089	4,000	914	23	4,000	4,000	4,000	4,000
5866	HOUSE #/STREET STENCIL		0	40	0	40	0	0	0
6001	SUPPLIES	11,881	7,000	12,539	179	12,000	24,000	24,000	14,000
6004	NEW EQUIPMENT & TOOLS	8,413	7,000	-649	-9	7,000	8,000	8,000	8,000
6007	BUILDING EXPENSES	6,039	7,000	2,975	43	4,000	5,000	5,000	5,000
6008	VEHICLE MAINT/GAS	32,146	35,000	23,018	66	40,000	43,000	43,000	43,000
	TOTAL	812,810	867,337	496,768	57	881,608	1,137,366	1,035,940	1,006,789

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4041300	MAINTENANCE STREETS								
5816	PAVEMENT (TOWN)	23,344	25,000	14,314	57	35,000	36,000	36,000	24,000
5817	PAVEMENT (STATE)	280,206	310,000	25,327	8	310,000	325,500	325,500	325,500
5820	SNOW REMOVAL (TOWN)	1,973	1,500	0	0	1,500	2,500	2,500	2,500
5821	SNOW REMOVAL (STATE)	14,038	18,000	-977	-5	18,000	25,000	25,000	25,000
5822	STORM DRAIN (TOWN)	3,891	10,000	4,682	47	12,000	12,000	12,000	9,000
5823	STORM DRAIN (STATE)	12,474	25,000	3,693	15	25,000	25,000	25,000	25,000
5826	LANDSCAPE/MOW (TOWN)	15,402	20,000	6,787	34	20,000	40,000	40,000	35,000
5827	LANDSCAPE/MOW (STATE)	8,268	18,000	2,484	14	20,000	22,000	22,000	22,000
5828	TRAFFIC CTL DEVISE (TOWN)	34,628	15,000	25,142	168	15,000	15,750	15,750	10,750
5829	TRAFFIC CTL DEVISE (STATE)	43,270	60,000	9,742	16	25,000	25,000	25,000	25,000
5864	ENGINEERING EXP (TOWN)	587	7,500	701	9	7,500	7,875	7,875	7,875
5865	ENGINEERING EXP (STATE)	23,635	18,000	6,907	38	18,000	18,900	18,900	18,900
5866	STREET LIGHTS	0	0	0	0		35,000	35,000	35,000
	TOTAL	461,716	528,000	98,802	19	507,000	590,525	590,525	565,525

Planning 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 the Director, Assistant Director, Senior Planner, Planning Technician, Zoning Officer 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, Town Council and other town boards and commissions as needed.

FY 07-08 Major Accomplishments:

- Purcellville Historic District listing on National Register of Historic Places
- Development approvals for major new or upgraded public facilities: Carver Sr. Center, Purcellville Fire & Rescue Center, Basham Simms Wastewater Treatment Facility Upgrade & Expansion, Town Maintenance Facility, Community Center Renovation, and ULYFL Youth Sports Complex
- Creation of two new zoning districts & Comprehensive Zoning Map Revision to help implement the comprehensive plan: IP (Institutional & Public Use) & AC (Agricultural Conservancy/Commercial)
- Revision of parking regulations, sign regulations, and landscaping, screening and open space regulations
- Development of streamlined development review process
- Support for Town efforts to uphold PUGAMP and Annexation Agreement

Objectives for FY 08-09:

- Implement streamlined development review process
- Complete review, revision and recodification of Zoning Ordinance
- Review & revise Land Development & Subdivision Control Ordinance
- Seek grant funding for Historic District Design Guidelines & Town Wayfinding project & initiate these projects
- Enhance Town GIS capabilities
- Increase web-based information and improve customer service
- Restart PUGAMP revision process in cooperation with Loudoun County
- Increase cooperation and collaboration with other Towns on planning and economic development programs and projects

FY 08-09 Program Enhancements: None

Statistical Data	2006	2007
Full Time Employees	5	5
Part Time Employees	1	1
Permits Issued or Reviewed - Total	594	664
• Zoning	366	342
• Occupancy	90	121
• Home Occupations	39	38
• Signs	96	108
• Certificates of Design Approval	42	54
Annexation, Development & BZA Submissions Processed	63	85
Zoning Administration & Enforcement		
• Bond Inspections	N/A	24
• Zoning Investigations, Inspections	88	98
• Illegal Signs confiscated	62	102
• Occupancy Inspections	92	120
Ordinance Amendments Processed	4	8

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4081100	PLANNING								
1100	PLANNING STAFF	293,260	333,751	157,936	47	273,258	441,615	386,615	378,203
1200	OVERTIME-PLANNING	463	2,000	3,034	152	3,326	4,000	4,000	4,000
2100	SOCIAL SECURITY TAX	22,086	25,922	12,467	48	21,446	35,526	30,744	30,100
2200	RETIREMENT	31,919	37,677	18,335	49	29,641	54,556	46,329	45,336
2300	HEALTH INSURANCE	42,328	47,624	21,023	44	34,367	59,280	45,885	48,302
2400	LIFE INSURANCE	2,807	3,313	1,427	43	2,307	4,685	3,978	3,893
2700	WORKERS COMP INSURANCE	328	542	369	68	738	743	643	630
2800	DEFERRED COMP MATCH	2,080	2,340	1,020	44	1,800	2,600	2,080	2,080
3141	PLAN REVIEW/FIELD INSPECT	-2,165	20,000	3,599	18	15,000	15,000	15,000	13,000
3142	CONSULTING/ENGINEERING	23,031	25,000	18,018	72	25,000	60,000	60,000	50,000
3144	CONSULTING-ADMIN SUPPORT		5,000	119	2	2,500	3,000	3,000	3,000
3310	EQUIPMENT CONTRACTS	2,511	2,000	562	28	2,000	2,000	2,000	2,000
3600	LEGAL ADS/PLANNING	19,036	15,000	8,904	59	15,000	15,000	15,000	15,000
5540	TRAVEL/TRAINING	4,455	6,000	1,923	32	6,000	7,000	7,000	6,000
5801	GENERAL EXPENSE-PLANNING	2,427	2,500	1,327	53	2,500	2,500	2,500	2,500
5807	ANNEXATION/COMP PLAN	10,863	5,000	0	0	1,000	1,000	1,000	1,000
5808	COMPUTER OPERATIONS/HDW	70	2,000	1,506	75	2,000	2,000	2,000	2,000
5809	COMPUTER SOFTWARE	0	2,000	783	39	1,000	1,000	1,000	1,000
5810	DUES & SUBSCRIPTIONS	1,370	2,000	895	45	2,500	3,000	3,000	3,000
6001	SUPPLIES	3,181	3,000	1,127	38	2,000	2,500	2,500	2,500
6008	VEHICLE MAINT/GAS	717	1,500	252	17	1,000	1,000	1,000	1,000
	TOTAL	460,767	544,169	254,626	47	444,383	718,005	635,274	614,544

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
GENERAL FUND LEGISLATIVE & ADVISORY COMMISSIONS									
100-4011100	COUNCIL								
1100	MAYOR SALARY	5,617	5,525	3,223	58	5,525	5,525	5,525	5,525
1200	COUNCIL SALARY	27,933	25,500	15,925	62	25,500	25,500	25,500	25,500
2100	SOCIAL SECURITY TAX	2,421	2,373	1,465	62	2,373	2,373	2,373	2,373
5801	COUNCIL TRAVEL & GENERAL EXP	9,068	8,000	6,976	87	15,000	15,000	15,000	15,000
5805	ELECTION EXPENSE	0	3,000	0	0	3,000	0	0	0
5806	SPECIAL MEETINGS	626	3,000	85	3	3,000	0	0	0
	TOTAL	45,665	47,398	27,674	58	54,398	48,398	48,398	48,398
100-4071100	PARKS & RECREATION								
3130	MASTER PLAN/CONSULTING	0	5,000	0	0	5,000	20,000	20,000	20,000
5801	GENERAL EXPENSE-PARKS & REC	1,220	5,000	7,778	156	7,500	5,000	5,000	5,000
5802	TEEN CENTER	15,000	10,000	0	0	10,000	10,000	0	0
5803	YOUTH SPORTS PROGRAM & DEV	0	5,700	5,075	89	5,000	10,000	5,000	5,000
5804	EMERICK PLAYGROUND	0	9,000	9,000	100	9,000	0	0	0
5805	NATURE PARK DEVELOPMENT	0	0	0	0	0	25,000	25,000	0
5806	SKATING RINK STUDY	0	0	0	0	0	15,000	15,000	15,000
5807	PIP PROGRAM	0	0	0	0	700	1,000	500	500
	TOTAL	16,220	34,700	21,853	63	37,200	86,000	70,500	45,500
100-4071400	TREE & BEAUTIC COMMITTEE								
5540	TRAVEL/TRAINING		500	100	20	500	500	500	500
5801	GENERAL EXPENSE-TREE	2,053	500	85	17	500	500	500	500
5803	URBAN TREE CANOPY PROGRAM		12,000	0	0	12,000	15,000	15,000	15,000
5804	BENCHES, DECORATIONS & BANNERS	0	0	0	0	0	45,000	10,000	2,000
	TOTAL	2,053	13,000	185	1	13,000	61,000	26,000	18,000
100-4071500	TRAIN STATION								
3310	REPAIRS	0	5,000	1,558	31	5,000	5,000	5,000	5,000
3320	CLEANING	0	6,000	3,969	66	6,000	7,000	7,000	7,000
3321	PEST CONTROL	115	500	233	47	500	500	500	500
5110	ELECTRICITY	0	1,800	0	0	1,800	1,800	1,800	1,800
5230	TELEPHONE/COMMUNICATIONS	0	600	0	0	600	600	600	600
5801	GENERAL EXPENSE-TRAIN ST	0	0	0	0	0	0	0	0
6007	BULDING SUPPLIES	0	2,000	30	2	2,000	2,000	2,000	2,000
	TOTAL	115	15,900	5,790	36	15,900	16,900	16,900	16,900

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4071600	CENTENNIAL COMMISSION								
5801	GENERAL EXPENSE-CENTENNIAL	5,000	5,000	5,000	100	5,000	10,000	5,000	5,000
100-4081200	PLANNING COMMISSION								
1100	PL COMMISSION SALARIES	11,285	12,900	6,325	49	11,100	12,900	12,900	12,900
2100	SOCIAL SECURITY TAX	814	987	484	49	849	987	987	987
5540	TRAVEL / TRAINING	1,463	1,000	345	35	2,000	2,000	2,000	2,000
5560	CERTIFICATION PROGRAMS	1,554	2,000	0	0	1,500	1,500	1,500	1,500
5801	GENERAL EXPENSE-PL COMM	54	500	225	45	1,000	750	750	750
	TOTAL	15,170	17,387	7,379	42	16,449	18,137	18,137	18,137
100-4081400	BD OF ZONING APPEALS								
1100	BZA SALARIES	900	2,000	0	0	2,000	2,000	2,000	2,000
5540	BZA TRAVEL / TRAINING	0	1,000	0	0	1,000	500	500	500
5801	BZA GENERAL	145	250	0	0	250	250	250	250
	TOTAL	1,045	3,250	0	0	3,250	2,750	2,750	2,750
100-4081500	ECONOMIC DEVELOPMENT								
5540	EDEV TRAVEL / TRAINING	0	1,000	8	1	1,000	1,000	1,000	1,000
5801	EDEV GENERAL EXPENSE	1,982	2,000	15	1	2,000	2,000	2,000	2,000
5802	EDEV SPECIAL PROJECTS/TOURISM	13,127	16,300	1,860	11	16,300	16,000	16,000	16,000
5803	BUS COMM SUPPORT & DEVELO	500	2,000	0	0	2,000	2,000	2,000	2,000
5804	PURCELLVILLE DAY EXPENSES	1,000	0	0	0	0	2,000	2,000	2,000
5805	JULY 4TH PROGRAM	2,000	2,000	0	0	2,000	2,000	2,000	2,000
5806	WINTER HOLIDAY PROGRAM	102	2,000	2,000	100	2,000	4,000	4,000	4,000
5807	ARTS IN THE ALLEY	0	7,000	0	0	7,000	5,000	5,000	5,000
5808	BABE RUTH 07	0	10,000	10,000	100	10,000	0	0	0
	TOTAL	18,711	42,300	13,883	33	42,300	34,000	34,000	34,000
100-4081600	ARCHITECTURAL REVIEW								
1100	ARB SALARIES	3,175	3,000	1,750	58	3,000	3,000	3,000	3,000
2100	SOCIAL SECURITY TAX	230	230	134	58	230	230	230	230
5540	ARB TRAVEL/TRAINING	0	0	0	0	1,000	1,000	1,000	1,000
5801	ARB GENERAL EXPENSE	70	500	0	0	250	250	250	250
	TOTAL	3,475	3,730	1,884	51	4,480	4,480	4,480	4,480

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
GENERAL FUND NON-DEPARTMENTAL									
100-4012200	ADMIN. BUILDING								
3310	REPAIRS	12,437	12,000	3,725	31	6,500	12,000	12,000	12,000
3320	CLEANING	20,282	15,000	8,959	60	15,000	22,000	22,000	22,000
3321	PEST CONTROL	342	800	38	5	800	800	800	800
5110	ELECTRICITY	16,204	16,000	10,268	64	16,000	16,500	16,500	16,500
5230	TELEPHONE	20,799	21,000	11,550	55	20,000	21,000	21,000	21,000
6007	BUILDING SUPPLIES	910	3,000	162	5	2,000	3,000	3,000	3,000
	TOTAL	70,974	67,800	34,702	51	60,300	75,300	75,300	75,300
100-4012210	ADMINISTRATION LEGAL								
3150	LEGAL SERVICES	337,759	115,000	194,884	169	150,000	150,000	150,000	150,000
100-4012240	ADMINISTRATION AUDIT								
3120	AUDITING SERVICES	15,100	25,000	16,527	66	20,000	25,000	25,000	25,000
3130	OPEB ACTUARIAL REPORT	0	0	0	0		8,000	8,000	8,000
3140	FINANCIAL ADVISOR	0	0	0	0	25,000	25,000	25,000	20,000
	TOTAL	15,100	25,000	16,527	66	45,000	58,000	58,000	53,000
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	8,693	8,000	9,448	118	9,448	9,448	9,448	9,448
	TOTAL	53,693	53,000	54,448	103	54,448	54,448	54,448	54,448
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								
5871	BUS STOP	0	5,000	0	0	5,000	5,000	5,000	5,000
5872	WESTERN LOUDOUN TROLLEY PROGR	0	0	0	0		10,000	8,000	8,000
	TOTAL	0	5,000	0	0	5,000	15,000	13,000	13,000
100-4042100	REFUSE								
3330	REFUSE CONTRACT	429,612	444,000	256,582	58	444,000	460,000	460,000	460,000
100-4071300	RECREATION FACILITIES								
5801	COMMUNITY CENTER	0	0	0	0	0	0	2,000	2,000
5802	BLUEMONT	5,000	3,000	3,000	100	3,000	3,000	3,000	3,000
5803	LVHS GRADUATION	500	500	500	100	500	500	500	500
5804	LVHS AFTER PROM	0	500	500	100	500	500	500	500
	TOTAL	5,500	4,000	4,000	100	4,000	4,000	6,000	6,000

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
100-4082100	ENVIRONMENTAL SVC								
5801	ENVIR AUDIT & COMP	17,599	15,000	8,139	54	16,277	0	0	0
100-4091000	RETIREE BENEFITS								
2330	RETIREE HEALTH BENEFIT	6,636	10,921	5,635	52	10,921	10,921	10,921	10,921
100-4092000	ADJUST & TRANSFERS								
100	COMPENSATION ADJUSTMENT	0	0	0	0	0	224,600	161,147	161,147
200	TRANSFER TO CONTINGENCY	0	245,404	0	0	0	0	167,620	197,302
300	TRANSFER TO CAPITAL FUND	0	0	0	0	0	1,346,400	1,346,400	1,316,400
	TOTAL	0	245,404	0	0	0	1,571,000	1,675,167	1,674,849
100-4095100	DEBT RETIREMENT								
9100	DEBT RETIRE-PATRIOT BK-TH (03)	0	69,181	59,552	86	69,181	69,153	69,153	69,153
9300	DEBT RETIRE- PRINCIPAL	134,566	0	0	0	0	0	0	0
9400	DEBT RETIRE- INTEREST	101,752	0	0	0	0	0	0	0
9500	DEBT RETIRE-BK AMERICA (05)	0	157,255	119,461	76	157,255	157,167	157,167	157,167
9501	DEBT RETIRE- MAINT FACILITY	0	0	0	0	0	100,000	100,000	100,000
9502	NEW LOAN (08)		0	0	0	0	148,000	148,000	148,000
9503	FIREMAN'S FIELD (08)	0	0	0	0	0	85,000	85,000	85,000
9505	BOND ISSUE COSTS	0	0	0	0	0	0	0	0
	TOTAL	236,318	226,436	179,013	79	226,436	559,320	559,320	559,320
TOTAL GENERAL FUND OPERATING EXPENSE		6,181,827	6,786,281	3,733,736	55	6,599,567	10,377,595	9,946,666	9,742,992

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
REVENUE WORKSHEET**

		Prior Year Actual 06-07	Current Budget 07-08	Revenue to Date 07-08 *	Estimated Entire Year 07-08	Manager Recommend 08-09	Council Approval 08-09
Fund #501	WATER FUND REVENUE						
501-3000000-0000	REVENUE DUE TO CAPITAL FUNDS	0	0	0	0	0	0
501-3189920-0000	VEHICLE COMP. REIMB.	1,047	1,000	580	896	900	900
501-3545000-0000	EMERGENCY FUNDS	0	0	0	0	0	0
501-3587000-0000	GARNISHMENT FEE	0	0	0	0	0	0
501-3810000-0000	WATER AVAILABILITIES	1,115,400	850,460	231,786	502,203	901,390	901,390
501-3825000-0000	WATER METER FEES	18,493	7,800	2,533	4,467	6,989	6,989
501-3830000-0000	WATER FEES	990,857	1,252,592	507,225	990,000	1,188,000	1,188,000
501-3840000-0000	MISCELLANEOUS INCOME	5,726	8,000	3,582	4,927	6,000	6,000
501-3910000-0000	PENALTIES & INTEREST	17,429	14,000	15,139	22,773	20,000	20,000
501-3940000-0000	WATER FLUSHING	1,273	300	1,048	1,200	500	500
501-3950000-0000	INVESTMENT INCOME	293,951	200,000	144,298	252,393	200,000	200,000
501-3960000-0000	CELLULAR LEASE	124,408	110,000	64,504	109,619	118,000	118,000
501-3965000-0000	FORESTRY MANAGEMENT	0	0	0	0	0	0
501-3970000-0000	RD LOAN PROCEEDS	0	0	0	0	0	0
501-3972000-0000	VRA LOAN PROCEEDS	0	0	0	0	0	0
501-3972500-0000	LOAN PROCEEDS-05 BK OF AMERICA	0	0	0	0	0	0
501-3972600-0000	BOND PROCEEDS 07 PROPOSED LOAN	0	0	0	0	0	0
501-3975000-0000	PROFFERS	0	0	0	0	0	0
501-3980000-0000	TRANSFER IN CASH RESERVE	0	10,550	0	0	420,041	412,276
* Mid-Year Estimate							
	TOTAL WATER FUND REVENUE	2,568,584	2,454,702	970,695	1,888,478	2,861,820	2,854,055

Public Works: Water 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 four well systems. An additional two 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.

FY 07-08 Accomplishments and Enhancements:

- Completed Water Resources Study that defines the Town's projected need for new raw water resources.
- Added the Jefferies Well to the source water system.
- Added a Hach Aquatrend filter monitoring system to record filter performance data as required by Virginia Department of Health regulation.
- Rehabilitated filter #1 at the Water Treatment Plant.
- Continued recruitment and development plan with the recruitment of one additional Virginia Class 1 waterworks operator.

Current Issues:

- Stage 2 Disinfection By-Products 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 extend the current hours of operation in the interim.
- Aging water plant has capacity concerns related to increasing water demand and concerns regarding the ability to meet future EPA and VDH treatment requirements.

Objectives for FY 08-09:

- System integration of two new source water wells- Bain & Marsh.
- Process control and communications automation enhancements to provide individual well system monitoring and control from the water plant.
- Process control and automation improvements/upgrades to valves and valve controllers at the water plant and well stations.
- Evaluate the need to switch from gaseous to liquid chlorine at the water plant.
- Make chemical storage and handling improvements at the well stations.
- Progress to achieve E2 status in the environmental compliance program.
- Continue recruitment and development success of the water department staff.

Performance Measures:

	FY 06-07	FY 07-08
Productivity:		
Total Gallons Treated:	190,133,684	206,830,364**
Water Quality:		
% of samples in compliance:	100	100
Lowest Level of Reservoir: October 23, 2007		
Front Lake: 0.28' or 12,313,440 gallons		
Back Lake: 0.60' or 1,562,500 gallons		
Total Lowest Volume = 13,875,940 gallons or 46 days supply at maximum safe yield of 300,000 gallons per day.		
Staff Retention:	100%	100%
Notice of Violations:	0	1*

* Violation was related to data recording oversight and not water quality related

** Estimate based on current weekly average

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
Fund #501	WATER FUND								
501-4012100	WATER STAFF								
1100	WATER STAFF	556,581	601,512	353,184	59	616,333	569,694	514,694	503,941
1200	OVERTIME-WATER	40,307	32,000	31,663	99	56,237	35,000	35,000	35,000
1500	CHARGE BACK TO GF	75,000	100,000	100,000	100	200,000	579,741	579,741	610,116
2100	SOCIAL SECURITY TAX	42,196	48,422	28,463	59	49,456	48,179	43,204	42,381
2200	RETIREMENT	60,636	71,834	39,536	55	67,290	74,011	69,400	67,984
2300	HEALTH INSURANCE	100,657	115,969	62,481	54	107,321	117,078	110,381	111,750
2400	LIFE INSURANCE	5,332	6,317	3,077	49	5,237	6,355	5,959	5,838
2700	WORKERS COMP INSURANCE	12,020	19,672	13,634	69	27,268	23,176	20,783	20,387
2800	DEFERRED COMP MATCH	2,050	2,600	1,230	47	2,100	3,120	2,860	2,860
5802	EMPLOYEE AWARDS PROGRAM	0	0	0	0				
	TOTAL	894,779	998,326	633,268	63	1,131,242	1,456,354	1,382,022	1,400,257
501-4012200	PLANT								
2810	UNIFORMS	6,056	9,450	3,746	40	9,450	9,450	9,450	9,450
3310	CONTRACTS	7,691	10,000	9,580	96	22,848	20,000	20,000	20,000
3320	SLUDGE DISPOSAL	2,994	5,970	3,595	60	8,000	8,000	8,000	8,000
5110	ELECTRICITY	26,241	23,990	10,262	43	13,800	18,000	18,000	18,000
5120	PROPANE	1,886	3,500	590	17	3,500	3,500	3,500	3,500
5230	COMMUNICATIONS	4,042	7,500	2,442	33	7,500	7,500	7,500	7,500
5801	GENERAL EXPENSES	1,021	3,500	1,039	30	3,500	3,500	3,500	3,500
5808	COMPUTER UPGRADES	3,213	5,000	1,415	28	5,000	5,000	5,000	5,000
5814	SAFETY	10,455	11,500	5,814	51	11,500	11,500	11,500	11,500
5815	DRUG TESTING	365	450	237	53	450	450	450	450
5831	PERMITS	3,000	6,800	1,240	18	6,800	6,800	6,800	6,800
5833	CROSS CONNECTIONS	0	2,000	0	0	2,000	2,000	2,000	2,000
5834	PLANT REPAIRS	20,792	44,000	15,736	36	44,000	44,000	44,000	44,000
5835	WATER LINE REPAIRS	24,588	32,000	5,844	18	32,000	32,000	32,000	29,000
5836	LEAK DETECTION	0	3,000	270	9	3,000	3,000	3,000	3,000
5837	METER REPAIRS & TESTING	12,681	0	1,006	0	406	0	0	0
5838	TOUCH READ HDW & SFTW	4,136	0	1,902	0	1,902	0	0	0
5839	NEW WATER METERS	18,505	0	0	0	0	0	0	0
5841	GENERATOR	1,044	6,000	338	6	6,000	6,000	6,000	6,000
5842	CHEMICALS-PLANT	20,862	36,380	10,974	30	30,000	33,000	33,000	33,000
5846	WATER SAMPLES	15,636	26,000	12,643	49	24,500	26,000	26,000	26,000

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
6001	PLANT SUPPLIES	3,836	2,000	6,834	342	11,000	3,000	3,000	3,000
6002	LAB SUPPLIES	4,020	6,000	4,099	68	8,000	8,000	8,000	8,000
6003	PREV MAINT SUPPLIES	3,757	6,000	1,225	20	4,000	6,000	6,000	6,000
6004	NEW EQUIPMENT & TOOLS	29,728	38,000	20,066	53	38,000	40,000	40,000	38,000
6005	LAB EQUIPMENT	3,873	8,500	2,754	32	8,500	8,500	8,500	8,500
	TOTAL	230,442	297,540	123,651	42	305,656	305,200	305,200	300,200
501-4012250	OTHER								
3140	PROFESSIONAL SERVICES	27,435	40,000	22,485	56	40,000	50,000	50,000	40,000
3600	RECRUITING/ADVERTISING	1,351	6,000	1,708	28	4,100	4,100	4,100	4,100
5210	POSTAGE/MAILINGS	4,650	7,500	4,035	54	6,000	7,500	7,500	7,500
5540	TRAINING	5,317	10,300	4,759	46	8,200	12,500	12,500	10,500
5810	DUES & SUBSCRIPTIONS	100	300	680	227	960	960	960	960
5811	WATER DEPT EMERGENCY	3,605	4,000	270	7	4,000	4,000	4,000	4,000
5826	MOWING	5,760	11,000	1,910	17	11,000	11,000	11,000	11,000
5843	VDH FEES	3,844	4,400	5,644	128	13,600	13,600	13,600	13,600
5847	CONSUMER REPORT	2,613	3,700	66	2	3,700	3,700	3,700	3,700
5849	WATERSHED MGT	5,596	3,500	2,768	79	4,500	4,500	4,500	4,500
5850	FORESTRY MGT	0	3,000	0	0	3,000	3,000	3,000	3,000
5851	ENVIRONMENTAL COMPLIANCE	1,735	3,500	0	0	4,500	4,500	4,500	4,500
6002	ADMIN SUPPLIES	5,543	7,000	1,186	17	2,000	3,000	3,000	3,000
6008	VEHICLE MAINT	10,928	9,500	7,463	79	13,000	13,500	13,500	13,500
6013	PUBLIC EDUCATION	934	3,500	800	23	3,500	3,500	3,500	3,000
	TOTAL	79,411	117,200	53,774	46	122,060	139,360	139,360	126,860
501-4012300	WELL								
3310	CONTRACTS	1,220	10,000	0	0	10,000	10,000	10,000	10,000
5110	ELECTRICITY	35,342	31,930	22,392	70	31,000	35,000	35,000	35,000
5230	TELEPHONE	869	3,500	581	17	1,500	1,500	1,500	1,500
5834	REPAIRS	30,912	39,000	13,708	35	39,000	39,000	39,000	38,000
5842	CHEMICALS	8,481	20,160	9,052	45	10,000	15,000	15,000	15,000
5845	CARBON CHANGE-OUT	16,989	25,000	0	0	25,000	25,000	25,000	22,000
5846	WATER SAMPLES	16,990	17,500	-38	0	17,500	12,500	12,500	12,500
6001	SUPPLIES	25,812	33,000	5,744	17	33,000	36,000	36,000	35,000
6004	SPARE PARTS	1,932	3,000	1,871	62	4,500	4,500	4,500	4,000
	TOTAL	138,547	183,090	53,310	29	171,500	178,500	178,500	173,000

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
501-4012500	METER READING								
3310	CONTRACTS	0	1,000	0	0	1,000	1,000	1,000	1,000
5837	METER REPAIRS/TEST	0	3,500	0	0	3,500	3,500	3,500	3,500
5838	TOUCH READ HDW	0	8,800	0	0	8,800	6,000	6,000	6,000
5839	NEW WATER METERS	0	36,000	32,015	89	36,000	40,000	40,000	37,000
6004	METER TOOLS & EQUIPMENT	0	1,000	566	57	1,000	1,000	1,000	1,000
	TOTAL	0	50,300	32,581	65	50,300	51,500	51,500	48,500
501-4092000									
100	COMPENSATION ADJUSTMENT	0	10,003	0	0	0	25,097	15,058	15,058
200	TRANSFER TO CONTINGENCY	0	126,362	0	0	0	0	0	0
300	TRANSFER TO CAPITAL	0	0	0	0	0	65,000	65,000	65,000
	TOTAL	0	136,365	0	0	0	90,097	80,058	80,058
501-4095100	DEBT RETIREMENT								
100	DEBT RETIRE- RDEV - WTP (96)	0	75,588	44,093	58	75,588	75,588	75,588	75,588
200	DEBT RETIRE- PATRIOT BK-TH (03)	0	0	0	0	0	257,640	257,640	257,640
300	DEBT RETIRE-VRA-WTP (00)	0	254,640	64,820	25	254,640	0	0	0
500	DEBT RETIRE-BK AMERICA (05)	0	133,005	101,037	76	202,073	132,952	132,952	132,952
600	DEBT RETIRE-PROPOSED 08 LOAN	0	200,000	0	0	0	259,000	259,000	259,000
1000	DEPRECIATION EXP	0	0	0	0	0	0	0	0
9200	INTEREST EXPENSE	257,415	0	0	0	0	0	0	0
9205	BOND ISSUE COSTS	0	0	0	0	0	0	0	0
	TOTAL	257,415	663,233	209,950	32	532,301	725,180	725,180	725,180
501-4096100									
	TRANSFER TO GEN FUND	8,651	8,648	8,648	100	17,296	0	0	0
501-4920000	RESERVES								
100	RESERVES	0	0	0	0	0	0	0	0
TOTAL WATER FUND OPERATING EXPENSE		1,609,245	2,454,702	1,115,182	45	2,330,355	2,946,191	2,861,820	2,854,055

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
REVENUE WORKSHEET**

		Prior Year Actual 06-07	Current Budget 07-08	Revenue to Date 07-08 *	Estimated Entire Year 07-08	Manager Recommend 08-09	Council Approval 08-09
Fund #502	WASTEWATER FUND REVENUE						
502-3000000-0000	REVENUE DUE TO CAPITAL FUND	0	0	0	0	0	0
502-3189920-0000	VEHICLE COMP. REIMB.	559	560	362	620	600	600
502-3545000-0000	EMERGENCY FUNDS	0	0	0	0	0	0
502-3587000-0000	GARNISHMENT FEE	0	0	0	0	0	0
502-3810000-0000	SEWER AVAILABILITIES	961,000	617,630	194,400	421,200	756,000	756,000
502-3830000-0000	SEWER FEES	1,518,364	1,480,070	702,043	1,382,000	1,520,000	1,520,000
502-3840000-0000	MISCELLANEOUS INCOME	1,772	0	595	980	200	200
502-3910000-0000	PENALTIES AND INTEREST	17,426	14,000	15,131	22,762	20,000	20,000
502-3950000-0000	INVESTMENT INCOME	367,494	290,000	177,923	311,381	280,000	280,000
502-3960000-0000	BSWF STUDY GRANT	0	0	0	0	0	0
502-3971000-0000	WQIF GRANT PROCEEDS	2,349	0	0	0	0	0
502-3972000-0000	R.D. LOAN PROCEEDS	0	0	0	0	0	0
502-3972500-0000	LOAN PROCEEDS-05 BK OF AMERICA	0	0	0	0	0	0
502-3972600-0000	BOND PROCEEDS 07 PROPOSED LOAN	0	0	0	0	0	0
502-3973000-0000	BOND PROCEEDS 07 PROPOSED VRA LOAN	0	0	0	0	0	0
502-3975000-0000	PROFFERS	39,000	0	6,000	6,000	8,000	8,000
502-3975100-0000	STATE FUNDS- DEQ	0	0	0	0	0	0
502-3980000-0000	TRANSFER IN CASH RESERVES	0	9,100	0	0	119,000	50,407
502-3990000-0000	TRANSFER FROM OTHER FUNDS	0	0	0	0	0	0
* Mid-Year Estimate							
	TOTAL WASTEWATER FUND REVENUE	2,907,964	2,411,360	1,096,454	2,144,943	2,703,800	2,635,207

Public Works: 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, one trainee, one lab tech. and a maintenance tech. to operate every aspect of the Basham Simms Wastewater Facility as well as the seven pump stations in the collection system. An additional 4 FTE's provide engineering, maintenance and administrative support to the department. The Maintenance Department provides support to maintenance of the wastewater collection system and sometimes major emergency repairs at the facilities.

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 collection system
- Protect the department's employees through proper safety programs
- Properly train and license all appropriate employees

FY 07-08 Accomplishments & Enhancements:

- Completion of the fifth element of the I & I improvements were done.
- Jason Chapman passed his Class III Wastewater Operator License.
- Andrew Smart passed his Class IV Wastewater Operator License.
- William Hall was hired as a full time maintenance technician.
- Susan Davis passed the first part of the lab certification test.
- There were no permit parameter violations for 2007.
- Finished the new improvements to the VIP Pump Station.
- Competitively bid sludge removal services and a new contractor were awarded the contract for land application.
- Completed NIMS training for all employees.
- Completed the design of the BSWWF ENR expansion.
- The contract for the BSWWF expansion was put out to bid and a contractor was awarded the contract for construction.
- The implementation of the Facilities Environmental Management System Program.

Current Issues:

- New regulations from DEQ to reduce nitrogen and phosphorous will require construction of new costly treatment facilities. Removal of pharmaceuticals as part of the treatment is under EPQ consideration.
- Odors from the facility affecting nearby residents.
- Developing a pre-treatment program and the enforcement to ensure compliance.
- Keeping Holly Hill and Davis Dr. pump stations in operation until they are taken off-line.
- What to do with West End pump station move it or keep it were it is with an upgrade.
- Continuing to ensure proper treatment at the facility during the construction of the upgrade will add challenges for the operators.
- Meeting Environmental Management System regulations for the chemicals that will be used for the upgrade.
- Staff will begin in-house analysis for nitrates and nitrites for permit compliance.

Program Enhancements:

- FY06/07 Addition of 1 sewer plant trainee
- FY07/08 Addition of 0.5 Maintenance Tech and 1 trainee

Performance Measures:

	2006	2007
Operating Dollars	\$1,380,037	\$1,422,979
# of Gallons Treated: influent Average	0.5939 gpd	0.6624gpd
# of complaints	None	3
# of violations	None	None
Staff Retention	16%	14%

Average Regulatory Limits and Compliance at BSWF

Parameter	Permit Limit mg/L	2006 Yearly Average mg/L	2007 Yearly Average mg/L
CBOD	12	<QL*	<QL*
TSS	12	1.7	1.4
TKN	5.0	0.9	1.0
NH3	2.2	<QL	<QL
TN	8.0	5.4	6.3
TN (Total Yearly Loading)	8289 kg/yr beg. 7/09	4251 kg/yr	5330 kg/yr
TP	1.5	0.19	.23
TP (Total Yearly Loading)	622 kg/yr beginning 7/09	150 kg/yr	190 kg/yr

*QL is the quantifiable (measurable) limit

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
Fund #502	WASTEWATER FUND								
502-4012100	WASTEWATER STAFF								
1000	SEWER STAFF	568,188	636,044	361,940	57	631,050	559,441	504,441	493,874
1200	OVERTIME-SEWER	33,822	35,000	17,062	49	27,775	35,000	35,000	35,000
1260	TEMPORARY STAFF		6,500						
1500	CHARGE BACK TO GF	75,000	100,000	100,000	100	200,000	579,741	579,741	610,116
2100	SOCIAL SECURITY TAX	44,481	51,246	28,098	55	48,556	47,364	42,401	41,592
2200	RETIREMENT	66,379	78,171	40,579	52	68,853	72,608	68,018	66,628
2300	HEALTH INSURANCE	89,829	103,315	50,668	49	86,394	88,811	82,114	81,897
2400	LIFE INSURANCE	5,837	6,874	3,158	46	5,358	6,235	5,840	5,721
2700	WORKERS COMP INSURANCE	9,088	14,781	9,989	68	19,978	14,736	13,191	12,940
2800	DEFERRED COMP MATCH	4,010	4,680	1,870	40	3,220	3,120	2,890	2,860
5802	EMPLOYEE AWARDS PROGRAM	21	0	0	0				
	TOTAL	896,655	1,036,611	613,364	60	1,091,184	1,407,056	1,333,636	1,350,628
502-4012200	PLANT								
2810	UNIFORMS	9,225	9,804	5,700	58	9,645	10,107	10,107	10,107
3310	CONTRACTS	0	0	194	0	387	0	0	0
3320	SLUDGE REMOVAL	49,904	75,500	67,818	90	101,816	106,800	106,800	106,800
3330	WASTE DISPOSAL	403	2,500	0	0	1,200	1,500	1,500	1,500
5110	ELECTRICITY	82,488	74,304	39,359	53	75,834	78,109	78,109	78,109
5230	COMMUNICATIONS	4,789	11,000	2,204	20	11,000	11,000	11,000	11,000
5808	COMPUTER OPERATIONS	0	0	0	0	0	0	0	0
5814	SAFETY	6,117	13,500	7,083	52	13,500	13,500	13,500	12,500
5815	DRUG TESTING	314	500	1,006	201	500	500	500	500
5831	PERMITS	5,450	7,000	4,850	69	7,000	7,500	7,500	7,500
5834	PLANT REPAIRS	23,293	37,000	5,857	16	37,000	37,000	37,000	37,000
5835	SEWER LINE REPAIRS	91,780	15,000	10,579	71	15,000	15,000	15,000	15,000
5840	LAB CERTIFICATION	3,786	5,300	627	12	2,500	4,750	4,750	4,750
5842	CHEMICALS	14,550	12,360	7,180	58	13,630	14,400	14,400	14,400
5844	EQUIPMENT MAINTENANCE	11,612	12,500	4,582	37	12,500	12,500	12,500	12,500
5846	SAMPLE ANALYSIS	5,702	3,200	866	27	3,200	4,200	4,200	4,200
5854	NEW LAB EQUIPMENT	782	5,000	4,066	81	5,000	5,000	5,000	5,000
6001	PLANT SUPPLIES	7,593	7,500	2,398	32	7,500	7,500	7,500	7,500
6002	LAB SUPPLIES	20,099	20,000	10,115	51	20,000	16,100	16,100	16,100
6004	NEW PLANT EQUIPMENT	5,834	15,000	969	6	15,000	15,000	15,000	15,000

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
502-4012300	PLANT- OTHER								
3140	PROFESSIONAL SERVICES	25,231	30,000	13,142	44	30,000	40,000	40,000	35,000
3600	RECRUITING/ADVERTISE	5,358	3,100	2,597	84	3,100	3,100	3,100	3,100
5210	POSTAGE/MAILINGS	5,040	7,500	3,976	53	6,000	1,750	1,750	1,750
5540	TRAINING	4,924	5,000	1,610	32	5,000	5,000	5,000	4,250
5810	DUES & SUBSCRIPTIONS	389	750	0	0	250	500	500	500
5811	SEWER DEPT. EMERGENCY	0	3,000	0	0	3,000	3,000	3,000	3,000
5826	MOWING	6,295	12,000	2,631	22	12,000	12,000	12,000	12,000
5848	OTHER EXPENSE	1,980	7,000	0	0	7,000	7,000	7,000	6,000
5851	ENVIR COMPLIANCE	2,669	4,000	1,000	25	4,000	4,200	4,200	3,200
6001	ADMINISTRATIVE SUPPLIES	0	2,500	16	1	2,500	2,700	2,700	2,700
6008	VEHICLE MAINT	6,991	8,000	3,239	40	8,000	8,000	8,000	8,000
6013	PUBLIC EDUCATION	0	2,500	0	0	2,500	2,500	2,500	2,000
	TOTAL	58,877	85,350	28,211	33	83,350	89,750	89,750	81,500
502-4012400	PUMP STATIONS								
3310	CONTRACTS/MAINTENANCE	792	10,000	1,810	18	6,500	10,000	10,000	10,000
5110	ELECTRICITY	9,536	11,700	4,821	41	10,004	10,300	10,300	10,300
5230	TELEPHONE	931	1,500	833	56	900	930	930	930
5834	REPAIRS	2,403	20,000	12,307	62	20,000	20,000	20,000	20,000
6004	EQUIPMENT - PUMP STATION	463	7,500	849	11	7,500	7,500	7,500	7,500
6008	GENERATOR FUEL	1,115	3,500	4,176	119	3,500	3,500	3,500	3,500
	TOTAL	15,240	54,200	24,796	46	48,404	52,230	52,230	52,230
502-4012500	METER READING								
3310	CONTRACTS	0	1,000	0	0	1,000	1,000	1,000	1,000
5837	METER REPAIRS/TEST	0	3,500	0	0	3,500	3,500	3,500	3,500
5838	TOUCH READ HDW	0	8,800	0	0	8,800	6,000	6,000	6,000
5839	NEW WATER METERS	0	0	0	0		22,000	22,000	21,000
6004	METER TOOLS & EQUIPMENT	0	1,000	28	3	1,000	1,000	1,000	1,000
	TOTAL	0	14,300	28	0	14,300	33,500	33,500	32,500
502-4092000	ADJUST & TRANSFERS								
100	COMPENSATION ADJUSTMENT	0	267,222	0	0	0	24,691	14,815	14,815
200	TRANSFER TO CONTINGENCY	0	7,944	0	0	0	0	60,335	0
300	TRANSFER TO CAPITAL FUND	0	0	0	0	0	119,000	119,000	104,000
	TOTAL	0	275,166	0	0	0	143,691	194,150	118,815

**TOWN OF PURCELLVILLE
FY08-09 BUDGET
EXPENDITURE WORKSHEET**

		Prior Year Actual 06-07	Amended Budget 07-08	Expended/ Encumbered 07-08	% Spent 07-08	Est. Exp. Entire Year 07-08	Dept Head Request 08-09	Manager Recommend 08-09	Council Approval 08-09
502-4095100	DEBT RETIREMENT								
100	DEBT RETIRE- PATRIOT BK-TH (03)	0	0	0	0	0	0	0	0
200	DEBT RETIRE- RDEV-BSWF (99)	0	430,356	251,041	58	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)	0	119,761	90,976	76	119,761	119,712	119,712	119,712
600	DEBT RETIRE- PROPOSED 08 LOAN	0	60,000	0	0		90,000	90,000	90,000
1000	DEPRECIATION EXP	0	0	0	0	0	0	0	0
9200	INTEREST EXPENSE	406,375	0	0	0	0	0	0	0
9205	BOND ISSUE COSTS	0	0	0	0	0	0	0	0
	TOTAL	406,375	610,117	342,017	56	550,117	640,068	640,068	640,068
502-4096100									
	TRANSFER TO GEN FUND	8,651	8,648	8,648	100	17,296	0	0	0
502-4921000									
100	RESERVES	0	0	0	0	0	0	0	0
	TOTAL WASTEWATER FUND OPERATING EXPENSE	1,729,519	2,411,360	1,192,517	50	2,156,863	2,726,761	2,703,800	2,635,207
	GRAND TOTAL OPERATING EXPENSE	9,520,591	11,652,343	6,041,435	52	11,086,785	16,050,547	15,512,286	15,232,254

**Adopted
Capital Improvement Program Summary
FY 2009 - 2013**

PLANNED EXPENDITURES									
	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
General Fund	31,386,053	4,868,357	8,855,881	7,483,740	7,790,645	2,093,430	274,000	26,497,696	20,000
Water Fund	34,895,126	3,197,126	3,852,000	11,156,000	9,510,000	7,145,000	35,000	31,698,000	
Sewer Fund	36,537,919	9,214,943	23,037,976	3,890,000	285,000	85,000	25,000	27,322,976	
TOTAL	102,819,098	17,280,426	35,745,857	22,529,740	17,585,645	9,323,430	334,000	85,518,672	20,000

GENERAL FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2008	2009	2010	2011	2012	2013	5-Yr-CIP	Future Fin Required
Bonds	19,967,947	3,927,949	5,059,839	4,702,084	3,950,645	2,073,430	254,000	16,039,998	
Grants	9,886,615	855,317	2,479,642	2,731,656	3,820,000			9,031,298	
Cash	1,531,491	85,091	1,316,400	50,000	20,000	20,000	20,000	1,426,400	20,000
Other									
TOTAL	31,386,053	4,868,357	8,855,881	7,483,740	7,790,645	2,093,430	274,000	26,497,696	20,000

WATER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Fin Required
Bonds	33,864,126	2,797,126	3,787,000	10,995,000	9,205,000	7,065,000	15,000	31,067,000	
Grants									
Cash	1,031,000	400,000	85,000	161,000	305,000	80,000	20,000	631,000	
Other									
TOTAL	34,895,126	3,197,126	3,852,000	11,156,000	9,510,000	7,145,000	35,000	31,698,000	

SEWER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Fin Required
Bonds	30,638,416	8,016,513	19,033,976	3,512,927	25,000	25,000	25,000	22,621,903	
Grants	5,185,503	1,183,430	3,900,000	102,073				4,002,073	
Cash	699,000		104,000	275,000	260,000	60,000		699,000	
Other	15,000	15,000							
TOTAL	36,537,919	9,214,943	23,037,976	3,890,000	285,000	85,000	25,000	27,322,976	

**Town of Purcellville
 Budget Summary
 Proposed FY 2008- 2009 Fiscal Plan
 &
 Capital Improvement Program FY 2009 - 2013**

	Current Yr Adopted <u>FY 07-08</u>	Budget Yr <u>FY 08-09</u>
<u>REVENUES</u>		
General Fund	12,254,869	18,598,873
Water Fund	4,359,442	6,706,055
Wastewater Fund	13,181,260	25,673,183
TOTAL ALL FUNDS	29,795,571	50,978,111
<u>EXPENDITURES</u>		
General Fund Operating	6,709,885	9,742,992
General Fund Capital Outlay	5,544,984	8,855,881
Water Fund Operating	2,444,152	2,854,055
Water Fund Capital Outlay	1,915,290	3,852,000
Wastewater Fund Operating	2,402,260	2,635,207
Wastewater Fund Capital Outlay	10,779,000	23,037,976
TOTAL ALL FUNDS	29,795,571	50,978,111
TOTAL BUDGET ALL FUNDS	29,795,571	50,978,111

Town of Purcellville, Virginia
FY 08-09 BUDGET REDUCTIONS IMPLEMENTED BY TOWN MANAGER

GENERAL FUND

- Reduction of Proposed Merit Pay from 5% to 3%
- Elimination of 5.5 Proposed Staffing Positions
 - IT Specialist
 - Project Manager - Engineering
 - GIS Specialist
 - Part-time PD Admin (.5 FTE)
 - Maintenance Worker I
 - IT Manager to Full-time (.5 FTE)
 - HR Officer to Full-time (.5 FTE)

- Reduction of Maintenance Position to Mid-year
- Reduction of Western Loudoun Trolley Program to reflect Regional Participation (-\$2,000)
- Reduced Teen Center Contribution by providing Rent-Free Usage (-\$10,000)
- Reduced Youth Sports Program (-\$5,000)
- Reduced PIP Program (-\$500)
- Reduced Beautification Budget for Benches, Decorations and Banners (-\$35,000)
- Reduced Centennial General Expenses (-\$5,000)

WATER FUND

- Reduction of Proposed Merit Pay from 5% to 3%
- Elimination of 1 Proposed Staffing Position:
 - Water Plant Operator

- Reduction of Water Plant Operator to Mid-year Funding

WASTEWATER FUND

- Reduction of Proposed Merit Pay from 5% to 3%
- Elimination of 1 Proposed Staffing Position:
 - Wastewater Plant Operator

- Reduction of Wastewater Plant Operator to Mid-year Funding

REVENUE PROFILE FY 08/09

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>
	\$1,129,668,900	\$35,425,920	\$1,094,242,980
b.	<u>Personal Property Value</u>	<u>Exempt</u>	<u>Total Taxable Value</u>
	Vehicle: \$46,000,000 (Estimated)	\$2,300,000	\$43,700,000 (Estimated)
	Business: \$9,300,000	\$100,000	\$9,200,000

II. Revenue Profile

Source	Rate	Income
Real Estate	.19 per \$100	\$2,079,062
Personal Property- Vehicles	1.05 per \$100	\$670,000
Personal Property- Vehicles- Qualified Volunteers	.01 per \$100	
Personal Property- Business	.55 per \$100	
Note: Collection period will be advanced from December to June in tax year 2009 which will result in a timing change for FY09 only		
Penalties and Interest	10% Penalty 10% Interest (Monthly calculation)	\$16,000
Sales Tax State collects sales tax and distributes to County who then allocates a portion to the Town based on school aged children		\$660,000
Communications Tax State collects tax on telecommunication and cable companies and allocates to local governments based on a audited report of FY06 collections		\$174,000
Utility Tax- Electric Companies		\$200,000

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	.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	\$525,000
*Minimum Fee in all categories is \$20.00			
Cable PEG Grant			\$4,000
Auto Decals		\$25.00 per vehicle \$15.00 per motorcycle \$1.00 antique vehicle \$1.00 transfer of current decal No cost on qualified vehicle- volunteers No cost on qualified vehicle- military	\$135,000
Bank Franchise Tax Under State Law, local banks are exempt from business licenses but they must pay a franchise tax on their deposits in the community where the branch is located		Per State Code	\$170,000
Cigarette Tax		.50 per pack	\$246,000
Transient Occupancy Tax Currently there are no hotel/motels located in the Town		3% (of hotel/motel rates)	\$0
Meals Tax		4% on all prepared food & drinks	\$700,000
Zoning Fees			\$110,000
Public Shared Parking			\$11,000
Community Events Sign Revenue collected from organizations who advertise on the Town's message boards is available to support public information and announcements			\$1,300
Street Fees			\$600
Calendar Promotions			\$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		Bad check fee \$35	\$6,000

Police Fines This is revenue that we collect from Police Department operations and includes tickets and traffic fines		\$78,000
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$60,000
Rent (Town Property)		\$0
Fireman's Field Income		\$20,000
PD Charges to Other Communities		\$24,000
Payment in Lieu of Taxes		\$2,500
Donations		\$100
Proceeds from Property/Equipment Revenue generated from the sale of any surplus property		\$1,240,000
Gas Tax Funds Revenue allocated by Loudoun County to make improvements to our Main Street Corridor		\$126,000
Litter Grant		\$2,200
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$1,100
Garnishment Fee		\$50
ABC Profits (State funding) This funding category is based on population and involves the distribution of a percentage of the profits that the ABC makes in its operations.		\$4,000
Law Enforcement Grant (State funding) This revenue category was created by the General Assembly to help localities fund their law enforcement program and includes the federally funded "FASTCOPS" program		\$128,000
Personal Property Tax Relief (State funding)		\$201,000
Virginia Fire Program's Fund (State funding) This program was created by the General Assembly to help fund volunteer fire departments by enabling local governments to help provide the local companies with funds transfer and reporting requirements		\$9,448
Street Maintenance Revenue (State funding) The town receives reimbursement from VDOT for snow removal and permit fees for companies that do work in our R/W. The largest amount of revenue in this category is for maintenance of the VDOT secondary road system.		\$487,000
Arts Grant (Federal funding)		\$5,000
Transfer in Cash Reserves Consists of transfer of surplus funds from FY08		\$416,400
Transfer from other funds (charge back from Utility Funds).		\$1,220,232
GENERAL FUND TOTAL		\$9,742,992

REVENUE PROFILE FY 08/09

WATER FUND

Source	Rate	Income
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$900
Availabilities (Water Resource Recovery Fee)	Rate set by meter size as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council (See Attachment I)	\$901,390
Meter Fees	Based on meter size (cost includes new radio read meter plus \$20 installation charge)	\$6,989
User Fees	Ascending Tiered Rate Structure based on usage volume as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$1,188,000
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
Penalties & Interest		\$20,000
Water flushing fee Fee charged to developers who flush water lines to comply with State regulations		\$500
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$200,000
Cellular Lease Payments based on lease agreements telecommunication companies for reception chips on water tower		\$118,000
Proffers Determined through negotiations at time of rezoning/land use change		\$0
Transfer in cash reserve		\$412,276
WATER FUND TOTAL		\$2,854,055

REVENUE PROFILE FY 08/09

WASTE WATER FUND

Source	Rate	Income
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$600
Availabilities (Resource Recovery Fee)	Rate set by meter size as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council (See Attachment I)	\$756,000
User Fees	Flat rate based for usage as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$1,520,000
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually		\$200
Penalties and Interest		\$20,000
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$280,000
Proffers Determined through negotiations at time of rezoning/land use change		\$8,000
Transfer in cash reserve		\$50,407
WASTE WATER FUND TOTAL		\$2,635,207

**TOWN OF PURCELLVILLE
TAX RATE HISTORY**

Real Estate:

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

Personal Property:

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

Meals Tax:

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

Cig Tax:

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

Business License:

Tax Year	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009*
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	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Professional	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Business Serv	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Personal Serv	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Repair	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Rental/by Owner	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Money Lending	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Restaurant	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Hotel Motel	n/a	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Itinerant Vendor	250.00/yr	500.00/yr								
Fortune-teller	n/a	n/a	n/a	500.00/yr						
Carnivals/Amus	n/a	500.00/yr								
	\$10 min	\$20 min								

Summary of Water and Sewer Rates for the Town for the Budget Years FY97- FY08

And Proposed for FY09

Modified by Alex Vanegas, CPM
2/22/08

FY09

In preparation for the FY09 Budget, Municipal & Financial Services Group was asked to reevaluate the Town's rates and fees to determine if the additional cost increases might again necessitate adjustment of the plan. Based on available data at the time (prior to FY09 operational budget development in the Water and Sewer Funds) indicated that the availabilities schedule approved last year did not require changing. However, based on the revenues being lower than predicted due to the extended Mandatory Water Restriction, the consultant suggested that we slightly modify our water rates as seen in the table below. This proposed schedule will be evaluated after a few months to further verify this assessment. The following is the currently proposed rate increases and fees.

Table 1. Proposed W&S Rates and Availabilities for FY09 and W&S Rates Increases for 4 Additional Years

	Proposed Rates for FY09			Proposed Plan for future rate increases				Proposed for FY08
	Rate/1000 gallons	Service Fee ²	FY09	FY10	FY11	FY12	FY13	5/8" Availabilities for FY09
Water	Tiered ¹	\$3.63 & up ²	20%	15%	15%	4 %	4%	\$25,754
Sewer	\$8.38	\$3.63 & up ²	10%	5%	4%	3 %	3%	\$21,600

¹Sum of:
 0- <6,000 gal – \$4.53/1000 (minimum of 1000 gallons)
 6,000- <12,000 gal – \$6.05/1000
 12,000- <18,000 gal – \$ 7.56/1000
 >18,000 gal - \$9.07/1000

² 5/8": \$3.63 3": \$48.00
 3/4": \$3.63 4": \$75.00
 1": \$9.08 6": \$150.00
 1.5": \$18.15
 2": \$24.00

Town Of Purcellville: Capital Staffing Projections

F/Y 07-08 Population Projection 6575	F/Y 08/09 Population Projection 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection 7300	F/Y 11-12 Population Projection 7300
<u>ADMINISTRATIVE DEPT.</u>	<u>ADMINISTRATIVE DEPT.</u>	<u>GENERAL SERVICES DEPT.</u>	<u>GENERAL SERVICES DEPT.</u>	<u>GENERAL SERVICES DEPT.</u>
Town Manager Assistant Town Manager Exec.Asst. to Town Manager Information Clerk Town Clerk Program Specialist Part time Management Support HR Specialist (25 hr/wk) Special Projects. (10hrs/wk) IT Specialist (35 hr/wk) New Positions- 2 * Part Timers to FT IT Specialist and HR Specialist *IT Specialist *Delayed F/Y 07-08 and F/Y 08-09	Town Manager Assistant Town Manager Exec. Asst. to Town Mgr/Dir of Admin Information Clerk Town Clerk Program Specialist Part time Management Support Special Projects. (12 hrs/wk) HR Specialist (25 hr/wk) New Positions- 2 Part Timers to FT (IT Specialist and HR Specialist)	Town Manager Assistant Town Manager Exec. Asst. to Town Mgr/Dir of Admin Admin Town Clerk IT Manager Program Specialist Admin. Assistant New Positions- 1 Town Attorney	Town Manager Assistant Town Manager Exec. Asst. to Town Mgr/Dir of Admin Admin Town Attorney Town Clerk IT Manager Program Specialist Admin. Assistant New Positions- Deputy Town Clerk	Town Manager Assistant Town Manager Asst. to Town Mgr/Dir of Admin Town Attorney Town Clerk Deputy Town Clerk IT Manager Program Specialist Admin. Assistant New Positions-

F/Y 07-08 Population Projection - 6575	F/Y 08/09 Population Projection - 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection – 7300	Current Level F/Y 11-12 Population Projection – Pending
<p><u>FINANCE DEPARTMENT</u></p> <p>Director of Finance Asst. Dir. Of Finance Finance Tech- A/P & Payroll Tax Specialist Utility Billing Specialist Finance Assoc.- front desk</p> <p>Part time Management Support PT Budget/Procurement Specialist (.5)</p> <p>New position: Staff Accountant</p>	<p><u>FINANCE DEPARTMENT</u></p> <p>Director of Finance/Procurement Asst. Dir. Of Finance/Procurement Staff Accountant Finance Tech- A/P & Payroll Tax Specialist Utility Billing Specialist Finance Assoc.</p> <p>Part time Management Support PT Budget/Procurement Specialist (.5)</p> <p>New position: *PT Payroll and Benefits Tech.*</p> <p>* Delayed from F/Y 07-08 and 08-09</p>	<p><u>FINANCE/PROCUREMENT DEPT.</u></p> <p>Director of Finance/Procurement Asst. Dir. Of Finance/Procurement Staff Accountant Finance Tech-A/P & Payroll Tax Specialist Utility Billing Specialist Finance Assoc. Human Resources Manager*</p> <p>New position: Human Resources Specialist (separates Payroll and Benefits from A/P Tech) Budget Officer Procurement Specialist</p> <p>**Moving HR from Admin</p>	<p><u>FINANCE/PROCUREMENT DEPT.</u></p> <p>Director of Finance/Procurement Asst. Dir. Of Finance/Procurement Staff Accountant Finance Tech-A/P Tax Specialist Utility Billing Specialist Finance Assoc. Human Resources Manager Human Resources Specialist Budget Officer Procurement Specialist</p>	<p><u>FINANCE/PROCUREMENT DEPT.</u></p> <p>Director of Finance/Procurement Asst. Dir. Of Finance/Procurement Staff Accountant Finance Tech-A/P Tax Specialist Utility Billing Specialist Finance Assoc. Human Resources Manager Human Resources Specialist Budget Officer Procurement Specialist</p>

F/Y 07-08 Population Projection 6575	F/Y 08-09 Population Projection 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection 7300	F/Y 11-12 Population Projection-pending
<p align="center"><u>PLANNING DEPT</u></p> <p>Dir. of Planning & Zoning Asst. Director of Planning & Zoning Sr. Planner* Planning Technician/Admin. Support Zoning Official</p> <p>Part time Management Support Admin. Assistant (.80)</p> <p>Contract Clerical Support</p> <p>New Position: *GIS Specialist</p> <p>* Delayed from F/Y 07-08 and F/Y 08-09</p>	<p align="center"><u>PLANNING DEPT</u></p> <p>Dir. of Planning & Zoning Asst. Director of Planning & Zoning Sr. Planner Planning Technician/Admin. Support Zoning Official</p> <p>Part time Management Support Asst. Planning Tech (.80)</p> <p>Contract Clerical Support</p> <p>New Position: GIS Specialist</p>	<p align="center"><u>COMMUNITY DEVELOPMENT</u></p> <p>Dir. of Community Development Planner & Zoning Manager Sr. Planner Planning Technician/Admin Support Zoning Official GIS Specialist</p> <p>Part time Management Support Asst. Planning Tech (.80)</p> <p>New Positions: Economic Development Specialist Town Engineer .5 Asst. Planning Tech</p>	<p align="center"><u>COMMUNITY DEVELOPMENT</u></p> <p>Dir. of Community Development Planner & Zoning Manager Sr. Planner Planning Technician/Admin. Support Asst. Planning Tech Zoning Official GIS Specialist Economic Development Specialist Town Engineer</p> <p>New position- Zoning Administrator Sr. Planner</p>	<p align="center"><u>COMMUNITY DEVELOPMENT</u></p> <p>Dir. of Community Development Planner & Zoning Manager Sr. Planners Planning Technician/Admin. Support Asst. Planning Tech Zoning Official GIS Specialist Economic Development Specialist Town Engineer Zoning Administrator</p>

F/Y 07-08 Population Projection 6575	F/Y 08-09 Population Projection 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection 7300	F/Y 11-12 Population Projection- pending
<p><u>PUBLIC WORKS DEPT.</u></p> <p>Dir. of Public Works Director of Capital Projects Administrative Assistant- Dept. Support Administrative Assistant- Field Support Inspectors</p> <p>2 PT Engineering Assts</p> <p>Contract Project Managers</p> <p>New Positions- Asst. Dir of Public Works *Project Manager</p> <p>*Delayed from F/Y 07-08 and F/Y 08-09</p>	<p><u>PUBLIC WORKS DEPT.</u></p> <p>Dir. of Public Works Asst. Dir. of Public Works/Operations Director of Capital Projects Administrative Assistant- Dept. Support Administrative Assistant- Field Support Inspectors</p> <p>2 PT Engineering Assts</p> <p>Contract Project Managers</p> <p>New Position- Project Manager</p>	<p><u>INFRASTRUCTURE & FIELD OPS</u></p> <p>Dir. of Infrastructure Asst. Dir. Infrastructure Director of Capital Projects Administrative Assistant- Dept. Support Administrative Assistant- Field Support Project Manager Inspectors</p> <p>2 PT Engineering Assts</p> <p>Contract Project Managers</p> <p>New Position- Project Engineer</p>	<p><u>INFRASTRUCTURE & FIELD OPS</u></p> <p>Dir. of Infrastructure Asst. Dir. Of Infrastructure Director of Capital Projects Administrative Assistant- Dept. Support Administrative Assistant- Field Support Project Manager Project Engineer Inspectors</p>	<p><u>INFRASTRUCTURE & FIELD OPS</u></p> <p>Dir. of Infrastructure Asst. Dir. Of Infrastructure Director of Capital Projects Administrative Assistant- Dept. Support Administrative Assistant- Field Support Project Manager Project Engineer Inspectors</p>

F/Y 07-08 Population Projection 6575	F/Y 08-09 Population Projection 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection 7300	F/Y 11-12 Population Projection - pending
<p align="center"><u>POLICE DEPT.</u></p> <p>Chief Lieutenant 2 Sergeant 7 Master Police Officers 3 Officers</p> <p>Administrative Assistant PT Admin. Asst.</p> <p>NEW POSITIONS: (All mid year additions) 1 officer 2 Sergeants (promotions) *.5 Admin Asst.</p> <p>* Delayed from F/Y 08-09</p>	<p align="center"><u>POLICE DEPT.</u></p> <p>Chief Lieutenant 4 Sergeant 5 Master Police Officers 4 Officers</p> <p>Administrative Assistant PT Admin Asst</p> <p>NEW POSITIONS: 1 Patrolman *.5 Admin Asst</p>	<p align="center"><u>PUBLIC SAFETY DEPT.</u></p> <p>Chief Lieutenant 4 Sergeant 5 Master Police Officers 5 Officers</p> <p>2 Administrative Assistants</p> <p>NEW POSITIONS: * 1 Patrolman (PTCrime Prevent/ PT Youth Services Officer/PT Traffic)</p> <p>* Delayed from F/Y 06-07 and F/Y 07-08</p>	<p align="center"><u>PUBLIC SAFETY DEPT</u></p> <p>Chief Lieutenant 4 Sergeant 5 Master Police Officers 6 Officers</p> <p>2 Administrative Assistants</p> <p>NEW POSITIONS: 2 Patrolman</p>	<p align="center"><u>PUBLIC SAFETY DEPT</u></p> <p>Chief Lieutenant 4 Sergeant 5 Master Police Officers 8 Officers</p> <p>2 Administrative Assistants</p> <p>NEW POSITION:</p>

F/Y 07-08 Population Projection - 6575	F/Y 08/09 Population Projection - 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection 7300	F/Y 11-12 Population Projection - pending
<p align="center"><u>MAINTENANCE</u></p> <p>Superintendent</p> <p><u>Division A</u> Team Leader 3 Maint. Workers I</p> <p><u>Division 1</u> Team Leader 3 Maint Workers I</p> <p>NEW POSITIONS:* 2 Maintenance Workers Meter Tech transfer to Maintenance</p> <p>*1 Delayed from F/Y 08-09</p>	<p align="center"><u>MAINTENANCE</u></p> <p>Superintendent</p> <p><u>Division A</u> Team Leader 4 Maint. Workers I</p> <p><u>Division 1</u> Team Leader 3 Maint Workers I</p> <p>Meter Tech</p> <p>NEW POSITION: 1 Maintenance Worker</p>	<p align="center"><u>MAINTENANCE</u></p> <p>Superintendent</p> <p><u>Division A</u> Team Leader 4 Maint. Workers I</p> <p><u>Division 1</u> Team Leader 4 Maint Workers I</p> <p>Meter Tech</p> <p>NEW POSITION: 1 Maintenance Worker</p>	<p align="center"><u>MAINTENANCE</u></p> <p>Superintendent</p> <p><u>Division A</u> Team Leader 4 Maint. Workers I</p> <p><u>Division 1</u> Team Leader 5 Maint Workers I</p> <p>Meter Tech</p> <p>NEW POSITION: 1 Maintenance Worker</p>	<p align="center"><u>MAINTENANCE</u></p> <p>Superintendent</p> <p><u>Division A</u> Team Leader 5 Maint. Workers I</p> <p><u>Division 1</u> Team Leader 4 Maint Workers I</p> <p>Meter Tech</p> <p>NEW POSITION:</p>

F/Y 07-08 Population Projection - 6575	F/Y 08/09 Population Projection - 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection Pending	F/Y 11-12 Population Projection Pending
<p><u>WASTEWATER DEPARTMENT</u></p> <p>Superintendent 5 Operators Operator Trainee Lab Tech Plant Maintenance Tech.</p> <p>New Positions – 1 FT operator/ trainee *1 PT operator/trainee</p> <p>* Delayed from F/Y 08-09</p>	<p><u>WASTEWATER DEPARTMENT</u></p> <p>Superintendent 7 Operators Lab Tech Plant Maintenance Tech.</p> <p>New Position – Operator/trainee</p>	<p><u>WASTEWATER DEPARTMENT</u></p> <p>Superintendent 8 Operators Lab Tech Plant Maintenance Tech.</p> <p>New Position – Promote 2 Operators to Shift leaders</p>	<p><u>WASTEWATER DEPARTMENT</u></p> <p>Superintendent Lead Operators 6 Operators Lab Tech Plant Maintenance Tech.</p> <p>New Position – Operator/trainee</p>	<p><u>WASTEWATER DEPARTMENT</u></p> <p>Superintendent Lead Operators 6 Operators Operator Trainee Lab Tech Plant Maintenance Tech.</p> <p>New Position -Engineering Asst</p>

F/Y 07-08 Population Projection - 6575	F/Y 08/09 Population Projection - 6975	F/Y 09-10 Population Projection 7100	F/Y 10-11 Population Projection Pending	F/Y 11-12 Population Projection Pending
<p align="center"><u>WATER DEPARTMENT</u></p> <p>Superintendent Asst. Superintendent 6 Operators 1 Plant/Equipment Maint Tech</p> <p>New Positions – 1 FT Operator/trainee *1 PT operator/trainee Transfer 3 Operators to Shift Leaders</p> <p>* Delayed from F/Y 08-09</p>	<p align="center"><u>WATER DEPARTMENT</u></p> <p>Superintendent Asst. Superintendent 3 Shift Leaders 4 Operators 1 Plant/Equipment Maint Tech</p> <p>New Position – Operator/trainee</p>	<p align="center"><u>WATER DEPARTMENT</u></p> <p>Superintendent Asst. Superintendent 3 Shift Leaders 5 Operators 1 Plant/Equipment Maint</p> <p>New Position – Operator/trainee</p>	<p align="center"><u>WATER DEPARTMENT</u></p> <p>Superintendent Asst. Superintendent 3 Shift Leaders 6 Operators 1 Plant/Equipment Maint Tech</p> <p>New Position –</p>	<p align="center"><u>WATER DEPARTMENT</u></p> <p>Superintendent Asst. Superintendent 3 Shift Leaders 6 Operators 1 Plant/Equipment Maint Tech</p> <p>New Position – Engineering Asst</p>



Staffing and Departmental Reorganization Plan

March 2007

Prepared by Robert W. Lohr, Jr., Town Manager

Approved by:
Ways and Means Committee (3/05/2007)

Revised by:
Ways and Means Committee and Staff (4/2007)

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Mayor
Robert W. Lazaro, Jr.

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



Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
J. Patrick Childs

130 E. Main Street
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
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MEMORANDUM OF TRANSMITTAL

TO: The Honorable Mayor and Members of Town Council
FROM: Robert W. Lohr, Jr., Town Manager
RE: Staffing and Departmental Reorganization
DATE: March 23, 2007

The purpose of this memorandum is to forward a series of recommendations for the reorganization of our Town Government that would impact the staffing and departmental operations within our community. The recommendations were selected from a series of options that were submitted to the Ways and Means Committee. The finalization of this recommendation to the Town Council from the Ways and Means Committee is a significant step in beginning the process of meeting one of the important priorities established by Town Council in this year's retreat that included the mindset of "Managing for Success". For any organization to achieve success in an ever changing world, the organization must be able to move quickly and efficiently with adequate resources with delegation of responsibility to meet changing needs as they occur. These recommendations will poise us to be in the position to seize these opportunities and continue to build on the successes that this Town has experienced in the past while addressing improvements that we need to make to meet the expectations of our residents and Town Council.

I. BACKGROUND:

As soon as this Town identified this priority in our retreat, the Town Manager and Staff began looking at potential staffing and departmental reorganization issues. The first substantial report into this issue was submitted to the Town Council on November 3, 2006 and included significant research and work that had occurred through the month of October. A copy of this report is included in *Appendix A*. This report took an opportunity to explore our existing organizational structure while looking at both historical and future trends to give the Town Council some background information to consider as we moved forward with the process.

After an extensive discussion with the Ways and Means Committee, the Town Manager moved forward with the priority of hiring an individual to replace the recently vacated position of Director of Streets and Maintenance and also someone that had capital projects experience.

In January, the Town Manager developed 5 options for the Ways and Means Committee review. Two of the options showed our existing organization before and after 1/01/2007, and the remaining 3 options gave potential recommendations for reorganization. A copy of this report has been included under *Appendix B* for your review. After having an opportunity to review this report in January, the Ways and Means Committee met in February and wanted to see expanded options of the original recommended proposed Option 3.

In late February, the Town Manager working with the HR Staff developed 5 specific options with 3 options based on the original Option 3 that had been submitted in January. A copy of this submittal has been included under *Appendix C*.

After extensive discussions in the March meeting, the Ways and Means Committee decided that we should move forward with Option 3 which would help facilitate a transition over the next several years to the ultimate Option 5. In addition, the Committee made some final minor recommendations that have since been incorporated in the final recommendations that will be submitted for your final consideration.

II. RECOMMENDATION:

After 5 months of reviewing this option and fine tuning alternatives which would meet the Town Staff and Ways and Means Committee's recommendations, the Ways and Means Committee identified that the Town had been changing rapidly over the last several years and would potentially continue to change rapidly with new needs, projects and priorities identified by not only

Town Council but citizens in the future. As a result, the Town established the following priorities in this reorganization:

- The reorganization had to not only look at immediate needs but look at long range issues that the Town would like to see addressed.
- The reorganization had to be cognizant of fiscal constraints that existed in the area of staffing and financial operations.
- In order to get to the ultimate final recommendation, the Ways and Means Committee realized that it would make sense to have a transitional period where the Town would make some immediate changes effective June 1st with a series of changes continuing to occur over the next 2 years until we ultimately have a complete phase in of the reorganization plan on 7/01/2009.

The transitional recommendation which will be implemented in June if adopted by Town Council has a very similar organizational structure to what we have in operation today with the exception of the following changes:

- Creation of a Public Works Department with a Director of Public Works that oversees Field Operations in Streets and Maintenance, Waste Water and Water.
- Elimination of the Utilities Engineering Division and the creation of a Capital Projects and Engineering Support Branch headed by a Manager and support staff.
- Increased management operations and support by Field Superintendents and Managers reporting directly to the Public Works Director.
- Under this first transitional phase, the Town would only be adding 2 new positions (Director of Public Works and Capital Projects and Engineering Manager). This will not result in any additional new FTE's based on fact that the 2 existing director's positions (Director of Streets and Maintenance and Director of Utilities) have been eliminated. Based on our recommendations, the Director of Public Works would be appointed by the Town Manager and confirmed by Town Council. The position of Capital Projects and Engineering Manager would be selected by the Town Manager under the reorganization and ultimately in the future would be selected by the Director of Public Works and confirmed by the Town Manager.

- Under the proposal, the 2 new positions would be filled June 1, 2007 with acting Directors and Managers until the formal recruitment process outlined in our Personnel Manual can be implemented. It is anticipated that the formal full-time appointments will be completed by August 1, 2007. A copy of the transitional recommendation has been included under *Attachment I* on page 7.
- For the purposes of implementation, the incremental steps and timelines for this recommended transitional process has been included below:

	<i>Task</i>	<i>Responsible Party</i>	<i>Deadline</i>
1.	Adoption of Staffing and Departmental Reorganization Plan	Town Council	5/08/2007
2.	Appointment of Interim Director of Public Works and Capital Projects/Engineering Manager	Town Manager	5/14/2007
3.	Post both positions internally for interest with current staff	Tracy DeMonte	5/14/2007
4.	Confirmation of Appointment of Director of Public Works by Town Council	Town Council	5/18/2007
5.	Application period closes for employees interested in the two new positions	Tracy DeMonte	5/28/2007
6.	Candidates for two positions are short listed to 3 top people to interview	Tracy DeMonte Town Manager	6/01/2007
7.	Top candidates are interviewed	Interview Panel	6/04-6/08/2007
8.	Background review and selection of top candidate	Interview Panel	6/11-6/18/2007
9.	Job offer and negotiations with top candidates	Town Manager Tracy DeMonte	6/18-6/22/2007

10.	Selected full-time candidate for Capital Projects and Engineering Manager starts full-time with orientation	Tracy DeMonte	6/25/2007
11.	Selected full-time candidate for Director of Public Works confirmed by Town Council	Town Council	7/10/2007

One of the main premises of the Ways and Means Committee's 5 month review was to look far enough into the future to identify the organizational structure that would be needed to carry us well into the future if implemented within the next 2 -5 years. In order to accomplish this, staff worked closely with the Ways and Means Committee to develop the ultimate recommendation that was modified and ultimately recommended by the Ways and Means Committee. A copy of this final recommendation has been included under *Attachment II* on page 9. Under this proposal, the following new concepts would be considered:

- Potential creation of a full-time Town Attorney position which is a staff position reporting directly to the Town Council and Town Manager concurrently.
- Create a position of Assistant to Town Manager which would provide project and high level support to both the Town Manager and Assistant Town Manager.
- Create 2 distinct departments which report back through the Assistant Town Manager and these departments include the Department of Support Services and Department of Infrastructure.
- The Director of Support Services would oversee the Public Safety Department, Finance/Procurement Department, General Service Department and the Community Development Department.
- Under the Finance and Procurement Department, the Human Resource functions, Procurement and Budget would all be combined with the existing Finance Department Operations.
- The Department of General Services would include IT Operations, Town Clerk functions, Public Information Operations, Parks and Recreation Specialist, Special Events Coordinator and the Grants Specialist.

- Community Development would include the current Planning and Zoning Department along with Economic Development Functions, enhanced inspection process and the Town Engineer's Position.
- The Department of Infrastructure would oversee the Streets and Maintenance Department, Waste Water Department, Water Department and the newly created Capital Projects and Engineering Division.
- Under this proposal, the Town Council would have hiring and firing approval over the Town Manager, Assistant Town Manager, Director of Support Services, Town Attorney and Director of Infrastructure. In addition to having input authority on hiring and firing of these individuals by the Town Manager, the Town Council would also conduct annual performance appraisals on all of these staff members.
- It is important to note that the final ultimate recommendations for implementation is controlled by Town Council based on project loads, staffing resources and budgetary constraints. The Town's movement to the final plan could be accelerated or delayed depending on these multiple variables but ultimately the Town Council will determine the timing and ultimate implementation schedule.
- It is important to note that even though goal is to get to the ultimate recommendation that is included under *Attachment II* on page 9, the Town of Purcellville can operate years under the proposed transitional recommendation. This recommendation is similar to organizational structures that exist in many communities throughout the State that continue to operate effectively and efficiently with similar project workloads and staffing levels. In fact the transitional recommendation is probably one of the more prevalent government organizational structures in Virginia for communities between the population of 5,000 and 35,000.

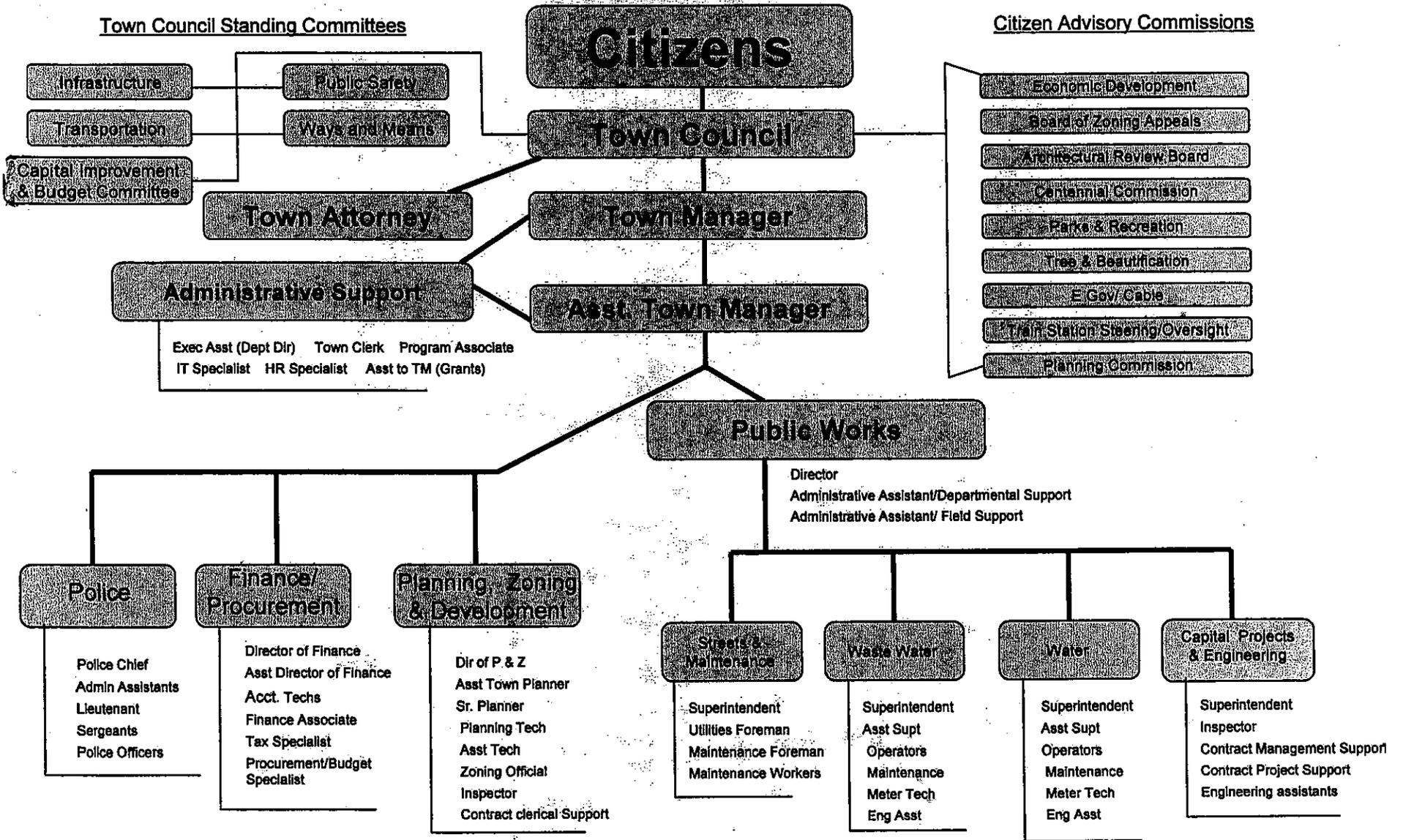
III. MOTION:

"I move that we adopt the 2 – Phase Transitional Approach as identified in this report and implement the First Transitional Phase, beginning in June of 2007."

ATTACHMENT I

Town of Purcellville Organization Chart: Transitional Recommendation (5/07-7/09)

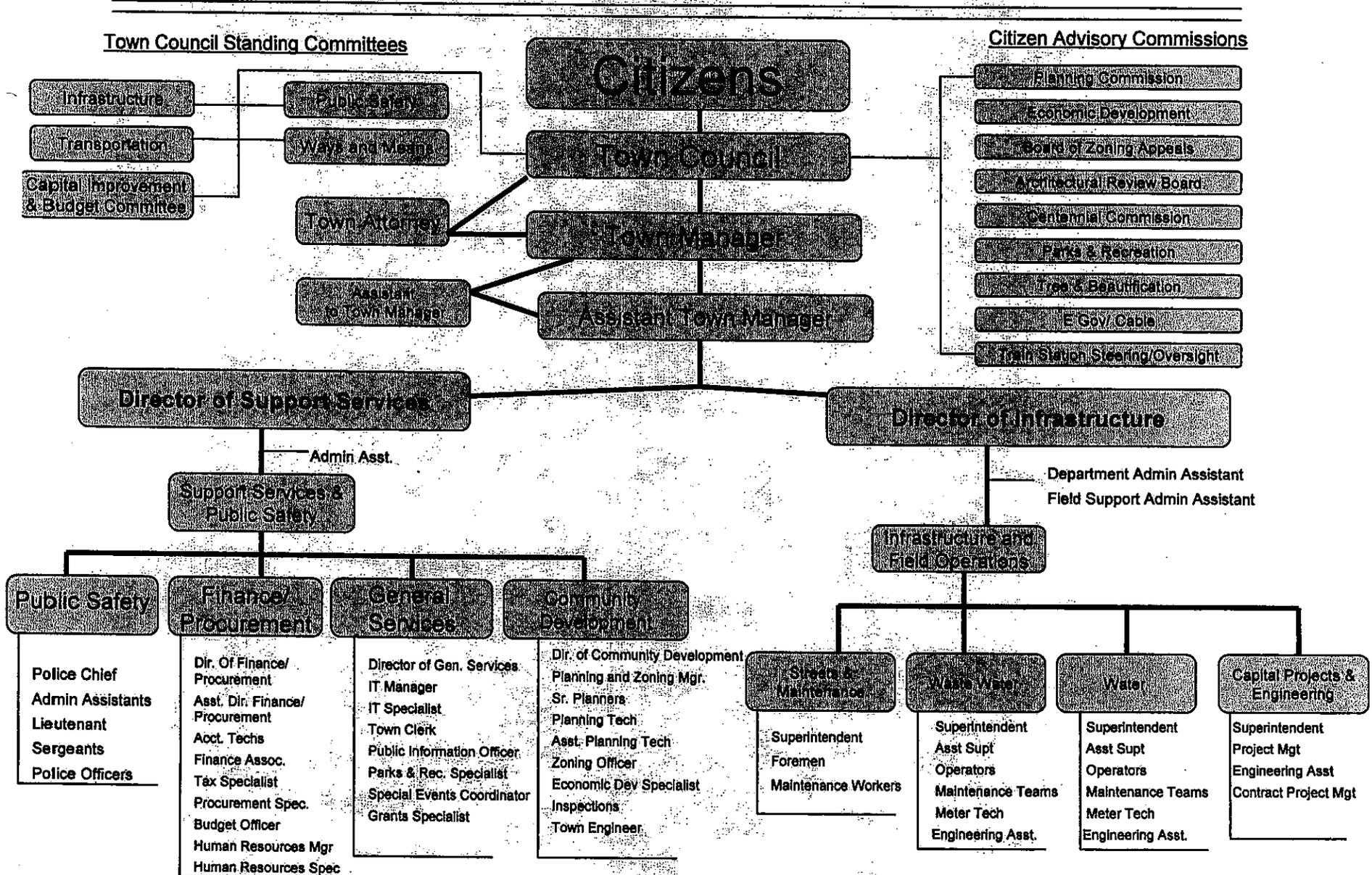
Approved by Ways and Means Committee (3/05/07)



ATTACHMENT II

Town of Purcellville Organization Chart: Ultimate Recommendation for Implementation (7/09)

Approved by Ways & Means Committee (3/05/07)



APPENDIX A

Proposed Historical Staffing and Departmental
Reorganization Plan (10/06)

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

130 E. Main Street
Purcellville, VA 20132
(540) 338-7421
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www.purcellvilleva.com

STAFFING AND DEPARTMENTAL REORGANIZATION PLAN

OCTOBER 2006

**PREPARED BY: ROBERT W. LOHR, JR
TOWN MANAGER**

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MEMORANDUM OF TRANSMITTAL

TO: The Honorable Mayor and Members of Town Council
FROM: Robert W. Lohr, Jr., Town Manager
RE: Staffing and Departmental Reorganization
DATE: November 3, 2006

The purpose of this memorandum is to forward recommendations for the reorganization of our Town government that would impact the staffing and departmental operations within our community. Based on our records, this is the first formal extensive review of our organizational chart and departmental operations. Over the years, the Town has had department specific reviews but not at the entire Town operational level.

Included in this report is a summary of issues facing the Town that necessitated this extensive comprehensive review of the Town.

In addition, background information dealing with the history of the development of the current organizational structure within the Town and minor changes that occurred as the Town operations and government grew rapidly during the late 1990's through the current period.

The final section will deal with reorganization recommendations. This section will include specific recommendations on staffing allocation and show the FTE and fiscal impact of each potential move along with the recommended timeline for each step.

This report will begin the process of meeting one of the important priorities established by Council in this year's retreat and that included the mind set of "managing for success". For any organization to achieve success in an every changing world, the organization must be able to move quickly and efficiently with adequate resources and delegation of responsibility to meet changing needs as they occur. I feel that these recommendations will poise us to be in the position to seize these opportunities and continue to build on the successes that this Town has experienced in the past while addressing improvements that we need to meet the expectations of our residents and Town Council.

I. **SUMMARY OF ISSUES FACING TOWN** – As we discussed in the transmittal memo, the Town of Purcellville has never had a comprehensive review of our management structure and departmental organization. In the last 15 years, our community’s population has increased over 400% and this type of growth in a smaller agricultural base town is unprecedented. During this period, the Town was consistently behind the pace as far as needed resources which resulted in the Town having to work in a reactive or catch-up mode in most departments. As it pertains to capital projects, daily workloads and other similar performance factors, the Town of Purcellville experienced workloads that normally would be included in capital improvement plans and other budgeting projects over a 30 year period and the majority of these projects hit the Town within a 10 year period from 1995 to 2005. Based on the following factors, it became clear this year to Town Council and the management team that drastic changes or reorganizations would have to occur in order for the Town to meet current expectations. Please review the following issues that has necessitated this reorganization review:

- a. **GROWTH OF TOWN, STAFF AND PROJECTS** – As we discussed earlier, this clearly was one of the driving forces for many of the rapid changes that the Town has experienced over the last 10 years and the need for the Town to extensively review our organizational structure.
- b. **NEW SERVICES** - With the growth and increase in population, the Town saw a significant expansion in the areas of many services that we have not traditionally offered or was mandated to provide to the residents. These include increased accounting and auditing requirements, maintenance of all secondary streets within the Town, increase in pedestrian linkages and access and the expansion of our parks and recreation property/projects.
- c. **GROWTH SWITCH FROM RESIDENTIAL TO COMMERCIAL** - As the majority of the new residential projects are slowing, the Town is aggressively taking this opportunity to catch up on capital projects and work with our business community on revitalization of existing developed areas.
- d. **CAPITAL PROJECTS PERFORMANCE** - The Town has also experienced difficulty in managing and completing the capital projects in the designated time period, within budget and without significant issues and impacts to our residents.
- e. **GROUPING SIMILAR WORK TASKS** - Also identified as potential issues or problems facing the Town was that departments grew quickly and there was not always a focus on organizing similar tasks in single departments. This issue has been identified by staff, Council and the public as an efficiency and convenience issue where reorganizing similar responsibilities and tasks into one department would make for more streamline, one-stop shopping and eliminate the redundancy of going to multiple departments to have an issue resolved.
- f. **MANAGING ORGANIZATIONAL STRUCTURE AND NEW POSITIONS** – A new issue facing Town is maximizing the use of our existing organizational structure and management team particularly with the addition of a newly created Assistant Town Manager’s position which is the first major increase to the management team structure in over 5 years.

- g. **ENLARGEMENT OF GOVERNMENT STRUCTURE** - The creation of new committees, commissions and boards providing additional review and oversight as requested by residents has created a new level of bureaucracy which requires additional resources and staff support related to agendas, committees, minutes and other support needed.
- h. **BALANCE OF DAILY RESPONSIBILITIES VS. PLANNING AND CAPITAL PROJECTS** - As new projects, work priorities and federal, state and local mandates have developed, members of the management team have had the delicate balance of trying to handle the day to day management issues while still trying to allocate time and resources to capital projects, specialized tasks and other items outside of the normal day to day operational requirements.

II. **BACKGROUND** – During this period, the Town staffing allocation either maintained or increased with the exception of a reduction in force that occurred in 1992/1993 with the elimination of the utilities capital improvement team which resulted in 3 employees being released. For the purpose of review, the following staffing numbers existed in the Town:

YEAR	STAFFING (FTE)	TOWN POPULATION	SOURCE
1990	24	1,744	Census
1993	21	1,980 est.	Town of Purcellville Admin.
1994	21	2,047 est.	Town of Purcellville Planning
1995	23	2,118 est.	Town of Purcellville Planning
1996	24	2,151 est.	Town of Purcellville Planning
1997	24	2,354 est.	Town of Purcellville Planning
1998	31	2,554 est.	Town of Purcellville Planning
1999	34	2,812 est.	Town of Purcellville Planning
2000	36	3,584	Census
2001	38	3,900 est.	Town of Purcellville Admin.
2002	42	4,475 est.	Town of Purcellville Admin.
2003	42	4,973 est.	Town of Purcellville Planning
2004	45	5,867 est.	Town of Purcellville Planning
2005	56	6,237 est.	Town of Purcellville Planning
2006	69	6,375 est.	Town of Purcellville Planning
2007	70	6,500 est.	Town of Purcellville Planning

As you can see from the above listed staffing summary, the Town slowly ramped up their staffing but unfortunately was unable to keep pace with the workload and requirements until 2004 when the Town aggressively worked to catch up with staffing levels needed to address not only the current demands based on services but also population increases that had increased 400% since 1990.

Beginning in the 1990's, the Town aggressively made changes and organizational improvements on a departmental level concept to try and keep pace with the changes in the economy and community as they were occurring. Unfortunately, fiscal constraints and other Council priorities kept us from completing any formal personnel or organizational evaluation from an external source until April of 2004 when the first Springsted Study occurred.

For the purpose of review and to provide you with a better insight on how the organizational structure has developed into its current format, please review the following organizational departmental changes beginning in 1990:

Capital Projects Division created to complete specialized capital projects within the Utilities Department in-house	1990
Creation of Town's first Personnel Manual, Job Descriptions and Payroll Classification Plan	1991
Elimination of Utilities Capital Improvement Division	1992
Updated Personnel Manual, Job Descriptions and Pay Classification Plan	1994
Created separate Planning Department	1994
Eliminated Director of Utilities Position and Created Specific Superintendents at WWTP and WTP	1995
Updated Personnel Manual, Job Descriptions and Pay Classification Plan	1997
Created a Streets and Maintenance Director's position who reported directly to Public Works Director/ Town Engineer	2000
Updated Personnel Manual, Job Descriptions and Pay Classification Plan	2001
Creation of formal Admin. Support Department to Executive Assistant to Town Manager elevated to a department head level to oversee operations of this department	2002
Separated the Streets and Maintenance Department from Director of Public Works and created a Utilities Division run by the Director of Utilities/Town Engineer and created a Streets and Maintenance Division run by the Director of Streets and Maintenance	2003
Creation of part-time management support positions in Personnel and Budget and Procurement	2004
Springsted Study	2004

Updated Personnel Manual, Job Descriptions and Payroll Classification Plan	2005
Creation of new part-time management support position and IT	2005
Hiring of Assistant Town Manager	2006

The departmental and organizational changes listed above do not include the growth and development of inter-departmental staff which resulted in the largest expansion of our staff over the last 10 years. As departments grew, increased management oversight and new specific positions were needed to address requests for services from our residents and priorities that had been established by Town Council. Many of these specific positions were relevant to tasks within the departments and included in the creation of a second level of management support to the department to make sure the span of control was reasonable. This included Sergeant positions in the Police Department, Team Leaders in the Maintenance Department, Assistant Superintendents in Water and Sewer and other similar positions.

IV. **REORGANIZATION RECOMMENDATIONS** - For the purpose of this study, I reviewed all departments to determine whether any immediate or short-term reorganization should occur within that department. In looking at this review, the following items were evaluated:

- Are all similar tasks and employees primarily responsible for the operations and missions of this department grouped in the same department?
- Has the department experienced operational or performance issues in the eyes of Town Council, users, citizens or the business community?
- Is the current operational, planning and capital project task matched with the proper resources?
- Can the department meet the daily, weekly, monthly and annual expectations for operational issues and capital projects?
- How have other communities our size with similar budgets and project loads organized successfully to handle the volume of work and expected timelines?
- Review of recommendations identified in organizational and management review from Springsted Study 2004?
- Recommendations and observations from Town Council, management team and staff.

As a result of the above recommendations, I submit to you the following reorganization plan that impacts all departments within our Town. It is the first comprehensive review of our entire organization and how each department interacts and relates to our daily mission. Please review the following recommendations:

ADMINISTRATIVE SUPPORT DEPARTMENT

- a) **ASSISTANT TOWN MANAGER** – After 6 months of working closely together and looking at separating roles and tasks, it is now recommended that the Assistant Town Manager serve in a more traditional chief of staff role. The Assistant Town Manager will be the

first point of contact for all department heads based on his availability. His main focus will be providing support, guidance and assistance to the department heads with additional specialized project support such as website, budget guidance, performance management, IT assistance and other tasks based on his extensive training and background. With this assignment, the Town Manager will focus on more organizational and long-term planning related issues to better prepare the Town for continued changes that we expect in the future. In addition, a major role of the Town Manager will be to provide Town Council support and assistance on the multitude of projects that we are handling on a daily basis. This would better allow the Town Council to coordinate all projects through the Town Manager which would then efficiently assign these items to the appropriate departments and track these items. In addition, the Town Manager will serve as the point on major constituent, residents and business issues as identified by Town Council or brought directly to the Town.

- b) **TOWN CLERK** – With the significant increase in committees, commissions and boards meetings along with the increase in standing committee meetings on a monthly basis, it has been extremely difficult for the Clerk, working around the clock, to handle this workload coupled with the FOIA requests, archives, record disposal and other responsibilities that fall on the Clerk. In addition to all of these items, the Clerk is also responsible for providing support to the Admin. Department and filling in for other staff members during their absence. In order to provide some interim relief, I have approved the Planning Department contracting their minutes for the Planning Commission, ARB and BZA through an outside independent source. This will ensure that the minutes are completed in a timely fashion based on the guidelines established by the appropriate committees, commissions and boards while still meeting our budget guidelines. This one change will provide better support to our planning agencies and also lift a substantial burden off of our current clerk. All of the minutes will still be stored and filed with the Town Clerk for legal purposes but the actual recording and transcribing of the minutes will be done independent of her office, at this point. In the near future, the issue of whether this position should be upgraded to a part-time or full time position under the Town Clerk’s office should probably be revisited within the next year. In the interim, this will free up the Town Clerk to provide administrative support and project management assistance to the Assistant Town Manager in addition to her regular roles and responsibilities.
- c) **UPGRADES TO PART-TIME MANAGEMENT SUPPORT POSITIONS** – When the Town hired the Budget Procurement Specialists, Personnel Specialists and the IT Specialists in part-time capacities to meet these ever expanding roles and legal responsibilities, the Town was probably at a point where these positions should have been brought on as full time positions. Clearly, the workload dictated this consideration but the fiscal constraints overrode the potential justification. History has shown that the workload, expectations and projects have clearly forced these positions into more of a full time role. This has been identified by all staff members that we have placed in these positions and we have been fortunate to find extremely confident and qualified retirees or professionals looking to work in a less than full time capacity to occupy these positions but the workload that we have placed on them has not been in line with the compensation and p/t status.

FINANCE DEPARTMENT

- a) **METER TECHNICIAN** – In an effort to better coordinate operations with the Finance Department, the Meter Technician which was traditionally in the Maintenance Department will be relocated to the Utilities Department with the Finance Department's oversight provided to Utilities. This will more closely link the water accountability issue with the billing department located in Finance.

PLANNING DEPARTMENT

- a) **CONTRACTED PLANNING CLERK** – In an effort to provide some relief to the Town Clerk and provide more detail and responsive minutes to our Planning Commission, BZA and ARB, I have authorized the Planning Department to hire an outside resource to serve as an independent contractor to complete minutes. At this point, the former Town Clerk has offered to provide these services to the Town and she is experienced with the system and has experience serving these organizations.
- b) **UTILITIES/CONSTRUCTION INSPECTOR** – In order to better coordinate inspections of public improvements in newly constructed residential/commercial projects, one inspector from the Utilities Department will be moved into the Planning Department to work closely as a team with zoning administration and new construction planning. This will consolidate all of the public improvements bonding, planning process and field inspection of new construction into one division.

STREETS AND MAINTENANCE DEPARTMENT

- a) **METER TECHNICIAN** – The meter technician originally funded in the General Fund under the Maintenance Department will be transferred to the Utility/Finance Department for operations and oversight. This will link the production of water accountability of utilities along with the billing component into two departments rather than the current three.
- b) **TRANSFER OF CAPITAL PROJECTS** – This study recommends the creation of a Capital Projects Department which is headed by a newly created Capital Projects Director. All projects over \$100,000 in the Streets and Maintenance Department will be transferred to this division for bidding, construction administration and implementation. Projects under \$100,000 will remain the responsibility of the Director of Streets and Maintenance and the Maintenance Superintendent's Department to implement based on budget and Council guidelines.
- c) **STAFFING OF OPERATIONS** – The traditional 7 AM to 3 PM shift will be extended from 7 AM to 4 PM to better reflect operational requests and projects that come in between the traditional office hours of 8 AM to 5 PM. Plans for staffing this will be forwarded to the Town Manager and approved with implementation of this item on January 1, 2007.
- d) **CONTRACT MANAGEMENT SUPPORT** – The contracted management project support provided by Jacobs Engineering will be reassigned to the Capital Projects Division once this department is staffed in late December or early January. This will ensure the continuity of major capital projects which are currently underway and being handled under Eric Rheinstein through his contracted employer. Under the new FY 07/08 budget, consideration should be given to hiring this support directly rather than contracting through an outside company which potentially provides considerable markup. This should be reviewed by a cost benefit analysis.

- e) **UTILITIES MAINTENANCE AND OPERATIONS** – Traditionally, this responsibility has been the role of the Maintenance Department along with many other tasks that have greatly increased as a result of maintenance of our streets and roadways. These responsibilities such as annual flushing, sewer cleaning, repairs to water and sewer lines and other items are critical tasks that must be given priority with other important tasks. As these maintenance and daily responsibilities grow with the size of the community, it is traditionally spun off into a separate division that is accountable to the Utilities Department. This decision tends to foster better cooperation, working relationships and teamwork with the entire Utilities Division. It also ensures that the entire Utilities Department is working as one cohesive team without depending on other departments for key components of their operations. In the interim, I have recommended that we continue to operate with our current structure where the Streets and Maintenance Department is divided into 2 teams that rotate every 6 months. These 2 teams are Streets and general maintenance and Utilities.

POLICE DEPARTMENT –No recommended changes at this department level since most of the organizational upgrades occurred with the hiring of the new Chief and the reorganization that occurred under the FY 06/07 budget.

CAPITAL IMPROVEMENTS DEPARTMENT

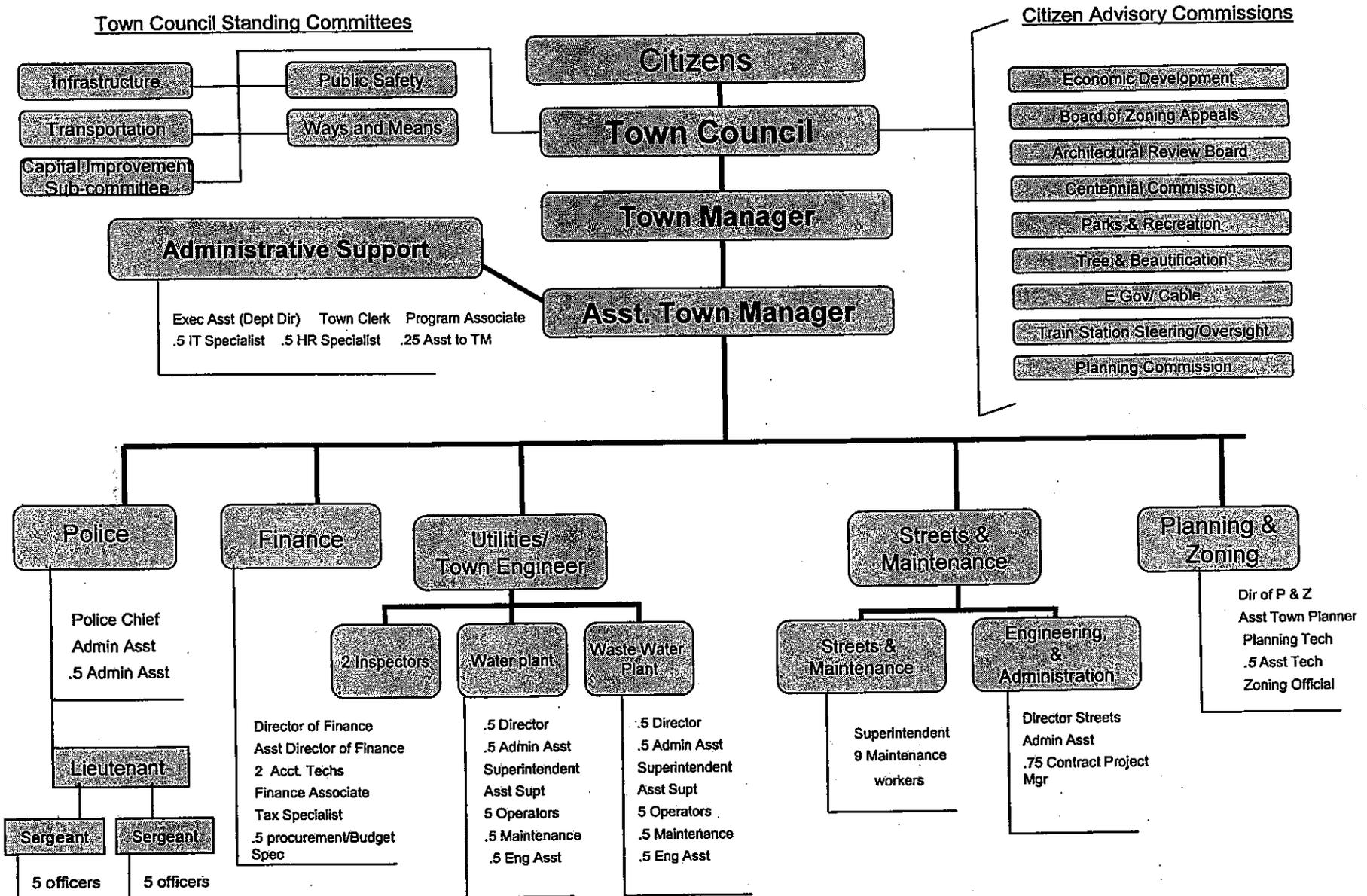
- a) **CREATION OF DIRECTOR OF CAPITAL IMPROVEMENTS DEPARTMENT** – The Town will hire a new individual to serve as Director of the Capital Improvements Department. This department will be responsible for handling and overseeing all capital projects within the Town that exceed \$100,000. This department will still need support from General Admin., Finance and the appropriate department where the capital project is assigned to ensure that the program moves smoothly along without interrupting existing operations. The advantages that this department will have is the sole responsibility of properly implementing and tracking these programs to ensure that they are completed based on the approved timeline, within budget and without significant legal and other challenges that may slow projects down in a more traditional format. They will not have any obligations to general operations on a daily basis.
- b) **RELOCATION OF ONE FIELD/CONSTRUCTION INSPECTOR** - The Town is proposing to relocate one utility/construction inspector from the Utilities Department to the Capital Improvements Department to provide immediate support on capital projects. This individual will provide field support to the Director and any engineering support that operates within this department. Initially, the first inspector and a subsequent second inspector was assigned to the Utilities Department to handle the heavy rush of new construction that was occurring in the residential communities and most of this work involved inspection of streets, water and sewer. Now that we are seeing a substantial slow down of these public improvements and residential construction and an increase in capital projects handled by the Town, it is appropriate to look at relocating these positions. Even though the Director of Utilities/Engineer has done a phenomenal job overseeing these two staff members, it has required additional oversight that caused her to reallocate her time from the Utilities Department on a daily basis.
- c) **RELOCATION OF CONTRACT PROGRAM PROJECT MANAGER SUPPORT FROM UTILITIES AND STREETS/MAINTENANCE** – This report is recommending that we reallocate our contract project staff from Streets/Maintenance which will involve moving this individual directly to the Capital Projects Department once the Director is on-board.

CONDENSED SUMMARY OF RECOMMENDATIONS WITH STAFFING AND FISCAL IMPACTS

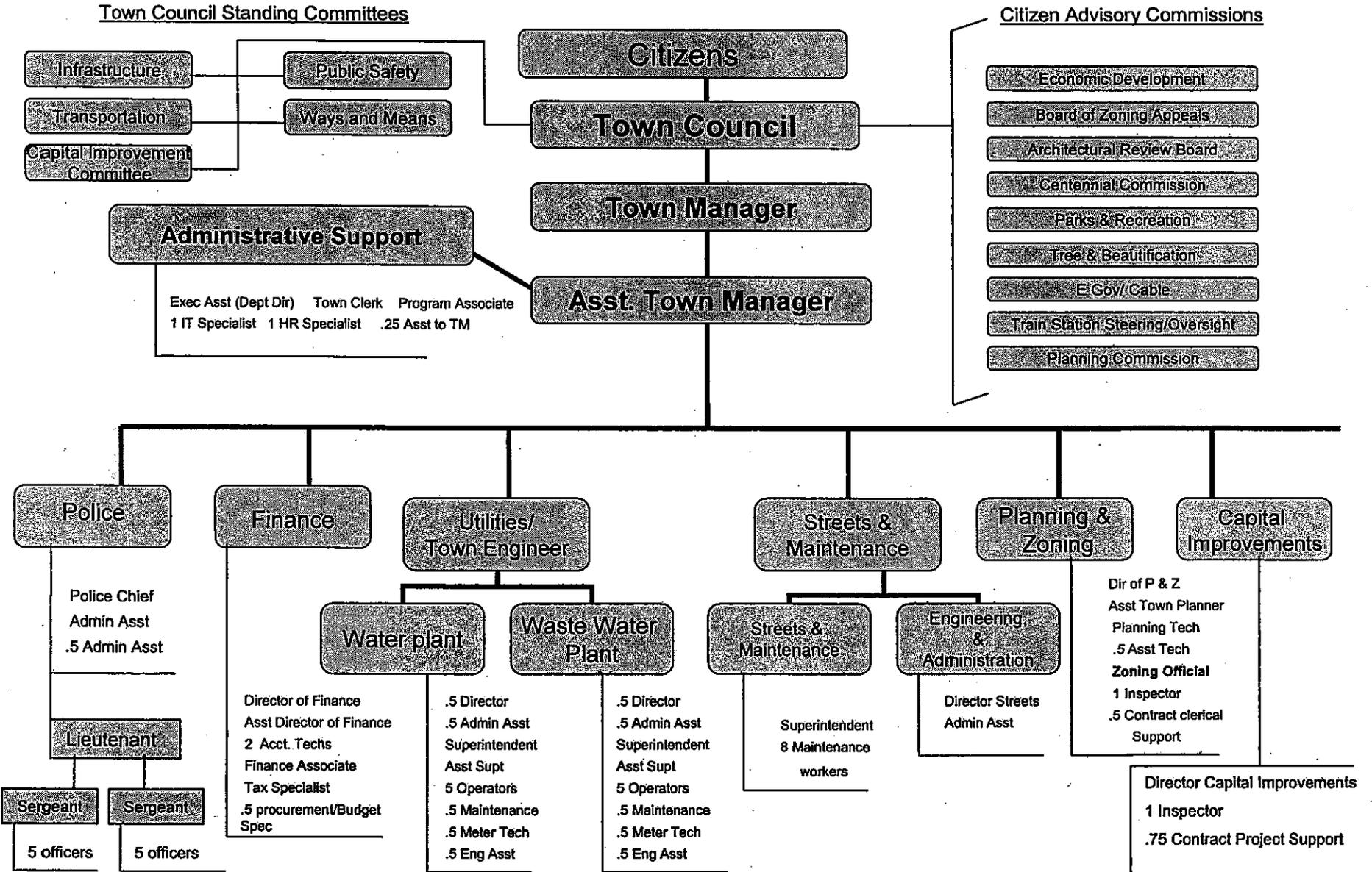
DEPARTMENT	POSITION	ACTION	STAFFING IMPACT	FISCAL IMPACT	IMPLEMENTATION DATE
Administration	Assistant Town Manager	Reassignment of roles to Chief of Staff	None	None	12/1/06
Administrative Support	Town Clerk	Transfer Clerk Responsibilities for Planning Dept. to contract support	Contract Support provided to Planning Dept. for Planning Commission, BZA and ARB Minutes	\$8,000 annually	11/1/06
Administrative Support	IT Specialists Bud. /Procurement Spec. Personnel Spec.	Transfer positions to full time status	+ 1.5 FTE's	+\$60,000	IT Spec. 7/1/07 Bud./Proc. Spec. 7/1/08 Personnel Spec. 7/1/08
Finance	Meter Technician	Provide close direct support to Finance Dept.'s water & sewer billing operations	None	None	11/1/06
Planning	Contracted Clerk Support	Contract for Clerk Support for Planning Commission, BZA and ARB	.25 FTE's contracted	\$8,000	11/1/06
Planning	1 Utility/Construction Insp.	Transfer 1 inspector from Utilities Dept.	Relocation of +1 FTE from Engineering Dept. & Gen Fund	None	1/30/07
Maintenance	Meter Technician	Transfer position to Utility/Finance Dept.	1 FTE Transferred from Maintenance to Utilities	None, based on no charge back to Utilities Fund	11/1/06
Streets & Maint.	Director of Streets & Maintenance	Transfer of CIP Responsibilities for all capital projects over \$100,000 to new Capital Improvements Division	None	Transfer of \$50,000 from Streets Admin. funds to cover 50% of position	1/07
Streets & Maint.	General Dept. Operations	Staffing of Operations from 7 AM to 4 PM	No FTE Increases	Savings on Emergency call-out during existing workday	1/07
Streets & Maint.	Contract Project Support from Jacobs Eng.	Transfer of Position to Capital Improvements Department	-.5 FTE	-\$50,000	1/30/07
Utilities	Meter Technician	Transfer Meter Technician position from General Funds Streets & Maint. Division	+1 FTE	None, based on no charge back to	11/1/06

				Utilities	
Utilities	Utility/Building Inspector	Movement of this position to Planning	- 1 FTE	None, already budgeted in Gen. Fund with transfer to Planning	1/30/07
Utilities	Utility/Building Inspector	Movement of 1 Utilities/Field Inspector to Capital Improvements Dept	- 1 FTE	No Impact, position already in General Fund	1/30/06
Utilities	Director of Utilities	Transfer of all capital projects over \$100,000 to new Capital Improvements Division	None	Transfer of \$50,000 from Utilities Fund to General Fund to help fund position	1/07
Police Dept.	No Changes Identified	No Changes Identified	No Changes Identified	No Changes Identified	
Capital Improvements Dept.	Director of Capital Improvements	Create new department with Director	+ 1 FTE	\$100,000 with \$50,000 from Utilities and \$50,000 from General	1/07
Capital Improvements Dept.	Utilities/Field Inspector	Transfer from Utilities Dept.	+1 FTE in General Fund	+\$50,000	1/30/07
Capital Improvements Dept.	Contract Project Support Manager	Transfer from Streets & Maint. Dept.	+.50	None, transferred from existing budget in Streets & Main. under Gen. Fund	1/30/07

Town of Purcellville Organization Chart: Existing



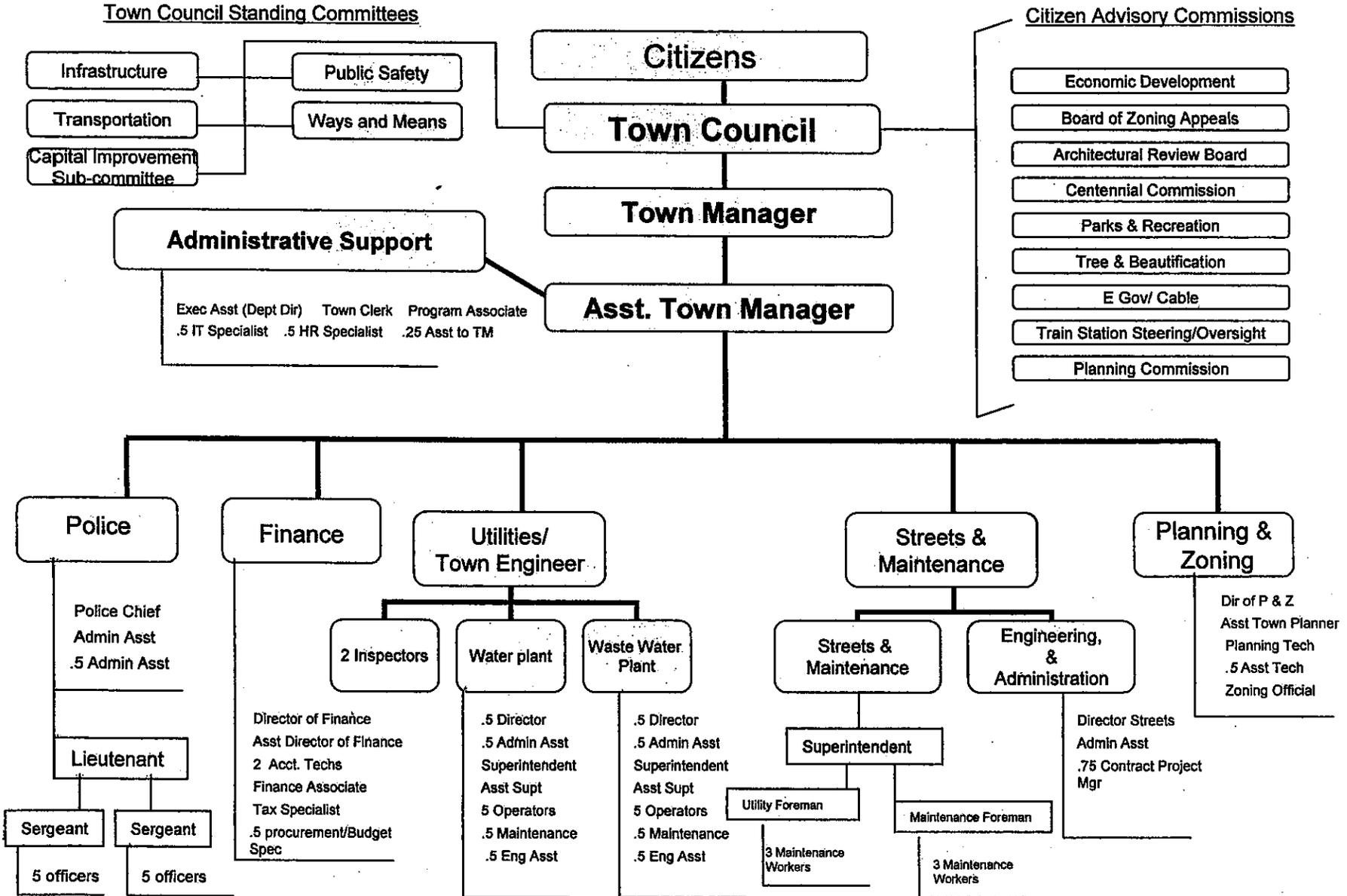
Town of Purcellville Organization Chart: Proposed



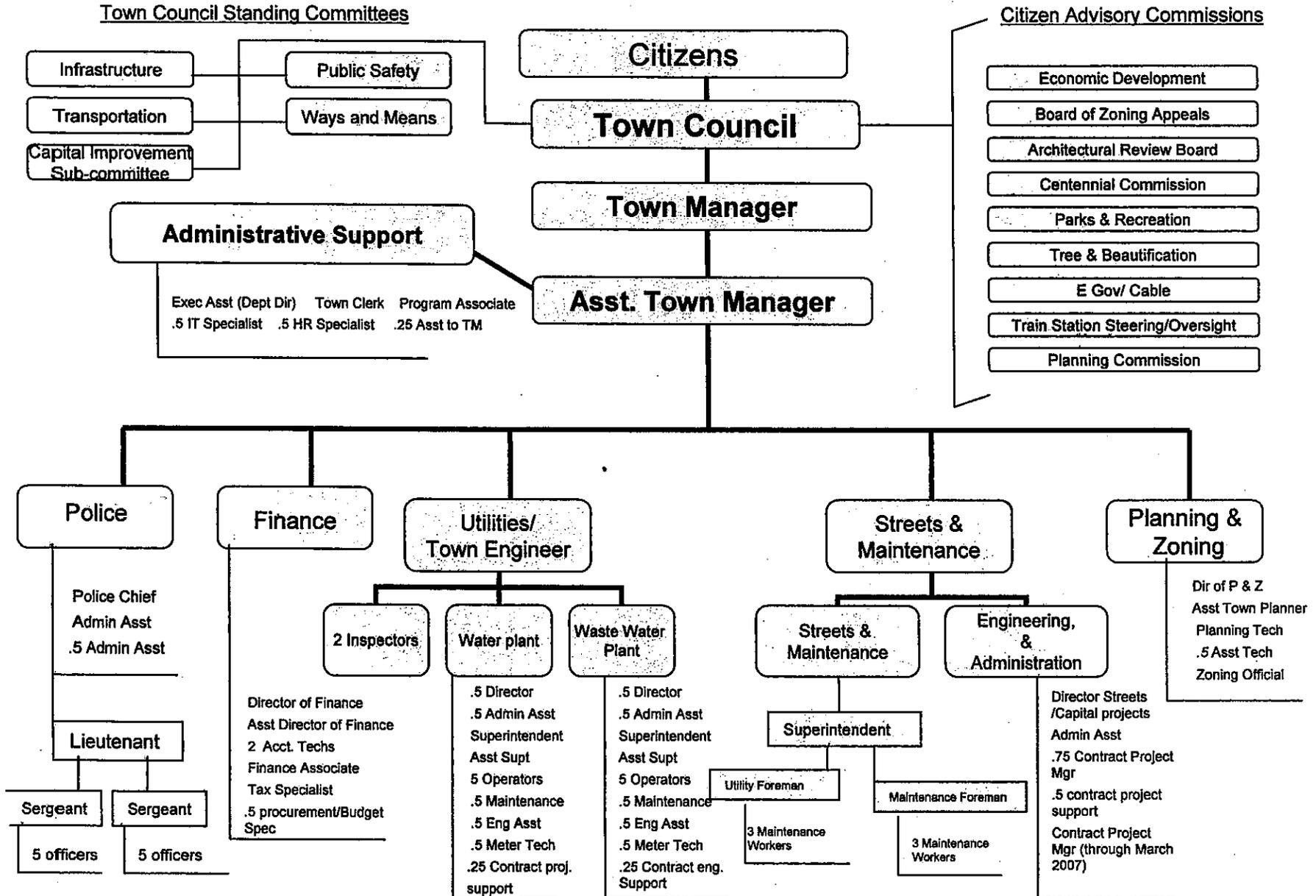
APPENDIX B

Proposed Historical Town of Purcellville
Organizational Chart Options (1/2007)

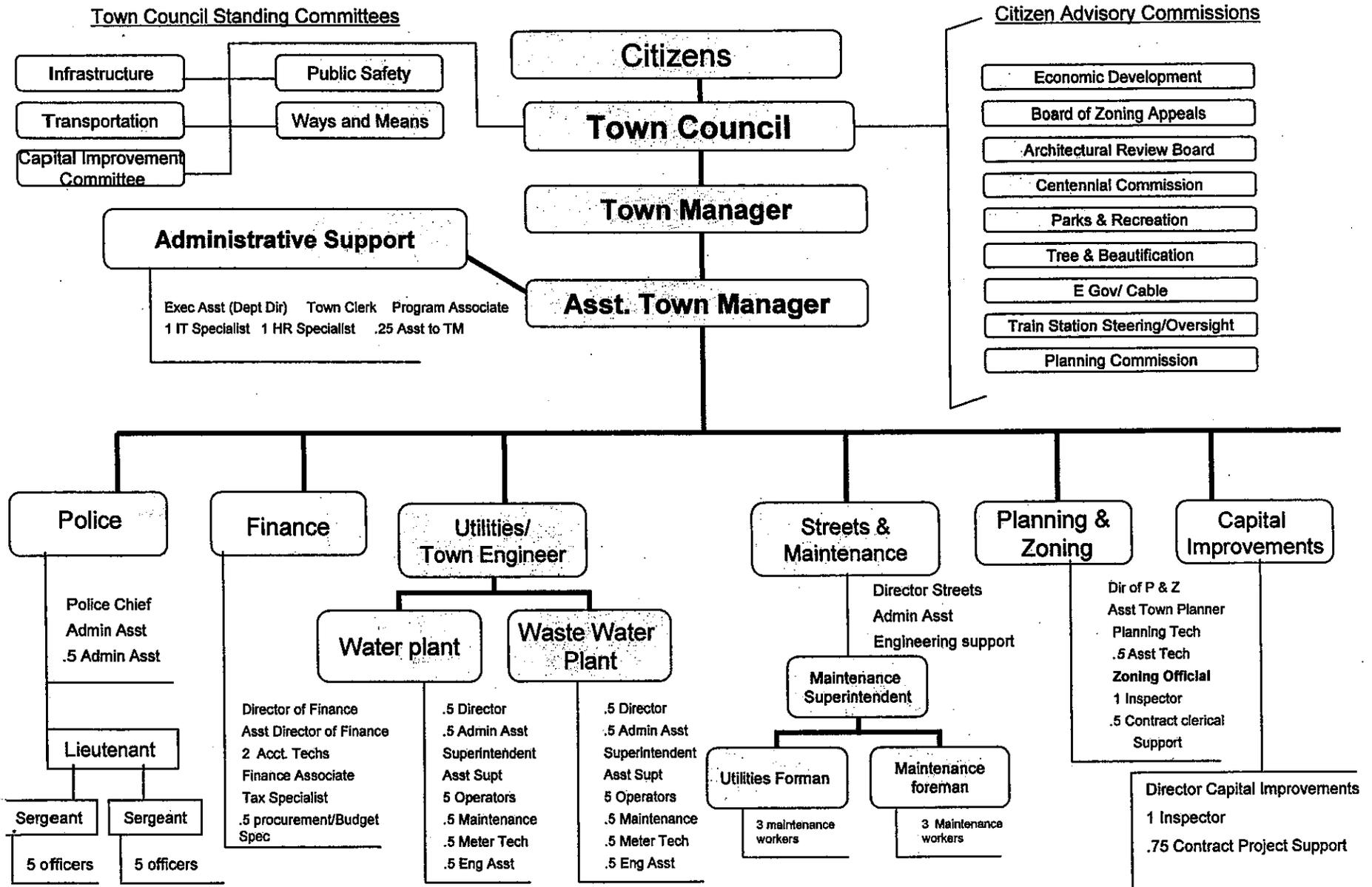
Town of Purcellville Organization Chart: Prior to 1/1/07



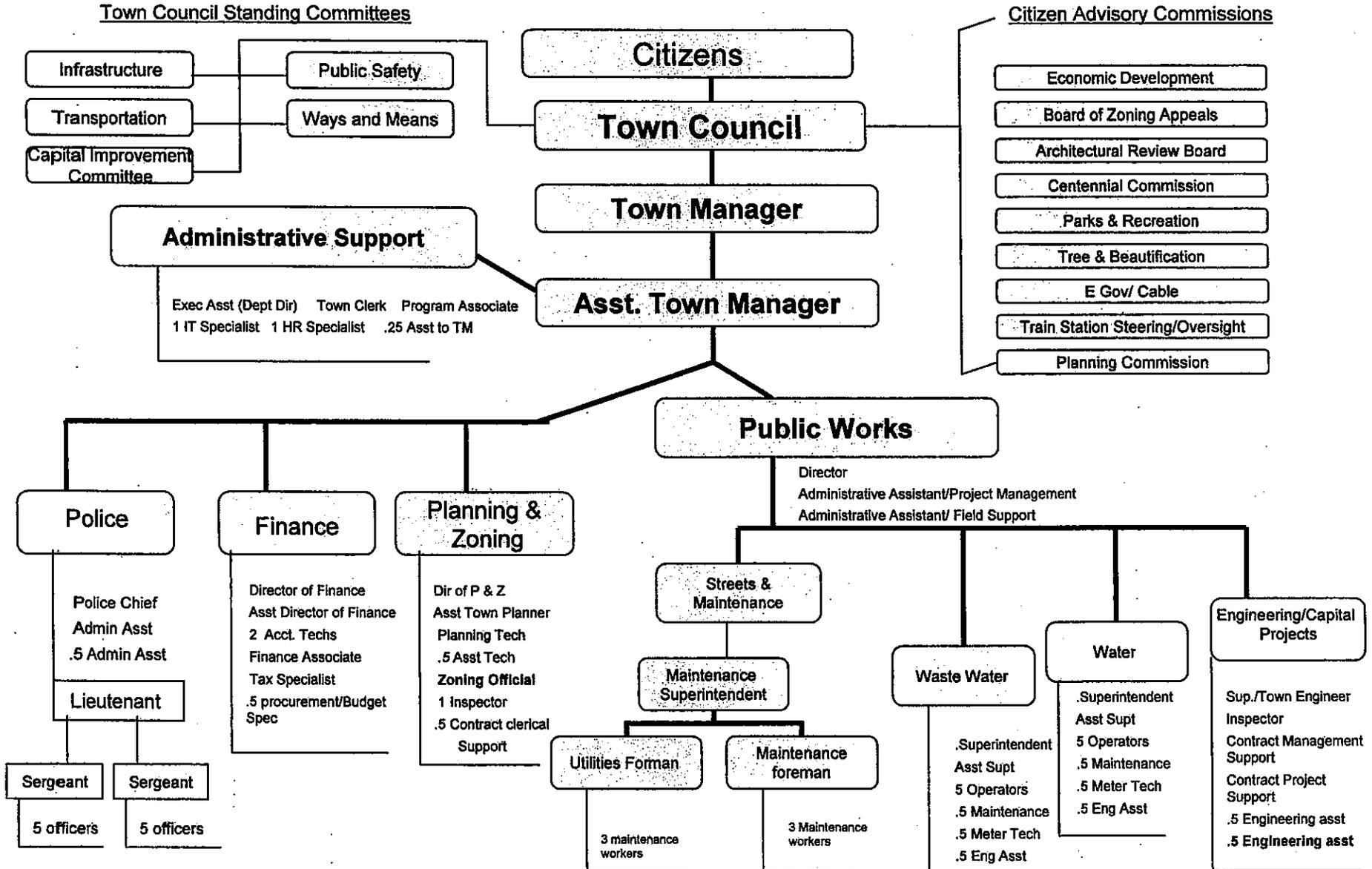
Town of Purcellville Organization Chart: After 1/1/07



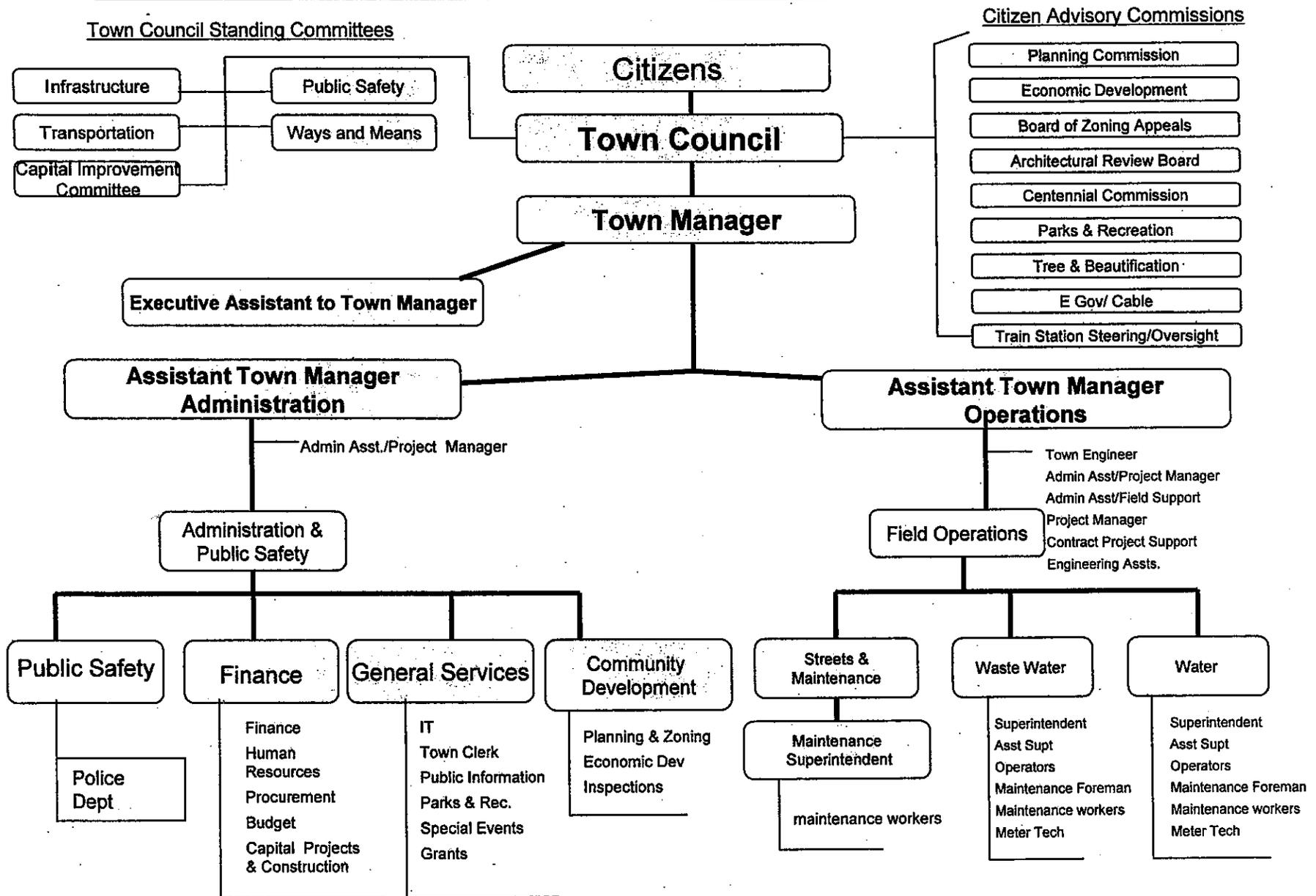
Town of Purcellville Organization Chart: Proposed Option 1



Town of Purcellville Organization Chart: Proposed Option 2



Town of Purcellville Organization Chart: Proposed Option 3

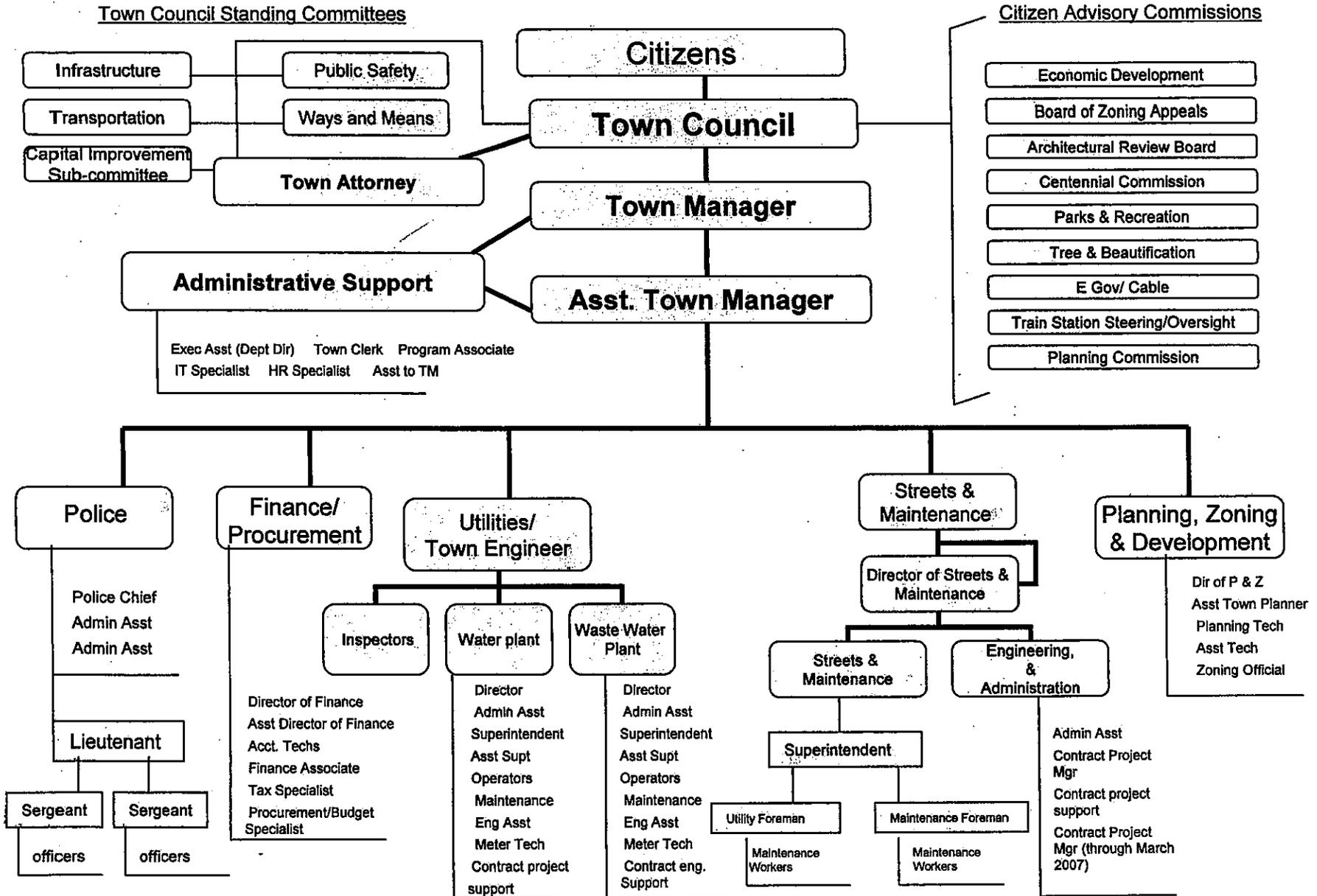


APPENDIX C

**Proposed Historical Town of Purcellville
Organization Chart (2/27/2007)**

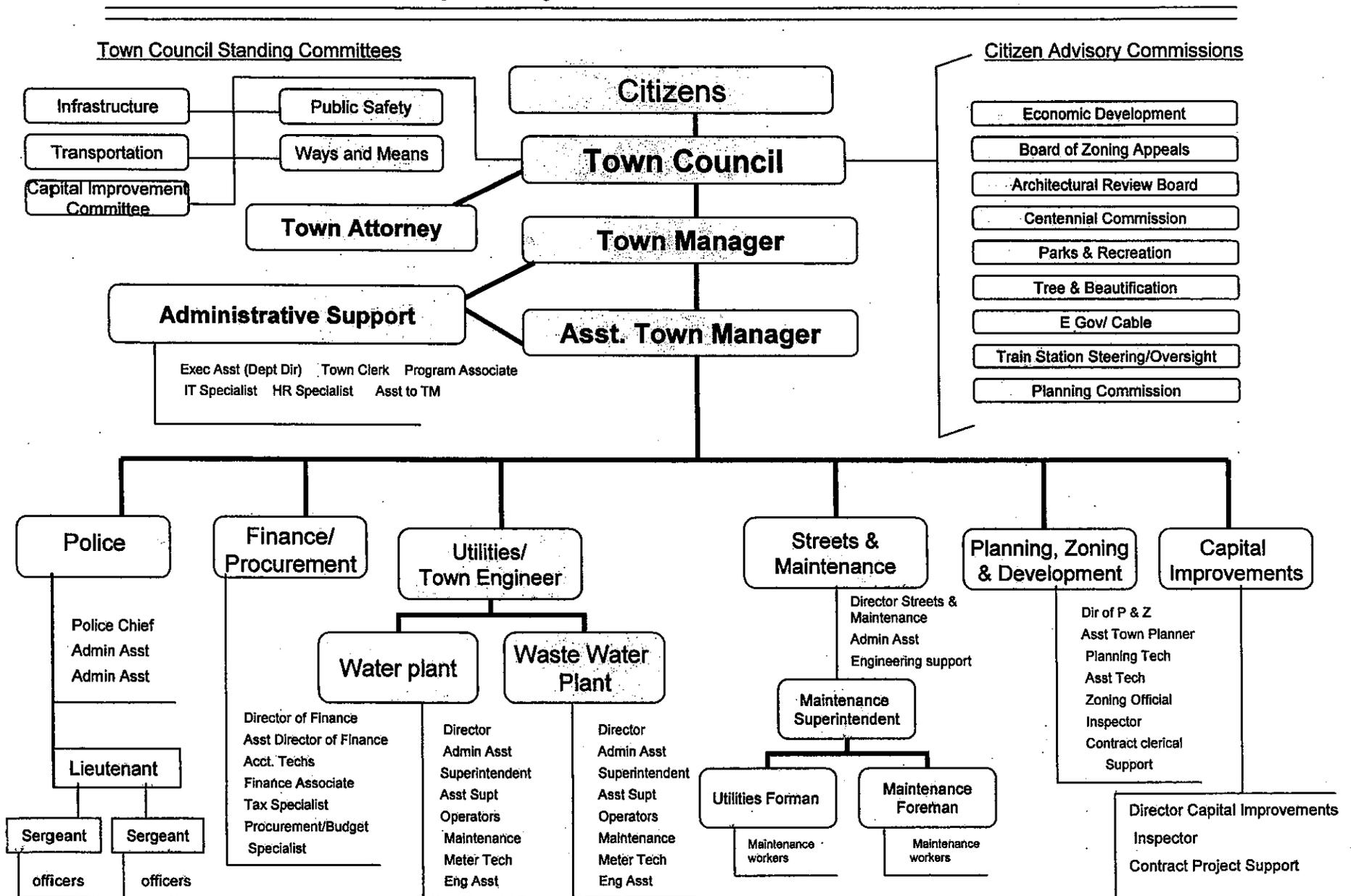
Town of Purcellville Organization Chart: Existing Option 1

Proposed by Robert W. Lohr, Jr. 2/27/2007



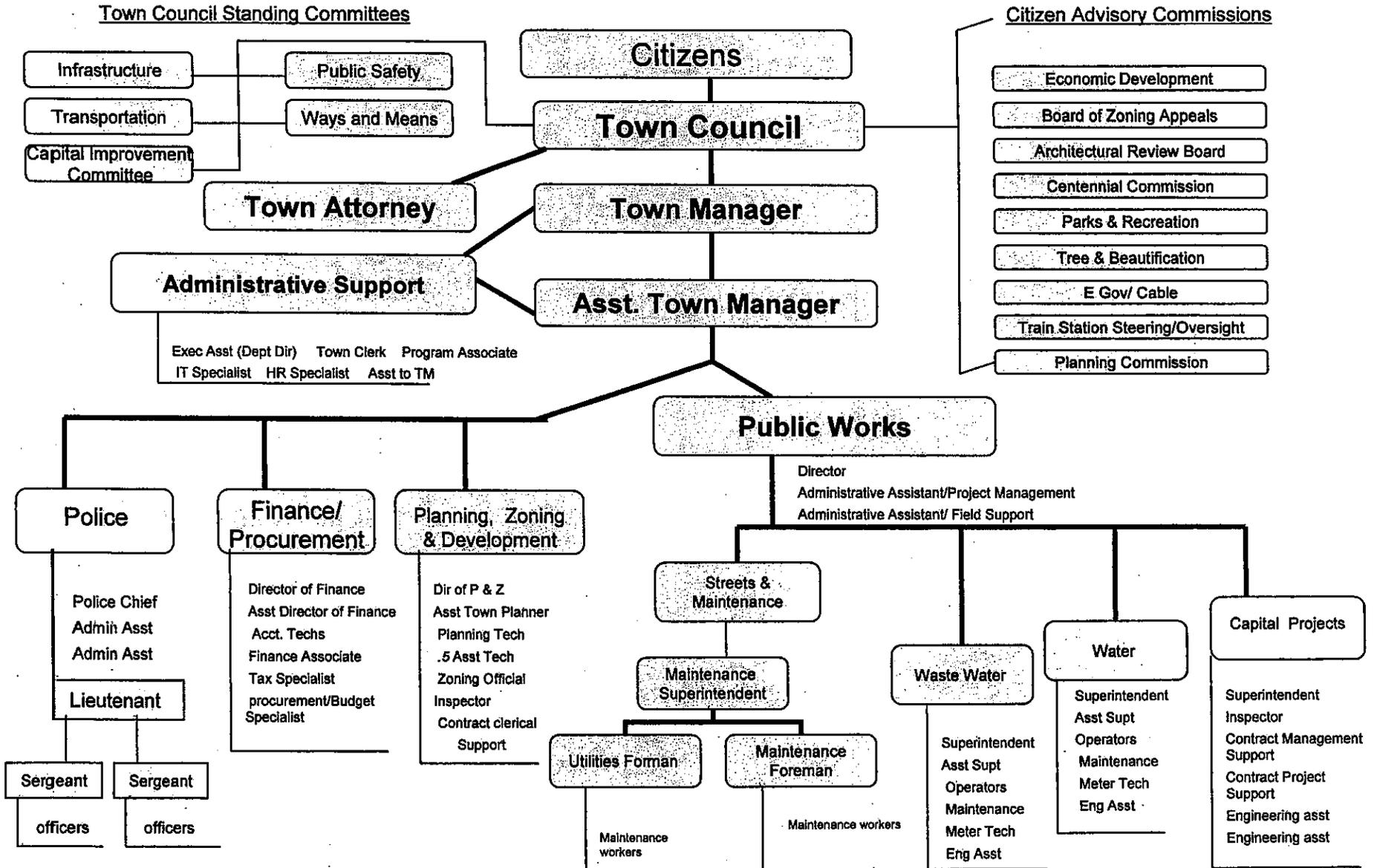
Town of Purcellville Organization Chart: Option 2

Proposed by Robert W. Lohr, Jr. 2/27/2007



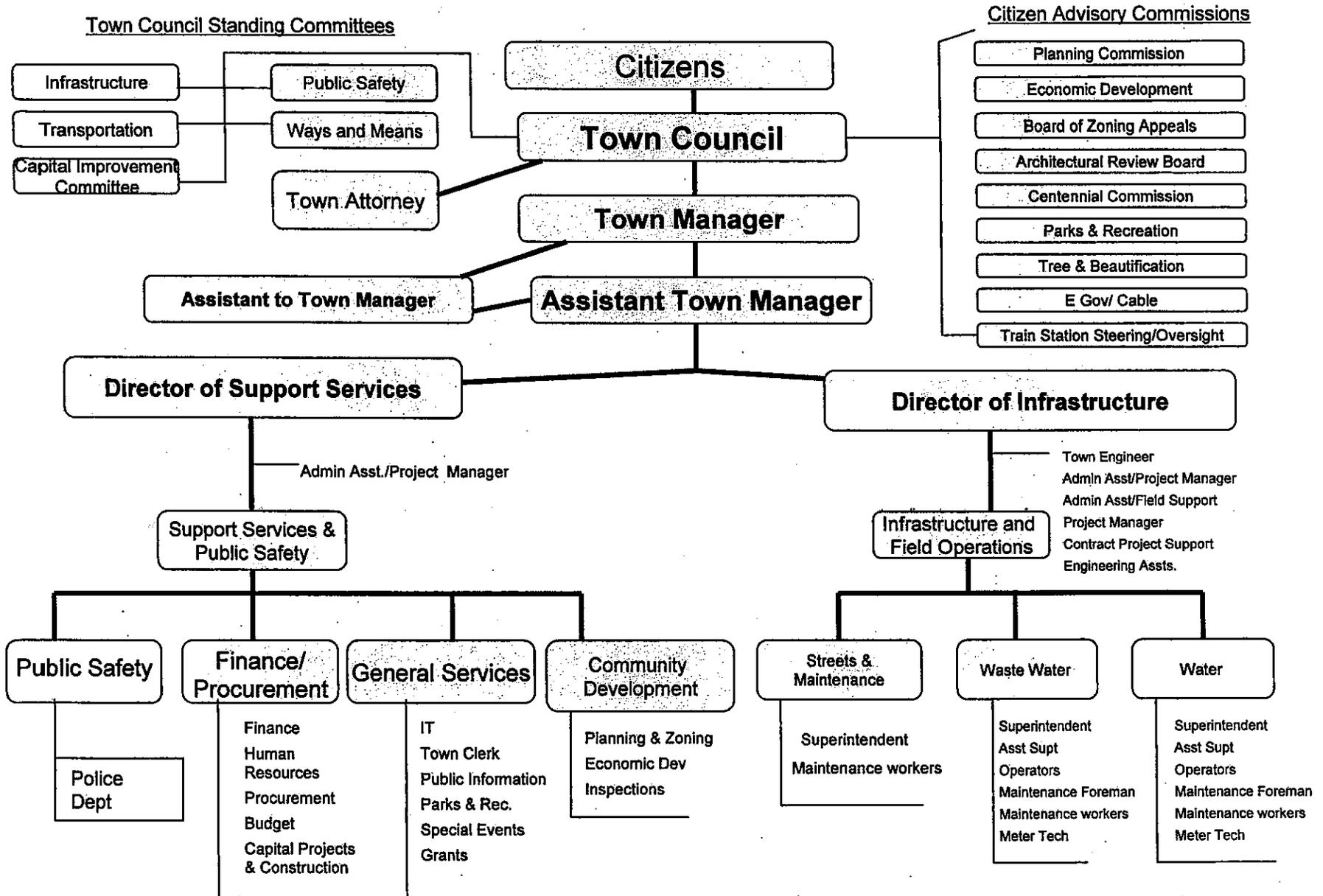
Town of Purcellville Organization Chart: Option 3

Proposed by Robert W. Lohr, Jr. 2/27/2007



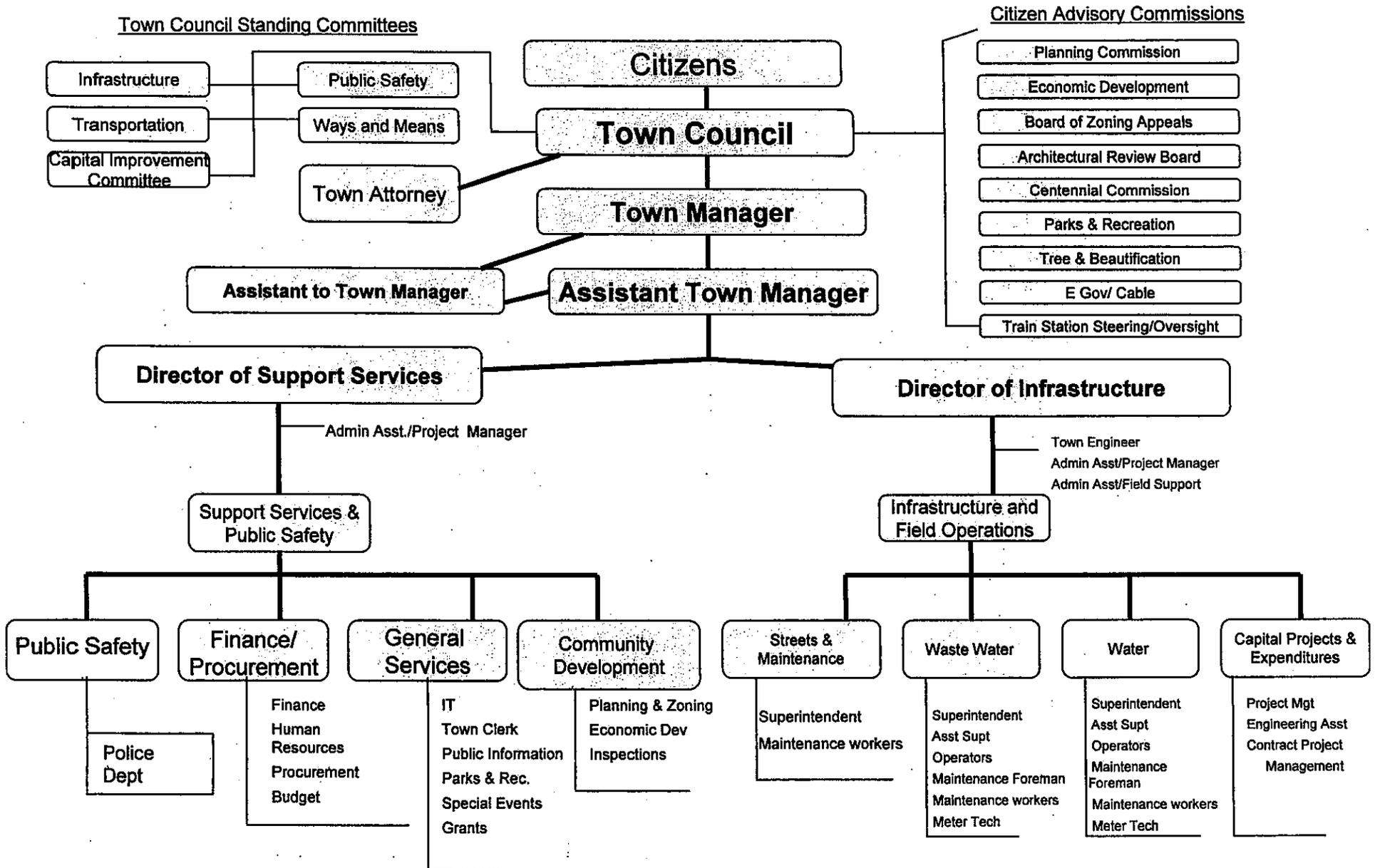
Town of Purcellville Organization Chart: Option 4

Proposed by Robert W. Lohr, Jr. 2/27/2007



Town of Purcellville Organization Chart: Option 5

Proposed by Robert W. Lohr, Jr. 2/27/2007



MEMORANDUM

TO: Mayor and Town Council
Rob Lohr, Town Manager

FROM: Patrick Childs, Assistant Town Manager

RE: Proposed Capital Staffing Plan Impact on Space Requirements

DATE: June 25, 2007

Introduction

The recently proposed capital staffing projections¹ includes 38 additional FTEs for the period FY07-08 through FY10-11 which are summarized in the following table:

	FY07-08	FY08-09	FY09-10	FY10-11	Total FTEs
Admin	None	IT Spec to FT HR Spec to FT	Town Attorney	None	3
Finance/ Procurement	None	Staff Acct. PT Payroll & Benefits Tech	HR Mgr Budget Officer HR Spec Procure Spec	None	4
Planning/ Comm Dev	Sr Planner	None – but Inspector from Eng	Town Engineer GIS Spec Econ Dev Spec Asst Plan Tech	Zoning Admin	5.5*
Public Works/ Infrast & FO	None	Asst Dir of PW Proj Mgr / Coord	None	None	2
Police	Patrolman	Patrolman Admin Asst	2 Patrolmen	2 Sargeants	6.5
Maintenance	None	2 Maint Wrkrs	Maint Worker	None	3
Wastewater	Operator	Operator Plant Equip Maint to FT	Engineer Asst	Operator	4.5

¹ Town of Purcellville: Capital Staffing Projections Prepared by: Tracy DeMonte, Human Resources Specialist 06/07.

Water	Operator	Operator Plant Equip Maint to FT	Engineer Asst	Operator	4.5
Cap Proj / Eng	None	Proj Mgr / Coord	Proj Engineer	Proj Coord	3
Supp Svc / Pub Safety	None	None	Dir of Support Svs Admin. Asst	None	2
Total FTEs	4	11	17	6	38
*Does not include Inspector from Engineering					

Defining Space Standards

With this in mind, questions have been raised by Staff and Town Council about the space standards necessary to accommodate the additional employees. A *space standard* defines how much space, how much of the area in the building, is given to each person working there.² In Office Space Planning – Designing for Tomorrow’s Workplace, the authors point out that the simplest standard to guide an organization on how much space it requires is the average net lettable area (NLA) that is required per person. But, the range of average space per person found in different offices is wide from about 100 square feet lettable area per person to a high end of 350 to 400 square feet per person. In the United States and Canada, a typical figure is 200 to 250 square feet lettable area per person for a medium-sized organization with a range of different levels of seniority in staff.

A second use of the terms *space standards* or *space guidelines* indicates the area allowance for each person on the working floors of the office building. This is the area taken up by the footprint of the working furniture, the desk, chair, storage, and the access route to get to and use them. It is associated with net usable area rather than the lettable area.

Three different approaches can be adopted when deciding individual space standards: Hierarchy – based upon job titles, salary, etc.; Functional – based on specific job requirements, seniority, etc., Identical – everyone gets identical workspace. Since 1997, the U.S. General Services Administration aims for an average no more than 200 square feet per person usable space, which is a benchmark in the public sector. Current workplace standards for U.S. federal officers range from 60 to 400 square feet which are set out in federal property regulations.

In regards to workstations, four or five different layouts are likely to cover most needs in any organization. One set to base of family of space standards could be 65, 100, and 130 square feet.

Also, ancillary areas – storage accessed by all group members, coat closets, equipment such as photocopiers and printers, etc. - must be considered. Typically, ancillary areas add between five and 15 square feet per person to the space requirement in the working areas.

² Alexi Marmot and Joanna Eley, Office Space Planning – Designing for Tomorrow’s Workplace.

Current Town Space

From a February 2007 report by a consultant with Jacobs Engineering, the current Town Hall has 7,740 gross feet (120' x 64.5') and utilizes 6,041 square feet for offices, meeting rooms and common areas.³ This is 78 percent space utilization. The State of Virginia Department of General Services says that the Assignable Square Footage (ASF) vs. Gross Square Footage (GSF) should be 70 percent for partitioned office space and 90 percent for open office layout. The current Town Hall utilization ratio is within this guideline. For reference, the assignment of space at Town Hall is shown in the following table:

Department	Square Footage in Town Hall	Square Footage in Trailer
Planning	393	0
Public Works	944	0
Administration	947	448
Finance	677	112
Meeting Rooms	1,774	0
Common Spaces	1,065	0
Utilities	241	0
Total	6,041	560

The Police Department is currently in a space with 2,492 square feet.
The Wastewater and Water Plants are approximately 2,800 square feet each.
The Maintenance Building is approximately 3,640 square feet.

Standard Example

The website for OfficeFinder, officefinder.com, includes additional information such as, "The general rule of thumb is to allow 175 to 250 usable square feet per person of office space depending upon the type and style of the business. This figure can vary based upon special needs such as extra-large conference rooms or storage requirements, but will include normal amenities within a general office use office." The site also includes an office space calculator and example standards such as the following:

- **Typical President's Office or Chairman of the Board** – 250 to 400 sq. ft. (4 to 5 windows in length)
- **Typical Vice-President's Office** – 150 to 250 sq. ft. (3 to 4 windows in length)
- **Typical Executive's Office** – 100 to 150 sq. ft. (2 windows in length)
- **Partitioned Open Space – Clerical Supervisor or Manager** – 80 to 110 sq. ft.
- **Open Space – Clerical or Secretary** – 60 to 110 sq. ft.
- **Conference Rooms** – 15 sq. ft. per person, theater style; 25 to 30 sq. ft. per person, conference seating
- **Mail Room** – 8 to 9 ft. wide with 30" counters on either side. Length depends upon amount of usage

³ Space Comparison: Purcellville Town Hall vs. Purcellville Baptist Church, February 7, 2007

- **Reception Area** – 125 to 200 sq. ft. for Receptionist and 2-4 people
- **File Room** – 7 sq. t. per file with a 3' to 4' aisle width
- **Library** – Allow 12" for bookshelf width; 175 to 450 sq. ft. with seating for 4-6
- **Lunch Rooms** – 15 sq. ft. per person, not including kitchen. Kitchen should be 1/3 to 1/2 of seating area
- **Clerical Pool Areas** – 80 to 100 sq. ft. per person
- **Corridors** – 20 to 30 percent of the total usable area
- **Coat Closets** – 1 lineal ft. for 4 coats, 3 per person
- **Water Coolers/Drinking Fountains** – 1 unit per 75 employees
- **Suggested Column Spacing** – 28' to 30' per bay
- **Suggested Window Mullion Spacing** – 4'6" to 5'. This determines office width

Future Town Needs

The aforementioned example confirms the information in *Office Space Planning* by recommending around 200 square feet per person usable space in an office. For discussion purposes, a set of standards utilized to estimate future Town workspace needs are 65, 100, 130, and 200 square feet. The following table shows the allocation of space by fiscal year, department and position for the FY07-08 through FY10-11 period for the additional employees:

FY07-08		
Department	Position	Space (Sq. Ft.)
Planning	Sr. Planner	100-130
Police	Patrolman	65
Wastewater	Operator	65
Water	Operator	65
Total for FY07-08:		295-425
FY08-09		
Admin	IT Spec to FT*	65-100
Admin	HR Spec to FT*	65-100
Finance/Procurement	Staff Accountant	65-100
Finance/Procurement	PT Payroll & Benefits Tech	65
Planning	Inspector from Engineering*	65
Public Works/Infrast & FO	Asst Dir of PW	100-130
Public Works/Infrast & FO	Proj Mgr / Coord	65-100
Police	Patrolman	65
Police	Admin Asst	65
Maintenance	Maintenance Worker	65
Maintenance	Maintenance Worker	65

Wastewater	Operator	65
Wastewater	Plant Equipment Maint to FT*	65
Water	Operator	65
Water	Plant Equipment Maint to FT*	65
Capital Proj / Eng	Proj Mgr / Coord	65-100
Total for FY08-09		1,075-1,705
FY09-10		
Admin	Town Attorney	200
Finance/Procurement	HR Mgr	100-130
Finance/Procurement	Budget Officer	100
Finance/Procurement	HR Spec	65
Finance/Procurement	Procure Spec	65
Planning/Comm Dev	Town Engineer	100-130
Planning/Comm Dev	GIS Spec	65-100
Planning/Comm Dev	Econ Dev Spec	65-100
Planning/Comm Dev	Asst Plan Tech	65-100
Police	Patrolman	65
Police	Patrolman	65
Maintenance	Maintenance Worker	65
Wastewater	Engineering Asst	65-100
Water	Engineering Asst	65-100
Cap Proj/Eng	Project Engineer	65-100
Supp Svc/Pub Safety	Dir of Support Svc	100-130
Supp Svc/Pub Safety	Admin Asst	65
Total for FY09-10		1,380-2,370

FY10-11		
Planning/Comm Dev	Zoning Admin	65-100
Police	Sargeant	65-100
Police	Sargeant	65-100
Wastewater	Operator	65
Water	Operator	65
Cap Proj / Eng	Proj Coord	65-100
Total for FY10-11		390-790
Grand Total		3,140-5,290

Admin Total	330-530
Finance/Procure	460-790
Planning	525-1,185
Police	455-655
Public Works/Infrast & FO	165-395
Maintenance	195
Wastewater	325-425
Water	325-425
Cap Proj/Eng	195-495
Supp Svc/Pub Safety	165-295

*Position currently has office space.

The standards used – 65, 100, 130 and 200 square feet per person of space – are fairly conservative since, as mentioned, average area per person is typically 200 to 250 square feet. But, these standards are chosen for this discussion in order to adopt a more flexible approach that will fit various floor layouts that matches the organization’s needs. Items to continue to consider are as follows:

- As employees are added, ancillary areas – storage accessed by all group members, coat closets, equipment such as photocopiers and printers, etc. – should be considered and evaluated. Typically, ancillary areas add between five and 15 square feet per person to the space requirement in the working areas.
- Town Halls and town city administrative buildings are often built to impress, both internally and externally.
- Space allocation is often governed by principles established by bodies such as the General Services Administration.
- Although the Town is moving toward electronic record storage, space considerations should recognize the vast amounts of paper filing that are essential in most departments.
- An architect or an interior designer could provide a space audit and suggestions for appropriate standards that will specifically address the Town’s space needs. Along these lines, an architect or interior designer can best determine the maximum amount of people and uses that can be accommodated in each Town building.

Please be in touch with any questions or comments or if you require additional information. Thank you.

CAPITAL STAFFING PROJECTIONS - FY07-08 Through FY10-11				
Total Employees by Department				
DEPARTMENT	FY07-08	FY08-09	FY09-10	FY10-11
Administration*	9	9	6	6
Finance/Procurment*	7	8	10	10
Planning/Community Dev*	7	8	10	11
Public Works/Infrast & FO*	3	4	4	4
Police**	16	17	19	21
Maintenance	9	11	12	12
Wastewater	10	11	13	14
Water	10	11	13	13
Capital Projects/Eng*	7	7	7	7
Supp Svc / Public Safety**	0	0	2	2
TOTAL	78	86	96	100
* Located at Town Hall based upon current configuration	33	36	37	38
** Police and Supp Svc / Pub Safety	16	17	21	23
Current Town Hall and Police, Supp Svc / PS	49	53	58	61

Name of Specific Department

Department	Office/WS	Type	Size (sf)	FY07-08		FY08-09		FY09-10		FY10-11	
				Qty	Area	Qty	Area	Qty	Area	Qty	Area
Admin	Office	A	225	0	0	0	0	1	225	0	0
	Office	C	100	0	0	2	200	0	0	0	0
Finance/Procurement	Office	B	120	0	0	0	0	1	120	0	0
	Office	C	100	0	0	1	100	1	100	0	0
	Wksth	D	64	0	0	1	64	2	128	0	0
Planning/Comm Dev	Office	B	120	1	120	0	0	1	120	0	0
	Wksth	D	64	0	0	1	64	3	192	1	64
Public Works/Infrast & FO	Office	B	120	0	0	1	120	0	0	0	0
	Office	C	100	0	0	1	100	0	0	0	0
Police	Office	C	100	0	0	0	0	0	0	2	200
	Wksth	D	64	1	64	2	128	2	128	0	0
Cap Proj/Eng	Office	C	100	0	0	1	100	1	100	1	100
Supp Svc / Pub Safety	Office	B	120	0	0	0	0	1	120	0	0
	Wksth	D	64	0	0	0	0	1	64	0	0
TOTAL HC				2		10		14		4	
TOTAL HQ STAFF & CONSULTANTS				2		10		14		4	
TOTAL WORKSPACE OCCUPIABLE SF:					184		876		1,297		364

SUPPORT SPACE	Open/Encl	Size (sf)	FY07-08		FY08-09		FY09-10		FY10-11	
			Qty	Area	Qty	Area	Qty	Area	Qty	Area
File Room	Enclosed	150	1	150	2	300	2	300	1	150
Storage Room	Enclosed	100	1	100	2	200	2	200	1	100
Workroom	Enclosed	150	1	150	1	150	1	150	1	150
Pantry/Coffee Bar	Open	30	1	30	2	60	2	60	1	30
Team Room	Enclosed	200	1	0	2	400	2	400	1	200
TOTAL SUPPORT SPACE OCCUPIABLE SF:				430		1,110		1,110		630

TOTAL EXPANSION WORKSPACE AND SUPPORT SPACE USABLE SF: (INCLUDING 40% CIRCULATION FACTOR)	860	2,780	3,370	1,392
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Existing Space (building) 7,740
 Existing Space (trailer) 500
 Existing Space Immediate Expansion needed 1,500
 Existing Police Department (to relocate) 2,500

TOTAL EXISTING SPACE	12,240
-----------------------------	---------------

TOTAL WORKSPACE AND SUPPORT SPACE USABLE SF:	13,100	15,880	19,250	20,641
	FY07-08	FY08-09	FY09-10	FY10-11

Future Facilities Assessment

Existing space - Town Hall building	7,740
Existing space - Trailer	500
Existing Police Department	2,500
Total Existing Space	10,740
Est. Existing Immediate Expansion Needed	1,500
Existing plus Immediate Expansion Needed	12,240

June 25, 2007 Memo					DBI			
Fiscal Year	Lower	Upper	Total Lower	Total Upper	Total Workspace SF	Total Support Space SF	40 percent circulation factor	DBI- Total
FY07-08	165	365	12,405	12,605	184	430	246	13,100
FY08-09	685	1,315	13,090	13,920	876	1,110	794	15,880
FY09-10	1,185	2,070	14,275	15,990	1,297	1,110	963	19,250
FY10-11	260	660	14,535	16,650	364	630	398	20,641

* The space needs comparisons in this spreadsheet are for all Town departments except Water, Wastewater, Maintenance.

** Differences between two reports are mainly in the support space calculations and DBI's use of 40 percent circulation factor.

** The space requirements shown in both departments for additional staff are comparable. The June 25, 2007 memo was mainly concerned with additional office space for additional employees.

Fiscal Year 2009				
Department	Investment	R/A		
Public Works	Purchase	R	Inspector Truck (#103A 1999 3/4 T Dodge Plow truck)	\$ 45,000
Maintenance	Purchase	R	Mower with Boom	\$ 86,500
Maintenance	Purchase	R	1 Ton Plow equipped Truck (2001 GMC)	\$ 45,000
Water	Purchase	R	1 T Plow truck (#301 2000 1/2 T Dodge Pickup)	\$ 45,000
WWater	Purchase	R	Pick Up Truck (#401 1999 Ford pickup)	\$ 40,000
Police	Purchase	A	Vehicle for Added Patrol Sergeants (projected staffing)	\$ 42,000
TOTAL				\$ 303,500
Fiscal Year 2010				
Department	Investment	R/A		
Admin	Purchase	R	Ford Escape (#203 2003 Intrepid)	\$ 35,000
Admin	Purchase	R	Ford Escape (#101 1996 Crown Vic)	\$ 30,000
Admin	Purchase	R	Truck or SUV for Meter Tech (#102 1998 Explorer)	\$ 30,000
Police	Transfer	A	#205 2005 Crown Victoria (to PD Support Team)	\$ -
Police	Purchase	R	Crown Vic Cruiser (#205 to PD Support Team)	\$ 42,000
Police	Purchase	R	Ford Explorer with Police package (#212 2002 Ford Explorer)	\$ 42,000
Police	Purchase	R	New Chief Vehicle (#102P 2002 Trailblazer)	\$ 42,000
Police	Purchase	A	Camera equipment for Cruisers	\$ 38,000
Maintenance	Purchase	R	Skid loader (#566 1998 Case Loader)	\$ 70,000
Maintenance	Purchase	R	1 T plow Truck (#508 2003 GMC Truck)	\$ 45,000
Maintenance	Purchase	A	Special events trailer	\$ 12,000
WWater	Purchase	R	Utility Terrain Vehicle (#451 2000 Deere Gator)	\$ 14,000
WWater	Purchase	A	Vac Con Truck (#506 2002 Sterling Vac Con as backup)	\$ 215,000
Public Works	Purchase	A	Vehicle for Asst Dir of Pub Works/Ops (projected staffing)	\$ 30,000
Maintenance	Purchase	A	Vehicle due to Added Maint Worker (projected staffing)	\$ 35,000
Maintenance	Purchase	A	Truck for 2 Addl Maint Workers (projected staffing)	\$ 45,000
Comm Dev	Purchase	A	Vehicle for New Town Engineer (projected staffing)	\$ 30,000
Cap Proj	Purchase	A	Vehicle for Project Engineer (projected staffing)	\$ 30,000
Water	Purchase	A	Vehicle due to Additional Staffing (projected staffing)	\$ 45,000
TOTAL				\$ 830,000
Fiscal Year 2011				
Department	Investment	R/A		
Cap Proj	Purchase	R	Ford Escape or Equivalent (# 104 2001 Ford Escape)	\$ 35,000
Police	Purchase	R	Police Cruiser (#216 2006 Crown Victoria)	\$ 42,000
Police	Purchase	R	Police Cruiser (#226 2006 Crown Victoria)	\$ 42,000
Police	Purchase	R	Police Cruiser (#206 2006 Crown Vic)	\$ 42,000
Maintenance	Purchase	R	Ford Escape-Director (#103P 2001 Cherokee)	\$ 35,000
Maintenance	Purchase	R	Back Hoe (#551 1998 JCB Backhoe)	\$ 100,000
TOTAL				\$ 296,000
Fiscal Year 2012				
Department	Investment	R/A		
Police	Purchase	R	Police Cruiser (#207 2007 Crown Victoria)	\$ 42,000
Public Works	Purchase	R	Inspector Truck (#105 2003 Chevrolet Plow Truck-Inspections)	\$ 45,000
TOTAL				\$ 87,000
Fiscal Year 2013				
Department	Investment	R/A		
Police	Purchase	R	Police Cruiser (#208 2008 Crown Victoria)	\$ 42,000
Police	Purchase	R	Ford Explorer with police package (#218 2008 Explorer)	\$ 42,000
Maintenance	Purchase	R	1 Ton Plow Truck (2005 F350 Plow Truck)	\$ 45,000
TOTAL				\$ 129,000

* R = Replacement, A = Addition

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 2009 – 2013



Basham Simms Wastewater Facility

Town of Purcellville, Virginia
May 13, 2008

ADOPTED
CAPITAL IMPROVEMENT PROGRAM
FY 2009 – 2013

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Sources of Funds - Adopted CIP FY 2009 - 2013

FUNDS SEPARATED	Total Required Project Funding	Funded through 6/30/08	2009	2010	2011	2012	2013	Total for 5-Yr- CIP
General Fund								
Bonds	20,000,947	3,960,949	5,059,839	4,702,084	3,950,645	2,073,430	254,000	16,039,998
Grants	9,886,615	855,317	2,479,642	2,731,656	3,820,000			9,031,298
Cash	1,531,491	85,091	1,316,400	50,000	20,000	20,000	20,000	1,426,400
Total GF	31,419,053	4,901,357	8,855,881	7,483,740	7,790,645	2,093,430	274,000	26,497,696
Water Fund								
Bonds	33,864,126	2,797,126	3,787,000	10,995,000	9,205,000	7,065,000	15,000	31,067,000
Cash	1,031,000	400,000	65,000	161,000	305,000	80,000	20,000	631,000
Total WF	34,895,126	3,197,126	3,852,000	11,156,000	9,510,000	7,145,000	35,000	31,698,000
Sewer Fund								
Bonds	30,638,416	8,016,513	19,033,976	3,512,927	25,000	25,000	25,000	22,621,903
Grants	5,185,503	1,183,430	3,900,000	102,073				4,002,073
Cash	699,000		104,000	275,000	260,000	60,000		699,000
Other	15,000	15,000						
Total SF	36,537,919	9,214,943	23,037,976	3,890,000	285,000	85,000	25,000	27,322,976
FUNDS COMBINED								
Bonds	84,503,489	14,774,588	27,880,815	19,210,011	13,180,645	9,163,430	294,000	69,728,901
Grants	15,072,118	2,038,747	6,379,642	2,833,729	3,820,000			13,033,371
Cash	3,261,491	485,091	1,485,400	486,000	585,000	160,000	40,000	2,756,400
Other	15,000	15,000						
Total All Funds	102,852,098	17,313,426	35,745,857	22,529,740	17,585,645	9,323,430	334,000	85,518,672
% OF SOURCES								
Bonds	82.16%	85.34%	78.00%	85.27%	74.95%	98.28%	88.02%	81.54%
Grants	14.65%	11.78%	17.85%	12.58%	21.72%			15.24%
Cash	3.17%	2.80%	4.16%	2.16%	3.33%	1.72%	11.98%	3.22%
Other	0.01%	0.09%						
Total All Funds	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**Adopted
Capital Improvement Program Summary
FY 2009 - 2013**

PLANNED EXPENDITURES									
	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
General Fund	31,386,053	4,868,357	8,855,881	7,483,740	7,790,645	2,093,430	274,000	26,497,696	20,000
Water Fund	34,895,126	3,197,126	3,852,000	11,156,000	9,510,000	7,145,000	35,000	31,698,000	
Sewer Fund	36,537,919	9,214,943	23,037,976	3,890,000	285,000	85,000	25,000	27,322,976	
TOTAL	102,819,098	17,280,426	35,745,857	22,529,740	17,585,645	9,323,430	334,000	85,518,672	20,000

GENERAL FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2008	2009	2010	2011	2012	2013	5-Yr-CIP	Future Fin Required
Bonds	19,967,947	3,927,949	5,059,839	4,702,084	3,950,645	2,073,430	254,000	16,039,998	
Grants	9,886,615	855,317	2,479,642	2,731,656	3,820,000			9,031,298	
Cash	1,531,491	85,091	1,316,400	50,000	20,000	20,000	20,000	1,426,400	20,000
Other									
TOTAL	31,386,053	4,868,357	8,855,881	7,483,740	7,790,645	2,093,430	274,000	26,497,696	20,000

WATER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Fin Required
Bonds	33,864,126	2,797,126	3,787,000	10,995,000	9,205,000	7,065,000	15,000	31,067,000	
Grants									
Cash	1,031,000	400,000	65,000	161,000	305,000	80,000	20,000	631,000	
Other									
TOTAL	34,895,126	3,197,126	3,852,000	11,156,000	9,510,000	7,145,000	35,000	31,698,000	

SEWER FUND PLANNED FINANCING									
	Total Project Financing	Fin through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Fin Required
Bonds	30,638,416	8,016,513	19,033,976	3,512,927	25,000	25,000	25,000	22,621,903	
Grants	5,185,503	1,183,430	3,900,000	102,073				4,002,073	
Cash	699,000		104,000	275,000	260,000	60,000		699,000	
Other	15,000	15,000							
TOTAL	36,537,919	9,214,943	23,037,976	3,890,000	285,000	85,000	25,000	27,322,976	

General Fund Project Summary

	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Public Safety Capital 119-4094100-0100 * Page # 10	497,750		65,000	180,750	126,000	42,000	84,000	497,750	
GIS 119-4094100-0110 Page # 11	87,000	6,000	81,000					81,000	
Vehicles and Equipment Schedule 119-4094100-0115 * Page # 12	95,000			60,000	35,000			95,000	
New Equipment for Maintenance 119-4094100-0120 Page # 13	949,700	246,200	176,500	267,000	170,000	45,000	45,000	703,500	
Town-wide Traffic Study 119-4094100-0130 Page # 14	414,000	217,000	122,000			75,000		197,000	
Wayfinding Sign System 119-4094100-0140 Page # 15	132,452	2,452		50,000	40,000	40,000		130,000	
Downtown Streetscapes Enhancements 119-4094100-0601 * Page # 16	924,733	50,160	230,678	643,895				874,573	
Laser Microfiche 119-4094100-0604 Page # 17	160,000	40,000	30,000	30,000	30,000	30,000		120,000	
Upgrades to Town Office 119-4094100-0606 Page # 18	20,000	20,000							
Upgrades to Train Station 119-4094100-0607 Page # 19	17,000	17,000							
Trails and Pathways 119-4094100-0608 Page # 20	130,000	10,000		120,000				120,000	
Maintenance Facility 119-4094101 Page # 21	5,404,957	1,869,978	3,534,979					3,534,979	
Town Hall Generator 119-4094102 Page # 22	153,664	153,664							

* Funding includes sources other than loan. See Capital Project Detail Sheet.

	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Stormwater Mgt Study 119-4094103 Page # 23	847,567	222,567	125,000	125,000	125,000	125,000	125,000	625,000	
14th St. Widening/G Street Sidewalk 119-4094200 * Page # 24	263,752	263,752							
Main & Maple Intersect Improvements 119-4094201 * Page # 25	9,515,725	660,000	1,830,000	2,734,650	2,574,645	1,716,430		8,855,725	
Main St. Sidewalk Improvements 119-4094202 * Page # 26	683,863	52,944	96,000	534,919				630,919	
20th St. Sidewalk Improvement 119-4094203 Page # 27	198,838	198,838							
S. Nursery Ave. Sidewalk Improv. 119-4094205 * Page # 28	333,532	5,476	61,224	266,832				328,056	
N. 21st St. Sidewalk Improvement 119-4094206 * Page # 29	345,514	30,014	48,600	266,900				315,500	
S. 32nd St. Sidewalk Improvement 119-4094207 * Page # 30	163,694	35,000	24,900	103,794				128,694	
Traffic Signals N23rd/Main Streets 119-4094252 * Page # 31	309,219	309,219							
Southern Collector Road (Maple Ave A St. Roundabout 119-4094253 * Page # 32	5,375,000	25,000		1,030,000	4,320,000			5,350,000	
Emergency Vehicle Traffic Devices 119-4094254 * Page # 33	78,724	78,724							
Traffic Signals on Hatcher/Main and N23rd/Main 119-4094257 * Page # 34	213,978	213,978							
Nursery Ave Storm Sewer 119-4094258 Page # 35	190,000		190,000					190,000	

* Funding includes sources other than loan. See Capital Project Detail Sheet.

	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
D Street Drainage & Sidewalk 119-4094259 Page # 36	185,000		35,000	150,000				185,000	
West Main/32nd Street Intersection 119-4094260 * Page # 37	235,000	15,000	220,000					220,000	
Relocation of Town Hall 119-4094261 * Page # 38	1,295,271	65,271	1,230,000					1,230,000	
West Main St. Sidewalk 28th to 33rd 119-4094262 * Page # 39	555,000		155,000	400,000				555,000	
Fireman's Field Upgrade 119-4094263 Page # 40	250,000			100,000	150,000			250,000	
Fireman's Field Renovation 119-4094264 Page # 41	650,000		50,000	400,000	200,000			650,000	
Park Maintenance and Replacement Fund 119-4094266 * Page # 42	120,000		20,000	20,000	20,000	20,000	20,000	100,000	20,000
Main to W&OD Trail 119-4094267 * Page # 43	560,000	40,000	520,000					520,000	
Bus Shelters 119-4094268 * Page # 44	30,120	20,120	10,000					10,000	
TOTAL	31,386,053	4,868,357	8,855,881	7,483,740	7,790,645	2,093,430	274,000	26,497,696	20,000

* Funding includes sources other than loan. See Capital Project Detail Sheet.

Water Fund Project Summary

	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Jeffries Well Develop. 599-4094504 * Page # 45	910,000	880,000	30,000					30,000	
Long Term Water Resource 599-4094506 Page # 46	7,041,180	133,180	1,208,000	2,800,000	2,800,000	100,000		6,908,000	
Water Resource Study and Implementation 599-4094508 Page # 476	7,705,000	1,040,000	690,000	2,700,000	1,775,000	1,500,000		6,665,000	
Water Conservation Plan 599-4094510 * Page # 48	180,000	80,000	20,000	20,000	20,000	20,000	20,000	100,000	
Water Distribution Sys. Evaluation & Implementation 599-4094511 Page # 49	1,555,000	490,000	355,000	355,000	355,000			1,065,000	
"A" Street Water Line Loop 599-4094513 Page # 50	268,000	65,000	203,000					203,000	
Vulnerability Assessment 599-4094514 * Page # 51	405,000	165,000	60,000	60,000	60,000	60,000		240,000	
New Elevated Water Tank 599-4094515 Page # 52	2,835,000	95,000	350,000	2,390,000				2,740,000	
Switch to Hypochlorite 599-4094516 Page # 53	360,000	40,000	320,000					320,000	
Generation of GIS Layers for Water Easements 599-4094517 Page # 54	345,000	100,000	100,000	100,000	15,000	15,000	15,000	245,000	
Water & Sewer Master Plan 599-4094518 Page # 55	70,720	10,720	60,000					60,000	
Transition to SCADA System 599-4094519 Page # 56	90,000	30,000	60,000					60,000	

* Funding includes sources other than loan. See Capital Project Detail Sheet.

	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Compliance with Groundwater Disinfection Rule 599-4094520 * Page # 57	135,000			30,000	105,000			135,000	
Water Treatment Plant Upgrade 599-4094521 Page # 58	11,250,000		100,000	2,650,000	4,050,000	4,450,000		11,250,000	
New & Replacement Equipment 599-4094522 * Page # 59	164,226	68,226	45,000	51,000				96,000	
Intake Structure for Hirst Reservoir 599-4094523 Page # 60	1,270,000		60,000		210,000	1,000,000		1,270,000	
Tank Painting 599-4094524 * Page # 61	120,000				120,000			120,000	
Water Line Replacement on 690 599-4094525 Page # 62	191,000		191,000					191,000	
TOTAL	34,895,126	3,197,126	3,852,000	11,156,000	9,510,000	7,145,000	35,000	31,698,000	

* Funding includes sources other than loan. See Capital Project Detail Sheet.

Sewer Fund Project Summary

	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Vulnerability Assessment 699-4094100-0110 * Page # 63	468,698	228,698	60,000	60,000	60,000	60,000		240,000	
BSWF ENR and Expansion / Improvements 600-4094600 * Page # 64	32,003,533	7,473,533	21,915,000	2,615,000				24,530,000	
VIP Pump Station Improvements 602-4094602 Page # 65	190,752	190,752							
I & I Improvements & CMOM Compliance 603-4094603 Page # 66	1,655,000	820,000	460,000	300,000	25,000	25,000	25,000	835,000	
West End Pump Station Improvements 604-4094604 Page # 67	753,399	84,399	69,000	600,000				669,000	
Water & Sewer Master Plan 605-4094605 Page # 68	60,000	2,024	57,976					57,976	
Generation of GIS Layer for Sewer Easements 606-4094606 Page # 69	300,000	100,000	100,000	100,000				200,000	
Transition to SCADA System 607-4094607 Page # 70	90,000	30,000	60,000					60,000	
Nursery/690 Sewer Line 607-4094608 Page # 71	270,537	58,537	212,000					212,000	
New Equipment for Maintenance of Sewer Collection 699-4094610 * Page # 72	731,000	212,000	104,000	215,000	200,000			519,000	
BSWF Odor Control 699-4094611 * Page # 73	15,000	15,000							
TOTAL	36,537,919	9,214,943	23,037,976	3,890,000	285,000	85,000	25,000	27,322,976	

* Funding includes sources other than loan. See Capital Project Detail Sheet.

Fiscal Year 2009				
Department	Investment	R/A		
Public Works	Purchase	R	Inspector Truck (#103A 1999 3/4 T Dodge Plow truck)	\$ 45,000
Maintenance	Purchase	R	Mower with Boom	\$ 86,500
Maintenance	Purchase	R	1 Ton Plow equipped Truck (2001 GMC)	\$ 45,000
Water	Purchase	R	1 T Plow truck (#301 2000 1/2 T Dodge Pickup)	\$ 45,000
WWater	Purchase	R	Pick Up Truck (#401 1999 Ford pickup)	\$ 40,000
Police	Purchase	A	Vehicle for Added Patrol Sergeants (projected staffing)	\$ 42,000
TOTAL				\$ 303,500
Fiscal Year 2010				
Department	Investment	R/A		
Admin	Purchase	R	Ford Escape (#203 2003 Intrepid)	\$ 35,000
Admin	Purchase	R	Ford Escape (#101 1996 Crown Vic)	\$ 30,000
Admin	Purchase	R	Truck or SUV for Meter Tech (#102 1998 Explorer)	\$ 30,000
Police	Transfer	A	#205 2005 Crown Victoria (to PD Support Team)	\$ -
Police	Purchase	R	Crown Vic Cruiser (#205 to PD Support Team)	\$ 42,000
Police	Purchase	R	Ford Explorer with Police package (#212 2002 Ford Explorer)	\$ 42,000
Police	Purchase	R	New Chief Vehicle (#102P 2002 Trailblazer)	\$ 42,000
Police	Purchase	A	Camera equipment for Cruisers	\$ 38,000
Maintenance	Purchase	R	Skid loader (#566 1998 Case Loader)	\$ 70,000
Maintenance	Purchase	R	1 T plow Truck (#508 2003 GMC Truck)	\$ 45,000
Maintenance	Purchase	A	Special events trailer	\$ 12,000
WWater	Purchase	R	Utility Terrain Vehicle (#451 2000 Deere Gator)	\$ 14,000
WWater	Purchase	A	Vac Con Truck (#506 2002 Sterling Vac Con as backup)	\$ 215,000
Public Works	Purchase	A	Vehicle for Asst Dir of Pub Works/Ops (projected staffing)	\$ 30,000
Maintenance	Purchase	A	Vehicle due to Added Maint Worker (projected staffing)	\$ 35,000
Maintenance	Purchase	A	Truck for 2 Addl Maint Workers (projected staffing)	\$ 45,000
Comm Dev	Purchase	A	Vehicle for New Town Engineer (projected staffing)	\$ 30,000
Cap Proj	Purchase	A	Vehicle for Project Engineer (projected staffing)	\$ 30,000
Water	Purchase	A	Vehicle due to Additional Staffing (projected staffing)	\$ 45,000
TOTAL				\$ 830,000
Fiscal Year 2011				
Department	Investment	R/A		
Cap Proj	Purchase	R	Ford Escape or Equivalent (# 104 2001 Ford Escape)	\$ 35,000
Police	Purchase	R	Police Cruiser (#216 2006 Crown Victoria)	\$ 42,000
Police	Purchase	R	Police Cruiser (#226 2006 Crown Victoria)	\$ 42,000
Police	Purchase	R	Police Cruiser (#206 2006 Crown Vic)	\$ 42,000
Maintenance	Purchase	R	Ford Escape-Director (#103P 2001 Cherokee)	\$ 35,000
Maintenance	Purchase	R	Back Hoe (#551 1998 JCB Backhoe)	\$ 100,000
TOTAL				\$ 296,000
Fiscal Year 2012				
Department	Investment	R/A		
Police	Purchase	R	Police Cruiser (#207 2007 Crown Victoria)	\$ 42,000
Public Works	Purchase	R	Inspector Truck (#105 2003 Chevrolet Plow Truck-Inspections)	\$ 45,000
TOTAL				\$ 87,000
Fiscal Year 2013				
Department	Investment	R/A		
Police	Purchase	R	Police Cruiser (#208 2008 Crown Victoria)	\$ 42,000
Police	Purchase	R	Ford Explorer with police package (#218 2008 Explorer)	\$ 42,000
Maintenance	Purchase	R	1 Ton Plow Truck (2005 F350 Plow Truck)	\$ 45,000
TOTAL				\$ 129,000
* R = Replacement, A = Addition				

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0100

TITLE: Public Safety Capital

FUND: General

DEPARTMENT: Police

STATUS: CIP Request for FY 2009 - 2013

MANAGER: Darryl Smith

PROGRAM DESCRIPTION: New Equipment for Police Department

Police Vehicle and Emergency Equipment --	\$420,000
Vehicle Cameras (For 5 Vehicles) --	\$38,000
New Laptop Computers (For 4 vehicles)	\$16,000
Mobile Field Reporting DaPro upgrade	\$16,750
Automatic Defibrillator (AED) 2 units	\$7,000

PROJECT START DATE: Start Purchase Process July 1, 2008

ESTIMATED COMPLETION DATE: July 2013

OPERATING IMPACT:

Police Vehicles -- The addition of these new police vehicles to the Purcellville Police Fleet will continue to improve the overall performance of the emergency response vehicles that are available to our police force. The 2009 vehicle is meant for use by new patrol sergeants. Note: All vehicles from 2010 on will be replacement vehicles.

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

Laptop Computers-- Four CF28 vehicle laptops need to be replaced because the County network will no longer support them. They will be replaced with CF30s. The CF28's are over 6 years old.

Mobile Field Reporting -- This software upgrade will improve Field Reporting accuracy and timeliness by allowing officers to prepare reports in their vehicles and transmit them from their vehicles directly to the PPD server for a review by their sergeants.

Automatic Defibrillator -- Provides funds to purchase two up to date AED units for the police station and on the street in a patrol vehicle.

GOALS ADDRESSED: Public Safety

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	7,500			7,500				7,500	
Construct.									
Equip.	490,250		65,000	173,250	126,000	42,000	84,000	490,250	
TOTAL	497,750		65,000	180,750	126,000	42,000	84,000	497,750	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	432,750			180,750	126,000	42,000	84,000	432,750	
Grants									
Cash	65,000		65,000					65,000	
Other									
TOTAL	497,750		65,000	180,750	126,000	42,000	84,000	497,750	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0110

TITLE: GIS

FUND: General

DEPARTMENT: Public Works

STATUS: RFP awarded
KCI is conducting study of GIS needs assessment

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: This project would provide consultant services to develop a foundation for a GIS system so it can be more useful to staff. The amount of \$87,000 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: Oct-07

ESTIMATED COMPLETION DATE: Jun-10

OPERATING IMPACT: Provide integrated maps for sewer and water easements
Map water facilities Map storm drain easements
Map street lights, street signs and guardrails
Will approve the efficiency , time spent researching information

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	87,000	6,000	81,000					81,000	
TOTAL	87,000	6,000	81,000					81,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	87,000	6,000	81,000					81,000	
TOTAL	87,000	6,000	81,000					81,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0115

TITLE: Vehicles and Equipment Schedule

FUND: General

DEPARTMENT: Administration

STATUS: New project

MANAGER: Patrick Childs

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

- Replacement of 1996 Crown Vic - \$30,000 in FY2010
- Replacement of 1998 Explorer - \$30,000 in FY2010
- Replacement of 2003 Intrepid - \$35,000 in FY2011

PROJECT START DATE: This program will begin in FY2010.

ESTIMATED COMPLETION DATE: In this planning period, the last scheduled purchase is in FY2011.

OPERATING IMPACT: This expense is proposed to be partially funded with cash with the remainder financed through the issuance of bonds. Maintenance of capital assets is one of many important criteria used by credit rating agencies to assess the fiscal health and credit rating of an organization.

GOALS ADDRESSED: When vehicles or equipment are not replaced on a consistent schedule, excessive downtime or staff labor may be used toward maintaining broken equipment and vehicles. This could disrupt services provided by the Town in a detrimental way that affects service delivery or causes safety or liability concerns for the Town. The Town should provide for the adequate maintenance of vehicles and equipment in accordance with the adopted vehicle replacement policy to ensure efficient and effective service delivery.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.									
Equip.	95,000			60,000	35,000			95,000	
TOTAL	95,000			60,000	35,000			95,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	65,000			30,000	35,000			65,000	
Grants									
Cash	30,000			30,000				30,000	
Other									
TOTAL	95,000			60,000	35,000			95,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0120

TITLE: New Equipment for Maintenance

FUND: General

DEPARTMENT: Public Works

STATUS: FY 08 Items purchased
FY 09 under review

MANAGER: Samer Beidas

PROGRAM DESCRIPTION:

	FY
1 Replacement & 1 New Dump Truck - \$246,200	2008
Replacement Inspector P/U-\$45,000	2009
1 Ton Plow Equipped Truck-\$45,000	2009
Replacement Tractor and Boom Mower - \$86,500	2009
1 Special Events Trailer-\$12,000	2010
1 New Vehicles (PW Deputy Dir.)-\$30,000	2010
Replacement P/U - \$45,000	2010
Skid Loader-\$70,000	2010
1 New Vehicles (Capital Proj Mgr/ Engineer)-\$30,000	2010
2 New Vehicles (Added maintenance worker)-\$80,000	2010
Replacement Vehicle for Director of PW-\$35,000	2011
Replacement Vehicle for CIP Director - \$35,000	2011
Replacement Backhoe-\$100,000	2011
Replacement Inspector P/U-\$45,000	2012
Replacement Vehicle for Maintenance P/U-\$45,000	2013

PROJECT START DATE: Jul-07

ESTIMATED COMPLETION DATE: Jun-13

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 Purcellville's citizens.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.									
Equip.	949,700	246,200	176,500	267,000	170,000	45,000	45,000	703,500	
TOTAL	949,700	246,200	176,500	267,000	170,000	45,000	45,000	703,500	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds *	949,700	246,200	176,500	267,000	170,000	45,000	45,000	703,500	
Grants									
Cash									
Other									
TOTAL	949,700	246,200	176,500	267,000	170,000	45,000	45,000	703,500	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0130

TITLE: Town-wide Traffic Study

FUND: General

DEPARTMENT: Public Works

STATUS: Study 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: July-07

ESTIMATED COMPLETION DATE: Jun-09

OPERATING IMPACT:

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	414,000	217,000	122,000			75,000		197,000	
TOTAL	414,000	217,000	122,000			75,000		197,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	414,000	217,000	122,000			75,000		197,000	
TOTAL	414,000	217,000	122,000			75,000		197,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0140

TITLE: Wayfinding Sign System

FUND: General

DEPARTMENT: Planning

STATUS: New project

MANAGER: Martha Mason Semmes

PROGRAM DESCRIPTION: Design, fabricate and install a townwide directional wayfinding system of signs to assist residents and visitors to locate Town public facilities and attractions.

PROJECT START DATE: Jul-08

ESTIMATED COMPLETION DATE: Jun-11

OPERATING IMPACT: This is a one-time expense proposed to be financed through issuance of bonds. There will be some continuing sign maintenance and replacement costs over time.

GOALS ADDRESSED: Comprehensive Plan Economic Development Implementation Strategy #8.2: "Develop an attractive, coordinated directional signage plan for destinations."

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	52,452	2,452		50,000				50,000	
Construct.	80,000				40,000	40,000		80,000	
Equip.									
TOTAL	132,452	2,452		50,000	40,000	40,000		130,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	132,452	2,452		50,000	40,000	40,000		130,000	
Grants									
Cash									
Other									
TOTAL	132,452	2,452		50,000	40,000	40,000		130,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0601

TITLE: Downtown Streetscapes Enhancements **FUND:** General

DEPARTMENT: Streets & Maintenance/Admin **STATUS:** Engineering Design cleared by VDOT

MANAGER: Marty Kloeden (Grants Administration) and the Department of Public Works

PROGRAM DESCRIPTION: A multi-phased project to enhance the streetscapes in Downtown Purcellville. Funding is through the federal Transportation Enhancement Grant program. Two phases have been approved for funding with a third grant application now pending. The figures below include funding from all three grant applications. The Town will learn if the third grant will be awarded in April-May 2008. Funds for the second grant will be available in late 2008 and late 2009 for the third grant if awarded.

PROJECT START DATE: 25-May-07

ESTIMATED COMPLETION DATE: June 30, 2011

OPERATING IMPACT: None

Transportation Enhancement grants are an 80/20 program requiring a 20 percent Town match. Project costs are first borne by the Town and then billed to VDOT for reimbursement. VDOT will charge the Town for all required environmental and engineering reviews. VDOT fees are borne by the Professional Services category. The Town match is reflected under "Bonds" in the Planned Financing Section. The Town may also use cash and "in kind" services for match if available. The planned expenditures for FY 10 are aggressive to reflect the potential "Public/Private" partnership for the renovation of the downtown district. Any possible combination with CDA funding is also not currently envisioned. All costs for each grant were accurate as of the fiscal year the grant was issued. Inflationary pressures will raise costs over the length of the project. The Town can seek additional grant funding to assist with increased costs so long as federal transportation funding remains available and that the Town's grant application is successful. Project delays due to bad weather, regulatory oversight and construction delays may lengthen the project time frame beyond that presented here.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	580,905	50,160	159,465	374,280				533,745	
Construct.	343,828		71,213	269,615				340,828	
Equip.									
TOTAL	924,733	50,160	230,678	643,895				874,573	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	184,947	10,032	46,136	128,779				174,915	
Grants	739,786	40,128	184,542	515,116				699,658	
Cash									
Other									
TOTAL	924,733	50,160	230,678	643,895				874,573	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0604

TITLE: LASER MICROFICHE

FUND: General

DEPARTMENT: Admin/IT

STATUS: Working on Contract and Purchasing
Needed Equipment

MANAGER: J. Helbert

PROGRAM DESCRIPTION: Scanning and archiving of Town documents as well as records management

PROJECT START DATE: Jan-08

ESTIMATED COMPLETION DATE: Jun-12

OPERATING IMPACT: Once the initial system is purchased, the Town will need to budget a Maintenance Contract as well equipment until all Town departments are online and using the system and all current documents have been back scanned.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	110,000	30,000	20,000	20,000	20,000	20,000		80,000	
Construct.									
Equip.	50,000	10,000	10,000	10,000	10,000	10,000		40,000	
TOTAL	160,000	40,000	30,000	30,000	30,000	30,000		120,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	160,000	40,000	30,000	30,000	30,000	30,000		120,000	
Grants									
Cash									
Other									
TOTAL	160,000	40,000	30,000	30,000	30,000	30,000		120,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0606

TITLE: UPGRADES TO TOWN HALL

FUND: General

DEPARTMENT: Admin.

STATUS: Determining which upgrades to proceed with

MANAGER: J. Helbert

PROGRAM DESCRIPTION: Renovation of kitchen and upgrades to conference room including the sound system

PROJECT START DATE: Ongoing

ESTIMATED COMPLETION DATE: Jun-07

OPERATING IMPACT:

GOAL ADDRESSED:

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.	10,000	10,000							
Equip.	10,000	10,000							
TOTAL	20,000	20,000							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	20,000	20,000							
Grants									
Cash									
Other									
TOTAL	20,000	20,000							

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0607

TITLE: UPGRADES TO TRAIN STATION

FUND: General

DEPARTMENT: Administration Capital Project

STATUS: Working with contractor

MANAGER: J. Helbert

PROGRAM DESCRIPTION: First major upgrades to our Train Station since renovations in the late 1990's. Replace cabinets, floor and countertops in kitchen. Upgrade lighting. Install recording system, install phones for conferencing. Upgrade meeting furniture in all rooms and repair roof.

PROJECT START DATE: 1-Jan-08

ESTIMATED COMPLETION DATE: Jun-08

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

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc.									
Construct.	12,000	12,000							
Equip.	5,000	5,000							
TOTAL	17,000	17,000							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	17,000	17,000							
Grants									
Cash									
Other									
TOTAL	17,000	17,000							

CAPITAL PROJECT DETAIL

Project #: 119-4094100-0608

TITLE: Trails and Pathways Project

FUND: General Fund

DEPARTMENT: Public Works

STATUS: Proposed for FY07/08

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Allocation of \$110,000 to begin planning, acquisition and construction of Phase I of our Trails/Pathways Partnership and link with other modes of transportation.

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	10,000			10,000				10,000	
Prof. Services	20,000	10,000		10,000				10,000	
Construction	100,000			100,000				100,000	
Equipment									
TOTAL	130,000	10,000		120,000				120,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	130,000	10,000		120,000				120,000	
Grants									
Cash									
Other									
TOTAL	130,000	10,000		120,000				120,000	

CAPITAL PROJECT DETAIL

Project # : 119-4094101

TITLE: Maintenance Facility

FUND: General

DEPARTMENT: Public Works

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 13,578 square feet maintenance facility for Streets & Maintenance/Utilities will allow for:

- a more efficient response to routine and emergency work orders with more space to organize tools and equipment
- savings in dollars and time through bulk purchase and storage of salt and sand
- extended equipment/vehicle life through "out-of-the-weather" storage

CONSTRUCTION START DATE: 3rd Quarter FY 07-08**ESTIMATED COMPLETION DATE:** 4th 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

LOANS: Rural Development Loan-USDA**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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	274,957	229,978	44,979					44,979	
Construct.	5,010,000	1,640,000	3,370,000					3,370,000	
Equip.	120,000		120,000					120,000	
TOTAL	5,404,957	1,869,978	3,534,979					3,534,979	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	5,404,957	1,869,978	3,534,979					3,534,979	
Grants									
Cash									
Other									
TOTAL	5,404,957	1,869,978	3,534,979					3,534,979	

CAPITAL PROJECT DETAIL

Project #: 119-4094102

TITLE: Emergency Generator for Town Hall

FUND: General

DEPARTMENT: Public Works

STATUS: Complete

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Town Hall acts as the operation center during emergencies. As such it needs a reliable power source. The generator is being sized for 25% growth. The generator will be equipped for quiet running.

CONSTRUCTION START DATE: 3/1/2007

ESTIMATED COMPLETION DATE: 6/1/2007

OPERATING IMPACT: The generator will require routine maintenance service, which will be contracted out.

GOAL ADDRESSED: This project will allow the Town Government to respond better to emergencies, thus improving the safety of the citizens.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	61,945	61,945							
Construct.	91,719	91,719							
Equip.									
TOTAL	153,664	153,664							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
Cash									
Other									
TOTAL	153,664	153,664							

CAPITAL PROJECT DETAIL

Project #: 119-4094103

TITLE: Stormwater Management Study

FUND: General

DEPARTMENT: Public Works

STATUS: First Phase Complete
RFP for Phases 2 - 9

MANAGER: Samer Beidas

PROGRAM DESCRIPTION:

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

CONSTRUCTION START DATE: 2nd Quarter FY 07-08

ESTIMATED COMPLETION DATE: 4th 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	847,567	222,567	125,000	125,000	125,000	125,000	125,000	625,000	
Construct.									
Equip.									
TOTAL	847,567	222,567	125,000	125,000	125,000	125,000	125,000	625,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	847,567	222,567	125,000	125,000	125,000	125,000	125,000	625,000	
Grants									
Cash									
Other									
TOTAL	847,567	222,567	125,000	125,000	125,000	125,000	125,000	625,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094200

TITLE: 14th Street Widening/G Street Sidewalk

FUND: General

DEPARTMENT: Public Works

STATUS: Project 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: Dec-07

ESTIMATED COMPLETION DATE: Mar-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.

GRANTS: CDBG Grant in amount of \$52,000
Loudoun County in the amount of \$100,000

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	65,752	65,752							
Construct.	198,000	198,000							
Equip.									
TOTAL	263,752	263,752							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	111,752	111,752							
Grants	152,000	152,000							
Cash									
Other									
TOTAL	263,752	263,752							

CAPITAL PROJECT DETAIL

Project # : 119-4094201

TITLE: Main & Maple Intersect Improvements

FUND: General

DEPARTMENT: Public Works

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. This project was initiated in 2004.

- 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: Right of Way 2009
 Utility Relocation 2010
ESTIMATED COMPLETION DATE: Construction 2012

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.

GRANTS: Two financing assumptions that will allow the project to progress to the Right of Way acquisition stage and the utility relocation stage: 1) NVTA funding; 2) VDOT 6-year plan inclusion total \$2.59 Million

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	1,490,000		1,490,000					1,490,000	
Prof. Svc.	400,000	400,000							
Construct. Equip.	7,625,725	260,000	340,000	2,734,650	2,574,645	1,716,430		7,365,725	
TOTAL	9,515,725	660,000	1,830,000	2,734,650	2,574,645	1,716,430		8,855,725	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	6,924,725	260,000	380,000	1,993,650	2,574,645	1,716,430		6,664,725	
Grants	2,591,000	400,000	1,450,000	741,000				2,191,000	
Cash									
Other									
TOTAL	9,515,725	660,000	1,830,000	2,734,650	2,574,645	1,716,430		8,855,725	

CAPITAL PROJECT DETAIL

Project #: 119-4094202

TITLE: Main St Sidewalk Improvements

FUND: General

DEPARTMENT: Public Works

STATUS: Design Consultant to be selected 4Q FY08

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 easement 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: Jul-08

ESTIMATED COMPLETION DATE: Jun-10

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

GRANTS: From VDOT there is an additional \$260,722 that the Town must match with \$260,722. Additional local funds required are \$162,419.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	39,600		39,600					39,600	
Prof. Svc.	105,989	49,589	56,400					56,400	
Construct. Equip.	538,274	3,355		534,919				534,919	
TOTAL	683,863	52,944	96,000	534,919				630,919	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	423,141	34,262	48,000	340,879				388,879	
Grants	260,722	18,682	48,000	194,040				242,040	
Cash Other									
TOTAL	683,863	52,944	96,000	534,919				630,919	

CAPITAL PROJECT DETAIL

Project #: 119-4094203

TITLE: 20th Street Sidewalk Improvements

FUND: General

DEPARTMENT: Public Works

STATUS: Complete

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: The purpose of this project is to construct missing sidewalk on S 20th Street on the west side from the Rescue Squad to Locust Grove subdivision (900 LF)

CONSTRUCTION START DATE: Sep-07

ESTIMATED COMPLETION DATE: Oct-07

OPERATING IMPACT: This project was 100% funded by the Town.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	54,643	54,643							
Construct. Equip.	144,195	144,195							
TOTAL	198,838	198,838							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	198,838	198,838							
Grants									
Cash									
Other									
TOTAL	198,838	198,838							

CAPITAL PROJECT DETAIL

Project #: 119-4094205

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

DEPARTMENT: Public Works

STATUS: Design Consultant to be selected in 4Q FY 0

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 Downtow
 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: Jul-08

ESTIMATED COMPLETION DATE Jun-10

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

GRANTS: 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. These grants are split among various projects.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	16,700		16,700					16,700	
Prof. Svc.	50,000	5,476	44,524					44,524	
Construct. Equip.	266,832			266,832				266,832	
TOTAL	333,532	5,476	61,224	266,832				328,056	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	147,879	5,476	61,224	81,179				142,403	
Grants	185,653			185,653				185,653	
Cash									
Other									
TOTAL	333,532	5,476	61,224	266,832				328,056	

CAPITAL PROJECT DETAIL

Project #: 119-4094206

TITLE: N. 21st Street Sidewalk Improvements

FUND: General

DEPARTMENT: Public Works

STATUS: Design Consultant to be selected in 4Q
FY 08 Consultant

MANAGER: Samer Beidas

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.
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: Jul-08

ESTIMATED COMPLETION DATE Jun-10

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

GRANTS: 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. These grants are split among various projects.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	28,600		28,600					28,600	
Prof. Svc.	50,014	30,014	20,000					20,000	
Construct. Equip.	266,900			266,900				266,900	
TOTAL	345,514	30,014	48,600	266,900				315,500	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	159,861	30,014		129,847				129,847	
Grants	185,653		48,600	137,053				185,653	
Cash									
Other									
TOTAL	345,514	30,014	48,600	266,900				315,500	

CAPITAL PROJECT DETAIL

Project #: 119-4094207

TITLE: S. 32nd Street Sidewalk Improvements

FUND: General

DEPARTMENT: Public Works

STATUS: Design Consultant to be selected in 4Q
FY 08

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.
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: Jul-08

ESTIMATED COMPLETION DATE Jun-10

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

GRANTS: 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. These grants are split among various projects.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	9,900		9,900					9,900	
Prof. Svc.	50,000	35,000	15,000					15,000	
Construct. Equip.	103,794			103,794				103,794	
TOTAL	163,694	35,000	24,900	103,794				128,694	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	35,000	35,000							
Grants	128,694		24,900	103,794				128,694	
Cash									
Other									
TOTAL	163,694	35,000	24,900	103,794				128,694	

CAPITAL PROJECT DETAIL

Project #: 119-4094252

TITLE: Traffic Signals on N23rd/Main

FUND: General

DEPARTMENT: Public Works

STATUS: Complete

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 START DATE: Jul-07

ESTIMATED COMPLETION DATE: Dec-07

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

GRANTS: VDOT eligible grant totals \$113,580

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	50,828	50,828							
Construct. Equip.	258,391	258,391							
TOTAL	309,219	309,219							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	195,659	195,659							
Grants	113,560	113,560							
Cash									
Other									
TOTAL	309,219	309,219							

CAPITAL PROJECT DETAIL

Project #: 119-4094253

TITLE: Southern Collector Road

FUND: General

DEPARTMENT: Public Works

STATUS: This project is on hold pending funding mechanism

MANAGER: Samer Beidas

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

LAND ACQUISITION START DATE: Jul-08

ESTIMATED COMPLETION DATE: Jun-09

OPERATING IMPACT: This project would require the Town to maintain the new roads

GRANTS: Anticipated VDOT & NVTC. On hold.

GOAL ADDRESSED: This project is required so that the Town is prepared for the future Southern Collector Road project.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	575,000			575,000				575,000	
Prof. Svc.	480,000	25,000		455,000				455,000	
Construct. Equip.	4,320,000				4,320,000			4,320,000	
TOTAL	5,375,000	25,000		1,030,000	4,320,000			5,350,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	1,075,000			575,000	500,000			1,075,000	
Grants	4,300,000	25,000		455,000	3,820,000			4,275,000	
Cash									
Other									
TOTAL	5,375,000	25,000		1,030,000	4,320,000			5,350,000	

CAPITAL PROJECT DETAIL**Project #: 119-4094254****TITLE:** Emergency Vehicle Traffic Devices**FUND:** General**DEPARTMENT:** Public Works**STATUS:** Project underway**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: Dec-07**ESTIMATED COMPLETION DATE:** Dec-07**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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	34,876	34,876							
Construct.	43,848	43,848							
Equip.									
TOTAL	78,724	78,724							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	51,395	51,395							
Grants	19,029	19,029							
Cash	8,300	8,300							
Other									
TOTAL	78,724	78,724							

CAPITAL PROJECT DETAIL

Project #: 1194094257

TITLE: Traffic Signals on Hatcher/Main

FUND: General

DEPARTMENT: Public Works

STATUS: Complete

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: Sep-07

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

GRANTS: VDOT eligible grant totals \$78,318

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	38,987	38,987							
Construct.	174,991	174,991							
Equip.									
TOTAL	213,978	213,978							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	135,660	135,660							
Grants	78,318	78,318							
Cash									
Other									
TOTAL	213,978	213,978							

CAPITAL PROJECT DETAIL

Project #: 119-4094258

TITLE: Nursery Avenue Storm Sewer

FUND: General

DEPARTMENT: Public Works

STATUS: Design ongoing as part of developer plans

MANAGER: Samer Beidas

PROGRAM DESCRIPTION:

This project will complete a section of sewer line and water line along Nursery Ave. The work will be completed utilizing Jost Development's contractor. The project will also evaluate the possibility of installing a sidewalk along Route 690 from Rugby Ct to Nursery Ave.

CONSTRUCTION START DATE: Jun-08

ESTIMATED COMPLETION DATE: Sep-08

OPERATING IMPACT:

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	190,000		190,000					190,000	
TOTAL	190,000		190,000					190,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	190,000		190,000					190,000	
TOTAL	190,000		190,000					190,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094259

TITLE: D Street Drainage & Sidewalk

FUND: General

DEPARTMENT: Public Works

STATUS: Projected FY09

MANAGER: Samer Beidas

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

CONSTRUCTION START DATE: Jul-08

ESTIMATED COMPLETION DATE: Jun-09

OPERATING IMPACT:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	35,000		35,000					35,000	
Prof. Svc.	150,000			150,000				150,000	
Construct. Equip.									
TOTAL	185,000		35,000	150,000				185,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	185,000		35,000	150,000				185,000	
Grants									
Cash									
Other									
TOTAL	185,000		35,000	150,000				185,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094260

TITLE: West Main & 32nd Street Intersection

FUND: General

DEPARTMENT: Public Works

STATUS: Kimley Horn working on warrant study

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Installation of traffic signals with Opticom pre-emptive devices at West Main Street and 32nd Street intersection will improve the overall level of service for this intersection and should provide traffic gaps for vehicles. Turn lanes may also be installed on Main Street or 32nd Street.

CONSTRUCTION START DATE: Jul-09

ESTIMATED COMPLETION DATE: Jun-10

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

GRANTS: Town applied for grant from Loudoun County Gas Tax Fund.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	55,000	15,000	40,000					40,000	
Construct. Equip.	180,000		180,000					180,000	
TOTAL	235,000	15,000	220,000					220,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	85,000	15,000	70,000					70,000	
Grants	150,000		150,000					150,000	
Cash									
Other									
TOTAL	235,000	15,000	220,000					220,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094261

TITLE: Relocation of Town Hall

FUND: General

DEPARTMENT: Public Works

STATUS: Feasibility Study

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: To consolidate the Town space requirements.

CONSTRUCTION START DATE: Jul-08

ESTIMATED COMPLETION DATE: Jun-09

OPERATING IMPACT: Funding will come from either the sale or lease of the existing Town Hall facility.

GOAL ADDRESSED: This project will ensure that the Town has adequate space to conduct daily business and activities to enhance customer service and improve responsiveness to the residents.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	95,271	65,271	30,000					30,000	
Construct.	1,100,000		1,100,000					1,100,000	
Equip.	100,000		100,000					100,000	
TOTAL	1,295,271	65,271	1,230,000					1,230,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
Cash	1,295,271	65,271	1,230,000					1,230,000	
Other									
TOTAL	1,295,271	65,271	1,230,000					1,230,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094262

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

DEPARTMENT: Public Works

STATUS: Approved in 2006

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: Installation of sidewalk on north side of West Main Street from 28th Street to 33rd Street. Extend existing sidewalk to residential communities at west end of Town.

CONSTRUCTION START DATE: Feb-09

ESTIMATED COMPLETION DATE: Aug-09

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

GRANTS: The Town was awarded a \$499,000 VDOT Bike/Pedestrian Safety grant in October 2006. Project costs above \$499,000 will need to be from Town funds.

GOAL ADDRESSED:

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	100,000		100,000					100,000	
Prof. Svc.	55,000		55,000					55,000	
Construct. Equip.	400,000			400,000				400,000	
TOTAL	555,000		155,000	400,000				555,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	56,000		56,000					56,000	
Grants	499,000		99,000	400,000				499,000	
Cash									
Other									
TOTAL	555,000		155,000	400,000				555,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094263

TITLE: Fireman's Field Upgrades

FUND: General

DEPARTMENT: Administration

STATUS: New project

MANAGER: Patrick Childs

PROGRAM DESCRIPTION: In FY08-09, the Town is scheduled to finalize the acquisition of Fireman's Field from the Purcellville Volunteer Fire Department. The upgrades included in this project include lights at the smaller baseball field in FY10 and paving the larger parking lot along Nursery Avenue in FY11.

PROJECT START DATE: July 2010

ESTIMATED COMPLETION DATE: June 2011

OPERATING IMPACT: Increased electrical costs and maintenance for ball field lighting.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	250,000			100,000	150,000			250,000	
TOTAL	250,000			100,000	150,000			250,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	250,000			100,000	150,000			250,000	
TOTAL	250,000			100,000	150,000			250,000	

CAPITAL PROJECT DETAIL

Project #: 119-4094264

TITLE: Fireman's Field Renovation

FUND: General

DEPARTMENT: Administration

STATUS: New project

MANAGER: Patrick Childs

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

PROJECT START DATE: July 2009

ESTIMATED COMPLETION DATE: June 2011

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

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.	50,000		50,000					50,000	
Construct.	600,000			400,000	200,000			600,000	
Equip.									
TOTAL	650,000		50,000	400,000	200,000			650,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	650,000		50,000	400,000	200,000			650,000	
Grants									
Cash									
Other									
TOTAL	650,000		50,000	400,000	200,000			650,000	

* Town is working to identify a potential grant to cover construction costs

CAPITAL PROJECT DETAIL

Project #: 119-4094266

TITLE: Park Maintenance and Replacement Fund **FUND:** General

DEPARTMENT: Administration **STATUS:** New project

MANAGER: Samer Beidas

PROGRAM DESCRIPTION: This annual project includes funds to address maintenance work and upgrades to the Town's park facilities. As the Town's parks and greenways age, renovations and upgrades become necessary in order to provide the level of service that meets resident expectations. The renovations and upgrades will preserve and protect the Town's facilities and make them safe and accessible for patrons. Also, in FY08-09, the Town acquired Firemans Field which will expand the Town's recreation opportunities as well as maintenance responsibilities. The ongoing contingency funds of \$10,000 per year are requested to fund small park repairs as needed.

PROJECT START DATE: July 2008

ESTIMATED COMPLETION DATE: This project would be an annual allocation to ensure funding for ongoing park maintenance and replacement needs.

OPERATING IMPACT: The orderly replacement and maintenance of facilities and associated equipment minimizes the additional maintenance costs incurred when facilities are in a state of disrepair.

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

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof. Svc. Construct. Equip.	120,000		20,000	20,000	20,000	20,000	20,000	100,000	20,000
TOTAL	120,000		20,000	20,000	20,000	20,000	20,000	100,000	20,000

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	120,000		20,000	20,000	20,000	20,000	20,000	100,000	20,000
TOTAL	120,000		20,000	20,000	20,000	20,000	20,000	100,000	20,000

CAPITAL PROJECT DETAIL

Project # : 119-4094267

TITLE: Maple to W&OD Trail

FUND: General

DEPARTMENT: Public Works

STATUS: Engineer Completing Design

MANAGER: Samer Beidas

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

CONSTRUCTION START DATE: Jul-08

ESTIMATED COMPLETION DATE: Jun-09

OPERATING IMPACT: Town will be responsible for Maintenance

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

GOAL ADDRESSED:

This project is part of the Main Maple Intersection Project and is #10 on the 2007 Town Council Priority List.

PLANNED EXPENDITURES									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	75,000		75,000					75,000	
Prof. Svc.	60,000	40,000	20,000					20,000	
Construct. Equip.	425,000		425,000					425,000	
TOTAL	560,000	40,000	520,000					520,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	94,000	40,000	54,000					54,000	
Grants	466,000		466,000					466,000	
Cash									
Other									
TOTAL	560,000	40,000	520,000					520,000	

CAPITAL PROJECT DETAIL**Project #:** 119-4094268**TITLE:** Bus Shelters**FUND:** General**DEPARTMENT:** Public Works**STATUS:****MANAGER:** Samer Beidas

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

CONSTRUCTION START DATE: FY 08**ESTIMATED COMPLETION DATE:** FY 09**OPERATING IMPACT:** Maintaining and upkeep of the bus shelter.**GRANTS:** VRT is contributing 86% of the costs associated with the construction of 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	120	120						0	
Prof. Svc.	10,000	10,000						0	
Construct.	20,000	10,000	10,000					10,000	
Equip.	0							0	
TOTAL	30,120	20,120	10,000	0	0	0	0	10,000	0

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	0							0	
Grants	17,200	8,600	8,600					8,600	
Cash	12,920	11,520	1,400					1,400	
Other	0							0	
TOTAL	30,120	20,120	10,000	0	0	0	0	10,000	0

CAPITAL PROJECT DETAIL

Project #: 599-4094504

TITLE: Jeffries Well Development

FUND: Water

DEPARTMENT: Water

STATUS: Demonstration project has been successful. Feasibility study accepted by VDH. Will require Commissioned permit process

MANAGER: Alex Vanegas/Norm Hutchison

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: March, 2008

ESTIMATED COMPLETION DATE: June, 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	430,000	410,000	20,000					20,000	
Prof Serv	100,000	90,000	10,000					10,000	
Equip.	2 380,000	380,000							
TOTAL	910,000	880,000	30,000					30,000	

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	510,000	480,000	30,000					30,000	
Grants									
Cash	400,000	400,000							
Other									
TOTAL	910,000	880,000	30,000					30,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094506

TITLE: Long Term Water Investments

FUND: Water

DEPARTMENT: Water

STATUS: Project has been placed on hold awaiting outcome of Water Resources Study

MANAGER: Alex Vanegas/Norm Hutchison

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

CONSTRUCTION START DATE: January, 2011

ESTIMATED COMPLETION DATE: June, 2013

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

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	1,213,873	13,873			1,200,000			1,200,000	
Prof Serv	1,827,306	119,306	1,208,000	300,000	100,000	100,000		1,708,000	
Construction Equip.	4,000,000			2,500,000	1,500,000			4,000,000	
TOTAL	7,041,180	133,180	1,208,000	2,800,000	2,800,000	100,000		6,908,000	

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

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	7,041,180	133,180	1,208,000	2,800,000	2,800,000	100,000		6,908,000	
Grants									
Cash									
Other									
TOTAL	7,041,180	133,180	1,208,000	2,800,000	2,800,000	100,000		6,908,000	

ENGINEERING/CAPITAL PROJECT DETAIL

Project #: 599-4094508

TITLE: Water Resource Study and Implementation

FUND: Water

DEPARTMENT: Water

STATUS: Final Copy was adopted by the Town Council.
December, 2007

MANAGER: Samer Beidas/Alex Vanegas/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: December, 2007

CONSTRUCTION START DATE: July, 2008

ESTIMATED COMPLETION DATE: July, 2011 for short-term water supply solutions

OPERATING IMPACT: Additional operational costs will occur with the new facilities. Short term supplies are expected to cost \$100,000 in additional O&M costs.

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	400,000	200,000	50,000	50,000		100,000		200,000	
Prof Serv	2,280,000	840,000	640,000		400,000	400,000		1,440,000	
Construction Equip.	5,025,000			2,650,000	1,375,000	1,000,000		5,025,000	
TOTAL	7,705,000	1,040,000	690,000	2,700,000	1,775,000	1,500,000		6,665,000	

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	7,705,000	1,040,000	690,000	2,700,000	1,775,000	1,500,000		6,665,000	
Grants									
Cash									
Other									
TOTAL	7,705,000	1,040,000	690,000	2,700,000	1,775,000	1,500,000	-	6,665,000	-

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

Engineering Project Detail

Project #: 599-4094510

TITLE: Water Conservation Plan

FUND: Water

DEPARTMENT: Water

STATUS: Project near completion will require approval from IFC & Town Council

MANAGER: Alex Vanegas/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 by April 2008

ESTIMATED COMPLETION DATE: N/A

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	60,000	60,000							
Construction									
Op Implement	120,000	20,000	20,000	20,000	20,000	20,000	20,000	100,000	
TOTAL	180,000	80,000	20,000	20,000	20,000	20,000	20,000	100,000	

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

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds *	80,000	80,000							
Grants									
Cash	100,000		20,000	20,000	20,000	20,000	20,000	100,000	
Other									
TOTAL	180,000	80,000	20,000	20,000	20,000	20,000	20,000	100,000	

* Short Term Financing

Engineering Project**Project #: 599-4094511****TITLE:** Water Distribution System Evaluation and Implementation **FUND:** Water**DEPARTMENT:** Water **STATUS:** Most items are near completion. Water restrictions have placed some items on hold**MANAGER:** Alex Vanegas/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:** March, 2008**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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	655,000	490,000	55,000	55,000	55,000			165,000	
Construction Equip.	900,000		300,000	300,000	300,000			900,000	
TOTAL	1,555,000	490,000	355,000	355,000	355,000			1,065,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	1,555,000	490,000	355,000	355,000	355,000			1,065,000	
Grants									
Cash									
Other									
	1,555,000	490,000	355,000	355,000	355,000			1,065,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094513

TITLE: A Street Water Line Loop

FUND: Water

DEPARTMENT: Water

STATUS: Alignment and easement acquisition started.

MANAGER: Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	30,000	30,000						28,000	
Prof Serv	63,000	35,000	28,000					28,000	
Construction Equip.	175,000		175,000					175,000	
TOTAL	268,000	65,000	203,000					203,000	

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	268,000	65,000	203,000					203,000	
Grants									
Cash									
Other									
TOTAL	268,000	65,000	203,000					203,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094514

TITLE: Vulnerability Assessment

FUND: Water

DEPARTMENT: Water

STATUS: First component completed 1/07

MANAGER: Alex Vanegas/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 6/30/2008	2009	2010	2011	2012	2013	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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	225,000	165,000	60,000					60,000	
Grants									
Cash	180,000			60,000	60,000	60,000		180,000	
Other									
TOTAL	405,000	165,000	60,000	60,000	60,000	60,000		240,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094515

TITLE: New Elevated Water Tank

FUND: Water

DEPARTMENT: Water

STATUS: Site Evaluation Report completed
Jan-07

MANAGER: Alex Vanegas/Andrea Broshkevitch

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

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	120,000	20,000	100,000					100,000	
Prof Serv	365,000	75,000	250,000	40,000				290,000	
Construction Equip.	2,350,000			2,350,000				2,350,000	
TOTAL	2,835,000	95,000	350,000	2,390,000				2,740,000	

Cost Estimates are

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	2,835,000	95,000	350,000	2,390,000				2,740,000	
Grants									
Cash									
Other									
TOTAL	2,835,000	95,000	350,000	2,390,000				2,740,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094516

TITLE: Switch to Hypochlorite

FUND: Water

DEPARTMENT: Water

STATUS: Not begun at this time

MANAGER: Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	60,000	40,000	20,000					20,000	
Construction	300,000		300,000					300,000	
Equip.									
TOTAL	360,000	40,000	320,000					320,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	360,000	40,000	320,000					320,000	
Grants									
Cash									
Other									
TOTAL	360,000	40,000	320,000					320,000	

ENGINEERING PROJECT DETAIL

Project #: 599-4094517

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 KCI providing needs assessment
MANAGER:	Andrea Broshkevitch/Alex Vanegas		

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 waterand 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: 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof Serv Construction Equip.	345,000	100,000	100,000	100,000	15,000	15,000	15,000	245,000	
TOTAL	345,000	100,000	100,000	100,000	15,000	15,000	15,000	245,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	345,000	100,000	100,000	100,000	15,000	15,000	15,000	245,000	
TOTAL	345,000	100,000	100,000	100,000	15,000	15,000	15,000	245,000	

ENGINEERING PROJECT DETAIL

Project #: 599-4094518

TITLE:	Water Master Plan	FUND:	Water
DEPARTMENT:	Water	STATUS:	Comp Plan Approved 12/06 PUGAMP Revisions reinitiated 1/07
MANAGER:	Alex Vanegas		

PROGRAM DESCRIPTION: The project involves the updating of the Water 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 Water Resources Study. This project budget has been budgeted for several years but has been delayed in anticipation of a new Comprehensive Plan and PUGAMP plan.

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof Serv Construction Equip.	70,720	10,720	60,000					60,000	
TOTAL	70,720	10,720	60,000					60,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds * Grants Cash Other	70,720	10,720	60,000					60,000	
TOTAL	70,720	10,720	60,000					60,000	

OPERATIONAL PROJECT DETAIL

Project #: 599-4094519

TITLE: Transition to a SCADA system

FUND: Water

DEPARTMENT: Water

STATUS: Communication assessment study complete
Next step is to submit IFB for Installation

MANAGER: Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	30,000	30,000							
Construction Equip.	60,000		60,000					60,000	
TOTAL	90,000	30,000	60,000					60,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	90,000	30,000	60,000					60,000	
Grants									
Cash									
Other									
TOTAL	90,000	30,000	60,000					60,000	

ENGINEERING/OPERATIONAL PROJECT DETAIL**Project #: 599-4094520****TITLE:** Compliance with Groundwater Disinfection Rule**FUND:** Water**DEPARTMENT:** Water**STATUS:** Project not started**MANAGER:** Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	45,000			30,000	15,000			45,000	
Construction Equip.	90,000				90,000			90,000	
TOTAL	135,000			30,000	105,000			135,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
Cash	135,000			30,000	105,000			135,000	
Other									
TOTAL	135,000			30,000	105,000			135,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094521

TITLE: Water Treatment Plant Improvements **FUND:** Water
DEPARTMENT: Water **STATUS:** Water Resource Study is underway and will provide direction
MANAGER: Alex Vanegas

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

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 6/30/2008	2009	2010	2011	2012	2013	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			1,000,000	4,000,000	4,000,000		9,000,000	
TOTAL	11,250,000		100,000	2,650,000	4,050,000	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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	11,250,000		100,000	2,650,000	4,050,000	4,450,000		11,250,000	
Grants									
Cash									
Other									
TOTAL	11,250,000		100,000	2,650,000	4,050,000	4,450,000		11,250,000	

CAPITAL PROJECT DETAIL

Project # 599-4094522

TITLE: NEW & REPLACEMENT EQUIPMENT

FUND: WATER

DEPARTMENT: WATER DEPARTMENT

STATUS: Bid preparation

MANAGER: Brian Lutton

PROGRAM DESCRIPTION:

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

		FY
Replacement of Pickup Truck - \$40,000	Truck is needed to replace the 1999 Ford	2008
Replace Well Pump at HF 2- \$8,800	Due to poor water quality, pump is replaced - 5yrs	2008
Replacement of Jon Boat - \$5,950	Boat needed to replace boat for chemical application	2008
Direct Automatic Flush - \$ 8,170	Devices used to fix stagnant areas for water quality improvement	2008
Honda Generator - \$5,306	Needed to provide mobile and temporary power	2008
Replacement Truck - \$45,000	Replaces 2000 Dodge truck	2009
Replace Polaris ATV - \$6,000	Replaces ATV used to check water line easements	2010
New Truck - \$45,000	New vehicle to support additional staff	2010

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof. Svc.									
Construct.									
Equip.	164,226	68,226	45,000	51,000				96,000	
TOTAL	164,226	68,226	45,000	51,000				96,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds *	68,226	68,226							
Grants									
Cash	96,000		45,000	51,000				96,000	
Other									
TOTAL	164,226	68,226	45,000	51,000				96,000	

* Short Term Financing

OPERATIONAL PROJECT DETAIL

Project #: 599-4094523

TITLE: Intake Structure for Hirst Reservoir

FUND: Water

DEPARTMENT: Water

STATUS: This project has not been started

MANAGER: Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	220,000		10,000		210,000			220,000	
Construction	1,050,000		50,000			1,000,000		1,050,000	
Equip.									
TOTAL	1,270,000		60,000		210,000	1,000,000		1,270,000	

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

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	1,270,000		60,000		210,000	1,000,000		1,270,000	
Grants									
Cash									
Other									
TOTAL	1,270,000		60,000		210,000	1,000,000		1,270,000	

OPERATIONAL PROJECT DETAIL

Project #: 599-4094524

TITLE: Tank Painting

FUND: Water

DEPARTMENT: Water

STATUS: Project not started

MANAGER: Alex Vanegas

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

CONSTRUCTION START DATE: May, 2011

ESTIMATED COMPLETION DATE: September, 2012

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

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Serv	20,000				20,000			20,000	
Construction	100,000				100,000			100,000	
Equip.									
TOTAL	120,000				120,000			120,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
Cash	120,000				120,000			120,000	
Other									
TOTAL	120,000				120,000			120,000	

CAPITAL PROJECT DETAIL

Project #: 599-4094525

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

FUND: Water

DEPARTMENT: Water

STATUS: This will be part of the overall improvements to Nursery Avenue and Rt. 690

MANAGER: Alex Vanegas/Larry Burns

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

CONSTRUCTION START DATE: June, 2008 when school ends

ESTIMATED COMPLETION DATE: October, 2008

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.

GOAL ADDRESSED:

state-of-the art technology that promotes environmental protection, conservation and green development."

PLANNED EXPENDITURES

Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal			5,000					5,000	
Prof Serv	5,000								
Construction	186,000		186,000					186,000	
Equip.									
TOTAL	191,000		191,000					191,000	

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	191,000		191,000					191,000	
Grants									
Cash									
Other									
TOTAL	191,000		191,000					191,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094100-0110

TITLE: Vulnerability Assessment

FUND: Sewer

DEPARTMENT: Sewer

STATUS: First component completed 11/07

MANAGER: Alex Vanegas/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 6/30/2008	2009	2010	2011	2012	2013	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	413,698	213,698	50,000	50,000	50,000	50,000		200,000	
Equip									
TOTAL	468,698	228,698	60,000	60,000	60,000	60,000		240,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	288,698	228,698	60,000					60,000	
Grants									
Cash	180,000			60,000	60,000	60,000		180,000	
Other									
TOTAL	468,698	228,698	60,000	60,000	60,000	60,000		240,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094600

TITLE: BSWF ENR and Expansion Improvements

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: The Construction bids have been secured

MANAGER: Samer Beidas/Alex Vanegas/Scott House

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: September, 2010

GRANTS : WQIF Grant- \$5,185,503

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	0							0	
Prof Services	5,303,533	3,473,533	915,000	915,000				1,830,000	
Construction Equip	26,700,000	4,000,000	21,000,000	1,700,000				22,700,000	
TOTAL	32,003,533	7,473,533	21,915,000	2,615,000	0	0	0	24,530,000	0

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	26,818,030	6,290,103	18,015,000	2,512,927				20,527,927	
Grants*	5,185,503	1,183,430	3,900,000	102,073				4,002,073	
Cash	0							0	
Other								0	
TOTAL	32,003,533	7,473,533	21,915,000	2,615,000	0	0	0	24,530,000	0

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

Loan Amount- \$24,944,377

WQIF Grant- \$5,185,503

CAPITAL PROJECT DETAIL

Project #: 699-4094602

TITLE: VIP Pump Station Improvements

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Complete

MANAGER: Alex Vanegas/Scott House

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 capacity for all properties that it is expected to serve.

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	24,648	24,648							
Prof Services	166,104	166,104							
Construction Equip									
TOTAL	190,752	190,752							

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	190,752	190,752							
Grants									
Cash									
Other									
TOTAL	190,752	190,752							

CAPITAL/OPERATIONAL PROJECT DETAIL

Project #: 699-4094603

TITLE: I & I Improvements & CMOM Compliance **FUND:** Sewer
DEPARTMENT: Wastewater **STATUS:** I&I Sliplining and Manhole rehab complete
12/7
MANAGER: Alex Vanegas 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	294,000	184,000	60,000	50,000				110,000	
Construction	1,361,000	636,000	400,000	250,000	25,000	25,000	25,000	725,000	
Equip									
TOTAL	1,655,000	820,000	460,000	300,000	25,000	25,000	25,000	835,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	1,655,000	820,000	460,000	300,000	25,000	25,000	25,000	835,000	
Grants									
Cash									
Other									
TOTAL	1,655,000	820,000	460,000	300,000	25,000	25,000	25,000	835,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094604

TITLE: West End Pump Station Improvements **FUND:** Sewer
DEPARTMENT: Wastewater **STATUS:** Equipment is purchased 1/07, install pending
MANAGER: Alex Vanegas/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, 2008
ESTIMATED COMPLETION DATE: June, 2008 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	20,000	20,000							
Prof Services	70,000	1,000	69,000					69,000	
Construction	600,000			600,000				600,000	
Equip	63,399	63,399							
TOTAL	753,399	84,399	69,000	600,000				669,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	753,399	84,399	69,000	600,000				669,000	
Grants									
Cash									
Other									
TOTAL	753,399	84,399	69,000	600,000				669,000	

ENGINEERING PROJECT DETAIL

Project #: 699-4094605

TITLE: Sewer Master Plan

FUND: Sewer

DEPARTMENT: Wastewater

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

MANAGER: Alex Vanegas

PROGRAM DESCRIPTION: The project involves the updating of the 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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	60,000	2,024	57,976					57,976	
Construction									
Equip									
TOTAL	60,000	2,024	57,976					57,976	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds *	60,000	2,024	57,976					57,976	
Grants									
Cash									
Other									
TOTAL	60,000	2,024	57,976					57,976	

* Short Term Financing

CAPITAL PROJECT DETAIL

Project #: 699-4094606

TITLE: Generation of GIS layer for Sewer Easements **FUND:** Sewer

DEPARTMENT: Wastewater **STATUS:** KCI -Conduct Needs Assessment
Title Search work for GIS begun 12/06

MANAGER: Andrea Broshkevitch/Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal Prof Services Construction Equip	300,000	100,000	100,000	100,000				200,000	
TOTAL	300,000	100,000	100,000	100,000				200,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds Grants Cash Other	300,000	100,000	100,000	100,000				200,000	
TOTAL	300,000	100,000	100,000	100,000				200,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094607

TITLE: Transition to a SCADA system

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Communication assessment complete
Next step is to issue an IFB for Installation

MANAGER: Alex Vanegas

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	30,000	30,000							
Construction	60,000		60,000					60,000	
Equip									
TOTAL	90,000	30,000	60,000					60,000	

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	90,000	30,000	60,000	-				60,000	
Grants									
Cash									
Other									
TOTAL	90,000	30,000	60,000	-				60,000	

CAPITAL PROJECT DETAIL

Project #: 699-4094608

TITLE: Nursery/690 Sewer Line Project

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: This will be part of the overall improvements To Nursery Avenue and Rt. 690

MANAGER: Alex Vanegas

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

CONSTRUCTION START DATE: June, 2008

ESTIMATED COMPLETION DATE: December, 2008

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

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	70,537	58,537	12,000					12,000	
Construction	200,000		200,000					200,000	
Equip									
TOTAL	270,537	58,537	212,000					212,000	

*cost to be updated when receive actual cost from contractor

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds	270,537	58,537	212,000					212,000	
Grants									
Cash									
Other									
TOTAL	270,537	58,537	212,000					212,000	

Still waiting for Dewberry Estimates

CAPITAL PROJECT DETAIL

Project #: 699-4094610

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

PROGRAM DESCRIPTION:

		FY
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.	2008
Renovations for CCTU Camera - \$15,000	New CTU requires protected storage location	2008
Pipe Patching Tool - \$10,000	Will allow town to repair pipes without excavation reducing disruption to citizens	2008
Pick Up Truck \$25,000	Replaces 1996 Ford	2008
Pick Up Truck \$25,000	Replaces 1999 Ford	2009
6" Godwin Pump \$65,000	New Equipment used for emergency situations	2009
Plant Utility Vehicle \$14,000	Replaces Gator	2009
Vac Con Truck \$215,000	New Equipment to supplement older Vac Truck	2010
Generator \$200,000	Replace E. End Generator which will be 20 years old	2011

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal	0							0	
Prof Services	0							0	
Construction	0							0	
Equip	731,000	212,000	104,000	215,000	200,000			519,000	
TOTAL	731,000	212,000	104,000	215,000	200,000	0	0	519,000	0

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds*	212,000	212,000				0	0	0	
Grants	0							0	
Cash	519,000		104,000	215,000	200,000			519,000	
Other	0							0	
TOTAL	731,000	212,000	104,000	215,000	200,000	0	0	519,000	0

* Short Term Financing

OPERATIONAL PROJECT DETAIL

Project #: 699-4094611

TITLE: BSWF Odor Control

FUND: Sewer

DEPARTMENT: Wastewater

STATUS: Several recent complaints have identified a potential need.

MANAGER: Scott House/Alex Vanegas

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

CONSTRUCTION START DATE:

ESTIMATED COMPLETION DATE:

OPERATING IMPACT: This project will improve relations with neighbors who may currently experience days when they can smell odors from the plant. The odor control elements will be additional equipment to maintain and will have a regular expense in supplies. Until more is known about how many of the processes require odor control it is difficult to estimate the cost.

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 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Land/Legal									
Prof Services	15,000	15,000							
Construction									
Equip									
TOTAL	15,000	15,000							

* construction costs may be necessary and will be defined through the prof services activities.

PLANNED FINANCING									
Uses	Total Project Cost	Exp through 6/30/2008	2009	2010	2011	2012	2013	Total for 5-Yr-CIP	Future Funds Required
Bonds									
Grants									
State Loan									
Other*	15,000	15,000							
TOTAL	15,000	15,000							

*Paid with user fees