

Adopted Fiscal Year 2014 Fiscal Plan & Capital Improvement Program Fiscal Year 2014-2018





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 Council Adopted –

Fiscal Plan FY 2013 – 2014

&

Capital Improvement Program FY 2014-2018

Town Council

Honorable Mayor Robert W. Lazaro, Jr.

Honorable Vice-Mayor Joan Lehr

Honorable Council member Thomas A. Priscilla, Jr.

Honorable Council member James O. Wiley

Honorable Council member J. Keith Melton, Jr.

Honorable Council member John A. Nave

Honorable Council member Patrick McConville II

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, 2012

Christopher P. Morill *Jeffrey P. Snow*

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, 2012.

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.



Leaders at the Core of Better Communities

This
Certificate of Distinction
is presented to

Purcellville, VA

for exemplifying the standards established by the ICMA Center for Performance Measurement™
in the application of performance data to local government management, including training,
verification, public reporting, planning and decision making, networking and accountability.

Presented at the 98th ICMA Annual Conference
Phoenix/Maricopa County, Arizona
8 October 2012

ROBERT J. O'NEILL JR.
ICMA EXECUTIVE DIRECTOR

SAM S. GASTON
ICMA PRESIDENT

WAYNE SOMMER
ACTING DIRECTOR
ICMA CENTER FOR PERFORMANCE MEASUREMENT

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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 2014 budget highlights.

Mayor

Robert W. Lazaro, Jr.

Council

Gregory W. Wagner
Thomas A. Priscilla, Jr.
James O. Wiley
Joan Lehr
J. Keith Melton, Jr.
John A. Nave



Town Manager

Robert W. Lohr, Jr.

Assistant Town Manager

J. Patrick Childs

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

August 13, 2013

The Honorable Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2014 and the Approved Capital Improvements Program (CIP) for Fiscal Years 2014 – 2018. 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.
- General Fund Budget reduced by \$192,809 over the adopted FY13 Budget.
- Real Estate Tax Rate remained at \$.225/\$100 assessed value.
- Meals Tax remained at 5%.
- General Fund debt decreased by \$167,156 with the transfer of debt to the Parks and Recreation Fund.
- Fireman's Field Tax District implemented a tax of \$.035/\$100 Assessed Value. Debt and operational costs for Fireman's Field moved to the Parks and Recreation Fund.
- Prudent and strategic execution of the approved Capital Improvement Program (CIP) including two projects in the General Fund, one project in Parks and Recreation and one project in the Water Fund for a total of four for FY 14.

A handwritten signature in blue ink, appearing to read "Robert W. Lohr, Jr.", written over a horizontal line.

Robert W. Lohr, Jr., Town Manager

Mayor
Robert W. Lazaro, Jr.

Council
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Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
J. Patrick Childs

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
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www.purcellvilleva.gov

March 22, 2013

The Honorable Mayor and Members of Council:

Please find enclosed the Town Manager's Proposed FY 13/14 Budget. Based on the existing economic challenges and opportunities, the staff has worked together over the last five months to develop a strategic proposal to meet the needs of our ever changing and dynamic community.

FY13/14 BUDGET PROCESS IMPROVEMENTS

Based on the budget evolution process that began over five years ago, the Town of Purcellville has implemented many upgrades and improvements which have resulted in the final document that you see today. Many of these changes have improved the collection, analysis and ultimate presentation of the information provided in the final document. I am proud to say that we are at a point now where the finished document has incorporated all the GFOA, Town Council and community recommendations. As a result, we have made no procedural or process changes this year since our current budget program is meeting the expectation of not only our government but also our community. With this said, we are fully prepared to make additional improvements and changes in the future as the needs arise or improvement recommendations are received from either GFOA, our Council or the community.

STEPS TOWARD BUDGET DEVELOPMENT

The Town began this process in mid-November when the Department Heads begin formulating the operating and CIP budget. With the complexities of operation and the need to constantly monitor fiscal processes, the budget development process is a year-round task for the Finance Department. In December, the Department Heads met with Finance staff and the Town Manager's Office 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 direction and priorities of the Town Council and the Town Manager's Office. Updates and feedback from staff were provided to better understand the complexities of each departmental request. In January and February, the Town Manager's Office and Finance Department began extensive expenditure reviews which resulted in line item evaluations and further discussions with Department Heads. During this period, the staff spent a significant amount of time reviewing potential cuts to both the CIP and Operational Budgets that could be applied across the board. In addition, staff met to review revenue projections and held a meeting with the Assessor's Office which is now assigned to the Commissioner of Revenue's Office in Loudoun County.

During these meetings and subsequent follow-up discussions, the Town provided feedback and updated information on critical projects and developments that were occurring within the Town to ensure that we receive the most up-to-date assessments.

POLICY DIRECTION FROM TOWN COUNCIL

During the budget process, the Town maintained constant contact with Town Council members through individual and public meetings. Occasionally in the past, the Town Council provided staff with specific priorities or guidelines. Even though the staff received excellent feedback back individually from Council, this year the Town staff did not receive formal budget direction or guidelines on any specific topic. As a result, staff addressed as many of the individual requests or observations as possible and moved forward. In order to do this, the staff based the budget development process on the following priority items:

- Continue to meet the existing approved CIP with priorities given to transportation and pedestrian projects, specifically the Southern Collector Road (SCR) and Country Club Drive project.
- Minimize the issuance of new debt.
- Continue to deliver a level of high-quality services to our Town's residents and businesses on a daily basis.
- Minimize the hiring of new staff while pursuing creative ways to meet the delivery of services needed in each department. With this said, focus should be placed on compensating and rewarding our high performing staff after an extended period of fiscal constraints which has resulted in minimal or no new compensation increases for our staff.

ACCOMPLISHMENTS LEADING INTO FY 13/14 BUDGET

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

- Fourth straight year of GFOA Budget Award.
- Fourth straight year for GFOA CAFR Award.
- 2012 Siemens Sustainability Community Award recipient.
- International City/County Management Association (ICMA) Certificate of Distinction for exceeding the standards set by the ICMA Center for Performance Management in the application of performance data to local government management.
- VML's "Go Green Silver" Certification.
- Tree City USA designation.
- Compliance with all General Fund fiscal guidelines and policies in the FY 11/12 Audit.
- Virginia Water Environment Association (VAWEA) Facility Safety Award - Basham Simms Water Reclamation Facility.
- Virginia Association of Chiefs of Police (VACP) Virginia Law Enforcement Challenge Award – 3rd Place State Traffic Safety Challenge.

COMMUNITY SUCCESSES AND POSSIBILITIES

Looking back over the last five years, most governments in our region, state and the country practiced survival techniques. Given the severe financial and economic challenges that were pushed on most communities, the Town of Purcellville not only persevered but we moved forward during this period. With the leadership of Town Council and our Committees, Commissions and Boards, the Town of Purcellville established itself as a small town leader in local government. While still feeling the pains that other governments experienced, Purcellville became an award winning community at the local, state and national levels. Based on the hard work of our staff and elected officials, Purcellville became one of the smallest communities to obtain police accreditation, GFOA awards, state and national environmental awards and to obtain the Nation's Best Small Community in the 2012 Siemens Sustainability Award Program.

For purposes of review, these positive observations are based on the following:

- In the recently released population estimates from the Weldon Cooper Center, the Town's population was listed as just over 8,000 residents. This is well within the projections for our total final build-out of between 8,000 to 9,000 residents. What is not included in these population projections is the number of people that we host within our community on a daily basis above and beyond our residents. With seven schools either in our corporate limits or right on the boundaries, the Town of Purcellville is a busy daily location. In addition, we have always been the traditional business hub of Western Loudoun. Many people within a twenty-five mile radius shop, bank and conduct business here on a daily basis. This sometimes swells our daytime population to well over 15,000. This positive population projection puts us in the category where we are still considered a very attractive small town but fall just within the thresholds of being fiscally viable in most of our services and utilities that we provide to our residents.
- Much of the Town's success is due to the strong and positive business community that we have located in our Town. While Purcellville has always been the western business hub of Loudoun County, more than adequate property was set aside for future development decades ago when no one would have imagined the growth and development that would hit Western Loudoun as a whole. This Council and our Committees, Commissions and Boards have worked hard to foster a positive business image and work to promote new business opportunities over the last decade. As a result, we are well on our way towards meeting the goal of a 70/30 residential/commercial split in real estate assessments and we picked up an additional percentage point this year. One of the bright spots that we saw during the last five years of our economic recession was the transformation of the Loudoun Valley Shopping Center, which was our oldest shopping center built in the 1960's, into the new renovated shops at Main and Maple. In addition, the largest economic development project in the history of Purcellville opened at the Purcellville Gateway at Cole Farm. These two projects created entry features for our community and provided much needed upgraded retail and commercial space within our Town. These projects also generated over \$60,000,000 of new investment in our community. As a result of this significant investment, the Town saw other individual investments such as the new renovated car wash come on the heels of this upgrade period.
- While much of the public focus has been on the new development issues and the redevelopment of the eastern portion of Main Street, exciting opportunities continue to transpire in our Downtown Business District. This year we watched the completion of major renovations to the

Virginia Regional Transit facility, the transformation of the old rescue squad building into a veterinary facility and a doubling of facilities at Blue Ridge Veterinary Service. These new projects linked with the continuing expanding success of our historical old town area has continued a much publicized and successful revitalization. At a time when most downtowns in other communities are struggling to survive, our downtown area has been not only invigorated but the businesses are banding together to give back to the community and encourage even more visitors to their area. These programs include First Friday events, a Halloween Festival, Christmas in Purcellville and the new Brew, Beats and Eats Festival which will be unveiled in May. On top of all these exciting activities, the Town was able to sell the old Town Hall and place it back into functional business space along with news that Catocin Distillery will be anchoring the south end of 21st Street with their newly expanded business in the Case Building. All of these activities spell out a creative and exciting time for our Downtown and Historic District businesses that seem to continue to find expanded life and opportunities in an area where the business history of our community was established.

- While our community, like many others, has experienced significantly reduced revenues in all of our funds as a result of the economic contraction, the good news is that our traditional business taxes and user fees have remained extremely strong. Non-traditional taxes such as BPOL, meals tax, sales tax and other creative fees that help us capture revenue from the many local citizens who live outside of our community but use our facilities to shop here on a daily basis have been extremely positive. The growth of these revenue sources has allowed us to continue our Capital Improvements Programs and maintenance of our services at a time when many communities have had to cut key programs and services to the residents. In addition, for the first time in five years, we have begun to see an increase in residential assessments across the board. It is important to note that our residential tax assessments reached a peak in 2006 which was just over one-billion dollars. Since that time, our residential component has decreased to the point that we are just barely breaking \$800,000,000 and is slowly starting to climb back up. Thanks to the strong commercial growth, we have seen our commercial assessments increase over six times since 1996 and we have reached the highest level ever in our commercial assessments at \$239,504,000. Based on the projections that we are seeing and the activities within our residential and commercial components, we expect to see a continued increase in these values over the next three to five years. This is extremely positive news since this real estate tax category has traditionally made up twenty-five percent of our recurring revenue.
- Over the last two years, the Town Council has implemented many programs to help promote our business community and Town. These programs include Purcellville Jobs, the Loudoun Grown Expo, the Wine and Food Festival, Shop Purcellville initiatives and many other economic development programs which not only put Purcellville on the map but bring critical dollars and investments into our community. The Town is now reaching out and partnering with Visit Loudoun and our wine industry to further capitalize on the popularity of our rural agriculture base and the booming wine industry in Loudoun County. Currently, Loudoun was identified in *Virginia Business* magazine as producing one-eighth of all the grapes grown in the State of Virginia and currently has the largest acreage in vineyards. Loudoun has quickly overtaken Albemarle as the go to wine destination and this is drawing enormous attention and business opportunities to our region.
- The Town has worked hard to preserve our heritage with the acquisition and renovations to the Train Station, Bush Tabernacle, Fireman's Field and the former Purcellville Baptist Church which is now the new Town Hall. We have invested heavily in the needed and critical infrastructure that will help to continue to fuel our operations in the future. These investments include new roads/pedestrian paths, maintenance facilities and state of the art water and wastewater facilities to set the Town up as a leader in safe drinking water, Chesapeake

Bay initiatives and other environmental/conservation programs. Clearly the Town of Purcellville is a leader in these categories and these facilities will address our needs well into the future.

- One of the most positive items about our community is the dedication and commitment provided by our Town Council, volunteers and staff during emergency operations. Purcellville proved again this year that we are one of the leaders in small town management and emergency response. While it seemed like there was nothing else that we could face after the last decade, the Town responded quickly in order to protect and assist our citizens in a series of natural and manmade disasters during this year. These events included a significant water break that threatened the loss of service to our entire community, thunderstorms with significant lightning strikes and damage to private and public property, the Derecho, heavy rains with flooding events and multiple snow and ice storms that seemed to plague us throughout the winter. In order to meet these emergencies and also handle the day to day activities and events that happen throughout the year, we have to rely on our staff which I have always stated is the most important asset to our community. Our total staffing has been reduced over the last several years to address fiscal challenges and issues but full and part-time staff work nonstop 365 days a year to ensure that our community remains a safe and attractive location. These dedicated men and women staff our Police Department, field operations, general government and utility operations.

CHALLENGES

While there are so many positive things to be excited about in the Town of Purcellville, no community is without challenges. As a manager, it is incumbent upon me to make sure that our Council and citizens understand any potential issues or challenges that we may need to be ready to address in the future. After weathering five of the toughest economic years since “The Great Depression,” our community has survived and in many cases prospered during these different issues. With this said, the following challenges are still before us:

- Unfunded mandates continue to be a significant problem with the blame being shared equally between the federal and state governments. These issues include significant utility mandates, enhanced environmental compliance programs such as stormwater treatment, Chesapeake Bay initiatives, mandatory line of duty insurance benefits, VRS and other retirement directives that are coming at a crippling pace which forces localities to incur significant operational costs and debt service to fund many of these items. Just when I think these issues have slowed down, more mandates on our road maintenance, public safety operations and capital funding are introduced which force communities into more costly programs with no end in sight.
- Another significant challenge is that the Town is closely reaching the ultimate build-out of our existing corporate limits. With the exception of several residential projects that are currently underway, the remaining small section of development along Hirst Road, Patrick Henry College and the business component on Route 287 is all that is left to develop with the exception of some potential positive redevelopment or reuse of existing business parcels in Town. We expect that most of these projects will be completed in the next five to eight years and at that point, we will be facing a scenario unlike any other jurisdiction in Northern Virginia. This scenario will result in the Town not having any additional property located within the corporate boundaries where vacant land will allow for new residential or commercial projects. At this point, the Town will see a significant if not complete decline in our availability fees, proffers, new residential and commercial assessments not attributed to renovations and other similar sources of new revenue. At this point, the Town will have to rely on creative revenue options

and increased business opportunities from residential growth in Western Loudoun to allow us to continue to see a positive expansion in our overall revenue sources. It is rare that a community in Northern Virginia reaches a point where the majority if not all of the property inside the corporate limits is built out with the exception of tearing down and renovating. While we will be an attractive community of 8,000 to 9,000 thousand residents with a good 70/30 mix or greater, the ability to bring in additional economic development and potential residential development in the community with ease on vacant property will be eliminated.

- Over the last several decades, the Town of Purcellville has worked hard to address many of our environmental and utility issues. When many communities our size were and are currently sitting back and not making the needed improvements to their facilities, the Town has slowly and systematically rebuilt the majority of our utility system. This includes the storage, distribution, pumping and treatment facilities needed to run modern state of the art water and wastewater systems. The cost for these projects has not been cheap and has come with a significant cost to our community. Unfortunately, few if any of these programs were funded by federal or state grants. Most were specifically required in order to avoid consent decrees and fines which have occurred in other communities. The Town always took the progressive approach and chose to be a leader in putting in the most efficient technology to meet the ever changing unfunded mandates. Unfortunately in the utility departments, the Town has had to absorb \$50,000,000 in debt that it cost the Town to meet these mandates and requirements. In most utility funds, revenue can only be derived from two sources and that includes user fees and availability/connection fees. Without sales of availabilities or connection fees, all of the impact hits on the user fees. While many of the Town residents and businesses have demanded that we remain a small community of 8,000 to 9,000 residents, this comes with a price tag particularly in the utility system which will cap out at about 2,800 customers. The economics of economy of scale will clearly come into play and our rates will be much higher than most of our neighbors to the east. While the expected growth and final build-out will pay for much of the capital costs, the debt service we are incurring now has to be paid which requires us to raise rates to cover this cost. As discussed last year, it is critical that we are able to continue to monitor available excess capacity that may exist so that we could sell this capacity to help stabilize the rates. It is probably the biggest challenge that we face and without the ability to market and sell our committed capacity within the corporate limits and any excess capacity that may exist based on our consumption or conservation changes or build-out options that may have changed from our original base projections, our only options will be raising rates.
- One of the challenges that the Town also faces in the General Fund is paying the debt service on the many wonderful community initiatives which the public supported over the last five years. Prior to beginning the series of capital projects which resulted in many of the transportation and pedestrian improvements, acquisition and renovation of Fireman's Field and the acquisition and renovation of the Purcellville Baptist Church, the Town met with our financial consultants and determined that without sustained natural growth, the Town would have to generate the equivalent of \$1,000,000 a year in debt service which at the time was the equivalent to ten cents on the tax dollar. While we were hopeful that a lot of this cost would be naturally covered with annual growth, the economic recession severely impacted that option. As a result, staff had recommended increases in the Meals Tax which covered the equivalent of three cents of that delta coupled with increases this year in the Fireman's Field tax district which will cover another 3.5 cents. Following this recommended plan of action, the Town will need to recover approximately \$400,000 more a year in either natural growth or other revenue/tax increases in the next five years in order to complete the financing component of our Capital Improvement Program. The positive news is the economy, while stagnant for a much longer period than we had hoped, is showing strong signs of recovering and will hopefully make up a good portion of the needed delta at this point.

CLOSING SUMMARY

In closing, I am proud to submit to you a budget that includes items to address all of the issues that are facing us in the General Fund, Parks Fund and Utility Funds. This year, I am proposing a 3.5 cent tax increase based on your real estate assessment in the Fireman's Field Improvement Tax District. This will be the first significant tax rate increase that has occurred in over fifteen years since the Town has always been adjusting it to the equalized rate. This tax increase will be dedicated to addressing the debt service and specific operational cost for the Town's Parks and Recreation Fund specifically centered on the Fireman's Field project. In the area of utility revenues, the Town is proposing a fifteen percent increase in sewer rates and an eight percent increase in water 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 complete the final budget. As I mentioned earlier in the transmittal letter, the job of developing this budget, which far exceeds the quality and level of detail that most smaller communities 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 deliberations and community review. Without their constant guidance and teamwork, this would be just 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 to complete this detailed document. In addition to the Finance Department, enormous support and project development from my office was provided by Patrick Childs, Hooper McCann, Cathy Owens and Jennifer Helbert in order to complete the background research and reports needed to tie the final budget together.



Robert W. Lohr, Jr.
Town Manager

Town of Purcellville, Virginia FY 13/14 Budget Highlights

GENERAL FUND

- General Fund Budget reduced by \$207,595 over the adopted FY13 Budget
- Real Estate Tax Rate remains \$.225/\$100 Assessed Value
- Fireman's Field Tax District implements a tax of \$.035/\$100 Assessed Value
- Meals Tax Rate remains 5%
- BPOL Tax Revenues forecasted to be strong in light of new development and expanding business base
- Sales Tax Revenues remain strong
- With the exception of Fireman's Field Tax, no other fee or tax increase is proposed in the General Fund
- Transfer of \$197,970 proposed from the Rainy Day Fund which is a reduction from last year
- 2% Pay Increase proposed
- 2.2% Reduction in Expenditures from FY12/13 Current Budget
- No Increase in Virginia Retirement System (VRS) rate for FY14
- 14% Increase in The Local Choice Health Insurance Program for FY14 (health insurance remains at 85/15 % split)
- No new staff positions included in this budget
- General Fund Debt decreased by \$167,156 with the transfer of debt to the Parks Fund
- Fund Balance remains strong
- Charge Back to Utility Funds remain at FY13 levels
- Capital Improvement Program includes
 - 2 projects in the amount of \$1,030,000 for FY14

SPECIAL PARKS & RECREATION FUND

- Expanded to show role and tracking for special projects
- Department currently staffed with 1 PT positions (.75 FTE)
- Debt and Operational Cost for Fireman's Field moved to this fund for the first time
- Moved \$254,469 in Debt Service for Fireman's Field from General Fund to Parks Fund
- Capital Improvement Program includes
 - 1 project in the amount of \$260,000

WATER FUND

- Water Fund Budget increased by \$75,404
- Water User Fee Proposed Increase by 8% (continued analysis by Town Council, staff and consultant to review fee structure and future options)
- 2% Pay Increase proposed
- No proposed increases to availabilities
- Increase in debt service in the amount of \$26,923
- Transfer of \$407,482 from Undesignated Reserves
- Capital Improvements Program has been trimmed to include the following:
 - 1 project in the amount of \$25,000 for FY14
- Continued focus on expanding our Water Resources at the newly acquired Aberdeen and Woodgrove property adjacent to our Water Treatment Plant to address needed resources
- No new positions proposed

WASTEWATER FUND

- Wastewater Fund Budget increased by \$87,230 over the adopted FY13 Budget
- Increase Wastewater User Fees by 15% (continued analysis by Town Council, staff and consultant to review fee structure and future options)
- 2% Pay Increase proposed
- No Increase in Base Entry Level Availabilities
- Decrease in debt service in FY14 by \$38,849
- Transfer of \$893,106 from Undesignated Reserves
- Capital Improvement Programs will be restricted to the following:
 - No projects

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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.

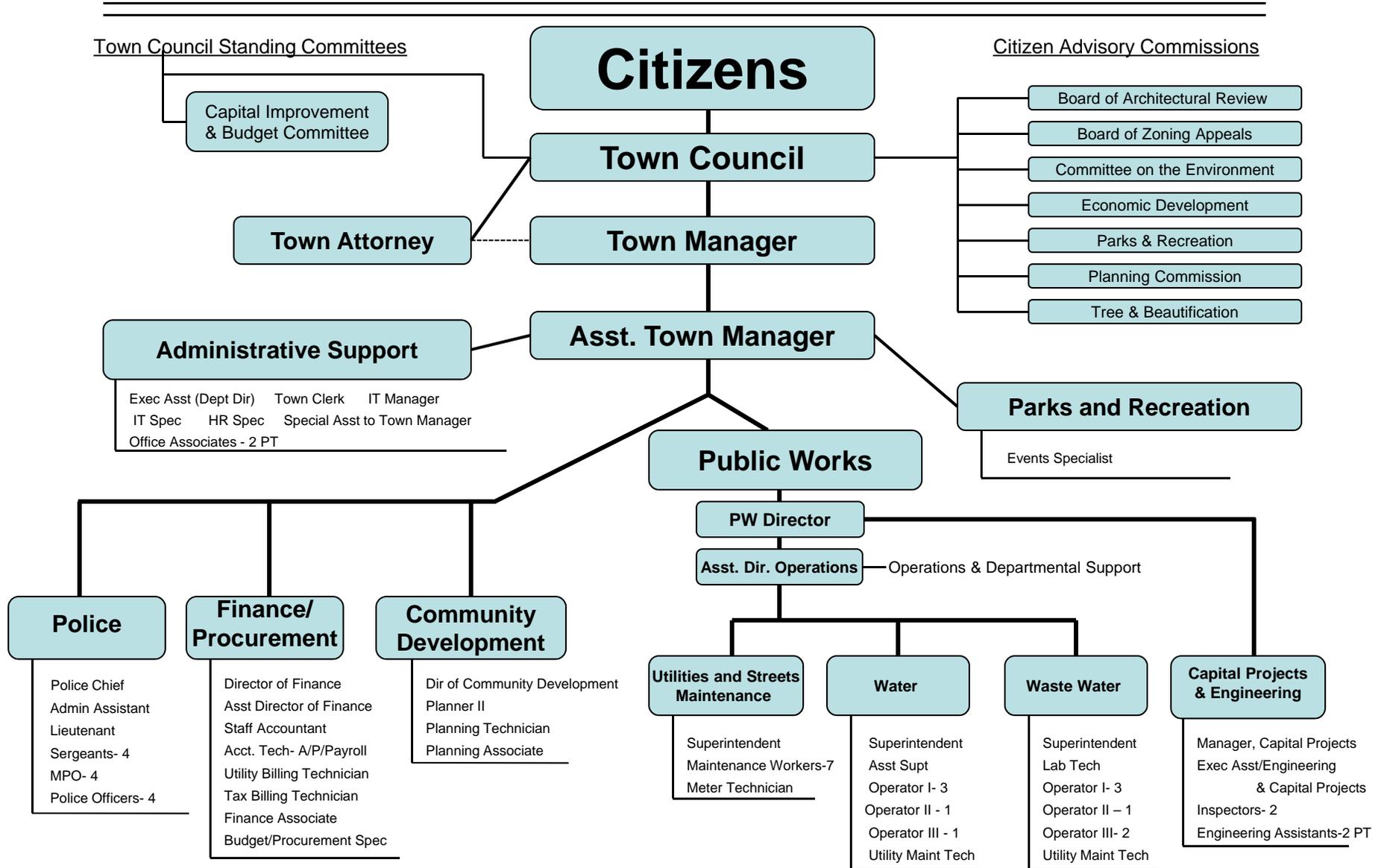
The Tabernacle at the Bush meeting grounds is built for \$2,500.
- 1908 Purcellville incorporates on March 14.

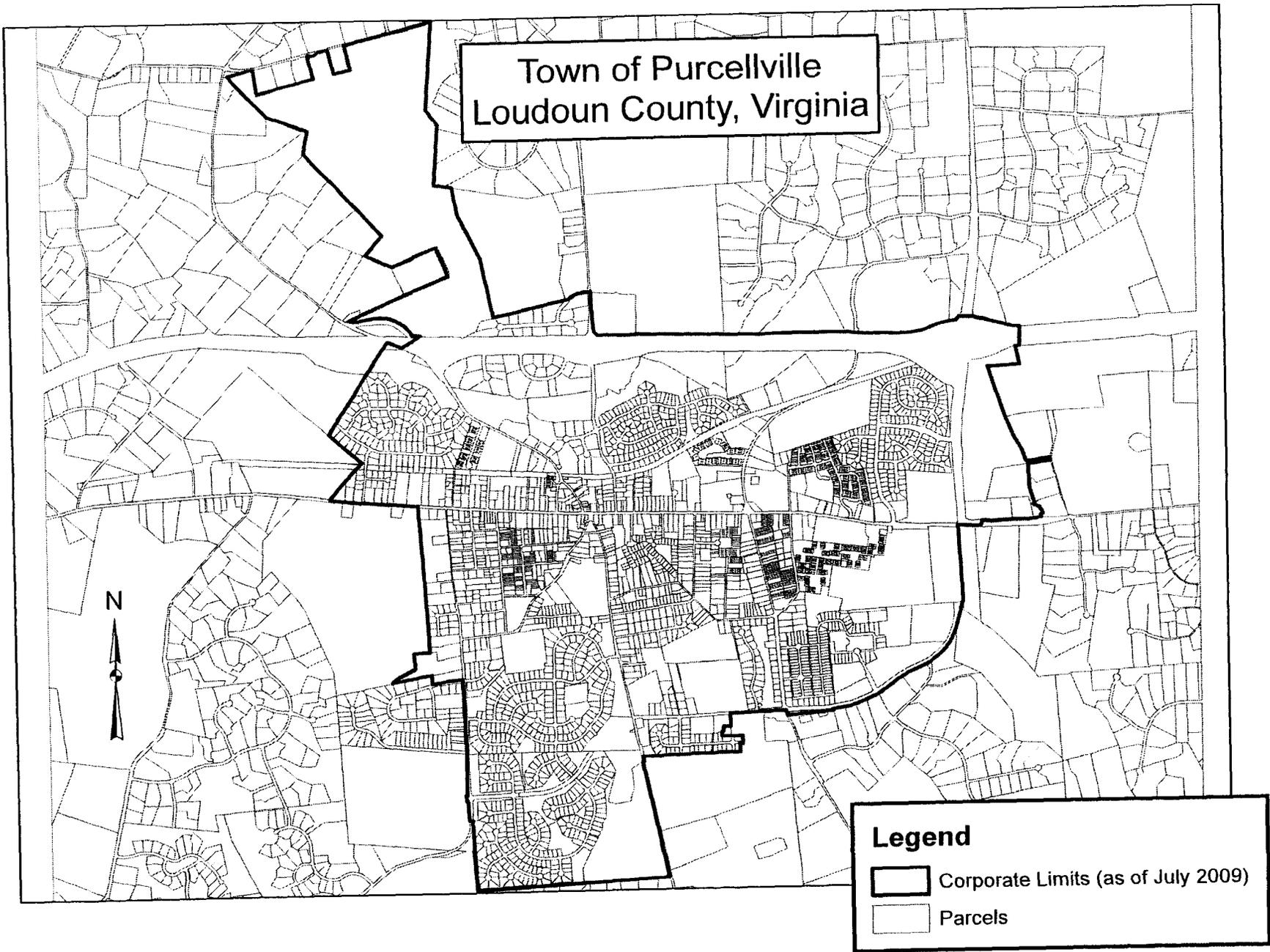
First town taxes: Fifty cents for every male twenty-one and over, and eleven cents on every one hundred dollars of assessed valuation.

- 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.
- 1998 Town Hosts first Babe Ruth World Series.
- 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.
- 2011 Historic Baptist Church at 221 Nursery Avenue converted to new Town Hall. Town Staff moved into the new facility in November of 2011.
- 2012 Town receives National Siemens Sustainability Award – one of only three communities in the US.

Town of Purcellville Organization Chart: Effective March 31, 2013





Town of Purcellville, Virginia

Fast Facts

Demographics (as of December 31, 2011):

Population: 7,727*

Housing Units: 2491**

Square Miles: 3.15***

Acreage of Existing Corporate Limits: 2040.51***

Date the Town was settled: 1764

Date of Incorporation: 1908

Number of Commercial Businesses: 843

Number of Town Staff - Full Time: 65

Part-Time: 9

Total Town Owned Assets: \$127,924,266

FY 12/13 General Fund Budget: \$9,250,270

FY 12/13 Parks & Recreation: \$115,212

FY 12/13 Water Fund Budget: \$3,276,729

FY 12/13 Wastewater Fund Budget: \$4,395,626

FY 12/13 Capital Improvements Budget: \$3,920,598

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

**U.S. Census Bureau, 2010 American Fact Finder

*** Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments

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Statistical Information

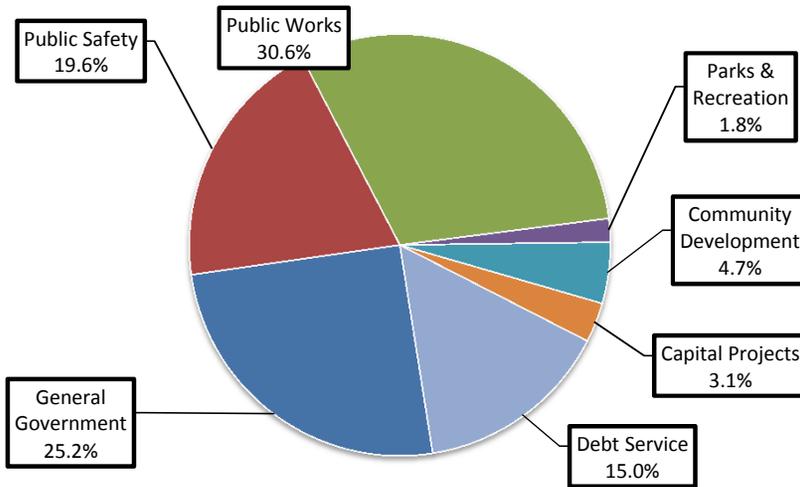
This section provides a statistical view of the Town of Purcellville. The following pages contain:

- 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)

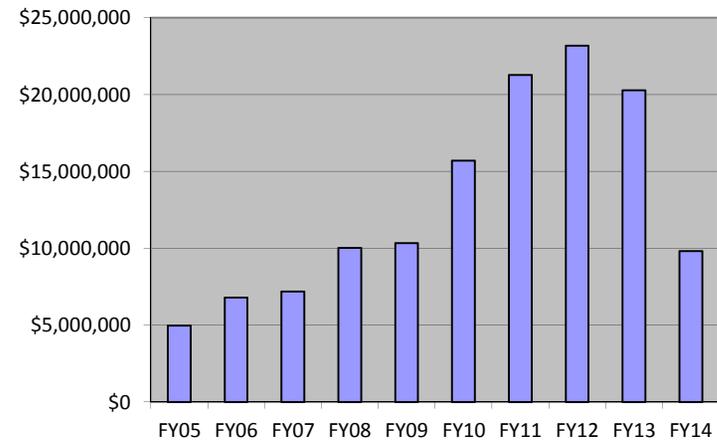
General Fund & Parks and Recreation Expenditures History and Adopted FY14

		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Capital Projects	Debt Service	Pass Thru Grant	Total Expenditures
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	2,109,213	1,606,485	2,724,992	33,063	486,933	7,966,091	767,605		15,694,382
FY11	Actual	2,348,933	1,626,498	2,821,523	26,800	412,050	12,824,063	1,210,890		21,270,757
FY12	Actual	2,317,756	1,788,562	2,834,155	81,922	409,998	14,396,701	1,338,294		23,167,388
FY13	Amended	2,440,455	1,772,451	3,200,408	115,212	477,351	10,877,887	1,383,028		20,266,792
FY14	Adopted	2,479,033	1,924,269	3,009,277	177,691	459,934	300,000	1,470,341		9,820,544

FY 2014 General Fund Expenditures

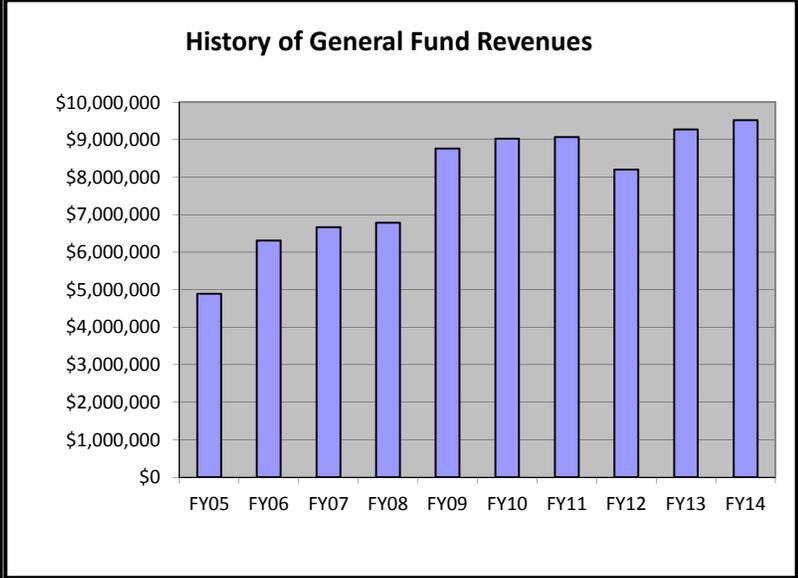
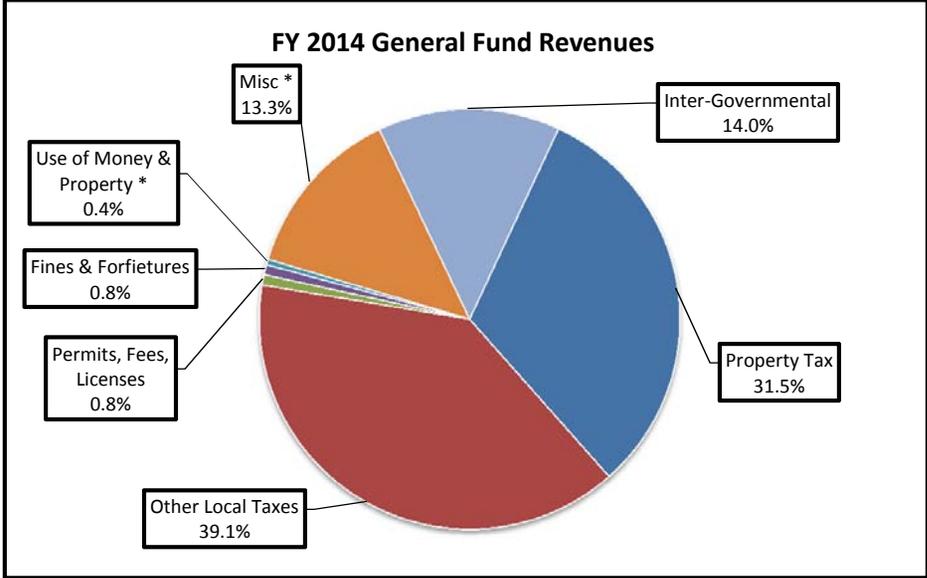


History of General Fund Expenditures



General Fund & Parks and Recreation Revenues History and Adopted FY14

		Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property *	Misc *	Inter- Governmental	Pass Thru Grant	Total Revenues
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	2,881,876	103,501	65,268	55,765	2,082,073	1,345,313		9,020,947
FY11	Actual	2,526,828	2,996,580	118,070	80,287	69,615	2,106,173	1,171,565		9,069,118
FY12	Actual	2,526,297	3,191,608	81,782	73,046	11,940	1,180,206	1,133,227		8,198,104
FY13	Amended	2,560,060	3,383,193	75,000	95,500	16,000	1,773,634	1,370,306		9,273,693
FY14	Adopted	3,001,454	3,725,913	76,000	73,150	40,650	1,270,051	1,333,325		9,520,544



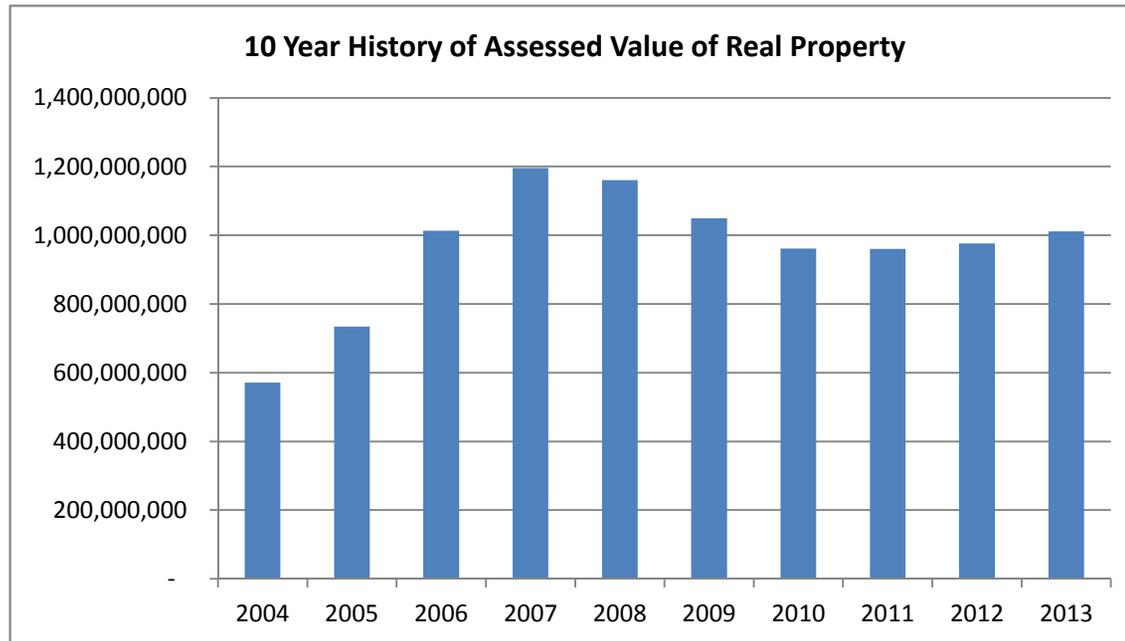
* Includes Special Parks & Recreation Fund Revenues for FY 2010, 2011, 2012, 2013, 2014

Personnel Analysis				
Department	Position	FY12	FY 13	Proposed FY 14
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
	Town Attorney	1.00	1.00	1.00
	HR Specialist	0.60	0.60	0.60
	Spec Asst to TM	0.60	0.60	0.60
	Office Associate	1.00	1.00	1.00
	Total FTE*	7.20	7.20	7.20
	Head Count	9	9	9
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	0.65	0.65	0.65
	IT Asst	1.00	1.00	1.00
	Total FTE*	1.65	1.65	1.65
Head Count	2	2	2	
Community Development	Director Comm Devel	1.00	1.00	1.00
	Sr Planner/Mgr	1.00	1.00	0.00
	Planning Tech	1.00	1.00	1.00
	Planner II	0.00	0.00	1.00
	Planning Assoc	1.00	1.00	1.00
	Total FTE*	4.00	4.00	4.00
Head Count	4	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	4.00
	Officers	3.00	3.00	4.00
	Admin Asst	1.00	1.00	1.00
	Total FTE*	15.00	15.00	15.00
	Head Count	15	15	15

Personnel Analysis				
Department	Position	FY12	FY 13	Proposed FY 14
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
	Maint. Workers	7.00	7.00	7.00
	Meter Tech	1.00	1.00	1.00
	Total FTE*	9.00	9.00	9.00
Head Count	9	9	9	
Total General Fund	*Full Time Equivalent	52.45	52.45	52.45
	Actual Head Count	56.00	56.00	56.00
Parks and Rec	P&R Administrator	0.50	0.50	0.00
	Events Specialist	0.00	0.00	0.80
	Events Coordinator	0.50	0.50	0.00
	Total FTE*	1.00	1.00	0.80
Head Count	2	2	1.00	
Total Parks & Rec Fund	*Full Time Equivalent	1.00	1.00	0.80
	Actual Head Count	2.00	2.00	1.00
Water	Superintendent	1.00	1.00	1.00
	Asst. Sup	1.00	1.00	1.00
	Operators	6.00	5.00	5.00
	Utility Maint Tech	1.00	1.00	1.00
	Total FTE*	9.00	8.00	8.00
Head Count	9	8	8	
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	17.00	17.00
	Actual Head Count	18	17	17
Total Staff	*Full Time Equivalent	71.45	70.45	70.25
	Actual Head Count	76	75	74

Assessed Value of Taxable Real Property

Fiscal Year	Actual Value
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
2012	976,555,250
2013	1,010,965,950



Source: Loudoun County Assessor of Real Estate converted to a fiscal year basis.

Major Property Owners

Owner	Description/Location	Percentage of Total 2012 Assessed Value
Main St. Station LLC	Shopping Center (1000 E Main St)	1.28%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	1.01%
Valley Medical Center LLC	Medical Center (125 Hirst Road)	0.88%
Jordan River Acquisitions LLC	Shopping Center (1251 E Main St)	0.63%
S R B Enterprises LLC	Shopping Center (711 E Main St)	0.58%
Maple Avenue Apartments LP	Apartments (610 Dominion TE)	0.54%
Main Street Associates LP	Apartments (123 16th St)	0.43%
Purcellville Plaza LLC	Shopping Center (201 N Maple Ave)	0.40%
413 Browning Court LLC	Office Building(413 Browning Court)	0.35%
C K D Purcellville LLC	Office Building (400 Browning Ct)	0.34%

Source: Loudoun County Assessor of Real Estate

Principal Employers

Employer	Employees in FY12
Loudoun County Schools	577
RCD Electric	120
Home School Legal Defense	118
Patrick Henry College	85
Virginia Regional Transportation Center	80
Magnolia's at the Mill	78
Blue Ridge Veterinary Assoc., Inc.	75
Town of Purcellville	72
Giant	70
Loudoun Stairs	48

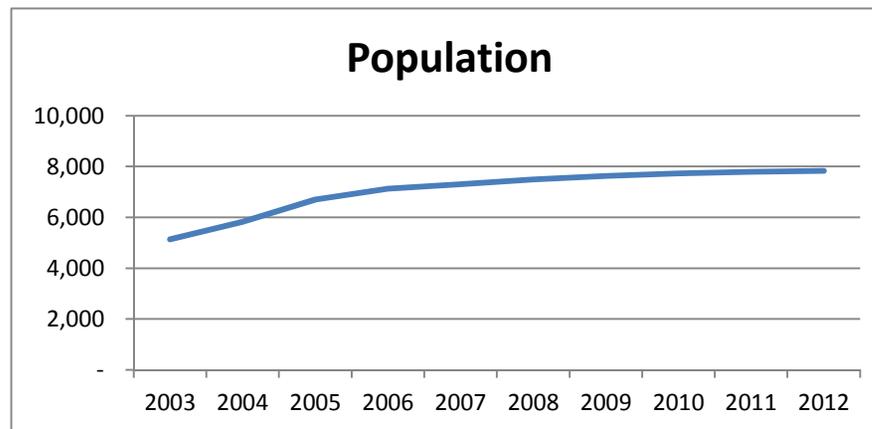
Source: Town Business License Renewal

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)
2003	5,131	37,943	34.1	792	3.6
2004	5,818	39,380	34.1	792	2.9
2005	6,704	42,582	34.1	1,511	2.7
2006	7,122	46,388	34.1	1,511	2.3
2007	7,304	49,607	34.0	1,511	2.2
2008	7,497	51,773	33.9	2,105	2.9
2009	7,632	50,691	33.8	2,105	5.1
2010	7,727	53,085	33.6	2,105	5.0
2011	7,796	54,180	34.0	2,297	4.4
2012	7,829	55,468	34.4	2,330	4.2

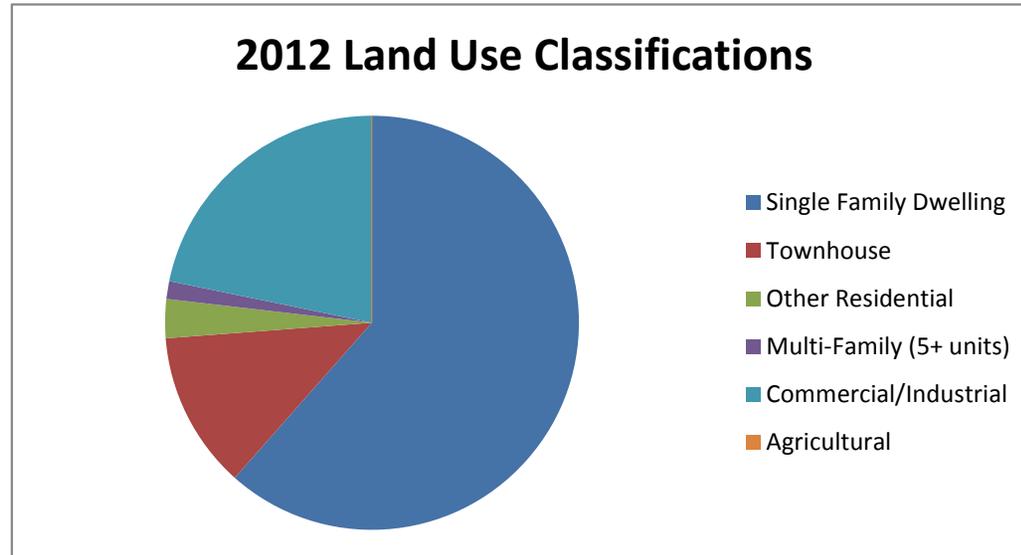
Sources:

- | | |
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| <p>(1) 2010: US Bureau of Census, 2010 Decennial Census.
2002-2009,2011: Loudoun County Department of Finance Management Services.</p> <p>(2) 2002-2009: Bureau of Economic Analysis, US Department of Commerce.
2010-2011: Loudoun County Department of Finance & Management Svc.</p> | <p>(3) 2010: US Bureau of Census, 2010 Decennial Census.
2002-2009,2011: Loudoun County Department of Finance Management Svc.</p> <p>(4) 2002-2009: Loudoun School Census (triennial);
2010-2011: Weldon Cooper Ctr for Public Svc, School-Age Population Est.</p> <p>(5) Local Area Unemployment Statistics, Virginia Employment Commission,
Month of June each year.</p> |
|--|--|



Assessments by Land Use Category

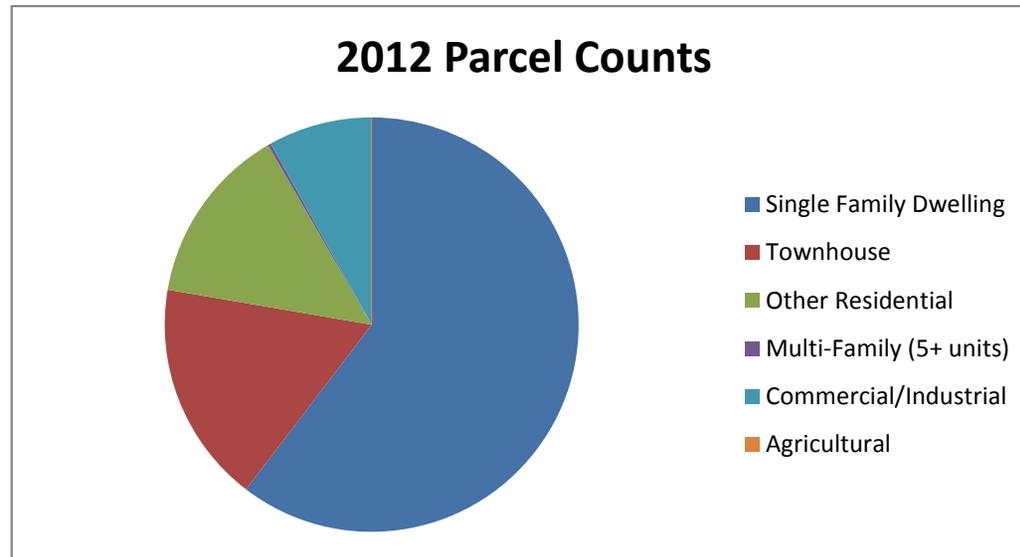
Category	2012 Assessed Value	2013 Assessed Value
Single Family Dwelling	612,744,200	637,349,820
Townhouse	122,995,700	126,927,750
Other Residential	32,992,200	31,452,700
Multi-Family (5+ units)	14,322,500	14,363,440
Commercial/Industrial	214,090,690	225,490,390
Agricultural	-	-
Total Taxable	997,145,290	1,035,584,100



Source: Loudoun County Assessor of Real Estate

Parcels by Land Use Category

Category	2012 Parcel Count	2013 Parcel Count
Single Family Dwelling	1,700	1,714
Townhouse	484	492
Other Residential	405	396
Multi-Family (5+ units)	7	7
Commercial/Industrial	235	230
Agricultural	-	-
Total Taxable	2,831	2,839



Source: Loudoun County Assessor of Real Estate

Budgetary and Financial Systems

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

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

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

BUDGET PROCESS OVERVIEW

(Reviewed & revised 3/27/2012)

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 2013 -2014 BUDGET PREPARATION SCHEDULE</u>	
ACTIVITY	DATE
Provide Initial Budget Calendar to Town Council & Town Staff	October/November, 2012
Distribute FY 2014-2018 CIP Instructions & Documents to Departments	November, 2012
Develop & Distribute Detailed FY 2014-2018 CIP Budget Schedule	November, 2012
Develop Strategy for FY 2013/2014 Operating Budget	November, 2012
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	January, 2013
Financial Advisor & Rate Consultant Presentation (Tax Rates & Fees) to Town Council	January, 2012
Town Manager Meets with Department Heads to Review Budget Requests	January/February, 2013
Town Manager Delivers Budget to Town Council	March 2013
Public Hearings on Tax Rates & Budget	March – April 2013
Adoption of Budget - Town Council	May – June, 2013

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 and work. 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 and updated it in 2012 to "guide future community growth and development in the Town of Purcellville while enhancing residents' and businesses' quality of life and environment." The overall plan is updated every five years with an Implementation Matrix of outcomes that is reviewed each year. 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 2012-13

- Continue to foster a favorable business climate
 - Expand administrative approval process for signs, lighting and fences
- Comprehensive Master Plan for Parks and Recreation
 - Finalize management of Fireman's Field
 - Discuss full utilization of Fireman's Field

- Finish the development and Town Council approval of the Comprehensive Plan and Zoning Ordinance
- Implementation of Tax District for Parks and Recreation in order to address debt service
- Creation of Fireman’s Field Conservancy
 - Raise private funds to help upgrade facilities
- Focus on longer term financial planning
 - Revenue versus expenditures

The Priority Projects are outcome-based tied back to the objectives in the Comprehensive Plan. Status of the Priority Projects are regularly checked throughout the year and a thorough review of previous years’ projects and upcoming projects are conducted at the annual Town Council strategic planning session.

All of the department narratives in the budget include measures and how they are tied to one or more of the following: the department’s Core Functions, the Town’s Comprehensive Plan, and Town Council Priority projects. The column – “Comp Plan, Core, Priority” – is included in the department budget narratives to highlight this information.

Performance Management Overview

Approximately five months prior to the official adoption of the Comprehensive Plan in 2006, the Purcellville Town Council held a strategic planning session 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 strategic planning session 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 descriptions 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

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

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.

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. 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 as 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 with measures tied to one or more of the department’s Core Functions, the Town’s Comprehensive Plan, and the Town Council Priorities. As the performance management program evolves, the measures will focus more on outcomes and less on workload. Other processes the Town participates in that ask for key outcome measures are, for example, the GFOA Distinguished Budget Award, the Police Department State Accreditation, Go Green Virginia Certification, and various other environmental programs such as the Virginia Department of Health Water Treatment Plant Performance Award.

Ongoing Efforts

Performance Dashboard

The Town of Purcellville developed a web-accessible performance dashboard – www.purcellvilledashboard.com – to provide information on key elements of Town government services. The performance measures included with the dashboard are ones that are deemed to be of interest to the community. The goal is to have more outcome measures since outcomes are the overall focus of dashboard systems. The workload measures such as number of business licenses and total police calls for service demonstrate output in these areas which are often of interest to residents and assist in comprehensive reporting. Categories for the measures are based upon the 2025 Adopted Comprehensive Plan.

ICMA Center for Performance Measurement Program and 2011 Certificate of Distinction

In Fiscal Year 2011-12, the Town of Purcellville joined the ICMA Center for Performance Measurement Program for smaller communities which offers an approach to comparative performance measurements for local governments. Benefits of the program are that it provides a method to monitor organizational performance, compare with peers, make evidence-based decisions, identify efficiencies and cost-saving opportunities, and demonstrate and celebrate high performance. More information about the ICMA Center for Performance Measurement Program can be found at icma.org.

Also, the Town's overall Performance Management system was awarded a Certificate of Distinction in 2011 and 2012 by the International City/County Management Association (ICMA) Center for Performance Measurement. The certificate program assesses a local government's performance management program and encourages analysis of results by comparing to peers and gauging performance over time. Performance management aids in cost reduction, program prioritization, and quality improvement. It also encourages accountability and transparency.

With ongoing commitment and input from Town Council, Town staff, and the community, the Town of Purcellville will continue to be an active leader in performance management.

REVENUE TRENDS
GENERAL FUND: REVENUES

Real Property Taxes

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

Two factors that impact this revenue are assessments and tax rate. The Town experienced steady growth in property assessments through tax year 2006 where total value reached \$1.199 billion. Following the nationwide recession, values dropped to a low point of \$954 million in tax year 2010 but have rebounded to \$1.035 billion in 2013. Values for residential properties have not fully recovered as they reached a high of \$1.018 billion in 2006 and are \$796 million in 2013. Values for commercial property on the other hand have seen continued growth from \$180 million to \$239 million for the same period in a large part due to new construction. Revenue projections for fiscal year 2014 through 2017 are based on a .225 tax rate and a 2% growth factor.

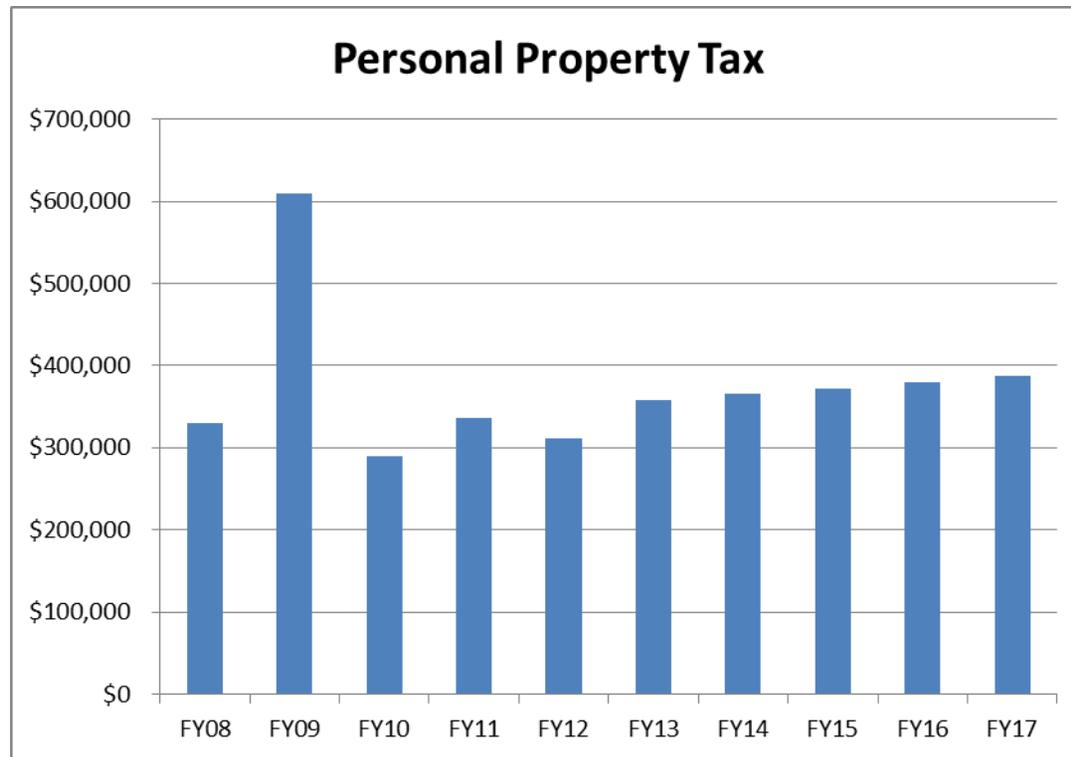


Personal Property Taxes

Personal property values 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.

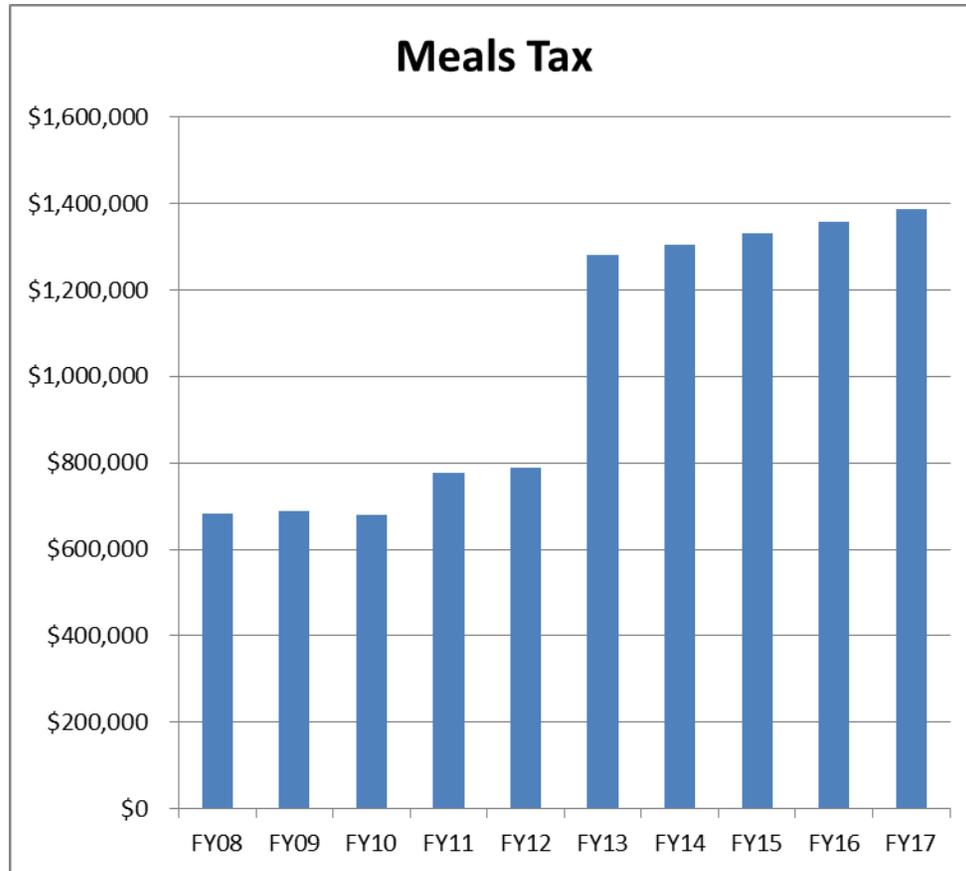
Collections of personal property taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended.

Revenue projections for personal property taxes are based on a tax rate of 1.05/.55 and a conservative 2% annual growth factor for fiscal years 2014 through 2017.



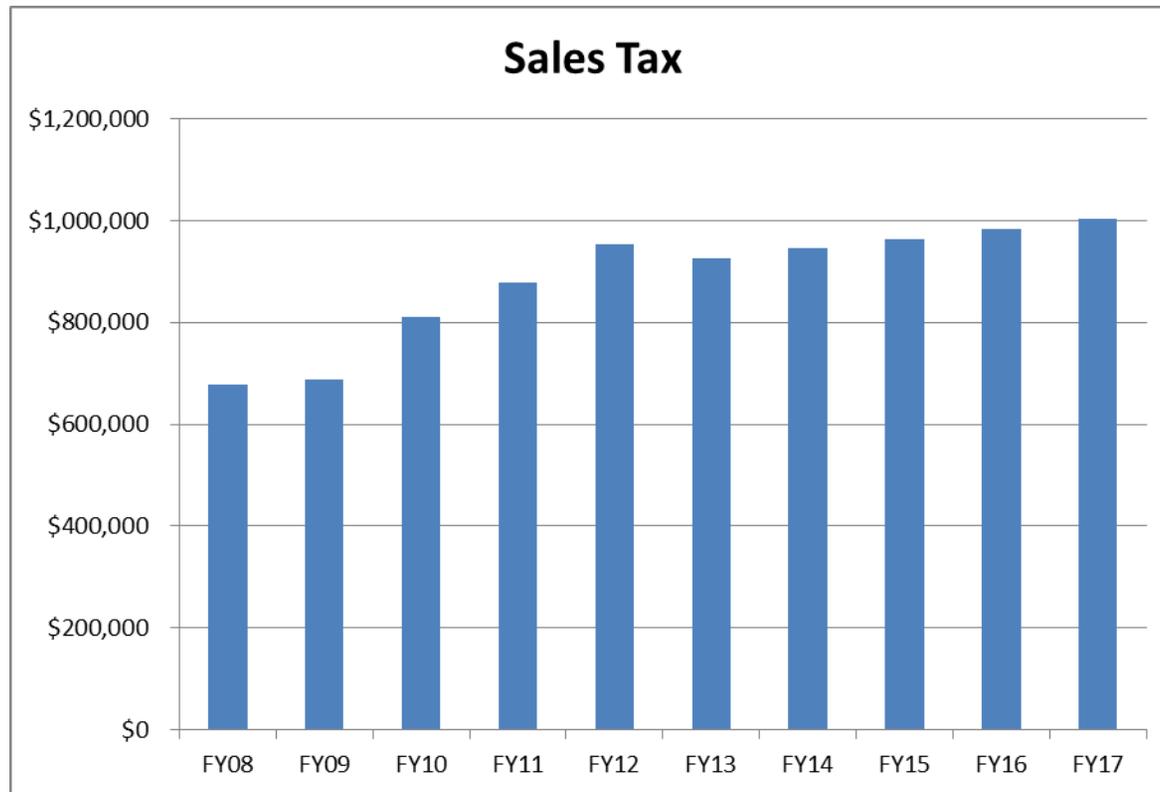
Meals Taxes

Meals tax is a consumption based tax. Restaurants and other food selling establishments within the Town collect a 5% tax on prepared meals. Revenue projections for fiscal year 2014 through 2017 are based on a meals tax rate of 5% plus a 2% growth factor for new restaurants.



Sales Taxes

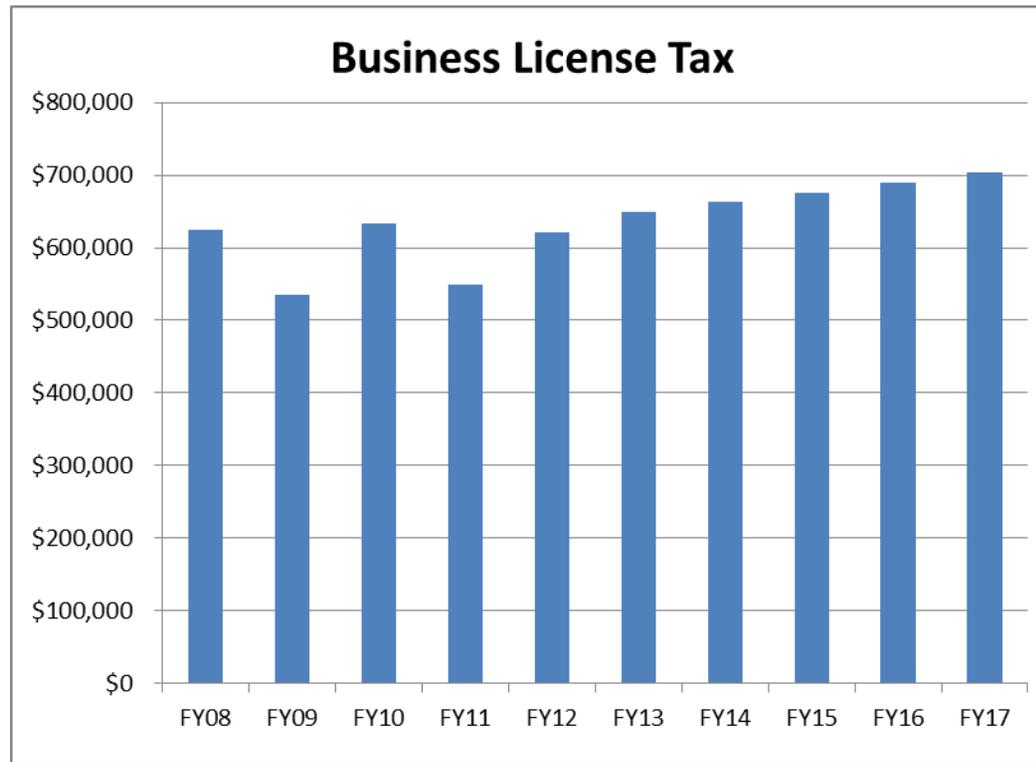
Sales tax is a consumption based tax. Sales tax revenues collected by the State are allocated back to Counties and Towns based on a formula of school age children residing in the Town limits. The school age population estimates are prepared by Weldon Cooper Center for Public Service. Revenue projections for sales tax are based on an annual growth rate of 2% in fiscal year 2014 through 2017.



Business Licenses

Business license 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 some volatility in this revenue category due to fluctuations in construction projects in the Town including a high school, college expansion and commercial development and redevelopment.

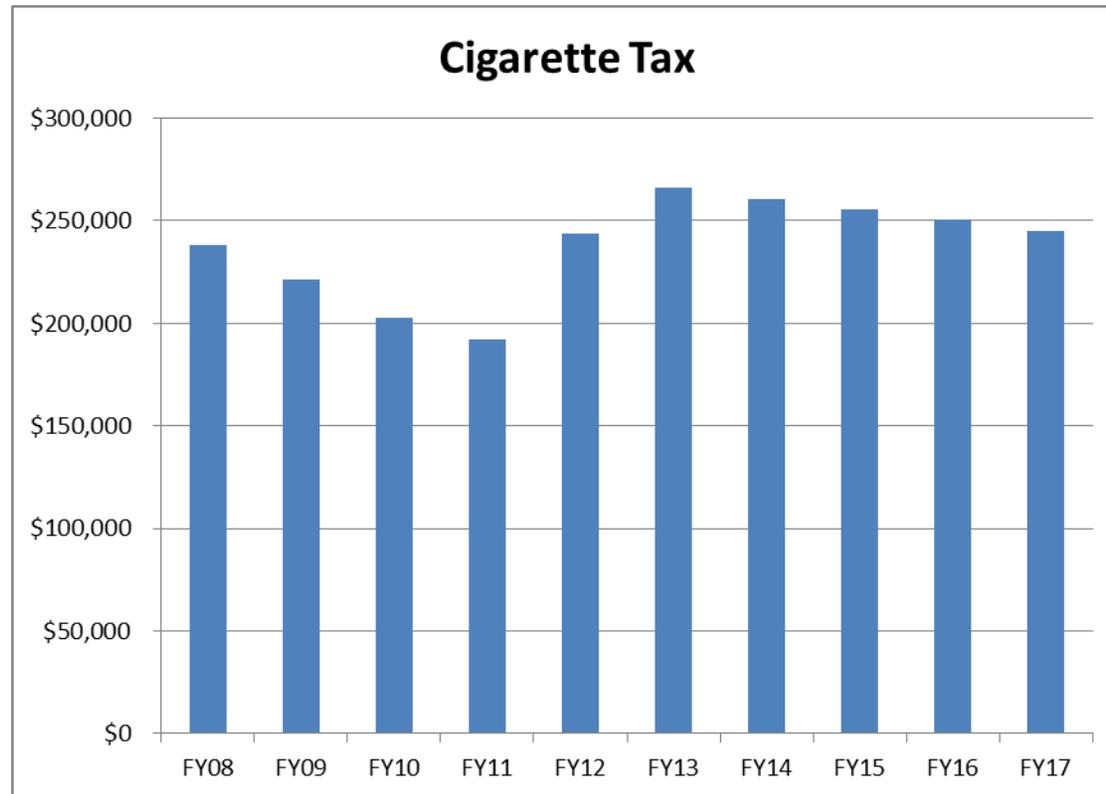
Revenue projections are based on an annual growth rate of 2% fiscal years 2014 through 2017.



Cigarette Taxes

The Town of Purcellville participates in 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 2007, 2008 and 2011, the historical pack sales have declined in both Purcellville and the Northern Virginia area.

Revenue projections are based on an annual decline in revenue by 2% in fiscal years 2014 through 2017 due to smoking cessation programs and shifting purchasing habits.



REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES

User Charges and Fees

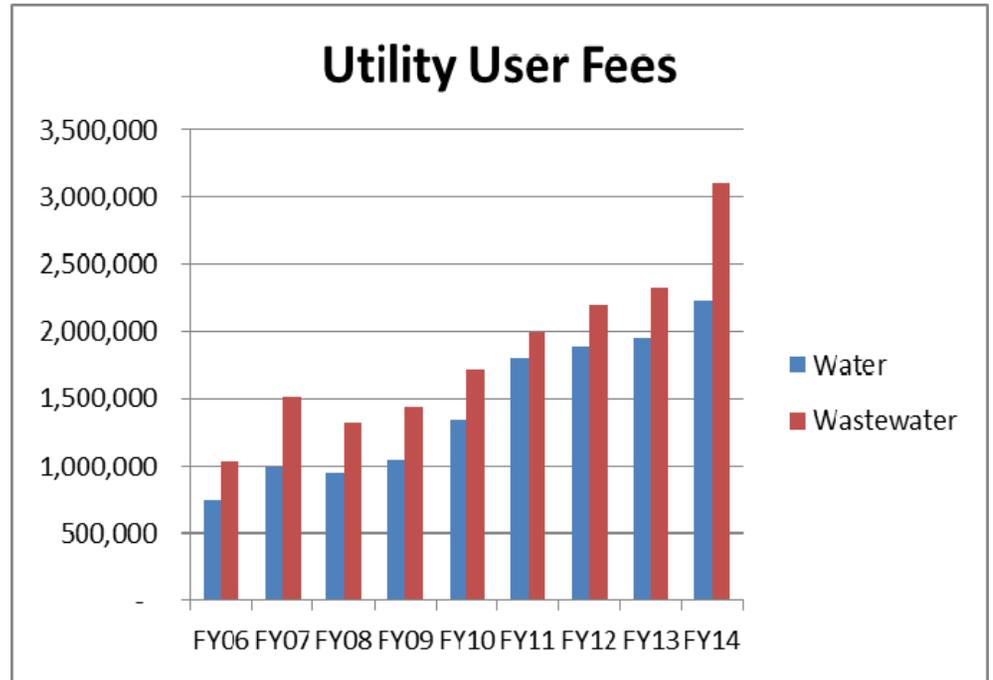
The water and wastewater rates are set at the levels which support the operating activities of each utility enterprise. These rates are set annually by Town Council based on the results of the Water and Sewer Rate Study prepared for the Town by Municipal and Financial Services Group (MFSG). This study 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 user fees are calculated by multiplying a customer's bi-monthly water usage (measured in gallons) by the current utility rates. The Town has adopted an ascending tiered-rate system for water user fees and a flat-rate system for wastewater user fees. 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 most recent MFSG rate study was presented to Council in January 2013. Based on the consultant's recommendations, Council adopted a rate increase of 7% for water and 20% for wastewater effective with the June 2013 bill. The Town Manager's FY14 budget includes another rate increase of 8% for water and 15% for wastewater.

REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES (Continued)

<u>History of Utility Rates</u> (Rates Per 1,000 gallons)								
	<u>FY 08</u>	<u>FY 09</u>		<u>FY 10</u>	<u>FY 11</u>		<u>FY 12</u>	<u>FY 13</u>
Water Tiers			Water Tiers			Water Tiers		
1K -6K	\$3.78	\$4.35	1K -5K	\$4.52	\$5.65	1K -5K	\$5.93	\$6.35
6K - 12K	\$5.04	\$5.79	5K - 10K	\$6.03	\$7.53	5K - 10K	\$7.91	\$8.46
12K - 18K	\$6.30	\$7.24	10K - 15K	\$7.53	\$9.41	10K - 15K	\$9.54	\$10.21
18K+	\$7.56	\$8.69	15K - 20K	\$9.04	\$11.30	15K - 20K	\$11.35	\$12.15
			20K - 100K	n/a	\$13.18	20K - 50K	\$14.18	\$15.17
			100K - 200K	n/a	\$14.18	50K - 100K	\$16.18	\$17.31
			200K - 500K	n/a	\$15.18	100K - 150K	\$18.18	\$19.45
			500K+	n/a	\$23.18	150K - 200K	\$20.18	\$21.59
						200K - 250K	\$22.89	\$24.59
						250K - 300K	\$24.98	\$26.73
						300K - 350K	\$26.98	\$28.87
						350K - 4000K	\$28.98	\$31.01
						400K - 450K	\$30.98	\$33.15
						450K - 500K	\$35.98	\$38.50
						500K - 550K	\$40.98	\$43.85
						550K - 600K	\$45.98	\$49.20
						600K+	\$50.98	\$54.55
Wastewater	\$7.61	\$8.38	Wastewater	\$8.72	\$10.12	Wastewater	\$11.84	\$14.21
Acct Svc Fee	\$6.00	\$6.00	Acct Svc Fee	\$20.00	\$30.00	Acct Svc Fee	\$30.00	\$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 three types of funds: General Governmental Funds, Special Revenue, and Proprietary Funds.

1. **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 Revenue Fund- This fund is used to account for proceeds of the Fireman's Field Service Tax District. This special levy may only be used to benefit Fireman's Field and other recreational or cultural properties within the Town.

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

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 2014 principal installment due totals \$59,582. Also payable in 2014 are semi-annual interest payments totaling \$9,426.

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 2014 principal installment due for Issuance A totals \$99,500 and semi-annual interest payments total \$57,408. The FY 2014 principal installment due for Issuance B totals \$84,139 from the Water fund and \$75,761 from the Waste Water fund. Also payable in FY 2014 are semi-annual interest payments totaling \$48,561 from the Water fund and \$43,725 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 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. 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 2014 principal installments due for Issuance R-2 totals \$54,890 and interest payments total \$184,762. 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. Effective July 1, 2013 debt service will be charged to the Parks and Recreation Special fund. The FY 2014 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), parks and recreation improvements and capital improvements to the water and waste water systems.

The FY 2014 principal installment due totals \$804,501 with \$141,848 from General, \$21,779 from Parks & Rec, \$393,499 from Water and \$247,375 from the Wastewater funds. Also payable in 2014 are semi-annual interest payments totaling \$748,410 with \$110,864 from General, \$15,535 from Parks & Rec, and \$266,293 from the Water and \$355,718 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 2014 principal payments total \$1,008,195 and the interest payments total \$651,946.

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 2014 principal installment due totals \$165,000 and the semi-annual interest payments total \$60,333.

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 Parks and Recreation Special 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 2014 principal installment due totals \$125,000 with \$30,000 from Parks and Recreation and \$95,000 from the Water funds. Also payable in 2014 are semi-annual interest payments totaling \$181,045 with \$89,888 from Parks and Recreation and \$91,157 from the Water funds.

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 2014 principal installment due totals \$267,360 and the semi-annual interest payments total \$109,400. 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 2013 semi-annual interest payments total \$43,818. The note was refunded in December 2012 as part of the 2012 General Obligation Public Improvement and Refund Bond Issue-Cardinal Bank.

2012 General Obligation Public Improvement & Refunding Bond Issue-Cardinal Bank

Bonds in the amount of \$5,870,000 were issued in December 2012 for a 20-year term at an annual interest rate of 2.75%. Semi-annual principal and interest payments are due February 1st and August 1st. A capitalized interest of payment of \$24,662 was made on February 1, 2012. Bond proceeds of \$2,714,171 were used to refund the 2011 General Obligation Public Improvement Note-RBC. The remaining proceeds of \$3,155,829 are being used to finance general fund transportation improvements and water fund capital improvements. The FY 2014 interest payments total \$161,425, with \$120,833 from General \$12,267 from Parks & Rec and \$28,325 from Water funds. A Capital Reserve Fund (CRF) of \$756,392, using proceeds from the sale of Old Town Hall, has been created in the General Fund to offset a portion of the debt service for this issuance for FY 2014 through FY 2020.

Summary of Issuance Outstanding Debt

<u>Issue</u>	<u>Value of Original Issue</u>	<u>Outstanding Balance on July 1, 2013</u>	<u>FY 14 Debt Service</u>	<u>% of Retired Debt</u>
<u>GENERAL</u>				
2003 Refunding-Carter Bank	835,133	318,043	69,008	61.9%
2005 General Obligation-Bank of America	2,233,000	1,618,700	156,908	27.5%
2008 General Obligation-Rural Development	4,591,000	4,458,847	239,652	2.9%
2008 General Obligation-SunTrust Bank	2,939,168	2,485,740	252,712	15.4%
2010 Refunding- SunTrust Bank	4,241,000	3,744,240	376,760	11.7%
2012 General Obligation-Cardinal Bank	4,393,930	4,393,930	120,833	0.0%
	19,233,231	17,019,499	1,215,873	
<u>PARKS & REC SPECIAL REVENUE FUND</u>				
2008 Notes Payable-Purcellville Vol. Fire Dept.	1,700,000	1,190,000	85,000	30.0%
2008 General Obligation-SunTrust Bank	426,432	348,327	37,314	18.3%
2010 General Obligation-RBC	2,155,000	2,125,000	119,888	1.4%
2012 General Obligation-Cardinal Bank	446,070	446,070	12,267	0.0%
	4,727,502	4,109,397	254,469	
<u>WATER</u>				
2005 General Obligation-Bank of America	1,888,792	1,369,223	132,700	27.5%
2008 Refunding-SunTrust Bank	1,018,200	827,100	76,789	18.8%
2008 General Obligation-SunTrust Bank	6,450,938	5,143,588	583,003	20.3%
2010 General Obligation-RBC	2,245,000	2,155,000	186,157	4.0%
2010 Refunding-VRA	1,655,000	1,340,000	225,333	19.0%
2012 General Obligation-Cardinal Bank	1,030,000	1,030,000	28,325	0.0%
	14,287,930	11,864,911	1,232,305	
<u>WASTE WATER</u>				
2005 General Obligation-Bank of America	1,700,708	1,232,877	119,486	27.5%
2008 Refunding-SunTrust Bank	6,565,300	5,670,100	434,286	13.6%
2008 General Obligation-SunTrust Bank	2,561,062	2,305,646	168,806	10.0%
2008 General Obligation-VRA	24,944,377	21,981,700	1,660,141	11.9%
	35,771,447	31,190,323	2,382,719	
Total Bonds All Funds	74,020,110	64,184,129	5,085,366	13.3%

Amortization of Existing Debt and Interest									
Year Ending June 30	General Fund Debt		Parks & Rec Special Revenue Fund		Water Fund Debt		Waste Water Fund Debt		Total Debt Payments
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2014	625,080	590,792	136,779	117,690	737,638	494,667	1,331,330	1,051,389	5,085,366
2015	646,731	568,180	157,760	115,449	768,218	462,419	1,375,568	1,007,061	5,101,386
2016	818,759	542,700	173,981	112,110	824,812	428,549	1,421,348	961,217	5,283,476
2017	850,612	514,208	175,966	108,504	857,266	392,576	1,468,749	913,805	5,281,686
2018	878,980	484,662	177,064	104,838	895,578	354,866	1,517,698	864,765	5,278,451
Thereafter	13,199,337	4,843,051	3,287,848	341,503	7,781,399	1,851,323	24,075,629	5,823,252	61,203,343
Total	17,019,499	7,543,593	4,109,397	900,095	11,864,911	3,984,401	31,190,323	10,621,490	87,233,708

Legal Debt Margin

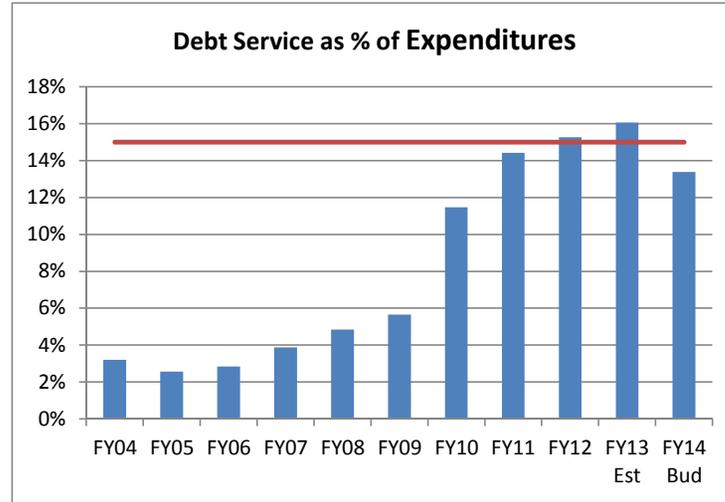
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2012 is as follows (*Source: FY12 Comprehensive Annual Financial Report*) :

Assessed Value of Real Property, January 1, 2012	\$993,810,697
Debt Limit: Ten percent (10%) of Assessed Value	\$99,381,070
Amount of Debt Applicable to Debt Limit	\$63,866,201
Legal Debt Margin	\$35,514,869

Town Fiscal Guidelines for General Fund Debt Management:

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

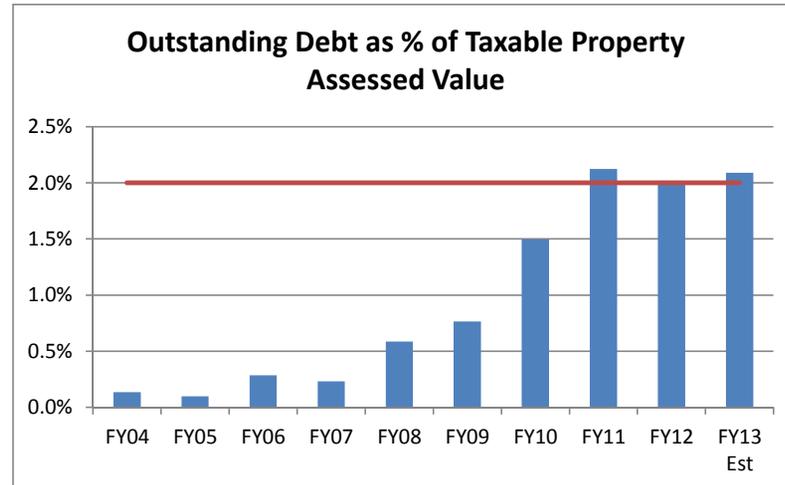
Fiscal Year	Debt Service	Expenditures	Debt to Expenditures
FY04	125,769	3,921,024	3%
FY05	113,587	4,415,745	3%
FY06	158,615	5,584,990	3%
FY07	239,538	6,181,771	4%
FY08	324,324	6,696,478	5%
FY09	435,355	7,701,376	6%
FY10	767,605	6,697,744	11%
FY11	1,210,891	8,401,656	14%
FY12	1,338,295	8,770,687	15%
FY13 Est	1,509,515	9,401,342	16%
FY14 Bud	1,215,872	9,080,884	13%



For FY14 Debt Service associated with the purchase and upgrades of Fireman's Field and the Rink Renovation have been moved to the Special Parks and Recreation Fund.

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
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	960,616,700	20,392,196	2.12%
FY12	976,555,250	19,719,736	2.02%
FY13 Est	1,010,965,950	21,128,896	2.09%



Fund Balance Summary

GENERAL FUND				
	FY11 Actual	FY12 Actual *	FY13 Estimated	FY14 Approved
Beginning Fund Balance	8,006,938	10,742,845	5,808,336	3,428,628
Revenues & Transfers In	11,018,592	8,396,230	9,349,492 **	8,993,127
Expenditures & Transfers Out	(14,569,159)	(13,330,739)	(9,401,342)	(9,080,884)
Proceeds/Use of GO Bonds	6,286,474	-	-	-
Use of Designated Reserves	-	-	(2,327,858)	-
Ending Fund Balance	10,742,845	5,808,336	3,428,628	3,340,871
Unassigned Fund Balance	4,368,340	3,427,576	3,428,628	3,340,871

SPECIAL PARKS AND RECREATION FUND				
	FY11 Actual	FY12 Actual	FY13 Estimated	FY14 Approved ***
Beginning Fund Balance	-	-	-	-
Revenues & Transfers In	-	-	-	439,660
Expenditures & Transfers Out	-	-	-	(439,660)
Ending Fund Balance	-	-	-	-

WATER FUND				
	FY11 Actual	FY12 Actual	FY13 Estimated	FY14 Approved
Beginning Net Assets	8,237,066	7,703,439	7,569,806	6,647,575
Revenues & Transfers In	2,116,726	2,469,496	2,281,052	2,944,651
Expenditures & Transfers Out	(2,650,353)	(2,603,129)	(3,203,283)	(3,352,133)
Ending Net Assets	7,703,439	7,569,806	6,647,575	6,240,093

WASTE WATER FUND				
	FY11 Actual	FY12 Actual ****	FY13 Estimated	FY14 Approved
Beginning Net Assets	15,768,346	14,865,582	13,919,725	12,048,959
Revenues & Transfers In	3,055,414	2,663,624	2,462,125	3,589,750
Expenditures & Transfers Out	(3,260,648)	(3,609,481)	(4,332,891)	(4,482,856)
Ending Net Assets	15,563,112	13,919,725	12,048,959	11,155,853

(Source: FY12 Comprehensive Annual Financial Report & FY14 Proposed Budget)

* Includes new Special Parks & Recreation Fund totals and GASB54 change to fund balance categories.

** Includes unrestricted portion of Town Hall sale proceeds.

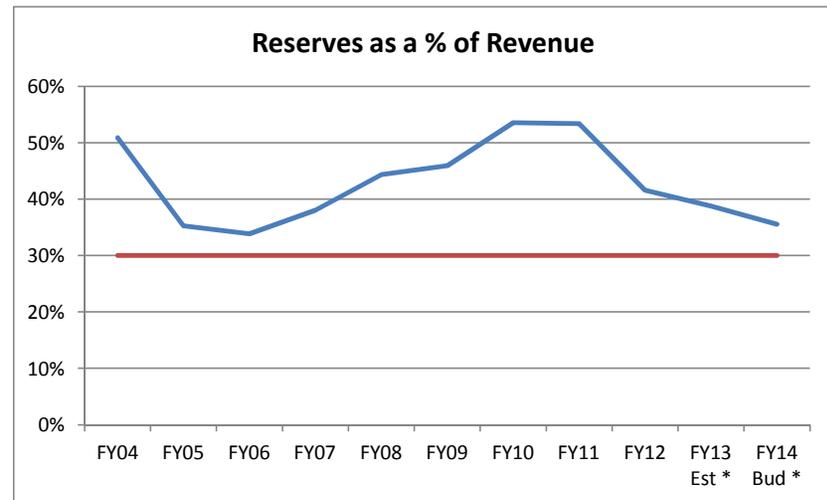
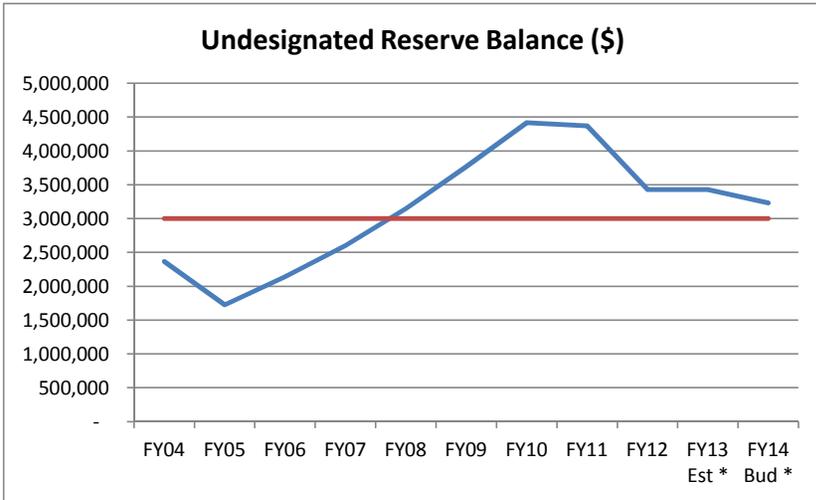
*** Prior to FY 14 Special Parks and Recreation Fund was a sub-fund of the General Fund.

**** FY12 Actual Beginning Balance was revised in the FY12 CAFR.

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
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	4,368,340	8,185,022	53%
FY12	3,427,576	8,241,573	42%
FY13 Est *	3,428,628	8,846,184	39%
FY14 Bud *	3,230,658	9,080,884	36%



FY 14 Budget Estimate does not include revenues from the Special Parks and Recreation Fund.

Budget in Brief

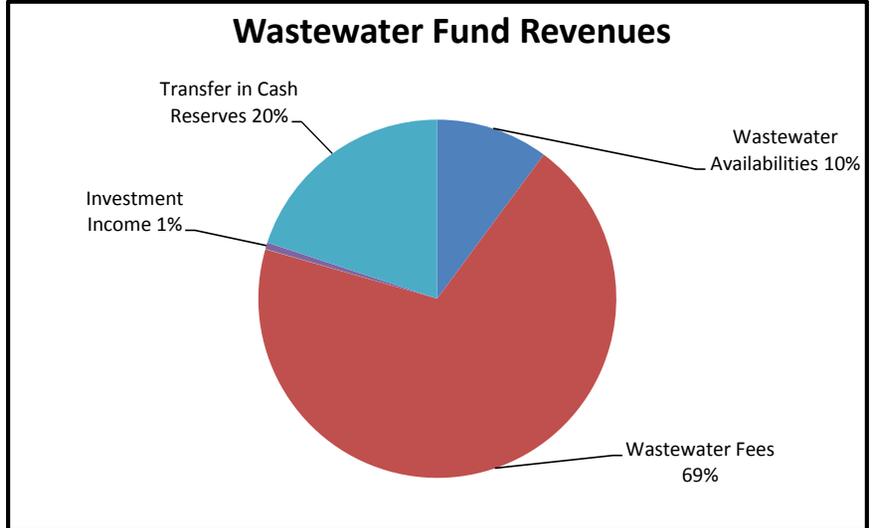
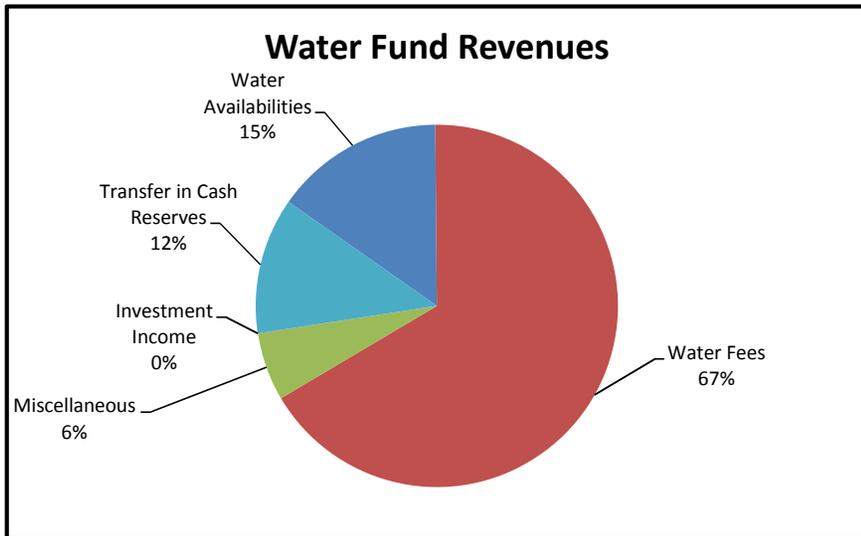
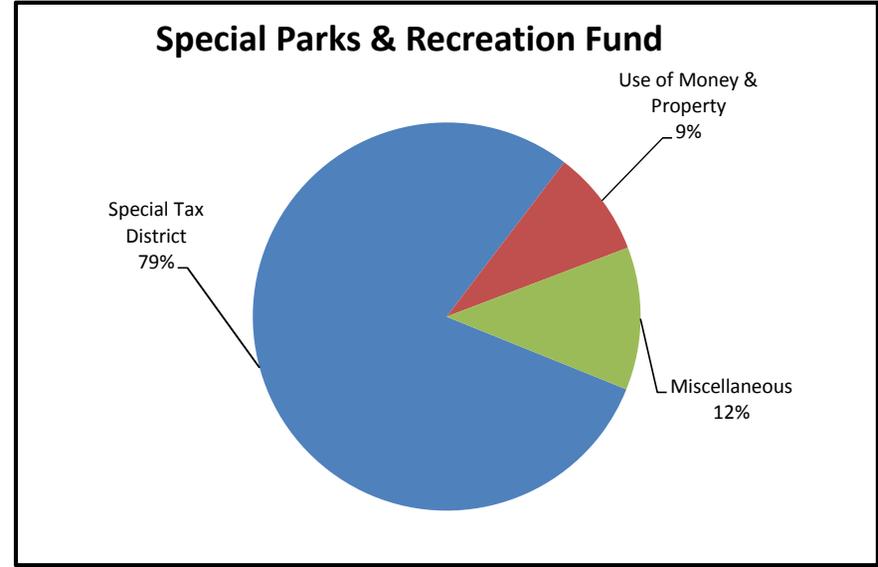
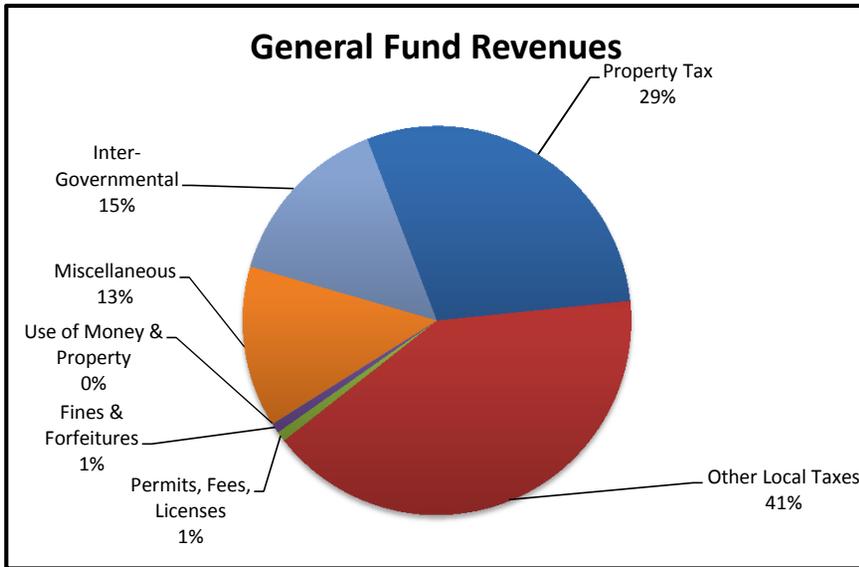
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

- Revenue by Fund
- Expenditures by Fund
- Budget Summary
- Service Level Changes

FY 2013 & FY 2014 Revenue Budget Projections

	FY 2012	FY 2013		FY 2014		% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	
GENERAL FUND						
Property Tax	2,526,297	2,560,060	2,601,406	2,652,934	2,652,934	4%
Other Local Taxes	3,191,608	3,383,193	3,529,307	3,600,915	3,725,913	10%
Permits, Fees, Licenses	81,782	75,000	87,000	76,000	76,000	1%
Fines & Forfeitures	73,046	95,500	73,150	73,150	73,150	-23%
Use of Money & Property	11,940	16,000	1,800	1,800	1,800	-89%
Miscellaneous	1,180,206	1,773,634	1,136,860	1,327,974	1,217,761	-31%
Inter-Governmental	1,133,227	1,370,306	1,376,861	1,333,325	1,333,325	-3%
Total Revenues GENERAL FUND	8,198,104	9,273,693	8,806,384	9,066,098	9,080,884	-2%
SPECIAL PARKS & RECREATION FUND						
Special Tax District	0	0	0	350,570	348,520	
Use of Money & Property	38,760	44,500	38,200	38,700	38,850	-13%
Miscellaneous	4,709	70,712	15,525	30,890	52,290	-26%
Total Revenues PARKS & REC	43,469	115,212	53,725	420,160	439,660	282%
WATER FUND						
Water Availabilities	356,136	120,046	122,099	507,640	507,640	323%
Water Fees	1,893,134	2,134,080	1,954,880	2,233,007	2,233,007	5%
Miscellaneous	210,954	198,529	202,073	203,504	203,504	3%
Investment Income	9,273	11,000	2,000	500	500	-95%
Transfer in Cash Reserves	0	813,074	0	407,482	407,482	-50%
Total Revenues WATER FUND	2,469,496	3,276,729	2,281,052	3,352,133	3,352,133	2%
WASTEWATER FUND						
Wastewater Availabilities	287,690	100,200	100,645	453,600	453,600	353%
Wastewater Fees	2,198,194	2,525,400	2,327,294	3,108,064	3,108,064	23%
Miscellaneous	51,944	1,286	6,986	1,286	1,286	0%
Investment Income	9,597	37,000	27,200	26,800	26,800	-28%
Transfer in Cash Reserves	920,929	1,731,740	0	893,106	893,106	-48%
Total Revenues WASTEWATER FUND	3,468,354	4,395,626	2,462,125	4,482,856	4,482,856	2%
Grand Total Operating Budget	14,179,424	17,061,260	13,603,286	17,321,247	17,355,532	2%

FY 2014 Operating Budget Revenues



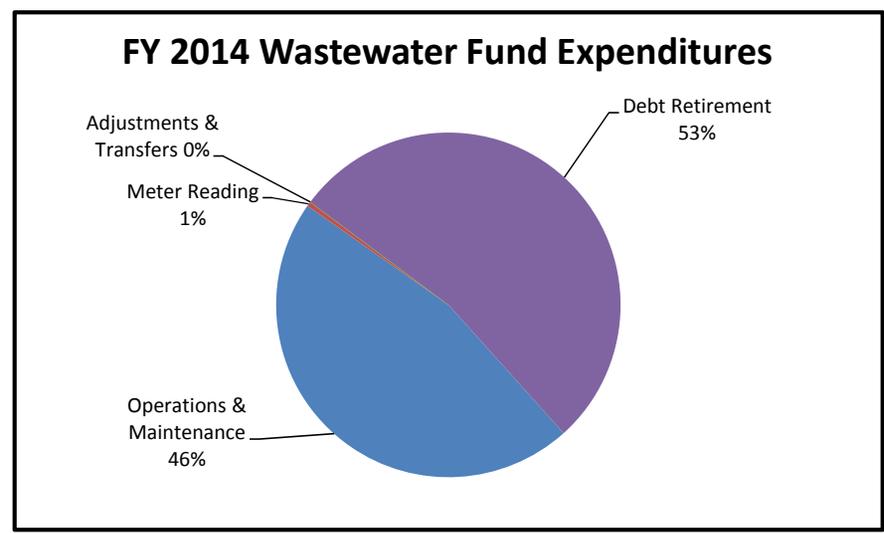
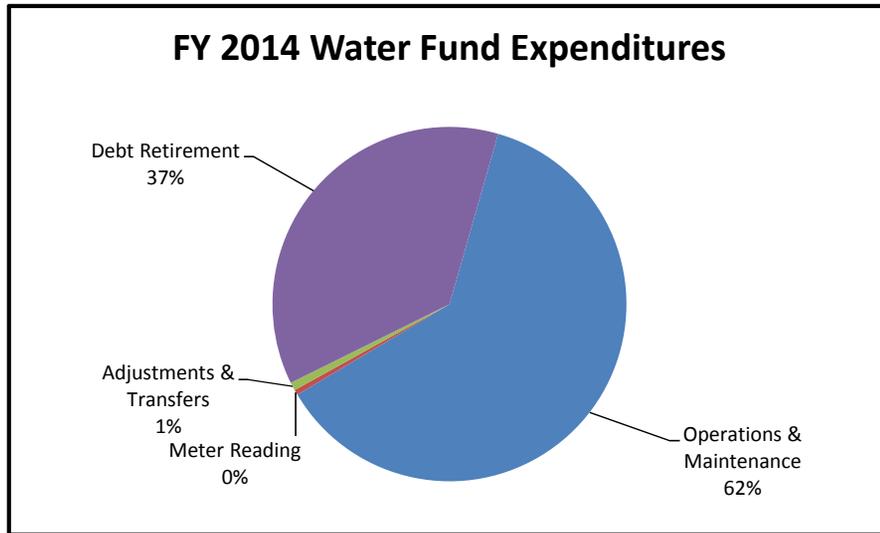
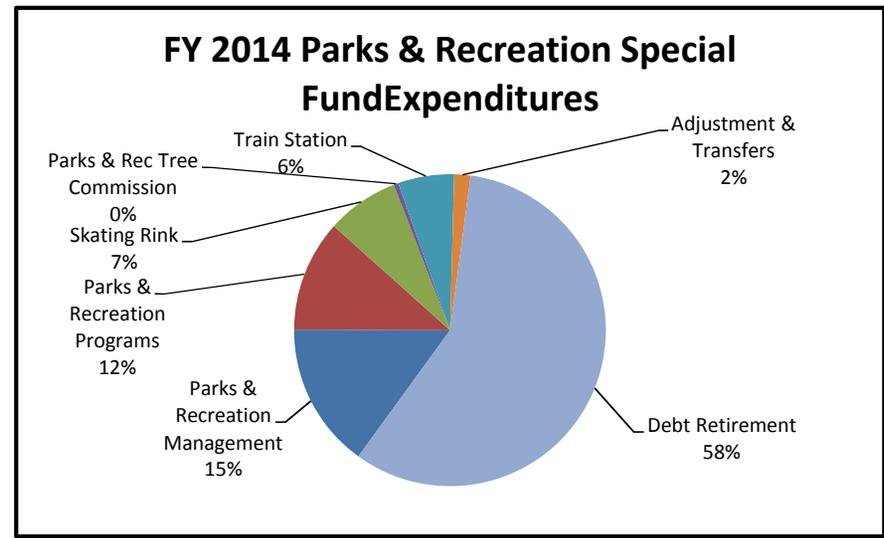
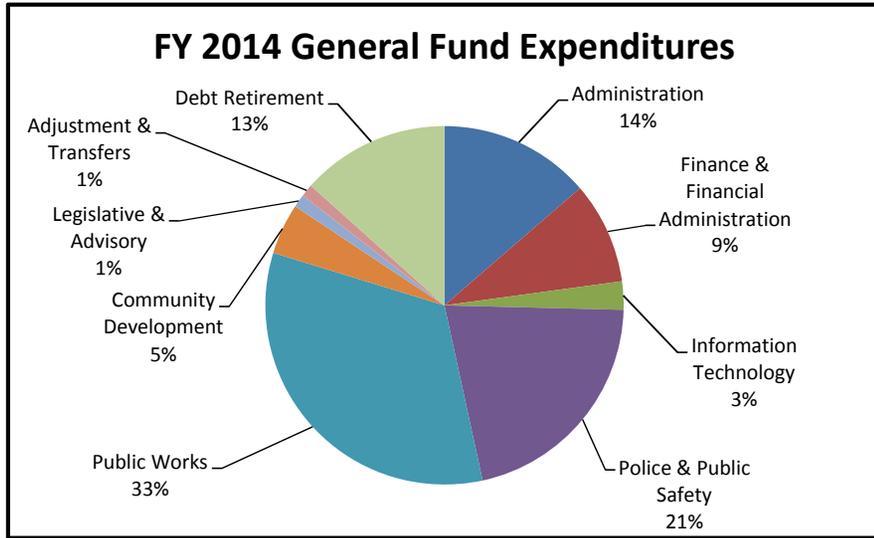
FY 2013 - 2014 Operating Budget Expenditures

	FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
GENERAL FUND							
Administration	1,294,138	1,099,871	1,238,489	1,290,908	1,170,908	1,240,908	13%
Finance & Financial Administration	746,476	812,620	777,787	834,185	839,185	834,185	3%
Information Technology	223,739	248,978	225,620	231,436	231,436	231,436	-7%
Police & Public Safety	1,788,562	1,772,451	1,843,299	1,892,113	1,857,613	1,924,269	9%
Public Works	2,834,155	3,200,408	3,153,632	3,867,414	3,215,414	3,009,277	-6%
Community Development	373,867	430,790	412,330	416,267	426,267	416,267	-3%
Legislative & Advisory	89,534	101,397	89,983	106,903	106,903	106,903	5%
Adjustment & Transfers	0	224,150	2,500	245,644	2,500	101,767	-55%
Debt Retirement	1,338,294	1,383,028	1,509,515	1,215,872	1,215,872	1,215,872	-12%
TOTAL GENERAL FUND	8,688,765	9,273,693	9,253,156	10,100,742	9,066,098	9,080,884	-2%
SPECIAL PARKS & RECREATION FUND							
Parks & Recreation Management	41,093	58,262	44,896	53,216	53,216	66,216	14%
Parks & Recreation Programs	19,583	21,375	38,970	44,325	44,325	50,825	138%
Skating Rink	5,961	10,800	32,900	33,000	33,000	33,000	206%
Parks & Rec Tree Commission	1,447	2,300	8,000	2,200	2,200	2,200	-4%
Train Station	13,838	22,475	23,920	25,450	25,450	25,450	13%
Adjustment & Transfers	0	0	7,500	7,500	7,500	7,500	
Debt Retirement	0	0	0	254,469	254,469	254,469	
Total SPECIAL PARKS & REC FUND	81,922	115,212	156,186	420,160	420,160	439,660	282%

FY 2013 - 2014 Operating Budget Expenditures

	FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
WATER FUND							
Operations & Maintenance	1,862,410	2,050,747	1,952,425	2,098,368	2,079,228	2,079,228	1%
Meter Reading	10,997	15,600	16,400	15,600	15,600	15,600	0%
Adjustments & Transfers	471	5,000	0	25,000	25,000	25,000	400%
Debt Retirement	729,736	1,205,382	1,234,458	1,232,305	1,232,305	1,232,305	2%
TOTAL WATER FUND	2,603,614	3,276,729	3,203,283	3,371,273	3,352,133	3,352,133	2%
WASTEWATER FUND							
Operations & Maintenance	1,821,598	1,949,557	1,930,624	2,080,636	2,080,636	2,080,636	7%
Meter Reading	10,379	19,500	19,500	19,500	19,500	19,500	0%
Adjustments & Transfers	471	5,000	0	350,000	0	0	-100%
Debt Retirement	1,762,077	2,421,569	2,382,767	2,382,720	2,382,720	2,382,720	-2%
TOTAL WASTEWATER FUND	3,594,524	4,395,626	4,332,891	4,832,856	4,482,856	4,482,856	2%
TOTAL ALL FUNDS	14,968,825	17,061,260	16,945,517	18,725,032	17,321,247	17,355,533	2%

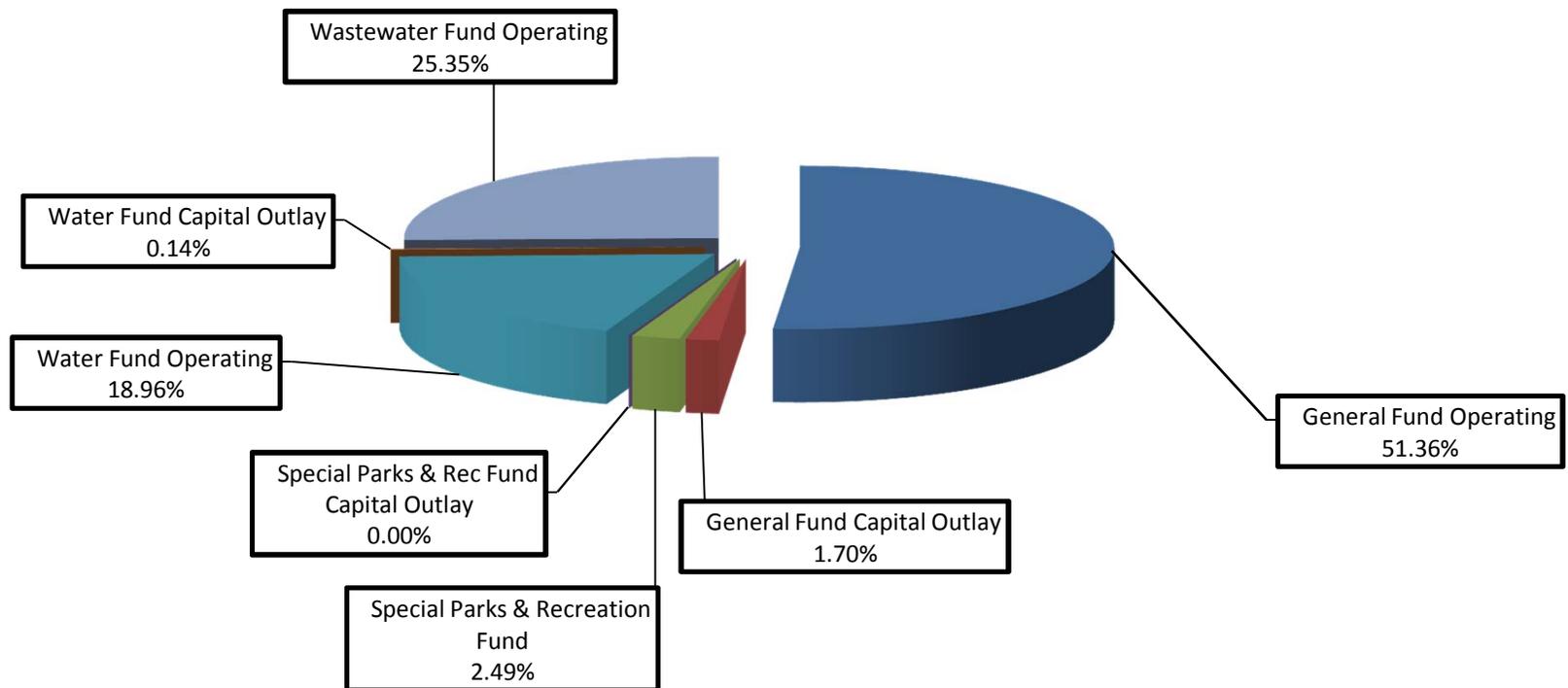
FY 2014 Operating Budget Expenditures



**Town of Purcellville
 Budget Summary
 Adopted FY 2013 - 2014 Fiscal Plan
 &
 Adopted Capital Improvement Program FY 2014 - 2018**

	Current Yr Appropriated <u>FY 12-13</u>	Budget Yr Adopted <u>FY 13-14</u>
<u>REVENUES</u>		
General Fund	20,151,580	9,380,884
Special Parks & Recreation Fund	115,212	439,660
Water Fund	5,039,991	3,377,133
Wastewater Fund	4,707,682	4,482,856
TOTAL ALL FUNDS	30,014,465	17,680,532
<u>EXPENDITURES</u>		
General Fund Operating	9,273,693	9,080,884
General Fund Capital Outlay	10,877,887	300,000
Special Parks & Recreation Fund	115,212	439,660
Special Parks & Rec. Fund Capital Outlay	0	0
Water Fund Operating	3,276,729	3,352,133
Water Fund Capital Outlay	1,763,262	25,000
Wastewater Fund Operating	4,395,626	4,482,856
Wastewater Fund Capital Outlay	312,056	0
TOTAL OPERATING ALL FUNDS	17,061,260	17,355,532
TOTAL OPERATING & CIP BUDGET	30,014,465	17,680,532

Budget Summary FY 2013 - 2014 Fiscal Plan



Summary of Service Level Changes FY 2014

General Fund

Service Levels supported by the General Fund remain stable and sustainable in FY 2014
Service areas include General Government, Public Safety, Public Works, and Community Development.

Parks and Recreation Special Fund

Service Levels supported by the Parks & Recreation Special Fund continue to increase In FY 2014
Parks and Recreation Management with an increase request to participate in the state and national professional associations to bring best practices of Parks and Recreation Management to this newly created division.
Programs Management with an increase request that include two new self sustaining programs, Rock the Rink and the Community Gardens.
Bush Tabernacle with an increase request that is necessary to cover the cost of the HVAC contract, utilities, repairs and maintenance.
Train Station with an increase for utilities.

Citizen demand for quality of life programs continues to increase. Programs, such as the Loudoun Grown Expo, the Purcellville Food and Wine Festival, and Rock the Field assist the Town in reaching economic development goals while providing quality of life and leisure services to citizens and support to local businesses. There is business and citizen interest in increasing these types of offerings.

Utility Funds

Service Levels supported by the Water Fund and the Wastewater Fund also remain stable and sustainable in FY 2014
Service areas include the production of quality potable water and the treatment of wastewater for the residents and businesses in the community.

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**General Fund
Fund Revenues & Expenditures by Department
Missions, Descriptions, 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 Description
- Department Goals & Objectives
- Key Performance Measures
- Previous Year Accomplishments
- Detailed Expenditures

FY 2013 & FY 2014 Revenue Budget Projections

		FY 2012	FY 2013		FY 2014		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 13 Budget
Fund # 100	GENERAL FUND						
100-3110101-0000	REAL ESTATE TAX	2,190,631	2,186,007	2,218,313	2,262,680	2,262,680	3.5%
100-3110301-0000	PERSONAL PROPERTY TAX	310,618	349,053	358,093	365,254	365,254	4.6%
100-3110601-0000	PENALTIES AND INTEREST	25,048	25,000	25,000	25,000	25,000	0.0%
100-3120101-0000	SALES TAX	952,497	891,830	926,656	945,189	945,189	6.0%
100-3120150-0000	COMMUNICATIONS TAX	164,372	159,000	167,000	170,000	170,000	6.9%
100-3120201-0000	UTILITY TAX	201,784	204,000	205,000	206,000	206,000	1.0%
100-3120202-0000	RIGHT OF WAY USAGE FEE	23,264	23,000	24,000	24,000	24,000	4.3%
100-3120301-0000	BUSINESS LICENSES	621,289	604,800	605,980	618,100	650,000	7.5%
100-3120401-0000	CABLE PEG GRANT	8,252	8,500	9,000	9,000	9,000	5.9%
100-3120501-0000	AUTO DECALS	154,275	133,000	133,000	135,000	135,000	1.5%
100-3120601-0000	FRANCHISE TAX: BANK	220,941	250,000	220,000	240,000	240,000	-4.0%
100-3120801-0000	CIGARETTE TAX	243,622	245,000	265,952	260,633	260,633	6.4%
100-3121101-0000	MEALS TAX	788,948	1,046,063	1,163,719	1,186,994	1,280,091	22.4%
100-3130301-0000	ZONING FEES	58,518	52,000	63,000	52,000	52,000	0.0%
100-3130340-0000	COMMUNITY EVENTS SIGN	870	1,500	940	1,000	1,000	-33.3%
100-3130350-0000	STREET FEES	400	700	160	200	200	-71.4%
100-3130380-0000	CALENDAR ADV/DONATIONS	8,000	12,000	0	0	0	-100.0%
100-3130399-0000	MISCELLANEOUS	4,574	5,000	6,300	5,000	5,000	0.0%
100-3140100-0000	POLICE REVENUE	72,221	95,000	73,000	73,000	73,000	-23.2%
100-3140105-0000	MOWING FINE BY ORDINANCE	825	500	150	150	150	-70.0%
100-3150101-0000	INVESTMENT INCOME	11,940	16,000	1,800	1,800	1,800	-88.8%
100-3160704-0000	MAINT/PW CHGS TO OTHERS	12,304	24,000	3,300	3,300	3,300	-86.3%
100-3189901-0000	PRODUCT SALES	805		0	0	0	
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK HEN	2,500	2,500	2,500	2,500	2,500	0.0%
100-3189903-0000	DONATIONS	340	100	100	100	100	0.0%
100-3189904-0000	LOCAL GRANTS & AWARDS		23,423	0	0	0	-100.0%
100-3189905-0000	PROCEEDS FROM PROPERTY	1,879	5,000	7,600	2,000	2,000	-60.0%
100-3189906-0000	GAS TAX FUNDING / LOCO		237,000	237,739	222,228	222,228	-6.2%
100-3189915-0000	NEWSLETTER SPONSORSHIP	0	0	0	0	0	
100-3189920-0000	VEHICLE COMP. REIMB.	2,464	2,000	2,400	2,400	2,400	20.0%

FY 2013 & FY 2014 Revenue Budget Projections

		FY 2012	FY 2013		FY 2014		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 13 Budget
100-3189940-0000	GARNISHMENT FEE	186	100	156	100	100	0.0%
100-3189950-0000	OVER/SHORT	2	0	0	0	0	
100-3220108-0000	LAW ENFORCEMENT / VA	110,970	106,648	106,648	106,648	106,648	0.0%
100-3220109-0000	PPTRA / VA	201,753	201,753	201,753	201,753	201,753	0.0%
100-3240201-0000	FIRE FUNDS / VA	20,656	19,000	19,000	20,000	20,000	5.3%
100-3240301-0000	STREET REVENUE / VA	595,424	604,000	606,796	606,796	606,796	0.5%
100-3240310-0000	LITTER GRANT/VA	2,316	2,300	2,300	3,400	3,400	47.8%
100-3240311-0000	GOVERNOR'S TRANSPORTATION FUNDING	0	0	0	0	0	New
100-3320201-0000	BAB SUBSIDY	31,905	31,905	31,905	0	0	-100.0%
100-3330101-0000	LAW ENFORCEMENT / FED	2,526	0	1,220	0	0	
100-3330105-0000	DEPT OF TRANS-ALCOHOL IMPAIRED DRIV	0	3,000	0	0	0	-100.0%
100-3330110-0000	DEPT OF TRANS-SPEED CONTROL		3,200	0	0	0	-100.0%
100-3410102-0000	INSURANCE REIMBURSEMENT	33,283	0	0	0	0	
100-3970000-0000	TRANSFER OF DESIGNATED RESERVES	0	0	0	0	87,757	New
100-3980000-0000	TRANSFER OF CASH RESERVES	0	583,907	0	197,970	0	-100.0%
100-3990000-0000	TRANSFER FROM OTHER FUNDS	1,115,904	1,115,904	1,115,904	1,115,904	1,115,904	0.0%
Total Revenues	GENERAL FUND	8,198,104	9,273,693	8,806,384	9,066,098	9,080,884	-2.1%

In the FY 2014 Manager Recommend column, the \$197,970 Transfer of Cash Reserves contains an \$87,757 draw on the Capital Reserve Fund (CRF) created by the proceeds of the sale of Town Hall per the 2012 Davenport Plan of Finance.

Department: Administration

Mission

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

Core Values

Trust, Unity of Purpose, Commitment and Professionalism

Department Description

The primary duties of the department include implementation and enforcement of Town policies and procedures, staff support to the Town Council, management of daily operations and the delivery of diverse services. Town Administration is comprised of the Office of the Town Manager, Assistant Town Manager, Town Attorney, Executive Assistant to the Town Manager/Director of Admin., Town Clerk, Special Assistant to the Town Manager, Front Office Reception/Information Services, and Human Resources.

Goals and Objectives

- To provide special reports and responses to Town Council inquiries within 7 days or less.
- To provide Town Council agendas at least four days before the Town Council meeting.
- 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 advertise position openings in newspapers and websites to receive multiple, quality applications for openings.
- To fill positions within 45 days of the position post.
- To assist with the coordination of regularly scheduled special events and cultural programs.
- 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 maintain at least 90 percent satisfaction rating for refuse and recycling collection services.
- To ensure worker's compensation claims are reported timely, injured employees receive high quality medical care and to provide return to work opportunities while providing appropriate training to reduce worker's compensation injuries and associated costs.

Department: Administration				
Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Number of Town Council and Committee agenda packages prepared per year	Core	76	65	65
Number of external recruitments completed	Core	9	10	8
Number of Worker's Compensation claims filed	Core	9	5	5
Percentage of Worker's Compensation claims filed within three days to earn VML Gold Star Award	Core	100%	100%	100%
Number of FOIA requests	Core	166	175	175
Number of residential refuse/recycling collection accounts	Core	2,261	2,278	2,290
Percentage of citizens satisfied with refuse/recycling collection	Core	92%	95%	95%

Previous Year Accomplishments
<ul style="list-style-type: none"> - Completed sale of former Town Hall property at 130 E. Main Street. - Wayfinding master plan and sign design. - Creation of Shop Purcellville website and deliverables such as cards, decals, registration forms, etc. - Participation in the ICMA Center for Performance Measurement 101 Program. - Oversight and maintenance of PurcellvilleJobs.com. - Publication of Purcellville Citizen Update. - Work with contracted Public Information Officer on communications and master media plan. - Received 2012 Siemens Sustainable Community Award for the small community category. This award brought \$20,000 worth of tree plantings to the community. The Town held a ceremony and planted 115 trees. - In conjunction with the Committee on the Environment, planned and coordinated the creation of the Community Garden. - Held the Second Annual Loudoun Grown Expo - Held the first Purcellville Wine and Food Festival - Secured an additional \$450,000 funding grant from Loudoun County to complete additional upgrades to Fireman's Field. - Received second International Management Award/Certificate of Distinction from the International City/County Management Center for Performance Measurements. - Continued updates to performance dashboard and website, purcellvilledashboard.com. - Created Fireman's Field Tax District to assist in the development of our Parks and Recreation system. - Reduction in the cost of refuse and recycling services by 23% from FY 11/12 saving approximately \$90,000 per year. - Received a Historic Design Excellence Award from Loudoun County for the renovations of the Town Hall. - Received \$400,000 Federal Transportation Enhancement Grant for the Downtown Streetscapes Project. - Worked with Loudoun County to restore Gas Tax Funding Grant in the amount of \$237,000. - Helped install Cluster Mailboxes in the Downtown area allowing the businesses to receive delivered mail in a convenient location for the first time. - Utilized State Litter Grant Funds to continue to provide free 18 gallon recycling bins and lids to residents.

FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
GENERAL FUND								
100-4012100	ADMINISTRATION							
100-4012100-1100	ADMINISTRATION STAFF	486,327	602,586	599,052	632,681	632,681	632,681	5.0%
100-4012100-1200	OVERTIME-ADMINISTRATION	3,747	3,090	4,508	3,060	3,060	3,060	-1.0%
100-4012100-2100	SOCIAL SECURITY TAX	35,980	44,138	44,824	46,037	46,037	46,037	4.3%
100-4012100-2200	RETIREMENT	54,991	68,726	68,696	64,709	64,709	64,709	-5.8%
100-4012100-2300	HEALTH INSURANCE	57,688	66,555	65,617	74,623	74,623	74,623	12.1%
100-4012100-2400	LIFE INSURANCE	1,008	6,473	5,860	6,141	6,141	6,141	-5.1%
100-4012100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,775	1,775	1,775	New
100-4012100-2700	WORKERS COMP INSURANCE	481	735	413	614	614	614	-16.5%
100-4012100-2800	DEFERRED COMP MATCH	11,220	11,560	10,500	11,560	11,560	11,560	0.0%
	TOTAL PAY & BENEFITS	651,440	803,863	799,469	841,200	841,200	841,200	4.6%
100-4012100-3130	CONSULTING/GENERAL	10,668	10,000	10,000	10,000	10,000	10,000	0.0%
100-4012100-3150	LEGAL SERVICES	0	0	0	0	30,000	0	New
100-4012100-3170	PIO SERVICES & COMMUNICATIONS	0	20,000	20,000	20,000	20,000	20,000	0.0%
100-4012100-3310	EQUIPMENT CONTRACTS	11,197	12,000	12,000	12,000	12,000	12,000	0.0%
100-4012100-3500	PRINTING	11,472	8,000	8,000	8,000	8,000	8,000	0.0%
100-4012100-3600	LEGAL ADS	5,949	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012100-5210	POSTAGE	5,989	7,600	8,000	8,000	8,000	8,000	5.3%
100-4012100-5308	INSURANCE-MUNICIPAL	112,106	122,700	123,000	123,000	123,000	123,000	0.2%
100-4012100-5540	TRAVEL & TRAINING	7,276	4,600	4,600	4,600	4,600	4,600	0.0%
100-4012100-5541	TWN MGR-TRAVEL & EXPENSE	8,053	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012100-5801	MISCELLANEOUS	1,095	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012100-5802	SPECIAL PROGRAMS	7,059	8,000	8,000	8,000	8,000	4,500	Modified
100-4012100-5804	EMPLOYEE SERVICE RECOGNITION	0	0	0	0	0	3,500	New
100-4012100-5808	COMPUTER OPERATIONS	225	1,200	1,200	1,200	1,200	1,200	0.0%
100-4012100-5809	COMPUTER SOFTWARE	1,040	1,200	1,200	1,200	1,200	1,200	0.0%
100-4012100-5810	DUES AND SUBSCRIPTIONS	3,732	6,000	6,000	6,000	6,000	6,000	0.0%
100-4012100-5811	ADMIN EMERGENCY	0	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012100-5856	COMMUNITY EVENTS SIGN	741	1,400	1,400	1,400	1,400	1,400	0.0%
100-4012100-6001	EQUIPMENT/SUPPLIES	10,543	15,000	15,000	15,000	15,000	15,000	0.0%
100-4012100-6002	RECORDS MANAGEMENT	4,480	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012100-6008	VEHICLE MAINT/GAS	865	2,500	2,500	2,500	2,500	2,500	0.0%
100-4012100-6013	PUBLIC INFORMATION	25,890	15,000	15,000	15,000	15,000	15,000	0.0%
100-4012100-8105	VEHICLE PURCHASE	0	0	0	0	0	0	
	TOTAL OPERATIONS	228,381	254,200	254,900	254,900	284,900	254,900	0.3%
Total Exp.	ADMINISTRATION	879,821	1,058,063	1,054,369	1,096,100	1,126,100	1,096,100	3.6%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4012200	ADMIN. BUILDING							
100-4012200-5230	TELEPHONE	33,962	22,000	35,000	35,000	35,000	35,000	59.1%
Total Exp.		33,962	22,000	35,000	35,000	35,000	35,000	59.1%
100-4012210	ADMINISTRATION LEGAL							
100-4012210-3150	LEGAL SERVICES - ADMINISTRATION	371,439	10,000	140,300	150,000	0	30,000	Changed
100-4012210-3151	LEGAL SERVICES - FINANCE	0	0	0	0	0	5,000	
100-4012210-3152	LEGAL SERVICES - POLICE	0	0	0	0	0	5,000	
100-4012210-3153	LEGAL SERVICES - PUBLIC WORKS	0	0	0	0	0	50,000	New Account
100-4012210-3154	LEGAL SERVICES - COMM DEV	0	0	0	0	0	10,000	Structure
Total Exp.	ADMINISTRATION LEGAL	371,439	10,000	140,300	150,000	0	100,000	900.0%
100-4091000	RETIREE BENEFITS							
100-4091000-2330	RETIREE HEALTH BENEFIT	8,916	9,808	8,820	9,808	9,808	9,808	0.0%
Total Exp.	RETIREE BENEFITS	8,916	9,808	8,820	9,808	9,808	9,808	0.0%
TOTAL ADMINISTRATION		1,294,138	1,099,871	1,238,489	1,290,908	1,170,908	1,240,908	12.8%

Department: Finance

Mission

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

Core Values

Trust, Unity of Purpose, Commitment and Professionalism

Department Description

The Finance department is responsible for the collection, disbursement and management of all Town funds and is composed of three divisions.
Financial Services 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.
Accounting Division-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.
Billing and Collections Division- 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.

Goals and Objectives

- Manage financing plan to implement Capital Improvement Program (Comp Plan pg 20).
- Manage revenue collection tools (Comp Plan pg 19).
- Test and Implement Logics Total Revenue system (tax, business license, accounts receivable).
- Distribute monthly financial reports by the 10th of the following month.
- Research options to integrate payroll and human resource systems.
- Update process documentation for all positions and cross training assignments for all critical tasks.

Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Number of capital projects managed	Core	32	28	22
Number of new debt issuances managed	Comp Plan, Core, Priority	0	1	0
Number of loans managed	Comp Plan, Core, Priority	9	9	9
Percent of budget deadlines met	Core	100%	100%	100%

Department: Finance

CAFR received unqualified opinion from auditor	Core, Priority	Yes	Yes	Yes
Number of AP transactions per year	Core	6,133	6,712	6,712
Number of W-2's issued per year	Core	101	100	100
Percent payroll deadlines met	Core, Priority	100%	100%	100%
Number of days for AP to process department payment requests	Core	10	10	10
Percentage of bank accounts reconciled within 30 days from statement receipt	Core	100%	100%	100%
Number of utility bills issued	Core, Priority	15,302	15,412	15,450
Number of real estate tax bills issued	Core, Priority	5,439	5,500	5,500
Number of personal property tax bills issued	Core, Priority	7,301	7,400	7,500
Number of business licenses issued	Core, Priority	841	850	850
Percent of utility bill revenue collected	Core, Priority	99.7%	99.5	99.5
Percent of real estate tax revenue collected	Comp Plan, Core, Priority	99%	99%	99%
Percent of personal property tax revenue collected	Core, Priority	97%	97%	97%
Percent of bill deadlines met	Core, Priority	100%	100%	100%

- | |
|---|
| <p>Previous Year Accomplishments</p> <ul style="list-style-type: none"> - Received GFOA Distinguished Budget Presentation Award for FY12. - Received GFOA Certificate of Achievement for FY11 CAFR. - The Town received an unqualified audit opinion which indicates good fiscal and accounting controls. - Added DMV stops for delinquent PP taxes for years 2007-2011 resulting in more than \$20,000 in collections. - Continued Logics tax system development. - Enhanced customer notice by adding a door announcement prior to utility service disconnection for non-payment. - Completed the triannual OPEB study per GASB 45 requirements. - Created procurement bid board notification via sign up feature on website. - Completed an internal Purchasing and Procurement guide to assist staff. |
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FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4012410	FINANCE							
100-4012410-1100	FINANCE STAFF	478,951	492,933	490,447	505,698	505,698	505,698	2.6%
100-4012410-1200	OVERTIME-FINANCE	3,295	5,150	3,958	5,100	5,100	5,100	-1.0%
100-4012410-2100	SOCIAL SECURITY TAX	35,896	38,103	37,870	39,076	39,076	39,076	2.6%
100-4012410-2200	RETIREMENT	65,907	65,442	64,112	57,887	57,887	57,887	-11.5%
100-4012410-2300	HEALTH INSURANCE	86,578	88,578	82,851	99,073	99,073	99,073	11.8%
100-4012410-2400	LIFE INSURANCE	1,209	5,970	5,280	5,524	5,524	5,524	-7.5%
100-4012410-2500	LONG TERM DISABILITY INSURANCE	0	0	0	2,485	2,485	2,485	New
100-4012410-2700	WORKERS COMP INSURANCE	465	604	469	502	502	502	-16.9%
100-4012410-2800	DEFERRED COMP MATCH	3,640	3,640	3,600	3,640	3,640	3,640	0.0%
	TOTAL PAY & BENEFITS	675,940	700,420	688,587	718,985	718,985	718,985	2.7%
100-4012410-3110	BANK SERVICE CHARGE	97	1,000	500	1,000	1,000	1,000	0.0%
100-4012410-3120	CREDIT COLLECTION	114	1,000	500	1,000	1,000	1,000	0.0%
100-4012410-3150	LEGAL SERVICES	0	0	0	0	5,000	0	New
100-4012410-3310	EQUIPMENT CONTRACTS	2,391	4,500	4,500	4,500	4,500	4,500	0.0%
100-4012410-3500	PRINTING	977	3,000	2,000	2,000	2,000	2,000	-33.3%
100-4012410-3510	MAIL SERVICES	3,870	5,000	5,500	6,000	6,000	6,000	20.0%
100-4012410-5210	POSTAGE	7,598	9,000	9,000	9,000	9,000	9,000	0.0%
100-4012410-5540	TRAVEL/TRAINING	2,332	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012410-5801	GENERAL EXPENSES-FINANCE	1,023	2,000	1,800	2,000	2,000	2,000	0.0%
100-4012410-5809	COMPUTER SOFTWARE/MAINT	20,272	28,000	28,000	28,000	28,000	28,000	0.0%
100-4012410-5810	DUES & SUBSCRIPTIONS	860	1,500	1,500	1,500	1,500	1,500	0.0%
100-4012410-6001	EQUIPMENT/SUPPLIES	4,424	7,000	7,000	7,000	7,000	7,000	0.0%
	TOTAL OPERATIONS	43,959	67,000	65,300	67,000	72,000	67,000	0.0%
Total Exp.	FINANCE	719,900	767,420	753,887	785,985	790,985	785,985	2.4%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4012240	FINANCIAL ADMINISTRATION							
100-4012240-3120	AUDITING SERVICES	18,700	20,000	18,700	23,000	23,000	23,000	15.0%
100-4012240-3130	OPEB ACTUARIAL REPORT	3,064	0	0	0	0	0	
100-4012240-3140	FINANCIAL ADVISOR	260	20,000	0	20,000	20,000	20,000	0.0%
100-4012240-3150	FIXED ASSET INVENTORY	4,553	5,200	5,200	5,200	5,200	5,200	0.0%
Total Exp.	FINANCIAL ADMINISTRATION	26,577	45,200	23,900	48,200	48,200	48,200	6.6%
TOTAL FINANCE & FINANCIAL ADMINISTRATION		746,476	812,620	777,787	834,185	839,185	834,185	2.7%

Department: Information Technology

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

Core Values
 Trust, Unity of Purpose, Commitment and Professionalism

Department Description
 The Information Technology (IT) Department is responsible for the purchase, installation, maintenance and support of all technology equipment and software throughout the Town.

Goals and Objectives

- To install a new server and Sql Server software in the Police Department as required by the new version of DaPro.
- Continue the migration of routine Town operations (e.g. publishing meeting agendas) to Apple tablets and mobile phones.
- As funds permit, continue to reduce the number of Town PCs and laptops over 4.5 years old with an ultimate goal of zero.
- To standardize all Town PCs and laptops on Windows 7.
- To provide internal IT support to all Town departmental initiatives utilizing third party technical, A/V, or design/construction contractors.
- To increase to cross-platform support provided by IT to include software/hardware supported by Microsoft and Apple.
- To increase IT exposure to social networking platforms such as Facebook, Twitter and software like WordPress to support Town projects.

Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Percent of website requests posted within one day of receipt	Core	98%	99%	99%
Number of unsuccessful backups per month	Core	3	1	1
Number of servers supported	Core	12	13	13
Laserfische records management system scanners	Core	11	12	12
Number of personal computers supported	Core	114	115	115
Percent of PCs and laptops over 4.5 years old	Core	12%	8%	4%
Percent of IT operating budget allocated to third party support	Core	13%	15%	17%
Percent of IT user troubles calls hadnled within one day of receipt	Core	N/A	97%	98%
Number of Town buildings connected to the Town network	Core	7	8	8

Department: Information Technology

Previous Year Accomplishments

- Successfully replaced all 15 PC's in the Purcellville Police Department
- Worked with Unity Business Systems support staff to upgrade Laserfiche server software to latest version and to revamp the Laserfiche storage scheme to minimize unsuccessful backups.
- Worked with Quest Systems support staff to upgrade Archiver software, optimize server backup, and use Archive query software to respond to management requested e-mail searches.
- Started working with Public Works on various projects related to the Town's sewer system with the ultimate goal of creating a successor to the defunct CMOM system.
- Worked with Public Works to replace all Blackberry mobile phones with Apple iPhones.
- Installed the Purcellville Dashboard website.
- Worked with the Police Department to develop a network upgrade plan in anticipation of the new DaPro IBRPlus system.

FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4012510	INFORMATION TECHNOLOGY							
100-4012510-1100	IT STAFF	103,480	95,665	95,672	97,585	97,585	97,585	2.0%
100-4012510-1200	OVERTIME	2,075	3,000	2,414	1,000	1,000	1,000	-66.7%
100-4012510-2100	SOCIAL SECURITY TAX	7,662	7,548	8,022	7,542	7,542	7,542	-0.1%
100-4012510-2200	RETIREMENT	5,027	6,209	6,204	6,334	6,334	6,334	2.0%
100-4012510-2300	HEALTH INSURANCE	8,837	10,434	10,282	11,699	11,699	11,699	12.1%
100-4012510-2400	LIFE INSURANCE	137	657	590	604	604	604	-8.0%
100-4012510-2500	LONG TERM DISABILITY INSURANCE	0	0	0	355	355	355	New
100-4012510-2700	WORKERS COMP INSURANCE	95	120	92	97	97	97	-19.2%
100-4012510-2800	DEFERRED COMP MATCH	520	520	520	520	520	520	0.0%
	TOTAL PAY & BENEFITS	127,832	124,153	123,795	125,736	125,736	125,736	1.3%
100-4012510-3141	WEBSITE DESIGN AND MAINT	5,164	5,800	6,650	6,700	6,700	6,700	15.5%
100-4012510-3144	CONSULTING & TECHNICAL SUPPORT	9,600	13,500	13,000	13,000	13,000	13,000	-3.7%
100-4012510-3310	LASERFICHE SYS MAINT	5,768	10,325	7,325	7,000	7,000	7,000	-32.2%
100-4012510-5250	COMMUNICATIONS	4,597	6,000	0	6,000	6,000	6,000	0.0%
100-4012510-5540	TRAVEL AND TRAINING	92	1,500	150	1,000	1,000	1,000	-33.3%
100-4012510-5808	HARDWARE OPERATIONS	45,986	66,000	63,000	60,000	60,000	60,000	-9.1%
100-4012510-5809	SOFTWARE OPERATIONS	20,636	17,500	9,500	10,000	10,000	10,000	-42.9%
100-4012510-5810	DUES & SUBSCRIPTIONS	4,064	4,200	2,200	2,000	2,000	2,000	-52.4%
100-4012510-6004	PEG EQUIP & IMPROVEMENTS	0	0	0	0	0	0	
	TOTAL OPERATIONS	95,907	124,825	101,825	105,700	105,700	105,700	-15.3%
Total Exp.	INFORMATION TECHNOLOGY	223,739	248,978	225,620	231,436	231,436	231,436	-7.0%

Department: Police**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

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 Element and Policy/Action Strategy related to Public Safety.

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 five Town Hall community training sessions this fiscal year.
- To ensure that the Youth Explorer membership stays above five participants.
- To add Police Corporal rank to the Police Department ranking system.

Department: Police

Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Total offenses reported	0	976	1002	970
Number of traffic violations issued	Core	1,472	1,588	1,600
Number of minutes per collision	Core	26:58	25:54	25:42
Number of collisions investigated	Core	224	221	215
Number of training and educational opportunities for staff development	Core	59	55	65
Number of training sessions for PCST	Core	3	4	5
Percentage of time the 24 hour, seven day-a-week coverage is available	Core	100%	100%	100%
Attendance at community engagement sessions this fiscal year (number of persons)	Core	500	450	525
Number of community training sessions this fiscal year	Core	3	3	4
Percentage participation in Youth Explorer program		100%	100%	100%

Previous Year Accomplishments

- America Legion Police Officer of the Year (MPO Ryan Vasconi)
- Career Day presentations at Loudoun Valley High School
- Public Safety Day 2012
- The Fraternal Order of Police Santa Cop Program where 17 local children shopped with an officer.
- 2012 Miss Purcellville Police Scholarship Pageant.
- Three (3) Women's Self Defense Classes
- Back to School Jam, Main Street Commons Apartments and Purcellville East Apartments
- Senior Caroling Sing Along (Christmas Program)
- Sixth Annual Purcellville Police Awards Banquet
- Maintained State Accreditation
- Chief Smith re-appointed to the Virginia Association Chiefs of Police (VACP) Foundation Board of Directors
- Chief Smith re-appointed to the ITT Institute Criminal Justice Curriculum Advisory Board
- Major Crimes down (2005 – 282, 2006 – 224, 2007 – 190, 2008-220, 2009 - 203, 2010 - 215, 2011 - 161)
- MPO Richard Costello maintains the Virginia Forensic Academy certification
- Maintained the Citizen's Support Team (14th Year)
- DUI Check Point
- Transport Purcellville Youth to the National Christmas Tree in Washington DC
- Obtained Byrne Grant funding to purchase one Brushmaster patrol rifle and one Glock handgun.
- DMV Grant funding to purchase Collapsible Cone and patrol overtime funds for traffic enforcement.
- VA Chief's Challenge Third Place (2011 Traffic Safety Award)

Department: Police

Previous Year Accomplishments (Continued)

- Two Drug Take Backs
- Maintained Rosetta Stone Language Software (Spanish) for staff use.
- Homework assistance program continued at Main Street Commons Apartments 5th
- National Night Out 2011
- Managed three road races
- Click It Or Ticket 2012 "Highest Safety Belt Use".
- Town Hall Meeting, Loudoun Animal Control "Wild Animal Services"
- Sgt. John Kelly attended the Institute for Leadership in changing Times (ILTC) Virginia Tech.

FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4031100	POLICE							
100-4031100-1100	POLICE STAFF	866,229	916,304	908,961	951,682	951,682	995,542	8.6%
100-4031100-1200	OVERTIME-POLICE	86,950	70,040	116,489	85,000	85,000	85,000	21.4%
100-4031100-2100	SOCIAL SECURITY TAX	70,901	75,455	77,691	79,306	79,306	82,661	9.6%
100-4031100-2200	RETIREMENT	130,524	131,720	130,850	118,675	118,675	124,144	-5.8%
100-4031100-2210	LINE OF DUTY ACT	3,274	7,000	7,000	7,000	7,000	7,500	7.1%
100-4031100-2300	HEALTH INSURANCE	145,331	150,391	142,331	182,969	182,969	200,044	33.0%
100-4031100-2400	LIFE INSURANCE	2,413	12,095	10,823	11,325	11,325	11,847	-2.1%
100-4031100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	5,325	5,325	5,680	New
100-4031100-2700	WORKERS COMP INSURANCE	17,991	19,155	20,693	22,150	22,150	22,150	15.6%
100-4031100-2800	DEFERRED COMP MATCH	4,680	4,680	4,680	5,200	5,200	5,720	22.2%
	TOTAL PAY & BENEFITS	1,328,295	1,386,840	1,419,518	1,468,632	1,468,632	1,540,288	11.1%
100-4031100-2810	UNIFORMS	13,096	10,500	10,000	10,500	10,500	10,500	0.0%
100-4031100-3150	LEGAL SERVICES	0	0	0	0	5,000	0	New
100-4031100-3160	PUBLIC DEFENDER FEES	0	1,300	1,300	1,300	1,300	1,300	0.0%
100-4031100-3310	EQUIPMENT REPAIRS	855	2,000	2,000	2,000	2,000	2,000	0.0%
100-4031100-3320	TECHNICAL SUPPORT	6,112	6,200	5,000	6,200	6,200	6,200	0.0%
100-4031100-3600	LEGAL ADVERTISEMENTS	600	1,600	1,700	1,600	1,600	1,600	0.0%
100-4031100-5110	ELECTRICITY	3,996	9,000	9,000	9,000	7,000	7,000	-22.2%
100-4031100-5230	TELEPHONE	13,692	11,600	12,000	11,600	11,600	11,600	0.0%
100-4031100-5420	RENT/CLEANING	89,028	84,000	85,000	90,000	90,000	90,000	7.1%
100-4031100-5540	TRAVEL AND TRAINING	6,995	12,000	10,000	12,000	12,000	12,000	0.0%
100-4031100-5808	COMPUTER OPERATIONS	6,730	7,500	7,000	7,500	7,500	7,500	0.0%
100-4031100-5809	COMPUTER SOFTWARE	156	2,000	2,000	10,500	10,500	10,500	425.0%
100-4031100-5810	DUES AND SUBSCRIPTIONS	999	1,375	1,375	1,375	1,375	1,375	0.0%
100-4031100-5813	CITIZEN SUPPORT GROUP	207	1,500	1,000	1,500	1,500	1,500	0.0%
100-4031100-6001	SUPPLIES	9,782	11,000	10,000	11,000	11,000	11,000	0.0%
100-4031100-6008	VEHICLE MAINT/GAS	86,744	46,000	48,000	40,000	40,000	40,000	-13.0%
100-4031100-6009	TOWED VEHICLES	0	250	250	250	250	250	0.0%
100-4031100-6010	EQUIPMENT	25,507	43,423	40,000	29,000	29,000	29,000	-33.2%
100-4031100-6013	PUBLIC EDUCATION	1,075	2,500	2,500	2,500	2,500	2,500	0.0%
100-4031100-8105	VEHICLE PURCHASE	94,036	32,863	75,000	75,000	37,500	37,500	14.1%
	TOTAL OPERATIONS	359,612	286,611	323,125	322,825	288,325	283,325	-1.1%
Total Exp.	POLICE	1,687,906	1,673,451	1,742,643	1,791,457	1,756,957	1,823,613	9.0%

FY 2013 - 2014 Operating Budget Expenditures									
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud	
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval		
100-4032100	FIRE EMERGENCY SVC								
100-4032100-5801	FIRE DEPARTMENT	40,000	40,000	40,000	40,000	40,000	40,000	40,000	0.0%
100-4032100-5857	FIRE DEPT - STATE FUNDS	20,656	19,000	20,656	20,656	20,656	20,656	20,656	8.7%
Total Exp.	FIRE EMERGENCY SVC	60,656	59,000	60,656	60,656	60,656	60,656	60,656	2.8%
100-4032300	RESCUE EMERGENCY SVC								
100-4032300-5801	RESCUE SQUAD	40,000	40,000	40,000	40,000	40,000	40,000	40,000	0.0%
Total Exp.	RESCUE EMERGENCY SVC	40,000	40,000	40,000	40,000	40,000	40,000	40,000	0.0%
TOTAL PUBLIC SAFETY		1,788,562	1,772,451	1,843,299	1,892,113	1,857,613	1,924,269		8.6%

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
 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	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Number of work orders issued	Core	1,448	1,456	1,490
Number of hours providing administration of programs	Core	3,600	3,800	3,900
Number of Town Council, Committee, other Meetings	Priority	78	103	95
Response time to contact customers after non-emergency complaints (hours)	Core	3.0	2.75	2.50

PREVIOUS YEAR ACCOMPLISHMENTS

- Completion of all Council priority initiatives directed to Public Works.
- Design for Southern Collector Road.
- Design for Maple Avenue & Main Street Intersection Improvements.
- Downtown Enhancement project.
- Completed Town Hall relocation Project.
- Maintained E2 status for all 3 divisions as part of the environmental compliance program.
- Improved management and accounting for VDOT maintenance fund.
- Completion of Phases I & II of the Fireman's Field Renovations.
- Began Asset Management & Replacement Study.
- Continue Water Exploration Efforts.

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4041050	PW ADMINISTRATION							
100-4041050-1100	PW/ADMIN/ENG STAFF	309,580	325,975	303,747	339,372	339,372	238,276	-26.9%
100-4041050-1200	OVERTIME PW ADMIN/ENG	1,573	2,060	2,493	2,000	2,000	2,000	-2.9%
100-4041050-2100	SOCIAL SECURITY TAX	23,279	24,701	23,551	25,433	25,433	18,381	-25.6%
100-4041050-2200	RETIREMENT	46,770	47,169	42,494	42,320	42,320	29,713	-37.0%
100-4041050-2300	HEALTH INSURANCE	50,856	51,326	52,553	68,299	68,299	51,224	-0.2%
100-4041050-2400	LIFE INSURANCE	858	4,303	3,555	4,039	4,039	2,835	-34.1%
100-4041050-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,420	1,420	1,065	New
100-4041050-2700	WORKERS COMP INSURANCE	3,231	3,441	3,209	3,529	3,529	2,301	-33.1%
100-4041050-2800	DEFERRED COMP MATCH	2,040	2,080	1,800	2,080	2,080	1,560	-25.0%
	TOTAL PAY & BENEFITS	438,187	461,055	433,401	488,492	488,492	347,355	-24.7%
100-4041050-3142	CONSULTING/ENGINEERING	3,415	20,000	27,000	32,000	32,000	32,000	60.0%
100-4041050-3143	STORMWATER STUDY	0	0	0	325,000	0	0	
100-4041050-3150	LEGAL SERVICES	0	0	0	0	50,000	0	New
100-4041050-3600	LEGAL ADVERTISEMENTS	0	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-5540	TRAVEL/TRAINING	1,696	3,500	3,700	3,900	3,900	3,900	11.4%
100-4041050-5808	COMPUTER OPERATIONS	25	2,000	2,000	2,000	2,000	2,000	0.0%
100-4041050-5809	COMPUTER SOFTWARE	0	1,200	1,200	1,500	1,500	1,500	25.0%
100-4041050-5810	DUES & SUBSCRIPTIONS	646	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-6001	SUPPLIES	4,133	5,000	5,200	5,500	5,500	5,500	10.0%
100-4041050-6003	FIELD INSPECTIONS	0	1,500	1,500	1,500	1,500	1,500	0.0%
100-4041050-6004	EQUIPMENT/FIELD SUPPLIES	1,292	1,700	1,700	1,700	1,700	1,700	0.0%
100-4041050-6008	VEHICLE MAINT/GAS	3,784	3,600	3,600	3,600	3,600	3,600	0.0%
	TOTAL OPERATIONS	14,992	40,500	47,900	378,700	103,700	53,700	32.6%
Total Exp.	PW ADMINISTRATION	453,179	501,555	481,301	867,192	592,192	401,055	-20.0%

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
 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	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Total number of capital projects	Comp Plan	15	9	15
Total value of projects managed (in dollars)	Core	4,700,000	4,100,000	5,000,000
Number of active projects inspected	Core	18	20	25
Percent of projects completed within budget	Priority			
Percent of projects that pass one year warranty	Core	95%	95%	95%
Number of days between solicitation issuance and Council award	Core	45	45	45

Department: Public Works	Program: Capital Projects, Engineering, Inspections
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<p>PREVIOUS YEAR ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> -Design of Downtown Streetscapes Ph 2 -Design of 33rd Street and Country Club Drive Improvements -Design of Hirst Road Improvements -Design of N. Maple Avenue Watermain Replacement -Update to Unidirectional Flushing Program -Updates to GIS layers including water mapping, sanitary sewer mapping, storm sewer database, easement layer -Water Conservation Program. -Grease/grit policy, inspections and enforcement -Cross connection control forms and inspections -Review, process and inspect permits for work in the right-of-way -Policy Review & Updates -Review of site plan submittals including Valley Springs Ph. 2, Dawson Minor subdivision, VRT Gateway Building, Blue Ridge Vet, Woodgrove HS entrance, Station Autowash, 550 E. Main Street, Beauma Meadows -Design of five sidewalk/trail projects underway. -Continue easement and title catalogue system. -Develop a comprehensive system for tracking status and funding of Town projects. -Inspections for various projects including the Purcellville Gateway, Downtown Streetscape Ph. I, Loudoun Valley Shopping Center, Station Autowash, VRT Gateway Building, Blue Ridge Vet, Bank of Clarke County, bus shelter near Cardinal Bank on Main Street -Project Administration (payment applications, oversight of Construction Management) for SCR project
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FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4041100	PW - CAPITAL & ENG							
100-4041100-1100	PW/CAP & ENG STAFF	253,744	266,008	245,809	272,126	272,126	272,126	2.3%
100-4041100-1200	OVERTIME-PW/CAP & ENG	7,429	7,725	2,493	7,500	7,500	7,500	-2.9%
100-4041100-2100	SOCIAL SECURITY TAX	19,714	20,941	23,551	21,391	21,391	21,391	2.1%
100-4041100-2200	RETIREMENT	29,486	29,275	42,494	25,833	25,833	25,833	-11.8%
100-4041100-2300	HEALTH INSURANCE	31,304	31,304	21,001	40,474	40,474	40,474	29.3%
100-4041100-2400	LIFE INSURANCE	541	2,670	3,555	2,465	2,465	2,465	-7.7%
100-4041100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,065	1,065	1,065	New
100-4041100-2700	WORKERS COMP INSURANCE	2,417	2,627	2,431	2,607	2,607	2,607	-0.8%
100-4041100-2800	DEFERRED COMP MATCH	1,040	1,040	1,800	1,040	1,040	1,040	0.0%
	TOTAL PAY & BENEFITS	345,675	361,590	343,134	374,501	374,501	374,501	3.6%
100-4041100-2810	UNIFORMS	0	0	0	0	0	0	
100-4041100-3142	ENGIN/CONSULTING	52,311	50,000	50,000	50,000	50,000	50,000	0.0%
100-4041100-3600	LEGAL ADVERTISEMENTS	0	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041100-5540	TRAVEL/TRAINING	2,485	3,500	4,000	4,000	4,000	4,000	14.3%
100-4041100-5808	COMPUTER OPERATIONS	0	2,000	1,800	2,000	2,000	2,000	0.0%
100-4041100-5809	COMPUTER SOFTWARE	0	1,500	2,000	2,000	2,000	2,000	33.3%
100-4041100-5810	DUES/SUBSCRIPTIONS	275	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041100-6001	SUPPLIES	3,161	5,000	4,500	5,000	5,000	5,000	0.0%
100-4041100-6003	FIELD INSPECTIONS	0	1,000	750	1,000	1,000	1,000	0.0%
100-4041100-6004	EQUIPMENT/FIELD SUPPLIES	1,244	1,500	1,500	1,500	1,500	1,500	0.0%
100-4041100-6008	VEHICLE MAINT/GAS	5,820	6,000	5,800	6,000	6,000	6,000	0.0%
	TOTAL OPERATIONS	65,295	72,500	72,350	73,500	73,500	73,500	1.4%
Total Exp.	PW - CAPITAL & ENG	410,969	434,090	415,484	448,001	448,001	448,001	3.2%

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
 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	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Number of work orders completed	Core	1,447	1,600	1,800
Number of emergency call outs	Priority	50	50	60
Linear feet of collection lines	Core	37,000	50,000	60,000
Total reportable overflow or backups	Priority	6	6	6
Percent of collection system inspected	Core	25%	35%	50%
Percent of core duties complete	Core	50%	60%	70%
Total number of meters checked for accuracy	Priority	6	10	12

PREVIOUS YEAR ACCOMPLISHMENTS Preventive maintenance on town's equipment Staff support for all departments. <ul style="list-style-type: none">- Verified and exercised valves in the water distribution system.- Installed several new cleanouts.- Provided major support for transition to the New Town Hall.- Maintenance of all Town Properties and equipment including newly acquired properties.- Maintenance on signs, roadways, sidewalks, and storm drains.- Provided support for all Town Events.- Staff support to Eagle Scout and Girl Scout Projects.- Staff support for Trails, Conservation Easements, & Tree Farm.- Continued CCTV inspections of sewer collection system.
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FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4041200	PW-MAINT/STS/UTIL							
100-4041200-1100	MAINTENANCE STAFF	487,310	497,420	497,386	517,281	517,281	517,281	4.0%
100-4041200-1200	OVERTIME-MAINTENANCE	16,418	10,300	25,273	40,000	40,000	40,000	288.3%
100-4041200-2100	SOCIAL SECURITY TAX	36,907	38,841	39,399	42,632	42,632	42,632	9.8%
100-4041200-2200	RETIREMENT	72,493	71,977	71,964	64,505	64,505	64,505	-10.4%
100-4041200-2300	HEALTH INSURANCE	117,881	112,805	116,209	125,249	125,249	125,249	11.0%
100-4041200-2400	LIFE INSURANCE	1,329	6,566	5,920	6,156	6,156	6,156	-6.2%
100-4041200-2500	LONG TERM DISABILITY INSURANCE	0	0	0	3,195	3,195	3,195	New
100-4041200-2600	UNEMPLOYMENT CLAIM	3,550	0	0	0	0	0	
100-4041200-2700	WORKERS COMP INSURANCE	21,335	26,574	23,949	26,923	26,923	26,923	1.3%
100-4041200-2800	DEFERRED COMP MATCH	2,120	2,080	2,600	2,080	2,080	2,080	0.0%
	TOTAL PAY & BENEFITS	759,344	766,563	782,699	828,021	828,021	828,021	8.0%
100-4041200-2810	UNIFORMS	12,988	15,900	15,900	15,900	15,900	15,900	0.0%
100-4041200-3310	EQUIPMENT REPAIRS	16,917	35,000	35,000	37,000	30,000	30,000	-14.3%
100-4041200-3330	WASTE DISPOSAL	224	1,000	2,563	2,500	2,500	2,500	150.0%
100-4041200-3340	MISS UTILITY	1,236	2,500	2,500	2,700	2,700	2,700	8.0%
100-4041200-5110	ELECTRICTY/HEATING	30,579	35,000	35,000	37,000	37,000	37,000	5.7%
100-4041200-5230	TELEPHONE	9,170	9,500	9,500	10,000	10,000	10,000	5.3%
100-4041200-5540	TRAVEL AND TRAINING	1,608	5,000	5,000	8,000	6,000	6,000	20.0%
100-4041200-5810	DUES AND SUBSCRIPTIONS	10	500	500	500	500	500	0.0%
100-4041200-5811	MAINT. EMERGENCY	2,575	7,000	7,000	9,000	9,000	9,000	28.6%
100-4041200-5814	SAFETY	18,296	25,000	25,000	30,000	25,000	25,000	0.0%
100-4041200-5815	DRUG TESTING	130	500	500	500	500	500	0.0%
100-4041200-5831	LAND USE PERMITS	0	300	300	300	300	300	0.0%
100-4041200-5832	PARKING LOT MAINTENANCE	3,211	5,000	5,000	10,000	10,000	10,000	100.0%
100-4041200-6001	SUPPLIES	16,732	20,000	20,000	23,000	20,000	20,000	0.0%
100-4041200-6004	NEW EQUIPMENT & TOOLS	7,866	12,000	12,000	17,000	12,000	12,000	0.0%
100-4041200-6007	BUILDING EXPENSES	14,850	12,000	12,000	18,000	18,000	18,000	50.0%
100-4041200-6008	VEHICLE MAINT/GAS	44,829	51,000	51,000	56,000	56,000	56,000	9.8%
100-4041200-8105	VEHICLE PURCHASE	0	0	0	115,000	30,000	30,000	New
	TOTAL OPERATIONS	181,218	237,200	238,763	392,400	285,400	285,400	20.3%
Total Exp.	PW-MAINT/STS/UTIL	940,562	1,003,763	1,021,462	1,220,421	1,113,421	1,113,421	10.9%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4041300	MAINTENANCE STREETS - TOWN							
100-4041300-5901	ASPHALT/GENERAL(TOWN)	6,038	10,000	10,000	15,000	15,000	15,000	50.0%
100-4041300-5902	CONCRETE-SIDWALK(TOWN)	2,067	6,000	6,000	8,000	8,000	8,000	33.3%
100-4041300-5903	STREET SWEEPING(TOWN)	13,527	17,000	21,000	24,000	24,000	24,000	41.2%
100-4041300-5904	TRAFFIC CALMING ENHANCEMENTS	449	35,000	35,000	35,000	15,000	0	-100.0%
100-4041300-5910	SNOW REMOVAL (TOWN)	2,920	10,000	10,000	12,000	12,000	12,000	20.0%
100-4041300-5921	CONCRETE-C&G(TOWN)	3,767	20,000	20,000	20,000	20,000	20,000	0.0%
100-4041300-5922	DRAINAGE(TOWN)	5,288	20,000	20,000	20,000	20,000	20,000	0.0%
100-4041300-5931	TREE REMOVAL(TOWN)	14,054	43,000	34,685	23,000	23,000	23,000	-46.5%
100-4041300-5932	LAWN MAINTENANCE(TOWN)	16,373	15,500	15,500	17,000	17,000	17,000	9.7%
100-4041300-5933	LAWN MAINTENANCE(ORDINANCE)	787	3,000	3,000	3,000	3,000	3,000	0.0%
100-4041300-5941	STREET SIGNAGE,ETC(TOWN)	5,505	6,000	6,000	6,000	6,000	6,000	0.0%
100-4041300-5942	STRIPING(TOWN)	5,096	10,000	10,000	10,000	10,000	10,000	0.0%
100-4041300-5950	ENGINEERING EXP (TOWN)	3,780	9,000	9,000	9,000	9,000	9,000	0.0%
100-4041300-5961	ELEC SVC:ST. LIGHTS/SIGNALS	42,092	44,000	44,000	44,000	44,000	44,000	0.0%
Total Exp.	MAINTENANCE STREETS - TOWN	121,742	248,500	244,185	246,000	226,000	211,000	-15.1%
100-4041350	MAINTENANCE STREETS -STATE							
100-4041350-5906	ASPHALT/GENERAL(STATE)	290,859	220,500	220,500	255,000	110,000	110,000	-50.1%
100-4041350-5907	CONCRETE-SIDEWALK(STATE)	4,784	57,000	30,000	30,000	20,000	20,000	-64.9%
100-4041350-5908	STREET SWEEPING(STATE)	37,053	40,000	46,000	50,000	50,000	50,000	25.0%
100-4041350-5915	SNOW REMOVAL (STATE)	6,595	40,000	40,000	40,000	40,000	40,000	0.0%
100-4041350-5926	CONCRETE-C&G(STATE)	0	20,000	20,000	20,000	10,000	10,000	-50.0%
100-4041350-5927	DRAINAGE(STATE)	6,323	20,000	20,000	20,000	5,000	5,000	-75.0%
100-4041350-5936	TREE REMOVAL(STATE)	135	25,000	20,000	20,000	15,000	15,000	-40.0%
100-4041350-5937	LAWN MAINTENANCE(STATE)	7,887	24,000	24,000	24,000	20,000	20,000	-16.7%
100-4041350-5946	STREET SIGNAGE,ETC(STATE)	25,070	25,000	25,000	25,000	15,000	15,000	-40.0%
100-4041350-5947	STRIPING(STATE)	16,805	25,000	25,000	25,000	15,000	15,000	-40.0%
100-4041350-5948	SIGNAL MAINTENANCE(STATE)	17,504	22,000	22,000	22,000	20,000	20,000	-9.1%
100-4041350-5955	ENGINEERING EXP (STATE)	5,954	32,000	32,000	35,000	20,000	20,000	-37.5%
Total Exp.	MAINTENANCE STREETS	418,967	550,500	524,500	566,000	340,000	340,000	-38.2%
100-4042100	REFUSE							
100-4042100-3330	REFUSE CONTRACT	423,867	389,000	386,000	424,000	400,000	400,000	2.8%
Total Exp.	REFUSE	423,867	389,000	386,000	424,000	400,000	400,000	2.8%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4043200 PW-TOWN HALL / MISC								
100-4043200-3310	BUILDING REPAIRS	5,909	5,000	8,000	8,000	8,000	8,000	60.0%
100-4043200-3311	HVAC/MECHANICAL MAINT	0	0	0	2,500	2,500	2,500	New
100-4043200-3312	FIRE SPRINKLER MAINT	0	0	1,000	1,000	1,000	1,000	New
100-4043200-3313	EVEVATOR MAINTENANCE	0	0	0	2,600	2,600	2,600	New
100-4043200-3320	CLEANING	23,086	30,000	30,000	30,000	30,000	30,000	0.0%
100-4043200-3321	PEST CONTROL	0	500	500	500	500	500	0.0%
100-4043200-5110	ELECTRICITY	32,409	34,000	35,000	35,000	35,000	35,000	2.9%
100-4043200-5240	SECURITY/FIRE MONITORING	3,464	1,000	3,700	3,700	3,700	3,700	270.0%
100-4043200-6007	BUILDING SUPPLIES	0	2,500	2,500	2,500	2,500	2,500	0.0%
100-4043200-6017	TOWN HOLIDAY LIGHTS	0	0	0	10,000	10,000	10,000	New
Total Exp. PW-TOWN HALL / MISC		64,867	73,000	80,700	95,800	95,800	95,800	31.2%
TOTAL PUBLIC WORKS DEPARTMENT		2,834,155	3,200,408	3,153,632	3,867,414	3,215,414	3,009,277	-6.0%

Department: Community Development

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

Department Description

The Community Development Department consists of the Director, Senior Planner, Planning Technician, and a Planner/Zoning Inspector. 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 town boards and commissions as needed.

Goals and Objectives

GOAL 1: Provide efficient and effective Community Development services that foster a sustainable residential and business environment.

OBJECTIVES:

- 1.a. Review and process submissions for site plans, subdivision plats, permits, inspections complaints and bond requests in a timely fashion.
- 1.b. Develop civil penalties legislation to permit civil penalty enforcement of zoning violations.
- 1.c. Develop updated forms, brochures and other media that will provide information and methods to better understand the intricacies of the code.
- 1.d. Increase web based information.

GOAL 2: 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:

- 2.a Organize and develop a Community Development Department that will be responsive to the business community's needs.
- 2.b. Maintain active involvement and participation in the regional economic development associations.
- 2.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.
- 2.d. Develop an inventory of small businesses.
- 2.e. Coordinate technical assistance and networking opportunities for local businesses.

Goals and Objectives (Continued)

GOAL 3: Provide professional guidance, support and initiative in protecting and enhancing Purcellville's natural and built environment.

OBJECTIVES:

3.a. Work with the Planning Commission to review and update present zoning use designations.

3.b. Work with the Planning Commission to update parking regulations.

Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Number of zoning permits, site plans, sign permits, BAR, and subdivision plats processed	Core	400	445	500
Number of customers serviced at counter	Core	360	450	500
Number of sign permits processed	Core	75	164	150
Number of jobs created	Priority, Core	No Data	403	350
Number of new businesses	Priority, Core	No Data	79	80
Number of code changes	Priority, Core	5	4	4

Previous Year Accomplishments

- Codified various changes to zoning ordinance.
- Updated the façade grant program which reduced applicant match to 20%.
- Adopted new signage regulations.
- Processed text changes to zoning ordinance.
- Final occupancies for Shoppes at Main and Maple, Gateway, Virginia Transit, Blue Ridge Vets, Station Carwash, 550 East Main.
- Welcomed 79 new businesses and over 400 new jobs.

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4081100	COMMUNITY DEVELOPMENT							
100-4081100-1100	PLANNING STAFF	268,377	279,144	270,142	276,115	276,115	276,115	-1.1%
100-4081100-1200	OVERTIME-PLANNING	5,472	4,120	4,208	4,080	4,080	4,080	-1.0%
100-4081100-2100	SOCIAL SECURITY TAX	19,911	21,670	21,599	21,435	21,435	21,435	-1.1%
100-4081100-2200	RETIREMENT	33,220	37,409	37,416	34,432	34,432	34,432	-8.0%
100-4081100-2300	HEALTH INSURANCE	31,210	36,944	31,681	30,671	30,671	30,671	-17.0%
100-4081100-2400	LIFE INSURANCE	736	3,685	3,323	3,286	3,286	3,286	-10.8%
100-4081100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,420	1,420	1,420	New
100-4081100-2700	WORKERS COMP INSURANCE	267	344	267	804	804	804	133.7%
100-4081100-2800	DEFERRED COMP MATCH	520	2,080	800	2,080	2,080	2,080	0.0%
	TOTAL PAY & BENEFITS	359,714	385,396	369,436	374,323	374,323	374,323	-2.9%
100-4081100-3141	PLAN REVIEW/FIELD INSPECT	0	2,500	2,000	2,500	2,500	2,500	0.0%
100-4081100-3142	CONSULTING/ENGINEERING	3,365	20,000	20,000	20,000	20,000	20,000	0.0%
100-4081100-3144	CONSULTING-ADMIN SUPPORT	2,163	2,000	2,000	2,000	2,000	2,000	0.0%
100-4081100-3150	LEGAL SERVICES	0	0	0	0	10,000	0	New
100-4081100-3310	EQUIPMENT CONTRACTS	2,124	1,944	1,944	1,944	1,944	1,944	0.0%
100-4081100-5540	TRAVEL/TRAINING	2,056	5,000	4,800	5,000	5,000	5,000	0.0%
100-4081100-5801	GENERAL EXPENSE-PLANNING	193	2,500	1,800	2,500	2,500	2,500	0.0%
100-4081100-5809	COMPUTER SOFTWARE	0	3,150	3,150	0	0	0	-100.0%
100-4081100-5810	DUES & SUBSCRIPTIONS	1,724	3,000	2,500	3,000	3,000	3,000	0.0%
100-4081100-6001	SUPPLIES	1,023	2,500	2,500	2,500	2,500	2,500	0.0%
100-4081100-6008	VEHICLE MAINT/GAS	1,506	2,800	2,200	2,500	2,500	2,500	-10.7%
	TOTAL OPERATIONS	14,153	45,394	42,894	41,944	51,944	41,944	-7.6%
Total Exp.	COMMUNITY DEVELOPMENT	373,867	430,790	412,330	416,267	426,267	416,267	-3.4%

FY 2013 - 2014 Operating Budget Expenditures

	FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	

GENERAL FUND LEGISLATIVE & ADVISORY COMMISSIONS

100-4011100	COUNCIL							
100-4011100-1100	MAYOR SALARY	5,525	5,525	5,525	5,525	5,525	5,525	0.0%
100-4011100-1200	COUNCIL SALARY	27,300	27,300	27,300	27,300	27,300	27,300	0.0%
100-4011100-2100	SOCIAL SECURITY TAX	2,512	2,511	2,512	2,511	2,511	2,511	0.0%
100-4011100-5801	COUNCIL TRAVEL & GENERAL EXP	14,662	12,500	12,500	12,500	12,500	12,500	0.0%
100-4011100-5805	ELECTION EXPENSE	3,404	0	0	3,500	3,500	3,500	New
100-4011100-5810	DUES AND SUBSCRIPTIONS	0	7,000	11,425	11,900	11,900	11,900	70.0%
Total Exp.	COUNCIL	53,403	54,836	59,261	63,236	63,236	63,236	15.3%
100-4081200	PLANNING COMMISSION							
100-4081200-1100	PL COMMISSION SALARIES	11,100	11,100	9,250	11,100	11,100	11,100	0.0%
100-4081200-2100	SOCIAL SECURITY TAX	849	849	849	849	849	849	0.0%
100-4081200-5540	TRAVEL / TRAINING	395	2,000	1,742	2,000	2,000	2,000	0.0%
100-4081200-5560	CERTIFICATION PROGRAMS	834	0	0	0	0	0	
100-4081200-5801	GENERAL EXPENSE-PL COMM	346	500	100	400	400	400	-20.0%
Total Exp.	PLANNING COMMISSION	13,525	14,449	11,941	14,349	14,349	14,349	-0.7%
100-4081400	BD OF ZONING APPEALS							
100-4081400-1100	BZA SALARIES	0	250	250	250	250	250	0.0%
100-4081400-5540	BZA TRAVEL / TRAINING	0	1,000	0	0	0	0	-100.0%
100-4081400-5801	BZA GENERAL	0	100	0	0	0	0	-100.0%
Total Exp.	BD OF ZONING APPEALS	0	1,350	250	250	250	250	-81.5%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4081500	ECONOMIC DEVELOPMENT							
100-4081500-5540	EDEV TRAVEL / TRAINING	434	1,000	500	900	900	900	-10.0%
100-4081500-5801	EDEV GENERAL EXPENSE	620	2,100	700	1,800	1,800	1,800	-14.3%
100-4081500-5802	EDEV SPECIAL PROJECTS/TOURISM	10,113	15,000	6,500	12,000	12,000	12,000	-20.0%
100-4081500-5803	BUS COMM SUPPORT & DEVELO	1,619	2,800	1,300	2,500	2,500	2,500	-10.7%
100-4081500-5810	FACADE IMPROVEMENT PROG	4,426	5,000	5,000	5,000	5,000	5,000	0.0%
Total Exp.	ECONOMIC DEVELOPMENT	17,211	25,900	14,000	22,200	22,200	22,200	-14.3%
100-4081600	ARCHITECTURAL REVIEW BOARD							
100-4081600-1100	ARB SALARIES	3,150	3,030	3,500	3,500	3,500	3,500	15.5%
100-4081600-2100	SOCIAL SECURITY TAX	241	232	230	268	268	268	15.5%
100-4081600-5540	ARB TRAVEL/TRAINING	0	800	400	800	800	800	0.0%
100-4081600-5801	ARB GENERAL EXPENSE	153	800	400	800	800	800	0.0%
Total Exp.	ARCHITECTURAL REVIEW BOARD	3,544	4,862	4,530	5,368	5,368	5,368	10.4%
100-4082600	COMM. ON ENVIRONMENTAL SPECIAL PROGRAMS							
100-4082600-5802	ENVIROMENTAL SPECIAL PROGRAMS	1,851	0	0	1,500	1,500	1,500	
Total Exp.	COMM. ON ENVIRONMENTAL SPECIAL PRO	1,851	0	0	1,500	1,500	1,500	
TOTAL GEN FUND LEGISTATIVE & ADV COMMISSIONS		89,534	101,397	89,983	106,903	106,903	106,903	5.4%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
100-4092000	ADJUST & TRANSFERS							
100-4092000-0110	TRANSFER TO PARKS & REC	0	29,713	0	0	0	0	-100.0%
100-4092000-0200	CONTINGENCY - OPERATING RESERVE	0	191,937	0	0	0	99,267	-48.3%
100-4092000-0300	TRANSFER TO CAPITAL FUND	0	0	0	243,144	0	0	
100-4092000-0400	CAPITAL ASSET REPLACEMENT FUND	0	2,500	2,500	2,500	2,500	2,500	0.0%
Total Exp.	ADJUST & TRANSFERS	0	224,150	2,500	245,644	2,500	101,767	-54.6%
100-4095100	DEBT RETIREMENT							
100-4095100-9300	DEBT RETIRE- PRINCIPAL	672,460	739,799	739,799	625,080	625,080	625,080	-15.5%
100-4095100-9400	DEBT RETIRE- INTEREST	665,834	643,229	652,007	590,792	590,792	590,792	-8.2%
100-4095100-9505	BOND ISSUE COSTS	0	0	117,709	0	0	0	
Total Exp.	DEBT RETIREMENT							
Total Exp.	DEBT RETIREMENT	1,338,294	1,383,028	1,509,515	1,215,872	1,215,872	1,215,872	-12.1%
Total Exp.	GENERAL FUND	8,688,765	9,273,693	9,253,156	10,100,742	9,066,098	9,080,884	-2.1%

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**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 2013 & FY 2014 Revenue Budget Projections

		FY 2012	FY 2013		FY 2014		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 13 Budget
Fund # 110	SPECIAL PARKS & RECREATION FUND						
110-3110102-0000	SPECIAL TAX DISTRICT REVENUE		0	0	350,570	348,520	New
110-3130399-0000	MISCELLANEOUS			125	0	100	New
110-3150201-0000	RENT ON PROPERTY	36,000	36,000	36,000	36,000	36,000	0.0%
110-3150203-0000	TRAIN STATION INCOME	2,410	8,500	1,900	2,400	2,400	-71.8%
110-3161206-0000	GARDEN PLOT REVENUE	350		300	300	450	New
110-3189901-0000	PRODUCT SALES	909	1,000	1,000	1,000	1,000	0.0%
110-3189913-0000	PARKS & REC DONATIONS	3,800	5,000	600	600	600	-88.0%
110-3189914-0000	WINE & FOOD FESTIVAL REVENUE		0	9,800	0	15,000	New
110-3189915-0000	LOUDOUN GROWN EXPO REVENUE			2,695	0	5,000	New
110-3189916-0000	SPONSORSHIP/NAMING FEE	0	35,000	0	0	-	-100.0%
110-3189917-0000	ROCK THE RINK REVENUE			1,305	0	1,300	New
110-3320201-0000	BAB SUBSIDY				29,290	29,290	
110-3980000-0000	TRANSFERS FROM OTHER FUNDS	0	29,712		0	-	-100.0%
Total Revenues	PARKS & REC	43,469	115,212	53,725	420,160	439,660	281.6%

Department: Parks and Recreation

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

Core Values
Trust, Unity of Purpose, Commitment and Professionalism

Department Description
The primary duties of this department include planning and implementing programs for the public; overseeing the operation, improvement and maintenance of park properties in coordination with the Public Works Department, assessing the active and passive recreational needs of the Town; and assisting with the planning process to enhance town park offerings.

Goals and Objectives
*To work with outside groups to offer a variety of family and youth oriented events throughout the year to provide recreation and education for citizens of Purcellville and Loudoun County
*Make the Purcellville Wine and Food Festival and the Loudoun Grown Expo recognized as the premier events in the Town
*To work with the PRAB to provide a list of projects for candidates pursuing youth achievements such as Boy Scout Eagle and Girl Scout Gold Awards and to coordinate projects and assist in locating funding as necessary
*To work with PRAB to complete mapping of the Suzanne Kane Nature Preserve trail
*To work with the Purcellville Preservation Association to provide historic interpretive signs at B2 Field and the Bush Tabernacle.
*To work with community garden organizations to provide public gardening opportunities at the town's Village Case property
*To create special event guidelines to determine Town resource allocation among events and to establish criteria for such support

Department: Parks and Recreation
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Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Events offered to the public	Comp Plan	11	10	11
Scout projects completed	Core	4	5	6
Number of garden plots available for rental	Comp Plan	18	24	24
Number of Garden plots being rented/planted	Comp Plan	18	21	24
Number of attendees to the Bush Tabernacle, managed by the towns concessionaire	Priority	35,000	48,000	52,800
Increase marketing reach for the Purcellville Wine and Food Fest and the Loudoun Grown Expo by 5% through paid measurable media	Comp Plan	200,000	400,000	420,000
Number of attendees to the Loudoun Grown Expo, Christmas Parade, and the Wine & Food Fest	Comp plan	7,000	8,000	10,000

<p>Previous Year Accomplishments FY 2012</p> <ul style="list-style-type: none"> *Planned and implemented two family movie nights in cooperation with the staff of the Loudoun Valley Community Center. *Partnered with Newton Marasco Foundation and Loudoun County Public Schools to sponsor nature hikes on the Chapman DeMary Trail. *Assisted with eleven events hosted by other town departments or community groups. *Planned and implemented events including the 9/11 Ceremony, the Loudoun Grown Expo, the Lighting of the Town Christmas Tree, the Annual Christmas Parade, and the two-night Christmas Light Trolley Tour. *The Parks and Recreation Advisory Board (PRAB) held Rock the Field in June. *Coordinated and funded scouts projects including picnic tables.(PRAB) *Held a Christmas ornament workshop for the ninth year in a row.(PRAB) *The largest Christmas parade was held in December with over 1000 attendees.
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FY 2013 - 2014 Operating Budget Expenditures

	FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	

Fund # 110 SPECIAL PARKS & RECREATION FUND

110-4071100	PARKS & REC MANAGEMENT							
110-4071100-1100	PARKS & REC STAFF	30,605	46,638	25,541	39,037	39,037	39,037	-16.3%
110-4071100-1200	OVERTIME-PARKS & REC STAFF	353	3,568	1,512	700	700	700	-80.4%
110-4071100-2100	SOCIAL SECURITY TAX	2,192	0	1,799	3,040	3,040	3,040	New
110-4071100-2700	WORKERS COMP INSURANCE	25	56	44	39	39	39	-30.4%
110-4071100-3171	EVENT MANAGEMENT SERVICES	0	0	8,000			18,000	
110-4071100-5230	TELEPHONE/COMMUNICATIONS	0	0	0	650	650	650	New
110-4071100-5540	TRAVEL & TRAINING	1,186	500	500	2,000	2,000	2,000	300.0%
110-4071100-5801	GENERAL EXPENSES-PARKS & REC	6,720	7,500	7,500	7,500	7,500	1,000	-86.7%
110-4071100-5802	GENERAL EXPENSES-PRAB	0	0	0			500	
110-4071100-5814	SAFETY	0	0	0	250	250	250	
110-4071100-6001	EQUIPMENT/SUPPLIES	12	0	0			1,000	
Total Exp.	PARKS & REC MANAGEMENT	41,093	58,262	44,896	53,216	53,216	66,216	13.7%

110-4071500	PARKS & REC PROGRAMS							
110-4071500-5801	YOUTH SPORTS PROGRAM & DEV	5,060	5,200	5,000	5,200	5,200	5,200	0.0%
110-4071500-5803	COMMUNITY PROJECTS	464	1,000	1,000	1,500	1,500	1,500	50.0%
110-4071500-5804	COMMUNITY CENTER	0	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5805	SPECIAL EVENTS	5,697	2,000	2,000	3,500	3,500	3,500	75.0%
110-4071500-5806	HERITAGE DAY EXPENSES	1,000	500	500	500	500	0	-100.0%
110-4071500-5807	JULY 4TH PROGRAM	901	675	675	675	675	675	0.0%
110-4071500-5808	WINTER HOLIDAY PROGRAM	4,461	4,000	4,795	5,000	5,000	5,000	25.0%
110-4071500-5809	EMANCIPATION DAY	2,000	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5811	HIGH SCHOOL GRADUATION	0	500	500	500	500	500	0.0%
110-4071500-5812	HIGH SCHOOL AFTER PROM	0	500	500	500	500	500	0.0%
110-4071500-5813	ROCK THE FIELD	0	5,000	5,000	7,500	7,500	6,200	24.0%
110-4071500-5814	WINE & FOOD FESTIVAL	0	0	10,700	17,000	17,000	17,000	
110-4071500-5815	LOUDOUN GROWN EXPO	0	0	5,850	0	0	7,000	
110-4071500-5816	COMMUNITY GARDEN	0	0	450	450	450	450	
110-4071500-5817	ROCK THE RINK	0	0	0	0	0	1,300	
Total Exp.	PARKS & REC PROGRAMS	19,583	21,375	38,970	44,325	44,325	50,825	137.8%

110-4071310	PARKS & REC SKATING RINK							
110-4071310-3310	BUILDING MAINT/SUPPLIES	0	0	0	0	0	11,500	
110-4071310-3311	HVAC/MECHANICAL MAINT	0	0	0	0	0	15,600	
110-4071310-5110	ELECTRICITY	2,698	1,200	2,900	3,000	3,000	3,000	150.0%
110-4071310-5230	TELEPHONE SERVICES	0	600	0	0	0	0	-100.0%
110-4071310-5801	GENERAL EXPENSES-SKATING RINK	3,263	9,000	30,000	30,000	30,000	0	-100.0%
110-4071310-6004	SPORTS EQUIPMENT	0	0	0	0	0	2,900	
Total Exp.	PARKS & REC SKATING RINK	5,961	10,800	32,900	33,000	33,000	33,000	205.6%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
110-4071600	PARKS & REC TREE COMMISSION							
110-4071600-5540	TRAVEL/TRAINING	0	100	0	0	0	0	-100.0%
110-4071600-5801	GENERAL EXPENSES-TREE & BEAU CO	253	200	0	200	200	200	0.0%
110-4071600-5803	URBAN TREE CANOPY PROGRAM	1,194	2,000	8,000	2,000	2,000	2,000	0.0%
110-4071600-5804	BENCHES, DECORATIONS & BANNERS	0	0	0	0	0	0	
Total Exp.	PARKS & REC TREE COMMISSION	1,447	2,300	8,000	2,200	2,200	2,200	-4.3%
110-4071320	PARKS & REC TRAIN STATION							
110-4071320-3310	REPAIRS	1,823	10,000	10,000	10,000	10,000	10,000	0.0%
110-4071320-3320	CLEANING	6,756	6,650	8,000	8,500	8,500	8,500	27.8%
110-4071320-3321	PEST CONTROL	0	475	250	250	250	250	-47.4%
110-4071320-5110	ELECTRICITY	3,654	3,000	4,490	4,400	4,400	4,400	46.7%
110-4071320-5230	TELEPHONE/COMMUNICATIONS	174	250	180	200	200	200	-20.0%
110-4071320-5801	GENERAL EXPENSES-TRAIN STATION	1,118	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071320-6007	BUILDING SUPPLIES	314	1,100	0	1,100	1,100	1,100	0.0%
Total Exp.	PARKS & REC TRAIN STATION	13,838	22,475	23,920	25,450	25,450	25,450	13.2%
110-4092000	PARKS & REC ADJUSTMENT/TRANSFERS							
110-4092000-0500	TRAIN STATION RESERVES	0	0	2,500	2,500	2,500	2,500	New
110-4092000-0600	BUSH TABERNACLE RESERVES	0	0	2,500	2,500	2,500	2,500	New
110-4092000-0700	FIREMANS FIELD RESERVES	0	0	2,500	2,500	2,500	2,500	New
Total Exp.	PARKS & REC ADJUSTMENT/TRANSFERS	0	0	7,500	7,500	7,500	7,500	
110-4095100	DEBT RETIREMENT							
110-4095100-9300	DEBT RETIRE- PRINCIPAL	0	0	0	136,779	136,779	136,779	New
110-4095100-9400	DEBT RETIRE- INTEREST	0	0	0	117,690	117,690	117,690	New
Total Exp.	DEBT RETIREMENT	0	0	0	254,469	254,469	254,469	
Total Exp.	PARKS & REC	81,922	115,212	156,186	420,160	420,160	439,660	281.6%

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

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

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

FY 2013 & FY 2014 Revenue Budget Projections

		FY 2012	FY 2013		FY 2014		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 13 Budget
Fund # 501	WATER FUND						
501-3150201-0000	RENT ON PROPERTY	3,050	3,050	3,050	3,050	3,050	0.0%
501-3189920-0000	VEHICLE COMP. REIMB.	566	242	286	250	250	3.3%
501-3810000-0000	WATER AVAILABILITIES	343,018	118,893	119,846	502,203	502,203	322.4%
501-3825000-0000	WATER METER FEES	13,118	1,153	2,253	5,437	5,437	371.6%
501-3830000-0000	WATER FEES	1,893,134	2,134,080	1,954,880	2,233,007	2,233,007	4.6%
501-3840000-0000	MISCELLANEOUS INCOME	9,153	1,000	4,500	4,500	4,500	350.0%
501-3910000-0000	PENALTIES & INTEREST	26,024	25,000	25,000	25,000	25,000	0.0%
501-3940000-0000	WATER FLUSHING	1,081	1,000	1,000	1,000	1,000	0.0%
501-3950000-0000	INVESTMENT INCOME	9,273	11,000	2,000	500	500	-95.5%
501-3960000-0000	CELLULAR LEASE	137,842	135,000	135,000	140,000	140,000	3.7%
501-3973001-0000	BAB SUBSIDY	33,237	33,237	33,237	29,704	29,704	-10.6%
501-3980000-0000	TRANSFER IN CASH RESERVE		813,074		407,482	407,482	-49.9%
501-3990000-0000	TRANSFERS FROM OTHER FUNDS			0	0	0	
Total Revenues	WATER FUND	2,469,496	3,276,729	2,281,052	3,352,133	3,352,133	2.3%

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

Core Values
Trust, Unity of Purpose, Commitment and Professionalism

Department Description
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 record on all water quality parameters regulated by the Virginia Department of Health (VDH).- Achieve and maintain a total VDH potable drinking water notice of violation count of zero regarding all water operational parameters.- Continue development of employees with emphasis on leadership opportunities, training and certification and safety awareness.- Make improvements to the quality control procedures and compliance documentation oversight in the water plant lab.- Make improvements to the maintenance and asset management procedures at the well facilities.

Department: Public Works	Program: Water
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Key Performance Measures	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Target
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	Core	96	108	108
Total number of VDH Drinking Water Violations	Core	0	0	0
Number of documented water operator training hours each employee	Comp Plan	10	10	10
Percentage of official system bacteriological samples collected and analyzed with a result of negative (no e-coli present)	Core	100%	100%	100%
Percentage of E2 environmental compliance items completed and tracked	Comp Plan	100%	100%	100%
Percentage of operators that achieved a minimum of 10 hours of operator training this year	Comp Plan	100%	100%	100%

Previous Year Accomplishments
<ul style="list-style-type: none"> - Won the Virginia Department of Health Water Treatment Plant Performance Award for the fourth consecutive year. - Re-activated carbon filter system at the Main Street filter building. - Cleaned and inspected the 200,000 gallon Maple Ave. elevated tank. - Inspected the 1 MG storage tank at the water plant.

FY 2013 - 2014 Operating Budget Expenditures

	FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	

WATER FUND

501-4012100	WATER STAFF							
501-4012100-1100	WATER STAFF	530,537	496,724	493,207	519,199	519,199	519,199	4.5%
501-4012100-1200	OVERTIME-WATER	16,403	19,570	28,944	49,140	30,000	30,000	53.3%
501-4012100-1500	CHARGE BACK TO GF	557,952	557,972	557,952	557,952	557,952	557,952	0.0%
501-4012100-2100	SOCIAL SECURITY TAX	40,791	39,496	40,367	42,014	42,014	42,014	6.4%
501-4012100-2200	RETIREMENT	75,231	70,940	70,429	64,744	64,744	64,744	-8.7%
501-4012100-2300	HEALTH INSURANCE	115,225	85,784	80,621	95,698	95,698	95,698	11.6%
501-4012100-2400	LIFE INSURANCE	1,422	6,557	5,869	6,178	6,178	6,178	-5.8%
501-4012100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	2,840	2,840	2,840	New
501-4012100-2700	WORKERS COMP INSURANCE	12,819	11,749	11,182	12,148	12,148	12,148	3.4%
501-4012100-2800	DEFERRED COMP MATCH	3,940	3,640	3,640	3,640	3,640	3,640	0.0%
Total Exp.	WATER STAFF	1,354,320	1,292,432	1,292,210	1,353,553	1,334,413	1,334,413	3.2%

501-4012200	PLANT							
501-4012200-2810	UNIFORMS	5,116	6,000	4,200	5,500	5,500	5,500	-8.3%
501-4012200-3310	CONTRACTS	20,207	31,000	29,200	31,000	31,000	31,000	0.0%
501-4012200-3320	SLUDGE DISPOSAL	8,718	14,500	11,500	14,500	14,500	14,500	0.0%
501-4012200-5110	ELECTRICITY	17,926	18,250	15,500	18,000	18,000	18,000	-1.4%
501-4012200-5120	PROPANE	10,745	11,750	11,500	12,500	12,500	12,500	6.4%
501-4012200-5230	COMMUNICATIONS	7,624	8,100	8,200	8,300	8,300	8,300	2.5%
501-4012200-5801	GENERAL EXPENSES	2,852	2,500	1,500	2,000	2,000	2,000	-20.0%
501-4012200-5808	COMPUTER UPGRADES	2,662	3,200	3,200	3,200	3,200	3,200	0.0%
501-4012200-5814	SAFETY	6,691	9,000	8,100	9,000	9,000	9,000	0.0%
501-4012200-5815	DRUG TESTING	195	715	715	715	715	715	0.0%
501-4012200-5831	PERMITS	4,752	6,800	6,500	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	34,070	42,500	50,500	51,000	51,000	51,000	20.0%
501-4012200-5835	WATER LINE REPAIRS	18,419	19,000	19,000	29,000	29,000	29,000	52.6%
501-4012200-5836	LEAK DETECTION	0	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012200-5841	GENERATOR	977	2,000	1,800	2,000	2,000	2,000	0.0%
501-4012200-5842	CHEMICALS-PLANT	19,425	32,500	28,900	32,100	32,100	32,100	-1.2%
501-4012200-5846	WATER SAMPLES	10,332	14,250	12,750	14,250	14,250	14,250	0.0%
501-4012200-6001	PLANT SUPPLIES	3,154	4,100	4,100	4,100	4,100	4,100	0.0%
501-4012200-6002	LAB SUPPLIES	11,031	12,500	12,100	12,500	12,500	12,500	0.0%
501-4012200-6003	PREV MAINT SUPPLIES	4,483	4,750	4,500	4,500	4,500	4,500	-5.3%
501-4012200-6004	NEW EQUIPMENT & TOOLS	23,822	22,500	23,000	31,000	31,000	31,000	37.8%
501-4012200-6005	LAB EQUIPMENT	3,469	5,750	5,500	14,500	14,500	14,500	152.2%
Total Exp.	PLANT	216,670	275,765	266,365	310,565	310,565	310,565	12.6%

FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
501-4012250	PLANT-OTHER							
501-4012250-3140	PROFESSIONAL SERVICES	29,584	35,000	35,000	35,000	35,000	35,000	0.0%
501-4012250-3145	GIS LAYERS	0	0	0	10,000	10,000	10,000	New
501-4012250-3600	RECRUITING/ADVERTISING	99	1,000	1,000	1,000	1,000	1,000	0.0%
501-4012250-5210	POSTAGE/MAILINGS	6,580	12,250	8,250	11,500	11,500	11,500	-6.1%
501-4012250-5540	TRAINING	1,496	10,000	6,500	9,000	9,000	9,000	-10.0%
501-4012250-5809	BILLING SOFTWARE	4,541	5,000	4,600	3,000	3,000	3,000	-40.0%
501-4012250-5810	DUES & SUBSCRIPTIONS	865	1,200	1,200	1,200	1,200	1,200	0.0%
501-4012250-5811	WATER DEPT EMERGENCY	0	4,200	4,200	4,200	4,200	4,200	0.0%
501-4012250-5826	MOWING	7,997	0	0	0	0	0	
501-4012250-5843	VDH FEES	5,644	13,600	12,500	13,600	13,600	13,600	0.0%
501-4012250-5847	CONSUMER REPORT	155	3,500	2,100	2,100	2,100	2,100	-40.0%
501-4012250-5849	WATERSHED MGT	716	4,750	4,500	4,500	4,500	4,500	-5.3%
501-4012250-5850	FORESTRY MGT	54	3,100	2,500	3,100	3,100	3,100	0.0%
501-4012250-5851	ENVIRONMENTAL COMPLIANCE	94	4,500	3,300	4,500	4,500	4,500	0.0%
501-4012250-6002	ADMIN SUPPLIES	254	500	500	500	500	500	0.0%
501-4012250-6008	VEHICLE MAINT	15,864	17,600	12,800	14,500	14,500	14,500	-17.6%
501-4012250-6013	PUBLIC EDUCATION	100	2,000	1,000	2,000	2,000	2,000	0.0%
501-4012250-6014	WATER CONSERV DEV/REBATES	3,479	4,250	2,800	4,250	4,250	4,250	0.0%
501-4012250-6015	PURCHASED WATER	32,133	106,000	59,000	106,000	106,000	106,000	0.0%
501-4012250-8105	VEHICLE PURCHASE	0	53,800	44,900	0	0	0	-100.0%
Total Exp.	PLANT-OTHER	109,654	282,250	206,650	229,950	229,950	229,950	-18.5%
501-4012300	WELL							
501-4012300-3310	CONTRACTS	14,266	22,000	17,800	22,000	22,000	22,000	0.0%
501-4012300-5110	ELECTRICITY	47,995	38,000	41,000	42,000	42,000	42,000	10.5%
501-4012300-5230	TELEPHONE	718	1,200	800	1,200	1,200	1,200	0.0%
501-4012300-5834	REPAIRS	43,914	43,500	43,500	43,500	43,500	43,500	0.0%
501-4012300-5842	CHEMICALS	15,898	24,500	18,900	24,500	24,500	24,500	0.0%
501-4012300-5845	CARBON CHANGE-OUT	20,311	21,000	21,000	21,000	21,000	21,000	0.0%
501-4012300-5846	WATER SAMPLES	6,872	12,500	9,200	12,500	12,500	12,500	0.0%
501-4012300-6001	SUPPLIES	28,169	31,500	29,500	31,500	31,500	31,500	0.0%
501-4012300-6004	SPARE PARTS	3,623	6,100	5,500	6,100	6,100	6,100	0.0%
Total Exp.	WELL	181,766	200,300	187,200	204,300	204,300	204,300	2.0%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
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	489	2,000	2,000	2,000	2,000	2,000	0.0%
501-4012500-5838	TOUCH READ HDW	0	7,000	7,800	7,000	7,000	7,000	0.0%
501-4012500-5839	NEW WATER METERS	10,413	4,600	4,600	4,600	4,600	4,600	0.0%
501-4012500-6004	METER TOOLS & EQUIPMENT	96	1,000	1,000	1,000	1,000	1,000	0.0%
Total Exp.	METER READING	10,997	15,600	16,400	15,600	15,600	15,600	0.0%
501-4092000	ADJUSTMENTS & TRANSFERS							
501-4092000-0300	TRANSFER TO CAPITAL FUND	0	5,000	0	25,000	25,000	25,000	400.0%
501-4092000-0500	BAD DEBT EXPENSE WATER	471	0	0	0	0	0	
Total Exp.	ADJUSTMENTS & TRANSFERS	471	5,000	0	25,000	25,000	25,000	400.0%
501-4095100	DEBT RETIREMENT							
501-4095100-1000	DEPRECIATION EXP	239,957	707,870	707,870	737,638	737,638	737,638	4.2%
501-4095100-9200	INTEREST EXPENSE	484,685	497,512	501,839	494,667	494,667	494,667	-0.6%
501-4095100-9205	BOND ISSUE COSTS	5,094	0	24,749	0	0	0	
Total Exp.	DEBT RETIREMENT	729,736	1,205,382	1,234,458	1,232,305	1,232,305	1,232,305	2.2%
Total Exp.	WATER FUND	2,603,614	3,276,729	3,203,283	3,371,273	3,352,133	3,352,133	2.3%

FY 2013 & FY 2014 Revenue Budget Projections

		FY 2012	FY 2013		FY 2014		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 13 Budget
Fund # 502	WASTEWATER FUND						
502-3189920-0000	VEHICLE COMP. REIMB.	286	286	286	286	286	0.0%
502-3810000-0000	SEWER AVAILABILITIES	287,690	100,200	100,645	453,600	453,600	352.7%
502-3830000-0000	SEWER FEES	2,198,194	2,525,400	2,327,294	3,108,064	3,108,064	23.1%
502-3840000-0000	MISCELLANEOUS INCOME	25,584	1,000	6,700	1,000	1,000	0.0%
502-3850000-0000	PROCEEDS FROM PROPERTY	26,074		0	0	0	
502-3910000-0000	PENALTIES AND INTEREST	9,597	25,000	25,000	25,000	25,000	0.0%
502-3950000-0000	INVESTMENT INCOME	0	12,000	2,200	1,800	1,800	-85.0%
502-3980000-0000	TRANSFER IN CASH RESERVES	920,929	1,731,740		893,106	893,106	-48.4%
Total Revenues	WASTEWATER FUND	3,468,354	4,395,626	2,462,125	4,482,856	4,482,856	2.0%
Grand Total Operating Budget		14,179,424	17,061,260	13,603,286	17,321,247	17,355,532	1.7%

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

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.

Department: Public Works	Program: Wastewater
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KEY PERFORMANCE MEASURES	Comp Plan, Core, Priority	FY2011-12 Actual	FY2012-13 Actual	FY2013-14 Target
Total operating dollars	Core	1,838,399	1,969,057	2,055,891
Daily average number of gallons treated	Core	632,800	582,300	640,530
Total number of customer complaints	Core	4	0	0
Total number of violations	Priority	0	0	0
Staff retention rate	Priority	100%	100%	100%

PREVIOUS YEAR ACCOMPLISHMENTS
<ul style="list-style-type: none"> - Received VA AWWA Plant Safety award. - Development of a CMOM program for the sewer system. - Continuation of I&I improvements. - Enhanced process operations with the Solids Handling system. - Continued analysis for Copper & Hardness - No permit parameter violations for 2012. - TMP analysis of the effluent passed with all parameters well below acceptance limits. Quarterly sampling dropped for Annual sampling. - Received E2 Recertification. - Received VELAP Recertification.

FY 2013 - 2014 Operating Budget Expenditures

	FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	

WASTEWATER FUND

502-4012100	WASTEWATER STAFF							
502-4012100-1000	SEWER STAFF	519,251	544,725	539,767	566,078	566,078	566,078	3.9%
502-4012100-1200	OVERTIME-SEWER	15,689	12,360	32,373	32,500	32,500	32,500	162.9%
502-4012100-1500	CHARGE BACK TO GF	557,952	557,972	557,952	557,952	557,952	557,952	0.0%
502-4012100-2100	SOCIAL SECURITY TAX	40,157	42,617	43,353	45,791	45,791	45,791	7.4%
502-4012100-2200	RETIREMENT	77,219	78,822	77,090	70,590	70,590	70,590	-10.4%
502-4012100-2300	HEALTH INSURANCE	102,719	80,683	77,561	90,220	90,220	90,220	11.8%
502-4012100-2400	LIFE INSURANCE	1,416	7,190	6,332	6,736	6,736	6,736	-6.3%
502-4012100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	3,195	3,195	3,195	New
502-4012100-2700	WORKERS COMP INSURANCE	9,565	10,353	9,762	10,789	10,789	10,789	4.2%
502-4012100-2800	DEFERRED COMP MATCH	3,120	3,120	3,120	3,120	3,120	3,120	0.0%
502-4012100-5802	EMPLOYEE AWARDS PROGRAM	0	0	0	0	0	0	
Total Exp.	WASTEWATER STAFF	1,327,087	1,337,842	1,347,309	1,386,971	1,386,971	1,386,971	3.7%

502-4012200	PLANT							
502-4012200-2810	UNIFORMS	6,070	6,000	6,000	6,000	6,000	6,000	0.0%
502-4012200-3310	CONTRACTS	0	0	1,350	26,500	26,500	26,500	New
502-4012200-3320	SLUDGE REMOVAL	22,316	40,000	30,000	40,000	40,000	40,000	0.0%
502-4012200-3330	WASTE DISPOSAL	0	1,500	1,500	2,500	2,500	2,500	66.7%
502-4012200-5110	ELECTRICITY	155,475	136,500	130,000	136,500	136,500	136,500	0.0%
502-4012200-5230	COMMUNICATIONS	8,001	7,000	7,000	7,000	7,000	7,000	0.0%
502-4012200-5808	COMPUTER OPERATIONS	0	0	0	5,000	5,000	5,000	New
502-4012200-5814	SAFETY	4,272	5,000	7,500	7,500	7,500	7,500	50.0%
502-4012200-5815	DRUG TESTING	130	715	715	715	715	715	0.0%
502-4012200-5831	PERMITS	9,569	10,000	12,500	12,500	12,500	12,500	25.0%
502-4012200-5834	PLANT REPAIRS	29,037	42,500	42,500	50,000	50,000	50,000	17.6%
502-4012200-5835	SEWER LINE REPAIRS	13,181	20,000	20,000	25,000	25,000	25,000	25.0%
502-4012200-5840	LAB CERTIFICATION	3,725	2,000	2,000	3,500	3,500	3,500	75.0%
502-4012200-5842	CHEMICALS	84,374	85,000	85,000	85,000	85,000	85,000	0.0%
502-4012200-5844	EQUIPMENT MAINTENANCE	9,279	12,500	13,000	13,500	13,500	13,500	8.0%
502-4012200-5846	SAMPLE ANALYSIS	9,983	4,500	5,000	5,000	5,000	5,000	11.1%
502-4012200-5854	NEW LAB EQUIPMENT	3,078	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-6001	PLANT SUPPLIES	4,887	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-6002	LAB SUPPLIES	23,764	30,000	30,000	30,000	30,000	30,000	0.0%
502-4012200-6004	NEW PLANT EQUIPMENT	11,079	30,000	30,000	30,000	30,000	30,000	0.0%
Total Exp.	PLANT	398,219	443,215	434,065	496,215	496,215	496,215	12.0%

FY 2013 - 2014 Operating Budget Expenditures

		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
502-4012300	PLANT- OTHER							
502-4012300-3140	PROFESSIONAL SERVICES	26,434	40,000	52,000	52,000	52,000	52,000	30.0%
502-4012300-3145	GIS LAYERS	0	0	0	20,000	20,000	20,000	New
502-4012300-3600	RECRUITING/ADVERTISE	0	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-5210	POSTAGE/MAILINGS	8,390	11,000	11,000	11,000	11,000	11,000	0.0%
502-4012300-5540	TRAINING	1,957	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012300-5809	BILLING SOFTWARE	3,091	7,000	0	3,000	3,000	3,000	-57.1%
502-4012300-5810	DUES & SUBSCRIPTIONS	2,235	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-5811	SEWER DEPT. EMERGENCY	0	3,000	3,000	3,000	3,000	3,000	0.0%
502-4012300-5826	MOWING	1,793	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012300-5848	OTHER EXPENSE	14,800	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012300-5851	ENVIR COMPLIANCE	0	3,200	3,200	3,200	3,200	3,200	0.0%
502-4012300-6001	ADMINISTRATIVE SUPPLIES	0	2,500	2,750	2,750	2,750	2,750	10.0%
502-4012300-6008	VEHICLE MAINT	8,352	8,500	8,500	8,500	8,500	8,500	0.0%
502-4012300-6013	PUBLIC EDUCATION	0	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-8105	VEHICLE PURCHASE	0	25,000	0	25,000	25,000	25,000	0.0%
Total Exp.	PLANT- OTHER	67,051	118,200	98,450	146,450	146,450	146,450	23.9%
502-4012400	PUMP STATIONS							
502-4012400-3310	CONTRACTS/MAINTENANCE	3,197	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012400-5110	ELECTRICITY	11,848	8,500	9,000	9,200	9,200	9,200	8.2%
502-4012400-5230	TELEPHONE	581	600	600	600	600	600	0.0%
502-4012400-5834	REPAIRS	11,875	22,000	22,000	22,000	22,000	22,000	0.0%
502-4012400-6004	EQUIPMENT - PUMP STATION	32	10,000	10,000	10,000	10,000	10,000	0.0%
502-4012400-6008	GENERATOR FUEL	1,706	4,200	4,200	4,200	4,200	4,200	0.0%
Total Exp.	PUMP STATIONS	29,240	50,300	50,800	51,000	51,000	51,000	1.4%
502-4012500	METER READING							
502-4012500-3310	CONTRACTS	792	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012500-5837	METER REPAIRS/TEST	42	2,000	2,000	2,000	2,000	2,000	0.0%
502-4012500-5838	TOUCH READ HDW	1,600	3,500	3,500	3,500	3,500	3,500	0.0%
502-4012500-5839	NEW WATER METERS	7,820	12,000	12,000	12,000	12,000	12,000	0.0%
502-4012500-6004	METER TOOLS & EQUIPMENT	125	1,000	1,000	1,000	1,000	1,000	0.0%
Total Exp.	METER READING	10,379	19,500	19,500	19,500	19,500	19,500	0.0%

FY 2013 - 2014 Operating Budget Expenditures								
		FY 2012	FY 2013		FY 2014 Request			% Change From FY 2013 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
502-4092000	ADJUST & TRANSFERS							
502-4092000-0200	RATE STABILIZATION FUND	0	0	0	0	0	0	
502-4092000-0300	TRANSFER TO CAPITAL FUND	0	5,000	0	350,000	0	0	-100.0%
502-4092000-0500	BAD DEBT EXPENSE SEWER	471	0	0	0	0	0	
Total Exp.	ADJUST & TRANSFERS	471	5,000	0	350,000	0	0	-100.0%
502-4095100	DEBT RETIREMENT							
502-4095100-1000	DEPRECIATION EXP	643,884	1,311,386	1,288,513	1,331,330	1,331,330	1,331,330	1.5%
502-4095100-9200	INTEREST EXPENSE	1,118,193	1,110,183	1,094,254	1,051,390	1,051,390	1,051,390	-5.3%
502-4095100-9205	BOND ISSUE COSTS	0	0	0	0	0	0	
Total Exp.	DEBT RETIREMENT	1,762,077	2,421,569	2,382,767	2,382,720	2,382,720	2,382,720	-1.6%
Total Exp.	WASTEWATER FUND	3,594,524	4,395,626	4,332,891	4,832,856	4,482,856	4,482,856	2.0%
Grand Total Operating Budget		14,968,825	17,061,260	16,945,517	18,725,032	17,321,247	17,355,533	1.7%

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Capital Improvement Program (CIP)

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

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

CIP Detail Sheets Page Number Index

General Fund	Water Fund	Wastewater Fund
New Equipment for Maintenance	Jeffries Well Develop.	Vulnerability Assessment
158	174	188
Wayfinding Signs	Short & Intermediate Water Investments	I & I Improvements & CMOM Compliance
159	175	189
Downtown Streetscapes PH 1	Long Term Water Resource Implementation	Generation of GIS Layer for Sewer Easements
160	176	190
Downtown Streetscapes PH 2	Vulnerability Assessment	New Equipment for Maint. of Sewer Collection System
161	177	191
Main & Maple Intersect Improvements	Switch to Hypochlorite	
162	178	
East Main St. Sidewalk Improvements	Generation of GIS Layers for Water Easements	
163	179	
N. 21st St. Sidewalk Improvement	Water Treatment Plant Improvements	
164	180	
Southern Collector Road	Intake Structure for Hirst Reservoir	
165	181	
Fireman's Field Upgrade	Water Line Replacement -Downtown Enhancements	
166	182	
Maple to W&OD Trail	N. Maple Avenue Waterline Replacement	
167	183	
New Town Hall Purchase	Country Club & 33rd Waterline Replacement	
168	184	
New Town Hall Renovation	Consolidated Well Treatment Facility	
169	185	
Country Club & 33rd Street Improvements	Main Street Well Electrical Improvements	
170	186	
Hirst Road Improvements		
171		
County Funded Fireman's Field Upgrades		
172		

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2014 - 2018**

FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America (05)	938,004	938,004	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	8,742,047	7,715,689	1,026,358	-	-	-	-	-	-
Bonds-USDA RD (08)	201,597	201,597	-	-	-	-	-	-	-
Bonds-BB&T (09)	2,783,618	2,783,618	-	-	-	-	-	-	-
Bonds-RBC (10)	3,066,603	3,066,603	-	-	-	-	-	-	-
Bonds-Sun Trust (10)	995,079	937,354	57,725	-	-	-	-	-	-
Bonds-RBC (11) Interim	2,673,027	2,673,027	-	-	-	-	-	-	-
Bonds-Cardinal Bank	2,986,000	-	2,986,000	-	-	-	-	-	-
Cash	1,358,274	559,314	109,960	25,000	534,000	85,000	45,000	-	689,000
Grants-VDOT	8,520,081	2,667,908	5,552,173	300,000	-	-	-	-	300,000
Federal Funds	499,915	-	499,915	-	-	-	-	-	-
Loudoun Co. Settlement	4,782,972	2,499,298	2,283,674	-	-	-	-	-	-
CIP Funding from Loudoun County	450,000	-	450,000	-	-	-	-	-	-
Other	167,618	180,218	(12,600)	-	-	-	-	-	-
Total	38,164,835	24,222,630	12,953,205	325,000	534,000	85,000	45,000	-	989,000

EXPENDITURE SUMMARY - ALL FUNDS

<u>Uses</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
General Fund	26,298,848	14,940,961	10,877,887	300,000	120,000	60,000	-	-	480,000
Parks & Rec Fund	-	-	-	-	-	-	-	-	-
Water Fund	9,081,062	7,242,800	1,763,262	25,000	25,000	25,000	-	-	75,000
Wastewater Fund	2,784,925	2,038,869	312,056	-	389,000	-	45,000	-	434,000
Total	38,164,835	24,222,630	12,953,205	325,000	534,000	85,000	45,000	-	989,000

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2014 - 2018**

FINANCING SUMMARY - GENERAL FUND

<u>Sources</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America (05)	171,150	171,150	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,532,233	1,532,233	-	-	-	-	-	-	-
Bonds-USDA RD (08)	201,597	201,597	-	-	-	-	-	-	-
Bonds-BB&T (09)	2,783,618	2,783,618	-	-	-	-	-	-	-
Bonds-RBC (10)	866,503	866,503	-	-	-	-	-	-	-
Bonds-Sun Trust (10)	995,079	937,354	57,725	-	-	-	-	-	-
Bonds-RBC (11) Interim	2,673,027	2,673,027	-	-	-	-	-	-	-
Bonds-Cardinal Bank	1,986,000	-	1,986,000	-	-	-	-	-	-
Cash *	711,100	470,100	61,000	-	120,000	60,000	-	-	180,000
Grants-VDOT	8,520,081	2,667,908	5,552,173	300,000	-	-	-	-	300,000
Federal Funds	499,915	-	499,915	-	-	-	-	-	-
Loudoun Co. Settlement	4,782,972	2,499,298	2,283,674	-	-	-	-	-	-
CIP Funding from Loudoun County	450,000	-	450,000	-	-	-	-	-	-
Other	125,573	138,173	(12,600)	-	-	-	-	-	-
Total	26,298,848	14,940,961	10,877,887	300,000	120,000	60,000	-	-	480,000

EXPENDITURE SUMMARY - GENERAL FUND

<u>Uses</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
General Fund	26,298,848	14,940,961	10,877,887	300,000	120,000	60,000	-	-	480,000

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2014 - 2018**

FINANCING SUMMARY - WATER FUND

<u>Sources</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America (05)	261,919	261,919	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	5,453,499	4,697,487	756,012	-	-	-	-	-	-
Bonds-RBC (10)	2,200,100	2,200,100	-	-	-	-	-	-	-
Bonds-Cardinal Bank	1,000,000	-	1,000,000	-	-	-	-	-	-
Cash	123,499	41,249	7,250	25,000	25,000	25,000	-	-	75,000
Other	42,045	42,045	-	-	-	-	-	-	-
Total	9,081,062	7,242,800	1,763,262	25,000	25,000	25,000	-	-	75,000

EXPENDITURE SUMMARY - WATER FUND

<u>Uses</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Water Fund	9,081,062	7,242,800	1,763,262	25,000	25,000	25,000	-	-	75,000

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2014 - 2018**

FINANCING SUMMARY - WASTEWATER FUND

<u>Sources</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America (05)	504,935	504,935	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,756,315	1,485,969	270,346	-	-	-	-	-	-
Cash	523,675	47,965	41,710	-	389,000	-	45,000	-	434,000
Total	2,784,925	2,038,869	312,056	-	389,000	-	45,000	-	434,000

EXPENDITURE SUMMARY - WASTE WATER FUND

<u>Uses</u>	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Wastewater Fund	2,784,925	2,038,869	312,056	-	389,000	-	45,000	-	434,000

Capital Improvement Financing Percentage Summary FY 2014 - 2018

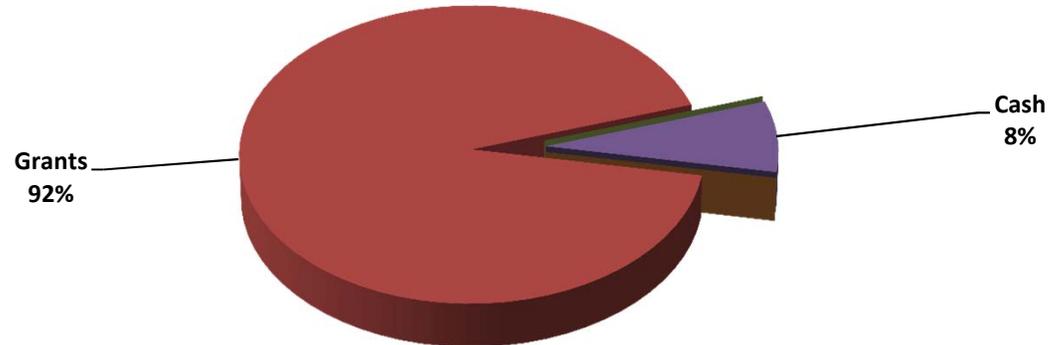
FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 6/30/2013	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds	58.66%	60.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grants	23.63%	23.56%	92.31%	0.00%	0.00%	0.00%	0.00%	30.33%
Lo. Co. Settlement	12.53%	12.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cash	3.56%	1.81%	7.69%	100.00%	100.00%	100.00%	0.00%	69.67%
County Funding	1.18%	1.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

TOTAL

100%	100%	100%	100%	100%	100%	100%	0%	100%
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FY 2014 CIP Financing Percentages



Financing Summary

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
GENERAL FUND PROJECTS									
Bonds-Bank of America (05)									
New Equipment for Maintenance 119-4094100-0120	56,671	56,671	-	-	-	-	-	-	-
Main & Maple Intersection Improvements 119-4094201	114,479	114,479	-	-	-	-	-	-	-
	<u>171,150</u>	<u>171,150</u>	-	-	-	-	-	-	-
Bonds-Sun Trust (08)									
Downtown Streetscapes PH 1 119-4094100-0601	36,433	36,433	-	-	-	-	-	-	-
Main & Maple Intersection Improvements 119-4094201	54,168	54,168	-	-	-	-	-	-	-
East Main St. Sidewalk Improvements 119-4094202	65,415	65,415	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement 119-4094206	43,485	43,485	-	-	-	-	-	-	-
Southern Collector Road 119-4094253	2,636	2,636	-	-	-	-	-	-	-
Fireman's Field Upgrade 119-4094263	76,904	76,904	-	-	-	-	-	-	-
Maple to W&OD Trail 119-4094267	120,000	120,000	-	-	-	-	-	-	-
New Town Hall Renovation 119-4094270	1,133,192	1,133,192	-	-	-	-	-	-	-
	<u>1,532,233</u>	<u>1,532,233</u>	-	-	-	-	-	-	-
Bonds-USDA RD (08)									
New Equipment for Maintenance 119-4094100-0120	201,597	201,597	-	-	-	-	-	-	-
	<u>201,597</u>	<u>201,597</u>	-	-	-	-	-	-	-
Bonds-BB&T (09)									
New Town Hall Purchase 119-4094269	2,410,769	2,410,769	-	-	-	-	-	-	-
New Town Hall Renovation 119-4094270	372,849	372,849	-	-	-	-	-	-	-
	<u>2,783,618</u>	<u>2,783,618</u>	-	-	-	-	-	-	-
Bonds-RBC (10)									
Fireman's Field Upgrade 119-4094263	866,503	866,503	-	-	-	-	-	-	-
	<u>866,503</u>	<u>866,503</u>	-	-	-	-	-	-	-
Bonds-Sun Trust (10)									
New Equipment for Maintenance 119-4094100-0120	495,079	437,354	57,725	-	-	-	-	-	-
New Town Hall Renovation 119-4094270	500,000	500,000	-	-	-	-	-	-	-
	<u>995,079</u>	<u>937,354</u>	<u>57,725</u>	-	-	-	-	-	-
Bonds-RBC (11) Interim									
Fireman's Field Upgrade 119-4094263	446,070	446,070	-	-	-	-	-	-	-
New Town Hall Renovation 119-4094270	2,226,957	2,226,957	-	-	-	-	-	-	-
	<u>2,673,027</u>	<u>2,673,027</u>	-	-	-	-	-	-	-
Bonds-Cardinal (12)									
Southern Collector Road 119-4094253	1,986,000	-	1,986,000	-	-	-	-	-	-
	<u>1,986,000</u>	<u>-</u>	<u>1,986,000</u>	-	-	-	-	-	-

Financing Summary

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
GENERAL FUND PROJECTS									
Cash *									
New Equipment for Maintenance 119-4094100-0120	246,196	151,196	-	-	35,000	60,000	-	-	95,000
Downtown Streetscapes PH 1 119-4094100-0601	7,275	7,275	-	-	-	-	-	-	-
Downtown Streetscapes PH 2 119-4094100-0602	85,000	-	-	-	85,000	-	-	-	85,000
Main & Maple Intersection Improvements 119-4094201	14,252	14,252	-	-	-	-	-	-	-
East Main St. Sidewalk Improvements 119-4094202	14,213	14,213	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement 119-4094206	712	712	-	-	-	-	-	-	-
Southern Collector Road 119-4094253	2,940	2,940	-	-	-	-	-	-	-
Fireman's Field Upgrade 119-4094263	225,952	164,952	61,000	-	-	-	-	-	-
Maple to W&OD Trail 119-4094267	18,660	18,660	-	-	-	-	-	-	-
New Town Hall Renovation 119-4094270	95,900	95,900	-	-	-	-	-	-	-
	<u>711,100</u>	<u>470,100</u>	<u>61,000</u>	<u>-</u>	<u>120,000</u>	<u>60,000</u>	<u>-</u>	<u>-</u>	<u>180,000</u>
Grants-VDOT									
Downtown Streetscapes PH 1 119-4094100-0601	1,098,308	978,308	120,000	-	-	-	-	-	-
Downtown Streetscapes PH 2 119-4094100-0602	1,097,192	71,760	725,432	300,000	-	-	-	-	300,000
Main & Maple Intersection Improvements 119-4094201	1,080,234	99,652	980,582	-	-	-	-	-	-
East Main St. Sidewalk Improvements 119-4094202	30,572	17,974	12,598	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement 119-4094206	1,056,951	894,046	162,905	-	-	-	-	-	-
Southern Collector Road 119-4094253	2,834,000	382,329	2,451,671	-	-	-	-	-	-
Maple to W&OD Trail 119-4094267	360,000	178,177	181,823	-	-	-	-	-	-
Country Club & 33rd Street Improvements 119-4094272	587,824	12,500	575,324	-	-	-	-	-	-
Hirst Road Improvements 119-4094276	375,000	33,162	341,838	-	-	-	-	-	-
	<u>8,520,081</u>	<u>2,667,908</u>	<u>5,552,173</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Federal Funds									
Downtown Streetscapes PH 2 119-4094100-0602 (FED)	499,915	-	499,915	-	-	-	-	-	-
	<u>499,915</u>	<u>-</u>	<u>499,915</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Loudoun Co. Settlement									
Wayfinding Signs 119-4094100-0140	140,000	25,626	114,374	-	-	-	-	-	-
Downtown Streetscapes PH 1 119-4094100-0601	465,671	385,671	80,000	-	-	-	-	-	-
Downtown Streetscapes PH 2 119-4094100-0602	346,769	31,413	315,356	-	-	-	-	-	-
East Main St. Sidewalk Improvements 119-4094202	362,134	36,375	325,759	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement 119-4094206	346,727	162,845	183,882	-	-	-	-	-	-
Southern Collector Road 119-4094253	1,864,258	1,655,325	208,933	-	-	-	-	-	-
Maple to W&OD Trail 119-4094267	63,670	47,286	16,384	-	-	-	-	-	-
Country Club & 33rd Street Improvements 119-4094272	875,743	89,758	785,985	-	-	-	-	-	-
Hirst Road Improvements 119-4094276	318,000	64,999	253,001	-	-	-	-	-	-
	<u>4,782,972</u>	<u>2,499,298</u>	<u>2,283,674</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CIP Funding from Loudoun County									
County Funded Fireman's Field Upgrades 119-4094278	450,000	-	450,000	-	-	-	-	-	-
	<u>450,000</u>	<u>-</u>	<u>450,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other									
Main & Maple Intersection Improvements 119-4094201	47,367	59,967	(12,600)	-	-	-	-	-	-
East Main St. Sidewalk Improvements 119-4094202	50,892	50,892	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement 119-4094206	2,314	2,314	-	-	-	-	-	-	-
Maple to W&OD Trail 119-4094267	25,000	25,000	-	-	-	-	-	-	-
	<u>125,573</u>	<u>138,173</u>	<u>(12,600)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
General Fund Total	26,298,848	14,940,961	10,877,887	300,000	120,000	60,000	-	-	480,000

Financing Summary

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
WATER FUND PROJECTS									
Bonds-Bank of America (05)									
Jeffries Well Develop. 599-4094504	24,590	24,590	-	-	-	-	-	-	-
Long Term Water Resource Implementation 599-4094508	237,329	237,329	-	-	-	-	-	-	-
	<u>261,919</u>	<u>261,919</u>	-	-	-	-	-	-	-
Bonds-Sun Trust (08)									
Jeffries Well Develop. 599-4094504	481,823	379,313	102,510	-	-	-	-	-	-
Short & Intermediate Water Investments 599-4094506	2,112,939	2,096,704	16,235	-	-	-	-	-	-
Long Term Water Resource Implementation 599-4094508	1,187,862	1,127,579	60,283	-	-	-	-	-	-
Vulnerability Assessment 599-4094514	139,778	139,778	-	-	-	-	-	-	-
Switch to Hypochlorite 599-4094516	142,200	75,319	66,881	-	-	-	-	-	-
Generation of GIS Layers for Water Easements 599-4094517	37,337	37,337	-	-	-	-	-	-	-
Water Treatment Plant Improvements 599-4094521	331,189	329,689	1,500	-	-	-	-	-	-
Intake Structure for Hirst Reservoir 599-4094523	117,442	38,522	78,920	-	-	-	-	-	-
Water Line Replacement on N 21st Street 599-4094526	434,910	375,995	58,915	-	-	-	-	-	-
N Maple Avenue Waterline Replacement 599-4094527	62,985	58,785	4,200	-	-	-	-	-	-
Country Club & 33rd Waterline Replacement 599-4094528	405,034	38,466	366,568	-	-	-	-	-	-
	<u>5,453,499</u>	<u>4,697,487</u>	<u>756,012</u>	-	-	-	-	-	-
Bonds-RBC (10)									
Short & Intermediate Water Investments 599-4094506	2,200,100	2,200,100	-	-	-	-	-	-	-
	<u>2,200,100</u>	<u>2,200,100</u>	-	-	-	-	-	-	-
Bonds-Cardinal Bank									
Country Club & 33rd Waterline Replacement 599-4094528	589,500	-	589,500	-	-	-	-	-	-
Main St. Well Electrical Improvements 599-4094530	410,500	-	410,500	-	-	-	-	-	-
	<u>1,000,000</u>	<u>-</u>	<u>1,000,000</u>	-	-	-	-	-	-
Cash									
Long Term Water Resource Implementation 599-4094508	-	-	-	-	-	-	-	-	-
Vulnerability Assessment 599-4094514	60,144	10,144	-	-	25,000	25,000	-	-	50,000
Generation of GIS Layers for Water Easements 599-4094517	37,341	30,091	7,250	-	-	-	-	-	-
N Maple Avenue Waterline Replacement 599-4094527	1,014	1,014	-	-	-	-	-	-	-
Consolidated Well Treatment Facility 599-4094529	25,000	-	-	25,000	-	-	-	-	25,000
	<u>123,499</u>	<u>41,249</u>	<u>7,250</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>75,000</u>
Other									
Short & Intermediate Water Investments 599-4094506	42,045	42,045	-	-	-	-	-	-	-
	<u>42,045</u>	<u>42,045</u>	-	-	-	-	-	-	-
Water Fund Total	9,081,062	7,242,800	1,763,262	25,000	25,000	25,000	-	-	75,000

Financing Summary

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
WASTEWATER FUND PROJECTS									
Bonds-Bank of America (05)									
I & I Improvements & CMOM Compliance 699-4094603	336,012	336,012	-	-	-	-	-	-	-
New Equipment for Maint. of Sewer Collection System 699-409	168,923	168,923	-	-	-	-	-	-	-
	<u>504,935</u>	<u>504,935</u>	-	-	-	-	-	-	-
Bonds-Sun Trust (08)									
Vulnerability Assessment 699-4094100-0110	15,431	15,431	-	-	-	-	-	-	-
I & I Improvements & CMOM Compliance 699-4094603	1,695,940	1,425,594	270,346	-	-	-	-	-	-
Generation of GIS Layer for Sewer Easements 699-4094606	22,500	22,500	-	-	-	-	-	-	-
New Equipment for Maint. of Sewer Collection System 699-409	22,444	22,444	-	-	-	-	-	-	-
	<u>1,756,315</u>	<u>1,485,969</u>	270,346	-	-	-	-	-	-
Cash									
Vulnerability Assessment 699-4094100-0110	50,001	2,441	22,560	-	25,000	-	-	-	25,000
I & I Improvements & CMOM Compliance 699-4094603	350,000	-	-	-	350,000	-	-	-	350,000
Generation of GIS Layer for Sewer Easements 699-4094606	41,053	21,903	19,150	-	-	-	-	-	-
New Equipment for Maint. of Sewer Collection System 699-409	82,621	23,621	-	-	14,000	-	45,000	-	59,000
	<u>523,675</u>	<u>47,965</u>	41,710	-	389,000	-	45,000	-	434,000
Wastewater Fund Total	2,784,925	2,038,869	312,056	-	389,000	-	45,000	-	434,000

Summary by Project

	Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
GENERAL FUND PROJECTS										
New Equipment for Maintenance 119-4094100-0120	Bonds-Bank of America	56,671	56,671	-	-	-	-	-	-	-
	Bonds-Sun Trust (10)	495,079	437,354	57,725	-	-	-	-	-	-
	Bonds-USDA RD	201,597	201,597	-	-	-	-	-	-	-
	Cash	246,196	151,196	-	-	35,000	60,000	-	-	95,000
	-	-	-	-	-	-	-	-	-	-
		999,543	846,818	57,725	-	35,000	60,000	-	-	95,000
Wayfinding Signs 119-4094100-0140	Loudoun Co. Settlement	140,000	25,626	114,374	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		140,000	25,626	114,374	-	-	-	-	-	-
Downtown Streetscapes PH 1 119-4094100-0601	Grants-VDOT	1,098,308	978,308	120,000	-	-	-	-	-	-
	Bonds-Sun Trust (08)	36,433	36,433	-	-	-	-	-	-	-
	Loudoun Co. Settlement	465,671	385,671	80,000	-	-	-	-	-	-
	Cash	7,275	7,275	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		1,607,687	1,407,687	200,000	-	-	-	-	-	-
Downtown Streetscapes PH 2 119-4094100-0602	Grants-VDOT	1,097,192	71,760	725,432	300,000	-	-	-	-	300,000
	Loudoun Co. Settlement	346,769	31,413	315,356	-	-	-	-	-	-
	Cash	85,000	-	-	-	85,000	-	-	-	85,000
	Federal Earmark Allocation	499,915	-	499,915	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		2,028,876	103,173	1,540,703	300,000	85,000	-	-	-	385,000
Main & Maple Intersection Improve 119-4094201	Grants-VDOT	1,080,234	99,652	980,582	-	-	-	-	-	-
	Bonds-Sun Trust (08)	54,168	54,168	-	-	-	-	-	-	-
	Bonds-Bank of America	114,479	114,479	-	-	-	-	-	-	-
	Other	47,367	59,967	(12,600)	-	-	-	-	-	-
	Cash	14,252	14,252	-	-	-	-	-	-	-
		1,310,500	342,518	967,982	-	-	-	-	-	-
East Main St. Sidewalk Improvem 119-4094202	Grants-VDOT	30,572	17,974	12,598	-	-	-	-	-	-
	Bonds-Sun Trust (08)	65,415	65,415	-	-	-	-	-	-	-
	Loudoun Co. Settlement	362,134	36,375	325,759	-	-	-	-	-	-
	Cash	14,213	14,213	-	-	-	-	-	-	-
	Other	50,892	50,892	-	-	-	-	-	-	-
		523,226	184,869	338,357	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement 119-4094206	Grants-VDOT	1,056,951	894,046	162,905	-	-	-	-	-	-
	Bonds-Sun Trust (08)	43,485	43,485	-	-	-	-	-	-	-
	Loudoun Co. Settlement	346,727	162,845	183,882	-	-	-	-	-	-
	Cash	712	712	-	-	-	-	-	-	-
	Other	2,314	2,314	-	-	-	-	-	-	-
		1,450,189	1,103,402	346,787	-	-	-	-	-	-

Summary by Project

		Total Funding	Funded	FY 13 Current	2014	2015	2016	2017	2018	Total for
Sources		Required	through	Budget						5-Yr-CIP
			6/30/2012							
GENERAL FUND PROJECTS										
Southern Collector Road 119-4094253	Grants-VDOT	2,834,000	382,329	2,451,671	-	-	-	-	-	-
	Bonds-Sun Trust (08)	2,636	2,636	-	-	-	-	-	-	-
	Bonds-Cardinal	1,986,000	-	1,986,000	-	-	-	-	-	-
	Loudoun Co. Settlement	1,864,258	1,655,325	208,933	-	-	-	-	-	-
	Cash	2,940	2,940	-	-	-	-	-	-	-
		<u>6,689,834</u>	<u>2,043,230</u>	<u>4,646,604</u>	-	-	-	-	-	-
Fireman's Field Upgrade 119-4094263	Bonds-Sun Trust (08)	76,904	76,904	-	-	-	-	-	-	-
	Bonds-RBC (10)	866,503	866,503	-	-	-	-	-	-	-
	Bonds-RBC (11) Interim	446,070	446,070	-	-	-	-	-	-	-
	Cash	225,952	164,952	61,000	-	-	-	-	-	-
			<u>1,615,429</u>	<u>1,554,429</u>	<u>61,000</u>	-	-	-	-	-
Maple to W&OD Trail 119-4094267	Grants-VDOT	360,000	178,177	181,823	-	-	-	-	-	-
	Bonds-Sun Trust (08)	120,000	120,000	-	-	-	-	-	-	-
	Loudoun Co. Settlement	63,670	47,286	16,384	-	-	-	-	-	-
	Cash	18,660	18,660	-	-	-	-	-	-	-
	Other	25,000	25,000	-	-	-	-	-	-	-
		<u>587,330</u>	<u>389,123</u>	<u>198,207</u>	-	-	-	-	-	-
New Town Hall Purchase 119-4094269	Bonds-BB&T (09)	2,410,769	2,410,769	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>2,410,769</u>	<u>2,410,769</u>	-	-	-	-	-	-	-
New Town Hall Renovation 119-4094270	Bonds-Sun Trust (08)	1,133,192	1,133,192	-	-	-	-	-	-	-
	Bonds-BB&T (09)	372,849	372,849	-	-	-	-	-	-	-
	Bonds-Sun Trust (10)	500,000	500,000	-	-	-	-	-	-	-
	Bonds-RBC (11) Interim	2,226,957	2,226,957	-	-	-	-	-	-	-
	Cash	95,900	95,900	-	-	-	-	-	-	-
		<u>4,328,898</u>	<u>4,328,898</u>	-	-	-	-	-	-	-
Country Club & 33rd Street Improv 119-4094272	Grants-VDOT	587,824	12,500	575,324	-	-	-	-	-	-
	Loudoun Co. Settlement	875,743	89,758	785,985	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>1,463,567</u>	<u>102,258</u>	<u>1,361,309</u>	-	-	-	-	-	-
Hirst Road Improvements 119-4094276	Grants-VDOT	375,000	33,162	341,838	-	-	-	-	-	-
	Loudoun Co. Settlement	318,000	64,999	253,001	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>693,000</u>	<u>98,161</u>	<u>594,839</u>	-	-	-	-	-	-

Summary by Project

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
GENERAL FUND PROJECTS									
County Funded Fireman's Field Uj 119-4094278	450,000	-	450,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	450,000	-	450,000	-	-	-	-	-	-
General Fund Total	26,298,848	14,940,961	10,877,887	300,000	120,000	60,000	-	-	480,000

Summary by Project

		Total Funding	Funded	FY 13 Current	2014	2015	2016	2017	2018	Total for
Sources		Required	through	Budget						5-Yr-CIP
			6/30/2012							
WATER FUND PROJECTS										
Jeffries Well Develop. 599-4094504	Bonds-Bank of America	24,590	24,590	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	481,823	379,313	102,510	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		506,413	403,903	102,510	-	-	-	-	-	-
Short & Intermediate Water Invest 599-4094506	Bonds-Sun Trust (08)	2,112,939	2,096,704	16,235	-	-	-	-	-	-
	Bonds-RBC (10)	2,200,100	2,200,100	-	-	-	-	-	-	-
	Unidentified	-	-	-	-	-	-	-	-	-
	Other	42,045	42,045	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		4,355,084	4,338,849	16,235	-	-	-	-	-	-
Long Term Water Resource Imple 599-4094508	Bonds-Bank of America	237,329	237,329	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	1,187,862	1,127,579	60,283	-	-	-	-	-	-
	Cash	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		1,425,191	1,364,908	60,283	-	-	-	-	-	-
Vulnerability Assessment 599-4094514	Bonds-Sun Trust (08)	139,778	139,778	-	-	-	-	-	-	-
	Cash	60,144	10,144	-	-	25,000	25,000	-	-	50,000
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		199,922	149,922	-	-	25,000	25,000	-	-	50,000
Switch to Hypochlorite 599-4094516	Bonds-Sun Trust (08)	142,200	75,319	66,881	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		142,200	75,319	66,881	-	-	-	-	-	-
Generation of GIS Layers for Wate 599-4094517	Bonds-Sun Trust (08)	37,337	37,337	-	-	-	-	-	-	-
	Cash	37,341	30,091	7,250	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		74,678	67,428	7,250	-	-	-	-	-	-
Water Treatment Plant Improve 599-4094521	Bonds-Sun Trust (08)	331,189	329,689	1,500	-	-	-	-	-	-
	Unidentified	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		331,189	329,689	1,500	-	-	-	-	-	-

Summary by Project

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
WATER FUND PROJECTS									
Intake Structure for Hirst Reservoir 599-4094523	117,442	38,522	78,920	-	-	-	-	-	-
Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	117,442	38,522	78,920	-	-	-	-	-	-
Water Line Replacement-Downtown 599-4094526	434,910	375,995	58,915	-	-	-	-	-	-
Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	434,910	375,995	58,915	-	-	-	-	-	-
N Maple Avenue Waterline Replacement 599-4094527	62,985	58,785	4,200	-	-	-	-	-	-
Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
Cash	1,014	1,014	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	63,999	59,799	4,200	-	-	-	-	-	-
Country Club & 33rd Waterline Replacement 599-4094528	405,034	38,466	366,568	-	-	-	-	-	-
Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
Bonds-Cardinal Bank	589,500	-	589,500	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	994,534	38,466	956,068	-	-	-	-	-	-
Consolidated Well Treatment Facility 599-4094529	-	-	-	-	-	-	-	-	-
Cash	25,000	-	-	25,000	-	-	-	-	25,000
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	25,000	-	-	25,000	-	-	-	-	25,000
Main St. Well Electrical Improvement 599-4094530	410,500	-	410,500	-	-	-	-	-	-
Bonds-Cardinal Bank	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
	410,500	-	410,500	-	-	-	-	-	-
Water Fund Total	9,081,062	7,242,800	1,763,262	25,000	25,000	25,000	-	-	75,000

Summary by Project

	Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
WASTEWATER FUND PROJECTS										
Vulnerability Assessment 699-4094100-0110	Bonds-Sun Trust (08)	15,431	15,431	-	-	-	-	-	-	-
	Cash	50,001	2,441	22,560	-	25,000	-	-	-	25,000
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		<u>65,432</u>	<u>17,872</u>	<u>22,560</u>	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>
I & I Improvements & CMOM Com 699-4094603	Bonds-Bank of America	336,012	336,012	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	1,695,940	1,425,594	270,346	-	-	-	-	-	-
	Cash	350,000	-	-	-	350,000	-	-	-	350,000
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		<u>2,381,952</u>	<u>1,761,606</u>	<u>270,346</u>	<u>-</u>	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>350,000</u>
Generation of GIS Layer for Sewer 699-4094606	Bonds-Sun Trust (08)	22,500	22,500	-	-	-	-	-	-	-
	Cash	41,053	21,903	19,150	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
		<u>63,553</u>	<u>44,403</u>	<u>19,150</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
New Equipment for Maint. of Sewer 699-4094610	Bonds-Bank of America	168,923	168,923	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	22,444	22,444	-	-	-	-	-	-	-
	Unidentified	-	-	-	-	-	-	-	-	-
	Cash	82,621	23,621	-	-	14,000	-	45,000	-	59,000
	-	-	-	-	-	-	-	-	-	-
		<u>273,988</u>	<u>214,988</u>	<u>-</u>	<u>-</u>	<u>14,000</u>	<u>-</u>	<u>45,000</u>	<u>-</u>	<u>59,000</u>
Wastewater Fund Total		2,784,925	2,038,869	312,056	-	389,000	-	45,000	-	434,000

Loudoun County Fields Farm School Settlement

Funds from County

	RCVD	
\$ 1,780,000	✓	a) The County will pay 1.78 million to the Town within 30 days of approval of the CPAMCPA by the Town
\$ 2,000,000	✓	b) The County will pay 2.0 million to the Town within 30 days of the Towns annexation of the portion of Fields Farm containing Mountain View Elementary School and the Woodgrove High School site provided that Fields Farm has been annexed into the Town in accordance with this Agreement
\$ 2,000,000	✓	c) The County will pay 2.0 million to the Town within 30 days of the issuance of a certificate of occupancy authorizing Woodgrove High School to be opened for use by students provided that Fields Farm has been annexed into the Town in accordance with this Agreement
\$ 5,780,000		100-3189912-0000

<u>Summary by Project</u>		<u>Summary by Fiscal Year</u>	
LED Street Lights		N. 21st St. Sidewalk Improve (119-4094206)	
FY 09	\$ 15,000	FY 10	\$ 45,954
	\$ 15,000	FY 11	\$ 125,616
		FY 12	\$ (8,725)
		FY 13	\$ 183,882
			\$ 346,727
Traffic Signals		32nd Street Sidewalk (119-4094207)	
FY 09	\$ 370,381	FY 10	\$ 250,512
	\$ 370,381		\$ 250,512
Replace/Loss of LoCo Gas Tax		Southern Collector Road (119-4094253)	
FY 11	\$ 165,000	FY 10	\$ 89,391
	\$ 165,000	FY 11	\$ 914,781
		FY 12	\$ 651,153
		FY 13	\$ 273,933
			\$ 1,929,258
Wayfinding Signs (119-4094100-0140)		D Street Improve (119-4094259)	
FY 12	\$ 25,626	FY 10	\$ 67,059
FY 13	\$ 49,374	FY 11	\$ 110,007
	\$ 75,000	FY 12	\$ 19,069
			\$ 196,135
Downtown Streetscape PH 1 (119-4094100)		Maple to W&OD Trail (119-4094267)	
FY 10	\$ 75,000	FY 11	\$ 32,909
FY 11	\$ 181,163	FY 12	\$ 14,377
FY 12	\$ 129,508	FY 13	\$ 16,384
FY 13	\$ 80,000		\$ 63,670
	\$ 465,671	Country Club & 33rd St. Improve (119-4094272)	
		FY 11	\$ 48,573
Downtown Streetscape PH 2 (119-4094100)		FY 12	\$ 41,185
FY 12	\$ 31,413	FY 13	\$ 785,985
FY 13	\$ 315,356		\$ 875,743
	\$ 346,769	Hirst Road Improvement (119-4094277)	
Main St, Sidewalk Improve (119-4094202)		FY 12	\$ 64,999
FY 10	\$ 25,758	FY 13	\$ 253,001
FY 11	\$ -		\$ 318,000
FY 12	\$ 10,617		
FY 13	\$ 325,759		
	\$ 362,134		
		LED Street Lights	\$ 15,000 ¹
		Traffic Signals (Hatcher & Main, 23rd & Main)	\$ 370,381 ²
			FY 09 \$ 385,381
		Downtown Streetscape (119-4094100)	\$ 75,000
		Main Street Sidewalk Improvements (119-4094202)	\$ 25,758
		N. 21st St. Sidewalk Improvements (119-4094206)	\$ 45,954
		32nd Street Sidewalk (119-4094207)	\$ 250,512 ²
		Southern Collector Road (119-4094253)	\$ 89,391
		D Street Improvements (119-4094259)	\$ 67,059
			FY 10 \$ 553,674
		Downtown Streetscape PH 1 (119-4094100)	\$ 181,163
		N. 21st St. Sidewalk Improvements (119-4094206)	\$ 125,616
		Southern Collector Road (119-4094253)	\$ 914,781
		D Street Improvements (119-4094259)	\$ 110,007
		Maple to W&OD Trail (119-4094267)	\$ 32,909
		Country Club & 33rd St. Improvement (119-4094272)	\$ 48,573
		Replacement for loss of LoCo Gas Tax	\$ 165,000
			FY 11 \$ 1,578,049
		Wayfinding Signs (119-4094100-0140)	\$ 25,626 ¹
		Downtown Streetscape PH 1 (119-4094100)	\$ 129,508
		Downtown Streetscape PH 2 (119-4094100)	\$ 31,413
		Main Street Sidewalk Improvements (119-4094202)	\$ 10,617
		N. 21st St. Sidewalk Improvements (119-4094206)	\$ (8,725)
		Southern Collector Road (119-4094253)	\$ 651,153
		D Street Improve (119-4094259)	\$ 19,069
		Maple to W&OD Trail (119-4094267)	\$ 14,377
		Country Club & 33rd St. Improve (119-4094272)	\$ 41,185
		Hirst Road Improvement (119-4094277)	\$ 64,999
			FY 12 \$ 979,222
		Wayfinding Signs (119-4094100-0140)	\$ 49,374
		Downtown Streetscape PH 1 (119-4094100)	\$ 80,000
		Downtown Streetscape PH 2 (119-4094100)	\$ 315,356
		Main Street Sidewalk Improvements (119-4094202)	\$ 325,759
		N. 21st St. Sidewalk Improvements (119-4094206)	\$ 183,882
		Southern Collector Road (119-4094253)	\$ 273,933
		Maple to W&OD Trail (119-4094267)	\$ 16,384
		Country Club & 33rd St. Improve (119-4094272)	\$ 785,985
		Hirst Road Improvement (119-4094277)	\$ 253,001
			FY 13 \$ 2,283,674
		Total Assigned Funds	\$ 5,780,000

¹ Applied to General Fund Operating Budget	\$ 180,000
² Applied to CIP project now closed	\$ 620,893
Applied to Current CIP	\$ 4,979,107

Total Assigned Funds \$ 5,780,000

Potential Future Capital Projects

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

Sources		Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
GENERAL FUND PROJECTS										
E Street Sidewalk-Drainage 119-4094274	Unidentified	772,000	-	-	-	772,000	-	-	-	772,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>772,000</u>	-	-	-	<u>772,000</u>	-	-	-	<u>772,000</u>
Hirst Farm Pond Conversion 119-4094279	Unidentified	398,300	-	-	-	398,300	-	-	-	398,300
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>398,300</u>	-	-	-	<u>398,300</u>	-	-	-	<u>398,300</u>
A Street Sidewalk 119-4094280	Asking County to Fund	730,000	-	-	-	730,000	-	-	-	730,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>730,000</u>	-	-	-	<u>730,000</u>	-	-	-	<u>730,000</u>
O Street Extension Concept Plan 119-4094281	Cash	30,000	-	-	-	30,000	-	-	-	30,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>30,000</u>	-	-	-	<u>30,000</u>	-	-	-	<u>30,000</u>
Villages of Purcellville Drainage 119-4094282	Cash	243,144	-	-	-	243,144	-	-	-	243,144
	Other	63,856	-	-	-	63,856	-	-	-	63,856
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>307,000</u>	-	-	-	<u>307,000</u>	-	-	-	<u>307,000</u>
Nursery Ave Drainage Improve 119-4094284	Unidentified	1,178,910	-	-	-	578,910	600,000	-	-	1,178,910
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>1,178,910</u>	-	-	-	<u>578,910</u>	<u>600,000</u>	-	-	<u>1,178,910</u>
General Fund Total		3,416,210	-	-	-	2,816,210	600,000	-	-	3,416,210

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 estimated and subject to change.

		Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
PARKS AND REC FUND PROJECTS											
Tabernacle AV System 119-4094277	Cash		53,000	-	-	-	53,000	-	-	-	53,000
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
			53,000	-	-	-	53,000	-	-	-	53,000
Temporary Parking Lot 119-4094283	Asking County to Fund		260,000	-	-	-	260,000	-	-	-	260,000
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
			260,000	-	-	-	260,000	-	-	-	260,000
Parks and Rec Fund Total			313,000	-	-	-	313,000	-	-	-	313,000

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 estimated and subject to change.

Sources		Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
WATER FUND PROJECTS										
Short & Intermediate Water Invest 599-4094506	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Bonds-RBC (10)	-	-	-	-	-	-	-	-	-
	Unidentified	150,000	-	-	-	150,000	-	-	-	150,000
	Other	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>150,000</u>
A Street Water Line Loop 599-4094513	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Unidentified	107,000	-	-	-	-	-	-	107,000	107,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>107,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>107,000</u>	<u>107,000</u>
New Elevated Water Tank 599-4094515	Bonds-Bank of America	-	-	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Unidentified	2,610,000	-	-	-	-	95,000	2,515,000	-	2,610,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>2,610,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>95,000</u>	<u>2,515,000</u>	<u>-</u>	<u>2,610,000</u>
Water Treatment Plant Improvem 599-4094521	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Unidentified	1,157,500	-	-	-	-	672,500	485,000	-	1,157,500
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>1,157,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>672,500</u>	<u>485,000</u>	<u>-</u>	<u>1,157,500</u>
Intake Structure for Hirst Reservoi 599-4094523	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Unidentified	265,000	-	-	-	265,000	-	-	-	265,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>265,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>265,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>265,000</u>
Tank Painting 599-4094524	Cash	120,000	-	-	-	120,000	-	-	-	120,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,000</u>

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 estimated and subject to change.

	Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
WASTEWATER FUND PROJECTS										
West End Pump Station Improvment 699-4094604	Bonds-Bank of America	-	-	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Unidentified	600,000	-	-	-	-	600,000	-	-	600,000
		-	-	-	-	-	-	-	-	-
		600,000	-	-	-	-	600,000	-	-	600,000
New Equipment for Maint. of Sewer 699-4094610	Bonds-Bank of America	-	-	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
	Unidentified	545,000	-	-	-	345,000	200,000	-	-	545,000
	Cash	-	-	-	-	-	-	-	-	-
		545,000	-	-	-	345,000	200,000	-	-	545,000
Replacement Membranes 699-4094612	Unidentified	1,800,000	-	-	-	-	-	-	1,800,000	1,800,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		1,800,000	-	-	-	-	-	-	1,800,000	1,800,000
Wastewater Fund Total		2,945,000	-	-	-	345,000	800,000	-	1,800,000	2,945,000

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GENERAL FUND

PROJECT DETAIL SHEETS

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0120

TITLE: New Equipment for Maintenance
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 08 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 13 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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will come from cash unless other sources are identified.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America	56,671	56,671	-	-	-	-	-	-	-
Bonds-Sun Trust (10)	495,079	437,354	57,725	-	-	-	-	-	-
Bonds-USDA RD	201,597	201,597	-	-	-	-	-	-	-
Cash	246,196	151,196	-	-	35,000	60,000	-	-	95,000
-	-	-	-	-	-	-	-	-	-
TOTAL	999,543	846,818	57,725	-	35,000	60,000	-	-	95,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Equipment	999,543	846,818	57,725	-	35,000	60,000	-	-	95,000
TOTAL	999,543	846,818	57,725	-	35,000	60,000	-	-	95,000

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0140

TITLE: Wayfinding Signs
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Patrick Sullivan
PROJECT START DATE: FY 12 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 13 2nd Quarter (Oct-Dec)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by excellent education opportunities, outstanding recreational amenities, diverse and affordable housing, and quality social activities and support systems.
 Environment - Purcellville will be known as a community with high environmental standards and one that protects its heritage, special amenities and scenic views.

FUNDING-SOURCE & TIMING: Current Funding is from the Loudoun County Settlement.

OPERATING IMPACT: Minimal increase in sign maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Loudoun Co. Settlement	140,000	25,626	114,374	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	140,000	25,626	114,374	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	7,500	-	7,500	-	-	-	-	-	-
Engr. Study/Design	42,000	21,685	20,315	-	-	-	-	-	-
Construction	84,500	-	84,500	-	-	-	-	-	-
Prof. Services	6,000	3,941	2,059	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	140,000	25,626	114,374	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0601

TITLE: Downtown Streetscapes PH 1
DEPARTMENT: Public Works
STATUS: Complete

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 08 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 12 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

 Community Design - New development will enhance the historic fabric of the community, exhibit architectural excellence and create quality pedestrian-scale environments.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement and VDOT Grants.

OPERATING IMPACT: The town will be required to maintain the sidewalks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	1,098,308	978,308	120,000	-	-	-	-	-	-
Bonds-Sun Trust (08)	36,433	36,433	-	-	-	-	-	-	-
Loudoun Co. Settlement	465,671	385,671	80,000	-	-	-	-	-	-
Cash	7,275	7,275	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	1,607,687	1,407,687	200,000	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-	-
Construction	850,360	650,360	200,000	-	-	-	-	-	-
Prof. Services	757,327	757,327	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	1,607,687	1,407,687	200,000	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094100-0602

TITLE: Downtown Streetscapes PH 2
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 12 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 4th Quarter (Apr-Jun)

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 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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

 Community Design - New development will enhance the historic fabric of the community, exhibit architectural excellence and create quality pedestrian-scale environments.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement and VDOT Grants.

OPERATING IMPACT: The town will be required to maintain the sidewalks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	1,097,192	71,760	725,432	300,000	-	-	-	-	300,000
Loudoun Co. Settlement	346,769	31,413	315,356	-	-	-	-	-	-
Cash	85,000	-	-	-	85,000	-	-	-	85,000
Federal Earmark Allocation	499,915	-	499,915	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	2,028,876	103,173	1,540,703	300,000	85,000	-	-	-	385,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	175,000	-	175,000	-	-	-	-	-	-
Engr. Study/Design	425,000	99,724	325,276	-	-	-	-	-	-
Construction	1,213,876	-	913,876	260,000	40,000	-	-	-	300,000
Prof. Services	130,000	3,449	126,551	-	-	-	-	-	-
Miscellaneous	85,000	-	-	40,000	45,000	-	-	-	85,000
TOTAL	2,028,876	103,173	1,540,703	300,000	85,000	-	-	-	385,000

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094201

TITLE: Main & Maple Intersection Improvements
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 07 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 17 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
 Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

FUNDING-SOURCE & TIMING: Current funding is through Grants and GO Bonds.

OPERATING IMPACT: Minimal increase in preventative maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	1,080,234	99,652	980,582	-	-	-	-	-	-
Bonds-Sun Trust (08)	54,168	54,168	-	-	-	-	-	-	-
Bonds-Bank of America	114,479	114,479	-	-	-	-	-	-	-
Other	47,367	59,967	(12,600)	-	-	-	-	-	-
Cash	14,252	14,252	-	-	-	-	-	-	-
TOTAL	1,310,500	342,518	967,982	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	375,000	-	375,000	-	-	-	-	-	-
Engr. Study/Design	601,079	287,613	313,466	-	-	-	-	-	-
Construction	277,347	40,861	236,486	-	-	-	-	-	-
Prof. Services	57,074	14,044	43,030	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	1,310,500	342,518	967,982	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094202

TITLE: East Main St. Sidewalk Improvements
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 09 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 4th Quarter (Apr-Jun)

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)

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
 Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement, VDOT Grants and Veterinary Performance Bond.

OPERATING IMPACT: The town will be required to maintain the sidewalks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	30,572	17,974	12,598	-	-	-	-	-	-
Bonds-Sun Trust (08)	65,415	65,415	-	-	-	-	-	-	-
Loudoun Co. Settlement	362,134	36,375	325,759	-	-	-	-	-	-
Cash	14,213	14,213	-	-	-	-	-	-	-
Other	50,892	50,892	-	-	-	-	-	-	-
TOTAL	523,226	184,869	338,357	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	7,500	-	7,500	-	-	-	-	-	-
Engr. Study/Design	190,000	129,880	60,120	-	-	-	-	-	-
Construction	224,728	3,635	221,093	-	-	-	-	-	-
Prof. Services	100,998	51,354	49,644	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	523,226	184,869	338,357	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094206

TITLE: N. 21st St. Sidewalk Improvement
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 09 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 2nd Quarter (Oct-Dec)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
 Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement and VDOT Grants.

OPERATING IMPACT: The town will be required to maintain the sidewalks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	1,056,951	894,046	162,905	-	-	-	-	-	-
Bonds-Sun Trust (08)	43,485	43,485	-	-	-	-	-	-	-
Loudoun Co. Settlement	346,727	162,845	183,882	-	-	-	-	-	-
Cash	712	712	-	-	-	-	-	-	-
Other	2,314	2,314	-	-	-	-	-	-	-
TOTAL	1,450,189	1,103,402	346,787	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	34,712	34,712	-	-	-	-	-	-	-
Engr. Study/Design	255,883	207,917	47,966	-	-	-	-	-	-
Construction	1,021,198	768,865	252,333	-	-	-	-	-	-
Prof. Services	138,396	91,908	46,488	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	1,450,189	1,103,402	346,787	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094253

TITLE: Southern Collector Road
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 10 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 1st Quarter (Jul-Sep)

PROGRAM DESCRIPTION: Complete the final segment of the Southern Collector Road

COMPREHENSIVE PLAN GOAL(S) ADDRESSED:

Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
 Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement, VDOT Grants and Cash.

OPERATING IMPACT: Additional lane mile maintenance costs offset to some degree by an increase in VDOT's maintenance payments.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	2,834,000	382,329	2,451,671	-	-	-	-	-	-
Bonds-Sun Trust (08)	2,636	2,636	-	-	-	-	-	-	-
Bonds-Cardinal	1,986,000	-	1,986,000	-	-	-	-	-	-
Loudoun Co. Settlement	1,864,258	1,655,325	208,933	-	-	-	-	-	-
Cash	2,940	2,940	-	-	-	-	-	-	-
TOTAL	6,689,834	2,043,230	4,646,604	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	702,598	614,095	88,503	-	-	-	-	-	-
Engr. Study/Design	1,076,915	811,387	265,528	-	-	-	-	-	-
Construction	4,347,000	446,238	3,900,762	-	-	-	-	-	-
Prof. Services	563,321	171,510	391,811	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	6,689,834	2,043,230	4,646,604	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094263

TITLE: Fireman's Field Upgrade
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 10 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 12 2nd Quarter (Oct-Dec)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by excellent education opportunities, outstanding recreational amenities, diverse and affordable housing, and quality social activities and support systems.
 Environment - Purcellville will be known as a community with high environmental standards and one that protects its heritage, special amenities and scenic views.

FUNDING-SOURCE & TIMING: Funding for this project will come from GO Bonds.

OPERATING IMPACT: Increase in electrical costs and maintenance for parking lot and ballfield lighting.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	76,904	76,904	-	-	-	-	-	-	-
Bonds-RBC (10)	866,503	866,503	-	-	-	-	-	-	-
Bonds-RBC (11) Interim	446,070	446,070	-	-	-	-	-	-	-
Cash	225,952	164,952	61,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	1,615,429	1,554,429	61,000	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	211,305	199,805	11,500	-	-	-	-	-	-
Construction	1,331,233	1,288,033	43,200	-	-	-	-	-	-
Prof. Services	72,891	66,591	6,300	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	1,615,429	1,554,429	61,000	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094267

TITLE: Maple to W&OD Trail
DEPARTMENT: Public Works
STATUS: Complete

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 08 4th Quarter (Apr-Jun)
ESTIMATED END DATE: FY 12 3rd Quarter (Jan-Mar)

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 LFof trail to intersect perpendicular to North Maple Avenue. Pedestrian crossing striping and signage will also be added.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
 Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.

FUNDING-SOURCE & TIMING: Current funding is through VDOT Grants and GO Bonds.

OPERATING IMPACT: The town will be required to maintain the trail along North Maple Avenue.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	360,000	178,177	181,823	-	-	-	-	-	-
Bonds-Sun Trust (08)	120,000	120,000	-	-	-	-	-	-	-
Loudoun Co. Settlement	63,670	47,286	16,384	-	-	-	-	-	-
Cash	18,660	18,660	-	-	-	-	-	-	-
Other	25,000	25,000	-	-	-	-	-	-	-
TOTAL	587,330	389,123	198,207	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	5,900	1,831	4,069	-	-	-	-	-	-
Engr. Study/Design	171,430	142,208	29,222	-	-	-	-	-	-
Construction	310,000	173,640	136,360	-	-	-	-	-	-
Prof. Services	100,000	71,444	28,556	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	587,330	389,123	198,207	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094269

TITLE: New Town Hall Purchase
DEPARTMENT: Public Works
STATUS: Complete

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 09 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 09 2nd Quarter (Oct-Dec)

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

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

FUNDING-SOURCE & TIMING: Funded through GO Bonds.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-BB&T (09)	2,410,769	2,410,769	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	2,410,769	2,410,769	-	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	2,410,769	2,410,769	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	2,410,769	2,410,769	-	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094270

TITLE: New Town Hall Renovation
DEPARTMENT: Public Works
STATUS: Complete

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 09 2nd Quarter (Oct-Dec)
ESTIMATED END DATE: FY 12 2nd Quarter (Oct-Dec)

PROGRAM DESCRIPTION: Renovation of old Purcellville Baptist Church as new Town Hall.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

FUNDING-SOURCE & TIMING: Funded through GO Bonds and cash.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	1,133,192	1,133,192	-	-	-	-	-	-	-
Bonds-BB&T (09)	372,849	372,849	-	-	-	-	-	-	-
Bonds-Sun Trust (10)	500,000	500,000	-	-	-	-	-	-	-
Bonds-RBC (11) Interim	2,226,957	2,226,957	-	-	-	-	-	-	-
Cash	95,900	95,900	-	-	-	-	-	-	-
TOTAL	4,328,898	4,328,898	-	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	459,429	459,429	-	-	-	-	-	-	-
Construction	3,178,938	3,178,938	-	-	-	-	-	-	-
Prof. Services	572,470	572,470	-	-	-	-	-	-	-
Miscellaneous	118,061	118,061	-	-	-	-	-	-	-
TOTAL	4,328,898	4,328,898	-	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094272

TITLE: Country Club & 33rd Street Improvements
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 10 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 3rd Quarter (Jan-Mar)

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

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement, VDOT Grants and Cash.

OPERATING IMPACT: No change

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	587,824	12,500	575,324	-	-	-	-	-	-
Loudoun Co. Settlement	875,743	89,758	785,985	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	1,463,567	102,258	1,361,309	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	145,000	191	144,809	-	-	-	-	-	-
Construction	1,278,567	95,991	1,182,576	-	-	-	-	-	-
Prof. Services	40,000	6,076	33,924	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	1,463,567	102,258	1,361,309	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094276

TITLE: Hirst Road Improvements
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 12 2nd Quarter (Oct-Dec)
ESTIMATED END DATE: FY 15 1st Quarter (Jul-Sep)

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

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.

FUNDING-SOURCE & TIMING: Current Funding is coming from the Loudoun County Settlement and VDOT Grants.

OPERATING IMPACT: No change.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Grants-VDOT	375,000	33,162	341,838	-	-	-	-	-	-
Loudoun Co. Settlement	318,000	64,999	253,001	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	693,000	98,161	594,839	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	140,000	94,713	45,287	-	-	-	-	-	-
Construction	528,000	-	528,000	-	-	-	-	-	-
Prof. Services	25,000	3,448	21,552	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	693,000	98,161	594,839	-	-	-	-	-	-

GENERAL FUND CAPITAL PROJECT DETAIL

PROJECT #: 119-4094278

TITLE: County Funded Fireman's Field Upgrades
DEPARTMENT: Public Works
STATUS: New

PROJECT MANAGER: Samer Beidas
PROJECT START DATE: FY 13 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 2nd Quarter (Oct-Dec)

PROGRAM DESCRIPTION: The project covers the design and construction of a control booth at the main entry point of Fireman's Field and the consolidation of several staorage and maintenance sheds in to a single facility with use shared by Town, County and athletic league users. Due to a historic conservation easment on the property, all design elements are subject to the review and approval of the Virginia Department of Historic Resources.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by excellent education opportunities, outstanding recreational amenities, diverse and affordable housing, and quality social activities and support systems.

FUNDING-SOURCE & TIMING: Capital Improvement funds from Loudoun County

OPERATING IMPACT: Increase in maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Funding from County	450,000	-	450,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	450,000	-	450,000	-	-	-	-	-	-

This project includes \$440,000 for Fireman's Field Upgrades and \$10,000 for a donation to Upper Loudoun Little League for upgrades at Haske Field.

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	75,000	-	75,000	-	-	-	-	-	-
Construction	315,000	-	315,000	-	-	-	-	-	-
Prof. Services	45,000	-	45,000	-	-	-	-	-	-
Miscellaneous	15,000	-	15,000	-	-	-	-	-	-
TOTAL	450,000	-	450,000	-	-	-	-	-	-

WATER FUND

PROJECT DETAIL SHEETS

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094504

TITLE: Jeffries Well Develop.
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 08 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 13 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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. Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Funding for this project will come from GO Bonds.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America	24,590	24,590	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	481,823	379,313	102,510	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	506,413	403,903	102,510	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	13,206	13,206	-	-	-	-	-	-	-
Engr. Study/Design	56,849	56,849	-	-	-	-	-	-	-
Construction	435,774	333,264	102,510	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	584	584	-	-	-	-	-	-	-
TOTAL	506,413	403,903	102,510	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094506

TITLE: Short & Intermediate Water Investments
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 11 3rd Quarter (Jan-Mar)
ESTIMATED END DATE: FY 15 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	2,112,939	2,096,704	16,235	-	-	-	-	-	-
Bonds-RBC (10)	2,200,100	2,200,100	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
Other	42,045	42,045	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	4,355,084	4,338,849	16,235	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	2,205,362	2,205,362	-	-	-	-	-	-	-
Engr. Study/Design	1,384,773	1,368,538	16,235	-	-	-	-	-	-
Construction	537,187	537,187	-	-	-	-	-	-	-
Prof. Services	212,535	212,535	-	-	-	-	-	-	-
Miscellaneous	15,227	15,227	-	-	-	-	-	-	-
TOTAL	4,355,084	4,338,849	16,235	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094508

TITLE: Long Term Water Resource Implementation
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 07 3rd Quarter (Jan-Mar)
ESTIMATED END DATE: FY 13 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America	237,329	237,329	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,187,862	1,127,579	60,283	-	-	-	-	-	-
Cash	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	1,425,191	1,364,908	60,283	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	80,247	67,913	12,334	-	-	-	-	-	-
Engr. Study/Design	1,344,944	1,296,995	47,949	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	1,425,191	1,364,908	60,283	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094514

TITLE: Vulnerability Assessment
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 07 3rd Quarter (Jan-Mar)
ESTIMATED END DATE: FY 16 4th Quarter (Apr-Jun)

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 has been working to implement recommendations made in the Assessment.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Project has been moved to operating budget.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	139,778	139,778	-	-	-	-	-	-	-
Cash	60,144	10,144	-	-	25,000	25,000	-	-	50,000
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	199,922	149,922	-	-	25,000	25,000	-	-	50,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-	-
Construction	199,922	149,922	-	-	25,000	25,000	-	-	50,000
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	199,922	149,922	-	-	25,000	25,000	-	-	50,000

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094516

TITLE: Switch to Hypochlorite
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 08 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 13 3rd Quarter (Jan-Mar)

PROGRAM DESCRIPTION: This project involves replacing gas chlorine with liquid hypochlorite. Chlorine gas 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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Funding for this project will come from GO Bonds.

OPERATING IMPACT: Liquid chlorine will cost more to purchase but is much safer to store and use.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	142,200	75,319	66,881	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	142,200	75,319	66,881	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	63,193	63,193	-	-	-	-	-	-	-
Construction	79,007	12,126	66,881	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	142,200	75,319	66,881	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094517

TITLE: Generation of GIS Layers for Water Easements
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 08 3rd Quarter (Jan-Mar)
ESTIMATED END DATE: FY 13 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Project has been moved to operating budget.

OPERATING IMPACT: Operational expense for annual software maintenance.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	37,337	37,337	-	-	-	-	-	-	-
Cash	37,341	30,091	7,250	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	74,678	67,428	7,250	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	33,925	33,925	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	40,753	33,503	7,250	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	74,678	67,428	7,250	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094521

TITLE: Water Treatment Plant Improvements
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 08 2nd Quarter (Oct-Dec)
ESTIMATED END DATE: FY 17 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	331,189	329,689	1,500	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	331,189	329,689	1,500	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	251,194	249,694	1,500	-	-	-	-	-	-
Construction	79,995	79,995	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	331,189	329,689	1,500	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094523

TITLE: Intake Structure for Hirst Reservoir
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 11 4th Quarter (Apr-Jun)
ESTIMATED END DATE: FY 15 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	117,442	38,522	78,920	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	117,442	38,522	78,920	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	117,442	38,522	78,920	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	117,442	38,522	78,920	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094526

TITLE: Water Line Replacement-Downtown Enhancements
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 11 4th Quarter (Apr-Jun)
ESTIMATED END DATE: FY 13 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION: Waterline replacement of approximately 1200 LF of aging 12" waterline located on North 21st. This is a portion of the N. 21st Street waterline that is identified in Olver, Inc's. final report as due for replacement within the next few years. Project is split into two parts. Part 1 will be replaced during the construction of the Downtown Enhancements project. Part 2 will coincide with the N 21st Street Sidewalk Project.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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. Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Funding for this project will come from GO Bonds.

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	434,910	375,995	58,915	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	434,910	375,995	58,915	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	20,000	8,786	11,214	-	-	-	-	-	-
Construction	404,910	367,209	37,701	-	-	-	-	-	-
Prof. Services	10,000	-	10,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	434,910	375,995	58,915	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094527

TITLE: N Maple Avenue Waterline Replacement
DEPARTMENT: Water
STATUS: New

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 12 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 15 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION: This project entails replacing approximately 2000 ft. of 8- inch ductile iron water main along N. Maple Avenue from E. Main Street northward to the north-west end of Loudoun Valley High School just south of the W & OD trail. Over the past decade, there have been several breaks along the existing segment of the waterline on N. Maple Avenue. The new 8- inch line and interconnections will provide service reliability to the Town's customers.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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. Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	62,985	58,785	4,200	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
Cash	1,014	1,014	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	63,999	59,799	4,200	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	58,485	58,485	-	-	-	-	-	-	-
Construction	1,200	-	1,200	-	-	-	-	-	-
Prof. Services	4,314	1,314	3,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	63,999	59,799	4,200	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094528

TITLE: Country Club & 33rd Waterline Replacement
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 12 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 14 3rd Quarter (Jan-Mar)

PROGRAM DESCRIPTION: This project entails replacing 976 linear ft. of 6-inch watermain located on 33rd Street and approximately 2,165 liner ft. of existing watermain. This project will be concomitantly with road re-construction of 33rd Street and Country Club to minimize disturbance and reduce mobilization costs.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	405,034	38,466	366,568	-	-	-	-	-	-
Bonds-Cardinal Bank	589,500	-	589,500	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	994,534	38,466	956,068	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	83,424	37,973	45,451	-	-	-	-	-	-
Construction	895,617	-	895,617	-	-	-	-	-	-
Prof. Services	15,493	493	15,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	994,534	38,466	956,068	-	-	-	-	-	-

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094529

TITLE: Consolidated Well Treatment Facility
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 10 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 17 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION: This project involves the construction of a well filter building to provide treatment to the Short Hill wells. This project will involve approval from both the Virginia Department of Health and Loudoun County's Department of Building & Development. The design of the facilities has been complete. Originally, the construction component of this project was covered under the Short Term Water Investments.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Funding will require a new bond issuance.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Cash	25,000	-	-	25,000	-	-	-	-	25,000
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	25,000	-	-	25,000	-	-	-	-	25,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	25,000	-	-	25,000	-	-	-	-	25,000
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	25,000	-	-	25,000	-	-	-	-	25,000

WATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 599-4094530

TITLE: Main St. Well Electrical Improvements
DEPARTMENT: Water
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 13 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 13 4th Quarter (Apr-Jun)

PROGRAM DESCRIPTION: The existing electrical equipment is in need of replacement and will require to be brought up to code. Currently there is no back up power for the main street well treatment facilities. This project will make the necessary electrical improvements will providing back up generation to the facilities.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Funding will require a new bond issuance.

OPERATING IMPACT: Will provide necessary emergency power and reliability of the water supply to our customers.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Cardinal Bank	410,500	-	410,500	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	410,500	-	410,500	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	10,000	-	10,000	-	-	-	-	-	-
Construction	385,500	-	385,500	-	-	-	-	-	-
Prof. Services	15,000	-	15,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	410,500	-	410,500	-	-	-	-	-	-

WASTEWATER FUND

PROJECT DETAIL SHEETS

WASTEWATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 699-4094100-0110

TITLE: Vulnerability Assessment
DEPARTMENT: Wastewater
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 07 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 15 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Project has been moved to operating budget.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	15,431	15,431	-	-	-	-	-	-	-
Cash	50,001	2,441	22,560	-	25,000	-	-	-	25,000
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	65,432	17,872	22,560	-	25,000	-	-	-	25,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	3,220	3,220	-	-	-	-	-	-	-
Construction	57,659	10,099	22,560	-	25,000	-	-	-	25,000
Prof. Services	4,006	4,006	-	-	-	-	-	-	-
Equipment	547	547	-	-	-	-	-	-	-
TOTAL	65,432	17,872	22,560	-	25,000	-	-	-	25,000

WASTEWATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 699-4094603

TITLE: I & I Improvements & CMOM Compliance
DEPARTMENT: Wastewater
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 05 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 15 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.
 Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Current funding will be from GO Bonds. Future funding will require a new bond issuance.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America	336,012	336,012	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,695,940	1,425,594	270,346	-	-	-	-	-	-
Cash	350,000	-	-	-	350,000	-	-	-	350,000
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	2,381,952	1,761,606	270,346	-	350,000	-	-	-	350,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	9,625	9,625	-	-	-	-	-	-	-
Engr. Study/Design	325,023	243,223	36,800	-	45,000	-	-	-	45,000
Construction	1,957,705	1,448,478	219,227	-	290,000	-	-	-	290,000
Prof. Services	89,459	60,140	14,319	-	15,000	-	-	-	15,000
Miscellaneous	140	140	-	-	-	-	-	-	-
TOTAL	2,381,952	1,761,606	270,346	-	350,000	-	-	-	350,000

WASTEWATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 699-4094606

TITLE: Generation of GIS Layer for Sewer Easements
DEPARTMENT: Public Works
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 09 3rd Quarter (Jan-Mar)
ESTIMATED END DATE: FY 13 4th Quarter (Apr-Jun)

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.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Project has been moved to operating budget.

OPERATING IMPACT: Operational expense for annual software maintenance.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	22,500	22,500	-	-	-	-	-	-	-
Cash	41,053	21,903	19,150	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL	63,553	44,403	19,150	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	60,148	40,998	19,150	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	3,405	3,405	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
TOTAL	63,553	44,403	19,150	-	-	-	-	-	-

WASTEWATER FUND CAPITAL PROJECT DETAIL

PROJECT #: 699-4094610

TITLE: New Equipment for Maint. of Sewer Collection System
DEPARTMENT: Wastewater
STATUS: In Progress

PROJECT MANAGER: Alex Vanegas
PROJECT START DATE: FY 09 1st Quarter (Jul-Sep)
ESTIMATED END DATE: FY 17 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. Items include a new vac truck, sewer camera van, and all purpose utility truck.

COMPREHENSIVE PLAN GOAL(S) ADDRESSED: Public Utilities and Transportation - 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.

FUNDING-SOURCE & TIMING: Funding will come from cash unless other sources are identified.

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources	Total Funding Required	Funded through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Bonds-Bank of America	168,923	168,923	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	22,444	22,444	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-	-
Cash	82,621	23,621	-	-	14,000	-	45,000	-	59,000
-	-	-	-	-	-	-	-	-	-
TOTAL	273,988	214,988	-	-	14,000	-	45,000	-	59,000

PLANNED EXPENDITURES

Uses	Total Project Cost	Expenses through 6/30/2012	FY 13 Current Budget	2014	2015	2016	2017	2018	Total for 5-Yr-CIP
Land / Row / Legal	-	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-	-
Equipment	273,988	214,988	-	-	14,000	-	45,000	-	59,000
TOTAL	273,988	214,988	-	-	14,000	-	45,000	-	59,000

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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
- Vehicle and Equipment Purchase/Replacement Schedule
- Glossary of Budget Terms

REVENUE PROFILE FY14

GENERAL FUND

Source	Rate	Income
Real Estate (semi-annual bills due on June 5 and December 5)	.225 per \$100	\$2,262,680
Personal Property- Vehicles	1.05 per \$100	\$365,254
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		\$945,189
Communications Tax State collects tax on telecommunication and cable companies and allocates to local governments based on a audited report of FY06 collections		\$170,000
Utility Tax- Electric Companies		\$206,000
Right of Way Usage Fee Fee charged to local telecommunications and cable companies that use the public right-of-way within the Town limits		\$24,000
Business License*		\$650,000
<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 FY14

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
*Minimum Fee in all categories is \$20.00		
Farm and Community Market Fee Fee charged to market manager based on number of available spaces	\$20 per space	\$0
Cable PEG Grant		\$9,000
Auto Decals	\$25.00 per vehicle \$15.00 per motorcycle \$1.00 antique vehicle \$1.00 transfer of current decal No cost on qualified vehicle- volunteers No cost on qualified vehicle- military	\$135,000
Bank Franchise Tax Under State Law, local banks are exempt from business licenses but they must pay a franchise tax on their deposits in the community where the branch is located	Per State Code	\$240,000
Cigarette Tax	.65 per pack	\$260,633
Meals Tax	5% on all prepared food & drinks	\$1,280,091
Zoning Fees		\$52,000
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		\$1,000
Street Fees		\$200
Calendar Advertisement/Donations		\$0
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 \$50	\$5,000
Police Revenue This is revenue that we collect from Police Dept operations and includes tickets and traffic fines		\$73,000

REVENUE PROFILE FY14

Mowing Fine by Ordinance		\$150
Investment Income This is revenue earned on interest generating investments such as CD's, interest on checking account and LGIP.		\$1,800
PD Charges to Other Communities		\$0
Maintenance/Public Works Charges to Other Localities		\$3,300
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		\$2,000
Gas Tax Funds Revenue allocated by Loudoun County to make improvements to our Main Street Corridor		\$222,228
School Settlement/Loudoun County		\$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		\$2,400
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		\$106,648
Personal Property Tax Relief (State funding)		\$201,753
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.		\$20,000
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.		\$606,796
Litter Grant		\$3,400
BAB Subsidy		\$0
Department of Transportation – Alcohol Impaired Driver		\$0
Department of Transportation – Speed Control		\$0
Transfer in Cash Reserves		\$87,757
Transfer from other funds (charge back from Utility Funds).		\$1,115,904
GENERAL FUND TOTAL		\$9,080,884

REVENUE PROFILE FY14

SPECIAL PARKS & RECREATION FUND

Special Tax District Revenue		\$348,520
Miscellaneous		\$100
Rent on Property		\$36,000
Pavilion Rental		\$0
Train Station Revenue		\$2,400
Garden Plot Revenue		\$450
Product Sales		\$1,000
Parks & Recreation Donations		\$600
Wine and Food Festival Revenue		\$15,000
Loudoun Grown Expo Revenue		\$5,000
Sponsorship/Naming Fee		\$0
Rock The Rink Revenue		\$1,300
Transfer from Other Funds		\$0
BAB Subsidy		\$29,290
SPECIAL PARKS & RECREATION FUND TOTAL		\$439,660

REVENUE PROFILE FY14

WATER FUND

Source	Rate	Income
Rent on Property		\$3,050
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		\$250
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	\$502,203
Meter Fees	Based on meter size (cost includes new radio read meter plus \$20 installation charge)	\$5,437
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	\$2,233,007
Miscellaneous This is an open category that we use for revenue generated from various accounts that are too small or periodic to budget individually		\$4,500
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		\$500
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.		\$29,704
Transfer in cash reserve		\$407,482
WATER FUND TOTAL		\$3,352,133

REVENUE PROFILE FY14

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		\$286
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	\$453,000
User Fees	Flat rate based for usage as recommend by the Town's Financial Consultant in the Rate Analysis Study and approved by Town Council	\$3,108,064
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		\$1,800
Proffers Determined through negotiations at time of rezoning/land use change		\$0
Transfer in cash reserve		\$893,106
WASTEWATER FUND TOTAL		\$4,482,856

**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
2012	0.225
2013*	0.225

*Adopted

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
2012	1.05/.55
2013*	1.05/.55

*Adopted

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%
2012	5%
2013*	5%

*Adopted

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
2012	0.65
2013*	0.65

*Adopted

Business License:

Tax Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	0.17	0.17
Carnivals/Amus	n/a	n/a	500.00/yr	500.00/yr	500.00/yr										
Fortune-teller	n/a	n/a	n/a	n/a	500.00/yr	500.00/yr	500.00/yr								
Itinerant Vendor	250.00/yr	250.00/yr	500.00/yr	500.00/yr	500.00/yr										
Coliseum, Arenas	n/a	1000.00/yr	1000.00/yr	1000.00/yr											
Savings & loan, credit union	n/a	50.00/yr	50.00/yr	50.00/yr											
Photographer-non VA local													30.00/yr	30.00/yr	30.00/yr
Manufacturer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$10 min	\$10 min	\$20 min	\$20 min	\$20 min										

Vehicle and Major Equipment Purchase/Replacement Schedule

As of March, 2013

Fund	Department	R/A*	Item Description **	Replaces	Leasing or purchasing	Cost	Fund Total		
Fiscal Year 2014									
General	Police	R	Dodge Charger	2006 Ford Explorer (216)	GF Operating	37,500			
General	PW - Maint	R	Pick Up Truck	2001 Chevy Pick-up Truck (505)	GF Operating	30,000	67,500	G	
WWater	WWater	R	Flex Fuel or Hybrid Vehicle	2006 Ford Escape	WWF Operating	25,000	25,000	WW	
TOTAL FY14							92,500		
Fiscal Year 2015									
General	Police	R	Dodge Charger	2006 Ford Crown Vic (226)	GF Operating	38,000			
General	PW - Maint	R	Pick Up Truck	2003 GMC Sierra	GF Operating	37,000	75,000	G	
Water	Water	R	Polaris ATV	1999 Polaris ATV	WF Operating	8,800			
Water	Water	R	Pick Up Truck	2001 Dodge 2500 Quad	WF Operating	45,000	53,800	W	
WWater	WWater	R	Ford F-150	1999 Ford F-150	WWF Operating	25,000			
WWater	WWater	A	Vac Con Truck	2002 Sterling Vac Con will be used as backup	WW - CIP	300,000	325,000	WW	
TOTAL FY15							453,800		
Fiscal Year 2016									
General	Police	R	Chevolet Tahoe	2008 Ford Crown Vic (218)	GF Operating	38,000			
General	Police	R	Dodge Charger	2007 Ford Crown Vic (207)	GF Operating	42,000			
General	Comm Dev	R	Hybrid Sedan	2001 Ford Escape	GF Operating	25,000			
General	PW - Maint	R	F 750 Pick Up Truck	2003 Ford F-550	GF - CIP	115,000	220,000	G	
WWater	WWater	R	John Deere Gator	1999 John Deere Gator	WW - CIP	14,000			
WWater	WWater	R	Generator	Back-Up Generator	WW - CIP	45,000			
WWater	WWater	R	Generator	20 year old east end generator	WW - CIP	200,000	259,000	WW	
TOTAL FY16							479,000		
Fiscal Year 2017									
General	Police	R	Dodge Charger	2008 Ford Crown Vic (208)	GF Operating	38,000			
General	Police	R	Chevolet Tahoe	2008 Ford Explorer (220)	GF Operating	42,000			
General	PW - Maint	R	Flex Fuel or Hybrid Cruiser	2006 Ford Escape	GF - CIP	35,000	115,000	G	
Water	Water	R	Pick Up Truck	1999 Ford F-150	WF Operating	31,000	31,000	W	
TOTAL FY17							200,000	346,000	WW
Fiscal Year 2018									
General	PW - Admin	R	SUV	2001 Cherokee	GF Operating	35,000			
General	PW - Maint	R	Pick Up Truck	2006 Ford F350	GF - CIP	30,000			
General	PW - Maint	R	Pick Up Truck	2006 Ford F350	GF - CIP	30,000	95,000	G	
Water	Water	R	Pick Up Truck	2008 Ford F350	WF Operating	48,000	48,000	W	
WWater	WWater	R	Flex Fuel or Hybrid Vehicle	2006 Ford Escape	WWF Operating	25,000	25,000	WW	
TOTAL FY18							168,000		
Grand Total FY14 - FY18							1,539,300		

* R = Replacement, A = Addition

** The Town makes every effort to obtain the most energy efficient vehicles that meet the operational needs of the department

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.

Fireman's Field Service Tax District – The revenue generated by this special levy may only be used to benefit Fireman's Field and other recreational or cultural properties within the Town limits, including the maintenance and operation of facilities, the acquisition of land, and the construction or installation of improvements. The district is regulated under Town Code Chapter 74, Article VIII and includes all real property located within the Town limits.

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.

Special Revenue Fund – Used to account for proceeds of the Fireman’s Field Service Tax District. This special levy may only be used to benefit Fireman’s Field and other recreational or cultural properties within the Town.

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.