Proposed Fiscal Year 2019 Budget
General Fund
Parks & Rec Fund

Budget Work Session II
April 18, 2018

GENERAL FUND
Highlights

Proposed Budget

- Proposed General Fund budget totals $10.12 million; increasing General Fund revenues and expenditures by $336,876 (3.5%) over the adopted FY 2018 budget

Proposed Revenues (pgs. 98-99)

- Real Estate tax rate remains $0.22/$100 assessed value; Budget FY 2019 real estate tax revenues increase 7.3% over adopted FY 2018 (a one cent change in the real estate tax rate is equivalent to $133,000)
- Growth projected in Personal Property (13.6%) and Meals Tax (6.3%) category
- Funding from Intergovernmental Sources (Funding from County, State or Federal sources such as County Gas Tax, Communication Tax, PPTRA, VDOT Street Revenue, Law Enforcement 599 funds) decreasing by 12%
- Transfer of Designated Reserves = $111,038. FY 2020 will be last year for the designated reserve transfer (Reserves maintained from Main St Town Hall sale)
- Transfer of Cash Reserves = $251,000. Investment in vehicle capital outlay catch-up and balances account.

Proposed Fee Changes (Pgs 304-324)

- Fee changes were proposed via Public Hearing at Council Meeting on April 10. Fee changes are comparable to neighboring Town fees and/or ensure user fees fully reimburse Town for its services. General Fund fee changes are listed below:

  - Cigarette Tax – Increases tax on pack of cigarettes by 10 cents
    - Revenue decreasing by 2% per year, now increasing in FY 2019 by $29,000
  - Right of Way Usage Fee – Increases Right of Way permit fee from $40 to $100; implements additive and inspection fees.
    - Fees similar to Town of Berryville and Herndon
    - Reimburses Town for services provided
    - Conservatively adds $6,000 to FY 2019 budget
  - Community Development Fees - Establishes a flat fee for services. Implements an Expense Reimbursement fee for Town incurred cost.
    - Reimburses Town for services provided
    - Conservatively adds $10,000 to FY 2019 budget

General Fund Expenditures

<u>Overview</u>

- Revenues = Expenditures $10.12 million
  - Includes Contingency Operating Reserve of $29,160

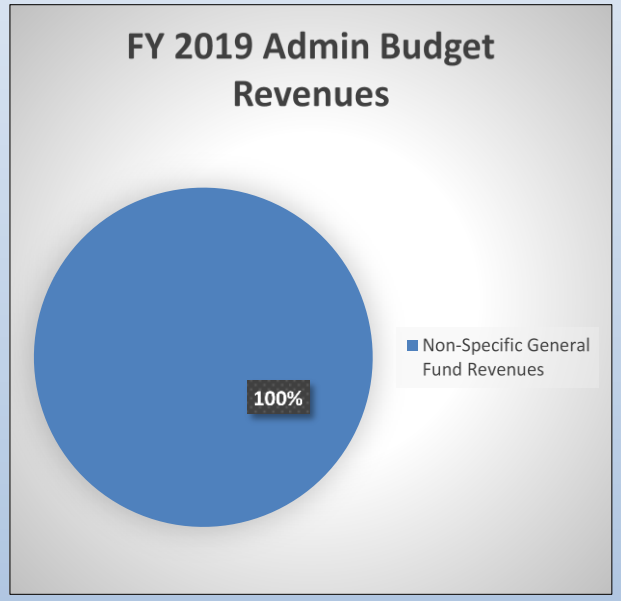
<u>All Department Enhancements</u>

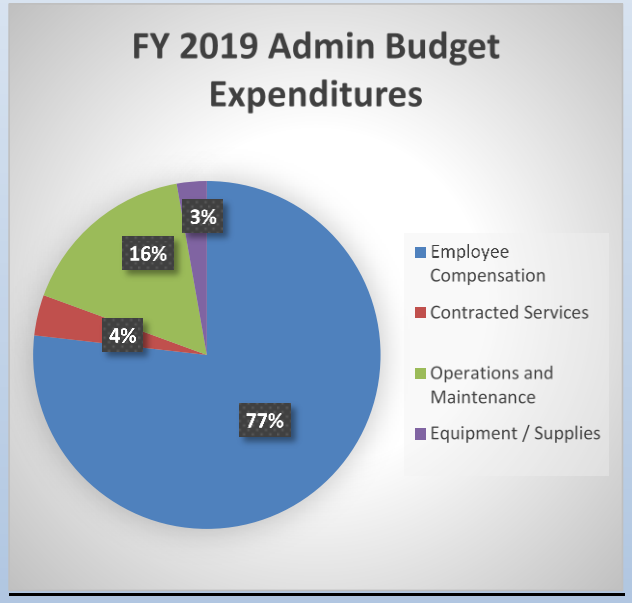
- 3.0% Indexed Pay Increase for employees plus 2.0% set aside for Compensation Study Implementation (p. 16)
  - 64% of the General Fund budget is employee compensation
  - Maintains competitiveness with other Towns (See p. 4 of budget book)
  - Increases consistent with Town of Leesburg and Loudoun County
  - Provides 2% set aside to be used in implementing Compensation Study
  - Pay increase = $166,772 for all Funds ($125,612 for General Fund)
  - 2% set aside = $120,178 for all Funds ($94,386 for General Fund)

Administration Department (pgs. 100-105)

FUNDING SOURCES AND EXPENDITURES

Administration receives all of its funding from the General Fund totaling $1.20 million.





WHAT WE DO:

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

Administration Department

Enhancements (p. 16)

- Human Resources Analyst ($0) – Transfer position from Public Works. Total FTE and cost to General Fund is $0. Better organizes HR function and provide direct services to employees

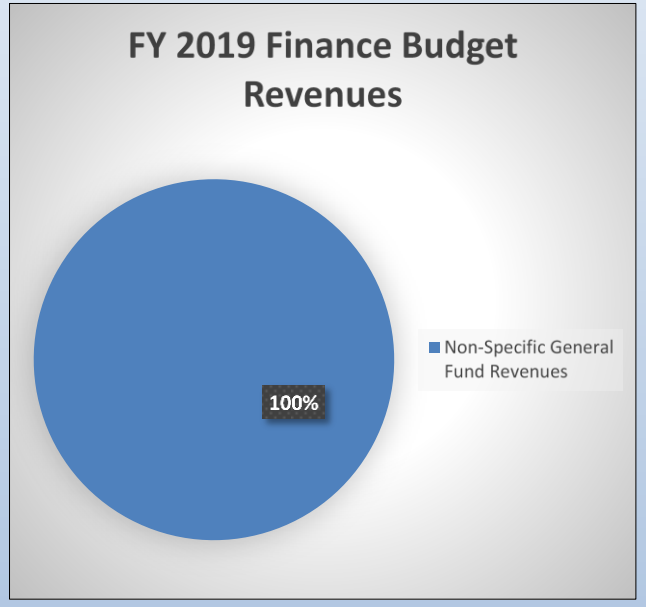
- Special Assistant to the Town Manager ($48,465) – Position remains at a 0.6 FTE. Fully funds position at 24 hours a week (currently at 8 hours a week). Position tracks grant opportunities, Ensures Town contractors are properly licensed, tracks revenue based agreements such as cellular leases and provides special project support.

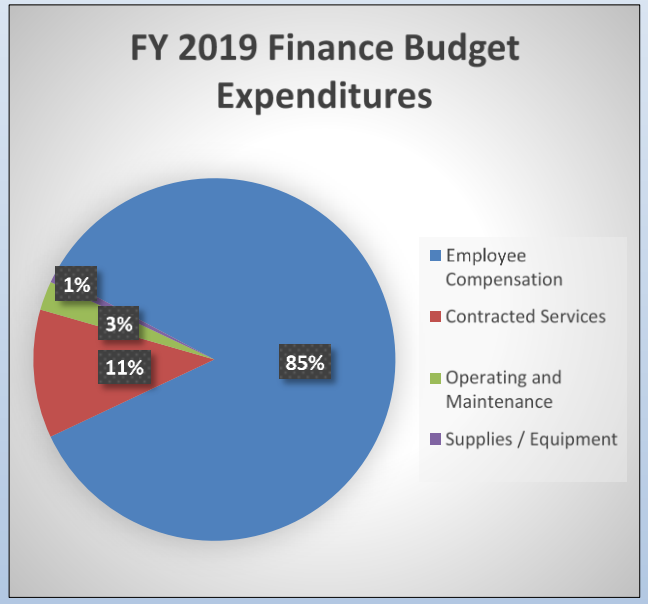
- Human Resource Services ($5,000) – In past, these cost were subsidized from Administration Dept line items. This new line item provides a direct budget for hiring related costs such as employment ads and background checks.

Finance Department (pgs 106-112)

FUNDING SOURCES AND EXPENDITURES

Finance receives all of its funding from the General Fund totaling $1.07 million.





WHAT WE DO:

To responsibly manage the Town's financial resources and communicate timely, accurate and complete financial information with a commitment to those we serve.

Finance Department

Enhancements (p. 17)

- Finance Associate ($25,543) – Proposed part-time position at 24 hours a week. Supports customer service and revenue collection to allow experienced staff focus on Munis system implementation.

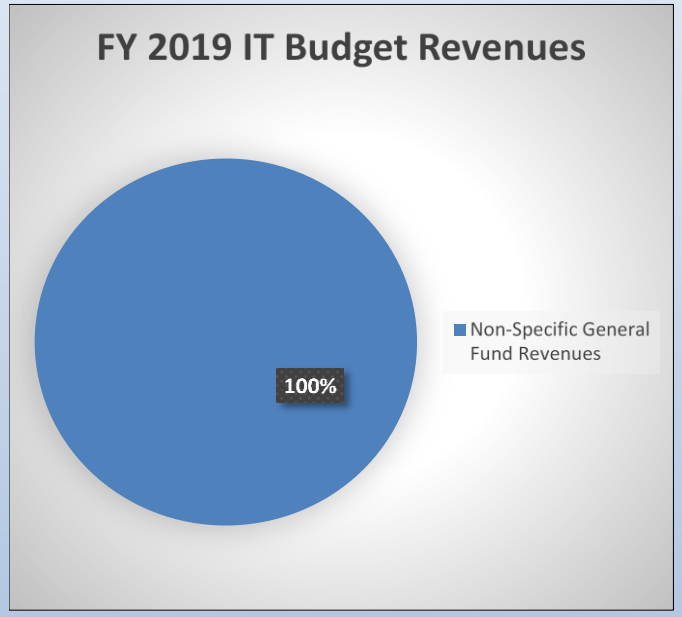
- Procurement Specialist ($9,304) – Increases existing Procurement Specialist position by 4 hours a week to expand and organize the Town's contract database.

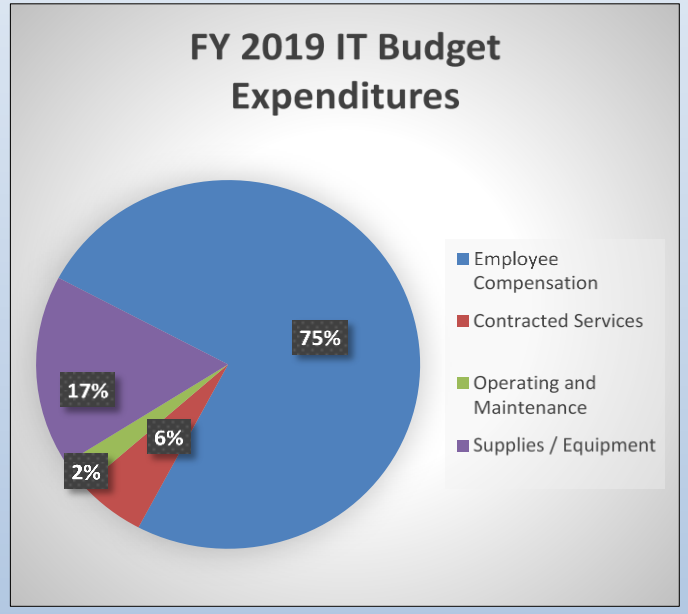
- Software Operations ($31,500) – One-time increase due to the software maintenance costs with Logics and Munis overlapping during the same fiscal year.

IT Department (pgs 113-118)

FUNDING SOURCES AND EXPENDITURES

Information Technology receives all of its funding from the General Fund totaling $0.45 million.





WHAT WE DO:

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

IT Department

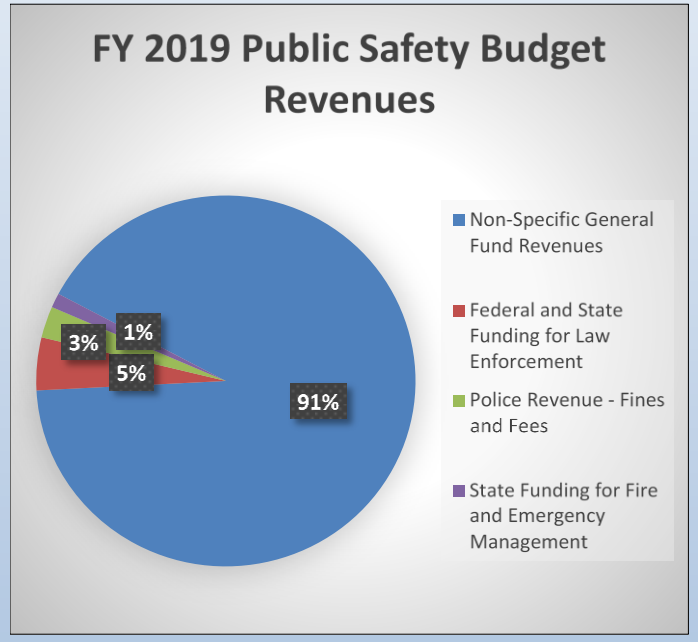
<u>Highlights</u>

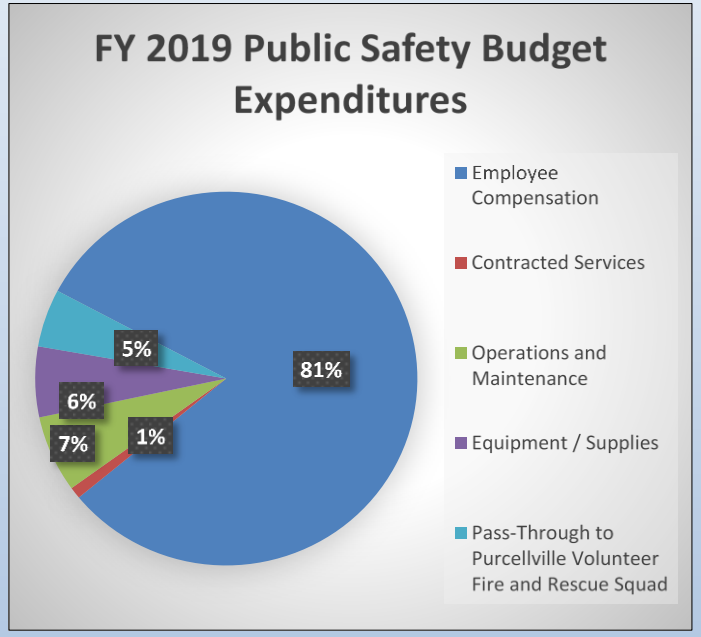
- No enhancements requested for FY 2019.
- Consolidates General Fund software budget to IT. Ensures IT is included in software services purchase decision. Small savings ($2,500) due to consolidation efficiencies.
- Solutions to improve Town's internet connectivity to be presented in future Council meeting and depending on implementation will impact FY 2019 (budget amendment) or FY 2020 budgets due to increased costs.

Public Safety (pgs 119-125)

FUNDING SOURCES AND EXPENDITURES

Public Safety receives the following revenues and funding from the General Fund totaling $2.39 million:





WHAT WE DO:

Public Safety includes the Purcellville Police Department and providing funding to the non-profit entities of the Purcellville Volunteer Fire Company and Volunteer Rescue Squad. The Purcellville Police Department delivers law enforcement and related services to the community to ensure a safe environment with the highest quality of life for all residents, business owners, and visitors to enjoy. The officers enjoy strong community relationships and approach problem solving endeavors in a collaborative manner with all stake holders.

Public Safety

Enhancements (p. 17-18)

- Patrol Officers – 2 positions ($149,190) – Enhancement will bring Purcellville closer to Department staffing at other Virginia Towns at similar size. Provides coverage for new growth at Mayfair and Catoctin Corner.

- Overtime ($10,000) – Provide resources to cover staff shortages due to leave, training, court duties, and special event assignments.

- Shift Differential Pay ($14,415) – Provides $1 per hour in extra pay for officers working night shift (6 pm – 6 am) and allows Town to be more competitive with law enforcement pay benefits with surrounding jurisdictions.

Public Safety

Enhancements (continued)

- Firearms Equipment ($6,000) – Provides additional funding to update firearms equipment to ensure standardized and working equipment
- Vehicle Maintenance / Fuel ($10,000) – Initiates a pilot take home vehicle program. Police Officers that are working would drive their patrol vehicles home (during their 2 or 3 day tour of duty) and would be able to respond to emergencies in a more efficient and timely manner. The increase would cover any additional fuel costs. This enhancement would be a huge improvement to morale as the Town tries to stay competitive in recruitment and retention of qualified personnel.

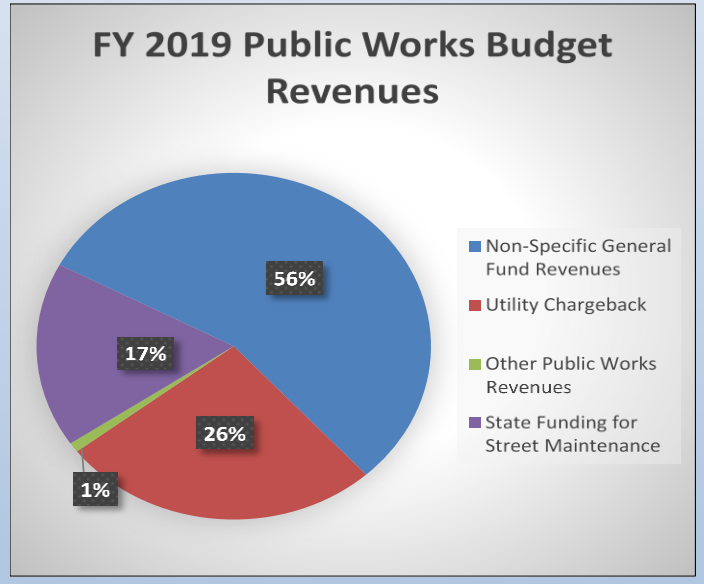
Grant Funding

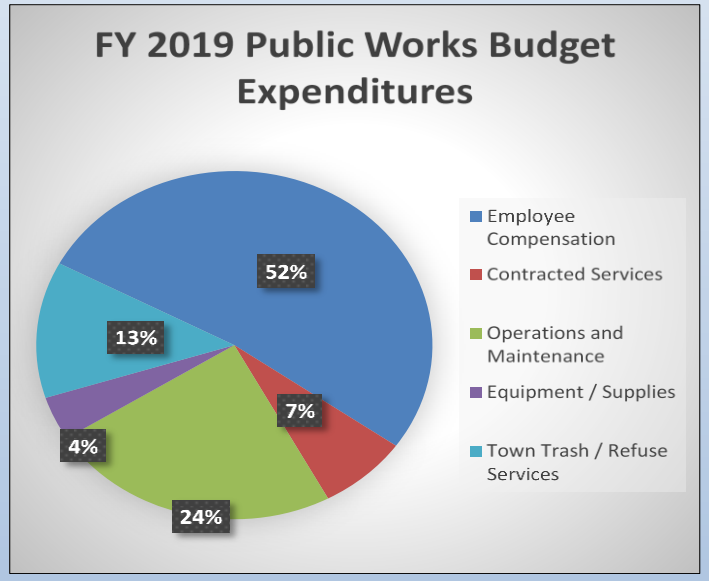
- Grant funding is not included in the budget until received. In FY 2018, the Police Department received over $15,000 in grants for personnel costs and supplies.

Public Works (pgs 126-135)

FUNDING SOURCES AND EXPENDITURES

Public Works receives the following revenues and funding from the General Fund totaling $2.76 million. Public Works receives an Utility chargeback credit in the budget of $0.99 million for work performed on behalf of the Utility Funds. The chart below shows the chargeback as a funding source.





WHAT WE DO:

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 with budget, on time and while meeting and exceeding expectations of end users and Town residents. Public Works supports the Utility Funds (water and wastewater) through management, administrative, engineering, planning, and maintenance activities.

Public Works

Enhancements (p. 18-19)

- Paving Program Analysis ($60,000) – Perform a Town-wide paving program analysis. By performing this analysis, repaving projects can be scheduled and budgeted in a more systematic process. Public Works will be able to develop a Town paving forecast that prioritizes street repaving in the most economically efficient order.

- Town Maintenance - Asphalt ($35,000) – One-time budget increase to improve 21st and 23rd Street and bring those street back into VDOT compliance.

- Town Maintenance – Tree Removal ($50,000) – As part of the Hirst Farm easement tree agreement, the Town will take out diseased trees and replace them. This one-time increase in the budget covers the unexpected cost.

Public Works

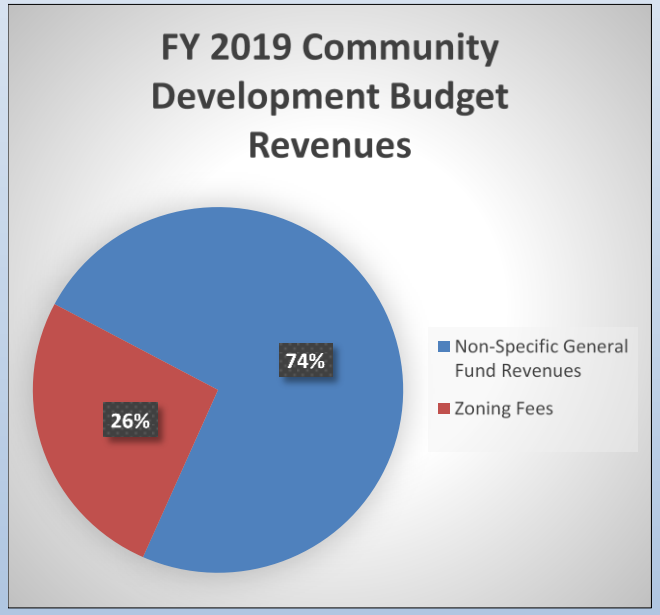
<u>Utility Chargeback</u>

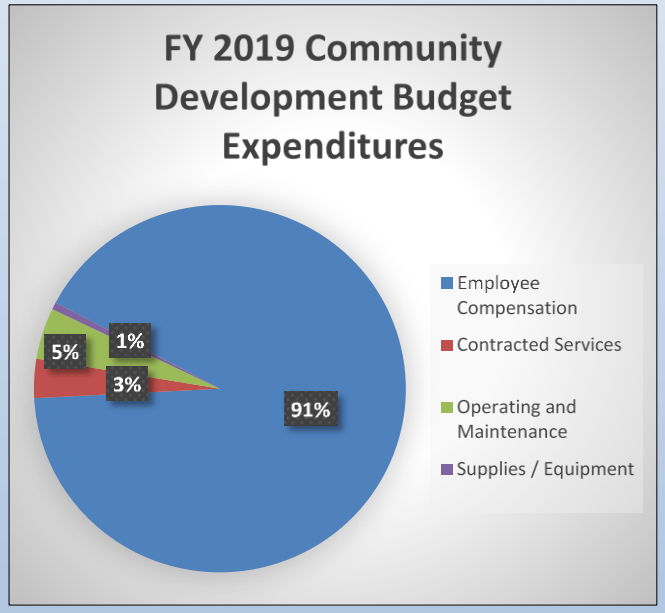
- Utility Funds (Water and Wastewater) pay the General Fund for staff costs performing administrative and work order activities on behalf of Utility Funds.
- In FY 2019 Proposed Budget, Utility Chargeback calculations use FY 2018 allocations and methodology where only the Public Works Department received a General Fund chargeback credit.
- Chargeback credit increased from $878,000 in FY 2018 to $986,000 due to pay and benefit increases.

Community Development (pgs 136-147)

FUNDING SOURCES AND EXPENDITURES

Community Development receives its funding through zoning fees and other non-specific General Fund revenues totaling $0.42 million.





WHAT WE DO:

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.

Community Development

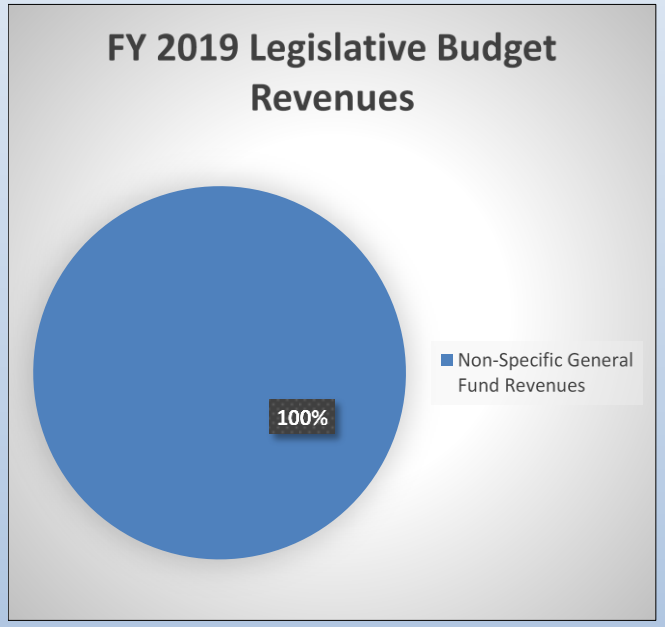
<u>Highlights</u>

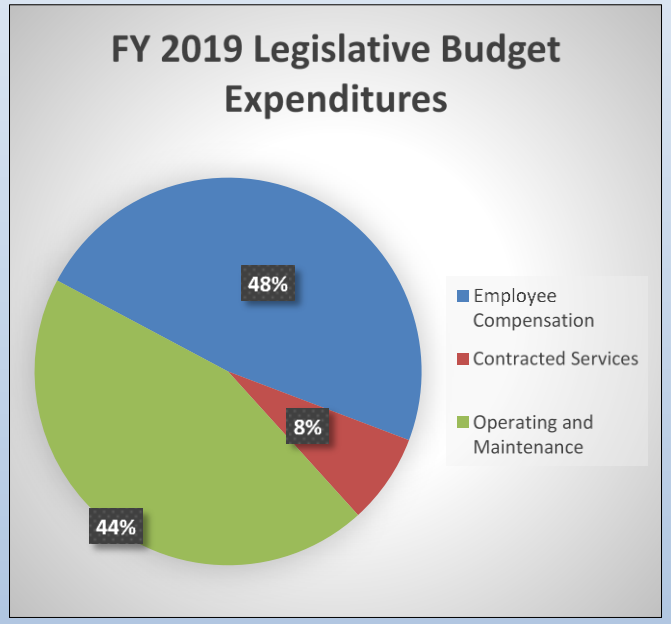
- No enhancements requested for FY 2019.
- Completing Comprehensive Plan in FY 2018. No additional funding requested in FY 2019.
- Planning to budget and procure Town Transportation Plan Study (Estimated $200,000 in General Fund expenditures) in FY 2020.

Legislative and Advisory (pgs 142-147)

FUNDING SOURCES AND EXPENDITURES

Legislative and Advisory receives all of its funding from the General Fund totaling $0.13 million.





WHAT WE DO:

Engage the community to allocate resources and plan for the Town of Purcellville's future and provide strategic and policy direction to Town Staff.

Legislative and Advisory

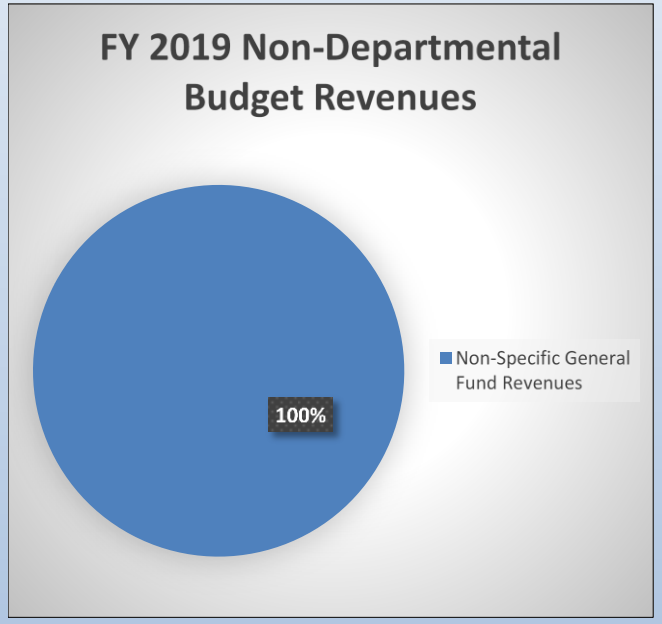
<u>Highlights</u>

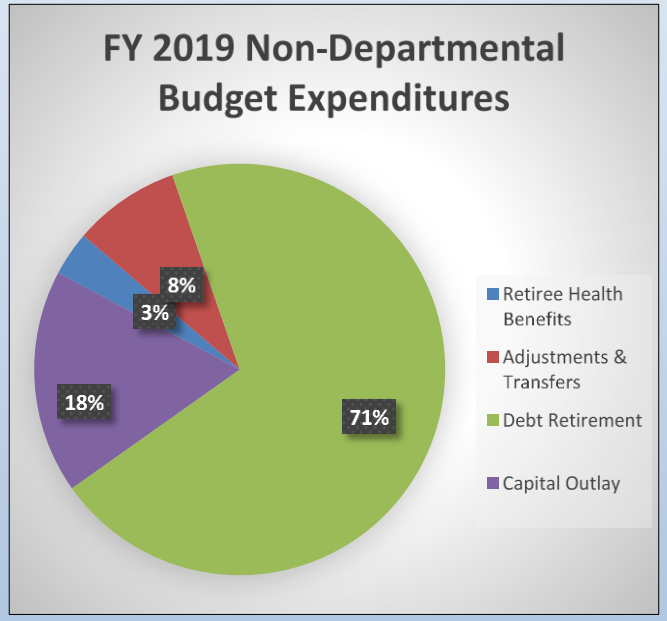
- No enhancements requested for FY 2019.
- Account Line Items in FY 2019 at same level as FY 2018 adopted.
- FY 2018 Mid-Year Budget Amendment provided Loudoun County grant funding of $7,000 to EDAC Visitor Center; $5,000 increase to Tree and Environmental Sustainability Committee for Town's Carbon Baseline Inventory study.

Non-Departmental (pgs 148-151)

FUNDING SOURCES AND EXPENDITURES

Non-Departmental receives all of its funding from the General Fund totaling $1.68 million.





DESCRIPTION:

Non-Departmental expenditures include costs that are not Department specific and includes capital outlay items. In FY 2019, Non-Department costs include debt retirement, adjustments and transfers, capital outlay, and retiree health benefits. In the future, the Town may adjust other line items into Non-Departmental, such as the Town's Municipal Insurance costs.

Non-Departmental

<u>Capital Outlay (p. 326)</u>

- Vehicle Replacement based upon identified need
  - 3 Police Vehicles Replaced ($123,000)
    - 2008 Crown Victoria (80,748 miles)
    - 2013 Dodge Charger (70,000 miles)
    - 2011 Chevy Impala (79,298 miles)
  - 3 Public Works Vehicles Replaced and 1 New Vehicle
    - 2001 Ford Escape (103,998 miles)
    - 2005 Ford F-350 Truck (139,502 miles)
    - 2006 Ford F-350 Truck (114,131 miles)
    - New Vehicle for previously unfilled Assistant Director of Public Works position
  - Continued shared funding of $19,000 with Utility Funds for Vac Con Truck
  - Funds $18,086 in Capital Outlay reserve fund for future equipment purchases

General Fund CIP

Capital Improvement Program (CIP) (Pg. 194 – 195)

In FY 2019, 2 ongoing General Fund CIP projects receive funding:

- Main & Maple Intersection Imp Phase 2 ($358,372) – Provides improvements along S Maple Avenue including sidewalk, curb and gutter, drainage and entrances. (Funding is VDOT = $351,204; NVTA = $7,168; Town = $0)

- 32nd & A Street Intersection Improvement ($398,000) – The project includes the construction of a roundabout at the intersection of S. 32nd and A Street. (Funding is VDOT = $199,000; NVTA - $199,000; Town = $0)

General Fund CIP

Recent Updates Due to New Funding Sources
(see Supplemental Agenda)

VDOT funded revenue sharing projects

- 12th Street Improvements ($220,000 in FY 2019) – Drainage and street improvements including storm sewer & inlets, curb and gutter, sidewalk and roadway improvements. Project is linked with the 12th Street Water Main Replacement (pgs. 252-253) Total Project Cost is $2,000,000 (Funding is VDOT = $1,000,000; NVTA = $1,000,000; Town = $0)

- 32nd and Main Intersection ($120,000 in FY 2019) – Project includes the cost for construction of the traffic signal if needed. Total Project Cost is $900,000 (Funding is VDOT - $383,472; NVTA = $516,528; Town = $0)

- Hatcher Avenue Sidewalk ($145,000 in FY 2019) – This project would provide a pedestrian linkage from Hirst Road to the Chapman DeMary trail, the Suzanne Kane Nature Park Trail, the W&OD Trail, and to Main Street and other existing sidewalks in the Town. Total Project Cost = $620,000 (Funding is VDOT = $264,169; NVTA = $120,396; Town Proffers = $235,435)

General Fund CIP

Recent Updates Due to New Funding Sources

(cont'd)

Loudoun County funded projects:

- Path from LVHS to Sutton Drive ($114,885 in FY 2019 and total project cost) – Improve existing walkway from Sutton Drive to the Loudoun Valley High School property due to constant erosion from the adjacent Purcellville Ridge property (Funding is Loudoun County $114,885; Town = $0).

- Pedestrian Linkage 32nd Street ($95,264 in FY 2019 and total project cost). With the development of the Ball property, a pedestrian walkway will be constructed along their 32nd Street frontage (Funding is Loudoun County = $95,264; Town = $0).

PARKS & REC FUND

PARKS AND RECREATION FUND

Highlights

Proposed Budget

- Parks and Recreation Fund proposed budget increased by $22,628 over the adopted FY 2018 Budget

Proposed Revenues

- Fireman's Field Tax District rate decreased to $0.03/$100 Assessed Valuation (decreased available revenue from the tax by $66,000)
- Increases revenue from concessionaire agreement executed in FY 2018 to $125,000
- Recognizes decrease in debt service payments

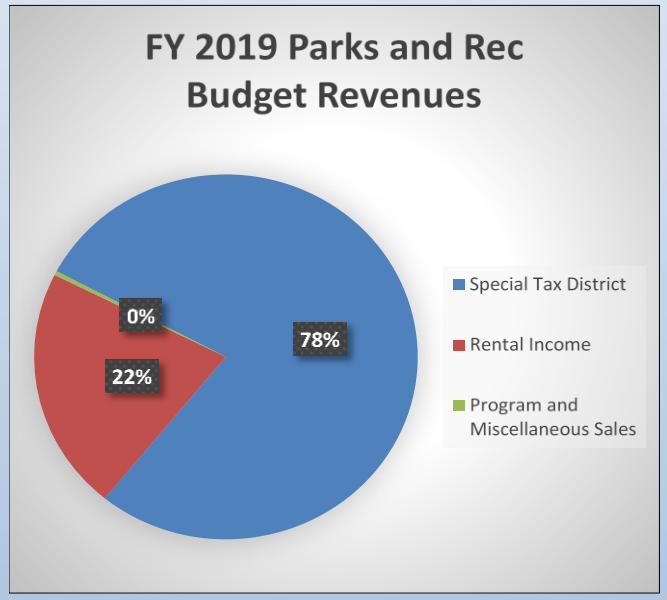
Proposed Expenditures

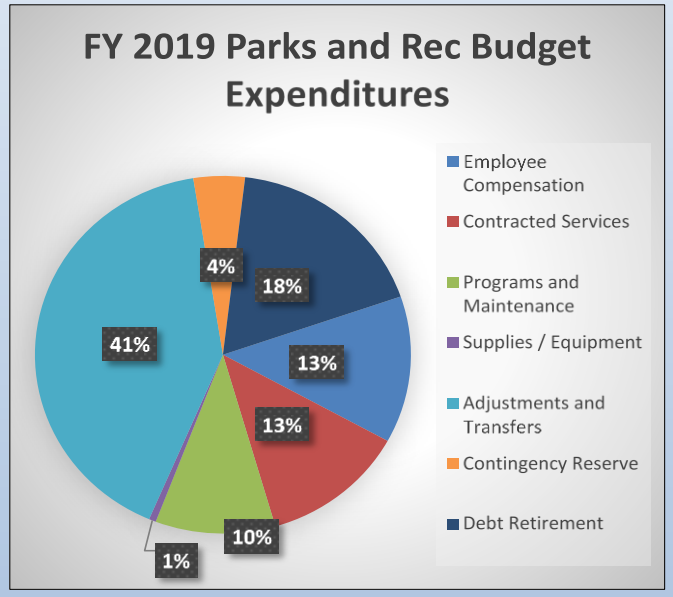
- Increases overtime for part-time staff to $5,000
- Plans for meeting contractual responsibilities for maintenance and repair (general repairs $25,000;HVAC maintenance agreement $10,000;tree maintenance $15,000)
- Continues various Committee programs
- Provides for three (3) new Capital Improvement Program (CIP) projects in FY 2019 - Firemen's Field ($150,000 for Tabernacle Floor replacement); a stage at Dillon's Woods($50,000); and planning/engineering costs for a bike/pump park ($46,000)
- Projected contingency/surplus of $5,000 for unexpected needs, emergency costs, or Council-directed priorities

Parks & Rec Fund (pgs 155-163)

FUNDING SOURCES AND EXPENDITURES

The Parks and Recreation Fund is a General fund that collects a special district tax to cover its cost. The following charts display the budgeted FY 2019 revenues and expenditures of $0.58 million in the Parks and Recreation Fund.





WHAT WE DO:

Establish, maintain, and enhance quality events, programs, and projects in the areas of recreation, history, environmental stewardship, and performing and visual arts that enhance the quality of life and culture for Purcellville citizens and promote tourism in Town.

Parks & Rec Fund

Enhancements (p. 20)

- Staff Overtime ($4,700) – The Parks and Rec staff serve as staff liaison for the Parks and Rec Advisory Board, the Tree and Environment Sustainability Committee and the Purcellville Arts Council, as well as attending Town Council meetings when necessary. This funding will assist the staff to continue to work with the committees that usually hold their meetings in the evening.

- Fireman's Field Complex Maintenance & Repairs ($25,000) – This funding provides the Town's contribution for repairs and maintenance at the Fireman's Field complex under the concessionaire agreement. Skating Rink/Bush Tabernacle is no longer separately funded (Total in FY 2018 was $23,150).

- Tabernacle HVAC ($10,000) – This funding provides the preventative maintenance and repairs for the HVAC at Bush Tabernacle. This line item previously was funded from the Skating Rink / Bush Tabernacle Cost Center.

Parks & Rec Fund

Enhancements (cont'd)

- Community Garden ($1,550) – A one-time budget increase request to pay for repairs at the Community Garden. These include repairing the fence, fixing the storage shed, establishing a better pathway between plots, and repairing or replacing the compost bin.

- Winter Program ($0) – The Parks and Rec Department is conservatively budgeting $1,000 in FY 2019 sponsorships for the Winter Holiday Program from a $0 adopted revenue budget in FY 2018. This request is to use the $1,000 in budgeted revenue to cover additional program expenses and increase the FY 2019 budget from $5,000 to $6,000.

Parks & Rec CIP

Capital Improvement Program (CIP) (Pg. 194 – 195)

In FY 2019, 3 Parks & Rec Fund CIP projects receive funding. All costs are funded from the Parks & Rec cash reserves. Reliance of Town funds will be reduced if grants and sponsorships are obtained.

- Fireman's Field Upgrades ($150,000) – Proposed project includes upgrades to Fireman's Field and the Bush Tabernacle that will improve the facilities and provide opportunities for a higher level of use under the current management agreement. Another $150,000 is budgeted in FY 2020 under the CIP 5–year plan.

- Outdoor Stage – Dillon's Woods ($50,000) – Proposed project provides funds to build an outdoor stage in Dillon's Woods to eliminate the need to rent a stage for Town events and provide opportunities for additional events.

- Purcellville Bike Park ($46,000) – This funding will kick-off the project to perform initial design work to build a multi-purpose bike park. Total project is budgeted at $645,439 in the CIP 5-year plan.

Next Budget Work Session

Wednesday, May 2, 2018

- Utility Funds
- Council Consensus on FY 2019 Operating Budget / CIP Projects