

Adopted
Fiscal Year 2017 Fiscal Plan &
Capital Improvement Program
Fiscal Year 2017 – 2021





The Official Seal

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

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

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

The Purcellville Library represents a community of continual learning.

Town of Purcellville

– Town Manager Adopted –

Fiscal Plan FY 2016 – 2017

&

Capital Improvement Program FY 2017-2021

Town Council

Honorable Mayor Kwasi A. Fraser
Honorable Vice-Mayor Patrick McConville II
Honorable Council member Joan Lehr
Honorable Council member John Nave
Honorable Council member Karen Jimmerson
Honorable Council member Douglas J. McCollum
Honorable Council member Kelli Grim

Town Administration

Robert W. Lohr, Jr., Town Manager
Daniel C. Davis, Assistant Town Manager
Elizabeth Krens, Director of Finance
Debbie Capitan, Budget Specialist
Hooper McCann, Director of Administration
Cynthia A. McAlister, Chief of Police
Alex Vanegas, Director of Public Works
Patrick Sullivan, Director of Community Development
Sally G. Hankins, Town Attorney
Diana Hays, Town Clerk



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Purcellville

Virginia

For the Fiscal Year Beginning

July 1, 2015

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, 2015.

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, and 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 Excellence

is presented to

Purcellville, VA

for exceeding the standards established by the ICMA Center for Performance Analytics™ in the identification and public reporting of key outcome measures, surveying of both residents and employees, and the pervasiveness of performance management in the organization's culture.

Presented at the 101st ICMA Annual Conference
Seattle/King County, Washington
28 September 2015

ROBERT J. O'NEILL JR.
ICMA EXECUTIVE DIRECTOR

JAMES BENNETT
ICMA PRESIDENT

RANDALL H. REID
DIRECTOR OF PERFORMANCE INITIATIVES
ICMA CENTER FOR PERFORMANCE ANALYTICS

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Executive Summary

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 2017 budget highlights.

- Town Manager's Adopted Budget Message
- Adopted Budget Highlights
- Service Level Changes Summary
- Adopted Enhancements
- Unfunded Enhancements

Mayor

Kwasi A. Fraser

Council

Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Kelli Grim



Town Manager

Robert W. Lohr, Jr.

Assistant Town Manager

Daniel C. Davis

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Purcellville, VA 20132
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June 14, 2016

The Honorable Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2017 and the approved Capital Improvements Program (CIP) for Fiscal Years 2017 – 2021. 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:

- Budget document upgrades and improvements including the re-organization of certain sections of the budget to make information easier to find; focus on the Council's Strategic Vision, Mission, Core Values, and Strategic Initiatives; clarity on enhancement requests to help Council and the public understand the Town's resource needs; and continued refinement of performance measures to tell the story of our work throughout the year.
- Fiscal priorities consistent with Town Council guidelines and priorities adopted throughout the year and the Town's 2025 Comprehensive Plan. Creative review of cost-reduction options allowed staff to achieve needed enhancements without increasing the Real Property Tax Rate.
- Inclusion of Town's new Master Tax and Fee Summary, which was re-codified to provide clarity and consistency.
- Fund changes over the adopted FY16 Budget - General Fund Budget increased by \$691,043, Parks and Recreation Fund Budget decreased by \$9,429, Water Fund Budget increased by \$1,159,700 and Wastewater Fund Budget increased by \$797,298.
- Water User Fees increase 3% and Wastewater User Fees increase by 5% to help our Enterprise Fund reach structural balance.
- Real Estate Tax Rate remains at \$.22/\$100 assessed value.
- Meals Tax remains at 5% and we anticipate continued growth in year-over-year revenues due to new restaurants opening.
- Prudent and strategic execution of the approved CIP including General Fund projects funded by local and state grants, and one project in the Water Fund.

A handwritten signature in blue ink that reads "Robert W. Lohr, Jr.".

Robert W. Lohr, Jr., Town Manager



March 15, 2016

The Honorable Mayor and Members of Council:

Please find enclosed the Town Manager's Proposed FY 16/17 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.

FY 16/17 BUDGET PROCESS IMPROVEMENTS

Based on the budget evolution process that began over eight years ago, the Town of Purcellville has continued to implement annual upgrades and improvements which have resulted in the document that you see today. Many of these changes have improved the collection, analysis and ultimate presentation of the information provided in this final document. I am proud to say that we are at a point now where the finished document has incorporated all of the GFOA, Town Council and community recommendations to date. In order to reach this point, the Town implemented multiple new recommendations and changes over the last several years which has improved the delivery and functional use of the budget. For the purposes of review, we have added the following expanded or new changes in our budget this year:

- Reorganized the budget to make it easier for the public to read the key components of the presentation.
- Held a pre-budget workshop with Town Council which allowed the staff and Council to interact and review revenue projections, expenditure expectations and historical trends that impact our budgetary process.
- Mobilization of our financial advisor and consultants earlier in the process so that Town Council has the ability to review their observations/recommendations at the delivery of the budget. This involves bringing in MFSG and Davenport to assist the Town in these deliberations.
- Accelerated deadlines for departmental presentations and ultimate delivery of the budget to Town Council by as much as fifteen to thirty days to give the Town Council and the community more opportunity to deliberate on the budget.
- To provide for better background information and discussions, the Assistant Town Manager and Budget Officer met with each department to have extensive discussions prior to the departmental budget submittal process.

POLICY DIRECTION FROM TOWN COUNCIL

During the budget process, the Town maintained constant contact with Town Council members through individual and public meetings. This year, the Town staff had the additional benefit of an intensive one-day Strategic Planning Session with the Town Council in September which helped formulate priorities and funding initiatives. Occasionally in the past, the Town Council would provide specific adopted guidelines or budget targets at the beginning of the budget process which sometimes included tax rates and other funding initiatives. Even though the staff received excellent feedback individually from Council and collectively at the meetings and worksessions over the last year, the staff did not receive any formal budget directives prior to commencement of the process so we began without any implied limitations, restrictions or requested expansions. As staff began the budget development process, we focused on the following priority items:

- Maintain Town's AA/AAA rating with our three credit rating agencies.
- Made sure the budget focused on the Town Council's updated Strategic Initiatives, Vision, Mission and Core Values that were adopted this fall.
- Maintain the high quality and level of services that the Town residents are accustomed to receiving on an annual basis. This included making sure we had the resources needed to deliver these services.
- Compliance with all of our policies and financial guidelines.
- Continued work and focus to stabilize and grow our Utility Funds.
- Work with Town Council and advisory boards to promote a positive economic development environment.

ACCOMPLISHMENTS LEADING INTO FY 16/17 BUDGET

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

- Ended FY15 with a surplus in our General, Parks and Recreation, Water and Waste Water Funds.
- Continued to see a strong recovery of our Utility Funds based on Mayfair and other infill developments.
- Maintained AA/AAA Credit Rating from the three major credit rating agencies.
- Seventh straight year of GFOA Budget Award.
- Seventh straight year of GFOA CAFR Award.
- Received Unqualified Audit Opinion for FY15.
- Compliance with General Fund Fiscal Guidelines and Polices in FY 14/15 Audit.
- International City/County Management Association (ICMA) Certificate of Excellence for Performance Management. This is the highest honor and only thirty-three communities in the world received this award for 2015.
- VML's Green Government Challenge (Silver Certification).
- Maintained State Accreditation for Police Department.

- Completed Downtown Streetscape Phase II project.
- Received Visit Loudoun 2014 Tourism Event of the Year Award for the Wine and Food Festival.
- Received the Virginia Department of Health's Excellence in Water Award.

COMMUNITY SUCCESSES AND POSSIBILITIES

The Town of Purcellville is a very special place and it is a message that few people fail to understand. While our community is very diverse, the one common denominator that pulls all of us together, both residents and businesses alike, is our love for this community. I have not only been blessed to call Purcellville my home for the last twenty-three years, but I have also had the opportunity to serve as the Town Manager and see the evolution of this remarkable community through many expansions and contractions in not only the economy but also the government. As communities go in Virginia, Purcellville is a very young community since it was not incorporated until 1908. Because of its location in Western Loudoun, it has always served as a strategic hub on the Route 7 corridor and a rural business engine for Western Loudoun. From 1908 until the late 1960's, very little changed around Purcellville. The first large retail center outside our Main Street and Downtown did not occur until the Holden's built Loudoun Valley Shopping Center. In the 1980's, both outside retail/commercial investment and many residents wanting to move west found Purcellville as a very attractive location and we began to slowly see our population creep up coupled with our first modern day recession that hit the Town extremely hard in the early 1990's. This first period resulted in significant financial strain on the community along with elimination of programs and staffing to try to survive. No one could have imagined the growth explosion that would occur from 1998 through 2006. During much of this period, Loudoun County and the Town of Purcellville were some of the fastest growing communities in the nation. Not only did we see significant economic growth but we also saw substantial residential growth resulting in the tripling of our population in a very short period of time. As quick as the prosperous period came and demand for services and facilities expanded, a protracted recession hit the Town in the late 2000's that resulted in significant financial impact to almost all communities in Virginia. While the Town of Purcellville was able to weather this storm much better than most communities in the state, the fiscal impact especially in our Utility Departments delayed expected revenue and availabilities and resulted in the Town having to borrow into emergency reserves to make debt payments and cover operational cost. Even during the most difficult times of this recessionary period, the Town saw a substantial expansion in our economic base with the redevelopment of the Loudoun Valley Shopping Center into the Shoppes at Maple and Main and the construction of Gateway which brought many new businesses to our community and helped offset the significant fiscal impact of the recession. The Town is now entering a new and positive period where it appears that we have finally pulled out from the years of declining assessments in both the residential and commercial community with a continued expansion in our business base. The future for the Town is extremely positive. These observations are based on the following:

- In the recently released population estimates from the Weldon Cooper Center, the Town's population was listed at approximately 8,500 residents. This is well within the population of our final build-out estimates of between 8,000 to 10,000 residents. What is not included in these population projections are the number of people that we host within our community on a daily basis above and beyond our residents. With seven schools in our corporate limits and right on our boundaries, the Town of Purcellville is a busy daily location. In addition, we have always been the traditional business and athletic/recreational hub of Western Loudoun. Many people within a twenty-five mile radius shop, bank, attend special sporting events and conduct business here on a daily basis. This sometimes swells our daytime/weekend population to well over 15,000. While this population projection puts us in the category where we are still considered a very attractive small town, we fall just within the thresholds of being fiscally viable for many of our services and utilities that we provide to our residents. Few communities that provide the level of service and programs that we do on a daily basis can stop growing their residential base or developing/redeveloping their

commercial base. A quick look throughout Northern Virginia will validate that assessment.

- A strong business/economic base has always been a major asset for the Town of Purcellville. This business base has allowed us to provide many of the resources, services and amenities that have been requested by our citizens and business community over the years. These services include a high level of snow removal, police service, transportation and pedestrian linkages and many other programs, projects and assets that the Town is popular for on an annual basis. Over the years, the substantial growth in our Meals Tax, BPOL and other business related taxes have taken some of the pressure off the more traditional taxes such as Personal Property and Real Estate. Since many of these business taxes are pass through taxes that can be placed on visitors and non-residents, significant fiscal impact to our property owners both in the commercial and residential sectors is significant. Few communities in the state would pass on an opportunity to have the strong and diversified small business economy that we have in our community.
- The Town's commitment and dedication to our infrastructure and capital projects has always been a major priority dating back to the Town's creative development of a water system back in the 1920's/1930's. Over the last twenty years, the Town has worked aggressively to update and expand our capital facilities to meet the needs of our growing community and demand for services. These projects involved equipment, new vehicles, a modern maintenance facility, new water and wastewater facilities, a new distribution/collection system, Town Hall and park property. In addition, the Town has spent the last twelve years focusing on many major transportation initiatives which include the SCR, safety and operational improvements at intersections and critical pedestrian linkages to make our community a walking friendly area. While the old saying "Rome was not built in a day" applies in most communities, the Town of Purcellville has been tasked with effectively rebuilding most of our capital inventory in a very short period. While all of this comes with a cost and challenges, it provides a wonderful framework for the community to build on for years to come.
- Purcellville is known for many wonderful things such as our beauty and the quality of people that live within our Town. A quick conversation with residents will also indicate that Purcellville is known as a community that provides a high level of services delivered by a dedicated Town Council, citizen volunteers and staff. These conversations would also identify services such as our Police Department, snow removal, and trash collection as some of the best in the region.

CHALLENGES

While there are so many positive things to be excited about not only now but in the future for 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 and challenges that may affect us in the future and try to address them accordingly in our budget and financial plans. In order to understand these challenges, we must be cognizant of the following issues which have the potential to or will impact our Town in the near future:

- The ultimate buildout in a community is something that few jurisdictions have to worry about in Virginia. Unfortunately, the Town of Purcellville is nearing its full build-out within its existing corporate limits and this could bring some significant potential future challenges. As I have discussed in the past, few communities if any in Northern Virginia have seen the full build-out of their available land mass as quickly as the Town of Purcellville did and this is primarily due to the Town being very compact at less than 3.5 square miles. Trying to determine the perfect ultimate buildout for a specific community is difficult. While no one wants to see the Town double in size or completely build out to the original fifty-year UGA plan, most professional planners and consultants would advise that the Town of Purcellville as it is laid out today

with the existing corporate limits is barely large enough to meet an economy of scale to be able to provide full services as we do today as a government. With the exception of some infill development left along Maple Avenue and Hirst Road in the northeast corridor of Town, there is little development left to occur with the exception of tear down redevelopment in both our residential and commercial areas. This type of redevelopment can pose significant challenges as many of our communities to the east have experienced when much larger homes are pushed onto smaller footprints. With the elimination of PUGAMP and the development of the majority of the JLMA areas around Purcellville with residential well and septic, there are few expansion opportunities left. During the last thirty years, the former Roncaglione property, Kline property, Mayfair (Autumn Hill) and Warner property were always perceived as potential tracts that would be eventually brought into the corporate limits with some level of commercial, institutional or expanded mixed use development. Many of these properties such as the Roncaglione property have been working or petitioning the Town for over thirty years and at this point with the window of opportunity closing, they chose to sell the property for a residential development in the County. There is a good chance that some of the remaining properties may move in this direction which will significantly limit the Town's opportunity of exploring the benefits of these properties especially in the areas of new availabilities to support our Town water and sewer system. The other potential negatives are that these properties will be built in the County with no direct fiscal benefit to the Town and in some cases could have commercial activity that competes directly with Town businesses on an unfair playing field where they are not required to pay the Town business and operational taxes even though they may have significant transportation and other impacts on our community. Once these parcels north of Town are removed from consideration, the Town will have few if any other options to consider outside of our corporate limits. Effectively, the ultimate commercial development of our current interchange and future interchange will be left in the hands of the County and outside the control of the Town. Few communities that have interchanges on major primaries or interstates would want to give up that opportunity to help plan, control and ultimately benefit from any development that may occur at these key intersections.

- 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 sitting back and not making the needed improvements to their facilities, the Town slowly and systematically rebuilt the majority of our utility system over a twenty-five year period. This included the storage, distribution, pumping and treatment facilities needed to run a modern state of the art water and wastewater system. The cost of these projects have not been cheap and have come with significant impact to our community. Unfortunately, few if any of these programs were funded by state and federal grants. Most were specifically required in order to avoid consent decrees and fines which have occurred in other communities. In the utility departments, the Town has had to absorb over \$50 million in debt to meet these mandates and requirements. In most utility funds, revenues are only derived from two major sources and that includes user fees and availability/connection fees. Without sales of availabilities or connection fees, all the impact hits the user fees. While many of the Town residents and businesses have demanded that we remain a small community of 8,000 to 10,000 residents, this will come with a price tag particularly in the utility system which will cap out at about 2,800 to 3,000 customers. As we discussed last year, it is critical that we are able to continue to monitor available excess capacity that may exist so that we can sell this capacity to help stabilize the rates. The excess capacity has resulted from many factors but the largest includes significant changes in national/local consumption patterns at both the residential and business levels, prolonged or delayed economic development that was projected within our community and the success of many environmental and conservation programs that not only the Town but the region have implemented. Fortunately, the Town took a major step last year in addressing many other issues at the Mayfair/Autumn Hill location and this also provided significant benefit to the Town with almost \$12 million to \$13 million being dedicated towards availability fees and investment in the capital debt service in our Utility Funds. This project coupled with some of the infill developments and ultimate commercial build-out on our zoned vacant land will go a long way in helping the existing customers who have had to shoulder so much of the burden. Failure to explore expansion opportunities that are beneficial to the community and would generate availabilities could result in significant rate increases in the Utility

Department in the upcoming years. Without these availability fees to help with not only our current debt service but future state and federal mandates, the rates could grow to a level where it is no longer practical for the Town of Purcellville to operate a system and we would lose control of this critical service.

- Without new revenue coming in or redevelopment, the Town's ability to address future capital projects will be limited. While the growth that occurred over a six year period in the early 2000's was way too fast, it did provide substantial proffers and cash contributions to allow the Town to address many of our deficiencies and challenges that we were unable to fund in previous years. Without new development coming in as the community builds out, our ability to address not only critically needed capital projects but nice to have projects requested by the residents and business will be severely limited. For the last four years, the Town has effectively been in a capital project lock down where we have done minimal new projects and focused mainly on critical operational needs such as our software systems, rolling stock to deal with emergencies and emergency repairs to our older facilities. Without new proffers and revenue, existing customers in both the residential and commercial sectors will have to rely more on traditional taxes and fees to fund any type of future projects. While the Town will continue to look at creative ways of funding these projects, the bottom line is that the rating agencies and lenders will want to see guarantees that traditional taxes bring rather than creative projects that provide one-time windfalls or sporadic revenue.
- During our pre-budget worksession in January, the Town staff and Council had extensive discussions about the challenges of expansion of programs, services and unfunded mandates. Ironically over the last twenty years, the Town Council in working with our residents and businesses have chosen to cut or eliminate few if any programs but rather the focus has been on expanding the level of programs and services that we provide on a daily basis. All of these expansions and enhancements have directly attributed to the growth in our budget. Since many of our residents are relocating from areas to the east or other metropolitan areas they are accustomed to a high level of services so sometimes it can be extremely difficult to look at retracting programs and services. Coupled with the continuing onslaught of unfunded mandates that have occurred almost annually for the last twenty-five years, is extremely difficult for a local government to work within their current fiscal framework and find opportunities for savings resulting from reduction in taxes and fees. While the Town has capitalized on many creative alternative sources of funding, the bottom line is the majority of the dependable operational income still is directly attributed to taxes and fees.
- This year, I cut approximately \$1,000,052 from the departmental request prior to submitting the budget to the Town Council. Many of these cuts were directly attributed to staffing and while we have substantially increased our facilities, acreage, programs and projects over the last decade, our staffing levels are just returning to the numbers that we had in 2005 before the recession hit. While I am sure many of the departments were frustrated with the cuts that we had to make, I had to recommend a two cent increase in addition to these substantial cuts just to balance the budget this year. The Town Council and community will need to have continued discussions on the Town's willingness to fund our government at the current program level and the willingness of the community to pay additional taxes and fees to run these operations. In the interim, we will still struggle with the challenges of making sure that the staffing and equipment resources are at a level needed to maintain the service expectations by the community.

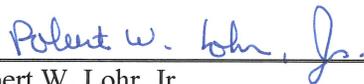
CLOSING SUMMARY

In closing, I am proud to present to you a budget that has been worked on by staff for over five months and addresses many of the priorities and challenges that we face moving forward. As we begin this process I recommend that we continue with the following five recommendations that I

provided last year and make them a priority for this budget deliberation:

- I. A thorough review of all programs, projects and facilities that we currently operate to determine if they are still financially feasible and whether the benefits warrant the cost.
- II. A full evaluation with our financial advisors to determine whether the fees, rates and taxes that we are charging are providing us the needed revenue to ensure that we are structurally balanced to pay for all of our operational and capital cost that we provide to our community.
- III. Extensive evaluation of all of our leases, agreements, commitments and assets to ensure that we are maximizing revenue from these assets in order to help minimize the impact to our tax paying residents and businesses.
- IV. Analyze the impact that has been created over the last seven years as we have struggled to minimize staffing requests in order to help hold down taxes and fees. We need to ensure that both the human and capital resources needed to deliver this volume of programs are adequately matched or the impact will be profound from all directions.
- V. While the window of opportunity exists, an extensive evaluation of what if any properties north of the bypass will provide financial and positive planning justifications to bring into the corporate limits for future development.

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 this 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 similar sized 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, Debbie Capitan 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 being presented. Each of these staff members spend hundreds of hours to complete this detailed document. In addition, I want to personally thank the Administration team which includes Danny Davis, Hooper McCann, Diana Hays and Sharon Rauch, who work behind the scenes to make sure that the administrative component of this budget is addressed. The dedication of both the Finance and Administration teams throughout this process is truly a blessing and I lean on them heavily during this process.



Robert W. Lohr, Jr.
Town Manager

Town of Purcellville, Virginia FY 16/17 Adopted Budget Highlights

GENERAL FUND

- General Fund budget increased by \$691,043 over the adopted FY16 budget
- Real Estate Tax remains \$.22/\$100 assessed value
- No fee or tax increase in the General Fund
- Business License Tax revenues remain strong
- Sales Tax revenues remain strong
- Transfer of \$180,000 cash reserves to fund Capital Improvement Program (CIP) project
- Annual Capital Reserve Fund (CRF) allotment of \$117,409 used to support debt service
- Charge Back of \$1,175,823 collected from the Utility Funds for personnel costs
- 4 new positions adopted (+3.6 FTE) – PT Paralegal; FT Police Office Manager; FT Public Works Assistant Director; FT Public Works Maintenance Worker
- 3.0% Indexed Pay Increase with bonuses for role model employees
- Virginia Retirement System (VRS) rate for FY17 decreased by 2.1%
- The Local Choice Health Insurance Program for FY17 decreased by 0.2%
- Capital Improvement Program (CIP) includes 5 projects with FY17 budget of \$1,115,785
- Balanced budget projected in FY17

SPECIAL PARKS & RECREATION FUND

- Parks & Recreation Fund budget decreased by \$9,429 over adopted FY16 Budget
- Fireman's Field Tax District rate remains \$.035/\$100 Assessed Value
- Expansion of part-time position to full-time (+0.3 FTE)
- 3.0% Indexed Pay Increase with bonuses for role model employees
- No new Capital Improvement Program (CIP) projects are proposed
- Balanced budget projected in FY17

Town of Purcellville, Virginia FY 16/17 Adopted Budget Highlights

WATER FUND

- Water Fund budget increased by \$1,159,700 over the adopted FY16 budget due to increase in availability revenue
- 3% rate increase in water user fees
- No new or expanded positions
- 3.0% Indexed Pay Increase with bonuses for role model employees
- Virginia Retirement System (VRS) rate for FY17 decreased by 2.1%
- The Local Choice Health Insurance Program for FY17 decreased by 0.2%
- Charge Back cost of \$587,912 to reimburse General Fund for personnel costs
- Capital Improvement Program includes 1 project with FY17 budget of \$98,753
- Projected contingency/surplus of \$1,481,905 due to collection of one time availability fees with funds being put in reserves

WASTEWATER FUND

- Wastewater Fund budget increased by \$797,298 over the adopted FY16 budget due to increase in availability revenue
- 5% rate increase in wastewater user fees
- No new or expanded positions
- 3.0% Indexed Pay Increase proposed with bonuses for role model employees
- Virginia Retirement System (VRS) rate for FY17 decreased by 2.1%
- The Local Choice Health Insurance Program for FY17 decreased by 0.2%
- Charge Back cost of \$587,912 to reimburse General Fund for personnel costs
- No new Capital Improvement Program (CIP) projects are proposed in FY17
- Projected contingency/surplus of \$412,146 due to collection of one time availability fees with funds being put in reserves

Summary of Service Level Changes FY 2017

General Fund

Service Levels supported by the General Fund are increased in FY 2017. Service Areas include General Government, Public Safety, Public Works, and Community Development.

General Fund expenditures propose positions that were cut or unfunded due to the historic economic recession.

Community Development service levels are enhanced by the continuation of the update of the Town's Comprehensive plan.

Public Works continues to see increased requests for review of road and drainage improvements and to support existing infrastructure.

Finance and all operations will be benefited by updated software systems for core financials, HR/Payroll system, tax billing, and utility billing.

Parks and Recreation Special Fund

Service Levels supported by the P&R Special Fund remain stable and sustainable in FY 2017

Special Event activities, such as the Wine and Food Festival, Music and Arts Festival, and the Loudoun Grown Expo assist the Town in reaching economic goals while providing quality of life and leisure services to citizens. These activities draw in many tourists and support local businesses.

Utility Funds

Service Levels supported by the Water Fund and the Wastewater Fund also remain stable and sustainable in FY 2017.

Service areas include the production of quality potable water and the treatment of wastewater for the residents and businesses in the community.

FY 2017 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements total \$799,935 in funding and 3.90 FTE.

DEPARTMENT REQUEST	FTE	PERSONNEL	OPERATING & MAINTENANCE	CAPITAL OUTLAY	REVENUE	TOWN MANAGER PROPOSED	ADOPTED BUDGET
ALL DEPARTMENTS							
3% Index Rate Adjustment	0.00	\$154,526	\$0	\$0	\$0	\$154,526	\$154,526
This proposed Index Rate Adjustment is a component of the Pay for Performance Program Adopted in April 2014.							
Market Adjustment	0.00	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000
This proposed increase is to correct salary inconsistencies in certain departments. This line item will remain an important component in future fiscal years to implement results of the Compensation Study.							
Subtotal All Departments	0.00	\$179,526	\$0	\$0	\$0	\$179,526	\$179,526
ADMINISTRATION							
Compensation Study	0.00	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000
This enhancement continues funding for a Compensation Study. It was partially funded at \$10,000 in FY16, and another \$10,000 is needed to complete the study (total cost of \$20,000). A Compensation Study will review the compensation process to make sure we are competitive in the recruitment/retention area. The last study was completed in 2006.							
Records Management Consultant	0.00	\$0	\$15,000	\$0	\$0	\$15,000	\$10,000
This enhancement is for a consultant to review and guide the Town on Records Management, to include: legal requirements, compliance issues, policy, file review, filing system, storage, and retention schedule.							
Paralegal	0.60	\$33,609	\$0	\$0	\$0	\$33,609	\$33,609
This enhancement is for a part-time position (24 hrs./week) to assist the Town Attorney with heavy workload. The paralegal will handle routine items (such as contract and lease issues) and support daily operations of all departments.							
Subtotal Administration	0.60	\$33,609	\$25,000	\$0	\$0	\$58,609	\$53,609
POLICE							
Office Manager	1.00	\$81,188	\$0	\$0	\$0	\$81,188	\$81,188
This enhancement is for a full time Office Manager, which would manage the administrative portion of the day to day operations and serve as the accreditation manager for the Police Department. This would allow greater continuity and oversight. Currently a sworn officer serves as the accreditation manager, but that position would be of greater benefit if assigned to patrol duties serving the community. This position would be responsible for office function duties, records management, point of contact for IT related issues, and supervision of civilian staff. This will allow sworn officers and Command staff to spend more time for patrol work, community engagement, policy development, and department management.							
Vehicle Replacement	0.00	\$0	\$0	\$84,000	\$0	\$84,000	\$42,000
This enhancement is for 2 Ford Explorer Utility vehicles @ \$42K each, to replace the following: 2006 Ford Crown Victoria #226 (125,294 mi./fair condition); 2007 Ford Crown Victoria #207 (91,039 mi./fair condition).							

FY 2017 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements total \$799,935 in funding and 3.90 FTE.

DEPARTMENT REQUEST	FTE	PERSONNEL	OPERATING & MAINTENANCE	CAPITAL OUTLAY	REVENUE	TOWN MANAGER PROPOSED	ADOPTED BUDGET
Traffic Solutions Speed Display	0.00	\$0	\$0	\$9,600		\$9,600	\$9,600
This enhancement is for 2 Speed Display Devices to assist in traffic enforcement. This will allow the department to capture real time speed data via technology, freeing up an officer to focus on the police mission.							
Subtotal Police	1.00	\$81,188	\$0	\$93,600	\$0	\$174,788	\$132,788
PUBLIC WORKS ADMIN/CAP. ENGINEERING							
Assistant Director	1.00	\$134,048	\$0	\$0	\$0	\$134,048	\$134,048
This enhancement is for a full time position needed to improve the responsiveness to the community and expectations associated with the existing workload. Time required to respond to citizens, Town Manager, and Town Council as well as requests from other departments for data will continue to increase based on new deliverables, special projects, researching information and new regulatory and reimbursement requirements.							
Vehicle Replacement	0.00	\$0	\$0	\$30,000	\$0	\$30,000	\$30,000
This enhancement is for 1 truck for PW Engineering to replace a 2003 Chevrolet Silverado (48,098 mi./ongoing maintenance issues).							
Subtotal	1.00	\$134,048	\$0	\$30,000	\$0	\$164,048	\$164,048
PUBLIC WORKS MAINTENANCE							
Maintenance Worker	1.00	\$70,746	\$0	\$0	\$0	\$70,746	\$70,746
This enhancement is for a full time position to handle the ongoing day to day maintenance duties required to maintain properties. Considerable time is spent at Town Hall due to its unique characteristics, and ongoing maintenance of all facilities is necessary to protect the long-term investment of our physical infrastructure.							
Subtotal PW Maintenance	1.00	\$70,746	\$0	\$0	\$0	\$70,746	\$70,746
PARKS & RECREATION							
Events Specialist	0.30	\$41,618	\$0	\$0	\$0	\$41,618	\$41,618
Transition part-time position to full time. This enhancement will increase efficiency and effectiveness of current project and program implementation in the Parks and Recreation Department by allowing for more hours to be spent on existing programs. Priorities of this position will be special event management, special event permitting, execution and liaising for Purcellville Arts Council initiatives, Purcellville Parks and Recreation Board initiatives, the Environmental Committee and the Tree and Beautification Commission. This enhancement will serve all active and passive participants and users of existing facilities and programs.							
Subtotal Parks & Rec	0.30	\$41,618	\$0	\$0	\$0	\$41,618	\$41,618

FY 2017 ADOPTED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Adopted enhancements total \$799,935 in funding and 3.90 FTE.

DEPARTMENT REQUEST	FTE	PERSONNEL	OPERATING & MAINTENANCE	CAPITAL OUTLAY	REVENUE	TOWN MANAGER PROPOSED	ADOPTED BUDGET
PUBLIC WORKS WATER							
Neptune Gateway System for Meter Reads							
	0.00	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000
This enhancement is for an upgrade to the Neptune Gateway system, stationed at the water tower, to capture meter reads directly from an office desktop computer at the Water Treatment Plant. This system will save time and increase efficiency of staff, as well as improve customer service related to utility usage.							
Vehicle Replacement							
	0.00	\$0	\$0	\$41,000	\$0	\$41,000	\$41,000
This enhancement is for 1 pick up truck @ \$41K to replace a 2011 Ford Escape (99,713 mi./fair condition).							
Subtotal PW Water							
	0.00	\$0	\$10,000	\$41,000	\$0	\$51,000	\$51,000
PUBLIC WORKS WASTEWATER							
SCADA Software Upgrade							
	0.00	\$0	\$21,600	\$0	\$0	\$21,600	\$21,600
This enhancement is for replacement SCADA (supervisory control and data acquisition) software for failing wastewater computer system. Includes equipment and software consultant.							
Neptune Gateway System for Meter Reads							
	0.00	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000
This enhancement is for an upgrade to the Neptune Gateway system, stationed at the water tower, to capture meter reads directly from an office desktop computer at the Water Treatment Plant. This system will save time and increase efficiency of staff, as well as improve customer service related to utility usage.							
Upgraded Camera System							
	0.00	\$0	\$75,000	\$0	\$0	\$75,000	\$75,000
This enhancement is for a new Video system for the camera van, to replace the current outdated system that continues to break down and is hard to repair due to parts that are becoming obsolete. System is needed for cleaning sewer lines and for the prevention of sewer back-ups and storm drainage issues. This system is used across multiple departments for maintenance and prevention activities.							
Subtotal PW Wastewater							
	0.00	\$0	\$106,600	\$0	\$0	\$106,600	\$106,600
TOTAL ALL DEPARTMENTS							
	3.90	\$540,735	\$141,600	\$164,600	\$0	\$846,935	\$799,935

FY 2017 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2017 Proposed Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of requests that could not be funded with the currently forecasted revenue estimates. Total unfunded requests amount to \$662,962 in funding and 4.60 FTE.

DEPARTMENT REQUEST	FTE	PERSONNEL	OPERATING & MAINTENANCE	CAPITAL OUTLAY	REVENUE	NET BUDGET IMPACT
ADMINISTRATION						
Pay for Performance	0.00	\$49,141	\$0	\$0	\$0	\$49,141
As part of the Town's Pay for Performance Program, 2% of salaries is budgeted in addition to the Market Adjustment in order to recognize top performing staff. The amount in the proposed budget was reduced to 1.30% of salaries (\$75,000), which is the amount approved by Council in FY16. This line item shows the amount needed for Pay for Performance to be fully funded at to 2%.						
HR Assistant	0.60	\$29,576	\$0	\$0	\$0	\$29,576
This enhancement is for a part-time position (24 hrs./week) to assist HR Specialist with existing heavy workload. Employee Relations activities (investigations, grievances, etc) can be very time consuming. Currently, staff is using part-time assistance from our part-time receptionists to assist with administrative tasks.						
Subtotal Administration	0.60	\$78,717	\$0	\$0	\$0	\$78,717
POLICE						
Detective	1.00	\$85,171	\$0	\$0	\$0	\$85,171
This enhancement is for a full time Investigator to work and manage cases, assist in supporting community engagement in the arena of target hardening and initiatives and would also serve as the liaison with the LCSO and other neighboring jurisdictions.						
Shift Differential Pay	0.00	\$6,717	\$0	\$0	\$0	\$6,717
This enhancement is for shift differential pay for evening shift officers working 6:00 p.m. - 6:00 a.m. and to make the Town more competitive with surrounding jurisdictions (\$1.00 per hr./2,080 hrs./3 Officers).						
Crime Analyst	0.60	\$34,018	\$0	\$0	\$0	\$34,018
This enhancement is for a part-time position (24 hrs./week) to analyze crime trends, nuisance areas, traffic issues, and assists in the allocation of law enforcement resources.						
Accreditation Manager	1.00	\$86,075	\$0	\$0	\$0	\$86,075
This enhancement is for a full time position to oversee the functions of records management, IT and oversight of civilian staff.						
Vehicle Replacement	0.00	\$0	\$0	\$42,000	\$0	\$42,000
This enhancement is for 1 Ford Explorer Utility vehicle @ \$42K to replace a 2008 Ford Explorer #218.						
Subtotal Police	2.60	\$211,981	\$0	\$0	\$0	\$253,981

FY 2017 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2017 Proposed Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of requests that could not be funded with the currently forecasted revenue estimates. Total unfunded requests amount to \$662,962 in funding and 4.60 FTE.

DEPARTMENT REQUEST	FTE	PERSONNEL	OPERATING & MAINTENANCE	CAPITAL OUTLAY	REVENUE	NET BUDGET IMPACT
PUBLIC WORKS ADMIN/CAP. ENGINEERING						
Engineering Assistants PT to FT	0.80	\$106,065	\$0	\$0	\$0	\$106,065
Transition (2) part-time Engineering Assistants to full time status in lieu of contract engineer. This change will reduce the cost of outsourcing (likely saving money overall) and the number of days to review development plans. A total of 64.0 bi-weekly hours would be added.						
PD Facility Site Study	0.00	\$0	\$0	\$50,000	\$0	\$50,000
Site study needed for future Police Department Facility. This study will look at space needs and location options to help develop a plan for a future CIP project.						
Transportation Study	0.00	\$0	\$150,000	\$0	\$0	\$150,000
Last update was 2009 using 2008 data. Without an updated plan, development plans will be reviewed without the benefit of an overall masterplan which increases review costs due to outsourcing and directly affects the ability of the department to improve the Town's public infrastructure.						
Subtotal PW Admin./Cap. Engineering	0.80	\$106,065	\$150,000	\$50,000	\$0	\$306,065
PARKS & RECREATION						
Events Assistant	0.60	\$24,199	\$0	\$0	\$0	\$24,199
This enhancement is for a part-time, 24 hours per week, Events Assistant to increase the efficiency and effectiveness of current project and program implementation and will allow more hours to be spent on marketing and implementation of existing and new programs.						
Subtotal Parks & Rec	0.60	\$24,199	\$0	\$0	\$0	\$24,199
TOTAL	4.60	\$420,962	\$150,000	\$50,000	\$0	\$662,962

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Introduction

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

- Fast Facts
- Organization Chart
- Location Map

Fast Facts

Purcellville is an award-winning town of nearly 8,500 residents located in Loudoun County, approximately 40 miles west of Washington, DC. It has been honored for its green initiatives, most recently with the prestigious Siemens Sustainability Award for Small Communities. The Town has an elected Mayor and six Town Council members. Once a stop along the W&OD rail line, Purcellville has maintained its historic old-town feel through the restoration and maintenance of its many downtown structures, reflecting the Victorian architecture popular during the early 1900s. Today, Purcellville is the economic hub of western Loudoun County and a popular weekend destination for antiquing, entertainment, farmer's markets, wineries, breweries, distilleries and restaurants. More info at www.purcellvilleva.gov.

Date the Town was settled: 1764

Date of Incorporation: 1908

Square Miles: 3.42*

Acreage of Existing Corporate Limits: 2,188.80*

Population: Approximately 8,500*

Housing Units: 2,802*

Number of Utility Accounts: Residential 2378 / Commercial 304

Number of Commercial Businesses: 818

Number of Food Establishments: 50

Number of Licensed Contractors: Regular In Town 45 / Out of Town 240

Total Town Assets as of June 30, 2015: \$126,458,592

Real Estate Revenue Tax Rate Change of 1 cent: 118,898

Educational Institutions within Town Limits:

Emerick ES, Mountain View ES, Blue Ridge MS, Loudoun Valley HS, Woodgrove HS, Patrick Henry College

*This information is provided by the Community Development Department as of December 31, 2015



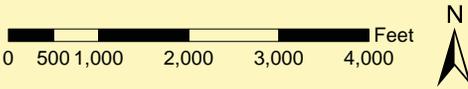
Official Zoning Map

Legend

- Boundary
- Floodplain Overlay District
- Historic Corridor Overlay District
- Proffered Rezoning
- Streets

Zoning District

- R-2, Single-Family Residential
- R-3, Duplex Residential
- R-8, Townhouse Residential
- R-15, Apartment Residential
- R-3A, Office Residential
- C-1, Office Commercial
- MC, Mixed Commercial
- C-4, Central Commercial
- CM-1, Local Service Industrial
- M-1, Limited Industrial
- PDH-2, Planned Development Housing
- PDH-5, Planned Development Housing
- PDH-8, Planned Development Housing
- AC, Agricultural Conservancy/Commercial
- IP, Institutional and Public Use
- X, Transitional



This Official Zoning Map is updated as necessary and reflects zoning as of the date of publication.
 Publication Date: March 31, 2015
 Last Amended: January 13, 2015

For information on zoning for specific properties in the Town, please contact the Department of Community Development.

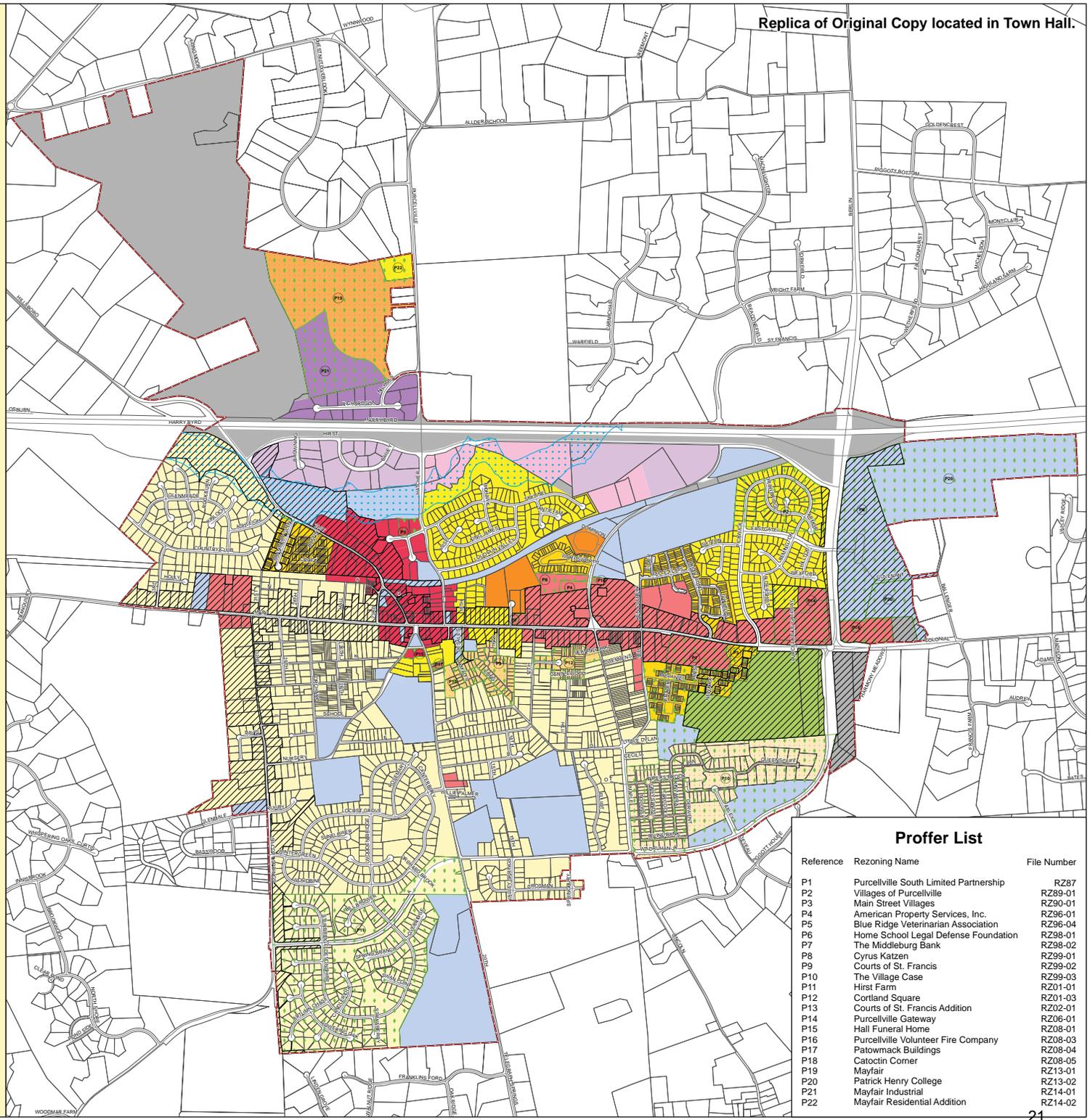
Disclaimer: The Town of Purcellville is not responsible for loss, if any, resulting from the use of this map or related data. Although this is displayed as the official town representation of zoning, property surveys should be referenced for the precise location of parcel lines and zoning boundaries.

Map created by:
 Town of Purcellville
 Department of Community Development
 221 S. Nursery Ave
 Purcellville, VA 20165

Mapping Standards:
 Coordinate System = NAD83 HARN State Plane Virginia North
 Projection = Lambert Conformal Conic
 Map Units = Feet

Pub: X:\GIS\Map\PLANNING\OFFICIAL\2015_03_31_Official_Zoning_36_x_46.mxd

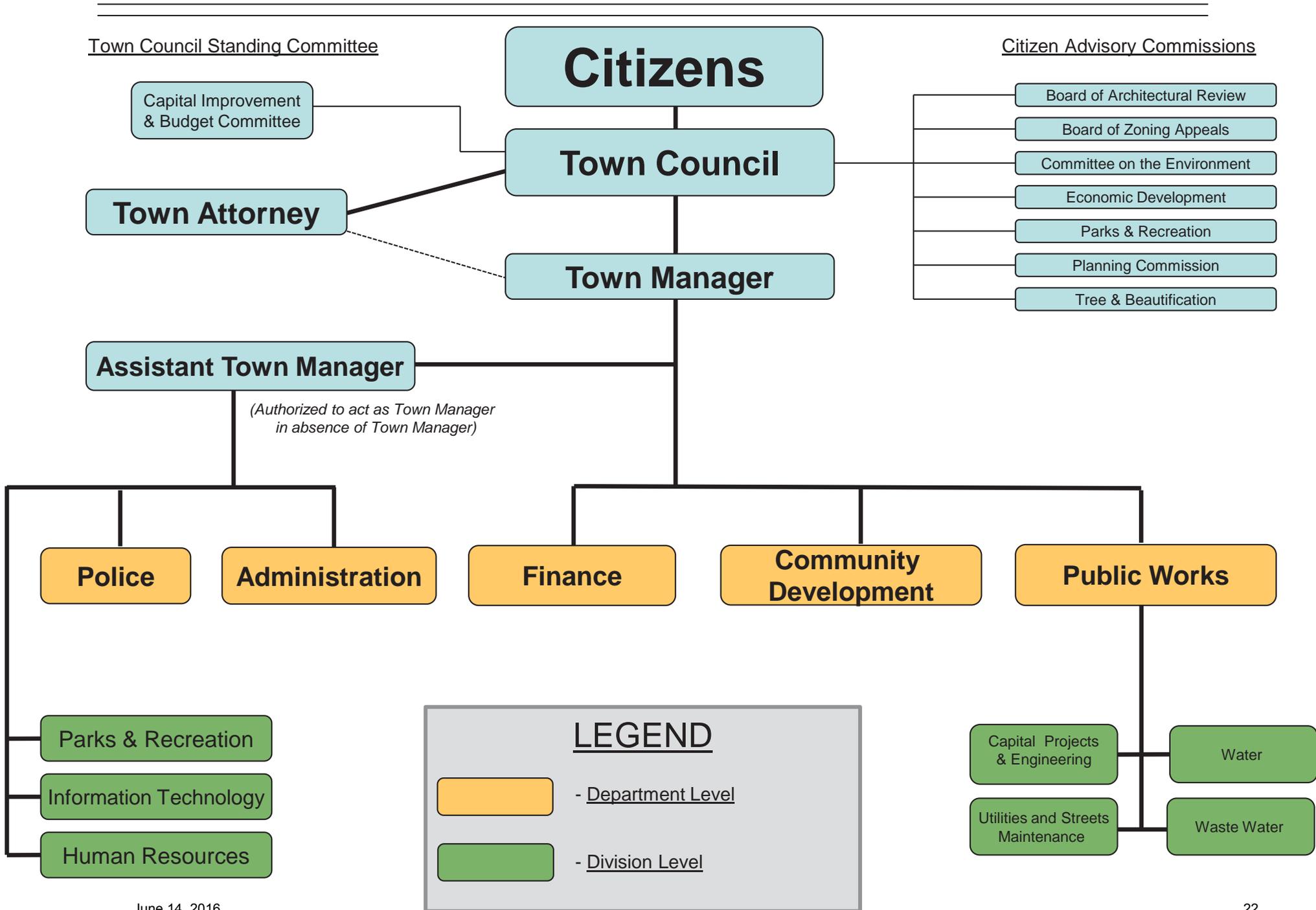
Replica of Original Copy located in Town Hall.



Proffer List

Reference	Rezoning Name	File Number
P1	Purcellville South Limited Partnership	RZ87
P2	Villages of Purcellville	RZ89-01
P3	Main Street Villages	RZ90-01
P4	American Property Services, Inc.	RZ96-01
P5	Blue Ridge Veterinarian Association	RZ96-04
P6	Home School Legal Defense Foundation	RZ98-01
P7	The Middleburg Bank	RZ98-02
P8	Cyrus Katzen	RZ99-01
P9	Courts of St. Francis	RZ99-02
P10	The Village Case	RZ99-03
P11	Hirst Farm	RZ01-01
P12	Cortland Square	RZ01-03
P13	Courts of St. Francis Addition	RZ02-01
P14	Purcellville Gateway	RZ06-01
P15	Hall Funeral Home	RZ08-01
P16	Purcellville Volunteer Fire Company	RZ08-03
P17	Patowmack Buildings	RZ08-04
P18	Catoctin Corner	RZ08-05
P19	Mayfair	RZ13-01
P20	Patrick Henry College	RZ13-02
P21	Mayfair Industrial	RZ14-01
P22	Mayfair Residential Addition	RZ14-02

Town of Purcellville Organization Chart: Effective September 18, 2015



Strategic & Operational Framework

Detailed within this section are the elements of the strategic and operational framework that guides the Town in preparation of the annual budget. These elements help shape the activities necessary to attain the desired outcomes of the Town Council.

- Town Council Vision, Mission, & Core Values
- Town Council Strategic Initiatives
- Town Goals and Performance Management
- Credit Rating Assessment
- Fiscal Policy Guidelines
- Long Range Financial Plans



In September 2014, the newly elected Town Council of Purcellville held their first strategic planning session, where they identified a new vision and future initiatives.

The Town Council met again in September 2015 to affirm their strategies, provide updates from activities throughout their first year in office, and refine their anticipated action items.

The Town Council and all others involved in this planning would like to share their strategy for the future of Purcellville with you, its stakeholders and citizens.

Below you will find four Strategic Initiatives that have been identified and the actions that will be taken in order to achieve them. They are explained on the reverse.

1. Foster Community & Economic Well-Being
2. Practice Good Governance
3. Strengthen Community Partnerships
4. Fund the Future

VISION

"Purcellville... Where history and progress intersect and people prosper."

MISSION

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

CORE VALUES

Integrity
Trust
Transparency
Innovation
Accountability
Stewardship

Town of Purcellville Strategic Initiatives

Foster Community & Economic Well-Being

Capitalize on Purcellville's healthy mix of assets, location and heritage to grow, diversify and strengthen the community and economic well-being of citizens and businesses alike.

Action Agenda

- Initiate the review and update of the Purcellville Comprehensive Plan inclusive of a build-out analysis.
- Develop a Land Use Plan for the unincorporated areas adjacent to Purcellville (included in Comprehensive Plan Update).
- Craft an Economic Development Plan for Purcellville that supports local businesses and entrepreneurs through a business retention and expansion plan and to develop and implement a tourism strategy for Purcellville.
- Foster a partnership with Loudoun County and neighboring towns.

Practice Good Governance

Good governance means focusing on the Town's mission and purpose, performing defined roles and government functions effectively, efficiently and being accountable to the citizens of Purcellville.

Action Agenda

- Have each Town department identify their top 3 needs.
- Create a debt management strategy for the Town.
- Develop a staffing pattern/plan for needed FTE's and part-time employees.
- Conduct an efficiency and effectiveness audit of Town services and programs.
- Incorporate cost of services strategies in order to save money across Town departments.
- Explore alternative high-speed, high-capacity telecommunication/internet capabilities for Town residents and businesses.

Strengthen Community Partnerships

To be successful, the Purcellville Town Council must have a positive and interactive relationship with town citizens and must be committed to helping citizens gain a greater understanding of and connection with their Town government.

Action Agenda

- Enhance the Town's website.
- Establish a Town Message and place on the Town website.
- Continue sponsorship of community surveys.
- Create a Purcellville Post via social media, Facebook and Town newsletter.
- Sponsor Open Houses and Informational Sessions on Town Services to allow citizens to learn about areas important to them.
- Create a Committee, Commissions and Boards Policy Guide inclusive of mission and purpose statement.
- Revise and update the BAR Guidelines.
- Sponsor an Annual Committees, Commissions and Boards Appreciation Dinner.

Fund the Future

To make the future happen in Purcellville will require a commitment to identifying and discussing revenue options and opportunities.

Action Agenda

- Review and revise a Financial/Fiscal Policy for Purcellville.
- Review and revise a Capital Maintenance Program for Town assets.
- Explore new ways to put Town utilities on a path of self-sufficiency.
- Increase non-tax revenue as a percent of Town revenue.
- Expand to a 10 year CIP forecast inclusive of revenue and financing options.
- Maintain and enhance the Town's Credit Rating.
- Explore Capital Facilities for Police Department.

VISION

“Purcellville...Where history and progress intersect and people prosper.”

TOWN COUNCIL MISSION STATEMENT

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

CORE VALUES

*Integrity
Trust
Transparency
Innovation
Accountability
Stewardship*

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 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:

Priority projects are outcome-based tied 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 annual Town Council strategic planning sessions.

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 priority projects. The column – “Comp Plan, Core, Priority” – is included in the department budget narratives to highlight this information.

STRATEGIC INITIATIVES

- **Foster Community and Economic Well-Being**
- **Practice Good Governance**
- **Strengthen Community Partnerships**
- **Fund the Future**

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.

Below is a common depiction of the steps toward performance management:

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 making 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.			

Town Employee 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.

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.

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.

International City/County
Management Association Awards



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 priority projects. 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 ICMA Center for Performance Measurement program, 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

ICMA Center for Performance Measurement Program and 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, 2012, 2013, and 2014 by the International City/County Management Association (ICMA) Center for Performance Measurement. The Town received the highest award level, Certificate of Excellence, in 2015. 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.

CREDIT RATING ASSESSMENT

Credit Rating

One measure of the Town's financial strength is the bond credit rating. The Town of Purcellville received its first credit ratings from the three nationally recognized credit rating agencies in October 2013. Fitch affirmed the Town's AA rating during a routine review in August 2015. The following is a summary of the results from each rating agency:

Standard and Poor's (S&P)	AAA
Moody's	Aa2
Fitch	AA

Scale – Impact -- Factors

The AAA rating is the highest rating on the credit rating scale and the Aa2 and AA rating are considered very strong investment grade ratings and demonstrates the Town's strong creditworthiness relative to other municipal or tax-exempt issues of debt. Favorable ratings result in lowered borrowing or interest costs on debt issuances.

The rating agency's reports sited a number of factors that influenced these ratings including Purcellville's diverse and growing local economy, strong wealth and income indicators, very strong general fund reserve levels and liquidity, very strong budget flexibility and very strong financial management policies and practices. A rating review will be required if the Town issues additional debt in the future.

Town of Purcellville, Virginia
Fiscal Policy Guidelines
Version 4 – February 25, 2014

SECTION I. Accounting, Auditing, and Financial Reporting

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

SECTION II. Asset Management

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

SECTION III. Revenue Management

- a. The town will maintain a diversified and stable revenue structure to protect it from short-run fluctuations in any one-revenue source.
- b. The town will estimate its annual revenues by an objective, analytical process.
- c. The town, where practicable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as overhead or indirect costs and capital or debt service costs, and the town will periodically review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

- d. The town will follow an aggressive policy of collecting revenue.
- e. The town should routinely identify intergovernmental aid funding possibilities. However, before applying for or accepting intergovernmental aid, the town will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary matter. All grant applications, prior to submission, must be approved by the Town Manager; grants and donations may be accepted only by the Town Council; and no grant will be accepted that will incur management and reporting costs greater than the grant amount.

SECTION IV. Budget Management

Operating Budgets

- a. The town, to maximize planning efforts, intends to prepare the operating budget with a multi-year perspective.
- b. The budget is a plan for raising and allocating resources. The objective is to enable service delivery within available resources. Services must be delivered to residents and taxpayers at a level, which will meet real needs as efficiently and effectively as possible.
- c. The town will fund current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures.
- d. It is important that a positive unassigned 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 unassigned 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 Unassigned 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.
- d. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document. As such, the Director of Finance will maintain a record of all of the lenders of outstanding town issued debt. This record will include any post issuance disclosure obligations of the town. So long as the Town has debt outstanding in the public markets this record will also include the continuing disclosure requirements found in the Continuing Disclosure Agreement ("CDA") that is executed at the closing of publicly issued bonds. The Continuing Disclosure Agreement specifically references the town's obligations under rule 15c212. The most recent CDA is included as Appendix A to these financial policies.
- e. It is the goal of the town to maintain or enhance its credit ratings. The town understands that there is a correlation between a higher bond rating(s) and lower borrowing costs (all else being equal) – whether the town is borrowing for a new project or to refinance existing debt for savings. As such, working with its Financial Advisor, the town will maintain good communications about its financial condition with bond and credit rating institutions.
- f. The town understands that it has the unique ability to borrow on a tax-exempt basis for many of its General Government and Utility Enterprise projects. The town further understands that the provisions of the Internal Revenue Code of 1986, as amended (the "IRC"), together with the regulations promulgated thereunder (the "Treasury Regulations" and collectively with the IRC, the "Tax Laws"), impose requirements that must be met in order for interest on the Bonds to continue to be exempt from federal income taxation or the Bonds be entitled to certain other tax benefits while the Bonds are outstanding. It shall be the policy of the town to work with a nationally recognized Bond Counsel and Financial Advisor, as necessary, (a) to comply

with the Tax Laws and (b) to implement and carry out the procedures to ensure compliance with the Tax Laws and to preserve appropriate records to evidence such compliance.

Cash Management

- g. 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.
- h. 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 unassigned fund balance should be maintained at 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 unassigned 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 total of the water and sewer utility funds unrestricted cash and equivalents at the close of each fiscal year should be equal to no less than 100% of the total of operating expenditures and debt service.
- d. Should the town utilize fund balances (general fund) or unrestricted cash and equivalents (water and sewer utility funds) that will reduce the funds below the policy for one of the purposes noted above the town will put in place a plan to restore the fund balance to the policy level. In such circumstances, after the fund balance (General Fund) or unrestricted cash (water and sewer utility funds) have been calculated as part of closing-out a fiscal year, the town will adopt a plan as part of the following year's budget process to restore the funds to the policy level within 36 months from the date of the budget adoption.

Note: Version 1 adopted in October 2005; Version 2 adopted in February 2007; Version 3 adopted in November 2010; Version 4 adopted in February 2014.

LONG-RANGE FINANCIAL PLANS

(Updated 6/9/2015)

Purpose

The Town's purpose in developing and establishing long-range financial plans is to ensure that the citizens, the Town Council, and the Town Manager have a uniform and comprehensive understanding of anticipated economic conditions and activities that will influence Town operations and growth. The Town's long-range financial plans are developed under the umbrella of the Town's Adopted Comprehensive Plan, dated December 19, 2006. The plan paints a picture of the strategic direction of the Town's development and serves as the basis for Town growth management and development decisions.

Background

Within this framework, the Town operates as a traditional and fiscally responsible entity. With the assistance of a professional financial and utility rate consultant, the Town's finances are managed with moderation to ensure that unreasonable tax burdens and fees are not imposed on its residents. Following that philosophy, the Town has enacted conservative, yet fiscally advanced practices in financial management and long-range financial planning. Policies connecting the level and growth of long-term debt, debt service, and tax rates assure Town residents that current and future spending levels are minimized and revenues maximized without becoming burdens. This conservative policy has led to a financial position where fund balances are healthy, expenditure growth is moderate and funding is preserved through a mix of stable revenue streams. The Town Council and Town Manager remain vigilant of how fluctuations in the national and state economies affect local conditions.

Long-range financial planning is used regularly throughout the budget process to identify major trends, needs, and opportunities that could affect the fiscal health of the Town in the future. The five-year Capital Improvement Program (CIP) is an example of addressing today's needs while proactively keeping an eye on balanced investment in public infrastructure. This approach assures that "out-year" project estimates are viable and achievable. On the Operating Budget side, the Town employs a professional financial advisor and utility rate consultant to assist in long-rang financial planning. This process results in reviewing current and future fund balance levels, forecasting and projecting growth in revenues and operating expenditures for both the General Fund and the Enterprise Funds. The Town's ultimate goal is to develop a long-range forecast for a 10 to 15 year period.

Long-range Forecasts -- The following reflects the 5-year current long-range plans and forecasts for the Town's funds.

Multi-Year Financial Forecasting

- Multi-year Financial Forecasting uses financial forecasts to provide insight into future financial capacity, so that strategies can be developed to achieve long-term sustainability given the Town's service objectives and financial challenges.
- Multi-year Financial Forecasting helps the Town anticipate and plan for future needs and challenges for the General Government (i.e. General Fund and Parks & Recreation Fund) Funds.
- The Town has historically performed periodic Multi-Year Financial Forecasting for the General Fund and the Water and Sewer Utility Funds and intends to do so in the future.
- The Multi-year Financial Forecast is not designed to be a multi-year budget but rather a tool for assessing the impact that decisions made in this budget year may have in future budget years.
- To this end the following Multi-year Financial Forecasts are presented as part of the fiscal year 2017 Budget:
 1. General Fund
 2. Parks & Recreation Fund

1. General Fund and Parks & Recreation Fund

- The General Fund and Parks & Recreation Fund have been broken out separately.

- The Multi-Year Financial Forecast for each takes into account the following:
 - Operating Revenues for each Fund;
 - Operating Expenditures for each Fund;
 - Existing Debt Service tied to each Fund;
 - Potential Debt Service for any potential New Projects;
 - One-Time Funding Sources and Uses for each Fund (i.e. Use of Capital Reserve Fund or Cash Funding of Capital);
 - The Magnitude of Projected Surplus/(Shortfall) for each Fund as measured versus the Value of 1¢ on the Real Estate Tax Rate*; and,
 - General Fund Unassigned Fund Balance Levels vs. the Town’s Policy.

*Note: Equating the magnitude of a projected shortfall to the Real Estate Tax Rate is not intended to imply or suggest a future tax rate increase. Rather, it is used as a benchmark for measuring the magnitude of potential future shortfalls, if they occur, against one of the Town’s primary tax revenue source.

➤ Key Assumption used in the Multi-Year Projections for the General Fund and Parks & Recreation Fund include:

- The Town Manager's Recommended Fiscal Year 2017 Budget is used as the basis of the projection;
- Operating Revenues for each Fund grow at 3% Annually beginning in fiscal year 2018 with the exception of reimbursements for shared costs of the Water and Sewer Funds, and the Loudoun County Gas Tax;
- Shared Costs from the Water and Sewer Funds are Projected to remain flat at \$1.1 million;
- Budgeted Loudoun Gas Tax Monies are lower than in FY 2016, and are not expected to be available after FY 2018;
- The Value of 1¢ on the Real Estate Tax Rate is assumed to be \$118,898 in fiscal year 2017 and grow at 2.5% per year beginning in fiscal year 2018 for both the General Fund and Parks and Recreation Fund;
- Operating Expenditures grow at 3% annually beginning in fiscal year 2018 for each Fund;
- Annual use by the General Fund of the Capital Reserve Fund established with Town Hall Sale Proceeds per the Fall 2012 Plan of Finance;

(Note: The \$327,352 Capital Reserve Fund is separate from the Unassigned Fund Balance)

- Minimal Capital Funding Needs are anticipated in the Coming Years. No new long-term debt is planned. Routine vehicle purchases have been factored into the planning projections in the Operating Expenditures line item.
- The Parks and Rec Fund forecast assumes a terming out of the \$1.645 million bullet maturity of the 2010 General Obligation Bond, set to mature in FY2021 for an additional 10 years at an estimated 4% interest rate. The results are preliminary and subject to change.

The Town of Purcellville, Virginia Multi-Year General Fund Forecast	Estimate 2016	Adopted 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022
Total Operating Revenues (<i>net of Loudoun Gas Tax</i>)	\$9,842,269	\$10,353,140	\$10,309,160	\$10,583,160	\$10,865,380	\$11,156,066	\$11,455,474
Loudoun County Gas Tax	223,146	210,000	210,000	0	0	0	0
Total Operating Expenditures (<i>less Debt Service & Cash Funded Capital</i>)	(8,413,803)	(9,052,769)	(9,324,352)	(9,604,083)	(9,892,205)	(10,188,971)	(10,494,640)
Surplus Before Debt Service, Capital	1,651,612	1,510,371	1,194,807	979,077	973,175	967,095	960,833
<u>Existing General Fund Debt Service:</u>							
Principal	(658,336)	(687,992)	(710,137)	(651,911)	(689,998)	(754,998)	(909,538)
Interest	(590,868)	(572,576)	(553,155)	(535,645)	(512,843)	(489,306)	(457,006)
New Debt Service (P+I)	0	0	0	0	0	0	0
Cash Funded Capital	0	0	0	0	0	0	0
Surplus / (Deficit) After Debt Service, Cash Funded Capital	402,408	249,803	(68,485)	(208,478)	(229,667)	(277,209)	(405,710)
<u>Other Financing Sources / (Uses)</u>							
Transfer to Parks & Rec	0	0	0	0	0	0	0
Contingency-Operating Reserve	0	(355,212)	(65,868)	(67,844)	(69,880)	(71,976)	(74,135)
Transfer to Capital Fund	(141,500)	(180,000)	(101,000)	0	0	0	0
Capital Asset Replacement Fund	(7,000)	(12,000)	(12,360)	(12,731)	(13,113)	(13,506)	(13,911)
Use of Capital Reserve Fund	117,894	117,409	111,377	111,038	104,937	0	0
Net Surplus / (Deficit) After Debt Service and Other Sources / (Uses)	371,802	(180,000)	(136,337)	(178,015)	(207,723)	(362,691)	(493,757)
<u>Equivalent Real Estate Tax Impact</u>							
Equivalent Real Estate Tax Impact	0.0¢	1.5¢	1.1¢	1.4¢	1.6¢	2.8¢	3.7¢
Value of One Penny	\$115,000	\$118,898	\$121,870	\$124,917	\$128,040	\$131,241	\$134,522
Growth in the Value of a Penny		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
<u>Projected Financial Policy Compliance</u>							
Unassigned Fund Balance	\$5,421,088	\$5,241,088	\$5,104,751	\$4,926,736	\$4,719,013	\$4,356,322	\$3,862,565
Unassigned Fund Balance vs. Revenues (%)	55.1%	50.6%	49.5%	46.6%	43.4%	39.0%	33.7%
Unassigned Fund Balance Policy Target (Greater of 30% or \$3M)	3,000,000	3,105,942	3,092,748	3,174,948	3,259,614	3,346,820	3,436,642
Capital Reserve Fund Balance	444,761	327,352	215,975	104,937	0	0	0
Capital Asset Replacement Fund Balance	\$34,500	46,500	58,860	71,591	84,704	98,210	112,121

The Town of Purcellville, Virginia Multi-Year Parks & Recreation Fund Forecast	Estimate 2016	Adopted 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022
Total Operating Revenues (<i>net of GF Transfers</i>)	\$497,928	\$513,894	\$529,311	\$545,190	\$561,546	\$578,392	\$595,744
Total Operating Expenditures (<i>less Debt Service & Cash Funded Capital</i>)	(217,168)	(256,718)	(264,865)	(272,810)	(280,995)	(289,425)	(298,107)
Surplus Before Debt Service, Capital	280,760	257,176	264,446	272,380	280,551	288,968	297,637
<u>Existing Parks & Rec. Fund Debt Service:</u>							
Principal	(175,207)	(176,129)	(176,129)	(251,589)	(248,502)	(253,502)	(258,962)
BAB Subsidy	28,141	27,500	26,838	26,148	24,423	11,349	0
Interest	(111,411)	(108,115)	(104,807)	(101,492)	(94,653)	(86,228)	(77,733)
New Debt Service (P+I)	-	-	-	-	-	-	-
Cash Funded Capital	-	-	-	-	-	-	-
Surplus / (Deficit) After Debt Service, Cash Funded Capital	22,283	432	10,348	(54,554)	(38,181)	(39,413)	(39,059)
<u>Other Financing Sources / (Uses)</u>							
Transfer from General Fund	0	0	0	0	0	0	0
Contingency - Operating Reserve	0	(432)	0	0	0	0	0
Net Surplus / (Deficit) After Debt Service and Other Sources / (Uses)	22,283	(0)	10,348	(54,554)	(38,181)	(39,413)	(39,059)
Parks and Rec. Fund Balance, Beginning	18,120	4,163	4,163	14,511	(40,043)	(78,224)	(117,637)
Parks and Rec. Fund Balance, Ending	\$4,163	\$4,163	\$14,511	(\$40,043)	(\$78,224)	(\$117,637)	(\$156,696)
<u>Equivalent Real Estate Tax Impact</u>							
Equivalent Real Estate Tax Impact	0.0¢	0.0¢	0.0¢	0.4¢	0.3¢	0.3¢	0.3¢
Value of One Penny	\$115,000	\$118,898	\$121,870	\$124,917	\$128,040	\$131,241	\$134,522
Growth in the Value of a Penny			2.5%	2.5%	2.5%	2.5%	2.5%

2. Water and Sewer Utility Funds

- The Multi-year Financial Forecast for the Water and Sewer Utility Funds is presented separately as these funds are supported solely by Water and Sewer fees and charges. These funds are separate and apart from the General Fund and it is the Town's intention to maintain the financial separation.

- The Multi-year Financial Forecast for the Water and Sewer Utility Funds is prepared in concert with the Town's Utility Rate Consultant.

- The Multi-Year Financial Forecast for the Water and Sewer Utility Funds takes into considerations:
 - Projected trends in consumption;
 - Projected new connections potentially under a variety of scenarios;
 - Projected capital funding sources and uses;
 - Projected cash & equivalents versus the policy level;
 - Projected user rate levels; and,
 - Projected availability fee adjustments.

The Town of Purcellville, Virginia

	Estimated 2016	Adopted 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Multi-Year Water Utility Fund Forecast						
Annual Increase / (Decrease) in Water Rates	0%	3%	7%	7%	7%	7%
Total Operating Revenues *	\$2,375,599	\$2,576,877	\$2,589,975	\$2,797,543	\$3,018,832	\$3,230,417
Total Operating Expenditures (less Debt Service & Cash Funded Capital)**	(\$2,153,320)	(\$2,177,746)	(\$2,223,994)	(\$2,271,629)	(\$2,320,694)	(\$2,371,230)
Surplus Before Debt Service, Capital	\$222,279	\$399,131	\$365,981	\$525,914	\$698,139	\$859,187
<u>Water System Capital Expenses:</u>						
Existing Debt Service (P+I)	(\$797,655)	(\$780,888)	(\$782,046)	(\$781,834)	(\$780,831)	(\$1,849,658)
New Debt Service (P+I)	\$0	\$0	(\$59,341)	(\$170,111)	(\$312,601)	(\$495,670)
Cash Funded Capital	(\$300,000)	(\$94,000)	\$0	\$0	\$0	\$0
Surplus / (Deficit) After Debt Service, Cash Funded Capital	(\$875,376)	(\$475,757)	(\$475,406)	(\$426,031)	(\$395,293)	(\$1,486,141)
Current Planned Connections (Including Mayfair)	37	70	76	60	57	-
Long Term Estimateed Connections	-	-	-	-	-	-
Availability Fee Revenues	\$1,068,791	\$1,957,662	\$2,087,614	\$1,723,916	\$1,685,591	\$256,322
Net Surplus / (Deficit) After Debt Service, Capital and Availabilities	\$193,415	\$1,481,905	\$1,612,209	\$1,297,886	\$1,290,298	(\$1,229,819)
Total Cash and Cash Equivalents	\$3,001,769	\$4,483,674	\$6,095,883	\$7,393,768	\$8,684,066	\$7,454,248
Cash as Percentage of Annual Expenditures	92%	142%	194%	225%	250%	155%
Debt Coverage Ratio (Net Revenues Available for Debt Service / Debt Service)	1.62	2.84	2.92	2.36	2.18	0.48
Multi-Year Sewer Utility Fund Forecast						
Annual Increase / (Decrease) in Sewer Rates	5%	5%	7%	7%	7%	7%
Total Operating Revenues	\$2,696,732	\$2,827,834	\$3,552,597	\$3,874,360	\$4,218,196	\$4,549,410
Total Operating Expenditures (less Debt Service & Cash Funded Capital)**	(\$2,235,132)	(\$2,220,049)	(\$2,291,575)	(\$2,341,940)	(\$2,393,815)	(\$2,447,247)
Surplus Before Debt Service, Capital	\$461,600	\$607,785	\$1,261,022	\$1,532,420	\$1,824,381	\$2,102,163
<u>Sewer System Capital Expenses:</u>						
Existing Debt Service (P+I)	(\$1,125,805)	(\$1,125,805)	(\$1,125,805)	(\$1,125,805)	(\$2,440,815)	(\$2,976,415)
New Debt Service (P+I)	\$0	\$0	(\$10,527)	(\$66,672)	(\$147,381)	(\$182,472)
Cash Funded Capital	(\$200,000)	\$0	\$0	\$0	\$0	\$0
Surplus / (Deficit) After Debt Service, Cash Funded Capital	(\$864,205)	(\$518,020)	\$124,690	\$339,942	(\$763,815)	(\$1,056,724)
Current Planned Connections (Including Mayfair)	37	70	76	60	57	-
Long Term Estimateed Connections	-	-	-	-	-	-
Availability Fee Revenues	\$896,400	\$1,641,600	\$1,760,418	\$1,471,371	\$1,460,911	\$250,624
Net Surplus / (Deficit) After Debt Service, Capital and Availabilities	\$32,195	\$1,123,580	\$1,885,108	\$1,811,314	\$697,095	(\$806,101)
Total Cash and Cash Equivalents	\$2,837,024	\$3,960,603	\$5,845,711	\$7,657,025	\$8,354,120	\$7,548,019
Cash as Percentage of Annual Expenditures	80%	118%	171%	217%	168%	135%
Debt Coverage Ratio (Net Revenues Available for Debt Service / Debt Service)	1.21	2.00	2.66	2.52	1.27	0.74

** FY 2017 Expenditures does not include depreciation, although included in budgeted expenditures. Conversion from accrual back to cash basis.

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Statistical Information

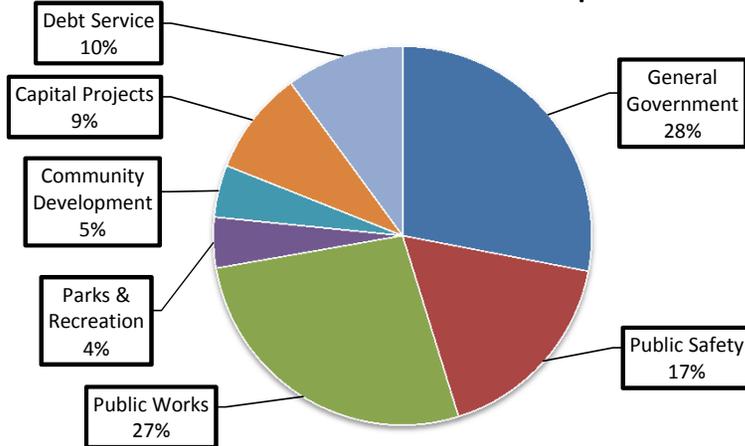
This section provides a statistical view of the Town of Purcellville. The following pages contain:

- Governmental Funds Expenditure Trends
- Governmental Funds Revenue Trends
- Major Revenue Category Trends
- Comparison of Personnel by Department
- Assessed Value of Real Property
- Major Property Owners & Principal Employers
- Land Use Classifications (Assessed Value – Number of Parcels)
- Demographic and Economic Statistics

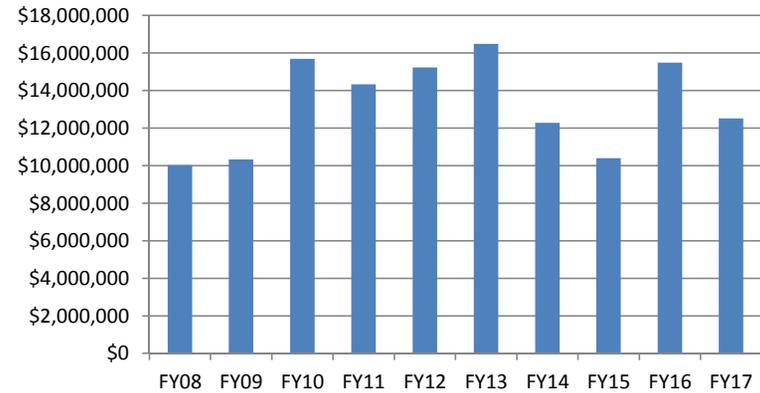
GOVERNMENTAL FUNDS EXPENDITURE TRENDS

		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Capital Projects	Debt Service	Pass Thru Grant	Total Expenditures
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	5,885,407	1,210,890		14,332,101
FY12	Actual	2,317,756	1,788,562	2,834,155	81,922	409,998	6,468,774	1,338,294		15,239,461
FY13	Actual	2,319,098	1,838,126	2,828,115	153,329	417,272	4,782,325	4,151,122		16,489,388
FY14	Actual	2,978,729	1,906,856	3,285,280	183,438	420,838	2,247,267	1,255,565		12,277,972
FY15	Actual	2,717,325	1,930,842	2,729,599	501,920	431,276	944,654	1,145,370		10,400,986
FY16	Current	2,869,587	2,047,216	3,485,317	550,823	518,183	4,771,719	1,249,204		15,492,048
FY17	Adopted	3,506,851	2,152,699	3,383,922	541,394	556,509	1,115,785	1,260,568		12,517,728

FY 2017 Governmental Funds Expenditures

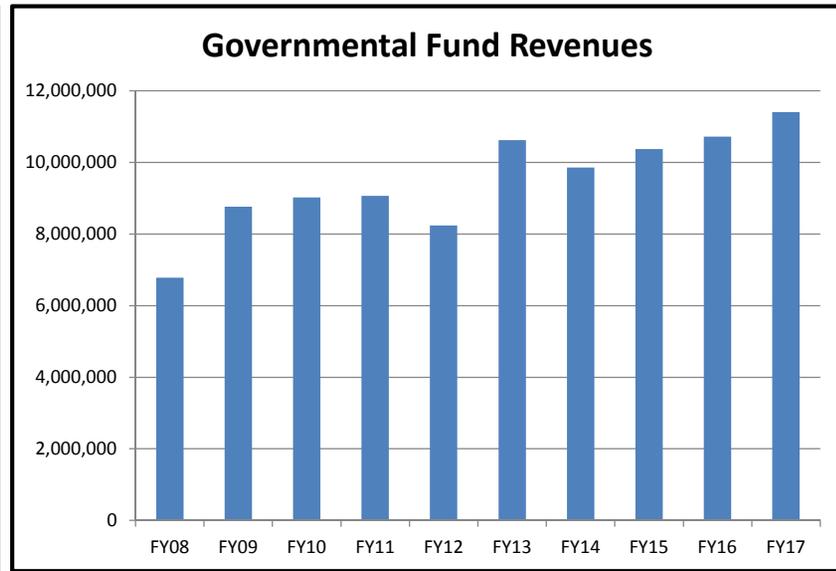
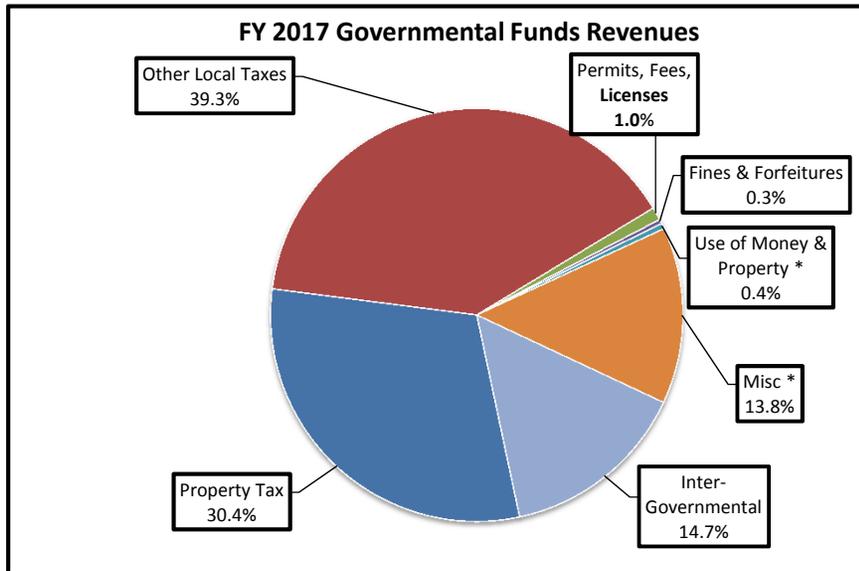


Governmental Funds Expenditures



GOVERNMENTAL FUNDS REVENUE TRENDS

		Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property *	Misc *	Inter- Governmental	Pass Thru Grant	Total Revenues
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	50,700	1,184,915	1,133,227		8,241,573
FY13	Actual	2,851,312	3,705,244	102,822	84,156	42,540	2,471,718	1,362,027		10,619,819
FY14	Actual	3,095,888	3,829,934	217,668	64,946	41,678	1,229,901	1,377,570		9,857,585
FY15	Actual	3,239,133	4,187,378	161,369	57,326	40,642	1,169,792	1,522,371		10,378,011
FY16	Current	3,364,218	4,058,965	118,000	56,100	79,450	1,123,596	1,920,000		10,720,329
FY17	Adopted	3,460,959	4,482,727	116,000	38,100	51,050	1,577,323	1,675,784		11,401,943



* Includes Special Parks & Recreation Fund Revenues for FY 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017

REVENUE TRENDS
GOVERNMENTAL FUNDS: REVENUES

Real Property Taxes

Real estate values are assessed annually by Loudoun County, Virginia for real property as of January 1. The Town bills and collects this tax based on the assessed value of Town properties provided by the Loudoun County Commissioner of the Revenue. 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 category are property assessments and tax rate. The recession of the late 2000's led to an erosion in the property assessments across the nation. In 2016, the Town's property values finally rebounded past the historical high point of \$1.199 billion in 2006 to 1.218 billion. In the current year, the equalized value change for existing properties fell by .98%, however, new construction and growth more than offset this decline resulting in an increase in the Town's overall property values of \$3.84%. The 2016 the rate that would levy the same tax revenue as 2015, also known as the equalized tax rate, is .222. Due to the decline in existing property values, this rate is higher than the 2015 adopted tax rate of .22.

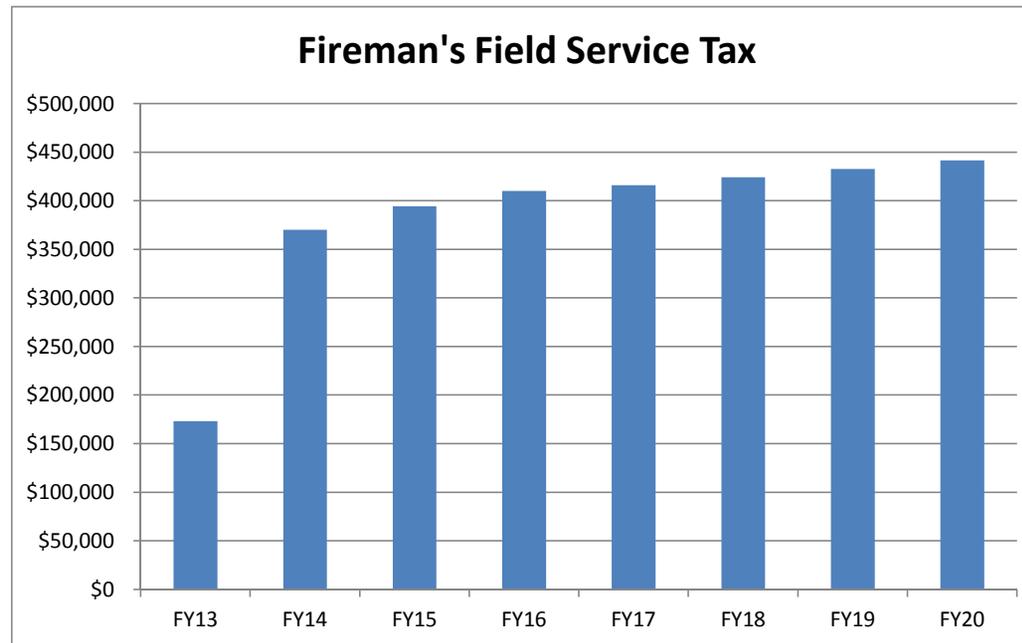
Although the Town Manager's Proposed FY17 Budget recommended a .24 tax rate, the Town Council adopted a .22 tax rate, no change from the prior year. Revenue projections for fiscal years 2018 through 2020 are based on the .22 tax rate plus an assessment growth factor of 2% per year.



Fireman's Field Service Tax

The Fireman's Field service tax rate of .035 per \$100 of assessed value was first imposed effective January 2013 (there was only one collection period for fiscal year 2013). This special levy is included on the semi-annual installments of the real estate tax bill on June 5 and December 5 and is recorded as revenue in the Special Parks and Recreation fund. 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.

For more information about assessed property values, see the real property tax section above. The Town Manager's FY17 budget proposes no change in the .035 Fireman's Field service tax rate in 2016. Revenue projections for fiscal years 2018 through 2020 are based on the .035 tax rate plus an assessment growth factor of 2% per year.



Personal Property Taxes

Personal property values are assessed annually by Loudoun County, Virginia for tangible personal property of individuals and businesses as of January 1. The Town bills and collects its property taxes based on the assessed values provided by the Loudoun County Commissioner of the Revenue. Personal property taxes are levied annually on January 1 and are due on June 5. 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.

The Town Manager's FY17 budget proposes no change in the 1.05/.55 personal property tax rate. Revenue projections for fiscal years 2018 through 2020 are based on the 1.05/.55 tax rate plus an assessment growth factor of 2% per year.



Meals Taxes

Meals tax is a flat percentage tax imposed on prepared food and beverages for human consumption. Town restaurants and other food sellers are required to collect this tax on behalf of the Town. The Town's meals tax rate was increased from 4% to 5% in fiscal year 2013.

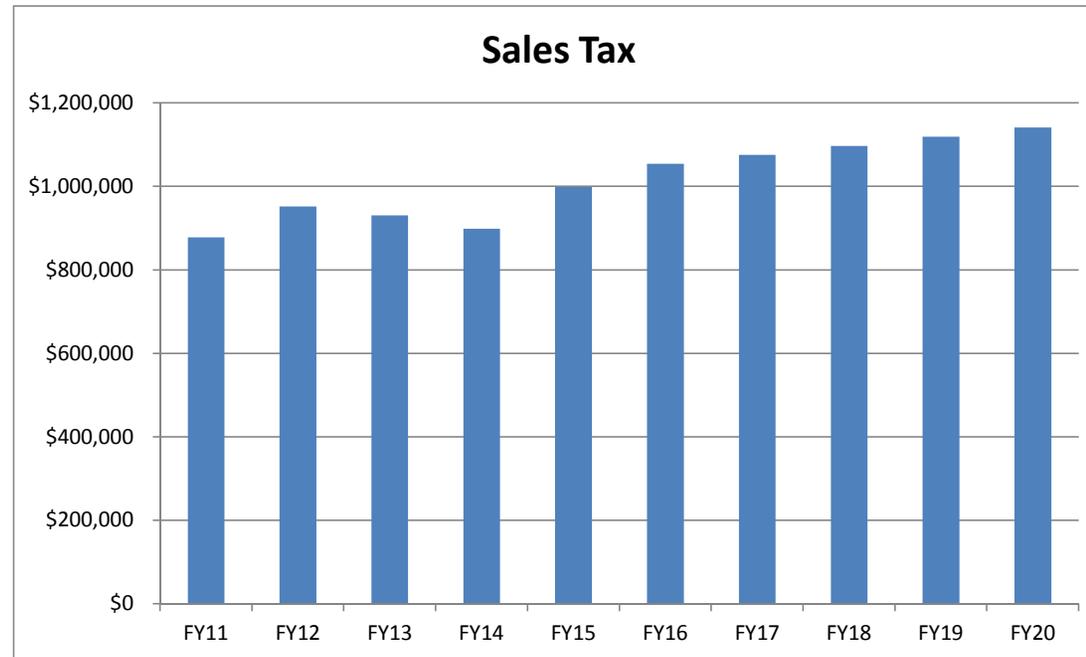
The Town Manager's FY17 budget proposes no change in the 5% meals tax rate. Revenue projections for fiscal year 2017 through 2020 are based on revenues collected in the prior 12 month period, including an annualized estimate for the new Chick-fil-A, plus a growth factor of 2.5% per year.



Sales Taxes

Sales tax is imposed by the Commonwealth of Virginia on retail sales. The sales tax rate in Northern Virginia is 6% (4.3% state, 1% local, .7% Northern Virginia Transportation Authority). The State of Virginia remits the local portion to Loudoun County. Loudoun County in turn allocates a portion of the local funds to the Town based on the percentage of school aged children residing inside the Town limits. The school age population estimates are prepared by Weldon Cooper Center for Public Service.

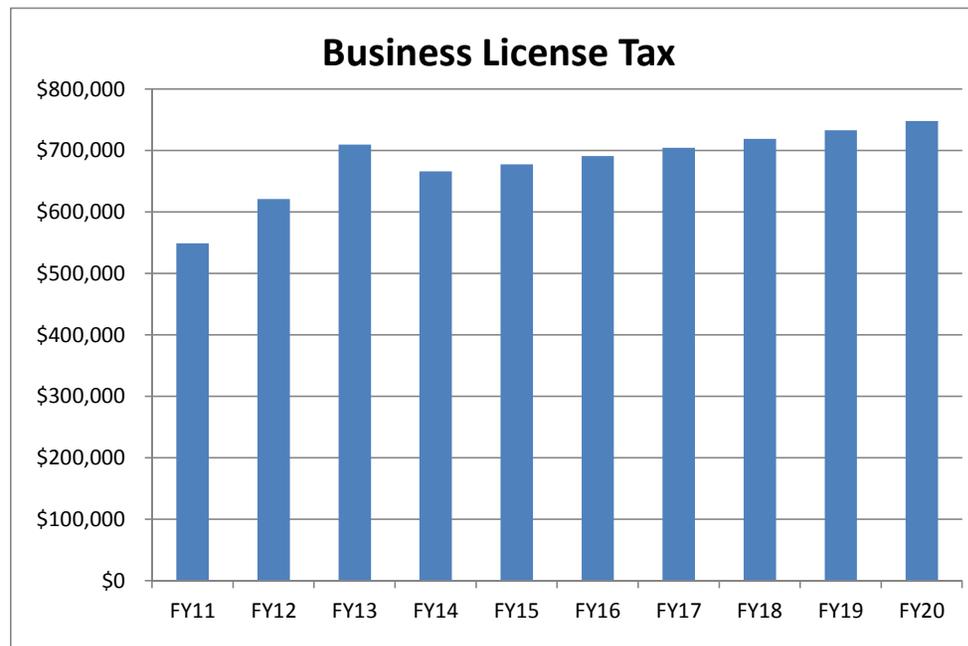
The Town Manager's FY17 budget assumes no change in the current sales tax rate. Revenue projections for fiscal year 2017 through 2020 are based on revenues collected in the prior 12 month plus a growth factor of 2% per year.



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. Fluctuations in this revenue category can often be attributed to variances in construction projects within Town limits.

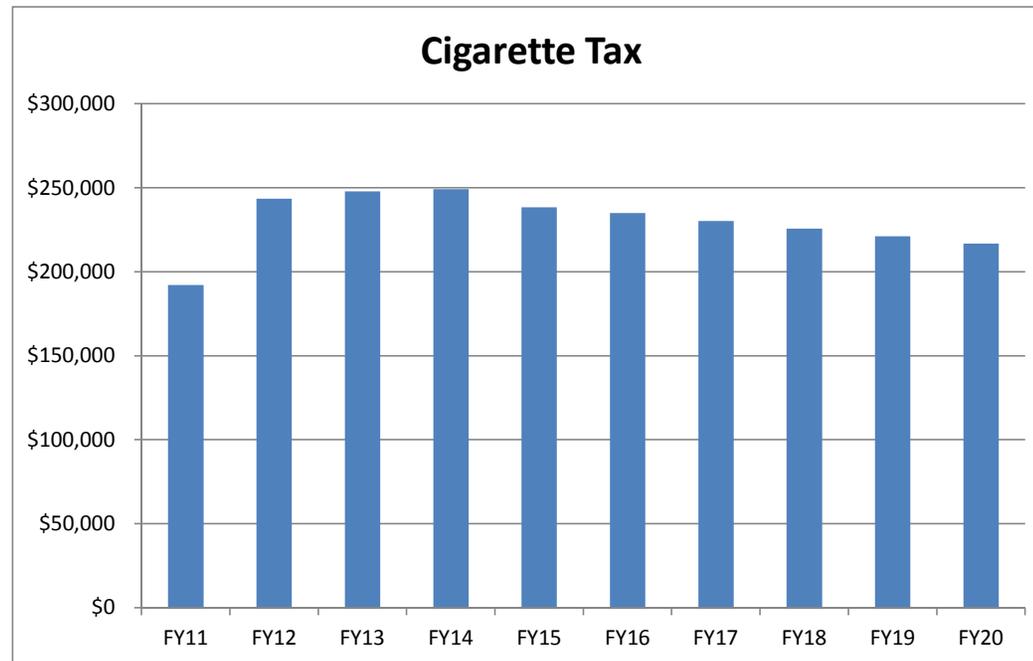
The Town Manager's FY17 budget assumes no change in the business license tax rates. Revenue projections for fiscal year 2017 through 2020 are based on revenues collected during the prior tax year and adjusted for current construction trends plus a growth factor of 2% per year.



Cigarette Taxes

The Town of Purcellville participates in the Northern Virginia Cigarette Tax Board, a consortium of 18 area jurisdictions formed for the purposes of collecting and disseminating cigarette tax revenues. Although the Town increased the cigarette tax rate in 2007, 2008 and 2011, product sales are declining due to decreased demand.

The Town Manager's FY17 budget assumes no change in the cigarette tax rate. Revenue projections for fiscal year 2017 through 2020 are based on revenues collected during the prior 12 month period and 2% sales reduction per year.



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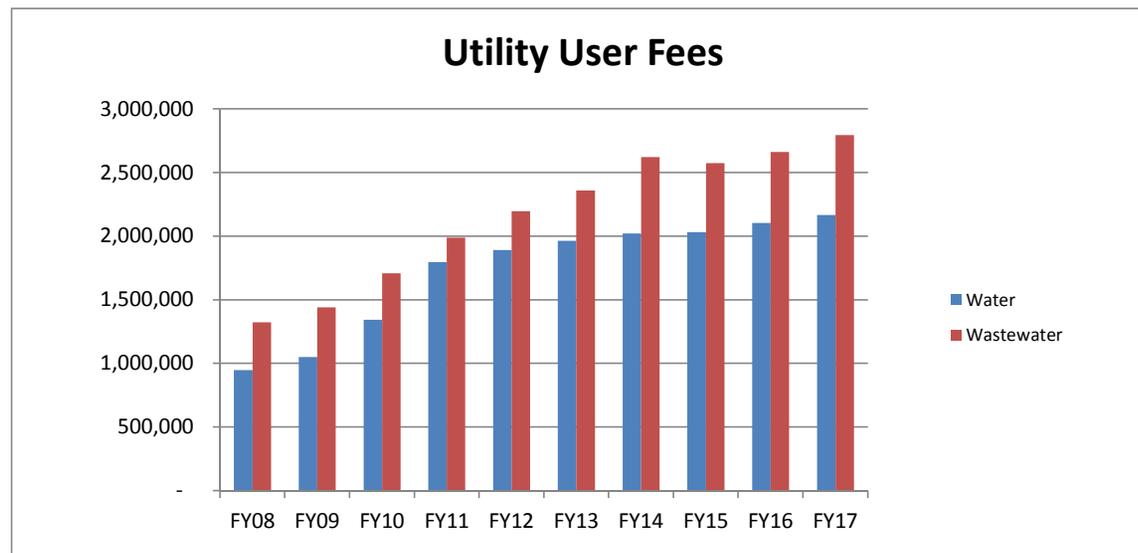
REVENUE TRENDS
WATER AND WASTEWATER FUND: REVENUES

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 Wastewater Rate Study prepared by Municipal and Financial Services Group (MFSG). This study forecasts revenue based on expected number of connections and consumption history which is driven in part by weather conditions and water conservation efforts. It also forecasts operating costs based on inflation rates, new connections, demand, debt payments, legislative mandates and capital improvements. MFSG also works with Davenport Associates, the Town's financial advisors, to develop intermediate and long-term financial

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. A chart detailing the history of utility rates is included in this section. 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 adopted budget includes a 3% water rate increase and a 5% wastewater rate increase for FY17 as recommended in the Town Manager's Proposed Budget.



**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 12-13*</u>	<u>FY13-14*</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY17</u>
<u>Water Tiers</u>			<u>Water Tiers</u>			<u>Water Tiers</u>					
1K -6K	\$3.78	\$4.35	1K -5K	\$4.52	\$5.65	1K -5K	\$5.93	\$6.35	\$6.16	\$6.16	\$6.34
6K - 12K	\$5.04	\$5.79	5K - 10K	\$6.03	\$7.53	5K - 10K	\$7.91	\$8.46	\$8.21	\$8.21	\$8.46
12K - 18K	\$6.30	\$7.24	10K - 15K	\$7.53	\$9.41	10K - 15K	\$9.54	\$10.21	\$9.90	\$9.90	\$10.20
18K+	\$7.56	\$8.69	15K - 20K	\$9.04	\$11.30	15K - 20K	\$11.35	\$12.15	\$11.79	\$11.79	\$12.14
			20K - 100K	n/a	\$13.18	20K - 50K	\$14.18	\$15.17	\$14.71	\$14.71	\$15.15
			100K - 200K	n/a	\$14.18	50K - 100K	\$16.18	\$17.31	\$16.79	\$16.79	\$17.29
			200K - 500K	n/a	\$15.18	100K - 150K	\$18.18	\$19.45	\$18.87	\$18.87	\$19.44
			500K+	n/a	\$23.18	150K - 200K	\$20.18	\$21.59	\$20.94	\$20.94	\$21.57
						200K - 250K	\$22.89	\$24.59	\$23.85	\$23.85	\$24.57
						250K - 300K	\$24.98	\$26.73	\$25.93	\$25.93	\$26.71
						300K - 350K	\$26.98	\$28.87	\$28.00	\$28.00	\$28.84
						350K - 4000K	\$28.98	\$31.01	\$30.08	\$30.08	\$30.98
						400K - 450K	\$30.98	\$33.15	\$32.16	\$32.16	\$33.12
						450K - 500K	\$35.98	\$38.50	\$37.35	\$37.35	\$38.47
						500K - 550K	\$40.98	\$43.85	\$42.53	\$42.53	\$43.81
						550K - 600K	\$45.98	\$49.20	\$47.72	\$47.72	\$49.15
						600K+	\$50.98	\$54.55	\$52.91	\$52.91	\$54.50
Wastewater	\$7.61	\$8.38		\$8.72	\$10.12		\$11.84	\$14.21	\$13.78	\$14.47	\$15.19
Acct Svc Fee	\$6.00	\$6.00		\$20.00	\$30.00		\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

** Note: Utility rate changes are effective in July or the beginning of the fiscal year except in FY13 as no change was made until March 2013. Therefore, the FY13 change only impacted 1 out of 6 billing periods in FY13 and carried over into FY14.*

PERSONNEL ANALYSIS

Department	Position	FY14	FY15	FY16	FY17
ADMINISTRATION	Town Manager	1.00	1.00	1.00	1.00
	Asst. Town Manager	1.00	1.00	1.00	1.00
	Exec. Assistant to TM	1.00	1.00	1.00	1.00
	Town Clerk	1.00	1.00	1.00	1.00
	Town Attorney	1.00	1.00	1.00	1.00
	Paralegal	0.00	0.00	0.00	0.60
	HR Specialist	0.60	1.00	1.00	1.00
	Special Asst. to TM	0.60	0.60	0.60	0.60
	Office Associate	1.00	1.00	1.00	1.00
		Total FTE	7.20	7.60	7.60
	Head Count	11	11	11	12
FINANCE	Director of Finance	1.00	1.00	1.00	1.00
	Asst. Dir. of Finance	1.00	1.00	1.00	1.00
	Finance Technician	3.00	3.00	3.00	3.00
	Finance Associate	1.00	1.00	1.00	1.00
	AP/PR Associate	0.00	0.00	0.60	0.60
	Budget Specialist	0.60	0.60	0.60	0.60
	Procurement Specialist	0.00	0.00	0.40	0.40
	Staff Accountant	1.00	1.00	1.00	1.00
		Total FTE	7.60	7.60	8.60
	Head Count	8	8	10	10
INFORMATION TECHNOLOGY	IT Director	0.65	0.65	1.00	1.00
	IT Administrator	1.00	1.00	1.00	1.00
	IT Tech	0.00	0.00	0.60	0.60
		Total FTE	1.65	1.65	2.60
	Head Count	2	2	3	3
COMMUNITY DEVELOPMENT	Director	1.00	1.00	1.00	1.00
	Sr. Planner/Mgr.	1.00	0.00	1.00	1.00
	Planning Technician	1.00	1.00	1.00	1.00
	Planner II	0.00	1.00	0.00	0.00
	Planning Assoc.	1.00	1.00	1.00	1.00
		Total FTE	4.00	4.00	4.00
	Head Count	4	4	4	4

PERSONNEL ANALYSIS

Department	Position	FY14	FY15	FY16	FY17
POLICE DEPARTMENT	Chief	1.00	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00	1.00
	Sergeant	4.00	4.00	4.00	4.00
	MPO	4.00	5.00	5.00	5.00
	Officers	5.00	5.00	5.00	5.00
	Admin. Assistant	1.00	1.00	1.00	1.00
	Office Manager	0.00	0.00	0.00	1.00
	Total FTE	16.00	17.00	17.00	18.00
	Head Count	16	17	17	18
PUBLIC WORKS - ADMIN./ENG.	Director	1.00	1.00	1.00	1.00
	Asst. Director	1.00	0.00	0.00	1.00
	Inspector	2.00	2.00	2.00	2.00
	Eng. Specialist	1.00	1.00	1.00	1.00
	Admin. Assistant	1.00	1.00	1.00	1.00
	Project Coord.	1.00	1.00	1.00	1.00
	CIP Mgr.	1.00	1.00	1.00	1.00
	Total FTE	8.00	7.00	7.00	8.00
Head Count	9	8	8	9	
PUBLIC WORKS - MAINTENANCE	Superintendent	1.00	1.00	1.00	1.00
	Team Leaders	2.00	0.00	2.00	2.00
	Maint. Workers	7.00	7.60	5.60	6.60
	Meter Technician	1.00	1.00	1.00	1.00
	Total FTE	11.00	9.60	9.60	10.60
Head Count	9	10	10	11	
TOTAL GENERAL FUND	Full Time Equivalent	55.45	54.45	56.40	60.00
	Actual Head Count	59.00	60.00	63.00	67.00
PARKS & REC.	P&R Administrator	0.50	0.00	0.00	0.00
	Events Specialist	0.00	0.70	0.70	1.00
	Total FTE	0.50	0.70	0.70	1.00
Head Count	1	1	1	1	
TOTAL PARKS & REC. FUND	Full Time Equivalent	0.50	0.70	0.70	1.00
	Actual Head Count	1.00	1.00	1.00	1.00

PERSONNEL ANALYSIS

Department	Position	FY14	FY15	FY16	FY17
WATER	Superintendent	1.00	1.00	1.00	1.00
	Asst. Superintendent	1.00	1.00	1.00	1.00
	Operators	5.00	5.00	5.00	5.00
	Lab Technician	0.00	1.00	1.00	1.00
	Utility Maint. Technician	1.00	1.00	1.00	1.00
	Total FTE	8.00	9.00	9.00	9.00
	Head Count	8	9	9	9
WASTEWATER	Superintendent	1.00	1.00	1.00	1.00
	Asst. Superintendent	0.00	1.00	1.00	1.00
	Operators	6.00	6.40	6.00	4.00
	Utility Maint. Technician	1.00	1.00	1.00	1.00
	Lab Technician	1.00	1.00	1.00	2.00
	Total FTE	9.00	10.40	10.00	9.00
Head Count	9	10	10	9	
TOTAL UTILITIES	Full Time Equivalent	17.00	19.40	19.00	18.00
	Actual Head Count	17	19	19	18
TOTAL STAFF	Full Time Equivalent	72.95	74.55	76.10	79.00
	Actual Head Count	77	80	83	86

FY16 Mid-Year Enhancements

IT Director - part-time to full time @ .35 FTE

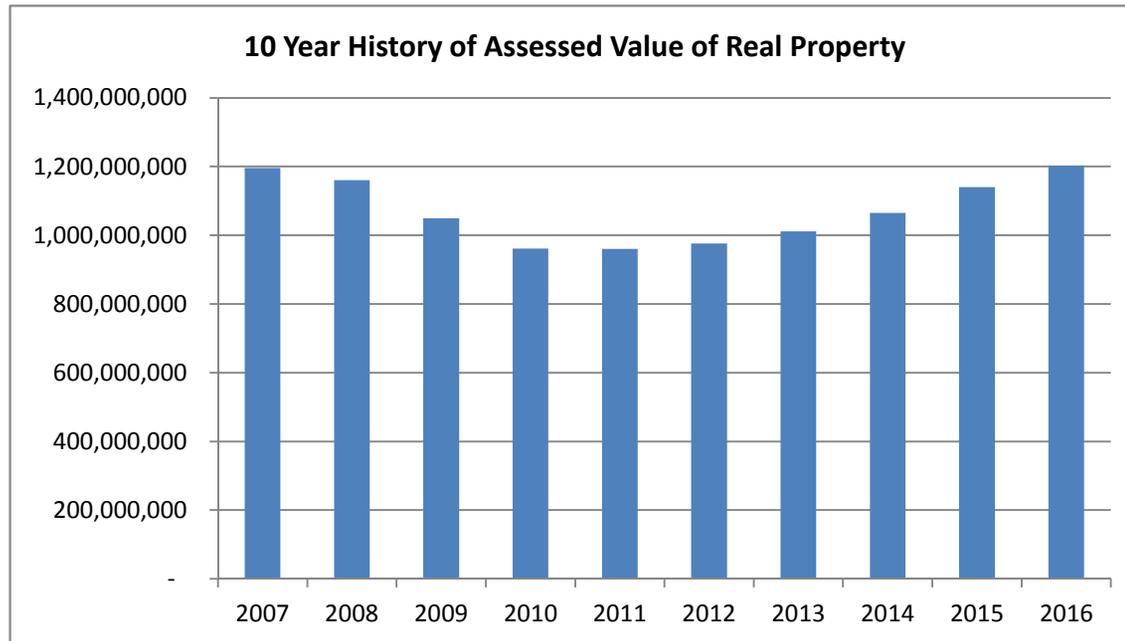
IT Technician - part-time @ .60 FTE

AP/Payroll Associate - part-time @ .60 FTE

Procurement Specialist - part-time @ .40 FTE

Assessed Value of Taxable Real Property

Fiscal Year	Actual Value
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
2014	1,064,663,675
2015	1,140,041,935
2016	1,202,445,320



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

Major Property Owners

Owner	Description/Location	Percentage of Total 2015 Assessed Value
Jordan River Acquisitions LLC	Shopping Center (1251 E Main St)	1.89%
Main St. Station LLC	Shopping Center (1000 E Main St)	1.47%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	0.97%
Valley Medical Center LLC	Medical Center (125 Hirst Road)	0.93%
S R B Enterprises LLC	Shopping Center (711 E Main St)	0.83%
Brookfield Autumn Hill LLC	70.83 acre Mayfair Property	0.75%
Maple Avenue Apartments LP	Apartments (610 Dominion TE)	0.45%
Main Street Associates LP	Apartments (123 16th St)	0.36%
Purcellville Development LLC	6.53 acre Catocin Corner	0.33%
413 Browning Court LLC	Office Building(413 Browning Court)	0.29%

Source: Loudoun County Assessor of Real Estate

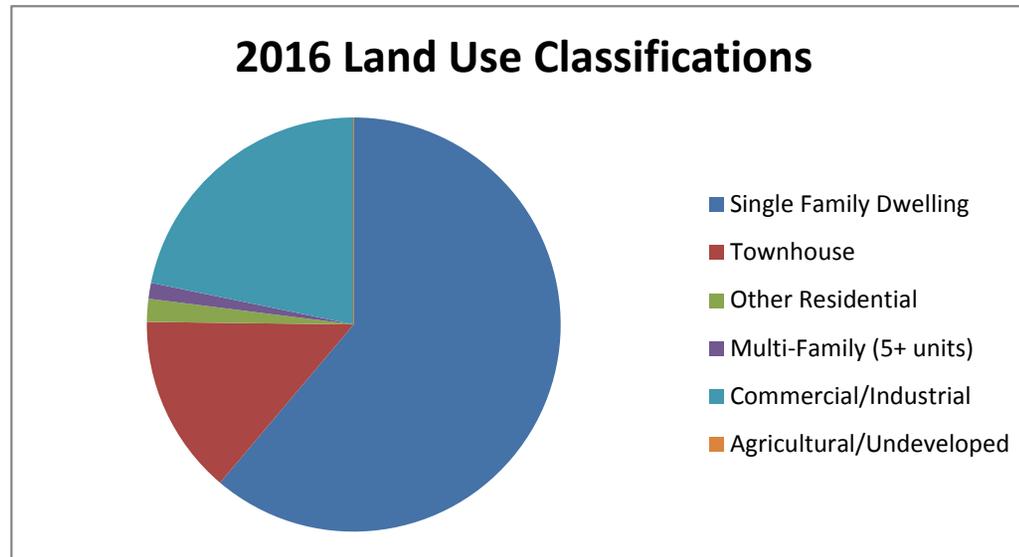
Principal Employers

Employer	Employees in FY15
Loudoun County Schools	562
Blue Ridge Veterinary Assoc., Inc.	125
Harris Teeter	125
Home School Legal Defense	100
Wholesale Screening Solutions	100
Food Lion/Bloom	95
Magnolia's at the Mill	89
Giant	85
Patrick Henry College	78
Town of Purcellville	78

Source: Town Business License Renewal

Assessments by Land Use Category

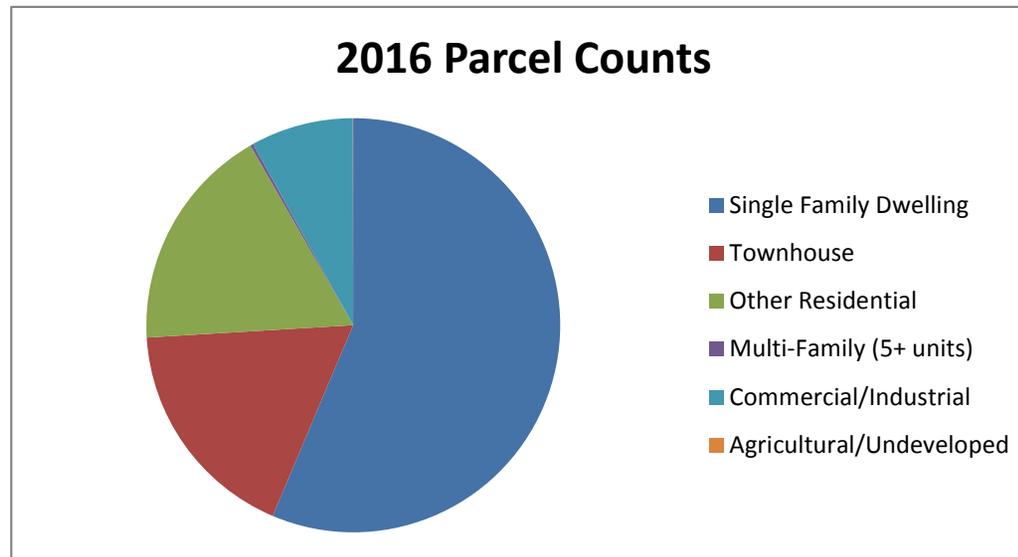
Category	2015 Assessed Value	2016 Assessed Value
Single Family Dwelling	720,602,240	745,281,230
Townhouse	163,328,500	171,122,940
Other Residential	23,206,780	21,856,590
Multi-Family (5+ units)	14,423,280	14,998,920
Commercial/Industrial	243,141,830	265,276,640
Agricultural/Undeveloped	8,824,600	13,700
Total Taxable	1,173,527,230	1,218,550,020



Source: Loudoun County Assessor of Real Estate

Parcels by Land Use Category

Category	2015 Parcel Count	2016 Parcel Count
Single Family Dwelling	1,734	1,764
Townhouse	539	553
Other Residential	329	553
Multi-Family (5+ units)	7	7
Commercial/Industrial	234	251
Agricultural/Undeveloped	2	1
Total Taxable	2,845	3,129



Source: Loudoun County Assessor of Real Estate

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)
2006	7,122	47,134	34.1	1,511	2.4
2007	7,304	50,135	34.0	1,511	2.2
2008	7,497	51,845	33.9	2,105	2.9
2009	7,632	51,676	33.8	2,105	5.0
2010	7,727	54,190	33.6	2,105	5.2
2011	7,786	58,811	33.6	2,297	5.0
2012	7,820	60,801	33.5	2,330	4.8
2013	7,902	59,729	33.4	2,505	4.7
2014	7,975	60,914	33.2	2,528	4.4
2015	8,075	63,171	33.1	2,560	4.0

Sources:

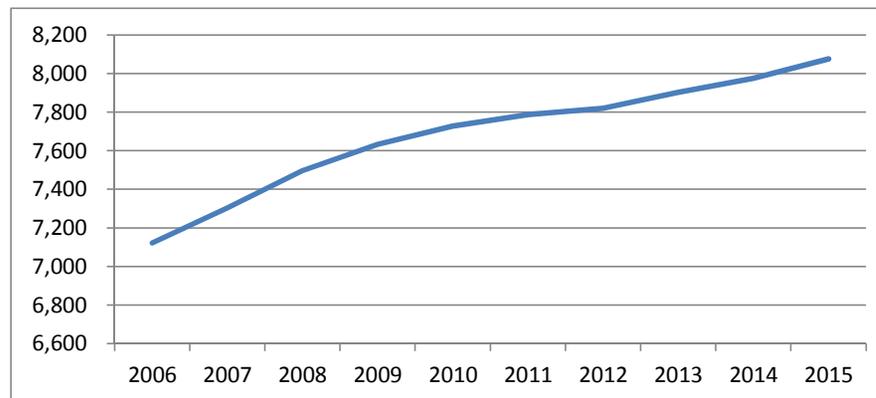
(1) 2010: US Bureau of Census, 2010 Decennial Census. 2005-2009,2011-2015: Loudoun County Department of Planning and Zoning Estimates Series, April 22, 2015.

(2) 2005-2013: Bureau of Economic Analysis, US Department of Commerce, November 20, 2014. 2014-2015: Loudoun County Department of Management and Budget, October 8, 2015.

(3) 2010: US Bureau of Census, 2010 Decennial Census. 2005-2009,2011-2015: Loudoun County Department of Planning and Zoning, October 8, 2015

(4) 2003-2009: Loudoun School Census (triennial), Loudoun County Public Schools; 2010-2013: Weldon Cooper Center for Public Service, Demographics & Workforce Group School-Age Population Estimates for July 1, 2013 (July 2014). 2014 and 2015 are Department of Management and Budget estimates.

(5) Local Area Unemployment Statistics, Virginia Employment Commission, Month of June each year. Values for 2009-2014 are revised.



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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. This section also includes an overview of the relationship between operating Departments and the Funds supporting them.

- Budget Process Overview
- Financial Systems Overview
- Departmental Fund Relationships
- Debt Obligations
- Fund Balance and Net Position

BUDGET PROCESS OVERVIEW

(Reviewed & revised 2/22/16)

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. If necessary, the Town Council approves the proposed Budget Amendments which update 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 Town Council. The Town Council 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 delivers his proposed operating budget in March to the Town Council. After the Town Council receives the proposed operating budget, the Council 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 detailed review of the Town Manager's Proposed 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 resolution, 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 fund level and approved 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 Amendment (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 adoption, appropriation, and authorizing resolution and a supporting

budget amendment (if necessary). 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 2016 -2017 BUDGET PREPARATION SCHEDULE</u>	
ACTIVITY	DATE
Provide Initial Budget Calendar to Town Council & Town Staff	October/November, 2015
Distribute FY 2017-2021 CIP Instructions & Documents to Departments	October, 2015
Develop & Distribute Detailed FY 2017-2021 CIP Budget Schedule	November, 2014
Develop Strategy for FY 2016/2017 Operating Budget	November, 2015
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	December, 2015
Town Manager Meets with Department Head to Review Requests	January/February, 2016
Financial Advisor & Rate Consultant Presentation (Tax Rates & Fees) to Town Council	March, 2016
Town Manager Delivers Budget to Town Council	March 2016
Public Hearings on Tax Rates & Budget	March – April 2016
Adoption of Budget - Town Council	May – June, 2016

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 authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of the annually approved adoption, appropriation, and authorizing resolution. The Town Manager is also delegated the authority to move funds previously appropriated. 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 Specialist will enter the approved changes in the accounting system (Logics).

Formal Budget Amendments

For those changes in budgets that involve a change in appropriation totals, the Town Manager must submit a Budget Amendment requesting the desired changes to fund and/or appropriation totals. Budget Amendment requests must be submitted to the Finance Department (Budget Specialist). The Budget 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 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 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 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.

FINANCIAL SYSTEMS OVERVIEW

Financial Fund Structure

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

1. **Governmental Funds**: These funds utilize the modified accrual basis of accounting for budgeting and are prepared and accounted for on a basis consistent with generally accepted accounting principles (GAAP). Under modified accrual accounting, revenues and related assets are recorded when measurable and available to finance operations during the year.

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

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

Special Parks and Recreation Fund- This special revenue fund has been established to account for the revenue collected in the Fireman's Field Service Tax District and the day-to day-operating activities associated with Fireman's Field and the Train Station.

2. **Proprietary Funds**: These funds utilize the accrual basis of accounting for budgeting and are prepared and accounted for on a basis consistent with generally accepted accounting principles (GAAP). Under accrual accounting, 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 Wastewater Operating Funds- These funds account for the operations of the Town's water and wastewater business enterprises including debt service. Activities of these funds are primarily funded by user fees.

Water and Wastewater 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.

DEPARTMENTAL FUND RELATIONSHIPS

This chart shows the relationship between the functional Departments and the appropriated Funds that support their service delivery operations and activities.

Departmental Fund Relationships						
	General Fund	Parks & Rec Fund	General Capital Projects Fund	Water Fund	Wastewater Fund	Utility Capital Project Funds
Administration	✓					
Finance	✓					
Information Technology	✓					
Public Safety	✓					
Public Works	✓		✓			
Community Development	✓					
Legislative & Advisory	✓					
Parks & Recreation		✓				
Water Department				✓		✓
Wastewater Department					✓	✓
Basis of Accounting and Budgeting						
Accrual Basis				✓	✓	✓
Modified Accrual Basis	✓	✓	✓			

General Fund - This fund is the chief operating fund of the Town and is primarily supported by tax proceeds.

Parks & Recreation Fund - This fund is supported through a special tax district authority and is the primary operating fund for the Town Parks & Recreation program and activities.

Water Fund & Wastewater Fund - These funds are Enterprise Funds. The Enterprise funds account for operations that are financed in a manner similar to a private business enterprise where the costs of providing goods and services to the general public on a continuing basis be financed or recovered through user fees and charges.

Capital Projects Funds - These funds provide for 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. Any individual project must have a useful life in excess of five years.

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 2017 principal installment due totals \$65,621. Also payable in 2017 are semi-annual interest payments totaling \$3,289.

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 2017 principal installment due totals \$85,000.

2008 General Obligation Wastewater 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 wastewater treatment facility upgrade. The interest rate on this bond has been reset twice with the current rate being 2.52%. 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 Wastewater fund. These bonds will be retired in March 2030. The FY 2017 interest payments total \$396,026. Principal payments for FY 2015 through FY 2019 are being paid with proceeds from the taxable portion of the 2013 General Obligation Public Refunding Bonds.

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 2017 principal installment due totals \$190,000 and the semi-annual interest payments total \$36,325.

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 an 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 was due January 15, 2013. The FY 2017 principal installment due totals \$150,000 with \$50,000 from Parks and Recreation and \$100,000 from the Water funds. Also payable in 2017 are semi-annual interest payments totaling \$163,279 with \$84,389 from Parks and Recreation and \$78,890 from the Water funds.

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 payment of \$24,662 was made on February 1, 2012. The first principal payment is due August 1, 2015. 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 2017 interest payments total \$153,450 with \$120,256 from General, \$11,627 from Parks & Rec and \$21,567 from Water funds. The FY 2017 principal installment due totals \$200,000 with \$172,371 from General Fund, \$16,129 from Parks and Recreation and \$11,500 from the 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.

2013 General Obligation Public Refunding Bonds

Bonds in the amount of \$33,690,000 were issued in October 2013. Interest is payable semi-annually each February 1 and August 1 commencing February 1, 2014. Principal is payable annually beginning February 1, 2015 and continuing on each February 1 until final maturity on February 1, 2034. The net proceeds will be used to refund several outstanding obligations including the General Obligation Public Improvement Bond, Series 2005A&B, the General Obligation Refunding Bond, Series 2010B and the Series 2008 Rural Development Loan. The FY 2017 principal installment due totals \$475,000 with \$450,000 from General Fund and \$25,000 from the Parks and Rec fund. The FY 2017 semi-annual interest payments total \$1,533,516, with \$449,031 from General, \$12,100 from Parks & Rec, \$342,606 from Water and \$729,779 from Wastewater funds.

Summary of Issuance Outstanding Debt

<u>Issue</u>	<u>Value of Original Issue</u>	<u>Outstanding Balance on July 1, 2016</u>	<u>Fund % Outstanding Debt</u>	<u>FY 17 Debt Service</u>	<u>% of Retired Debt</u>
<u>GENERAL</u>					
2003 Refunding-Carter Bank	835,133	133,387		68,910	84.0%
2012 General Obligation-Cardinal Bank	4,608,930	4,459,136		292,628	3.3%
2013 Refunding Bond	10,840,000	9,860,000		899,031	9.0%
	16,284,063	14,452,523	24%	1,260,569	
<u>PARKS & REC SPECIAL REVENUE FUND</u>					
2008 Notes Payable-Purcellville Vol. Fire Dept.	1,700,000	935,000		85,000	45.0%
2010 General Obligation-RBC	2,155,000	1,995,000		134,389	7.4%
2012 General Obligation-Cardinal Bank	446,070	430,864		27,756	3.4%
2013 Refunding Bond	320,000	270,000		37,100	15.6%
	4,621,070	3,630,864	6%	284,244	
<u>WATER</u>					
2010 General Obligation-RBC	2,245,000	1,865,000		178,890	16.9%
2010 Refunding-VRA	1,655,000	820,000		226,325	50.5%
2012 General Obligation-Cardinal Bank	815,000	790,000		33,067	3.1%
2013 Refunding Bond	7,105,000	7,105,000		342,606	0.0%
	11,820,000	10,580,000	18%	780,888	
<u>WASTE WATER</u>					
2008 General Obligation-VRA	24,944,377	15,297,738		396,026	38.7%
2013 Refunding Bond	15,425,000	15,425,000		729,779	0.0%
	40,369,377	30,722,738	52%	1,125,805	
Total Bonds All Funds	73,094,510	59,386,125	100%	3,451,506	18.8%

Amortization of Existing Debt and Interest									
Year Ending June 30	General Fund Debt		Parks & Rec Special Revenue Fund		Water Fund Debt		Wastewater Fund Debt		Total Debt Payments
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2017	687,992	572,576	176,129	108,115	301,500	479,388	-	1,125,805	3,451,506
2018	710,137	553,155	176,129	104,807	316,500	465,546	-	1,125,805	3,452,080
2019	651,911	535,645	251,589	101,492	331,500	450,334	-	1,125,805	3,448,275
2020	689,998	512,843	248,502	94,653	346,500	434,331	1,333,191	1,107,624	4,767,642
2021	754,998	489,306	1,768,502	53,328	1,456,500	393,158	1,904,210	1,072,205	7,892,207
Thereafter	10,957,486	2,701,018	1,010,014	97,686	7,827,500	2,439,166	27,485,337	7,283,036	59,801,241
Total	14,452,523	5,364,543	3,630,864	560,081	10,580,000	4,661,922	30,722,738	12,840,281	82,812,951

Legal Debt Margin

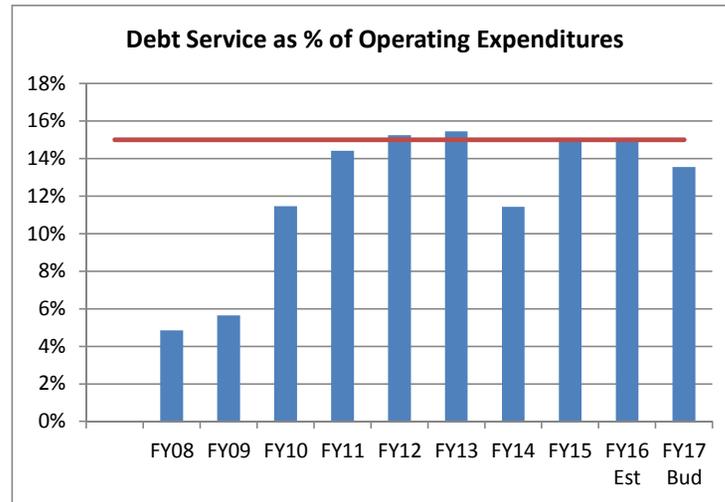
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2015 is as follows (*Source: FY15 Comprehensive Annual Financial Report*) :

Assessed Value of Real Property, January 1, 2015	\$1,161,634,317
Debt Limit: Ten percent (10%) of Assessed Value	\$116,163,432
Amount of Debt Applicable to Debt Limit	\$63,934,609
Legal Debt Margin	\$52,228,823

DEBT GUIDELINES FOR GOVERNMENTAL FUND

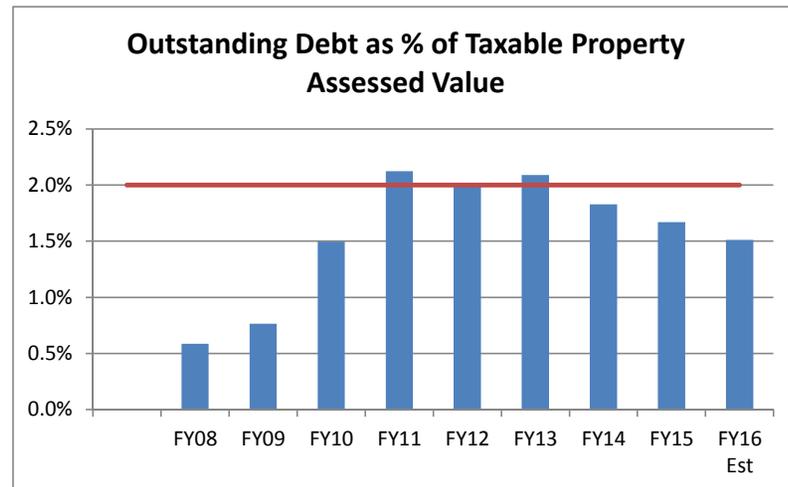
Town Policy: Debt service expenditures as a percentage of expenditures should not exceed 15%.

<u>Fiscal Year</u>	<u>Debt Service</u>	<u>Operating Expenditures</u>	<u>Debt to Expenditures</u>
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	1,391,711	9,007,060	15%
FY14	1,146,318	10,030,705	11%
FY15	1,419,855	9,456,332	15%
FY16 Est	1,535,822	10,315,293	15%
FY17 Bud	1,544,812	11,401,943	14%



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

<u>Fiscal Year</u>	<u>Assessed Value of Taxable Property</u>	<u>Outstanding Bonded Debt</u>	<u>Debt to Assessed Value</u>
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	1,010,965,950	21,119,554	2.09%
FY14	1,064,663,675	19,458,463	1.83%
FY15	1,133,635,240	18,916,930	1.67%
FY16 Est	1,196,038,625	18,083,387	1.51%



FUND BALANCE AND NET POSITION SUMMARY

GENERAL FUND				
	FY 14 Actual *	FY15 Actual	FY16 Estimated	FY 17 Adopted
Beginning Fund Balance	5,389,657	5,021,637	5,832,525	5,893,349
Revenues & Transfers In	21,493,732	9,765,303	10,183,309	10,680,549
Expenditures & Transfers Out	(21,861,752)	(8,954,415)	(9,811,507)	(10,860,549)
Capital Reserve Fund	-	-	(117,894)	(117,409)
Use of Restricted Reserves	-	-	(193,084)	-
Ending Fund Balance	5,021,637	5,832,525	5,893,349	5,595,940
Unassigned Fund Balance	4,231,964	5,049,286	5,421,088	5,241,088

SPECIAL PARKS AND RECREATION FUND				
	FY 14 Actual	FY 15 Actual	FY16 Estimated	FY 17 Adopted
Beginning Fund Balance	(68,478)	(22,931)	(18,120)	4,163
Revenues & Transfers In	837,303	506,730	526,069	541,394
Expenditures & Transfers Out	(791,756)	(501,919)	(503,786)	(541,394)
Transfer from General Fund	-	-	-	-
Ending Fund Balance	(22,931)	(18,120)	4,163	4,163

WATER FUND				
	FY 14 Actual	FY 15 Actual**	FY16 Estimated	FY 17 Adopted
Beginning Net Position	5,210,990	5,556,650	6,049,513	6,242,928
Revenues & Transfers In	3,073,224	3,545,640	3,444,390	4,534,539
Expenditures & Transfers Out	(2,674,187)	(3,052,777)	(3,250,975)	(3,052,634)
Ending Net Position	5,610,027	6,049,513	6,242,928	7,724,833

WASTEWATER FUND				
	FY 14 Actual	FY 15 Actual**	FY16 Estimated	FY 17 Adopted
Beginning Net Position	13,028,080	12,427,413	12,495,575	12,527,770
Revenues & Transfers In	3,347,730	3,708,512	3,593,132	4,469,434
Expenditures & Transfers Out	(3,894,068)	(3,640,350)	(3,560,937)	(4,057,288)
Ending Net Position	12,481,742	12,495,575	12,527,770	12,939,916

(Source: FY 14 Comprehensive Annual Financial Report, FY 15 Comprehensive Annual Financial Report & FY 17 Proposed Budget)

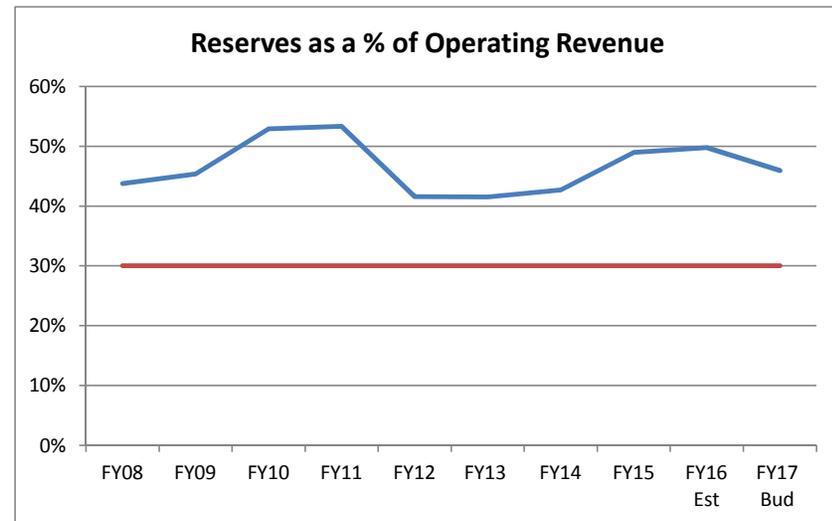
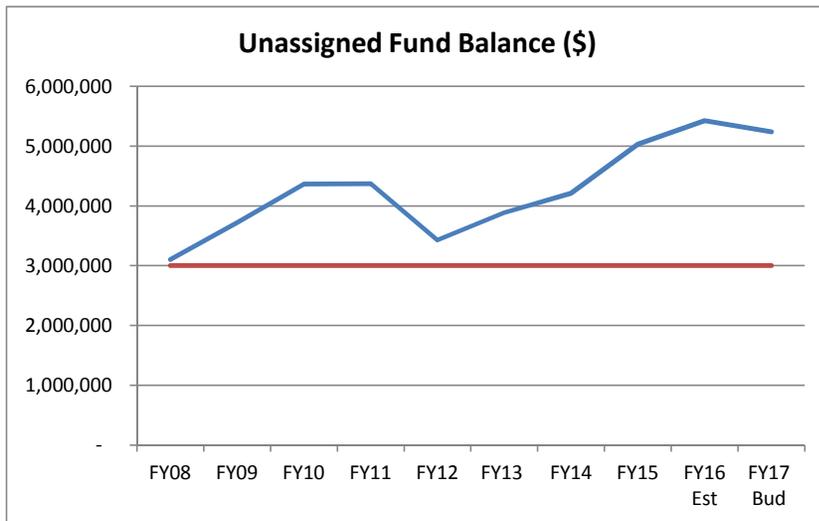
* FY 14 Actual Beginning Balance was revised in the FY 14 CAFR. Funds restricted for Capital Projects were moved to the Capital Projects Fund.

**FY 15 Actual Beginning Balance was restated in the FY 15 CAFR.

FUND BALANCE GUIDELINES FOR GOVERNMENTAL FUND

Town Policy: Unassigned fund balance (Reserves) should be a minimum of \$3 million or 30% of total revenues.

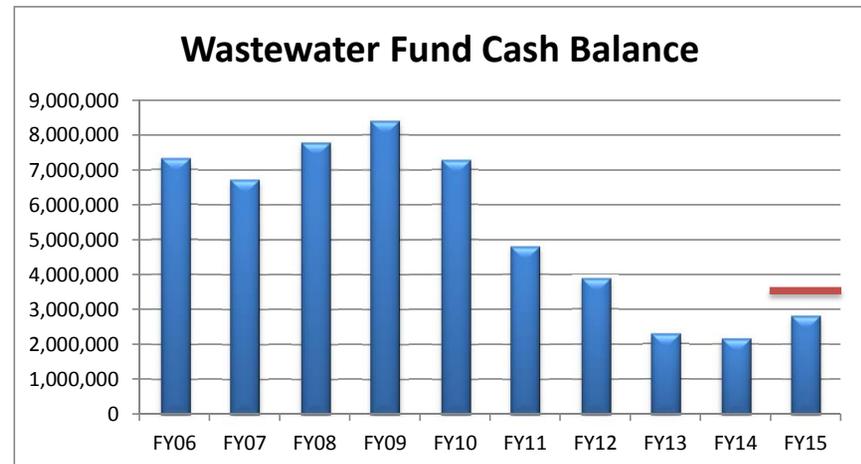
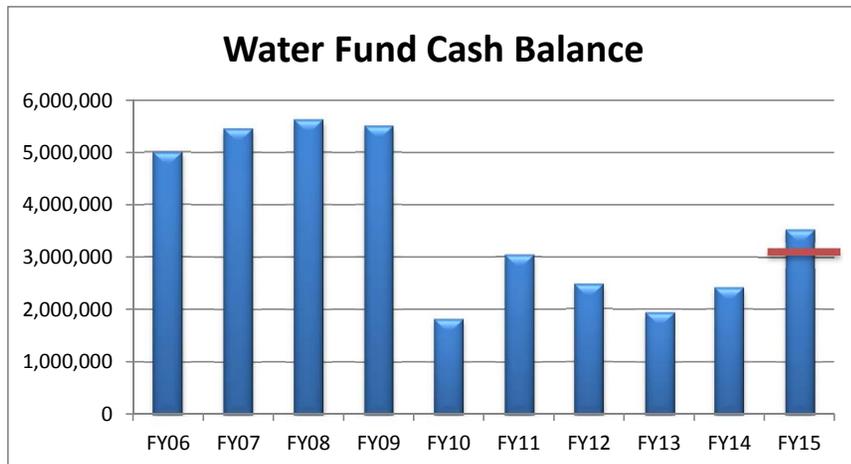
Fiscal Year	Unassigned Fund Balance	Operating Revenue	Reserves to Revenue
FY08	3,102,709	7,092,429	44%
FY09	3,719,677	8,202,599	45%
FY10	4,363,277	8,241,179	53%
FY11	4,368,340	8,185,022	53%
FY12	3,427,576	8,241,573	42%
FY13	3,884,533	9,360,117	42%
FY14	4,209,033	9,857,582	43%
FY15	5,031,166	10,272,033	49%
FY16 Est	5,425,251	10,900,848	50%
FY17 Bud	5,241,088	11,401,943	46%



CASH GUIDELINES FOR UTILITY FUNDS

Policy: Utility cash and cash equivalent should exceed 100% of total operating expenditures and debt service.

Fiscal Year	Cash Balance		
	Water Fund	Wastewater Fund	
FY06	5,001,703	7,322,122	
FY07	5,459,283	6,726,478	
FY08	5,628,592	7,784,394	
FY09	5,508,338	8,404,191	
FY10	1,813,052	7,278,048	
FY11	3,046,201	4,801,599	
FY12	2,476,736	3,879,221	
FY13	1,942,327	2,281,417	
FY14	2,412,481	2,158,476	
FY15	3,514,106	2,803,636	
Policy Level (red line)	FY15	3,052,750	3,605,350



Budget Summary

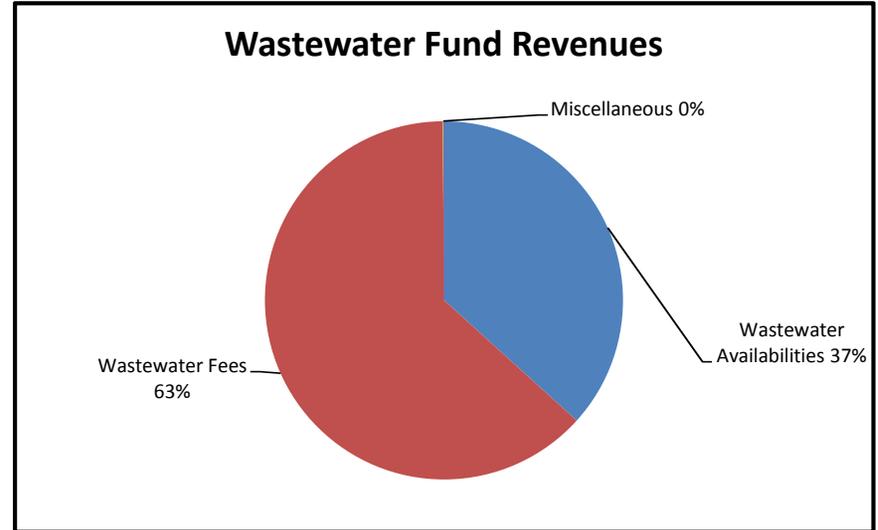
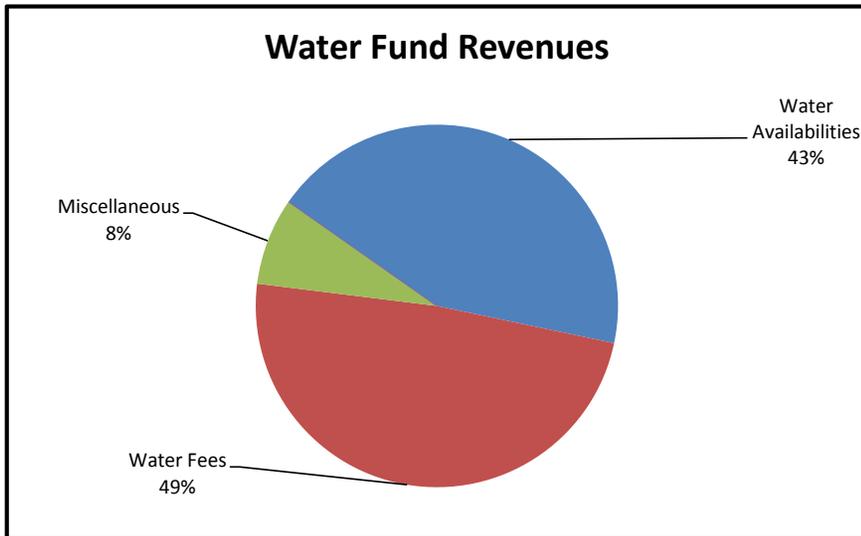
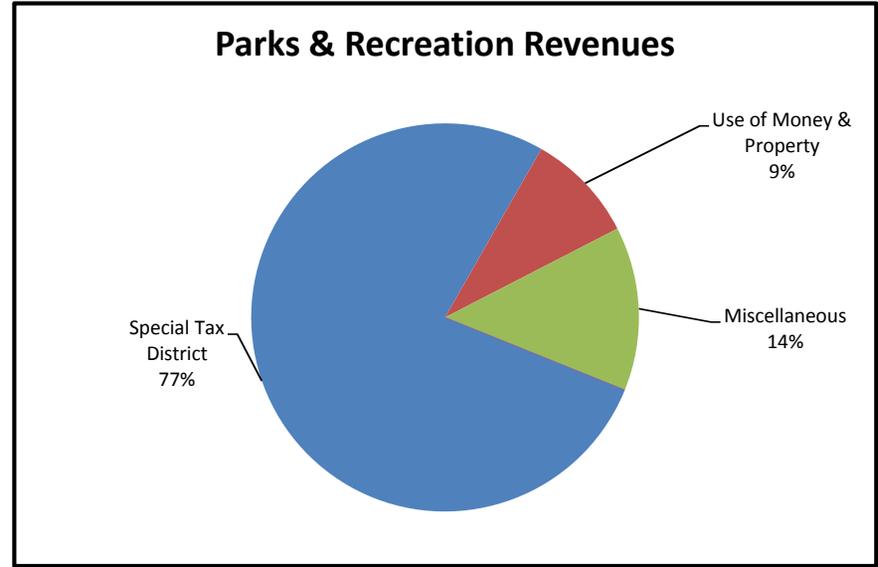
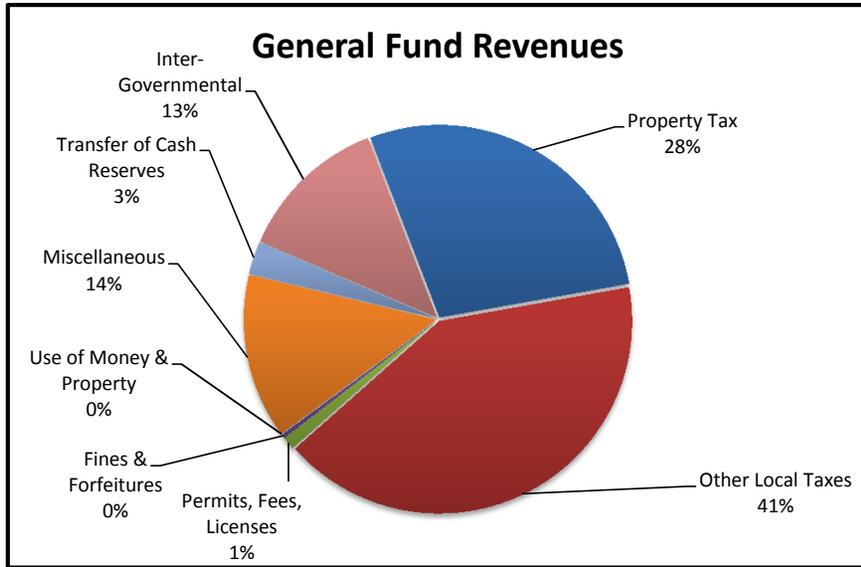
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

- Operating Revenues by Fund
- Operating Expenditures by Fund
- Total Operating and CIP Budget

OPERATING BUDGET REVENUES

	FY 2015	FY 2016		FY 2017		% Change FY16 Current Budget
	Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	
GENERAL FUND						
Property Tax	2,842,910	2,962,960	2,998,494	3,285,215	3,043,215	11%
Other Local Taxes	4,187,378	4,058,965	4,409,208	4,482,727	4,482,727	10%
Permits, Fees, Licenses	161,369	118,000	129,000	116,000	116,000	-2%
Fines & Forfeitures	57,326	56,100	38,100	38,100	38,100	-32%
Use of Money & Property	1,127	1,000	1,452	1,400	1,400	40%
Miscellaneous	1,098,800	1,054,096	1,065,654	1,203,323	1,503,323	14%
Transfer of Cash Reserves	105,980	442,434	309,364	297,409	297,409	-33%
Inter-Governmental	1,416,391	1,475,951	1,423,507	1,374,941	1,378,375	-7%
TOTAL GENERAL FUND	9,871,281	10,169,506	10,374,779	10,799,115	10,860,549	6%
SPECIAL PARKS & RECREATION FUND						
Special Tax District	396,223	401,258	411,928	417,744	417,744	4%
Use of Money & Property	39,515	78,450	36,400	49,650	49,650	-37%
Miscellaneous	70,992	69,500	77,741	74,000	74,000	6%
Transfer from General Fund	0	1,615	0	0	0	N/A
TOTAL PARKS & REC FUND	506,730	550,823	526,069	541,394	541,394	-2%
WATER FUND						
Water Availabilities	1,277,743	1,093,687	1,080,119	1,976,733	1,976,733	81%
Water Fees	2,071,894	2,087,364	2,139,156	2,195,556	2,205,556	5%
Miscellaneous	195,042	187,367	224,815	222,250	352,250	19%
Investment Income	956	500	300	0	0	-100%
Transfer in Cash Reserves	375,328	5,921	0	0	0	N/A
TOTAL WATER FUND	3,920,962	3,374,839	3,444,390	4,394,539	4,534,539	30%
WASTEWATER FUND						
Wastewater Availabilities	1,060,697	907,200	896,400	1,641,600	1,641,600	81%
Wastewater Fees	2,603,688	2,752,659	2,689,432	2,822,554	2,822,554	3%
Miscellaneous	9,056	5,280	7,300	5,280	5,280	0%
Investment Income	35,074	0	0	0	0	N/A
Transfer in Cash Reserves	114,856	6,997	0	0	0	N/A
TOTAL WASTEWATER FUND	3,823,372	3,672,136	3,593,132	4,469,434	4,469,434	22%
TOTAL OPERATING BUDGET REVENUES	18,122,345	17,767,304	17,938,370	20,204,482	20,405,916	14%

FY 2017 OPERATING BUDGET REVENUES



OPERATING BUDGET EXPENDITURES

	FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
	Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
GENERAL FUND							
Administration	1,371,490	1,342,250	1,346,959	1,468,463	1,438,887	1,379,346	7%
Finance & Financial Administration	800,165	859,821	847,204	914,830	914,830	928,316	6%
Information Technology	225,776	294,417	257,645	387,223	386,723	374,706	31%
Police & Public Safety	1,930,842	2,047,216	2,099,277	2,322,981	2,110,142	2,152,699	3%
Public Works	2,729,599	3,485,317	3,226,835	3,914,111	3,566,437	3,383,922	2%
Community Development	371,148	465,116	455,207	523,338	509,062	507,092	9%
Legislative & Advisory	133,818	132,326	123,676	145,676	135,688	135,688	3%
Adjustment & Transfers	208,457	179,841	148,500	373,561	343,778	647,212	91%
Capital Outlay	37,747	114,000	57,000	212,500	133,000	91,000	17%
Debt Retirement	1,145,370	1,249,204	1,249,204	1,260,568	1,260,568	1,260,568	1%
TOTAL GENERAL FUND	8,954,412	10,169,506	9,811,507	11,523,251	10,799,115	10,860,549	6%

SPECIAL PARKS & RECREATION FUND

Parks & Recreation Management	80,256	81,318	77,823	134,955	116,518	116,518	43%
Parks & Rec Skating Rink	39,667	45,000	39,200	25,000	25,000	25,000	-44%
Parks & Rec Train Station	44,677	42,920	42,160	51,350	51,350	51,350	20%
Fireman's Field	8,554	6,500	6,500	6,500	6,500	6,500	0%
Parks & Rec Programs	54,281	49,650	49,325	55,150	55,150	55,150	11%
Parks & Rec Tree Commission	0	2,200	2,160	2,200	2,200	2,200	0%
Adjustments & Transfers	0	36,617	0	432	432	432	-99%
Debt Retirement	274,485	286,618	286,618	284,244	284,244	284,244	-1%
TOTAL SPECIAL PARKS & REC FUND	501,920	550,823	503,786	559,831	541,394	541,394	-2%

OPERATING BUDGET EXPENDITURES

	FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
	Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	

WATER FUND

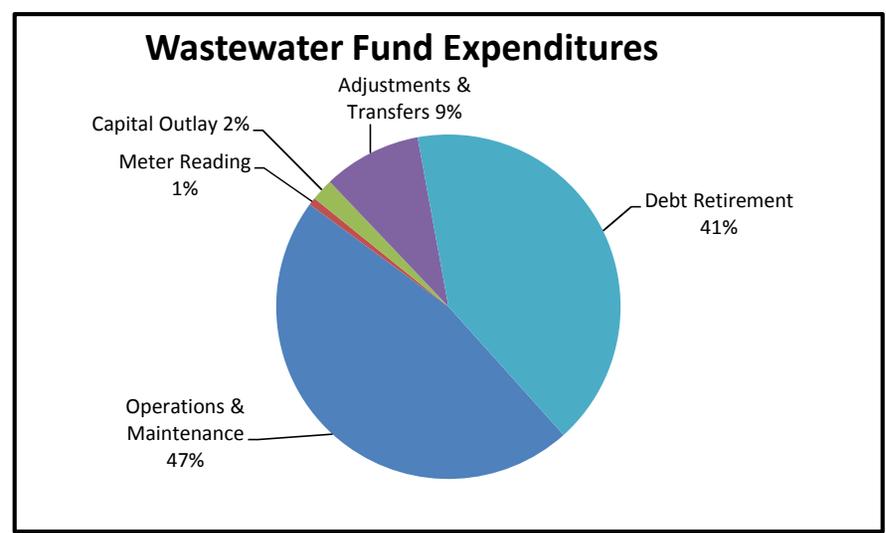
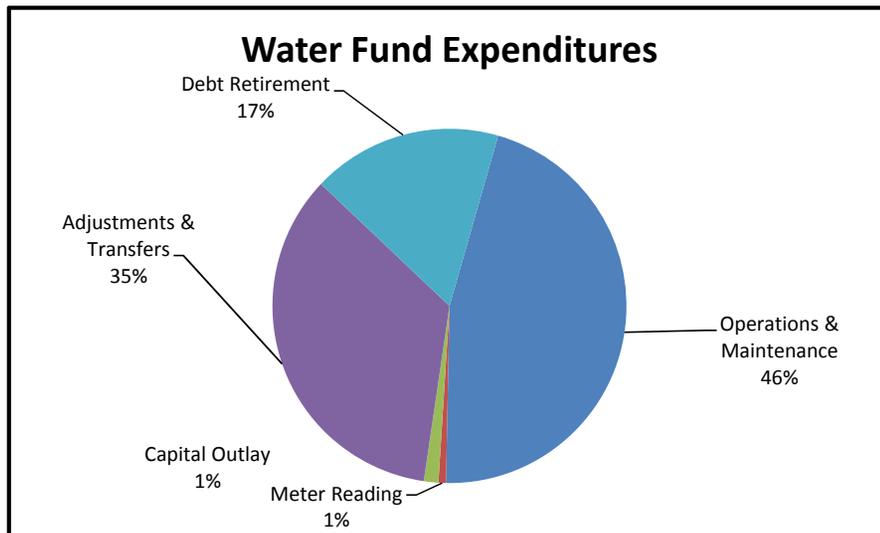
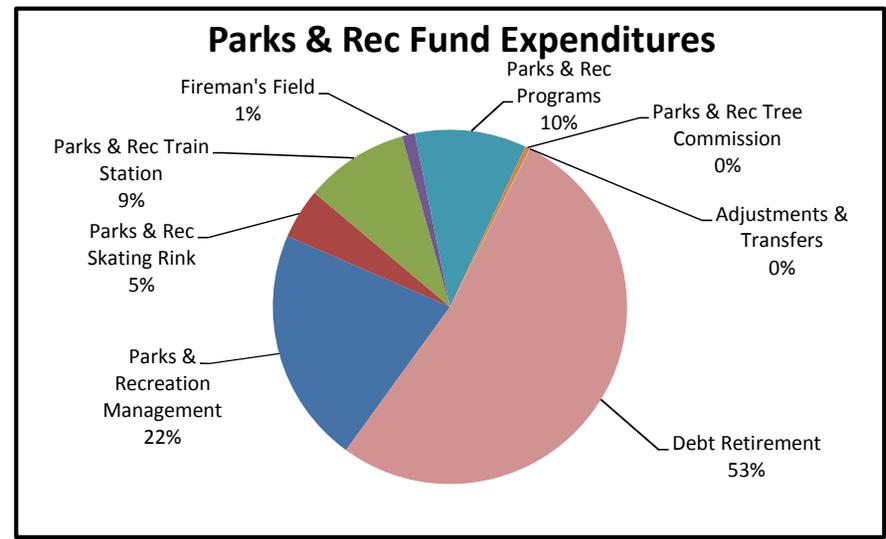
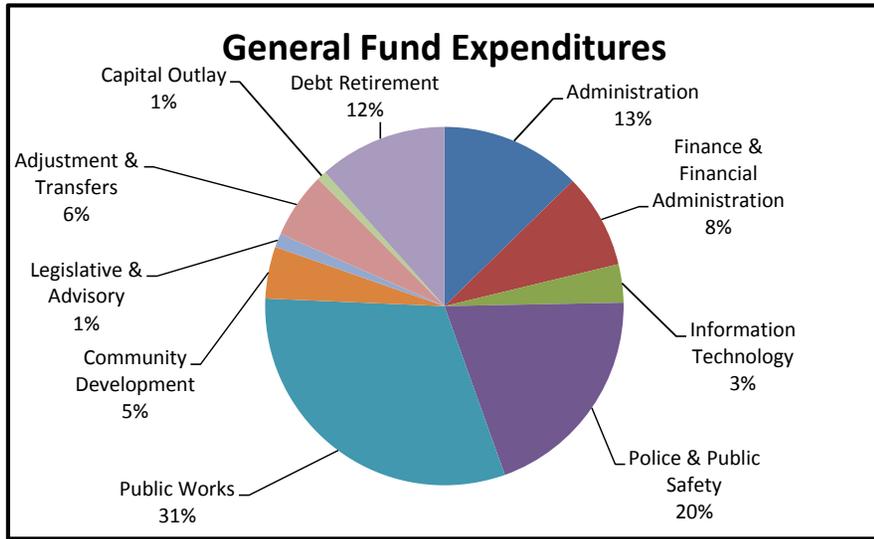
Operations & Maintenance	1,787,813	2,113,133	2,061,420	2,205,094	2,079,496	2,079,496	-2%
Meter Reading	15,009	22,900	15,900	31,750	31,750	31,750	39%
Capital Outlay	0	76,000	76,000	60,000	60,000	60,000	-21%
Adjustments & Transfers	472,921	365,151	300,000	1,435,905	1,435,905	1,575,905	293%
Debt Retirement	769,973	797,655	797,655	787,388	787,388	787,388	-1%
TOTAL WATER FUND	3,045,715	3,374,839	3,250,975	4,520,137	4,394,539	4,534,539	30%

WASTEWATER FUND

Operations & Maintenance	1,831,345	2,142,580	2,144,032	2,263,680	2,094,299	2,090,733	-2%
Meter Reading	11,807	22,900	15,600	31,750	31,750	31,750	39%
Capital Outlay	0	75,500	75,500	56,500	94,000	94,000	25%
Adjustments & Transfers	19,000	305,351	200,000	408,580	408,580	412,146	34%
Debt Retirement	1,774,070	1,125,805	1,125,805	1,840,805	1,840,805	1,840,805	64%
TOTAL WASTEWATER FUND	3,636,221	3,672,136	3,560,937	4,601,315	4,469,434	4,469,434	22%

TOTAL OPERATING BUDGET EXPENDITURES	16,138,269	17,767,304	17,127,205	21,204,534	20,204,482	20,405,916	14%
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FY 2017 OPERATING BUDGET EXPENDITURES

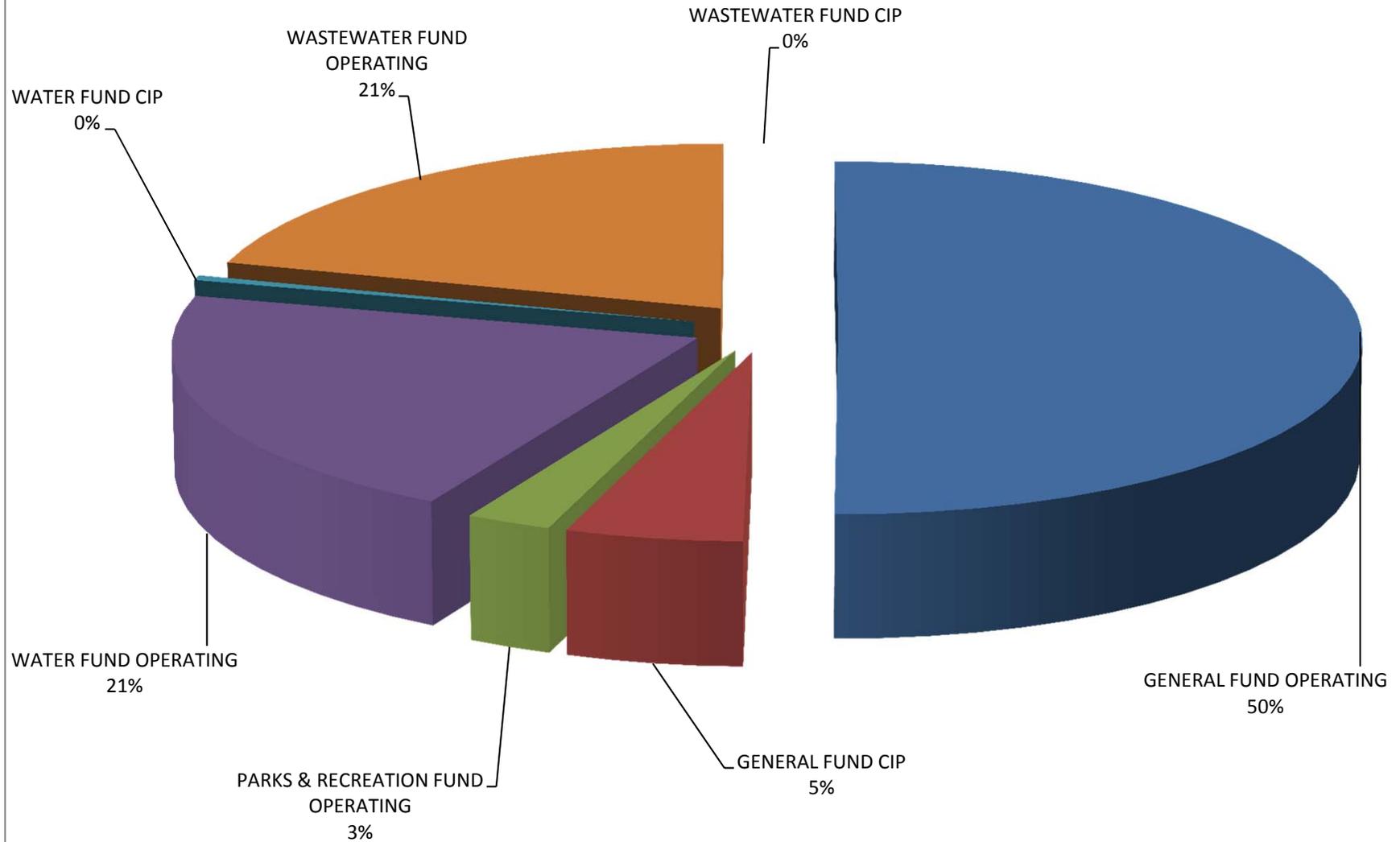


**TOTAL BUDGET
OPERATING AND CAPITAL IMPROVEMENT PROGRAM**

	FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
	Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
REVENUES							
GENERAL FUND	10,815,935	14,941,225	15,146,498	11,914,900	11,914,900	11,976,334	-20%
SPECIAL PARKS & RECREATION FUND	506,730	550,823	526,069	541,394	541,394	541,394	-2%
WATER FUND	3,920,962	3,853,099	3,922,650	4,493,292	4,493,292	4,633,292	17%
WASTEWATER FUND	3,823,372	3,872,136	3,793,132	4,469,434	4,469,434	4,469,434	15%
TOTAL REVENUES ALL FUNDS	19,066,999	23,217,283	23,388,349	21,419,020	21,419,020	21,620,454	-8%

EXPENDITURES							
GENERAL FUND OPERATING	8,954,412	10,169,506	9,811,507	11,523,251	10,799,115	10,860,549	6%
GENERAL FUND CIP	944,654	4,771,719	4,771,719	1,115,785	1,115,785	1,115,785	-77%
PARKS & RECREATION FUND OPERATING	501,920	550,823	503,786	559,831	541,394	541,394	-2%
PARKS & RECREATION FUND CIP	0	0	0	0	0	0	
WATER FUND OPERATING	3,045,715	3,374,839	3,250,975	4,520,137	4,394,539	4,534,539	30%
WATER FUND CIP	0	478,260	478,260	98,753	98,753	98,753	-79%
WASTEWATER FUND OPERATING	3,636,221	3,672,136	3,560,937	4,601,315	4,469,434	4,469,434	22%
WASTEWATER FUND CIP	0	200,000	200,000	0	0	0	-100%
TOTAL EXPENDITURES ALL FUNDS	17,082,923	23,217,283	22,577,184	22,419,072	21,419,020	21,620,454	-8%

FY 2017 TOTAL BUDGET



**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

OPERATING BUDGET REVENUES

		FY 2015	FY 2016		FY 2017		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
Fund # 100	GENERAL FUND						
100-3110101-0000	REAL ESTATE TAX	2,428,829	2,531,302	2,574,711	2,853,557	2,611,557	12.7%
100-3110301-0000	PERSONAL PROPERTY TAX	386,575	401,658	393,783	401,658	401,658	0.0%
100-3110601-0000	PENALTIES AND INTEREST	27,506	30,000	30,000	30,000	30,000	0.0%
100-3120101-0000	SALES TAX	998,571	933,445	1,054,764	1,075,859	1,075,859	15.3%
100-3120201-0000	UTILITY TAX	222,625	220,000	225,000	225,000	225,000	2.3%
100-3120202-0000	RIGHT OF WAY USAGE FEE	10,516	28,000	39,000	26,000	26,000	-7.1%
100-3120301-0000	BUSINESS LICENSES	677,503	683,400	691,053	704,874	704,874	3.1%
100-3120306-0000	FARM & COMM MKT FEE	610	320	510	320	320	0.0%
100-3120401-0000	CABLE PEG GRANT	10,210	10,000	10,930	10,000	10,000	0.0%
100-3120501-0000	AUTO DECALS	145,791	150,000	150,000	150,000	150,000	0.0%
100-3120601-0000	FRANCHISE TAX: BANK	286,414	220,000	265,000	265,000	265,000	20.5%
100-3120801-0000	CIGARETTE TAX	238,433	237,801	235,025	230,325	230,325	-3.1%
100-3121101-0000	MEALS TAX	1,607,222	1,603,999	1,776,926	1,821,349	1,821,349	13.6%
100-3130301-0000	ZONING FEES	150,854	90,000	90,000	90,000	90,000	0.0%
100-3130340-0000	COMMUNITY EVENTS SIGN	1,070	1,000	1,880	1,800	1,800	80.0%
100-3130350-0000	STREET FEES	520	400	240	400	400	0.0%
100-3130399-0000	MISCELLANEOUS	6,260	5,000	5,000	5,000	5,000	0.0%
100-3140100-0000	POLICE REVENUE	57,205	56,000	38,000	38,000	38,000	-32.1%
100-3140105-0000	MOWING FINE BY ORDINANCE	121	100	100	100	100	0.0%
100-3150101-0000	INVESTMENT INCOME	1,127	1,000	1,452	1,400	1,400	40.0%
100-3160301-0000	PD CHARGES TO OTHERS	150	0	0	0	0	N/A
100-3160704-0000	MAINT/PW CHGS TO OTHERS	10,435	4,000	12,000	8,500	8,500	112.5%
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK)	2,500	2,500	2,500	2,500	2,500	0.0%
100-3189903-0000	DONATIONS	400	0	0	0	0	N/A
100-3189904-0000	LOCAL GRANTS & AWARDS	4,375	5,000	0	0	0	-100.0%
100-3189905-0000	PROCEEDS FROM PROPERTY	36,519	5,000	6,738	10,000	310,000	100.0%
100-3189906-0000	GAS TAX FUNDING / LOCO	253,365	311,310	223,146	210,000	210,000	-32.5%
100-3189912-0000	LOUDOUN COUNTY SETTLEMENT	0	20,000	20,000	0	0	-100.0%
100-3189920-0000	VEHICLE COMP. REIMB.	1,788	1,700	1,700	1,700	1,700	0.0%

OPERATING BUDGET REVENUES

		FY 2015	FY 2016		FY 2017		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
100-3189940-0000	GARNISHMENT FEE	266	100	200	100	100	0.0%
100-3189950-0000	OVER/SHORT	0	0	0	0	0	N/A
100-3220108-0000	LAW ENFORCEMENT / VA	106,648	106,648	106,648	106,648	110,082	0.0%
100-3220109-0000	PPTRA / VA	201,753	201,753	201,753	201,753	201,753	0.0%
100-3220130-0000	COMMUNICATIONS TAX	160,586	162,000	156,429	156,000	156,000	-3.7%
100-3240201-0000	FIRE FUNDS / VA	24,480	24,000	24,480	25,000	25,000	4.2%
100-3240301-0000	STREET REVENUE / VA	641,840	641,840	667,540	667,540	667,540	4.0%
100-3240310-0000	LITTER GRANT/VA	3,019	3,400	3,053	3,000	3,000	-11.8%
100-3240501-0000	OTHER FUNDS/VA	21,176	2,500	17,458	2,500	2,500	0.0%
100-3249000-0000	EMERGENCY FUNDS / VA	0	0	0	0	0	N/A
100-3330101-0000	LAW ENFORCEMENT / FED	1,024	0	500	0	0	N/A
100-3330201-0001	EMERGENCY FUNDS / FED	0	0	0	0	0	N/A
100-3410102-0000	INSURANCE REIMBURSEMENT	5,113	0	6,000	0	0	N/A
100-3970000-0000	TRANSFER OF DESIGNATED RESERV	105,980	117,894	117,894	117,409	117,409	-0.4%
100-3980000-0000	TRANSFER OF CASH RESERVES	0	324,540	191,470	180,000	180,000	-44.5%
100-3990000-0000	TRANSFER FROM OTHER FUNDS	1,031,904	1,031,896	1,031,896	1,175,823	1,175,823	13.9%
Total Revenues	GENERAL FUND	9,871,281	10,169,506	10,374,779	10,799,115	10,860,549	6.2%

ADMINISTRATION

Mission

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.

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 delivery of diverse services. Town Administration is comprised of the Office of the Town Manager, Assistant Town Manager, Town Attorney, Director of Administration, Town Clerk, Special Assistant to the Town Manager, Human Resources Specialist and Front Office Reception/Information Services.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Number of Town Council Agendas prepared per year	Core	29	28	26
Number of FOIA Requests	Core	136	140	140
Value of resources (\$) utilized in response to FOIA requests (new measure FY16)	Core	N/A	\$4,500	\$4,500
Percent of resources recovered through allowable FOIA fees (new measure FY16)	Core	N/A	6%	6%
Number of Resolutions	Core	26	30	30
Number of Ordinances	Core	13	15	15
Number of residential refuse/recycling collection accounts	Core	2,317	2,355	2,405
Tons of refuse collected	Core	2,079	1,957	2,000
Tons of recycling collected	Core	635	735	750
Tons of yard waste collected	Core	499	570	582
Number of external recruitments completed	Core	8	10	10
Number of worker's compensation claims filed	Core	6	7	4

Outcomes and Results

Desired Outcome

Implement an organizational program that encourages analysis of results to aid in cost reduction, program prioritization and quality improvement.

Maintain VML Gold Star rating by filing Worker's Compensation Claims within 3 days.

Increase tons of recycling collected.

Increase availability of Town meeting information on the website.

Engage community through additional means, including social media.

Results

Received ICMA Certificate of Distinction for superior performance management efforts for 5th consecutive year.

Received Gold Star rating for another consecutive year.

Continued 64 gallon recycling cart program with 1,134 residents participating. The Town's diversion (materials diverted from landfill) rate for FY 2016 is approximately 57%.

Continue to post all Town Council and Planning Commission meeting audio recordings on the Town website.

Created Facebook page; received over 530 "Likes" in first 2 months, increasing community awareness and engagement

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
Fund # 100	GENERAL FUND							
100-4012100	ADMINISTRATION							
100-4012100-1100	ADMINISTRATION STAFF	671,176	702,687	693,806	771,571	744,115	744,115	5.9%
100-4012100-1200	OVERTIME-ADMINISTRATION	5,329	3,000	6,500	5,500	5,500	5,500	83.3%
100-4012100-2100	SOCIAL SECURITY TAX	48,656	50,936	50,936	56,569	54,469	54,469	6.9%
100-4012100-2200	RETIREMENT	56,095	61,352	61,352	49,677	49,677	49,677	-19.0%
100-4012100-2300	HEALTH INSURANCE	74,623	78,316	78,316	103,157	103,157	93,616	19.5%
100-4012100-2400	LIFE INSURANCE	6,703	7,360	7,360	8,323	8,323	8,323	13.1%
100-4012100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	2,208	2,208	2,208	N/A
100-4012100-2550	HYBRID DISABILITY PROGRAM	148	365	365	382	382	382	4.7%
100-4012100-2700	WORKERS COMP INSURANCE	351	508	508	565	545	545	7.3%
100-4012100-2800	DEFERRED COMP MATCH	12,700	12,080	12,080	13,120	13,120	13,120	8.6%
	TOTAL PAY & BENEFITS	875,780	916,605	911,223	1,011,072	981,496	971,955	6.0%
100-4012100-3130	CONSULTING/GENERAL	10,969	10,000	10,000	15,000	15,000	10,000	0.0%
100-4012100-3135	COMPENSATION STUDY	0	10,000	10,000	10,000	10,000	10,000	0.0%
100-4012100-3170	PIO SERVICES & COMMUNICATIONS	3,039	0	0	0	0	0	N/A
100-4012100-3310	EQUIPMENT CONTRACTS	9,457	12,000	12,000	12,000	12,000	12,000	0.0%
100-4012100-3500	PRINTING	6,185	6,000	6,000	6,000	6,000	6,000	0.0%
100-4012100-3600	LEGAL ADS	6,050	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012100-5210	POSTAGE	5,229	8,000	8,000	8,000	8,000	8,000	0.0%
100-4012200-5230	COMMUNICATIONS	38,536	35,000	35,000	35,000	35,000	35,000	0.0%
100-4012100-5308	INSURANCE-MUNICIPAL	122,558	124,000	116,936	120,000	120,000	110,000	-11.3%
100-4012100-5540	TRAVEL & TRAINING	4,431	5,500	5,500	6,000	6,000	6,000	9.1%
100-4012100-5541	TWN MGR-TRAVEL & EXPENSE	8,309	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012100-5801	MISCELLANEOUS	478	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012100-5802	SPECIAL PROGRAMS	7,072	8,000	8,000	8,000	8,000	8,000	0.0%
100-4012100-5804	EMPLOYEE SERVICE RECOGNITION	3,416	3,500	3,500	3,500	3,500	3,500	0.0%
100-4012100-5808	COMPUTER OPERATIONS	1,200	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012100-5809	COMPUTER SOFTWARE	1,200	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012100-5810	DUES AND SUBSCRIPTIONS	6,934	6,500	6,500	6,500	6,500	6,500	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	988	1,400	1,000	1,000	1,000	1,000	-28.6%
100-4012100-6001	EQUIPMENT/SUPPLIES	12,854	15,000	15,000	15,000	15,000	15,000	0.0%
100-4012100-6002	RECORDS MANAGEMENT	3,358	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012100-6008	VEHICLE MAINT/GAS	341	1,500	1,500	1,500	1,500	1,500	0.0%
100-4012100-6013	PUBLIC INFORMATION	2,613	10,000	10,000	10,000	10,000	5,000	-50.0%
	TOTAL OPERATIONS	255,216	283,400	275,936	284,500	284,500	264,500	-6.7%
Total Exp.	ADMINISTRATION	1,130,996	1,200,005	1,187,159	1,295,572	1,265,996	1,236,455	3.0%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4012210	ADMINISTRATION LEGAL							
100-4012210-3150	LEGAL SERVICES - ADMINISTRATION	10,976	30,000	30,000	30,000	30,000	10,000	-66.7%
100-4012210-3151	LEGAL SERVICES - FINANCE	135	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012210-3152	LEGAL SERVICES - POLICE	0	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012210-3153	LEGAL SERVICES - PUBLIC WORKS	158,622	50,000	50,000	50,000	50,000	40,000	-20.0%
100-4012210-3154	LEGAL SERVICES - COMMUNITY DEV	40,841	15,000	35,000	35,000	35,000	35,000	133.3%
100-4012210-3155	LEGAL SERVICES - COUNCIL	0	0	0	10,000	10,000	10,000	N/A
Total Exp.	ADMINISTRATION LEGAL	210,574	109,000	129,000	139,000	139,000	109,000	0.0%
TOTAL ADMINISTRATION		1,371,490	1,342,250	1,346,959	1,468,463	1,438,887	1,379,346	2.8%

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.

Department Description

The Finance department is responsible for the collection, disbursement and management of all Town funds and is composed of three divisions. (1) 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. (2) 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. (3) 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.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
GFOA budget award (# consecutive years)	Core, Priority	7	8	9
GFOA financial reporting award (# consecutive years)	Core, Priority	7	8	9
CAFR received unmodified opinion from auditor	Core, Priority	Yes	Yes	Yes
Number of capital projects managed	Core	12	8	6
Number of new debt issuances managed	Comp Plan, Core, Priority	0	0	0
Number of loans managed	Comp Plan, Core, Priority	7	7	7
Number of AP transactions per year	Core	6,291	6,400	6,500
Number of W-2's issued per year	Core	109	112	112
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	15,787	15,900	16,100
Number of real estate tax bills issued	Core, Priority	5,382	5,500	5,600
Number of personal property tax bills issued	Core, Priority	7,399	7,500	7,700
Number of business licenses issued (calendar year license)	Core, Priority	801	825	850
Percent of utility bill revenue collected	Core, Priority	99.5%	99.5%	99.5%

Performance Measures (continued)	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Percent of real estate tax collections (+365 days)	Comp Plan, Core, Priority	99%	99%	99%
Percent of personal property tax collections (+365 days)	Core, Priority	98%	98%	98%
Percent of bill deadlines met	Core, Priority	100%	100%	100%

Outcomes and Results

Desired Outcome

Receive (1) the GFOA Certificate of Achievement for Excellence in Financial Reporting; and (2) the GFOA Distinguished Budget Presentation Award.

Maintain real property tax collection rate of at least 98% and personal property tax collection rate of at least 97% for accounts over 365 days in age.

Maintain utility bill revenue collection rate of at least 98% annually

Results

Received 7th consecutive Financial Reporting Award; received 7th consecutive Budget Presentation Award.

Real estate collection rate for FY 2015 was 99%, with personal property collection at 98%.

Utility bill collection rate for FY 2015 was 99.5%.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4012240	FINANCIAL ADMINISTRATION							
100-4012240-3120	AUDITING SERVICES	23,000	24,000	24,000	24,000	24,000	24,000	0.0%
100-4012240-3130	OPEB ACTUARIAL REPORT	0	3,400	3,400	0	0	0	-100.0%
100-4012240-3140	FINANCIAL ADVISOR	13,467	21,600	25,000	25,000	25,000	25,000	15.7%
100-4012240-3150	FIXED ASSET INVENTORY	4,900	5,500	4,900	5,500	5,500	5,500	0.0%
Total Exp.	FINANCIAL ADMINISTRATION	41,367	54,500	57,300	54,500	54,500	54,500	0.0%
100-4012410	FINANCE							
100-4012410-1100	FINANCE STAFF	528,154	533,380	525,844	602,712	602,712	602,712	13.0%
100-4012410-1200	OVERTIME-FINANCE	3,768	5,100	6,419	10,000	10,000	10,000	96.1%
100-4012410-2100	SOCIAL SECURITY TAX	39,552	40,617	40,617	46,872	46,872	46,872	15.4%
100-4012410-2200	RETIREMENT	46,509	48,034	48,034	38,992	38,992	38,992	-18.8%
100-4012410-2300	HEALTH INSURANCE	100,631	100,246	100,246	86,586	86,586	100,072	-0.2%
100-4012410-2400	LIFE INSURANCE	5,557	5,739	5,739	6,507	6,507	6,507	13.4%
100-4012410-2500	LONG TERM DISABILITY INSURANCE	0	0	0	2,576	2,576	2,576	N/A
100-4012410-2550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	N/A
100-4012410-2700	WORKERS COMP INSURANCE	366	385	385	445	445	445	15.6%
100-4012410-2800	DEFERRED COMP MATCH	3,180	3,120	3,120	3,640	3,640	3,640	16.7%
Total Exp.	TOTAL PAY & BENEFITS	727,715	736,621	730,404	798,330	798,330	811,816	10.2%
100-4012410-3310	BANK SERVICE CHARGE	81	1,000	500	1,000	1,000	1,000	0.0%
100-4012410-3120	CREDIT COLLECTION	0	1,000	500	1,000	1,000	1,000	0.0%
100-4012410-3310	EQUIPMENT CONTRACTS	1,748	4,500	2,500	2,500	2,500	2,500	-44.4%
100-4012410-3510	MAIL SERVICES	3,104	6,000	6,000	6,000	6,000	6,000	0.0%
100-4012410-5210	POSTAGE	4,562	9,000	9,000	9,000	9,000	9,000	0.0%
100-4012410-5540	TRAVEL/TRAINING	1,872	5,500	5,000	5,500	5,500	5,500	0.0%
100-4012410-5801	GENERAL EXPENSES-FINANCE	1,042	2,000	2,000	2,000	2,000	2,000	0.0%
100-4012410-5801	COMPUTER OPERATIONS/HDW	0	3,600	0	0	0	0	-100.0%
100-4012410-5809	COMPUTER SOFTWARE/MAINT	12,205	26,400	25,000	25,000	25,000	25,000	-5.3%
100-4012410-5810	DUES & SUBSCRIPTIONS	1,719	1,700	2,000	2,000	2,000	2,000	17.6%
100-4012410-6001	EQUIPMENT/SUPPLIES	4,750	8,000	7,000	8,000	8,000	8,000	0.0%
	TOTAL OPERATIONS	31,083	68,700	59,500	62,000	62,000	62,000	-9.8%
Total Expense	FINANCE	758,799	805,321	789,904	860,330	860,330	873,816	8.5%
TOTAL FINANCIAL ADMINISTRATION & FINANCE		800,165	859,821	847,204	914,830	914,830	928,316	8.0%

INFORMATION TECHNOLOGY

Mission

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.

Department Description

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

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Percent of website requests posted within one day of receipt	Core	99%	99%	99%
Number of servers supported	Core	15	18	19
Laserfiche records management system scanners	Core	12	12	12
Number of personal computers supported	Core	120	124	128
Percent of PCs and laptops over 4.5 years old	Core	5%	4%	4%
Percent of IT operating budget allocated to third party support	Core	19%	21%	20%
Percent of IT user troubles calls resolved within one day of receipt	Core	95%	95%	95%
Number of Town buildings connected to the Town network	Core	8	8	8
Number of subscribers to the Town online notice system, Notify Me	Core	625	701	751

Outcomes and Results

Desired Outcome

Assist with communicating public information by increasing total number of subscribers to the online notification system.

Ensure operational efficiency by resolving all IT user trouble calls within one day of receipt.

Improved communications with Town residents and the Town business community.

Results

Support Administration in posting and distribution of online notifications. Subscriber base continues to grow and will be expanded with new website.

Resolved 95% of trouble calls within one day

Worked with Town staff so that residents could view all Town Surplus Property Sales and the business community could review all Town projects requiring a bid or proposal.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4012510	INFORMATION TECHNOLOGY							
100-4012510-1100	IT STAFF	105,311	106,807	105,192	182,068	182,068	182,068	70.5%
100-4012510-1200	OVERTIME	0	2,000	1,000	5,000	5,000	5,000	150.0%
100-4012510-2100	SOCIAL SECURITY TAX	7,910	8,200	8,200	14,311	14,311	14,311	74.5%
100-4012510-2200	RETIREMENT	5,418	5,580	5,580	12,235	12,235	12,235	119.3%
100-4012510-2300	HEALTH INSURANCE	11,699	11,965	11,965	38,417	38,417	26,400	120.6%
100-4012510-2400	LIFE INSURANCE	647	667	667	2,385	2,385	2,385	257.6%
100-4012510-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,104	1,104	1,104	N/A
100-4012510-2550	HYBRID DISABILITY PROGRAM	0	0	0	527	527	527	N/A
100-4012510-2700	WORKERS COMP INSURANCE	73	77	77	136	136	136	76.6%
100-4012510-2800	DEFERRED COMP MATCH	520	520	520	1,040	1,040	1,040	100.0%
	TOTAL PAY & BENEFITS	131,579	135,816	133,201	257,223	257,223	245,206	80.5%
100-4012510-3141	WEBSITE DESIGN AND MAINT	7,689	23,000	17,000	13,000	13,000	13,000	-43.5%
100-4012510-3144	CONSULTING & TECHNICAL SUPPORT	11,475	14,000	14,000	16,000	16,000	16,000	14.3%
100-4012510-3310	LASERFICHE SYS MAINT	5,144	7,300	5,144	6,500	6,000	6,000	-17.8%
100-4012510-3320	IT MAINTENANCE SERVICE CONTRACTS	0	4,000	7,400	7,400	7,400	7,400	85.0%
100-4012510-5250	COMMUNICATIONS	6,140	6,200	6,100	6,500	6,500	6,500	4.8%
100-4012510-5540	TRAVEL AND TRAINING	130	1,000	200	1,000	1,000	1,000	0.0%
100-4012510-5808	HARDWARE OPERATIONS	50,743	90,000	60,000	65,000	65,000	65,000	-27.8%
100-4012510-5809	SOFTWARE OPERATIONS	11,545	11,400	12,000	12,000	12,000	12,000	5.3%
100-4012510-5810	DUES & SUBSCRIPTIONS	1,331	1,701	2,600	2,600	2,600	2,600	52.9%
	TOTAL OPERATIONS	94,197	158,601	124,444	130,000	129,500	129,500	-18.3%
Total Expense	INFORMATION TECHNOLOGY	225,776	294,417	257,645	387,223	386,723	374,706	27.3%

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 of crime, crime prevention, and the promotion of public safety. The Police Department strives for community engagement and collaborative efforts in solving quality of life issues within the community.

Department Description

The Police Department provides traffic management and enforcement. The officers are responsible for the investigation of vehicle crashes, analyzing crash data to better target enforcement efforts, and coordinating traffic safety concerns with partner agencies assisting in vehicular and highway safety. Although all officers are responsible for patrol duties throughout the town, each officer is assigned a patrol district. It is their duty to work with the residents in these areas to target problem areas and develop plans to deter or stop illegal behavior and manage quality of life issues. Criminal investigations are conducted by each patrol officer with the end goal being the apprehension of the suspect and a successful conclusion in court. Coordination on more serious crimes is conducted in coordination with the LCSO Criminal Investigations Division (CID). The Administrative Support personnel provide record keeping, crime analysis, accreditation management, human resource management and fiscal support to the Police Department employees and volunteers. The Police Department continually trains staff to ensure they possess the skills necessary to move a modern police department forward and provide superior police services. The goals and initiatives are continually reviewed to ensure excellence in service. The Town's Vision, Mission, and Core Values with identified Strategic Initiatives serve as the foundation the law enforcement relations and functions within the community. The Department also continues to strive towards full accomplishment of the Town's Implementation of the Strategy Matrix as we successfully achieve each Plan Element and Policy/Action Strategy related to Public Safety.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Total offenses reported	Core	860	800	850
Number of traffic violations issued	Core	950	802	1,000
Number of collisions investigated	Core	125	125	150
Percentage of time the 24 hour, seven day-a-week coverage is available	Core	100%	100%	100%
Attendance at community engagement sessions (number of persons)	Core	525	550	550
Number of community training sessions	Core	4	6	10
Average response time to top priority calls (minutes)	Core	3.44	3.44	3.65

Outcomes and Results

Desired Outcome

Respond to top priority calls within 3.5 minutes

To provide the community with opportunity to safely dispose of drugs/medications twice per year.

Maintain a State Accredited Police Department to ensure accountability to the members of the community because of professional standards set by the Virginia Law Enforcement Professional Standards Commission.

Create a supplemental bike team to better enhance community engagement as well as serve as a tool to combat criminal activity in town.

Hold at least one town hall meeting to address community concerns

Continue homework assistance program for our community youth

Reorganize our community policing sectors to better meet the needs of our citizens.

Results

Met the goal of a 3.5 minute response to all top priority calls

Conducted two drug takeback programs in coordination with the LCSO and the DEA.

Continued to hold accredited status with the Virginia Law Enforcement Professional Standards Commission.

Trained and outfitted three patrol officers who have been deployed at community events and assisted in patrol activities.

Held one town hall meeting to address the heroin epidemic in our community.

Continued this highly successful program, holding eight homework sessions a month during the school year.

Two patrol officers were assigned per community policing sector to engage the citizens and business owners in town.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4031100	POLICE							
100-4031100-1100	POLICE STAFF	1,035,808	1,051,498	1,044,501	1,280,253	1,132,573	1,153,997	9.7%
100-4031100-1200	OVERTIME-POLICE	130,287	92,000	130,000	130,000	130,000	130,000	41.3%
100-4031100-2100	SOCIAL SECURITY TAX	87,858	86,942	86,942	107,171	95,874	97,513	12.2%
100-4031100-2200	RETIREMENT	96,637	104,032	104,032	97,561	88,907	90,589	-12.9%
100-4031100-2210	LINE OF DUTY ACT	6,002	8,000	8,000	9,000	8,000	8,000	0.0%
100-4031100-2300	HEALTH INSURANCE	166,057	198,931	198,931	222,834	184,417	201,514	1.3%
100-4031100-2400	LIFE INSURANCE	11,545	12,430	12,430	16,331	14,478	14,759	18.7%
100-4031100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	7,360	6,624	6,624	N/A
100-4031100-2550	HYBRID DISABILITY PROGRAM	0	0	0	1,231	569	569	N/A
100-4031100-2700	WORKERS COMP INSURANCE	19,904	19,706	21,480	23,330	23,330	23,764	20.6%
100-4031100-2800	DEFERRED COMP MATCH	4,740	4,680	5,960	9,360	8,320	8,320	77.8%
100-4031100-2810	UNIFORMS	16,784	15,500	19,000	19,000	19,000	19,000	22.6%
	TOTAL PAY & BENEFITS	1,575,622	1,593,719	1,631,276	1,923,431	1,712,092	1,754,649	10.1%
100-4031100-3100	PROFESSIONAL SERVICES	0	0	0	3,000	3,000	3,000	N/A
100-4031100-3160	PUBLIC DEFENDER FEES	120	1,300	1,300	1,300	1,300	1,300	0.0%
100-4031100-3310	EQUIPMENT REPAIRS	626	2,000	500	2,000	2,000	2,000	0.0%
100-4031100-3320	TECHNICAL SUPPORT	601	9,800	15,000	7,000	7,000	7,000	-28.6%
100-4031100-3600	LEGAL ADVERTISEMENTS	1,983	1,600	2,200	2,000	2,000	2,000	25.0%
100-4031100-5110	ELECTRICITY	4,439	7,000	5,000	6,500	5,000	5,000	-28.6%
100-4031100-5230	COMMUNICATIONS	13,555	11,600	13,600	15,000	15,000	15,000	29.3%
100-4031100-5420	RENT/CLEANING	98,708	115,000	115,000	115,000	115,000	115,000	0.0%
100-4031100-5540	TRAVEL AND TRAINING	12,007	16,000	12,000	12,000	12,000	12,000	-25.0%
100-4031100-5808	COMPUTER OPERATIONS	3,566	7,250	8,500	10,000	10,000	10,000	37.9%
100-4031100-5809	COMPUTER SOFTWARE	6,042	4,250	5,500	7,000	7,000	7,000	64.7%
100-4031100-5810	DUES AND SUBSCRIPTIONS	664	1,375	1,000	1,000	1,000	1,000	-27.3%
100-4031100-5813	CITIZEN SUPPORT GROUP	1,159	1,500	1,000	1,000	1,000	1,000	-33.3%
100-4031100-6001	SUPPLIES	15,905	17,000	13,500	15,000	15,000	15,000	-11.8%
100-4031100-6008	VEHICLE MAINT/GAS	50,493	40,000	45,000	45,000	45,000	45,000	12.5%
100-4031100-6009	TOWED VEHICLES	0	250	250	250	250	250	0.0%
100-4031100-6010	EQUIPMENT	29,154	94,515	104,500	40,000	40,000	40,000	-57.7%
100-4031100-6013	PUBLIC EDUCATION	1,719	3,500	1,000	1,500	1,500	1,500	-57.1%
	TOTAL OPERATIONS	240,741	333,940	344,850	284,550	283,050	283,050	-15.2%
Total Exp.	POLICE	1,816,362	1,927,659	1,976,126	2,207,981	1,995,142	2,037,699	5.7%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4032100	FIRE EMERGENCY SVC							
100-4032100-5801	FIRE DEPARTMENT	45,000	45,000	45,000	45,000	45,000	45,000	0.0%
100-4032100-5857	FIRE DEPT - STATE FUNDS	24,480	20,886	24,480	25,000	25,000	25,000	19.7%
Total Exp.	FIRE EMERGENCY SVC	69,480	65,886	69,480	70,000	70,000	70,000	6.2%
100-4032300	RESCUE EMERGENCY SVC							
100-4032300-5801	RESCUE SQUAD	45,000	45,000	45,000	45,000	45,000	45,000	0.0%
100-4032300-5802	RESCUE SQUAD PROFFER	0	8,671	8,671	0	0	0	-100.0%
Total Exp.	RESCUE EMERGENCY SVC	45,000	53,671	53,671	45,000	45,000	45,000	-16.2%
TOTAL PUBLIC SAFETY		1,930,842	2,047,216	2,099,277	2,322,981	2,110,142	2,152,699	5.2%

PUBLIC WORKS

Administrative Management, Capital Projects, Engineering, Inspections, Infrastructure Maintenance

Mission

Provide management and leadership of the Public Works divisions to maintain and improve the Town's public infrastructure, streets, water distribution and sewer collection systems 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 Town residents.

Department Description

(1) Administrative Management - provide administrative and managerial support to the Public Works Department in order to produce more effective services. (2) Capital Projects, Engineering, Inspections - Implement infrastructure projects to provide services to the public in a timely and cost effective manner. Provide construction inspection services for capital, development and Town related projects to ensure compliance with contract documents, regulations and the Facility Standards Manual. Review plans submitted for development with respect to infrastructure to ensure compliance with regulations and requirements. Geographic Information System maintenance and updates. (3) Infrastructure Maintenance - Provide comprehensive maintenance and operations of the Town's owned streets, facilities and other infrastructure necessary to provide service to our residents.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Response time to contact customers after non-emergency complaints (hours)	Core	2.5	2.5	2.5
Percentage of water breaks repaired within 24 hours	Core	100%	100%	100%
Number of active projects inspected	Core	28	35	40
Percent of projects that pass one year warranty	Core	95%	95%	95%
Number of days between solicitation issuance and Council award	Core	55	45	45
Number of days to review development plans	Core	30-45	30-45	30-45
Number of work orders completed	Core	1,753	1,800	1,800
Number of emergency call outs	Priority	21	25	25
Linear feet of sewer lines inspected	Core	16,133	52,000	52,000
Number of reportable overflow or backups	Priority	6	6	6
Percent of total reportable overflow or backups responded to within 2 hours	Priority	100%	100%	100%
Percent of collection system inspected	Core	25%	50%	50%
Percentage of assessed lane miles rated	Core	75%	75%	75%
Average number of working days to repair a pothole	Core	1	1	1

Outcomes and Results

Desired Outcome

Inspect at least 50% of the sewer collection system in a year

Maintain quality roads by repairing potholes in the fewest number of work days possible.

Respond to reportable overflow or backups as quickly as possible

Repair major water line breaks within 24 hours

Results

Inspected 25% of the collection system in FY 2015

The average number of work days to repair a pothole is one

Responded to all six reported overflows/backups within two hour timeframe.

All 6" or larger water line breaks repaired within 24 hours

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4041050	PW ADMINISTRATION							
100-4041050-1100	PW ADMIN STAFF	229,097	237,819	235,128	338,542	338,542	318,542	33.9%
100-4041050-1200	OVERTIME PW ADMIN	921	2,000	900	1,800	1,800	1,800	-10.0%
100-4041050-2100	SOCIAL SECURITY TAX	17,018	17,992	17,992	25,666	25,666	25,666	42.7%
100-4041050-2200	RETIREMENT	22,470	23,419	23,419	26,576	26,576	26,576	13.5%
100-4041050-2300	HEALTH INSURANCE	40,474	41,392	41,392	64,739	64,739	53,264	28.7%
100-4041050-2400	LIFE INSURANCE	2,685	2,798	2,798	4,435	4,435	4,435	58.5%
100-4041050-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,472	1,472	1,472	N/A
100-4041050-2550	HYBRID DISABILITY PROGRAM	0	0	0	578	578	578	N/A
100-4041050-2600	UNEMPLOYMENT CLAIM	0	0	0	0	0	0	N/A
100-4041050-2700	WORKERS COMP INSURANCE	732	1,290	1,290	2,344	2,344	2,344	81.7%
100-4041050-2800	DEFERRED COMP MATCH	1,560	1,560	1,560	2,080	2,080	2,080	33.3%
	TOTAL PAY & BENEFITS	314,956	328,270	324,479	468,232	468,232	436,757	33.0%
100-4041050-3142	CONSULTING/ENGINEERING	7,867	62,000	62,000	65,000	30,000	20,000	-67.7%
100-4041050-3144	TRANSPORTATION STUDY	0	0	0	150,000	0	0	N/A
100-4041050-3145	PD FACILITY SITE STUDY	0	0	0	50,000	50,000	0	N/A
100-4041050-3600	LEGAL ADVERTISEMENTS	528	1,000	1,000	1,200	1,200	1,200	20.0%
100-4041050-5540	TRAVEL/TRAINING	1,320	3,500	3,500	3,500	3,500	3,500	0.0%
100-4041050-5808	COMPUTER OPERATIONS	1,594	2,000	2,000	2,200	2,200	2,200	10.0%
100-4041050-5809	COMPUTER SOFTWARE	0	1,000	1,000	500	500	500	-50.0%
100-4041050-5810	DUES & SUBSCRIPTIONS	518	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-6001	SUPPLIES	2,472	6,000	6,000	6,200	4,500	4,500	-25.0%
100-4041050-6003	FIELD INSPECTIONS	0	1,550	1,500	1,500	1,500	1,500	-3.2%
100-4041050-6004	EQUIPMENT/FIELD SUPPLIES	3,351	1,750	1,750	1,800	1,800	1,800	2.9%
100-4041050-6008	VEHICLE MAINT/GAS	4,169	5,500	5,500	5,600	4,500	4,500	-18.2%
	TOTAL OPERATIONS	21,819	85,300	85,250	288,500	100,700	40,700	-52.3%
Total Exp.	PW ADMINISTRATION	336,775	413,570	409,729	756,732	568,932	477,457	15.4%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4041100	PW - CAPITAL & ENG							
100-4041100-1100	PW CAP & ENG STAFF	278,208	289,105	284,261	343,041	292,789	292,789	1.3%
100-4041100-1200	OVERTIME-PW CAP & ENG	12,014	30,000	25,000	25,000	25,000	25,000	-16.7%
100-4041100-2100	SOCIAL SECURITY TAX	21,478	24,042	24,042	28,155	24,311	24,311	1.1%
100-4041100-2200	RETIREMENT	20,411	21,022	21,022	26,929	17,067	17,067	-18.8%
100-4041100-2300	HEALTH INSURANCE	51,224	52,387	52,387	96,043	57,626	52,295	-0.2%
100-4041100-2400	LIFE INSURANCE	2,439	2,512	2,512	3,506	2,848	2,848	13.4%
100-4041100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,840	1,104	1,104	N/A
100-4041100-2550	HYBRID DISABILITY PROGRAM	0	0	0	720	0	0	N/A
100-4041100-2700	WORKERS COMP INSURANCE	1,605	2,787	2,787	2,344	2,500	2,500	-10.3%
100-4041100-2800	DEFERRED COMP MATCH	1,560	1,560	1,560	2,600	1,560	1,560	0.0%
100-4041100-2810	UNIFORMS	681	800	800	800	800	800	0.0%
	TOTAL PAY & BENEFITS	389,620	424,215	414,371	530,978	425,605	420,274	-0.9%
100-4041100-3142	CONSULTING/ENGINEERING	23,534	55,000	55,000	60,000	60,000	50,000	-9.1%
100-4041100-3600	LEGAL ADVERTISEMENTS	0	1,000	500	500	500	500	-50.0%
100-4041100-5540	TRAVEL/TRAINING	4,335	5,000	5,000	5,000	5,000	5,000	0.0%
100-4041100-5808	COMPUTER OPERATIONS	2,751	3,000	3,000	3,000	3,000	3,000	0.0%
100-4041100-5809	COMPUTER SOFTWARE	1,498	2,000	2,000	2,000	2,000	2,000	0.0%
100-4041100-5810	DUES/SUBSCRIPTIONS	810	1,500	1,500	1,500	1,500	1,500	0.0%
100-4041100-6001	SUPPLIES	1,801	5,000	4,000	4,000	2,500	2,500	-50.0%
100-4041100-6003	FIELD INSPECTIONS	0	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041100-6004	EQUIPMENT/FIELD SUPPLIES	2,322	3,000	3,000	3,000	3,000	3,000	0.0%
100-4041100-6008	VEHICLE MAINT/GAS	2,259	6,000	5,000	5,000	2,500	2,500	-58.3%
	TOTAL OPERATIONS	39,309	82,500	80,000	85,000	81,000	71,000	-13.9%
Total Exp.	PW - CAPITAL & ENG	428,929	506,715	494,371	615,978	506,605	491,274	-3.0%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4041200	PW-MAINT/STS/UTIL							
100-4041200-1100	MAINTENANCE STAFF	519,229	543,908	539,602	599,849	596,023	596,023	9.6%
100-4041200-1200	OVERTIME-MAINTENANCE	29,310	50,000	30,000	40,000	40,000	40,000	-20.0%
100-4041200-2100	SOCIAL SECURITY TAX	40,638	45,105	45,105	48,948	48,656	48,656	7.9%
100-4041200-2200	RETIREMENT	47,785	51,154	51,154	44,986	44,986	44,986	-12.1%
100-4041200-2300	HEALTH INSURANCE	119,682	129,673	129,673	162,101	162,101	141,392	9.0%
100-4041200-2400	LIFE INSURANCE	5,710	6,112	6,112	7,507	7,507	7,507	22.8%
100-4041200-2500	LONG TERM DISABILITY INSURANCE	0	0	0	3,680	3,680	3,680	N/A
100-4041200-2550	HYBRID DISABILITY PROGRAM	0	260	260	250	250	250	-3.8%
100-4041200-2700	WORKERS COMP INSURANCE	24,220	24,059	24,059	26,800	26,417	26,417	9.8%
100-4041200-2800	DEFERRED COMP MATCH	3,560	3,120	3,120	4,680	4,680	4,680	50.0%
100-4041200-2810	UNIFORMS	8,443	10,000	8,500	9,000	9,000	9,000	-10.0%
	TOTAL PAY & BENEFITS	798,577	863,391	837,585	947,801	943,300	922,591	6.9%
100-4041200-3310	EQUIPMENT REPAIRS	15,934	15,000	20,000	24,000	24,000	24,000	60.0%
100-4041200-3320	CLEANING	6,516	8,500	8,400	8,500	8,500	8,500	0.0%
100-4041200-3330	WASTE DISPOSAL	2,424	9,500	3,300	3,500	3,500	3,500	-63.2%
100-4041200-3340	MISS UTILITY	1,252	1,500	650	1,000	1,000	1,000	-33.3%
100-4041200-5110	ELECTRICTY/HEATING	26,112	23,000	15,000	17,000	17,000	17,000	-26.1%
100-4041200-5230	COMMUNICATIONS	12,170	17,000	19,500	19,500	14,000	14,000	-17.6%
100-4041200-5540	TRAVEL AND TRAINING	2,410	4,000	9,000	10,000	6,000	6,000	50.0%
100-4041200-5809	COMPUTER SOFTWARE	0	14,000	14,000	12,000	12,000	12,000	-14.3%
100-4041200-5810	DUES AND SUBSCRIPTIONS	0	500	0	500	500	500	0.0%
100-4041200-5811	MAINT. EMERGENCY	4,072	4,500	3,000	6,000	4,000	4,000	-11.1%
100-4041200-5814	SAFETY	18,953	15,663	20,000	25,000	20,000	20,000	27.7%
100-4041200-5815	DRUG TESTING	0	200	0	200	200	200	0.0%
100-4041200-5831	LAND USE PERMITS	0	100	0	100	100	100	0.0%
100-4041200-5832	PARKING LOT MAINTENANCE	8,713	6,000	12,000	12,000	10,000	10,000	66.7%
100-4041200-6001	SUPPLIES	16,002	26,500	32,000	38,000	25,000	25,000	-5.7%
100-4041200-6004	NEW EQUIPMENT & TOOLS	20,513	20,000	19,500	24,000	20,000	20,000	0.0%
100-4041200-6007	BUILDING EXPENSES	20,131	28,500	16,000	25,000	20,000	20,000	-29.8%
100-4041200-6008	VEHICLE MAINT/GAS	40,851	50,000	30,000	50,000	45,000	45,000	-10.0%
	TOTAL OPERATIONS	196,053	244,463	222,350	276,300	230,800	230,800	-5.6%
Total Exp.	PW-MAINT/STS/UTIL	994,630	1,107,854	1,059,935	1,224,101	1,174,100	1,153,391	4.1%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
100-4041300	MAINTENANCE STREETS - TOWN							
100-4041300-5901	ASPHALT/GENERAL(TOWN)	5,589	15,000	15,000	15,000	15,000	15,000	0.0%
100-4041300-5902	CONCRETE-SIDWALK(TOWN)	491	2,000	5,000	8,000	8,000	8,000	300.0%
100-4041300-5903	STREET SWEEPING(TOWN)	29,167	8,000	8,000	15,000	15,000	15,000	87.5%
100-4041300-5910	SNOW REMOVAL (TOWN)	13,805	17,000	15,000	15,000	15,000	15,000	-11.8%
100-4041300-5921	CONCRETE-C&G(TOWN)	0	15,000	15,000	15,000	15,000	15,000	0.0%
100-4041300-5922	DRAINAGE(TOWN)	7,112	25,000	25,000	25,000	25,000	20,000	-20.0%
100-4041300-5930	TREE PLANTING (TOWN)	44	0	10,000	10,000	10,000	10,000	N/A
100-4041300-5931	TREE REMOVAL(TOWN)	12,283	35,000	25,000	25,000	25,000	25,000	-28.6%
100-4041300-5932	LAWN MAINTENANCE(TOWN)	23,340	31,000	25,000	25,000	25,000	25,000	-19.4%
100-4041300-5933	LAWN MAINTENANCE(ORDINANCE)	0	500	500	500	500	500	0.0%
100-4041300-5941	STREET SIGNAGE,ETC(TOWN)	4,877	6,000	6,000	6,000	6,000	6,000	0.0%
100-4041300-5942	STRIPING(TOWN)	1,675	10,000	10,000	10,000	10,000	10,000	0.0%
100-4041300-5950	ENGINEERING EXP (TOWN)	0	6,500	6,500	6,500	6,500	6,500	0.0%
100-4041300-5961	ELEC SVC:ST. LIGHTS/SIGNALS	54,383	41,000	41,000	41,000	41,000	41,000	0.0%
100-4041300-6014	MOSQUITO CONTROL & MITIGATION	0	0	2,500	2,500	2,500	2,500	N/A
Total Exp.	MAINTENANCE STREETS - TOWN	152,767	212,000	209,500	219,500	219,500	214,500	1.2%
100-4041350	MAINTENANCE STREETS - STATE							
100-4041350-5906	ASPHALT/GENERAL(STATE)	87,447	203,000	203,000	203,000	203,000	193,000	-4.9%
100-4041350-5907	CONCRETE-SIDEWALK(STATE)	5,388	20,000	20,000	20,000	20,000	15,000	-25.0%
100-4041350-5908	STREET SWEEPING(STATE)	25,884	50,000	50,000	50,000	50,000	45,000	-10.0%
100-4041350-5915	SNOW REMOVAL (STATE)	60,700	95,000	40,000	40,000	40,000	40,000	-57.9%
100-4041350-5926	CONCRETE-C&G(STATE)	14,547	10,000	15,000	15,000	15,000	15,000	50.0%
100-4041350-5927	DRAINAGE(STATE)	15,381	25,000	40,000	40,000	40,000	35,000	40.0%
100-4041350-5936	TREE REMOVAL(STATE)	11,270	20,000	20,000	20,000	20,000	20,000	0.0%
100-4041350-5937	LAWN MAINTENANCE(STATE)	21,582	41,000	25,000	25,000	25,000	20,000	-51.2%
100-4041350-5946	STREET SIGNAGE,ETC(STATE)	11,224	3,000	20,000	20,000	20,000	15,000	400.0%
100-4041350-5947	STRIPING(STATE)	24,904	10,000	25,000	25,000	25,000	20,000	100.0%
100-4041350-5948	SIGNAL MAINTENANCE(STATE)	0	21,000	30,000	30,000	30,000	30,000	42.9%
100-4041350-5955	ENGINEERING EXP (STATE)	16,954	30,000	40,000	40,000	40,000	30,000	0.0%
Total Exp.	MAINTENANCE STREETS - STATE	295,280	528,000	528,000	528,000	528,000	478,000	-9.5%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
100-4042100	REFUSE							
100-4042100-3330	REFUSE CONTRACT	405,478	419,000	419,000	433,000	433,000	433,000	3.3%
Total Exp.	REFUSE	405,478	419,000	419,000	433,000	433,000	433,000	3.3%
100-4043200	PW-TOWN HALL / MISC							
100-4043200-3310	BUILDING REPAIRS	8,336	59,970	10,000	35,000	35,000	35,000	-41.6%
100-4043200-3311	HVAC/MECHANICAL MAINT	30,122	157,407	15,000	15,000	15,000	15,000	-90.5%
100-4043200-3312	FIRE SPRINKLER MAINT	660	1,000	1,000	1,000	1,000	1,000	0.0%
100-4043200-3313	ELEVATOR MAINTENANCE	3,306	2,600	2,600	2,600	2,600	2,600	0.0%
100-4043200-3320	CLEANING	25,325	22,000	22,500	28,000	28,000	28,000	27.3%
100-4043200-3321	PEST CONTROL	200	200	200	200	200	200	0.0%
100-4043200-5110	ELECTRICITY	30,933	33,000	33,000	33,000	33,000	33,000	0.0%
100-4043200-5240	SECURITY/FIRE MONITORING	2,262	3,500	3,500	3,500	3,500	3,500	0.0%
100-4043200-5932	LANDSCAPING	6,671	7,500	7,500	7,500	7,500	7,500	0.0%
100-4043200-6007	BUILDING SUPPLIES	3,358	3,500	3,500	3,500	3,500	3,500	0.0%
100-4043200-6017	TOWN HOLIDAY LIGHTS	4,567	7,500	7,500	7,500	7,000	7,000	-6.7%
Total Exp.	PW-TOWN HALL / MISC	115,740	298,177	106,300	136,800	136,300	136,300	-54.3%
TOTAL PUBLIC WORKS DEPARTMENT		2,729,599	3,485,317	3,226,835	3,914,111	3,566,437	3,383,922	-2.9%

COMMUNITY DEVELOPMENT

Mission

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.

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.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Permits, plans, and plats processed	Core	538	425	600
Customers serviced at counter	Core	2,000	2000	2000
Sign permits processed	Core	138	150	150
Number of jobs created	Priority, Core	184	200	200
Number of new businesses including home occupation	Priority, Core	57	50	60
Number of zoning code changes	Priority, Core	2	5	5
Total code violation cases including sign enforcement	Priority, Core	225	225	230
Informal code violation warnings	Priority, Core	115	230	200
Formal code violations issued	Priority, Core	9	8	10

Outcomes and Results

Desired Outcome

Started major review of the Comprehensive Plan

Complete the zoning uses amendment for the zoning ordinance

Protect the character and quality of the Town's residential neighborhoods through proactive enforcement of Town Code, Ordinances and regulations. Implement a civil penalties amendment to the zoning ordinance.

Results

In FY16 hired a consultant, held formal meetings and started community engagement process.

Adopted in FY16

In FY 2015 performed 225 inspections with 100% of cases brought into voluntary compliance.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4081100	COMMUNITY DEVELOPMENT							
100-4081100-1100	PLANNING STAFF	278,298	290,414	283,955	300,188	300,188	300,188	3.4%
100-4081100-1200	OVERTIME-PLANNING	6,294	8,000	15,500	20,000	20,000	20,000	150.0%
100-4081100-2100	SOCIAL SECURITY TAX	21,728	22,029	22,029	24,494	24,494	24,494	11.2%
100-4081100-2200	RETIREMENT	27,140	28,282	28,282	23,565	23,565	23,565	-16.7%
100-4081100-2300	HEALTH INSURANCE	20,474	21,400	21,400	23,340	23,340	21,370	-0.1%
100-4081100-2400	LIFE INSURANCE	3,243	3,379	3,379	3,932	3,932	3,932	16.4%
100-4081100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	1,472	1,472	1,472	N/A
100-4081100-2550	HYBRID DISABILITY PROGRAM	177	243	243	255	255	255	4.9%
100-4081100-2600	UNEMPLOYMENT CLAIM	0	0	0	0	0	0	N/A
100-4081100-2700	WORKERS COMP INSURANCE	507	589	589	612	536	536	-9.0%
100-4081100-2800	DEFERRED COMP MATCH	1,660	2,080	2,080	2,080	2,080	2,080	0.0%
	TOTAL PAY & BENEFITS	359,520	376,416	377,457	399,938	399,862	397,892	5.7%
100-4081100-3141	PLAN REVIEW/FIELD INSPECT	0	2,500	2,500	2,500	2,500	2,500	0.0%
100-4081100-3142	CONSULTING/ENGINEERING	2,000	20,000	12,000	20,000	10,000	10,000	-50.0%
100-4081100-3144	CONSULTING-ADMIN SUPPORT	0	2,000	2,000	2,000	2,000	2,000	0.0%
100-4081100-3310	EQUIPMENT CONTRACTS	1,767	2,200	1,800	2,000	2,000	2,000	-9.1%
100-4081100-5540	TRAVEL/TRAINING	1,880	5,000	4,500	5,000	5,000	5,000	0.0%
100-4081100-5545	CITIZENS PLANNING ACADEMY	0	0	2,500	2,500	2,500	2,500	N/A
100-4081100-5801	GENERAL EXPENSE-PLANNING	1,315	2,500	2,500	5,000	5,000	5,000	100.0%
100-4081100-5807	COMP PLAN REVIEW	0	42,500	40,000	75,000	75,000	75,000	76.5%
100-4081100-5809	COMPUTER SOFTWARE	0	5,000	3,500	3,000	500	500	-90.0%
100-4081100-5810	DUES & SUBSCRIPTIONS	1,644	3,000	3,000	3,000	2,000	2,000	-33.3%
100-4081100-6001	SUPPLIES	2,875	2,500	2,500	2,500	2,500	2,500	0.0%
100-4081100-6008	VEHICLE MAINT/GAS	147	1,500	950	900	200	200	-86.7%
	TOTAL OPERATIONS	11,628	88,700	77,750	123,400	109,200	109,200	23.1%
Total Exp.	COMMUNITY DEVELOPMENT	371,148	465,116	455,207	523,338	509,062	507,092	9.0%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
GENERAL FUND LEGISLATIVE & ADVISORY COMMISSIONS								
100-4011100	COUNCIL							
100-4011100-1100	MAYOR SALARY	7,025	7,025	7,025	7,025	7,025	7,025	0.0%
100-4011100-1200	COUNCIL SALARY	36,300	36,300	36,300	36,300	36,300	36,300	0.0%
100-4011100-2100	SOCIAL SECURITY TAX	3,315	3,314	3,314	3,314	3,314	3,314	0.0%
100-4011100-2700	WORKERS COMP INSURANCE	115	120	120	120	132	132	10.0%
100-4011100-3130	CONSULTING	0	0	0	20,000	10,000	10,000	N/A
100-4011100-5801	COUNCIL TRAVEL & GENERAL EXP	14,656	12,500	12,500	12,500	12,500	12,500	0.0%
100-4011100-5805	ELECTION EXPENSE	0	3,500	3,500	0	0	0	-100.0%
100-4011100-5807	SPECIAL COMMUNITY PROJECTS	0	3,500	3,500	3,500	3,500	3,500	0.0%
100-4011100-5810	DUES AND SUBSCRIPTIONS	12,279	13,000	13,000	13,500	13,500	13,500	3.8%
Total Exp.	COUNCIL	73,690	79,259	79,259	96,259	86,271	86,271	8.8%
100-4081200	PLANNING COMMISSION							
100-4081200-1100	PL COMMISSION SALARIES	11,300	11,100	11,100	11,100	11,100	11,100	0.0%
100-4081200-2100	SOCIAL SECURITY TAX	865	849	849	849	849	849	0.0%
100-4081200-5540	TRAVEL / TRAINING	1,002	2,000	2,000	2,000	2,000	2,000	0.0%
100-4081200-5801	GENERAL EXPENSE-PL COMM`	289	400	400	400	400	400	0.0%
Total Exp.	PLANNING COMMISSION	13,456	14,349	14,349	14,349	14,349	14,349	0.0%
100-4081400	BD OF ZONING APPEALS							
100-4081400-1100	BZA SALARIES	400	250	1,400	1,400	1,400	1,400	460.0%
Total Exp.	BD OF ZONING APPEALS	400	250	1,400	1,400	1,400	1,400	460.0%
100-4081500	ECONOMIC DEVELOPMENT							
100-4081500-5540	EDEV TRAVEL / TRAINING	52	900	100	100	100	100	-88.9%
100-4081500-5801	EDEV GENERAL EXPENSE	827	1,800	700	700	700	700	-61.1%
100-4081500-5802	EDEV SPECIAL PROJECTS/TOURISM	26,091	12,000	6,000	6,000	6,000	6,000	-50.0%
100-4081500-5803	BUS COMM SUPPORT & DEVELO	660	2,500	0	0	0	0	-100.0%
100-4081500-5810	FACADE IMPROVEMENT PROG	2,500	0	0	0	0	0	N/A
100-4081500-5811	VISITOR CENTER	6,000	0	0	0	0	0	N/A
Total Exp.	ECONOMIC DEVELOPMENT	36,131	17,200	6,800	6,800	6,800	6,800	-60.5%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	FY16 Current Budget
100-4081600	ARCHITECTURAL REVIEW BOARD							
100-4081600-1100	ARB SALARIES	3,000	3,500	3,500	3,500	3,500	3,500	0.0%
100-4081600-2100	SOCIAL SECURITY TAX	230	268	268	268	268	268	0.0%
100-4081600-5540	ARB TRAVEL/TRAINING	0	500	500	500	500	500	0.0%
100-4081600-5801	ARB GENERAL EXPENSE	19	500	500	500	500	500	0.0%
Total Exp.	ARCHITECTURAL REVIEW BOARD	3,248	4,768	4,768	4,768	4,768	4,768	0.0%
100-4082500	ARTS COMMITTEE							
100-4082500-5802	ARTS COMMITTEE	6,429	15,000	15,000	20,000	20,000	20,000	33.3%
Total Exp.	ARTS COMMITTEE	6,429	15,000	15,000	20,000	20,000	20,000	33.3%
100-4082600	COMM. ON ENVIRONMENTAL SPECIAL PROGRAMS							
100-4082600-5802	ENVIROMENTAL SPECIAL PROGRAMS	463	1,500	2,100	2,100	2,100	2,100	40.0%
Total Exp.	COMM. ON ENVIRONMENTAL SPECIAL PROG	463	1,500	2,100	2,100	2,100	2,100	40.0%
TOTAL LEGISLTAIVE & ADVISORY		133,818	132,326	123,676	145,676	135,688	135,688	2.5%
100-4091000	RETIREE BENEFITS							
100-4091000-2330	RETIREE HEALTH BENEFIT	29,919	33,245	30,800	33,891	33,891	33,891	1.9%
Total Exp.	RETIREE BENEFITS	29,919	33,245	30,800	33,891	33,891	33,891	1.9%
100-4092000	ADJUST & TRANSFERS							
100-4092000-0100	PAY-FOR-PERFORMANCE ADJUSTMENT	0	16,808	0	129,783	100,000	100,000	495.0%
100-4092000-0110	TRANSFER TO PARKS & REC	0	1,615	0	0	0	0	-100.0%
100-4092000-0111	TRANSFER TO WATER FUND	0	5,921	0	0	0	0	-100.0%
100-4092000-0112	TRANSFER TO SEWER FUND	0	6,997	0	0	0	0	-100.0%
100-4092000-0200	CONTINGENCY-OPERATING RESERVE	0	0	0	51,778	51,778	355,212	N/A
100-4092000-0300	TRANSFER TO CAPITAL FUND	208,457	141,500	141,500	180,000	180,000	180,000	27.2%
100-4092000-0400	CAPITAL ASSET REPLACEMENT FUND	0	7,000	7,000	12,000	12,000	12,000	71.4%
Total Exp.	ADJUST & TRANSFERS	208,457	179,841	148,500	373,561	343,778	647,212	259.9%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
100-4094000	CAPITAL OUTLAY							
100-4094000-8105	ADMINISTRATION	0	0	0	0	0	0	New
100-4094000-8205	POLICE	37,747	38,000	38,000	126,000	84,000	42,000	10.5%
100-4094000-8305	PUBLIC WORKS ADMIN	0	0	0	0	0	0	N/A
100-4094000-8405	PUBLIC WORKS ENGINEERING	0	0	0	30,000	30,000	30,000	N/A
100-4094000-8505	PUBLIC WORKS MAINTENANCE	0	57,000	0	37,500	0	0	-100.0%
100-4094000-8605	COMMUNITY DEVELOPMENT	0	0	0	0	0	0	N/A
100-4041200-8109	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
Total Exp.	CAPITAL OUTLAY	37,747	114,000	57,000	212,500	133,000	91,000	-20.2%
100-4095100	DEBT RETIREMENT							
100-4095100-9300	DEBT RETIRE- PRINCIPAL	596,531	658,336	658,336	687,992	687,992	687,992	4.5%
100-4095100-9400	DEBT RETIRE- INTEREST	548,839	590,868	590,868	572,576	572,576	572,576	-3.1%
100-4095100-9505	BOND ISSUE COSTS	0	0	0	0	0	0	N/A
100-4095100-9600	ADVANCED REFUNDING ESCROW	0	0	0	0	0	0	N/A
100-4095100-9601	ADVANCED REFUNDING ESCROW	0	0	0	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	1,145,370	1,249,204	1,249,204	1,260,568	1,260,568	1,260,568	0.9%
TOTAL EXPENSE GENERAL FUND		8,954,412	10,169,506	9,811,507	11,523,251	10,799,115	10,860,549	6.8%

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

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

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

OPERATING BUDGET REVENUES

		FY 2015	FY 2016		FY 2017		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
Fund # 110	SPECIAL PARKS & RECREATION FUND						
110-3110102-0000	SPECIAL TAX DISTRICT REVENUE	394,512	399,658	410,328	416,144	416,144	4.1%
110-3110601-0000	PENALTIES AND INTEREST	1,711	1,600	1,600	1,600	1,600	0.0%
110-3130399-0000	MISCELLANEOUS	22	0	0	0	0	N/A
110-3150201-0000	RENT ON PROPERTY	36,000	75,000	32,800	46,200	46,200	-38.4%
110-3150203-0000	TRAIN STATION INCOME	3,215	3,000	3,150	3,000	3,000	0.0%
110-3161206-0000	GARDEN PLOT REVENUE	300	450	450	450	450	0.0%
110-3189901-0000	PRODUCT SALES	29	0	0	0	0	N/A
110-3189913-0000	PARKS & REC DONATIONS	1,250	500	500	500	500	0.0%
110-3189914-0000	WINE & FOOD FESTIVAL	24,093	35,000	41,800	40,000	40,000	14.3%
110-3189915-0000	LOUDOUN GROWN EXPO REVENUE	8,403	0	0	0	0	N/A
110-3189917-0000	ROCK THE RINK REVENUE	0	0	0	0	0	N/A
110-3189919-0000	MUSIC & ARTS FESTIVAL	8,427	6,000	7,300	6,000	6,000	0.0%
110-3320201-0000	BAB SUBSIDY	28,768	28,000	28,141	27,500	27,500	-1.8%
110-3980000-0000	TRANSFERS FROM OTHER FUNDS	0	1,615	0	0	0	N/A
Total Revenues	PARKS & REC	506,730	550,823	526,069	541,394	541,394	-1.7%

PARKS & RECREATION

Mission

Provide quality events and programs in the areas of recreation, history, environmental stewardship, and performing and visual arts that enhance the quality of life and culture for Purcellville citizens through education, entertainment, and positive economic impact.

Department Description

The primary duties of this department include planning and implementing programs to enhance the quality of life for citizens; executing programs and events that promote tourism in Purcellville; contributing to 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.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Events offered to the public	Comp Plan	14	14	14
Number of collaborative programs (movie nights, between the Town, BT Concessionaire)	Comp Plan	New measure	6	6
Number of attendees to the Loudoun Grown Expo	Comp Plan	5,000	5,000	5,000
Minimum number of tickets sold to the Wine and Food Festival	Comp Plan	New measure	3,000	3,000
Recapture at least 90% of direct event costs for Wine Festival, Music and Art Festival	Comp Plan	New measure	95%	100%
Offer new cost neutral activity	Comp Plan	New measure	1	1
Recapture at least 50% of total event costs for Wine Festival, Music and Art Festival	Comp Plan	New measure	50%	60%
Number of attendees at holiday related events (combined)	Comp Plan	2,000	2,000	2,000
Number of visual or performing arts programs initiated by the PAC	Core		New measure	4
Number of Special Event permits processed	Core		New measure	5

Outcomes and Results

Desired Outcome

Offer new Town produced events in FY 15

Increase quality of events offered to the public and showcase local music and arts community.

Increase number of attendees to Town hosted events

Recapture 90% of direct costs associated with the Wine and Food Festival

Create consistency in administration of events offered in Town

Increase programs to showcase the local visual and performing arts community.

Results

Began the art in the Train Station and art in businesses programs as well as supported the Chapman DeMary Trail birthday party through the Environmental committee.

Executed the Music and Arts Festival, completed work with the newly formed Arts Committee to promote and host the Art at the Station program, Art in Town Hall Program, and Art in Businesses program, and began working on Virginia Commission for the arts grant.

The total number of attendees increased to approximately 8,000 from 6,000 at the Wine and Food Festival. The Music and Arts Festival which replaced Rock the Field drew about 2,000 people. This is an increase from the 300 that attended Rock the Field.

Recaptured 100% of direct costs associated with the 2015 Wine and Food festival.

Council passed the Special Events Ordinance in October 2015

Implemented the Art in Town Hall program that exhibits local artist's work for one to three months creating an aesthetically pleasing space in Town Hall and offering art exposure to local artists.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
Fund # 110	SPECIAL PARKS & RECREATION FUND							
110-4071100	PARKS & REC MANAGEMENT							
110-4071100-1100	PARKS & REC STAFF	43,037	42,646	41,031	73,781	60,373	60,373	41.6%
110-4071100-1200	OVERTIME-PARKS & REC STAFF	831	700	700	700	700	700	0.0%
110-4071100-2100	SOCIAL SECURITY TAX	3,292	3,192	3,192	5,698	4,672	4,672	46.4%
110-4071100-2200	RETIREMENT	0	0	0	4,028	4,739	4,739	N/A
110-4071100-2300	HEALTH INSURANCE	0	0	0	19,209	19,209	19,209	N/A
110-4071100-2400	LIFE INSURANCE	0	0	0	119	791	791	N/A
110-4071100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	368	368	368	N/A
110-4071100-2550	HYBRID DISABILITY PROGRAM	0	0	0	308	352	352	N/A
110-4071100-2700	WORKERS COMP INSURANCE	28	30	0	474	44	44	46.7%
110-4071100-2800	DEFERRED COMP MATCH	0	0	0	520	520	520	New
	TOTAL PAY & BENFITS	47,189	46,568	44,923	105,205	91,768	91,768	97.1%
110-4071100-3171	EVENT MANAGEMENT SERVICES	28,072	20,000	20,000	20,000	17,000	17,000	-15.0%
110-4071100-5230	COMMUNICATIONS	597	700	600	700	700	700	0.0%
110-4071100-5540	TRAVEL & TRAINING	2,817	3,570	4,000	5,000	3,000	3,000	-16.0%
110-4071100-5801	GENERAL EXPENSES-PARKS & REC	462	7,000	6,400	2,000	2,000	2,000	-71.4%
110-4071100-5802	GENERAL EXPENSES-PRAB	57	500	500	500	500	500	0.0%
110-4071100-5808	COMPUTER OPERATIONS	0	1,430	0	0	0	0	-100.0%
110-4071100-5810	DUES & SUBSCRIPTIONS	165	300	250	300	300	300	0.0%
110-4071100-5814	SAFETY	19	250	250	250	250	250	0.0%
110-4071100-6001	EQUIPMENT/SUPPLIES	877	1,000	900	1,000	1,000	1,000	0.0%
	TOTAL OPERATIONS	33,067	34,750	32,900	29,750	24,750	24,750	-28.8%
Total Exp.	PARKS & REC MANAGEMENT	80,256	81,318	77,823	134,955	116,518	116,518	43.3%
110-4071310	PARKS & REC SKATING RINK							
110-4071310-3310	BUILDING MAINT/SUPPLIES	22,733	25,000	30,000	21,000	21,000	21,000	-16.0%
110-4071310-3311	HVAC/MECHANICAL MAINT	14,843	17,000	8,000	3,500	3,500	3,500	-79.4%
110-4071310-5110	ELECTRICITY	2,041	3,000	1,200	500	500	500	-83.3%
110-4071310-5801	GENERAL EXPENSES-SKATING RINK	50	0	0	0	0	0	N/A
Total Exp.	PARKS & REC SKATING RINK	39,667	45,000	39,200	25,000	25,000	25,000	-44.4%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
110-4071320	PARKS & REC TRAIN STATION							
110-4071320-3310	REPAIRS	17,928	16,000	18,000	25,000	25,000	25,000	56.3%
110-4071320-3320	CLEANING	7,788	8,500	7,800	8,500	8,500	8,500	0.0%
110-4071320-3321	PEST CONTROL	200	0	100	100	100	100	#DIV/0!
110-4071320-5110	ELECTRICITY	4,857	3,500	2,500	3,500	3,500	3,500	0.0%
110-4071320-5230	COMMUNICATIONS	222	200	240	250	250	250	25.0%
110-4071320-5801	GENERAL EXPENSES-TRAIN STATION	2,639	2,500	2,500	2,500	2,500	2,500	0.0%
110-4071320-5802	SHARED PARKING AGREEMENT	5,250	6,120	6,120	6,400	6,400	6,400	4.6%
110-4071320-5932	LANDSCAPING	4,631	5,000	3,900	4,000	4,000	4,000	-20.0%
110-4071320-6007	BUILDING SUPPLIES	1,162	1,100	1,000	1,100	1,100	1,100	0.0%
Total Exp.	PARKS & REC TRAIN STATION	44,677	42,920	42,160	51,350	51,350	51,350	19.6%
110-4071330	FIREMAN'S FIELD							
110-4071330-5932	LANDSCAPING	8,554	6,500	6,500	6,500	6,500	6,500	0.0%
Total Exp.	FIREMAN'S FIELD	8,554	6,500	6,500	6,500	6,500	6,500	0.0%
110-4071500	PARKS & REC PROGRAMS							
110-4071500-5801	YOUTH SPORTS PROGRAM & DEV	5,200	5,200	5,200	5,200	5,200	5,200	0.0%
110-4071500-5803	COMMUNITY PROJECTS	0	1,500	1,500	1,500	1,500	1,500	0.0%
110-4071500-5804	COMMUNITY CENTER	0	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5805	SPECIAL EVENTS	3,185	4,000	4,000	4,000	4,000	4,000	0.0%
110-4071500-5807	JULY 4TH PROGRAM	1,056	2,500	2,000	2,500	2,500	2,500	0.0%
110-4071500-5808	WINTER HOLIDAY PROGRAM	4,367	4,000	3,900	5,000	5,000	5,000	25.0%
110-4071500-5809	EMANCIPATION DAY	1,000	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%
110-4071500-5814	WINE & FOOD FESTIVAL	21,300	21,000	21,425	21,500	21,500	21,500	2.4%
110-4071500-5815	LOUDOUN GROWN EXPO	7,990	0	0	0	0	0	N/A
110-4071500-5816	COMMUNITY GARDEN	299	450	300	450	450	450	0.0%
110-4071500-5818	MUSIC & ARTS FESTIVAL	9,883	8,000	8,000	12,000	12,000	12,000	50.0%
Total Exp.	PARKS & REC PROGRAMS	54,281	49,650	49,325	55,150	55,150	55,150	11.1%
110-4071600	PARKS & REC TREE COMMISSION							
110-4071600-5801	GENERAL EXPENSES-TREE & BEAU COM	0	200	160	200	200	200	0.0%
110-4071600-5803	URBAN TREE CANOPY PROGRAM	0	2,000	2,000	2,000	2,000	2,000	0.0%
Total Exp.	PARKS & REC TREE COMMISSION	0	2,200	2,160	2,200	2,200	2,200	0.0%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
110-4092000	PARKS & REC ADJUSTMENT/TRANSFERS							
110-4092000-0100	COMPENSATION ADJUSTMENT	0	0	0	0	0	0	N/A
110-4092000-0200	CONTINGENCY - OPERATING RESERVE	0	36,617	0	432	432	432	-98.8%
110-4092000-0500	TRAIN STATION RESERVES	0	0	0	0	0	0	N/A
110-4092000-0600	BUSH TABERNACLE RESERVES	0	0	0	0	0	0	N/A
110-4092000-0700	FIREMANS FIELD RESERVES	0	0	0	0	0	0	N/A
Total Exp.	PARKS & REC ADJUSTMENT/TRANSFERS	0	36,617	0	432	432	432	-98.8%
110-4095100	DEBT RETIREMENT							
110-4095100-9300	DEBT RETIRE-PRINCIPAL	160,000	175,207	175,207	176,129	176,129	176,129	0.5%
110-4095100-9400	DEBT RETIRE-INTEREST	114,485	111,411	111,411	108,115	108,115	108,115	-3.0%
110-4095100-9505	BOND ISSUE COSTS	0	0	0	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	274,485	286,618	286,618	284,244	284,244	284,244	-0.8%
TOTAL EXPENSE	PARKS & REC	501,920	550,823	503,786	559,831	541,394	541,394	-1.7%

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**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

OPERATING BUDGET REVENUES

		FY 2015	FY 2016		FY 2017		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
Fund # 501	WATER FUND						
501-3150201-0000	RENT ON PROPERTY	3,050	3,050	1,525	0	0	-100.0%
501-3189920-0000	VEHICLE COMP. REIMB.	286	250	250	250	250	0.0%
501-3810000-0000	WATER AVAILABILITIES	1,264,685	1,081,668	1,068,791	1,957,662	1,957,662	81.0%
501-3825000-0000	WATER METER FEES	13,058	12,019	11,328	19,071	19,071	58.7%
501-3830000-0000	WATER FEES	2,032,143	2,060,364	2,105,394	2,168,556	2,168,556	5.3%
501-3835000-0000	PILOT BULK WATER SALES	12,313	0	6,762	0	10,000	N/A
501-3840000-0000	MISCELLANEOUS INCOME	8,601	5,000	5,000	5,000	5,000	0.0%
501-3910000-0000	PENALTIES & INTEREST	27,438	27,000	27,000	27,000	27,000	0.0%
501-3940000-0000	WATER FLUSHING	1,006	1,000	1,000	1,000	1,000	0.0%
501-3950000-0000	INVESTMENT INCOME	956	500	300	0	0	-100.0%
501-3960000-0000	CELLULAR LEASE	153,812	150,000	190,000	190,000	190,000	26.7%
501-3965000-0000	FORESTRY MANAGEMENT	0	0	0	0	130,000	N/A
501-3973001-0000	BAB SUBSIDY	28,287	28,067	27,040	26,000	26,000	-7.4%
501-3980000-0000	TRANSFER IN CASH RESERVE	0	0	0	0	0	N/A
501-3990000-0000	TRANSFERS FROM OTHER FUNDS	375,328	5,921	0	0	0	N/A
Total Revenues	WATER FUND	3,920,962	3,374,839	3,444,390	4,394,539	4,534,539	30.2%

PUBLIC WORKS - Water

Mission

Provide cost efficient production of quality water to the residents and businesses in the community.

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.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	Core	108	120	120
Total number of Drinking Water Notices of Violation	Core	0	0	0
Number of documented water operator training hours each employee	Comp Plan	10	10	10
Percentage of bacteriological water system samples within full regulatory compliance	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	Comp Plan	100%	100%	100%

Outcomes and Results

Desired Outcome

Ensure safe drinking water by meeting or exceeding Federal and State drinking water regulations.

Demonstrate excellence in performance and operations for the treatment and distribution of drinking water by receiving the Virginia Department of Health Water Treatment Plant Performance Award.

To have all bacteriological samples with a result of negative (no e-coli present)

Results

Met all Federal and State drinking water regulations

Received 7th consecutive Water Treatment Plant Performance Award.

All water system bacteriological and water quality samples achieved 100% compliance with regulations.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
501-4012100	WATER STAFF							
501-4012100-1100	WATER STAFF	552,492	578,060	572,139	581,876	581,876	581,876	0.7%
501-4012100-1200	OVERTIME-WATER	22,136	30,000	27,000	27,000	27,000	27,000	-10.0%
501-4012100-1500	CHARGE BACK TO GF	515,952	515,948	515,948	643,902	587,912	587,912	13.9%
501-4012100-2100	SOCIAL SECURITY TAX	42,669	46,064	46,064	46,800	46,579	46,579	1.1%
501-4012100-2200	RETIREMENT	52,939	56,985	56,985	45,677	45,677	45,677	-19.8%
501-4012100-2300	HEALTH INSURANCE	95,914	104,246	104,246	90,586	90,586	90,586	-13.1%
501-4012100-2400	LIFE INSURANCE	6,325	6,808	6,808	7,623	7,623	7,623	12.0%
501-4012100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	3,312	3,312	3,312	N/A
501-4012100-2550	HYBRID DISABILITY PROGRAM	199	273	273	286	286	286	4.8%
501-4012100-2700	WORKERS COMP INSURANCE	10,203	10,734	11,081	10,917	11,590	11,590	8.0%
501-4012100-2800	DEFERRED COMP MATCH	3,640	3,640	3,640	3,640	3,640	3,640	0.0%
501-4012200-2810	UNIFORMS	7,032	6,400	6,100	6,200	6,200	6,200	-3.1%
Total Exp.	WATER STAFF	1,309,501	1,359,158	1,350,284	1,467,819	1,412,281	1,412,281	3.9%
501-4012200	PLANT							
501-4012200-3310	CONTRACTS	28,840	31,000	31,000	31,000	31,000	31,000	0.0%
501-4012200-3315	SCADA CONTRACTS	19,200	21,600	20,800	21,000	21,000	21,000	-2.8%
501-4012200-3320	SLUDGE DISPOSAL	1,596	14,500	14,500	14,500	14,500	14,500	0.0%
501-4012200-5110	ELECTRICITY	18,019	15,000	15,000	15,000	15,000	15,000	0.0%
501-4012200-5120	PROPANE	14,169	11,000	11,000	11,000	11,000	11,000	0.0%
501-4012200-5230	COMMUNICATIONS	11,033	10,100	10,500	10,500	10,500	10,500	4.0%
501-4012200-5801	GENERAL EXPENSES	575	1,300	1,300	1,300	1,300	1,300	0.0%
501-4012200-5808	COMPUTER UPGRADES	1,830	2,000	2,000	2,000	2,000	2,000	0.0%
501-4012200-5814	SAFETY	1,320	8,000	7,500	8,000	8,000	8,000	0.0%
501-4012200-5815	DRUG TESTING	760	715	715	715	715	715	0.0%
501-4012200-5831	PERMITS	2,212	6,800	6,800	6,800	6,800	6,800	0.0%
501-4012200-5833	CROSS CONNECTIONS	113	6,800	3,400	3,400	3,400	3,400	-50.0%
501-4012200-5834	PLANT REPAIRS	23,277	39,000	36,000	41,000	41,000	41,000	5.1%
501-4012200-5835	WATER LINE REPAIRS	29,182	29,000	29,000	29,000	29,000	29,000	0.0%
501-4012200-5836	LEAK DETECTION	97	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012200-5841	GENERATOR	0	0	0	0	0	0	N/A
501-4012200-5842	CHEMICALS-PLANT	26,947	31,600	25,500	26,000	26,000	26,000	-17.7%
501-4012200-5846	WATER SAMPLES	11,261	12,000	11,500	14,000	14,000	14,000	16.7%
501-4012200-6001	PLANT SUPPLIES	3,334	4,000	3,700	4,000	4,000	4,000	0.0%
501-4012200-6002	LAB SUPPLIES	8,027	11,000	11,000	11,000	9,000	9,000	-18.2%
501-4012200-6003	PREV MAINT SUPPLIES	632	2,000	1,600	2,000	2,000	2,000	0.0%
501-4012200-6004	NEW EQUIPMENT & TOOLS	7,746	29,000	25,000	29,000	29,000	29,000	0.0%
501-4012200-6005	LAB EQUIPMENT	651	11,000	10,000	11,000	2,000	2,000	-81.8%
Total Exp.	PLANT	210,820	300,515	280,915	295,315	284,315	284,315	-5.4%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
501-4012250	PLANT-OTHER							
501-4012250-3110	BANK SERVICE CHARGE	27	500	500	500	500	500	0.0%
501-4012250-3135	FINANCIAL ADVISOR	11,217	20,000	20,000	20,000	20,000	20,000	0.0%
501-4012250-3140	PROFESSIONAL SERVICES	30,294	65,000	65,000	65,000	65,000	65,000	0.0%
501-4012250-3145	GIS LAYERS	5,638	22,000	22,000	22,000	22,000	22,000	0.0%
501-4012250-3600	RECRUITING/ADVERTISING	0	860	500	860	500	500	-41.9%
501-4012250-5210	POSTAGE/MAILINGS	6,542	11,000	9,000	9,000	9,000	9,000	-18.2%
501-4012250-5540	TRAINING	4,506	7,000	7,000	7,000	7,000	7,000	0.0%
501-4012250-5809	BILLING SOFTWARE	0	3,000	500	500	500	500	-83.3%
501-4012250-5810	DUES & SUBSCRIPTIONS	695	1,100	1,100	1,100	1,100	1,100	0.0%
501-4012250-5811	WATER DEPT EMERGENCY	0	4,200	4,200	4,200	500	500	-88.1%
501-4012250-5826	MOWING	8,975	10,000	10,000	12,000	12,000	12,000	20.0%
501-4012250-5843	VDH FEES	8,121	8,200	8,121	8,200	8,200	8,200	0.0%
501-4012250-5847	CONSUMER REPORT	215	500	500	500	500	500	0.0%
501-4012250-5849	WATERSHED MGT	644	15,000	15,200	15,200	15,200	15,200	1.3%
501-4012250-5850	FORESTRY MGT	0	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012250-5851	ENVIRONMENTAL COMPLIANCE	0	3,000	3,000	3,000	3,000	3,000	0.0%
501-4012250-6002	ADMIN SUPPLIES	136	300	300	300	300	300	0.0%
501-4012250-6007	ADOPT A HYDRANT	0	1,000	1,000	1,000	1,000	1,000	0.0%
501-4012250-6008	VEHICLE MAINT	21,817	17,000	17,000	15,000	15,000	15,000	-11.8%
501-4012250-6014	WATER CONSERV REBATES	2,175	5,000	5,000	5,000	3,500	3,500	-30.0%
501-4012250-6015	PURCHASED WATER	29,848	50,000	70,000	70,000	30,000	30,000	-40.0%
Total Exp.	PLANT-OTHER	130,849	247,760	263,021	263,460	217,900	217,900	-12.1%
501-4012300	WELL							
501-4012300-3310	CONTRACTS	1,368	18,000	18,000	18,000	10,000	10,000	-44.4%
501-4012300-5110	ELECTRICITY	50,008	40,000	40,000	40,000	45,000	45,000	12.5%
501-4012300-5230	COMMUNICATIONS	739	700	1,500	1,500	1,000	1,000	42.9%
501-4012300-5834	REPAIRS	21,338	62,500	29,000	33,000	25,000	25,000	-60.0%
501-4012300-5842	CHEMICALS	16,194	24,500	20,000	20,000	20,000	20,000	-18.4%
501-4012300-5845	CARBON CHANGE-OUT	16,960	19,000	17,700	19,000	19,000	19,000	0.0%
501-4012300-5846	WATER SAMPLES	4,866	7,000	7,000	7,000	5,000	5,000	-28.6%
501-4012300-6001	SUPPLIES	24,890	29,000	29,000	35,000	35,000	35,000	20.7%
501-4012300-6004	SPARE PARTS	281	5,000	5,000	5,000	5,000	5,000	0.0%
Total Exp.	WELL	136,643	205,700	167,200	178,500	165,000	165,000	-19.8%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
501-4012500	METER READING							
501-4012500-3310	CONTRACTS	750	425	1,000	1,000	1,000	1,000	135.3%
501-4012500-5837	METER REPAIRS/TEST	2,000	7,775	2,000	2,000	2,000	2,000	-74.3%
501-4012500-5838	TOUCH READ HDW	7,000	7,000	7,200	9,500	9,500	9,500	35.7%
501-4012500-5839	NEW WATER METERS	4,675	7,700	4,700	9,250	9,250	9,250	20.1%
501-4012500-6004	METER TOOLS & EQUIPMENT	584	0	1,000	10,000	10,000	10,000	N/A
Total Exp.	METER READING	15,009	22,900	15,900	31,750	31,750	31,750	38.6%
501-4095100	DEBT RETIREMENT							
501-4095100-1000	DEPRECIATION EXP	307,992	305,000	305,000	308,000	308,000	308,000	1.0%
501-4095100-9200	INTEREST EXPENSE	461,981	492,655	492,655	479,388	479,388	479,388	-2.7%
501-4095100-9205	BOND ISSUE COSTS	0	0	0	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	769,973	797,655	797,655	787,388	787,388	787,388	-1.3%
501-4094000	CAPITAL OUTLAY							
501-4094000-8105	ROLLING STOCK	0	57,000	57,000	41,000	41,000	41,000	-28.1%
501-4012250-8109	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
Total Exp.	CAPITAL OUTLAY	0	76,000	76,000	60,000	60,000	60,000	-21.1%
501-4096100	ADJUSTMENTS & TRANSFERS							
501-4092000-0500	BAD DEBT EXPENSE WATER	0	0	0	0	0	0	N/A
501-4096199-0599	TRANSFERS TO CAPITAL FUND	472,921	300,000	300,000	94,000	94,000	94,000	-68.7%
501-4920000-0200	CONTINGENCY - OPERATING RESERVE	0	65,151	0	1,341,905	1,341,905	1,481,905	2174.6%
Total Exp.	ADJUSTMENTS & TRANSFERS	472,921	365,151	300,000	1,435,905	1,435,905	1,575,905	331.6%
TOTAL EXPENSE WATER FUND		3,045,715	3,374,839	3,250,975	4,520,137	4,394,539	4,534,539	34.4%

OPERATING BUDGET REVENUES

		FY 2015	FY 2016		FY 2017		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY16 Current Budget
Fund # 502	WASTEWATER FUND						
502-3189920-0000	VEHICLE COMP. REIMB.	286	280	300	280	280	0.0%
502-3810000-0000	SEWER AVAILABILITIES	1,060,697	907,200	896,400	1,641,600	1,641,600	81.0%
502-3830000-0000	SEWER FEES	2,576,250	2,725,659	2,662,432	2,795,554	2,795,554	2.6%
502-3840000-0000	MISCELLANEOUS INCOME	8,770	5,000	7,000	5,000	5,000	0.0%
502-3910000-0000	PENALTIES AND INTEREST	27,438	27,000	27,000	27,000	27,000	0.0%
502-3951000-0000	GAIN ON DISPOSAL OF FIXED ASSET	35,000	0	0	0	0	N/A
502-3950000-0000	INVESTMENT INCOME	74	0	0	0	0	N/A
502-3980000-0000	TRANSFER IN CASH RESERVES	0	0	0	0	0	N/A
502-3990000-0000	TRANSFERS FROM OTHER FUNDS	114,856	6,997	0	0	0	N/A
Total Revenues	WASTEWATER FUND	3,823,372	3,672,136	3,593,132	4,469,434	4,469,434	21.7%
Grand Total Operating Budget		18,122,345	17,767,304	17,938,370	20,204,482	20,405,916	13.7%

PUBLIC WORKS - Wastewater

Mission

Treat the wastewater from the Town of Purcellville users to meet or exceed the strict Federal, State and local requirements and be a positive impact on the local environment.

Department Description

The 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.

Performance Measures	Comp Plan, Core, Priority	Actual FY 2015	Estimated FY 2016	Projected FY 2017
Daily average number of gallons treated	Core	550,000	650,000	650,000
Total number of customer complaints	Core	0	0	0
Total number of violations	Priority	0	0	0
Staff retention rate	Priority	100%	80%	100%

Outcomes and Results

Desired Outcome

Satisfy permit and regulatory requirements through accreditation from the Virginia Environmental Laboratory Accreditation Program.

Promote environmental management systems and pollution prevention, green initiatives for recycling and energy conservation.

Maintain wastewater facilities to ensure a safe working environment and compliance with State standards.

Results

Maintained certification in 2015

615 lbs .of plastics, paper and cardboard recycled. Changing out damaged or outdated lighting to LED. Produced 800 tons of bio-solids for agriculture land application.

One reported injury and with no permit parameter violations for 2015.

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
Fund # 502	WASTEWATER FUND							
502-4012100	WASTEWATER STAFF							
502-4012100-1000	SEWER STAFF	589,459	608,348	601,351	604,971	579,262	579,262	-4.8%
502-4012100-1200	OVERTIME-SEWER	23,172	32,500	32,500	32,500	32,500	32,500	0.0%
502-4012100-1500	CHARGE BACK TO GF	515,952	515,948	515,948	643,902	587,912	587,912	13.9%
502-4012100-2100	SOCIAL SECURITY TAX	45,862	48,490	48,490	48,767	46,800	46,800	-3.5%
502-4012100-2200	RETIREMENT	53,872	56,869	56,869	47,490	45,472	45,472	-20.0%
502-4012100-2300	HEALTH INSURANCE	88,220	92,219	92,219	106,607	106,607	103,041	11.7%
502-4012100-2400	LIFE INSURANCE	6,436	6,795	6,795	7,925	7,588	7,588	11.7%
502-4012100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	3,312	3,312	3,312	N/A
502-4012100-2550	HYBRID DISABILITY PROGRAM	0	0	200	553	553	553	N/A
502-4012100-2700	WORKERS COMP INSURANCE	7,819	9,175	9,175	9,418	7,278	7,278	-20.7%
502-4012100-2800	DEFERRED COMP MATCH	3,300	3,120	3,120	3,120	2,600	2,600	-16.7%
502-4012100-2810	UNIFORMS	5,503	7,000	7,000	7,000	7,000	7,000	0.0%
Total Exp.	WASTEWATER STAFF	1,339,596	1,380,464	1,373,667	1,515,565	1,426,884	1,423,318	3.1%
502-4012200	PLANT							
502-4012200-3310	CONTRACTS	18,285	35,000	35,000	35,000	25,000	25,000	-28.6%
502-4012200-3315	SCADA CONTRACTS	0	0	10,800	21,600	21,600	21,600	N/A
502-4012200-3320	SLUDGE REMOVAL	26,623	31,500	35,400	36,000	36,000	36,000	14.3%
502-4012200-3330	WASTE DISPOSAL	0	4,500	4,500	4,500	2,500	2,500	-44.4%
502-4012200-5110	ELECTRICITY	133,256	125,000	126,000	126,000	140,000	140,000	12.0%
502-4012200-5230	COMMUNICATIONS	10,330	10,000	10,000	10,000	10,000	10,000	0.0%
502-4012200-5808	COMPUTER OPERATIONS	0	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-5814	SAFETY	6,017	15,500	15,500	15,500	6,000	6,000	-61.3%
502-4012200-5815	DRUG TESTING	0	715	715	715	715	715	0.0%
502-4012200-5831	PERMITS	10,147	10,800	10,800	10,800	10,800	10,800	0.0%
502-4012200-5834	PLANT REPAIRS	27,788	42,500	50,000	52,000	35,000	35,000	-17.6%
502-4012200-5835	SEWER LINE REPAIRS	25,382	25,000	25,000	32,000	32,000	32,000	28.0%
502-4012200-5840	LAB CERTIFICATION	0	3,500	3,500	3,500	3,500	3,500	0.0%
502-4012200-5842	CHEMICALS	81,798	88,500	86,000	86,000	86,000	86,000	-2.8%
502-4012200-5844	EQUIPMENT MAINTENANCE	9,135	19,000	19,000	20,000	12,000	12,000	-36.8%
502-4012200-5846	SAMPLE ANALYSIS	2,716	3,100	2,650	3,500	3,500	3,500	12.9%
502-4012200-5854	NEW LAB EQUIPMENT	2,840	10,000	10,000	10,000	5,000	5,000	-50.0%
502-4012200-6001	PLANT SUPPLIES	2,006	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-6002	LAB SUPPLIES	31,502	35,000	35,000	35,000	35,000	35,000	0.0%
502-4012200-6004	NEW PLANT EQUIPMENT	17,114	37,500	30,000	30,000	20,000	20,000	-46.7%
Total Exp.	PLANT	404,939	507,115	519,865	542,115	494,615	494,615	-2.5%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
502-4012300	PLANT- OTHER							
502-4012300-3110	BANK SERVICE CHARGE	22	500	500	500	500	500	0.0%
502-4012300-3135	FINANCIAL ADVISOR	11,217	20,000	20,000	20,000	20,000	20,000	0.0%
502-4012300-3140	PROFESSIONAL SERVICES	20,285	65,000	65,000	65,000	50,000	50,000	-23.1%
502-4012300-3145	GIS LAYERS	8,111	15,000	15,000	15,000	15,000	15,000	0.0%
502-4012300-3600	RECRUITING/ADVERTISE	0	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-5210	POSTAGE/MAILINGS	7,036	11,000	9,000	9,000	9,000	9,000	-18.2%
502-4012300-5540	TRAINING	1,605	3,000	3,000	3,500	3,500	3,500	16.7%
502-4012300-5809	BILLING SOFTWARE	0	3,000	500	500	500	500	-83.3%
502-4012300-5810	DUES & SUBSCRIPTIONS	680	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-5811	SEWER DEPT. EMERGENCY	1,650	3,000	3,000	3,000	3,000	3,000	0.0%
502-4012300-5826	MOWING	1,420	5,000	5,000	5,000	2,500	2,500	-50.0%
502-4012300-5848	OTHER EXPENSE	614	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012300-5851	ENVIR COMPLIANCE	0	3,200	3,200	3,200	1,000	1,000	-68.8%
502-4012300-6001	ADMINISTRATIVE SUPPLIES	73	1,500	1,500	1,500	500	500	-66.7%
502-4012300-6008	VEHICLE MAINT	5,969	8,000	8,000	8,000	8,000	8,000	0.0%
502-4012300-6013	PUBLIC EDUCATION	0	500	500	500	0	0	-100.0%
Total Exp.	PLANT- OTHER	58,683	145,700	141,200	141,700	120,500	120,500	-17.3%
502-4012400	PUMP STATIONS							
502-4012400-3310	CONTRACTS/MAINTENANCE	4,345	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012400-5110	ELECTRICITY	12,084	9,200	9,200	9,200	9,200	9,200	0.0%
502-4012400-5230	TELEPHONE	657	600	600	600	600	600	0.0%
502-4012400-5834	REPAIRS	2,801	22,000	22,000	22,000	10,000	10,000	-54.5%
502-4012400-6004	EQUIPMENT - PUMP STATION	6,248	70,000	70,000	25,000	25,000	25,000	-64.3%
502-4012400-6008	GENERATOR FUEL	1,993	2,501	2,500	2,500	2,500	2,500	0.0%
Total Exp.	PUMP STATIONS	28,128	109,301	109,300	64,300	52,300	52,300	-52.2%
502-4012500	METER READING							
502-4012500-3310	CONTRACTS	0	425	1,000	1,000	1,000	1,000	135.3%
502-4012500-5837	METER REPAIRS/TEST	400	7,775	2,000	2,000	2,000	2,000	-74.3%
502-4012500-5838	TOUCH READ HDW	2,835	7,000	7,000	9,500	9,500	9,500	35.7%
502-4012500-5839	NEW WATER METERS	8,572	7,700	4,600	9,250	9,250	9,250	20.1%
502-4012500-6004	METER TOOLS & EQUIPMENT	0	0	1,000	10,000	10,000	10,000	N/A
Total Exp.	METER READING	11,807	22,900	15,600	31,750	31,750	31,750	38.6%
502-4094000	CAPITAL OUTLAY							
502-4094000-8105	ROLLING STOCK	0	56,500	56,500	37,500	75,000	75,000	32.7%
502-4012300-8109	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
Total Exp.	CAPITAL OUTLAY	0	75,500	75,500	56,500	94,000	94,000	24.5%

OPERATING BUDGET EXPENDITURES

		FY 2015	FY 2016		FY 2017 Request			% Change FY16 Current Budget
		Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
502-4092000	ADJUST & TRANSFERS							
502-4092000-0300	TRANSFER TO CAPITAL FUND	0	200,000	200,000	0	0	0	-100.0%
502-4092000-0500	BAD DEBT EXPENSE SEWER	0	0	0	0	0	0	N/A
502-4096100-0699	TRANSFER TO GENERAL FUND	19,000	0	0	0	0	0	N/A
502-4921000-0200	CONTINGENCY - OPERATING RESERVE	0	105,351	0	408,580	408,580	412,146	291.2%
Total Exp.	ADJUST & TRANSFERS	19,000	305,351	200,000	408,580	408,580	412,146	35.0%
502-4095100	DEBT RETIREMENT							
502-4095100-1000	DEPRECIATION EXP	713,976	0	0	715,000	715,000	715,000	N/A
502-4095100-9200	INTEREST EXPENSE	1,050,471	1,125,805	1,125,805	1,125,805	1,125,805	1,125,805	0.0%
502-4095100-9205	BOND ISSUE COSTS	9,623	0	0	0	0	0	N/A
Total Exp.	DEBT RETIREMENT	1,774,070	1,125,805	1,125,805	1,840,805	1,840,805	1,840,805	63.5%
TOTAL EXPENSE WASTEWATER FUND		3,636,221	3,672,136	3,560,937	4,601,315	4,469,434	4,469,434	21.7%
GRAND TOTAL OPERATING BUDGET		16,138,269	17,767,304	17,127,205	21,204,534	20,204,482	20,405,916	14.9%

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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.

- Capital Improvement Program Summary
- Financing Summary
- Summary by Projects
- Loudoun County Fields Farm School Settlement Reconciliation
- Future Capital Projects
- General Fund Projects
- Water Fund Projects
- Wastewater Fund Projects

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2017 - 2021**

FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Bonds-Bank of America (05)	287,112	287,112	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	4,034,358	4,034,358	-	-	-	-	-	-	-
Bonds-RBC (10)	2,201,014	2,201,014	-	-	-	-	-	-	-
Bonds-Cardinal Bank	2,939,479	2,756,466	178,260	4,753	-	-	-	-	4,753
Cash	1,306,650	230,357	701,293	274,000	101,000	-	-	-	375,000
Grants-VDOT	9,693,498	4,186,047	2,624,875	429,000	1,739,826	359,375	354,375	-	2,882,576
Federal Funds	499,915	-	499,915	-	-	-	-	-	-
NVTA Local Funding	3,307,935	256,960	607,556	506,785	551,388	446,940	461,578	476,728	2,443,419
Loudoun Co. Settlement	3,450,517	2,919,783	530,734	-	-	-	-	-	-
CIP Funding from Loudoun County	1,330,000	1,022,654	307,346	-	-	-	-	-	-
Unidentified	7,725,432	-	-	-	2,951,062	1,824,995	2,949,375	-	7,725,432
Other	269,698	269,698	-	-	-	-	-	-	-
Total	37,045,608	18,164,449	5,449,979	1,214,538	5,343,276	2,631,310	3,765,328	476,728	13,431,180

EXPENDITURE SUMMARY - ALL FUNDS

<u>Uses</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
General Fund	23,585,899	11,233,435	4,771,719	1,115,785	3,652,214	1,165,690	1,170,328	476,728	7,580,745
Water Fund	11,246,330	4,917,635	478,260	98,753	1,691,062	1,465,620	2,595,000	-	5,850,435
Wastewater Fund	2,213,379	2,013,379	200,000	-	-	-	-	-	-
Total	37,045,608	18,164,449	5,449,979	1,214,538	5,343,276	2,631,310	3,765,328	476,728	13,431,180

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2017 - 2021**

FINANCING SUMMARY - GENERAL FUND

<u>Sources</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	184,703	184,703	-	-	-	-	-	-	-
Bonds-Cardinal Bank	2,205,278	2,205,278	-	-	-	-	-	-	-
Cash	670,605	188,312	201,293	180,000	101,000	-	-	-	281,000
Grants-VDOT	9,693,498	4,186,047	2,624,875	429,000	1,739,826	359,375	354,375	-	2,882,576
Federal Funds	499,915	-	499,915	-	-	-	-	-	-
NVTA Local Funding	3,307,935	256,960	607,556	506,785	551,388	446,940	461,578	476,728	2,443,419
Loudoun Co. Settlement	3,450,517	2,919,783	530,734	-	-	-	-	-	-
CIP Funding from Loudoun County	1,330,000	1,022,654	307,346	-	-	-	-	-	-
Other	269,698	269,698	-	-	-	-	-	-	-
Unidentified	1,973,750	-	-	-	1,260,000	359,375	354,375	-	1,973,750
Total	23,585,899	11,233,435	4,771,719	1,115,785	3,652,214	1,165,690	1,170,328	476,728	7,580,745

EXPENDITURE SUMMARY - GENERAL FUND

<u>Uses</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
General Fund	23,585,899	11,233,435	4,771,719	1,115,785	3,652,214	1,165,690	1,170,328	476,728	7,580,745

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FY 2017 - 2021**

FINANCING SUMMARY - WATER FUND

<u>Sources</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Bonds-Sun Trust (08)	2,123,388	2,123,388	-	-	-	-	-	-	-
Bonds-RBC (10)	2,201,014	2,201,014	-	-	-	-	-	-	-
Bonds-Cardinal Bank	734,201	551,188	178,260	4,753	-	-	-	-	4,753
Cash	436,045	42,045	300,000	94,000	-	-	-	-	94,000
Unidentified	5,751,682	-	-	-	1,691,062	1,465,620	2,595,000	-	5,751,682
Total	11,246,330	4,917,635	478,260	98,753	1,691,062	1,465,620	2,595,000	-	5,850,435

EXPENDITURE SUMMARY - WATER FUND

<u>Uses</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Water Fund	11,246,330	4,917,635	478,260	98,753	1,691,062	1,465,620	2,595,000	-	5,850,435

FINANCING SUMMARY - WASTEWATER FUND

<u>Sources</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Bonds-Bank of America (05)	287,112	287,112	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,726,267	1,726,267	-	-	-	-	-	-	-
Cash	200,000	-	200,000	-	-	-	-	-	-
Total	2,213,379	2,013,379	200,000	-	-	-	-	-	-

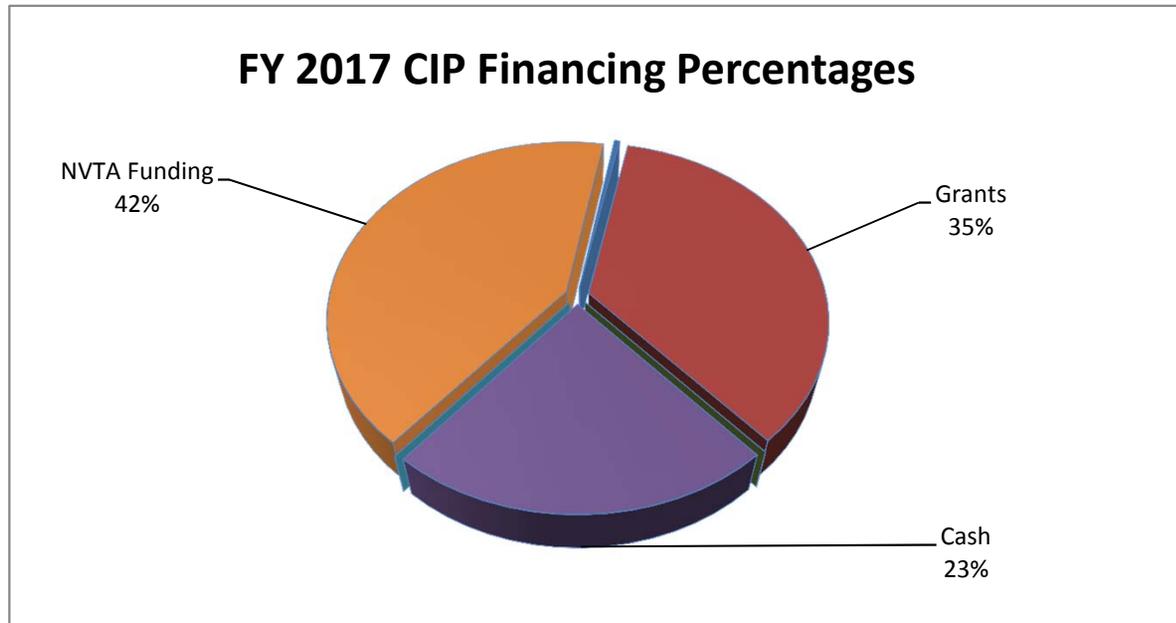
EXPENDITURE SUMMARY - WASTEWATER FUND

<u>Uses</u>	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Wastewater Fund	2,213,379	2,013,379	200,000	-	-	-	-	-	-

Capital Improvement Financing Percentage Summary FY 2017 - 2021

FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 6/30/2016	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Bonds	32.27%	40.05%	0.39%	0.00%	0.00%	0.00%	0.00%	0.08%
Grants	34.77%	30.96%	35.32%	72.73%	44.57%	43.43%	0.00%	50.52%
Lo. Co. Settlement	11.77%	14.61%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cash	4.46%	3.95%	22.56%	4.22%	0.00%	0.00%	0.00%	6.57%
County Funding	4.54%	5.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NVTA Funding	11.28%	0.00%	41.73%	23.05%	55.43%	56.57%	100.00%	42.82%
Other	0.92%	1.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	100%	96%	100%	100%	100%	100%	100%	100%



Financing Summary

Sources	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
GENERAL FUND PROJECTS									
Bonds-Sun Trust (08)									
Main & Maple Intersect Improvements (119-4094201)	54,168	54,168	-	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	65,414	65,414	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	43,485	43,485	-	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,636	2,636	-	-	-	-	-	-	-
Emergency Repairs at Bush Tabernacle (119-4094281)	19,000	19,000	-	-	-	-	-	-	-
	184,703	184,703	-	-	-	-	-	-	-
Bonds-Cardinal (12)									
Southern Collector Road (119-4094253)	2,205,278	2,205,278	-	-	-	-	-	-	-
	2,205,278	2,205,278	-	-	-	-	-	-	-
Cash *									
Downtown Streetscapes PH 2 (119-4094100-0602)	69,245	9,452	59,793	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	712	712	-	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,941	2,941	-	-	-	-	-	-	-
County Funded Fireman's Field Upgrades (119-4094278)	150,000	150,000	-	-	-	-	-	-	-
Emergency Repairs at Bush Tabernacle (119-4094281)	25,207	25,207	-	-	-	-	-	-	-
Upgrade Financial Software (119-4094284)	422,500	-	141,500	180,000	101,000	-	-	-	281,000
	670,605	188,312	201,293	180,000	101,000	-	-	-	281,000
Grants-VDOT									
Downtown Streetscapes PH 2 (119-4094100-0602)	1,200,152	263,836	936,316	-	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	1,081,161	127,295	953,866	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	322,898	257,860	65,038	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	1,056,951	894,047	162,904	-	-	-	-	-	-
Hirst Road Improvements (119-4094276)	497,576	-	-	60,500	437,076	-	-	-	497,576
Southern Collector Road (119-4094253)	2,625,935	2,625,935	-	-	-	-	-	-	-
Nursery Avenue Improvements (119-4094283)	911,575	17,074	506,751	235,000	152,750	-	-	-	387,750
32nd & A Street Intersection Improvements (119-4094285)	1,078,500	-	-	133,500	945,000	-	-	-	1,078,500
12th Street Improvements (119-4094286)	918,750	-	-	-	205,000	359,375	354,375	-	918,750
	9,693,498	4,186,047	2,624,875	429,000	1,739,826	359,375	354,375	-	2,882,576
Federal Funds									
Downtown Streetscapes PH 2 (119-4094100-0602)	499,915	-	499,915	-	-	-	-	-	-
	499,915	-	499,915	-	-	-	-	-	-
NVTA Local Funding									
Main & Maple Intersect Improvements (119-4094201)	13,332	-	-	13,332	-	-	-	-	13,332
East Main St. Sidewalk Improvements (119-4094202)	374,016	239,887	134,129	-	-	-	-	-	-
Hirst Road Improvements (119-4094276)	497,576	-	-	60,500	437,076	-	-	-	497,576
Nursery Avenue Improvements (119-4094283)	696,744	17,073	473,427	91,932	114,312	-	-	-	206,244
32nd & A Street Intersection Improvements (119-4094285)	133,500	-	-	133,500	-	-	-	-	133,500
Future NVTA Projects	1,592,767	-	-	207,521	-	446,940	461,578	476,728	1,592,767
	3,307,935	256,960	607,556	506,785	551,388	446,940	461,578	476,728	2,443,419
Loudoun Co. Settlement									
Wayfinding Signs (119-4094100-0140)	126,134	126,134	-	-	-	-	-	-	-
Project Contingency (119-4094100-190)	67,380	-	67,380	-	-	-	-	-	-
Downtown Streetscapes PH 2 (119-4094100-0602)	572,038	186,757	385,281	-	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	15,000	9,801	5,199	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	131,440	93,332	38,108	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	346,726	311,960	34,766	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,191,799	2,191,799	-	-	-	-	-	-	-
	3,450,517	2,919,783	530,734	-	-	-	-	-	-

Financing Summary

Sources	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
GENERAL FUND PROJECTS									
CIP Funding from Loudoun County									
County Funded Fireman's Field Upgrades (119-4094278)	600,000	507,485	92,515	-	-	-	-	-	-
A Street Sidewalk (119-4094280)	515,169	515,169	-	-	-	-	-	-	-
Nursery Avenue Improvements (119-4094283)	214,831	-	214,831	-	-	-	-	-	-
	1,330,000	1,022,654	307,346	-	-	-	-	-	-
Other									
Main & Maple Intersect Improvements (119-4094201)	175,171	175,171	-	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	92,213	92,213	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	2,314	2,314	-	-	-	-	-	-	-
	269,698	269,698	-	-	-	-	-	-	-
Unidentified									
32nd & A Street Intersection Improvements (119-4094285)	1,055,000	-	-	-	1,055,000	-	-	-	1,055,000
12th Street Improvements (119-4094286)	918,750	-	-	-	205,000	359,375	354,375	-	918,750
	1,973,750	-	-	-	1,260,000	359,375	354,375	-	1,973,750
General Fund Total	23,585,899	11,233,435	4,771,719	1,115,785	3,652,214	1,165,690	1,170,328	476,728	7,580,745

Financing Summary

Sources	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
WATER FUND PROJECTS									
Bonds-Sun Trust (08)									
Nature Park Wells (599-4094506)	2,105,178	2,105,178	-	-	-	-	-	-	-
Main St. Well Electrical Improvements (599-4094530)	18,210	18,210	-	-	-	-	-	-	-
	<u>2,123,388</u>	<u>2,123,388</u>	-	-	-	-	-	-	-
Bonds-RBC (10)									
Nature Park Wells (599-4094506)	2,201,014	2,201,014	-	-	-	-	-	-	-
	<u>2,201,014</u>	<u>2,201,014</u>	-	-	-	-	-	-	-
Bonds-Cardinal Bank									
Nature Park Wells (599-4094506)	257,394	257,394	-	-	-	-	-	-	-
Water Line Downtown PH 2 (599-4094526)	118,978	95,646	23,332	-	-	-	-	-	-
Main St. Well Electrical Improvements (599-4094530)	199,829	198,148	1,681	-	-	-	-	-	-
Reprogram PLC at Wells (599-4094531)	56,000	-	51,247	4,753	-	-	-	-	4,753
Hirst Wells Rehabilitation (599-4094535)	102,000	-	102,000	-	-	-	-	-	-
	<u>734,201</u>	<u>551,188</u>	<u>178,260</u>	<u>4,753</u>	-	-	-	-	<u>4,753</u>
Cash									
Nature Park Wells (599-4094506)	42,045	42,045	-	-	-	-	-	-	-
Tank Painting (599-4094524)	300,000	-	300,000	-	-	-	-	-	-
Reprogram PLC at Wells (599-4094531)	94,000	-	-	94,000	-	-	-	-	94,000
	<u>436,045</u>	<u>42,045</u>	<u>300,000</u>	<u>94,000</u>	-	-	-	-	<u>94,000</u>
Unidentified									
New Elevated Water Tank (599-4094515)	95,000	-	-	-	-	-	95,000	-	95,000
Water Treatment Plant Improvements (599-4094521)	1,157,500	-	-	-	485,000	672,500	-	-	1,157,500
Intake Structure for Hirst Reservoir (599-4094523)	265,000	-	-	-	265,000	-	-	-	265,000
N Maple Avenue Waterline (599-4094527)	677,000	-	-	-	677,000	-	-	-	677,000
Consolidated Well Treatment Facility (599-4094529)	2,500,000	-	-	-	-	-	2,500,000	-	2,500,000
Holly Lane Water Main Replacement (599-4094532)	175,000	-	-	-	175,000	-	-	-	175,000
Alder School Road Water Main Replacement (599-4094533)	375,000	-	-	-	25,000	350,000	-	-	375,000
LVSC Water Main Replacement (599-4094534)	153,000	-	-	-	-	153,000	-	-	153,000
12th Street Water Main Replacement (599-4094536)	354,182	-	-	-	64,062	290,120	-	-	354,182
	<u>5,751,682</u>	-	-	-	<u>1,691,062</u>	<u>1,465,620</u>	<u>2,595,000</u>	-	<u>5,751,682</u>
Water Fund Total	11,246,330	4,917,635	478,260	98,753	1,691,062	1,465,620	2,595,000	-	5,850,435
WASTEWATER FUND PROJECTS									
Bonds-Bank of America (05)									
I & I Improvements & CMOM Compliance (699-4094603)	287,112	287,112	-	-	-	-	-	-	-
	<u>287,112</u>	<u>287,112</u>	-	-	-	-	-	-	-
Bonds-Sun Trust (08)									
I & I Improvements & CMOM Compliance (699-4094603)	1,726,267	1,726,267	-	-	-	-	-	-	-
	<u>1,726,267</u>	<u>1,726,267</u>	-	-	-	-	-	-	-
Cash									
I & I Improvements & CMOM Compliance (699-4094603)	-	-	-	-	-	-	-	-	-
New Equipment for Maint. of Sewer Collection System (699-4094)	200,000	-	200,000	-	-	-	-	-	-
	<u>200,000</u>	-	<u>200,000</u>	-	-	-	-	-	-
Wastewater Fund Total	2,213,379	2,013,379	200,000	-	-	-	-	-	-

Summary by Project

Sources	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
GENERAL FUND PROJECTS									
Wayfinding Signs (119-4094100-0140)	Loudoun Co. Settlement	126,134	126,134	-	-	-	-	-	-
		126,134	126,134	-	-	-	-	-	-
Downtown Streetscapes PH 2 (119-4094100-0602)	Loudoun Co. Settlement	572,038	186,757	385,281	-	-	-	-	-
	Grants-VDOT	1,200,152	263,836	936,316	-	-	-	-	-
	Federal Earmark Allocation	499,915	-	499,915	-	-	-	-	-
	Cash	69,245	9,452	59,793	-	-	-	-	-
		2,341,350	460,045	1,881,305	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	Grants-VDOT	1,081,161	127,295	953,866	-	-	-	-	-
	Loudoun Co. Settlement	15,000	9,801	5,199	-	-	-	-	-
	Bonds-Sun Trust (08)	54,168	54,168	-	-	-	-	-	-
	Other	175,171	175,171	-	-	-	-	-	-
	NVRTA	13,332	-	-	13,332	-	-	-	13,332
		1,338,832	366,435	959,065	13,332	-	-	-	13,332
East Main St. Sidewalk Improvements (119-4094202)	Loudoun Co. Settlement	131,440	93,332	38,108	-	-	-	-	-
	Grants-VDOT	322,898	257,860	65,038	-	-	-	-	-
	Bonds-Sun Trust (08)	65,414	65,414	-	-	-	-	-	-
	Other	92,213	92,213	-	-	-	-	-	-
	NVRTA Local Funding	374,016	239,887	134,129	-	-	-	-	-
		985,981	748,706	237,275	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	Loudoun Co. Settlement	346,726	311,960	34,766	-	-	-	-	-
	Grants-VDOT	1,056,951	894,047	162,904	-	-	-	-	-
	Bonds-Sun Trust (08)	43,485	43,485	-	-	-	-	-	-
	Cash	712	712	-	-	-	-	-	-
	Other	2,314	2,314	-	-	-	-	-	-
		1,450,188	1,252,518	197,670	-	-	-	-	-
Southern Collector Road (119-4094253)	Loudoun Co. Settlement	2,191,799	2,191,799	-	-	-	-	-	-
	Grants-VDOT	2,625,935	2,625,935	-	-	-	-	-	-
	Bonds-Sun Trust (08)	2,636	2,636	-	-	-	-	-	-
	Bonds-Cardinal	2,205,278	2,205,278	-	-	-	-	-	-
	Cash	2,941	2,941	-	-	-	-	-	-
		7,028,589	7,028,589	-	-	-	-	-	-
Hirst Road Improvements (119-4094276)	NVRTA Local Funding	497,576	-	-	60,500	437,076	-	-	497,576
	Grants-VDOT	497,576	-	-	60,500	437,076	-	-	497,576
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
		995,152	-	-	121,000	874,152	-	-	995,152
County Funded Fireman's Field Upgrades (119-4094278)	Funding from County	600,000	507,485	92,515	-	-	-	-	-
	Cash	150,000	150,000	-	-	-	-	-	-
		750,000	657,485	92,515	-	-	-	-	-

Summary by Project

Sources	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
A Street Sidewalk (119-4094280)	515,169	515,169	-	-	-	-	-	-	-
Funding from County	-	-	-	-	-	-	-	-	-
	<u>515,169</u>	<u>515,169</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Future NVTA Projects	1,592,767	-	-	207,521	-	446,940	461,578	476,728	1,592,767
NVTA Local Funding	-	-	-	-	-	-	-	-	-
	<u>1,592,767</u>	<u>-</u>	<u>-</u>	<u>207,521</u>	<u>-</u>	<u>446,940</u>	<u>461,578</u>	<u>476,728</u>	<u>1,592,767</u>
Emergency Repairs at Bush Tabernacle (119-4094281)	19,000	19,000	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	-	-	-	-	-	-	-	-	-
Cash	25,207	25,207	-	-	-	-	-	-	-
	<u>44,207</u>	<u>44,207</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nursery Avenue Improvements (119-4094283)	696,744	17,073	473,427	91,932	114,312	-	-	-	206,244
NVTA Local Funding	-	17,074	506,751	235,000	152,750	-	-	-	387,750
Grants-VDOT	214,831	-	214,831	-	-	-	-	-	-
Funding from County	-	-	-	-	-	-	-	-	-
	<u>1,823,150</u>	<u>34,147</u>	<u>1,195,009</u>	<u>326,932</u>	<u>267,062</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>593,994</u>
Upgrade Financial Software (119- 4094284)	422,500	-	141,500	180,000	101,000	-	-	-	281,000
Cash	-	-	-	-	-	-	-	-	-
	<u>422,500</u>	<u>-</u>	<u>141,500</u>	<u>180,000</u>	<u>101,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>281,000</u>
32nd & A Street Intersection Improvements (119-4094285)	133,500	-	-	133,500	-	-	-	-	133,500
NVTA Local Funding	1,078,500	-	-	133,500	945,000	-	-	-	1,078,500
Grants-VDOT	1,055,000	-	-	-	1,055,000	-	-	-	1,055,000
Unidentified	-	-	-	-	-	-	-	-	-
	<u>2,267,000</u>	<u>-</u>	<u>-</u>	<u>267,000</u>	<u>2,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,267,000</u>
12th Street Improvements (119- 4094286)	918,750	-	-	-	205,000	359,375	354,375	-	918,750
Grants-VDOT	918,750	-	-	-	205,000	359,375	354,375	-	918,750
Unidentified	-	-	-	-	-	-	-	-	-
	<u>1,837,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>410,000</u>	<u>718,750</u>	<u>708,750</u>	<u>-</u>	<u>1,837,500</u>
Project Contingency (119-4094100-0190)	67,380	-	67,380	-	-	-	-	-	-
Loudoun Co. Settlement	-	-	-	-	-	-	-	-	-
	<u>67,380</u>	<u>-</u>	<u>67,380</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
General Fund Total	23,585,899	11,233,435	4,771,719	1,115,785	3,652,214	1,165,690	1,170,328	476,728	7,580,745

Summary by Project

		Sources	Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
WATER FUND PROJECTS											
Nature Park Wells (599-4094506)	Bonds-Sun Trust (08)		2,105,178	2,105,178	-	-	-	-	-	-	-
	Bonds-RBC (10)		2,201,014	2,201,014	-	-	-	-	-	-	-
	Bonds-Cardinal Bank		257,394	257,394	-	-	-	-	-	-	-
	Cash		42,045	42,045	-	-	-	-	-	-	-
			<u>4,605,631</u>	<u>4,605,631</u>	-	-	-	-	-	-	-
New Elevated Water Tank (599-4094515)	Unidentified	-	95,000	-	-	-	-	-	95,000	-	95,000
			<u>95,000</u>	-	-	-	-	-	<u>95,000</u>	-	<u>95,000</u>
Water Treatment Plant Improvements (599-4094521)	Unidentified	-	1,157,500	-	-	-	485,000	672,500	-	-	1,157,500
			<u>1,157,500</u>	-	-	-	<u>485,000</u>	<u>672,500</u>	-	-	<u>1,157,500</u>
Intake Structure for Hirst Reservoir (599-4094523)	Unidentified	-	265,000	-	-	-	265,000	-	-	-	265,000
			<u>265,000</u>	-	-	-	<u>265,000</u>	-	-	-	<u>265,000</u>
Tank Painting (599-4094524)	Cash	-	300,000	-	300,000	-	-	-	-	-	-
			<u>300,000</u>	-	<u>300,000</u>	-	-	-	-	-	-
Water Line Downtown PH 2 (599-4094526)	Bonds-Cardinal Bank	-	118,978	95,646	23,332	-	-	-	-	-	-
			<u>118,978</u>	<u>95,646</u>	<u>23,332</u>	-	-	-	-	-	-
N Maple Avenue Waterline (599-4094527)	Unidentified	-	677,000	-	-	-	677,000	-	-	-	677,000
			<u>677,000</u>	-	-	-	<u>677,000</u>	-	-	-	<u>677,000</u>
Consolidated Well Treatment Facility (599-4094529)	Unidentified	-	2,500,000	-	-	-	-	-	2,500,000	-	2,500,000
			<u>2,500,000</u>	-	-	-	-	-	<u>2,500,000</u>	-	<u>2,500,000</u>
Main St. Well Electrical Improvements (599-4094530)	Bonds-Sun Trust (08)		18,210	18,210	-	-	-	-	-	-	-
	Bonds-Cardinal Bank		199,829	198,148	1,681	-	-	-	-	-	-
			<u>218,039</u>	<u>216,358</u>	<u>1,681</u>	-	-	-	-	-	-

Summary by Project

Sources		Total Funding Required	Funded through 6/30/2015	FY 16 Current Budget	2017	2018	2019	2020	2021	Total for 5-Yr-CIP
Reprogram PLC at Wells (599-4094531)	Cardinal Bank	56,000	-	51,247	4,753	-	-	-	-	4,753
	Cash	94,000	-	-	94,000	-	-	-	-	94,000
		<u>150,000</u>	<u>-</u>	<u>51,247</u>	<u>98,753</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>98,753</u>
Holly Lane Water Main Replacement (599-4094532)	Unidentified	175,000	-	-	-	175,000	-	-	-	175,000
		-	-	-	-	-	-	-	-	-
		<u>175,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>175,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>175,000</u>
Allder School Road Water Main Replacement (599-4094533)	Unidentified	375,000	-	-	-	25,000	350,000	-	-	375,000
		-	-	-	-	-	-	-	-	-
		<u>375,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>375,000</u>
LVSC Water Main Replacement (599-4094534)	Unidentified	153,000	-	-	-	-	153,000	-	-	153,000
		-	-	-	-	-	-	-	-	-
		<u>153,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>153,000</u>	<u>-</u>	<u>-</u>	<u>153,000</u>
Hirst Wells Rehabilitation (599-4094535)	Cardinal Bank	102,000	-	102,000	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>102,000</u>	<u>-</u>	<u>102,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
12th Street Water Main Replacement (599-4094536)	Unidentified	354,182	-	-	-	64,062	290,120	-	-	354,182
		-	-	-	-	-	-	-	-	-
		<u>354,182</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>64,062</u>	<u>290,120</u>	<u>-</u>	<u>-</u>	<u>354,182</u>
Water Fund Total		11,246,330	4,917,635	478,260	98,753	1,691,062	1,465,620	2,595,000	-	5,850,435
WASTEWATER FUND PROJECTS										
I & I Improvements & CMOM Compliance (699-4094603)	Bonds-Bank of America	287,112	287,112	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	1,726,267	1,726,267	-	-	-	-	-	-	-
	Cash	-	-	-	-	-	-	-	-	-
		<u>2,013,379</u>	<u>2,013,379</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
New Equipment for Maint. of Sewer Collection System (699-4094610)	Cash	200,000	-	200,000	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>200,000</u>	<u>-</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Wastewater Fund Total		2,213,379	2,013,379	200,000	-	-	-	-	-	-

Loudoun County Fields Farm School Settlement

Funds from County

	RCVD
\$ 1,780,000	✓
\$ 2,000,000	✓
\$ 2,000,000	✓
\$ 5,780,000	

- a) The County will pay 1.78 million to the Town within 30 days of approval of the CPAMCPA by the Town
 - 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
 - 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
- 100-3189912-0000**

Summary by Project

<p>LED Street Lights</p> <table border="0"> <tr> <td>FY 09</td> <td style="text-align: right;">\$ 15,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 15,000</td> </tr> </table> <p>Traffic Signals</p> <table border="0"> <tr> <td>FY 09</td> <td style="text-align: right;">\$ 370,381</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 370,381</td> </tr> </table> <p>Replace/Loss of LoCo Gas Tax</p> <table border="0"> <tr> <td>FY 11</td> <td style="text-align: right;">\$ 165,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 165,000</td> </tr> </table> <p>Wayfinding Signs (119-4094100-0140)</p> <table border="0"> <tr> <td>FY 12</td> <td style="text-align: right;">\$ 25,626</td> </tr> <tr> <td>FY 13</td> <td style="text-align: right;">\$ 31,522</td> </tr> <tr> <td>FY 14</td> <td style="text-align: right;">\$ 63,269</td> </tr> <tr> <td>FY 15</td> <td style="text-align: right;">\$ 5,718</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 126,135</td> </tr> </table> <p>Downtown Streetscape PH 1 (119-4094100)</p> <table border="0"> <tr> <td>FY 10</td> <td style="text-align: right;">\$ 75,000</td> </tr> <tr> <td>FY 11</td> <td style="text-align: right;">\$ 181,163</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$ 129,508</td> </tr> <tr> <td>FY 13</td> <td style="text-align: right;">\$ 80,000</td> </tr> <tr> <td>FY 14</td> <td style="text-align: right;">\$ 29,329</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 495,000</td> </tr> </table> <p>Downtown Streetscape PH 2 (119-4094100)</p> <table border="0"> <tr> <td>FY 12</td> <td style="text-align: right;">\$ 31,413</td> </tr> <tr> <td>FY 13</td> <td style="text-align: right;">\$ 36,771</td> </tr> <tr> <td>FY 14</td> <td style="text-align: right;">\$ 68,812</td> </tr> <tr> <td>FY 15</td> <td style="text-align: right;">\$ 49,761</td> </tr> <tr> <td>FY 16</td> <td style="text-align: right;">\$ 385,281</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 572,038</td> </tr> </table> <p>Main & Maple Improve (119-4094201)</p> <table border="0"> <tr> <td>FY 14</td> <td style="text-align: right;">\$ 4,797</td> </tr> <tr> <td>FY 15</td> <td style="text-align: right;">\$ 5,004</td> </tr> <tr> <td>FY 16</td> <td style="text-align: right;">\$ 5,199</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 15,000</td> </tr> </table>	FY 09	\$ 15,000		\$ 15,000	FY 09	\$ 370,381		\$ 370,381	FY 11	\$ 165,000		\$ 165,000	FY 12	\$ 25,626	FY 13	\$ 31,522	FY 14	\$ 63,269	FY 15	\$ 5,718		\$ 126,135	FY 10	\$ 75,000	FY 11	\$ 181,163	FY 12	\$ 129,508	FY 13	\$ 80,000	FY 14	\$ 29,329		\$ 495,000	FY 12	\$ 31,413	FY 13	\$ 36,771	FY 14	\$ 68,812	FY 15	\$ 49,761	FY 16	\$ 385,281		\$ 572,038	FY 14	\$ 4,797	FY 15	\$ 5,004	FY 16	\$ 5,199		\$ 15,000	<p>Main St, Sidewalk Improve (119-4094202)</p> <table border="0"> <tr> <td>FY 10</td> <td style="text-align: right;">\$ 25,758</td> </tr> <tr> <td>FY 11</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$ 5,404</td> </tr> <tr> <td>FY 13</td> <td style="text-align: right;">\$ 766</td> </tr> <tr> <td>FY 14</td> <td style="text-align: right;">\$ 56,673</td> </tr> <tr> <td>FY 15</td> <td style="text-align: right;">\$ 4,731</td> </tr> <tr> <td>FY 16</td> <td style="text-align: right;">\$ 38,108</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 131,440</td> </tr> </table> <p>N. 21st St. Sidewalk Improve (119-4094206)</p> <table border="0"> <tr> <td>FY 10</td> <td style="text-align: right;">\$ 45,954</td> </tr> <tr> <td>FY 11</td> <td style="text-align: right;">\$ 125,616</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$ (8,725)</td> </tr> <tr> <td>FY 13</td> <td style="text-align: right;">\$ 93,663</td> </tr> <tr> <td>FY 14</td> <td style="text-align: right;">\$ 53,060</td> </tr> <tr> <td>FY 15</td> <td style="text-align: right;">\$ 2,392</td> </tr> <tr> <td>FY 16</td> <td style="text-align: right;">\$ 34,766</td> </tr> <tr> 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11</td> <td style="text-align: right;">\$ 110,007</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$ 19,069</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 196,135</td> </tr> </table>	FY 10	\$ 25,758	FY 11	\$ -	FY 12	\$ 5,404	FY 13	\$ 766	FY 14	\$ 56,673	FY 15	\$ 4,731	FY 16	\$ 38,108		\$ 131,440	FY 10	\$ 45,954	FY 11	\$ 125,616	FY 12	\$ (8,725)	FY 13	\$ 93,663	FY 14	\$ 53,060	FY 15	\$ 2,392	FY 16	\$ 34,766		\$ 346,726	FY 10	\$ 250,512		\$ 250,512	FY 10	\$ 89,391	FY 11	\$ 914,781	FY 12	\$ 651,153	FY 13	\$ 208,933	FY 14	\$ -	FY 15	\$ 327,541		\$ 2,191,799	FY 10	\$ 67,059	FY 11	\$ 110,007	FY 12	\$ 19,069		\$ 196,135	<p>Maple to W&OD Trail (119-4094267)</p> <table border="0"> <tr> <td>FY 11</td> <td style="text-align: right;">\$ 32,909</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$ 10,271</td> </tr> <tr> <td>FY 13</td> <td style="text-align: right;">\$ 876</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 44,056</td> </tr> </table> 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Loudoun County Fields Farm School Settlement (Cont'd)

Summary by Fiscal Year

LED Street Lights	\$ 15,000 ¹	Maple to W&OD Trail (119-4094267)	\$ 876 ²
Traffic Signals (Hatcher & Main, 23rd & Main)	\$ 370,381 ²	Country Club & 33rd St. Improve (119-4094272)	\$ 71,368 ²
FY 09	\$ 385,381	Hirst Road Improvement (119-4094277)	\$ 19,602 ²
Downtown Streetscape (119-4094100)	\$ 75,000 ²	FY13	\$ 543,501
Main Street Sidewalk Improvements (119-4094202)	\$ 25,758	Wayfinding Signs (119-4094100-0140)	\$ 63,269 ²
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 45,954	Downtown Streetscape PH 1 (119-4094100)	\$ 29,329 ²
32nd Street Sidewalk (119-4094207)	\$ 250,512 ²	Downtown Streetscape PH 2 (119-4094100)	\$ 68,812
Southern Collector Road (119-4094253)	\$ 89,391 ²	Main & Maple Improve (119-4094201)	\$ 4,797
D Street Improvements (119-4094259)	\$ 67,059 ²	Main Street Sidewalk Improvements (119-4094202)	\$ 56,673
FY 10	\$ 553,674	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 53,060
Downtown Streetscape PH 1 (119-4094100)	\$ 181,163 ²	Southern Collector Road (119-4094253)	\$ - ²
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 125,616	Country Club & 33rd St. Improve (119-4094272)	\$ 527,670 ²
Southern Collector Road (119-4094253)	\$ 914,781 ²	FY 14	\$ 803,610
D Street Improvements (119-4094259)	\$ 110,007 ²	Wayfinding Signs (119-4094100-0140)	\$ 5,718 ²
Maple to W&OD Trail (119-4094267)	\$ 32,909 ²	Downtown Streetscape PH 2 (119-4094100)	\$ 49,761
Country Club & 33rd St. Improvement (119-4094272)	\$ 48,573 ²	Main & Maple Improve (119-4094201)	\$ 5,004
Replacement for loss of LoCo Gas Tax	\$ 165,000 ¹	Main Street Sidewalk Improvements (119-4094202)	\$ 4,731
FY 11	\$ 1,578,049	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 2,392
Wayfinding Signs (119-4094100-0140)	\$ 25,626 ²	Southern Collector Road (119-4094253)	\$ 327,541 ²
Downtown Streetscape PH 1 (119-4094100)	\$ 129,508 ²	FY 15	\$ 395,147
Downtown Streetscape PH 2 (119-4094100)	\$ 31,413	Downtown Streetscape PH 2 (119-4094100)	\$ 385,281
Main Street Sidewalk Improvements (119-4094202)	\$ 5,404	Main & Maple Improve (119-4094201)	\$ 5,199
N. 21st St. Sidewalk Improvements (119-4094206)	\$ (8,725)	Main Street Sidewalk Improvements (119-4094202)	\$ 38,108
Southern Collector Road (119-4094253)	\$ 651,153 ²	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 34,766
D Street Improve (119-4094259)	\$ 19,069 ²	Project Contingency (119-4094100-0190)	\$ 67,380
Maple to W&OD Trail (119-4094267)	\$ 10,271 ²	Cover Engineering Overtime	\$ 20,000 ¹
Country Club & 33rd St. Improve (119-4094272)	\$ 41,185 ²	FY 16	\$ 550,734
Hirst Road Improvement (119-4094277)	\$ 64,999 ²	Total Assigned Funds	\$ 5,780,000
FY12	\$ 969,903		
Wayfinding Signs (119-4094100-0140)	\$ 31,522 ²		
Downtown Streetscape PH 1 (119-4094100)	\$ 80,000 ²		
Downtown Streetscape PH 2 (119-4094100)	\$ 36,771		
Main Street Sidewalk Improvements (119-4094202)	\$ 766		
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 93,663		
Southern Collector Road (119-4094253)	\$ 208,933 ²		

¹ Applied to General Fund Operating Budget	\$ 200,000
² Applied to CIP project now closed	\$ 4,447,415
Applied to Current CIP	\$ 1,132,585
Total Assigned Funds	\$ 5,780,000

UNFUNDED FUTURE CAPITAL PROJECTS

GENERAL FUND PROJECTS

Project Name	Project Description	Estimated Cost	Status
Villages of Purcellville Drainage	Design and construction to replace the deteriorating concrete ditch that is in an easement west of some of the homes along Pickwick Drive. This may be partially funded through VDOT Maintenance funds, since a portion of the runoff is generated from roadways and right-of-way within the watershed.	\$307,000	Awaiting funding
Hirst Farm Pond Conversion	Conversion of the existing wet sediment basin along Devonshire Drive to a dry retention pond in accordance with the original design. Late in 2014 the Town will be applying for a DEQ Stormwater grant to assist in funding this project. If the grant is received, the pond will have to be converted to a wet retention pond.	\$600,000	\$300,000 DEQ Grant Required Match-not yet identified
O Street Extension	Right of way evaluation and conceptual design for the extension of O Street between N. 21st Street and Hatcher Avenue. This extension is included in the 2006 Townwide Transportation Plan. This project includes obtaining property information and estimating the right of way needed (\$10,000); or further development of the concept plan to include additional topo information, existing conditions (drainage and utilities), preliminary profile and drainage analysis with right of way estimates (\$30,000). Additional funding will be needed in the future to develop a full design plan for construction.	\$587,042	Awaiting funding

UNFUNDED FUTURE CAPITAL PROJECTS

GENERAL FUND PROJECTS

Project Name	Project Description	Estimated Cost	Status
House Demolition 301 S Twentieth St.	Demolition of the existing structure located at 301 S. 20th Street.	\$260,000	Awaiting funding
Hirst Road Improvements	Hirst Road improvements & repairs to existing Infrastructure. Repairs include regrading, compaction and subbase enhancements.	\$575,237	Awaiting funding
E Street Sidewalk-Drainage	This project will provide a pedestrian linkage along East E Street to the business district located along Main and Maple by connecting to the sidewalk along 14th Street and 12th Street. The construction of this project will also address drainage issues that exist along both the north and south sides of East E Street, and at the intersection of East E Street with South 20th Street. The deep ditch along the south side of E Street presents maintenance challenges for both homeowners and the Town. The Town may reapply for CDBG funding for this project.	\$772,000	Awaiting funding
Police Station	The Purcellville Police Department currently occupies a portion of a general office building as its headquarters. The space is very limited and does not provide adequate space for staff, interrogation rooms, community meeting space, or storage. The Town intends to build a new Police Headquarters that would address these issues and also provide for a greater level of security for police staff, cruisers, and equipment.	\$3,000,000 min \$8,000,000 max	Awaiting funding
Bush Tabernacle Floor Replacement	Replacement flooring.	\$150,000	Awaiting funding

UNFUNDED FUTURE CAPITAL PROJECTS

WATER FUND PROJECTS

Project Name	Project Description	Estimated Cost	Status
A Street Water Line Loop	<p>This project involves the design, easement acquisition and installation of a water line loop from Gardner Meadows to a water line at the Blue Ridge Middle School (BRMS). During a series of water line breaks on 20th Street, it was determined that a water loop would have permitted many residents to retain water supply while the 20th Street line was taken out of service for repairs. It is expected that completion of the Water Distribution System Evaluation model will help identify the best hydraulic location for the line and the possible placement of a water tank at the BRMS.</p>	\$107,000	Awaiting funding
New Elevated Water Tank	<p>This project involves the sizing, siting and construction of an additional finished water storage tank for the water distribution system. The Virginia Department of Health requires that the Town maintain a certain level of water storage. The initial Water Tank Siting Study has identified that there is a need for an additional 500,000 gallons of finished storage capacity. The next step in the study will be to utilize the new model developed in the Water Distribution Study to further evaluate the sites discussed in the Tank Siting Study.</p>	\$2,515,000	Awaiting funding

UNFUNDED FUTURE CAPITAL PROJECTS

WASTEWATER FUND PROJECTS

Project Name	Project Description	Estimated Cost	Status
Replacement Membranes	The Town's water reclamation facility will need to replace the membranes based on the Manufacturer's recommended lifespan of 10 years.	\$2,000,000	Awaiting funding
West End Pump Station Improvements	This project involves improvements to the West End Pump Station to replace aging equipment, provide back up power, dialing alarm system and meet the specifications of the Town's Facility Standards Manual to make the pump station reliable. The pump station is approximately 30 years old. Initial improvements completed in FY06/07 involved replacement of the pumps, control box and wiring. To bring the pump station up to Facilities Standards Manual (FSM) requirements, more land is required since the pump station may have to be moved.	\$600,000	Awaiting funding

GENERAL FUND

PROJECT DETAIL SHEETS

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Wayfinding Signs (119-4094100-0140)
STATUS: Complete

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.

CONSTRUCTION START DATE: FY 12 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 14 1st Quarter (Jul-Sep)

OPERATING IMPACT: Minimal increase in sign maintenance costs.

PLANNED FINANCING

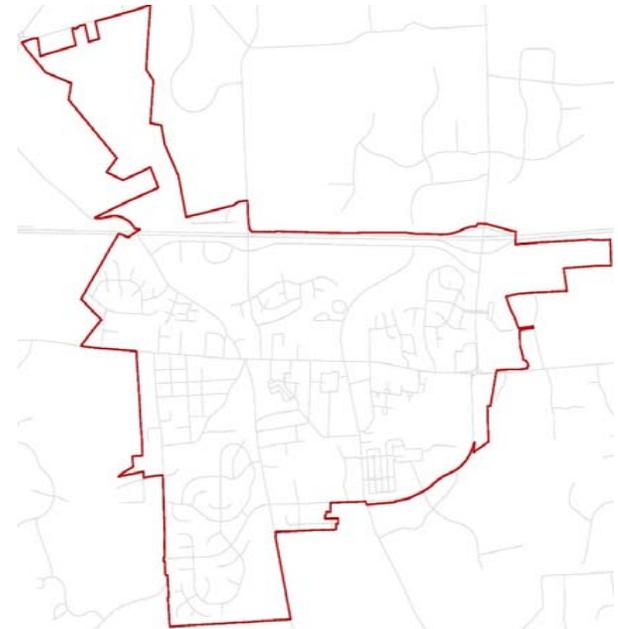
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Loudoun Co. Settlement	126,134	126,134	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	126,134	126,134	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	36,669	36,669	-	-	-	-	-	-
Construction	63,456	63,456	-	-	-	-	-	-
Prof. Services	26,009	26,009	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	126,134	126,134	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	200	200	200	200	200	1,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Downtown Streetscapes PH 2 (119-4094100-0602)

STATUS: In Progress

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.

CONSTRUCTION START DATE: FY 15 4th Quarter (Apr-Jun)

ESTIMATED COMPLETION DATE: FY 17 2nd Quarter (Oct-Dec)

OPERATING IMPACT: The town will be required to maintain the roadway, sidewalks, curb and gutter, crosswalks and storm sewer. Maintenance costs are unchanged for existing roadway and sidewalks that are replaced. Maintenance for new sidewalks is estimated below.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Loudoun Co. Settlement	572,038	572,038	-	-	-	-	-	-
Grants-VDOT	1,200,152	1,200,152	-	-	-	-	-	-
Federal Earmark Allocation	499,915	499,915	-	-	-	-	-	-
Cash	69,245	69,245	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	2,341,350	2,341,350	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	825	825	-	-	-	-	-	-
Engr. Study/Design	264,864	264,864	-	-	-	-	-	-
Construction	1,990,775	1,990,775	-	-	-	-	-	-
Prof. Services	80,577	80,577	-	-	-	-	-	-
Miscellaneous	4,309	4,309	-	-	-	-	-	-
TOTAL	2,341,350	2,341,350	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Lane Mile Maintenance	1,000	1,000	1,000	1,000	1,000	5,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Main & Maple Intersect Improvements (119-4094201)

STATUS: In Progress

PROGRAM DESCRIPTION: This rescope project will enhance the safety of the intersection for vehicles, pedestrians and bicycles through the addition of new sidewalks, a mid-block crosswalk and other pedestrian improvements.

CONSTRUCTION START DATE: FY 07 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 17 4th Quarter (Apr-Jun)

OPERATING IMPACT: State maintained road; minimal impact to operating budget due to added sidewalk.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Grants-VDOT	1,081,161	1,081,161	-	-	-	-	-	-
Loudoun Co. Settlement	15,000	15,000	-	-	-	-	-	-
Bonds-Sun Trust (08)	54,168	54,168	-	-	-	-	-	-
Other	175,171	175,171	-	-	-	-	-	-
NVTA	13,332	-	13,332	-	-	-	-	13,332
TOTAL	1,338,832	1,325,500	13,332	-	-	-	-	13,332

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	375,000	375,000	-	-	-	-	-	-
Engr. Study/Design	616,078	616,078	-	-	-	-	-	-
Construction	290,679	277,347	13,332	-	-	-	-	-
Prof. Services	57,075	57,075	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	1,338,832	1,325,500	13,332	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	2,500	2,500	2,500	2,500	2,500	12,500



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: East Main St. Sidewalk Improvements (119-4094202)
STATUS: Complete

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)

CONSTRUCTION START DATE: FY 14 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 15 2nd Quarter (Oct-Dec)

OPERATING IMPACT: The town will maintain the sidewalks, curb and gutter and storm sewer. Maintenance for new sidewalks is estimated below.

PLANNED FINANCING

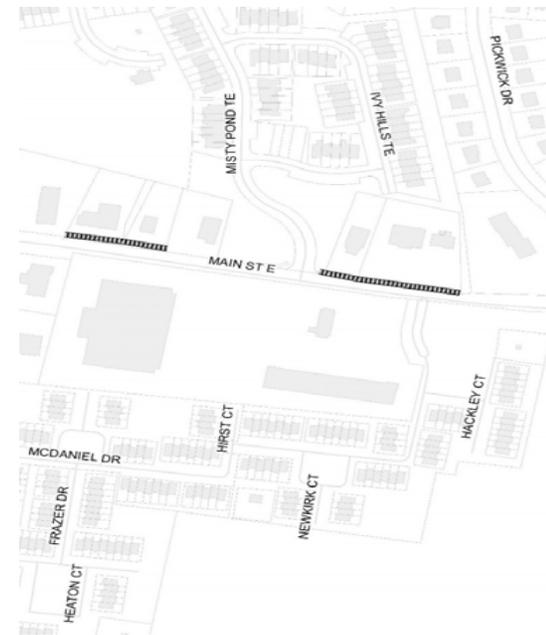
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Loudoun Co. Settlement	131,440	131,440	-	-	-	-	-	-
Grants-VDOT	322,898	322,898	-	-	-	-	-	-
Bonds-Sun Trust (08)	65,414	65,414	-	-	-	-	-	-
Other	92,213	92,213	-	-	-	-	-	-
NVTA Local Funding	374,016	374,016	-	-	-	-	-	-
TOTAL	985,981	985,981	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	7,500	7,500	-	-	-	-	-	-
Engr. Study/Design	188,999	188,999	-	-	-	-	-	-
Construction	659,749	659,749	-	-	-	-	-	-
Prof. Services	129,733	129,733	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	985,981	985,981	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Lane Mile Maintenance	1,000	1,000	1,000	1,000	1,000	5,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.
- Economic Development - Purcellville’s commercial and industrial base will be enhanced through community revitalization efforts and public area improvements to ensure sustainable community growth, affordable and responsive public services, and a high quality of life for residents.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: N. 21st St. Sidewalk Improvement (119-4094206)

STATUS: Complete

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

CONSTRUCTION START DATE: FY 09 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 14 2nd Quarter (Oct-Dec)

OPERATING IMPACT: The town will maintain the roadway, sidewalks, curb and gutter and storm sewer. Maintenance costs are unchanged for existing roadway and sidewalks that are replaced. Maintenance for new sidewalks, curb and gutter and storm sewer is estimated below.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Loudoun Co. Settlement	346,726	346,726	-	-	-	-	-	-
Grants-VDOT	1,056,951	1,056,951	-	-	-	-	-	-
Bonds-Sun Trust (08)	43,485	43,485	-	-	-	-	-	-
Cash	712	712	-	-	-	-	-	-
Other	2,314	2,314	-	-	-	-	-	-
TOTAL	1,450,188	1,450,188	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	34,713	34,713	-	-	-	-	-	-
Engr. Study/Design	305,883	305,883	-	-	-	-	-	-
Construction	971,198	971,198	-	-	-	-	-	-
Prof. Services	138,394	138,394	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	1,450,188	1,450,188	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Lane Mile Maintenance	2,000	2,000	2,000	2,000	2,000	10,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Southern Collector Road (119-4094253)

STATUS: Complete

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

CONSTRUCTION START DATE: FY 12 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 14 1st Quarter (Jul-Sep)

OPERATING IMPACT: Additional maintenance costs offset by increase in VDOT’s maintenance payments.

PLANNED FINANCING

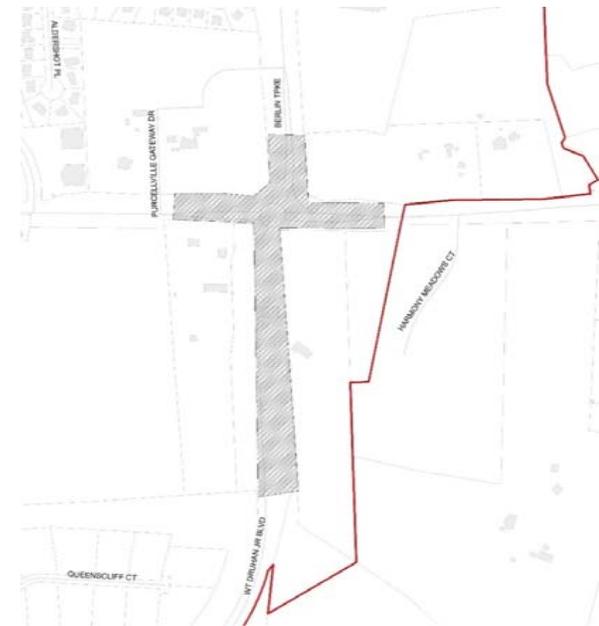
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Loudoun Co. Settlement	2,191,799	2,191,799	-	-	-	-	-	-
Grants-VDOT	2,625,935	2,625,935	-	-	-	-	-	-
Bonds-Sun Trust (08)	2,636	2,636	-	-	-	-	-	-
Bonds-Cardinal	2,205,278	2,205,278	-	-	-	-	-	-
Cash	2,941	2,941	-	-	-	-	-	-
TOTAL	7,028,589	7,028,589	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	1,228,233	1,228,233	-	-	-	-	-	-
Engr. Study/Design	978,290	978,290	-	-	-	-	-	-
Construction	4,195,777	4,195,777	-	-	-	-	-	-
Prof. Services	626,289	626,289	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	7,028,589	7,028,589	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Lane Mile Maintenance	12,400	12,400	12,400	12,400	12,400	62,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

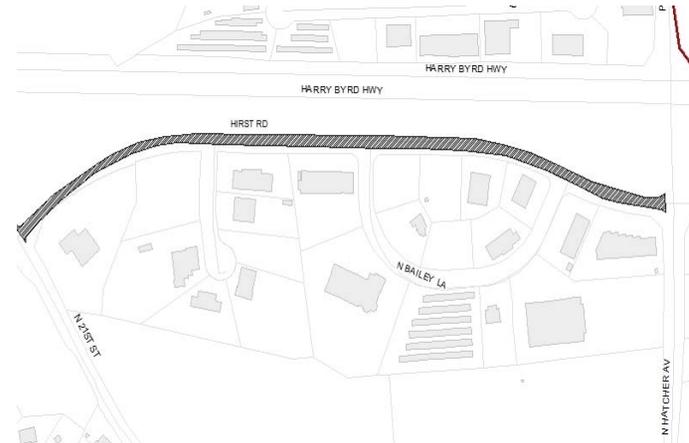
GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Hirst Road Improvements (119-4094276)

STATUS: New

PROGRAM DESCRIPTION: Project includes installing sidewalks, curb & gutter, handicap ramps and guardrail.



CONSTRUCTION START DATE: FY 17 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 17 4th Quarter (Apr-Jun)

OPERATING IMPACT: Minimal increase in maintenance costs.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
NVTA Local Funding	497,576	-	60,500	437,076	-	-	-	497,576
Grants-VDOT	497,576	-	60,500	437,076	-	-	-	497,576
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	995,152	-	121,000	874,152	-	-	-	995,152

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	31,000	-	31,000	-	-	-	-	31,000
Engr. Study/Design	90,000	-	90,000	-	-	-	-	90,000
Construction	787,000	-	-	787,000	-	-	-	787,000
Prof. Services	87,152	-	-	87,152	-	-	-	87,152
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	995,152	-	121,000	874,152	-	-	-	995,152

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			500	500	500	1,500

GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.
- Economic Development - Purcellville’s commercial and industrial base will be enhanced through community revitalization efforts and public area improvements to ensure sustainable community growth, affordable and responsive public services, and a high quality of life for residents.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: County Funded Fireman's Field Upgrades (119-4094278)

STATUS: Complete

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 storage and maintenance sheds in to a single facility with use shared by Town, County and athletic league users. Due to a historic conservation easement on the property, all design elements are subject to the review and approval of the Virginia Department of Historic Resources.

CONSTRUCTION START DATE: FY 13 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 15 2nd Quarter (Oct-Dec)

OPERATING IMPACT: Replaces existing buildings. Assume maintenance costs annually are .5% of building construction cost.

PLANNED FINANCING

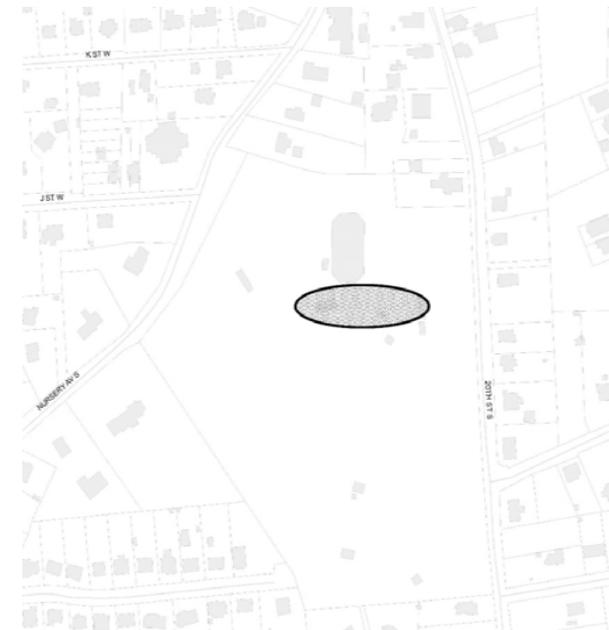
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Funding from County	600,000	600,000	-	-	-	-	-	-
Cash	150,000	150,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	750,000	750,000	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	99,675	99,675	-	-	-	-	-	-
Construction	620,556	620,556	-	-	-	-	-	-
Prof. Services	20,298	20,298	-	-	-	-	-	-
Miscellaneous	9,471	9,471	-	-	-	-	-	-
TOTAL	750,000	750,000	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	1,800	1,800	1,800	1,800	1,800	9,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.
- People and Neighborhoods - Purcellville will be recognized as a community dedicated to supporting and promoting arts and culture.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: A Street Sidewalk (119-4094280)
STATUS: Complete

PROGRAM DESCRIPTION: Construction of a pedestrian access from Orchard Brook Court to Valley Springs Drive. The installation of this critical piece of sidewalk/trail will provide a connection from the neighborhoods of Hirst Farm and Locust Grove to the Blue Ridge Middle School.

CONSTRUCTION START DATE: FY 14 3rd Quarter (Jan-Mar)
ESTIMATED COMPLETION DATE: FY 15 2nd Quarter (Oct-Dec)
OPERATING IMPACT: The town will be required to maintain the shared use path.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Funding from County	515,169	515,169	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	515,169	515,169	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	111,218	111,218	-	-	-	-	-	-
Construction	360,031	360,031	-	-	-	-	-	-
Prof. Services	43,920	43,920	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	515,169	515,169	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	4,000	4,000	4,000	4,000	4,000	20,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.
- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Future NVTA Projects
STATUS: New

PROGRAM DESCRIPTION: Transportation project that meets NVTA guidelines for reducing congestion.

CONSTRUCTION START DATE:

ESTIMATED COMPLETION DATE:

OPERATING IMPACT: The Town will maintain the streets.

PLANNED FINANCING

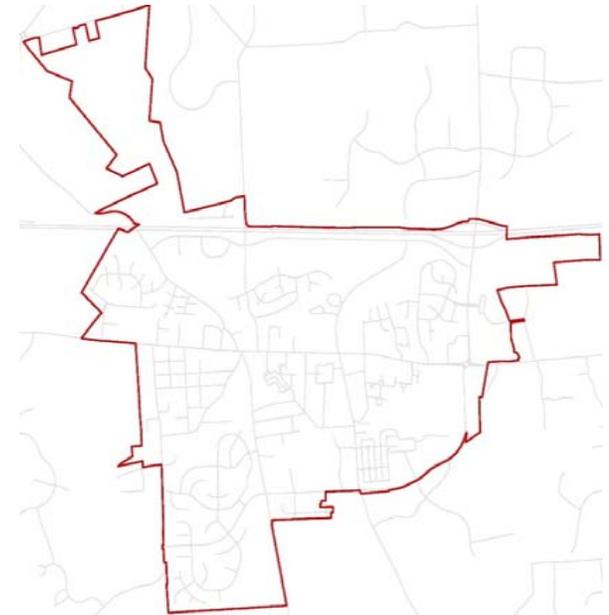
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
NVTA Local Funding	1,592,767	-	207,521	-	446,940	461,578	476,728	1,592,767
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	1,592,767	-	207,521	-	446,940	461,578	476,728	1,592,767

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	1,592,767	-	207,521	-	446,940	461,578	476,728	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	1,592,767	-	207,521	-	446,940	461,578	476,728	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Lane Mile Maintenance						



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Emergency Repairs at Bush Tabernacle (119-4094281)

STATUS: In Progress

PROGRAM DESCRIPTION: Restoration of Bush Tabernacle concession area. Included replacement of flooring, installation of new cabinets, countertops and sinks.

CONSTRUCTION START DATE: FY 15 2nd Quarter (Oct-Dec)

ESTIMATED COMPLETION DATE: FY 15 3rd Quarter (Jan-Mar)

OPERATING IMPACT: Normal maintenance.

PLANNED FINANCING

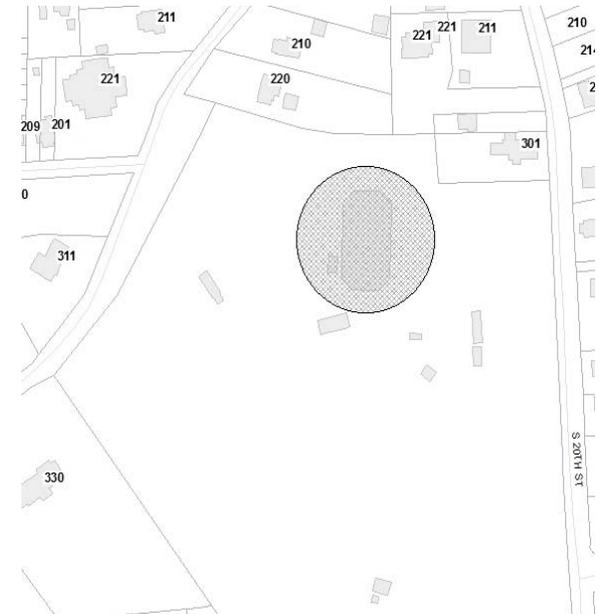
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Bonds-Sun Trust (08)	19,000	19,000	-	-	-	-	-	-
Cash	25,207	25,207	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	44,207	44,207	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	44,207	44,207	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	44,207	44,207	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	100	100	100	100	100	500



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.
- Economic Development - Purcellville’s commercial and industrial base will be enhanced through community revitalization efforts and public area improvements to ensure sustainable community growth, affordable and responsive public services, and a high quality of life for residents.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Nursery Avenue Improvements (119-4094283)
STATUS: In Progress

PROGRAM DESCRIPTION: Project limits are South Nursery Ave. between the Main St. tear-drop and north of West School Street. Work includes the improvements to the roadway, pedestrian facilities, and drainage. An enclosed, underground storm sewer system will be installed to improve the drainage. Sidewalks will be replaced and brought to current standards and requirements. The roadway will be improved including new pavement, lane and cross section improvements, and various other roadway elements. It is also anticipated that utility relocations and right-of-way/easement acquisitions will be required.

CONSTRUCTION START DATE: FY 16 3rd Quarter (Jan-Mar)
ESTIMATED COMPLETION DATE: FY 18 3rd Quarter (Jan-Mar)
OPERATING IMPACT: Replacement/improvement of existing roadway and pedestrian facilities - no change

PLANNED FINANCING

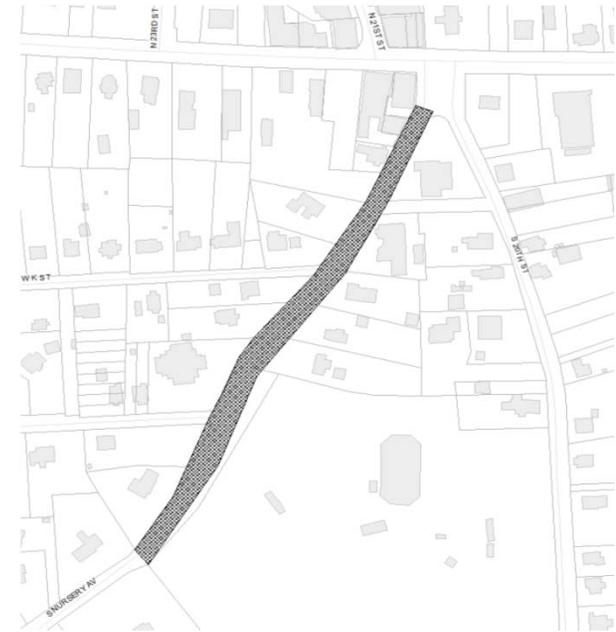
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
NVTA Local Funding	696,744	490,500	91,932	114,312	-	-	-	206,244
Grants-VDOT	911,575	523,825	235,000	152,750	-	-	-	387,750
Funding from County	214,831	214,831	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
TOTAL	1,823,150	1,229,156	326,932	267,062	-	-	-	593,994

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	173,500	173,500	-	-	-	-	-	-
Engr. Study/Design	590,526	530,656	59,870	-	-	-	-	-
Construction	984,124	500,000	242,062	242,062	-	-	-	-
Prof. Services	75,000	25,000	25,000	25,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	1,823,150	1,229,156	326,932	267,062	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Lane Mile Maintenance	0	0	0	0	0	0



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Upgrade Financial Software (119-4094284)
STATUS: New

PROGRAM DESCRIPTION: This project involves the implementation of the Tyler/Munis financial software, a long-term improvement to the Town's critical business infrastructure. The new software will replace the current Logics and Capital Tax products including core financials, purchasing, budget, payroll, tax billing and utility billing systems. Included in this upgrade are new capabilities to integrate tax and financial softwares, employee and customer web based portals, citizen transparency portal, human resource management software, disaster recovery services, data conversions and staff training. This enhancement will allow staff to work more efficiently and complete tasks in a more effective and timely manner, improve internal controls, enhance transparency and eliminate the need for staff to continually work around the current system limitations.

CONSTRUCTION START DATE: FY 16 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 18 4th Quarter (Apr-Jun)

OPERATING IMPACT: Once implementaion is complete, the estimated software maintenance and support cost is \$40,124 per year. This will be added to the Finance Department's software budget from FY19 forward.

PLANNED FINANCING

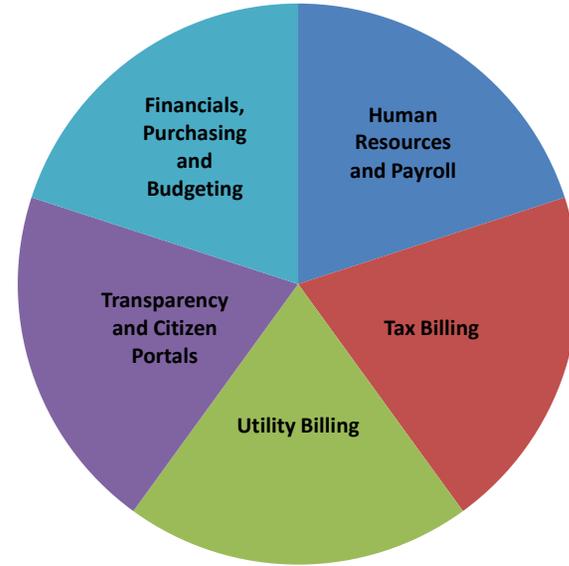
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Cash	422,500	141,500	180,000	101,000	-	-	-	281,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	422,500	141,500	180,000	101,000	-	-	-	281,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	422,500	141,500	180,000	101,000	-	-	-	-
TOTAL	422,500	141,500	180,000	101,000	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			40124	40124	40124	120,372



GOAL ADDRESSED:

2025 Comprehensive Plan

- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: 32nd & A Street Intersection Improvements (119-4094285)

STATUS: New

PROGRAM DESCRIPTION: Improvements at A Street and S. 32nd Street intersection

CONSTRUCTION START DATE: FY 17 2nd Quarter (Oct-Dec)

ESTIMATED COMPLETION DATE: FY 18 4th Quarter (Apr-Jun)

OPERATING IMPACT: Minimal increase in maintenance costs.

PLANNED FINANCING

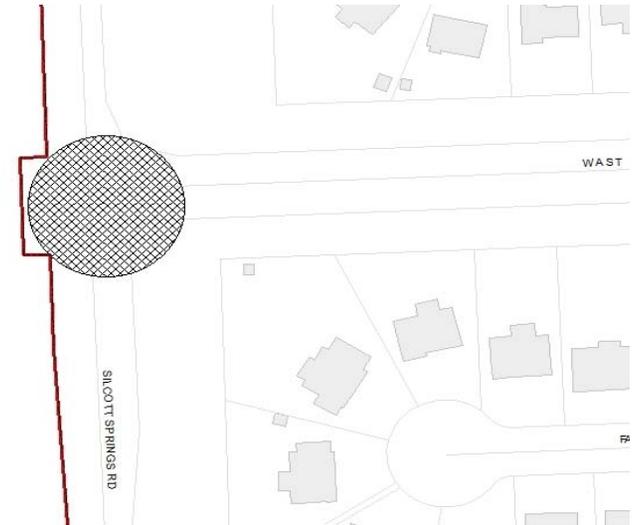
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
NVTA Local Funding	133,500	-	133,500	-	-	-	-	133,500
Grants-VDOT	1,078,500	-	133,500	945,000	-	-	-	1,078,500
Unidentified	1,055,000	-	-	1,055,000	-	-	-	1,055,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	2,267,000	-	267,000	2,000,000	-	-	-	2,267,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	50,000	-	50,000	-	-	-	-	50,000
Engr. Study/Design	217,000	-	217,000	-	-	-	-	217,000
Construction	1,800,000	-	-	1,800,000	-	-	-	1,800,000
Prof. Services	200,000	-	-	200,000	-	-	-	200,000
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	2,267,000	-	267,000	2,000,000	-	-	-	2,267,000

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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 - 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.

GENERAL FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: 12th Street Improvements (119-4094286)

STATUS: Future Plan (FY17 fwd)

PROGRAM DESCRIPTION: Drainage and street improvements including storm sewer & inlets, curb and gutter, sidewalk and roadway improvements. Will be applying for VDOT grant funding in November 2016.

CONSTRUCTION START DATE: FY 18 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 20 4th Quarter (Apr-Jun)

OPERATING IMPACT: Minimal increase in maintenance costs.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Grants-VDOT	918,750	-	-	205,000	359,375	354,375	-	918,750
Unidentified	918,750	-	-	205,000	359,375	354,375	-	918,750
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	1,837,500	-	-	410,000	718,750	708,750	-	1,837,500

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	207,500	-	-	207,500	-	-	-	207,500
Engr. Study/Design	202,500	-	-	202,500	-	-	-	-
Construction	1,177,938	-	-	-	610,938	567,000	-	-
Prof. Services	249,562	-	-	-	107,812	141,750	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	1,837,500	-	-	410,000	718,750	708,750	-	207,500

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance				500	500	1,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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 - 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.

WATER FUND

PROJECT DETAIL SHEETS

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Nature Park Wells (599-4094506)

STATUS: In Progress

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.

CONSTRUCTION START DATE: FY 14 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 15 4th Quarter (Apr-Jun)

OPERATING IMPACT: Will require pump replacement in 2018.

PLANNED FINANCING

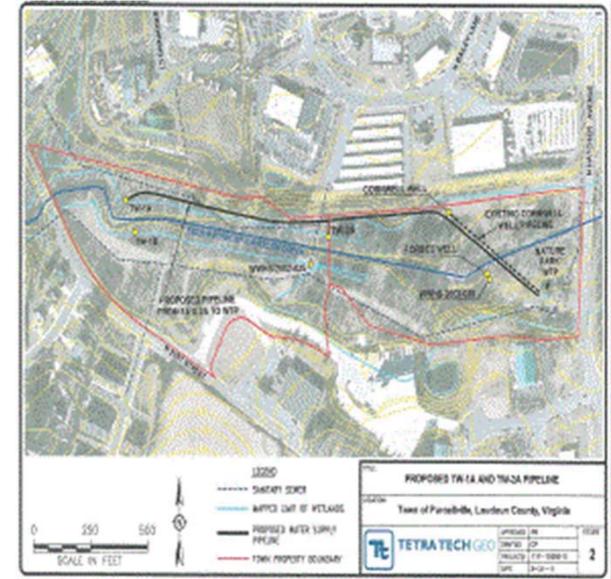
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Bonds-Sun Trust (08)	2,105,178	2,105,178	-	-	-	-	-	-
Bonds-RBC (10)	2,201,014	2,201,014	-	-	-	-	-	-
Bonds-Cardinal Bank	257,394	257,394	-	-	-	-	-	-
Cash	42,045	42,045	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	4,605,631	4,605,631	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	2,205,362	2,205,362	-	-	-	-	-	-
Engr. Study/Design	1,425,931	1,425,931	-	-	-	-	-	-
Construction	746,578	746,578	-	-	-	-	-	-
Prof. Services	212,534	212,534	-	-	-	-	-	-
Miscellaneous	15,226	15,226	-	-	-	-	-	-
TOTAL	4,605,631	4,605,631	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance		8,000				8,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: New Elevated Water Tank (599-4094515)
STATUS: Future Plan (FY17 fwd)

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

CONSTRUCTION START DATE: FY 20 3rd Quarter (Jan-Mar)
ESTIMATED COMPLETION DATE: FY 21 2nd Quarter (Oct-Dec)
OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

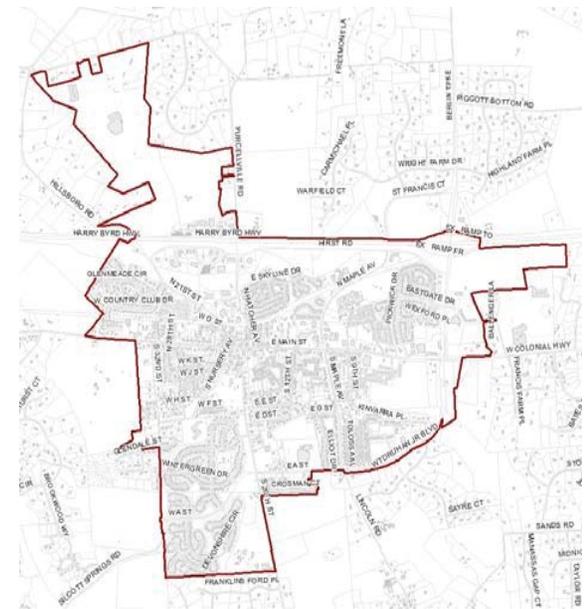
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	95,000	-	-	-	-	95,000	-	95,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	95,000	-	-	-	-	95,000	-	95,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	5,000	-	-	-	-	5,000	-	5,000
Engr. Study/Design	85,000	-	-	-	-	85,000	-	-
Construction	-	-	-	-	-	-	-	-
Prof. Services	5,000	-	-	-	-	5,000	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	95,000	-	-	-	-	95,000	-	5,000

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance					15,000	15,000



GOAL ADDRESSED:

2025 Comprehensive Plan

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- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Water Treatment Plant Improvements (599-4094521)

STATUS: Future Plan (FY17 fwd)

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 more than 20 years old and does not provide any flexibility to address new treatment requirements from EPA. A current WTP evaluation was conducted and the report determined that significant upgrades would be required. This will allow us to extend the useful life of the facilities as well.

CONSTRUCTION START DATE: FY 18 4th Quarter (Apr-Jun)

ESTIMATED COMPLETION DATE: FY 19 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

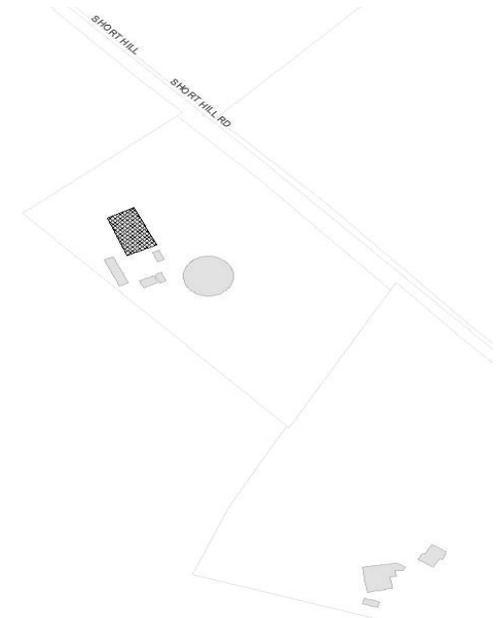
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	1,157,500	-	-	485,000	672,500	-	-	1,157,500
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	1,157,500	-	-	485,000	672,500	-	-	1,157,500

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	120,000	-	-	90,000	30,000	-	-	-
Construction	987,500	-	-	370,000	617,500	-	-	-
Prof. Services	50,000	-	-	25,000	25,000	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	1,157,500	-	-	485,000	672,500	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			11,000	11,000	11,000	33,000



GOAL ADDRESSED:

2025 Comprehensive Plan

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WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Intake Structure for Hirst Reservoir (599-4094523)

STATUS: Future Plan (FY17 fwd)

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.

CONSTRUCTION START DATE: FY 18 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 18 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

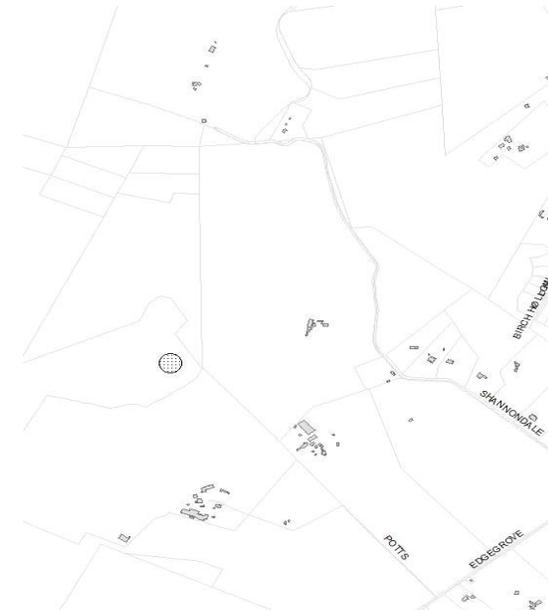
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	265,000	-	-	265,000	-	-	-	265,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	265,000	-	-	265,000	-	-	-	265,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	250,000	-	-	250,000	-	-	-	-
Prof. Services	15,000	-	-	15,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	265,000	-	-	265,000	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



GOAL ADDRESSED:

2025 Comprehensive Plan

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WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Tank Painting (599-4094524)
STATUS: New

PROGRAM DESCRIPTION: The elevated storage tank requires repainting every 10-15 years.

CONSTRUCTION START DATE: FY 16 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 16 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Cash	300,000	300,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	300,000	300,000	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	30,000	30,000	-	-	-	-	-	-
Construction	245,000	245,000	-	-	-	-	-	-
Prof. Services	25,000	25,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	300,000	300,000	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	2,000	2,000	2,000	2,000	2,000	10,000



GOAL ADDRESSED:

2025 Comprehensive Plan

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WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Water Line Downtown PH 2 (599-4094526)
STATUS: In Progress

PROGRAM DESCRIPTION: Waterline work to take place includes the abandonment of aging 8" cast iron pipe located on the west side of N. 21st Street between Main Street and N. 23rd Street and also includes relocating water services from the old line to the existing 12" newer ductile iron water main on the east side of the roadway. Work also includes a vertical adjustment of a small section of the 12" water main to allow the installation of storm sewer. Work to be done in conjunction with the Downtown Enhancements Phase 2 project (119-4094100-0602)

CONSTRUCTION START DATE: FY 15 4th Quarter (Apr-Jun)
ESTIMATED COMPLETION DATE: FY 17 2nd Quarter (Oct-Dec)
OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Bonds-Cardinal Bank	118,978	118,978	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	118,978	118,978	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	118,978	118,978	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	118,978	118,978	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	200	200	200	200	200	1,000



GOAL ADDRESSED:

2025 Comprehensive Plan

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- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: N Maple Avenue Waterline (599-4094527)

STATUS: Future Plan (FY17 fwd)

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.

CONSTRUCTION START DATE: FY 17 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 17 4th Quarter (Apr-Jun)

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

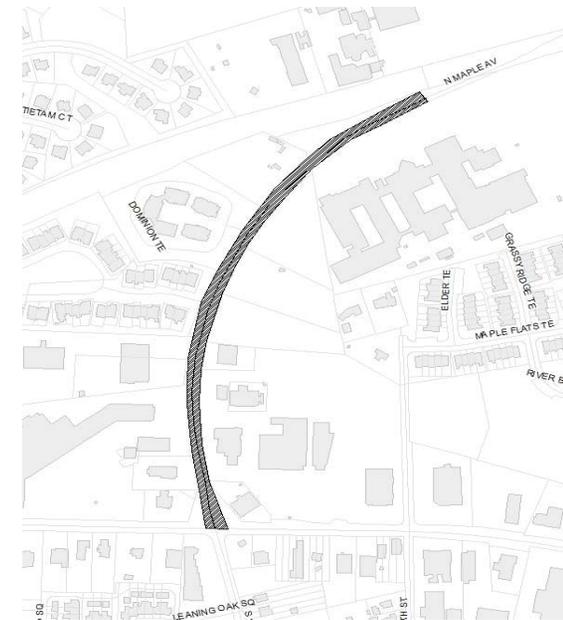
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	677,000	-	-	677,000	-	-	-	677,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	677,000	-	-	677,000	-	-	-	677,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	670,000	-	-	670,000	-	-	-	-
Prof. Services	7,000	-	-	7,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	677,000	-	-	677,000	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance		500	500	500	500	2,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Consolidated Well Treatment Facility (599-4094529)

STATUS: Future Plan (FY17 fwd)

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.

CONSTRUCTION START DATE: FY 20 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 22 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

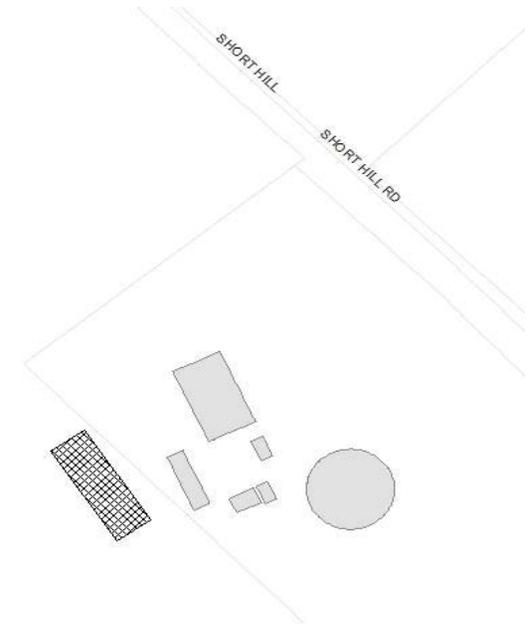
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	2,500,000	-	-	-	-	#####	-	2,500,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	2,500,000	-	-	-	-	#####	-	2,500,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	25,000	-	-	-	-	25,000	-	-
Construction	2,398,000	-	-	-	-	#####	-	-
Prof. Services	77,000	-	-	-	-	77,000	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	2,500,000	-	-	-	-	#####	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance					8,000	8,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Main St. Well Electrical Improvements (599-4094530)

STATUS: In Progress

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 while providing back up generation to the facilities.

CONSTRUCTION START DATE: FY 15 2nd Quarter (Oct-Dec)

ESTIMATED COMPLETION DATE: FY 16 2nd Quarter (Oct-Dec)

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

PLANNED FINANCING

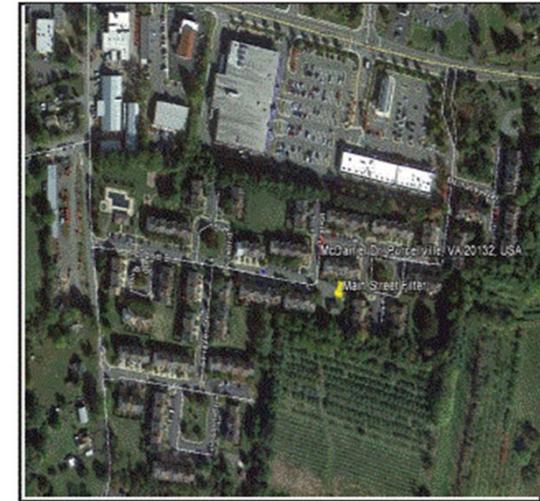
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Bonds-Sun Trust (08)	18,210	18,210	-	-	-	-	-	-
Bonds-Cardinal Bank	199,829	199,829	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	218,039	218,039	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	21,788	21,788	-	-	-	-	-	-
Construction	196,251	196,251	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	218,039	218,039	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	1,000	1,000	1,000	1,000	1,000	5,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Reprogram PLC at Wells (599-4094531)

STATUS: Future Plan (FY17 fwd)

PROGRAM DESCRIPTION:

CONSTRUCTION START DATE: FY 17 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 17 3rd Quarter (Jan-Mar)

OPERATING IMPACT:

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Cardinal Bank	56,000	51,247	4,753	-	-	-	-	4,753
Cash	94,000	-	94,000	-	-	-	-	94,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	150,000	51,247	98,753	-	-	-	-	98,753

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Prof. Services	150,000	51,247	98,753	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	150,000	51,247	98,753	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance		1,000	1,000	1,000	1,000	4,000



GOAL ADDRESSED:

2025 Comprehensive Plan

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WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Holly Lane Water Main Replacement (599-4094532)

STATUS: Future Plan (FY17 fwd)

PROGRAM DESCRIPTION: Identified in the water capital improvement plan by A&H Environmental Consultants, this project would replace the existing water line to improve service and reduce the possibility of a water main break.

CONSTRUCTION START DATE: FY 18 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 18 4th Quarter (Apr-Jun)

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	175,000	-	-	175,000	-	-	-	175,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	175,000	-	-	175,000	-	-	-	175,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	20,000	-	-	20,000	-	-	-	-
Construction	150,000	-	-	150,000	-	-	-	-
Prof. Services	5,000	-	-	5,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	175,000	-	-	175,000	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Allder School Road Water Main Replacement (599-4094533)

STATUS: Future Plan (FY17 fwd)

PROGRAM DESCRIPTION: Identified in the water capital improvement plan by A&H Environmental Consultants, this project would replace the existing water line to improve service and reduce the possibility of a water main break.

CONSTRUCTION START DATE: FY 18 4th Quarter (Apr-Jun)

ESTIMATED COMPLETION DATE: FY 19 4th Quarter (Apr-Jun)

OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	375,000	-	-	25,000	350,000	-	-	375,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	375,000	-	-	25,000	350,000	-	-	375,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	40,000	-	-	25,000	15,000	-	-	-
Construction	325,000	-	-	-	325,000	-	-	-
Prof. Services	10,000	-	-	-	10,000	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	375,000	-	-	25,000	350,000	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



GOAL ADDRESSED:

2025 Comprehensive Plan

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- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: LVSC Water Main Replacement (599-4094534)
STATUS: Future Plan (FY17 fwd)

PROGRAM DESCRIPTION: Identified in the water capital improvement plan by A&H Environmental Consultants, this project would replace the existing water line to improve service and reduce the possibility of a water main break.

CONSTRUCTION START DATE: FY 19 1st Quarter (Jul-Sep)
ESTIMATED COMPLETION DATE: FY 19 4th Quarter (Apr-Jun)
OPERATING IMPACT: Reduction in costs associated with waterline breaks.

PLANNED FINANCING

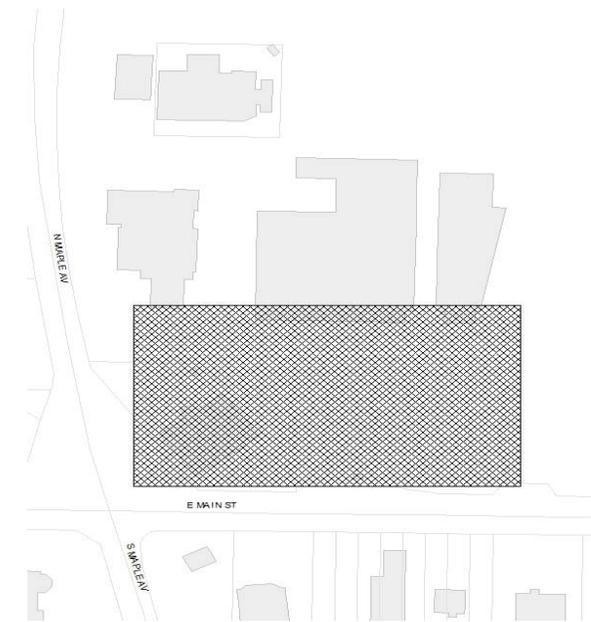
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	153,000	-	-	-	153,000	-	-	153,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	153,000	-	-	-	153,000	-	-	153,000

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	28,000	-	-	-	28,000	-	-	-
Construction	120,000	-	-	-	120,000	-	-	-
Prof. Services	5,000	-	-	-	5,000	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	153,000	-	-	-	153,000	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance				500	500	1,000



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: Hirst Wells Rehabilitation (599-4094535)
STATUS: New

PROGRAM DESCRIPTION: Work includes re-opening water production zones that are plugged, modifying well to seal off zones interpreted to contribute surface water to the impacted well. This allows for recovery of capacity lost over the years due and provides an opportunity for elimination of surface water infiltration if associated with the grouting seal. Also enhanced monitoring will be installed to reduce the vulnerability associated with chemicals not feeding properly.

CONSTRUCTION START DATE: FY 16 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 16 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

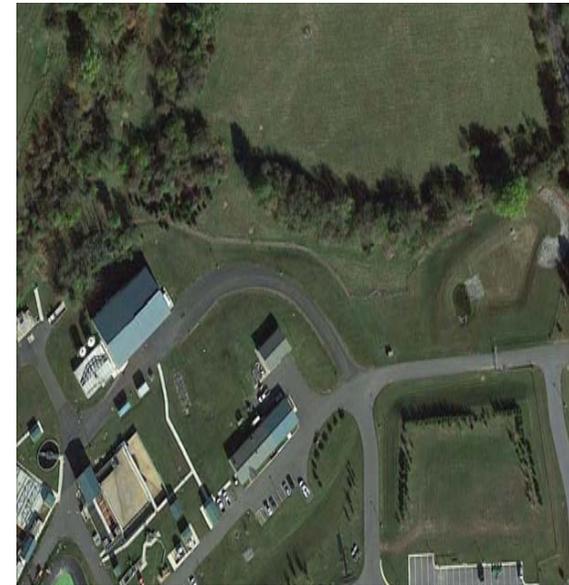
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Cardinal Bank	102,000	102,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	102,000	102,000	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	17,000	17,000	-	-	-	-	-	-
Construction	75,000	75,000	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	10,000	10,000	-	-	-	-	-	-
TOTAL	102,000	102,000	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	500	500	500	500	500	2,500



GOAL ADDRESSED:

2025 Comprehensive Plan

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WATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: 12th Street Water Main Replacement (599-4094536)

STATUS: Future Plan (FY17 fwd)

PROGRAM DESCRIPTION: Replace existing 4-inch water main between Main Street and G Street with a new 6-inch DIP.

CONSTRUCTION START DATE: FY 18 3rd Quarter (Jan-Mar)

ESTIMATED COMPLETION DATE: FY 20 4th Quarter (Apr-Jun)

OPERATING IMPACT: Decrease maintenance costs due to new components.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Unidentified	354,182	-	-	64,062	290,120	-	-	354,182
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	354,182	-	-	64,062	290,120	-	-	354,182

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	64,062	-	-	64,062	-	-	-	-
Construction	290,120	-	-	-	290,120	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
TOTAL	354,182	-	-	64,062	290,120	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance				500	500	1,000



GOAL ADDRESSED:

2025 Comprehensive Plan

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WASTEWATER FUND

PROJECT DETAIL SHEETS

WASTEWATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: I & I Improvements & CMOM Compliance (699-4094603)

STATUS: In Progress

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.

CONSTRUCTION START DATE: FY 10 1st Quarter (Jul-Sep)

ESTIMATED COMPLETION DATE: FY 15 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Bonds-Bank of America	287,112	287,112	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,726,267	1,726,267	-	-	-	-	-	-
Cash	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	2,013,379	2,013,379	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	9,625	9,625	-	-	-	-	-	-
Engr. Study/Design	292,820	292,820	-	-	-	-	-	-
Construction	1,640,016	1,640,016	-	-	-	-	-	-
Prof. Services	70,778	70,778	-	-	-	-	-	-
Miscellaneous	140	140	-	-	-	-	-	-
TOTAL	2,013,379	2,013,379	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	500	500	500	500	500	2,500



GOAL ADDRESSED:

2025 Comprehensive Plan

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WASTEWATER FUND PROJECTS

FY 2017-2021 CAPITAL IMPROVEMENTS PROGRAM

TITLE: New Equipment for Maint. of Sewer Collection System (699-4094610)
STATUS: New

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. FY 16 Budget includes the East End Generator.

CONSTRUCTION START DATE: FY 16 2nd Quarter (Oct-Dec)

ESTIMATED COMPLETION DATE: FY 16 4th Quarter (Apr-Jun)

OPERATING IMPACT: Increase in operations and maintenance costs.

PLANNED FINANCING

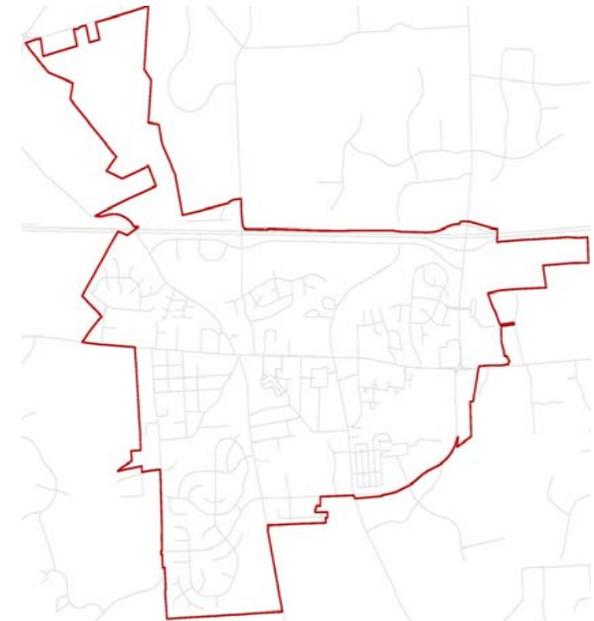
Sources:	Total Funding Required	Funded through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Cash	200,000	200,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
TOTAL	200,000	200,000	-	-	-	-	-	-

PLANNED EXPENDITURES

Uses:	Total Project Cost	Budgeted through 6/30/16	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Equipment	200,000	200,000	-	-	-	-	-	-
TOTAL	200,000	200,000	-	-	-	-	-	-

OPERATING IMPACT

Operating/Maintenance:	2017	2018	2019	2020	2021	Total for 5-Yr CIP
Maintenance	500	500	500	500	500	2,500



GOAL ADDRESSED:

2025 Comprehensive Plan

- 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.

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Supplemental Information

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

- History of Purcellville
- Purcellville Timeline
- Budget Adoption Resolution & Summary of Changes
- Tax and Fee Ordinances & Master Tax & Fee Schedule
- Tax Rate History
- Vehicle and Equipment Purchase/Replacement Schedule
- Glossary of Budget Terms

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.
- 1864 Ambush at Heaton's Crossroads, Union cavalry attacks a column of Confederates under Gen. Jubal Early here July 16, 1864, after the Southerners ended their campaign into Maryland, which briefly threatened Washington DC. The attack captures or destroys dozens of Confederate wagons, many of which were filled with booty from the campaign.
- 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: 50 cents for every male 21 and over, and 11 cents on every 100 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 58 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 74 to 72 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.
- 1988 The Purcellville section of the Washington and Old Dominion Railroad Regional Park (W&OD) is completed.
- 1993 Purcellville's Library addition is completed in July.
- 1998 Town hosts Babe Ruth World Series for the first time. Games are played at Fireman's Field
- 2006 The Town receives its first designation as a Tree City USA Community by The Arbor Day Foundation, in cooperation with USDA Forest Service and the National Association of State Foresters.
- 2008 Purcellville celebrates its 100th anniversary.

The Town and the Purcellville Volunteer Fire Department hold a formal deed transfer ceremony on the main baseball field for the Fireman's Field property including the historic Bush Tabernacle (Skating Rink). With the transfer, the Town becomes owner of Fireman's Field.

- 2009 Purcellville places 1,271-acre J.T. Hirst Reservoir Property under conservation easement.
- Town purchases approximately 193 acres adjacent to its water plant and places 182 acres of it onto a conservation easement.
- 2010 Town completes Bush Tabernacle restoration and reopens to the public.
- The Purcellville Train Depot and the Tabernacle/Skating Rink are listed on the National Register of Historic Places and the Virginia Landmarks Register.
- The town upgrades the Basham Simms Wastewater Facility in order to increase capacity and meet new regulatory standards. The state-of-the art facility ensures wastewater is properly treated prior to discharge into local streams.
- 2011 Town converts historic Baptist Church at 221 Nursery Avenue into its new Town Hall. Town staff moves into the new facility in November of 2011. The building is listed on the Virginia Historic Landmark (2006) and the National Register of Historic Places (2007)
- 2012 Town receives National Siemens Sustainability Award, – one of only three communities in the US.
- 2013 The Town constructs and opens the Southern Collector Road on the east end of Town naming it the William T. Druhan Jr., Boulevard. The Town also receives its first bond rating from all three rating agencies. On the sports front, Purcellville becomes the first host town team to win the Babe Ruth World Series.
- 2014 Holds the 4th Annual Loudoun Grown Expo and the 3rd Annual Wine and Food Festival at the historic Bush Tabernacle. Police Department maintains its State Accreditation by Virginia Law Enforcement Professional Standards Commission. Town maintains its AAA Bond Rating.

2015 The Town continues holding marquee events for the community, including the Loudoun Grown Expo, Wine and Food Festival, Music and Arts Festival, and numerous Christmas events, including a Christmas Parade attended by thousands. The Town Council initiates a review of the Comprehensive Plan to guide the future of development and preservation of the Town. The Town also focuses on debt management, alternative revenue opportunities, and continued fiscal stability.

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Kelli Grim



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
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**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-05-02

**PRESENTED: May 24, 2016
ADOPTED: June 14, 2016**

A RESOLUTION: TO ADOPT THE BUDGET FOR FY 2017; TO APPROPRIATE EXPENDITURES FOR FY 2017; TO AUTHORIZE BUDGET AMENDMENTS AND SUPPLEMENTAL APPROPRIATIONS; AND TO AUTHORIZE AND DIRECT THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY TO EFFECTUATE THE IMPLEMENTATION OF THIS RESOLUTION.

WHEREAS, pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2016 and ending June 30, 2017 (“FY 2017”); and

WHEREAS, the Town Manager has prepared for FY 2017 a budget entitled *Proposed Fiscal Year 2017 Fiscal Plan and & Capital Improvement Program Fiscal Year 2017-2021* (“FY 2017 Budget”), which was considered and discussed by Town Council through a series of work sessions; and

WHEREAS, the Town Council has directed staff to change the Proposed FY 2017 Budget to reflect certain changes, which are listed in a document entitled *Summary of Changes to the FY 2017 Budget*; and

WHEREAS, the FY 2017 Budget, as it is to be amended by the *Summary of Changes to the FY 2017 Budget*, has been duly advertised and meets all requirements of the Code of Virginia; and

A RESOLUTION: TO ADOPT THE BUDGET FOR FY 2017; TO APPROPRIATE EXPENDITURES FOR FY 2017; TO AUTHORIZE BUDGET AMENDMENTS AND SUPPLEMENTAL APPROPRIATIONS; AND TO AUTHORIZE AND DIRECT THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY TO EFFECTUATE THE IMPLEMENTATION OF THIS RESOLUTION.

WHEREAS, pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, in addition to adopting a budget each fiscal year, the Town Council must also take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds; and

WHEREAS, pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, the Town must spend all appropriated funds in the same fiscal year for which they were appropriated, unless the Town Council votes to re-appropriate unspent funds for expenditure in the following fiscal year; and

WHEREAS, the Town Council appropriated in FY 2016 certain capital improvement project funds that were not fully expended in FY 2016.

NOW, THEREFORE, the Council of the Town of Purcellville, Virginia hereby resolves:

SECTION I. The FY 2017 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Summary of Changes to the FY 2017 Budget*. The FY 2017 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$10,860,549**; Parks and Recreation Fund, **\$541,394**; Utility Funds (includes Water Fund and Wastewater Fund), **\$9,003,973**; and Capital Projects Funds, **\$1,214,538**.

SECTION II. The budgeted expenditures in each fund category, as reflected in the FY 2017 Budget and the *Summary of Changes to the FY 2017 Budget*, are hereby appropriated.

SECTION III. The capital improvement project funds that were appropriated in FY 2016 for expenditure in the General, Water, and Wastewater Funds, but not spent in FY 2016, are hereby re-appropriated for expenditure in FY 2017, in amounts not to exceed the following: General Fund: **\$3,549,557**; Water Fund: **\$453,247**; and Wastewater Fund: **\$200,000**.

SECTION IV. Amendments to the FY 2017 Budget and supplemental appropriations may be enacted by the Town Council by resolution from time to time.

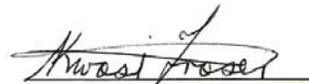
SECTION V. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION VI. All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

SECTION VII. If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

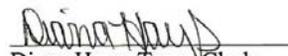
SECTION VIII. This Resolution shall be effective July 1, 2016.

PASSED THIS 14TH DAY OF JUNE, 2016.



Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

**SUMMARY OF CHANGES TO THE FY 2017 BUDGET
AS OF 5/4/16**

Operating Budget Revenues			Town Manager Budget	Proposed Changes	Net Change TM Budget
Fund	Account #	Account Title			
GF	100-3110101-0000	Real Estate Tax	\$2,853,557	\$2,611,557	(\$242,000)
GF	100-3189905-0000	Mary's House of Hope	\$0	\$300,000	\$300,000
GF	100-3220108-0000	Law Enforcement/VA	\$106,648	\$110,082	\$3,434
TOTAL GF REVENUE CHANGES					\$61,434
WF	501-3835000-0000	Pilot Bulk Water Sales	\$0	\$10,000	\$10,000
WF	501-3965000-0000	Forestry Management	\$0	\$130,000	\$130,000
TOTAL WF REVENUE CHANGES					\$140,000
TOTAL REVENUE CHANGES - ALL FUNDS					\$201,434

Operating Budget Expenditures			Town Manager Budget	Proposed Changes	Net Change TM Budget
Fund	Account #	Account Title			
GF	Various accounts	Health Insurance	\$744,923	\$689,923	(\$55,000)
GF	Various accounts	Pay/Benefits Miscalculations	\$1,330,622	\$1,380,622	\$50,000
GF	100-4012100-3130	Consulting/General	\$15,000	\$10,000	(\$5,000)
GF	100-4012100-5308	Municipal-Insurance	\$120,000	\$110,000	(\$10,000)
GF	100-4012100-6013	Public Information	\$10,000	\$5,000	(\$5,000)
GF	Various	Legal Services	\$139,000	\$109,000	(\$30,000)
GF	100-4041050-3145	Police Station Feasibility Study	\$50,000	\$0	(\$50,000)
GF	Various accounts	Compensation Recalculation	\$338,542	\$318,542	(\$20,000)
GF	100-4041050-3142	Consulting/Engineering	\$30,000	\$20,000	(\$10,000)
GF	100-4041100-3142	Consulting/Engineering	\$60,000	\$50,000	(\$10,000)
GF	Various accounts	State Street Maint. Expenditures	\$528,000	\$478,000	(\$50,000)
GF	100-4041300-5922	Town Street Maint.	\$219,500	\$214,500	(\$5,000)
GF	100-4094000-8205	Capital Outlay Vehicle - Police	\$84,000	\$42,000	(\$42,000)
GF	100-4092000-0200	Contingency/Surplus	\$51,778	\$355,212	\$303,434
TOTAL GF EXPENSE CHANGES					\$61,434
WF	501-4092000-0200	Contingency/Surplus	\$1,341,905	\$1,481,905	\$140,000
TOTAL EXPENDITURE CHANGES ALL FUNDS					\$201,434

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Melanie Fuller

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Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

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**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-04-01

PRESENTED: APRIL 12, 2016

ADOPTED: APRIL 12, 2016

**A RESOLUTION: TO SET THE PERSONAL PROPERTY TAX RELIEF
PERCENTAGE FOR THE TAX YEAR 2016**

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code §58.1-3523 *et seq.* ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session 1 (Senate Bill 5005) and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly, being the 2005 revisions to the 2004-2006 Appropriations Act ("the 2005 Appropriations Act"); and

WHEREAS, these legislative enactments require the Town to take affirmative steps to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the appropriation to the Town of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to local personal property tax on such vehicles.

NOW, THEREFORE, BE ITS RESOLVED by the Town Council of the Town of Purcellville in accordance with the requirements set forth in Va. Code §58.1-3524(C)(2) and §58.1-3912(E), as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503 of the 2005 Appropriations Act, that any qualifying vehicle having situs within the Town during the tax year which begins on January 1, 2016, shall receive personal property tax relief in the following manner:

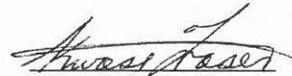
1. The Treasurer will write off all personal property tax bills below \$10.50 per Va. Code §58.1-3912A.

A RESOLUTION:

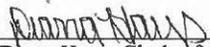
TO SET THE PERSONAL PROPERTY TAX RELIEF PERCENTAGE FOR THE TAX YEAR 2016

2. Personal use vehicle valued at \$1 to \$20,000 will be eligible for 41.5% of tax relief set by the Town Council during its annual budget deliberations.
3. Personal use vehicles valued at \$20,001 or more will be eligible for 41.5% of tax relief on the first \$20,000 of assessed value set by the Town Council during its annual budget deliberations.
4. All other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for personal property tax relief under PPRTA.

PASSED THIS 12TH DAY OF APRIL, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

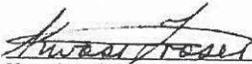

Diana Hays, Clerk of Council

AN ORDINANCE: ESTABLISHING THE FIREMAN'S FIELD SERVICE DISTRICT TAX RATE FOR CALENDAR YEAR 2016

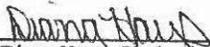
SECTION IV. That all prior ordinances and resolutions in conflict herewith are hereby repealed.

SECTION V. This ordinance shall be effective January 1, 2016.

PASSED THIS 12TH DAY OF APRIL, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Clerk of Council

Mayor
Kwasi A. Fraser
Council
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**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

ORDINANCE NO. 16-04-04

**PRESENTED: APRIL 12, 2016
ADOPTED: APRIL 12, 2016**

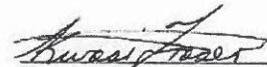
AN ORDINANCE: SETTING THE PERSONAL PROPERTY TAX RATE FOR CALENDAR YEAR 2016

WHEREAS, the Town Council has the authority to set the Personal Property Tax Rate for our annual collection; and

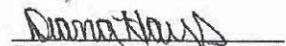
WHEREAS, the Town Council has set a schedule to adopt the Personal Property Tax Rate at the April Town Council Meeting in order to give the Town time to print the bills and provide a 30 day payment period for our residents since the first bill is due on June 5, 2016; and

NOW, THEREFORE, be it resolved that the Town Council of Purcellville approves a Vehicle Personal Property Tax Rate of \$1.05 per \$100 assessed value for calendar year 2016 and a Business Personal Property Tax Rate of 55 cents per \$100 assessed value for calendar year 2016.

PASSED THIS 12TH DAY OF APRIL, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Clerk of Council

**Town of Purcellville
Property Tax Schedule
Adopted Via Ordinance No. 16-04-04 Effective January 1, 2016**

CATEGORY	TAX RATE	CODE REFERENCE
Real Estate Tax	.22 per \$100	(VA Code §58.1-3200) (Town Code 74-1)
Fireman's Field Service Tax District	.035 per \$100	(VA Code §15.2-2400) (Town Code 74-232)
Personal Property Tax:		
Vehicles	1.05 per \$100	(VA Code §58.1-3500) (Town Code 74-1)
Vehicles- Qualified Volunteers	.01 per \$100	
Business Property	.55 per \$100	
Penalty & Interest on Delinquent Taxes		
Penalty	10%	(VA Code § 58-1-3916)
Interest	10% per annum	

Town of Purcellville
Master Tax & Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Sales Tax	6% (4.3% state, 1% local, .7% NVTA) Local 1% collected by State and remitted to Loudoun County to distribute according to number of school aged children residing in the Town.	(VA Code §58.1-603)
Utility Tax		
Electric Utility Tax:		
Residential	\$1.05 plus \$.0011363 on each kwh	(VA Code §58.1-3814) (Town Code 74.49)
Commercial	\$1.72 plus \$.010204 on each kwh	
Industrial	\$1.72 plus \$.010204 on each kwh	
Business License Tax		
Business License Tax:		(VA Code §58.1-3703) (Town Code 18-41)
Rates per category / value of gross receipts		
Business Service	\$.17/\$100 gross receipts	
Contractor	\$.14/\$100 gross receipts	
Direct Sellers >\$4,000	\$.17/\$100 gross receipts	
Financial Service	\$.17/\$100 gross receipts	
Fortune Teller	\$500 annual flat fee	
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts	
Massage Therapy	\$.17/\$100 gross receipts	
Nonprofit Organization	None- must provide 501(c)(3)	
Personal Service	\$.17/\$100 gross receipts	
Professional	\$.17/\$100 gross receipts	
Public Utilities	1/2 of 1% gross receipts	
Repair Service	\$.17/\$100 gross receipts	
Real Estate Service and Lessors of Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts	
Restaurant	\$.17/\$100 gross receipts	
Retail Merchant	\$.17/\$100 gross receipts	
Wholesale Merchant	\$.05/\$100 purchases of goods of sale	
Manufacturer	None	
Itinerant Merchant or Peddler	\$500 annual flat rate	
Carnival/Amusement	\$500 per event	
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate	
Savings & Loan, Credit Union	\$50 annual flat rate	
Photographer- no VA established business	\$30 annual flat rate	
Minimum License Fee	\$20	

Master Tax & Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Farm & Community Market Fee	\$20 per space	(Town Code Ord # 10.12.02) (Town Code 18-153)
Motor Vehicle Decals		(VA Code §46.2-752) (Town Code 78-47)
Automobiles	\$25.00	
Motor Cycle	\$15.00	
Antique	\$1.00	
Military	\$1.00	
Transfer	\$1.00	
Penalty for Late Purchase	\$1.00	
Lost Decal	\$1.00	
Qualified vehicle - volunteer	No fee	
Bank Franchise Tax	80% of State rate of 1%/\$100 of net capital	(VA Code §58.1 Chapter 12) (Town Code 74-4)
Cigarette Tax	.65 per pack	(VA Code §58.1-3840) (Town Code 74-180)
Transient Occupancy Tax	3% of amount paid for lodging or use of space	(VA Code §58.1-3840) (Town Code 74-222)
Meals Tax	5%	(VA Code §58.1-3840) (Town Code 74-82)
Loudoun County Gas Tax	County voluntary contribution to the Town	
Communications Tax	5% of sales price of each communications service collected by State and apportioned to localities.	(VA Code §58.1-648)
Community Events Sign	\$55 (in Town org) / \$65 (out of Town org)	
Right of Way Use Application Fee	\$40.00	(VA Code § 56-468.1)
Right of Way Reinstatement Fee	\$30.00	(VA Code § 56-468.1)
Right of Way Performance Guarantee Fee	100% of Project Cost	(VA Code § 56-468.1)
Right of Way Use Fee	\$1.05 per access line	(VA Code § 56-468.1)
Bad Check Fee	\$50	(VA Code § 15.2-106) (Town Code 1-18)
Ordinance Mowing Administrative Fee	20% of Fees	
Mowing Fee	Cost of Contractor Mowing	
Certified Letter Fee - Violation Notice	Current USPS Rate	
Certified Letter Fee - Invoice	Current USPS Rate	

Town of Purcellville
Police Fine & Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	FINES & FEES	CODE REFERENCE
Child restraint/safety belt violation (under 18 years, first offense - pay fine only)	\$50.00	
Disabled parking violation	\$150.00	
Driving wrong way on one-way street	\$30.00	
Earphones while driving	\$25.00	
Equipment violation (each charge)	\$30.00	
Expired rejection sticker	\$50.00	
Failure to dim headlights while moving	\$30.00	
Failure to display license plates	\$25.00	
Failure to drive on right side of highway	\$30.00	
Failure to give proper signal	\$30.00	(VA Code § 46.2-851)
Failure to have vehicle inspected	\$30.00	
Failure to correct defects	\$50.00	
Failure to obey highway signs	\$30.00	(VA Code § 46.2-830)
Failure to obey traffic lights	\$100.00	(VA Code § 46.2-833)
Evasion of traffic control device	\$50.00	
Failure to obtain registration	\$25.00	
Failure to secure load	\$30.00	
Failure to use seat belt (pay fine only)	\$25.00	
Failure to yield right of way	\$30.00	(VA Code § 46.2-820 to § 46.2-829)
Following too closely	\$30.00	(VA Code § 46.2-816)
Illegal radar detector	\$40.00	
Impeding flow of traffic	\$30.00	
Improper lane change	\$30.00	
Improper passing	\$30.00	
Improper towing	\$30.00	
Improper U-turn	\$30.00	(VA Code § 46.2-845)
Speeding (other than in a residence zone, highway work zone or school crosswalk)	\$6.00 per MPH over speed limit	(VA Code § 46.2-870 to § 46.2-876)
Speeding in residence zone	\$200.00 plus \$8.00 per MPH over speed limit	(VA Code § 46.2-878.2)
Highway Safety Corridor moving violation (double the prepayable fine)	(double the prepayable fine)	(VA Code § 46.2-947)

Town of Purcellville
Community Development Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	FEES	CODE REFERENCE
Administrative Permits		
Zoning Permits		
New construction:		
Residential	\$200	(VA Code § 15.2-2286)
Non-Residential	\$250	
Additions & Alterations:		
Residential	\$75	(VA Code § 15.2-2286)
Non-Residential	\$150	
Accessory Structures:		
Decks, fences & sheds under 150 sq ft	\$50	(VA Code § 15.2-2286)
All other accessory structures	\$75	
Construction Trailer	\$300/year	(VA Code § 15.2-2286)
Demolition	All structures \$150	
Home Occupation Permit	\$75	(VA Code § 15.2-2286)
Home Child Care Center (12 children or less)	\$100	(VA Code § 15.2-2286)
Occupancy Permit:		
Residential*	\$50	(VA Code § 15.2-2286)
Commercial*	\$150	
Temporary*	\$100	
*includes 1 inspection	\$100 for each re-inspection	
Sign Permits		
Permanent Signs	1-10 SF: \$75 11-30 SF: \$100 > 30 SF: \$150	(VA Code § 15.2-2286)
Temporary Signs	\$35	(VA Code § 15.2-2286)
Signs removed from public right of way	\$25	
Sign Waiver	\$75	(VA Code § 15.2-2286)
Master Sign Plan Amendment	\$50	(VA Code § 15.2-2286)
Board of Architectural Review Applications		
Preapplication Conference	\$75	
New Construction & Additions	\$350	
Exterior Alterations	\$250	
Repainting to New Color(s)	\$50	
Accessory Structures	\$50	
CDA Amendments	\$100	
Appeal to Council	\$250	
Administrative Review	\$50	
Demolition Application	\$75	

Town of Purcellville
Community Development Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	FEES	CODE REFERENCE
Site Plan		
Pre-Application Review	\$250	(VA Code § 15.2-2241)
Preliminary Site Plan	\$2,000 + cost of engineering consultant review (ECR) (consultant cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Final Site Plan	\$2,500 + 2% of bonded improvements value + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Preliminary/Final Site Plan	\$4,500 + 2% of bonded improvements value + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Additional Submissions (applies to all site plans)	2nd & subsequent: \$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Revisions to Approved Site Plan	\$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Minor Site Plan	\$2,250 + ECR cost (ECR cost not to exceed \$1,250)	(VA Code § 15.2-2241)
Subdivision		
Pre-Application Review	\$250	(VA Code § 15.2-2241)
Preliminary Plat	\$2,500 + \$100/lot + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Preliminary Plat Extension	\$350	(VA Code § 15.2-2241)
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Minor Subdivision Plat (3 lots or less)	\$500 + \$100 per lot	(VA Code § 15.2-2241)
Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot	(VA Code § 15.2-2241)
Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of bonded improvements value + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Revisions to Approved Construction Plans	\$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot + ECR cost (ECR not to exceed \$2,500)	(VA Code § 15.2-2241)
Boundary Line Adjustment & Lot Consolidation Plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review (cost of review not to exceed \$300)	(VA Code § 15.2-2241)
Other Plats (i.e. Easement Plats, Correction Plats, etc.)	\$500 plus \$50 per lot + cost of Town Attorney review	(VA Code § 15.2-2241)
Additional Submissions (applies to all plats & plans)	2nd & subsequent: \$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required	(VA Code § 15.2-2241)
Grading Plan		
First Submission	\$500 + \$20 per acre + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Additional Submissions	2nd & subsequent: \$250 + ECR cost (ECR cost not to exceed \$1,000)	(VA Code § 15.2-2241)

Town of Purcellville
Community Development Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	FEES	CODE REFERENCE
Performance Bonds and As-Built Site Inspections		
As-Built Submissions	\$300 + ECR cost, not to exceed \$1,000 in the aggregate; \$100 per inspection after 1st inspection	(VA Code § 15.2-2241)
Bond approval	\$250 + ECR cost, not to exceed \$500 in aggregate	(VA Code § 15.2-2241)
Bond extension	\$250 per year extended	(VA Code § 15.2-2241)
Bond reduction	<p style="text-align: center;">For Bonds \$3,500 or larger:</p> \$350 + ECR cost (includes 1 inspection) + \$100 for each additional inspection <p style="text-align: center;">For Bonds under \$3,500:</p> \$250 (includes 1 inspection) + \$100 for each additional inspection	(VA Code § 15.2-2241)
Bond release	<p style="text-align: center;">For Bonds \$3,500 or larger:</p> \$350 + ECR cost (includes 2 inspections – punch list & final) + \$100 for each additional inspection <p style="text-align: center;">For Bonds under \$3,500:</p> \$250 (includes 2 inspections) + \$100 for each additional inspection	(VA Code § 15.2-2241)
Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50 Bond Release Fee: \$100 per bond	(VA Code § 15.2-2241)
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	(VA Code § 15.2-2241)
Lawn Establishment Winter Bond for Townhomes	\$2,000	(VA Code § 15.2-2241)
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	
Land Use & Legislative Applications		
Zoning Map Amendment	0-5 ac: \$2,500 5-10 ac: \$3,500 10-25 ac: \$6,500 25-100 ac: \$7,500 >100 ac: \$8,500 + \$25 each add'l ac.	(VA Code § 15.2-2286)
Proffer or Proffered Plan Amendment	\$5,000	(VA Code § 15.2-2286)
PDH Final Development Plan Administrative Amendment	\$1,000	(VA Code § 15.2-2286)
Comprehensive Plan Amendment	\$2,500	(VA Code § 15.2-2286)
Special Use Permit	\$2,000	(VA Code § 15.2-2286)
Commission Permit	\$750	(VA Code § 15.2-2286)
Ordinance Text Amendment	\$2,500	(VA Code § 15.2-2286)
Annexation Applications		
Annexation Request	0-5 acres: \$10,000 > 5 acres: \$10,000 + \$50 each add'l acre	(VA Code § 15.2-2286)

Town of Purcellville
Community Development Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	FEES	CODE REFERENCE
Board of Zoning Appeals Applications		
Variance	\$500 + cost of newspaper ad, not to exceed an additional \$500	(VA Code § 15.2-2286)
Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	(VA Code § 15.2-2286)
Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an additional \$500	(VA Code § 15.2-2286)
Misc. Zoning Fees		
Readvertise Public Hearing	Cost of newspaper ad, up to \$500	(VA Code § 15.2-2286)
Renotify Property Owners	\$150	(VA Code § 15.2-2286)
Zoning Clearance Letter	\$25	(VA Code § 15.2-2286)
Zoning Determination	\$150	(VA Code § 15.2-2286)
Traffic Consultant Review Fee	Not to exceed \$3,000	(VA Code § 15.2-2286)
Publications		
Comprehensive Plan	Paper: \$45 CD: \$5 when available	(VA Code § 15.2-2286)
Zoning Ordinance	Unbound: \$25 Bound: \$40	(VA Code § 15.2-2286)
Zoning Map or other Maps	Small (up to 11 x 17): \$5 Large (larger than 11 x 17): \$25	(VA Code § 15.2-2286)
Subdivision Ordinance (LDSCO)	\$10	(VA Code § 15.2-2286)
Facilities Standards Manual	\$30	(VA Code § 15.2-2286)
Publications Copied In-House	\$0.10 per page	(VA Code § 15.2-2286)

Town of Purcellville
Parks & Rec Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	RATE OR FEE	CODE REFERENCE
Events		
Event Permit Application Review Fee	\$75	(Ordinance No. 15-09-02)
Street Closure Fee for Events	\$100 per day or portion thereof	(Ordinance No. 15-09-02)
Town Events Specialist: (for event planning services beyond application)	\$30 per hour	(Ordinance No. 15-09-02)
Public Works Fee for Events	Up to \$65 per employee per hour	(Ordinance No. 15-09-02)
Town Police Fee for Events	Up to \$65 per officer per hour	(Ordinance No. 15-09-02)
Train Station Fees		
Full day Use (over 6 hours)	\$280	
Half day Use (6 hours)	\$210	
Four Hour Block	\$140	
Two Hour Block	\$70	
One Hour Block	\$40	
Non Profits with 501C3 Status	\$50 per 4 hour block	
Community Garden Fees		
Community Garden Rental Fee	\$25	
Community Garden Security Deposit	\$50 (Refundable)	

Town of Purcellville
Utility Rate and Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	RATES & FEES	CODE REFERENCE
Water Supply System		
Water Usage Rates		
1st Tier (to 5,000)	\$6.34/1000 gallons	
2nd Tier (5,001-10,000)	\$8.46/1000 gallons	
3rd Tier (10,001-15,000)	\$10.20/1000 gallons	
4th Tier (15,001-20,000)	\$12.14/1000 gallons	
5th Tier (20,001-50,000)	\$15.15/1000 gallons	
6th Tier (50,001-100,000)	\$17.29/1000 gallons	
7th Tier (100,001-150,000)	\$19.44/1000 gallons	
8th Tier (100,001-200,000)	\$21.57/1000 gallons	(VA Code § 82-7)
9th Tier (200,001-250,000)	\$24.57/1000 gallons	(VA Code § 82-44)
10th Tier (250,001-300,000)	\$26.71/1000 gallons	
11th Tier (300,001-350,000)	\$28.84/1000 gallons	
12th Tier (350,001-400,000)	\$30.98/1000 gallons	
13th Tier (400,001-450,000)	\$33.12/1000 gallons	
14th Tier (450,001-500,000)	\$38.47/1000 gallons	
15th Tier (500,001-550,000)	\$43.81/1000 gallons	
16th Tier (550,001-600,000)	\$49.15/1000 gallons	
17th Tier (600,001 and over)	\$54.50/1000 gallons	
Fixed Service Fee (based on meter size of account)		
5/8'	\$15.00	
3/4"	\$15.00	
1"	\$37.50	
1.5"	\$75.00	
2"	\$119.99	(VA Code § 82-7)
3"	\$239.48	(VA Code § 82-44)
4"	\$374.97	
6"	\$479.93	
8"	\$1,199.88	
<i>*Out of Town is Double the In-Town Rate</i>		
Wastewater Collection System		
Wastewater Usage Rate	Flat rate \$15.19/1000 gallons	(VA Code § 82-7) (VA Code § 82-166)

Town of Purcellville
Utility Rate and Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	RATES & FEES	CODE REFERENCE
Fixed Service Fee (based on meter size of account)		
5/8'	\$15.00	
3/4"	\$15.00	
1"	\$37.50	
1.5"	\$75.00	(VA Code § 82-7)
2"	\$119.99	(VA Code § 82-44)
3"	\$239.48	
4"	\$374.97	
6"	\$479.93	
8"	\$1,199.88	
<i>*Out of Town is Double the In-Town Rate</i>		
Water Supply System		
Handling Fee for New Account (Water)	\$10.00	
Penalty (Late Fee)	10%	
Interest	10% per annum	(VA Code § 82-167)
Pre-disconnect door announcement	\$10.00	
Reconnection Fee (terminated fee)	\$50.00	
Emergency call-out fee	\$100.00	
Deposit Rates	Residential: \$300.00 Business: \$300.00 Restaurant: \$750.00 Apartments: \$3,000.00 Laundry Mats: \$7,050.00	(VA Code § 82-78)
Bulk Water Fee (New Fee)		
Water usage rate	\$11.00/1,000 gallons	(Town Code § 82-192)
Per day Administrative Fee	\$50	
Availability Fee	3/4": \$38,631	
In-Town*	1": \$64,385	
	1.5": \$128,770	
	2" T-10: \$206,032	
	2" HP Turbine: \$206,032	
	3" HP Turbine: \$386,310	
	4" HP Turbine: \$643,850	
	2" T/F Compound: \$206,032	
	3" T/F Compound: \$386,310	
	4" T/F Compound: \$643,850	
	6": \$1,287,700	(VA Code § 82-7) (VA Code § 82-44)
<i>*Out of Town is Double the In-Town Rate</i>		
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan \$1.50/LF WL +\$500 for Final Site Plan	(Waterworks Regulations* 12VAC5-590-200)

Town of Purcellville
Utility Rate and Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	RATES & FEES	CODE REFERENCE
New Line Flushing Request	\$50 Administrative Fee + \$ (current water rate)/1000 gallons water used	(Waterworks Regulations* 12VAC5-590-800)
<i>*§ 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations</i>		
Hydrant Flow Test	\$200	
Meter Testing Fee (customer request)	\$100	
Meter Fee	5/8": \$275 3/4": \$328 1": \$394 1.5": \$564 2" T-10: \$709 2" HP Turbine: \$944 3" HP Turbine: \$1,469 4" HP Turbine: \$2,281 2" T/F Comp.: \$2,013 3" T/F Comp.: \$2,749 4" T/F Comp.: \$3,731	(VA Code § 82-7) (VA Code § 82-44)
Water Theft Fines	First Offense: \$1,000* Second Offense: \$1,500* Third or Subsequent Offense: \$2,000* *Plus water consumption.	(Town Code § 82-86)
Water Meter Tampering/Damage	Penalty for Improper Use: \$500 Damage to Meter: \$275	(Town Code § 82-53)
Wastewater System		
Handling Fee for New Account (Sewer)	\$10.00	(VA Code § 82-7)
Penalty (Late Fee)	10%	(VA Code § 82-7)
Interest	10% per annum	(VA Code § 82-7)
Availability Fee In-Town*	5/8": \$21,600 3/4": \$32,400 1": \$54,000 1.5": \$108,000 2" T-10: \$172,800 2" HP Turbine: \$172,800 3" HP Turbine: \$324,000 4" HP Turbine: \$540,000 2" T/F Comp.: \$172,800 3" T/F Comp.: \$324,000 4" T/F Comp.: \$540,000 6": \$1,080,000	(VA Code § 82-7) (VA Code § 82-44)
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	
<i>*Out of Town is Double the In-Town Rate</i>		

Town of Purcellville
Utility Rate and Fee Schedule
Adopted Via Ordinance No. 16-05-01 Effective July 1, 2016 (FY 2016-2017)

CATEGORY	RATES & FEES	CODE REFERENCE
Grease/Grit Interceptor Policy and Program		
Failure to maintain on-site records	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	(Town Code § 82-192)
Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	(Town Code § 82-192)
Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	(Town Code § 82-192)
Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	(Town Code § 82-192)
Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	(Town Code § 82-192)
Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service	(Town Code § 82-192)
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	(Town Code § 82-192)
Refusal for Inspection	Termination of Service	
Telecommunication Fees		
Lease Signing Fee	\$500	
Application to Locate on Town property or to Modify Existing Contract	\$500	

Vehicle and Major Equipment Purchase/Replacement Schedule

As of May 2016

Fund	Department	R/A*	Item Description **	Replaces	Lease or Purchase	Cost
Fiscal Year 2017						
General	Police	R	Ford Explorer Utility	2006 Ford Crown Vic (#226/125,294 mil./fair cond.)	Purchase	\$42,000
General	PW-Eng.	R	Truck	2003 Chevrolet Silverado (#105/48,667 mi./poor cond.)	Purchase	\$30,000
General	PW-Maint.	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 2 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$91,000
Water	Water	R	Pick Up Truck	2011 Ford Escape Hybrid (#313/103,555 miles/fair cond.)	Purchase	\$41,000
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 2 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$60,000
WWater	WWater	R	Camera System	Replaces current system	Purchase	\$75,000
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 2 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$94,000
TOTAL FY17						\$245,000
Fiscal Year 2018						
General	Police	R	Ford Explorer Utility	2007 Ford Crown Vic #207	Purchase	\$44,436
General	Police	R	Ford Explorer Utility	2005 Ford Crown Vic #205	Purchase	\$44,436
General	PW-Admin.	R	SUV	2009 Dodge Durango #108	Purchase	\$35,000
General	PW-Eng.	R	SUV	2001 Ford Escape #104	Purchase	\$35,000
General	PW-Maint.	R	Pick Up Truck	2003 GMC Sierra #508	Purchase	\$42,000
General	PW-Maint.	R	Pick Up Truck	2005 Ford F350 #517	Purchase	\$42,000
General	PW-Maint.	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 3 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$261,872
Water	Water	R	Pick Up Truck	2008 Ford F350 #310	Purchase	\$48,000
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 3 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$67,000
WWater	WWater	R	Flex Fuel or Hybrid Vehicle	2005 Super Duty Crane Truck #404	Purchase	\$0
WWater	WWater	R	SUV	2006 Ford Escape #402	Purchase	\$35,000
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 3 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$54,000
TOTAL FY18						\$382,872

Vehicle and Major Equipment Purchase/Replacement Schedule

As of May 2016

Fund	Department	R/A*	Item Description **	Replaces	Lease or Purchase	Cost
Fiscal Year 2019						
General	Police	R	Ford Explorer Utility	2008 Ford Explorer Impala #218	Purchase	\$47,013
General	Police	R	Ford Explorer Utility	2011 Chevy Tahoe #220	Purchase	\$47,013
General	PW-Eng.	R	SUV	2006 Ford Escape #106	Purchase	\$35,000
General	PW-Maint.	R	Pick Up Truck	2012 Ford F250 #513	Purchase	\$42,000
General	PW-Maint.	R	Pick Up Truck	2003 Ford F550 #507	Purchase	\$42,000
General	PW-Maint.	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 4 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$232,026
Water	Water	R	Pick Up Truck	2013 Ford F350 #315	Purchase	\$42,000
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 4 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$61,000
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 4 of 7 yr. lease)	Lease	\$19,000
TOTAL FY19						\$312,026
Fiscal Year 2020						
General	Police	R	Ford Explorer Utility	2012 Chevy Impala #221	Purchase	\$49,740
General	Police	R	Ford Explorer Utility	2008 Ford Crown Vic #208	Purchase	\$49,740
General	PW-Maint.	R	Pick Up Truck	2006 Ford F350 #515	Purchase	\$42,000
General	PW-Maint.	R	Pick Up Truck	2006 Ford F350 #516	Purchase	\$42,000
General	PW-Maint.	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 5 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$202,480
Water	Water	R	Pick Up Truck	2013 Ford F250 #314	Purchase	\$48,000
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 5 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$67,000
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con #506/(yr. 5 of 7 yr. lease)	Lease	\$19,000
TOTAL FY20						\$288,480

Vehicle and Major Equipment Purchase/Replacement Schedule

As of May 2016

Fund	Department	R/A*	Item Description **	Replaces	Lease or Purchase	Cost
Fiscal Year 2021						
General	Admin.	R	SUV	2011 Ford Escape Hybrid #110	Purchase	\$0
General	Police	R	Ford Explorer Utility	2013 Dodge Charger #223	Purchase	\$52,625
General	Police	R	Ford Explorer Utility	2013 Dodge Charger #224	Purchase	\$52,625
General	PW-Eng.	R	Pick Up Truck	2011 Ford F250 #109	Purchase	\$44,000
General	PW-Maint.	R	Pick Up Truck	2009 Ford F350 #511	Purchase	\$44,000
General	PW-Maint.	R	Dump Truck	2008 International 7000 #509	Purchase	\$100,000
General	PW-Maint.	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 6 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$312,250
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 6 of 7 yr. lease)	Lease	\$19,000
WWater	WWater	R	Truck 4WD	2008 Chevy Colorado #403	Purchase	\$44,000
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (#506/yr. 6 of 7 yr. lease)	Lease	\$19,000
TOTAL						\$63,000
TOTAL FY21						\$394,250
GRAND TOTAL FY17 - FY21						\$1,622,628

* 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.

Governmental Funds – Used to account for tax supported activities of the government. The Town's governmental funds are the General Fund, Special Parks and Recreation Fund and the General Capital Projects Fund.

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.

Proprietary Funds – Used to account for the business type activities of the government. The Town’s proprietary funds are the Water Fund and the Wastewater Fund.

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.