

Adopted Fiscal Year 2011-2012 Fiscal Plan & Capital Improvement Program Fiscal Year 2012-2016





The Official Seal

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

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

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

The Purcellville Library represents a community of continual learning.

Town of Purcellville

– Town Manager Adopted –

Fiscal Plan FY 2011 – 2012

&

Capital Improvement Program FY 2012-2016

Town Council

Honorable Mayor Robert W. Lazaro, Jr.

Honorable Vice-Mayor James O. Wiley

Honorable Council member Thomas A. Priscilla, Jr.

Honorable Council member Gregory W. Wagner

Honorable Council member Christopher J. Walker, III

Honorable Council member Joan Lehr

Honorable Council member J. Keith Melton, Jr.

Town Administration

Robert W. Lohr, Jr., Town Manager

Patrick Childs, Assistant Town Manager

Hooper McCann, Executive Assistant

Jennifer Helbert, Town Clerk

Elizabeth Krens, Director of Finance

Darryl C. Smith, Sr., Chief of Police

Samer Beidas, Director of Public Works

Patrick Sullivan, Director of Community Development

Steve Coakley, Budget/Procurement Specialist



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Purcellville

Virginia

For the Fiscal Year Beginning

July 1, 2010

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the Town of Purcellville for its Annual Budget for the fiscal year beginning July 1, 2010.

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

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

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Town Manager's Budget Message

The budget message details the priorities and issues for the fiscal year. It identifies the most significant choices and modifications to the budget and articulates the rationale for these budget decisions. It also lists FY 2012 budget highlights.

Mayor

Robert W. Lazaro, Jr.

Council

Gregory W. Wagner
Christopher J. Walker, III
Thomas A. Priscilla, Jr.
James O. Wiley
Joan Lehr
J. Keith Melton, Jr.



Town Manager

Robert W. Lohr, Jr.

Assistant Town Manager

J. Patrick Childs

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

May 26, 2011

The Honorable Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2012 and the Approved Capital Improvements Program (CIP) for Fiscal Years 2012 – 2016. This document summarizes the results of the seven month process followed by the Town Staff and Town Council in developing the operating and capital fiscal plans for the Town.

Major highlights of this adopted budget include:

- Fiscal priorities consistent with Town Council guidelines and priorities adopted throughout the year and the Town's 2025 Comprehensive Plan
- Continued recognition of the significant economic conditions that have impacted both our revenue and expenditure estimates
- Real Estate Tax Rate set at \$.23/\$100 Assessed Value
- Prudent and methodical execution of the approved Capital Improvement Program (CIP)
- Continued major focus on our capital facilities and transportation initiatives related to vehicular and pedestrian travel.
- Projected ending FY 2011 with a surplus based on tight fiscal restraints and cost cutting initiatives.

A handwritten signature in blue 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
Gregory W. Wagner
Christopher J. Walker, III
Thomas A. Priscilla, Jr.
James O. Wiley
Joan Lehr
J. Keith Melton, Jr.



March 11, 2011

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
J. Patrick Childs

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Purcellville, VA 20132
(540) 338-7421
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www.purcellvilleva.gov

The Honorable Mayor and Members of the Council:

Please find enclosed a copy of the Town Manager's proposed FY 11/12 Budget. This document is respectfully submitted for your consideration from the Town Manager's Office. Based on the existing difficult economic conditions coupled with priorities, programs and guidelines established by the Town Council and citizens, the staff has worked together as a team over the last five months to develop a strategic proposal that we hope will meet the needs of our ever-changing and dynamic community.

FY11/12 BUDGET PROCESS IMPROVEMENTS

After completing the second year of submission of the Town budget for review and winning an international Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award, the Town has continued to look for ways to improve the budget so that it is more responsive to Town Council and citizens. This award is the highest form of recognition in the area of governmental budgeting and its attainment represents a significant accomplishment by a small government and the Management Team. In the continuing desire to seek improvements and develop a better fiscal system, the Finance Department added the following new enhancements and improvements to the budget process for this year:

- Separated Parks and Recreation Operations into a special fund in order to track annual operational costs and better capture revenue sources related to this operation. As the Town has expanded programs and acquired Fireman's Field, the need to better track these departmental operations necessitated this change.
- Over the past several years, the Town has separated the budget approval process for the General Fund and the Water and Sewer Enterprise Funds. The General Fund was normally adopted earlier in the deliberation process with the Water and Sewer Rates being set later in the budget development. There were no legal or operational problems created by this process to budget for the three independent funds. It did, however, create a disjointed meeting process where additional public hearings were held. We have consolidated this approval back into one single process where all of the public hearings and approvals will be done at a single time in May.

- Significant time was taken by all departments to better track and monitor the timelines and needed funding for capital projects identified under the CIP budget. Because of the complexities of these projects and the multiple funding sources, a considerable amount of daily and weekly monitoring is required to make sure that the budget, planning documents and funding sources are all matching up in a timely fashion. The Finance Department has led this project and provided detailed reviews with periodical meetings held throughout the year and during the budget process to ensure that all departments have a better monitoring and reporting system to track these projects after implementation.

STEPS TOWARD BUDGET DEVELOPMENT

The Town began this process in mid-November when the Department Heads began formulating the Operating and CIP Budgets. With the complexities of operations and the need to constantly monitor fiscal processes, budget development has become a year-round task for the Finance Department. In December, the Department Heads met with Finance staff and me to answer questions that were critical to the development of this budget. These meetings provided an opportunity to share information and allow the staff to better understand the directions and priorities from the Town Council and the Town Manager's Office. In January and February, the Town Manager's Office and Finance Department began extensive expenditure reviews which resulted in a line item evaluation and further discussions with Department Heads. During that period, staff spent a significant amount of time reviewing potential cuts to the CIP and Operational Budgets that could be applied across the board. In March, the final push occurred with the balancing of components for each of the three budgets factored in and final meetings between the Town Manager and Department Heads to explain the final components of the Town Manager's budget and seek additional input from each department.

POLICY DIRECTION FROM TOWN COUNCIL

During the budget process, the Town staff maintained constant contact with Town Council members through individual and committee meetings. As a result, the Town Council formulated a series of requests or informal recommendations for the Town Manager and staff to consider as the budget process developed. Even though the Town received excellent feedback both individually and collectively from Council, the Town did not receive any formal direction or guidelines from any of the Town's committees this year. Staff addressed as many of the submitted requests as possible as the process moved forward:

- Minimize new debt issuance for FY11/12.
- Continue with the existing priority capital projects specifically related to transportation improvements, downtown revitalization, the new Town Hall and upgrades to the Fireman's Field parking lot.
- Continue the development of water resources to allow the Town to nurture its economic development program.
- Strive to maintain the level of high quality services that the Town provides to residents and businesses on a daily basis.
- Deliver a budget that minimizes fiscal impact to residents and businesses during these tough economic times and one that should result in a minimal increase in fees and taxes while covering operational costs.

ACCOMPLISHMENTS LEADING INTO FY11/12 BUDGET

Many accomplishments lay the groundwork for this budget. They are not limited to, but include, the following:

- Second straight year with the GFOA Budget Award designation.
- Second straight year for GFOA CAFR Award.
- General Fund surplus in FY09/10 that exceeded \$600,000 which includes a string of strong surpluses over the last eight years.
- Increased Undesignated Fund balance from \$2,137,481 in FY 05/06 to \$4,415,059 in FY09/10.
- Compliance with all fiscal policy and guidelines adopted by the Town.
- For the sixth year in a row, the Town did not have to draw on any 'Rainy Day Funds' or any Undesignated Reserves in the General Fund.

As a result of the cost-cutting and fiscal awareness plans implemented since September 2009, the Town was able to anticipate the severity of the current fiscal and economic crisis and the impact to the public and private sectors and successfully add programs to effectively deal with these budget challenges.

COMMUNITY SUCCESSES AND POSSIBILITIES

Over the last three years, community and local governments have faced unprecedented economic and operational challenges. These fiscal impacts have forced everyone to completely revisit economic principles, public finance options and how governments do business. Throughout this period, Purcellville experienced rapid and dynamic changes forcing the Town to make adjustments quickly. This was necessitated by the fact that the Town's growth in 10 years equaled what most communities take 20 to 30 years to achieve. The growth resulted in opportunities and changes to the community and also pushed new challenges and responsibilities on the Town such as reaching 3,500 in population and having to deal with all of the new state requirements, maintenance of roads and updating facilities and capital projects to meet these new challenges. With the leadership of Town Council and citizen Committees, Commissions and Boards, staff was able to move quickly and stay on top of these changes with a core leadership team. As a result, Purcellville is a leader in small communities as well as an extremely attractive location to live and work. Purcellville has been given so many wonderful opportunities and its best years, as it pertains to community and economic development, are on the horizon. These positive observations are based on the following:

- In the recently released 2010 Census, the Town's population was listed as 7,727. This population tripled in the last 15 years into a vibrant community. While many communities in the State did not grow or lost population, Purcellville moved forward with the desire to keep its small Town charm with an estimated residential build out of its current corporate limits of approximately 8,000 to 8,500 residents. New residents moving into the community have great enthusiasm and a spirit of volunteerism which makes this a wonderful place to live and work. Purcellville will always be a top notch destination for businesses, families, college students/faculty members, and retirees.
- The Town of Purcellville has developed into a very attractive, safe and multifaceted family environment that makes it a popular location. Even in this severe economic downturn, houses are selling and new houses are being built in Village Case. The Town is currently at a size

large enough to provide the needed services and blessed with great amenities such as schools, sports facilities, retail shopping, restaurants and medical facilities to make for a relatively sustainable standard of living.

- The majority of the remaining growth and development that will occur within the Town will be specialized economic development which will help provide additional support to residents and Western Loudoun County. . The Town has continued to be the business hub of Western Loudoun and to capitalize on this distinction over the last decade. This increased economic development and focus has allowed the Town to diversify from a traditional bedroom community, common in Loudoun and Prince William County, to a community that has a strong economic base. We continue to move towards the goal of a 70/30 residential/commercial split in real estate assessments. Significant new economic development projects are underway which will bring considerable revenue stream and services to residents. These projects include the redevelopment of Loudoun Valley Shopping Center and redevelopment of East Main Street to include medical offices, family businesses and new projects such as Rite Aid making Main Street a vibrant economic engine. In addition, the Town is seeing the initial development of Cole Farm which will bring Harris Teeter and new business operations within Town. This project has an impressive architectural and themed designs and the Town expects this project to have the same substantial economic impact that Loudoun Valley Shopping Center had in the 1960's and the Blue Ridge Shopping Center had in the 1980's. Many people have referenced this project to Purcellville's equivalent to the Wegman's development in Leesburg. While so much attention has been focused on the new development and renovation, equally exciting developments have occurred in the downtown. Not only have we seen amazing redevelopment with significant plans for continued developments in this area; more importantly we have seen the development of a vibrant group of new businesses and owners who are reaching out and facilitating the downtown community in a way that few have seen in the past. They join long term downtown anchors of Nichols Hardware and Magnolias at the Mill.
- Over the last several years, the Town and the community have worked hard to improve quality of life and cultural issues. Through the help of schools, community centers, private sports facilities and the Town's initiative to acquire Fireman's Field, many cultural opportunities have been created making the Town an even better place to live and raise a family. These opportunities include concerts in the park, preservation of the Bush Tabernacle for teen programs, sporting events and concerts, movie nights and many other wonderful cultural programs that provide the fabric for a vibrant and attractive community.
- The high level of services and attention to detail provided by the Town government operations have made Purcellville a leading community of best practices. This was validated in the first Annual Citizen Survey completed in December 2010. Whether it is the unique special events and parades, snow removal and emergency responses, waste collection, Police Department or delivery of a high quality and safe utility system, the Town of Purcellville is known for the attention to detail and the great service it provides. This was validated time and time again over the last two years during blizzards when Purcellville set the benchmark for snow removal and getting citizens safely around local streets. One of the most important assets for future opportunities in the community is the staff. While total staffing has been reduced over the last several years to address fiscal issues, full and part-time staff work non-stop 365 days a year to ensure that the community remains a safe and attractive location. These dedicated men and women staff the Police Department, General Government and Utility Operations. Not an hour in the day goes by when staff is not on call ready to respond at a moment's notice. While many Town employees may not be able to live in Purcellville, they all have enormous respect and pride for the community and the job that they do as part of this team. This has been shown

repeatedly during emergency situations. The commitment of these staff members will ensure that Purcellville will always be an attractive and safe community.

- As a direct result of the citizens, volunteers, Town Council and staff, the Town of Purcellville is an award winning community recognized by its peers as an outstanding place to live, work and own a business. Over the last several years, the Town has won multiple local, state, national and international awards. Many of these awards were awarded by panels of peers that have identified the Town as a cutting edge government making changes to improve the quality of life of residents and service delivery to residents and businesses. These awards include model policing programs, environmental stewards, community engagement and many other leadership initiatives. Just in the last year, the Town was honored at the state level for its second VML Achievement Award which listed the Town as one of the best performing governments in its population category and also state- wide awards for Go Green and environmental initiatives.

CHALLENGES

While there are so many positive things to be excited about, the Town is not without its challenges. What was originally deemed as an economic and housing correction in the market has transformed into a full blown recession on all levels. Throughout this region and the nation, we have all seen economic principles and government fiscal models destroyed and thrown out the window as a result of the most recent three-year period. What has been ushered in is a “new norm” that many economists refer to when everything from traditional personnel operations, government pay and benefit policies, level of services delivered and methods of paying for government operations have changed forever. Since few, if any, elected or appointed leaders have operated through similar periods in our Nation’s history, there are no blueprints or guidelines to follow. It requires governments to think “out of the box” and be extremely cautious and flexible to move forward with what in the past had been traditional decisions. Reliance on traditional revenue sources such as property taxes have proven too unstable and other creative options must be provided to local and state governments in order to continue to maintain any resemblance of service plans and government operations. Our challenges are as follows:

- Unfunded mandates such as utility, environmental and Chesapeake Bay initiatives along with programs such as “line of duty operations” are being pushed down on local governments on a monthly basis. While the state and federal governments are quick to rail that unfunded mandates are not part of their program, the increase and the severity of the fiscal impact of these unfunded mandates have reached the highest level that I can remember in my 26 year career in local government. The mandates in the Town’s Utilities Department have placed millions of dollars of additional debt on this small community and the State seems to find creative ways every year to push projects that were approved and can no longer afford back on the local governments in Virginia without any fiscal assistance. While it would be an unusual step, local governments need to ban together and lobby hard to have state and federal laws passed prohibiting the creation of any new mandates or projects without full compensation or the ability to raise additional revenue sources to pay for these projects. This moratorium on unfunded mandates should become a state and federal law, and if this would occur, many local governments would see significant cost savings.
- An even more disturbing trend is the removal of traditional funding sources that local governments including the Town have depended upon to operate programs for years. While the need for these programs have increased, many of the funding sources used to pay for programs have been restricted or taken away from the Town. Examples include the following:

- 1) The County's breach of an agreement by taking the Gas Tax funds which was based on a long-term agreement with Purcellville and Leesburg.
 - 2) The State's reduction in law enforcement funding through House Bill 599.
 - 3) The State's removal and capping of the Car Tax.
 - 4) Elimination of ABC proceeds.
 - 5) Redirection of Communication Taxes.
 - 6) The State's attempt to reduce or restrict BPOL initiatives.
- In order to address the growth of the community and continue to maintain the level of services while expanding to address new initiatives and programs requested by Council and citizens, the Town expanded to a budgeted staff of 77 that peaked in Fiscal Year 07/08. As a result of the economy and the developing fiscal issues, the Town aggressively looked at freezing positions and reducing staff in all departments. By freezing existing positions or not filling positions that were approved under the budget, the Town has reduced 9.5 positions in the last three years. This equates to over a 13 percent reduction in staffing. In addition, many key departments and positions are filled with part-time employees, significantly limiting the amount of resources and work that can be completed in these departments although it does result in a significant cost savings. These include part-time positions in IT, Personnel, Budget and Engineering. The dilemma in the future will be whether the Town will be able to find ways to continue to provide the same high quality service and level of programs with current staffing levels or at any further reduced levels. Comparisons to communities that are larger and provide the same level of programs and services indicate far more staffing in most departments. The Town is extremely lean based on the level of programs, services requested and workload addressed. It has become an annual challenge to balance the continued growth of projects, programs and expectations without increasing personnel. This balancing act with the community, elected officials, appointed bodies and staff is an exercise that will need to be reviewed closely. While staffing has decreased 13 percent over the last three years, the workload and projects continue to increase, and the community has shown little tolerance for reduction in any level of services at this point. For the purposes of review, the following reduction or freeze of positions in staffing has occurred:

Planning Department	2 FTE
Admin Department	1 FTE
Police Department	2.5 FTE
Maintenance Department	2 FTE
Water Department	1 FTE
Wastewater Department	1 FTE

- One of the largest challenges that will need to be monitored closely over the next 10 to 15 years will be the debt service on current and future capital projects. This will be the single largest growing expense and it is one of the few budgeted items that the Town has limited ability to modify or reduce once debt is incurred. While it may be possible to eliminate programs, reduce staffing and find other ways to control expenses, debt is a fixed service short of refinancing or restructuring that is difficult to eliminate once it is incurred. As in most governments including local, state and federal operations, debt service is one of the single biggest concerns and must be closely monitored whenever reviewing capital projects. Minimizing or eliminating any new debt service over the next five years will be critical to the Town's ability to balance the budget without additional rate increases.

- As part of this budget development process, staff focused heavily on revisiting all operations and programs in an effort to find cost savings. We also looked at the elimination of specific programs and services that could be completed without significant impact on operations. In our review, every line item was reviewed and evaluated. I would recommend that we adopt this level of fiscal review throughout all levels of government operations and capital projects as we move forward. In cases of capital programs, specific needs have been identified and requests from the community have been received throughout the year to address many issues. With the rapid growth in the residential and commercial sectors, the Town completed public facilities and improvements that ranged from pedestrian access projects, downtown revitalization, preservation of historical recreational resources and transportation projects. Some of the largest mandated projects were specifically related to the utility and operational support facilities and required for the Town to meet all obligations. While many of these projects continue to be important to the community, there needs to be diligence and constant review to find ways to scale back or slow down these projects as much as possible until there is a more favorable economic environment. While the Town has been historically able to maintain relatively low debt service levels and remain in full compliance with Town adopted policies, the need for mandated capital spending projects particularly in the area of utilities planned in the CIP will present the Town with difficult choices to ensure that there is room for payment and needed debt service.
- Because of mandated utility projects and the few remaining availabilities, the Town will be challenged in the utility funds with rising user fees over the next decade. Since this could be the beginning of many of the regulations, fees will be first to increase which will pose public relations issues when comparing rates with other communities. One certainty is that water and sewer rates will be the most expensive services provided by smaller communities in the future.

CLOSING SUMMARY

In closing, I am proud to submit to you a budget that includes overall reductions in all funds from last year with minimal tax and fee increases in the General Fund and reasonably expected user fee increases in the Water and Sewer Funds based on Capital Improvement mandates from the State and Federal governments. The Town is proposing a potential equalized tax rate of .23 per \$100 for Real Estate and a proposed one percent increase in Meals Tax and an increase in the Cigarette Tax. Most people will see their residential real estate tax bill remain flat or slightly lower with businesses seeing a small increase after experiencing a decrease last year for the first time in 10 years. In the area of Meals Tax, the majority of the revenue that the Town collects is a result of daytime work population, students and residents that live outside of the community who patronize the restaurants. Meals Tax, even though it can be controversial by name, is one of the most fair and equitable existing taxes based on the following:

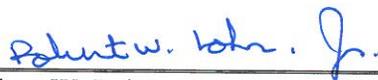
- It is an optional tax only incurred by customers who chose to eat out or buy prepared foods.
- The majority of the customers who eat out do not alter their frequency or their desire to eat as a result of an increase in this tax.
- It allows the Town to collect revenue from nonresidents who use many Town facilities, participate in local events, create the need for many of the capital projects that deal with traffic, Fireman's Field and other similar uses.

- Unlike many other taxes and fees, it does not take profit or revenue away from other businesses. No money comes out of the business's pocket since businesses collect it directly from the customer and pass it on to the Town without impacting their profit, prices or other taxes such as BPOL. In addition, the Town provides the business with a rebate for completing the collection and submission to the Town on a timely basis.
- Requires minimal government and staff time to implement since the tax collection process is already in place.

In the area of Cigarette Tax, the Town is proposing a .25 increase per pack which ultimately results in the implementation of two increased fees in the General Fund and both have optional impact where they are not mandatorily assessed on everyone in Town.

In the area of Utility Revenues, the Town is proposing a 15 percent increase in water rates and a 25 percent increase in sewer rates to further cover the debt service required to complete the system upgrades to meet permit requirements, Chesapeake Bay Initiatives and provide high- quality drinking water and wastewater treatment.

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



Robert W. Lohr, Jr.
Town Manager

Town of Purcellville, Virginia FY11/12 Budget Highlights

GENERAL FUND

- General Fund Budget reduced by \$63,408 over the adopted FY11 Budget
- Real Estate Tax Rate remains \$.23/\$100 Assessed Value
- Meals Tax Rate Increased from 4% to 5%
- Cigarette Tax Increased from \$.50 to \$.75
- BPOL Tax Revenues forecasted to be strong in light of new development and expanding business base
- Sales Tax Revenues remain strong despite current economic conditions
- With the exception of Meals Tax and Cigarette Tax, no other fees or tax increases in the General Fund
- Transfer of \$402,617 from Undesignated Reserves
- 3% Pay Increase (last pay increase was 7/1/08)
- Sworn Police Officers to receive .15 LEOS Multiplier Enhancement with reduced 1.5 Pay Increase
- 2.5% Reduction in Expenditures from FY10/11 Adopted Budget
- No Health Insurance or Virginia Retirement System (VRS) rate increase for FY12
- Health Insurance costs at 85/15 % split
- Information Technology Department reorganized – reduced Part Time hours for one position and increased one Part Time position to Full Time
- Realigned Planning Department to the Community Development Department to better reflect new concept and mission
- Proposed new Part Time position – Public Information Officer (PIO)
- General Fund Debt increase by \$275,000
- Fund Balance remains strong
- All Loudoun County Settlement funds received and allocated to projects (see details in the FY 2012-2016 Capital Improvement Program (CIP))
- Per policy, \$2,500 allocated to the Capital Asset Replacement Fund
- Charge Back to Utility Funds remain at FY11 levels
- Capital Improvement Program includes
 - 8 projects in the amount of \$3,158,199 for FY12

SPECIAL PARKS & RECREATION FUND

- Proposed Special Parks & Recreation Fund to support expanded parks and recreation activities
- Proposed new Part Time position to support Parks & Recreation Operations and Fireman's Field

WATER FUND

- Water Fund Budget reduced by \$84,633 over the adopted FY11 Budget
- Increase Water User Fees by 25% - continued analysis by Town Council, Staff and Consultant to review fee structure and future options
- 3% Pay Increase (last pay increase was 7/1/08)
- Increased Base Entry Level Availabilities by \$3,000
- Slight increase in debt service - \$22,000
- Transfer of \$365,056 from Undesignated Reserves
- Capital Improvements Program has been trimmed to include the following:
 - 3 projects in the amount of \$288,000 for FY12
- Continued focus on expanding our Water Resources at the newly acquired Aberdeen and Woodgrove property adjacent to our Water Treatment Plant to address potential drought or peak capacity issues
- No new positions proposed

WASTEWATER FUND

- Wastewater Fund Budget decreased by \$260,353 over the adopted FY11 Budget
- Increase Wastewater User Fees by 16% - further analysis by Town Council, Staff and Consultant to review fee structure and future options
- 3% Pay Increase (last pay increase was 7/1/08)
- Increased Base Entry Level Availabilities by \$3,000
- Slight decrease in debt service in FY12 by \$302,000 as a result of construction interest due on the Wastewater Treatment Plant in FY11
- Transfer of \$1,739,971 from Undesignated Reserves
- Capital Improvement Programs will be restricted to the following:
 - 4 projects in the amount of \$195,000 for FY12

Introduction

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

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

Town History

Settled in 1764, Purcellville is one of seven independent towns in Loudoun County. Purcellville lies in the western portion of the County along the principal east-west transportation corridor, Route 7, an early path of the historic Great Wagon Road which took settlers from Philadelphia to the Carolinas. Rich in agricultural heritage, Purcellville is considered part of the Washington Metropolitan Area.

Although the first land grant in the area was issued by Lord Fairfax in 1740¹, it was not until 1764 that Purcellville's first known settler, James Dillon from Bucks County, Pennsylvania, arrived. As might be expected, it would take a road to make a town; the early ox cart track which wound westward from Leesburg, known later as the "Great Road", served this purpose. The Great Road, now known as Route 7, became an authorized turnpike in 1785² and extended the turnpike system westward from Alexandria to Snickers' Gap, and beyond to Berryville and Winchester. With the construction of this turnpike in 1832, travel through Purcellville began to increase – the first stagecoach arrived in 1841.



Purcellville W&OD Train Depot in Use in 1951

A railroad link was built to Leesburg prior to the Civil War, and travel to points further west was continued by stagecoach through Purcellville. When the railroad was extended to Purcellville in 1874, the Town took Leesburg's place as the beginning of the stage route until the Washington and Ohio Railroad (later reorganized as the Washington and Old Dominion Railroad) was extended to Round Hill in 1875.

The Town's dependence upon transportation links to the more populous eastern Northern Virginia has remained strong. Over the years, improvements have been made to various segments of Route 7, and a

¹ Eugene M. Scheel, *The Story of Purcellville*, reprinted by the Town of Purcellville in commemoration of its 75th anniversary 1908-1983, (1983).

² Nathaniel Mason Pawlett, *Historic Roads of Virginia*, Virginia Highway Research Council, (1977).

bypass highway now connects western Loudoun County to the larger metropolitan area.

The first recorded business, an ordinary (a combined store and inn), was established by Abraham Vickers in 1799. This was followed by a second ordinary, established by Stacey Taylor in 1804, and later by "Purcell's Store" and Post Office, established by Valentine Vernon Purcell (from whom the Town's name is derived). A blacksmith's shop, established around 1848, was also among the Town's earliest businesses. The Town's first public school was built in 1883. On July 9, 1852, the village officially adopted the name Purcellville, and on March 14, 1908, the Town was incorporated by an act of the Virginia General Assembly.



Early Temperance March in Downtown

Although there were several marches and chases through Purcellville during the Civil War, the Town sustained no major damage. However, a series of disastrous fires, the first in 1900 and two more in 1914, virtually wiped out the business district, depriving the Town of much of its earliest architectural heritage. Much of the downtown was rebuilt, and now the early 20th Century downtown is designated as a historic district on the Virginia Landmarks Register and the National Register of Historic Places.



Women workers in Purcellville Orchard

Purcellville's moderate growth during this rebuilding period was not indicative of its future growth. Furthermore, Purcellville's traditional dependence upon agriculture as its primary source of income has diminished as more and more residents are employed outside of the community. The challenge is to accept this change without the Town losing its historic identity and those everyday, small-town amenities that have developed over its long history.

Purcellville Timeline

Timeline

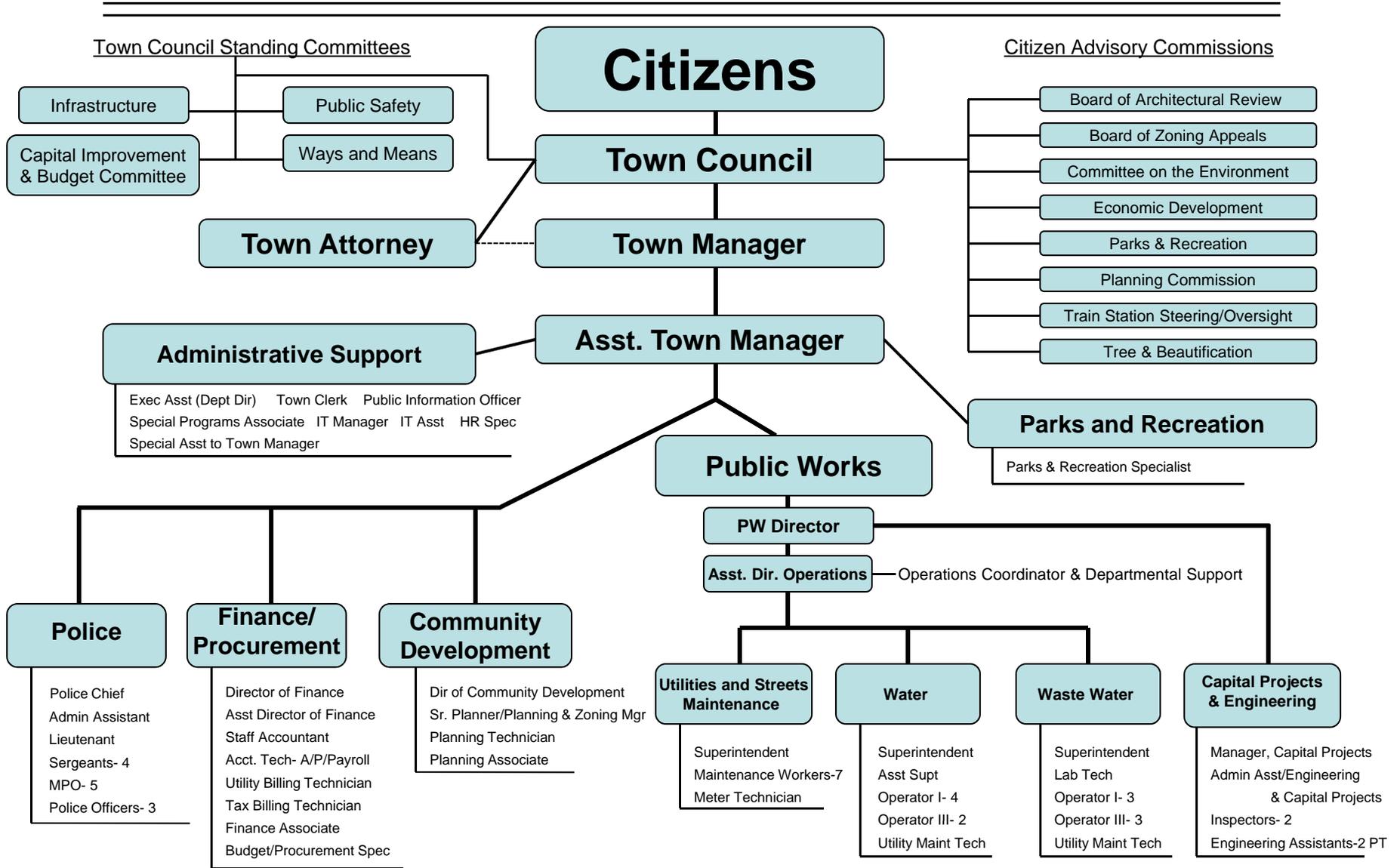
- 1700's Purcellville area is first settled by James Dillon in mid 1700's
- 1790's Village became known as Purcell's Store
- 1822 On January 28, Valentine Purcell is appointed postmaster of Purcell's Store
- 1841 First known stagecoach comes through Purcell's Store. It leaves Washington, D.C. at 4 a.m. and arrived in Winchester at 6 p.m.
- 1852 Purcell's Store is renamed Purcellville on July 9.
- 1861 On May 29, Purcellville residents casts eighty-two votes for secession and thirty-one against.
- 1874 The Washington & Ohio Railroad comes to town on March 14. A sixty-by-twenty-foot railroad depot was completed in April.
- 1886 Phone service comes to Purcellville.
- 1904 First automobile seen in Purcellville.
The Tabernacle at the Bush meeting grounds is built for \$2,500.
- 1908 Purcellville incorporates on March 14.

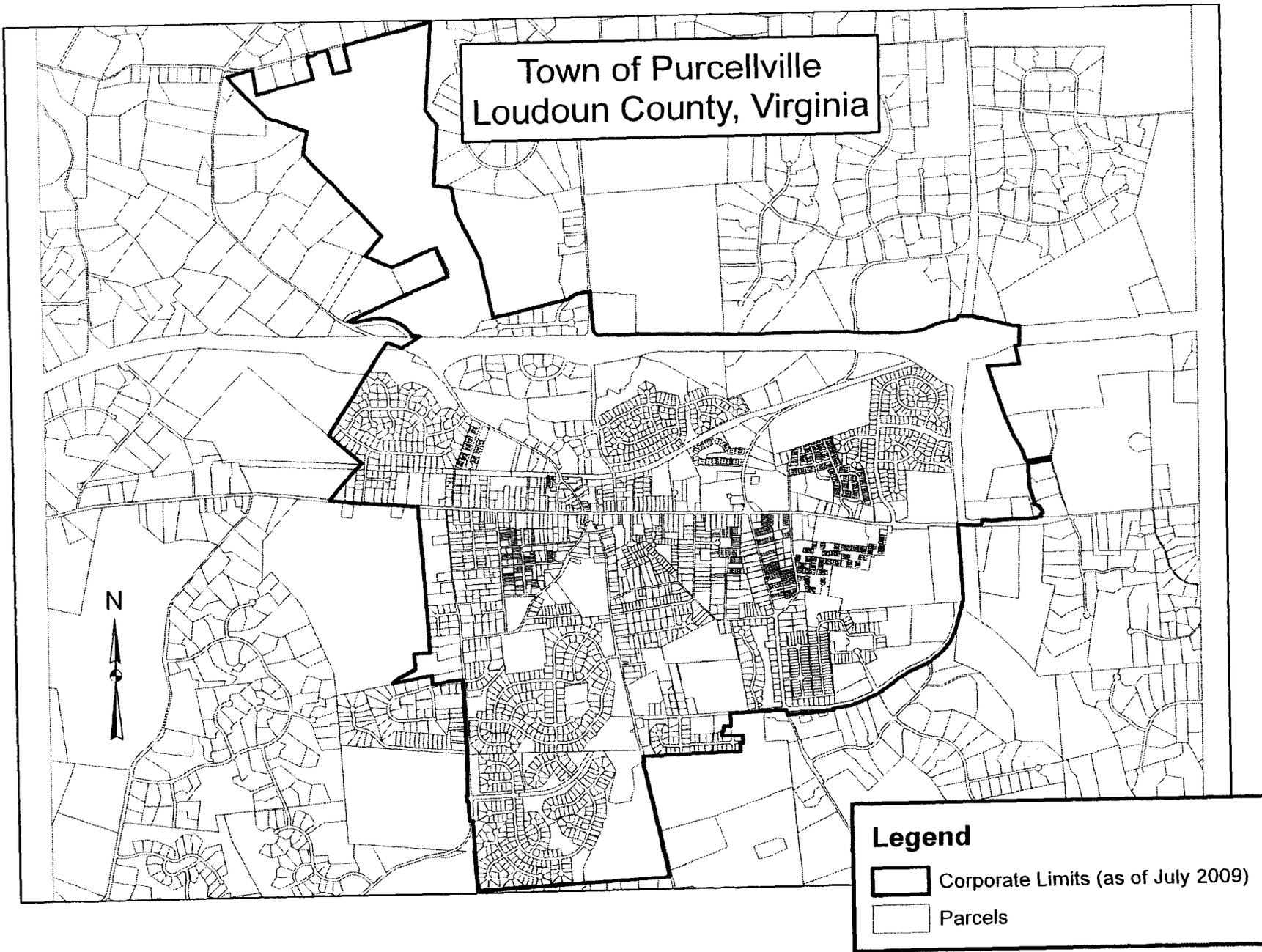
First town taxes: Fifty cents for every male twenty-one and over, and eleven cents on every one hundred dollars of assessed valuation.

- 1910 Town Council establishes first speed limit at 8 m.p.h.
- The Loudoun County Emancipation Association builds their headquarters on the Emancipation Grounds.
- 1912 Electricity comes to Purcellville provided by a diesel powered plant. The plant also manufactures six tons of ice daily.
- 1914 On November 22, fire destroys most of the downtown businesses. A second fire occurs a week later.
- 1915 The Town Council enacts a building code in the business district requiring buildings to be erected of brick, stone, or concrete.
- 1920 Carrie Emerick is the first woman in Loudoun County to pay her poll tax, making her eligible to vote.
- 1921 The first catholic church, St. Francis de Sales, is built.
- 1923 The town organizes its first fire company on March 15.
- 1924 Installation of the first fifty-eight street lights.
- 1925 The Bethany Methodist church is built.
- 1927 The main street of Purcellville is paved.
- 1928 The Town Council votes to install municipal water.

- 1933 Prohibition is repealed in a county wide vote. Purcellville residents vote seventy-four to seventy-two to repeal.
- 1938 Purcellville Library is dedicated on Labor Day.
- 1947 The eight-room George Washington Carver School is built.
- 1949 The firemen provide lights at their baseball field.
- 1951 Passenger service on the W&OD is discontinued.
- 1967 Integration occurs at Emerick Elementary.
- 1993 Purcellville's Library addition is completed in July.
- 2008 Purcellville celebrates its 100th anniversary.
- 2009 Purcellville places 1,271-acre J.T. Hirst Reservoir Property under conservation easement.
- 2010 Bush Tabernacle restoration completed and reopened to the public.

Town of Purcellville Organization Chart: Effective January 1, 2011





Town of Purcellville, Virginia

Fast Facts

Demographics (as of December 31, 2010):

Population: 7,727*

Housing Units: 1631**

Square Miles: 3.1833***

Acreage of Existing Corporate Limits: 2040.51***

Date the Town was settled: 1764

Date of Incorporation: 1908

Number of Commercial Businesses: 795

Number of Town Staff - Full Time: 66

Part-Time: 7

Total Town Owned Assets: \$127,777,644

FY 10/11 General Fund Budget: \$8,868,812

FY 10/11 Water Fund Budget: \$3,370,169

FY 10/11 Wastewater Fund Budget: \$4,746,237

FY 10/11 Capital Improvements Budget: \$20,562,105

Major Employers (as of December, 2009):

Loudoun County Public Schools (approx. 500 employees)

Beckstrom Electric (approx. 170 employees)

Virginia Regional Transportation (approx. 160 employees)

Patrick Henry College (approx. 150 employees)

Giant (approx. 145 employees)

Home School Legal Defense Fund (approx 120 employees)

* This information is provided by the Weldon Cooper Center based on 2010 Census

**U.S. Census Bureau, 2005-2009 American Community Survey

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

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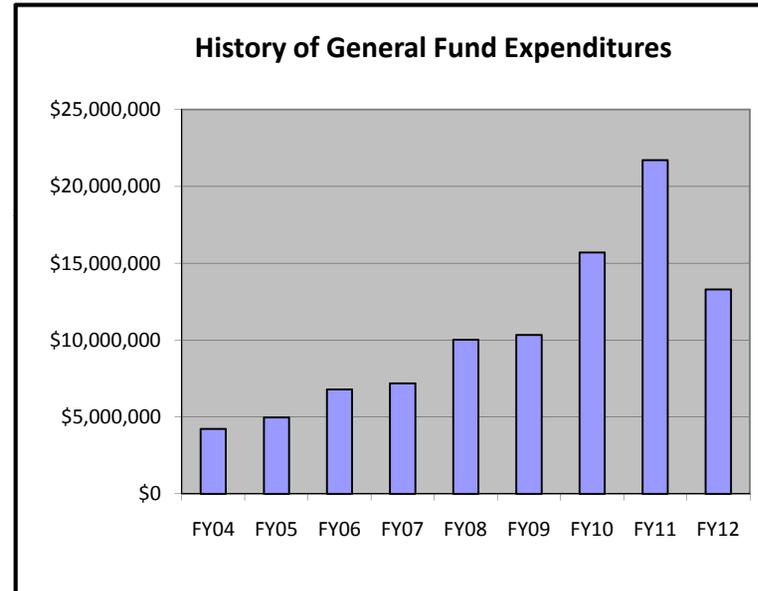
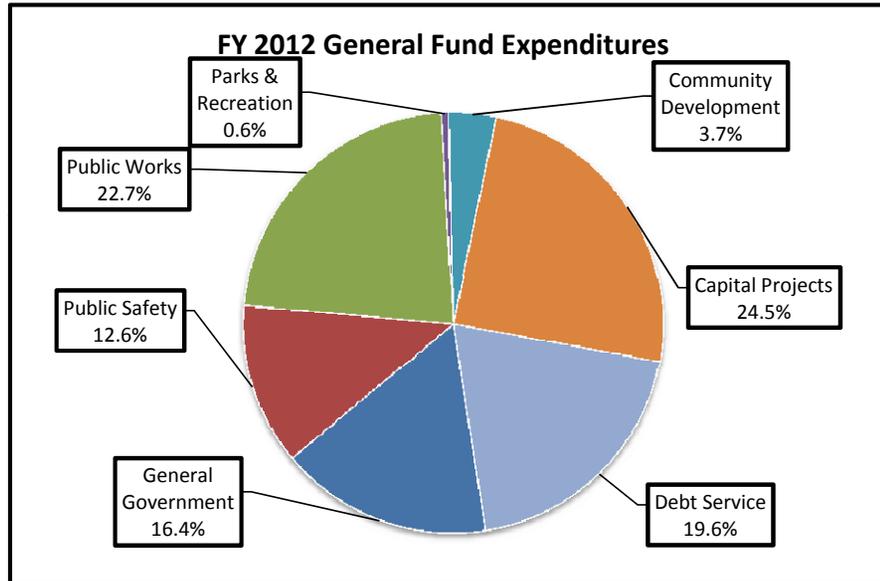
Statistical Information

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

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

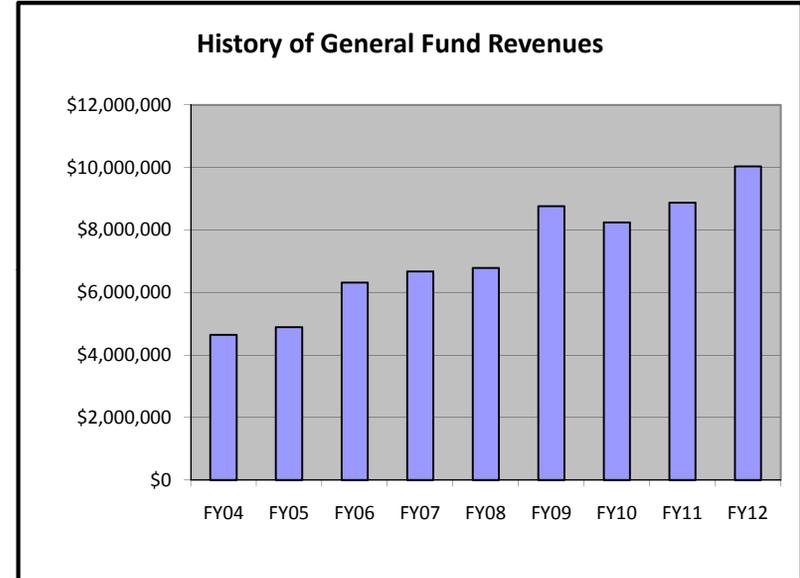
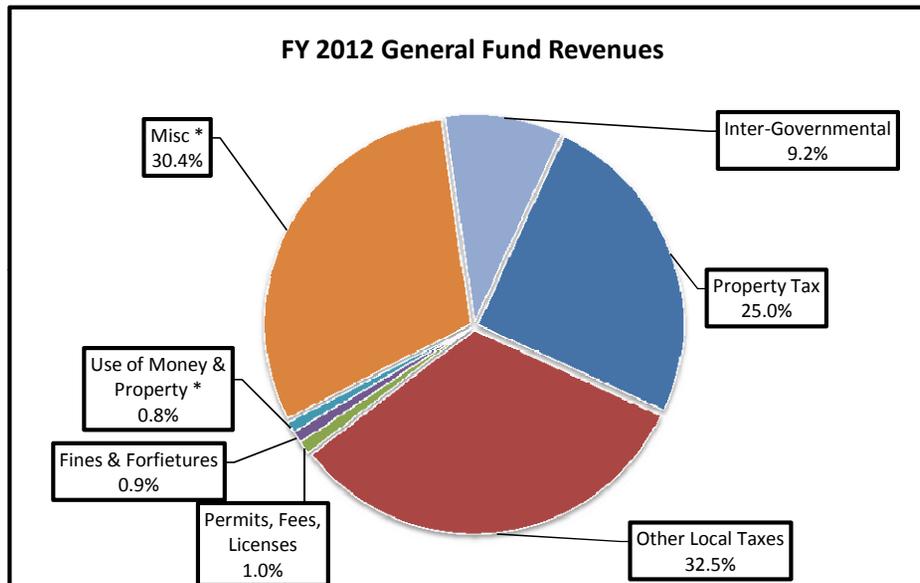
General Fund Expenditures - History and Proposed FY12

		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Capital Projects	Debt Service	Pass Thru Grant	Total Expenditures
FY04	Actual	1,795,888	587,969	1,411,398			300,707	125,769		4,221,731
FY05	Actual	1,225,017	921,222	1,707,738	17,077	431,104	558,864	113,587		4,974,609
FY06	Actual	1,462,066	1,128,938	2,152,098	17,806	665,467	1,201,440	158,615		6,786,430
FY07	Actual	1,903,006	1,393,867	2,093,861	21,720	529,779	993,440	239,538		7,175,211
FY08	Actual	2,096,975	1,506,641	2,120,074	41,174	607,290	3,329,921	324,324		10,026,399
FY09	Actual	2,342,444	1,566,094	2,812,620	27,794	517,069	2,626,704	435,355		10,328,080
FY10	Actual	2,116,764	1,606,483	2,724,985	58,622	453,835	7,966,091	767,605		15,694,384
FY11	Amended	2,856,461	1,615,969	2,895,024	66,875	467,225	12,824,063	967,258		21,692,875
FY12	Adopted	2,174,933	1,671,369	3,014,618	78,100	485,613	3,263,199	2,609,652		13,297,484



General Fund Revenues - History and Proposed FY12

	Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property *	Misc *	Inter-Governmental	Pass Thru Grant	Total Revenues
FY04 Actual	1,369,653	1,853,901	136,264	59,282	16,693	64,465	1,141,301		4,641,559
FY05 Actual	1,663,988	2,224,667	178,096	66,885	29,961	76,994	651,310		4,891,901
FY06 Actual	2,092,568	2,659,820	148,767	78,732	105,679	79,747	1,145,395		6,310,708
FY07 Actual	2,409,596	2,799,546	142,564	77,431	151,842	52,917	1,032,589		6,666,485
FY08 Actual	2,469,194	2,898,002	91,661	83,729	126,148	94,254	1,017,145		6,780,133
FY09 Actual	2,728,737	2,787,900	192,209	66,087	98,761	1,875,307	1,013,366		8,762,367
FY10 Actual	2,487,151	3,057,941	95,182	65,268	54,645	1,303,798	1,179,484		8,243,467
FY11 Amended	2,465,193	2,997,607	100,600	78,500	80,000	2,017,142	1,129,769		8,868,811
FY12 Adopted	2,509,000	3,263,900	102,200	95,200	85,000	3,054,232	924,753		10,034,285



* Includes Special Parks & Recreation Fund Revenues for FY 2010, 2011, 2012

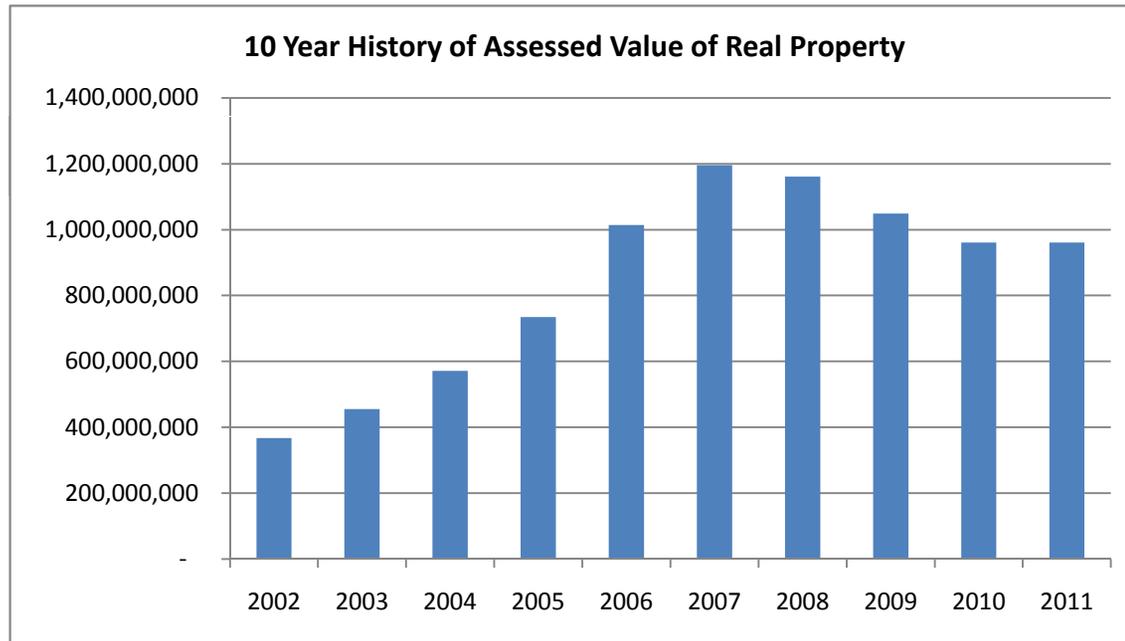
Personnel Analysis					
Department	Position	FY10	FY11	Adopted FY 12	
Administration	Town Manager	1.00	1.00	1.00	
	Asst. Town Manager	1.00	1.00	1.00	
	Exec Asst to TM	1.00	1.00	1.00	
	Town Clerk	1.00	1.00	1.00	
	Admin Asst	1.00	0.00	0.00	
	Event Specialist	1.00	1.00	1.00	
	Public Information Specialist			0.00	
	HR Specialist	0.75	0.75	0.60	
	Spec Asst to TM	0.25	0.25	0.60	
		Total FTE*	7.00	6.00	6.20
	Head Count	8	7	7	
Finance	Director of Finance	1.00	1.00	1.00	
	Asst. Dir Finance	1.00	1.00	1.00	
	Finance Tech	3.00	3.00	3.00	
	Finance Assoc	1.00	1.00	1.00	
	Budget Spec	0.60	0.60	0.60	
	Staff Accountant	1.00	1.00	1.00	
		Total FTE*	7.60	7.60	7.60
		Head Count	8	8	8
IT	IT Spec/Mgr	0.75	0.75	0.65	
	IT Asst	0.50	0.50	1.00	
		Total FTE*	1.25	1.25	1.65
		Head Count	2	2	2
Community Development	Director Comm Devel	1.00	1.00	1.00	
	Asst Director	1.00	0.00	0.00	
	Sr Planner/Mgr	1.00	1.00	1.00	
	Planning Tech	1.00	1.00	1.00	
	Zoning Official	1.00	1.00	0.00	
	Admin Asst	0.75	0.00	0.00	
	Planning Assoc	0.00	0.00	1.00	
		Total FTE*	5.75	4.00	4.00
	Head Count	6	4	4	
Police	Chief	1.00	1.00	1.00	
	Lieutenant	1.00	1.00	1.00	
	Sergeant	4.00	4.00	4.00	
	MPO	5.00	5.00	5.00	
	Detective	0.00	0.00	0.00	
	Officers	3.00	3.00	3.00	
	Admin Asst	1.50	1.00	1.00	
		Total FTE*	15.50	15.00	15.00
	Head Count	16	15	15	

Personnel Analysis				
Department	Position	FY10	FY11	Adopted FY 12
PW/Eng	Director	1.00	1.00	1.00
	Asst Dir	1.00	1.00	1.00
	Inspector	2.00	2.00	2.00
	PT Eng Spec	1.00	1.00	1.00
	Admin Asst	1.00	1.00	1.00
	Project Coord	1.00	1.00	1.00
	CIP Mgr	1.00	1.00	1.00
	Total FTE*	8.00	8.00	8.00
Head Count	9	9	9	
Maintenance	Superintendent	1.00	1.00	1.00
	Team Leaders	2.00	0.00	0.00
	Maint. Workers	6.00	7.00	7.00
	Meter Tech	1.00	1.00	1.00
	Total FTE*	10.00	9.00	9.00
Head Count	10	9	9	
Parks and Rec		0.00	0.00	0.50
	Total FTE*	0.00	0.00	0.50
	Head Count	0	0	1
Total General Fund	*Full Time Equivalent	55.10	50.85	51.95
	Actual Head Count	59.00	54.00	55.00
Water	Superintendent	1.00	1.00	1.00
	Asst. Sup	1.00	1.00	1.00
	Operators	6.00	6.00	6.00
	Utility Maint Tech	1.00	1.00	1.00
	Total FTE*	9.00	9.00	9.00
Head Count	9	9	9	
Wastewater	Superintendent	1.00	1.00	1.00
	Asst. Sup	0.00	0.00	0.00
	Operators	6.00	6.00	6.00
	Utility Maint Tech	1.00	1.00	1.00
	Lab Tech	1.00	1.00	1.00
	Total FTE*	9.00	9.00	9.00
Head Count	9	9	9	
Total Utilities	*Full Time Equivalent	18.00	18.00	18.00
	Actual Head Count	18	18	18
Total Staff	*Full Time Equivalent	73.10	68.85	69.95
	Actual Head Count	77	72	73

FY 2012 Staffing includes the addition of a part time staff member in the Parks & Recreation Department.

Assessed Value of Taxable Real Property

Fiscal Year	Actual Value
2002	367,167,900
2003	455,819,050
2004	571,086,300
2005	734,660,050
2006	1,013,555,550
2007	1,195,641,850
2008	1,160,800,550
2009	1,048,886,350
2010	961,287,250
2011	960,616,700



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

Major Property Owners

Owner	2010 Assessed Value	Percentage of Total Assessed Value
ZP No. 124 LLC	Shopping Center (1000 E Main St)	1.19%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	0.97%
Valley Medical Center LLC	Medical Center (125 Hirst Rd)	0.73%
Main Street Associates LP	Apartments (123 16th St)	0.66%
Purcellville Plaza LLC	Shopping Center (201 N Maple Ave)	0.51%
Maple Avenue Apartments LP	Apartments (610 Dominion TE)	0.49%
Jordan River Acquisitions LLC	House/15 acres (1251 E Main St)	0.43%
S R B Enterprises LLC	Shopping Center (711 E Main St)	0.44%
Loudoun Medical Property Mgt LLC	Medical Center (17336 Pickwick Dr)	0.36%
C K D Purcellville LLC	Office Building (400 Browning Ct)	0.36%

Source: Loudoun County Assessor's Office.

Principal Employers

Employer	Employees in FY10
Loudoun County Schools	485
Giant	125
RCD Electric	115
Patrick Henry College	85
Home School Legal Defense	81
Virginia Regional Transportation Center	75
Blue Ridge Veterinary Assoc., Inc.	74
Bloom	70
Magnolia's at the Mill	70
Town of Purcellville, VA	70

Source: Town Business License Renewal

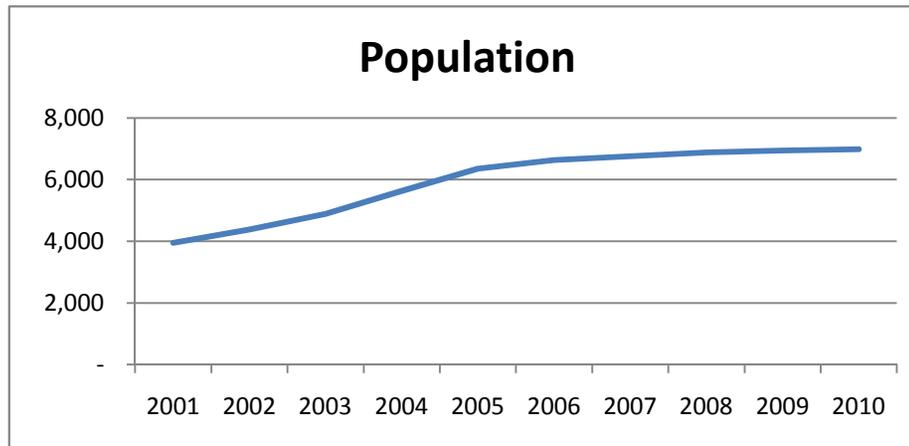
Demographic and Economic Statistics

Fiscal Year	Purcellville Population (1)	Loudoun County Per Capita Income (2)	Loudoun County Median Age (3)	Purcellville School Enrollment (4)	Loudoun County Unemployment Rate (5)
2001	3,949	40,654	33.5	N/A	2.5
2002	4,379	37,937	33.6	792	4.0
2003	4,887	37,978	33.7	792	3.6
2004	5,631	39,402	33.8	792	2.9
2005	6,357	42,499	33.9	1,511	2.7
2006	6,637	46,290	34.1	1,511	2.3
2007	6,756	49,342	34.3	1,511	2.2
2008	6,884	50,674	34.5	2,105	2.9
2009	6,945	50,504	34.7	2,105	5.1
2010	6,982	50,951	N/A	2,105	5.0

Sources:

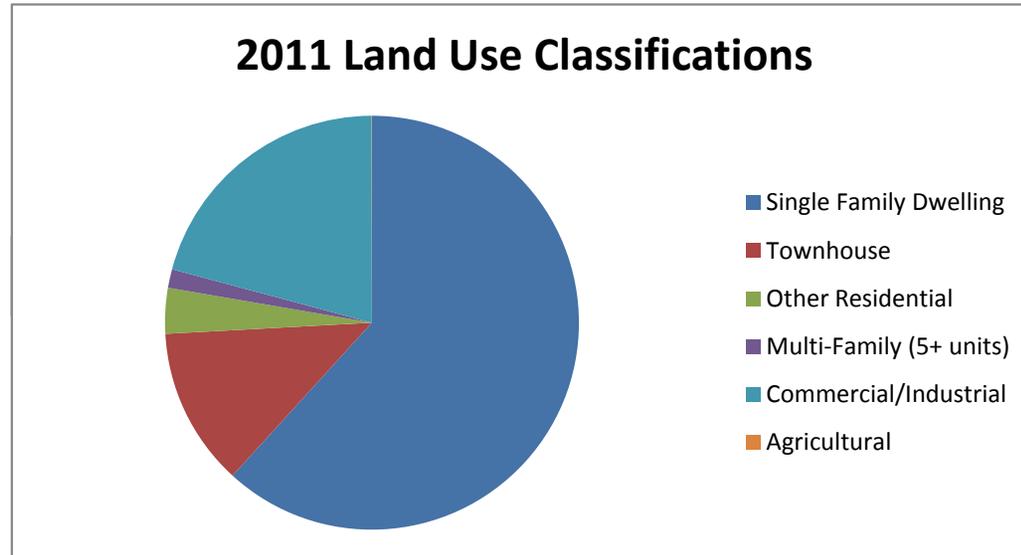
- (1) 2000 US Bureau of Census and Loudoun County Department of Finance Management Services, April 2010 Estimates Series (pre 2010 Census update).
- (2) Bureau of Economic Analysis, US Department of Commerce, April 23, 2010 (Loudoun County data was used as no specific data is available for towns in Va).

- (3) U.S. Census Bureau, 2009 Time Series Estimates (Loudoun County data was used as no specific data is available for towns in Virginia).
- (4) Loudoun School Census (triannual), Loudoun County Public School
- (5) Local Area Unemployment Statistics, Virginia Employment Commission, Month of June each year (Loudoun County data was used as no specific data is available for towns in Va).



Assessments by Land Use Category

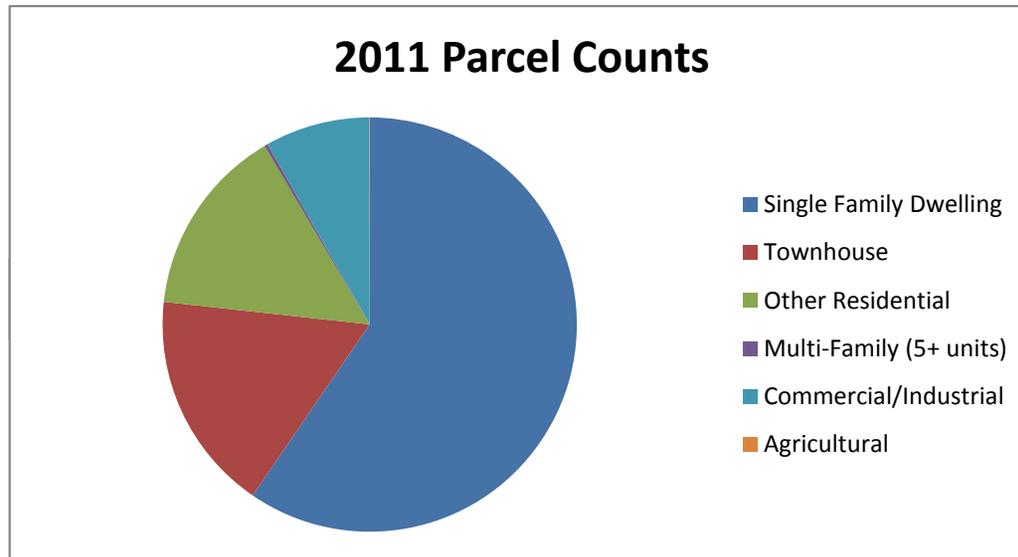
Category	2010 Assessed Value	2011 Assessed Value
Single Family Dwelling	589,051,600	597,344,500
Townhouse	122,205,100	119,486,700
Other Residential	33,643,100	34,258,400
Multi-Family (5+ units)	14,757,200	14,277,100
Commercial/Industrial	192,954,200	200,944,700
Agricultural	479,000	451,300
Total Taxable	953,090,200	966,762,700



Source: Loudoun County Assessor's Office.

Parcels by Land Use Category

Category	2010 Parcel Count	2011 Parcel Count
Single Family Dwelling	1,678	1678
Townhouse	484	484
Other Residential	356	417
Multi-Family (5+ units)	7	7
Commercial/Industrial	230	230
Agricultural	1	1
Total Taxable	2,756	2,817



Source: Loudoun County Assessor's Office.

Budgetary and Financial Systems

Detailed within this section are the methodologies and processes used by the Town in preparation of the annual budget and maintenance of the related financial systems.

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

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

BUDGET PROCESS OVERVIEW

(Reviewed & revised 11/16/2010)

Purpose

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

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

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

Budget Formulation Process

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

The budget formulation process generally runs from October to the following May with both the CIP and Operating Budgets being adopted and approved in May but not later than June 30th. The budget process consists of two distinct components. The Capital Improvement Program (CIP) budget activity and the operating budget activity with both being concluded with adoption of the operating budget in May.

Prior to beginning the CIP development process, the staff reviews the current 5-year CIP and processes recommended and required current year Budget Amendments. The Town Council approves the proposed Budget Amendments which updates the current year of the CIP and establishes the start point for developing the subsequent 5 year CIP. The Town Council then provides guidance to

the staff enabling the staff to begin development of the CIP with emphasis on the 1st year (budget year) of the 5 year CIP. The Town Manager presents his proposed CIP in March to the Budget Committee and Town Council. The Budget Committee holds the requisite number of work sessions to review the proposed CIP for approval the following May or June.

The Town defines a capital project as a major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. The project must have a useful life in excess of five years.

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

Budget Adoption

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

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

The CIP end of year policy is as follows:

“At the end of each fiscal year, with the exception of cash financed project activity, the balance of all approved, appropriated, but not yet completed capital projects, shall automatically roll over to the following fiscal year appropriations to ensure uninterrupted funding of the capital projects that are in design/study/construction and that approved funding of projects is in place to complete the projects. This action will be accomplished by way of an annual authorizing resolution and a supporting budget amendment. This

policy does not serve to increase the approved funding level of a project or to circumvent the political planning and approval process to initiate capital projects outside the established approval process.”

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

Budget Calendar

<u>FY 2011 -2012 BUDGET PREPARATION SCHEDULE</u>	
ACTIVITY	DATE
Provide Initial Budget Calendar to Town Council & Town Staff	October/November, 2010
Distribute FY 2012-2016 CIP Instructions & Documents to Departments	November, 2010
Develop & Distribute Detailed FY 2012-2016 CIP Budget Schedule	November, 2010
Develop Strategy for FY 2011/2012 Operating Budget	November, 2010
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	January, 2011
Financial Advisor & Rate Consultant Presentation (Tax Rates & Fees) to Town Council	January, 2011
Town Manager Meets with Department Heads to Review Budget Requests	January, 2011
Town Manager Delivers Budget to Town Council	March 2011
Public Hearings on Tax Rates & Budget	March – April 2011
Adoption of Budget - Town Council	May – June, 2011

Budget Execution

The Town staff monitors execution of the budget monthly. The Finance Department provides General Ledger (GL) account summaries to all department heads and managers each month so that department heads and managers can track budget execution and compliance of approved/adopted budgets. Each quarter, the Budget/Procurement Specialist in the Finance Department provides to the Town Manager and the Assistant Town Manager a formal budget report titled Quarterly Review of Budget Compliance. This report is used in conjunction with departmental reviews of the General Ledger (GL) provided each month. Department heads are required to sign off on their GL review each quarter. This quarterly report highlights specific budget items that may require action such as an in-depth departmental explanation, a budget adjustment, a budget amendment, or a “flag” on an account that requires close monitoring for the balance of the fiscal year. The intent of this report is to highlight actual execution experience compared to the approved budget at the account level of detail and potentially at the departmental level should the execution data so warrant. This is performance management as it relates to budget execution.

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

- A Internal Budget Adjustment
- A Formal Budget Amendment

Internal Budget Adjustments

Using the delegated authority of the Town Manager, Department heads may submit an Intradepartmental Budget Adjustment Form to the Town Manager requesting that funds be reallocated between budget categories. This type of adjustment is normally associated with minor internal modifications that realign and/or adjust initial budget estimates to current conditions. These types of adjustments remain within the approved appropriation for the fund and do not increase or decrease the overall budget. In addition to internal adjustments within a department, the Town Manger is also delegated the authority to move funds previously appropriated between departments. In no instance can the Town Manager increase/decrease the total fund amounts appropriated by the Town Council. In those instances where the operating budget adjustment is greater than \$20,000, the Town Manager must advise the Town Council of the specifics of the budget adjustment. These types of adjustments maintain account level integrity and permit the

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

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

Formal Budget Amendments

For those changes in budgets that involve more than one fund and/or change fund or appropriation totals, the Town Manager and Department heads must submit a Budget Amendment Form requesting the desired changes to fund and/or appropriation totals. Budget Amendment requests must be submitted to the Finance Department (Budget/Procurement Specialist). The Budget/Procurement Specialist will assist staff in completing the form and identifying the appropriate accounts that are involved in the requested change and with the required Staff Report. All Budget Amendments are processed through the Ways & Means Committee and require Town Council approval and potentially a public hearing. Section 15.2-2507 of the Virginia Code requires that any amendment that exceeds 1% of the total expenditures already approved or the sum of \$500,000, whichever is lesser, must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper at least 7 days prior to the meeting date.

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

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

Enterprise Funds

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

Town of Purcellville, Virginia
Fiscal Policy Guidelines
Version 3 – November 9, 2010

SECTION I. Accounting, Auditing, and Financial Reporting

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

SECTION II. Asset Management

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

SECTION III. Revenue Management

- a. The town will maintain a diversified and stable revenue structure to protect it from short-run fluctuations in any one-revenue source.
- b. The town will estimate its annual revenues by an objective, analytical process.
- c. The town, where practicable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as overhead or indirect costs and capital or debt service costs, and the town will periodically review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
- d. The town will follow an aggressive policy of collecting revenue.
- e. The town should routinely identify intergovernmental aid funding possibilities. However, before applying for or accepting intergovernmental aid, the town will assess the merits of a particular program as if it were funded with local tax dollars. Local

tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary matter. All grant applications, prior to submission, must be approved by the Town Manager; grants and donations may be accepted only by the Town Council; and no grant will be accepted that will incur management and reporting costs greater than the grant amount.

SECTION IV. Budget Management

Operating Budgets

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

Capital Budgets

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

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

Capital Asset Replacement Fund

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

SECTION V. Debt and Cash Management

Debt Management

- a. The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- b. The town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- c. The town will annually calculate target debt ratios for direct, non-revenue based debt that is dependent on the general fund for the payment of debt service. So long as payments from the general fund to the enterprise fund are not necessary to make up shortfalls

in the enterprise fund, enterprise fund debt will not be included in the calculation of the debt ratios. The town's debt capacity shall be maintained within the following primary goals:

1. Debt service expenditures as a percentage of general fund expenditures should not exceed 15%.
 2. Bonded debt of the town shall not exceed 2.0% of the total assessed value of taxable property in the town nor 4.0% of the total personal income of residents of the town.
- d. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document.
 - e. The town will maintain good communications about its financial condition with bond and credit rating institutions.

Cash Management

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

SECTION VI. Reserve Funds Management

- a. The general fund undesignated fund balance should be built over the next five fiscal years to a minimum of \$3 million or 30% of total general fund revenues, whichever is greater, given that the water and sewer enterprise funds are self supporting and the enterprise fund fund balances are maintained at a substantial level.
- b. The general fund undesignated fund balance should be drawn upon only as absolutely necessary and any use thereof should be limited to:
 1. One time capital needs;
 2. Offsetting difficult economic times;
 3. Non-recurring expenditures;
 4. Providing liquidity in emergency situations.
- c. The utilities fund undesignated fund balance at the close of each fiscal year should be equal to no less than 200% of operating revenues with a goal of 300% of operating revenues.
- d. The town will maintain a portion of the undesignated fund balance as an appropriated contingency account not to exceed 5.0% of general fund revenue to provide for any supplemental appropriations or other unanticipated expenditures. The goal of the Town is to be able to build the undesignated fund balance so that the 5.0% appropriated contingency account will be separate monies over and above the undesignated fund balance referenced in Section VI, paragraph a.

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

TOWN GOALS AND PERFORMANCE MANAGEMENT

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

The Town Council adopted the Purcellville 2025 Comprehensive Plan in December 2006 to "guide future community growth and development in the Town of Purcellville while enhancing residents' and businesses' quality of life and environment." Focus areas of the Comprehensive Plan include: People and Neighborhoods, Economic Development, Public Services, Public Utilities and Transportation, Environment and Community Design. With its strategic plan implementation section, this document guides Town Council priorities and reflects its Mission Statement:

Town Council Mission Statement

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

Town Council priority projects for Fiscal Year 2010-11

- Create a Favorable Business Climate
- Support the Completion of the Southern Collector Road
- Establishment of a Public Relations/Public Information Officer
- Proceed with Hiring a Full-Time Attorney

- Partnership of Town Council and Town Manager for Accountability to Residents, Town Council, Committees, Commissions, and Boards
- Explore Management Opportunities for Fireman's Field
- Update of the Comprehensive Plan
- Communicate with the Public Why the Purcellville Urban Growth Area Management Plan (PUGAMP) is Not a Priority

Performance Management Overview

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

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

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

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

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

- Performance management is defined as using performance and financial information for making results-based decisions in the quest for providing efficient and effective services.
- Performance management is a tool for strategic, business, operational planning and implementation and evaluation with measures that can show how the Town is doing, underscore its successes, help identify where it can make improvements and are a part of an overall conceptual and strategic framework for effective management.
- Performance management is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations in order to ensure mutual understanding between supervisor and employee. It is a philosophy which values and encourages employee development through a style of management which provides frequent feedback and fosters teamwork. It emphasizes communication and focuses on adding value to the organization by promoting improved job performance and encouraging skill development. Performance Management involves clarifying the job duties, defining performance standards, and documenting, evaluating and discussing performance with each employee.

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

Steps toward Performance Management

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

Core Values and Core Purpose Statement

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

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

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

Core Values

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

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

Commitment demonstrated through responsibility, accountability, dependability, initiative and empowerment.

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

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

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

Core Purpose Statement

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

Goals, Objectives and Performance Measures

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

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

- **Output (Workload) measures** – Tells “how much” or “how many.”
Example: Number of meters repaired.
- **Efficiency measures** – Relate outputs to resources consumed (e.g., unit costs, output per labor-hour).
Example: Cost per meter repair.

- **Outcome (Effectiveness) measures** – Tells “how well” (e.g., indicators of quality or progress toward objectives).
Example: Percentage of repaired meters still functioning properly six months later.

Each department strives to have at least one measure of each type for every program area. As the performance management program evolves, the measures will focus more on outcomes and less on workload.

Pay-for-Performance

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

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

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

Ongoing Efforts

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

employees become more familiar with it, and the measures and processes develop and become refined. Organization-wide meetings and training and certification programs will continue to be held and the culture will further progress toward “using performance and financial information for making results-based decisions in the quest for providing efficient and effective services.” A way to monitor the advancement of the program is through the use of a rating system such as the Performance Management Rating System developed by the School of Government at the University of North Carolina at Chapel Hill. This rating system uses a five-point scale and is designed to help managers gauge the level of commitment to performance management. Members of the PMT recently used this evaluation system and the interpretation of the numerical scores is that the Town is a “good performer with a solid base.” Also, the Town conducted its inaugural Annual Citizen Survey, an Annual Business Survey, and a survey of applicants who have appeared before the Board of Architectural Review over the past two years. These surveys have provided a wealth of positive information that will assist the Town with developing strategic objectives as well as continuous improvement plans. With ongoing commitment and input from the community, Town Council and Town staff, the Town of Purcellville will become an active leader in performance management.

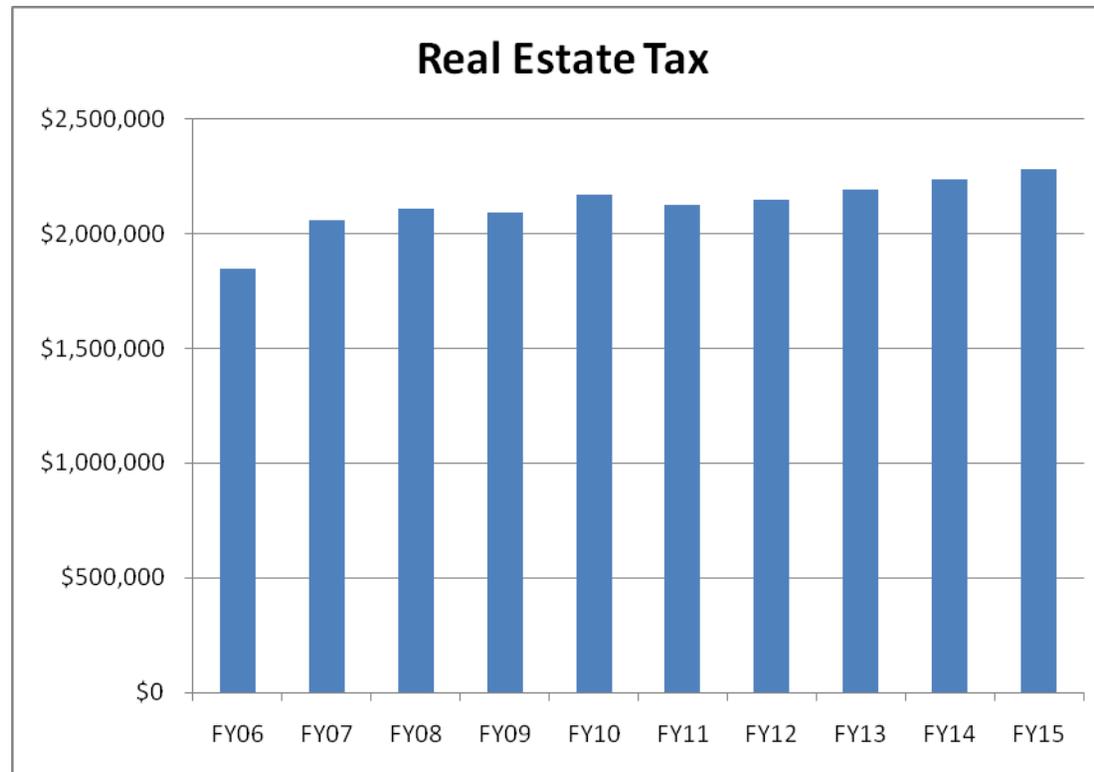
REVENUE TRENDS
GENERAL FUND: REVENUES

Real Property Taxes

Real estate taxes are assessed annually by Loudoun County, Virginia (County), for all property of record as of January 1. The Town bills and collects this based on the assessed values provided by the County. Real estate taxes are levied annually on January 1 and are due in semi-annual installments on June 5 and December 5.

Collections of real estate taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended. According to State law, liens attach to the property when the real property tax remains unpaid after July 1 of the following year.

Following a period of assessment increases through 2007, real property assessments decreased in tax year 2008 through 2009. This downward trend reversed in tax year 2011 where the Loudoun County Assessor's Office shows a 1.4% increase in assessments. Revenue projections are based on a .23 tax rate and a conservative 2% annual growth factor in fiscal years 2013 through 2015.

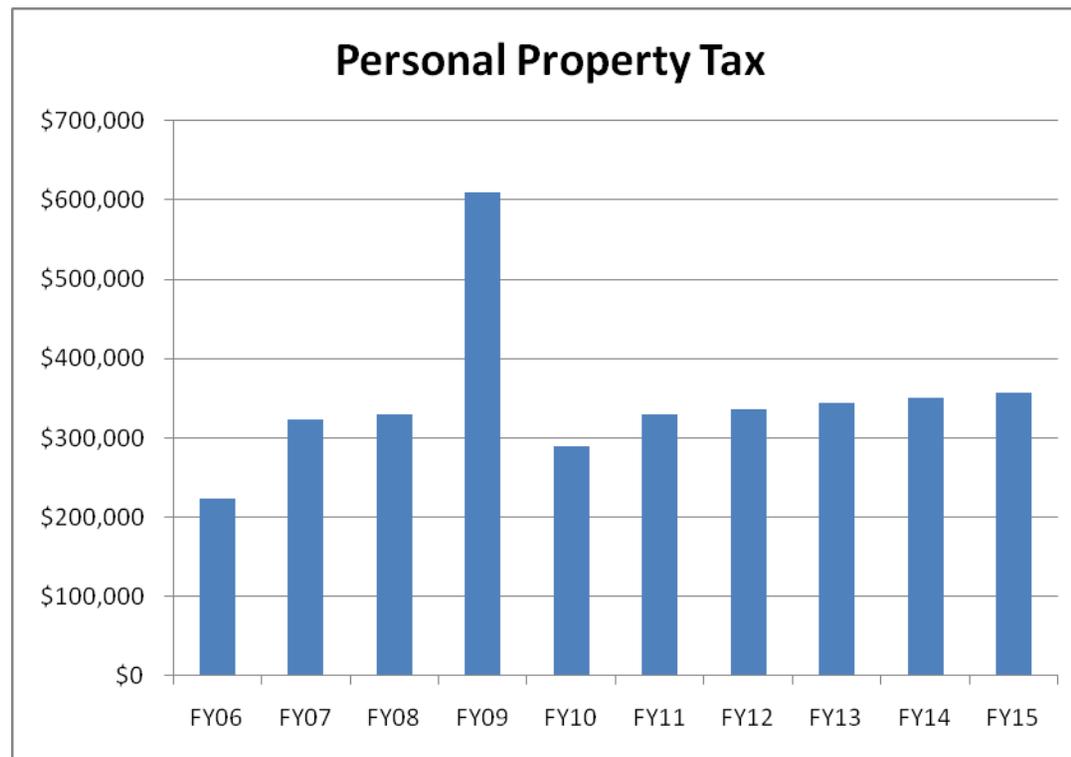


Personal Property Taxes

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

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

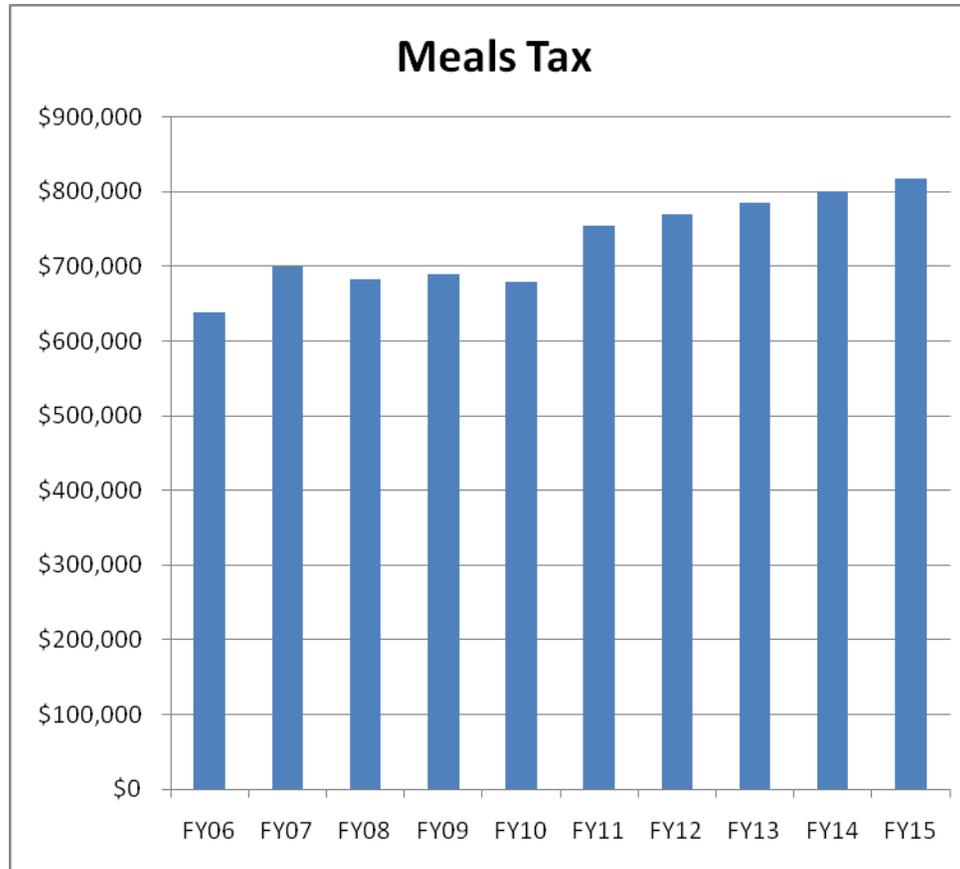
Revenue projections for personal property taxes are based on a 2% annual growth factor in fiscal years 2012 through 2015.



Meals Taxes

This is a consumption based tax. Restaurants and other food selling establishments within the Town collect an additional 4% tax on prepared meals. The Town Manager has recommended that the Town increase the tax rate to 5% in FY12.

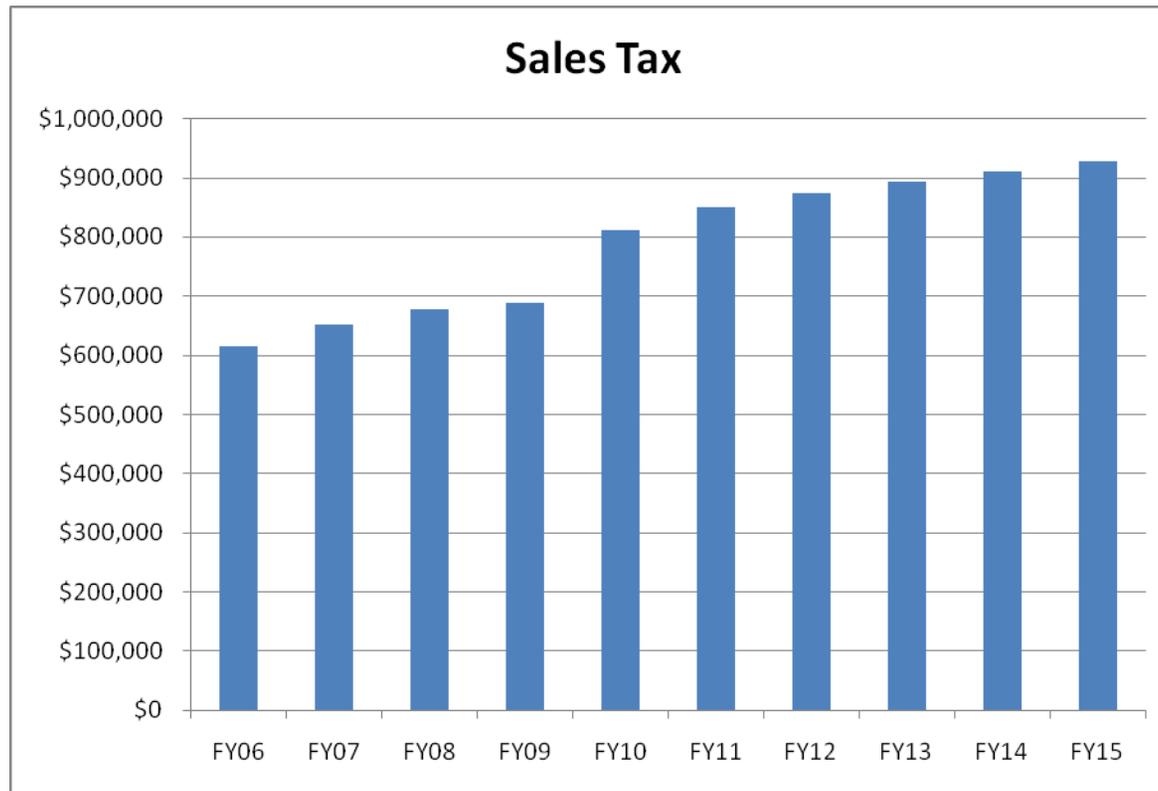
Revenue projections are based on the meals tax rate remaining at 4% in fiscal year 2012 plus a 2% annual growth factor in fiscal years 2012 through 2015.



Sales Taxes

This is a consumption based tax. Sales tax revenues collected by the State are allocated back to Counties and Towns based on a formula of the number of school age children residing in the Town limits. Loudoun County prepares a school census every three years and the latest 2008 census was released in the fall of 2008. According to this census the Town of Purcellville's portion of the Loudoun County sales tax proceeds increased from 1.28% in 2005 to 1.49% in 2008.

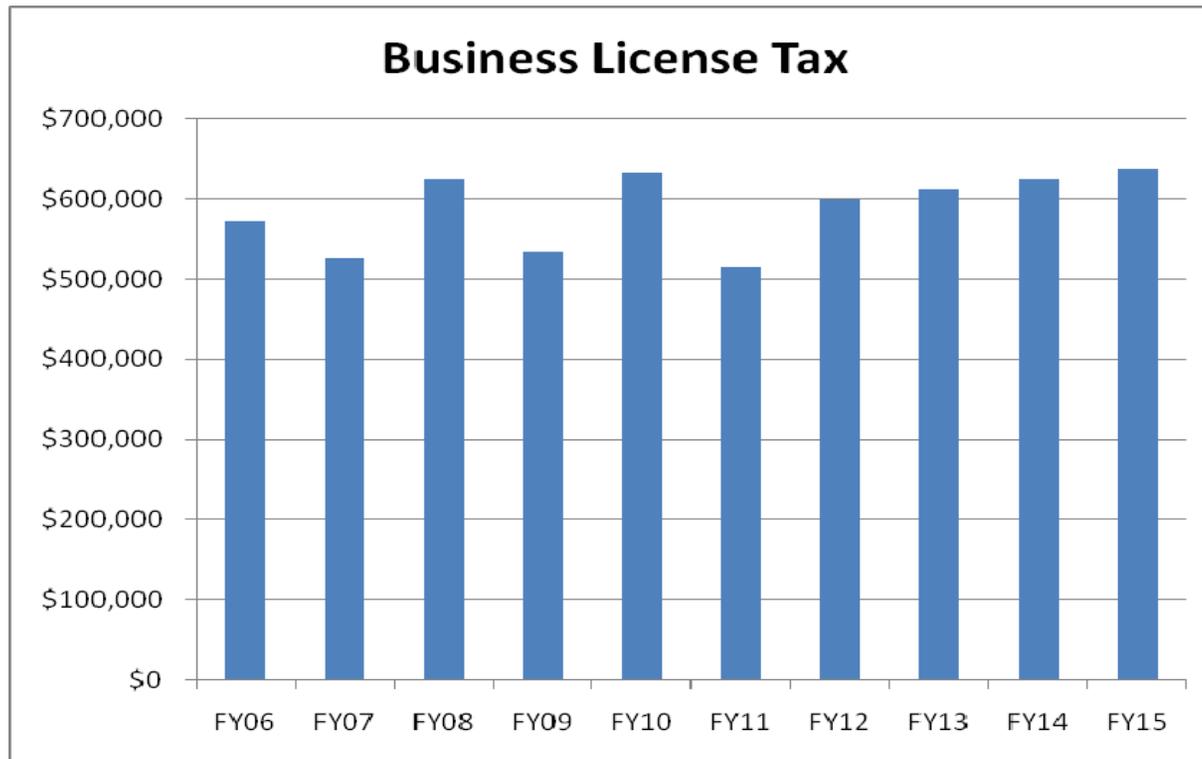
Revenue projections for sales tax are based on a 3% increase in fiscal year 2012 and a 2% annual growth factor in fiscal years 2013 through 2015.



Business Licenses

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

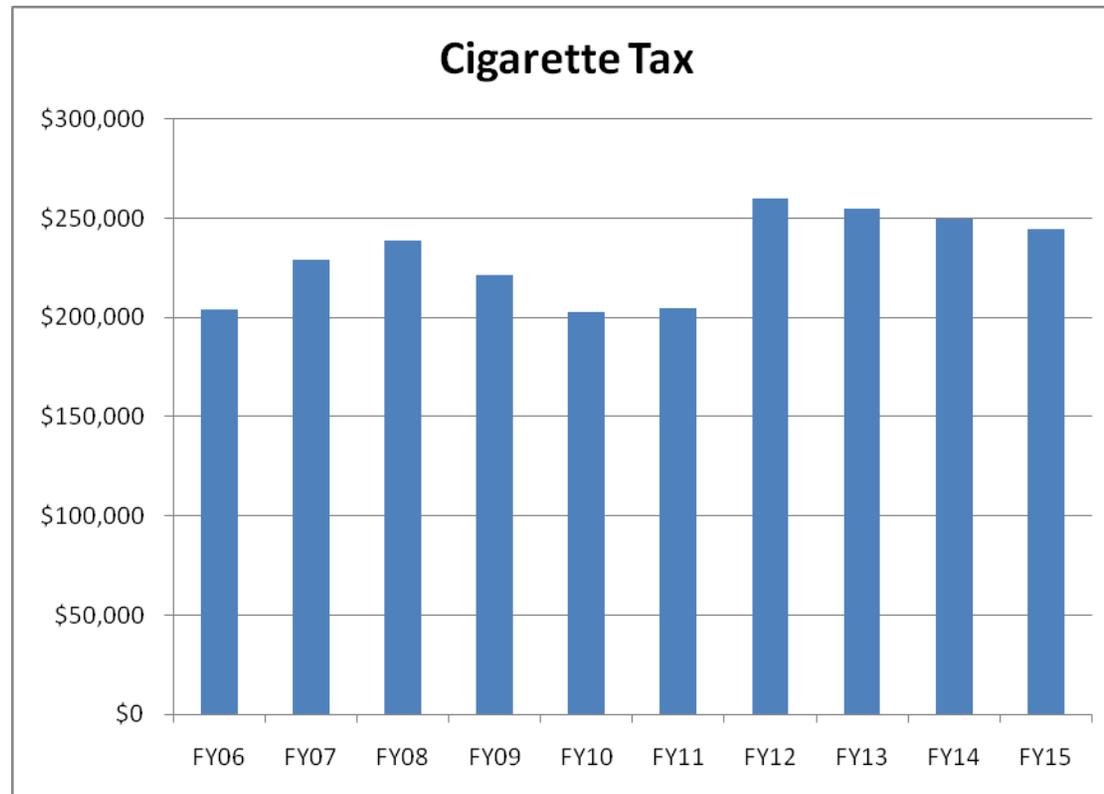
Revenue projections are based on a 17% increase in fiscal year 2012 due to planned commercial development and a 2% annual growth factor in fiscal years 2013 through 2015.



Cigarette Taxes

The Town of Purcellville is part of the Northern Virginia Cigarette Tax Board, a consortium of 15 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. Although the Town increased the tax rate in 2006, 2007 and 2008, the historical pack sales have declined in both Purcellville and the Northern Virginia area. The Town Manager has recommended that the Town increase the tax rate per pack from .50 to .65 in FY12.

Revenue projections are based on the proposed rate change in 2012 and a decline in revenue by 2% in fiscal years 2012 through 2015 due to smoking cessation programs and shifting purchasing habits.



REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES

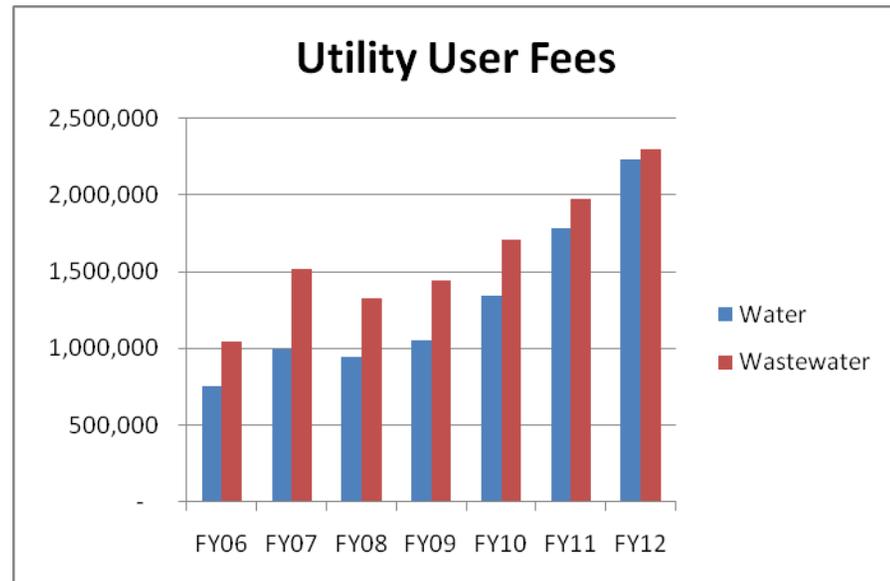
User Charges and Fees

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

The utility rates are set at the levels necessary to fully support the operating activities of each utility enterprise. The Town Council adopts rates annually during the budget process based on the results of the Water and Sewer Rate Study prepared for the Town by Municipal and Financial Services Group (MFSG). This study analyzes revenue forecasts based on consumption history which is driven in part by weather conditions and water conservation efforts. It also analyzes operating costs including impacts of the area’s inflation rates, growth, demand, and legislative mandates. MFSG also works with Davenport Associates, the Town’s financial advisors, to develop a long-term financial strategy for the Water and Wastewater Funds.

The FY12 MFSG rate study is not available at this time. Revenue estimates are based on estimated rate increases of 25% for water and 16% for wastewater in FY12.

<u>History of Utility Rates</u>					
(Rates Per 1,000 gallons)					
	<u>FY</u>	<u>FY</u>		<u>FY 10</u>	<u>FY 11</u>
<u>Water Tiers</u>	<u>08</u>	<u>09</u>	<u>Water Tiers</u>		
1K -6K	\$3.78	\$4.35	1K -5K	\$4.52	\$5.65
6K - 12K	\$5.04	\$5.79	5K - 10K	\$6.03	\$7.53
12K - 18K	\$6.30	\$7.24	10K - 15K	\$7.53	\$9.41
18K+	\$7.56	\$8.69	15K - 20K	\$9.04	\$11.30
			20K - 100K	n/a	\$13.18
			100K - 200K	n/a	\$14.18
			200K - 500K	n/a	\$15.18
			500K+	n/a	\$23.18
Wastewater	\$7.61	\$8.38	Wastewater	\$8.72	\$10.12
Acct Svc Fee	\$6.00	\$6.00	Acct Svc Fee	\$20.00	\$30.00



FINANCIAL SYSTEMS OVERVIEW

Financial Fund Structure

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

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

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

Special Parks and Recreation Fund- is a newly established fund to support the Town's Parks and Recreation Activities. One goal of this fund is to offer a variety of family and youth oriented events.

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

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

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

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

Debt Obligations

2000 General Obligation Water Bond Issue-VRA

This bond was refunded in November 2010 as the 2010 General Obligation Water Bond Issue-VRA.

2003 General Obligation Refunding Bond Issue-Carter Bank

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

The FY 2012 principal installment due totals \$55,869. Also payable in 2012 are semi-annual interest payments totaling \$13,200.

2005 General Obligation Bond Issue-Bank of America

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

The FY 2012 principal installment due for Issuance A totals \$92,600 and semi-annual interest payments total \$64,435.

The FY 2012 principal installment due for Issuance B totals \$78,298 from the Water fund and \$70,502 from the Waste Water fund. Also payable in FY 2012 are semi-annual interest payments totaling \$54,501 from the Water fund and \$49,074 from the Waste Water fund.

2008 General Obligation Bond Issue-Rural Development

Bonds in the amount of \$5,923,840 were issued in December 2008 at a 4.125% annual interest rate.

Issuance R-1 in the amount of \$1,332,840 with a 15-year term financed equipment for the new maintenance facility.

Combined principal and interest payments occur the 16th day of each month commencing on January 16, 2009 for Issuance R-1. Issuance R-1 was refunded in November 2010 as part of the 2010 General Obligation Refunding Bond Issue-SunTrust Bank.

Issuance R-2 in the amount of \$4,591,000 with a 40-year term financed the construction of a new maintenance facility. For Issuance R-2, annual interest only payments occur the first and second anniversary dates (December 16, 2009 and December 16, 2010) with monthly payments of \$19,971 due the 16th day of each month commencing on January 16, 2011. All debt service is chargeable to the General Fund.

The FY 2012 principal installments due for Issuance R-2 totals \$52,301 and interest payments total \$187,351. These bonds will be retired December 2048.

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

Owner financed note in the amount of \$1,700,000 was issued in April 2008 for a 20-year term at 0% annual interest rate. The loan was for purchase of 12.6 acres of property known as "Fireman's Field" in Purcellville, VA. This loan will be retired in August 2026. Annual principal payments occur each August 1st. All debt service is chargeable to the General fund.

The FY 2012 principal installment due totals \$85,000.

2008 General Obligation Bond Issue-SunTrust Bank

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

Bond proceeds of \$7,575,295 were used to refund the 1996 Series and 1999 Series General Obligation Water and Sewer Bonds. Debt service of the refunding is split 13% to the Water fund and 87% to the Waste Water fund.

The bond proceeds of \$12,385,805 finance general capital improvements (including transportation and equipment) and capital improvements to the water and waste water systems. Debt service is chargeable at 28% to the General Fund and 56% to the Water and 16% to the Waste Water funds.

The FY 2012 principal installment due totals \$737,200 with \$149,900 from General, \$360,721 from Water and \$226,579 from the Wastewater funds. Also payable in 2010 are semi-annual interest payments totaling \$815,641 with \$140,071 from General and \$299,183 from the Water and \$376,387 from the Waste Water funds.

2008 General Obligation Waste Water Bond Issue- VRA

Bonds in the amount of \$24,944,377 were issued in May 2008 for a 20-year term at annual interest rate of 3% for construction of a waste water treatment facility upgrade. Semi-annual principal and interest payments are due each March 1st and September 1st, commencing on March 1, 2011. All debt service is chargeable to the Waste Water fund. These bonds will be retired in March 2030.

The FY 2012 principal payments total \$972,107 and the interest payments total \$726,836.

2009 General Obligation Bond Issue-BB&T

This bond was refunded in November 2010 as part of the 2010 General Obligation Refunding Bond Issue-SunTrust Bank.

2010 General Obligation Bond Issue-RBC

Build America Bonds in the amount of \$4,400,000 were issued in July 2010 for a 10-year term at annual interest rate of 4.23% with a lump sum payment due July 15, 2020. Proceeds were used for the purchase of the Aberdeen Property and upgrades and renovations to Fireman's Field and the Bush Tabernacle. Principal and interest payments occur each January 15th and interest only payments occur each July 15th. Debt service is chargeable at 49% to the General Fund and 51% to the Water Fund. The first interest only payment was due January 15, 2011 and the first principal and interest payment is due January 15, 2013. The FY 2012 semi-annual interest payments due total \$186,120 with \$91,157 from General and \$94,964 from Water Funds.

2010 General Obligation Water Refunding Bond Issue- VRA

Bonds in the amount of \$1,655,000 were issued in November 2010 for a 9-year term at annual interest rates varying from 2.245 to 5.1%. Proceeds from the bonds were used to refund the Series 2000 General Obligation Water Bond. These bonds will be retired in October 2019. Principal and interest payments occur each October 1st and interest only payments occur each April 1st. All debt service is chargeable to the Water fund. The FY 2012 principal installment due totals \$155,000 and the semi-annual interest payments total \$73,190.

2010 General Obligation Refunding Bond Issue-SunTrust Bank

Bonds in the amount of \$4,241,000 were issued in November 2010 for a 15-year term at annual interest rate of 3.03%. Bond proceeds of \$1,161,810 were used to refund the Series 2008 General Obligation Bond from Rural Development Issuance R1 (equipment purchase) and proceeds of \$3,079,190 were used for the Series 2009 General Obligation Bond-BB&T. Principal and interest payments occur each July 15th and interest only payments occur each January 15th. Debt service is chargeable to the General Fund. The FY 2012 principal installment due totals \$236,790 and the semi-annual interest payments total \$140,978. These bonds will be retired July 2025.

2011 General Obligation Public Improvement Note-RBC

A note in the amount of \$2,700,000 was issued in March 2011 for a 2-year term. Proceeds will be used to fund improvements to the New Town Hall and The Fireman's Field Parking Lot. The note may be prepaid in whole or in part anytime after April 1, 2012. A single principal payment will be due April 1, 2013. The semi-annual interest payments are due each January 15 and July 15, commencing on July 15, 2011. The FY 2012 semi-annual interest payment total \$28,643.

Summary of Issuance Outstanding Debt

<u>Issue</u>	<u>Value of Original Issue</u>	<u>Outstanding Balance on July 1, 2011</u>	<u>% of Retired Debt</u>
<u>GENERAL</u>			
2003 Refunding-Carter Bank	835,133	431,608	48.3%
2005 General Obligation-Bank of America	2,233,000	1,807,300	19.1%
2008 General Obligation-Rural Development	4,591,000	4,565,646	0.6%
2008 Notes Payable-Purcellville Vol. Fire Dept.	1,700,000	1,360,000	20.0%
2008 General Obligation-SunTrust Bank	3,365,600	3,140,600	6.7%
2010 General Obligation-RBC	2,155,000	2,155,000	0.0%
2010 Refunding- SunTrust Bank	4,241,000	4,241,000	0.0%
2011 General Obligation-RBC (Interim)	2,700,000	2,700,000	0.0%
	21,820,733	20,401,154	
<u>WATER</u>			
2005 General Obligation-Bank of America	1,888,792	1,528,661	19.1%
2008 Refunding-SunTrust Bank	1,018,200	901,900	11.4%
2008 General Obligation-SunTrust Bank	6,450,938	5,806,238	10.0%
2010 General Obligation-RBC	2,245,000	2,245,000	0.0%
2010 Refunding-VRA	1,655,000	1,655,000	0.0%
	13,257,930	12,136,799	
<u>WASTE WATER</u>			
2005 General Obligation-Bank of America	1,700,708	1,376,439	19.1%
2008 Refunding-SunTrust Bank	6,565,300	6,010,000	8.5%
2008 General Obligation-SunTrust Bank	2,561,062	2,429,162	5.2%
2008 General Obligation-VRA	24,944,377	24,469,071	1.9%
	35,771,447	34,284,672	
Total Bonds All Funds	70,850,110	66,822,625	5.7%

Amortization of Existing Debt and Interest							
Year Ending June 30	General Fund Debt		Water Fund Debt		Waste Water Fund Debt		Total Debt Payments
	Principal	Interest	Principal	Interest	Principal	Interest	
2012	672,460	665,834	594,019	521,838	1,269,188	1,152,296	4,875,635
2013	739,799	635,591	707,870	497,513	1,311,386	1,110,182	5,002,341
2014	3,461,859	583,020	737,638	466,342	1,354,895	1,066,627	7,670,381
2015	804,490	550,529	768,218	434,094	1,399,845	1,021,587	4,978,763
2016	827,740	523,979	799,812	400,567	1,446,358	975,009	4,973,466
Thereafter	13,894,807	5,187,522	8,529,243	2,330,985	27,502,999	7,704,130	65,149,685
Total	20,401,154	8,146,477	12,136,799	4,651,339	34,284,672	13,029,831	92,650,272

Legal Debt Margin

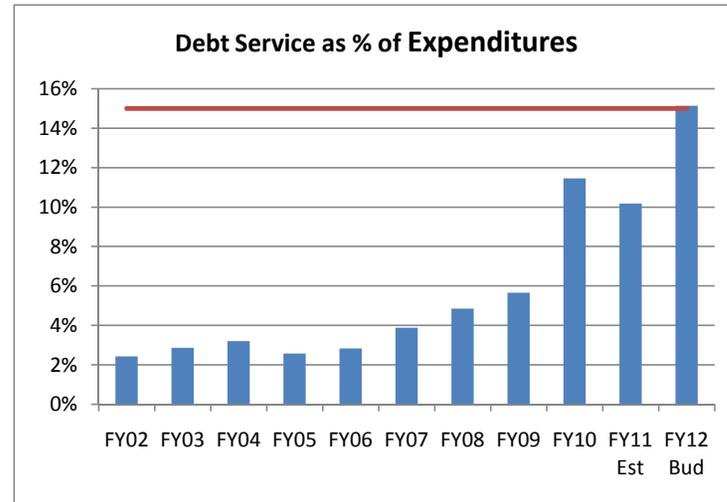
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2010 is as follows (*Source: FY10 Comprehensive Annual Financial Report*):

Assessed Value of Real Property, January 1, 2010	\$1,033,911,082
Debt Limit: Ten percent (10%) of Assessed Value	103,391,108
Amount of Debt Applicable to Debt Limit	61,685,660
Legal Debt Margin	\$41,705,448

Town Fiscal Guidelines for General Fund Debt Management:

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

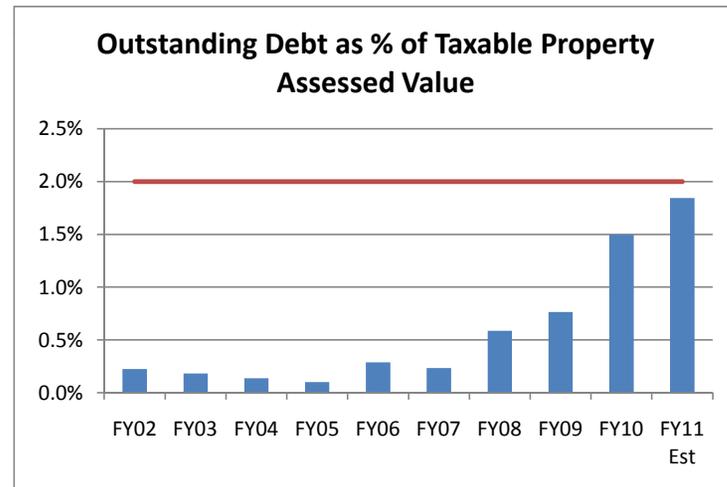
Fiscal Year	Debt Service	Expenditures	Debt to Expenditures
FY02	80,141	3,293,477	2%
FY03	114,689	3,993,787	3%
FY04	125,769	3,921,024	3%
FY05	113,587	4,415,745	3%
FY06	158,615	5,584,990	3%
FY07	239,538	6,181,771	4%
FY08	324,324	6,696,478	5%
FY09	435,355	7,701,376	6%
FY10	767,605	6,697,744	11%
FY11 Est	890,258	8,740,700	10%
FY12 Bud	1,309,652	8,656,185	15%



FY 2012 is adjusted for the proposed sale of the Town Hall and retirement of interim financing from the resulting proceeds.

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

Fiscal Year	Assessed Value of Taxable Property	Outstanding Bonded Debt	Debt to Assessed Value
FY02	367,167,900	825,506	0.22%
FY03	455,819,050	835,133	0.18%
FY04	571,086,300	776,173	0.14%
FY05	734,660,050	731,571	0.10%
FY06	1,013,555,550	2,906,550	0.29%
FY07	1,195,641,850	2,783,945	0.23%
FY08	1,160,800,550	6,825,223	0.59%
FY09	1,048,886,350	8,013,776	0.76%
FY10	961,287,250	14,398,021	1.50%
FY11 Est	960,616,700	17,701,154	1.84%



Fund Balance Summary

GENERAL FUND				
	FY09 Actual	FY10 Actual	FY11 Estimated	FY12 Adopted*
Beginning Fund Balance	5,282,350	6,519,845	8,006,938	3,668,322
Revenues & Transfers In	9,982,599	10,241,179	7,993,963	9,502,557
Expenditures & Transfers Out	(8,745,104)	(11,731,614)	(8,740,700)	(10,034,285)
Proceeds/Use of GO Bonds	-	2,977,528	(627,311)	-
Use of Designated Reserves	-	-	(2,964,568)	-
Ending Fund Balance	6,519,845	8,006,938	3,668,322	3,136,594
Ending Fund Balance Detail:				
Unreserved, undesignated	3,768,574	4,415,059	3,668,322	3,136,594
Unreserved, designated	1,594,159	2,964,568	-	-
Reserved for future capital outlay	1,157,112	627,311	-	-

WATER FUND				
	FY09 Actual	FY10 Actual	FY11 Estimated	FY12 Adopted
Beginning Net Assets	9,476,353	9,455,266	8,237,066	7,260,002
Revenues & Transfers In	2,658,119	1,571,736	2,230,096	2,920,480
Expenditures & Transfers Out	(2,679,206)	(2,789,936)	(3,207,160)	(3,236,828)
Ending Net Assets	9,455,266	8,237,066	7,260,002	6,943,654

WASTE WATER FUND				
	FY09 Actual	**FY10 Actual	FY11 Estimated	FY12 Adopted
Beginning Net Assets	13,472,354	16,628,056	15,768,346	13,310,299
Revenues & Transfers In	5,660,076	2,819,623	2,248,342	2,745,913
Expenditures & Transfers Out	(2,336,995)	(3,679,333)	(4,706,389)	(4,459,504)
Ending Net Assets	16,795,435	15,768,346	13,310,299	11,596,708

(Source: FY10 Comprehensive Annual Financial Report
& FY12 Adopted Budget)

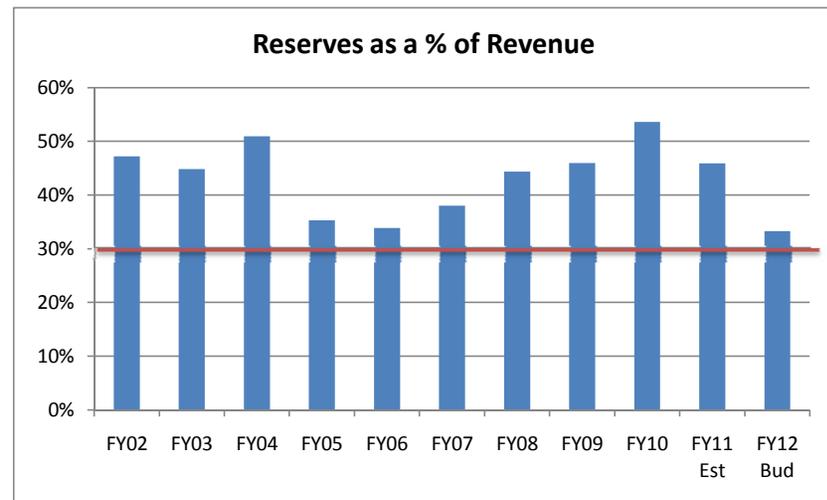
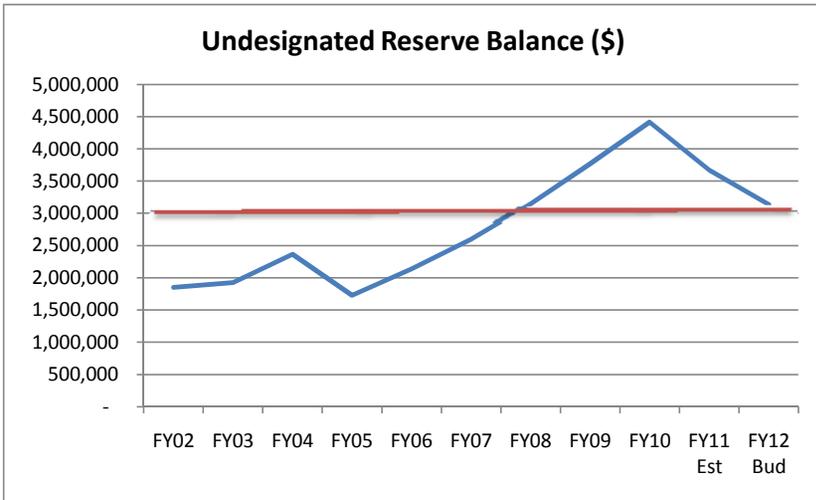
** FY10 Actual Beginning Balance was revised in the FY10 CAFR.

*Includes new Special Parks & Recreation Fund totals.

Town Fiscal Guidelines for General Fund Reserve Management:

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

Fiscal Year	Undesignated Reserves	Revenue	Reserves to Revenue
FY02	1,853,758	3,928,865	47%
FY03	1,923,287	4,288,076	45%
FY04	2,363,474	4,641,559	51%
FY05	1,725,713	4,891,901	35%
FY06	2,137,481	6,310,708	34%
FY07	2,599,404	6,833,786	38%
FY08	3,145,905	7,092,429	44%
FY09	3,768,574	8,202,599	46%
FY10	4,415,059	8,241,179	54%
FY11 Est	3,668,322	7,993,963	46%
FY12 Bud	3,136,594	9,424,457	33%



Budget in Brief

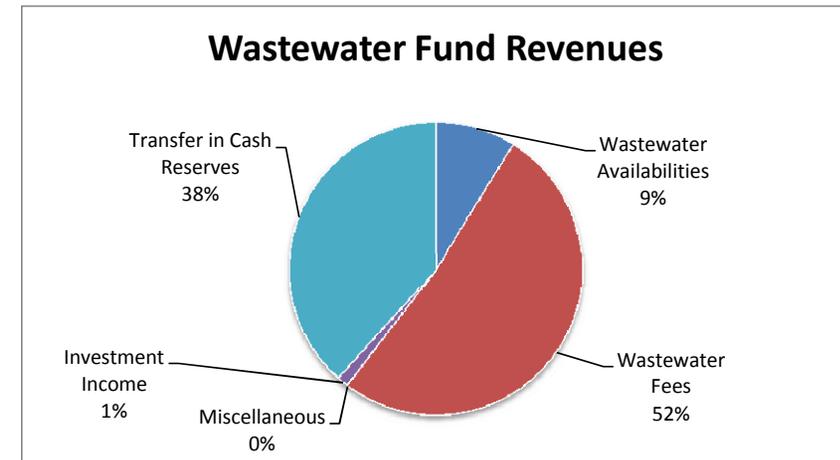
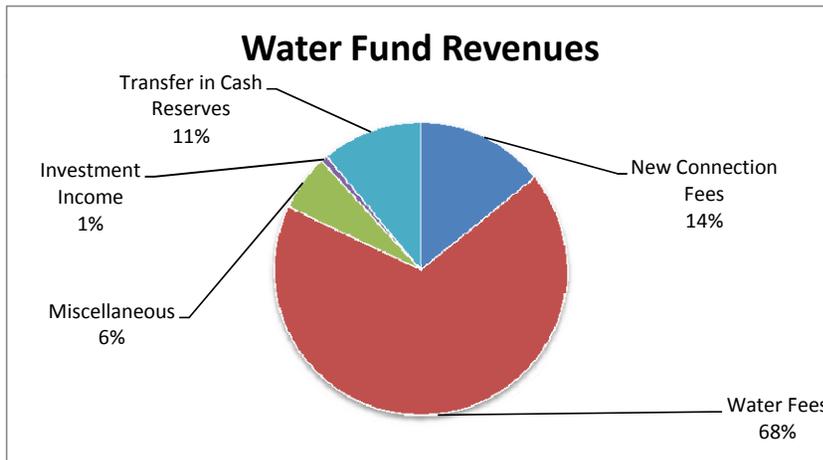
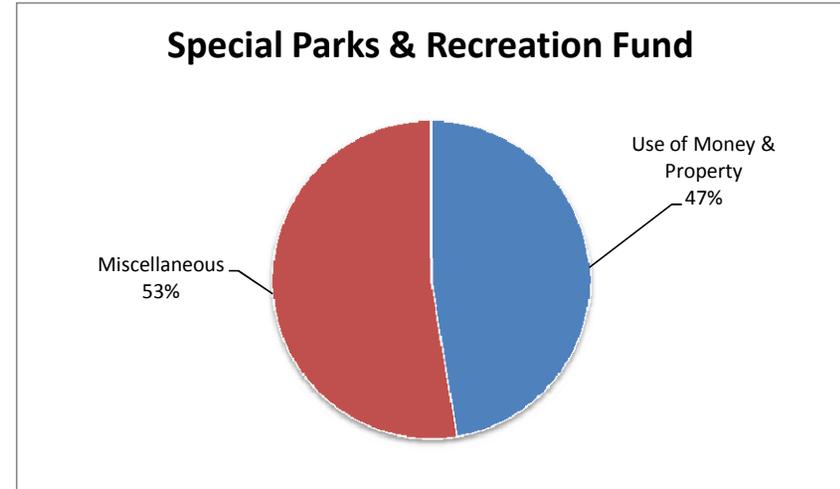
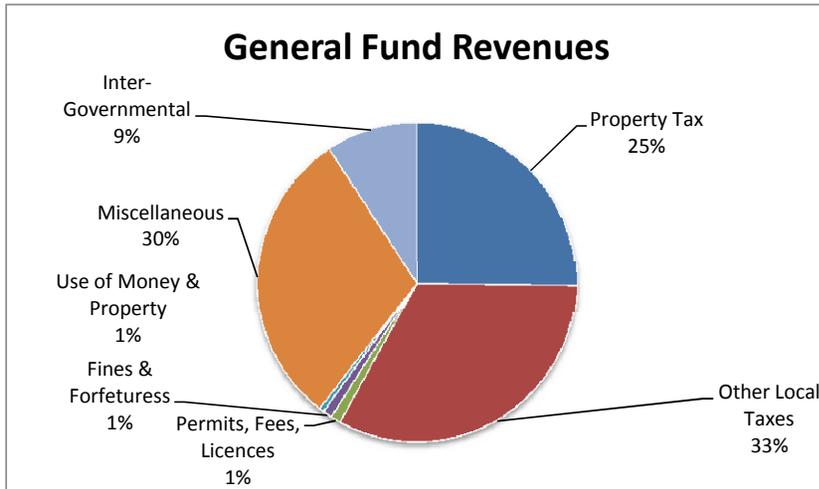
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

- Revenue by Fund
- Expenditures by Fund
- Budget Summary

FY 2011 & FY 2012 Revenue Budget Projections

	<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012</u>		
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current
GENERAL FUND						
Property Tax	2,487,151	2,465,193	2,482,000	2,509,000	2,509,000	1.8%
Other Local Taxes	3,057,941	2,997,607	3,066,400	3,496,300	3,263,900	16.6%
Permits, Fees, Licences	95,182	100,600	103,200	102,200	102,200	1.6%
Fines & Forfeitures	65,268	78,500	95,260	95,200	95,200	21.3%
Use of Money & Property	54,645	65,000	48,000	48,000	48,000	-26.2%
Miscellaneous	1,297,943	1,968,542	1,215,709	1,574,021	3,013,132	-20.0%
Inter-Governmental	1,179,484	1,129,769	983,394	917,082	924,753	-18.8%
TOTAL GENERAL FUND	8,237,612	8,805,211	7,993,963	8,741,803	9,956,185	-0.7%
SPECIAL PARKS & REC FUND						
Use of Money & Property	0	15,000	28,000	37,000	37,000	146.7%
Miscellaneous	5,855	48,600	16,500	41,100	41,100	-15.4%
TOTAL SPECIAL PARKS & REC FUND	5,855	63,600	44,500	78,100	78,100	22.8%
WATER FUND						
New Connection Fees	36,447	754,360	233,622	467,847	467,847	-38.0%
Water Fees	1,345,087	1,641,000	1,781,918	2,227,398	2,227,398	35.7%
Miscellaneous	153,282	171,510	190,556	201,236	201,236	17.3%
Investment Income	36,920	6,000	24,000	24,000	24,000	300.0%
Transfer in Cash Reserves	0	797,299	0	365,056	316,348	-54.2%
Transfer from Other Funds	0	0	0	0	0	
TOTAL WATER FUND	1,571,735	3,370,169	2,230,096	3,285,537	3,236,828	-2.5%
WASTEWATER FUND						
Wastewater Availabilities	30,315	626,400	194,400	395,400	395,400	-36.9%
Wastewater Fees	1,710,226	1,954,000	1,977,856	2,294,313	2,294,313	17.4%
Miscellaneous	32,855	1,200	4,286	1,200	1,200	0.0%
Investment Income	79,137	70,000	71,800	55,000	55,000	-21.4%
Transfer in Cash Reserves	0	2,094,637	0	1,739,971	1,713,591	-16.9%
Transfer from Other Funds	967,090	0	0	0	0	
TOTAL WASTEWATER FUND	2,819,623	4,746,237	2,248,342	4,485,884	4,459,504	-5.5%
GRAND TOTAL OPERATING REVENUE	12,634,825	16,985,217	12,516,901	16,591,323	17,730,617	-2.3%

Operating Budget Revenues



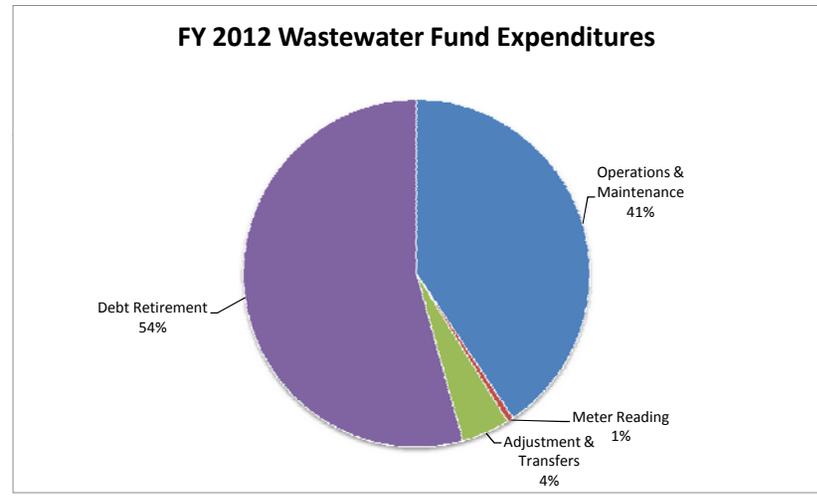
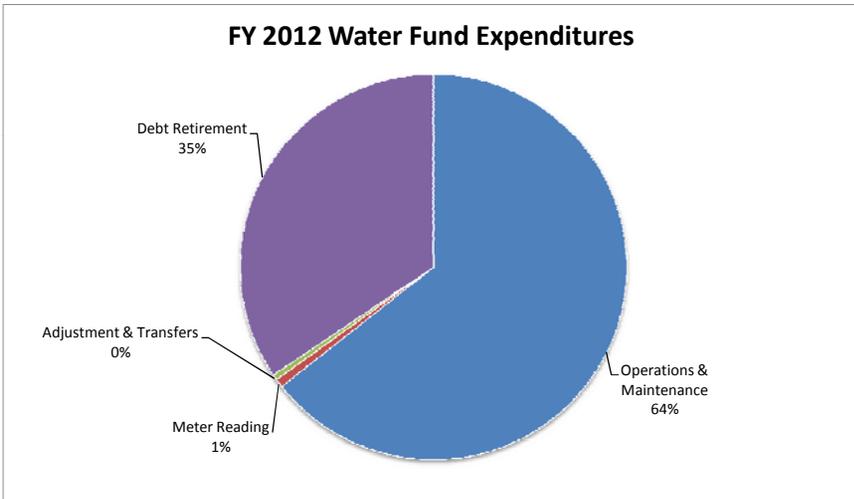
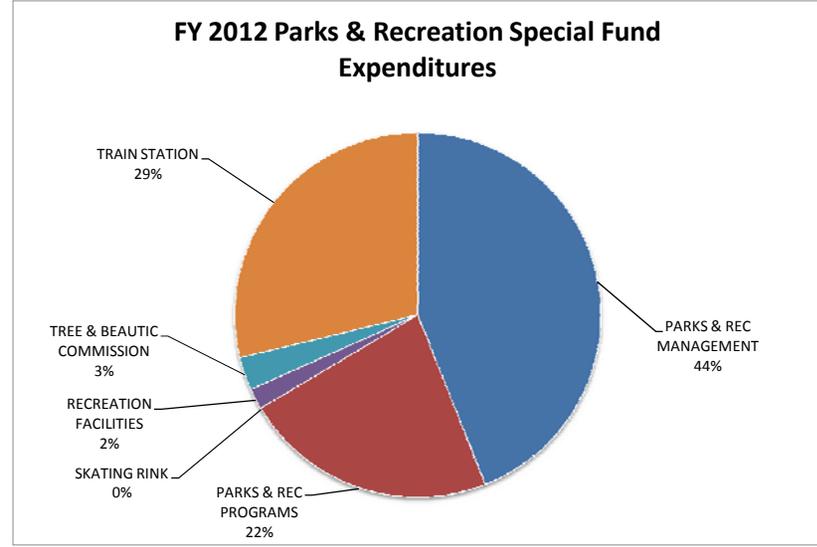
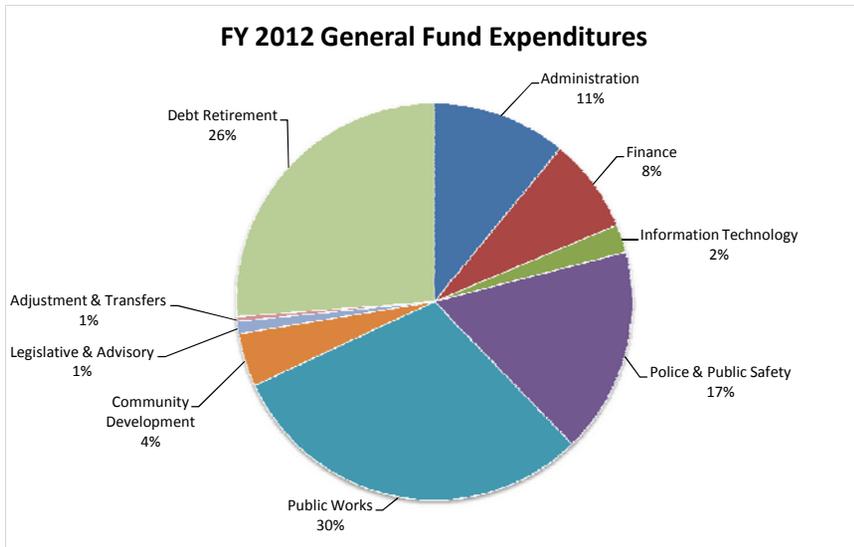
FY 2011 - 2012 Operating Budget Expenditures

	<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
GENERAL FUND							
Administration	1,153,476	1,115,788	1,252,283	1,129,959	1,124,294	1,090,521	0.8%
Finance	685,400	784,968	781,893	785,166	778,332	769,920	-0.8%
Information Technology	227,584	211,274	209,955	214,167	229,208	227,614	8.5%
Police & Public Safety	1,606,483	1,615,969	1,603,882	1,665,563	1,723,613	1,671,369	6.7%
Public Works	2,724,985	2,895,024	2,879,107	3,311,837	3,036,741	3,014,618	4.9%
Community Development	425,078	422,358	396,075	451,784	454,978	433,646	7.7%
Legislative & Advisory	79,060	90,265	89,515	101,065	101,065	101,065	12.0%
Adjustment & Transfers	-971,928	699,033	637,733	47,000	49,500	37,780	-92.9%
Debt Retirement	767,605	967,258	890,258	1,244,072	1,244,072	2,609,652	28.6%
TOTAL GENERAL FUND	6,697,744	8,801,937	8,740,700	8,950,614	8,741,803	9,956,185	-0.7%
SPECIAL PARKS & RECREATION FUND							
Parks & Recreation Management	9,308	6,500	6,000	5,000	34,375	34,375	428.9%
Parks & Recreation Programs	12,865	12,500	12,499	17,500	17,500	17,500	40.0%
Skating Rink	4,058	9,050	8,279	0	0	0	-100.0%
Recreation Facilities	10,225	3,950	1,450	1,450	1,450	1,450	-63.3%
Tree & Beautification Commission	10,149	12,050	2,200	2,300	2,300	2,300	-80.9%
Train Station	12,017	22,825	22,475	22,475	22,475	22,475	-1.5%
Adjustmentments & Transfers	0	0	0	0	0	0	
TOTAL SPECIAL PARKS & REC FUND	58,622	66,875	52,903	48,725	78,100	78,100	16.8%

FY 2011 - 2012 Operating Budget Expenditures

	<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
WATER FUND							
Operations & Maintenance	1,902,068	2,144,094	2,026,119	2,091,112	2,092,858	2,083,085	-2.4%
Meter Reading	11,840	41,000	23,000	23,000	23,000	23,000	-43.9%
Adjustment & Transfers	1,019	46,964	36,464	10,000	10,000	14,886	-78.7%
Debt Retirement	875,009	1,138,111	1,121,577	1,159,678	1,159,678	1,115,857	1.9%
TOTAL WATER FUND	2,789,936	3,370,169	3,207,160	3,283,790	3,285,536	3,236,828	-2.5%
WASTEWATER FUND							
Operations & Maintenance	1,881,000	1,794,611	1,797,305	1,812,028	1,820,640	1,811,399	1.5%
Meter Reading	9,139	30,700	26,000	27,000	27,000	27,000	-12.1%
Adjustment & Transfers	29,709	175,649	165,749	195,000	195,000	199,620	11.0%
Debt Retirement	1,759,485	2,745,277	2,717,335	2,443,244	2,443,244	2,421,485	-11.0%
TOTAL WASTEWATER FUND	3,679,333	4,746,237	4,706,389	4,477,272	4,485,884	4,459,504	-5.5%
TOTAL ALL FUNDS	13,225,634	16,985,218	16,707,153	16,760,401	16,591,323	17,730,617	-2.3%

Operating Budget Expenditures

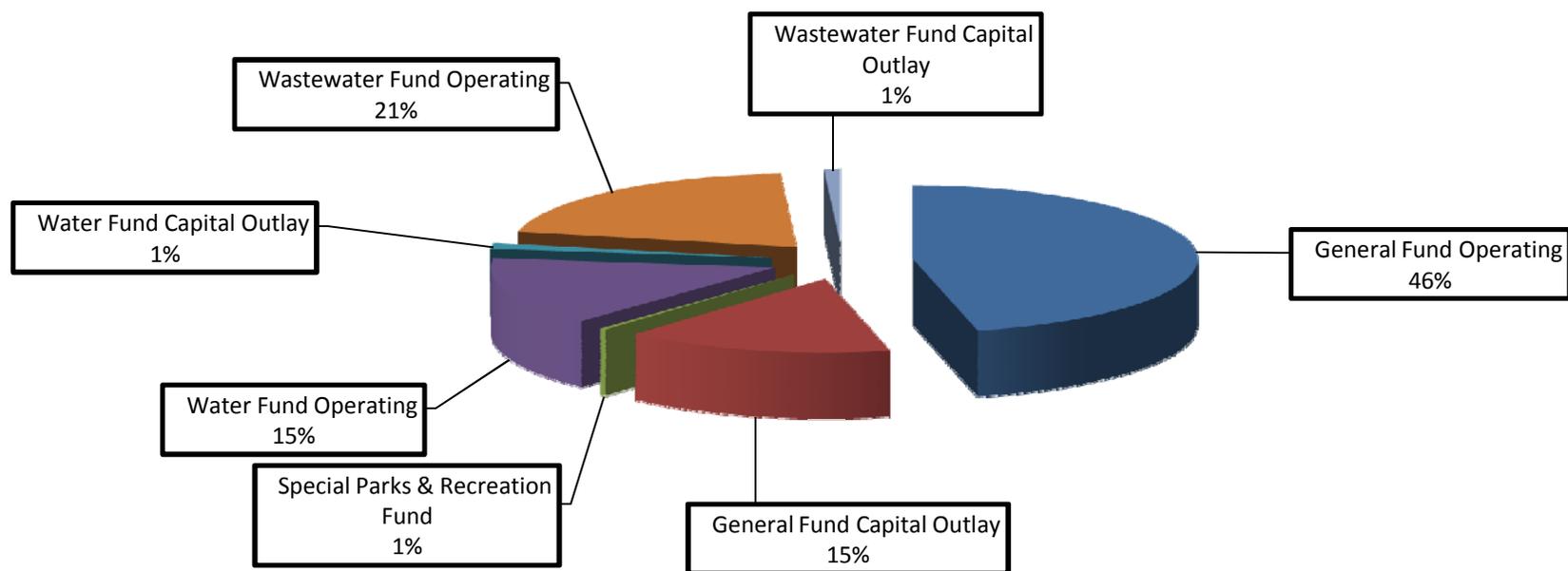


**Town of Purcellville
 Budget Summary
 Adopted FY 2011 - 2012 Fiscal Plan
 &
 Adopted Capital Improvement Program FY 2012 - 2016**

<u>REVENUES</u>	Current Yr Adopted <u>FY 10-11</u>	Budget Yr <u>FY 11-12</u>
General Fund	24,200,292	13,219,384
Special Parks & Recreation Fund	63,600	78,100
Water Fund	6,395,083	3,524,828
Wastewater Fund	6,888,347	4,654,504
TOTAL ALL FUNDS	37,547,322	21,476,816
 <u>EXPENDITURES</u>		
General Fund Operating	8,805,211	9,956,185
General Fund Capital Outlay	15,395,081	3,263,199
Special Parks & Recreation Fund*	63,600	78,100
Water Fund Operating	3,370,169	3,236,828
Water Fund Capital Outlay	3,024,914	288,000
Wastewater Fund Operating	4,746,237	4,459,504
Wastewater Fund Capital Outlay	2,142,110	195,000
TOTAL OPERATING ALL FUNDS	16,985,217	17,730,617
TOTAL OPERATING & CIP BUDGET	37,547,322	21,476,816

*Special Parks & Recreation Fund is a subfund of the General Fund.

Budget Summary FY 2011 - 2012 Fiscal Plan



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

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

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

FY 2011 & FY 2012 Revenue Budget Projections

		FY 2010	FY 2011		FY 2012		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
Fund # 100	GENERAL FUND						
100-3110101-0000	REAL ESTATE TAX	2,172,443	2,129,193	2,127,000	2,148,000	2,148,000	0.9%
100-3110301-0000	PERSONAL PROPERTY TAX	289,728	311,000	330,000	336,000	336,000	8.0%
100-3110601-0000	PENALTIES AND INTEREST	24,980	25,000	25,000	25,000	25,000	0.0%
100-3120101-0000	SALES TAX	811,566	808,000	850,000	875,000	875,000	8.3%
100-3120150-0000	COMMUNICATIONS TAX	168,616	165,000	173,000	173,000	173,000	4.8%
100-3120201-0000	UTILITY TAX	204,768	207,000	207,000	207,000	207,000	0.0%
100-3120202-0000	RIGHT OF WAY USAGE FEE	7,447	20,000	27,000	27,000	27,000	35.0%
100-3120301-0000	BUSINESS LICENSES	633,268	525,000	515,000	600,000	600,000	14.3%
100-3120306-0000	FARM & COMM MKT FEE				400	400	
100-3120401-0000	CABLE PEG GRANT	5,461	6,800	7,400	7,400	7,400	8.8%
100-3120501-0000	AUTO DECALS	127,915	130,000	128,000	128,000	128,000	-1.5%
100-3120601-0000	FRANCHISE TAX: BANK	216,971	200,000	200,000	216,000	216,000	8.0%
100-3120801-0000	CIGARETTE TAX	202,844	212,000	204,000	300,000	260,000	22.6%
100-3121001-0000	TRANSIENT OCCUPANCY TAX	0	0	0	0	0	
100-3121101-0000	MEALS TAX	679,083	723,807	755,000	962,500	770,100	6.4%
100-3130301-0000	ZONING FEES	90,604	100,000	76,000	100,000	100,000	0.0%
100-3130302-0000	TOWN PROFFERS			25,000	0	0	
100-3130303-0000	PUBLIC SHARED PARKING REVENUE	3,688	0	0	0	0	
100-3130340-0000	COMMUNITY EVENTS SIGN	730	600	1,500	1,500	1,500	150.0%
100-3130350-0000	STREET FEES	160	0	700	700	700	
100-3130380-0000	CALENDAR ADV/DONATIONS	5,000	12,000	11,000	12,000	12,000	0.0%
100-3130399-0000	MISCELLANEOUS	10,912	11,250	9,000	5,000	5,000	-55.6%
100-3140100-0000	POLICE REVENUE	65,008	78,000	95,000	95,000	95,000	21.8%
100-3140105-0000	MOWING FINE BY ORDINANCE	260	500	260	200	200	-60.0%
100-3150101-0000	INVESTMENT INCOME	54,645	65,000	48,000	48,000	48,000	-26.2%
100-3150201-0000	RENT ON PROPERTY (to P&R)		0	0	0	0	
100-3150202-0000	PAVILION RENTAL (to P&R)	0	0	0	0	0	
100-3150203-0000	TRAIN STATION REVENUE (to P&R)	0	0	0	0	0	
100-3160301-0000	PD CHARGES & REIMBURSEMENTS	252	1,000	0	0	0	-100.0%
100-3160704-0000	MAINT/PW CHGS TO OTHER LOCALITIES	6,300	5,000	43,000	20,000	30,000	500.0%

FY 2011 & FY 2012 Revenue Budget Projections

		FY 2010	FY 2011		FY 2012		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
100-3189901-0000	PRODUCT SALES (to P&R)	0	0	0	0	0	
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK HENRY)	2,500	2,500	2,500	2,500	2,500	0.0%
100-3189903-0000	DONATIONS	5,450	100	300	100	100	0.0%
100-3189904-0000	LOCAL GRANTS & AWARDS	3,000	0	0	0	0	
100-3189905-0000	PROCEEDS FROM PROPERTY	2,099	10,000	20,000	10,000	1,310,000	13000.0%
100-3189906-0000	GAS TAX FUNDING / LOCO	165,000	0	0	0	0	
100-3189912-0000	SCHOOL SETTLEMENT/LOCO	0	165,000	0	0	0	-100.0%
100-3189913-0000	PARKS & REC DONATIONS (to P&R)	0	0	0	0	0	
100-3189914-0000	EVENT SUPPORT FEE (to P&R)		0	0	0	0	
100-3189915-0000	NEWSLETTER SPONSORSHIP		4,000	1,000	4,000	4,000	0.0%
100-3130370-0000	SPONSORSHIP/NAMING FEE (to P&R)		0	0	0	0	
100-3189920-0000	VEHICLE COMP. REIMB.	1,858	1,800	1,800	1,800	1,800	0.0%
100-3189940-0000	GARNISHMENT FEE	340	100	100	100	100	0.0%
100-3189950-0000	OVER/SHORT	-20	0	0	0	0	
100-3220108-0000	LAW ENFORCEMENT / VA	115,582	108,816	107,000	98,978	106,649	-2.0%
100-3220109-0000	PPTRA / VA	201,753	201,000	201,000	201,000	201,000	0.0%
100-3240201-0000	FIRE FUNDS / VA	9,888	9,500	9,168	9,200	9,200	-3.2%
100-3240301-0000	STREET REVENUE / VA	560,738	555,000	574,000	574,000	574,000	3.4%
100-3240501-0000	OTHER FUNDS / VA		0	0	0	0	
100-3240703-0000	FORESTRY GRANT / VA		0	4,337	0	0	
100-3240310-0000	LITTER GRANT / VA	2,457	1,500	2,000	2,000	2,000	33.3%
100-3320102-0000	EECBG GRANT / FED		38,000	38,000	0	0	-100.0%
100-3320201-0000	BAB SUBSIDY / FED	0	14,889	14,889	31,904	31,904	114.3%
100-3330101-0000	LAW ENFORCEMENT / FED	5,683	34,064	33,000	0	0	-100.0%
100-3330201-0000	EMERGENCY FUNDS / FED	110,382		0	0	0	
100-3330603-0000	ARTS GRANT / FED	5,000	2,000	0	0	0	-100.0%
100-3410102-0000	INSURANCE REIMBURSEMENT	43,019	0	11,105	0	0	
100-3410401-0000	BOND PROCEEDS-05 BK OF AMERICA		0	0	0	0	
100-3410404-0000	BOND PROCEEDS-BB&T (09)	0		0	0	0	
100-3970000-0000	TRANSFER OF DESIGNATED RESERVES		0	0	0	0	
100-3980000-0000	TRANSFER OF CASH RESERVES		804,888	0	402,617	531,728	-33.9%
100-3990000-0000	TRANSFER FROM OTHER FUNDS	1,220,232	1,115,904	1,115,904	1,115,904	1,115,904	0.0%
TOTAL GENERAL FUND		8,237,612	8,805,211	7,993,963	8,741,803	9,956,185	13.1%

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

CORE VALUES Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES The primary duties of this department include implementation and enforcement of Town policies and procedures, staff support to the Town Council, management of daily Town operations and the delivery of diverse services. Town Administration is comprised of the Office of the Town Manager, Assistant Town Manager, Executive Assistant to the Town Manager, Town Clerk, Program Support Specialist and internal management operations that include advanced part-time Management Support, Human Resources and special projects and programs.
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GOALS AND OBJECTIVES <ul style="list-style-type: none">- To provide special reports and responses to Council inquiries within 14 days or less.- To provide Town Council agendas at least four days before the Town Council meeting (the Friday before the meeting on Tuesday).- To provide the minutes from the previous Town Council meeting at the next Town Council meeting for adoption and post online within a week.- To provide responses to information requests from the public within 14 days or less.- To maintain the employee turnover rate below nine percent.- To advertise position openings in newspapers and websites to receive multiple quality applications for each opening.- To fill positions within 60 days of the position post.- To communicate with the public via a quarterly newsletter.- To coordinate regularly-scheduled special events and cultural programs which occur during the year.- To assist with special projects that require interdepartmental coordination.- To negotiate leases and contracts to achieve the best value for the Town.- To obtain alternative revenue sources such as grants for Town programs and projects.- To produce, forward and analyze Annual Citizen and Business Surveys.

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Percentage of information requests from Town Council answered within 14 days or less	100%	100%	100%	100%
Number of Town Council and Committee agenda packages prepared per year	50	50	79	60
Percentage of agenda packages delivered on time	100%	100%	100%	100%
Percentage of minutes approved by the next Council meeting and available to the public	100%	100%	100%	100%
Percentage of information requests from the public answered within 14 days or less	100%	100%	100%	100%
Number of FOIA requests from the public fulfilled within madated time frame	126	133	175	200
Percentage of citizens satified with services provided by	new measure	new measure	87%	92%
Percentage of citizens satified with refuse and waste collection services provided by the Town	new measure	new measure	92%	95%
Percentage of Town Council meeting minutes posted online within one week of approval	75%	85%	100%	100%
Number of newsletters	3	3	4	4
Number of special events and programs	11	24	23	23

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Town awarded \$400,000 new Transportation Enhancement funding for the Downtown Streetscape project (the total federal money attached to the project is now \$1,495,500). - Town awarded a Community Development Block Grant (CDBG) grant for \$138,500 for the D Street Sidewalk and Drainage Improvement Program. - Town applied for Energy Efficiency Block Grant for the installation of Geo-Thermal system at the Historic Bush Tabernacle (Skating Rink). - Town awarded grants from the Department of Justice for the purchase of hardware and software for In-Field Reporting System for Police cruisers. - Town awarded a Litter Prevention Grant to purchase recycling bins to give to Town residents. - Town began collection of Right of Way Use Fees providing average quarterly payments of \$5,000. - Town worked with Dominion VA Power to initiate and install LED Streetlight Pilot Project. LED lights use 66% less energy than conventional lights. 42 lights are on Main Street and 10 lights are on 20th Street. - Successfully converted the Town's email from the County's Groupwise system to a Microsoft Outlook Server system. - Applied for and earned a VML Achievement Award for Economic Development Forums and Small Business Events.

PREVIOUS YEAR ACCOMPLISHMENTS

- Assisted with the 2010 Annual Townwide Tag Sale.
- Assisted with the coordination of the "Sweats for Vets" program.
- The Tabernacle/Fireman's Field and Purcellville Train Station were listed on the National Register of Historic Places.
- Held Economic Development Forums and Small Business Roundtable Events.
- Procured real estate brokerage services for the sale or lease of Town Hall.
- Procured Farmers' Market for Town Hall property.
- Coordinated and managed economic development organizational assessment.
- Coordinated and managed the redesign of the Town website.
- Town generated over \$125,000 in cellular lease revenue while ensuring superior cellular telephone service within Purcellville.
- Town completed renovations and reopened the Historic Bush Tabernacle (Skating Rink).
- Continued to assist in the coordination of Eagle Scout projects and Girl Scout Gold Award projects.
- Helped facilitate the Chapman DeMary Trail Project and related ribbon cutting ceremony.
- Assisted with feature story in the Virginia Municipal League publication profiling Fireman's Field and the history of the facility.
- Conducted audit of electric bills at Public Works facilities resulting in lower electric bills.
- Developed and initiated a Sustainable Procurement Policy.
- Provided ordinance assistance and funding support in establishing the lights at Haske Field.
- Hosted Town Shred and Prescription Drug Recycle Event.
- Town received re-certification at the Gold Level as a VML Certified Green Government.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
Fund # 100	GENERAL FUND							
100-4012100	ADMINISTRATION							
100-4012100-1100	ADMINISTRATIVE STAFF	481,131	470,894	463,257	481,975	488,910	462,774	-1.7%
100-4012100-1200	OVERTIME-ADMINISTRATION	4,502	3,000	5,000	3,000	3,000	3,000	0.0%
100-4012100-2100	SOCIAL SECURITY TAX	36,943	35,884	35,298	36,577	37,107	35,108	-2.2%
100-4012100-2200	RETIREMENT	48,919	56,532	56,903	56,903	58,097	57,500	1.7%
100-4012100-2300	HEALTH INSURANCE	63,716	66,198	66,557	73,213	66,557	66,557	0.5%
100-4012100-2400	LIFE INSURANCE	2,246	1,067	1,074	1,074	1,096	1,085	1.7%
100-4012100-2700	WORKERS COMP INSURANCE	603	566	518	543	551	522	-7.9%
100-4012100-2800	DEFERRED COMP MATCH	11,540	12,080	11,560	11,560	11,560	11,560	-4.3%
100-4012100-3130	CONSULTING/GENERAL	7,901	10,000	10,000	10,000	10,000	10,000	0.0%
100-4012100-3310	EQUIPMENT CONTRACTS	10,396	12,500	12,000	12,000	12,000	12,000	-4.0%
100-4012100-3500	PRINTING	5,664	16,000	12,000	12,000	10,000	10,000	-37.5%
100-4012100-3600	LEGAL ADS	830	15,000	8,000	8,000	6,000	6,000	-60.0%
100-4012100-5210	POSTAGE	5,075	7,600	7,600	7,600	7,600	7,600	0.0%
100-4012100-5308	INSURANCE-MUNICIPAL	104,671	106,000	110,000	112,000	112,000	112,000	5.7%
100-4012100-5540	TRAVEL & TRAINING	5,218	4,600	4,600	4,600	4,600	4,600	0.0%
100-4012100-5541	TWN MGR-TRAVEL & EXPENSE	7,577	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012100-5801	MISCELLANEOUS	502	950	1,000	1,000	1,000	1,000	5.3%
100-4012100-5802	SPECIAL PROGRAMS	7,158	6,650	8,200	8,000	8,000	8,000	20.3%
100-4012100-5808	COMPUTER OPERATIONS	0	1,425	1,200	1,200	1,200	1,200	-15.8%
100-4012100-5809	COMPUTER SOFTWARE	0	1,425	1,200	1,200	1,200	1,200	-15.8%
100-4012100-5810	DUES AND SUBSCRIPTIONS	3,456	8,075	8,075	8,200	6,000	6,000	-25.7%
100-4012100-5811	ADMIN EMERGENCY	893	2,800	2,500	2,500	1,000	1,000	-64.3%
100-4012100-5856	COMMUNITY EVENTS SIGN	790	1,425	1,425	1,425	1,425	1,425	0.0%
100-4012100-6001	EQUIPMENT/SUPPLIES	12,075	15,000	15,000	15,000	15,000	15,000	0.0%
100-4012100-6002	RECORDS MANAGEMENT	2,525	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012100-6008	VEHICLE MAINT/GAS	3,710	5,000	4,200	4,200	4,200	4,200	-16.0%
100-4012100-6013	PUBLIC INFORMATION	15,538	15,000	15,000	15,000	15,000	15,000	0.0%
Total Exp.	ADMINISTRATION	843,577	887,671	874,166	900,769	895,104	866,331	-2.4%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
100-4012200	ADMIN. BUILDING							
100-4012200-3310	REPAIRS	12,657	10,000	10,000	10,000	10,000	5,000	-50.0%
100-4012200-3320	CLEANING	14,985	21,945	21,945	22,274	22,274	22,274	1.5%
100-4012200-3321	PEST CONTROL	77	500	500	500	500	500	0.0%
100-4012200-5110	ELECTRICITY	14,607	14,000	14,000	14,000	14,000	14,000	0.0%
100-4012200-5230	TELEPHONE	22,284	21,000	21,000	21,000	21,000	21,000	0.0%
100-4012200-6007	BUILDING SUPPLIES	972	2,500	2,500	2,500	2,500	2,500	0.0%
Total Exp.	ADMIN. BUILDING	65,583	69,945	69,945	70,274	70,274	65,274	-6.7%
100-4012210	ADMINISTRATION LEGAL							
100-4012210-3150	LEGAL SERVICES	236,779	150,000	300,000	150,000	150,000	150,000	0.0%
Total Exp.	ADMINISTRATION LEGAL	236,779	150,000	300,000	150,000	150,000	150,000	0.0%
100-4091000	RETIREE BENEFITS							
100-4091000-2330	RETIREE HEALTH BENEFIT	7,538	8,172	8,172	8,916	8,916	8,916	9.1%
Total Exp.	RETIREE BENEFITS	7,538	8,172	8,172	8,916	8,916	8,916	9.1%
TOTAL ADMINISTRATION		1,153,476	1,115,788	1,252,283	1,129,959	1,124,294	1,090,521	-2.3%

Department: Finance	
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MISSION

Protect and maintain the Town's financial resources to promote sound fiscal management, ensure public trust with a commitment to those we serve.
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CORE VALUES

Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
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<p>The Finance department is responsible for the collection, disbursement and management of all Town funds and is composed of three divisions. The <u>Financial Services</u> division establishes and maintains sound fiscal policies for the Town; prepares the Town's Comprehensive Annual Financial Report (CAFR) and manages the annual audit; prepares and monitors the annual operating and capital budget; cash management and investments; debt management; assists departments with the procurement of goods and services; and oversight of the Finance Department.</p> <p>The <u>Accounting</u> division is responsible for accounting functions and internal financial reporting; payroll processing; accounts payable processing; general ledger and bank statement reconciliations; coordination of capital project funding and loans; fixed asset accounting and coordination of the annual inventory update; and preparation of reports for federal, state and local agencies.</p> <p>The <u>Billing and Collections</u> division is responsible for billing and collection of user charges for water and sewer including the registration and connection of new customers, meter reading process; billing and collecting of taxes including real estate, personal property, business license and meals tax; delinquent account collection; daily reconciliation and deposit of receipts; and customer support services.</p>

GOALS AND OBJECTIVES

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| <ul style="list-style-type: none">- Oversee the development, testing and implementation of the new Logics Total Revenue system.- Manage the conversion and implementation of the new Logcis Eagle Utility system.- Develop and implement DMV registration stop process to expand Town's revenue collection tools.- Complete and distribute monthly financial reports by the 10th of the following month.- Outsource tax and utility bill mailing.- Develop and implement the Logics electronic Purchase Order system to improve documentation and control of encumbrances.- Review and update the documentation and cross training of all critical tasks. |
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KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Number of capital projects managed	47	46	39	33
Number of debt issuances managed	2	1	3	1
Number of loans managed	7	5	9	6
Percent of budget deadlines met	100%	100%	100%	100%
CAFR received unqualified opinion from auditor	Yes	Yes	Yes	Yes
Number of AP transactions per year	6,465	6,139	6,089	6,100
Number of W-2's issued per year	109	96	95	98
Percent payroll deadlines met	100%	100%	100%	100%
Number of days for AP to process department payment requests	<10	<10	<10	<10
Percentage of bank accounts reconciled within 30 days from statement receipt	100%	90%	100%	100%
Number of utility bills issued	15,061	15,201	15,250	15,250
Number of real estate tax bills issued	5,529	5,260	5,275	5,300
Number of personal property tax bills issued	13,792	7,082	7,100	7,200
Number of business licenses issued	700	876	900	925
Percent of utility bill revenue collected	99.8%	99.7%	99.8%	99.8%
Percent of real estate tax revenue collected	99%	99%	99%	99%
Percent of personal property tax revenue collected	96%	96%	96%	96%
Percent of bill deadlines met	100%	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Received Town's first GFOA Distinguished Budget Presentation Award for FY10. - Received Town's second GFOA Certificate of Achievement for FY09 CAFR. - Joined with neighboring localities to negotiate a contract with Logics to develop an integrated tax software module. - The Town received an unqualified audit opinion which indicates good fiscal and accounting controls. - Successfully managed five loans to finance the Town's capital improvement projects. - Completed application process to the DMV Extranet and Vehicle Registration Withholding Program. - Established pre-tax health insurance deduction in payroll system. - Participated in staff team to prepare the FEMA reimbursement application for the 2010 snow emergency. - Developed landlord database in utility billing system. - Improved employee timesheet. - Created electronic archive of accounts payable documents. - Trained four employees for new positions in department.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4012410	FINANCE							
100-4012410-1100	FINANCE STAFF	436,578	461,175	461,175	461,182	475,018	468,100	1.5%
100-4012410-1200	OVERTIME-FINANCE	3,009	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012410-1260	TEMPORARY STAFF	0	0	0	0	0	0	
100-4012410-2100	SOCIAL SECURITY TAX	34,096	35,662	35,662	35,663	36,721	36,192	1.5%
100-4012410-2200	RETIREMENT	50,149	62,638	62,638	62,639	64,518	63,578	1.5%
100-4012410-2300	HEALTH INSURANCE	82,890	88,114	88,580	97,238	88,580	88,580	0.5%
100-4012410-2400	LIFE INSURANCE	2,252	1,182	1,182	1,182	1,217	1,200	1.5%
100-4012410-2700	WORKERS COMP INSURANCE	563	557	515	522	537	530	-4.9%
100-4012410-2800	DEFERRED COMP MATCH	3,360	3,640	3,640	3,640	3,640	3,640	0.0%
100-4012410-3110	BANK SERVICE CHARGE	62	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012410-3120	CREDIT COLLECTION	0	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012410-3310	EQUIPMENT CONTRACTS	3,277	4,500	4,500	4,500	4,500	4,500	0.0%
100-4012410-3500	PRINTING	2,200	8,500	8,500	3,000	3,000	3,000	-64.7%
100-4012410-3510	MAIL SERVICES	0	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012410-3600	LEGAL ADVERTISEMENTS	0	0			0	0	
100-4012410-5210	POSTAGE	6,409	10,000	10,000	10,500	10,500	10,500	5.0%
100-4012410-5540	TRAVEL/TRAINING	2,713	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012410-5801	GENERAL EXPENSES-FINANCE	841	2,000	2,000	2,000	2,000	2,000	0.0%
100-4012410-5808	COMPUTER OPERATIONS/HDW	10,095	0	0	0	0	0	
100-4012410-5809	COMPUTER SOFTWARE/MAINT	19,765	32,000	32,000	26,000	26,000	26,000	-18.8%
100-4012410-5810	DUES & SUBSCRIPTIONS	665	1,500	1,500	1,500	1,500	1,500	0.0%
100-4012410-6001	EQUIPMENT/SUPPLIES	3,663	8,000	8,000	8,400	8,400	8,400	5.0%
Total Exp.	FINANCE	662,588	736,468	736,893	734,966	743,132	734,720	-0.2%
100-4012240	FINANCIAL ADMINISTRATION							
100-4012240-3120	AUDITING SERVICES	18,100	20,000	20,000	20,000	20,000	20,000	0.0%
100-4012240-3130	OPEB ACTUARIAL REPORT	0	4,000	0	5,000	5,000	5,000	25.0%
100-4012240-3140	FINANCIAL ADVISOR	1,400	20,000	20,000	20,000	5,000	5,000	-75.0%
100-4012240-3150	FIXED ASSET INVENTORY	3,312	4,500	5,000	5,200	5,200	5,200	15.6%
Total Exp.	FINANCIAL ADMINISTRATION	22,812	48,500	45,000	50,200	35,200	35,200	-27.4%
TOTAL FINANCE & FINANCIAL ADMINISTRATION		685,400	784,968	781,893	785,166	778,332	769,920	-1.9%

Department: Information Technology	
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MISSION
To ensure efficient departmental operations by providing computer hardware and software services to all Town departments and to identify technological solutions to improve operational efficiencies for staff and citizens.

CORE VALUES
Trust, Unity of Purpose, Commitment and Professionalism

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

GOALS AND OBJECTIVES
<ul style="list-style-type: none"> - To accomplish a successful move of all Town hardware, software, and communications to the new Town Hall. - To replace the Town's current Domain Controller and Laserfiche Server with new servers and upgrade the Town's domain to Windows 2008. - As funds permit, to continue to reduce the number of Town PCs and laptops over 3.5 years old with an ultimate goal of zero. - To standardize all Town databases on Microsoft SQL Server. - To modernize the telephone system at the new Town Hall with the goal of having all Town buildings under a single, unified telephone system. - To continue post website requests within one day of receipt. - To provide internal IT support to all Town departmental initiatives utilizing third party technical, A/V, or design/construction contractors. - To provide remote access, read-only, to Town officials and managers who need this access.

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Percent of website requests posted within one day of receipt	90%	95%	98%	98%
Number of unsuccessful backups per month	3	3	2	1
Number of local area network sites supported	2	2	5	5
Number of servers supported	7	7	10	10
Laserfiche records management system scanners	5	7	10	10
Number of personal computers supported	103	104	112	112

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Percent of PCs and laptops over 3.5 years old	18%	20%	15%	13%
Percent of IT operating budget allocated to third party support	15%	15%	15%	18%
Percent of Town officials and managers with access to Town servers from home for Town e-mail	0%	0%	100%	100%
Percent of Town officials and managers with access to Town servers from home for Town files	0%	0%	2%	3%
Number of Town buildings connected to the network	0	1	5	5

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Worked closely with Public Works to define the specifications for the telephone system and data cabling plant for the new Town Hall. - Procured and installed an E-mail archive server at the Town Hall to improve the speed of the Town's e-mail system and ensure its security. - Created a campus-type connectivity between the Town Hall and the remote buildings. - Completed the successful move and upgrade of telephone and data services to the new Maintenance building. - Worked with a Town-wide/Town resident team to redesign the Town's website. - Worked with the County to provide an internet broadcasting capability for the Babe Ruth World Series held at Fireman's Field. - Worked with the Police Department to install in-field reporting to permit police reports to be created directly from the police cars.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4012510	INFORMATION TECHNOLOGY							
100-4012510-1100	IT STAFF	98,144	89,000	91,612	89,976	94,681	93,302	4.8%
100-4012510-1200	OVERTIME	3,603	3,000	3,000	3,000	3,000	3,000	0.0%
100-4012510-2100	SOCIAL SECURITY TAX	7,773	7,113	7,238	7,113	7,473	7,367	3.6%
100-4012510-2200	RETIREMENT	0	0	0		7,312	7,206	
100-4012510-2300	HEALTH INSURANCE	0	0	0	0	2,000	2,000	
100-4012510-2400	LIFE INSURANCE	0	0	0	0	138	136	
100-4012510-2700	WORKERS COMP INSURANCE	108	111	105	104	109	108	-2.9%
100-4012510-2800	DEFERRED COMP MATCH	0	0	0	0	520	520	
100-4012510-3141	WEBSITE DESIGN AND MAINT	4,774	15,000	15,000	6,200	6,200	6,200	-58.7%
100-4012510-3144	CONSULTING & TECHNICAL SUPPORT	0	12,500	12,500	12,500	12,500	12,500	0.0%
100-4012510-3310	LASERFICHE SYS MAINT	4,745	7,000	5,800	9,825	9,825	9,825	40.4%
100-4012510-5250	COMMUNICATIONS	5,443	3,000	3,000	3,000	3,000	3,000	0.0%
100-4012510-5255	E-MAIL CONVERSION	56,128	0	0	0	0	0	
100-4012510-5540	TRAVEL AND TRAINING	0	500	200	2,000	2,000	2,000	300.0%
100-4012510-5808	HARDWARE OPERATIONS	34,647	64,450	60,000	59,500	59,500	59,500	-7.7%
100-4012510-5809	SOFTWARE OPERATIONS	12,219	7,000	10,000	17,250	17,250	17,250	146.4%
100-4012510-5810	DUES & SUBSCRIPTIONS	0	2,600	1,500	3,700	3,700	3,700	42.3%
100-4012510-6004	PEG EQUIP & IMPROVEMENTS	0	0	0	0	0	0	
Total Exp.	INFORMATION TECHNOLOGY	227,584	211,274	209,955	214,167	229,208	227,614	7.7%

Department: Police	
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MISSION

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

CORE VALUES

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

DEPARTMENT DESCRIPTION / ACTIVITIES

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

GOALS AND OBJECTIVES

- To maintain an ethical and professional workforce, representative of the community, emphasizing the importance of continual education and training.
- To continue to offer more than five training and educational opportunities for staff development.
- To schedule the PCST for training in CPR, AED, operation of police vehicles and traffic direction training.
- To continue to offer 24 hour, seven day-a-week police service that includes vehicular and foot patrols throughout the Town of Purcellville to address issues related to crime and traffic safety.
- To continue to build upon the partnerships established between the police and the community, emphasizing open communications and trust.
- To coordinate at least 15 community engagement sessions this fiscal year.
- To coordinate at least two Town Hall community training sessions this fiscal year.
- To ensure that the Youth Explorer membership stays above seven participants.

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATE	FY2011-12 PROJECTED
Total offenses reported	827	1182	1220	1260
Number of traffic violations issued	1,171	1518	1650	1680
Number of minutes per collision	25:21	21:15	25:25	25:40
Number of traffic collisions investigated	225	208	222	231
Number of parking violations	163	177	212	228
Number of training and educational opportunities for staff development	7	20	22	19
Number of training sessions for PCST	4	5	5	5
Percentage of time the 24 hour, seven day-a-week coverage is available	100%	100%	100%	100%
Attendance at community engagement sessions this fiscal year (number of persons)	125	444	480	500
Number of community training sessions this fiscal year	3	3	3	3
Percentage participation in Youth Explorer program	86%	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS
<p>“Welcome Summer Picnic” at the Main Street Commons Apartments and Purcellville Street East Apartments, -American Legion Police Officer of the Year (Officer Dawn Chichy) -Career Day presentations at Emerick Elementary, Harmony Middle School and Blue Ridge Middle School. -Health & Public Safety Day 2010 -The Fraternal Order of Police Santa Cop Program where 11 local children shopped with an officer. -Miss Purcellville Police Scholarship Pageant 2010. -Two (2) Women’s Self Defense Class</p>

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4031100	POLICE							
100-4031100-1100	POLICE STAFF	882,289	872,724	869,724	869,732	895,824	882,778	1.2%
100-4031100-1200	OVERTIME-POLICE	81,474	73,000	87,000	68,000	68,000	68,000	-6.8%
100-4031100-2100	SOCIAL SECURITY TAX	73,975	71,965	73,189	71,736	73,733	72,735	1.1%
100-4031100-2200	RETIREMENT	111,673	129,512	129,067	129,068	132,940	131,004	1.2%
100-4031100-2300	HEALTH INSURANCE	158,220	161,605	154,037	183,793	154,037	154,037	-4.7%
100-4031100-2400	LIFE INSURANCE	5,153	2,444	2,435	2,435	2,508	2,472	1.1%
100-4031100-2700	WORKERS COMP INSURANCE	16,394	16,670	16,549	16,614	16,866	16,639	-0.2%
100-4031100-2800	DEFERRED COMP MATCH	4,240	4,160	4,680	4,160	4,680	4,680	12.5%
100-4031100-2810	UNIFORMS	11,712	13,500	9,000	13,500	13,500	10,500	-22.2%
100-4031100-3310	EQUIPMENT REPAIRS	1,871	3,000	1,800	3,000	3,000	2,000	-33.3%
100-4031100-3320	TECHNICAL SUPPORT	3,500	5,104	5,300	6,200	6,200	6,200	21.5%
100-4031100-3600	LEGAL ADVERTISEMENTS	367	1,600	1,200	2,600	2,600	2,600	62.5%
100-4031100-5110	ELECTRICITY	2,740	5,000	5,000	9,000	9,000	9,000	80.0%
100-4031100-5230	TELEPHONE	9,978	11,000	10,000	11,600	11,600	11,600	5.5%
100-4031100-5410	LEASED VEHICLE/EQUIP					25,000	25,000	
100-4031100-5420	RENT/CLEANING	63,201	60,000	64,000	84,000	84,000	84,000	40.0%
100-4031100-5540	TRAVEL AND TRAINING	7,349	10,000	9,000	10,000	10,000	10,000	0.0%
100-4031100-5808	COMPUTER OPERATIONS	2,456	7,353	8,000	7,500	7,500	7,500	2.0%
100-4031100-5809	COMPUTER SOFTWARE	156	2,000	800	2,000	2,000	1,000	-50.0%
100-4031100-5810	DUES AND SUBSCRIPTIONS	493	2,375	1,500	2,375	2,375	1,375	-42.1%
100-4031100-5811	POLICE EMERGENCY	0	0	0	0	0	0	
100-4031100-5813	CITIZEN SUPPORT GROUP	893	1,500	1,500	1,500	1,500	1,500	0.0%
100-4031100-5815	BYRNE JUSTICE EXPENSES	924	0	0	0	0	0	
100-4031100-5816	SMOOTH OPERATOR GRANT	0	0	0	0	0	0	
100-4031100-6001	SUPPLIES	9,731	10,000	9,800	10,000	10,000	10,000	0.0%
100-4031100-6008	VEHICLE MAINT/GAS	51,552	36,000	36,000	40,000	40,000	40,000	11.1%
100-4031100-6009	TOWED VEHICLES	0	250	100	250	250	250	0.0%
100-4031100-6010	EQUIPMENT	14,174	22,707	12,000	24,000	44,000	24,000	5.7%
100-4031100-6013	PUBLIC EDUCATION	2,082	2,500	2,200	2,500	2,500	2,500	0.0%
Total Exp.	POLICE	1,516,595	1,525,969	1,513,882	1,575,563	1,623,613	1,581,369	3.6%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
100-4032100	FIRE EMERGENCY SVC							
100-4032100-5801	FIRE DEPARTMENT	40,000	40,000	40,000	40,000	45,000	40,000	0.0%
100-4032100-5857	FIRE DEPT - STATE FUNDS	9,888	10,000	10,000	10,000	10,000	10,000	0.0%
Total Exp.	FIRE EMERGENCY SVC	49,888	50,000	50,000	50,000	55,000	50,000	0.0%
100-4032300	RESCUE EMERGENCY SVC							
100-4032300-5801	RESCUE SQUAD	40,000	40,000	40,000	40,000	45,000	40,000	0.0%
Total Exp.	RESCUE EMERGENCY SVC	40,000	40,000	40,000	40,000	45,000	40,000	0.0%
TOTAL PUBLIC SAFETY		1,606,483	1,615,969	1,603,882	1,665,563	1,723,613	1,671,369	3.4%

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

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

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

GOALS AND OBJECTIVES

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

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Number of work orders issued	800	1,285	1,300	1,450
Number of hours providing administration of programs	3,300	3,300	3,400	3,500
Number of Town Council, Committee, other Meetings	48	52	68	72
Response time to contact customers after non-emergency complaints (hours)	5	3	3	2

PREVIOUS YEAR ACCOMPLISHMENTS

- Completion of all Council priority initiatives directed to Public Works: Adopt Comprehensive Transportation Plan, Identify Additional Water Resources
 - Completion of the Basham Simms Water Reclamation Facility Enhanced Nutrient Reduction improvements.
 - Completion of New Maintenance Facility.
 - Improvements to Work Order system and customer compliant tracking system. -
- Policy Review & Updates
- New Town Hall Relocation project design.
 - Improved management and accounting for VDOT maintenance funds.
 - Established core duties and tasks for the three field staff divisions.
 - Skating Rink Renovations complete.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
100-4041050	PW ADMINISTRATION							
100-4041050-1100	PW/ADMIN/ENG STAFF	310,293	304,242	313,044	304,242	313,369	308,805	1.5%
100-4041050-1200	OVERTIME PW ADMIN/ENG	5,063	3,000	600	2,000	2,000	2,000	-33.3%
100-4041050-2100	SOCIAL SECURITY TAX	23,732	23,387	23,877	23,311	23,807	23,559	0.7%
100-4041050-2200	RETIREMENT	39,066	45,149	45,149	45,149	46,504	45,827	1.5%
100-4041050-2300	HEALTH INSURANCE	39,150	42,673	51,328	56,461	51,328	51,328	20.3%
100-4041050-2400	LIFE INSURANCE	1,803	852	852	852	877	865	1.5%
100-4041050-2700	WORKERS COMP INSURANCE	3,281	2,611	2,327	2,906	2,993	2,950	13.0%
100-4041050-2800	DEFERRED COMP MATCH	2,080	2,080	2,080	2,080	2,080	2,080	0.0%
100-4041050-3142	CONSULTING/ENGINEERING	19,712	15,000	10,500	15,000	15,000	15,000	0.0%
100-4041050-5540	TRAVEL/TRAINING	2,737	3,500	3,200	3,500	3,500	3,500	0.0%
100-4041050-5808	COMPUTER OPERATIONS	0	3,200	1,200	2,000	2,000	2,000	-37.5%
100-4041050-5809	COMPUTER SOFTWARE	1,061	1,800	1,000	1,200	1,200	1,200	-33.3%
100-4041050-5810	DUES & SUBSCRIPTIONS	352	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-6001	SUPPLIES	5,012	4,800	4,500	4,800	4,800	4,800	0.0%
100-4041050-6003	FIELD INSPECTIONS	0	2,000	1,000	1,500	1,500	1,500	-25.0%
100-4041050-6004	EQUIPMENT/FIELD SUPPLIES	882	2,000	1,000	1,500	1,500	1,500	-25.0%
100-4041050-6008	VEHICLE MAINT/GAS	5,187	3,500	3,500	3,500	3,500	3,500	0.0%
Total Exp.	PW ADMINISTRATION	459,411	460,794	466,157	471,001	476,959	471,413	2.3%

Department: Public Works	Program: Capital Projects, Engineering, Inspections
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MISSION
 To maintain and improve the Town's public infrastructure in a cost effective manner and to deliver quality capital projects within budget, on time and while meeting and exceeding expectations of end users and the Town residents.

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
 Implement infrastructure projects to provide services to the public in a timely and cost effective manner. Provide construction inspections services for capital, development and Town-related projects to ensure compliance with contract documents, regulations and the Facility Standards Manual.

GOALS AND OBJECTIVES

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

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Total number of capital projects	51	49	38	18
Total value of projects managed (in dollars)	31,772,279	34,510,741	18,342,407	4,227,496
Number of active projects inspected	62	60	40	40
Percent of projects completed within budget	90%	90%	85%	85%
Percent of projects that pass one year warranty	95%	95%	95%	95%
Number of days between solicitation issuance and Council award	14	14	14	14

PREVIOUS YEAR ACCOMPLISHMENTS

- GIS for water and sewer easements.
- Design of five sidewalk/trail projects underway.
- Approval of progressive water conservation program and policy - water savings include over 2,3000,000 gallons since the program's inception - Begin easement and title catalogue system.
- Develop a comprehensive system for tracking status and funding of Town projects.
- Oversight of consultant studies: Skating Rink, New Town Hall, Streets Analysis.
- Near completion of BSWF upgrades, new maintenance facility
- Oversight on establishments of new wells at various locations.
- D Street Sidewalk and Drainage Project.
- Inspections for various projects including the Patrick Henry Center, Loudoun County Fire and Rescue Center, Loudoun County Community Center, S. 32nd Street Infrastructure Improvements Project and Sidewalk Project, Woodgrove High School Project, the Town Maintenance Building, the Basham Simms WWTP Upgrade Project.
- The design for this multi-use trail, sidewalk connection from the LVHS site to the W&OD Trail and trail realignment.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4041100	PW - CAPITAL & ENG							
100-4041100-1100	PW/CAP & ENG STAFF	262,222	253,823	258,198	260,323	268,132	264,228	4.1%
100-4041100-1200	OVERTIME-PW/CAP & ENG	6,954	3,000	16,000	7,500	7,500	7,500	150.0%
100-4041100-1260	TEMPORARY STAFF	0	0	0	0	0	0	
100-4041100-2100	SOCIAL SECURITY TAX	20,804	19,647	20,976	20,488	21,086	20,787	5.8%
100-4041100-2200	RETIREMENT	24,242	28,021	28,021	28,021	28,862	28,442	1.5%
100-4041100-2300	HEALTH INSURANCE	29,970	31,136	31,305	34,436	31,305	31,305	0.5%
100-4041100-2400	LIFE INSURANCE	1,119	529	529	529	545	537	1.4%
100-4041100-2700	WORKERS COMP INSURANCE	2,443	2,440	2,311	2,258	2,323	2,291	-6.1%
100-4041100-2800	DEFERRED COMP MATCH	1,040	1,040	1,040	1,040	1,040	1,040	0.0%
100-4041100-3142	ENGIN/CONSULTING*	37,602	56,000	52,000	335,000	40,000	40,000	-28.6%
100-4041100-5540	TRAVEL/TRAINING	2,516	3,500	3,500	3,500	3,500	3,500	0.0%
100-4041100-5808	COMPUTER OPERATIONS	0	3,000	2,000	2,000	2,000	2,000	-33.3%
100-4041100-5809	COMPUTER SOFTWARE	0	1,500	1,000	1,500	1,500	1,500	0.0%
100-4041100-5810	DUES/SUBSCRIPTIONS	1,003	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041100-6001	SUPPLIES	877	5,000	4,200	5,000	5,000	5,000	0.0%
100-4041100-6003	FIELD INSPECTIONS	153	1,800	1,200	1,000	1,000	1,000	-44.4%
100-4041100-6004	EQUIPMENT/FIELD SUPPLIES	446	2,000	2,000	1,500	1,500	1,500	-25.0%
100-4041100-6008	VEHICLE MAINT/GAS	3,068	6,000	6,000	6,000	6,000	6,000	0.0%
Total Exp.	PW - CAPITAL & ENG	394,458	419,436	431,280	711,095	422,293	417,629	-0.4%
* Manager Recommend includes phased storm drainage study ~\$275,000								

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

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

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

GOALS AND OBJECTIVES

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

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Number of work orders completed	298	800	1,200	1,300
Number of emergency call outs	new measure	60	75	82
Linear feet of collection lines	160,000	163,680	165,320	165,320
Total reportable overflow or backups	7	10	5	4
Percent of collection system inspected	25%	30%	25%	25%
Percent of core duties complete	new measure	65%	70%	75%
Total number of meters checked for accuracy	new measure	6	6	12

PREVIOUS YEAR ACCOMPLISHMENTS

- Tagged all fire hydrants in the town.
- Installed bus stop at Maple Avenue.
- Verified and exercised valves in the water distribution system.
- Replaced valve at 20th and A Street.
- Installed crosswalk on Hatcher Avenue.
- Converted all meters to radio read system.
- Confirmed meter sizes and identification numbers for all commercial accounts.
- Field verification of all water lines in town to update waterline schematic plans.
- Repaired five water main breaks.
- Replaced two fire hydrants.
- Developed core duties list.
- Started CCTV inspections of sewer collection system.
- Installed eight radar speed signs.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4041200	PW-MAINT/STS/UTIL							
100-4041200-1100	MAINTENANCE STAFF	502,530	458,782	425,090	459,062	478,184	471,220	2.7%
100-4041200-1200	OVERTIME-MAINTENANCE	25,993	10,000	13,000	10,000	10,000	10,000	0.0%
100-4041200-2100	SOCIAL SECURITY TAX	41,044	35,862	33,514	35,883	37,346	36,813	2.7%
100-4041200-2200	RETIREMENT	63,932	68,083	63,083	68,125	70,963	69,929	2.7%
100-4041200-2300	HEALTH INSURANCE	118,125	107,712	112,809	123,074	112,808	112,808	4.7%
100-4041200-2400	LIFE INSURANCE	3,000	1,285	1,190	1,285	1,339	1,319	2.7%
100-4041200-2700	WORKERS COMP INSURANCE	28,721	25,370	22,559	24,563	25,580	25,215	-0.6%
100-4041200-2800	DEFERRED COMP MATCH	2,460	2,080	1,560	1,560	2,080	2,080	0.0%
100-4041200-2810	UNIFORMS	9,967	15,900	12,200	15,900	15,900	15,900	0.0%
100-4041200-3310	EQUIPMENT REPAIRS	22,323	23,000	23,000	27,000	20,000	20,000	-13.0%
100-4041200-3330	WASTE DISPOSAL	3,024	3,800	3,800	3,800	3,800	3,800	0.0%
100-4041200-3340	MISS UTILITY	1,131	2,000	2,200	2,500	2,500	2,500	25.0%
100-4041200-5110	ELECTRICTY/HEATING	16,166	15,000	22,500	30,000	30,000	30,000	100.0%
100-4041200-5230	TELEPHONE	5,173	7,200	7,200	9,000	9,000	9,000	25.0%
100-4041200-5540	TRAVEL AND TRAINING	850	3,000	3,000	4,000	4,000	4,000	33.3%
100-4041200-5810	DUES AND SUBSCRIPTIONS	80	300	300	500	500	500	66.7%
100-4041200-5811	MAINT. EMERGENCY	4,277	4,000	4,000	6,000	6,000	6,000	50.0%
100-4041200-5814	SAFETY	4,976	19,450	18,500	20,000	20,000	20,000	2.8%
100-4041200-5815	DRUG TESTING	60	1,425	450	1,000	1,000	1,000	-29.8%
100-4041200-5831	LAND USE PERMITS	0	380	350	300	300	300	-21.1%
100-4041200-5832	PARKING LOT MAINTENANCE	1,717	4,000	4,000	5,000	5,000	5,000	25.0%
100-4041200-6001	SUPPLIES	10,746	13,800	13,000	16,000	16,000	13,000	-5.8%
100-4041200-6004	NEW EQUIPMENT & TOOLS	8,109	5,000	5,000	7,000	7,000	7,000	40.0%
100-4041200-6007	BUILDING EXPENSES	3,276	3,500	3,500	5,000	5,000	5,000	42.9%
100-4041200-6008	VEHICLE MAINT/GAS	47,040	43,000	42,000	48,000	48,000	48,000	11.6%
Total Exp.	PW-MAINT/STS/UTIL	924,717	873,929	837,805	924,552	932,300	920,386	5.3%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4041300	MAINTENANCE STREETS							
100-4041300-5901	ASPHALT/GENERAL(TOWN)	928	7,900	7,900	7,900	7,900	7,900	0.0%
100-4041300-5902	CONCRETE-SIDWALK(TOWN)	0	4,900	4,900	4,900	4,900	4,900	0.0%
100-4041300-5903	STREET SWEEPING(TOWN)	5,667	17,000	17,000	17,000	17,000	17,000	0.0%
100-4041300-5904	TRAFFIC CALMING ENHANCEMENTS				35,000	35,000	35,000	
100-4041300-5906	ASPHALT/GENERAL(STATE)	192,894	218,250	218,250	218,250	218,250	218,250	0.0%
100-4041300-5907	CONCRETE-SIDEWALK(STATE)	23,204	57,230	57,230	57,230	57,230	57,230	0.0%
100-4041300-5908	STREET SWEEPING(STATE)	56,670	38,800	38,800	38,800	38,800	38,800	0.0%
100-4041300-5910	SNOW REMOVAL (TOWN)	8,345	2,500	2,500	6,000	6,000	6,000	140.0%
100-4041300-5915	SNOW REMOVAL (STATE)	68,823	24,250	24,250	30,000	30,000	30,000	23.7%
100-4041300-5921	CONCRETE-C&G(TOWN)	0	5,000	5,000	19,400	19,400	19,400	288.0%
100-4041300-5922	DRAINAGE(TOWN)	839	1,100	1,100	10,000	10,000	10,000	809.1%
100-4041300-5926	CONCRETE-C&G(STATE)	18,945	19,400	19,400	19,400	19,400	19,400	0.0%
100-4041300-5927	DRAINAGE(STATE)	1,289	10,000	10,000	10,000	10,000	10,000	0.0%
100-4041300-5931	TREE REMOVAL(TOWN)	13,374	23,000	23,000	23,000	23,000	23,000	0.0%
100-4041300-5932	LAWN MAINTENANCE(TOWN)	14,616	15,200	15,200	15,500	15,500	15,500	2.0%
100-4041300-5933	LAWN MAINTENANCE(ORDINANCE)	385	700	700	700	700	700	0.0%
100-4041300-5936	TREE REMOVAL(STATE)	410	21,340	21,340	25,000	25,000	25,000	17.2%
100-4041300-5937	LAWN MAINTENANCE(STATE)	1,441	23,280	23,280	24,000	24,000	24,000	3.1%
100-4041300-5941	STREET SIGNAGE,ETC(TOWN)	60	4,250	4,250	5,000	5,000	5,000	17.6%
100-4041300-5942	STRIPING(TOWN)	0	4,750	4,750	5,000	5,000	5,000	5.3%
100-4041300-5943	SIGNAL MAINTENANCE(TOWN)	0	0	0	0	0	0	
100-4041300-5946	STREET SIGNAGE,ETC(STATE)	3,766	13,580	13,580	20,000	20,000	20,000	47.3%
100-4041300-5947	STRIPING(STATE)	952	9,700	9,700	12,000	12,000	12,000	23.7%
100-4041300-5948	SIGNAL MAINTENANCE(STATE)	3,375	15,000	15,000	15,000	15,000	15,000	0.0%
100-4041300-5950	ENGINEERING EXP (TOWN)	0	8,075	8,075	9,000	9,000	9,000	11.5%
100-4041300-5955	ENGINEERING EXP (STATE)	15,928	28,000	28,000	32,000	32,000	32,000	14.3%
100-4041300-5961	ELEC SVC:ST. LIGHTS/SIGNALS	38,919	74,000	74,000	41,000	41,000	41,000	-44.6%
Total Exp.	MAINTENANCE STREETS	470,826	647,205	647,205	701,080	701,080	701,080	8.3%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
100-4041500	MASS TRANSIT							
100-4041500-5871	BUS STOP	2,400	0	0	0	0	0	
100-4041500-5872	WESTERN LOUDOUN TROLLEY PROGRAM	7,600	0	0	0	0	0	
Total Exp.	MASS TRANSIT	10,000	0	0	0	0	0	
100-4042100	REFUSE							
100-4042100-3330	REFUSE CONTRACT	465,572	493,660	496,660	504,110	504,110	504,110	2.1%
Total Exp.	REFUSE	465,572	493,660	496,660	504,110	504,110	504,110	2.1%
TOTAL PUBLIC WORKS DEPARTMENT		2,724,985	2,895,024	2,879,107	3,311,837	3,036,741	3,014,618	4.1%

Department: Community Development	
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MISSION

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

CORE VALUES

Trust, Unity of Purpose, Commitment and Professionalism, Equitability

DEPARTMENTAL DESCRIPTION / ACTIVITIES

The Community Development Department consists of the Director, Senior Planner, Planning Technician, and a Planner/Zoning Inspector (currently vacant). The department is responsible for processing all land development applications and permits, guiding revisions to the Town's comprehensive plan and land development regulations, promoting economic development in the Town, ensuring compliance with the zoning code 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.

GOALS AND OBJECTIVES

GOAL 1: To plan for and manage the long-term growth of the community. **OBJECTIVES:** 1.a. Initiate review of adopted 2006 Comprehensive Plan by December 2010.

GOAL 2: To provide efficient and effective development review services that foster a sustainable residential and business environment.

OBJECTIVES: 2.a. Review legislative applications within 30 days from date of application acceptance;

2.b. Review submissions for site plans and subdivision plats within 30 days from date of application acceptance.

GOAL 3: To provide efficient and effective zoning administrative and enforcement services that foster a sustainable community.

OBJECTIVES: 3.a. Process complete permit applications within one business day;

3.b. Complete inspections and investigate complaints within three business days; Improve internal tracking system

3.c. Process complete bond reduction and release applications within 10 business days.

GOAL 4: To develop a balanced economic development strategy that adds to the Town's tax base, expands employment choice and that respects the Town's character.

OBJECTIVES: 4.a Organize and develop a Community Development Department that will be responsive to the business community's needs.

4.b. Provide a one stop shop in the CD department for business needs

GOAL 5: Develop a comprehensive tourism plan for the Town of Purcellville.

OBJECTIVES: 5.a. Gather data describing the local tourism market, levels of demand, planned investments, timing of tourism related developments; and

5.b. Develop a comprehensive inventory of the Town's recreational activities, for all seasons; and

5.c. Promote and market the local area as a "hub" from where to explore the region.

5.d. Research funding sources to support a tourism plan.

- 5.e. Actively work with the local and regional chambers of commerce and other tourist related organizations to promote Purcellville and the region.
 - 5.f. Analyze the feasibility of establishing Bed and Breakfasts and small boutique hotel accommodations
 - 5.g. Establish a "buy local" program.
 - 5.h. Work with local area restaurants to develop formal local purchase programs; and
 - 5.i. Develop a plan to enhance and promote artisanal/craft production and antiques; and
- GOAL 6:** Enhance the job base and tax base of the community over the long term while respecting the qualities that make the Town special.
- OBJECTIVES 6.a.** Pursue grants to improve the physical qualities of the Town for economic development; and
- 6.b. Maintain active involvement and participation in the regional economic development associations; and
- 6.c. Re-evaluate the zoning standards and other policies in order to remove barriers to economic development while at the same time retaining the character and quality of life that the community has come to expect;
- GOAL 7:** To provide support services to help businesses have the ability to maximize potential.
- 7.a. Identify and eliminate where possible any impediments to economic growth through business forums, meetings and surveys; and
- 7.b. Develop and continuously update an inventory of small businesses such that trends can be determined; and
- 7.c. Coordinate technical assistance and networking opportunities for local businesses; and
- 7.d. Contact and survey the local businesses to determine how their local and county government can best assist them.

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Number of comprehensive plan amendments reviewed	3	2	1	2
Number of legislative applications reviewed	11	17	5	7
Percent of legislative application reviews completed by staff within 30 days	91%	80%	90%	95%
Average Town review time for legislative applications	11 days	14 days	15 days	14 days
Number of site plan and subdivision plat submissions reviewed	24	28	25	25
Average Town review time for development application submissions (in days)	20	16	13	12
Percent of site plan and subdivision applications reviewed within 30 days	75%	82%	85%	87%
Number of permit applications reviewed	416	423	400	400
Number of inspections completed	106	274	200	295
Number of complaints investigated	56	45	45	50
Average Town review time for permit applications (in days)	<1/2	<1/2	<1/2	<1/2

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Average number of days to complete inspections	8	7	6	5
Percent of permit applications reviewed within one day	99%	99%	99%	99%
Percent of inspections and complaints investigated within three days	95%	85%	90%	93%
Number of Jobs created	N/A	N/A	N/A	New no backup data
Number of new businesses	N/A	N/A	N/A	New no backup data
Number Of code changes	N/A	N/A	N/A	New no backup data
Grants applied for	N/A	N/A	N/A	New no backup data

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

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4081100	COMMUNITY DEVELOPMENT							
100-4081100-1100	COMMUNITY DEVELOPMENT STAFF	266,445	261,268	250,668	279,542	285,927	272,637	4.4%
100-4081100-1200	OVERTIME-COMMUNITY DEVELOPMENT	6,852	4,000	6,000	4,000	4,000	4,000	0.0%
100-4081100-2100	SOCIAL SECURITY TAX	21,060	20,293	19,635	21,691	22,179	21,163	4.3%
100-4081100-2200	RETIREMENT	33,547	38,772	37,199	41,484	42,432	40,459	4.4%
100-4081100-2300	HEALTH INSURANCE	35,370	36,746	33,867	51,187	46,534	46,534	26.6%
100-4081100-2400	LIFE INSURANCE	1,548	732	702	783	801	763	4.3%
100-4081100-2700	WORKERS COMP INSURANCE	372	317	284	317	325	310	-2.3%
100-4081100-2800	DEFERRED COMP MATCH	1,820	2,080	1,920	2,080	2,080	2,080	0.0%
100-4081100-3141	PLAN REVIEW/FIELD INSPECT	0	5,000	0	2,500	2,500	2,500	-50.0%
100-4081100-3142	CONSULTING/ENGINEERING	46,081	25,000	25,000	30,000	30,000	25,000	0.0%
100-4081100-3144	CONSULTING-ADMIN SUPPORT	2,873	2,850	2,850	3,000	3,000	3,000	5.3%
100-4081100-3310	EQUIPMENT CONTRACTS	1,935	5,500	5,000	0	0	0	-100.0%
100-4081100-3600	LEGAL ADS/PLANNING	300	0	0	0	0	0	
100-4081100-5540	TRAVEL/TRAINING	1,041	4,000	4,000	5,000	5,000	5,000	25.0%
100-4081100-5801	GENERAL EXPENSE-PLANNING	2,141	2,850	2,850	2,900	2,900	2,900	1.8%
100-4081100-5807	ANNEXATION/COMP PLAN	531	500	500	1,000	1,000	1,000	100.0%
100-4081100-5808	COMPUTER OPERATIONS/HDW	0	2,850	0	0	0	0	-100.0%
100-4081100-5809	COMPUTER SOFTWARE	0	3,000	0	0	0	0	-100.0%
100-4081100-5810	DUES & SUBSCRIPTIONS	974	3,000	3,000	3,000	3,000	3,000	0.0%
100-4081100-6001	SUPPLIES	1,577	3,000	2,000	2,500	2,500	2,500	-16.7%
100-4081100-6008	VEHICLE MAINT/GAS	611	600	600	800	800	800	33.3%
Total Exp.	COMMUNITY DEVELOPMENT	425,078	422,358	396,075	451,784	454,978	433,646	2.7%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
GENERAL FUND LEGISLATIVE & ADVISORY COMMISSIONS								
100-4011100	COUNCIL							
100-4011100-1100	MAYOR SALARY	5,562	5,525	5,525	5,525	5,525	5,525	0.0%
100-4011100-1200	COUNCIL SALARY	27,482	25,500	25,500	25,500	25,500	25,500	0.0%
100-4011100-2100	SOCIAL SECURITY TAX	2,512	2,373	2,373	2,373	2,373	2,373	0.0%
100-4011100-5801	COUNCIL TRAVEL & GENERAL EXP	11,766	12,000	12,500	12,500	12,500	12,500	4.2%
100-4011100-5805	ELECTION EXPENSE	2,980	0	0	3,200	3,200	3,200	
Total Exp.	COUNCIL	50,303	45,398	45,898	49,098	49,098	49,098	8.2%
100-4081200	PLANNING COMMISSION							
100-4081200-1100	PL COMMISSION SALARIES	11,725	12,900	12,900	12,900	12,900	12,900	0.0%
100-4081200-2100	SOCIAL SECURITY TAX	827	987	987	987	987	987	0.0%
100-4081200-5540	TRAVEL / TRAINING	104	2,000	2,000	2,000	2,000	2,000	0.0%
100-4081200-5560	CERTIFICATION PROGRAMS	992	2,000	2,000	2,000	2,000	2,000	0.0%
100-4081200-5801	GENERAL EXPENSE-PL COMM	206	500	500	500	500	500	0.0%
Total Exp.	PLANNING COMMISSION	13,854	18,387	18,387	18,387	18,387	18,387	0.0%
100-4081400	BD OF ZONING APPEALS							
100-4081400-1100	BZA SALARIES	-450	250	250	250	250	250	0.0%
100-4081400-5540	BZA TRAVEL / TRAINING	0	1,000	500	1,000	1,000	1,000	0.0%
100-4081400-5801	BZA GENERAL	0	100	100	100	100	100	0.0%
Total Exp.	BD OF ZONING APPEALS	-450	1,350	850	1,350	1,350	1,350	0.0%

FY 2011 - 2012 Operating Budget Expenditures								
		FY 2010	FY 2011		FY 2012 Budget			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
100-4081500	ECONOMIC DEVELOPMENT							
100-4081500-5540	EDEV TRAVEL / TRAINING	275	1,000	650	1,000	1,000	1,000	0.0%
100-4081500-5801	EDEV GENERAL EXPENSE	1,483	2,100	2,100	2,100	2,100	2,100	0.0%
100-4081500-5802	EDEV SPECIAL PROJECTS/TOURISM	7,826	10,000	10,000	15,000	15,000	15,000	50.0%
100-4081500-5803	BUS COMM SUPPORT & DEVELO	1,092	2,800	2,800	2,800	2,800	2,800	0.0%
100-4081500-5810	FAÇADE IMPROVEMENT PROGRAM	0	2,500	2,500	5,000	5,000	5,000	100.0%
Total Exp.	ECONOMIC DEVELOPMENT	10,676	18,400	18,050	25,900	25,900	25,900	40.8%
100-4081600	ARCHITECTURAL REVIEW BOARD							
100-4081600-1100	ARB SALARIES	3,900	3,000	3,000	3,000	3,000	3,000	0.0%
100-4081600-2100	SOCIAL SECURITY TAX	280	230	230	230	230	230	-0.2%
100-4081600-5540	ARB TRAVEL/TRAINING	0	1,000	800	800	800	800	-20.0%
100-4081600-5801	ARB GENERAL EXPENSE	77	1,000	800	800	800	800	-20.0%
Total Exp.	ARCHITECTURAL REVIEW BOARD	4,257	5,230	4,830	4,830	4,830	4,830	-7.7%
100-4082600	COMM. ON ENVIRONMENTAL SPECIAL PROGRAMS							
100-4082600-5802	ENVIROMENTAL SPECIAL PROG	420	1,500	1,500	1,500	1,500	1,500	0.0%
Total Exp.	COMM. ON ENVIRON SPECIAL PROG	420	1,500	1,500	1,500	1,500	1,500	0.0%
TOTAL GEN FUND LEGISLATIVE & ADV COMMISSIONS		79,060	90,265	89,515	101,065	101,065	101,065	12.0%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
100-4092000	ADJUST & TRANSFERS							
100-4092000-0100	COMPENSATION ADJUSTMENT	0	61,300	0	0	0	27,780	-54.7%
100-4092000-0200	TAX STABILIZATION FUND	0	0	0	0	0	0	
100-4092000-0300	TRANSFER TO CAPITAL FUND	-971,928	637,733	637,733	47,000	47,000	0	-100.0%
100-4092000-0400	CAPITAL ASSET REPLACEMENT FUND					2,500	2,500	
100-4092000-0500	TRAIN STATION RESERVES						2,500	
100-4092000-0600	BUSH TABERNACLE RESERVES						2,500	
100-4092000-0700	FIREMANS FIELD RESERVES						2,500	
Total Exp.	ADJUST & TRANSFERS	-971,928	699,033	637,733	47,000	49,500	37,780	-94.6%
100-4095100	DEBT RETIREMENT							
100-4095100-9100	DEBT RETIRE-PATRIOT BK-TH (03)	0	69,098	69,098	69,069	69,069	69,069	0.0%
100-4095100-9300	DEBT RETIRE- PRINCIPAL	448,699	0	0	0	0	0	
100-4095100-9400	DEBT RETIRE- INTEREST	318,906	0	0	0	0	0	
100-4095100-9500	DEBT RETIRE-BK AMERICA (05)	0	157,063	157,063	157,035	157,035	157,035	0.0%
100-4095100-9501	DEBT RETIRE- RD EQUIP (08)	0	119,316	39,772	0	0	0	-100.0%
100-4095100-9502	DEBT RETIRE-SUNTRUST (08)	0	224,415	224,415	224,391	224,391	289,971	29.2%
100-4095100-9503	FIREMAN'S FIELD (08)	0	85,000	85,000	85,000	85,000	85,000	0.0%
100-4095100-9504	DEBT RETIRE BB&T (09)							
100-4095100-9506	DEBT RETIRE-RD MAINT FAC(08)	0	269,826	272,370	239,652	239,652	239,652	-11.2%
100-4095100-9507	DEBT RETIRE RBC (10)	0	42,540	42,540	91,157	91,157	91,157	114.3%
100-4095100-9508	DEBT RETIRE SUNTRUST REFI (10)	0	0	0	377,768	377,768	377,768	
100-4095100-9509	DEBT RETIRE RBC (11) INTERIM FINANCE	0	0	0	0	0	1,300,000	
Total Exp.	DEBT RETIREMENT	767,605	967,258	890,258	1,244,072	1,244,072	2,609,652	169.8%
TOTAL GENERAL FUND OPERATING EXPENSE		6,697,744	8,801,937	8,740,700	8,950,614	8,741,803	9,956,185	13.1%

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

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

- Revenues
- Detailed Expenditures

FY 2011 & FY 2012 Revenue Budget Projections

	FY 2010	FY 2011		FY 2012		
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 11 Budget

Fund # 110	SPECIAL PARKS & RECREATION FUND						
110-3110102-0000	SPECIAL TAX DISTRICT REVENUE						
110-3150201-0000	RENT ON PROPERTY	0	15,000	27,000	36,000	36,000	140.0%
110-3150202-0000	PAVILION RENTAL (to P&R)	0	0	1,000	1,000	1,000	
110-3150203-0000	TRAIN STATION REVENUE	1,120	600	1,000	1,000	1,000	66.7%
110-3189901-0000	PRODUCT SALES	3,735	0	500	100	100	
110-3189913-0000	PARKS & REC DONATIONS	1,000	5,000	5,000	5,000	5,000	0.0%
110-3189914-0000	EVENT SUPPORT FEE	0	8,000	0	0	0	-100.0%
110-3189916-0000	SPONSORSHIP/NAMING FEE	0	35,000	10,000	35,000	35,000	0.0%
110-3130399-0000	MISCELLANEOUS	0	0	0	0	0	
110-3330603-0000	ARTS GRANT / FED	0	0	0	0	0	
110-3980000-0000	TRANSFERS FROM GENERAL FUND	0	0	0	0	0	
TOTAL SPECIAL PARKS & RECREATION FUND		5,855	63,600	44,500	78,100	78,100	22.8%

Department: Parks and Recreation

MISSION

To provide high quality recreational, historical and nature related experiences for citizens of Purcellville and western Loudoun.

CORE VALUES

Family and community enrichment; Stewardship in the preservation and conservation of cultural, natural, and historical resources.

DEPARTMENT DESCRIPTION / ACTIVITIES

The primary duties of this department include planning and implementing programs for the public, overseeing the operation, improvement and

GOALS AND OBJECTIVES

To offer a variety of family and youth oriented events.

To provide a list of projects in town parks for candidates pursuing Eagle and Gold Award rank in scouting. Coordinate projects and assist in locating funding as necessary.

To provide superior facilities for youth baseball, football and other sports events.

To make information about town parks more readily available through the town website and other online venues.

KEY PERFORMANCE MEASURES

MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2010-11 PROJECTED
Events offered to the public.			8	5
Scout projects completed.			4	4
Pavilion rentals.				7

PREVIOUS YEAR ACCOMPLISHMENTS

The Parks and Recreation Advisory Board (PRAB) held summer and fall Rock the Field events. Solicited donations from the Robey Foundation and Dominion Power to help fund Rock the Field.

The Parks and Recreation Advisory Board held a Christmas ornament workshop for the seventh year in a row.

Staff planned and implemented two family movie nights.

Staff planned and implemented the Bush Tabernacle Dedication event in November. Solicited sponsors to pay for all of the expenses including the

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
Fund # 110	SPECIAL PARKS & RECREATION FUND							
110-4071100	PARKS & REC MANAGEMENT							
110-4071100-1100	PARKS & REC STAFF	0	0	0	0	25,000	25,000	
110-4071100-1200	OVERTIME-PARKS & REC STAFF	0	0	0	0	0	0	
110-4071100-2100	SOCIAL SECURITY TAX	0	0	0	0	1,913	1,913	
110-4071100-2200	RETIREMENT	0	0	0	0	0	0	
110-4071100-2300	HEALTH INSURANCE	0	0	0	0	0	0	
110-4071100-2400	LIFE INSURANCE	0	0	0	0	0	0	
110-4071100-2700	WORKERS COMP INSURANCE	0	0	0	0	28	28	
110-4071100-2800	DEFERRED COMP MATCH	0	0	0	0	0	0	
110-4071100-2810	UNIFORMS	0	0	0	0	0	0	
110-4071100-3130	CONSULTING/GENERAL	0	0	0	0	0	0	
110-4071100-3310	EQUIPMENT CONTRACTS	0	0	0	0	0	0	
110-4071100-5230	TRAVEL & TRAINING	0	0	0	0	0	0	
110-4071100-5540	GENERAL EXPENSES - PARKS & REC	9,308	6,500	6,000	5,000	7,435	7,435	14.4%
110-4071100-5801	COMPUTER OPERATIONS	0	0	0	0	0	0	
110-4071100-5808	DUES AND SUBSCRIPTIONS	0	0	0	0	0	0	
110-4071100-5810	SAFETY	0	0	0	0	0	0	
110-4071100-5814	DRUG TESTING	0	0	0	0	0	0	
110-4071100-5815	EQUIPMENT/SUPPLIES	0	0	0	0	0	0	
110-4071100-6001	VEHICLE MAINT/GAS	0	0	0	0	0	0	
110-4071100-6808	PARKS & REC MANAGEMENT	9,308	6,500	6,000	5,000	34,375	34,375	428.9%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
110-4071500	PARKS & REC PROGRAMS							
110-4071500-5801	YOUTH SPORTS PROGRAM & DEV	4,827	5,000	5,000	5,000	5,000	5,000	0.0%
110-4071500-5802	HIGH SCHOOL YOUTH PROGRAMS	0	0	0	0	0	0	
110-4071500-5803	COMMUNITY PROJECTS	0	1,000	1,000	1,000	1,000	1,000	
110-4012400-5804	COMMUNITY CENTER	0	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5805	SPECIAL EVENTS	0	1,000	1,000	6,000	6,000	6,000	500.0%
110-4071500-5806	HERITAGE DAY EXPENSES	1,000	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5807	JULY 4TH PROGRAM	200	500	513	500	500	500	0.0%
110-4071500-5808	WINTER HOLIDAY PROGRAM	1,193	2,000	1,986	2,000	2,000	2,000	0.0%
110-4071500-5809	EMANCIPATION DAY	1,000	2,000	2,000	2,000	2,000	2,000	0.0%
110-4071500-5810	ARTS GRANT PROGRAM	10,000	2,500	0	0	0	0	-100.0%
110-4071500-5811	HIGH SCHOOL GRADUATION	225	225	225	225	225	225	0.0%
110-4071500-5812	HIGH SCHOOL AFTER PROM	0	225	225	225	225	225	0.0%
Total Exp.	PARKS & REC PROGRAMS	18,445	16,450	13,949	18,950	18,950	18,950	15.2%
110-4071310	SKATING RINK							
110-4071310-5806	SKATING RINK STUDY	4,645	0	0	0	0	0	
110-4071310-5110	ELECTRICITY	3,301	1,550	2,854	0	0	0	-100.0%
110-4071310-5801	GENERAL EXPENSE-SKATING RINK	757	7,500	5,425	0	0	0	-100.0%
Total Exp.	SKATING RINK	8,703	9,050	8,279	0	0	0	-100.0%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
110-4071600	TREE & BEAUTIC COMMISSION							
110-4071600-5540	TRAVEL/TRAINING	120	250	0	100	100	100	-60.0%
110-4071600-5801	GENERAL EXPENSE-TREE	65	800	200	200	200	200	-75.0%
110-4071600-5803	URBAN TREE CANOPY PROGRAM	9,964	10,000	2,000	2,000	2,000	2,000	-80.0%
110-4071600-5804	BENCHES,DECORATIONS,BANNER	0	1,000	0	0	0	0	-100.0%
Total Exp.	TREE & BEAUTIC COMMISSION	10,149	12,050	2,200	2,300	2,300	2,300	-80.9%
110-4071320	TRAIN STATION							
110-4071320-3310	REPAIRS	1,015	10,000	10,000	10,000	10,000	10,000	0.0%
110-4071320-3320	CLEANING	6,318	6,650	6,650	6,650	6,650	6,650	0.0%
110-4071320-3321	PEST CONTROL	0	475	475	475	475	475	0.0%
110-4071320-5110	ELECTRICITY	3,562	3,000	3,000	3,000	3,000	3,000	0.0%
110-4071320-5230	TELEPHONE/COMMUNICATIONS	199	500	250	250	250	250	-50.0%
110-4071320-5801	GENERAL EXPENSE-TRAIN ST	0	1,100	1,000	1,000	1,000	1,000	-9.1%
110-4071320-6011	BULDING SUPPLIES	924	1,100	1,100	1,100	1,100	1,100	0.0%
Total Exp.	TRAIN STATION	12,017	22,825	22,475	22,475	22,475	22,475	-1.5%
110-xxxx000	ADJUST & TRANSFERS							
110-4092000-0100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	
110-3980000-0000	RESERVES	0	0	0	0	0	0	
Total Exp.	ADJUST & TRANSFERS	0	0	0	0	0	0	
TOTAL PARKS & RECREATION FUND EXPENSE		58,622	66,875	52,903	48,725	78,100	78,100	16.8%

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

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

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

FY 2011 & FY 2012 Revenue Budget Projections

		FY 2010	FY 2011		FY 2012		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 11 Budget
Fund # 501	WATER FUND						
501-3150201-0000	RENT ON PROPERTY		6,000	0	0	0	-100.0%
501-3189920-0000	VEHICLE COMP. REIMB.	1,326	1,000	1,326	1,000	1,000	0.0%
501-3189940-0000	GARNISHMENT FEE	50		20	0	0	
501-3810000-0000	WATER AVAILABILITIES	34,469	746,866	231,786	463,941	463,941	-37.9%
501-3825000-0000	WATER METER FEES	1,978	7,494	1,836	3,906	3,906	-47.9%
501-3830000-0000	WATER FEES	1,345,087	1,641,000	1,781,918	2,227,398	2,227,398	35.7%
501-3840000-0000	MISCELLANEOUS INCOME	2,691	1,000	6,500	1,000	1,000	0.0%
501-3910000-0000	PENALTIES & INTEREST	23,501	20,000	37,000	25,000	25,000	25.0%
501-3940000-0000	WATER FLUSHING	1,616	1,000	200	1,000	1,000	0.0%
501-3950000-0000	INVESTMENT INCOME	36,920	6,000	24,000	24,000	24,000	300.0%
501-3960000-0000	CELLULAR LEASE	124,098	127,000	130,000	140,000	140,000	10.2%
501-3973001-0000	BAB SUBSIDY		15,510	15,510	33,236	33,236	114.3%
501-3980000-0000	TRANSFER IN CASH RESERVE	0	797,299	0	365,056	316,348	-60.3%
501-3990000-0000	TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	
TOTAL WATER FUND		1,571,735	3,370,169	2,230,096	3,285,537	3,236,828	-4.0%

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

CORE VALUES
Trust, Unity of Purpose, Commitment and Professionalism

DEPARTMENT DESCRIPTION / ACTIVITIES
Provide safe, quality potable water to the residents and businesses in quantities to meet system demands and in the most cost efficient manner as possible without compromising the integrity of the water system and regulatory compliance.

GOALS AND OBJECTIVES
<ul style="list-style-type: none"> - Achieve and maintain 100% compliance on all water quality parameters regulated by the Virginia Department of Health (VDH) and Virginia Department of Environmental Quality (DEQ). - Achieve and maintain a total VDH and DEQ notice of violation count of zero regarding all water operational and maintenance issues. - Continue development of employees with emphasis on leadership opportunities, training and certification and safety awareness. - Achieve and maintain E2 status in the environmental compliance program.

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 PROJECTED
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	84	84	84	84
Total number of VDH or DEQ Notices of Violation	0	0	0	0
Number of documented water operator training hours each employee	10	10	10	10
Percentage of official system bacteriological samples collected and analyzed with a result of negative (no e-coli present)	100%	100%	100%	100%
Percentage of E2 environmental compliance items completed and tracked	100%	100%	100%	100%
Percentage of operators that achieved a minimum of 10 hours of operator training this year	100%	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS

- Won the Virginia Department of Health's Water Treatment Plant Performance Award for a second year
- '- Upgraded several automatic valve operators at the Hirst Well Station.
- '- Rehabilitated Hirst Farm well#2 increasing yield by over 30%.
- '- Re-activated carbon at the Main Street filter building.
- '- Achieved E2 certification.
- '- Completed IDSE (Individual Distribution System Evaluation) Report requirements.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
Fund # 501	WATER FUND							
501-4012100	WATER STAFF							
501-4012100-1100	WATER STAFF	560,478	531,004	527,870	530,903	546,614	538,758	1.5%
501-4012100-1200	OVERTIME-WATER	27,874	35,000	35,000	32,000	32,000	32,000	-8.6%
501-4012100-1500	CHARGE BACK TO GF	610,116	557,952	557,952	557,952	557,952	557,952	0.0%
501-4012100-2100	SOCIAL SECURITY TAX	43,276	43,299	43,060	43,062	44,264	43,663	0.8%
501-4012100-2200	RETIREMENT	67,260	78,801	76,586	76,536	78,801	77,669	-1.4%
501-4012100-2300	HEALTH INSURANCE	107,459	113,639	103,553	110,717	101,015	101,015	-11.1%
501-4012100-2400	LIFE INSURANCE	3,120	1,487	1,478	1,487	1,531	1,509	1.5%
501-4012100-2700	WORKERS COMP INSURANCE	11,988	12,252	11,533	11,681	12,007	11,844	-3.3%
501-4012100-2800	DEFERRED COMP MATCH	3,880	4,160	4,120	4,160	4,160	4,160	0.0%
Total Exp.	WATER STAFF	1,435,452	1,377,594	1,361,152	1,368,497	1,378,343	1,368,570	-0.7%
				0				
501-4012200	PLANT							
501-4012200-2810	UNIFORMS	6,631	8,350	5,100	6,500	6,500	6,500	-22.2%
501-4012200-3310	CONTRACTS	16,090	23,500	15,000	21,000	21,000	21,000	-10.6%
501-4012200-3320	SLUDGE DISPOSAL	9,190	14,800	14,800	14,800	14,800	14,800	0.0%
501-4012200-5110	ELECTRICITY	17,528	24,500	13,000	21,000	21,000	21,000	-14.3%
501-4012200-5120	PROPANE	13,155	9,500	9,500	10,000	10,000	10,000	5.3%
501-4012200-5230	COMMUNICATIONS	7,229	6,650	8,000	8,100	8,100	8,100	21.8%
501-4012200-5801	GENERAL EXPENSES	3,588	2,850	1,500	2,400	2,400	2,400	-15.8%
501-4012200-5808	COMPUTER UPGRADES	395	2,400	2,000	3,200	3,200	3,200	33.3%
501-4012200-5814	SAFETY	2,319	9,500	8,000	9,500	9,500	9,500	0.0%
501-4012200-5815	DRUG TESTING	0	715	607	715	715	715	0.0%
501-4012200-5831	PERMITS	5,684	6,800	6,800	6,800	6,800	6,800	0.0%
501-4012200-5833	CROSS CONNECTIONS	0	1,000	1,000	1,000	1,000	1,000	0.0%
501-4012200-5834	PLANT REPAIRS	29,252	45,000	40,000	45,000	45,000	45,000	0.0%
501-4012200-5835	WATER LINE REPAIRS	21,842	19,000	18,000	19,000	19,000	19,000	0.0%
501-4012200-5836	LEAK DETECTION	3,000	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012200-5841	GENERATOR	336	7,200	1,000	2,500	2,500	2,500	-65.3%
501-4012200-5842	CHEMICALS-PLANT	29,610	45,000	30,000	42,000	35,000	35,000	-22.2%
501-4012200-5846	WATER SAMPLES	10,835	28,000	15,000	15,500	15,500	15,500	-44.6%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
501-4012200-6001	PLANT SUPPLIES	4,794	4,100	3,000	4,100	4,100	4,100	0.0%
501-4012200-6002	LAB SUPPLIES	9,663	13,000	11,000	12,500	12,500	12,500	-3.8%
501-4012200-6003	PREV MAINT SUPPLIES	3,331	5,000	5,000	5,000	5,000	5,000	0.0%
501-4012200-6004	NEW EQUIPMENT & TOOLS	20,039	25,000	25,000	25,000	25,000	25,000	0.0%
501-4012200-6005	LAB EQUIPMENT	1,443	5,500	4,500	5,000	5,000	5,000	-9.1%
Total Exp.	PLANT	215,954	310,465	240,907	283,715	276,715	276,715	-10.9%
501-4012250	PLANT-OTHER							
501-4012250-3140	PROFESSIONAL SERVICES	34,236	32,000	35,000	35,000	35,000	35,000	9.4%
501-4012250-3600	RECRUITING/ADVERTISING	20	2,100	2,100	2,100	1,000	1,000	-52.4%
501-4012250-5210	POSTAGE/MAILINGS	6,761	7,900	8,400	9,000	9,000	9,000	13.9%
501-4012250-5540	TRAINING	4,153	10,500	6,000	10,500	10,500	10,500	0.0%
501-4012250-5809	BILLING SOFTWARE	0	6,000	6,500	5,000	5,000	5,000	-16.7%
501-4012250-5810	DUES & SUBSCRIPTIONS	467	960	960	1,100	1,100	1,100	14.6%
501-4012250-5811	WATER DEPT EMERGENCY	4,600	4,000	4,000	4,200	4,200	4,200	5.0%
501-4012250-5826	MOWING	6,330	11,000	10,500	10,500	10,500	10,500	-4.5%
501-4012250-5843	VDH FEES	0	13,600	13,600	13,600	13,600	13,600	0.0%
501-4012250-5847	CONSUMER REPORT	1,663	3,700	3,700	3,900	3,900	3,900	5.4%
501-4012250-5849	WATERSHED MGT	4,748	4,750	4,750	4,750	4,750	4,750	0.0%
501-4012250-5850	FORESTRY MGT	2,359	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012250-5851	ENVIRONMENTAL COMPLIANCE	2,250	4,500	4,500	4,500	4,500	4,500	0.0%
501-4012250-6002	ADMIN SUPPLIES	59	950	500	600	600	600	-36.8%
501-4012250-6008	VEHICLE MAINT	13,929	16,625	15,000	16,300	16,300	16,300	-2.0%
501-4012250-6013	PUBLIC EDUCATION	179	3,100	2,000	2,000	2,000	2,000	-35.5%
501-4012250-6014	WATER CONSERV DEV/REBATES	5,038	12,000	6,500	6,500	6,500	6,500	-45.8%
501-4012250-6015	PURCHASED WATER	52,455	106,000	106,000	106,000	106,000	106,000	0.0%
Total Exp.	PLANT-OTHER	139,247	242,785	233,110	238,650	237,550	237,550	-2.2%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
501-4012300	WELL							
501-4012300-3310	CONTRACTS	200	12,500	22,000	22,000	22,000	22,000	76.0%
501-4012300-5110	ELECTRICITY	47,354	55,800	33,000	38,000	38,000	38,000	-31.9%
501-4012300-5230	TELEPHONE	772	1,600	1,200	1,200	1,200	1,200	-25.0%
501-4012300-5834	REPAIRS	19,115	43,500	43,500	43,500	43,500	43,500	0.0%
501-4012300-5842	CHEMICALS	13,901	22,500	19,000	21,500	21,500	21,500	-4.4%
501-4012300-5845	CARBON CHANGE-OUT	15,642	23,750	23,750	23,750	23,750	23,750	0.0%
501-4012300-5846	WATER SAMPLES	1,624	14,500	11,000	12,500	12,500	12,500	-13.8%
501-4012300-6001	SUPPLIES	9,259	32,500	32,500	31,500	31,500	31,500	-3.1%
501-4012300-6004	SPARE PARTS	3,547	6,600	5,000	6,300	6,300	6,300	-4.5%
Total Exp.	WELL	111,415	213,250	190,950	200,250	200,250	200,250	-6.1%
501-4012500	METER READING							
501-4012500-3310	CONTRACTS	0	1,000	1,000	1,000	1,000	1,000	0.0%
501-4012500-5837	METER REPAIRS/TEST	1,304	4,000	2,000	2,000	2,000	2,000	-50.0%
501-4012500-5838	TOUCH READ HDW	485	7,000	7,000	7,000	7,000	7,000	0.0%
501-4012500-5839	NEW WATER METERS	10,051	28,000	12,000	12,000	12,000	12,000	-57.1%
501-4012500-6004	METER TOOLS & EQUIPMENT	0	1,000	1,000	1,000	1,000	1,000	0.0%
Total Exp.	METER READING	11,840	41,000	23,000	23,000	23,000	23,000	-43.9%
501-4092000	ADJUSTMENTS & TRANSFERS							
501-4092000-0100	COMPENSATION ADJUSTMENT	0	10,500	0	0	0	4,886	-53.5%
501-4092000-0200	RATE STABILIZATION FUND	0	0	0	0	0	0	
501-4092000-0300	TRANSFER TO CAPITAL FUND	1,019	36,464	36,464	10,000	10,000	10,000	-72.6%
501-4092000-0500	BAD DEBT EXPENSE WATER	0	0	0	0	0	0	
Total Exp.	ADJUSTMENTS & TRANSFERS	1,019	46,964	36,464	10,000	10,000	14,886	-68.3%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
501-4095100	DEBT RETIREMENT							
501-4095100-0100	DEBT RETIRE- RDEV - WTP (96)	0	0	0	0	0	0	
501-4095100-0300	DEBT RETIRE-VRA-WTP (00)	0	257,240	207,820	0	0	0	-100.0%
501-4095100-0500	DEBT RETIRE-BK AMERICA (05)	0	132,878	132,878	132,800	132,800	132,800	-0.1%
501-4095100-0600	DEBT RETIRE-SUNTRUST (08)	0	703,677	703,677	703,724	703,724	659,903	-6.2%
501-4095100-0700	DEBT RETIRE RBC (10)	0	44,316	44,316	94,964	94,964	94,964	114.3%
501-4095100-0800	DEBT RETIRE - VRA REFI (10)	0	0	32,886	228,190	228,190	228,190	
501-4095100-1000	DEPRECIATION EXP	235,895	0	0	0	0	0	
501-4095100-9200	INTEREST EXPENSE	639,114	0	0	0	0	0	
Total Exp.	DEBT RETIREMENT	875,009	1,138,111	1,121,577	1,159,678	1,159,678	1,115,857	-2.0%
TOTAL WATER FUND OPERATING EXPENSE		2,789,936	3,370,169	3,207,160	3,283,790	3,285,536	3,236,828	-4.0%

FY 2011 & FY 2012 Revenue Budget Projections

	FY 2010	FY 2011		FY 2012		
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 11 Budget

Fund # 502	WASTEWATER FUND						
502-3189920-0000	VEHICLE COMP. REIMB.	286	200	286	200	200	0.0%
502-3810000-0000	SEWER AVAILABILITIES	30,315	626,400	194,400	395,400	395,400	-36.9%
502-3830000-0000	SEWER FEES	1,710,226	1,954,000	1,977,856	2,294,313	2,294,313	17.4%
502-3840000-0000	MISCELLANEOUS INCOME	32,569	1,000	4,000	1,000	1,000	0.0%
502-3910000-0000	PENALTIES AND INTEREST	23,491	20,000	37,000	25,000	25,000	25.0%
502-3950000-0000	INVESTMENT INCOME	55,646	50,000	34,800	30,000	30,000	-40.0%
502-3975000-0000	PROFFERS		0	0	0	0	
502-3980000-0000	TRANSFER IN CASH RESERVES		2,094,637	0	1,739,971	1,713,591	-18.2%
502-3990000-0000	TRANSFER FROM OTHER FUNDS	967,090	0	0	0	0	
TOTAL WASTEWATER FUND		2,819,623	4,746,237	2,248,342	4,485,884	4,459,504	-6.0%

GRAND TOTAL OPERATING REVENUE	12,634,825	16,985,217	12,516,901	16,591,323	17,730,617	4.4%
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Department: Public Works	Program: Wastewater
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MISSION
 To treat the wastewater from the Town of Purcellville users to meet or exceed the strict Federal, State and local requirements and be a positive impact on the local environment.

CORE VALUES
 Trust, Unity of Purpose, Commitment and Professionalism

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

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

KEY PERFORMANCE MEASURES				
MEASURES	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ESTIMATED	FY2011-12 PROJECTED
Total operating dollars	1,888,266	1,866,267	1,825,311	
Daily average number of gallons treated	625,400	533,900	527,800	585,000
Total number of customer complaints	2	2	4	4
Total number of violations	0	0	0	0
Staff retention rate	100%	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS

- Construction ended on the upgrade to the BSWWF.
- Development of a CMOM program for the sewer system.
- Continuation of I&I improvements.
- Process operations started with the new Solids Process system.
- Began analysis for Copper & Hardness
- No permit parameter violations for 2010.
- Staff successfully completed and passed the 2010 DMRQA Study.
- TMP analysis of the effluent passed with all parameters well below acceptance limits.
- Received E2 Certification.
- Received the initial VELAP certification.

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
Fund # 502	WASTEWATER FUND							
502-4012100	WASTEWATER STAFF							
502-4012100-1000	SEWER STAFF	531,946	505,958	505,958	505,959	520,778	513,368	1.5%
502-4012100-1200	OVERTIME-SEWER	47,699	35,000	15,000	12,000	12,000	12,000	-65.7%
502-4012100-1500	CHARGE BACK TO GF	610,116	557,952	557,952	557,952	557,952	557,952	0.0%
502-4012100-2100	SOCIAL SECURITY TAX	42,890	41,383	39,853	39,624	40,757	40,191	-2.9%
502-4012100-2200	RETIREMENT	63,424	75,084	75,084	75,084	77,283	76,184	1.5%
502-4012100-2300	HEALTH INSURANCE	75,330	80,260	80,686	88,555	80,686	80,686	0.5%
502-4012100-2400	LIFE INSURANCE	2,927	1,417	1,417	1,417	1,458	1,437	1.4%
502-4012100-2700	WORKERS COMP INSURANCE	9,521	9,772	9,983	10,053	10,340	10,196	4.3%
502-4012100-2800	DEFERRED COMP MATCH	3,120	3,120	3,120	3,120	3,120	3,120	0.0%
Total Exp.	WASTEWATER STAFF	1,386,972	1,309,946	1,289,053	1,293,763	1,304,375	1,295,134	-1.1%
502-4012200	PLANT							
502-4012200-2810	UNIFORMS	6,235	5,700	5,700	5,700	5,700	5,700	0.0%
502-4012200-3320	SLUDGE REMOVAL	102,735	15,000	58,500	45,000	45,000	45,000	200.0%
502-4012200-3330	WASTE DISPOSAL	382	1,500	1,500	1,500	1,500	1,500	0.0%
502-4012200-5110	ELECTRICITY	128,900	120,000	118,500	130,000	130,000	130,000	8.3%
502-4012200-5230	COMMUNICATIONS	8,086	8,000	6,800	6,800	6,800	6,800	-15.0%
502-4012200-5808	COMPUTER OPERATIONS	10						
502-4012200-5814	SAFETY	6,718	5,000	4,800	4,800	4,800	4,800	-4.0%
502-4012200-5815	DRUG TESTING	0	715	715	715	715	715	0.0%
502-4012200-5831	PERMITS	7,424	10,000	10,000	10,000	10,000	10,000	0.0%
502-4012200-5834	PLANT REPAIRS	32,719	30,000	30,000	30,000	30,000	30,000	0.0%
502-4012200-5835	SEWER LINE REPAIRS	23,041	14,250	14,000	14,000	14,000	14,000	-1.8%
502-4012200-5840	LAB CERTIFICATION	0	3,200	1,700	1,700	1,700	1,700	-46.9%
502-4012200-5842	CHEMICALS	35,023	49,000	55,600	60,000	60,000	60,000	22.4%
502-4012200-5844	EQUIPMENT MAINTENANCE	10,058	12,000	9,500	10,000	10,000	10,000	-16.7%
502-4012200-5846	SAMPLE ANALYSIS	3,859	20,500	7,500	10,750	10,750	10,750	-47.6%
502-4012200-5854	NEW LAB EQUIPMENT	2,319	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-6001	PLANT SUPPLIES	2,374	7,500	3,600	4,000	4,000	4,000	-46.7%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
502-4012200-6002	LAB SUPPLIES	24,406	22,250	24,000	25,000	25,000	25,000	12.4%
502-4012200-6004	NEW PLANT EQUIPMENT	9,892	15,000	15,000	15,000	15,000	15,000	0.0%
Total Exp.	PLANT	404,182	344,615	372,415	379,965	379,965	379,965	10.3%
502-4012300	PLANT- OTHER							
502-4012300-3140	PROFESSIONAL SERVICES	34,825	35,000	35,000	35,000	35,000	35,000	0.0%
502-4012300-3600	RECRUITING/ADVERTISE	0	3,000	3,000	3,000	1,000	1,000	-66.7%
502-4012300-5210	POSTAGE/MAILINGS	6,690	7,900	8,800	9,000	9,000	9,000	13.9%
502-4012300-5540	TRAINING	1,318	3,800	3,800	5,000	5,000	5,000	31.6%
502-4012300-5809	BILLING SOFTWARE	0	6,000	6,475	7,000	7,000	7,000	16.7%
502-4012300-5810	DUES & SUBSCRIPTIONS	320	500	1,000	1,000	1,000	1,000	100.0%
502-4012300-5811	SEWER DEPT. EMERGENCY	690	3,000	3,000	3,000	3,000	3,000	0.0%
502-4012300-5826	MOWING	2,924	13,500	13,500	13,500	13,500	13,500	0.0%
502-4012300-5848	OTHER EXPENSE	3,983	5,700	5,700	5,000	5,000	5,000	-12.3%
502-4012300-5851	ENVIR COMPLIANCE	0	3,200	3,200	3,200	3,200	3,200	0.0%
502-4012300-6001	ADMINISTRATIVE SUPPLIES	2	2,700	2,700	2,500	2,500	2,500	-7.4%
502-4012300-6008	VEHICLE MAINT	4,716	6,000	6,092	7,000	7,000	7,000	16.7%
502-4012300-6013	PUBLIC EDUCATION	28	1,000	1,000	1,000	1,000	1,000	0.0%
Total Exp.	PLANT- OTHER	55,497	91,300	93,267	95,200	93,200	93,200	2.1%
502-4012400	PUMP STATIONS							
502-4012400-3310	CONTRACTS/MAINTENANCE	6,857	10,000	5,000	5,000	5,000	5,000	-50.0%
502-4012400-5110	ELECTRICITY	10,694	7,800	7,200	7,500	7,500	7,500	-3.8%
502-4012400-5230	TELEPHONE	1,095	950	550	600	600	600	-36.8%
502-4012400-5834	REPAIRS	12,870	19,000	19,000	19,000	19,000	19,000	0.0%
502-4012400-6004	EQUIPMENT - PUMP STATION	0	7,500	7,500	7,500	7,500	7,500	0.0%
502-4012400-6008	GENERATOR FUEL	2,833	3,500	3,320	3,500	3,500	3,500	0.0%
Total Exp.	PUMP STATIONS	34,349	48,750	42,570	43,100	43,100	43,100	-11.6%
502-4012500	METER READING							
502-4012500-3310	CONTRACTS	0	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012500-5837	METER REPAIRS/TEST	499	3,200	2,500	2,500	2,500	2,500	-21.9%
502-4012500-5838	TOUCH READ HDW	485	5,500	5,000	5,000	5,000	5,000	-9.1%

FY 2011 - 2012 Operating Budget Expenditures

		<u>FY 2010</u>	<u>FY 2011</u>		<u>FY 2012 Budget</u>			
		<u>Prior Year Actual</u>	<u>Current Budget</u>	<u>Estimate of End of Year</u>	<u>Dept Head Request</u>	<u>Manager Recommend</u>	<u>Council Approval</u>	<u>% Change From Current FY 11 Budget</u>
502-4012500-5839	NEW WATER METERS	8,155	20,000	16,500	17,500	17,500	17,500	-12.5%
502-4012500-6004	METER TOOLS & EQUIPMENT	0	1,000	1,000	1,000	1,000	1,000	0.0%
Total Exp.	METER READING	9,139	30,700	26,000	27,000	27,000	27,000	-12.1%
502-4092000	ADJUST & TRANSFERS							
502-4092000-0100	COMPENSATION ADJUSTMENT	0	9,900	0	0	0	4,620	-53.3%
502-4092000-0200	RATE STABILIZATION FUND	0	0	0	0	0	0	
502-4092000-0300	TRANSFER TO CAPITAL FUND	29,709	165,749	165,749	195,000	195,000	195,000	17.6%
502-4092000-0500	BAD DEBT EXPENSE SEWER	0	0	0	0	0	0	
502-4921000-0100	RESERVES	0	0	0	0	0	0	
Total Exp.	ADJUST & TRANSFERS	29,709	175,649	165,749	195,000	195,000	199,620	13.6%
502-4095100	DEBT RETIREMENT							
502-4095100-0200	DEBT RETIRE- RDEV-BSWF (99)	0	0	0	0	0	0	
502-4095100-0400	DEBT RETIRE-BK AMERICA (05)	0	119,646	119,646	119,576	119,576	119,576	-0.1%
502-4095100-0600	DEBT RETIRE-SUNTRUST (08)	0	624,827	624,827	624,725	624,725	602,966	-3.5%
502-4095100-0700	DEBT RETIRE-VRA (08)	0	2,000,804	1,972,862	1,698,943	1,698,943	1,698,943	-15.1%
502-4095100-1000	DEPRECIATION EXP	227,497	0	0	0	0	0	
502-4095100-9200	INTEREST EXPENSE	1,531,988	0	0	0	0	0	
Total Exp.	DEBT RETIREMENT	1,759,485	2,745,277	2,717,335	2,443,244	2,443,244	2,421,485	-11.8%
TOTAL WASTEWATER FUND OPERATING EXPENSE		3,679,333	4,746,237	4,706,389	4,477,272	4,485,884	4,459,504	-6.0%
GRAND TOTAL OPERATING EXPENSE		13,225,634	16,985,218	16,707,153	16,760,401	16,591,323	17,730,617	4.4%

Capital Improvement Program (CIP)

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

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

CIP Detail Sheets Page Number Index

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Capital Improvement Program Summary
FY 2012 - 2016

FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
Grants- Various	5,685,503	4,869,513	500,000	315,990	815,990						
Grants - VDOT	4,037,065	405,767	1,526,500	878,229	2,404,729	1,226,569					1,226,569
Grants - CDBG	144,959	6,459	30,209	108,291	138,500						
Unsecured Grants	1,340,000			60,000	60,000	300,000	980,000				1,280,000
Lo. Co. Settlement ¹	5,229,619	553,675	2,676,729	402,091	3,078,820	978,927	618,197				1,597,124
Bonds - ST (10) RD F	1,121,395			1,121,395	1,121,395						
Bonds - VRA	24,944,377	24,028,820		915,557	915,557						
Bonds - B of A	1,468,290	1,468,290									
Bonds - Sun Trust	11,293,256	7,159,974	630,000	3,225,282	3,855,282	278,000					278,000
Bonds - USDA RDA	4,792,597	4,419,326	877,718	(504,447)	373,271						
Bonds - BB&T	2,783,618	2,780,709		2,909	2,909						
Bonds - RBC	4,312,000	3,033,669	600,000	678,331	1,278,331						
Interim Financing	2,650,000		3,236,740	(1,344,443)	1,892,297	757,703					757,703
Cash	3,119,293	725,219	210,000	712,274	922,274	205,000	633,800	229,000	231,000	173,000	1,471,800
Unidentified	20,367,685						9,650,685	5,667,000	2,222,000	2,828,000	20,367,685
Other	225,478	171,745		53,733	53,733						
TOTAL	93,515,134	49,623,165	10,287,896	6,625,192	16,913,088	3,746,199	11,882,682	5,896,000	2,453,000	3,001,000	26,978,881

EXPENDITURE SUMMARY - ALL FUNDS

<u>Uses</u>	Total Project Cost	Expenses through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
General Fund	35,276,728	11,531,566	9,476,896	3,347,167	12,824,063	3,263,199	6,800,900	85,000	772,000		10,921,099
Water Fund	22,720,047	6,368,913	661,000	1,551,352	2,212,352	288,000	4,116,782	5,377,000	1,481,000	2,876,000	14,138,782
Wastewater Fund	35,518,360	31,722,687	150,000	1,726,673	1,876,673	195,000	965,000	434,000	200,000	125,000	1,919,000
TOTAL	93,515,135	49,623,165	10,287,896	6,625,192	16,913,088	3,746,199	11,882,682	5,896,000	2,453,000	3,001,000	26,978,881

¹Total Loudoun County Settlement is \$5,780,000. The \$4,979,107 only shows current CIP projects. Not shown are the \$635,893 for FY 09 & FY 10 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Capital Improvement Program Summary
FY 2012 - 2016

GENERAL FUND PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
Grants-Fed Approp	500,000		500,000		500,000						
Grants - VDOT	4,037,065	405,767	1,526,500	878,229	2,404,729	1,226,569					1,226,569
Grants - CDBG	144,959	6,459	30,209	108,291	138,500						
Unsecured Grants	1,340,000			60,000	60,000	300,000	980,000				1,280,000
Lo. Co. Settlement¹	5,229,619	553,675	2,676,729	402,091	3,078,820	978,927	618,197				1,597,124
Bonds - ST (10) RD F	1,121,395			1,121,395	1,121,395						
Bonds - B of A	335,103	335,103									
Bonds - Sun Trust	2,687,205	1,487,188		1,200,017	1,200,017						
Bonds - USDA RDA	4,792,597	4,419,326	877,718	(504,447)	373,271						
Bonds - BB&T	2,783,618	2,780,709		2,909	2,909						
Bonds - RBC	2,111,900	833,569	600,000	678,331	1,278,331						
Interim Financing	2,650,000		3,236,740	(1,344,443)	1,892,297	757,703					757,703
Cash	1,420,131	580,070	29,000	691,061	720,061		35,000	85,000			120,000
Unidentified	5,939,703						5,167,703		772,000		5,939,703
Other	183,433	129,700		53,733	53,733						
TOTAL	35,276,728	11,531,566	9,476,896	3,347,167	12,824,063	3,263,199	6,800,900	85,000	772,000		10,921,099

GENERAL FUND PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
General Fund	35,276,728	11,531,566	9,476,896	3,347,167	12,824,063	3,263,199	6,800,900	85,000	772,000		10,921,099

¹Total Loudoun County Settlement is \$5,780,000. The \$4,979,107 only shows current CIP projects. Not shown are the \$635,893 for FY 09 & FY 10 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Capital Improvement Program Summary
FY 2012 - 2016

WATER FUND PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2,013	2,014	2,015	2,016	Total 5-Yr-CIP
Bonds - Sun Trust	6,160,323	3,706,435	630,000	1,545,888	2,175,888	278,000					278,000
Bonds - RBC	2,200,100	2,200,100									
Unidentified	13,477,982						3,882,982	5,317,000	1,450,000	2,828,000	13,477,982
Bonds - B of A	390,653	390,653									
Cash	448,944	29,680	31,000	5,464	36,464	10,000	233,800	60,000	31,000	48,000	382,800
Other	42,045	42,045									
TOTAL	22,720,047	6,368,913	661,000	1,551,352	2,212,352	288,000	4,116,782	5,377,000	1,481,000	2,876,000	14,138,782

WATER FUND PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2,013	2,014	2,015	2,016	Total for 5-Yr-CIP
Water Fund	22,720,047	6,368,913	661,000	1,551,352	2,212,352	288,000	4,116,782	5,377,000	1,481,000	2,876,000	14,138,782

Capital Improvement Program Summary
FY 2012 - 2016

WASTEWATER FUND PLANNED FINANCING

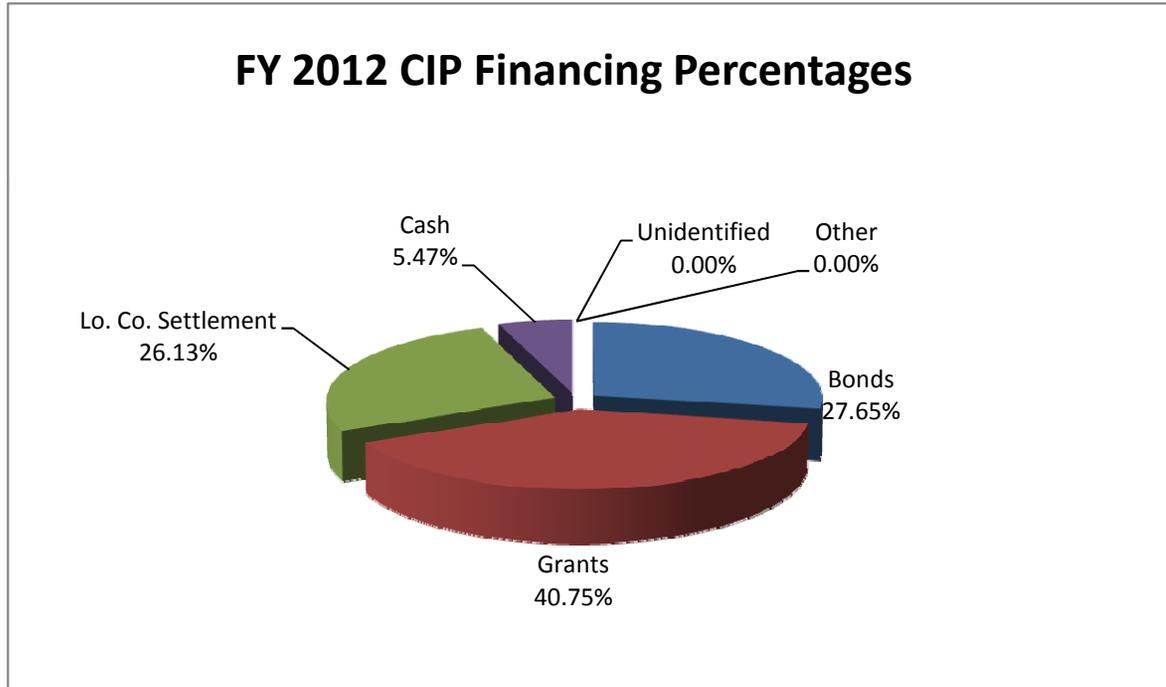
<u>Sources</u>	Total Funding Required	Funded through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2,013	2,014	2,015	2,016	Total 5-Yr-CIP
Grants	5,185,503	4,869,513		315,990	315,990						
Bonds-VRA	24,944,377	24,028,820		915,557	915,557						
Bonds - Sun Trust	2,445,728	1,966,351		479,377	479,377						
Unidentified	950,000						600,000	350,000			950,000
Bonds - B of A	742,534	742,534									
Cash	1,250,218	115,469	150,000	15,749	165,749	195,000	365,000	84,000	200,000	125,000	969,000
TOTAL	35,518,360	31,722,687	150,000	1,726,673	1,876,673	195,000	965,000	434,000	200,000	125,000	1,919,000

WASTEWATER FUND PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 06/30/10	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2,013	2,014	2,015	2,016	Total for 5-Yr-CIP
Wastewater Fund	35,518,360	31,722,687	150,000	1,726,673	1,876,673	195,000	965,000	434,000	200,000	125,000	1,919,000

Capital Improvement Financing Percentage Summary FY 2012 - 2016

<u>Sources</u>	Total Funding Required	Funded through 06/30/11	2012	2013	2014	2015	2016	Total 5-Yr-CIP
Bonds	57.07%	78.65%	27.65%	0.00%	0.00%	0.00%	0.00%	3.84%
Grants	11.98%	13.08%	40.75%	8.25%	0.00%	0.00%	0.00%	9.29%
Lo. Co. Settlement	5.59%	5.46%	26.13%	5.20%	0.00%	0.00%	0.00%	5.92%
Cash	3.34%	2.48%	5.47%	5.33%	3.88%	9.42%	5.76%	5.46%
Unidentified	21.78%	0.00%	0.00%	81.22%	96.12%	90.58%	94.24%	75.49%
Other	0.24%	0.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%



Summary by Finance Source

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
GENERAL FUND											
Grants - VDOT											
Downtown Streetscape PH 1	119-4094100-0601	1,495,500	210,660	1,026,500	(401,660)	624,840	660,000				660,000
Main & Maple Int Imp	119-4094201	1,081,800	70,636	500,000	511,164	1,011,164					
Main St, Sidewalk Imp	119-4094202	260,722	36,812				223,910				223,910
N. 21st Sidewalk	119-4094206	499,000	13,116		143,225	143,225	342,659				342,659
S 32nd Sidewalk	119-4094207	13,594	13,594								
W. Main St. Sidewalk	119-4094262	60,949	60,949								
Maple to W&OD Trail	119-4094267	360,000			360,000	360,000					
Country Club & 33rd St	119-4094272	265,500			265,500	265,500					
Total Grants - VDOT		4,037,065	405,767	1,526,500	878,229	2,404,729	1,226,569				1,226,569
Grants - CDBG											
D St Drainage-Sidewalk	119-4094259	138,500		30,209	108,291	138,500					
Bus Shelters	119-4094268	6,459	6,459								
Total Grants - CDBG		144,959	6,459	30,209	108,291	138,500					
Grants-Federal Appropriation											
Main & Maple Int Imp	119-4094201	500,000		500,000		500,000					
Total Grants - Fed Approp		500,000		500,000		500,000					
Unsecured Grants											
Downtown Streetscape PH 2	119-4094100-0602	1,340,000			60,000	60,000	300,000	980,000			1,280,000
Total Grants - Unsecured		1,340,000			60,000	60,000	300,000	980,000			1,280,000
TOTAL ALL GRANTS		6,022,024	412,226	2,056,709	1,046,520	3,103,229	1,526,569	980,000			2,506,569
Bonds - Sun Trust											
Public Safety Capital	119-4094100-0100	36,518	36,518								
GIS	119-4094100-0110	83,250	33,900		49,350	49,350					
Traffic Study	119-4094100-0130	328,280	328,280								
Downtown Streetscape	119-4094100-0601	36,433	36,433								
Laser Microfiche	119-4094100-0604	67,675	57,952		9,723	9,723					
Maint Facility	119-4094101	130,000	130,000								
Main & Maple Int Imp	119-4094201	92,682	50,912		41,770	41,770					
Main St, Sidewalk Imp	119-4094202	65,414	65,414								
N. 21st Sidewalk	119-4094206	43,485	43,485								
S 32nd Sidewalk	119-4094207	48,030	48,030								
Southern Collector Rd	119-4094253	2,636	2,636								
Nursery Ave Storm Sewer	119-4094258	90,751	90,751								
D St Drainage-Sidewalk	119-4094259	29,048	29,048								
W. Main St. Sidewalk	119-4094262	52,189	40,762		11,427	11,427					
FiremanFld Rink Renov	119-4094264	349,528	349,528								
Maple to W&OD Trail	119-4094267	120,000	120,000								
Bus Shelters	119-4094268	6,500	6,500								
New Town Hall Renovation	119-4094270	1,104,786	17,039		1,087,747	1,087,747					
Total Bonds - Sun Trust		2,687,205	1,487,188		1,200,017	1,200,017					
Bonds - USDA RDA											
New Equip - PW	119-4094100-0120	201,597	201,597	877,718	(877,718)						
Maint Facility	119-4094101	4,591,000	4,217,729			373,271	373,271				
Total Bonds - USDA RDA		4,792,597	4,419,326	877,718	(504,447)	373,271					
Bonds - BB&T 2009											
New Town Hall Purchase	119-4094269	2,410,769	2,410,769								
New Town Hall Renovation	119-4094270	372,849	369,940		2,909	2,909					
Total Bonds - BB&T		2,783,618	2,780,709		2,909	2,909					

Summary by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
Bonds - RBC												
Fireman's Field Upgrade	119-4094263	863,777	61,152	600,000	202,625	802,625						
FiremanFid Rink Renov	119-4094264	1,248,123	772,417		475,706	475,706						
Total Bonds - RBC		2,111,900	833,569	600,000	678,331	1,278,331						
Bonds - Suntrust (10)												
New Equip - PW	119-4094100-0120	621,395			621,395	621,395						
New Town Hall Renovation	119-4094270	500,000			500,000	500,000						
Total Bonds - Suntrust (10)		1,121,395			1,121,395	1,121,395						
UNIDENTIFIED												
Downtown Streetscape PH 2	119-4094100-0602	239,803						239,803				239,803
Southern Collector Rd	119-4094253	4,820,000						4,820,000				4,820,000
Town Boundary Survey	119-4094273	107,900						107,900				107,900
E Street Sidewalk-Drainage	119-4094274	772,000							772,000			772,000
Total Unidentified		5,939,703						5,167,703	772,000			5,939,703
Interim Financing												
Fireman's Field Upgrade	119-4094263	600,000					600,000					600,000
New Town Hall Renovation	119-4094270	2,050,000		3,236,740	(1,344,443)	1,892,297						157,703
Total Interim Financing		2,650,000		3,236,740	(1,344,443)	1,892,297	757,703					757,703
Proceeds From Sale of Old Town Hall												
New Town Hall Renovation	119-4094270											
Total Proceeds From Sale												
Bonds - B of A												
New Equip - PW	119-4094100-0120	56,671	56,671									
Traffic Study	119-4094100-0130	12,936	12,936									
Wayfinding Signs	119-4094100-0140	2,452	2,452									
Maint Facility	119-4094101	147,084	147,084									
Main & Maple Int Imp	119-4094201	114,479	114,479									
Southern Collector Rd	119-4094253	1,481	1,481									
Total Bonds - B of A		335,103	335,103									
Cash												
Public Safety Capital	119-4094100-0100	85,288	60,288	25,000		25,000						
Admin Vehicles	119-4094100-0115	30,000						30,000				30,000
New Equip - PW	119-4094100-0120	151,196	151,196									
Traffic Study	119-4094100-0130	84,239	9,239						75,000			75,000
Downtown Streetscape	119-4094100-0601	7,873	7,873									
Laser Microfiche	119-4094100-0604	4,000		4,000		4,000						
Maint Facility	119-4094101	284,623	284,623									
Main St, Sidewalk Imp	119-4094202	22,748	22,748									
Southern Collector Rd	119-4094253	606	606									
FiremanFid Rink Renov	119-4094264	372,349			372,349	372,349						
Maple to W&OD Trail	119-4094267	18,660	18,660									
Bus Shelters	119-4094268	19,438	4,438					5,000	10,000			15,000
W. Main St. Sidewalk	119-4094262	138,712			138,712	138,712						
New Town Hall Renovation	119-4094270	20,399	20,399									
20th ST Property Purchase	119-4094275	180,000			180,000	180,000						
Total Cash		1,420,131	580,070	29,000	691,061	720,061		35,000	85,000			120,000
Other												
Public Safety Capital	119-4094100-0100	62,493	62,493									
Traffic Study	119-4094100-0130	1,301	1,301									
Main & Maple Int Imp	119-4094201	59,967	59,967									
Main St, Sidewalk Imp	119-4094202	28,733			28,733	28,733						
N. 21st Sidewalk	119-4094206	3,026	3,026									
S 32nd Sidewalk	119-4094207	2,060	2,060									
Southern Collector Rd	119-4094253	853	853									
Maple to W&OD Trail	119-4094267	25,000			25,000	25,000						
Total Other		183,433	129,700		53,733	53,733						

Summary by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
Lo. Co. Settlement¹												
Wayfinding Signs	119-4094100-0140	152,000					152,000					152,000
Downtown Streetscape PH 1	119-4094100-0601	528,175	75,001	279,869	(41,695)	238,174	215,000					215,000
Downtown Streetscape PH 2	119-4094100-0602	215,197			20,000	20,000	165,000	30,197				195,197
Main St, Sidewalk Imp	119-4094202	670,881	25,758	279,700	65,837	345,537	299,586					299,586
N. 21st Sidewalk	119-4094206	346,726	45,954		153,431	153,431	147,341					147,341
S 32nd Sidewalk	119-4094207	250,512	250,512									
Southern Collector Rd	119-4094253	1,852,260	89,391	1,272,259	490,610	1,762,869						
D St Drainage-Sidewalk	119-4094259	241,698	67,059	26,791	147,848	174,639						
Maple to W&OD Trail	119-4094267	63,670		332,500	(268,830)	63,670						
Country Club & 33rd St	119-4094272	320,500		485,610	(165,110)	320,500						
Hirst Road Improvement	119-4094277	588,000							588,000			588,000
Total Lo. Co. Settlement		5,229,619	553,675	2,676,729	402,091	3,078,820	978,927	618,197				1,597,124

TOTAL GF	35,276,728	11,531,566	9,476,896	3,347,167	12,824,063	3,263,199	6,800,900	85,000	772,000			10,921,099
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¹Total Loudoun County Settlement is \$5,780,000. The \$4,979,107 only shows current CIP projects. Not shown are the \$635,893 for FY 09 & FY 10 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Summary by Finance Source

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
WATER FUND											
Grants	NONE										
Bonds - Sun Trust											
Jeffries Well Develop.	599-4094504	367,208	66,603		300,605	300,605					
S/Int. Term Water Invest	599-4094506	2,086,396	1,789,911		296,485	296,485					
LT Water Res Implement	599-4094508	1,246,981	866,018		380,963	380,963					
Water Dist Sys. Eval/Impl	599-4094511	854,380	280,104		574,276	574,276					
"A" St Water Line Loop	599-4094513	143,483	15,241		60,242	60,242	68,000				68,000
Vulnerability Assessment	599-4094514	139,778	139,778								
New Elevated Water Tank	599-4094515	76,401	76,401								
Switch to Hypochlorite	599-4094516	232,000	53,745		178,255	178,255					
Generation of GIS Layers	599-4094517	37,337	37,337								
Transition to SCADA	599-4094519	8,640	8,640								
Water Plant Improvements	599-4094521	280,000	19,938	630,000	(369,938)	260,062					
New & Replacement Equip	599-4094522	36,481	36,481								
Intake Str - Hirst Reservoir	599-4094523	60,000			60,000	60,000					
Water Line Replace - 690	599-4094525	316,238	316,238								
Water Line Replace - N 21st	599-4094526	275,000			65,000	65,000	210,000				210,000
Total Bonds - Sun Trust	6,160,323	3,706,435	630,000	1,545,888	2,175,888	278,000					278,000
Bonds - RBC											
S/Int. Term Water Invest	599-4094506	2,200,100	2,200,100								
Total Bonds - RBC	2,200,100	2,200,100									
Unidentified											
S/Int. Term Water Invest	599-4094506	3,845,982					2,911,482	934,500			3,845,982
LT Water Res Implement	599-4094508	3,584,000					124,000		750,000	2,710,000	3,584,000
Water Dist Sys. Eval/Impl	599-4094511	605,000						355,000	250,000		605,000
"A" St Water Line Loop	599-4094513										
New Elevated Water Tank	599-4094515	2,390,000						2,390,000			2,390,000
Transition to SCADA	599-4094519	118,000								118,000	118,000
Water Plant Improvements	599-4094521	1,725,000					637,500	637,500	450,000		1,725,000
Intake Str - Hirst Reservoir	599-4094523	1,210,000					210,000	1,000,000			1,210,000
Total Unidentified	13,477,982						3,882,982	5,317,000	1,450,000	2,828,000	13,477,982
Bonds - B of A											
Jeffries Well Develop.	599-4094504	24,590	24,590								
LT Water Res Implement	599-4094508	237,329	237,329								
Water Dist Sys. Eval/Impl	599-4094511	105,030	105,030								
New Elevated Water Tank	599-4094515	23,704	23,704								
Total Bonds - B of A	390,653	390,653									
Cash											
Vulnerability Assessment	599-4094514	110,144	10,144					50,000	50,000		100,000
Generation of GIS Layers	599-4094517	55,000	19,536		5,464	5,464	10,000	10,000			30,000
New & Replacement Equip	599-4094522	163,800		31,000		31,000		53,800		31,000	132,800
Tank Painting	599-4094524	120,000						120,000			120,000
Total Cash	448,944	29,680	31,000	5,464	36,464	10,000	233,800	60,000	31,000	48,000	382,800
Other											
S/Int. Term Water Invest	599-4094506	42,045	42,045								
Total Other	42,045	42,045									
TOTAL WF	22,720,047	6,368,913	661,000	1,551,352	2,212,352	288,000	4,116,782	5,377,000	1,481,000	2,876,000	14,138,782

Summary by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
WASTEWATER FUND												
Grants-WQIF												
BSWF Exp / Improvements	699-4094600	5,185,503	4,869,513		315,990	315,990						
	Total Grants	5,185,503	4,869,513		315,990	315,990						
Bonds-VRA												
BSWF Exp / Improvements	699-4094600	24,944,377	24,028,820		915,557	915,557						
	Total Bonds - VRA	24,944,377	24,028,820		915,557	915,557						
Bonds - Sun Trust												
Vulnerability Assessment	699-4094100-0110	15,432	14,438		994	994						
I & I Imp CMOM Compliance	699-4094603	1,664,223	1,238,374		425,849	425,849						
West End Pump Sta Impr	699-4094604	50,439	32,259		18,180	18,180						
Sewer Master Plan	699-4094605	60,000	52,646		7,354	7,354						
Generation of GIS Layers	699-4094606	22,500	22,500									
Transition to SCADA Sys	699-4094607	14,294	14,294									
Nursery/690 Sewer Line	699-4094608	569,396	569,396									
D Street Sewer Improvements	699-4094609	27,000			27,000	27,000						
New Equip-Maint of Sewer	699-4094610	22,444	22,444									
	Total Bonds - Sun Trust	2,445,728	1,966,351		479,377	479,377						
Unidentified												
I & I Imp CMOM Compliance	699-4094603	350,000						350,000				350,000
West End Pump Sta Impr	699-4094604	600,000					600,000					600,000
	Total Unidentified	950,000					600,000	350,000				950,000
Bonds - B of A												
BSWF Exp / Improvements	699-4094600	286,418	286,418									
I & I Imp CMOM Compliance	699-4094603	287,112	287,112									
West End Pump Sta Impr	699-4094604	81	81									
New Equip-Maint of Sewer	699-4094610	168,923	168,923									
	Total Bonds - B of A	742,534	742,534									
Cash												
Vulnerability Assessment	699-4094100-0110	100,000					25,000	25,000	50,000			100,000
BSWF Exp / Improvements	699-4094600	105,545	95,545		10,000	10,000						
I & I Imp CMOM Compliance	699-4094603	125,000		125,000		125,000						
Generation of GIS Layers	699-4094606	74,840	19,091		5,749	5,749	15,000	15,000	20,000			50,000
Transition to SCADA Sys	699-4094607	100,833	833								100,000	100,000
New Equip-Maint of Sewer	699-4094610	654,000		25,000		25,000	65,000	325,000	14,000	200,000	25,000	629,000
BSWF Odor Control	699-4094611	90,000					90,000					90,000
	Total Cash	1,250,218	115,469	150,000	15,749	165,749	195,000	365,000	84,000	200,000	125,000	969,000
Other												
		NONE										
	TOTAL WWF	35,518,360	31,722,687	150,000	1,726,673	1,876,673	195,000	965,000	434,000	200,000	125,000	1,919,000

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
GENERAL FUND												
Public Safety Capital												
119-4094100-0100	Bonds - Sun Trust	36,518	36,518									
Page 154	Cash	85,288	60,288	25,000		25,000						
	Other	62,493	62,493									
		184,299	159,299	25,000		25,000						
GIS												
119-4094100-0110	Bonds - Sun Trust	83,250	33,900		49,350	49,350						
Page 156		83,250	33,900		49,350	49,350						
Admin Vehicles												
119-4094100-0115	Cash	30,000						30,000				30,000
Page 158		30,000						30,000				30,000
New Equip - PW												
119-4094100-0120	Bonds - B of A	56,671	56,671									
Page 160	Bonds - USDA RDA	201,597	201,597	877,718	(877,718)							
	Bonds-Suntrust (10)	621,395			621,395	621,395						
	Cash	151,196	151,196									
		1,030,859	409,464	877,718	(256,323)	621,395						
Traffic Study												
119-4094100-0130	Bonds - B of A	12,936	12,936									
Page 162	Bonds - Sun Trust	328,280	328,280									
	Cash	84,239	9,239					75,000				75,000
	Other	1,301	1,301									
		426,756	351,756					75,000				75,000
Wayfinding Signs												
119-4094100-0140	Bonds - B of A	2,452	2,452									
Page 164	Lo. Co. Settlement ¹	152,000						152,000				152,000
		154,452	2,452					152,000				152,000
Downtown Streetscape PH 1												
119-4094100-0601	Bonds - Sun Trust	36,433	36,433									
Page 166	Cash	7,873	7,873									
	Unidentified											
	Grants - VDOT	1,495,500	210,660	1,026,500	(401,660)	624,840		660,000				660,000
	Lo. Co. Settlement ¹	528,175	75,001	279,869	(41,695)	238,174		215,000				215,000
		2,067,981	329,967	1,306,369	(443,355)	863,014		875,000				875,000
Downtown Streetscape PH 2												
119-4094100-0602	Lo. Co. Settlement ¹	215,197			20,000	20,000	165,000	30,197				195,197
Page 168	Unidentified	239,803						239,803				239,803
	Unsecured Grants	1,340,000			60,000	60,000	300,000	980,000				1,280,000
		1,795,000			80,000	80,000	465,000	1,250,000				1,715,000
Laser Microfiche												
119-4094100-0604	Bonds - Sun Trust	67,675	57,952		9,723	9,723						
Page 170	Cash	4,000		4,000								
		71,675	57,952	4,000	9,723	13,723						
Maint Facility												
119-4094101	Bonds - B of A	147,084	147,084									
Page 172	Bonds - Sun Trust	130,000	130,000									
	Bonds - USDA RDA	4,591,000	4,217,729		373,271	373,271						
	Cash	284,623	284,623									
		5,152,707	4,779,436		373,271	373,271						
Main & Maple Int Imp												
119-4094201	Bonds - B of A	114,479	114,479									
Page 174	Bonds - Sun Trust	92,682	50,912		41,770	41,770						
	Grants - VDOT	1,081,800	70,636	500,000	511,164	1,011,164						
	Grants-Federal Appropriat	500,000		500,000		500,000						
	Other	59,967	59,967									
		1,848,928	295,994	1,000,000	552,934	1,552,934						
Main St, Sidewalk Imp												
119-4094202	Bonds - Sun Trust	65,414	65,414									
Page 176	Cash	22,748	22,748									
	Grants - VDOT	260,722	36,812					223,910				223,910
	Lo. Co. Settlement ¹	670,881	25,758	279,700	65,837	345,537		299,586				299,586
	Other	28,733			28,733	28,733						
		1,048,498	150,732	279,700	94,570	374,270		523,496				523,496

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
N. 21st Sidewalk												
119-4094206	Bonds - Sun Trust	43,485	43,485									
Page 178	Grants - VDOT	499,000	13,116		143,225	143,225	342,659					342,659
	Lo. Co. Settlement ¹	346,726	45,954		153,431	153,431	147,341					147,341
	Unidentified											
	Other	3,026	3,026									
		892,237	105,581		296,656	296,656	490,000					490,000
S 32nd Sidewalk												
119-4094207	Bonds - Sun Trust	48,030	48,030									
Page 180	Grants - VDOT	13,594	13,594									
	Lo. Co. Settlement ¹	250,512	250,512									
	Other	2,060	2,060									
		314,196	314,196									
Southern Collector Rd												
119-4094253	Bonds - B of A	1,481	1,481									
Page 182	Bonds - Sun Trust	2,636	2,636									
	Cash	606	606									
	Lo. Co. Settlement ¹	1,852,260	89,391	1,272,259	490,610	1,762,869						4,820,000
	Unidentified	4,820,000						4,820,000				4,820,000
	Other	853	853									
		6,677,836	94,967	1,272,259	490,610	1,762,869		4,820,000				4,820,000
Nursery Ave Storm Sewer												
119-4094258	Bonds - Sun Trust	90,751	90,751									
Page 184		90,751	90,751									
D St Drainage-Sidewalk												
119-4094259	Bonds - Sun Trust	29,048	29,048									
Page 186	Grants - CDBG	138,500		30,209	108,291	138,500						
	Lo. Co. Settlement ¹	241,698	67,059	26,791	147,848	174,639						
		409,246	96,107	57,000	256,139	313,139						
W. Main St. Sidewalk												
119-4094262	Bonds - Sun Trust	52,189	40,762		11,427	11,427						
Page 188	Cash	138,712			138,712	138,712						
	Grants - VDOT	60,949	60,949									
		251,850	101,711		150,139	150,139						
Fireman's Field Upgrade												
119-4094263	Bonds - RBC	863,777	61,152	600,000	202,625	802,625						
Page 190	Interim Financing	600,000					600,000					600,000
		1,463,777	61,152	600,000	202,625	802,625	600,000					600,000
FiremanFld Rink Renov												
119-4094264	Bonds - RBC	1,248,123	772,417		475,706	475,706						
Page 192	Bonds - Sun Trust	349,528	349,528									
	Cash	372,349			372,349	372,349						
		1,970,000	1,121,945		848,055	848,055						
Maple to W&OD Trail												
119-4094267	Bonds - Sun Trust	120,000	120,000									
Page 194	Grants - VDOT	360,000			360,000	360,000						
	Cash	18,660	18,660									
	Other	25,000			25,000	25,000						
	Lo. Co. Settlement ¹	63,670		332,500	(268,830)	63,670						
		587,330	138,660	332,500	116,170	448,670						
Bus Shelters												
119-4094268	Bonds - Sun Trust	6,500	6,500									
Page 196	Cash	19,438	4,438					5,000	10,000			15,000
	Grants - CDBG	6,459	6,459									
		32,397	17,397					5,000	10,000			15,000
New Town Hall Purchase												
119-4094263	Bonds - BB&T 2009	2,410,769	2,410,769									
Page 198		2,410,769	2,410,769									
New Town Hall Renovation												
119-4094270	Bonds - BB&T 2009	372,849	369,940		2,909	2,909						
Page 200	Interim Financing	2,050,000		3,236,740	(1,344,443)	1,892,297	157,703					157,703
	Bonds - Sun Trust	1,104,786	17,039		1,087,747	1,087,747						
	Bonds-Suntrust (10)	500,000			500,000	500,000						
	Cash	20,399	20,399									
		4,048,034	407,378	3,236,740	246,213	3,482,953	157,703					157,703

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
Country Club & 33rd St. Improve												
119-4094272	Grants-VDOT	265,500			265,500	265,500						
Page 202	Lo. Co. Settlement ¹	320,500		485,610	(165,110)	320,500						
	Unidentified											
		586,000		485,610	100,390	586,000						
Town Boundary Survey												
119-4094273	Unidentified	107,900						107,900				107,900
Page 204		107,900						107,900				107,900
E Street Sidewalk-Drainage												
119-4094274	Grants - CDBG	772,000							772,000			772,000
Page 206	Unidentified	772,000							772,000			772,000
Twentieth St Property Purchase												
119-4094275	Cash	180,000			180,000	180,000						
Page 208		180,000			180,000	180,000						
Hirst Road Improve												
119-4094276	Lo. Co. Settlement ¹	588,000						588,000				588,000
Page 210		588,000						588,000				588,000
TOTAL GF		35,276,728	11,531,566	9,476,896	3,347,167	12,824,063	3,263,199	6,800,900	85,000	772,000		10,921,099

¹Total Loudoun County Settlement is \$5,780,000. The \$4,979,107 only shows current CIP projects. Not shown are the \$635,893 for FY 09 & FY 10 projects, now complete, and \$165,000 used in FY 11 to replace lost gas tax revenue in General Fund operating budget.

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
WATER FUND												
Jeffries Well Develop.												
599-4094504	Bonds - B of A	24,590	24,590									
Page 214	Bonds - Sun Trust	367,208	66,603		300,605	300,605						
		391,798	91,193		300,605	300,605						
S/Int. Term Water Invest												
599-4094506	Unidentified	3,845,982						2,911,482	934,500			3,845,982
Page 216	Bonds - Sun Trust	2,086,396	1,789,911		296,485	296,485						
	Bonds - RBC	2,200,100	2,200,100									
	Other	42,045	42,045									
		8,174,523	4,032,056		296,485	296,485		2,911,482	934,500			3,845,982
LT Water Res Implement												
599-4094508	Bonds - B of A	237,329	237,329									
Page 218	Bonds - New Loan RQD	3,584,000						124,000		750,000	2,710,000	3,584,000
	Bonds - Sun Trust	1,246,981	866,018		380,963	380,963						
		5,068,310	1,103,347		380,963	380,963		124,000		750,000	2,710,000	3,584,000
Water Dist Sys. Eval/Impl												
599-4094511	Bonds - B of A	105,030	105,030									
Page 220	Unidentified	605,000						355,000	250,000			605,000
	Bonds - Sun Trust	854,380	280,104		574,276	574,276						
		1,564,410	385,134		574,276	574,276		355,000	250,000			605,000
"A" St Water Line Loop												
599-4094513	Unidentified	143,483	15,241		60,242	60,242	68,000					68,000
Page 222	Bonds - Sun Trust	143,483	15,241		60,242	60,242	68,000					68,000
					60,242	60,242	68,000					68,000
Vulnerability Assessment												
599-4094514	Bonds - Sun Trust	139,778	139,778									
Page 224	Cash	110,144	10,144					50,000	50,000			100,000
		249,922	149,922					50,000	50,000			100,000
New Elevated Water Tank												
599-4094515	Bonds - B of A	23,704	23,704									
Page 226	Unidentified	2,390,000						2,390,000				2,390,000
	Bonds - Sun Trust	76,401	76,401									
		2,490,105	100,105					2,390,000				2,390,000
Switch to Hypochlorite												
599-4094516	Bonds - Sun Trust	232,000	53,745		178,255	178,255						
Page 228		232,000	53,745		178,255	178,255						
Generation of GIS Layers												
599-4094517	Bonds - Sun Trust	37,337	37,337									
Page 230	Cash	55,000	19,536		5,464	5,464	10,000	10,000	10,000			30,000
		92,337	56,873		5,464	5,464	10,000	10,000	10,000			30,000
Transition to SCADA												
599-4094519	Unidentified	118,000									118,000	118,000
Page 232	Bonds - Sun Trust	8,640	8,640									
		126,640	8,640								118,000	118,000
Water Plant Improvements												
599-4094521	Unidentified	1,725,000						637,500	637,500	450,000		1,725,000
Page 234	Bonds - Sun Trust	280,000	19,938	630,000	(369,938)	260,062						
		2,005,000	19,938	630,000	(369,938)	260,062		637,500	637,500	450,000		1,725,000

Projects by Finance Source

Sources		Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
New & Replacement Equip												
599-4094522	Bonds - Sun Trust	36,481	36,481									
Page 236	Cash	163,800		31,000		31,000		53,800		31,000	48,000	132,800
		200,281	36,481	31,000		31,000		53,800		31,000	48,000	132,800
Intake Str - Hirst Reservoir												
599-4094523	Unidentified	1,210,000						210,000	1,000,000			1,210,000
Page 238	Bonds - Sun Trust	60,000			60,000	60,000						
		1,270,000			60,000	60,000		210,000	1,000,000			1,210,000
Tank Painting												
599-4094524	Cash	120,000						120,000				120,000
Page 240		120,000						120,000				120,000
Water Line Replace - 690												
599-4094525	Bonds - Sun Trust	316,238	316,238									
Page 242		316,238	316,238									
Water Line Replace - N 21st												
599-4094526	Bonds - Sun Trust	275,000			65,000	65,000	210,000					210,000
Page 244		275,000			65,000	65,000	210,000					210,000
TOTAL WF		22,720,047	6,368,913	661,000	1,551,352	2,212,352	288,000	4,116,782	5,377,000	1,481,000	2,876,000	14,138,782

Projects by Finance Source

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY 11 Budget	2012	2013	2014	2015	2016	Total 5-Yr-CIP
WASTEWATER FUND											
Vulnerability Assessment											
699-4094100-0110	Bonds - Sun Trust	15,432	14,438	994	994						
Page 248	Cash	100,000				25,000	25,000	50,000			100,000
		115,432	14,438	994	994	25,000	25,000	50,000			100,000
BSWF Exp / Improvements											
699-4094600	Bonds - B of A	286,418	286,418								
Page 250	Bonds-VRA	24,944,377	24,028,820	915,557	915,557						
	Grants-WQIF	5,185,503	4,869,513	315,990	315,990						
	Cash	105,545	95,545	10,000	10,000						
		30,521,843	29,280,296	1,241,547	1,241,547						
I & I Imp CMOM Compliance											
699-4094603	Bonds - B of A	287,112	287,112								
Page 252	Unidentified	350,000						350,000			350,000
	Bonds - Sun Trust	1,664,223	1,238,374	425,849	425,849						
	Cash	125,000		125,000	125,000						
		2,426,335	1,525,486	125,000	425,849			350,000			350,000
West End Pump Sta Impr											
699-4094604	Bonds - B of A	81	81								
Page 254	Unidentified	600,000						600,000			600,000
	Bonds - Sun Trust	50,439	32,259	18,180	18,180						
		650,520	32,340	18,180	18,180			600,000			600,000
Sewer Master Plan											
699-4094605	Bonds - Sun Trust	60,000	52,646	7,354	7,354						
Page 256		60,000	52,646	7,354	7,354						
Generation of GIS Layers											
699-4094606	Bonds - Sun Trust	22,500	22,500								
Page 258	Cash	74,840	19,091	5,749	5,749	15,000	15,000	20,000			50,000
		97,340	41,591	5,749	5,749	15,000	15,000	20,000			50,000
Transition to SCADA Sys											
699-4094607	Bonds - Sun Trust	14,294	14,294								
Page 260	Cash	100,833	833							100,000	100,000
		115,127	15,127							100,000	100,000
Nursery/690 Sewer Line											
699-4094608	Bonds - Sun Trust	569,396	569,396								
Page 262		569,396	569,396								
D Street Sewer Improvements											
699-4094609	Bonds - Sun Trust	27,000		27,000	27,000						
Page 264		27,000		27,000	27,000						
New Equip-Maint of Sewer											
699-4094610	Bonds - B of A	168,923	168,923								
Page 266	Bonds - Sun Trust	22,444	22,444								
	Cash	654,000		25,000	25,000	65,000	325,000	14,000	200,000	25,000	629,000
		845,367	191,367	25,000	25,000	65,000	325,000	14,000	200,000	25,000	629,000
BSWF Odor Control											
699-4094611	Cash	90,000				90,000					90,000
Page 268		90,000				90,000					90,000
TOTAL WWF		35,518,360	31,722,687	150,000	1,726,673	1,876,673	195,000	965,000	434,000	200,000	1,919,000

Potential Future Capital Projects

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

Project Name	Project Description	Cost Estimate
Trails and Pathways	Allocation of \$120,000 to begin planning, acquisition and construction of Phase I of our Trails/Pathways Partnership. A part of Town goal to promote Purcellville as a pedestrian and bicycle friendly Town and provide quality pedestrian and bicycle facilities and experiences for residents and visitors.	\$120,000
Main & Maple Intersection Improvements	This project entails adding a right turn lane to each portion of the intersection and reducing the bottlenecks and conflict points by closing driveways near the intersection. This project will also enhance pedestrian & bicycle movement through the addition of crosswalks, a new traffic signal and pedestrian signals.	\$7,597,967

Vehicle and Equipment Purchase/Replacement Schedule

Fund	Department	R/A	Item Description **	Replaces	Leasing or purchasing	Cost	Fund Total		
Fiscal Year 2012									
General	Police	R	Flex Fuel or Hybrid Cruiser	2005 Ford Crown Vic (205)	Leasing - OP	\$ 38,000			
General	Police	R	Flex Fuel or Hybrid Vehicle	2002 Ford Explorer (212)	Leasing - OP	\$ 42,000			
General	Police	R	Flex Fuel or Hybrid Vehicle	2002 Chevrolet Trail Blazer (102P)	Leasing - OP	\$ 42,000	\$ 122,000	G	
General	WWater	A	6" Godwin Pump		Purchasing - CIP	\$ 65,000	\$ 65,000	WW	
							TOTAL FY12	\$ 187,000	
Fiscal Year 2013									
General	Admin	R	Hybrid Sedan	2001 Ford Escape	Purchasing - CIP	\$ 30,000			
General	Police	R	Flex Fuel or Hybrid Cruiser	2006 Ford Crown Vic (206)	Leasing - OP	\$ 38,000			
General	Police	R	Flex Fuel or Hybrid Cruiser	2006 Ford Crown Vic (216)	Leasing - OP	\$ 38,000			
General	Police	R	Flex Fuel or Hybrid Cruiser	2006 Ford Crown Vic (226)	Leasing - OP	\$ 38,000			
General	Police	R	Portable Sign Board	Inoperable Portable Sign Board	Purchasing -OP	\$ 20,000			
General	Police	R	Portable Sign Board	Inoperable Portable Sign Board	Purchasing -OP	\$ 20,000	\$ 184,000	G	
Water	Water	R	Polaris ATV	1999 Polaris ATV	Purchasing - CIP	\$ 8,800			
Water	Water	R	Pick Up Truck	2001 Dodge 2500 Quad	Purchasing - CIP	\$ 45,000	\$ 53,800	W	
WWater	WWater	A	Vac Con Truck	2002 Sterling Vac Con will be used as backup	Purchasing - CIP	\$ 300,000			
WWater	WWater	R	Ford F-150	1999 Ford F-150	Purchasing - CIP	\$ 25,000	\$ 325,000	WW	
							TOTAL FY13	\$ 562,800	
Fiscal Year 2014									
General	Police	R	Flex Fuel or Hybrid Cruiser	2007 Ford Crown Vic (207)	Leasing - OP	\$ 42,000	\$ 42,000	G	
WWater	WWater	R	John Deere Gator	1999 John Deere Gator	Purchasing - CIP	\$ 14,000	\$ 14,000	WW	
							TOTAL FY14	\$ 56,000	
Fiscal Year 2015									
General	Police	R	Flex Fuel or Hybrid Cruiser	2008 Ford Crown Vic (208)	Leasing - OP	\$ 38,000			
General	Police	R	Flex Fuel or Hybrid Cruiser	2008 Ford Explorer (218)	Leasing - OP	\$ 42,000	\$ 80,000	G	
Water	Water	R	Pick Up Truck	1999 Ford F-150	Purchasing - CIP	\$ 31,000	\$ 31,000	W	
WWater	WWater	R	Generator	20 year old east end generator	Purchasing - CIP	\$ 200,000	\$ 200,000	WW	
							TOTAL FY15	\$ 311,000	
Fiscal Year 2016									
Water	Water	R	Pick Up Truck	2008 Ford F350	Purchasing - CIP	\$ 48,000	\$ 48,000	W	
WWater	WWater	R	Flex Fuel or Hybrid Vehicle	2006 Ford Escape	Purchasing - CIP	\$ 25,000	\$ 25,000	WW	
							TOTAL FY16	\$ 73,000	
							Grand Total FY12 - FY16	\$ 1,189,800	

* R = Replacement, A = Addition

** The Town will make every effort to obtain the most energy efficient vehicles that meet the operational needs of the department consistent with budgetary constraints.

***Some Public Works Purchases included in the FY 11 CIP were not made. The following items have been pushed to later years but were not included in the FY 12 CIP documents approved by the Town Council:

Replacement Backhoe	Plan to request purchase in Fiscal Year 2013	\$92,000
Replacement Dump Truck	Plan to request purchase in Fiscal Year 2013	\$100,000
Replacement for 2003 GMC Sierra	Plan to request purchase in Fiscal Year 2013	\$45,000
Replacement for 2003 Ford F-550	Plan to request purchase in Fiscal Year 2014	\$60,000
Replacement for 2006 Ford F-350	Plan to request purchase in Fiscal Year 2015	\$45,000
Replacement for 2006 Ford F-350	Plan to request purchase in Fiscal Year 2015	\$45,000

GENERAL FUND
PROJECT DETAIL SHEETS

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0100

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

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

PROGRAM DESCRIPTION:

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 equipment schedule on page 151 shows three replacement police vehicles in FY 12.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

In FY 12 we will be acquiring three police cruisers under an operating lease program and using operating funds to purchase a portable sign board.

GOALS ADDRESSED

Public Safety

PRIORITY

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0100

TITLE: Public Safety Capital

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	36,518	36,518			0						0
Bonds-New Loan	0				0						0
Cash Fund	85,288	60,288	25,000		25,000						0
	0				0						0
Other	62,493	62,493			0						0
TOTAL	184,299	159,299	25,000	0	25,000	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	184,299	159,299	25,000		25,000						0
TOTAL	184,299	159,299	25,000	0	25,000	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING**GOALS ADDRESSED**

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

PRIORITY

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

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0110

TITLE: GIS

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	83,250	33,900		49,350	49,350						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	83,250	33,900	0	49,350	49,350	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	83,250	33,900		49,350	49,350						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	83,250	33,900	0	49,350	49,350	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

See the equipment schedule on page 151 for a listing of vehicles to be purchased in FY 12.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

This expense is proposed to be funded with cash.

GOALS ADDRESSED

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

PRIORITY

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

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0115

TITLE: Vehicles and Equipment Schedule

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	0				0						0
Bonds-New Loan	0				0						0
Cash Fund	30,000				0		30,000				30,000
	0				0						0
Other	0				0						0
TOTAL	30,000	0	0	0	0	0	30,000	0	0	0	30,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	30,000				0		30,000				30,000
TOTAL	30,000	0	0	0	0	0	30,000	0	0	0	30,000

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0120

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

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

PROGRAM DESCRIPTION:

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.

No purchases are scheduled for FY 12

See the equipment schedule on page 151 for a listing of vehicles to be purchased in later years.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

FY 11 purchases are being funded with proceeds from the SunTrust (10) Refi.
Future purchases funded with cash.

GOALS ADDRESSED

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

PRIORITY

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

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0120

TITLE: New Equipment for Maintenance

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds - USDA RD	201,597	201,597	877,718	(877,718)	0						0
Bonds-Suntrust (10)	621,395			621,395	621,395						0
Bonds - B of A	56,671	56,671									0
Cash Fund	151,196	151,196			0						0
	0				0						0
Other	0				0						0
TOTAL	1,030,859	409,464	877,718	(256,323)	621,395	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	1,030,859	409,464	877,718	(256,323)	621,395						0
TOTAL	1,030,859	409,464	877,718	(256,323)	621,395	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: The Town Council adopted the plan on September 8, 2009 and it was incorporated into the Town's Comprehensive Plan. FY 12 Traffic Calming Study Added.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is from GO bonds.

GOALS ADDRESSED

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

PRIORITY

Improve Efficiency: Evaluate needs for traffic improvements.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0130

TITLE: Town-wide Traffic Study

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-New Loan	0				0						0
Bonds-Sun Trust Loan	328,280	328,280			0						0
Bonds - B of A	12,936	12,936			0						0
Cash Fund	84,239	9,239			0			75,000			75,000
	0				0						0
Other	1,301	1,301			0						0
TOTAL	426,756	351,756	0	0	0	0	0	75,000	0	0	75,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	426,756	351,756			0			75,000			75,000
Construction	0				0						0
Equipment	0				0						0
TOTAL	426,756	351,756	0	0	0	0	0	75,000	0	0	75,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0140**

TITLE: Wayfinding Sign System
DEPARTMENT: Community Development Department
PROJECT MGR: Patrick Sullivan

FUND General
STATUS: In Progress
PROJECT START DATE: 1st Quarter (Jul-Sep) 2012
ESTIMATED END DATE: 2nd Quarter (Oct-Dec) 2013

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 and to promote tourism. This will also include interpretive signage for historic features of Fireman's Field.

OPERATING IMPACT

Project design and installation is a one-time expense proposed to be financed through grant funds and a cash match. Grant funding will be sought to partially offset design, sign fabrication and installation costs. There will be some continuing sign maintenance and replacement costs over time.

FUNDING- SOURCE & TIMING

Transportation Enhancement funds will be sought in 2011. A 20% local match is required; Cash & in-kind match is proposed. Grant funding with 20% match from cash is suggested for sign fabrication & installation in FY2012 & 2013.

Note: Funding status of the Transportation Enhancement Grants
Applications for FY 2013 Transportation Enhancement grants will be available when Congress passes an appropriation for FY 2013.

GOALS ADDRESSED**PRIORITY**

New Service:
New directional & interpretative signs in selected Town locations to improve public safety and facilitate tourism.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0140

TITLE: Wayfinding Sign System

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Trans. Enhancement Grant	0				0						0
Bonds-Bank of America	2,452	2,452			0						0
Bonds-New Loan	0				0						0
Cash Fund	0				0						0
Loudoun County Settlement	152,000				0	152,000					152,000
Other: In-Kind Match	0				0						0
TOTAL	154,452	2,452	0	0	0	152,000	0	0	0	0	152,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	5,000				0	5,000					5,000
Engr. Study/Design	30,000				0	30,000					30,000
Prof. Services	6,452	2,452			0	4,000					4,000
Construction	113,000				0	113,000					113,000
Equipment	0				0						0
TOTAL	154,452	2,452	0	0	0	152,000	0	0	0	0	152,000

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

TITLE: Downtown Streetscapes Enhancements (PH 1)
DEPARTMENT: Streets & Maintenance/Admin
PROJECT MGR: Department of Public Works
Marty Kloeden (Grants Administration)

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

PROGRAM DESCRIPTION:

A phased project to enhance Downtown Purcellville, primarily 21st and 23rd Streets. Partial funding is through the Federal Transportation Enhancement Grant Program. Related work was completed several years ago, and included the downtown parking lot and gazebo. Phase 1 includes the realignment of the 21st and 23rd Street intersection, hardscaping, and sidewalk along 23rd Street. The design for this Phase is complete, the project has been bid and construction will be underway in the 4th quarter of FY11. Phase 2 is currently in preliminary design, and includes streetscape elements and right-of-way improvements along N 21st Street, from Main Street north to the terminus of Phase 1.

PROJECT STATUS: Design complete, construction beginning 4th Quarter FY11, ending 2nd Quarter FY12.

OPERATING IMPACT

Completed project will require additional resources for maintenance.

FUNDING- SOURCE & TIMING

Transportation Enhancement Grants have been awarded and applications for additional funding are in progress. The Town was awarded an additional \$400,000. In December 2010, an application was submitted to request additional funding. The Town will be reimbursed for 80% of eligible project expenses. Town matching funds will be out of the Loudoun County Settlement. Grant and Town (matching) funding will be spent in the following order: design phase, right of way phase, construction phase. VDOT approval is required when proceeding from one of these phases to the next.

GOALS ADDRESSED

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

PRIORITY

New Service:

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0601

TITLE: Downtown Streetscapes Enhancements (PH 1)

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	1,495,500	210,660	1,026,500	(401,660)	624,840	660,000					660,000
Loudoun Co. Settlmnt	528,175	75,001	279,869	(41,695)	238,174	215,000					215,000
Bonds-Sun Trust Loan	36,433	36,433			0						0
Unidentified	0				0						0
Cash Fund	7,873	7,873			0						0
Other	0				0						0
TOTAL	2,067,981	329,967	1,306,369	(443,355)	863,014	875,000	0	0	0	0	875,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	58,014			58,014	58,014						0
Engr. Study/Design	65,000		345,000	(280,000)	65,000						0
Prof. Services	434,967	329,967	45,000	10,000	55,000	50,000					50,000
Construction	1,510,000		916,369	(231,369)	685,000	825,000					825,000
Equipment	0				0						0
TOTAL	2,067,981	329,967	1,306,369	(443,355)	863,014	875,000	0	0	0	0	875,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094100-0602**

TITLE: Downtown Streetscapes Enhancements (PH 2)
DEPARTMENT: Streets & Maintenance/Admin
PROJECT MGR: Department of Public Works
Marty Kloeden (Grants Administration)

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

PROGRAM DESCRIPTION:

A phased project to enhance Downtown Purcellville, primarily 21st and 23rd Streets. Partial funding is through the Federal Transportation Enhancement Grant Program. Related work was completed several years ago, and included the downtown parking lot and gazebo. Phase 1 includes the realignment of the 21st and 23rd Street intersection, hardscaping, and sidewalk along 23rd Street. The design for this Phase is complete, the project has been bid and construction will be underway in the 4th quarter of FY11. Phase 2 is currently in preliminary design, and includes streetscape elements and right-of-way improvements along N 21st Street, from Main Street north to the terminus of Phase 1.

PROJECT STATUS: Design to begin FY11 and complete FY12. Construction anticipated FY13.

OPERATING IMPACT

Completed project will require additional resources for maintenance.

FUNDING- SOURCE & TIMING

Transportation Enhancement Grants have been awarded and applications for additional funding are in progress. The Town was awarded enough in Grant funds to fund Phase 2, and the most recent application for additional funding, which would mostly be used for Phase 3 has been submitted. This initial application for funding, if fully requested amount of \$400,000 is granted, would fund the design phase of Phase 3. Additional funding in upcoming years will need to be applied for to fund the construction of Phase 3.

GOALS ADDRESSED

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

PRIORITY

New Service:

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0602

TITLE: Downtown Streetscapes Enhancements (PH 2)

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	0				0						0
Loudoun Co. Settlmnt	215,197			20,000	20,000	165,000	30,197				195,197
Bonds-Sun Trust Loan	0				0						0
Unidentified	239,803				0		239,803				239,803
Cash Fund	0				0						0
Unsecured Grants	1,340,000			60,000	60,000	300,000	980,000				1,280,000
Other	0				0						0
TOTAL	1,795,000	0	0	80,000	80,000	465,000	1,250,000	0	0	0	1,715,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	50,000				0	50,000					50,000
Engr. Study/Design	350,000			75,000	75,000	250,000	25,000				275,000
Prof. Services	70,000			5,000	5,000	40,000	25,000				65,000
Construction	1,325,000				0	125,000	1,200,000				1,325,000
Equipment	0				0						0
TOTAL	1,795,000	0	0	80,000	80,000	465,000	1,250,000	0	0	0	1,715,000

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

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

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

PROGRAM DESCRIPTION:

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Future purchases will be part of the operating budget.

GOALS ADDRESSED

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0604

TITLE: LASER MICROFICHE

FUND General

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	67,675	57,952		9,723	9,723						0
Bonds-New Loan	0				0						0
Cash Fund	4,000		4,000		4,000						0
	0				0						0
Other	0				0						0
TOTAL	71,675	57,952	4,000	9,723	13,723	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	71,675	57,952	4,000	9,723	13,723						0
TOTAL	71,675	57,952	4,000	9,723	13,723	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094101**

TITLE: Maintenance Facility
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Project is substantially complete.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Rural Development Loan-USDA

GOALS ADDRESSED

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

PRIORITY

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

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094101

TITLE: Maintenance Facility

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-Sun Trust Loan	130,000	130,000			0						0
Bonds USDA RD	4,591,000	4,217,729		373,271	373,271						0
Bonds - B of A	147,084	147,084			0						0
Cash Fund **	284,623	284,623			0						0
	0				0						0
Other	0				0						0
TOTAL	5,152,707	4,779,436	0	373,271	373,271	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	332,583	332,583		0	0						0
Prof. Services	568,663	434,634		134,029	134,029						0
Construction	4,168,139	3,974,661		193,478	193,478						0
Equipment	0				0						0
Miscellaneous	83,322	37,558		45,764	45,764						0
TOTAL	5,152,707	4,779,436	0	373,271	373,271	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

This project is #10 on the 2007 Town Council Priority List.
Comp Plan Goal: Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.

PRIORITY

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

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094201

TITLE: Main & Maple Intersect Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	1,081,800	70,636	500,000	511,164	1,011,164						0
Federal Appropriation	500,000		500,000		500,000						0
Bonds-Sun Trust Loan	92,682	50,912		41,770	41,770						0
Bonds-New Loan	0				0						0
Bonds - B of A	114,479	114,479			0						0
Cash Fund	0				0						0
Other	59,967	59,967			0						0
TOTAL	1,848,928	295,994	1,000,000	552,934	1,552,934	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	500,000		500,000		500,000						0
Engr. Study/Design	775,993	241,636		534,357	534,357						0
Prof. Services	132,074	13,497	100,000	18,577	118,577						0
Construction	440,861	40,861	400,000		400,000						0
Equipment	0				0						0
TOTAL	1,848,928	295,994	1,000,000	552,934	1,552,934	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094202**

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: The design is underway. Construction to commence near the end of FY 2011 and continue into FY2012.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

NOTE: \$28,733 received from Washington & Stang (Loudoun Veterinary Service) for Main Street improvements. Moved from zoning escrow funds to 119-3130399-0000 Misc. GF CIP revenue with JE#60 in FY09.

FY10 - FY12: funding is from Loudoun County Field's Farm Settlement

GOALS ADDRESSED

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

PRIORITY

New Service: Design and construct missing sidewalk segments

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094202

TITLE: East Main St Sidewalk Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	260,722	36,812		0	0	223,910					223,910
Loudoun Co. Settlmnt	670,881	25,758	279,700	65,837	345,537	299,586					299,586
Bonds-Sun Trust Loan	65,414	65,414			0						0
Unidentified	0			0	0						0
Cash Fund	22,748	22,748			0						0
	0				0						0
Other^	28,733			28,733	28,733						0
TOTAL	1,048,498	150,732	279,700	94,570	374,270	523,496	0	0	0	0	523,496

^ See Funding NOTE

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	7,500			7,500	7,500						0
Engr. Study/Design	190,000	110,353		79,647	79,647						0
Prof. Services	100,998	36,775	56,800	7,423	64,223						0
Construction	750,000	3,604	222,900	0	222,900	523,496					523,496
Equipment	0				0						0
TOTAL	1,048,498	150,732	279,700	94,570	374,270	523,496	0	0	0	0	523,496

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

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

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

PROGRAM DESCRIPTION:

The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. N 21st Street Project From Banbury Glen Ct to O St (1700 ft). This sidewalk section will connect connect 2 residential developments to the Downtown. Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

PROJECT STATUS: Design is in final stages. Construction to commence during FY 2011.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

This project is funded in majority by a VDOT Bike/Pedestrian Safety grant which provides \$450,000 in Federal funds that that VDOT matched with \$49,000 and the Town must match with \$1,000 for a total of \$500,000. Design is in final stages; construction is anticipated to begin in FY 2011 and be complete in FY 2012.

GOALS ADDRESSED

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

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094206

TITLE: N. 21st Street Sidewalk Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	499,000	13,116		143,225	143,225	342,659					342,659
	0				0						0
Bonds-Sun Trust Loan	43,485	43,485			0						0
Bonds-New Loan	0				0						0
Cash Fund	0				0						0
Loudoun Co. Settmnt	346,726	45,954		153,431	153,431	147,341					147,341
Unidentified	0										0
Other	3,026	3,026			0						0
TOTAL	892,237	105,581	0	296,656	296,656	490,000	0	0	0	0	490,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	52,000	2,156		49,844	49,844						0
Engr. Study/Design	190,237	71,854		118,383	118,383						0
Prof. Services	90,000	31,365		28,635	28,635	30,000					30,000
Construction	560,000	206		99,794	99,794	460,000					460,000
Equipment	0				0						0
TOTAL	892,237	105,581	0	296,656	296,656	490,000	0	0	0	0	490,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: This project is complete in FY10.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094207

TITLE: S. 32nd Street Sidewalk Improvements

FUND General

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	13,594	13,594			0						0
	0				0						0
Bonds-Sun Trust Loan	48,030	48,030			0						0
Bonds-New Loan	0				0						0
Cash Fund	0				0						0
Loudoun Co. Settmnt	250,512	250,512		0	0						0
Other	2,060	2,060			0						0
TOTAL	314,196	314,196	0	0	0	0	0	0	0	0	0

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

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	379	379			0						0
Engr. Study/Design	42,314	42,314		0	0						0
Prof. Services	21,617	21,617		0	0						0
Construction	249,886	249,886		0	0						0
Equipment	0				0						0
TOTAL	314,196	314,196	0	0	0	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094253****TITLE:** Southern Collector Road**FUND** General**DEPARTMENT:** Public Works**STATUS:** Future Plan(FY10 fwd)**PROJECT MGR:** Samer Beidas**PROJECT START DATE:** 1st Quarter (Jul-Sep)

2010

ESTIMATED END DATE: 4th Quarter (Apr-Jun)**2011****PROGRAM DESCRIPTION:**

Complete the final segment of the Southern Collector Road

PROJECT STATUS: Design of the final segment of the SCR is underway as well as efforts to secure the necessary Right of Way.**OPERATING IMPACT**

This project would require the Town to maintain the new roads

FUNDING- SOURCE & TIMING

Funding for construction to be determined.

GOALS ADDRESSED**Comp Plan Goal:** Connected, Efficient Street Network: Provide a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow. Encourage the routing of through traffic to transportation corridors outside of the Town to minimize effects on the internal street system. Maintain and meet acceptable levels of service on all streets in Town.**Comp Plan Implementation Strategy:** Pursue the connection of A Street to Route 287 in a manner that is consistent with the design and conservation recommendations**PRIORITY**

Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094253

TITLE: Southern Collector Road

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Loudoun Co. Settlmnt	1,852,260	89,391	1,272,259	490,610	1,762,869						0
Bonds-Sun Trust Loan	2,636	2,636			0						0
Unidentified	4,820,000				0		4,820,000				4,820,000
Bonds - B of A	1,481	1,481			0						0
Cash Fund	606	606			0						0
Other	853	853			0						0
TOTAL	6,677,836	94,967	1,272,259	490,610	1,762,869	0	4,820,000	0	0	0	4,820,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	702,599	45,359	587,129	70,111	657,240						0
Engr. Study/Design	1,141,916	46,287	685,130	410,499	1,095,629						0
Prof. Services	263,321	3,321		10,000	10,000		250,000				250,000
Construction	4,570,000				0		4,570,000				4,570,000
Equipment	0				0						0
TOTAL	6,677,836	94,967	1,272,259	490,610	1,762,869	0	4,820,000	0	0	0	4,820,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094258**

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: This project is complete in FY10.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is from GO bonds.

GOALS ADDRESSED

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

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

PRIORITY Maintenance

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094258

TITLE: Nursery Avenue Storm Sewer

FUND General

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	90,751	90,751		0	0						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	90,751	90,751	0	0	0	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	3,347	3,347		0	0						0
Construction	87,404	87,404		0	0						0
Equipment	0				0						0
TOTAL	90,751	90,751	0	0	0	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Project is complete.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

CDBG Funding and Loudoun County Settlement.

GOALS ADDRESSED

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

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094259

TITLE: D Street Drainage & Sidewalk

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-CDBG	138,500		30,209	108,291	138,500						0
Grants-VDOT	0				0						0
Loudoun Co. Settmtnt	241,698	67,059	26,791	147,848	174,639						0
Bonds-Sun Trust Loan	29,048	29,048			0						0
Unidentified	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	409,246	96,107	57,000	256,139	313,139	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	2,000		3,000	(1,000)	2,000						0
Engr. Study/Design	66,703	61,568	7,000	(1,865)	5,135						0
Prof. Services	47,908	29,412	5,000	13,496	18,496						0
Construction	292,546	5,038	42,000	245,508	287,508						0
Miscellaneous	89	89		0	0						0
TOTAL	409,246	96,107	57,000	256,139	313,139	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

Installation of sidewalk on north side of West Main Street from 28th Street to 33rd Street. Extend existing sidewalk to residential communities at west end of Town. Utility Relocation required with no prior rights established.

PROJECT STATUS: Project has been abandoned.

OPERATING IMPACT

The Town will be responsible for maintaining the additional sidewalks.

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY

New Service: New sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094262

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

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	60,949	60,949		0	0						0
	0				0						0
Bonds-Sun Trust Loan	52,189	40,762		11,427	11,427						0
Bonds-New Loan	0				0						0
Cash Fund	138,712			138,712	138,712						0
	0				0						0
Unidentified	0				0						0
TOTAL	251,850	101,711	0	150,139	150,139	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	150	150			0						0
Engr. Study/Design	191,700	86,560		105,140	105,140						0
Prof. Services	60,000	15,001		44,999	44,999						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	251,850	101,711	0	150,139	150,139	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

In FY08-09, the Town finalized the acquisition of Fireman's Field from the Purcellville Volunteer Fire Department. A master plan for Fireman's Field was developed. Initial phase of improvements will include parking lot improvements on the Nursery Avenue and 20th Street sides, landscape, site lighting, field entry improvements, roundabout for traffic management and frontage improvements along Nursery Avenue.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

These projects are proposed to be financed through the issuance of bonds.
RBC loan proceeds for this project were \$36,223 less than adopted project funding so reduced the overall budget.

GOALS ADDRESSED

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

PRIORITY

Mandatory, maintenance, improve efficiency, new service

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094263

TITLE: Fireman's Field Upgrades

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-Sun Trust Loan	0				0						0
Bonds-RBC	863,777	61,152	600,000	202,625	802,625						0
	0				0						0
Cash Fund	0				0						0
Interim Financing	600,000				0	600,000					600,000
Other	0				0						0
TOTAL	1,463,777	61,152	600,000	202,625	802,625	600,000	0	0	0	0	600,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	272,000	51,429		98,571	98,571	122,000					122,000
Prof. Services	140,000				0	140,000					140,000
Construction	1,051,777	9,723	600,000	104,054	704,054	338,000					338,000
Equipment	0				0						0
TOTAL	1,463,777	61,152	600,000	202,625	802,625	600,000	0	0	0	0	600,000

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

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

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

PROGRAM DESCRIPTION:

In FY08-09, the Town finalized the acquisition of Fireman's Field from the Purcellville Volunteer Fire Department. A detailed structural evaluation in spring 2009 revealed unsafe conditions resulting in the Town closing the facility. A historic preservation architect was engaged in July 2009 to develop full restoration and stabilization plans. The design included environmentally friendly technologies in the form of LED lights and a geothermal mechanical system for heating and cooling. Renovations were completed in time for the facility to be used for the Babe Ruth Tournament.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY

Mandatory, maintenance, improve efficiency.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094264

TITLE: Fireman's Field Skating Rink Renovation

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	349,528	349,528			0						0
Bonds-RBC	1,248,123	772,417		475,706	475,706						0
Cash Fund	372,349			372,349	372,349						0
	0				0						0
Other	0				0						0
TOTAL	1,970,000	1,121,945	0	848,055	848,055	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	55,512	45,479		10,033	10,033						0
Prof. Services	549,896	443,190		106,706	106,706						0
Construction	1,364,592	633,276		731,316	731,316						0
Equipment	0				0						0
TOTAL	1,970,000	1,121,945	0	848,055	848,055	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

Bicycle and pedestrian improvements are proposed along North Maple Avenue(Route 722), from East Main Street to the old Volunteer Fire Department. 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&OD trail crossing, consisting of the realignment of approximately 365 LF of trail to intersect perpendicular to North Maple Avenue. Pedestrian crossing striping and signage will also be added.

PROJECT STATUS: Design is complete. Project linked to grant. Construction anticipated to be complete by end of FY2011.

OPERATING IMPACT

Town will be responsible for Maintenance of trail along N. Maple Avenue.

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY

New Service: New sidewalk/trail.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094267

TITLE: EAST Maple to W&OD Trail

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	360,000			360,000	360,000						0
Loudoun Co. Settmt	63,670		332,500	(268,830)	63,670						0
Bonds-Sun Trust Loan	120,000	120,000			0						0
Cash Fund	18,660	18,660			0						0
	0				0						0
SRB Contribution	25,000			25,000	25,000						0
TOTAL	587,330	138,660	332,500	116,170	448,670	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	5,900	900		5,000	5,000						0
Engr. Study/Design	171,430	116,175		55,255	55,255						0
Prof. Services	50,000	21,209	15,000	13,791	28,791						0
Construction	360,000	376	317,500	42,124	359,624						0
Equipment	0				0						0
TOTAL	587,330	138,660	332,500	116,170	448,670	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094268****TITLE:** Bus Shelters
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas**FUND** General
STATUS: Complete
PROJECT START DATE: 1st Quarter (Jul-Sep) 2008
ESTIMATED END DATE:**PROGRAM DESCRIPTION:**

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

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

Maintaining and upkeep of the bus shelter.

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY New Service

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094268

TITLE: Bus Shelters

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants* CDBG	6,459	6,459			0						0
	0				0						0
Bonds-Sun Trust Loan	6,500	6,500			0						0
	0				0						0
Cash Fund	19,438	4,438			0		5,000	10,000			15,000
	0				0						0
Other	0				0						0
TOTAL	32,397	17,397	0	0	0	0	5,000	10,000	0	0	15,000

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

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	5,000				0		5,000				5,000
Prof. Services	4,155	4,155			0						0
Construction	23,242	13,242			0			10,000			10,000
Equipment	0				0						0
TOTAL	32,397	17,397	0	0	0	0	5,000	10,000	0	0	15,000

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094269**

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Complete

OPERATING IMPACT

None until FY11 or FY12

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY

Top Town Council priority

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094269

TITLE: New Town Hall Purchase

FUND General

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-BB&T 09 Loan	2,410,769	2,410,769			0						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	2,410,769	2,410,769	0	0	0	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	2,410,769	2,410,769			0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	2,410,769	2,410,769	0	0	0	0	0	0	0	0	0

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094270

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

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

PROGRAM DESCRIPTION:

Renovation of old Purcellville Baptist Church as new Town Hall.

PROJECT STATUS:

The design of the renovations has been completed.
Invitations for Bids for construction have been received and a contract is scheduled for award in January 2011.
Construction will commence in January 2011 and completed in fall 2011. Move to renovated Town Hall in late fall 2011.
Consolidated FY10 funding for project 119-4094261 into this project.

OPERATING IMPACT

None until FY12 - FY13

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY

Top Town Council priority

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094270

TITLE: New Town Hall Renovation

FUND General

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bonds-Sun Trust Loan	1,104,786	17,039		1,087,747	1,087,747						0
Bonds-BB&T 09 Loan	372,849	369,940		2,909	2,909						0
Interim Financing	2,050,000		3,236,740	(1,344,443)	1,892,297	157,703					157,703
Cash Fund	20,399	20,399			0						0
Proceeds From Sale	0				0						0
Bonds-Suntrust (10)	500,000			500,000	500,000						0
TOTAL	4,048,034	407,378	3,236,740	246,213	3,482,953	157,703	0	0	0	0	157,703

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	442,502	198,094	30,000	214,408	244,408						0
Prof. Services	348,102	44,863	270,000	5,136	275,136	28,103					28,103
Construction	3,038,199	154,737	2,806,740	(52,878)	2,753,862	129,600					129,600
Miscellaneous	219,231	9,684	130,000	79,547	209,547	0					0
TOTAL	4,048,034	407,378	3,236,740	246,213	3,482,953	157,703	0	0	0	0	157,703

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

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

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

PROGRAM DESCRIPTION:

Road improvements & repairs to existing Infrastructure. Repairs include regrading, compaction and subbase enhancements.

PROJECT STATUS: Design work is underway.

OPERATING IMPACT

Town will continue to be responsible for Maintenance

FUNDING- SOURCE & TIMING

Funding for this project will come from the Loudoun County Settlement

GOALS ADDRESSED

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

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094272

TITLE: Country Club & 33rd St. Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	265,500			265,500	265,500						0
Loudoun Co. Settmnt	320,500		485,610	(165,110)	320,500						0
Bonds-Sun Trust Loan	0				0						0
Unidentified	0				0						0
Bonds - B of A	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	586,000	0	485,610	100,390	586,000	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	30,000		48,500	(18,500)	30,000						0
Prof. Services	25,000		25,000		25,000						0
Construction	531,000		412,110	118,890	531,000						0
Equipment	0				0						0
TOTAL	586,000	0	485,610	100,390	586,000	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094273**

TITLE: Town Boundary Survey
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas
NEW CIP PROJECT - FY11

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT**FUNDING- SOURCE & TIMING**

Funding for this project to be determined.

GOALS ADDRESSED

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

PRIORITY

Improve Efficiency
Define Area of Service

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094273

TITLE: Town Boundary Survey

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Loudoun Co. Settmnt	0				0						0
Bonds-Sun Trust Loan	0				0						0
Unidentified	107,900				0		107,900				107,900
Bonds - B of A	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	107,900	0	0	0	0	0	107,900	0	0	0	107,900

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	102,900				0		102,900				102,900
Engr. Study/Design	0				0						0
Prof. Services	5,000				0		5,000				5,000
Construction	0				0						0
Equipment	0				0						0
TOTAL	107,900	0	0	0	0	0	107,900	0	0	0	107,900

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094274**

TITLE: E Street Sidewalk and Drainage Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas
NEW CIP PROJECT - FY12

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

PROGRAM DESCRIPTION:

This project will provide a pedestrian linkage along East E Street to the business district located along Main and Maple by connecting to the sidewalk along 14th Street and 12th Street. The construction of this project will also address drainage issues that exist along both the north and south sides of East E Street, and at the intersection of East E Street with South 20th Street. The deep ditch along the south side of E Street presents maintenance challenges for both homeowners and the Town. Erosion along the ditchline in high flows is common. The ditchline along the north side of E Street has been largely filled in and culverts under existing driveways are ineffective. Localized flooding occurs at the corner of E Street and 20th Street, as well as in the adjacent yard, as the runoff from the street flows overland to an existing stream. The Town has applied for CDBG funding for this project.

PROJECT STATUS: Preliminary cost estimates have been prepared. Field observations have been made during rain events to determine areas of flooding. Design and construction will commence when funding is identified.

OPERATING IMPACT:

This project will reduce maintenance costs associated with repairs due to poor drainage, and costs to mow the ditch where it is too steep for homeowners to maintain. The Town will be responsible for the maintenance of new sidewalks, and storm drains; this will require maintenance funding for upkeep on a annual basis.

FUNDING- SOURCE & TIMING

CDBG application submitted December 2010.

GOALS ADDRESSED

Comp Plan Goal: Provide sidewalks where lacking. Help meet the goal for an effective intermodal transportation system.

PRIORITY

New Service: new sidewalk.

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094274

TITLE: E Street Sidewalk and Drainage Improvments

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-CDBG	0				0						0
Loudoun Co. Settmnt	0				0						0
Bonds-Sun Trust Loan	0				0						0
Unidentified	772,000				0				772,000		772,000
Bonds - B of A	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	772,000	0	0	0	0	0	0	0	772,000	0	772,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	15,000				0				15,000		15,000
Engr. Study/Design	45,000				0				45,000		45,000
Prof. Services	20,000				0				20,000		20,000
Construction	692,000				0				692,000		692,000
Equipment	0				0						0
TOTAL	772,000	0	0	0	0	0	0	0	772,000	0	772,000

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094275

TITLE: 301 20th Street Land Acquisition
DEPARTMENT: Admin
PROJECT MGR: Rob Lohr

FUND General
STATUS: In Progress
PROJECT START DATE: 2010
ESTIMATED END DATE:

PROGRAM DESCRIPTION:

Purchase property adjacent to the Fireman's Field property.

OPERATING IMPACT

FUNDING- SOURCE & TIMING

GOALS ADDRESSED

PRIORITY

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094275

TITLE: 301 20th Street Land Acquisition

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds-Sun Trust Loan	0				0						0
Bonds-New Loan	0				0						0
Cash Fund	180,000			180,000	180,000						0
	0				0						0
Other	0				0						0
TOTAL	180,000	0	0	180,000	180,000	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	180,000			180,000	180,000						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	0				0						0
TOTAL	180,000	0	0	180,000	180,000	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 119-4094276**

TITLE: Hirst Road Improvements
DEPARTMENT: Public Works
PROJECT MGR: Samer Beidas
NEW CIP PROJECT - FY12

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

PROGRAM DESCRIPTION:

Hirst Road improvements & repairs to existing Infrastructure. Repairs include regrading, compaction and subbase enhancements.

PROJECT STATUS:**OPERATING IMPACT**

Town will continue to be responsible for Maintenance

FUNDING- SOURCE & TIMING

Funding for this project will come from the Loudoun County Settlement

GOALS ADDRESSED

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

PRIORITY

Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 119-4094276

TITLE: Hirst Road Improvements

FUND General

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants-VDOT	0				0						0
Loudoun Co. Settmtnt	588,000				0		588,000				588,000
Bonds-Sun Trust Loan	0				0						0
Unidentified	0				0						0
Bonds - B of A	0				0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	588,000	0	0	0	0	0	588,000	0	0	0	588,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	35,000				0		35,000				35,000
Prof. Services	25,000				0		25,000				25,000
Construction	528,000				0		528,000				528,000
Equipment	0				0						0
TOTAL	588,000	0	0	0	0	0	588,000	0	0	0	588,000

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WATER FUND

PROJECT DETAIL SHEETS

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

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

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

PROGRAM DESCRIPTION:

This project involves the transitioning of the well from a temporary use to a permanent source for the Town's water supply. This project will require a treatment building to be constructed and will involve approval from both the Virginia Department of Health and Loudoun County's Department of Building & Development. The construction component of this project is covered under the Short Term Water Investments.

PROJECT STATUS: Design work is underway.

OPERATING IMPACT

The well treatment building is expected to increase the water capacity of the Town System by adding all the wells on the Town's Short Hill property. Operations of the well building will increase electricity, permanganate chemical costs and maintenance costs. Estimated to be less than \$40,000/yr.

FUNDING- SOURCE & TIMING

Funding for this project will come from GO Bonds.

GOALS ADDRESSED

Additional water sources are needed to meet the water demands for the Town of Purcellville. The following specific goals will also be addressed: #5 of the Top Ten Priorities developed by Town Council in July, 2006 states "Establish an aggressive strategy to search for water resources."
Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."
Comp Plan Goal: "Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development."

PRIORITY New Service

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094504

TITLE: Jeffries Well Development

FUND Water

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	367,208	66,603		300,605	300,605						0
Bond- B of A	24,590	24,590			0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	391,798	91,193	0	300,605	300,605	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	20,000	13,206		6,794	6,794						0
Engr. Study/Design	75,048	56,849		18,199	18,199						0
Prof. Services	10,000			10,000	10,000						0
Construction	286,166	20,554		265,612	265,612						0
Equipment	0				0						0
Miscellaneous	584	584			0						0
TOTAL	391,798	91,193	0	300,605	300,605	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

This project has involved the feasibility review, design and construction of a new water source system that can meet the short & intermediate time period 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. Since FY 2009/2010, money has budgeted to initiate the process of implementing those sources identified in the water resources study. This project will include the construction of a new well filter building on Short Hill Road in 2013.

PROJECT STATUS: Contract awarded and work is underway. Several wells have been drilled and testing and are in the process of being placed online.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

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

Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY

Mandatory
 New Service

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094506

TITLE: Short & Intermediate Water Investments

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	2,086,396	1,789,911		296,485	296,485						0
Unidentified	3,845,982				0		2,911,482	934,500			3,845,982
Bond-RBC	2,200,100	2,200,100			0						0
Cash Fund	0				0						0
	0				0						0
Other	42,045	42,045			0						0
TOTAL	8,174,523	4,032,056	0	296,485	296,485	0	2,911,482	934,500	0	0	3,845,982

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	2,212,791	2,195,691		17,100	17,100						0
Engr. Study/Design	1,639,517	1,349,645		17,872	17,872		50,000	222,000			272,000
Prof. Services	321,673	63,292		156,381	156,381		52,000	50,000			102,000
Construction	3,985,315	408,201		105,132	105,132		2,809,482	662,500			3,471,982
Equipment	0				0						0
Miscellaneous	15,227	15,227			0						0
TOTAL	8,174,523	4,032,056	0	296,485	296,485	0	2,911,482	934,500	0	0	3,845,982

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Contract awarded and work is underway.

OPERATING IMPACT

Additional operational costs will occur with the new facilities.

FUNDING- SOURCE & TIMING

Funding for this project in 2015 & 2016 will come from GO Bonds pending continued exploration of long term alternatives.

GOALS ADDRESSED

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

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

Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY

Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094508

TITLE: Long Term Water Resource Implementation

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	1,246,981	866,018		380,963	380,963						0
Unidentified	3,584,000				0		124,000		750,000	2,710,000	3,584,000
Bond- B of A	237,329	237,329			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	5,068,310	1,103,347	0	380,963	380,963	0	124,000	0	750,000	2,710,000	3,584,000

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

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	210,190	64,073		46,117	46,117					100,000	100,000
Engr. Study/Design	2,648,120	1,039,274		334,846	334,846		124,000		750,000	400,000	1,274,000
Prof. Services	1,000,000				0					1,000,000	1,000,000
Construction	1,210,000				0					1,210,000	1,210,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	5,068,310	1,103,347	0	380,963	380,963	0	124,000	0	750,000	2,710,000	3,584,000

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

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Evaluation and Preventative Maintenance program is complete. Consultant provided lists of proposed Water line improvements.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is from GO bonds. Upgrades or replacement to pipes from FY 2015 forward should be from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY Maintenance Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094511

TITLE: Water Distribution System Evaluation and Implementation

FUND Water

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Unidentified	605,000				0			355,000	250,000		605,000
Bond-Sun Trust loan	854,380	280,104		574,276	574,276						0
Bond- B of A	105,030	105,030			0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	1,564,410	385,134	0	574,276	574,276	0	0	355,000	250,000	0	605,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	454,345	384,883		14,462	14,462			55,000			55,000
Prof. Services	18,993	191		18,802	18,802						0
Construction	1,091,012			541,012	541,012			300,000	250,000		550,000
Equipment	0				0						0
Miscellaneous	60	60			0						0
TOTAL	1,564,410	385,134	0	574,276	574,276	0	0	355,000	250,000	0	605,000

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

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

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

PROGRAM DESCRIPTION:

This project involves the design, easement acquisition and installation of a water line loop from Gardner Meadows to a water line at the Blue Ridge Middle School. During a series of water line breaks on 20th Street, it was determined that a water loop would have permitted many residents to retain water supply while the 20th Street line was taken out of service for repairs. It is expected that completion of the Water Distribution System Evaluation model will help in identifying the best hydraulic location for the line and the possible placement of a water tank at the Blue Ridge Middle School.

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094513

TITLE: A Street Water Line Loop

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	143,483	15,241		60,242	60,242	68,000					68,000
Unidentified	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	143,483	15,241	0	60,242	60,242	68,000	0	0	0	0	68,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	75,483	15,241		60,242	60,242						0
Prof. Services	10,000				0	10,000					10,000
Construction	58,000				0	58,000					58,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	143,483	15,241	0	60,242	60,242	68,000	0	0	0	0	68,000

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

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

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

PROGRAM DESCRIPTION:

As part of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, 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 been working to implement recommendations made in the Assessment.

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

PROJECT STATUS: Items continue to be evaluated as new improvements will require additional security enhancements. FY 2010 forward funding to come from cash.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094514

TITLE: Vulnerability Assessment

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bond-Sun Trust loan	139,778	139,778			0						0
Cash Fund	110,144	10,144			0		50,000	50,000			100,000
Other	0				0						0
TOTAL	249,922	149,922	0	0	0	0	50,000	50,000	0	0	100,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	249,922	149,922			0		50,000	50,000			100,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	249,922	149,922	0	0	0	0	50,000	50,000	0	0	100,000

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

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

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

PROGRAM DESCRIPTION:

This project involves the sizing, siting and construction of an additional finished water storage tank for the water distribution system. The Virginia Department of Health requires that the Town maintain a certain level of water storage. The initial Water Tank Siting Study has identified that there is a need for an additional 500,000 gallons of finished storage capacity. The next step in the study will be to utilize the new model developed in the Water Distribution Study to further evaluate the sites discussed in the Tank Siting Study and begin acquisition of a tank site. Costs for land acquisition, design and construction will be updated after the additional evaluation with the model is completed.

PROJECT STATUS: On hold to be pushed back to FY 2013 to FY 2014

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094515

TITLE: New Elevated Water Tank

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	76,401	76,401			0						0
Unidentified	2,390,000				0			2,390,000			2,390,000
Bond- B of A	23,704	23,704			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	2,490,105	100,105	0	0	0	0	0	2,390,000	0	0	2,390,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	139,770	99,770			0			40,000			40,000
Prof. Services	0				0						0
Construction	2,350,335	335			0			2,350,000			2,350,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	2,490,105	100,105	0	0	0	0	0	2,390,000	0	0	2,390,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Design is complete and approved by VDH. The IFB has been issued with construction starting in early 2011.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094516

TITLE: Switch to Hypochlorite

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bond-Sun Trust loan	232,000	53,745		178,255	178,255						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	232,000	53,745	0	178,255	178,255	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	53,745	53,745		0	0						0
Prof. Services	0				0						0
Construction	178,255			178,255	178,255						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	232,000	53,745	0	178,255	178,255	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY

Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094517

TITLE: Generation of GIS layers for Water Easements

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	37,337	37,337			0						0
Bond-New loan	0				0						0
Cash Fund	55,000	19,536		5,464	5,464	10,000	10,000	10,000			30,000
	0				0						0
Other	0				0						0
TOTAL	92,337	56,873	0	5,464	5,464	10,000	10,000	10,000	0	0	30,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	33,925	33,925			0						0
Prof. Services	58,412	22,948		5,464	5,464	10,000	10,000	10,000			30,000
Construction	0				0						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	92,337	56,873	0	5,464	5,464	10,000	10,000	10,000	0	0	30,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Construction services to be procured in January 2015

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

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

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094519

TITLE: Transition to a SCADA system

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	8,640	8,640			0						0
Unidentified	118,000				0					118,000	118,000
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	126,640	8,640	0	0	0	0	0	0	0	118,000	118,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	8,640	8,640			0						0
Prof. Services	0				0						0
Construction	118,000				0					118,000	118,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	126,640	8,640	0	0	0	0	0	0	0	118,000	118,000

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

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

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project is through GO Bonds.

GOALS ADDRESSED

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

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

Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY

Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094521

TITLE: Water Treatment Plant Improvements

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	280,000	19,938	630,000	(369,938)	260,062						0
Unidentified	1,725,000				0		637,500	637,500	450,000		1,725,000
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	2,005,000	19,938	630,000	(369,938)	260,062		637,500	637,500	450,000	0	1,725,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	199,938	19,938	70,000	(50,000)	20,000		150,000		10,000		160,000
Prof. Services	135,000		60,000	(40,000)	20,000		25,000	50,000	40,000		115,000
Construction	1,670,062		500,000	(279,938)	220,062		462,500	587,500	400,000		1,450,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	2,005,000	19,938	630,000	(369,938)	260,062	0	637,500	637,500	450,000	0	1,725,000

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

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

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

PROGRAM DESCRIPTION:

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.

No purchases are planned in FY 12.

See the equipment schedule on page 151 for a listing of vehicles to be purchased in later years.

PROJECT STATUS: Purchases will be made during the fiscal years noted above.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project should come from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094522

TITLE: New & Replacement Equipment

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	36,481	36,481			0						0
	0				0						0
Cash Fund	163,800		31,000		31,000		53,800		31,000	48,000	132,800
	0				0						0
Other	0				0						0
TOTAL	200,281	36,481	31,000	0	31,000	0	53,800	0	31,000	48,000	132,800

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	200,281	36,481	31,000		31,000		53,800		31,000	48,000	132,800
Miscellaneous	0				0						0
TOTAL	200,281	36,481	31,000	0	31,000	0	53,800	0	31,000	48,000	132,800

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

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

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding is from GO Bonds.

GOALS ADDRESSED

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094523

TITLE: Intake Structure for Hirst Reservoir

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	60,000			60,000	60,000						0
Unidentified	1,210,000				0		210,000	1,000,000			1,210,000
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
TOTAL	1,270,000	0	0	60,000	60,000	0	210,000	1,000,000	0	0	1,210,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	205,970			25,970	25,970		180,000				180,000
Prof. Services	30,000				0		30,000				30,000
Construction	1,034,030			34,030	34,030			1,000,000			1,000,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	1,270,000	0	0	60,000	60,000	0	210,000	1,000,000	0	0	1,210,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Funding not allocated this FY.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project should come from the operating fund.

GOALS ADDRESSED

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094524

TITLE: Tank Painting

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds	0				0						0
	0				0						0
Cash Fund	120,000				0		120,000				120,000
	0				0						0
Other	0				0						0
TOTAL	120,000	0	0	0	0	0	120,000	0	0	0	120,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	20,000				0		20,000				20,000
Construction	100,000				0		100,000				100,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	120,000	0	0	0	0	0	120,000	0	0	0	120,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: This is project is complete.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for this project should come from the operating fund.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."
Comp Plan Goal: "Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094525

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

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bond-Sun Trust loan	316,238	316,238			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	316,238	316,238	0	0	0	0	0	0	0	0	0

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	4,927	4,927			0						0
Prof. Services	229,294	229,294			0						0
Construction	82,017	82,017			0						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	316,238	316,238	0	0	0	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 599-4094526**

TITLE: Water Line Replacement on 21st Street
DEPARTMENT: Water
PROJECT MGR: Alex Vanegas
Dale Lehnig

FUND: Water
STATUS: New
PROJECT START DATE: 4th Qtr(Apr-Jun) 2011
ESTIMATED END DATE: 2nd Qtr(Oct-Dec) 2011

PROGRAM DESCRIPTION:

Waterline replacement of approximately 1200 LF of aging 12" waterline located in North 21st. This waterline is a portion of the N. 21st Street waterline that is identified by Olver, Inc's. final report as due for replacement within the next new few years. Project is split into two parts. Part 1 will be replaced during the construction of the Downtown Enhancements project and the replacement will encompass 3 ends: the 12" waterline from it's terminus south of the intersection with North 23rd Street, up to East O Street along North 21rd Street from the intersection, and up to just north of the W&OD Trail. Part 2 will pick up where Part 1 stopped north of the W&OD trail and the waterline will be replaced up to the Toll Brothers property south of Branbury Glen Court. The waterline replacement will function with a second purpose as the existing aging waterline is also in conflict with the improvements that are part of the Downtown Enhancements and North 21st Street Sidewalk projects.

PROJECT STATUS: Part 1 has been out for bid as part of the Downtown Enhancements project. Part 2 will be part of the N. 21st Street sidewalk project bid.

OPERATING IMPACT

- New waterline location that will be in the road.
- Reduced likelihood of waterline breaks and repairs

FUNDING- SOURCE & TIMING

Funding for this project will be coming from the existing water suntrust loan fund.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY

Improve efficiency
Required as part of other CIP projects

CAPITAL PROJECT DETAIL

PROJECT #: 599-4094526

TITLE: Water Line Replacement on 21st Street

FUND Water

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Bond-Sun Trust loan	275,000			65,000	65,000	210,000					210,000
Cash Fund	0				0						0
Other	0				0						0
TOTAL	275,000	0	0	65,000	65,000	210,000	0	0	0	0	210,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	20,000			20,000	20,000						0
Prof. Services	10,000			5,000	5,000	5,000					5,000
Construction	245,000			40,000	40,000	205,000					205,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	275,000	0	0	65,000	65,000	210,000	0	0	0	0	210,000

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WASTEWATER FUND

PROJECT DETAIL SHEETS

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

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

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

PROGRAM DESCRIPTION:

As part of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, 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 been working to implement recommendations made in the Assessment.

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

PROJECT STATUS: Items continue to be evaluated as new improvements will require additional security enhancements. FY 2011 forward funding to come from cash.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094100-0110

TITLE: Vulnerability Assessment

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	15,432	14,438		994	994						0
	0				0						0
Cash Fund	100,000				0	25,000	25,000	50,000			100,000
	0				0						0
Other	0				0						0
TOTAL	115,432	14,438	0	994	994	25,000	25,000	50,000	0	0	100,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	3,220	3,220			0						0
Prof. Services	5,000	4,006		994	994						0
Construction	106,665	6,665			0	25,000	25,000	50,000			100,000
Equipment	547	547			0						0
Miscellaneous	0				0						0
TOTAL	115,432	14,438	0	994	994	25,000	25,000	50,000	0	0	100,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Project is complete.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."
 Comp Plan Goal: "Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development."

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094600

TITLE: BSWF ENR and Expansion Improvements

FUND Sewer

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants*WQIF	5,185,503	4,869,513		315,990	315,990						0
	0				0						0
Bonds* VRA	24,944,377	24,028,820		915,557	915,557						0
	0				0						0
Cash Fund**	105,545	95,545		10,000	10,000						0
Bank of America Bond	286,418	286,418			0						0
Other	0				0						0
TOTAL	30,521,843	29,280,296	0	1,241,547	1,241,547	0	0	0	0	0	0

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

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

Loan Amount- \$24,944,377

WQIF Grant- \$5,185,503

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	360	360			0						0
Engr. Study/Design	4,047,446	3,831,208		216,238	216,238						0
Prof. Services	1,655,534	1,578,017		77,517	77,517						0
Construction	23,912,753	23,846,125		66,628	66,628						0
Equipment	0				0						0
Miscellaneous	905,750	24,586		881,164	881,164						0
TOTAL	30,521,843	29,280,296	0	1,241,547	1,241,547	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Construction complete for Phase I & Phase II. Elements of Phase III to be completed by the end of this fiscal year.
 This project was integral in the removing of the consent order.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."
Comp Plan Goal: "Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development."

PRIORITY Mandatory Maintenance

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094603

TITLE: I & I Improvements & CMOM Compliance

FUND Sewer

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
Unidentified	350,000				0			350,000			350,000
Bond-Sun Trust loan	1,664,223	1,238,374		425,849	425,849						0
Bond- B of A	287,112	287,112			0						0
Cash Fund	125,000		125,000		125,000						0
Other	0				0						0
Other	0				0						0
TOTAL	2,426,335	1,525,486	125,000	425,849	550,849	0	0	350,000	0	0	350,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	9,625	9,625			0						0
Engr. Study/Design	325,023	235,523	20,000	24,500	44,500			45,000			45,000
Prof. Services	79,459	54,954	5,000	14,505	19,505			5,000			5,000
Construction	2,012,088	1,225,244	100,000	386,844	486,844			300,000			300,000
Equipment	0				0						0
Miscellaneous	140	140			0						0
TOTAL	2,426,335	1,525,486	125,000	425,849	550,849	0	0	350,000	0	0	350,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Design work is complete. Easement and Right of Way acquirement is needed. Construction to be pushed back to FY 2013.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding for FY 2009 - FY 2010 will come through GO Bonds.
 FY13- New Loan required

GOALS ADDRESSED

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

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094604

TITLE: West End Pump Station Improvements

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	50,439	32,259		18,180	18,180						0
Unidentified	600,000				0		600,000				600,000
Bond- B of A	81	81			0						0
Cash Fund	0				0						0
Other	0				0						0
TOTAL	650,520	32,340	0	18,180	18,180	0	600,000	0	0	0	600,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	10,000				0		10,000				10,000
Engr. Study/Design	50,520	32,340		18,180	18,180						0
Prof. Services	10,000				0		10,000				10,000
Construction	580,000				0		580,000				580,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	650,520	32,340	0	18,180	18,180	0	600,000	0	0	0	600,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Project complete

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY Mandatory

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094605

TITLE: Sewer Master Plan

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	60,000	52,646		7,354	7,354						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
	0				0						0
TOTAL	60,000	52,646	0	7,354	7,354	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	60,000	52,646		7,354	7,354						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	0				0						0
Miscellaneous	0				0						0
	0				0						0
TOTAL	60,000	52,646	0	7,354	7,354	0	0	0	0	0	0

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

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

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

PROGRAM DESCRIPTION:

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094606

TITLE: Generation of GIS layer for Sewer Easements

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	22,500	22,500			0						0
Bond-New loan	0				0						0
Cash Fund	74,840	19,091		5,749	5,749	15,000	15,000	20,000			50,000
	0				0						0
Other	0				0						0
TOTAL	97,340	41,591	0	5,749	5,749	15,000	15,000	20,000	0	0	50,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	93,935	38,186		5,749	5,749	15,000	15,000	20,000			50,000
Prof. Services	3,405	3,405			0						0
Construction	0				0						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	97,340	41,591	0	5,749	5,749	15,000	15,000	20,000	0	0	50,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Construction services to be procured in January 2015

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

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

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094607

TITLE: Transition to a SCADA system

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	14,294	14,294			0						0
	0				0						0
Cash Fund	100,833	833			0					100,000	100,000
	0				0						0
Other	0				0						0
TOTAL	115,127	15,127	0	0	0	0	0	0	0	100,000	100,000

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	15,127	15,127			0						0
Prof. Services	0				0						0
Construction	100,000				0					100,000	100,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	115,127	15,127	0	0	0	0	0	0	0	100,000	100,000

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

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

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

PROGRAM DESCRIPTION:

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

PROJECT STATUS: Project Complete

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

This project is funded through GO bonds.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094608

TITLE: Nursery/690 Sewer Line Project

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	569,396	569,396			0						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
	0				0						0
TOTAL	569,396	569,396	0	0	0	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	25,183	25,183			0						0
Prof. Services	21,614	21,614			0						0
Construction	522,599	522,599			0						0
Equipment	0				0						0
Miscellaneous	0				0						0
	0				0						0
TOTAL	569,396	569,396	0	0	0	0	0	0	0	0	0

CAPITAL PROJECT DETAIL**PROJECT #: 699-4094609**

TITLE: D Street Sewer Improvement
DEPARTMENT: Wastewater
PROJECT MGR: Alex Vanegas

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

PROGRAM DESCRIPTION:

Replacement of sewer lines in conjunction with installation of sidewalks on D Street.

PROJECT STATUS: Project Complete

OPERATING IMPACT**FUNDING- SOURCE & TIMING**

This project is funded through GO bonds.

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

PRIORITY Improve Efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094609

TITLE: D Street Sewer Improvement

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	27,000			27,000	27,000						0
	0				0						0
Cash Fund	0				0						0
	0				0						0
Other	0				0						0
	0				0						0
TOTAL	27,000	0	0	27,000	27,000	0	0	0	0	0	0

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0			0	0						0
Prof. Services	4,000			4,000	4,000						0
Construction	23,000			23,000	23,000						0
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	27,000	0	0	27,000	27,000	0	0	0	0	0	0

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

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

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

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.

See the equipment schedule on page 151 for a listing of vehicles to be purchased in FY 12 and later years.

PROJECT STATUS: Vac Truck purchase delayed to 2013 & East end Generator pushed back to 2015.
Staff will assess and evaluate the equipment for necessary updates to replacement program.

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funded through the operation fund.

GOALS ADDRESSED

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

PRIORITY Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094610

TITLE: New Equipment for Maintenance of Sewer Collection System

FUND Sewer

PLANNED FINANCING

<u>Sources</u>	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bond-Sun Trust loan	22,444	22,444			0						0
Bond- B of A	168,923	168,923			0						0
Cash Fund	654,000		25,000		25,000	65,000	325,000	14,000	200,000	25,000	629,000
	0				0						0
Other	0				0						0
TOTAL	845,367	191,367	25,000	0	25,000	65,000	325,000	14,000	200,000	25,000	629,000

* Short Term Financing

PLANNED EXPENDITURES

<u>Uses</u>	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	0				0						0
Construction	0				0						0
Equipment	845,367	191,367	25,000		25,000	65,000	325,000	14,000	200,000	25,000	629,000
Miscellaneous	0				0						0
TOTAL	845,367	191,367	25,000	0	25,000	65,000	325,000	14,000	200,000	25,000	629,000

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

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

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

PROGRAM DESCRIPTION:

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

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

OPERATING IMPACT

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

FUNDING- SOURCE & TIMING

Funding should come from operating fund

GOALS ADDRESSED

Comp Plan Goal: "Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns."

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

PRIORITY

Improve efficiency

CAPITAL PROJECT DETAIL

PROJECT #: 699-4094611

TITLE: BSWF Odor Control

FUND Sewer

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Grants	0				0						0
	0				0						0
Bonds	0				0						0
	0				0						0
Cash Fund	90,000				0	90,000					90,000
	0				0						0
Other	0				0						0
TOTAL	90,000	0	0	0	0	90,000	0	0	0	0	90,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2010	Approved Budget 2011	FY 10 Carry Over / FY11 Revisions	Revised FY11 Budget	2012	2013	2014	2015	2016	Total for 5-Yr-CIP
Land / ROW /Legal	0				0						0
Engr. Study/Design	0				0						0
Prof. Services	15,000				0	15,000					15,000
Construction	75,000				0	75,000					75,000
Equipment	0				0						0
Miscellaneous	0				0						0
TOTAL	90,000	0	0	0	0	90,000	0	0	0	0	90,000

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Supplemental Information

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

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

REVENUE PROFILE FY12

GENERAL FUND

Source	Rate	Income
Real Estate (semi-annual bills due on June 5 and December 5)	.23 per \$100	\$2,148,000
Personal Property- Vehicles	1.05 per \$100	\$336,000
Personal Property- Vehicles- Qualified Volunteers	.01 per \$100	
Personal Property- Business (annual bills due on June 5)	.55 per \$100	
Penalties and Interest	10% Penalty 10% Interest (Monthly calculation)	\$25,000
Sales Tax State collects sales tax and distributes to County who then allocates a portion to the Town based on number of school aged children in Town limits		\$875,000
Communications Tax State collects tax on telecommunication and cable companies and allocates to local governments based on a audited report of FY06 collections		\$173,000
Utility Tax- Electric Companies		\$207,000
Right of Way Usage Fee Fee charged to local telecommunications and cable companies that use the public right-of-way within the Town limits		\$27,000
Business License*		\$600,000
<u>Rate per \$100 of Gross Receipts:</u>		
Building Contractors	.14 per \$100 gross receipts	
Retail	.17 per \$100 gross receipts	
Restaurant	.17 per \$100 gross receipts	
Financial	.17 per \$100 gross receipts	
Real Estate	.17 per \$100 gross receipts	
Professional	.17 per \$100 gross receipts	
Repair Service	.17 per \$100 gross receipts	
Personal Service	.17 per \$100 gross receipts	
Business Service	.17 per \$100 gross receipts	
Wholesale	.05 per \$100 gross receipts	
Rental by Owner	.17 per \$100 gross receipts	
Public Utilities	.50 per \$100 gross receipts	
Hotel	.17 per \$100 gross receipts	
Massage Therapy	.17 per \$100 gross receipts	
Direct Sellers (for sales in excess of \$4,000)	.17 per \$100 gross receipts	

REVENUE PROFILE FY12

Business License (continued)*	<u>Flat Tax Rates:</u> Carnivals (per show) \$500 per year Fortune Tellers \$500 per year Itinerant & Peddlers \$500 per year Permanent coliseums, arenas or auditoriums \$1,000 per year Savings & Loan Assoc, Credit Unions \$50 per year Photographers with no regularly established business \$30 per year	
<i>*Minimum Fee in all categories is \$20.00</i>		
Farm and Community Market Fee Fee charged to market manager based on number of available spaces	\$20 per space	\$400
Cable PEG Grant		\$7,400
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	\$128,000
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	\$216,000
Cigarette Tax	.65 per pack	\$260,000
Meals Tax	4% on all prepared food & drinks	\$770,100
Zoning Fees		\$100,000
Town Proffers		\$0
Public Shared Parking		\$0
Community Events Sign Revenue collected from organizations who advertise on the Town's message boards is available to support public information and announcements		\$1,500
Street Fees		\$700
Calendar Advertisement/Donations		\$12,000
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually	Bad check fee \$35	\$5,000
Police Revenue This is revenue that we collect from Police Dept operations and includes tickets and traffic fines		\$95,000

REVENUE PROFILE FY12

Mowing Fine by Ordinance		\$200
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP.		\$48,000
PD Charges to Other Communities		\$0
Maintenance/Public Works Charges to Other Localities		\$30,000
Payment in Lieu of Taxes		\$2,500
Donations		\$100
Local Grants & Awards		\$0
Proceeds from Property/Equipment Revenue generated from the sale of any surplus property		\$1,310,000
Gas Tax Funds Revenue allocated by Loudoun County to make improvements to our Main Street Corridor		\$0
School Settlement/Loudoun County		\$0
Newsletter Sponsorship		\$4,000
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$1,800
Garnishment Fee		\$100
ABC Profits (State funding) This funding category is based on population and involves the distribution of a percentage of the profits that the ABC makes in its operations. State eliminated since FY09.		\$0
Law Enforcement Grant (State funding) This revenue category was created by the General Assembly to help localities fund their law enforcement program and includes the federally funded "FASTCOPS" program		\$106,649
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 and is pass through revenue for the Purcellville Volunteer Fire Dept.		\$9,200
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.		\$574,000
Law Enforcement / FED		\$0
Litter Grant		\$2,000
BAB Subsidy		\$31,904
Transfer in Cash Reserves		\$531,728
Transfer from other funds (charge back from Utility Funds).		\$1,115,904
GENERAL FUND TOTAL		\$9,956,185

REVENUE PROFILE FY12

SPECIAL PARKS & RECREATION FUND

Rent on Property		\$36,000
Pavilion Rental		\$1,000
Train Station Revenue		\$1,000
Product Sales		\$100
Parks & Recreation Donations		\$5,000
Event Support Fee		\$0
Sponsorship/Naming Fee		\$35,000
Miscellaneous		\$0
SPECIAL PARKS & RECREATION FUND TOTAL		\$78,100

REVENUE PROFILE FY12

WATER FUND

Source	Rate	Income
Rent on Property		\$0
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$1,000
Availabilities (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	\$463,941
Meter Fees	Based on meter size (cost includes new radio read meter plus \$20 installation charge)	\$3,906
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	\$2,227,398
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually		\$1,000
Penalties & Interest		\$25,000
Water flushing fee Fee charged to developers who flush water lines to comply with State regulations		\$1,000
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$24,000
Cellular Lease Payments based on lease agreements telecommunication companies for reception chips on water tower		\$140,000
BAB Subsidy Federal Stimulus subsidy for municipal loan interest on qualified projects.		\$33,236
Transfer in cash reserve		\$316,348
WATER FUND TOTAL		\$3,236,828

REVENUE PROFILE FY12

WASTE WATER FUND

Source	Rate	Income
Vehicle Compensation Reimbursement Charge to employees who are assigned take home vehicle for emergency response to reimburse the Town for a portion of the commute costs		\$200
Availabilities (Resource Recovery Fee)	Rate set by meter size as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$395,400
User Fees	Flat rate based for usage as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$2,294,313
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually		\$1,000
Penalties and Interest		\$25,000
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP		\$30,000
Proffers Determined through negotiations at time of rezoning/land use change		\$0
Transfer in cash reserve		\$1,713,591
WASTE WATER FUND TOTAL		\$4,459,504

**TOWN OF PURCELLVILLE
TAX RATE HISTORY**

Real Estate:

Tax Year	Tax Rate
1990-1995	0.24
1996	0.24
1997	0.24
1998	0.24
1999	0.24
2000	0.24
2001	0.24
2002	0.24
2003	0.22
2004	0.21
2005	0.20
2006	0.17
2007	0.18
2008	0.19
2009	0.225
2010	0.23
2011	0.23

Personal Property:

Tax Yr	Tax Rate
1996	1.05
1997	1.05
1998	1.05
1999	1.05
2000	1.05
2001	1.05/.55
2002	1.05/.55
2003	1.05/.55
2004	1.05/.55
2005	1.05/.55
2006	1.05/.55
2007	1.05/.55
2008	1.05/.55
2009	1.05/.55
2010	1.05/.55
2011	1.05/.55

Meals Tax:

Fiscal Yr	Rate
1996	3%
1997	3%
1998	3%
1999	3%
2000	3%
2001	3%
2002	4%
2003	4%
2004	3%
2005	3%
2006	4%
2007	4%
2008	4%
2009	4%
2010	4%
2011	4%

Cig Tax:

Fiscal Yr	Rate
2000	0.20
2001	0.20
2002	0.20
2003	0.20
2004	0.30
2005	0.30
2006	0.35
2007	0.45
2008	0.50
2009	0.50
2010	0.50
2011	0.65

Business License:

Tax Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Building Contractor	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14
Retail	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Restaurant	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Financial	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Real Estate	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Professional	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Repair	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Personal Serv	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Business Serv	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Wholesale	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Rental/by Owner	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Public Utilities	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Hotel Motel	n/a	n/a	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Massage Therapy	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Direct Sellers >4k	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Carnivals/Amus	n/a	n/a	500.00/yr										
Fortune-teller	n/a	n/a	n/a	n/a	500.00/yr								
Itinerant Vendor	250.00/yr	250.00/yr	500.00/yr										
Coliseum, Arenas	n/a	1000.00/yr											
Savings & loan, credit union	n/a	50.00/yr											
Photographer-non VA local													30.00/yr
Manufacturer	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$10 min	\$10 min	\$20 min										

Glossary of Budget Terms

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Activity - Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

Ad Valorem Taxes - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Allot - To divide an appropriation into amounts which may be encumbered or expended during an allotment period.

Annualize - Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.

Appropriation - A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation - The valuation set upon real estate and certain personal property by the Loudoun County Assessor as a basis for levying property taxes.

Asset - Resources owned or held by a government which have monetary value.

Attrition - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Authorized Positions - Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Base Budget - Cost of continuing the existing levels of service in the current budget year.

Bond - A long-term IOU or promise to pay. It is a promise to repay a specific amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budgetary Basis - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Asset Replacement Fund – A fund created to provide non-debt funding for capital projects. Will be funded using a percentage of the revenue generated by growth in the Town's tax base.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Improvements - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

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

Capital Outlay/Expenditure – Acquisition of fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than two years; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

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

Capitalized Interest – The initial interest payment(s) paid by additional borrowing. Interest expense incurred on long-term borrowings such as bonds or capital leases during the construction phase of a capital asset. The interest expense incurred is capitalized and included in the total cost of the asset rather than expensed in the period the interest is reported. As a result, the capitalized interest is expensed or depreciated over the life of the capital asset.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

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

Constant or Real Dollars - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Cost-of-Living Adjustment (CoLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Development-related Fees - Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement - The expenditure of money from an account.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Employee (or Fringe) Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Equalized Tax Rate - The tax rate which would levy the same amount of real estate tax as last year when multiplied by the new total assessed value of real estate.

Expenditure - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, or service or settling a loss.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance interest or other charges.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The town's fiscal year begins July 1, and ends the following June 30.

Fixed Assets - Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Accrual Basis - a basis of accounting where revenues (expenses) are recorded when earned (incurred) regardless of cash received or paid. Cash basis entails recording of these items when cash is exchanged.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on either 1,950 or 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent of .5 of a full-time position based on 2080.

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance - The excess of the assets of a fund over its liabilities.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

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

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

Hourly - An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or addresses temporary staffing needs. Hourly employees are paid on a per-hour basis, and receive limited benefits.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure - The physical assets of a government (e.g., street, water, sewer, public buildings and parks).

Interfund Transfer - The movement of money between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, or payments in lieu of taxes.

Lapsing Appropriation - An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period, any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

Levy – Imposition of taxes for the support of government activities.

Line-item Budget - A budget prepared along departmental lines that focuses on what is to be bought.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis - A basis of accounting where revenue is recorded when measurable and available, and expenditures are recorded when made.

Materials and Supplies - Expendable materials and operating supplies necessary to conduct departmental operations.

Net Budget - The legally adopted budget less all interfund transfers and interdepartmental charges.

Nominal Dollars - The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today.

Object of Expenditure - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Objective - Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations- Amounts which a government legally may be required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Pay-as-you-go Basis - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Performance Budget - A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

Personal Services - Expenditures for salaries, wages, and fringe benefits of a government's employees.

Prior-year Encumbrances - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Program Budget - A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

Program Performance Budget - A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

Program Revenue (Income) - Revenues earned by a program, including fees for services, license and permit fees, and fines.

Purpose - A broad statement of the goals, in that an agency is organized to meet.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution- A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Revenue - Sources of income financing the operations of government.

Service Lease - A lease under which the lessor maintains and services the asset.

Service Level - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Source of Revenue - Revenues are classified according to their source or point of origin.

Supplemental Appropriation - An additional appropriation made by the governing body after the budget year is started.

Supplemental Requests - Programs and services which departments would like to have added (in priority order) over their target budget, or if revenue received is greater than anticipated.

Target Budget - Desirable expenditure levels provided to departments in developing the coming year's recommended budget. Based on the prior year's adopted budget, excluding one-time expenditures, projected revenues, and reserve requirements.

Tax Levy - The resultant product when the tax rate is multiplied by the tax base.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

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

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Variable Cost - A cost that increases/decreases with increases/decreases in the amount of service provided such as the payment of a salary.

Working Cash - Excess of readily available assets over current liabilities. Or cash on hand equivalent which may be used to satisfy cash flow needs.

Work Years - The amount of personnel resources required for a program expressed in terms of the “full-time equivalent” number of employees. One “work year” is equal to one full-time, year-round employee. For most categories, this equals 1,950 hours per year (37.5 hours per week times 52 weeks) or 2,080 hours year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of “work years” for the positions.

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