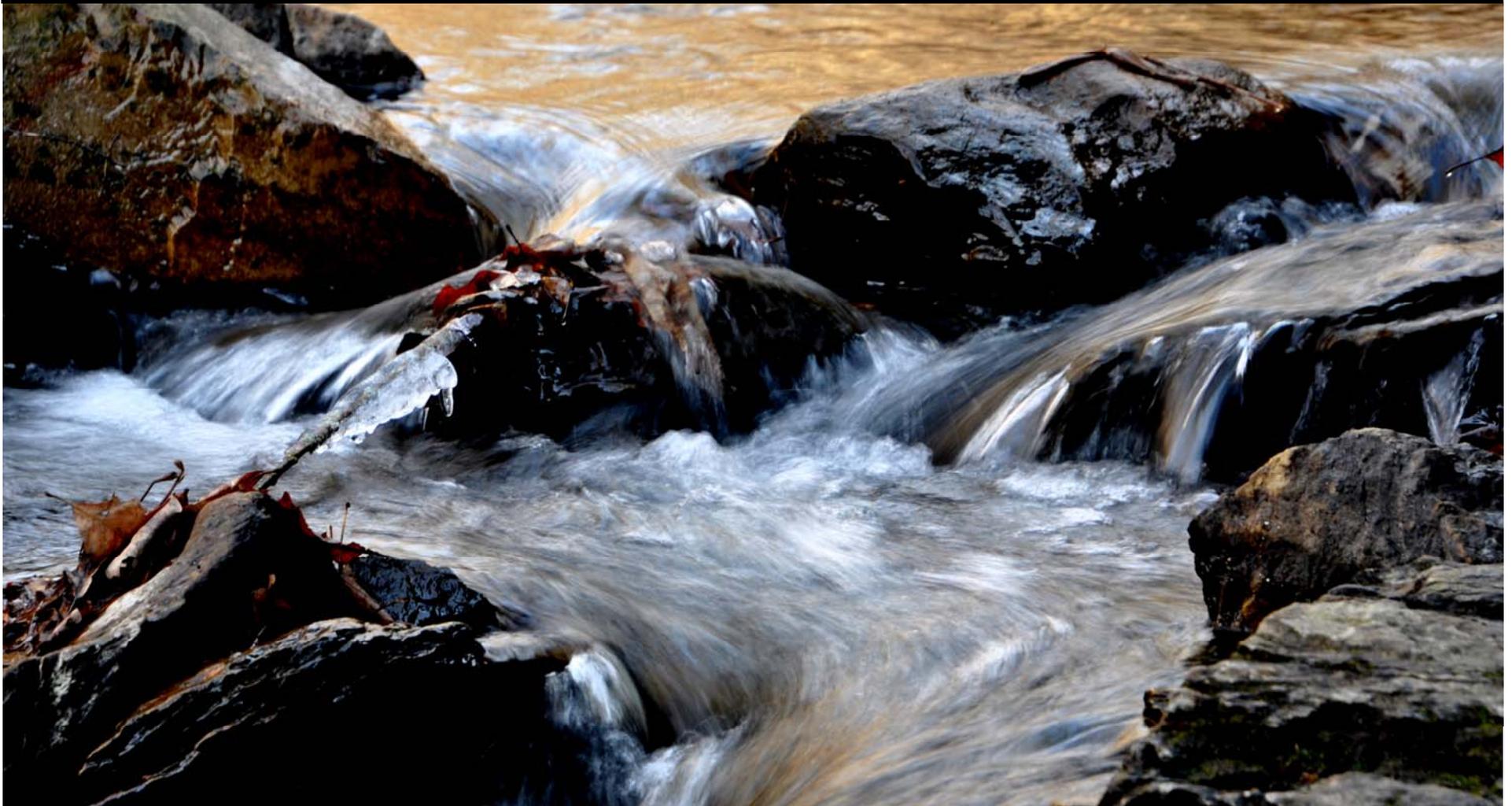


Town of Purcellville  
Fiscal Plan and Capital Improvement Program  
Fiscal Years 2020 - 2024







### 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 Proposed –

## Fiscal Plan FY 2020

&

## Capital Improvement Program FY 2020-2024

### Town Council

**Honorable Mayor Kwasi A. Fraser**

Honorable Vice-Mayor Ryan Cool

Honorable Council member Nedim Ogelman

Honorable Council member Chris Bledsoe

Honorable Council member Ted Greenly

Honorable Council member Tip Stinnette

Honorable Council member Joel D. Grewe

### Town Administration

**David Mekarski, Town Manager**

Elizabeth Krens, Director of Finance

Paula Hicks, Accounting Manager

Tom Angus, Budget Specialist

Hooper McCann, Director of Administration

Cynthia A. McAlister, Chief of Police

Buster Nicholson, Director of Public Works

Patrick Sullivan, Director of Community Development

Shannon Bohince, Director of Information Technology

Sally G. Hankins, Town Attorney

Diana Hays, Town Clerk

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Purcellville**

**Virginia**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

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, 2018.

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.

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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 2020 budget highlights.

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

# **TOWN MANAGER’S BUDGET MESSAGE**

March 20, 2019

Honorable Mayor, Members of Council and Town Residents:

I respectfully submit to you the Town of Purcellville’s Proposed Budget for Fiscal Year 2020 and Capital Improvement Plan for Fiscal Years 2020-2024 (“FY20 Budget”). I have worked with our Department Heads and Division Managers to prepare this year’s proposed budget consistent with three Council-commissioned reports: the Town Council’s Strategic Initiatives, the Novak Organizational Assessment, and the Phase 2 Investigative Report and Audit of our Police Department (collectively, “Guiding Documents”). However, this one-year budget proposal is but a first step toward achieving the goals, objectives and initiatives of these Guiding Documents. It is my strong recommendation that, once the Town has adopted its FY20 budget, the Town commence the critical next step of adopting a ten-year financial plan that will focus the Town on a path to fiscal sustainability for all of its major funds: General Fund, Special Parks and Recreation Fund, Water Fund, and Wastewater Fund. In order to accomplish this ten-year financial plan, the management team has engaged outside professional consultants to develop long-range forecasting models that will examine each cost center’s expected revenues and expenditures through 2030, both to maintain current service delivery and to achieve the strategic initiatives identified in the Council’s Guiding Documents. These modeling tools are in the development stage today, and are expected to be complete soon after the adoption of the FY20 budget. It is therefore critical that the Council and Administration unite in July 2019 with a common goal of identifying revenue enhancement ideas that will stabilize our fiscal position, and achieve the vision and mission set forth by this Council.

## **OUTLOOK**

As we look toward the new fiscal year, we are fortunate that the Town is located within a region of the country with a strong vibrant economy. The Town’s economy is likewise strong. It continues to grow with new commerce, businesses, and restaurants, increasing our assessed valuations, sales tax revenues, and meals tax revenues. The Council’s fiduciary oversight of the Town’s economic base and fiscal position has positioned Purcellville to enjoy the highest bond rating, an AAA from Standard and Poor’s. This fact will greatly assist the Town to receive one of the lowest interest rates on the market in its pursuit of bond financing for future capital needs.

## TOWN MANAGER'S BUDGET MESSAGE

While the short term economic outlook is strong, the recommendations delivered to the Council in the Guiding Documents call for significant improvements in all funds, requiring substantial resources.

The challenges that we face include:

- The preliminary cost estimate to achieve the 48 tasks identified in the Novak report is \$1.2 million in cash, plus another \$500,000 in in-kind services from the General Fund.
- Staff expects that the Compensation and Classification Study will identify the need for increases to wages and salaries of \$500,000 to \$750,000 annually, across all funds.
- The police department audit recommends (i) an additional 4 to 6 patrol officers, at an estimated cost of \$462,000, (ii) new and restructured command and administrative positions, at an estimated cost of \$175,000, and (iii) a new Police Headquarters, at an estimated cost of \$8,000,000.
- The Town needs an additional 200,000 gallons of water a day to be sustainable. The Town will need to either identify a new clean source for such water, at an estimated cost of between \$1 and \$2 million, or construct a Well Head Treatment Plant to treat water on the Aberdeen property, at an estimated cost of \$3.5 million.
- The Town's annual debt service payments in the Wastewater Fund will increase by \$1.3 million over the next 3 years, leveling off to about \$2.5 million annually in FY 2023. The Town is not currently positioned to pay this increased debt payment.

The ability to solve these pressing issues will require Council's resolve and leadership, coupled with administrative focus, perseverance, creativity and ingenuity, as well as community "buy-in" and support. It is this Administration's commitment to chart this path until we reach an equitable resolve.

In order to maintain our collective focus on the major issues before us, this year's budget is presented from a "Cost Center" perspective, rather than a line-item analysis. This framework will allow us to focus on policy, the Council's Strategic Initiatives, and the recommendations of the Guiding Documents, so that the budget achieves effective and efficient service delivery for our citizens, business community, and visitors. The proposed FY20 Budget represents a lean request for enhancements over the Town's current fiscal year, with the exception of the more substantial enhancement requested to undertake preliminary planning, engineering, and architectural services for construction of a new Police Department Headquarters. The proposed budget is balanced, and totals \$26.3

## **TOWN MANAGER'S BUDGET MESSAGE**

million across all funds, consisting of: a General Fund of \$16.8 million; a Parks & Recreation Fund of \$584 thousand; a Water Fund of \$3.5 million, and a Wastewater Fund of \$5.5 million. Each of these funds is discussed in more detail below.

### **GENERAL FUND GENERAL REVENUES**

The proposed General Fund budget totals \$11.9 million, a \$1.8 million increase over the adopted FY 2019 budget including \$1.2 million in transfer of cash reserves to support the new Police Facility CIP project. In 2019, the Town's real estate property assessments increased by 5.22% with revaluation accounting for 2.69% of the increase and new construction and growth accounting for 2.53% of the change. The 2019 value of all assessed property is \$1.4 billion, a \$79 million increase over 2018 values. The 2019 equalized tax rate or tax rate that would levy the same tax dollars as the prior year for existing properties is \$0.214 per \$100. The proposed 2019 tax rate is \$0.22 per \$100, no change from the prior year and a \$24 annual increase over the equalized rate for the average residential taxpayer.

In the FY 2020 proposed budget, 85% of governmental fund revenues are tax based, 11% are inter-governmental, and 4% are from other sources. This year's budget proposes no change to the current real estate tax rate of \$0.22; this rate has remained unchanged for five consecutive years starting in 2015. A public hearing has been set for March 26<sup>th</sup> for a rate not to exceed \$0.24, to provide the Council with maximum flexibility, if it is deemed that some of initiatives slated in the Council commissioned reports are critical to fund this fiscal year. Relative to revenues, the Town can expect to see an 8% increase in property tax revenue or an additional \$121,723 over anticipated FY 2019 collections. Other local taxes, which include Meals Tax, Sales Tax and Business License is projected to increase by 6%, netting an additional \$77,897.

This budget proposal maintains the Utility Chargeback methodology used in FY 2019 whereby General Fund Public Works personnel expenses are allocated to the Water and Wastewater Enterprise funds for administrative and operational support. The projected transfer from each utility fund is estimated at \$493,226 for a total General Fund reimbursement of \$986,452. While considerable, the Administration strongly believes that we should be reimbursing the General Fund at a minimum of \$1.5 million. Therefore, it can be reasoned that under the Town's current allocation policy, the General Fund is subsidizing the two Enterprise Funds by over \$500,000 each year.

# **TOWN MANAGER'S BUDGET MESSAGE**

## **GENERAL EXPENDITURES**

This year's budget plan calls for an additional 3.8 full time equivalents (FTE) over current staffing levels within three (3) departments (Police, Finance and Public Works) consistent with the Novak Organizational Assessment and the Phase 2 Investigation and Audit of the Police Department. Also included is capital outlay of \$200,815 for the Council approved vehicle lease program and continuation of our Public Works Vac-Con equipment lease (1/3 expensed to GF). The budget maintains \$65,015 in a contingency operating reserve for unexpected needs, emergency costs or council directed priorities. To balance the GF budget without the need to raise property taxes, my office is requesting a transfer of \$133,000 from the General Fund's Unassigned Fund Balance or reserves. As the Town's budget forecasts are conservative, it is expected that department expenditures will be under budget at the close of FY 2019 in excess of this amount, thus returning the Town's reserves equal or above this proposed budget transfer.

The Administrative Team has called for five (5) Capital Improvement Projects (CIP) totaling \$4.9 million dollars in FY 2020 to include: The Main and Maple Intersection Improvement Project, Phase 2 (\$685,930); 12<sup>th</sup> Street Improvements (\$1,780,000); 32<sup>nd</sup> and Main Intersection Improvements (\$780,000); Hatcher Avenue Sidewalk Improvements (\$475,000); and the Police Facility Preliminary Site, Planning, Engineering, Architecture Analysis (\$1,200,000). All Proposed CIP requests with the exception of the Police Facility request will be funded with non-local funding received from VDOT, NVTA and Proffers. The Police Facility request will initially be achieved via a cash transfer from the Unassigned Fund Balance, following Council's adoption of a Reimbursement Resolution proposing repayment from future bonds which will be secured prior to final plans and construction. Even with this temporary transfer, the Unassigned Fund Balance will remain above our current policy guidelines of \$3 million or 30% of Governmental Fund revenues.

## **SPECIAL PARKS & RECREATION FUND**

The Parks and Recreation Fund proposed budget totals \$583,854, a \$6,009 increase over the adopted FY 2019 Budget. At this juncture, the Administration is not requesting an increase in the Fireman's Field tax rate of \$0.030, the same rate as 2019; however to insure flexibility during the budget deliberation process, we have advertised a public hearing tax rate not to exceed \$0.035, the rate prior to the 2019 reduction. As the Council is aware, the Administration is negotiating a five year lease with the County to manage the Fireman's Field facility. As part of these negotiations, the Town has committed to perform a structural evaluation of this complex,

## **TOWN MANAGER'S BUDGET MESSAGE**

including all structures and appurtenant elements of the facility to develop a long-range capital asset management plan. While we will continue to request County grant assistance, the Town must plan for the cost of renovations. It is therefore not prudent to consider lowering Fireman's Field rate further in FY 2020 until this support is fully identified.

This budget includes the proposed FY 2019 mid-year staffing enhancement for our two part-time employees to full-time status. Also included is \$21,233 in a contingency operating reserve for unexpected needs, emergency costs or Council directed priorities. A \$50,000 transfer from Fund Balance is proposed to finance preliminary consulting services associated with the Sue Kane Trail Project. This future project is shown in the 5-year CIP plan in FY 2021 and 2022 assuming grant support is realized. The total cost of this project is estimated at \$315,000 with up to \$240,000 to be reimbursed through the Virginia Recreation Trails Grant, upon award. In FY 2020, no Parks and Recreation related projects are funded in the Town's General Capital Improvement Plan.

### **WATER FUND**

#### **WATER FUND REVENUES**

The Water Fund budget totals \$3.237 million, a \$2.058 million decrease from the adopted FY 2019 budget. The primary driver of this decrease is a 75% reduction in Water Availability revenue from the previous year. The financial analysis completed by MFSG last fiscal year recommended a 9% increase in water rates FY 2020 through FY 2024. To achieve structural balance of the fund, I am recommending deferral of this action as we undertake the comprehensive Cost of Service, Chargeback, and Utility Rate Restructuring Analysis by Stantec, the Town's new Utility Rate Consultant. As such, we are requesting Council's support of a moderate rate increase of 3% as a holding measure until completion of this new study. An interactive modeling tool will be developed for Council to utilize to test alternative approaches toward closing the anticipated budgetary gap expected over the next decade.

#### **WATER FUND EXPENDITURES**

The Water Fund is maintaining its current staff level or FTE's and has requested no new or expanded positions. A Chargeback cost of \$493,226 is included in the expenditures to reimburse the General Fund for Public Works personnel costs for administrative and operating support. This amount is at minimum, \$250,000 below the actual amount of General Fund costs incurred to support the Water Fund. Therefore, the General Fund is currently subsidizing the water operations by an equal amount to manage escalating water rates.

## **TOWN MANAGER'S BUDGET MESSAGE**

This year's budget requests a capital outlay of \$36,546 for vehicle leases and 1/3 share of the Vac-Con equipment lease. The fund maintains a contingency operating reserve of \$72,765 for unexpected needs, emergency costs, or Council directed priorities. No transfer of cash reserves is required to balance the budgeted expenditures. In FY 2020, the Water Capital Improvement Program includes two (2) projects for a total budget of \$220,400 funded from cash reserves: F Street Water Main (\$140,400), Intake Structure for Hirst Reservoir (\$80,000).

### **WASTEWATER FUND WASTEWATER REVENUES**

The Wastewater Fund budget totals \$4.824 million, a \$33,810 decrease from the adopted FY 2019 budget. Wastewater Availabilities are anticipated to decline by 90% or \$1,546,892 below the amount forecasted in the FY 2019 budget. As with the Water Fund, last year's MFSG financial analysis recommended a series of 9% wastewater rate increases. Until further modeling can be completed, I am requesting Council's support of a moderate rate increase of 3% as a holding measure.

### **WASTEWATER EXPENDITURES**

The Wastewater Fund is maintaining its current staff level or FTE's and has requested no new or expanded positions. A Chargeback cost of \$493,226 is included in the expenditures to reimburse the General Fund for Public Works personnel costs for administrative and operating support. This amount is at minimum, \$250,000 below the actual amount of General Fund costs incurred to support the Wastewater Fund. Therefore, the General Fund is currently subsidizing the water operations by an equal amount to manage escalating wastewater rates.

This year's budget requests a capital outlay of \$23,949 for vehicle leases and 1/3 share of the Vac-Con equipment lease. The fund maintains a contingency operating reserve of \$75,000 for unexpected needs, emergency costs, or Council directed priorities.

A significantly large transfer of cash reserves of \$1,395,020 is proposed to balance operating expenditures and to finance capital projects. Due to reduced wastewater availability revenues, this year's budget necessitates a \$733,240 transfer of Fund Balance to cover budgeted expenditures. An additional transfer of \$661,780 of Fund Balance is necessary to finance three (3) Wastewater Capital

## **TOWN MANAGER'S BUDGET MESSAGE**

Improvement Projects (CIP) projects in FY 2020 including: Membrane Replacement (\$173,780), East End Pump Station (\$125,000), West End Pump Station (\$363,000).

### **CONCLUSION**

It is clear that our two enterprise funds, Water and Wastewater, are structurally unbalanced and no longer sustainable under the current revenue structure. By FY 2023, annual debt service in the Wastewater Fund will increase by \$1.3 million, a 113% increase over FY 2020, and by \$125,000 in the Water Fund. By FY 2023, the cumulative changes in utility debt service alone, \$2.4 million, will significantly erode the Utility reserves if additional revenue is not identified.

As revenues from availability fees decline due to slowing development, the Utility Funds will become increasingly dependent on reserves unless other revenue sources are identified. This past year, the Town has used its cash reserves to cover operating deficits in the Wastewater Utility Fund. Continued use of reserves to cover operating deficits is not sustainable. The future capital needs in both Utility Funds are significant and necessary to guarantee production capacity and maintain critical infrastructure. The 5-year CIP identifies projects totaling \$7.3 million in the Water Fund and \$2.4 million in the Wastewater Fund through FY 2024. Furthermore, an additional \$14.3 million in Water and \$646 thousand in Wastewater long-term capital needs are estimated for FY 2025 and beyond. The practice of using cash reserves to cover operating deficits reduces the Town's available cash, and forces the Town to finance these future capital projects with credit.

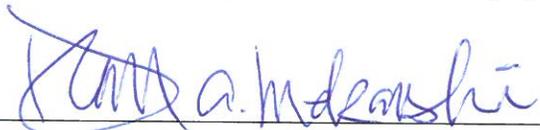
The General Fund also warrants our attention. New demands on the Town's General Fund resulting from recommendations in the Guiding Documents will exceed the expected increases in General Fund revenues resulting from growth in property assessments and other taxes. An initial assessment of costs associated with the Guiding Documents over five years indicates that the General Fund budget will require an additional \$2 million each year to remain balanced. These costs include: the projected debt service for the new Police Headquarters (\$300,000-delta of debt service versus current rent payments), new patrol positions (\$330,000), realignment of police command and administrative positions (\$100,000), implementation of the Novak Assessment (\$250,000), capital improvements to Fireman's Field (\$300,000), the implementation of the Compensation and Classification Study (\$150,000) and an estimated 6% annual growth in expenditures for wages, benefits, inflation, etc. (\$660,000). Without identification of new revenue enhancement

## TOWN MANAGER'S BUDGET MESSAGE

opportunities or tax rate increases (property, meals, others), the Vision, Mission, Goals, Objectives and Strategic Initiatives set forth by the Council will not be successfully achieved in a timely manner.

It is my recommendation that the organization dedicate the next fiscal year to developing a long-term financial plan to achieve sustainability for all funds. By late summer to early fall 2019, the long-range fiscal forecasting models we have commissioned should be complete. Upon delivery, I will work with the entire administrative team and Council to schedule multiple work sessions to chart all projected revenues and expenditures through 2030, allowing the Council to analyze alternative scenarios for revenue capture and cost reduction.

This fiscal modeling exercise will provide the framework to revise and refine Council's strategic initiatives, Administration's operational plan, and policy guidelines. It will further provide accountability, transparency and predictability to both our citizens and our business community. This level of fiduciary oversight will serve to strengthen the Town's credit rating capacity and assist the Council in defining new initiatives and projects to strengthen the Town's economic base.



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David A. Mekarski, AICP  
Town Manager

# FY 2020 Town Manager Proposed Budget Highlights

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## ALL FUNDS

- 3.0% Indexed Pay Increase for employees
- No change in Local Choice Health Insurance Program rates
- No change in Virginia Retirement System (VRS) rate
- Travel and Training increased to ensure 2% of salaries for all departments
- Does not include funding for upcoming Class and Comp Study implementation as costs are currently unknown

## GENERAL FUND

- General Fund budget totals \$11.9 million increasing by \$1.8 million over the adopted FY 2019 budget
- \$1.2 million of the budget increase is cash funded capital cost associated with the new Police Facility
- Real Estate Tax rate remained at \$0.22/\$100 assessed value
- No property tax rate increase in the General Fund
- A 1 cent change in the real estate tax rate is equivalent to \$141,000
- A 1 percent change in the meals tax rate is equivalent to \$433,000
- Growth projected in Property and Meals Tax categories
- Maintained FY2018 & 2019 Chargeback Methodology (additional analysis will be presented by Utility Rate Consultant)
- 1 Patrol Officer added; Overhire Authority for 1 additional Patrol Officer (limited budget impact); PD Managerial Command Realignment (limited budget impact); 1 Accreditation Manager transitioned from Part-Time to Full-Time; 1 Financial Analyst added; 1 Maintenance Worker transitions from Part-Time to Full-Time. A total of 3.8 Full time Equivalent (FTE) increase from current staffing levels.
- Capital Outlay of \$200,815 includes vehicle and vac-con equipment leases
- Operating contingency of \$65,015 for unexpected needs, emergency costs, or Council-directed priorities
- New revenue reserve of \$48,500 for anticipated grants (revenue neutral)
- Capital Improvement Program (CIP) includes 5 projects with FY 2020 budget of \$4.9 million
- CIP projects funded from external sources with the exception of \$1.2 million from cash reserves for the new Police Facility expected to be reimbursed via future loan
- Uses \$1,333,000 transfer in cash reserves (\$133,000 to balance budgeted expenditures; \$1.2 million transferred to CIP for new Police Facility)

# FY 2020 Town Manager Proposed Budget Highlights

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## SPECIAL PARKS & RECREATION FUND

- Parks & Recreation Fund budget totals \$583,854 increased by \$6,009 over adopted FY 2019 Budget
- Fireman's Field Tax District rate remained at \$0.030/\$100 Assessed Value
- No new or expanded positions
- Operating contingency of \$21,233 for unexpected needs, emergency costs, or Council-directed priorities
- No Capital Improvement Program (CIP) projects proposed in FY 2020
- Uses \$50,000 transfer in cash reserves to balance the budgeted expenditures

## WATER FUND

- Water Fund budget totals \$3.237 million decreased by \$2.058 million over the adopted FY 2019 budget due a decrease in availability revenue
- 3% proposed rate increase in water user fees
- No new or expanded positions
- Charge Back cost of \$493,226 to reimburse General Fund for Public Works personnel costs
- Capital Outlay of \$36,546 includes vehicle and vac-con equipment leases
- Operating contingency of \$72,605 for unexpected needs, emergency costs, or Council-directed priorities
- Capital Improvement Program (CIP) includes 2 projects with FY 2020 budget of \$220,400 funded from current revenue
- No proposed transfer of cash reserves to balance the budgeted expenditures and capital projects

## WASTEWATER FUND

- Wastewater Fund budget totals \$4.824 million decreased by \$33,810 over the adopted FY 2019 budget due a decrease in availability revenue
- 3% proposed rate increase in wastewater user fees
- No new or expanded positions
- Charge Back cost of \$493,226 to reimburse General Fund for Public Works personnel costs using
- Capital Outlay of \$23,949 includes vehicle and vac-con equipment leases
- Operating contingency of \$75,001 for unexpected needs, emergency costs, or Council-directed priorities
- Capital Improvement Program (CIP) includes 3 projects with FY 2020 budget of \$661,780 funded from cash reserves
- Uses \$1.395 million transfer in cash reserves (\$733,240 to balance budgeted expenditures; \$661,780 transferred to CIP)

## **Summary of Service Level Changes FY 2020**

### **General Fund**

Service Levels supported by the General Fund remain stable and sustainable in FY 2020.

Service areas include General Government, Public Safety, Public Works and Community Development.

### **Parks and Recreation Special Fund**

Service Levels supported by the P&R Special Fund remain stable and sustainable in FY 2020

Special event activities, such as the Wine and Food Festival and Music and Arts Festival, 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 2020.

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

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b><u>Pay Related Items</u></b>							
<b>All Departments</b>							
3% Index Rate Adjustment	This proposed Index Rate Adjustment is a component of the Pay for Performance Program Adopted in April 2014. The Rate Adjustment is intended to cover increases in cost of living as demonstrated by the Consumer Price Index along with maintaining competitiveness with other local governments for filling vacancies and retaining employees. Other jurisdictions are also proposing 2-4% rate adjustments, including Loudoun County, Town of Leesburg, and Town of Vienna.	0.00	\$179,714	\$0	\$0	\$0	\$179,714
Travel and Training	As noted in Novak report Recommendation #17, professional development and ongoing training play a critical role in educating the workforce and retaining skilled employees. Effective employee development programs create an environment of continuous learning where employees are encouraged to participate in improving their skillsets and applying these skills to their current jobs. Typical organizations devote 2% to 2.5% of the organization's budget to employee training. To ensure the Town sets aside the funding necessary for an effective employee training plan, this enhancement will benchmark the training budget to 2% of the Town employee's salary cost before benefits. The increase in the training budget of \$63,346 (\$56,000 to \$119,346) provides the investment in the Town's employees. These funds will be dedicated to employee training and not be diverted for other operations.	0.00	\$0	\$63,346	\$0	\$0	\$63,346
<b>Subtotal</b>		<b>0.00</b>	<b>\$179,714</b>	<b>\$63,346</b>	<b>\$0</b>	<b>\$0</b>	<b>\$243,060</b>
<b>General Fund</b>							
<b><u>Personnel, Operating and Maintenance, and Capital Outlay Items</u></b>							
<b>Administration</b>							
Legal Services	This budget increase is necessary to fund outside legal services at a normal operating level from \$21,000 to \$76,000 annually; an increase of \$55,000 annually. The outside legal services cost represent work for non-routine issues that involve specialized expertise to provide legal guidance and counsel to either the Council or the Town Manager and Town's Departmental offices. By increasing the legal services budget, the budget will align to a more realistic operating level and not be underfunded where outside legal services may not be available for issues that are unforeseen.	0.00	\$0	\$55,000	\$0	\$0	\$55,000

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Vehicle Replacement	The proposed leased vehicle (2020 Ford Escape SE 4x4) replaces the Administration Department vehicle (2011 Ford Escape Hybrid #110/41,665 miles) that is used for the Town Manager and Town employee business use. Annual lease cost is \$4,920 over 5 years. Total 5-year net lease cost \$12,187 after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings and estimated sales proceeds on the FY 2011 Ford Escape Hybrid. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from the procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0	\$0	\$0	\$4,463	\$7,505	(\$3,042)
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$4,463</b>	<b>\$7,505</b>	<b>\$51,958</b>
<b>Finance</b>							
OPEB Review	The Governmental Accounting Standards Board (GASB) requires municipalities to review its other post-employment benefits (OPEB) every 2 years. This cyclical expense provides for the mandatory review.	0.00	\$0	\$8,000	\$0	\$0	\$8,000
Financial Analyst	Budgeting and procurement are two of the most essential functions of a Finance Department, but both are currently being overseen by part-time staff. The Novak organizational assessment (#27) recommended full-time staff capacity for these functions. With our current part-time budget specialist retiring at the end of FY 2020, this position would begin the transition to learning the different functions within Finance and assuming the full duties for budget in FY 2021.	1.00	\$106,541	\$0	\$0	\$0	\$106,541
<b>Total</b>		<b>1.00</b>	<b>\$106,541</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,541</b>

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b>Police</b>							
Patrol Officers - 1 position	This enhancement will add 1 patrol officer and the new personnel's equipment/gear to the Police Department. The additional officer will provide a much safer working environment for themselves and their fellow officers, and also allow officers to work a consistent shift without constant call back for staffing shortages. It also allows for a higher level of police services to the Town. Additional officers will allow officers to conduct bike patrol, additional traffic education and enforcement, to become problem solvers on community issues, engage with businesses and the youth, and conduct more thorough and complete criminal investigations. This enhancement continues to build the organization by the six to eight officers as cited in the Purcellville Police Department independent review report. The Police Department had requested 2 Patrol officer positions. Due to budget constraints, the Town Manager recommends funding 1 new full-time patrol officer position and to provide the Police Department with overhire authority as described in the next enhancement.	1.00	\$54,093	\$10,750	\$0	\$0	\$64,843
Patrol Officer - Overhire authority for 1 Patrol Officer position	This request provides the Police Department with overhire authority that allows to hire one patrol officer position over the Department's FTE authorized limit. The overhire authority does not increase the personnel budget since due to regular personnel attrition within law enforcement and the lag time in hiring because of the turnover, the Police Department saves on payroll. However, to ensure gear, uniforms, supplies, ammunition, and training funds are available, the request seeks to fund these items totaling \$10,750. The patrol officer position require months of training and this authority will provide the Police Department to plan better where candidates can go through the academy and be trained and available when an opening occurs. This authority can also ensure the Police Department is properly staffed that can limit overtime costs.	1.00	\$0	\$10,750	\$0	\$0	\$10,750
Managerial Command Realignment	This enhancement will fund the internal realignment of the Department's managerial command into an operational component and administrative component. Through this alignment, each component will have a clear line of delineation and will provide greater accountability over the administrative duties of the Department, and allow for a logical chain of command for civilian employees and volunteer staff. The administrative component would oversee the volunteer program, property and evidence, in-car camera system, ensure accountability of staff through inspections, audits and when needed investigations, manage the hiring of police department employees, oversee subordinates who manage records, accreditation, social media, community outreach, facilities management, manage an officer wellness program, work in collaboration with the Chief, Deputy Chief, Operations Commander to ensure accountability and best practices are in place in all aspects of the Department.	0.00	\$42,000	\$10,750	\$0	\$0	\$52,750

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Accreditation Manager	The enhancement will bring this current part-time position to full-time position. A full time accreditation/policy manager is necessary to ensure the accuracy and compliance with all accreditation standards. This cannot be managed by a part-time person due to time sensitive nature of the accreditation process. The accreditation period consists of four years and 2,980 proofs of compliance. Each year, the Department must complete 745 proofs. In addition, the accreditation manager must maintain training and ensure the Department is not only up to date on the proofs, but must also ensure all officers are trained on the required topics, and often times the training must be completed within mandated time frames.	0.40	\$45,954	\$0	\$0	\$0	\$45,954
Wellness Program	The enhancement will implement a wellness program for the Police Department. Law enforcement is a stressful profession, especially in today's climate. The physical and mental health of our officers must be taken into consideration and to ensure work related stressors are not career ending. The Department's goal should be to ensure every officer can dedicate themselves 100 percent to their profession both physically and mentally, and have the opportunity to retire without complications. The wellness program would start this process to review the officer's physical and mental health and provide recommendations for their well-being.	0.00	\$6,000	\$0	\$0	\$0	\$6,000
Communication	This one-time budget enhancement is to add new radios to 2 police cars that will be added to one of the new vehicles and to replace an older obsolete radio.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Vehicle Replacement	The Police Department requests to obtain 5 leased vehicles of the Ford Interceptor SUV AWD to replace the following fleet that is older than 5 years: the 2011 Chevy Tahoe (#220/73,476 miles); 2 2013 Dodge Charger (#223/70,000 miles)(#224/83,243 miles), a 2014 Dodge Charger (#225/37,210) and a 2012 Chevy Impala (#221/79,298 miles). Along with the vehicle age, 4 of the 5 vehicles being replaced are sedans which limit the amount of gear, weather related navigation, officers field of vision, and greater difficulty to enter/exit. Lease cost for the 5 years for the 5 vehicles totals \$202,395. Total 5-year net lease cost after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds is \$124,438. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings and estimated sales proceeds on the 5 vehicles. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0.00	\$0	\$0	\$36,242	\$35,425	\$817

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Vehicle Addition	This enhancement is for the Police Department to add 1 leased Ford Interceptor SUV AWD vehicle to the Police Department fleet. This vehicle is needed for the additional staff. This proposed enhancement will bring the Police Department fleet to 12 vehicles for 22 total officers (includes the above proposed positions). Annual total lease cost for the 5 years is \$47,225. Total 5-year net lease cost with estimated personal property tax and estimated vehicle proceeds when this vehicle is returned in 5 years is \$37,814. The FY budget impact shown here is the 1st year lease cost including taxes plus the additional cost for fuel and maintenance in the budget to operate the new fleet vehicle.	0.00	\$0	\$2,195	\$7,248	\$0	\$9,443
<b>Subtotal</b>		<b>2.40</b>	<b>\$148,047</b>	<b>\$44,445</b>	<b>\$43,490</b>	<b>\$35,425</b>	<b>\$200,557</b>
<b>Public Works Administration</b>							
Vehicle Replacement	The proposed leased vehicle (2020 Ford Explorer 4x4 base model) replaces the previous Assistant Director of Public Work's vehicle (2009 Dodge Durango) that was disposed in late FY 2018. This vehicle will be used for the Assistant Director - Public Works business use and attending regional work meetings when required. Annual lease cost is \$5,892 over 5 years totaling \$29,460. Total 5-year net lease cost \$12,187 after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from the procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0.00	\$0	\$0	\$5,363	\$905	\$4,458
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,363</b>	<b>\$905</b>	<b>\$4,458</b>
<b>Public Works Maintenance</b>							
Maintenance Worker PT to FT	This budget enhancement will strengthen the Public Works team and allows the Senior Maintenance Specialist to concentrate on Town Hall and Town's property assets for condition assessment and repair schedule.	0.40	\$45,310	\$0	\$0	\$0	\$45,310
Heavy Duty Lift for Fleet Maintenance	As recommended in the Novak organizational assessment recommendation (#46), the Maintenance Department requests to obtain a two-post lift for safer and more efficient fleet maintenance. Currently, the Maintenance Department uses a four corner lift that block access to much of the underside of the vehicle. This current system makes even simple maintenance task, such as oil changes and tire changes, difficult. The two-post lift would make these vehicle maintenance tasks quicker, safer, and easier. This request for \$17,000 is a one-time budget expense.	0.00	\$0	\$0	\$17,000	\$0	\$17,000

## FY 2020 PROPOSED ENHANCEMENTS

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DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Vehicle Replacement	The Public Works - Maintenance Department requests to obtain 6 leased vehicles to replace the following fleet that is older than 5 years: the 2003 Chevy 2500HD (#105/62,411 miles) for a 2020 Ford F-350 Super Cab base model; a 2003 Ford F-550 (#507/15,947 miles) for a 2020 Ford F-350 Super Cab base model; a 2006 Ford Escape (#106/78,276 miles) for a 2020 Ford F-150 extended cab base model; a 2006 Ford F-350 (#515/14,377 miles) for a F-450 Extended Cab 4x4 base model; a 2009 Ford F-350 (#511/49,710 miles) for a 2020 Ford F-350 Super Cab base model; and a 2012 Ford F-250 (#513/191,164 miles) for a 2020 F-250 base model. Lease cost for the 5 years for the 6 vehicles is \$341,640. Total 5-year net lease cost after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds is \$245,602. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings and estimated sales proceeds on the 6 vehicles. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0.00	\$0	\$0	\$61,042	\$38,930	\$22,112
Town - Holiday and Decoration	To help ensure the safety of the parade goers, this request is to fund temporary barricades for the longest portion of the July 4th and Winter Holiday parade. The cost increase in the Holiday and Decoration budget will fund barricade rentals for the two parades costing \$10,000 for each event.	0.00	\$0	\$20,000	\$0	\$0	\$20,000
<b>Subtotal</b>		<b>0.40</b>	<b>\$45,310</b>	<b>\$33,000</b>	<b>\$78,042</b>	<b>\$38,930</b>	<b>\$117,422</b>
<b>Community Development</b>							
Zoning Ordinance Update	With the new comprehensive plan, the zoning ordinance will need to be updated to ensure the Town maintains a consistent and statutory approach to development regulations. The most recent major update to these codes occurred in 2012. This enhancement funds the first phase of the zoning ordinance update, the diagnostic. The funding would be used to contract for a zoning diagnostic to determine the scope, effectiveness, and consistency with the goals of the Town's new Comprehensive plan. The diagnostic will identify problems areas, inconsistencies and provide recommendations to update the zoning ordinance. The diagnostic is expected to cost \$12,000 to \$15,000. Any leftover funding from the zoning diagnostic will be used to procure a consultant to revise the zoning ordinance. Based on other municipalities, we expect the total cost of the diagnostic and ordinance revision to be around \$120,000 to \$140,000. This enhancement funds \$60,000 in FY 2020 to start the project and staff plans to request the remainder of the funding in the FY 2021 budget.	0.00	\$0	\$60,000	\$0	\$0	\$60,000

## FY 2020 PROPOSED ENHANCEMENTS

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DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Vehicle Replacement	The proposed leased vehicle (2020 Ford Escape SE 4x4) replaces the Community Development Department vehicle (2011 Ford Escape Hybrid #107/41,665 miles) that is used for the Community Development staff and other Town employee business use. Annual lease cost is \$4,920 over 5 years. Total 5-year net lease cost \$12,187 after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings and estimated sales proceeds on the FY 2011 Ford Escape Hybrid. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from the procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0.00	\$0	\$0	\$4,463	\$7,505	(\$3,042)
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$4,463</b>	<b>\$7,505</b>	<b>\$56,958</b>
<b>Legislative / Advisory</b>							
Dues and Subscriptions	This budget request is to re-join and fund the Town's membership with the Northern Virginia Regional Commission (NVRC). Through the NVRC membership, the Town has access to studies and reports that affecting other northern Virginia municipalities and adopt best practices. Further, NVRC membership allows the Town to be eligible for NVRC grants they received from Federal and State organizations and can be passed through membership municipalities.	0.00	\$0	\$5,863	\$0	\$0	\$5,863
Committee on Environmental Special Program	This request is to increase the Committee on Environmental Special Program operating budget by \$3,000. This increase is to fund annual activities related to the carbon footprint initiative.	0.00	\$0	\$3,000	\$0	\$0	\$3,000
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$8,863</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,863</b>

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b>Parks and Rec Fund</b>							
Consultants	This request will fund phase 1 to establish a multi-use trail through the Sue Kane Nature Preserve. Currently, this project is shown in the Town's 5-year Capital Improvement Project (CIP) that would begin in FY 2021. During this phase of the project, Town staff will research and write the proposal for the Virginia Recreational Trails program. Given the special engineering requirements in the grant to respond to questions such as design standards; useful life expectancy of the trail; trail surface type; compliance with the accessibility requirements of the Americans with Disability Act; environmental analysis and associated impacts such as mitigation requirements; Federal, State and local permits and approvals required; future long-term maintenance of the trail and maps showing all of the linkages the new trail will offer, professional engineering support will be necessary. The Recreational Trails grant program is very competitive and the Town must submit a highly technically competent application to have any chance of award.	0.00	\$0	\$15,000	\$0	\$0	\$15,000
General Expenses - PRAB	The Parks and Recreation Advisory Board has initiated a project to purchase and install bike racks throughout town as well as a bike repair station close to the Train Station. The purpose is to encourage people who ride bikes, especially along the W&OD Trail, to come into town to enjoy the businesses and the food and beverage establishments. The bike repair station will give riders a way to make quick repairs. The Parks and Recreation Advisory Board is coordinating with the Purcellville Arts Council to make the bike racks functional pieces of art. PRAB plans to secure sponsorships for some of the racks as well to help fund them. This project will encourage people who ride bikes, especially along the W&OD Trail, to come into town to enjoy the businesses and the food and beverage establishments. The cost of bike racks can be anywhere from \$250 to \$550, and a bike repair station will cost approximately \$1,000. These costs do not include installation.	0.00	\$0	\$1,500	\$0	\$0	\$1,500
Skating Rink Expenses	This request restores funding to this Cost Center to separate the expenses related to Bush Tabernacle from Fireman's Field Complex Funding. The Town has a responsibility to manage this Town-owned facility. Items included within this line item include gutters, shelving for the skates, software and computer to manage the HVAC, plumbing, locks, sound and phone systems, fire suppression system inspections, back flow prevention inspections and maintenance, alarm system, and other issues as they arise. In addition to the building and maintenance expenses, the Town is responsible for the Tabernacle Building HVAC preventative maintenance and repairs, electricity for the park lot and general expenses related to the Town's use of the Tabernacle.	0.00	\$0	\$43,150	\$0	\$0	\$43,150

## FY 2020 PROPOSED ENHANCEMENTS

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DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
July 4th Program	The Town of Purcellville works on the annual July 4th Parade and this additional funding will provide the necessary resources to operate the parade.	0.00	\$0	\$2,000	\$0	\$0	\$2,000
Winter Holiday Program	This funding allows the Town of Purcellville to plan and manage the Winter Holiday program which includes the Town Tree Lighting, the Holiday Lights Tours, the Christmas in Purcellville festivities at the Train Station and Bush Tabernacle. In this past year, the Winter Holiday needed additional funding and this increase provides a more realistic budget to run the Town's Holiday Program	0.00	\$0	\$5,500	\$0	\$0	\$5,500
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$67,150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,150</b>
<b>PW WATER</b>							
Tank Painting	The exterior water tank at the Water Division station has not been painted since 1992. The tank painting will protect the tank by preventing future corroding and help preserve the structural integrity. In addition, tank paint can prevent future maintenance costs from the corrosion process.	0.00	\$0	\$49,000	\$0	\$0	\$49,000
Long Range Planning - Water Model Update	The existing water model needs to be updated and calibrated to incorporate several new commercial and residential developments, and new facilities that have been added to the system. Additionally, the VDH permit is expected to be modified to reflect the wells that are actually in use and their yields. To maintain the accuracy of the hydraulic model, a review of the existing model and update of the system demand and controls is needed. This model is used to determine the effects of any new development on the Town's distribution and supply system.	0.00	\$0	\$50,000	\$0	\$0	\$50,000
Vehicle Replacement	The proposed leased vehicle (2020 Ford F-350) replaces the Water Division vehicle (2013 Ford F-250 #314/85,485 miles) that is used for the Water Fund employee business use. Annual lease cost is \$12,971 over 5 years. Total 5-year net lease cost \$34,545 after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings and estimated sales proceeds on the FY 2020 Ford F-350. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from the procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0.00	\$0	\$0	\$11,517	\$10,305	\$1,212
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$99,000</b>	<b>\$11,517</b>	<b>\$10,305</b>	<b>\$100,212</b>

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b>PW WASTEWATER</b>							
Utility Line Repairs	The utility line repairs line item operating base is increasing from \$32,000 to \$50,000; a net increase of \$18,000. The increase will be used to fund additional efforts to minimize inflow and infiltration (I&I) in the collection system by replacing older utility lines and other equipment within the Town's control.	0.00	\$0	\$18,000	\$0	\$0	\$18,000
New Plant Equipment	As part of the phase 2 and to prepare for the upcoming membrane change-out (currently scheduled to be installed in FY 2022), this increase is to procure the other 2 permeate pumps and bubbler with the membrane system. The pumps are essential to the membrane treatment process and are used to pump the treated water through the membrane filter. Upgrading the pumps will ensure continued compliance and reliability. The 4 pumps, bubbler, along with the membranes are at the end of their lifecycle and these components are being replaced through a phased in process to lower the budget impact on an annual basis.	0.00	\$0	\$80,000	\$0	\$0	\$80,000
Financial Advisor	To increase is to pay for the additional cost related to the Town's current utility rate study that is starting in FY 2019 and be concluded in FY 2020. This study will identify capital needs in the Utility Funds, perform financial analysis related to the operations, debt service and over fund balance, and provide recommendations on rates and charges to appropriately fund the enterprise Utility funds. These results and decided actions will most likely be discussed and proposed in the FY 2021 budget.	0.00	\$0	\$10,000	\$0	\$0	\$10,000
Long Term Planning - Sanitary Sewer Model Update	The sanitary sewer model was updated in 2007, and again in 2012 after 2 phases of sanitary sewer rehabilitation for I&I. Model updates were recommended every 5 years as a part of the I&I Program; it was not updated in 2017 or 2018 due to budget constraints. Since the last comprehensive update, several major commercial and residential developments have been developed in the Town. Flow modeling and updated GIS information, the first steps in the model update, were completed in 2018. With the new data, the engineer and owner have the information needed to update the sanitary sewer model and utilize this model for future sanitary sewer collection system planning. This model is used to determine the effects of any new development on the Town's collection system.	0.00	\$0	\$50,000	\$0	\$0	\$50,000

## FY 2020 PROPOSED 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. Proposed Department Head enhancements total \$1.185 million in net funding and 3.80 FTE for FY 2020.

DEPARTMENT REQUEST	DESCRIPTION	Proposed FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
Long Term Planning - Sanitary Sewer Evaluation Study (G Street Basin)	Sanitary Sewer Evaluation Study (SSES): In March – May of 2018, flow monitoring data was collected at several locations in the Town’s collection system. The Town’s consultant evaluated the rain-derived infiltration and inflow (RDII) to quantify the difference in flow between wet weather flows during a rain event and dry weather flows. Typically a RDII of 10,000gpd/in-mile or greater is considered excessive and further investigation in the metershed should be further evaluated. Six (6) metersheds were identified and were prioritized as follows: 211 G Street; Nursery Avenue; Gardner Meadows I; F Street; East Main Street; 20 <sup>th</sup> & G Street. This Study will lay the groundwork for the 211 G Street metershed, and provide a template for further studies and implementation recommendations for the other metersheds.	0.00	\$0	\$60,000	\$0	\$0	\$60,000
Vehicle Replacement	The proposed leased vehicle (2020 Ford F-150) replaces 2008 Chevy Colorado Dodge Durango) that was disposed in late FY 2018. This vehicle will be used for the Wastewater work and business use. Annual lease cost is \$5,460 over 5 years. Total 5-year net lease cost \$19,253 after 5-year budgetary maintenance savings, estimated personal property tax, and estimated vehicle sales proceeds. The FY 2020 budget impact shown here is the 1st year total lease cost including taxes less the first year maintenance savings. Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from the procurement, equipment installation, initial licensing and trips to the DMV; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.	0.00	\$0	\$0	\$5,363	\$2,605	\$2,758
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$218,000</b>	<b>\$5,363</b>	<b>\$2,605</b>	<b>\$220,758</b>
<b>TOTAL</b>		<b>3.80</b>	<b>\$479,612</b>	<b>\$656,804</b>	<b>\$152,701</b>	<b>\$103,180</b>	<b>\$1,185,937</b>

## FY 2020 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2020 Town Manager 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 were not funded with the currently forecasted revenue estimates. Total unfunded request amount to \$617,643 and 1.6 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b><u>Pay Related Items</u></b>							
<b>All Departments</b>							
Compensation Study Implementation - 1st step	This enhancement provides a set aside amount of 1% of Town base salaries to fund any adjustments to salary based on the Compensation study recommendations that will be completed in FY 2020. Since the compensation study will not be completed until next fiscal year, this enhancement will be re-analyzed during FY 2020 and incorporated within the organizational assessment and Police Department independent review recommendations. During FY 2020, the 1% setaside amount Town-wide is \$65,477.	0.00	\$65,477	\$0	\$0	\$0	\$65,477
<b>Subtotal</b>		<b>0.00</b>	<b>\$65,477</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,477</b>
<b>General Fund</b>							
<b><u>Personnel, Operating and Maintenance, and Capital Outlay Items</u></b>							
<b>Police Department</b>							
Part-Time Records Manager	This enhancement would fund a part-time records manager position to improve the overall administrative task of the department and assist management to focus on higher level duties. The position would assist with maintaining records related to police functions and provides administrative support to the office, such as answering incoming calls, preparing monthly statistical reports, serve as backup to handling requisition requests, compiling monthly departmental budget status, and invoice approval, and maintaining police records management filing system. Due to budget constraints, the Town Manager did not approve this position for the FY 20 proposed budget and this proposed position will be reviewed for possible inclusion in the next budget cycle.	0.60	\$35,133	\$0	\$0	\$0	\$35,133
Microphone Kits	In October 2017, the Police Department purchased and installed in-car camera systems in seven police vehicles. These systems provide video evidence of criminal activity, DUI arrests and traffic violations. The videos are also an important part of the Police Department's officer accountability and transparency initiatives. Like any piece of equipment used 24/7 every day of the year, wear and tear becomes a factor, especially equipment worn on the vest of a police officer. Over use in the police environment results in breakage and down time. In today's climate juries expect video evidence. Pursuant to this budget request, the Department will purchase 15 microphones to be issued to each officer, with two in reserve to ensure 100% audio and video recordings of police activity. The new units will be under warranty until 2022. This budget request may be funded if available funds are identified in FY 2019 or as an addendum to the FY 2020 budget request.	0.00	\$0	\$6,000	\$0	\$0	\$6,000
<b>Subtotal</b>		<b>0.60</b>	<b>\$35,133</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,133</b>

### FY 2020 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2020 Town Manager 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 were not funded with the currently forecasted revenue estimates. Total unfunded request amount to \$617,643 and 1.6 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b>Public Works Engineering</b>							
Long Range Planning - Transportation Plan	The Town-wide transportation plan was last updated in 2009. Purcellville has experienced and is experiencing moderate growth within the Town and around its boundaries. From 2010 to 2017, the population in Purcellville grew by nearly 2,000, and is expected to increase to as many as 14,000 by 2040. This increase in population within Town, along with increased tourist traffic, impacts road use within Town as well as on the roads maintained by the County and State that enter and exit the Town. Further, upcoming County road projects such as the Route 690/Route 7 Interchange and the Route 287 Interchange Enhancement Project are likely to impact traffic in Town. To ensure that the Transportation Plan reflects the current state of the Town and to prepare for the changes these projects and continued growth will bring to the Town, it is critical that the Town Transportation Plan be updated. During this current budget cycle, Loudoun County did not provide funding for the study that includes County and Town road infrastructure. Based on current Loudoun County policies and County staff feedback, the County will only fund studies for Towns when the exigencies of the crisis demand it or it is a capital asset project. As a result, the Town will need to identify its own funding for this study in future budget years.	0.00	\$0	\$350,000	\$0	\$0	\$350,000
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>
<b>Community Development</b>							
Code Enforcer	This proposed new position would add a code enforcement officer to the Community Development staff. While the Town can have excellent codes and regulations enacted that promote orderly development and neighborhood protection, it means little if the codes are not enforced. This position would work with Town businesses and residents to understand the Town codes and, if in violation, work on a remediation plan to bring the building/property back to standards. At this time, the zoning ordinance update is a higher priority and this position will be reviewed whether it may make more sense within the Police Department or Community Development.	1.00	\$84,363	\$0	\$0	\$0	\$84,363
Permit Software	The Community Development staff relies on a paper-based processes and manual ledgers. This proposed enhancement will procure a software system which will automate the Department's data tracking, record-keeping, and performance measurement. The software will assist staff in quickly accessing a property permit history for staff research and response. At this time, the enhancement is not funded until additional research can be performed on different software packages and alternatives.	0.00	\$0	\$40,000	\$0	\$0	\$40,000
<b>Subtotal</b>		<b>1.00</b>	<b>\$84,363</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,363</b>

### FY 2020 UNFUNDED ENHANCEMENTS

In the course of preparing the FY 2020 Town Manager 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 were not funded with the currently forecasted revenue estimates. Total unfunded request amount to \$617,643 and 1.6 FTE.

DEPARTMENT REQUEST	DESCRIPTION	PROPOSED FTE	Personnel	Operating & Maintenance	Capital Outlay	Revenue	Net Budget Impact
<b>Legislative / Advisory</b> Town Strategic Implementation Workplan	This request would use a consultant to be a project manager and liaison between Town staff, Council, and residents to work toward an implementation plan that was independent and ensured project task and deadline completion. This enhancement would ensure Council's vision and strategic plan is coordinated between Council and staff to provide a structured implementation workplan that links the Organizational Assessment and Police Independent Review report recommendations in coordination of the needs of the Town and their desired service level. As the employee comp and class, water resource, and utility rate study near completion, this type of resource might be valuable to integrate the recommendations and develop a project plan. Additional discussion need to occur related to the format for the workplan implementation and at this time, the enhancement is not funded.	0.00	\$0	\$36,700	\$0	\$0	\$36,700
<b>Subtotal</b>		<b>0.00</b>	<b>\$0</b>	<b>\$36,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,700</b>
<b>TOTAL</b>		<b>1.60</b>	<b>\$184,973</b>	<b>\$432,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$617,673</b>

**Introduction**

This section presents an overview and a statistical view of the Town of Purcellville. The following pages contain:

- Fast Facts
- Your Tax Dollar at Work
- Location Map
- Organization Chart
- Demographic and Economic Statistics
- Major Property Owners & Principal Employers
- Governmental Funds Revenue Trends
- Governmental Funds Expenditure Trends

# FAST FACTS

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Purcellville is an award-winning town of approximately 9,700 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](http://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 9,771\*  
Dwelling Units: 2,983\*  
Number of Utility Accounts: Residential 2,546 / Commercial 307

Number of Commercial Businesses: 786  
Number of Food Establishments: 52  
Number of Licensed Contractors: In-Town 32 / Out of Town 231

Total Taxable Real Property (as of January 1, 2019): \$1,444,372,920

Total Town Assets as of June 30, 2018: \$129,589,776

Miles of Streets Maintained: 52.25 miles (VDOT eligible) 1.17 miles (ineligible)  
Miles of Water lines Maintained: 47  
Miles of Sewer Lines Maintained: 36  
Gallons per day water/sewage produced / treated: 593,600  
Tons of Refuse Collected Annually: 1963  
Tons of Recycling Collected Annually: 865  
Tons of Yard Waste Collected Annually: 536

Educational Institutions within Town Limits:  
Emerick ES, Mountain View ES, Blue Ridge MS, Loudoun Valley HS, Woodgrove HS, Patrick Henry College

\* Source: U.S. Census Bureau last update to Town's population was July 1, 2017

# YOUR TAX DOLLAR AT WORK

## FY 2020 Proposed Budget



This dollar bill graphic provides a high level view of how the taxpayer's dollar is used in the Town of Purcellville's FY 2020 Governmental Funds Budget.



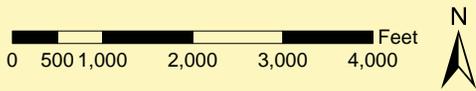
# Official Zoning Map

## 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.

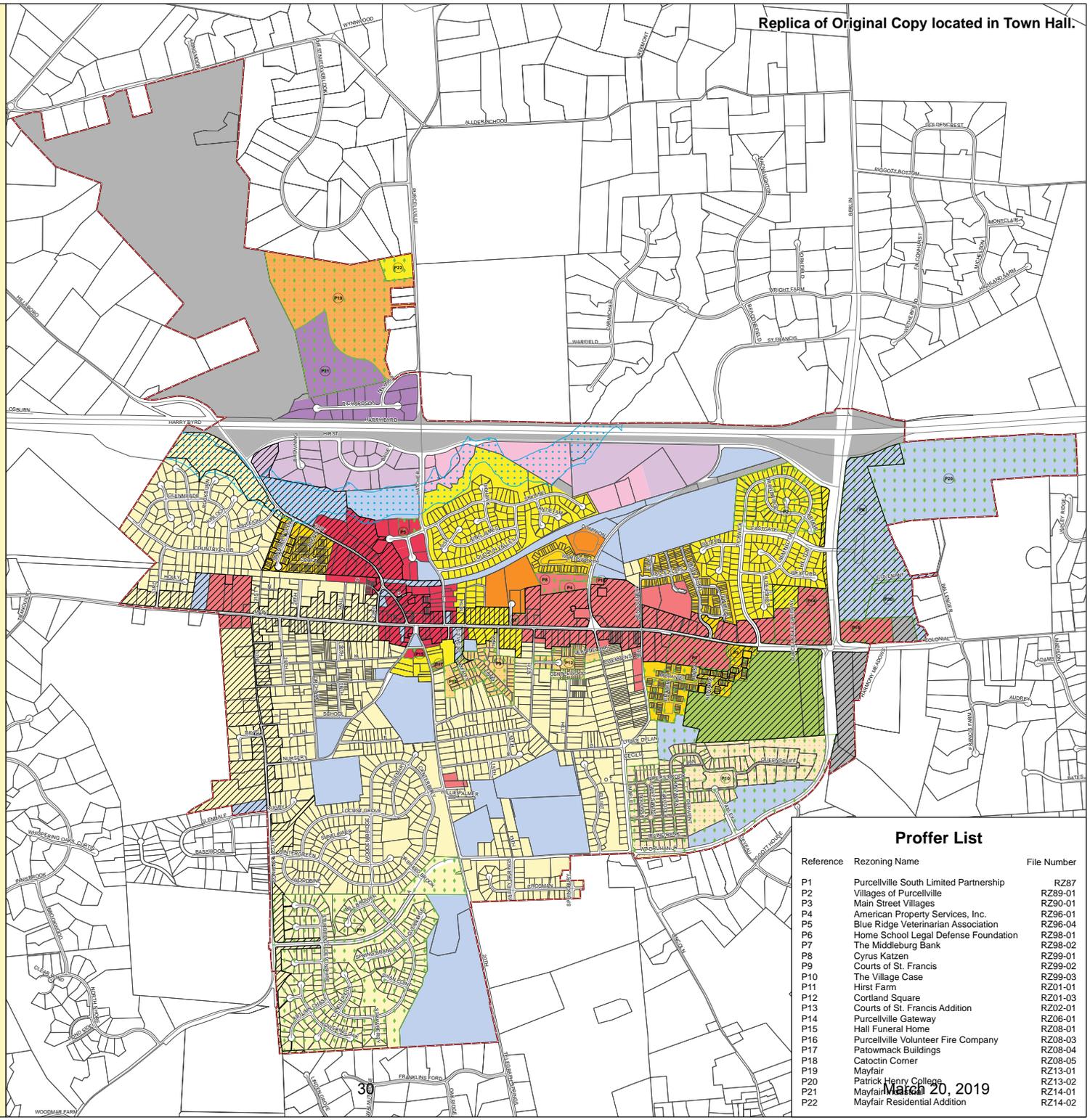
Disclaimer: The Town of Purcellville is not responsible for loss, if any, resulting from the use of this map or related data. Although this is displayed as the official town representation of zoning, property surveys should be referenced for the precise location of parcel lines and zoning boundaries.

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.

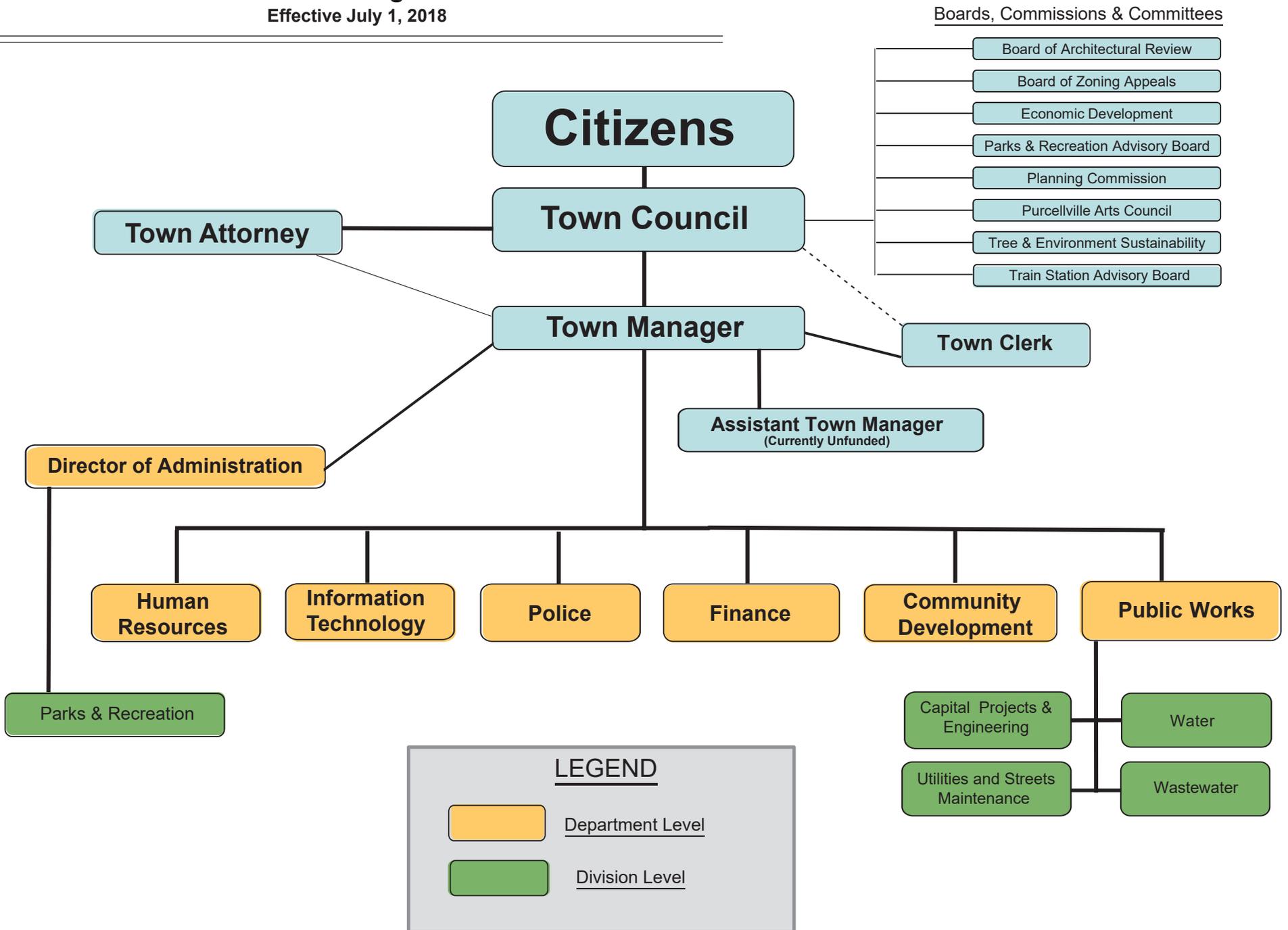


## Proffer List

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 Residential Addition	RZ14-01
P22	Mayfair Residential Addition	RZ14-02

# Town of Purcellville Organization Chart:

Effective July 1, 2018



## LEGEND

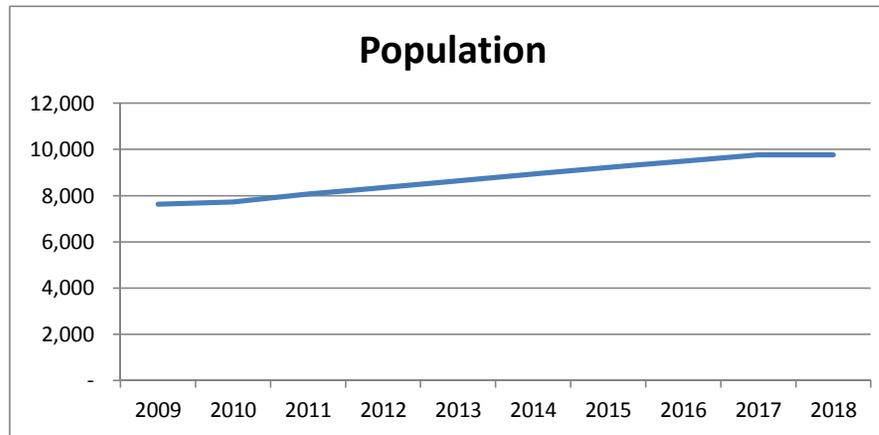
- Department Level
- Division Level

## DEMOGRAPHIC AND ECONOMIC STATISTICS

		Loudoun County	Loudoun County	Purcellville	Loudoun County
Fiscal	Purcellville	Per Capita	Median	School Age	Unemployment
Year	Population (1)	Income (2)	Age (3)	Population (4)	Rate (5)
2009	7,632	61,471	33.8	2,105	5.0
2010	7,727	62,979	33.6	2,105	5.2
2011	8,075	66,042	33.5	2,297	5.0
2012	8,343	68,208	33.4	2,330	4.8
2013	8,645	66,517	33.5	2,488	4.7
2014	8,931	67,577	33.6	2,603	4.5
2015	9,221	70,046	33.6	2,563	3.8
2016	9,490	71,218	33.7	2,699	3.4
2017	9,771	73,100	33.2	2,842	3.2
2018	9,771	75,700	33.4	2,904	2.7

Sources:

- (1) 2010: US Bureau of Census, 2010 Decennial Census.  
2011-2017: US Bureau of Census Population Estimates.  
U.S. Census Bureau last update to Town's population was July 1, 2017.
- (2) 2009-2016: Bureau of Economic Analysis, US Department of Commerce, November 16, 2017.  
2017-2018: Loudoun County Department of Management and Budget estimates.
- (3) 2010: US Bureau of Census, 2010 Decennial Census.  
2009,2011-2017: Loudoun County Department of Planning and Zoning. 2018 is County estimate.
- (4) 2009: Loudoun School Census (triennial), Loudoun County Public Schools;  
2010-2017: Weldon Cooper Center for Public Service; 2018 Loudoun County estimate.  
School-Age Population Estimates for July 1 of the year indicated.  
2018 is Department of Management and Budget estimate.
- (5) Local Area Unemployment Statistics, Virginia Employment Commission, Month of June each year. Values for 2010-2017 are revised.



## MAJOR PROPERTY OWNERS & PRINCIPAL EMPLOYERS

<b>Major Property Owners</b>		
<b>Owner</b>	<b>Description/Location</b>	<b>Percentage of Total 2018 Assessed Value</b>
NSHE Fool Hollow Lake LLC	Shopping Ctr (105 Purcellville Gateway)	2.60%
Main St. Station LLC	Shopping Center (1000 E Main St)	1.79%
S R B Enterprises LLC	Shopping Center (711 E Main St)	0.88%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	0.78%
Valley Medical Center LLC	Medical Center (205 Hirst Road)	0.64%
Purcellville Development LLC	Shopping Center (1231 Wolf Rock Rd)	0.51%
Maple Avenue Apartments LP	Apartments (610-650 Dominion TE)	0.39%
Main Street Associates LP	Apartments (123 16th St)	0.37%
LRG-125 Hirst Road LLC	Office Building (125 Hirst Road)	0.31%
Purcellville Plaza LLC	201 N Maple Ave	0.30%

Source: Loudoun County Assessor of Real Estate

<b>Principal Employers</b>	
<b>Employer</b>	<b>Employees in FY18</b>
Loudoun County Schools	618
Wholesale Screening Solutions	185
Harris Teeter	170
Blue Ridge Veterinary Assoc., Inc.	119
Giant	112
Chick-fil-A (Payne Leadership Dev. Group)	100
Home School Legal Defense	100
Magnolia's at the Mill	88
Town of Purcellville	85
Loudoun Stairs	72

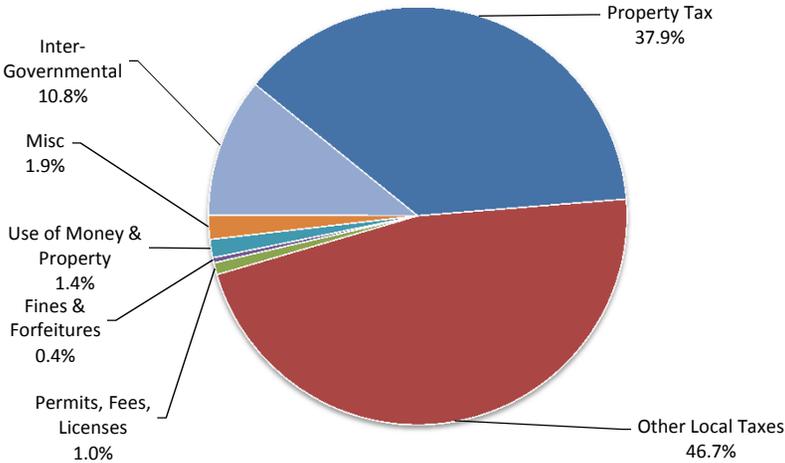
Source: Town Business License Renewal and Loudoun County Public Schools

# GOVERNMENTAL FUNDS REVENUE TRENDS

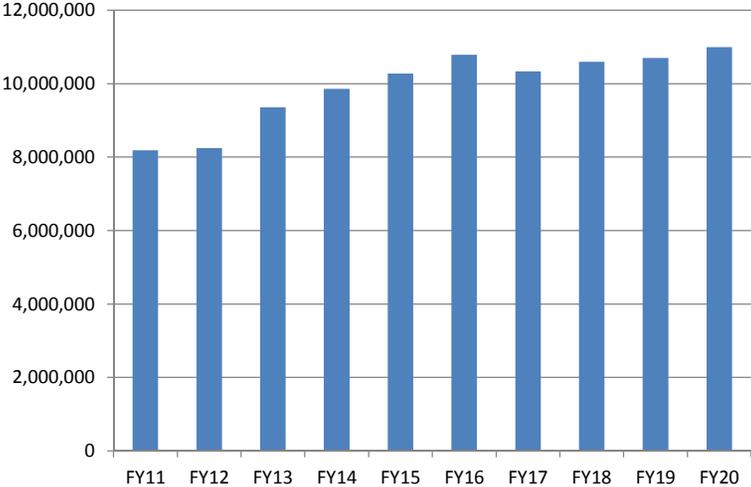
		Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property	Misc	Inter-Governmental	Total Revenues
<b>FY11</b>	Actual	2,526,829	2,996,580	118,070	80,287	69,615	1,222,077	1,171,565	8,185,023
<b>FY12</b>	Actual	2,526,297	3,191,608	81,782	73,046	50,350	1,186,070	1,132,421	8,241,574
<b>FY13</b>	Actual	2,850,968	3,705,243	102,822	84,156	42,558	1,196,391	1,377,979	9,360,117
<b>FY14</b>	Actual	3,095,888	3,829,675	217,668	64,947	41,353	1,204,023	1,404,028	9,857,582
<b>FY15</b>	Actual	3,239,133	4,186,769	161,370	57,326	40,342	1,144,434	1,442,659	10,272,033
<b>FY16</b>	Actual	3,472,962	4,567,328	142,774	42,844	39,846	1,102,569	1,421,712	10,790,035
<b>FY17</b>	Actual	3,648,248	4,762,951	157,629	61,696	49,464	210,938	1,444,817	10,335,743
<b>FY18</b>	Actual	3,874,779	4,935,610	126,521	58,302	130,114	141,180	1,331,286	10,597,792
<b>FY19</b>	Estimated	4,064,011	5,060,798	111,000	44,100	121,500	108,552	1,188,831	10,698,792
<b>FY20</b>	Proposed	4,165,743	5,138,695	101,000	44,100	154,500	207,810	1,183,148	10,994,996

Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.

**FY 2020 Governmental Funds Revenues**



**Governmental Fund Revenues**

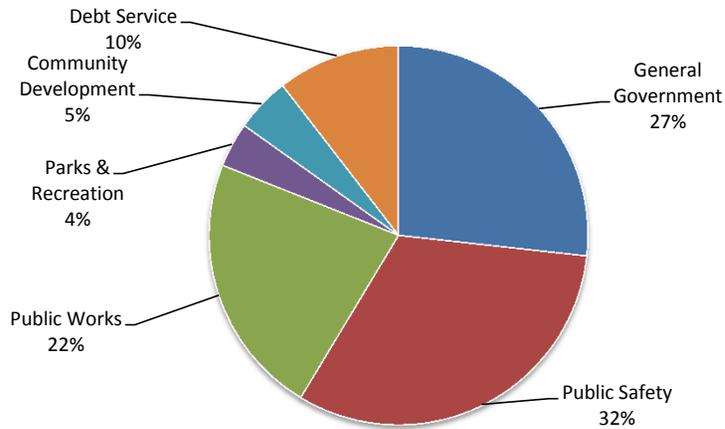


## GOVERNMENTAL FUNDS EXPENDITURE TRENDS

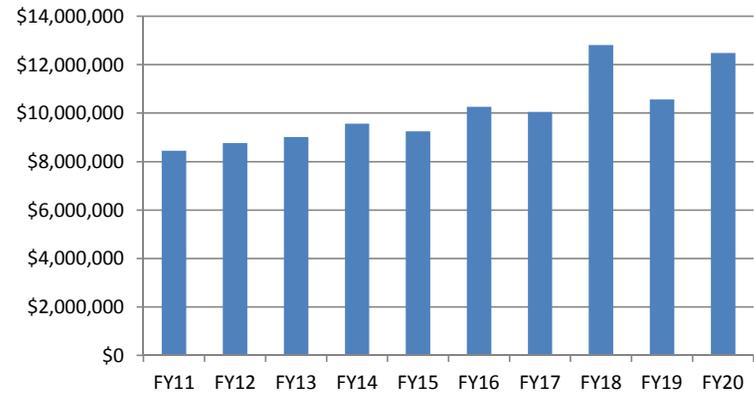
		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Debt Service	Total Expenditures
<b>FY11</b>	Actual	2,348,933	1,626,498	2,821,523	26,800	412,050	1,210,890	8,446,694
<b>FY12</b>	Actual	2,366,088	1,788,562	2,769,287	80,475	420,361	1,338,294	8,763,067
<b>FY13</b>	Actual	2,390,979	1,838,119	2,747,417	153,330	426,093	1,451,122	9,007,060
<b>FY14</b>	Actual	2,515,213	1,906,858	3,285,281	183,440	420,836	1,255,564	9,567,192
<b>FY15</b>	Actual	2,471,121	1,968,590	2,729,601	227,434	431,276	1,419,855	9,247,877
<b>FY16</b>	Actual	2,611,773	2,068,546	3,387,426	169,803	495,504	1,535,822	10,268,874
<b>FY17</b>	Actual	2,679,550	2,103,905	3,014,297	174,316	537,634	1,544,812	10,054,514
<b>FY18</b>	Actual	3,478,035	2,250,906	2,148,026	297,108	489,245	4,157,289	12,820,609
<b>FY19</b>	Estimated	3,049,215	2,658,602	2,711,228	339,252	507,179	1,294,422	10,559,898
<b>FY20</b>	Proposed	3,338,001	3,981,687	2,793,774	476,988	582,776	1,309,707	12,482,933

Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.

**FY 2020 Governmental Funds Expenditures**



**Governmental Funds Expenditures**



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**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
- Credit Rating Assessment
- Fiscal Policy Guidelines
- Long Range Financial Plans



## Preamble:

Beginning in October and continuing through November 27, 2018, the Purcellville Town Council engaged in a structured goal setting process wherein the Town Council affirmed the Purcellville Vision Statement and updated the Council's Mission, Core Values, and Strategic Initiatives. In addition, the Council crafted an Action Agenda for the 2018-2020 timeframe.

A change management plan will support this update. The plan will guide how we prepare, equip and support change in order to drive success at the individual, organizational and community levels. The change management plan will primarily focus on implementing the tier one actions aligned with the four Strategic Initiatives the Purcellville Town Council embraced for the 2019-2020 time frame.

With recognition of the need to provide innovate leadership while also working within the available means of the Town in the present, the items below are recorded to recognize their importance. Tier 1 action items respond to the Town's greatest strategic challenges requiring the Town Council's full energy, focus, collaboration and resources. Tier 2 action items are less strategically challenging but may be elevated when in support of Tier 1 activities.

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.

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

### Mayor & Town Council

Mayor Kwasi Fraser  
 Vice Mayor Ryan Cool  
 Council member Chris Bledsoe  
 Council member Joel Grewe  
 Council member Ted Greenly  
 Council member Nedim Ogelman  
 Council member Tip Stinnette

## VISION

"Purcellville - your small Town, where history and progress intersect and people prosper."

## MISSION

To provide leadership, stewardship, and policies that produce a vibrant community where residents delight in living, participating and welcoming visitors.

## CORE VALUES

The following Core Values guide our behavior and help govern how we will work as a Town Council in addressing our mission and discharging our duties:

1. **Accountable Always.** We acknowledge ownership of the decisions we make and the actions we take and we accept responsibility for the resulting outcomes without exceptions or excuses.
2. **Integrity First.** We will conduct ourselves at all times in a manner that is ethical, legal, and professional with an unwavering commitment to honesty, fairness and respectfulness.
3. **Innovative Stewardship.** We will challenge the status quo with regard to the way public services are designed, financed, and delivered to the citizens of Purcellville and we will manage our community resources with the present and future generations in mind.
4. **Teamwork with Purpose.** We function as a team and in partnership with the Town's administrative staff are committed to creating a superior work environment for our town employees who, in turn, are committed to delivering exceptional services to the citizens and residents of Purcellville.
5. **Transparency in All Decisions.** The process by which deliberations are initiated, decisions are made and actions are taken will always be done with a commitment to full transparency.

# Town of Purcellville

## 2018-2020 Strategic Initiatives

With recognition of the need to provide innovative leadership while also working within the available means of the Town in the present, the items below are recorded to recognize their importance. Tier 1 action items respond to the Town's greatest strategic challenges requiring the Town Council's full energy, focus, collaboration and resources. Tier 2 action items are less strategically challenging but may be elevated when in support of Tier 1 activities.

### Promote Community & Economic Well-Being

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

#### Action Agenda: Tier One:

1. Prepare a resource management plan that will address current and future Purcellville water and wastewater needs, including a plan on how to build a bridge to the future.
2. Prepare a plan, while engaging Loudoun County, which will address the long-range transportation and communication needs of Purcellville and western Loudoun inclusive of the plan's estimated cost to Purcellville.

#### Action Agenda: Tier Two:

1. Adopt the revised Purcellville Comprehensive Plan and initiate its implementation with full community engagement.
2. Prepare a Purcellville economic development plan/strategy focused on business retention, targeted business expansion, entrepreneurship and tourism.
3. Develop a strategy that will provide Purcellville citizens and businesses alike with fiber optic and wireless broadband telecommunication connectivity.
4. Perform an analysis of police staffing and facility needs taking into account the desire for enhanced community policing.
5. Preserve, restore, and enhance Purcellville's historic assets.
6. Identify strategies and actions Purcellville can take to be a model of sustainability.

### Practice Good Governance

*Perform government functions efficiently and effectively while being accountable to the citizens of Purcellville.*

#### Action Agenda: Tier One:

1. Develop an implementation plan for organizational enhancements, including professional development opportunities for town staff and new facilities for the Police Department, in response to the organizational assessment studies conducted by third parties in 2018.
2. Update the Town's ordinances, polices and charter to reflect organizational enhancements and policies.

#### Action Agenda: Tier Two:

1. Implement physical and cyber security systems and policies to secure the Town's critical infrastructure assets and to ensure operational continuity.
2. Develop an integrated and data-driven performance management system to be used by all Town departments and service providers for enhanced accountability.
3. Establish a protocol for processing Town Council member ideas and initiatives.
4. Adopt procedures to increase accessibility to and the efficiency and effectiveness of Town Council meetings.

## Strengthen Community Partnerships

*Establish an interactive relationship with Town residents and commit to helping citizens gain a greater understanding of and connection with their Town government.*

### Action Agenda: Tier One:

1. Develop the necessary protocols and a strategic approach to broadening Purcellville's communication link and engagement with town citizen's and community stakeholders.
2. Broaden and sponsor training opportunities for all boards, commissions and committees appointed by the Town Council.

## Fund the Future

*To sustain Purcellville's quality of life will require prudent fiscal stewardship as well as a commitment to identifying and discussing future revenue options and opportunities.*

### Action Agenda: Tier One:

1. Design and implement a strategy that will permit Purcellville's Utilities Program to function as a self-supporting enterprise account.
2. Incorporate a Capital Maintenance Program (CMP) within the Purcellville Capital Improvement Program (CIP).

### Action Agenda: Tier Two:

1. Continue to search for innovative ways to utilize Purcellville's assets to generate revenue that will help fund needed programs and services without compromising the Town's character.
2. Pursue cost savings and cost reduction strategies that will not compromise the quality of services generated by the Town staff for the benefit of Town residents.

# 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. These ratings were affirmed in September 2017 in advance of the 2017 Plan of Finance. The following is a summary of the results from each rating agency:

Standard and Poor's (S&P)	AAA, Outlook Stable
Moody's	Aa2
Fitch	AA, Outlook Positive

## 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 cited a number of factors that influenced these ratings including Purcellville's very strong economy with access to the Washington metropolitan area, very strong management with strong financial policies and practices, strong budgetary performance with operating surpluses, very strong general fund reserve levels and liquidity, very strong budgetary flexibility, and strong wealth and income indicators. A rating review will be required if the Town issues additional debt in the future.

# 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.

# FISCAL POLICY GUIDELINES

(Version 4 – February 25, 2014)

- 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.

# FISCAL POLICY GUIDELINES

(Version 4 – February 25, 2014)

## 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.

# FISCAL POLICY GUIDELINES

(Version 4 – February 25, 2014)

## **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

# FISCAL POLICY GUIDELINES

(Version 4 – February 25, 2014)

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

## **Purpose**

The purpose of the Town's long-range financial plans is to ensure that the citizens, Town Council, Town Manager and staff have a uniform and comprehensive understanding of the future impacts on the Town's fiscal condition. The Town's long-range financial plans are developed under the umbrella of the Town Council's Strategic Initiatives and the Town's Adopted Comprehensive Plan.

## **Background**

Within this framework, the Town operates as a traditional and fiscally responsible entity. With the assistance of professional financial and utility rate consultants, the Town strives to achieve fiscal sustainability supported by reasonable tax burdens and fees. 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 cash reserves, long-term debt and tax/fee rates assure Town residents that spending levels are balanced against reasonable revenue assumptions. 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 cognizant 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 Town's future fiscal health. The five-year Capital Improvement Program (CIP) is an example of addressing today's needs while proactively keeping an eye on continued investment in the public infrastructure. This approach assures that "out-year" project estimates are viable and achievable. On the Operating Budget side, professional financial and utility rate consultants assist in long-rang financial planning. This process embraces a thoughtful review of growth projections for revenues and expenditures and resulting impacts to cash reserve levels in all funds.

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

*(Long Range Financial Plan will be distributed during the Budget Work Session meetings)*

*(Long Range Financial Plan will be distributed during the Budget Work Session meetings)*

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### Budgetary & Financial Summaries

Detailed within this section are the methodologies and processes used by the Town in preparation of the annual budget and includes an overview of the relationship between operating Departments and the Funds supporting them. The section also summarizes each Town funds revenue, expenditures, debt obligations, fund balance and net position and personnel. The following pages contain:

- Fund Structure & Basis of Budgeting
- Budget Process
- Revenue Overview
- Summary of Operating Revenues by Fund
- Summary of Operating Expenditures by Fund
- Total Operating and CIP Budget
- Debt Obligations
- Fund Balance and Net Position
- Unassigned Fund Balance Policy
- Utility Funds Cash Policy
- Personnel by Department

# FUND STRUCTURE & BASIS OF BUDGETING

## 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 developed in accordance with generally accepted accounting principles (GAAP). 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 in 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. The Town Council must appropriate all Town funds before any expenditure may be authorized. All funds budgeted are reflected in the Town's Comprehensive Annual Financial Report (CAFR).

- **GOVERNMENTAL FUNDS** - These funds are generally used to account for tax supported activities. They utilize the modified accrual basis of accounting for budgeting and financial reporting. Under modified accrual accounting, revenues and related assets are recorded when measurable and available to finance operations during the year.

**General Fund** - The chief operating fund of the Town used to account for tax supported activities. Activities of the general government are funded by revenue sources such as property tax, other local taxes, permits & fees, fines & forfeitures, use of money & property and funding from other governmental entities such as local, state or federal sources.

**Special Parks and Recreation Fund** - This special revenue fund was established by the Town Council to account for the revenue collected in the Fireman's Field service tax district and the day-to day-operating activities associated with parks & recreation programs and facilities.

**General Capital Projects Fund** - Accounts for the financial resources used for the acquisition or construction of major capital facilities or assets with a value of \$50,000 or greater and a useful life of five years or more. Funding sources include bonds, inter-governmental revenue, grants and cash reserves.

- **PROPRIETARY FUNDS** – The Utility Funds are used to account for the government's business-like self-supporting activities that render services to the general public on a continuing basis financed or recovered through user fees and charges. These funds utilize the accrual basis of accounting for budgeting and financial reporting. Under accrual accounting, revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period in

## FUND STRUCTURE & BASIS OF BUDGETING

which the related liability is incurred. As General Fund employees provide administrative and other services to the Utility Funds, these personnel costs are allocated to the Utility Funds via the utility chargeback.

**Water and Wastewater Operating Funds** - Accounts 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** - Accounts for financial resources used for the acquisition or construction of major capital water or wastewater facilities or assets with a value of \$50,000 or greater and a useful life of five years or more. Funding sources include bond funding, grants and cash reserves.

### Departmental Fund Relationships & Basis of Budgeting

	General Fund	Parks & Rec Fund	General Capital Projects Fund	Water Fund	Wastewater Fund	Utility Capital Project Funds
<b>Departments:</b>						
Administration	✓					
Finance	✓		✓			
Information Technology	✓		✓			
Public Safety	✓		✓			
Public Works	✓		✓			
Community Development	✓					
Legislative & Advisory	✓					
Parks & Recreation		✓	✓			
Water Department				✓		✓
Wastewater Department					✓	✓
<b>Basis of Budget:</b>						
Accrual Basis				✓	✓	✓
Modified Accrual Basis	✓	✓	✓			

# **BUDGET PROCESS**

## **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:

- Code of Virginia
- Town Council's Strategic Initiatives, 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 whereby planned expenditures equal forecasted revenues.

## **Budget Formulation Process**

The budget formulation process generally runs from October through the following June working toward adoption no later than June 30th. The overall process includes development of the annual operating budget and the 5-year Capital Improvement Program (CIP) budget.

The annual Operating Budget estimates the revenue and expenditures required to support the Town's operations and programs planned for the next fiscal year. In early fall, staff prepares budget tracking documents and develops the base budget. Starting in October, the Town Manager and Budget Specialist meet with each Department to discuss the upcoming budget year and determine needs to maintain existing services, possible enhancements to raise current service levels, initiatives to enhance operational efficiencies and integration of Council's strategic initiatives into departmental plans. With guidance from the Town Manager, formal operating budget and enhancement requests are provided to the Departments. The Departments submit their initial budget request in early January. The Budget Specialist compiles the requested expenditures and revenue forecasts provided by the Finance Department into a draft budget. The Town Manager evaluates these requests based on revenue forecasts, Council initiatives and service level delivery in order to lock the proposed operating budget.

The Town defines the Capital Improvement Program (CIP) 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. In order for a project to be classified as CIP, the value must be \$50,000 or greater with a useful life of five years or more.

# BUDGET PROCESS

Preparation of 5-year CIP budget is a component of the annual budget process. Typically projects already included in the CIP plan advance forward each year and new projects are added based on need. The CIP plan is a robust accounting of planned capital projects, funding sources and expenditures over a five year period. The CIP plan is an important planning tool for future financial decisions, annual budgeting, debt management and coordination of major improvements to public facilities and other public infrastructure.

The Town Manager presents the proposed operating budget and 5-year CIP plan to Council and public in March. Public hearings and a series of public budget work sessions are held March through May to communicate the plan to the public and allow Council to deliberate all aspects of the budget plan in a transparent manner. The Code of Virginia requires localities to adopt the budgets for the following fiscal year by June 30<sup>th</sup>. Once Town Council approves the budget, the Budget Specialist will update the accounting system (Munis) to reflect the appropriation.

## **Budget Adoption**

Pursuant to Virginia Code 15.2-2503, 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 estimate borrowings for the next fiscal year. Adoption must occur no later than the date on which the new fiscal year begins via approval of a budget resolution. The budget must be balanced whereby estimated revenues are equivalent to estimate expenditures. In addition, Virginia Code 15.2-2506 requires the Town Council to take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds which is accomplished via an appropriation resolution.

Town Council adopts the budget via resolution which directs the Town Manager to take all appropriate administrative actions necessary and prudent to effectuate implementation of the annual budget. This includes authorization for the Town Manager to transfer money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year. While unspent operating funds appropriated in one fiscal year are not automatically re-appropriated in the next fiscal year, special direction may be included in the resolution to re-appropriate unspent funding for capital projects or occasional one-time expenditures in the next year's budget. This ensures uninterrupted funding for approved projects but does not serve to increase the overall planned appropriation nor circumvent the political planning or appropriation process.

## BUDGET PROCESS

<b>FY 2020 BUDGET CALENDAR</b>	
<b>Activity</b>	<b>Date</b>
Budget Specialist develops Base Budget	October, 2018
Town Manager meets with Department Heads to develop budget plan integrated with Council's Strategic Initiatives	October/November, 2018
CIP Worksheets distributed to Departments	November, 2018
Town Manager's Budget Kickoff Meeting; Budget Worksheets distributed to Departments	December, 2018
Departmental Requests, Work Plans, Performance Measures Due to Finance	January, 2019
Property Tax Assessment data received from County; Equalized Tax Rate Calculated	Late January, 2019
Property Tax Advertisement prepared for March Public Hearing	February, 2019
Budget staff compiles draft Budget based on revenue estimates and expenditure requests	February, 2019
Town Manager locks final Budget (requested expenditures balanced against forecasted revenues)	February, 2019
Town Manager Meets with Department Head to discuss final budget decisions	February/March, 2019
Public Hearing on Property Tax Rates	March 2019
Budget Staff prepares the Budget document; Town Manager prepares budget presentation; Department Heads prepare departmental presentations	March 2019
Budget and Tax & Fee Advertisements prepared for April public hearing	March 2019
Town Manager Delivers Budget to Town Council	March 2019
Public Hearings on Budget and Tax & Fees	March – April 2019
Budget Work Sessions	March – May 2019
Town Council Adopts Budget	May – June, 2019

# **BUDGET PROCESS**

## **Budget Execution**

The Finance Department prepares and distributes Year-To-Date Budget Reports at the end of each month. It is the role of management to utilize these reports to monitor their departmental budget and notify the Town Manager and Finance of any unexpected problems immediately. Each quarter, the Budget Specialist in the Finance Department prepares a formal budget report titled Quarterly Budget Compliance Report to the Town Manager and management. The 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 and departmental levels to ensure compliance with Council’s appropriation of funds.

During the budget year and in light of unexpected or unanticipated circumstances, it may become necessary to change the adopted budget. The following mechanisms are utilized to manage budget modifications:

- A Internal Budget Adjustment
- A Formal Budget Amendment

## **Internal Budget Adjustments**

Using the delegated authority of the Town Manager, Department heads may submit a Budget Adjustment Form to the Town Manager requesting that funds be reallocated between accounts. This type of adjustment is normally associated with minor internal modifications that realign initial budget estimates based on current conditions. These types of adjustments do not increase or decrease the overall budget or change personnel (FTE) counts. In addition, the Town Manger is authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of the annual budget and appropriation. Once the Town Manager approves Budget Adjustment, the Budget Specialist will enter the approved changes in the accounting system (Munis).

## **Formal Budget Amendments**

A formal budget amendment is required if the change modifies the overall appropriation amount or personnel (FTE) counts whereby the Town Manager submits a request with justification to Town Council requesting the desired changes to fund and/or appropriation totals. The Budget Specialist assists the Town Manager by tracking these departmental requests, identifying the appropriate accounts

## **BUDGET PROCESS**

and funding sources, and preparing the official staff report for the Town Council action. 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 annual goal would be to target the Budget Amendment process at mid-year and possibly two additional times closer to year-end. Once the Town Council approves the Budget Amendment, the Budget Specialist will update the accounting system (Munis) to reflect the appropriation.

# REVENUE OVERVIEW

## Summary of Revenue Sources

**Budget revenue estimates are developed in accordance with best practices, historical trend analysis, long-range growth assumptions and prevailing economic conditions.**

**Property Taxes** - Include real estate taxes, Fireman's Field tax special tax district, public service corporation taxes and personal property taxes. These taxes are based on annual assessments prepared by the Commissioner of the Revenue of Loudoun County, or in the case of public service taxes by the State Corporation Commission, multiplied by a tax rate set by Town Council. Real estate and the special tax district taxes are based on assessed value as of January 1 and are due in semi-annual installments on June 5 and December 5. Public service corporation property is taxed at the Town's real estate tax rate and due in the fall. Personal property taxes are levied annually based on assessed value as of January 1, are due on June 5 and are not subject to proration.

The Fireman's Field special tax district 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.

**Other Local Taxes** - Include taxes for consumption and services such as meals tax, sales tax, business license tax, cigarette tax, vehicle license fees and utility tax. Revenue estimates are based on a 2% growth factor with the exception of cigarette tax which is anticipated to decline by 2%.

**Permits & Fees** - Includes charges to others such as zoning permits and right of way fees.

**Fines & Forfeitures** – Fines for traffic and parking violations.

**Use of Money & Property** – Includes investment income and rent of property.

**Miscellaneous** – Includes proceeds from property, police and public works changes to others, Patrick Henry payment in lieu of taxes, events sign, insurance reimbursements, donations and non-governmental grants.

**Inter-Governmental** – Revenue from local, state and federal sources to include highway maintenance funding, law enforcement assistance, personal property tax relief and grants.

# REVENUE OVERVIEW

**Transfer of Cash Reserves** – Use of cash reserves to fund capital projects or balance cost of expenditures.

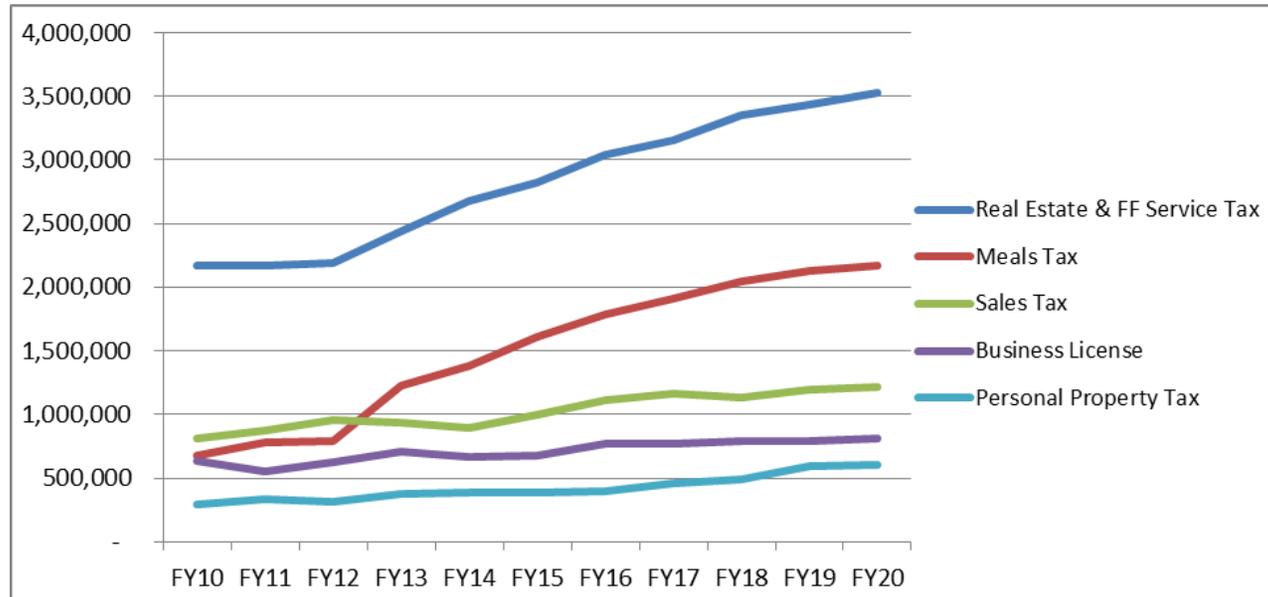
**Utility Availabilities** – Fees paid to connect to the Town’s utility system.

**Utility User Fees** – Water and wastewater usage charges and fees.

## Governmental Fund Revenue

**In the FY2020 budget, 85% of governmental fund revenues are tax based, 11% are inter-governmental and 4% are from other sources. Historical trends show strong growth in property tax and meals tax revenue.**

### TOP GOVERNMENTAL FUND REVENUE SOURCES



## REVENUE OVERVIEW

### Average Residential Tax

**Budget revenue estimates are developed in accordance with best practices, historical trend analysis, long-range growth assumptions and prevailing economic conditions.**

In 2019, the Town's real estate property assessments increased by 5.22% with revaluation (existing properties) growth accounting for 2.69% of the increase and new construction and growth accounting for 2.53% of the change. The 2019 equalized tax rate or tax rate that would levy the same tax dollars as the prior year for existing properties is \$0.214 per \$100. The proposed 2019 tax rate is \$0.22 per \$100, no change from the prior year and a \$24 annual increase over the equalized rate for the average residential taxpayer.

<b>Tax Year</b>	<b>Average Residential Assessment</b>	<b>RE Tax Rate (per \$100 of assessed value)</b>	<b>FF Tax Rate (per \$100 of assessed value)</b>	<b>Average Residential Taxes</b>
2019 Proposed	\$394,380	\$0.22	\$0.030	\$986
2019 Equalized	\$394,380	\$0.214	\$0.030	\$962
2018	\$370,552	\$0.22	\$0.030	\$926
2017	\$349,803	\$0.22	\$0.035	\$892
2016	\$326,920	\$0.22	\$0.035	\$834
2015	\$347,372	\$0.22	\$0.035	\$886

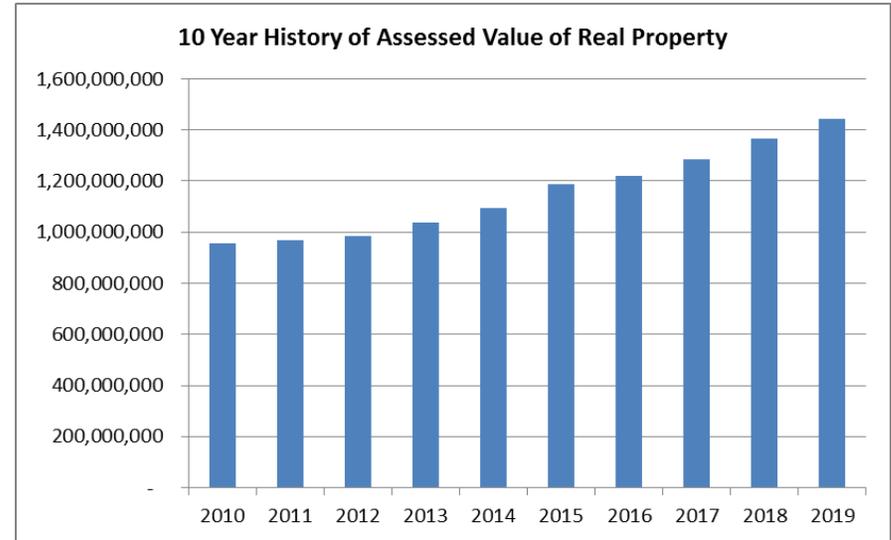
### Tax Rate Comparisons

<b>Town</b>	<b>Population</b>	<b>Tax Rate</b>	<b>Town</b>	<b>Population</b>	<b>Tax Rate</b>
Purcellville	9,771	\$0.250	Herndon	24,532	\$0.265
Hamilton	640	\$0.280	Vienna	16,544	\$0.225
Middleburg	851	\$0.165	Blacksburg	44,563	\$0.260
Leesburg	54,215	\$0.194			

# REVENUE OVERVIEW

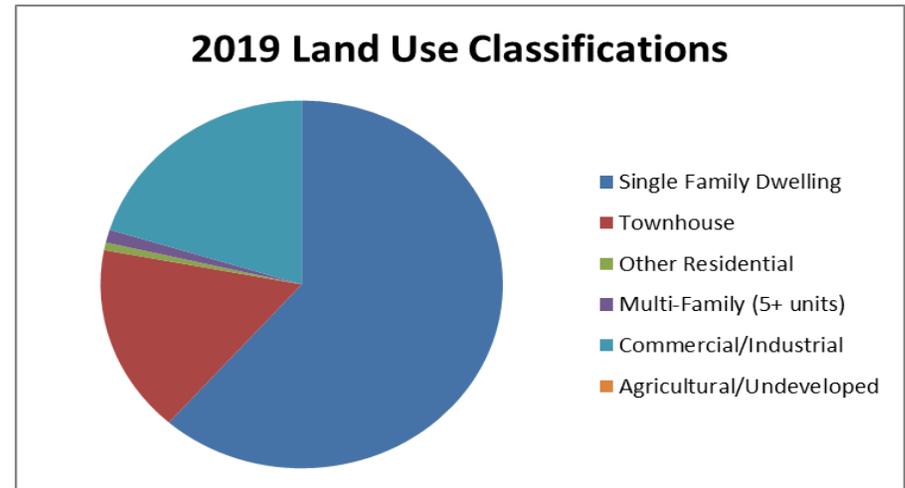
## Assessed Value Trends

Tax Year	Assessed Value of Taxable Real Property
2010	954,470,700
2011	966,762,700
2012	986,347,800
2013	1,035,584,100
2014	1,093,743,250
2015	1,186,340,620
2016	1,218,550,020
2017	1,286,549,230
2018	1,365,385,870
2019	1,444,372,920



## Assessments by Land Use Category

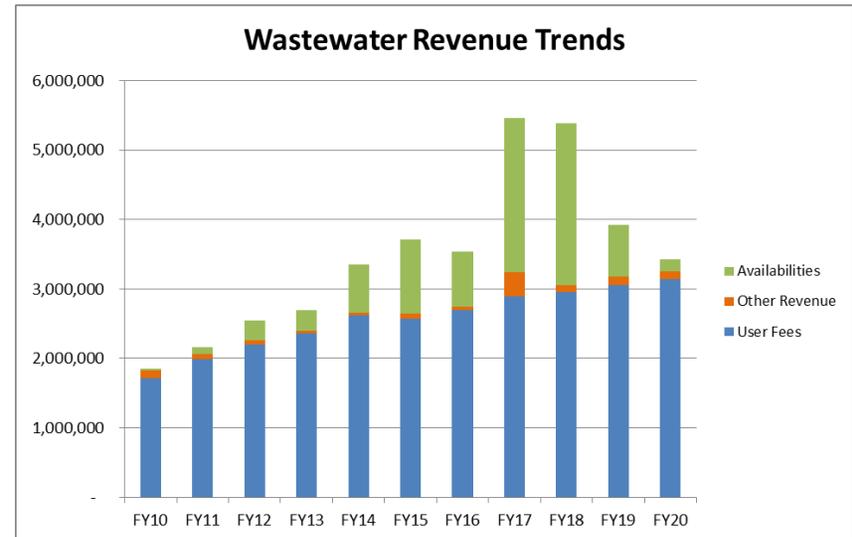
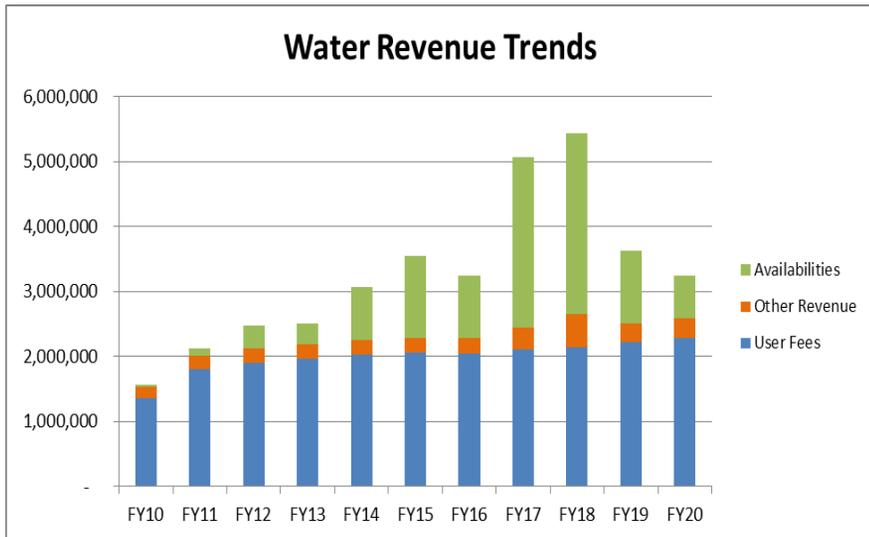
Category	2018 Value	2019 Value
Single Family Dwelling	831,465,860	887,988,120
Townhouse	212,287,030	238,530,610
Other Residential	16,396,820	9,690,620
Multi-Family (5+units)	15,888,380	16,475,550
Commercial/Industrial	289,332,230	291,671,710
Agricultural/Undeveloped	15,550	16,310
<b>Total Taxable</b>	<b>1,365,385,870</b>	<b>1,444,372,920</b>



# REVENUE OVERVIEW

## Utility Revenue

Recently, availability fees for new utility connections have made up a large portion of water and wastewater revenue. As development slows, utility user fees or other revenue will need to increase to offset this one-time revenue source.



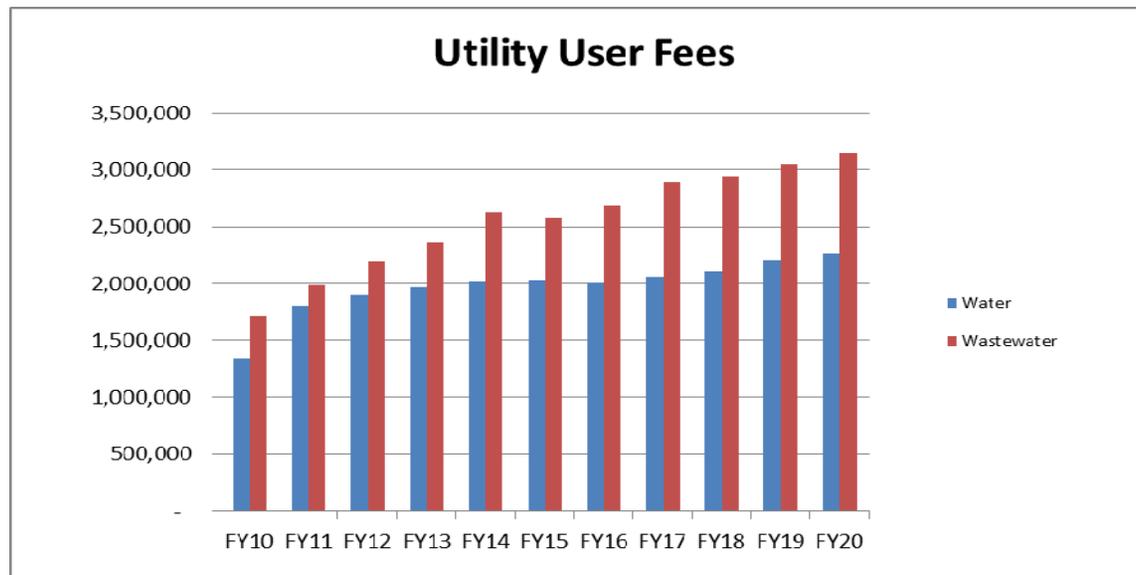
# REVENUE OVERVIEW

## Utility User Fee Revenue

**Budget revenue estimates are developed in accordance with best practices, historical trend analysis, long-range growth assumptions and prevailing economic conditions.**

The water and wastewater rates are set by Town Council at the levels to support the operating activities of each utility enterprise. Several studies are now underway to update utility revenue and cost of service models needed to ensure the fiscal sustainability of the enterprise funds including a Water Resources Study (Jacobs) and Utility Rate Study (Stantec). Both studies are expected to conclude in mid-2019 and will provide the foundation for a comprehensive review of utility rates. The FY 2020 budget proposes a 3% increase in utility user fees to support routine cost increases associated with labor and supplies.

The user fees are calculated by multiplying a customer's bi-monthly water usage (measured in gallons) by the current utility rates. The Town has adopted an ascending tiered-rate system for water user fees and a flat-rate system for wastewater user fees. The 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.



## REVENUE OVERVIEW

### History of Utility Rates

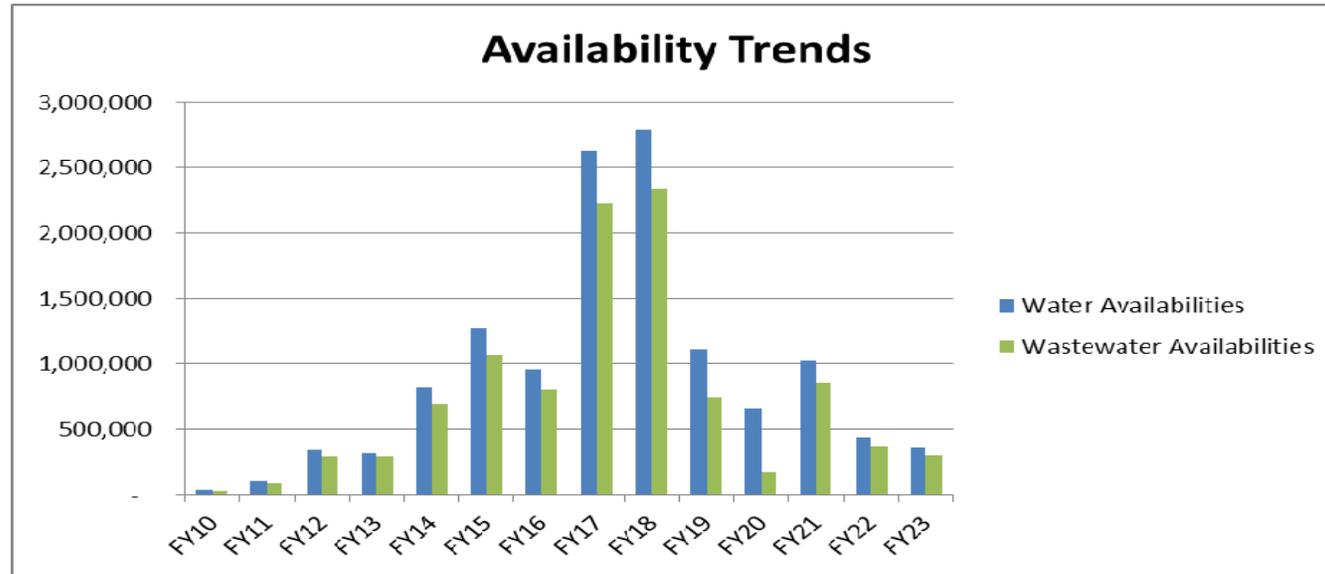
(Rates per 1,000 gallons)

<b>Water Tiers</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17-18</b>	<b>FY19</b>	<b>FY20</b>
1K-5K	\$6.16	\$6.16	\$6.34	\$6.47	+3%
5K-10K	\$8.21	\$8.21	\$8.46	\$8.63	Rate
10K-15K	\$9.90	\$9.90	\$10.20	\$10.40	Increase
15K-20K	\$11.79	\$11.79	\$12.14	\$12.38	
20K-50K	\$14.71	\$14.71	\$15.15	\$15.45	
50K-100K	\$16.79	\$16.79	\$17.29	\$17.64	
100K-150K	\$18.87	\$18.87	\$19.44	\$19.83	
150K-200K	\$20.94	\$20.94	\$21.57	\$22.00	
200K-250K	\$23.85	\$23.85	\$24.87	\$25.06	
250K-300K	\$25.93	\$25.93	\$26.71	\$27.24	
300K-350K	\$28.00	\$28.00	\$28.84	\$29.42	
350K-400K	\$30.08	\$30.08	\$30.98	\$31.60	
400K-450K	\$32.16	\$32.16	\$33.12	\$33.78	
450K-500K	\$37.35	\$37.35	\$38.47	\$39.24	
500K-550K	\$42.53	\$42.53	\$43.81	\$44.69	
550K-600K	\$47.72	\$47.72	\$49.15	\$50.13	
600K+	\$52.91	\$52.91	\$54.50	\$55.59	
<b>Wastewater</b>	\$13.78	\$14.47	\$15.19	\$15.49	+3%
					Rate
					Increase
<b>Acct Svc Fee</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

# REVENUE OVERVIEW

## Utility Availability Revenue

REVISED



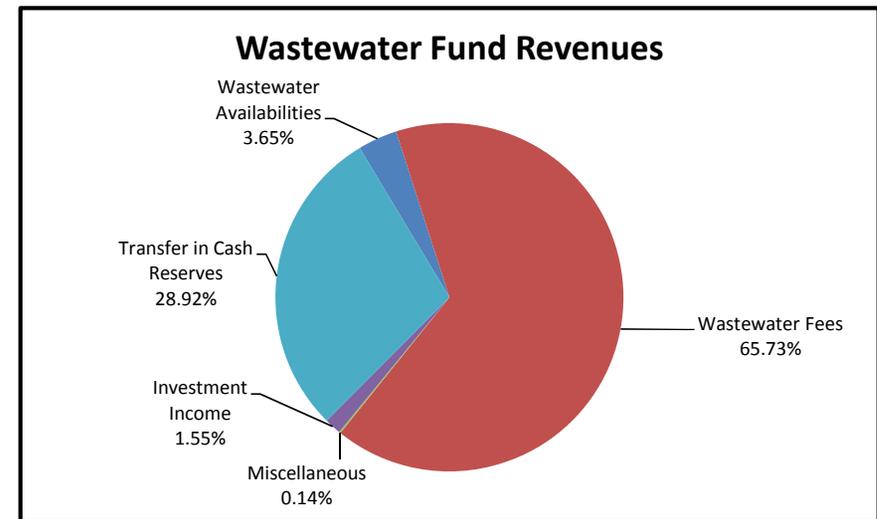
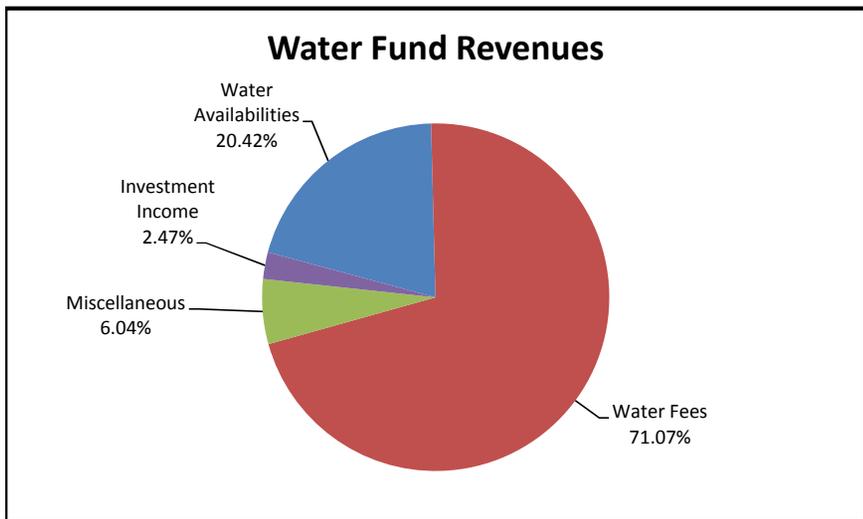
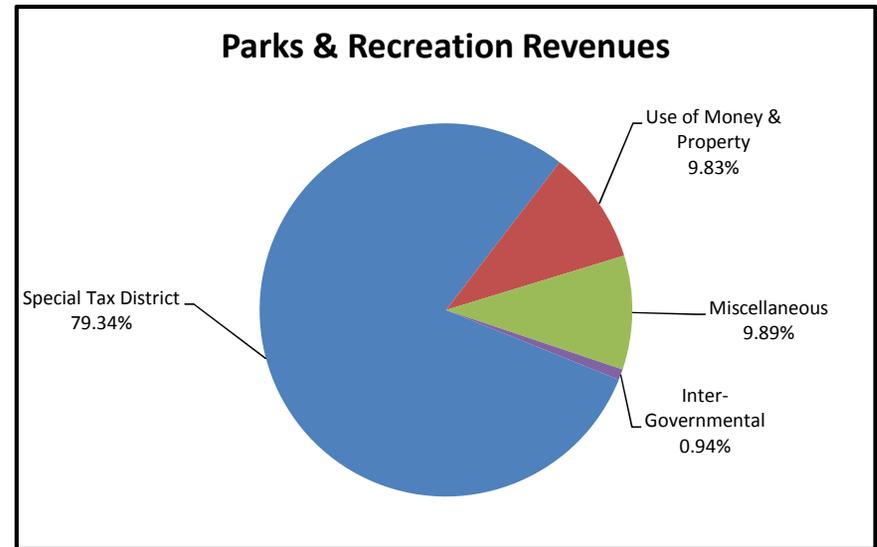
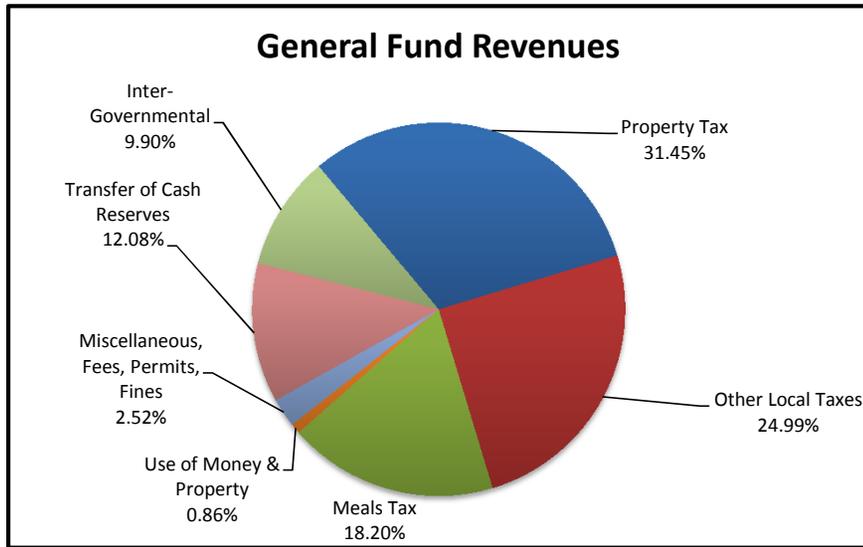
## Future Availability Projections

	FY20		FY21		FY22		FY23	
	Water	Wastewater	Water	Wastewater	Water	Wastewater	Water	Wastewater
<b>Commercial</b>								
Catoctin Corner	1	1	1	1				
Mayfair Industrial	3	3	2	2				
Other	1	1	4	4	2	2		
<b>Residential</b>								
Blue Ridge Estates	8	8	8	8				
Purcellville Gateway			3	3	3	3		
Village Case	4	4	6	6	6	6	8	8
Other/Infill	3	3	4	4	5	5	6	6
<b>Totals</b>	\$656,727	\$171,968	\$1,017,283	\$853,200	\$437,818	\$367,200	\$360,556	\$302,400
Wastewater revenue has been reduced in FY20 in accordance with the oversizing agreement between the town and L.S. Mitchel Development Group, LLC to construct the West End Pump Station with excess capacity.								

## SUMMARY OF OPERATING REVENUES

	FY 2018	FY 2019		FY 2020		% Change FY19 Current Budget
	Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	
<b>GENERAL FUND</b>						
Property Tax	3,446,223	3,459,240	3,620,476	3,742,199	0	8%
Other Local Taxes	4,935,610	4,868,173	5,060,798	5,138,695	0	6%
Permits, Fees, Licenses	126,521	140,000	111,000	101,000	0	-28%
Fines & Forfeitures	58,302	65,100	44,100	44,100	0	-32%
Use of Money & Property	50,234	56,600	93,000	102,000	0	80%
Miscellaneous	80,265	109,565	93,803	155,000	0	41%
Transfer of Cash Reserves	2,872,989	394,158	111,038	1,437,937	0	265%
Inter-Governmental	1,316,645	1,184,981	1,184,645	1,178,148	0	-1%
<b>TOTAL GENERAL FUND</b>	<b>12,886,789</b>	<b>10,277,817</b>	<b>10,318,860</b>	<b>11,899,079</b>	<b>0</b>	<b>16%</b>
<b>SPECIAL PARKS &amp; RECREATION FUND</b>						
Special Tax District	428,556	401,453	443,535	423,544	0	6%
Use of Money & Property	79,880	28,000	28,500	52,500	0	88%
Miscellaneous	2,794,163	14,225	14,749	52,810	0	271%
Inter-Governmental	14,641	4,186	4,186	5,000	0	19%
Transfer in Cash Reserves	0	45,167	0	50,000	0	11%
<b>TOTAL PARKS &amp; REC FUND</b>	<b>3,317,240</b>	<b>493,031</b>	<b>490,970</b>	<b>583,854</b>	<b>0</b>	<b>18%</b>
<b>WATER FUND</b>						
Water Availabilities	2,796,221	2,627,776	1,115,508	660,922	0	-75%
Water Fees	2,146,617	2,284,545	2,234,331	2,300,521	0	1%
Miscellaneous	449,462	342,300	189,950	195,400	0	-43%
Investment Income	45,520	43,200	80,000	80,000	0	85%
Transfer in Cash Reserves	0	0	0	0	0	N/A
<b>TOTAL WATER FUND</b>	<b>5,437,820</b>	<b>5,297,821</b>	<b>3,619,789</b>	<b>3,236,843</b>	<b>0</b>	<b>-39%</b>
<b>WASTEWATER FUND</b>						
Wastewater Availabilities	2,347,589	1,732,605	747,450	176,163	0	-90%
Wastewater Fees	2,964,138	3,076,851	3,079,323	3,170,863	0	3%
Miscellaneous	30,492	17,300	17,507	6,700	0	-61%
Investment Income	31,251	28,800	75,000	75,000	0	160%
Transfer in Cash Reserves	0	14,000	0	1,395,020	0	9864%
<b>TOTAL WASTEWATER FUND</b>	<b>5,373,470</b>	<b>4,869,556</b>	<b>3,919,280</b>	<b>4,823,746</b>	<b>0</b>	<b>-1%</b>
Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding						
<b>TOTAL OPERATING BUDGET REVENUES</b>	<b>27,015,319</b>	<b>20,938,225</b>	<b>18,348,899</b>	<b>20,543,522</b>	<b>0</b>	<b>-2%</b>

## FY 2020 OPERATING BUDGET REVENUES



## SUMMARY OF OPERATING EXPENDITURES

	FY 2018	FY 2019		FY 2020 Request			% Change FY19 Current Budget
	Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	

### GENERAL FUND

Administration	1,752,015	1,335,526	1,375,042	1,365,156	1,362,451	0	2%
Finance & Financial Administration	965,203	1,065,167	1,056,953	1,218,936	1,216,436	0	14%
Information Technology	376,921	476,740	470,295	499,498	486,248	0	2%
Police & Public Safety	2,174,420	2,648,379	2,638,387	3,054,498	2,716,566	0	3%
Public Works	2,129,026	2,715,064	2,680,516	3,102,022	2,667,006	0	-2%
Community Development	450,878	469,755	459,511	784,499	517,096	0	10%
Legislative & Advisory	106,453	140,646	111,120	183,205	146,805	0	4%
Non-Departmental	3,707,836	1,426,541	1,321,956	2,874,708	2,786,471	0	95%
<b>TOTAL GENERAL FUND</b>	<b>11,662,752</b>	<b>10,277,817</b>	<b>10,113,779</b>	<b>13,082,523</b>	<b>11,899,079</b>	<b>0</b>	<b>16%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

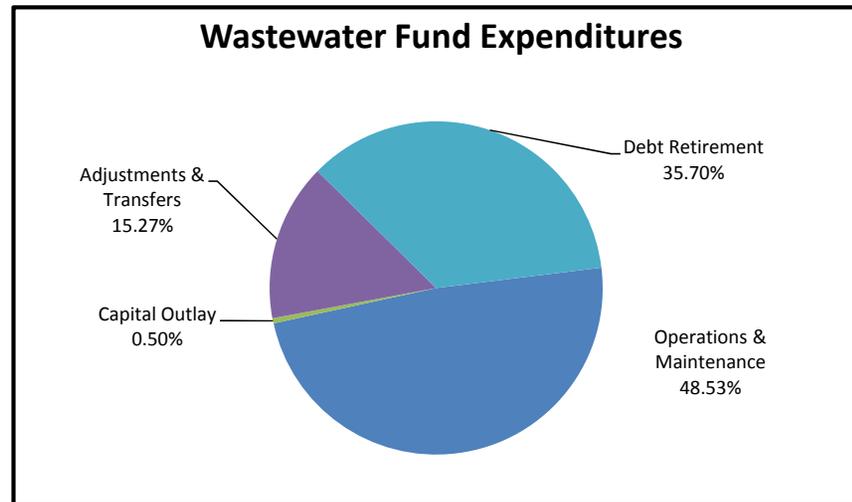
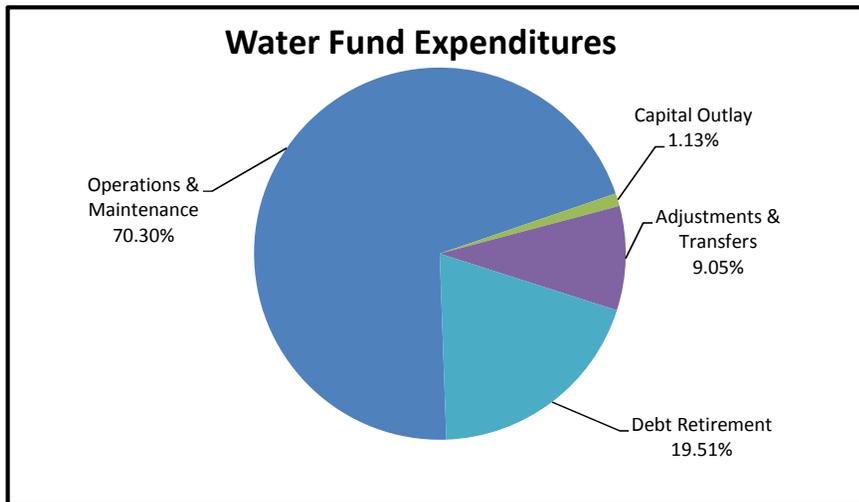
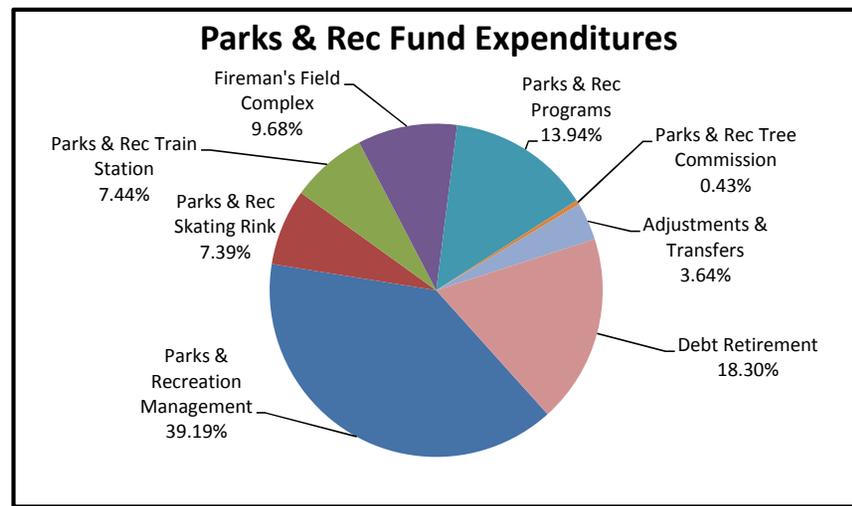
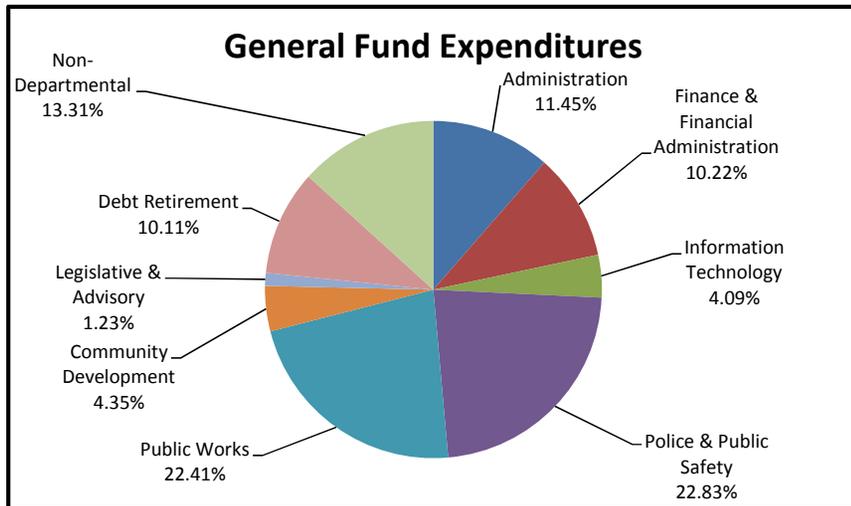
### SPECIAL PARKS & RECREATION FUND

Parks & Recreation Management	104,738	118,014	114,121	229,540	228,790	0	94%
Parks & Rec Skating Rink	13,923	0	0	43,150	43,150	0	N/A
Parks & Rec Train Station	27,216	39,715	38,315	47,415	43,415	0	9%
Fireman's Field Complex	89,316	56,300	55,671	63,500	56,500	0	0%
Parks & Rec Programs	56,479	75,450	75,045	81,400	81,400	0	8%
Parks & Rec Tree Commission	5,436	6,686	6,100	2,500	2,500	0	-63%
Adjustments & Transfers	0	90,000	50,000	238,123	21,233	0	-76%
Debt Retirement	2,893,997	106,866	106,866	106,866	106,866	0	0%
<b>TOTAL SPECIAL PARKS &amp; REC FUND</b>	<b>3,191,105</b>	<b>493,031</b>	<b>446,118</b>	<b>812,494</b>	<b>583,854</b>	<b>0</b>	<b>18%</b>

## SUMMARY OF OPERATING EXPENDITURES

	FY 2018	FY 2019		FY 2020 Request			% Change FY19 Current Budget
	Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
<b>WATER FUND</b>							
Operations & Maintenance	2,004,960	2,468,738	2,407,771	2,284,418	2,275,658	0	-8%
Capital Outlay	62,784	35,103	31,000	36,546	36,546	0	4%
Adjustments & Transfers	862,172	2,167,132	1,110,062	307,748	293,005	0	-86%
Debt Retirement	1,106,517	626,849	626,849	631,634	631,634	0	1%
<b>TOTAL WATER FUND</b>	<b>4,036,433</b>	<b>5,297,822</b>	<b>4,175,682</b>	<b>3,260,346</b>	<b>3,236,843</b>	<b>0</b>	<b>-39%</b>
Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding							
<b>WASTEWATER FUND</b>							
Operations & Maintenance	1,893,859	2,167,086	2,145,741	2,388,431	2,341,131	0	8%
Capital Outlay	18,900	114,327	114,327	23,949	23,949	0	-79%
Adjustments & Transfers	160,158	833,547	768,600	749,231	736,781	0	-12%
Debt Retirement	2,092,763	1,754,596	1,754,596	1,721,885	1,721,885	0	-2%
<b>TOTAL WASTEWATER FUND</b>	<b>4,165,680</b>	<b>4,869,556</b>	<b>4,783,264</b>	<b>4,883,497</b>	<b>4,823,746</b>	<b>0</b>	<b>-1%</b>
<b>TOTAL EXPENDITURES</b>	<b>23,055,969</b>	<b>20,938,225</b>	<b>19,518,842</b>	<b>22,038,860</b>	<b>20,543,523</b>	<b>0</b>	<b>-2%</b>

## FY 2020 OPERATING BUDGET EXPENDITURES



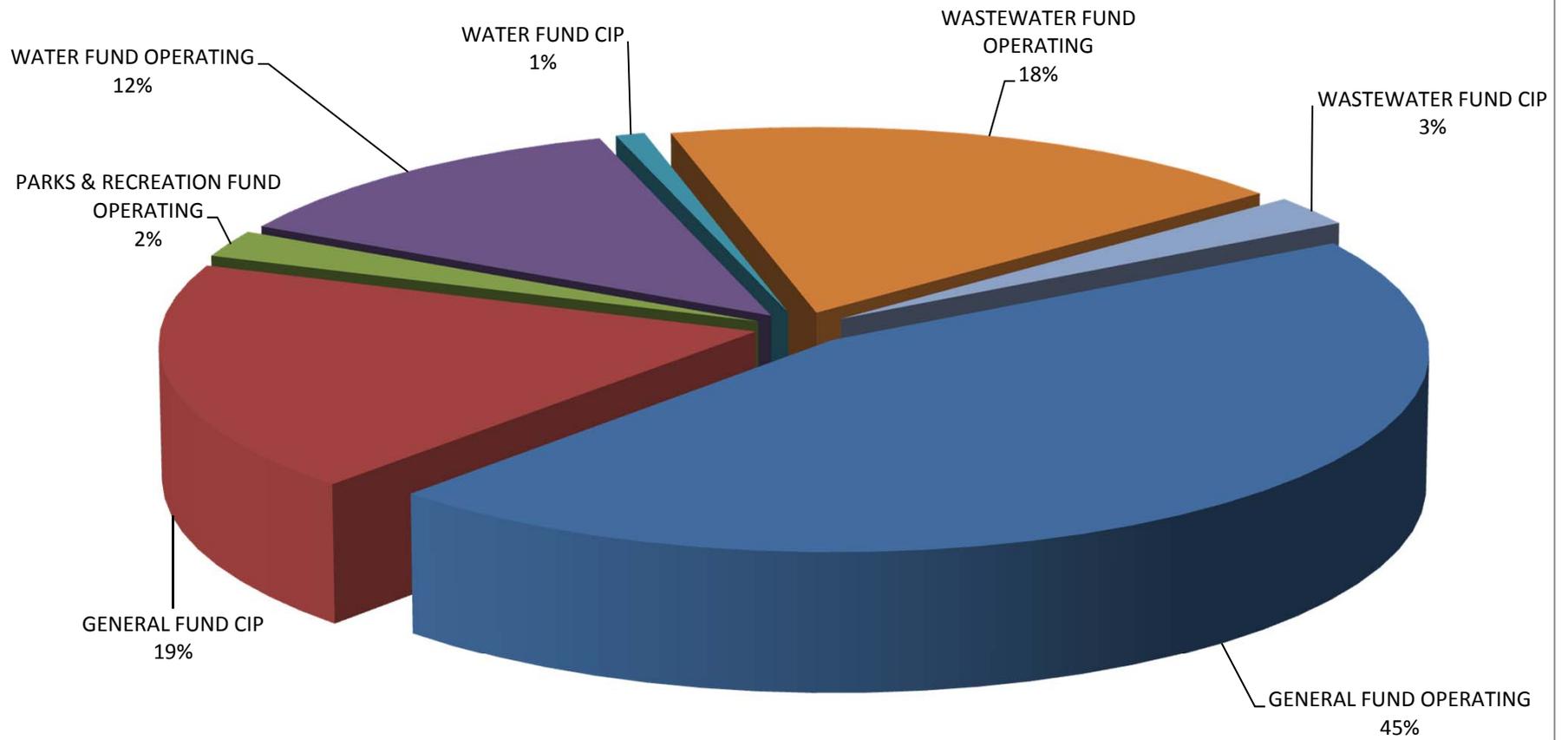
**TOTAL BUDGET  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM**

	FY 2018	FY 2019		FY 2020 Request			% Change FY19 Current Budget
	Actual	Current Budget	Estimated Actual	Dept Head Request	Town Manager Proposed	Town Council Adopted	
<b>REVENUES</b>							
GENERAL FUND	18,188,360	16,657,818	16,698,861	16,820,009	16,820,009	0	1%
SPECIAL PARKS & RECREATION FUND	3,317,240	543,031	540,970	583,854	583,854	0	8%
WATER FUND	7,000,724	7,060,090	5,382,058	3,457,243	3,457,243	0	-51%
WASTEWATER FUND	5,753,470	5,799,276	4,849,000	5,485,526	5,485,526	0	-5%
<b>TOTAL REVENUES ALL FUNDS</b>	<b>34,259,794</b>	<b>30,060,215</b>	<b>27,470,889</b>	<b>26,346,632</b>	<b>26,346,632</b>	<b>0</b>	<b>-12%</b>

<b>EXPENDITURES</b>							
GENERAL FUND OPERATING	11,662,752	10,277,817	10,113,779	13,082,523	11,899,079	0	16%
GENERAL FUND CIP	5,301,571	6,380,001	6,380,001	4,920,930	4,920,930	0	-23%
PARKS & RECREATION FUND OPERATING	3,191,105	493,031	446,118	812,494	583,854	0	18%
PARKS & RECREATION FUND CIP	0	50,000	50,000	196,000	0	0	N/A
WATER FUND OPERATING	4,036,433	5,297,821	4,175,682	3,260,346	3,236,843	0	-39%
WATER FUND CIP	1,562,904	1,762,269	1,762,269	220,400	220,400	0	-87%
WASTEWATER FUND OPERATING	4,165,680	4,869,556	4,783,264	4,883,497	4,823,746	0	-1%
WASTEWATER FUND CIP	360,000	929,720	929,720	661,780	661,780	0	-29%
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>30,280,444</b>	<b>30,060,215</b>	<b>28,640,832</b>	<b>28,037,970</b>	<b>26,346,633</b>	<b>0</b>	<b>-12%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# FY 2020 TOTAL BUDGET



# DEBT OBLIGATIONS

## Summary of Issuance Outstanding Debt

Issue	Interest Rate	Outstanding Balance on July 1, 2019	Fund % Outstanding Debt	FY 20 Debt Payments	Final Maturity Date	Call Date
<b><u>GOVERNMENTAL FUNDS</u></b>						
<b><u>GENERAL FUND</u></b>						
2012 General Obligation-Cardinal Bank	2.75%	3,937,483		349,910	8/1/2032	Anytime
2013 Refunding Bond	2.00 - 5.00%	8,465,000		852,931	2/1/2034	2/1/2023
		12,402,483	23%	1,202,842		
<b><u>PARKS &amp; RECREATION FUND</u></b>						
2008 Notes Payable-Purcellville Vol. Fire Dept.	0.00%	680,000		85,000	8/1/2026	Anytime
2017B Refunding Bond	1.49 - 3.35%	700,000		21,866	2/1/2038	2/1/2027
		1,380,000	3%	106,866		
<b><u>WATER FUND</u></b>						
2010 Refunding-VRA	5.10%	220,000		225,610	10/1/2019	Non-Callable
2012 General Obligation-Cardinal Bank	2.75%	755,500		37,049	8/1/2032	Anytime
2013 Refunding Bond	2.00 - 5.00%	300,000		15,000	2/1/2034	2/1/2023
2017A Refunding-Sterling Bank	3.22%	2,184,000		89,325	2/1/2038	2/1/2023
2017B Refunding Bond	1.49 - 3.35%	5,855,000		174,219	2/1/2038	2/1/2027
		9,314,500	17%	541,203		
<b><u>WASTEWATER FUND</u></b>						
2008 General Obligation-VRA	2.52%	11,534,322		290,665	3/1/2030	VRA Consent
2013 Refunding Bond	2.00 - 5.00%	6,855,000		355,920	2/1/2034	2/1/2023
2017A Refunding-Sterling Bank	3.22%	2,727,000		140,809	2/1/2038	2/1/2023
2017B Refunding Bond	1.49 - 3.35%	9,800,000		373,575	2/1/2038	2/1/2027
		30,916,322	57%	1,160,969		
<b>Total Debt All Funds</b>		<b>54,013,305</b>	<b>100%</b>	<b>3,011,879</b>		

## DEBT OBLIGATIONS

<b>Amortization of Existing Debt and Interest</b>									
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	
2020	689,998	512,843	85,000	21,866	255,500	285,703	143,000	1,017,969	3,011,879
2021	754,998	489,306	85,000	21,866	381,500	279,028	400,000	1,013,938	3,425,636
2022	909,538	457,006	85,000	21,866	406,500	271,063	655,000	995,985	3,801,958
2023	953,616	417,019	85,000	21,866	412,500	253,256	1,517,627	957,739	4,618,622
2024	993,155	375,095	85,000	21,866	425,500	241,821	1,597,066	916,379	4,655,881
Thereafter	8,101,178	1,451,898	955,000	192,613	7,433,000	1,888,460	26,603,629	7,197,672	53,823,450
<b>Total</b>	<b>12,402,483</b>	<b>3,703,167</b>	<b>1,380,000</b>	<b>301,941</b>	<b>9,314,500</b>	<b>3,219,330</b>	<b>30,916,322</b>	<b>12,099,683</b>	<b>73,337,425</b>

### Legal Debt Margin

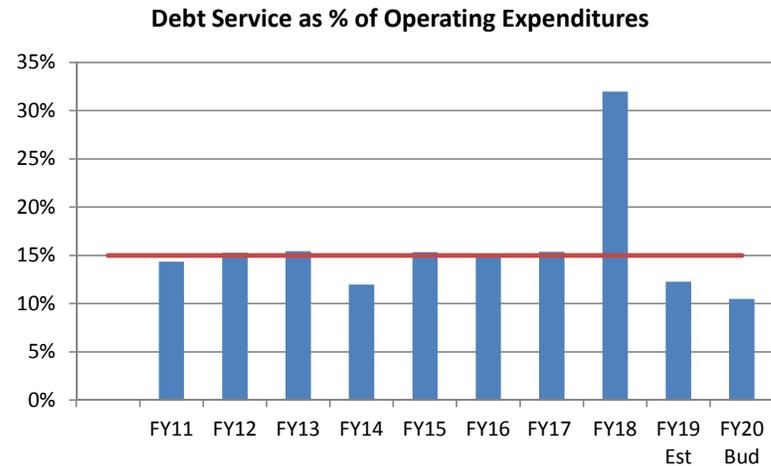
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2018 is as follows (*Source: FY18 Comprehensive Annual Financial Report*) :

Assessed Value of Real Property, January 1, 2018	\$1,347,408,420
Debt Limit: Ten percent (10%) of Assessed Value	\$134,740,842
Amount of Debt Applicable to Debt Limit	<u>\$56,550,841</u>
Legal Debt Margin	<u>\$78,190,001</u>

# DEBT OBLIGATIONS

## Town Policy: Governmental Fund debt service shall not exceed 15% of fund expenditures

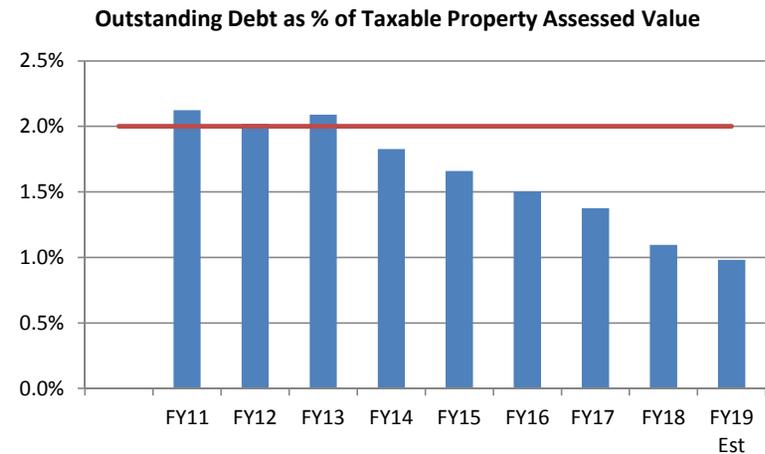
Fiscal Year	Debt Service	Operating Expenditures*	Debt to Expenditures
FY11	1,210,891	8,446,694	14%
FY12	1,338,295	8,763,067	15%
FY13	1,391,711	9,007,060	15%
FY14	1,146,318	9,567,192	12%
FY15	1,419,855	9,247,877	15%
FY16	1,535,822	10,268,874	15%
FY17	1,544,813	10,054,514	15%
FY18	3,882,112	12,144,221	32%
FY19 Est	1,294,422	10,559,898	12%
FY20 Bud	1,309,707	12,482,933	10%



Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.  
 FY 18 debt service includes payoff of the 2010 General Obligation Issue-RBC.

## Town Policy: Governmental Fund debt shall not exceed 2% of the Total Assessed Value of Taxable Property

Fiscal Year	Assessed Value of Taxable Property	Outstanding Bonded Debt	Debt to Assessed Value
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	1,140,041,935	18,916,932	1.66%
FY16	1,202,445,320	18,083,389	1.50%
FY17	1,252,549,625	17,219,266	1.37%
FY18	1,325,967,550	14,519,394	1.10%
FY19 Est	1,404,879,395	13,782,483	0.98%



## FUND BALANCE AND NET POSITION

<b>GENERAL FUND</b>					
	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Proposed</b>	<b>Change from FY 19</b>
Beginning Fund Balance	6,154,784	7,320,868	5,814,582	5,522,169	-5%
Revenues & Transfers In	10,942,038	10,013,798	10,299,160	10,566,079	3%
Expenditures & Transfers Out	(9,775,954)	(11,520,084)	(10,113,779)	(11,899,079)	18%
Capital Reserve Fund	-	-	(111,038)	(104,937)	-5%
Use of Restricted Reserves	-	-	(366,756)	-	-100%
<b>Ending Fund Balance</b>	<b>7,320,868</b>	<b>5,814,582</b>	<b>5,522,169</b>	<b>4,084,232</b>	<b>-26%</b>
<b>Unassigned Fund Balance</b>	<b>6,685,555</b>	<b>5,176,351</b>	<b>5,361,732</b>	<b>4,028,732</b>	<b>-25%</b>

<b>SPECIAL PARKS AND RECREATION FUND</b>					
	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Proposed</b>	<b>Change from FY 19</b>
Beginning Fund Balance	59,281	151,588	285,266	330,118	16%
Revenues & Transfers In	550,867	1,283,992	490,970	533,854	9%
Expenditures & Transfers Out	(458,560)	(3,183,562)	(446,118)	(583,854)	31%
Transfer from General Fund	-	2,033,248	-	-	
<b>Ending Fund Balance</b>	<b>151,588</b>	<b>285,266</b>	<b>330,118</b>	<b>280,118</b>	<b>-15%</b>

<b>WATER FUND</b>					
	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Proposed</b>	<b>Change from FY 19</b>
Beginning Net Position	6,538,744	8,562,858	10,992,473	10,436,580	-5%
Revenues & Transfers In	5,070,662	5,437,821	3,619,789	3,236,843	-11%
Expenditures & Transfers Out	(2,780,143)	(3,008,206)	(4,175,682)	(3,236,843)	-22%
<b>Ending Net Position</b>	<b>8,829,263</b>	<b>10,992,473</b>	<b>10,436,580</b>	<b>10,436,580</b>	<b>0%</b>

<b>WASTEWATER FUND</b>					
	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Proposed</b>	<b>Change from FY 19</b>
Beginning Net Position	12,314,578	13,651,013	15,187,485	14,323,501	-6%
Revenues & Transfers In	5,463,459	5,393,470	3,919,280	3,428,726	-13%
Expenditures & Transfers Out	(3,860,921)	(3,856,998)	(4,783,264)	(4,823,746)	1%
<b>Ending Net Position</b>	<b>13,917,116</b>	<b>15,187,485</b>	<b>14,323,501</b>	<b>12,928,481</b>	<b>-10%</b>

(Source: FY 17 Comprehensive Annual Financial Report, FY 18 Comprehensive Annual Financial Report & FY 20 Proposed Budget)

In FY 18 General Fund and Water Fund reserves were used to payoff the 2010 General Obligation Issue-RBC bond.

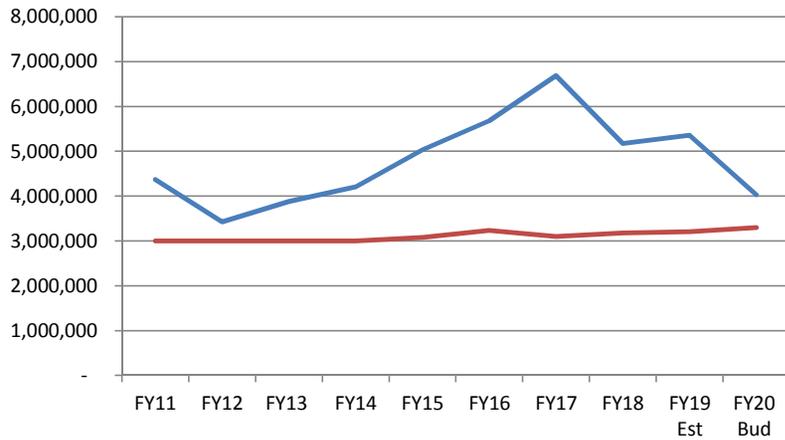
# GOVERNMENTAL FUND BALANCE POLICY

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

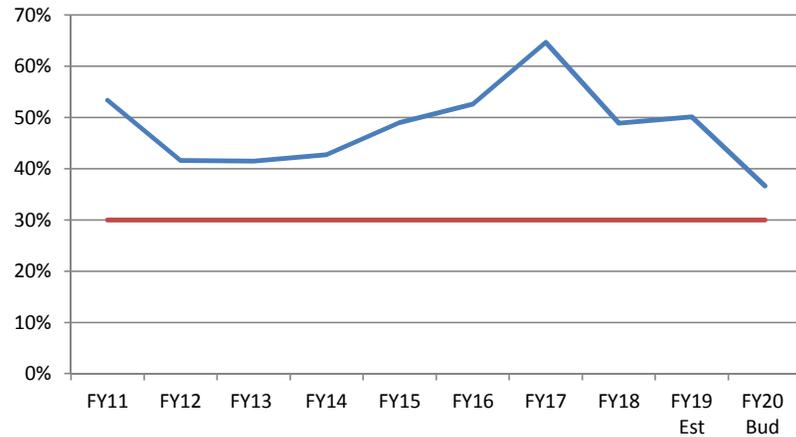
Fiscal Year	Unassigned Fund Balance	Operating Revenue	Reserves to Revenue
FY11	4,368,340	8,185,023	53%
FY12	3,427,576	8,241,574	42%
FY13	3,884,533	9,360,117	42%
FY14	4,209,033	9,857,582	43%
FY15	5,031,166	10,272,033	49%
FY16	5,676,427	10,790,035	53%
FY17	6,685,555	10,335,743	65%
FY18	5,176,351	10,597,792	49%
FY19 Est	5,361,732	10,698,792	50%
FY20 Bud	4,028,732	10,994,996	37%

Note: Effective with FY18 budget, the accounting for the utility chargeback was modified to show as an offset to expenditures.

**Unassigned Fund Balance (\$)**



**Reserves as a % of Operating Revenue**

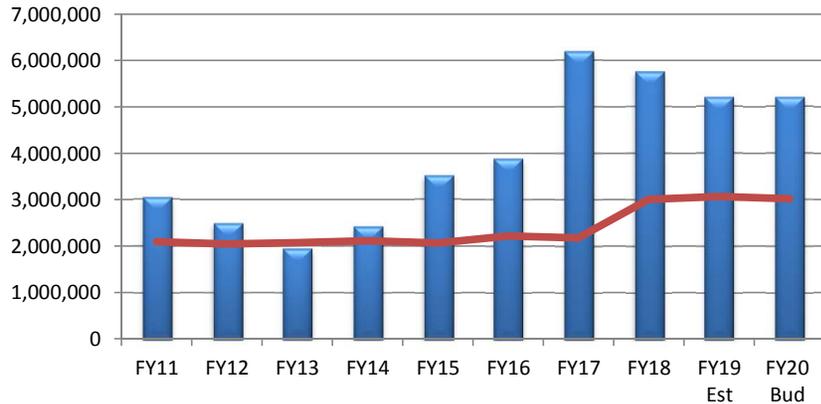


# UTILITY FUNDS CASH POLICY

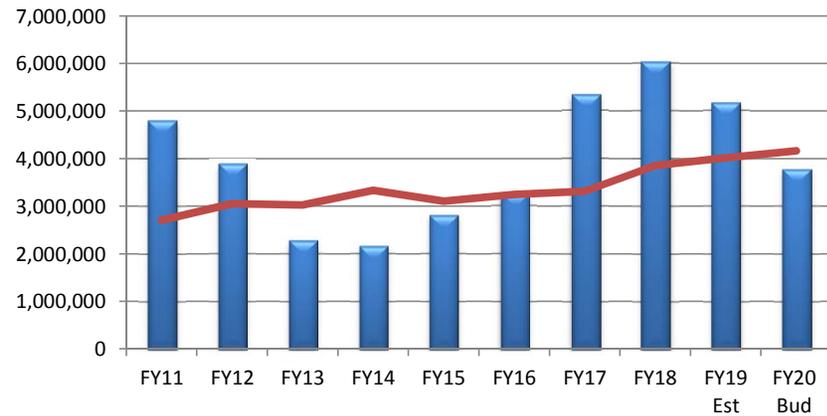
**Policy: Utility cash and cash equivalent should exceed 100% of total operating expenditures and debt service.**

Fiscal Year	Cash Balance		Operating Expenditures and Debt Service (Policy Level)	
	Water Fund	Wastewater Fund	Water Fund	Wastewater Fund
FY11	3,046,201	4,801,599	2092401	2702696
FY12	2,476,736	3,879,221	2045177	3051529
FY13	1,942,327	2,281,417	2069066	3023902
FY14	2,412,481	2,158,476	2116235	3336116
FY15	3,514,106	2,803,636	2063904	3105398
FY16	3,882,260	3,267,683	2213759	3246210
FY17	6,195,841	5,340,437	2173568	3310334
FY18	5,760,765	6,034,559	3,008,206	3,856,998
FY19 Est	5,204,872	5,170,575	3,065,620	4,014,664
FY20 Bud	5,204,872	3,775,555	3,016,443	4,161,966

### Water Fund Cash Balance



### Wastewater Fund Cash Balance



## PERSONNEL ANALYSIS

Department		FY15	FY16	FY17	FY18	FY 19	FY20 Proposed
ADMINISTRATION	Total FTE	7.60	7.60	7.60	7.20	8.20	8.20
	Head Count	11	11	11	11	12	12
FINANCE	Total FTE	7.60	8.60	8.60	8.60	9.30	10.30
	Head Count	8	10	10	10	11	12
INFORMATION TECHNOLOGY	Total FTE	1.65	2.60	2.60	3.00	3.00	3.00
	Head Count	2	3	3	3	3	3
COMMUNITY DEVELOPMENT	Total FTE	4.00	4.00	4.00	4.00	4.00	4.00
	Head Count	4	4	4	4	4	4
POLICE DEPARTMENT	Total FTE	17.00	17.00	18.00	18.00	21.60	24.00
	Head Count	17	17	18	18	22	24
PUBLIC WORKS - ADMIN./ENG.	Total FTE	7.00	7.00	8.00	9.00	8.00	8.00
	Head Count	8	8	9	9	8	8
PUBLIC WORKS - MAINTENANCE	Total FTE	9.60	9.60	10.60	10.60	10.60	11.00
	Head Count	10	10	11	11	11	11
<b>TOTAL GENERAL FUND</b>							
	Full Time Equivalent	54.45	56.40	59.40	60.40	64.70	68.50
	Actual Head Count	60.00	63.00	66.00	66.00	71.00	74.00
PARKS & RECREATION	Total FTE	0.70	0.70	1.20	1.20	2.00	2.00
	Head Count	1	1	2	2	2	2
<b>TOTAL PARKS &amp; REC. FUND</b>							
	Full Time Equivalent	0.70	0.70	1.20	1.20	2.00	2.00
	Actual Head Count	1.00	1.00	2.00	2.00	2.00	2.00
WATER	Total FTE	9.00	9.00	9.00	9.00	9.00	9.00
	Head Count	9	9	9	9	9	9
WASTEWATER	Total FTE	10.40	10.00	9.00	9.00	9.00	9.00
	Head Count	10	10	9	9	9	9
<b>TOTAL UTILITIES</b>							
	Full Time Equivalent	19.40	19.00	18.00	18.00	18.00	18.00
	Actual Head Count	19	19	18	18	18	18
<b>TOTAL STAFF</b>							
	Full Time Equivalent	74.55	76.10	78.60	79.60	84.70	88.50
	Actual Head Count	80	83	86	86	91	94

**General Fund Detail**

This section provides the missions, activities, goals & objectives, performance measures, and the FY 2020 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

## OPERATING BUDGET REVENUES

By Account		FY 2018	FY 2019		FY 2020		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY 19 Current Budget
<b>GENERAL FUND</b>							
10300000-311101	REAL ESTATE TAX	2,923,580	2,932,987	2,992,516	3,102,320		5.8%
10300000-311301	PERSONAL PROPERTY TAX	494,158	494,253	595,960	607,879		23.0%
10300000-311601	PENALTIES AND INTEREST	28,484	32,000	32,000	32,000		0.0%
10300000-312101	SALES TAX	1,136,133	1,156,944	1,193,188	1,217,052		5.2%
10300000-312201	UTILITY TAX	222,488	220,000	220,000	220,000		0.0%
10300000-312202	RIGHT OF WAY USAGE FEE	28,725	30,000	21,000	21,000		-30.0%
10300000-312301	BUSINESS LICENSES	790,617	765,000	790,617	806,429		5.4%
10300000-312306	FARM & COMM MKT FEE	700	200	240	240		20.0%
10300000-312401	CABLE PEG GRANT	12,161	12,000	12,000	12,000		0.0%
10300000-312501	VEHICLE LICENSE FEE	167,457	148,000	170,000	170,000		14.9%
10300000-312601	FRANCHISE TAX: BANK	346,067	300,000	340,000	340,000		13.3%
10300000-312801	CIGARETTE TAX	212,348	251,097	211,829	207,592		-17.3%
10300000-312901	TRANSIENT OCCUPANCY TAX	322	1,000	0	0		-100.0%
10300000-312902	MEALS TAX	2,047,316	2,013,932	2,122,924	2,165,382		7.5%
10300000-313301	ZONING FEES	97,796	110,000	90,000	80,000		-27.3%
10300000-313340	COMMUNITY EVENTS SIGN	1,251	1,000	1,200	1,200		20.0%
10300000-313350	STREET FEES	850	500	800	800		60.0%
10300000-313399	MISCELLANEOUS	4,209	5,000	850	1,000		-80.0%
10300000-314100	POLICE REVENUE	58,302	65,000	44,000	44,000		-32.3%
10300000-314105	MOWING FINE BY ORDINANCE	0	100	100	100		0.0%
10300000-315101	INVESTMENT INCOME	47,234	45,600	75,000	75,000		64.5%
10300000-315102	UNREALIZED GAIN/LOSS	(25,521)	0	0	0		N/A
10300000-315201	RENT ON PROPERTY	3,000	11,000	18,000	27,000		145.5%
10300000-316301	PD CHARGES TO OTHERS	0	500	0	0		-100.0%
10300000-316704	MAINT/PW CHGS TO OTHERS	7,550	7,900	5,000	5,000		-36.7%
10300000-318902	PAYMENTS IN LIEU OF TAX (PATRICK HENRY)	2,500	2,500	2,500	2,500		0.0%
10300000-318903	DONATIONS	155	0	0	0		N/A
10300000-318904	LOCAL GRANTS & AWARDS	11,000	0	4,000	8,500		N/A
10300000-318905	PROCEEDS FROM PROPERTY	11,966	37,900	37,900	95,900		153.0%
10300000-318906	GAS TAX FUNDING / LOCO	143,733	0	0	0		N/A
10300000-318920	VEHICLE COMP. REIMB.	1,501	1,700	960	0		-100.0%
10300000-318940	GARNISHMENT FEE	400	100	100	100		0.0%

## OPERATING BUDGET REVENUES

By Account		FY 2018	FY 2019		FY 2020		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY 19 Current Budget
<b>GENERAL FUND</b>							
10300000-318950	OVER/SHORT	(21)	0	0	0		N/A
10300000-322108	LAW ENFORCEMENT / VA	110,084	110,000	114,156	114,156		3.8%
10300000-322109	PPTRA / VA	201,753	201,753	201,753	201,753		0.0%
10300000-322130	COMMUNICATIONS TAX	147,250	146,000	139,810	130,000		-11.0%
10300000-324201	FIRE FUNDS / VA	25,832	30,000	26,745	26,000		-13.3%
10300000-324301	STREET REVENUE / VA	646,429	646,428	665,739	690,739		6.9%
10300000-324302	VDOT REV SHARE/GUARDRAIL	19,996	0	0	0		N/A
10300000-324310	LITTER GRANT/VA	2,867	3,000	3,686	3,000		0.0%
10300000-324501	OTHER FUNDS/VA	7,324	9,000	8,000	8,000		-11.1%
10300000-324705	ARTS GRANT / VA	3,500	8,500	4,500	4,500		-47.1%
10300000-324900	EMERGENCY FUNDS / VA	0	0	18,928	0		N/A
10300000-333101	LAW ENFORCEMENT / FED	7,877	30,300	1,328	0		N/A
10300000-333201	EMERGENCY FUNDS / FED	0	0	0	0		N/A
10300000-341102	INSURANCE REIMBURSEMENT	64,425	32,765	20,793	40,000		N/A
10300000-397100	TRANSFER OF DESIGNATED RESERVES	111,377	111,038	111,038	104,937		-5.5%
10300000-398100	TRANSFER OF CASH RESERVES	2,761,612	283,120	0	1,333,000		370.8%
10300000-399100	TRANSFER FROM OTHER FUNDS	0	19,700	19,700	0		N/A
<b>Total Revenues</b>	<b>GENERAL FUND</b>	<b>12,886,789</b>	<b>10,277,817</b>	<b>10,318,860</b>	<b>11,899,079</b>		<b>15.8%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

## OPERATING BUDGET EXPENDITURES

By Cost Center	FY 2018	FY 2019			FY 2020			% Change FY19 Current Budget
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	
<b>GENERAL FUND</b>								
ADMINISTRATION PAY & BENEFITS	978,610	890,230	919,364	911,285	1,012,534	1,012,534	0	10.1%
ADMINISTRATION OPERATING	41,485	184,500	182,000	151,500	53,957	53,852	0	-70.4%
ADMINISTRATION - INTERNAL SERVICES	197,817	204,162	213,162	214,099	222,665	220,065	0	3.2%
ADMINISTRATION - LEGAL	534,103	21,000	21,000	98,158	76,000	76,000	0	261.9%
<b>TOTAL ADMINISTRATION EXPENDITURES</b>	<b>1,752,015</b>	<b>1,299,892</b>	<b>1,335,526</b>	<b>1,375,042</b>	<b>1,365,156</b>	<b>1,362,451</b>	<b>0</b>	<b>2.0%</b>
FINANCIAL ADMINISTRATION	59,123	61,000	61,000	55,000	79,000	79,000	0	29.5%
FINANCE PAY & BENEFITS	863,109	912,167	912,167	910,403	1,038,264	1,038,264	0	13.8%
FINANCE OPERATING	42,971	92,000	92,000	91,550	101,672	99,172	0	7.8%
<b>TOTAL FINANCE EXPENDITURES</b>	<b>965,203</b>	<b>1,065,167</b>	<b>1,065,167</b>	<b>1,056,953</b>	<b>1,218,936</b>	<b>1,216,436</b>	<b>0</b>	<b>14.2%</b>
IT PAY & BENEFITS	280,903	310,700	310,700	309,795	316,965	316,965	0	2.0%
IT OPERATING	96,018	166,040	166,040	160,500	182,533	169,283	0	2.0%
<b>TOTAL IT EXPENDITURES</b>	<b>376,921</b>	<b>476,740</b>	<b>476,740</b>	<b>470,295</b>	<b>499,498</b>	<b>486,248</b>	<b>0</b>	<b>2.0%</b>
POLICE PAY & BENEFITS	1,768,664	1,942,920	2,062,919	2,049,514	2,517,476	2,207,209	0	7.0%
POLICE OPERATING	289,924	319,000	465,460	472,473	417,022	393,357	0	-15.5%
FIRE & RESCUE PASS-THROUGH	115,832	120,000	120,000	116,400	120,000	116,000	0	-3.3%
<b>TOTAL PUBLIC SAFETY EXPENDITURES</b>	<b>2,174,420</b>	<b>2,381,920</b>	<b>2,648,379</b>	<b>2,638,387</b>	<b>3,054,498</b>	<b>2,716,566</b>	<b>0</b>	<b>2.6%</b>
PUBLIC WORKS ADMIN PAY & BENEFITS	395,325	392,552	351,214	327,523	372,618	372,618	0	6.1%
PUBLIC WORKS ADMIN OPERATING	29,186	41,700	40,735	40,675	43,936	24,341	0	-40.2%
PUBLIC WORKS ENGINEERING PAY & BENEFITS	388,399	559,401	559,831	559,775	560,395	560,395	0	0.1%
PUBLIC WORKS ENGINEERING OPERATING	58,423	125,150	123,755	123,750	423,148	69,543	0	-43.8%
PUBLIC WORKS MAINTENANCE PAY & BENEFITS	832,723	997,509	921,919	915,145	1,039,747	1,039,747	0	12.8%
PUBLIC WORKS MAINTENANCE OPERATING	229,620	253,350	262,375	258,629	276,582	254,782	0	-2.9%
STREETS - TOWN	148,480	297,500	301,200	294,555	234,750	195,250	0	-35.2%
STREETS - STATE	368,052	463,628	463,628	461,106	495,618	495,618	0	6.9%
REFUSE / TRASH	445,685	475,000	475,000	474,714	488,000	488,000	0	2.7%
TOWN HALL	111,565	129,800	162,659	171,896	153,681	153,165	0	-5.8%
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>	<b>3,007,458</b>	<b>3,735,590</b>	<b>3,662,316</b>	<b>3,627,768</b>	<b>4,088,474</b>	<b>3,653,458</b>	<b>0</b>	<b>-0.2%</b>
COMMUNITY DEV PAY & BENEFITS	372,323	383,151	420,355	410,319	512,230	419,146	0	-0.3%
COMMUNITY DEV OPERATING	78,555	29,700	49,400	49,192	272,269	97,949	0	98.3%
<b>TOTAL COMMUNITY DEVELOPMENT EXPENDITURES</b>	<b>450,878</b>	<b>412,851</b>	<b>469,755</b>	<b>459,511</b>	<b>784,499</b>	<b>517,096</b>	<b>0</b>	<b>10.1%</b>

## OPERATING BUDGET EXPENDITURES

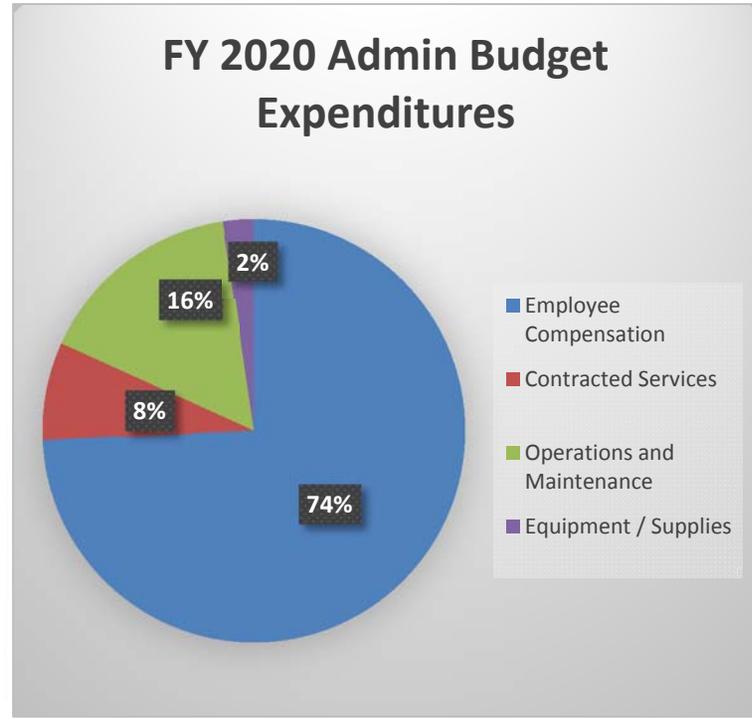
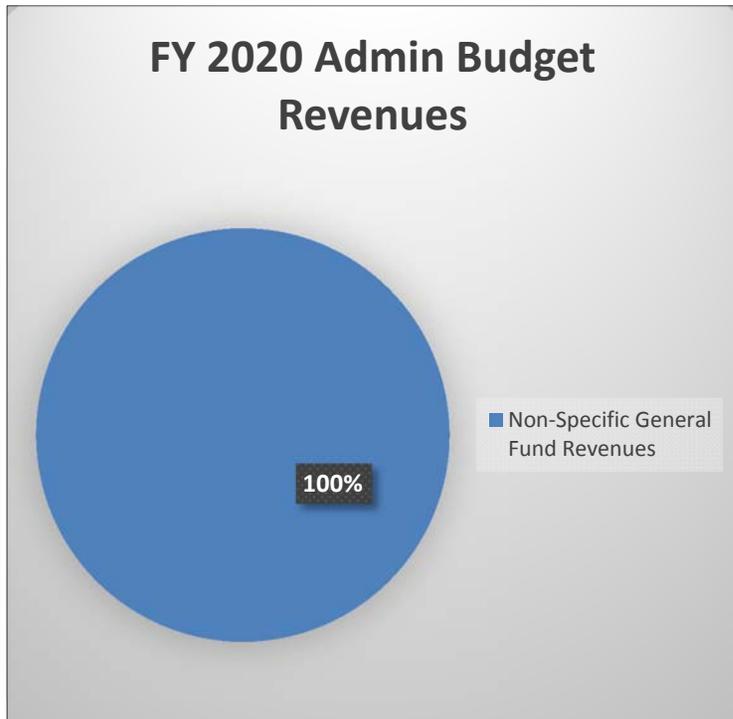
By Cost Center	FY 2018	FY 2019			FY 2020			% Change FY19 Current Budget
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	
<b>GENERAL FUND</b>								
COUNCIL	68,086	76,528	76,528	63,452	121,988	85,588	0	11.8%
PLANNING COMMISSION	14,508	14,350	14,350	14,350	14,349	14,349	0	0.0%
BOARD OF ZONING APPEALS	24	1,500	1,500	50	100	100	0	-93.3%
ECONOMIC DEVELOPMENT	1,135	15,000	15,000	3,500	15,000	15,000	0	0.0%
ARCHITECTURAL REVIEW BOARD	3,230	3,768	3,768	3,768	3,768	3,768	0	0.0%
ARTS COUNCIL	13,076	20,000	24,500	21,000	20,000	20,000	0	-18.4%
ENVIRONMENTAL SPECIAL PROGRAMS	6,394	5,000	5,000	5,000	8,000	8,000	0	60.0%
<b>TOTAL LEGISLATIVE &amp; ADVISORY</b>	<b>106,453</b>	<b>136,146</b>	<b>140,646</b>	<b>111,120</b>	<b>183,205</b>	<b>146,805</b>	<b>0</b>	<b>4.4%</b>
<b>TOTAL OPERATIONS COST</b>	<b>8,833,348</b>	<b>9,508,306</b>	<b>9,798,529</b>	<b>9,739,076</b>	<b>11,194,267</b>	<b>10,099,061</b>	<b>0</b>	<b>3.1%</b>
RETIREE BENEFITS	55,810	58,852	58,852	65,387	69,300	69,300	0	17.8%
CAPITAL OUTLAY	95,486	261,000	98,162	50,927	200,815	200,815	0	104.6%
ADJUST & TRANSFERS	2,293,248	89,730	81,971	18,086	1,401,752	1,313,515	0	1502.4%
DEBT RETIREMENT	1,263,292	1,187,556	1,187,556	1,187,556	1,202,841	1,202,841	0	1.3%
<b>TOTAL NON-DEPARTMENTAL</b>	<b>3,707,836</b>	<b>1,597,138</b>	<b>1,426,541</b>	<b>1,321,956</b>	<b>2,874,708</b>	<b>2,786,471</b>	<b>0</b>	<b>95.3%</b>
Less Utility Chargeback	(878,432)	(986,452)	(947,252)	(947,252)	(986,452)	(986,452)	0	4.1%
<b>TOTAL GENERAL FUND</b>	<b>11,662,752</b>	<b>10,118,992</b>	<b>10,277,817</b>	<b>10,113,779</b>	<b>13,082,523</b>	<b>11,899,080</b>	<b>0</b>	<b>15.8%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# ADMINISTRATION

## FUNDING SOURCES AND EXPENDITURES

Administration receives all of its funding from non-specific General Fund revenues totaling \$1.36 million.



## PURPOSE OF THE DEPARTMENT:

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

## **DESCRIPTION OF THE DEPARTMENT:**

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 following positions:

- Office of the Town Manager
- Town Attorney
- Director of Administration
- Executive Assistant
- Administrative Assistant / Town Clerk
- Human Resources Specialist
- Human Resources Analyst
- Special Assistant to Town Manager (Part-time)
- Front Office Reception / Information Services (Part-time)

## **GENERAL DEPARTMENT GOALS:**

1. Preserve and enhance the appearance, character, and environmental quality of the Town
2. Ensure responsive, accountable, and collaborative government
3. Achieve ongoing and future fiscal stability to provide cost effective core services that meet the Town's needs
4. Ensure effective utilization and maximum development of human resources while valuing and supporting a diverse workforce



# ADMINISTRATION

## BUDGET BY COST CENTER:

Administration Department	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
PAY & BENEFITS	978,610	890,230	919,364	911,285	1,012,534	1,012,534	0	14%
OPERATING	41,485	184,500	182,000	151,500	53,957	53,852	0	-71%
INTERNAL SERVICES	197,817	204,162	213,162	214,099	222,665	220,065	0	8%
LEGAL SERVICES	534,103	21,000	21,000	98,158	76,000	76,000	0	262%
<b>TOTAL EXPENDITURES</b>	<b>1,752,015</b>	<b>1,299,892</b>	<b>1,335,526</b>	<b>1,375,042</b>	<b>1,365,156</b>	<b>1,362,451</b>	<b>0</b>	<b>5%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

## Significant Budget Changes

The FY 2020 proposed budget for the Administration Department shows an increase of \$62,559 or 5% over the FY 2019 adopted budget.

- Pay and Benefits increased by 14 percent due to:
  - Personnel Services associated salary and benefit adjustments of existing staff
  - Full – year salary of Administrative Assistant approved as a FY 2019 mid-year enhancement (Town Council Meeting, February 26, 2019)
- Administration’s operating cost decreased by 71 percent due to:
  - One-time funding totaling \$140,000 for the organizational assessment and employee compensation and class studies in FY 2019
  - Includes an increase of \$9,000 for training as part of the Town-wide budget enhancement for employee training.
- Internal Services increased by 8 percent due to:
  - Purchasing agenda and recordkeeping software that was approved as a mid-year budget amendment in FY 2019 (Town Council Meeting, January 22, 2019)
  - Fixed cost increases in municipal insurance (\$7,000)
- Legal Services cost center increased by 262 percent. The increase is necessary to fund outside legal services at a normal operating level.

# ADMINISTRATION

## Future Outlook

- The Administration Department budget contains several Town-wide expenses that are paid centrally and benefit all General Fund Departments, Parks and Rec Fund, Water Fund, and Wastewater Fund. These costs include Insurance – Municipal, Special Programs, Employee Service Recognition, Records Management, Public Information, and Legal Services. In addition, administration pays for communications expense for those departments located within Town Hall. Further, the Administration staff internally services all Departments and funds through its management and leadership, administrative and human resource services. To account for these internal service cost that benefit all Departments, the FY 2020 budget account structure includes it in its own cost center with the Administration Department called “Internal Services.”
- In FY 2019, the Town budgeted and plans to contract with independent consultants to perform an organizational assessment review and employee class and compensation study. These studies will have a budget impact in future years by identifying efficiencies and needs to meet current and future service demands.
- Currently, the Town provides refuse services that include weekly solid waste, recycling, and bulk trash services at no fee to residential households within Town. This service represents approximately a \$443 (\$36.95 per month) value per residential household if residents had to contract the service directly with a private disposal company and pay additional fees for bulk trash service. The contract expires with the current contractor in FY 2022 (Nov 2021). Additional information and research is needed to present different options to Council and Town residents before the contract expiration to determine the rates other Towns are paying and different options on funding refuse services within the Town budget. In recent years, many other localities in Virginia have started to charge a fee for refuse services; including Charlottesville, Danville, Town of Front Royal, Lynchburg, Martinsville, Norfolk, Town of Orange, Portsmouth, Radford, Richmond, and Salem.



## ADMINISTRATION

### PERFORMANCE DASHBOARD:

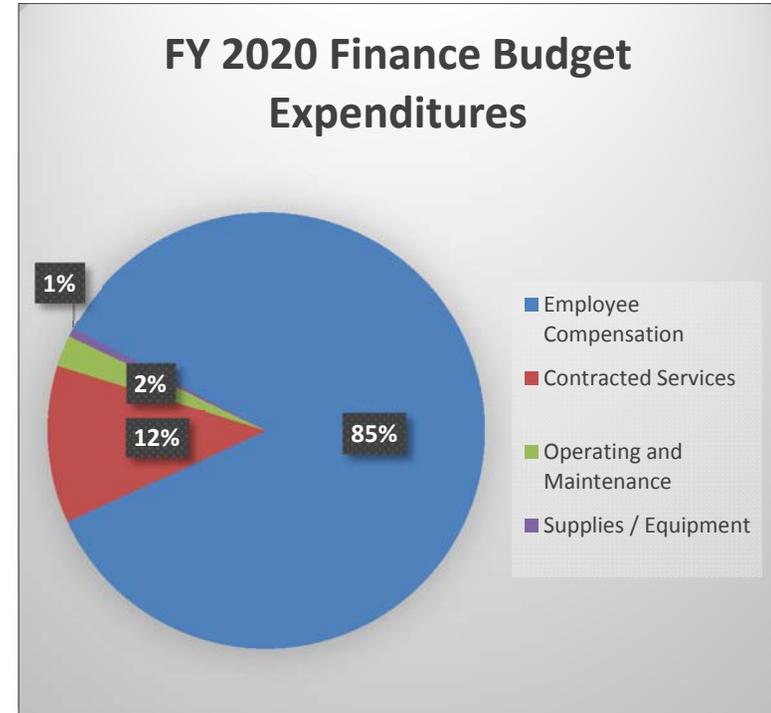
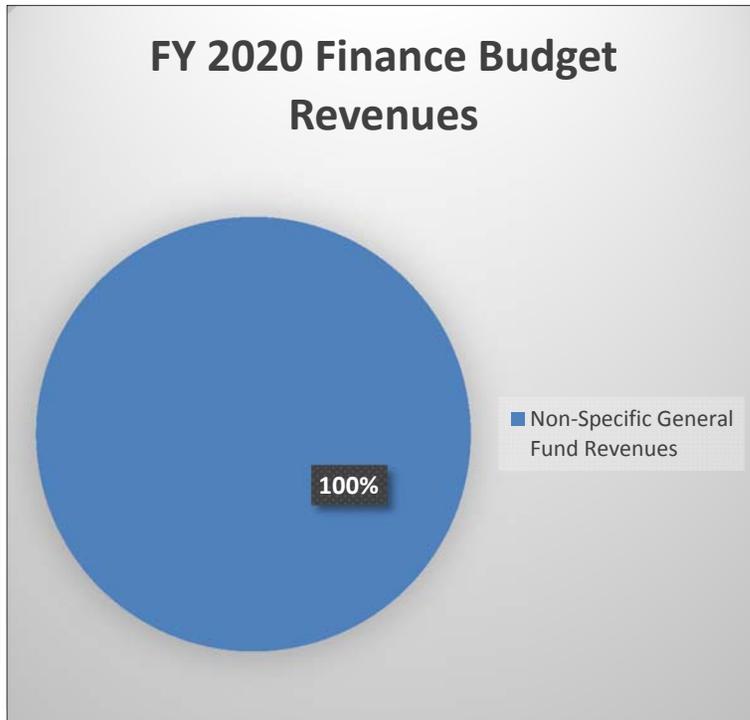
The following represents key measures to determine Administration's workload factors and performance:

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Number of Town Council Agendas Prepared per Year	Core	64	47	47
Number of FOIA Requests	Core	116	90	80
Number of Resolutions	Core	41	41	41
Number of Ordinances	Core	6	4	5
Number of Residential Refuse/Recycling collection accounts	Core	2,517	2,624	2,688
Number of External Recruitments	Core	22	14	10
Number of Worker's Compensation Claims Filed	Core	11	6	4
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Value of resources (\$) utilized in response to FOIA requests	Core	\$1,298	\$1,200	\$1,100
Percent of resources (\$) recovered through allowable FOIA fees	Core	25%	25%	25%
Tons of Refuse Collected	Core	1,963	2,006	2,150
Tons of Recycling Collected	Core	865	900	1,000
Tons of Yard Waste Collected	Core	536	610	650

# FINANCE

## FUNDING SOURCES AND EXPENDITURES

Finance receives all of its funding from General Fund non-specific revenues totaling \$1.22 million.



## PURPOSE OF THE DEPARTMENT:

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

# FINANCE

## DESCRIPTION OF THE DEPARTMENT:

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

- Oversight of the Finance Department; management of financial ERP systems
- Establishes and maintains sound fiscal policies and internal controls
- Prepares the Town's Comprehensive Annual Financial Report (CAFR); manages the annual audit; distribution of monthly financial reports
- Prepares and monitors the annual operating and capital budget; long term financial plan; cash management and investments; debt management; credit rating
- Assists departments with the procurement of goods and services.

### (2) Accounting Division

- Responsible for accounting functions and internal financial reporting
- Payroll and 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
- Preparation of reports for federal, state and local agencies.

### (3) Billing and Collections Division

- Customer support services, weekdays 8 am to 5 pm.
- Responsible for billing and collection of user charges for water and sewer including the registration and connection of new customers and coordination of the 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

# FINANCE

## GENERAL DEPARTMENT GOALS:

1. Develop practices to enhance delivery of exceptional service to internal and external customers
2. Prepare accurate and timely financial transactions and reports in accordance with Generally Accepted Accounting Practices (GAAP) and attain a clean audit
3. Prepare a balanced budget integrated with long-term fiscal planning activities
3. Demonstrate excellence in budget and financial reporting through Government Finance Officer Association awards
4. Provide opportunities for staff training and professional development
5. Identify opportunities to improve process efficiencies and effectiveness

## BUDGET BY COST CENTER:

Finance Department	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
FINANCIAL ADMIN	59,123	61,000	61,000	55,000	79,000	79,000	0	30%
PAY & BENEFITS	863,109	912,167	912,167	910,403	1,038,264	1,038,264	0	14%
OPERATING	42,971	92,000	92,000	91,550	101,672	99,172	0	8%
<b>TOTAL EXPENDITURES</b>	<b>965,203</b>	<b>1,065,167</b>	<b>1,065,167</b>	<b>1,056,953</b>	<b>1,218,936</b>	<b>1,216,436</b>	<b>0</b>	<b>14%</b>

Current Budget includes internal budget adjustments and Council approved budget amendments as of March 1, 2019. Amounts may not equal due to rounding.

## Significant Budget Changes

The FY 2020 proposed budget for the Finance Department shows an increase of \$151,000 or 14% over the FY 2019 adopted budget.

- Financial Administration increased by 30% due to:
  - The Town's required financial audit contract is due to be re-competed and estimated costs are expected to increase by \$5,000 over last year's budgeted amount.
  - The Town is required under Government Accounting Standards Board (GASB) to perform Other Post – Employment Benefits (OPEB) review every two years. The OPEB review is estimated to cost \$8,000.

## FINANCE

- Financial Advisor cost increased by \$5,000 to manage and blend new information from the organizational assessment, policy audit recommendations, water resource study, utility rate study, and class and compensation study into the Town's long-term fiscal plan.
- Finance's employee compensation increased by 14% primarily attributable to personnel services associated salary and benefit adjustments of existing staff and the budget enhancement totaling \$106,000 for the full-time Financial Analyst position.
- Finance's operating cost increased by 8% due to the training budget increase for all Town staff.

### Future Outlook

- Prepare for the Budget Specialists retirement at the end of FY 2020 by recruiting and training new full-time staff to fill the budget and fiscal analyst roles (**Novak #27**). Utilize transitional staffing support to achieve several organizational assessment recommendations: standardize the budget instruction and departmental budget request process (**Novak #20**); create Capital and IT Budget Review Committees (**Novak #21**).
- Update the Town's Procurement Policy and Procurement Procedures Manual to establish a new Purchasing Card Program in FY 2020 (**Novak #26**).
- Work with Town Attorney to update Town ordinances related to contracting and disbursement authority, business regulations, tax and utility billing ordinances to better align with current business practices and State authority (**Novak #11**).
- Finance staff continues to coordinate and implement the new Munis ERP system. As a dedicated software implementation team is not practical given the small size and specialized nature of our Finance staff, project workload must be carefully coordinated around regular staff duties and deadlines. To date, staff has successfully implemented and fully transitioned property tax, business license tax, meals tax, cashiering and financial modules with no interruptions in service and within budget. Implementation of the utility billing module is currently underway with completion expected in the fall of 2019. HR/payroll implementation is expected to kick-off in spring 2019 with a go-live target of January 2020 (**Novak #22**). After modules are tested and live, staff also continues to work to enhance functionality, workflow processes, reporting and internal process documentation. Future enhancements include customer portals, employee portals and general billing.
- Test and implement Munis version 11.3 prior to the current version's sunset date of January 2020. The Town's contract with Tyler offers an evergreen software solution whereby the Town benefits from the last technology and software functionality.
- Finance staff is coordinating the 2019 Utility Rate Study now underway with Stantec. Project scope includes development of an interactive, multi-year forecasting model, cost of service analysis, benchmarking rates and general fund cost allocation analysis (**Novak #28**). The study should be complete and utility rate recommendations presented to Council mid-2019. Stantec will also provide assistance with citizen outreach once a long-term utility rate plan is adopted.

# FINANCE

- As detailed in the Financial Administration cost center’s budget, Finance staff coordinates work performed by financial service professionals to include the annual financial audit, annual fixed asset inventory process, actuarial studies, bond arbitrage calculations and financial advisors. Financial advisors assist with the development of multi-year financial models, debt and credit management, tax and utility rate setting recommendations, fiscal policy guidelines and long-term planning activities to ensure fiscal sustainability for all funds.
- The Finance Department works closely with municipal finance organizations locally and nationally to review and implement best practices in budget and financial reporting. As a result, the Government Finance Officers Association (GFOA) recognized the Town of Purcellville for its FY 2017 Financial Reports and FY 2018 Budget Presentation. Changes to both documents are common in each year in response to GFOA best practice recommendations and award criteria.
- Finance maintains a public presence by staffing Customer Representative windows in the lower level at Town Hall. The windows allow businesses and residents to pay utility bills, taxes and other fees in person. The Finance Customer Representative windows are open weekdays from 8:00 AM to 5:00 PM. Although this is primarily the responsibility of the Billing and Collection team, support is required from all areas to ensure coverage.
- Review departmental expenditure transactions to ensure proper use of object codes consistent with the Town’s chart of accounts to improve the accuracy of financial reports.
- Monitor the progress of the County consolidated tax billing program to determine cost and benefits of potential Town participation.

## **Organizational Assessment Identified Needs**

- Organizational assessment recommendations addressed in the FY 2020 budget: Novak #20, 21, 22, 26, 27, 28.
- Full-Time Financial Analyst (\$106,000) – projected FY 2020 will address Novak #20, 21, 27.
- Full-Time Procurement Specialist (\$105,000) – projected FY 2021-FY 2026 will address Novak #24, 25, 27.
- Implement time management system for all departments – projected FY 2022

## **PERFORMANCE DASHBOARD:**

The following represents key measures to determine Finance’s workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Number of Utility Bills Issued	Core, Priority	16,941	17,475	17,600
Number of Real Estate Bills Issued	Core, Priority	6,086	6,225	6,250
Number of Personal Property Tax Bills Issued	Core, Priority	8,961	9,000	9,050

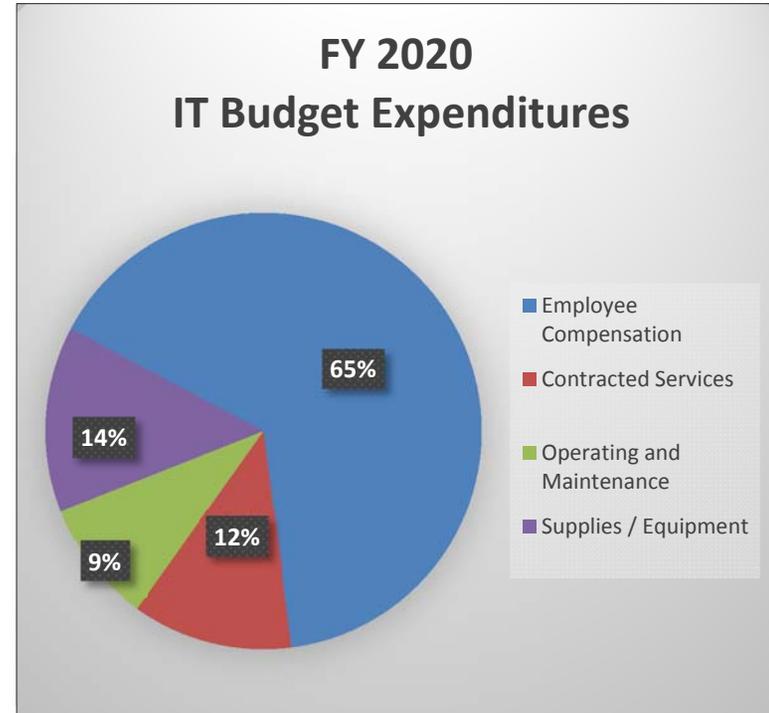
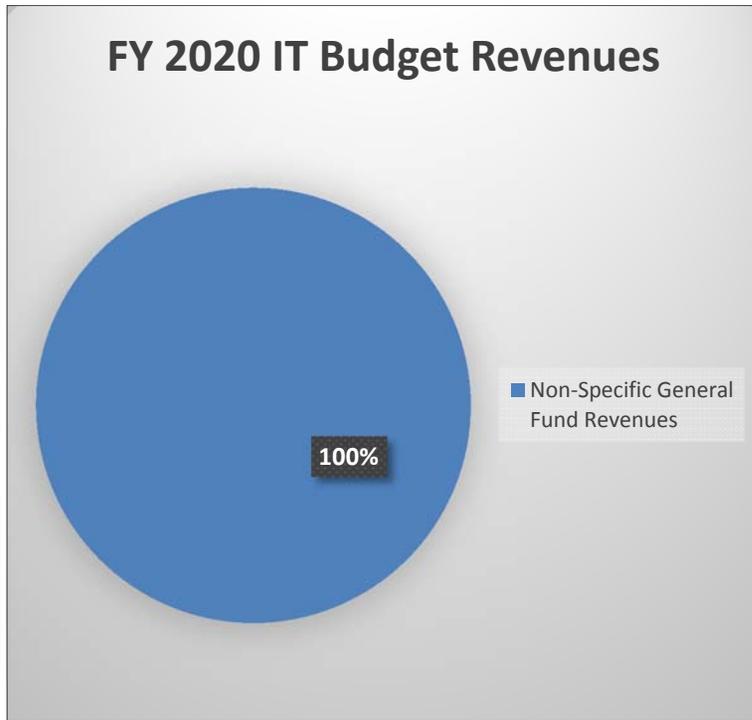
## FINANCE

Workload Factors	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Number of Business License Issued (calendar year)	Core, Priority	767	775	780
Number of capital projects managed	Core	13	25	27
Number of new debt issuances managed	Comp Plan, Core, Priority	2	0	1
Number of loans managed	Comp Plan, Core, Priority	9	8	8
Number of AP transactions per year	Core	8361	8900	9400
Number of W-2's issued per year	Core	117	122	135
Performance Measures	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
GFOA budget award (# consecutive years)	Core, Priority	10	11	12
GFOA financial reporting award (# consecutive years)	Core	10	11	12
CAFR Received unmodified opinion from auditor	Core, Priority	Yes	Yes	Yes
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%
Performance Measures	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Percent of utility bill revenue collected	Core, Priority	100%	99.5%	99.5%
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%	97%	97%
OUTCOMES AND RESULTS				
Desired Outcome	Results			
Receive (1) the GFOA Certificate of Achievement for Excellence in Financial Reporting; and (2) the GFOA Distinguished Budget Presentation Award.	Received the 10 <sup>th</sup> consecutive Financial Reporting Award; received the 9 <sup>th</sup> consecutive 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	Real estate collection rate for FY 2018 was 99%; personal property collection at 98%			
Maintain utility bill revenue collection rate of at least 98% annually	Utility bill collection rate for FY 2018 was 100%			
Munis ERP Software Implementation	LIVE Spring 2017 - Property Tax Module LIVE Spring 2017 – Tyler Cashiering LIVE October 2017 - Financials Module LIVE February 2018 - Business License Module LIVE February 2019 - Meals Tax Module Underway- Utility Module Implementation with Live target Fall 2019 Kickoff- HR/Payroll Module spring 2019 with Live target January 2020			

# INFORMATION TECHNOLOGY

## FUNDING SOURCES AND EXPENDITURES

Information Technology receives all of its funding from non-specific General Fund revenues totaling \$0.48 million.



## PURPOSE OF THE DEPARTMENT:

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

# INFORMATION TECHNOLOGY

## DESCRIPTION OF THE DEPARTMENT:

The Information Technology (IT) Department is responsible for the Town's purchase, installation, maintenance and helpdesk support related to the following items:

- Computer equipment
- Communications technology equipment
- Software
- Town of Purcellville website
- Project Management – Town IT Infrastructure and Communication Projects

## GENERAL DEPARTMENT GOALS:

1. Effectively manage the delivery of Town-wide technology services
2. Guide technology decision-making to ensure consistency with the Town-wide business direction
3. Ensure a skilled, responsive, and innovative workforce that keeps current with evolving business critical technologies
4. Provide high quality customer service

## BUDGET BY COST CENTER:

Information Technology Department	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
PAY & BENEFITS	280,903	310,700	310,700	309,795	316,965	316,965	0	2.0%
OPERATING	42,971	166,040	166,040	160,500	182,533	169,283	0	2.0%
<b>TOTAL EXPENDITURES</b>	<b>323,874</b>	<b>476,740</b>	<b>476,740</b>	<b>470,295</b>	<b>499,498</b>	<b>486,248</b>	<b>0</b>	<b>2.0%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# INFORMATION TECHNOLOGY

## Significant Budget Changes

The FY 2020 proposed budget for the IT Department shows an increase of \$9,500 or 2% over the FY 2019 adopted budget.

- Pay and Benefits increased by 2 percent due to Personnel Services associated salary and benefit adjustments of existing staff
- Operating cost increased by 2 percent due to small increases in Departmental desktop and software equipment. As other Departments increase staff, IT's budget will need to incrementally increase to ensure adequate computer and software equipment as well as IT helpdesk support coverage.
- An increase to the communications budget was requested to pay for the upgrade of site to site connectivity. This upgrade would improve connection reliability between the town sites and increase data transfer speeds between sites. The speed increase will allow for data replication between sites, improving the resilience of the systems. The enhancement is currently unfunded. Once pricing is received, IT will identify whether additional funding will be needed for this request.

## Future Outlook

- Strengthening internal controls over IT security by implementing formal policies related to password controls, end-user responsibilities, training, and proper handling of sensitive information (HIPAA, PII, etc.).
- To increase efficiency, the IT Department will be working with each Department to help automate processes and improve document archiving procedures in Laserfiche.
- As part of the search for alternative internet providers, the IT Department has been talking with various technology providers in hopes of finding reliable, cost effective service for Town residents and businesses.

# INFORMATION TECHNOLOGY

## PERFORMANCE DASHBOARD:

The following represents key measures to determine Information Technology's workload factors and performance:

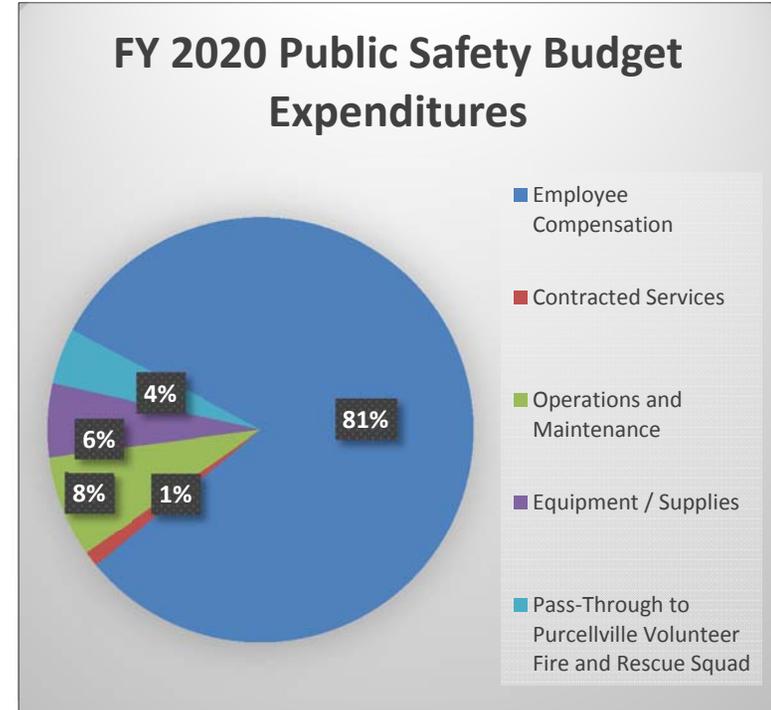
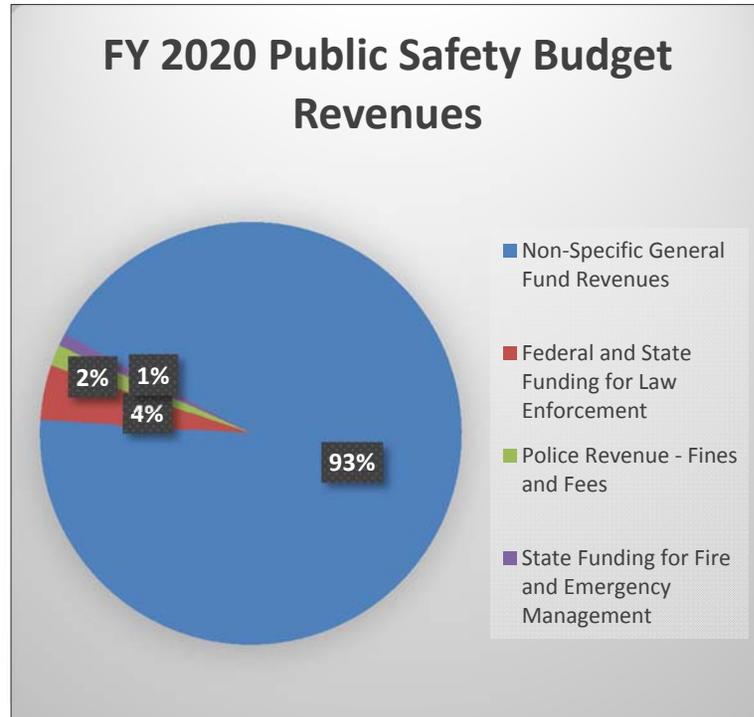
<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Number of servers supported	Core	30	28	26
Laserfiche records management system scanners	Core	12	12	12
Number of personal computers supported	Core	130	130	132
Percent of PCs and laptops over 4.5 years old	Core	12%	13%	12%
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	833	840	845
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2017</b>	<b>Estimated FY 2018</b>	<b>Projected FY 2019</b>
Percent of website requests posted within one day of receipt	Core	99%	99%	99%
Percent of IT operating budget allocated to third party support	Core	8%	8%	8%
Percent of IT user troubles calls resolved within one day of receipt	Core	95%	95%	95%

<b>OUTCOMES AND RESULTS</b>	
<b>Desired Outcome</b>	<b>Results</b>
Assist with communicating public information by increasing total number of subscribers to the online notification system	Subscribership increased by 13% in FY18
Ensure operational efficiency by resolving all IT user trouble calls within one day of receipt	95% of 1378 Tickets were closed within a 24 hour period
Improved communications with Town residents and the Town business community	Implemented cybersecurity awareness training for all staff. Had third party security evaluation of entire network.
Increase staff cybersecurity awareness through formalized training.	Town staff are showing a heightened awareness of suspicious activity and have been notifying IT staff of potential issues.

# POLICE DEPARTMENT AND PUBLIC SAFETY

## FUNDING SOURCES AND EXPENDITURES

Public Safety receives the following revenues and funding from the General Fund totaling \$2.72 million:



## PURPOSE OF THE DEPARTMENT:

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.

# **POLICE DEPARTMENT AND PUBLIC SAFETY**

## **DESCRIPTION OF THE DEPARTMENT:**

The Purcellville Police Department consists of a dedicated staff consisting of 19 sworn officers, a Business Manager, Administrative Assistant and part-time Accreditation Manager. The Police Department provides the following services:

- Patrol Duties – Every officer is assigned a Police Service Area (PSA) to enhance community engagement/partnership. Officers to work with members of the residential and business communities to identify areas of concern and develop solutions to prevent crime, arrest offenders and enhance the quality of life in each PSA.
- Criminal Investigations – Patrol officers conduct criminal investigations with the goal of apprehension and prosecution of offenders. Crimes against persons requiring extensive investigative resources are handled by Loudoun County Sheriff's Office (LCSO) Criminal Investigations Division.
- Traffic Management and Enforcement – The Police Department maintains a list of traffic hotspots. Deployment of traffic resources is prioritized by the analysis of traffic crash data, citizen complaints and concerns noted by town staff. Officers are deployed on a random and rotating basis, with the goal of compliance even when police are not present. The Purcellville Police work with our partner agencies the Loudoun County Sherriff's Office and the Virginia State Police, who investigate fatality crashes.
- Administrative Support – Staff manage record keeping, accreditation, human resources, hiring, crime analysis, facilities, and fiscal support for the Police Department.
- Training – All Purcellville Police Officers are certified by the Virginia Department of Criminal Justice Services (DCJS). Staff engage in on-going training in best practices in order to have the skills necessary to provide high quality service to the residents, businesses and visitors.
- Community Engagement – The PPD embraces the Department wide philosophy of community policing. In addition to problem solving efforts, officers build bridges to the community through a variety of outreach efforts including, Coffee with a Cop, Books and Badges, National Night Out and service as an HOA liaison.

The Purcellville Volunteer Fire Company and Volunteer Rescue Squad are separate non-profit entities that provide fire and other emergency services to the Town of Purcellville and surrounding area. They currently operate as members of a combination organization within the Loudoun County Fire, Rescue and Emergency Management System. The Town of Purcellville provides funding in the form of a pass-through dollar amount to these organizations.

## **GENERAL DEPARTMENT GOALS:**

1. Build trust and legitimacy with Town residents, business owners and visitors by providing fair and impartial police service.
2. Develop policy and programs resulting in effective strategies that reduce crime, enhance community relations and improve quality of life.
3. Effectively use of technology and social media platforms to engage and communicate with the community.

## POLICE DEPARTMENT AND PUBLIC SAFETY

4. Partner with the community to address areas of mutual concern.
5. Ensure that Purcellville Police staff and officers are certified and trained in best practices in a variety of disciplines preparing them to engage in 21<sup>st</sup> century policing.
6. Implement wellness programs that assist officers with their health and safety. This initiative is designed to reduce sick leave usage, Workers Compensation claims, reduce stress of the job, and enhance the overall well-being for higher performance of sworn staff.

### BUDGET BY COST CENTER:

Police Department and Public Safety	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
PAY & BENEFITS	1,768,664	1,942,919	2,062,919	2,049,514	2,517,476	2,207,209	0	14%
OPERATING	289,924	319,000	465,460	472,473	417,022	393,357	0	23%
FIRE AND EMERGENCY	115,832	120,000	120,000	116,400	120,000	116,000	0	-3%
<b>TOTAL EXPENDITURES</b>	<b>2,174,420</b>	<b>2,381,919</b>	<b>2,648,379</b>	<b>2,638,387</b>	<b>3,054,498</b>	<b>2,716,566</b>	<b>0</b>	<b>14%</b>

FY 2019 Budget reflects all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding.

### Significant Budget Changes

The FY 2020 proposed budget for the Police Department shows an increase of \$334,647 or 14% over the FY 2019 adopted budget.

- Police Pay & Benefits increased by 14 percent due to:
  - Personnel services associated salary and benefit adjustments of existing staff.
  - During FY 2019, a budget amendment created the Deputy Chief position that was not reflected in the FY 2019 adopted budget (\$164,000).
  - A budget enhancement to internally realign the Police Department's managerial command into an operational component and an administrative component. Through this realignment, each component will have a clear line of delineation (\$42,000).
  - A budget enhancement for the part-time Accreditation Manager to become full-time (\$46,000)
  - Implementing a wellness program for the health and well-being of the officers (\$6,000)
- Police Operating increased by 23 percent due to:

## POLICE DEPARTMENT AND PUBLIC SAFETY

- During FY 2019, a budget amendment included annual subscription to the Annual Law Enforcement Policy Manual and Daily Training Bulletins from Lexipol LLC (\$8,442) that was not reflected in the FY 2019 adopted budget.
- Equipment and supplies for new personnel that were added in the FY 2019 budget amendment and proposed FY 2020 budget (\$53,738)
- A one-time purchase for 2 car radios in vehicles (\$10,000)
- Fire and Emergency decreased by 3 percent due to:
  - State funding is estimated at \$26,000. If state funding is higher than anticipated for fire activities, those additional amounts are always passed through to the Purcellville Volunteer Fire Company and Volunteer Rescue Squad
- The Police Department continues to search for grants Federal and State grant opportunities to assist in funding personnel and equipment. Grant funding is not included in the baseline budget until approval by Council.

### Future Outlook

- As noted in the Purcellville Police Department Independent Phase 2 Report (June 2018), the Police Department is underfunded and inadequately staffed to provide an effective infrastructure to meet the public safety needs of the Town, and to support the administrative functions needed to adequately support a professional police organization. The following are recommendations from the Report:
  - Increase the Department's table of organization by six to eight police officer positions
  - Create two command level positions- *Partially completed with the hiring of a Deputy Chief of Police.*
  - Hire a part time accreditation manager- *Completed*
  - Relocate to a more secure and functional facility to house police operations

This additional staff will ensure a Department that can support a community with the population and economic influence in western Loudoun to ensure the highest quality of life for those who work, live or visit the Town.

- The Police Department rents its current facility and as noted in the Purcellville Police Department Independent Phase 2 Report, needs to relocate to a secure, larger facility to house police administrative and operational functions. The Town will initiate a Capital Improvement Program (CIP) project setting aside \$1.2 million from its General Fund cash reserves in the FY 2020 budget to purchase the building/land for the new Town-owned Police station. Completion of the Police station building is expected to be complete or nearing the final building stages in the FY21 to FY23 time frame. The completion date is dependent on the final decision to build new or renovate an existing structure in Town.
- The Department adopted the six pillars of 21<sup>st</sup> century policing: 1) building trust and legitimacy, 2) Policy & Oversight, 3) Technology & Social Media, 4) Community Policing and Crime Reduction, 5) Training & Education, and 6) Officer Wellness &

## POLICE DEPARTMENT AND PUBLIC SAFETY

Safety. The strategy emphasizes the systematic use of community engagement, partnerships, and problem solving techniques to proactively address conditions that cultivate crime and social disorder.

- Traffic safety is a top priority for The Purcellville Police Department. Deployment of resources is prioritized based on analysis of crash data, citizen complaints and concerns noted by town staff. An effective traffic safety program involves three prongs, education, engineering and enforcement. A variety of strategies are utilized including random and rotating deployment of officers at traffic hotspots, issuance of traffic tickets and warnings, and coordination with local partners, including the Department of Public Works, VDOT, the Loudoun County Sheriff's Office and the Virginia State Police.
- The Purcellville Police Department responded to 3,489 calls from the Loudoun County Emergency Communications Center in addition to engaging in 14,214 self-directed activities during FY 2018. Self-directed activities include, foot patrols, building checks, DUI stops, ABC checks at restaurants, and parking and traffic enforcement,
- The Purcellville Police Department was reaccredited through the Virginia Law Enforcement Professional Standards Commission in February of 2017. Accreditation is an on-going endeavor requiring annual policy review, re-writes and collection of proofs to ensure that the agency is engaging in best practices, leading up to reaccreditation in FY 2021. An accredited agency benefits by receiving an insurance cost reduction; and, if done properly, ensures best practices are followed as well as compliance of policies, mandates and regulations by staff.



# POLICE DEPARTMENT AND PUBLIC SAFETY

## PERFORMANCE DASHBOARD:

The following represents key measures to determine Police Department's workload factors and performance:

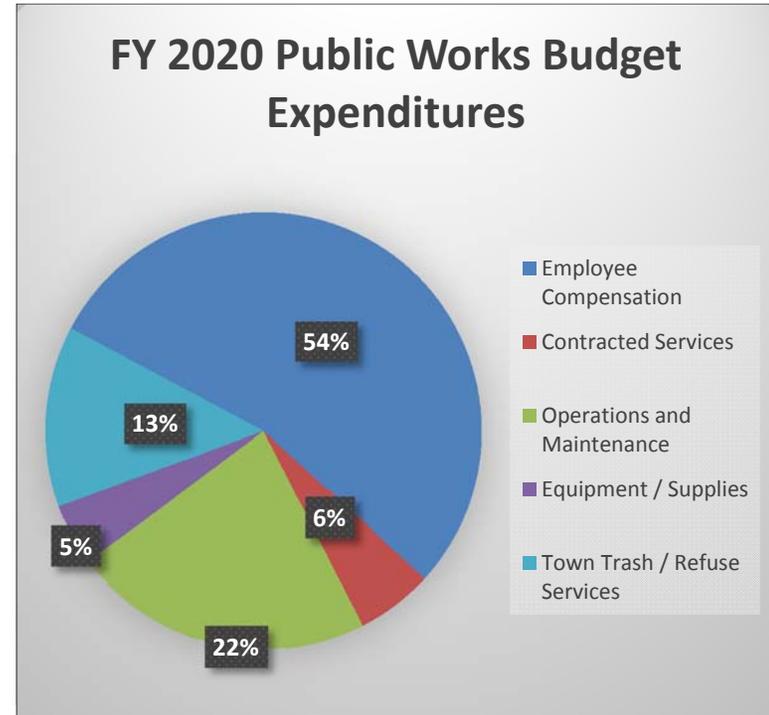
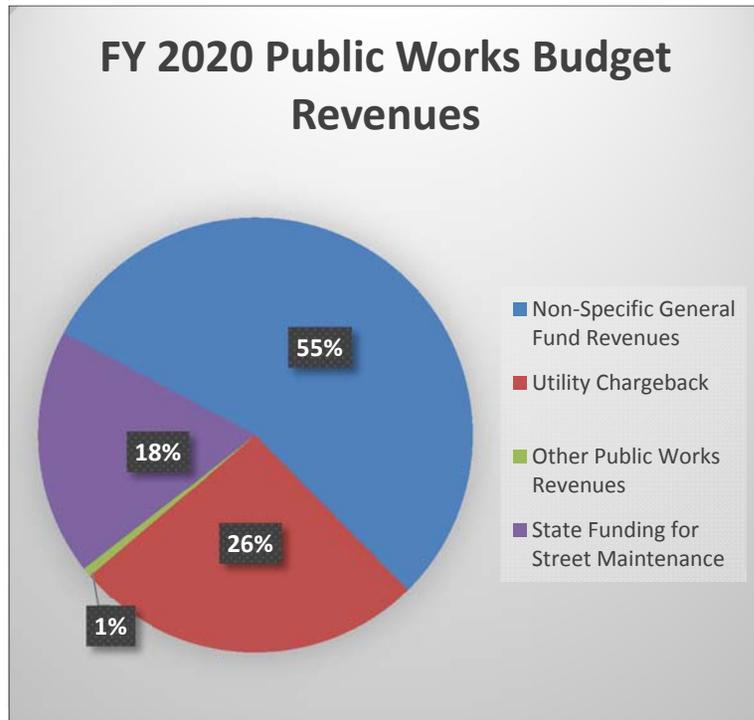
<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Total Offenses Reported	Core	355	372	390
Number of Traffic Violations Issued	Core	913	1000	1430
Number of Warning Tickets Issued	Core	1256	1100	630
Number of Collisions Investigated	Core	210	206	202
Number of Community "Town Hall" Sessions	Core	0	2	4
Number of Community Outreach Events	Core	16	21	25
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Percentage of Time the 24 hour, 7 day a week, coverage is available	Core	99%	100%	100%
Average Response Time to Top Priority Calls (minutes)	Core	2.7	3.0	2.5
Attendance at Community Engagement Sessions	Core	1430	1000	1800

<b>OUTCOMES AND RESULTS</b>	
<b>Desired Outcome</b>	<b>Results</b>
Respond to top priority calls within 3.5 Minutes	Average time in FY 18 was 2.7 minutes
Provide 2 events to dispose of prescription drugs	yes
Maintain VLEPSC accreditation	On-going leading the FY 21 re-accreditation
Hold at least one town hall meeting on community concern	None in FY 18
Begin the Coffee with a Cop program	5 in FY 18
Begin a Books and Badges program at the Town library	8 in FY18
Continue successful community outreach programs	Yes

# PUBLIC WORKS

## FUNDING SOURCES AND EXPENDITURES

Public Works receives the following revenues and funding from the General Fund totaling \$3.65 million. Public Works receives an Utility chargeback credit (contra-expense) in the budget of \$0.99 million for work performed on behalf of the Utility Funds. The chart below shows the Utility chargeback as a revenue / funding source.



## PURPOSE OF THE DEPARTMENT:

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

## **DESCRIPTION OF THE DEPARTMENT:**

### Administrative Management

- Provide administrative and managerial support to the Public Works Department and the Capital Improvements Program (CIP) in order to produce more effective services.

### Capital Projects, Engineering, Inspections

- Implement infrastructure projects to provide services to the public in a timely and cost effective manner. Provide construction inspections services for capital, development and Town related projects to ensure compliance with regulations and requirements. Geographic Information System maintenance and updates.

### Infrastructure Maintenance

- Provide comprehensive maintenance and operations of the Town's owned streets, facilities and other infrastructure necessary to provide service to our residents. Under Maintenance, there are 4 other cost centers:
  - Maintenance Streets – Town – Infrastructure costs to maintain streets including street sweeping, snow removal, and street signage. These costs come directly from the Town's funding.
  - Maintenance Streets – State – Same description as above except these costs are eligible to be reimbursed by the Commonwealth of Virginia.
  - Refuse - Contract to provide Town residents with trash service.
  - Town Hall and other Town Assets – Infrastructure costs to maintain Town Hall and other Town facilities, infrastructure, and assets.

## **GENERAL DEPARTMENT GOALS:**

1. Protect, maintain, and improve natural and built infrastructure within the Town of Purcellville
2. Develop and retain exceptionally qualified, well trained work force within a safe environment.

# PUBLIC WORKS

## BUDGET BY COST CENTER:

Public Works	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
ADMIN - PAY & BENEFITS	395,325	392,552	351,214	327,523	372,618	372,618	0	-5%
ADMIN - OPERATING	29,186	41,700	40,735	40,675	43,936	24,341	0	-42%
ENG - PAY & BENEFITS	388,399	559,401	559,831	559,775	560,395	560,395	0	0%
ENG - OPERATING	58,423	125,150	123,755	123,750	423,148	69,543	0	-44%
MAINT - PAY & BENEFITS	832,723	997,509	921,919	915,145	1,039,747	1,039,747	0	4%
MAINT - OPERATING	229,620	253,350	262,375	258,629	276,582	254,782	0	1%
STREETS - TOWN	148,480	297,500	301,200	294,555	234,750	195,250	0	-34%
STREETS - STATE	368,052	463,628	463,628	461,106	495,618	495,618	0	7%
REFUSE	445,685	475,000	475,000	474,714	488,000	488,000	0	3%
TOWN HALL	111,565	129,800	162,659	171,896	153,681	153,165	0	18%
<b>Subtotal</b>	<b>3,007,458</b>	<b>3,735,590</b>	<b>3,662,316</b>	<b>3,627,768</b>	<b>4,088,474</b>	<b>3,653,458</b>	<b>0</b>	<b>-2%</b>
UTILITY CHARGEBACK	(878,432)	(986,452)	(947,252)	(947,252)	(986,452)	(986,452)	0	0%
<b>TOTAL EXPENDITURES</b>	<b>2,129,026</b>	<b>2,749,138</b>	<b>2,715,064</b>	<b>2,680,516</b>	<b>3,102,022</b>	<b>2,667,006</b>	<b>0</b>	<b>-3%</b>

Utility Chargeback represents a credit (contra-expense) to the General Fund for resources provided to the Water and Wastewater Fund. Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding.

### Significant Budget Changes

The FY 2020 proposed budget for the Public Works Department shows a decrease of \$82,000 or 3 percent under the FY 2019 adopted budget.

- Public Works Maintenance Pay & Benefits increased by 4 percent due to:
  - Personnel services associated salary and benefit adjustments of existing staff.
  - A budget enhancement for a part-time maintenance worker position to become full-time (\$45,310).

## PUBLIC WORKS

- The Public Works Maintenance Operating cost center includes a budget enhancement for a heavy duty lift that was recommended in the organizational assessment report (\$17,000).
- Streets – State increased by 7 percent. The Virginia Department of Transportation’s funding (revenue) to the Town for street maintenance increased by a similar 7 percent. To ensure the increased direct funding is allocated properly, the Streets – State budgetary expenditures are increased by the same proportion and is cost neutral to the Town’s budget.
- Refuse / Trash services increased by 3 percent due to approximately an additional 88 new households established in Town.
- Town Hall increased by 18 percent due to:
  - Cost of living adjustments for contracted services that involve repair and maintenance
  - A budget enhancement under the Town Hall Holiday and Decoration account for \$20,000. This enhancement would ensure safety of the parade goers and fund temporary barricades for the July 4<sup>th</sup> and Winter Holiday parade.

### Future Outlook

- Public Works continues to pursue regional, county, and state funds to assist in providing the necessary resources to improve the Town’s infrastructure. The funding is vital to ensure current capital improvement projects are “pay as we go” and avoids relying on debt service to fund aging infrastructure. Currently, the Town has been able to fund all Town vehicle, pedestrian, and bicycle transportation projects through VDOT, NVTA, Loudoun County, or other sources.
- To maximize project investments, Public Works plans and coordinates water and sewer line improvements with street improvement projects as much as possible. This coordination lowers the overall price of the individual projects and minimizes the construction disruption for the affected area.

### **PERFORMANCE DASHBOARD:**

The following represents key measures to determine Public Work’s workload factors and performance measures:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Number of active projects inspected	Core			
Number of emergency call outs	Priority	87	20	40
Number of reportable overflow or backups	Priority	2	1	2
Performance Measures	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Average number of working days to repair a pothole	Core	1	1	1
Pct of water breaks repaired within 24 hours	Core	100%	100%	100%

# PUBLIC WORKS

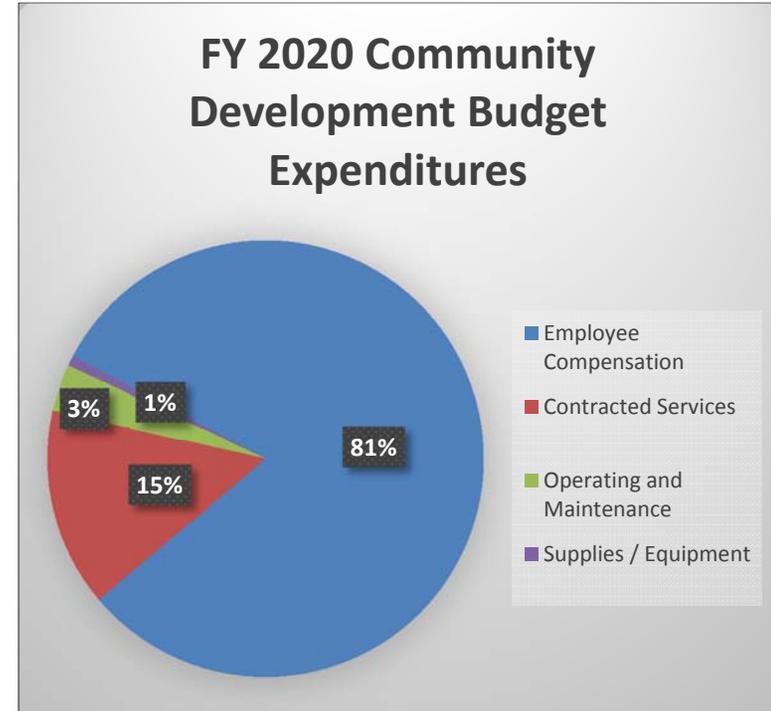
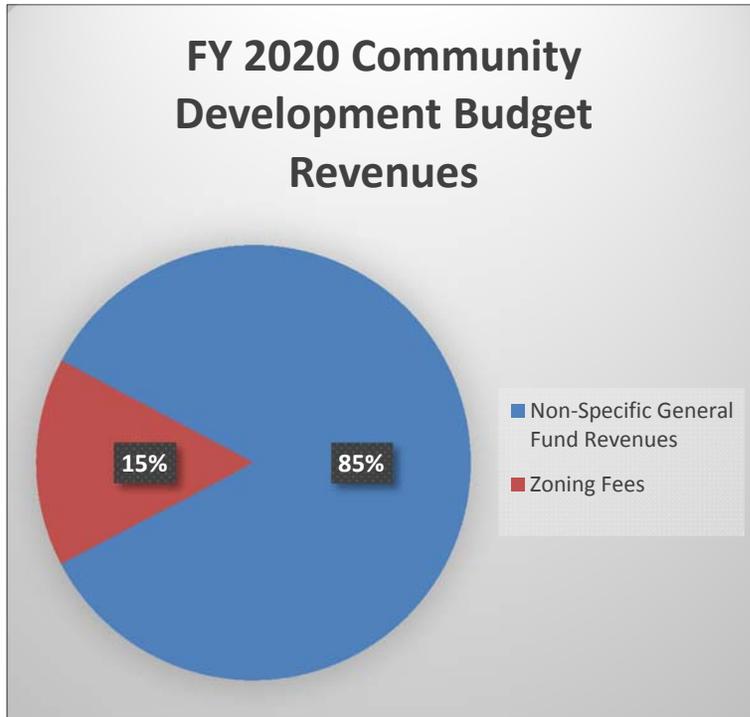
OUTCOMES AND RESULTS	
Desired Outcome	Results
Inspect at least 50% of the sewer collection system in a year	Inspected 5.5% of the collection system
Maintain quality roads by repairing potholes in the fewest number of workdays possible	All potholes were repaired in one day
Repair major water line breaks within 24 hours	All water line breaks were repaired in 24 hours or less



# COMMUNITY DEVELOPMENT

## FUNDING SOURCES AND EXPENDITURES

Community Development receives its funding through zoning fees and other non-specific General Fund revenues totaling \$0.52 million.



## DESCRIPTION OF THE DEPARTMENT:

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

## DESCRIPTION OF THE DEPARTMENT:

The Community Development Department consists of:

- Director
- Senior Planner
- Planning Technician
- Planner/Zoning Inspector

The Community Development 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
- Providing staff support to Town boards and commissions as needed



Purcellville Gateway

# COMMUNITY DEVELOPMENT

## GENERAL DEPARTMENT GOALS

1. Practice Service Excellence
2. Increase Department Knowledge Base
3. Strengthen / Update Department Codes and Systems
4. Build Respect and Integrity as we serve the community

## BUDGET BY COST CENTER:

Community Development Department	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
PAY & BENEFITS	372,323	383,151	420,355	410,319	512,230	419,146	0	9%
OPERATING	78,555	29,700	49,400	49,192	272,269	97,949	0	230%
<b>TOTAL EXPENDITURES</b>	<b>450,878</b>	<b>412,851</b>	<b>469,755</b>	<b>459,511</b>	<b>784,499</b>	<b>517,096</b>	<b>0</b>	<b>25%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

## Significant Budget Changes

The FY 2020 proposed budget for the Community Development Department shows an increase of \$104,254 or 25% over the FY 2019 adopted budget.

- Pay and Benefits increased by 9 percent due to:
  - Personnel Services associated salary and benefit adjustments of existing staff
  - Salary adjustments due to staff turnover in FY 2019
- Operating cost increased by 230 percent due to:
  - Proposed budget enhancement of \$60,000 to update the zoning ordinance
  - Includes an increase in the employee training budget as part of the Town-wide budget enhancement for employee training

# COMMUNITY DEVELOPMENT

## Future Outlook

- Community Development and the Planning Commission is nearing the completion of a significant update to the Comprehensive Plan, last updated in 2006. In the coming years, Community Development and the Planning Commission will begin to implement the planning and zoning framework identified in the Comprehensive Plan.

## **PERFORMANCE DASHBOARD:**

The following represents key measures to determine Community Development's workload factors and performance:

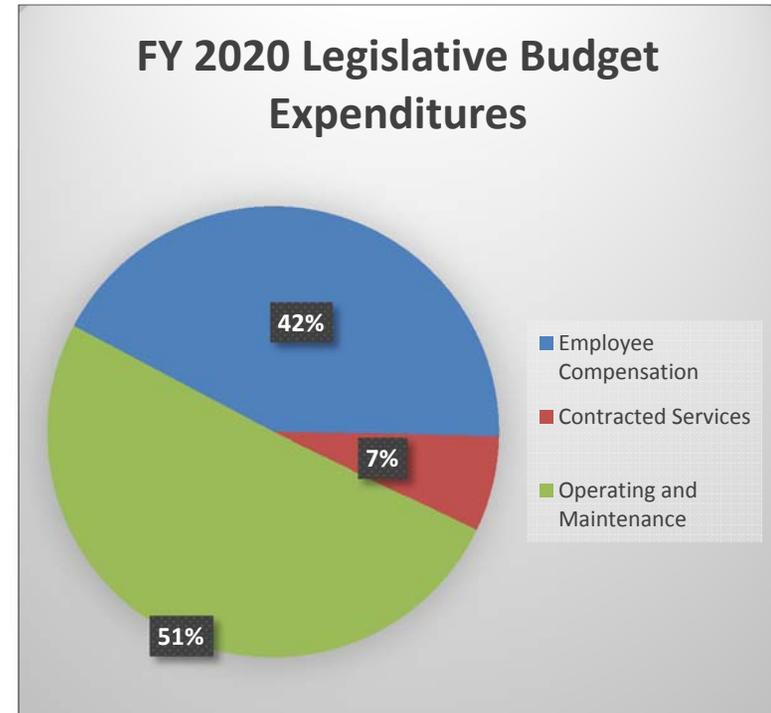
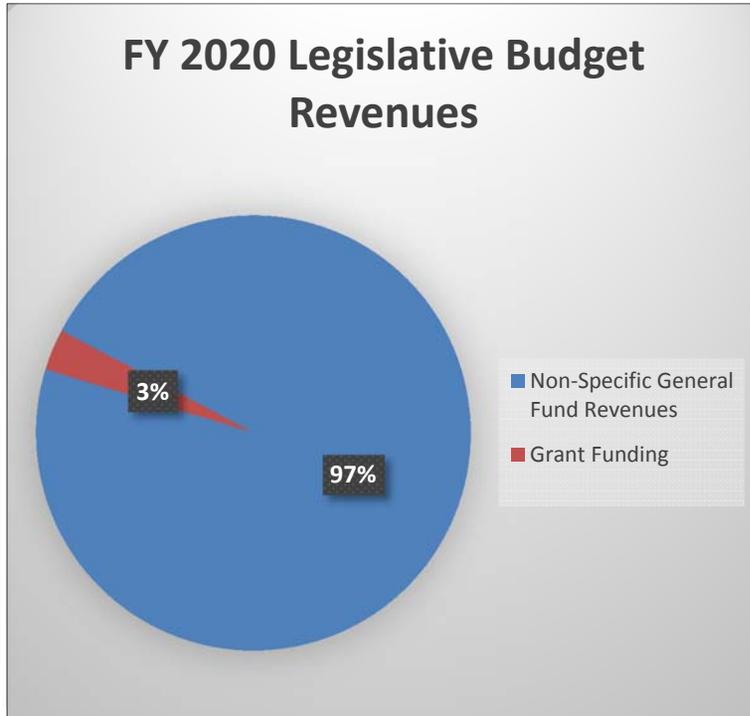
<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Permits, plans, and plats processed	Core	326	359	395
Customers serviced at counter	Core	410	430	460
Sign permits processed	Core	77	95	115
Total code violation cases including sign enforcement	Priority, Core	348	383	422
Informal code violation warnings	Priority, Core	10	12	14
Formal code violations issued	Priority, Core	6	8	10
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Number of jobs created	Priority, Core	259	285	314
Number of new businesses including home occupation	Priority, Core	77	85	94

<b>OUTCOMES AND RESULTS</b>	
<b>Desired Outcome</b>	<b>Results</b>
Started major review of the Comprehensive Plan	Have completed Planning Commission review of the comprehensive plan and have sent to Town Council for review
Protect the character and quality of the Town's commercial and residential neighborhoods through proactive enforcement of Town Code, ordinances and regulations. Implement a civil penalties amendment to the zoning ordinance.	Have helped maintain the historic and small town character of Purcellville. Implemented a civil penalties ordinance.

# LEGISLATIVE AND ADVISORY

## FUNDING SOURCES AND EXPENDITURES

Legislative and Advisory receives funding from non-specific General Fund and grant revenues from the General Fund totaling \$0.15 million.



## PURPOSE OF COUNCIL AND ADVISORY BOARDS:

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

## DESCRIPTION:

The Town of Purcellville is governed by the Mayor and 6 Council members. The Mayor is elected every two years, and Council members serve staggered 4-year terms. One Council member is appointed annually to serve as the Vice-Mayor.

The Town is also served by Advisory committees that review applications, special exceptions, and plans and recommend new policies and programs. Specifically, the Town committees under the General Fund include:

- Board of Architectural Review
- Board of Zoning Appeals
- Tree and Environment Sustainability Committee
- Economic Development Advisory Committee
- Planning Commission
- Purcellville Arts Council

The Committees are served by Town residents and appointed by the Town Council.



## LEGISLATIVE AND ADVISORY

### STRATEGIC INITIATIVES:

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

### BUDGET BY COST CENTER:

Legislative and Advisory	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
COUNCIL	68,086	76,528	76,528	63,452	121,988	85,588	0	12%
PLANNING COMMISSION	14,508	14,350	14,350	14,350	14,349	14,349	0	0%
BD OF ZONING APPEALS	24	1,500	1,500	50	100	100	0	-93%
ECON DEVELOPMENT	1,135	15,000	15,000	3,500	15,000	15,000	0	0%
ARCH REVIEW BOARD	3,230	3,768	3,768	3,768	3,768	3,768	0	0%
ARTS COUNCIL	13,076	20,000	24,500	21,000	20,000	20,000	0	0%
ENVIR SPECIAL PROG	6,394	5,000	5,000	5,000	8,000	8,000	0	60%
<b>TOTAL EXPENDITURES</b>	<b>106,453</b>	<b>136,146</b>	<b>140,646</b>	<b>111,120</b>	<b>183,205</b>	<b>146,805</b>	<b>0</b>	<b>8%</b>

### Significant Budget Changes

The FY 2020 proposed budget for Legislative and Advisory shows an increase of \$10,659 or 8% over the FY 2019 adopted budget.

- Council increased by 12 percent due to:
  - Fund the Town's membership to rejoin the Northern Virginia Regional Commission (NVRC).

## LEGISLATIVE AND ADVISORY

- Board of Zoning Appeals decreased by 93 percent to defund the \$1,000 budget amount for salary that has not been spent in last 3 years
- Committee on Environmental Special Programs increased due to the Tree and Environment Sustainability Committee's request to raise its operating budget from \$5,000 to \$8,000 annually to continue its work related to the Metropolitan Washington Area Council of Government findings and recommendations from the greenhouse gas study.

### Future Outlook

- Future investment in the Advisory Committees can be beneficial to provide future revenues or programs that serve the greater good of Town residents. The Town Council may wish to review the amount allocated to each Advisory Committee in order to support their activities and community projects.

### **PERFORMANCE DASHBOARD:**

The following represents key measures to determine the Council and Advisory committee performance measures:

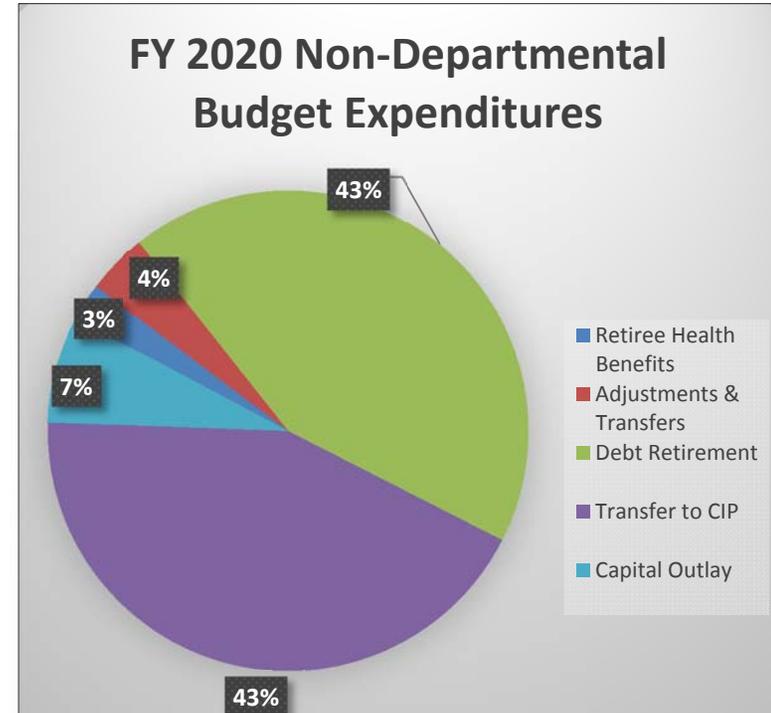
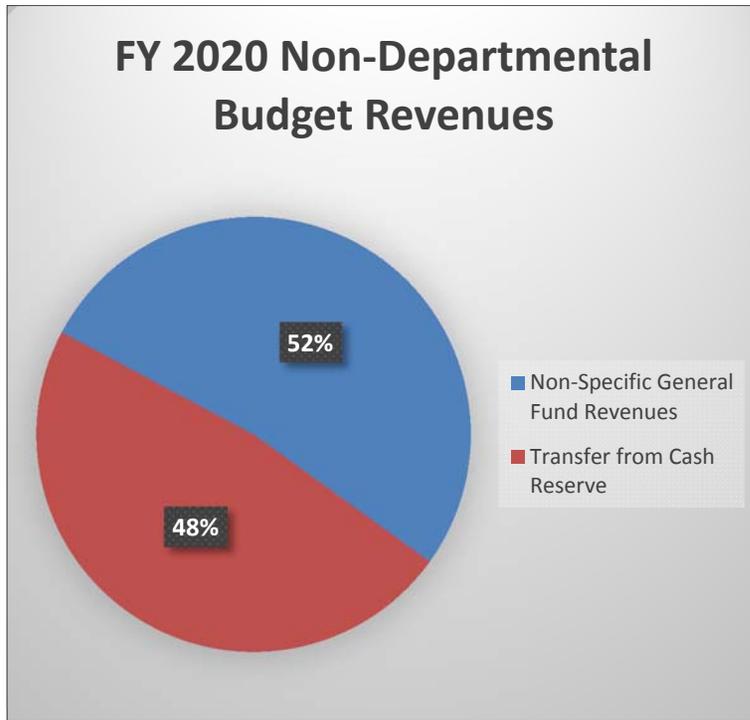
Performance Measures	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Number of Town Council Regular Meetings	Core	19	22	22
Number of Town Council Special Meetings	Core	24	19	15



# NON-DEPARTMENTAL

## FUNDING SOURCES AND EXPENDITURES

Non-Departmental receives all of its funding from the General Fund revenues and cash reserves totaling \$2.79 million.



## DESCRIPTION:

Non-Departmental expenditures include costs that are not Department specific and includes capital outlay items. In FY 2020, Non-Department costs include debt retirement, adjustments and transfers, capital outlay, and retiree health benefits.

## NON-DEPARTMENTAL

### BUDGET BY COST CENTER:

Non-Departmental	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
RETIREE BENEFITS	55,810	58,852	58,852	65,387	69,300	69,300	0	18%
CAPITAL OUTLAY	95,486	261,000	98,162	50,927	200,815	200,815	0	-23%
ADJUST & TRANSFERS	2,293,248	89,730	81,971	18,086	1,401,773	1,313,515	0	1364%
DEBT RETIREMENT	1,263,292	1,187,556	1,187,556	1,187,556	1,202,841	1,202,841	0	1%
<b>TOTAL EXPENDITURES</b>	<b>3,707,836</b>	<b>1,597,138</b>	<b>1,426,541</b>	<b>1,321,956</b>	<b>2,874,729</b>	<b>2,786,471</b>	<b>0</b>	<b>74%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

### Significant Budget Changes

The FY 2020 proposed budget for the Administration Department shows an increase of \$1,189,333 or 74% over the FY 2019 adopted budget.

- Retiree benefits increased by 18 percent due to two employees retired during FY 2019 and were eligible for retiree health benefits under the Town policy.
- Capital Outlay decreased by 23 percent from the FY 2019 adopted budget, but increased by 105% over the current FY 2019 budget. In FY 2019, the Town of Purcellville amended the budget to lease instead of purchase six vehicles for the Police and Public Works Department in the General Fund that resulted in an overall budget reduction of \$217,180. (Town Council Meeting, October 23, 2018). As a continuation of the vehicle lease program, the Town is replacing 15 existing vehicles and adding 1 new vehicle for the Police Department in the General Fund. All vehicles being replaced have a model year of 2014 or older.
- Adjustment and Transfers increased by 1,364 percent due to a \$1.2 million cash reserve transfer to the General Fund Capital Improvement Program (CIP) for the proposed Police Department facility that would fund the land and/or building purchase and engineering design.

# NON-DEPARTMENTAL

## Future Outlook

- Retiree Health Benefits are provided in accordance with adopted policy. As more employees retire and become eligible for retiree benefits, this amount will increase. Staff is looking at options to reduce the Town's long-term liability for retiree health care costs while maintaining a competitive benefit.
- The Capital Outlay budget category within the Non-Departmental budget section provides funding for the Town's vehicles and other heavy duty equipment. This category is placed within the Non-Departmental budget section since these expenditures are capitalized for accounting purposes and may cause large variations within a Department's budget from year to year.
- Through the leased vehicle program, Town will realize improved resale value on vehicle disposition; lower maintenance cost; save administrative time from the procurement, equipment installation, initial licensing and trips to the Virginia Department of Motor Vehicle; time spent readying the vehicle for disposal and sale; staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems. As a result, the FY 2020 General Fund projects that the Town will receive approximately \$90,000 in vehicle sale proceed revenue and save an additional \$13,500 in vehicle maintenance costs annually.
- Funds budgeted in FY 2020 General Fund operating account, but not spent during the fiscal year, are no longer for the Town Department's use. Any surplus funds are deposited in the General Fund's cash balance for use at Town Council's discretion for capital improvement projects or investment purposes.

**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 FY 2020 proposed revenues and expenditures that support the parks and recreation activities.

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

## OPERATING BUDGET REVENUES

By Account		FY 2018	FY 2019		FY 2020		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY 19 Current Budget
<b>SPECIAL PARKS &amp; RECREATION FUND</b>							
20310000-311104	SPECIAL TAX DISTRICT REVENUE	427,761	399,953	443,035	423,044		5.8%
20310000-311601	PENALTIES AND INTEREST	795	1,500	500	500		-66.7%
20310000-315201	RENT ON PROPERTY	75,600	24,000	24,000	48,000		100.0%
20310000-315203	TRAIN STATION INCOME	4,280	4,000	4,500	4,500		12.5%
20310000-318901	PRODUCT SALES	154	100	74	0		-100.0%
20310000-318903	PARKS & REC DONATIONS	1,250	500	500	500		0.0%
20310000-318908	EVENT FEES	225	375	375	300		-20.0%
20310000-324501	OTHER FUNDS/VA	1,237	4,186	4,186	5,000		19.4%
20310000-324705	ARTS GRANT / VA	0	0	0	0		N/A
20310000-332201	BAB SUBSIDY	13,404	0	0	0		N/A
20310000-387000	BOND PROCEEDS	700,000	0	0	0		N/A
20310000-399100	TRANSFERS IN CASH RESERVE	0	45,167	0	50,000		10.7%
20310000-399200	TRANSFERS FROM OTHER FUNDS	2,033,248	0	0	0		N/A
20310005-318908	"TRAIN TO RUN" 5K RACE	(18)	0	0	0		N/A
20310010-318908	GARDEN PLOT REVENUE	250	250	0	510		104.0%
20310020-318908	MUSIC & ARTS FESTIVAL	8,300	12,000	12,000	8,000		-33.3%
20310040-318908	WINE & FOOD FESTIVAL	48,754	0	300	42,000		N/A
20310080-318908	HOLIDAY PROGRAM REVENUE	2,000	1,000	1,500	1,500		50.0%
<b>Total Revenues</b>	<b>PARKS &amp; REC</b>	<b>3,317,240</b>	<b>493,031</b>	<b>490,970</b>	<b>583,854</b>	<b>0</b>	<b>18.4%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

## OPERATING BUDGET EXPENDITURES

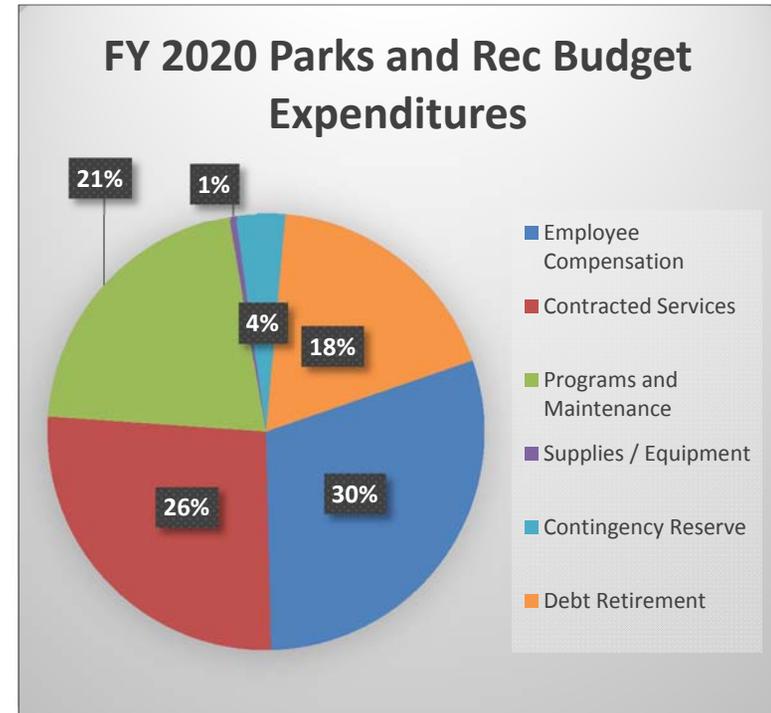
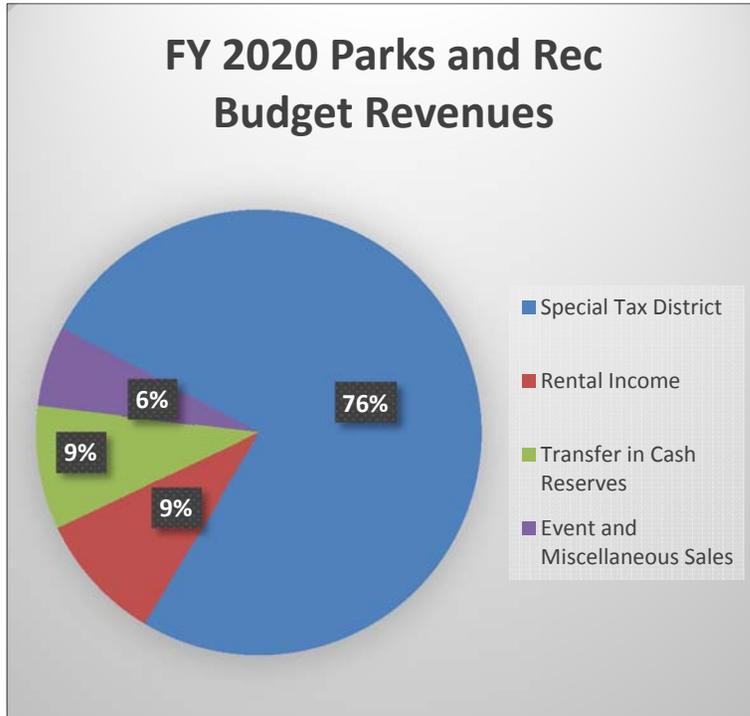
By Cost Center	FY 2018	FY 2019			FY 2020			% Change FY19 Current
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	
<b>SPECIAL PARKS &amp; REC FUND</b>								
PARKS & REC PAY & BENEFITS	84,284	79,614	79,614	80,721	174,640	174,640	0	119.4%
PARKS & REC MANAGEMENT	20,454	29,400	38,400	33,400	54,900	54,150	0	41.0%
PARKS & REC TRAIN STATION	27,216	39,715	39,715	38,315	47,415	43,415	0	9.3%
PARKS & REC SKATING RINK	13,923	0	0	0	43,150	43,150	0	N/A
FIREMAN'S FIELD COMPLEX	89,316	56,500	56,300	55,671	63,500	56,500	0	0.4%
PARKS & REC PROGRAMS	56,479	22,250	75,450	75,045	81,400	81,400	0	7.9%
PARKS & REC TREE COMMISSION	5,436	2,500	6,686	6,100	2,500	2,500	0	-62.6%
<b>PARKS &amp; REC FUND OPERATING COST</b>	<b>297,108</b>	<b>229,979</b>	<b>296,165</b>	<b>289,252</b>	<b>467,505</b>	<b>455,755</b>	<b>0</b>	<b>53.9%</b>
TRANSFERS AND ADJUSTMENTS	0	241,000	90,000	50,000	238,123	21,233	0	-76.4%
DEBT RETIREMENT	2,893,997	106,866	106,866	106,866	106,866	106,866	0	0.0%
<b>PARKS &amp; REC FUND NON-DEPT COST</b>	<b>2,893,997</b>	<b>347,866</b>	<b>196,866</b>	<b>156,866</b>	<b>344,989</b>	<b>128,099</b>	<b>0</b>	<b>-34.9%</b>
<b>TOTAL PARKS &amp; REC EXPENDITURES</b>	<b>3,191,105</b>	<b>577,845</b>	<b>493,031</b>	<b>446,118</b>	<b>812,494</b>	<b>583,854</b>	<b>0</b>	<b>18.4%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# PARKS AND REC

## 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 2020 revenues and expenditures of \$0.58 million in the Parks and Recreation Fund.



## PURPOSE OF THE DIVISION:

Provide quality park and trail development and enhancements, programs, opportunities, and events for recreation, history, environmental stewardship, and performing and visual arts to enhance the quality of life, health, safety, and culture for Purcellville citizens as well as for visitors.

# PARKS AND REC

## **DESCRIPTION OF THE DIVISION:**

The primary duties of this division include:

- Planning and implementing recreational, cultural, and environmental initiatives that enhance the quality of life, health, and safety for citizens and to connect them to artists, nature, and history
- Executing programs, activities, and events that promote tourism in Purcellville
- Contributing to overseeing the operation, improvement, and maintenance of park properties and facilities in coordination with the Public Works Department
- Assessing the active and passive recreational needs of the Town
- Assisting with the planning process to enhance Town park offerings
- Coordinating with committees, commissions, and boards related to Parks and Recreation to ensure their goals are met and projects planned, budgeted, and implemented

## **GENERAL DIVISION GOALS:**

1. Provide a vibrant, walkable community with protected open spaces that may be used for active and passive recreation as well as to protect and enhance the environment
2. Provide Town-sponsored events that celebrate the Town's food, wine, and cultural aspects and are cost neutral to our taxpayers and provide a positive impact on economic growth.
3. Maintain, enhance, and expand our Park and Recreation assets for the health, safety, and enjoyment of the youth and residents.
4. Support visual and performing arts in the Town while providing residents with a variety of ways to experience, enjoy, and learn about art and connect with artists.



# PARKS AND REC

## BUDGET BY COST CENTER:

By Cost Center	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted Budget
<b>SPECIAL PARKS &amp; REC FUND</b>								
PARKS & REC PAY & BENEFITS	84,284	79,614	79,614	80,721	174,640	174,640	0	119%
PARKS & REC MANAGEMENT	20,454	29,400	38,400	33,400	54,900	54,150	0	84%
PARKS & REC TRAIN STATION	27,216	39,715	39,715	38,315	47,415	43,415	0	9%
PARKS & REC SKATING RINK	13,923	0	0	0	43,150	43,150	0	N/A
FIREMAN'S FIELD COMPLEX	89,316	56,500	56,300	55,671	63,500	56,500	0	0%
PARKS & REC PROGRAMS	56,479	22,250	75,450	75,045	81,400	81,400	0	266%
PARKS & REC TREE COMMISSION	5,436	2,500	6,686	6,100	2,500	2,500	0	0%
<b>PARKS &amp; REC FUND OPERATING COST</b>	<b>297,108</b>	<b>229,979</b>	<b>296,165</b>	<b>289,252</b>	<b>467,505</b>	<b>455,755</b>	<b>0</b>	<b>98%</b>
TRANSFERS AND ADJUSTMENTS	0	241,000	90,000	50,000	238,123	21,233	0	-91%
DEBT RETIREMENT	2,893,997	106,866	106,866	106,866	106,866	106,866	0	0%
<b>PARKS &amp; REC FUND NON-DEPT COST</b>	<b>2,893,997</b>	<b>347,866</b>	<b>196,866</b>	<b>156,866</b>	<b>344,989</b>	<b>128,099</b>	<b>0</b>	<b>-63%</b>
<b>TOTAL PARKS &amp; REC EXPENDITURES</b>	<b>3,191,105</b>	<b>577,845</b>	<b>493,031</b>	<b>446,118</b>	<b>812,494</b>	<b>583,854</b>	<b>0</b>	<b>1%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

### Significant Budget Changes

The FY 2020 proposed budget for the Parks and Rec Department shows a increase of \$6,000 or 1 percent over the FY 2019 adopted budget.

## PARKS AND REC

- Pay and Benefits increased by 119 percent due to:
  - During FY 2019, the Town Manager proposed a budget amendment to convert the two part-time staff members to full time. The FY 2020 proposed budget shows the full year salary for this conversion.
- Parks and Rec Management increased by approximately \$25,000 over the adopted budget due to:
  - As amended in the budget for FY 2019, the event management services budget was revised by \$9,000 to \$18,000 for the Town to manage the various special events. The FY 2020 proposed budget maintains the \$18,000 budget operating level.
  - A proposed budget enhancement of \$15,000 will fund phase 1 to establish a multi-use trail through the Sue Kane Nature Preserve.
- Train Station increased by 9 percent due to new cost of \$3,700 allocated for HVAC maintenance
- The Parks and Rec Skating Rink cost center is re-established since the Town is assuming maintenance duties at the Bush Tabernacle. The proposed budget has allocated \$43,150 for structural repairs, HVAC maintenance, parking lot electricity and general expenses.
- The Parks and Rec Programs increased by 266% over the FY 2019 adopted budget since the Town is assuming the event planning and coordination for the Purcellville Music and Arts Festival and the Purcellville Wine and Food Festival. In addition, the Parks and Rec is requesting small increases in the July 4<sup>th</sup> Parade and Winter Holiday Program that reflect actual cost to plan and operate the events. Within the FY 2020 budget, the Town included the expected revenue of \$51,500 from the Music and Arts Festival, Wine and Food Festival, and the sponsorship revenue from Holiday Program Revenue.
- In FY 2020, the Parks and Rec Fund has no transfers to Capital Improvement Program (CIP) projects.

### Future Outlook

- The Parks and Recreation Division will continue to work with the Parks and Recreation Advisory Board, the Tree and Environment Sustainability Committee, the Purcellville Arts Council, and the Train Station Advisory Board to review, plan, implement, and manage projects that provide recreational offerings such as parks and trails, cultural and historical opportunities, and related programs and events to Town residents and visitors as well as plan and implement efforts that protect and enhance the environmental resources in Town and owned by the Town.
- As part of the Parks and Rec vision and mission, the Town wants to provide a vibrant, walkable community with protected open spaces that may be used for active and passive recreation as well as to protect and enhance the environment to foster a healthier and safer community that benefits individuals and neighborhoods. Currently, the Parks and Rec staff oversees 4 Town committees that includes: the Parks and Recreation Advisory Board, the Purcellville Arts Council, the Tree and Environmental Sustainability Committee, and the Train Station Advisory Board.

## PARKS AND REC

- The Parks and Rec staff provides contractual management oversight with the Bush Tabernacle contractor and with the County for Fireman’s Field, and also coordinates with the management partner on Town sponsored events.
- Parks and Rec staff manage seven annual events and 12 monthly activities, and the community garden as well as other events and activities hosted by the committees that this division oversees.
- The Parks and Recreation Division has responsibility for 5 facilities, parks and trails including Fireman’s Field with the Bush Tabernacle and Dillon’s Woods, Sue Kane Nature Preserve, Chapman DeMary Trail, Community Garden, and the Train Station, and works closely with Public Works to manage these.
- The staff is coordinating with the Public Works Department to oversee 2 approved Parks and Rec Capital Improvement Program (CIP) projects and a third CIP project to conduct a feasibility study on developing a bike park within the Town. A fourth CIP is being proposed for FY20 to create a multi-use path on the Sue Kane Nature Preserve and use this path to establish a connection from Hirst Road to the W&OD Trail; Public Works and the Parks and Recreation Division will be working together on this effort. Three of these efforts have also been included in the request to Loudoun County for funding.
- The Parks and Rec staff also identify and write grant proposals to support their projects, and manage those grants and associated projects.
- The Parks and Rec staff currently includes 2 part-time employees that together average 48 hours a week (1.2 FTE). Additional investments in staffing will help achieve the benchmarks, maintain current efforts, and manage future projects.

### **PERFORMANCE DASHBOARD:**

The following represents key measures to determine Park and Recreation’s workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Number of Events Offered to the Public	Comp Plan	5	7	7
Number of Collaborative Programs (between the Town, BT Concessionaire)	Comp Plan	2	3	3
Minimum Number of Tickets Sold for the Wine and Food Festival	Comp Plan	n/a	2,000	2,500
Number of Special Event Permits Processed	Core	18	20	20

## PARKS AND REC

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Number of Visual or Performing Arts Programs initiated and continued by the PAC	Core	10	10	10
Number of projects initiated and continued by PRAB	Core	8	8	10
Number of projects initiated and continued by TSAB	Core	n/a	4	6
Number of projects initiated and continued by TESC	Core	11	15	15
Number of parks and facilities managed with Public Works	Core	5	5	6
Number of partnerships, contracts and CIP projects managed (i.e. Bush Tabernacle, Fireman's Field, Chapman DeMary Trail, nature walks, outdoor stage, bike park, etc.)		18	20	20
Number of grants applied for, won, and managed		4	4	5
Number of organizations and groups that staff coordinated with for volunteer support on projects and to help at events		8	9	10
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2018</b>	<b>Estimated FY 2019</b>	<b>Projected FY 2020</b>
Apply for at least 4 grant opportunities to enhance recreational and environmental programs	Comp Plan	4	4	5
Offer New Cost Neutral Activity	Comp Plan	2		
Apply for 3 special certifications/designations for Town to demonstrate environmental excellence	Comp Plan	3	3	3
Plan and manage Town events		5	7	7
Coordinate with PRAB, PAC, TESC, and TSAB to establish, plan, and manage activities, projects, and initiatives		29	37	41

## PARKS AND REC

<b>OUTCOMES AND RESULTS</b>	
<b>Desired Outcome</b>	<b>Results</b>
Investigate New Recreation Facility in Town During FY20	The Parks and Recreation Advisory Board and staff are working to complete research on a possible bike park to be built in Town over the next 3 years. A feasibility study is planned in FY 2020. The Parks and Recreation Advisory Board and Parks and Rec staff are also working on building an outdoor stage for Dillon's Woods.
Improve or Replace Recreation Facilities that are Dangerous or in Disrepair to Ensure Safety and Increase Offerings.	The Parks and Recreation staff will be working with Public Works staff on a property assessment of the Bush Tabernacle and Fireman's Field to establish a plan for making improvements.
Offer a New Cost Neutral Activity	The Parks and Rec continued working with committees to manage the monthly nature walks and the Cabin Fever Film Festival. In FY19, Parks and Rec will be working with the Tree and Environment Sustainability Committee to offer a series of workshops to increase awareness about a variety of topics.
Receive grant funding to enhance Town's recreational and environmental programs.	In FY 2018, Town received grants from Virginia Department of Forestry, Keep Virginia Beautiful, the Virginia Commission for the Arts, and Visit Loudoun. In FY19, FY20, and FY21, Parks and Recreation staff will be working with Public Works staff to apply for grant funding from the Virginia Recreational Trails program to establish a multi-use path through the Sue Kane Nature Preserve.
Receive special recognition and certifications	The Parks and Recreation Division helped the Town of Purcellville achieve the platinum level of the Virginia Municipal League's annual Go Green Virginia government challenge as well as the Town's 11th Tree City U.S.A. designation. Purcellville was the sole town in Virginia recognized with Mid-Atlantic Chapter of the International Society of Arboriculture's annual Gold Leaf award. This award is for individuals, organizations, and communities either for outstanding Arbor Day activities or for outstanding landscape beautification activities and which have had a significant impact upon a community or region. The Virginia Department of Forestry nominated Purcellville to receive this recognition for efforts in the past year which included restoring the riparian buffer at the Chapman DeMary Trail

# PARKS AND REC



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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 FY 2020 proposed revenue and expenditures that support these activities. These are presented for each of the Water and Wastewater Fund.

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

## OPERATING BUDGET REVENUES

By Account		FY 2018	FY 2019		FY 2020		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY 19 Current Budget
<b>WATER FUND</b>							
51350000-381000	WATER AVAILABILITIES	2,781,432	2,614,031	1,107,442	656,727		-74.9%
51350000-381100	WATER METER FEES	14,789	13,745	8,066	4,195		-69.5%
51350000-382000	WATER USAGE FEES	2,113,492	2,248,545	2,206,331	2,272,521		1.1%
51350000-382100	PILOT BULK WATER SALES	6,861	10,000	0	0		-100.0%
51350000-382200	MISCELLANEOUS INCOME	17,919	5,000	1,150	1,000		-80.0%
51350000-382300	WATERLINE FLUSHING	0	1,000	0	0		-100.0%
51350000-382400	VEHICLE COMP. REIMB.	331	200	800	0		-100.0%
51350000-382500	GARNISHMENT FEE	45	100	0	0		N/A
51350000-384000	PENALTIES & INTEREST	26,265	26,000	28,000	28,000		N/A
51350000-385000	INVESTMENT INCOME	45,520	43,200	80,000	80,000		N/A
51350000-385010	UNREALIZED GAIN / LOSS	(25,274)	0	0	0		N/A
52360000-385200	PROCEEDS FROM PROPERTY	0	3,000	3,000	9,400		213.3%
51350000-385600	FORESTRY MANAGEMENT	252,234	150,000	0	0		N/A
51350000-386000	CELLULAR LEASE	192,043	183,000	185,000	185,000		1.1%
51350000-388000	BAB SUBSIDY	12,164	0	0	0		N/A
51350000-398501	TRANSFERS IN CASH RESERVE	0	0	0	0		N/A
51350000-399501	TRANSFERS FROM OTHER FUNDS	0	0	0	0		N/A
<b>Total Revenues</b>	<b>WATER FUND</b>	<b>5,437,820</b>	<b>5,297,821</b>	<b>3,619,789</b>	<b>3,236,843</b>	<b>0</b>	<b>-38.9%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

## OPERATING BUDGET EXPENDITURES

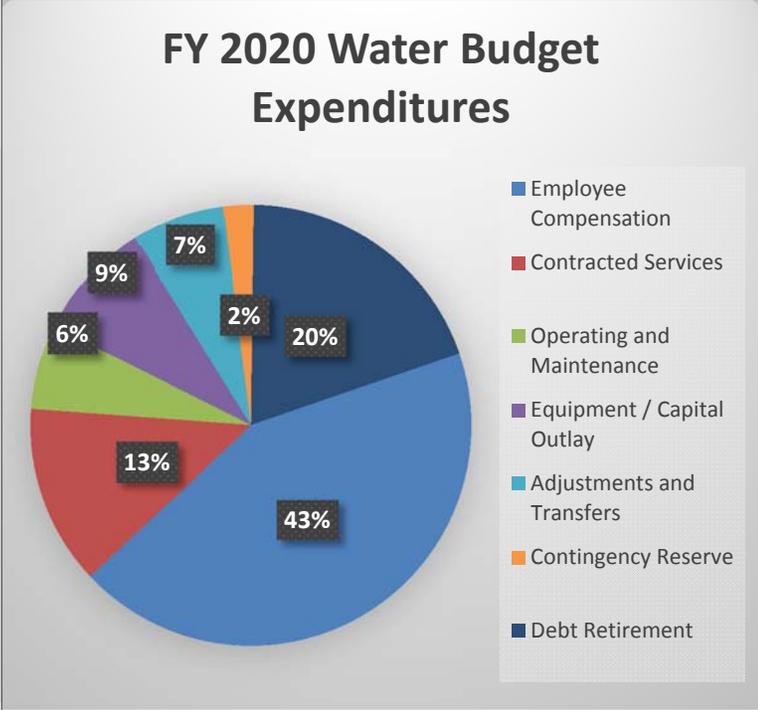
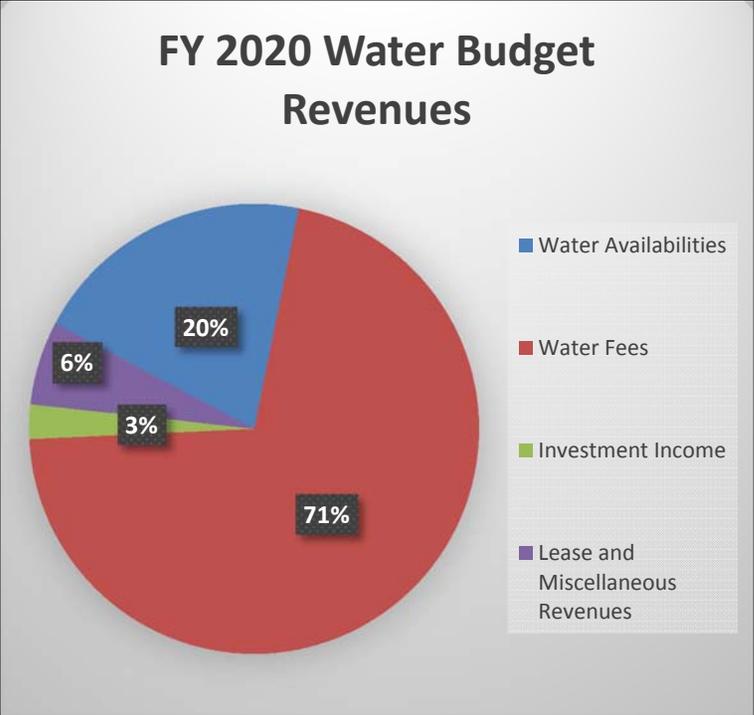
By Cost Center	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Current
<b>WATER FUND</b>								
WATER PAY & BENEFITS	1,361,845	1,431,777	1,412,177	1,410,546	1,393,561	1,393,561	0	-1%
PLANT	306,446	385,700	385,700	361,035	362,100	359,600	0	-7%
PLANT - OTHER	134,129	363,600	377,635	359,680	277,558	276,298	0	-27%
WELL	163,148	227,800	217,726	229,010	205,000	205,000	0	-6%
METER READING	39,391	75,500	75,500	47,500	46,200	41,200	0	-45%
<b>WATER FUND OPERATING COST</b>	<b>2,004,960</b>	<b>2,484,377</b>	<b>2,468,738</b>	<b>2,407,771</b>	<b>2,284,418</b>	<b>2,275,658</b>	<b>0</b>	<b>-8%</b>
CAPITAL OUTLAY	62,784	61,000	35,103	31,000	36,546	36,546	0	4%
ADJUSTMENTS AND TRANSFERS	862,172	1,110,062	1,110,062	1,110,062	232,748	220,400	0	-80%
CONTINGENCY RESERVE	0	1,012,534	1,057,070	0	75,000	72,605	0	-93%
DEBT RETIREMENT	1,106,517	626,849	626,849	626,849	631,634	631,634	0	1%
<b>WATER FUND NON-DEPT COST</b>	<b>2,031,473</b>	<b>2,810,445</b>	<b>2,829,084</b>	<b>1,767,911</b>	<b>975,928</b>	<b>961,185</b>	<b>0</b>	<b>-66%</b>
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>4,036,433</b>	<b>5,294,822</b>	<b>5,297,822</b>	<b>4,175,682</b>	<b>3,260,346</b>	<b>3,236,843</b>	<b>0</b>	<b>-39%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# PUBLIC WORKS - Water

## FUNDING SOURCES AND EXPENDITURES

The Water Fund is a public utility enterprise fund that collects revenue and fees to cover its cost. The fund is not supported by any Town general fund tax revenues. The following charts display the FY 2020 budget revenues and expenditures totaling \$3.24 million.



## PURPOSE OF THE DIVISION:

The Water Division provides 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.

## PUBLIC WORKS - Water

### DESCRIPTION OF THE DIVISION:

The Water staff works in the Town's water treatment plant built in 1985 and expanded in 2000. The water treatment plant has 47 miles of pipeline in the system. The Water Division currently serves 2,546 residential and 307 commercial customers that total 9,469 residents.

### GENERAL DIVISION GOALS:

1. Provide quality water to our users
2. Meet and exceed EPA and Virginia Department of Health guidelines
3. Maintain the plant so that there are no interruptions of service
4. Provide a productive and safe work environment

### BUDGET BY COST CENTER:

Water Fund	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19
WATER PAY & BENEFITS	1,361,845	1,431,777	1,412,177	1,410,546	1,393,561	1,393,561	0	-3%
PLANT	306,446	385,700	385,700	361,035	362,100	359,600	0	-7%
PLANT - OTHER	134,129	363,600	377,635	359,680	277,558	276,298	0	-23%
WELL	163,148	227,800	217,726	229,010	205,000	205,000	0	-10%
METER READING	39,391	75,500	75,500	47,500	46,200	41,200	0	-45%
<b>WATER FUND OPERATING COST</b>	<b>2,004,960</b>	<b>2,484,377</b>	<b>2,468,738</b>	<b>2,407,771</b>	<b>2,284,418</b>	<b>2,275,658</b>	<b>0</b>	<b>-8%</b>
CAPITAL OUTLAY	62,784	61,000	35,103	31,000	36,546	36,546	0	-70%
ADJUSTMENTS AND TRANSFERS	862,172	1,110,062	1,110,062	1,110,062	232,748	220,400	0	-80%
CONTINGENCY RESERVE	0	1,012,534	1,057,070	0	75,000	72,605	0	-89%
DEBT RETIREMENT	1,106,517	626,849	626,849	626,849	631,634	631,634	0	1%
<b>WATER FUND NON-DEPT COST</b>	<b>2,031,473</b>	<b>2,810,445</b>	<b>2,829,084</b>	<b>1,767,911</b>	<b>975,928</b>	<b>961,185</b>	<b>0</b>	<b>-65%</b>
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>4,036,433</b>	<b>5,294,822</b>	<b>5,297,822</b>	<b>4,175,682</b>	<b>3,260,346</b>	<b>3,236,843</b>	<b>0</b>	<b>-39%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# PUBLIC WORKS - Water

## Significant Budget Changes

The FY 2020 proposed budget for the Water Division shows a decrease of \$2.06 million or 39% over the FY 2019 adopted budget mainly due to water availability revenue decreasing from \$2.6 million in FY 2019 to \$0.7 million in the FY 2020 proposed budget.

- The Plant cost center includes a budget enhancement of \$49,000 to paint the exterior water tank at the Water Division. The water tank has not been painted since 1992. Maintenance for filter rehabilitation and generator servicing has been either deferred or delayed pending recommendations from the ongoing Water Resource and Utility Rate study.
- The Plant – Other cost center includes a budget enhancement for a water model update. The existing water model needs to be updated and calibrated to incorporate several new commercial and residential developments, and new facilities that have been added to the system.
- Under Adjustments and Transfers, the cash transfer to the Capital Improvement Program (CIP) is \$220,400 for projects described in the CIP section of this budget book.

## Future Outlook

- For the past several years, the Town of Purcellville water use per household/commercial entity has decreased due to personal water conservation efforts and use of more water efficient appliances. The Water Division continues to see water conservation efforts where water usage revenues do not always increase as much as the rate increase.
- In several ways, FY 2020 is a year that focuses on the future. The Town is currently performing a water resource study to determine sustainability and ensure water demand can continue to be met for our Town residents and utility customers. Secondly, the Town is performing a utility rate study. This study will identify capital needs in the Utility Funds, perform financial analysis related to the operations, debt service and over fund balance, and provide recommendations on rates and charges to appropriately fund the enterprise Utility funds. These results and decided actions will most likely be proposed and discussed in the FY 2021 budget.
- Water availabilities / connection fees are currently 20 percent of the total budgeted revenue in the Water Fund. This revenue is variable since water availability revenue is one-time only revenue tied to new commercial or residential connections. Long-term revenue stability is a continued focus of the Town Council and staff.

## PUBLIC WORKS - Water

### PERFORMANCE DASHBOARD:

The following represents key measures to determine Water Fund's workload factors and performance measures:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	Core	120	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
Performance Measures	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
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%
Fines assessed to Town from regulatory agencies	Priority	\$0	\$0	\$0
<b>OUTCOMES AND RESULTS</b>				
Desired Outcome	Results			
Ensure safe drinking water by meeting or exceeding Federal and State drinking water regulations	Achieved			
Demonstrate excellence in performance and operations for the water treatment plant receiving the Virginia Department of Health Water Plant Filter Performance Award	Achieved			
Meet full regulatory compliance with all system bacteriological samples	Achieved			

## OPERATING BUDGET REVENUES

By Account		FY 2018	FY 2019		FY 2020		
		Actual	Current Budget	Estimated Actual	Town Manager Proposed	Town Council Adopted	% Change FY 19 Current Budget
<b>WASTEWATER FUND</b>							
52360000-381000	WASTEWATER AVAILABILITIES	2,332,800	1,718,860	739,384	171,968		-90.0%
52360000-381100	WATER METER FEES	14,789	13,745	8,066	4,195		-69.5%
52360000-381200	WASTEWATER PROFFER	20,000	0	0	0		N/A
52360000-382000	WASTEWATER USAGE FEES	2,937,874	3,050,851	3,051,323	3,142,863		3.0%
52360000-382200	MISCELLANEOUS INCOME	42,762	5,000	5,000	5,000		0.0%
52360000-382400	VEHICLE COMP. REIMB.	312	300	312	0		-100.0%
52360000-382500	GARNISHMENT FEE	55	0	195	0		N/A
52360000-384000	PENALTIES AND INTEREST	26,264	26,000	28,000	28,000		7.7%
52360000-385000	INVESTMENT INCOME	31,251	28,800	75,000	75,000		160.4%
52360000-385010	UNREALIZED GAIN / LOSS	(12,637)	0	0	0		N/A
52360000-385200	PROCEEDS FROM PROPERTY	0	12,000	12,000	1,700		N/A
52360000-386000	CELLULAR LEASE	0	0	0	0		N/A
52360000-398502	TRANSFER IN CASH RESERVES	0	14,000	0	1,395,020		N/A
<b>Total Revenues</b>	<b>WASTEWATER FUND</b>	<b>5,393,470</b>	<b>4,869,556</b>	<b>3,919,280</b>	<b>4,823,746</b>	<b>0</b>	<b>-0.9%</b>
Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding							
<b>Grand Total Operating Budget</b>		<b>27,035,319</b>	<b>20,938,225</b>	<b>18,348,899</b>	<b>20,543,522</b>	<b>0</b>	<b>-1.9%</b>

## OPERATING BUDGET EXPENDITURES

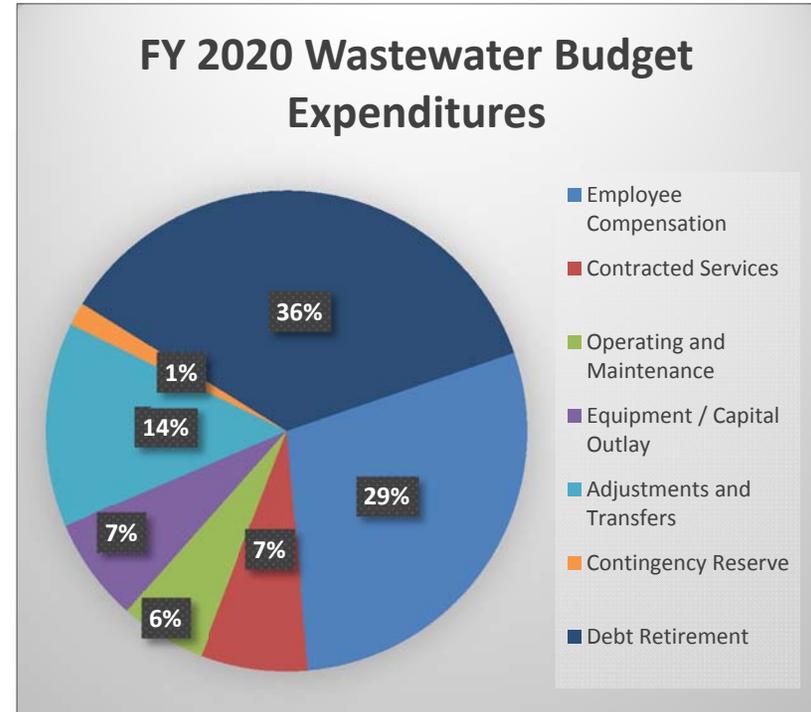
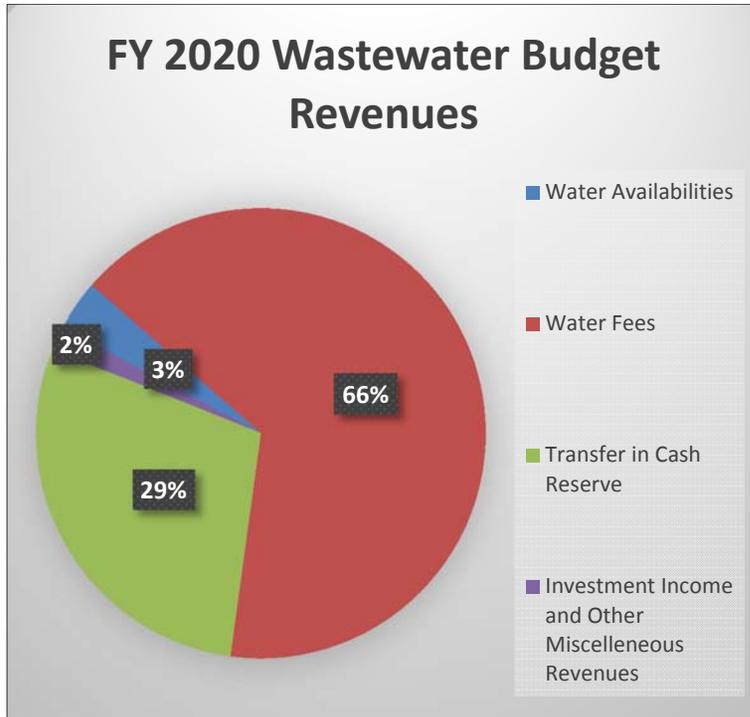
By Cost Center	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Current
<b>WASTEWATER FUND</b>								
WASTEWATER PAY & BENEFITS	1,304,282	1,361,649	1,342,049	1,342,049	1,379,275	1,379,275	0	3%
PLANT	395,458	498,100	500,600	501,767	603,785	560,685	0	12%
LAB	45,552	50,922	50,922	49,150	52,820	51,920	0	2%
PLANT - OTHER	77,179	124,215	144,215	133,910	253,151	253,151	0	76%
PUMP STATIONS	39,658	52,300	49,800	48,500	54,900	54,900	0	10%
METER READING	31,730	79,500	79,500	70,365	44,500	41,200	0	-48%
<b>WATER FUND OPERATING COST</b>	<b>1,893,859</b>	<b>2,166,686</b>	<b>2,167,086</b>	<b>2,145,741</b>	<b>2,388,431</b>	<b>2,341,131</b>	<b>0</b>	<b>8%</b>
CAPITAL OUTLAY	18,900	103,000	114,327	114,327	23,949	23,949	0	-79%
ADJUSTMENTS AND TRANSFERS	160,158	793,600	768,600	768,600	674,231	661,780	0	-14%
CONTINGENCY RESERVE	0	39,674	64,947	0	75,000	75,001	0	15%
DEBT RETIREMENT	2,092,763	1,754,596	1,754,596	1,754,596	1,721,885	1,721,885	0	-2%
<b>WATER FUND NON-DEPT COST</b>	<b>2,271,821</b>	<b>2,690,870</b>	<b>2,702,470</b>	<b>2,637,523</b>	<b>2,495,065</b>	<b>2,482,615</b>	<b>0</b>	<b>-8%</b>
<b>TOTAL WASTEWATER FUND EXPENDITURES</b>	<b>4,165,680</b>	<b>4,857,556</b>	<b>4,869,556</b>	<b>4,783,264</b>	<b>4,883,497</b>	<b>4,823,746</b>	<b>0</b>	<b>-1%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding

# PUBLIC WORKS - Wastewater

## FUNDING SOURCES AND EXPENDITURES

The Wastewater Fund is a public utility enterprise fund that collects revenue and fees to cover its cost. The following charts display the FY 2020 budget revenues and expenditures totaling \$4.82 million.



## PURPOSES OF THE DIVISION:

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.

## PUBLIC WORKS - Wastewater

### DESCRIPTION OF THE DIVISION:

The Wastewater staff works in the Basham Simms Wastewater Facility built in 2002 and upgraded/expanded in 2010. The Town of Purcellville has about 35 miles of sewer lines including 2.5 miles of force mains, five town maintained pump stations. The treatment process includes coarse screening, grit removal, primary clarification, fine screening, enhanced nutrient removal in a membrane biological reactor, and ultraviolet radiation disinfection.

### GENERAL DIVISION GOALS:

1. Meet and exceed EPA and Virginia Department of Environmental Quality guidelines
2. Maintain the plant so that there are no interruptions of service
3. Provide a productive and safe work environment

### BUDGET BY COST CENTER:

Wastewater Division	FY 2018	FY 2019			FY 2020			
	Actual	Adopted Budget	Current Budget	Estimated Expenses	Dept Head Request	Town Manager Proposed	Town Council Adopted	% Change FY19 Adopted
WASTEWATER PAY & BENEFITS	1,304,282	1,361,649	1,342,049	1,342,049	1,379,275	1,379,275	0	1%
PLANT	395,458	498,100	500,600	501,767	603,785	560,685	0	13%
LAB	45,552	50,922	50,922	49,150	52,820	51,920	0	2%
PLANT - OTHER	77,179	124,215	144,215	133,910	253,151	253,151	0	89%
PUMP STATIONS	39,658	52,300	49,800	48,500	54,900	54,900	0	5%
METER READING	31,730	79,500	79,500	70,365	44,500	41,200	0	-48%
<b>WATER FUND OPERATING COST</b>	<b>1,893,859</b>	<b>2,166,686</b>	<b>2,167,086</b>	<b>2,145,741</b>	<b>2,388,431</b>	<b>2,341,131</b>	<b>0</b>	<b>8%</b>
CAPITAL OUTLAY	18,900	103,000	114,327	114,327	23,949	23,949	0	-69%
ADJUSTMENTS AND TRANSFERS	160,158	793,600	768,600	768,600	674,231	661,780	0	-17%
CONTINGENCY RESERVE	0	39,674	64,947	0	75,000	75,001	0	54%
DEBT RETIREMENT	2,092,763	1,754,596	1,754,596	1,754,596	1,721,885	1,721,885	0	-2%
<b>WATER FUND NON-DEPT COST</b>	<b>2,271,821</b>	<b>2,690,870</b>	<b>2,702,470</b>	<b>2,637,523</b>	<b>2,495,065</b>	<b>2,482,615</b>	<b>0</b>	<b>-8%</b>
<b>TOTAL WASTEWATER FUND EXPENDITURES</b>	<b>4,165,680</b>	<b>4,857,556</b>	<b>4,869,556</b>	<b>4,783,264</b>	<b>4,883,497</b>	<b>4,823,746</b>	<b>0</b>	<b>-1%</b>

Current Budget includes all approved budget amendments and transfers as of March 1, 2019. Amounts may not equal due to rounding.

# PUBLIC WORKS - Wastewater

## Significant Budget Changes

The FY 2020 proposed budget for the Wastewater Division shows a decrease of \$33,810 or 1% over the FY 2019 adopted budget.

- Plant cost center increased by 13% due to:
  - Raising the budget operating level for utility line repairs from \$32,000 to \$50,000 that will fund additional efforts to minimize I&I in the collection system by replacing older utility lines and other equipment within the Town's control.
  - As part of phase 2 and to prepare for the upcoming membrane change-out scheduled in FY 2022, this one-time increase of \$80,000 over base budget is to procure the other 2 permeate pumps and bubbler with the membrane system.
- Plant – Other cost center increased by 89% due to:
  - Continue to fund the utility rate study that started in FY 2019 and will continue into FY 2020 (\$10,000 increase).
  - Perform two long term planning studies; 1) Sanitary Sewer Model update (\$50,000) which will update the sanitary sewer model and utilize this model for future sanitary sewer collection system planning. 2) Sanitary Sewer Evaluation Study (\$60,000) will continue earlier work that evaluated rain derived I&I. This work identified and prioritized six metersheds and this study will concentrate on the 211 G Street metershed that will provide a template for other metershed studies.
- Under Adjustments and Transfers, \$661,780 is proposed being transferred to the Wastewater Capital Improvement Program (CIP) project. The CIP section within this budget book details those FY 2020 funded projects.

## Future Outlook

- In 2018, the Town Wastewater plant had approximately 50,000 gallons per day as an average inflow and infiltration (I&I) to the plant system. I&I is clean storm and/or groundwater that enters the sewer system through cracked pipes, leaky manholes, or improperly connected storm drains, down spouts and sump pumps. Most inflow comes from storm water and most infiltration comes from groundwater. While the Town must treat the I&I as a wastewater product and receives no revenue for I&I. At the current rate of \$15.49 per 1000 gallons, revenue lost from I&I equals \$774.50 per day and \$282.875 per year. That is also equal to about the same as 143 homes hooked to our system.
- The Virginia Department of Environmental Quality (DEQ) requires that Wastewater plants monitor their operations 16 hours a day, 7 days a week when the plant reaches an average of 750,000 gallons per day (gpd) over a 3 month period; an increase from the current operational monitoring schedule of 12 hours a day, 7 days a week. Once this tier is reached, the Wastewater Department will need an additional 1 to 1.5 employees to comply with DEQ's requirements. Currently, the Town of Purcellville Wastewater plant averages 590,000 gpd annually; however, usage has been as high as 750,000 in a 1 month period.

## PUBLIC WORKS - Wastewater

- The Wastewater membrane used to remove contaminants has a 10 year life cycle. Based on this lifecycle, the membrane replacement is scheduled to be replaced in FY 2022. To lower the budget impact in the replacement year, the Town made a down payment in FY 2018 to procure the membrane. The Town will pay \$173,780 annually from FY 2019 – FY 2022 with an expected replacement in FY 2022. Additional information on the project can be found in the CIP section of the Budget.

### **PERFORMANCE DASHBOARD:**

The following represents key measures to determine Wastewater’s workload factors and performance:

Workload Factors	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Daily Average number of gallons treated	Core	593,600	700,000	750,000
Performance Measures	Comp Plan, Core, Priority	Actual FY 2018	Estimated FY 2019	Projected FY 2020
Total Number of Customer Complaints	Core	3	1	0
Total Number of Violations	Priority	0	0	0
Fines paid by the Town for Wastewater Plant Violations	Priority	\$0	\$0	\$0

OUTCOMES AND RESULTS	
Desired Outcome	Results
Satisfy permit and regulatory requirements through accreditation from the Virginia Environmental Laboratory Accreditation Program	Maintained Lab accreditation in FY 2018
Promote environmental management systems and pollution prevention, green initiatives for recycling and energy conservation	Recycled 871 pounds of cardboard, plastics, and paper
Maintain wastewater facilities to ensure a safe working environment and compliance with State standards	No reported accidents

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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.

- Management Summary
- Program Overview
- Governmental Funds
  - Summaries
  - Detail Sheets
  - Long-Term Future Projects
- Water Fund
  - Summaries
  - Detail Sheets
  - Long-Term Future Projects
- Wastewater Fund
  - Summaries
  - Detail Sheets
  - Long-Term Future Projects
- NVTAR Reconciliation
- Loudoun County Fields Farm School Settlement Reconciliation

# CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

## Capital Improvement Plan

The Town of Purcellville's Capital Improvement Plan (CIP) represents a guide for future financial decisions, annual budgeting and coordination of major enhancements of the Town's public facilities and other public infrastructure over the next five (5) fiscal years. The CIP, which is reviewed and updated annually, also reflects the strategic initiatives and operating goals of the Town Council and works toward recognizing development trends and impacts identified in the Town's Comprehensive Plan. Capital projects for financial planning purposes are defined as a construction, renovation or demolition project, or acquisition of land or other assets, with a value of \$50,000 or more and a useful life exceeding five (5) years. The Town's CIP authorizes funding for projects identified in the current budget year and establishes a plan for prioritizing and identifying funding for projects in future years.

## Capital Project Overview

### **5-Year CIP (FY 2020 – 2024):**

- 25 total projects with a cost of \$24,979,989 over the next 5 years
- General Fund - 10 projects with a cost of \$15,266,369
- Water Fund - 6 projects with a cost of \$7,280,920
- Wastewater Fund - 5 projects with a cost of \$2,432,700

### **Long-Term Future Projects:**

- 14 total projects with a cost of \$16,709,512
- General Fund - 4 projects with a cost of \$1,789,000
- Water Fund - 10 projects with a cost of \$14,274,512
- Wastewater Fund - 2 projects with a cost of \$646,000

## How the CIP is Organized

Capital projects within the CIP are divided by fund (Governmental Funds, Water Fund and Wastewater Fund). Summary charts by funding source and project name are available to show annual project totals.

**5-Year CIP Projects:** A detailed project sheet is included for each capital project. Project budgets are generally revised each year as funding, planning, design and other factors affect cost estimates. The project sheets include:

- **Status-** Projects may be new, ongoing from previous fiscal years or complete.
- **Project Ranking-** Projects are ranked within the specific fund based on identified need using an internal ranking system.
- **Program Description-** Provides a project overview, relevant background, anticipated benefits, challenges and progress updates.

## CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

- **Operating Impact**- Relevant information regarding ongoing or future operating costs associated with the project are included to better illustrate longer-term impacts and costs associated with the project once completed.
- **Goals Addressed**- Explains how a project relates to strategic initiatives or operating goals established by Town Council or included in the Town's Comprehensive Plan.
- **Significant Dates**- Provides a high level project timeline.
- **Planned Uses**- Project costs such as land, design, construction, professional services and miscellaneous are listed by fiscal year and total project.
- **Funding Sources**- Projects often have more than one funding source and may include:
  - **Bonds**- Municipal bonds are debt instruments and may be designated as either General Obligation (GO) or Revenue bonds and tax-exempt or taxable. General Obligation bonds are backed by the total taxing power of the government and Revenue bonds are guaranteed by specific revenues generated by the government and are often associated with enterprise fund projects. Bonds may also be either tax-exempt, with considerable IRS restrictions, or taxable. Currently, all Town bonds are GO.
  - **Cash**- Cash may be transferred from any of the 3 operating funds or unassigned fund balance.
  - **Intergovernmental Support and Grants**- Funding support and grants may be available from other government agencies (Federal, State, Loudoun County, Virginia Department of Transportation (VDOT), Northern Virginia Transportation Authority (NVTA) and others).
  - **Proffers, Donations and Settlements**- Proffers and monetary donations may be offered by others which help defray the impacts of a development or project on Town facilities. The Town received \$5.780 million in funds for transportation projects from Loudoun County via a legal settlement in 2008.

**Long-Term Future Projects:** Although not included in the 5-Year CIP plan for FY20 budget approval, long-term future projects are listed for utility rate modeling and planning purposes. Often these projects lack identified funding sources or other projects details have not been resolved sufficiently for project commitment. However, inclusion in the CIP is important so that future needs can be prioritized and funding sources can be identified. The identified priorities and estimated project costs are also helpful for long term financial plan modeling past the 5 year period covered by the CIP. As each year progresses, the project will move closer to being “active” unless the project is deferred or delayed.

### **CIP Development Process**

As the CIP is a multi-year plan, Town staff meets monthly to review project progress and budget compliance. Council may provide future CIP direction as needs are identified and during the Council's annual Strategic Planning Session held in late summer. In the fall, the Finance Department requests that Town Department Heads identify new capital projects for consideration during the

## CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

annual budget preparation process. In addition, Finance staff updates the project detail sheet funding, expenditure and other details for each project in preparation of the new fiscal year's budget. In January/February, Council meets in a special work session to review the draft CIP, prioritize projects and discuss funding sources in advance of the release of the proposed budget in March and may discuss the CIP throughout the budget deliberation process. In accordance with Code of Virginia, the Town's operating and capital budget must be adopted by Council for the next fiscal year on or before June 30<sup>th</sup> each year.

A number of important concepts guide the development of the CIP:

- The CIP is an important financial and project planning document developed in conjunction with the annual operating budget preparation process consistent with the Town's Financial Policy Guidelines, the Town's Comprehensive Plan and Council's Strategic Initiatives.
- CIP projects should be expected to result in an asset or physical infrastructure project with a value exceeding \$50,000 and a useful life of 5 or more years.
- All projects should be thoroughly studied with a strong commitment from elected leaders and staff prior to inclusion in the CIP. Abandonment of a CIP project can be costly with fiscal and accounting consequences, especially after work on the project begins or funding is obtained. Preliminary studies and project evaluation costs needed to determine the merit of a project's inclusion in the CIP are best managed in the Town's operating budget.
- Projects should not be included in the 5-Year CIP until all funding sources are identified.
- The Long-Term Future Projects listing is used to track the Town's capital needs prior to placement in the CIP.
- As project funding sources are limited, it is beneficial to look at the CIP in a holistic manner over a 5 year period. Moving specific projects forward without weighing the merits against all Town capital needs can be short sighted as it may displace more critical needs and upset the Town's financial planning process.
- In order to minimize issuance costs associated with new bonds, it is important to look at the CIP in a holistic manner when developing the Town's financing plan.
- Before applying for grants, Council and staff should fully understand and support the grant's matching requirements.
- The Town's operating budget should reflect CIP related operating revenue and expenditure impacts (i.e.: use of unassigned fund balance, pay-as-you-go cash funding, debt service, preliminary studies, operational costs, asset maintenance costs, bond issuance costs).
- Debt Policies:
  - Debt service expenditures as a percentage of expenditures should not exceed 15%.
  - Bonded debt of the Town shall not exceed 2% of the total assessed value of taxable property.
- Reserve Policies:
  - Unassigned Governmental Fund balance should be a minimum of \$3 million or 30% of total revenues.
  - Utility cash and equivalents should exceed 100% of total operating expenditures and debt service.

# CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

## Glossary of CIP Terms:

**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 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.

**County Settlement** – Transportation project funding received from Loudoun County as part a lawsuit settlement that included the Town’s annexation of a portion of Fields Farm, Woodgrove High School and Mountain View Elementary.

**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.

**Proffer** - A proffer is a voluntary commitment from a landowner or developer to reduce or eliminate the impact of new development on neighboring properties and the county.

Abbreviations	Full Name
BRMS	Blue Ridge Middle School
HOA	Homeowner’s Association
Imp	Improvements
LF	Linear Feet
LVSC	Loudoun Valley Shopping Center
NVTA	Northern Virginia Transportation Authority
PLC	Program Logistic Controller
ROW	Right of Way
SLAF	Stormwater Local Assistance Fund
VA DEQ	The Virginia Department of Environmental Quality
VDOT	Virginia Department of Transportation

## CAPITAL IMPROVEMENT PROGRAM OVERVIEW

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	5,085,645	496,893	2,591,908	1,996,844	-	-	-	-	1,996,844
NVTA	2,969,915	253,543	1,227,721	1,488,651	-	-	-	-	1,488,651
Cash	9,222,794	1,465,126	3,058,729	2,082,180	680,180	1,598,579	338,000	-	4,698,939
County Settlement	250,630	55,629	195,001	-	-	-	-	-	-
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Proffers	545,028	-	309,593	235,435	-	-	-	-	235,435
County Funding	3,049,980	698,265	1,351,715	-	300,000	-	-	700,000	1,000,000
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Bonds-Cardinal (12)	108,857	108,857	-	-	-	-	-	-	-
Other	236,679	236,679	-	-	-	-	-	-	-
Grant	240,000	-	-	-	40,000	200,000	-	-	240,000
Unidentified	8,520,120	-	-	-	1,010,120	1,060,000	1,440,000	5,010,000	8,520,120
New Bond	6,800,000	-	-	-	6,800,000	-	-	-	6,800,000
	37,383,816	3,369,160	9,034,667	5,803,110	8,830,300	2,858,579	1,778,000	5,710,000	24,979,989

### CIP Uses by Fund

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Governmental Funds	23,768,692	2,159,645	6,342,678	4,920,930	7,596,000	911,439	738,000	1,100,000	15,266,369
Water Fund	10,053,824	1,010,635	1,762,269	220,400	750,520	660,000	1,040,000	4,610,000	7,280,920
Wastewater Fund	3,561,300	198,880	929,720	661,780	483,780	1,287,140	-	-	2,432,700
	37,383,816	3,369,160	9,034,667	5,803,110	8,830,300	2,858,579	1,778,000	5,710,000	24,979,989



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# **Governmental Funds Projects**

## GOVERNMENTAL FUNDS SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	5,085,645	496,893	2,591,908	1,996,844	-	-	-	-	1,996,844
NVTA	2,969,915	253,543	1,227,721	1,488,651	-	-	-	-	1,488,651
Cash	2,698,156	425,977	366,740	1,200,000	56,000	311,439	338,000	-	1,905,439
County Settlement	250,630	55,629	195,001	-	-	-	-	-	-
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Proffers	545,028	-	309,593	235,435	-	-	-	-	235,435
County Funding	3,049,980	698,265	1,351,715	-	300,000	-	-	700,000	1,000,000
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Other	175,170	175,170	-	-	-	-	-	-	-
Unidentified	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000
New Bond	6,800,000	-	-	-	6,800,000	-	-	-	6,800,000
Grant	240,000	-	-	-	40,000	200,000	-	-	240,000
	23,768,692	2,159,645	6,342,678	4,920,930	7,596,000	911,439	738,000	1,100,000	15,266,369

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Main & Maple Intersection Imp Phase 1 (30492010)	705,489	430,689	274,800	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	1,144,302	-	458,372	685,930	-	-	-	-	685,930
Hirst Road Improvements (30492760)	1,090,446	91,796	998,650	-	-	-	-	-	-
County Funded Fireman's Field Upgrades (30492780)	770,217	770,217	-	-	-	-	-	-	-
Hirst Farm Pond Conversion (30492790)	600,000	59,624	540,376	-	-	-	-	-	-
Nursery Avenue Improvements (30492830)	1,823,150	445,607	1,377,543	-	-	-	-	-	-
Upgrade Financial Software (30492840)	422,500	255,760	166,740	-	-	-	-	-	-
32nd & A Street Intersection Imp (30492850)	1,012,000	67,311	944,689	-	-	-	-	-	-
12th Street Improvements (30492860)	2,000,000	-	220,000	1,780,000	-	-	-	-	1,780,000
32nd & Main Intersection Improvements (30492870)	900,000	-	120,000	780,000	-	-	-	-	780,000
A Street Trail from BRMS to Maple (30492880)	875,000	38,641	836,359	-	-	-	-	-	-
Hatcher Avenue Sidewalk Improvements (30492890)	620,000	-	145,000	475,000	-	-	-	-	475,000
Pedestrian Linkage 32nd Street (30492900)	95,264	-	95,264	-	-	-	-	-	-
Path from LVHS to Sutton Drive (30492910)	114,885	-	114,885	-	-	-	-	-	-
Outdoor Stage-Dillon's Woods (30492920)	50,000	-	50,000	-	-	-	-	-	-
Police Facility (30492940)	8,000,000	-	-	1,200,000	6,800,000	-	-	-	8,000,000
Berlin Turnpike, Eastgate Dr. PHC circle Intersection	700,000	-	-	-	-	-	-	700,000	700,000
Bush Tabernacle Floor & Bathrooms (30492930)	300,000	-	-	-	300,000	-	-	-	300,000
Fireman's Field Renovations	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000
Sue Kane Nature Park Multi-use Trail	300,000	-	-	-	50,000	250,000	-	-	300,000
Purcellville Bike Park	645,439	-	-	-	46,000	261,439	338,000	-	645,439
	23,768,692	2,159,645	6,342,678	4,920,930	7,596,000	911,439	738,000	1,100,000	15,266,369

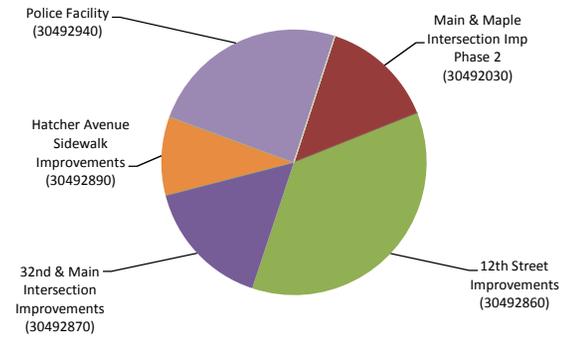
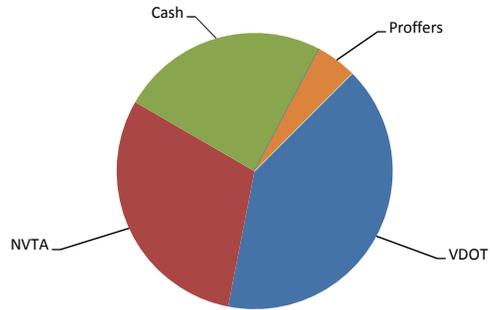
Denotes Cash Funded Projects

## GOVERNMENTAL FUNDS SUMMARY

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					FY25 and Beyond	
				FY20	FY21	FY22	FY23	FY24		
<b>Long-Term Future Projects</b>										
Villages of Purcellville Drainage										307,000
House Demolition-301 S Twentieth St.										60,000
E Street Sidewalk-Drainage										772,000
SR690 N 21st Street Multiuse Trail Phase 1										650,000
										1,789,000

Sources by Type (2020) Uses by Project (2020)



## GOVERNMENTAL FUNDS SUMMARY

### Funding Summary

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY 19	FY 20	FY 21	FY 22	FY 23	FY24	Total for 5-Yr-CIP
<b>VDOT</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	464,283	195,307	268,976	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	981,178	-	434,740	546,438	-	-	-	-	546,438
Hirst Road Improvements (30492760)	545,223	41,563	503,660	-	-	-	-	-	-
Nursery Avenue Improvements (30492830)	911,575	226,368	685,207	-	-	-	-	-	-
32nd & A Street Intersection Imp (30492850)	506,000	33,655	472,345	-	-	-	-	-	-
12th Street Improvements (30492860)	1,000,000	-	110,000	890,000	-	-	-	-	890,000
32nd & Main Intersection Improvements (30492870)	413,217	-	49,255	363,962	-	-	-	-	363,962
Hatcher Avenue Sidewalk Improvements (30492890)	264,169	-	67,725	196,444	-	-	-	-	196,444
	<b>5,085,645</b>	<b>496,893</b>	<b>2,591,908</b>	<b>1,996,844</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,996,844</b>
<b>NVTA</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	648	648	-	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	159,344	-	19,852	139,492	-	-	-	-	139,492
Nursery Avenue Improvements (30492830)	696,744	219,239	477,505	-	-	-	-	-	-
32nd & A Street Intersection Imp (30492850)	506,000	33,656	472,344	-	-	-	-	-	-
12th Street Improvements (30492860)	1,000,000	-	110,000	890,000	-	-	-	-	890,000
32nd & Main Intersection Improvements (30492870)	486,783	-	70,745	416,038	-	-	-	-	416,038
Hatcher Avenue Sidewalk Improvements (30492890)	120,396	-	77,275	43,121	-	-	-	-	43,121
	<b>2,969,915</b>	<b>253,543</b>	<b>1,227,721</b>	<b>1,488,651</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,488,651</b>
<b>Cash</b>									
County Funded Fireman's Field Upgrades (30492780)	170,217	170,217	-	-	-	-	-	-	-
Upgrade Financial Software (30492840)	422,500	255,760	166,740	-	-	-	-	-	-
Hirst Farm Pond Conversion (30492790)	150,000	-	150,000	-	-	-	-	-	-
Police Facility (30492940)	1,200,000	-	-	1,200,000	-	-	-	-	1,200,000
Sue Kane Nature Park Multi-use Trail	60,000	-	-	-	10,000	50,000	-	-	60,000
Outdoor Stage-Dillon's Woods (30492920)	50,000	-	50,000	-	-	-	-	-	-
Purcellville Bike Park	645,439	-	-	-	46,000	261,439	338,000	-	645,439
	<b>2,698,156</b>	<b>425,977</b>	<b>366,740</b>	<b>1,200,000</b>	<b>56,000</b>	<b>311,439</b>	<b>338,000</b>	<b>-</b>	<b>1,905,439</b>
<b>County Settlement</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	11,220	5,396	5,824	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	3,780	-	3,780	-	-	-	-	-	-
Hirst Road Improvements (30492760)	235,630	50,233	185,397	-	-	-	-	-	-
	<b>250,630</b>	<b>55,629</b>	<b>195,001</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## GOVERNMENTAL FUNDS SUMMARY

### Funding Summary

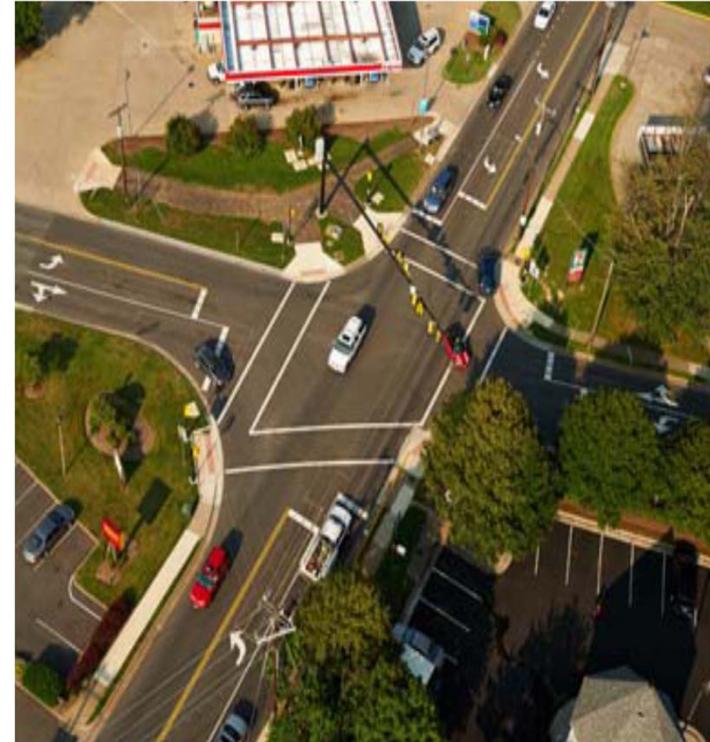
Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY 19	FY 20	FY 21	FY 22	FY 23	FY24	Total for 5-Yr-CIP
<b>SLAF Grant</b>									
Hirst Farm Pond Conversion (30492790)	300,000	-	300,000	-	-	-	-	-	-
	300,000	-	300,000	-	-	-	-	-	-
<b>Proffers</b>									
Hirst Road Improvements (30492760)	309,593	-	309,593	-	-	-	-	-	-
Hatcher Avenue Sidewalk Improvements (30492890)	235,435	-	-	235,435	-	-	-	-	235,435
	545,028	-	309,593	235,435	-	-	-	-	235,435
<b>County Funding</b>									
County Funded Fireman's Field Upgrades (30492780)	600,000	600,000	-	-	-	-	-	-	-
Nursery Avenue Improvements (30492830)	214,831	-	214,831	-	-	-	-	-	-
A Street Trail from BRMS to Maple	875,000	38,641	836,359	-	-	-	-	-	-
Hirst Farm Pond Conversion (30492790)	150,000	59,624	90,376	-	-	-	-	-	-
Pedestrian Linkage 32nd Street (30492900)	95,264	-	95,264	-	-	-	-	-	-
Path from LVHS to Sutton Drive (30492910)	114,885	-	114,885	-	-	-	-	-	-
Berlin Turnpike, Eastgate Dr. PHC circle Intersection	700,000	-	-	-	-	-	-	700,000	700,000
Bush Tabernacle Floor & Bathrooms (30492930)	300,000	-	-	-	300,000	-	-	-	300,000
	3,049,980	698,265	1,351,715	-	300,000	-	-	700,000	1,000,000
<b>Bonds-Sun Trust (08)</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	54,168	54,168	-	-	-	-	-	-	-
	54,168	54,168	-	-	-	-	-	-	-
<b>Other</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	175,170	175,170	-	-	-	-	-	-	-
	175,170	175,170	-	-	-	-	-	-	-
<b>Unidentified</b>									
Police Facility (30492940)	6,800,000	-	-	-	6,800,000	-	-	-	6,800,000
Fireman's Field Renovations	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000
	8,400,000	-	-	-	7,200,000	400,000	400,000	400,000	8,400,000
<b>Grant</b>									
Sue Kane Nature Park Multi-use Trail	240,000	-	-	-	40,000	200,000	-	-	240,000
	240,000	-	-	-	40,000	200,000	-	-	240,000
<b>Governmental Funds Total</b>	<b>23,768,692</b>	<b>2,159,645</b>	<b>6,342,678</b>	<b>4,920,930</b>	<b>7,596,000</b>	<b>911,439</b>	<b>738,000</b>	<b>1,100,000</b>	<b>15,266,369</b>

**TITLE:** Main & Maple Intersection Imp Phase 1 (30492010)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** Originally, the project envisioned significant changes to the intersection, including roadway widening, turn lanes, driveway closures, changes to the signalization. The preliminary plans for this project have served as a guide for frontage improvements in this area, for both Town projects and as properties have redeveloped. Due to the high costs for the full project, and opposition from property owners, the project has been rescoped to construct a portion of recommended improvements in a phased manner. Phase 1 includes the construction of sidewalk along the northwest corner of the intersection, improvements to the pedestrian signalization, and a new mid-block crosswalk west of the intersection. Additional improvements for pedestrian safety will be included in Phase 2.



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

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
August 2016	March 2019	September 2019

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Main & Maple Intersection Imp Phase 1 (30492010)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	464,283	195,307	268,976	-	-	-	-	-	-
NVTA	648	648	-	-	-	-	-	-	-
County Settlement	11,220	5,396	5,824	-	-	-	-	-	-
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Other	175,170	175,170	-	-	-	-	-	-	-
	705,489	430,689	274,800	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	61,000	1,200	59,800	-	-	-	-	-	-
Engineering/Design	472,642	370,642	102,000	-	-	-	-	-	-
Construction	143,861	40,861	103,000	-	-	-	-	-	-
Professional Services	27,986	17,986	10,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	705,489	430,689	274,800	-	-	-	-	-	-

**Operating Impact**

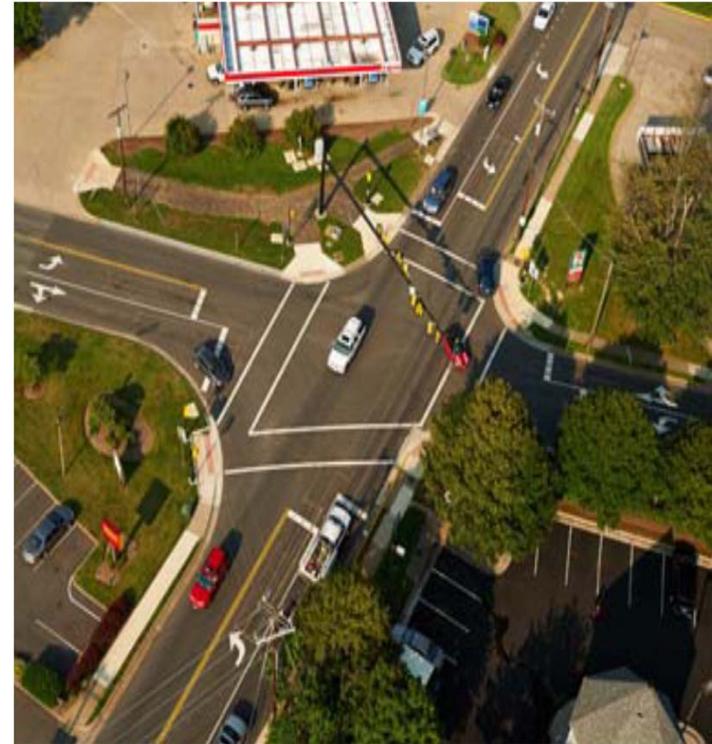
Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance		2,500	2,500	2,500	2,500	2,500	12,500

**TITLE:** Main & Maple Intersection Imp Phase 2 (30492030)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** Phase 2 of the Main Street and Maple Avenue Intersection Improvement project envisions improvements along S. Maple Avenue, including sidewalk, curb & gutter, drainage and entrance improvements.



**OPERATING IMPACT:** No adverse impact to the operating budget is anticipated. The elimination of ditches will assist with roadway maintenance, and reduce complaints.

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2018	November 2020	August 2021

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Main & Maple Intersection Imp Phase 2 (30492030)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	981,178	-	434,740	546,438	-	-	-	-	546,438
NVTA	159,344	-	19,852	139,492	-	-	-	-	139,492
County Settlement	3,780	-	3,780	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,144,302	-	458,372	685,930	-	-	-	-	685,930

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	220,000	-	220,000	-	-	-	-	-	-
Engineering/Design	238,372	-	238,372	-	-	-	-	-	-
Construction	595,930	-	-	595,930	-	-	-	-	595,930
Professional Services	90,000	-	-	90,000	-	-	-	-	90,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,144,302	-	458,372	685,930	-	-	-	-	685,930

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** Hirst Road Improvements (30492760)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The Town maintains the portion of Hirst Road from Route 690 (N. 21st Street) to just east of Hatcher Road. Due to significant maintenance concerns for Hirst Road, the Town has contracted with our Engineer for a roadway improvement project. The full project could not move forward due to the high cost of the full roadway reconstruction. This project is a rescope project that addresses safety concerns associated with the existing pedestrian pathway and ADA accessibility, roadway shoulders, and guardrail.



**OPERATING IMPACT:** facilities are existing. Over lifetime of project, increased path width may increase maintenance costs minimally.

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
February 2017	May 2019	December 2019

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Hirst Road Improvements (30492760)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	545,223	41,563	503,660	-	-	-	-	-	-
County Settlement	235,630	50,233	185,397	-	-	-	-	-	-
Proffers	309,593	-	309,593	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,090,446	91,796	998,650	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	31,000	500	30,500	-	-	-	-	-	-
Engineering/Design	185,294	91,296	93,998	-	-	-	-	-	-
Construction	787,000	-	787,000	-	-	-	-	-	-
Professional Services	87,152	-	87,152	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,090,446	91,796	998,650	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** County Funded Fireman's Field Upgrades (30492780)

**STATUS:** Complete

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** Initially this project covered 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. The project has also included the rebuild of the press box. The final upgrade to be completed is rebuilding the pavilion.



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

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
October 2012	July 2013	June 2017

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** County Funded Fireman's Field Upgrades (30492780)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	170,217	170,217	-	-	-	-	-	-	-
County Funding	600,000	600,000	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	770,217	770,217	-	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	99,675	99,675	-	-	-	-	-	-	-
Construction	639,773	639,773	-	-	-	-	-	-	-
Professional Services	20,298	20,298	-	-	-	-	-	-	-
Miscellaneous	10,471	10,471	-	-	-	-	-	-	-
	770,217	770,217	-	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Building Maintenance	-	1,800	1,800	1,800	1,800	1,800	9,000

**TITLE:** Hirst Farm Pond Conversion (30492790)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The development of the Hirst Farm Subdivision started in 2002 and an extended detention dry pond was proposed as the storm water management facility for the entire project. During construction it was used as a sediment basin as specified in the Erosion/Siltation Control plans. Due to difficulties experienced by the developer the project was stopped before completion and the sediment basin was never retrofit to fully meet the criteria of Loudoun County for an extended detention dry pond. The Town of Purcellville now intends to explore the option of converting the existing facility into a wet pond. A wet pond is a facility that provides a permanent pool of standing water which promotes a better environment for gravitational settling, biological uptake, and microbial activity. The Town has been approved for a SLAF grant from the VA DEQ, in the amount of \$300,000. This is a 50-50 split between the Town and the grant funds. Funding will cover design, bid services and construction. However, funds for reimbursement can be requested only after a contractor has been approved to move forward with the construction. Loudoun County has contributed 25% of the funding required for this project.



**OPERATING IMPACT: None;** Maintenance of the pond will become HOA responsibility upon completion of the work.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- Environment - Purcellville will be known as a community with high environmental standards and one that protects its heritage, special amenities and scenic views.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
July 2017	July 2019	December 2019

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Hirst Farm Pond Conversion (30492790)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Cash	150,000	-	150,000	-	-	-	-	-	-
County Funding	150,000	59,624	90,376	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	600,000	59,624	540,376	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	100,000	59,624	40,376	-	-	-	-	-	-
Construction	500,000	-	500,000	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	600,000	59,624	540,376	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

**TITLE:** Nursery Avenue Improvements (30492830)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

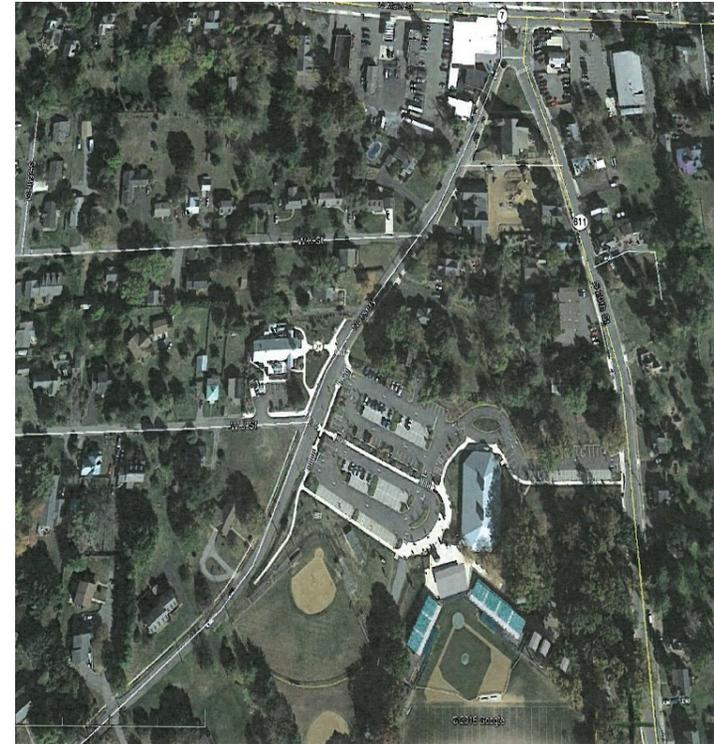
**PROGRAM DESCRIPTION:** Project limits are South Nursery Ave. between the Main St. tear-drop and north of West School Street. Work includes the improvements to the roadway, pedestrian facilities, and drainage. An enclosed, underground storm sewer system will be installed to improve the drainage . Sidewalks 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. The County funding shown in this project was carried over from unused contribution associated with the A Street Sidewalk.

This project is linked with water fund project that replaces the existing 4-inch water main on Nursery Avenue.

**OPERATING IMPACT:** Replacement/improvement of existing roadway and pedestrian facilities - no change

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity, preserve special community assets, and promote attractive environments.



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
July 2015	1st Quarter 2020	4th Quarter 2020

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Nursery Avenue Improvements (30492830)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	911,575	226,368	685,207	-	-	-	-	-	-
NVTA	696,744	219,239	477,505	-	-	-	-	-	-
County Funding	214,831	-	214,831	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,823,150	445,607	1,377,543	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	173,500	23,542	149,958	-	-	-	-	-	-
Engineering/Design	590,525	421,201	169,324	-	-	-	-	-	-
Construction	984,124	-	984,124	-	-	-	-	-	-
Professional Services	75,001	864	74,137	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,823,150	445,607	1,377,543	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

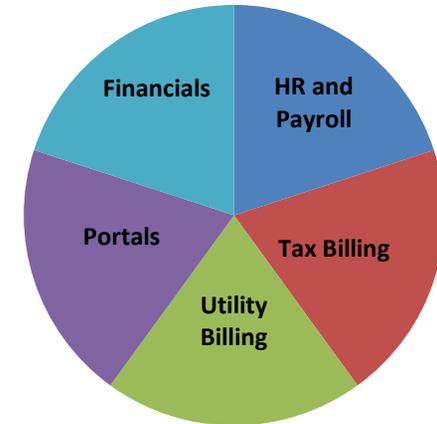
**TITLE:** Upgrade Financial Software (30492840)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The Tyler Munis Enterprise Resource Planning (ERP) system implementation is underway to replace inadequate and aging legacy financial systems. The licensing cost of this “evergreen” software totaled \$110,745 and the balance of the project costs includes implementation and data conversion support, two years of initial maintenance and support fees and cashiering hardware. Given the Town’s relatively small staff size, a dedicated software implementation team was not practical. Therefore, the project plan has been coordinated with existing staff resources and scheduled around staff’s routine duties and deadlines. To date, staff has successfully implemented and fully transitioned property tax, business license tax, meals tax, cashiering and financial modules with no interruptions in service and within budget. The following is a summary of the next project phases:

- Utility billing module - implementation is currently underway with completion expected in the fall of 2019.
  - HR/Payroll module -kick-off targetspring 2019 with a go-live target of January 2010.
  - Future phases include customer portals, employee portals and general billing.
  - After modules are tested and live, staff will continue to work to enhance functionality, workflow processes, reporting and internal process documentation.
  - Other departments are considering Tyler products for processes such as police tickets and zoning permits.
- This software is expected to integrate the Town's business processes.



**OPERATING IMPACT:** The annual maintenance cost is included in the Finance Department's operating budget, totaling \$40,337 in FY 2020.

**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.
- Council's Strategic Initiatives - Practice Good Governance (improved business processes via technology) & Strengthen Community Partnerships (strengthens financial transparency and reporting).

**Significant Dates**

Engineering/Design Start	Project Start	Estimated Completion
	May 2016	December 2020

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Upgrade Financial Software (30492840)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	422,500	255,760	166,740	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	422,500	255,760	166,740	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Software Upgrade	422,500	255,760	166,740	-	-	-	-	-	-
	422,500	255,760	166,740	-	-	-	-	-	-

**Operating Impact**

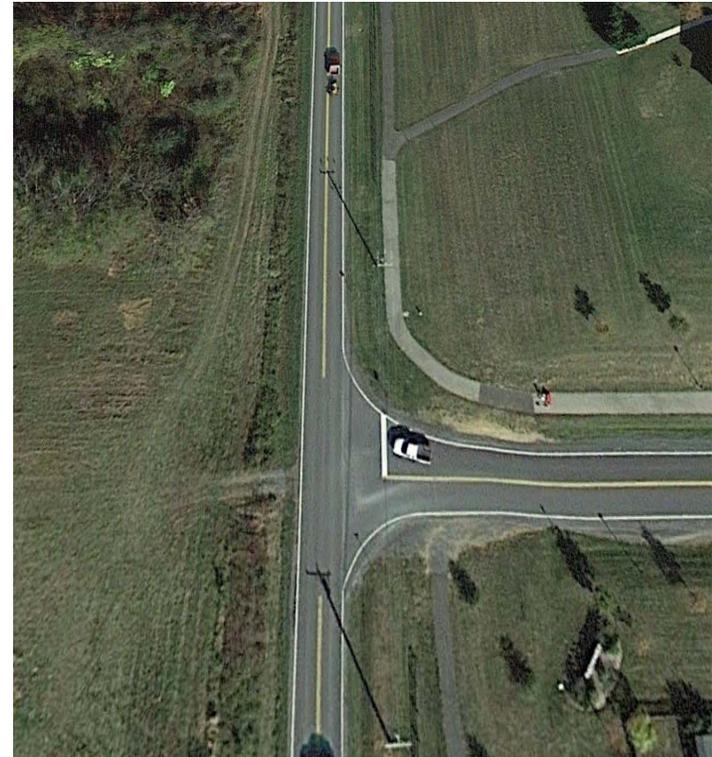
Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Software Support	-	40,337	42,354	44,472	46,695	49,030	222,887

**TITLE:** 32nd & A Street Intersection Imp (30492850)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project includes the construction of a roundabout at the intersection of S. 32nd Street and A Street. A fourth leg of the intersection is contemplated with the development of the property to the west. Operationally, the level of service of the intersection improves with the roundabout, and also has other effects such as traffic calming and as a "gateway" feature to the Town. A VDOT Revenue Sharing grant has been awarded (\$1,078,500), with a 50% match required. The 50% match will use NVTA funding. Bids were received 1/11/2019, and the total project cost does not exceed the budget.



**OPERATING IMPACT:** increased streetlight costs, other costs negligible for new construction.

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
April 2017	April 2019	April 2020

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** 32nd & A Street Intersection Imp (30492850)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	506,000	33,655	472,345	-	-	-	-	-	-
NVTA	506,000	33,656	472,344	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,012,000	67,311	944,689	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	1,035	450	585	-	-	-	-	-	-
Engineering/Design	104,519	66,861	37,658	-	-	-	-	-	-
Construction	866,446	-	866,446	-	-	-	-	-	-
Professional Services	40,000	-	40,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,012,000	67,311	944,689	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	600	600	600	600	2,400

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** 12th Street Improvements (30492860)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** Drainage and street improvements including storm sewer & inlets, curb and gutter, sidewalk and roadway improvements. The Town applied for VDOT revenue sharing grant funding in November 2016 and then again in 2017. Revenue Sharing Program funds were approved in the following FY's: FY19: \$220,000 (\$110,000 locality match and \$110,000 VDOT match). FY20: \$1,780,000 (\$890,000 locality match and \$890,000 VDOT match). This project is linked with water fund project that replaces the existing 4-inch water main on 12th Street.

**OPERATING IMPACT:** Increased maintenance costs due to new sidewalk where none previously existed, additional curb and gutter, additional storm sewer.

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Support community growth and maturation.
- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Provide a high-quality transportation experience for all users and modes of transportation.
- Ensure transportation safety and security.
- Improve community connectivity.



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	March 2021	December 2022

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** 12th Street Improvements (30492860)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	1,000,000	-	110,000	890,000	-	-	-	-	890,000
NVTA	1,000,000	-	110,000	890,000	-	-	-	-	890,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	2,000,000	-	220,000	1,780,000	-	-	-	-	1,780,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	200,000	-	-	200,000	-	-	-	-	200,000
Engineering/Design	420,000	-	220,000	200,000	-	-	-	-	200,000
Construction	1,280,000	-	-	1,280,000	-	-	-	-	1,280,000
Professional Services	100,000	-	-	100,000	-	-	-	-	100,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	2,000,000	-	220,000	1,780,000	-	-	-	-	1,780,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Lane Mile Maintenance	-	-	-	500	500	500	1,500

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** 32nd & Main Intersection Improvements (30492870)

**STATUS:** Ongoing

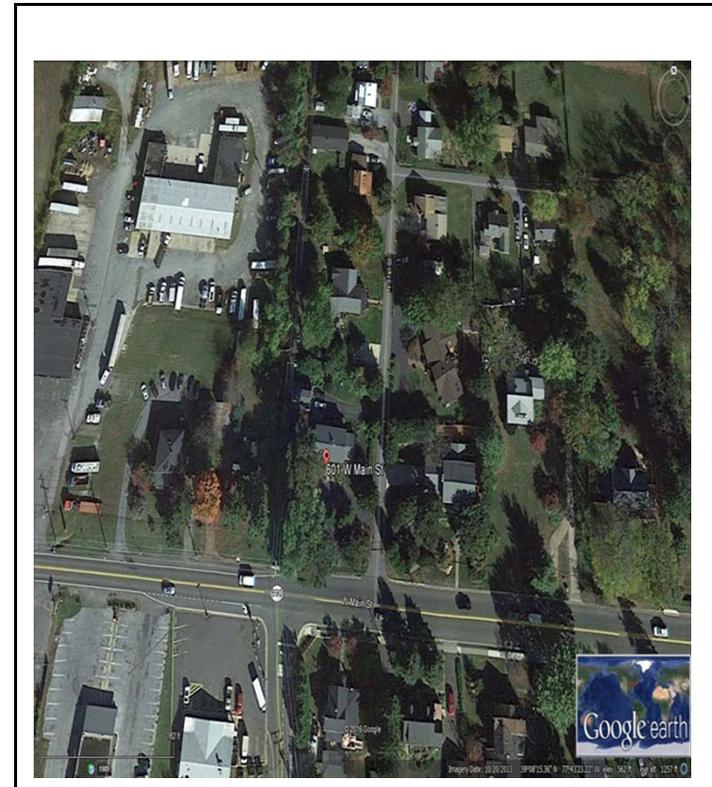
**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The 32nd and Main Street intersection is a "T" intersection located in the western end of the Town. The intersection is very busy, particularly at the peak hours of weekdays 5:15 to 6:15 PM and Saturday 1:30 PM to 2:30 PM. At these times, it is difficult to turn onto Main Street. This project will further study the intersection and provide recommendations for improvements, the design and construction of the recommended improvements. Revenue Sharing Program funds were approved in the following fiscal years: FY19: \$120,000 (\$60,000 locality match & \$60,000 VDOT match). FY20: \$706,434 (\$353,217 locality match & \$353,217 VDOT match). Additional local funds: \$73,566.

**OPERATING IMPACT:** If the traffic signal is installed, the Town will have to outsource the preventative maintenance contract

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Provide facilities that function appropriately in serving vehicles, pedestrians, bicycles and transit.
- Ensure transportation safety and security.
- Improve community connectivity.



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2020

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** 32nd & Main Intersection Improvements (30492870)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	413,217	-	49,255	363,962	-	-	-	-	363,962
NVTA	486,783	-	70,745	416,038	-	-	-	-	416,038
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	900,000	-	120,000	780,000	-	-	-	-	780,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	80,000	-	-	80,000	-	-	-	-	80,000
Engineering/Design	120,000	-	120,000	-	-	-	-	-	-
Construction	650,000	-	-	650,000	-	-	-	-	650,000
Professional Services	50,000	-	-	50,000	-	-	-	-	50,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	900,000	-	120,000	780,000	-	-	-	-	780,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance/Electricity	-	-	600	600	600	600	2,400

**TITLE:** A Street Trail from BRMS to Maple (30492880)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** Design and construction of a sidewalk/multipurpose trail along A Street from Blue Ridge Middle School to Maple Avenue. Funding for this project has been received from Loudoun County as part of their FY 18 adopted CIP budget.

Project design is 100% complete, bidding anticipated for February/March 2019. Construction expected to begin May 2019 and be completed in September 2019.



**OPERATING IMPACT:** Minimal increase in sidewalk maintenance expenditures.

**GOAL ADDRESSED:** 2009 Town-wide Transportation Plan

- Ensure Transportation Safety and Security by creating safe routes to school for non-vehicular users

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
October 2017	May 2019	September 2019

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** A Street Trail from BRMS to Maple (30492880)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
County Funding	875,000	38,641	836,359	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	875,000	38,641	836,359	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	100,000	37,166	62,834	-	-	-	-	-	-
Construction	775,000	1,475	773,525	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	875,000	38,641	836,359	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Sidewalk Maintenance	-	500	500	500	500	500	2,500

**TITLE:** Hatcher Avenue Sidewalk Improvements (30492890)

**STATUS:** Funded

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The Purcellville Parks and Recreation Board conducted a priority sidewalk connectivity study in 2014, and created a sidewalk priority list based on their discussions. Some missing links along Hatcher Avenue between Hirst Road and Cornwell Ln/Skyline Drive were identified. This project proposes to complete the missing sidewalk segments, which would allow for the elimination of one mid-block crossing. This project would also include an extension of the box culvert at the stream in order to accommodate the new sidewalk and the installation of VDOT approved guardrail. This project will 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. Revenue Sharing Program funds were approved in the following fiscal years:

FY19: \$145,000 (\$72,500 locality match & \$72,500 VDOT match)

FY20: \$424,322 (\$212,161 locality match & \$212,161 VDOT match)

Additional local funds: \$50,678



**OPERATING IMPACT:** Minimal increase in sidewalk maintenance expenditures.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
FY 2019	FY 2021	FY 2022

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Hatcher Avenue Sidewalk Improvements (30492890)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
VDOT	264,169	-	67,725	196,444	-	-	-	-	196,444
NVTA	120,396	-	77,275	43,121	-	-	-	-	43,121
Proffers	235,435	-	-	235,435	-	-	-	-	235,435
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	620,000	-	145,000	475,000	-	-	-	-	475,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	20,000	-	-	20,000	-	-	-	-	20,000
Engineering/Design	145,000	-	145,000	-	-	-	-	-	-
Construction	455,000	-	-	455,000	-	-	-	-	455,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	620,000	-	145,000	475,000	-	-	-	-	475,000

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
	-	-	500	500	500	500	2,000

**TITLE:** Pedestrian Linkage 32nd Street (30492900)

**STATUS:** Funded

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** There is no pedestrian walkway along S. 32nd Street. The Ball property, shown on the attached aerial photo, is proposed for development of 20 single family residential homes. With the development of the Ball property, a pedestrian walkway will be constructed along their 32nd Street frontage. The short piece of pedestrian walkway from the Ball property to West Main Street and the existing sidewalks would provide a direct linkage to the proposed Purcellville to Franklin Park trail as presented by Loudoun County. The Town proposes a 5 ft. wide walkway, crossing the existing 7-11 property. The property boundary of the 7-11 is currently shown as extending into S. 32nd Street, so right-of-way and easement would need to be obtained. Relocation of utilities may also be necessary, which increases the estimated cost of the project.



**OPERATING IMPACT:** Minimal increase in sidewalk maintenance expenditures.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
FY 2019	FY 2021	FY2021

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Pedestrian Linkage 32nd Street (30492900)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
County Funding	95,264	-	95,264	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	95,264	-	95,264	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	5,000	-	5,000	-	-	-	-	-	-
Engineering/Design	18,000	-	18,000	-	-	-	-	-	-
Construction	72,264	-	72,264	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	95,264	-	95,264	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	500	500	500	500	500	2,500

**TITLE:** Path from LVHS to Sutton Drive (30492910)

**STATUS:** Funded

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The existing walkway from Sutton Drive to the Loudoun Valley High School property is on property owned by the Purcellville Ridge Homeowners Association (HOA), and the easement is dedicated to the Kingsbridge Manor HOA. Constant erosion on the adjacent private property of homeowners in Purcellville Ridge causes the pathway to become slick with mud after nearly every rain event. Students from the nearby Villages of Purcellville, as well as others, use this path to get to Loudoun Valley High School (LVHS). The Sutton Drive cul-de-sac becomes a drop off point for students, especially during inclement weather. The path benefits both Town of Purcellville students & residents, as well as out of Town residents dropping off their children that attend LVHS.



**OPERATING IMPACT:** Minimal increase in sidewalk maintenance expenditures.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
FY 2019	FY 2020	FY 2021

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Path from LVHS to Sutton Drive (30492910)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
County Funding	114,885	-	114,885	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	114,885	-	114,885	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	5,000	-	5,000	-	-	-	-	-	-
Engineering/Design	21,844	-	21,844	-	-	-	-	-	-
Construction	74,389	-	74,389	-	-	-	-	-	-
Professional Services	13,652	-	13,652	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	114,885	-	114,885	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	500	500	500	500	500	2,500

**TITLE:** Outdoor Stage-Dillon's Woods (30492920)

**STATUS:** Funded

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project is to build an outdoor stage in Dillon’s Woods to eliminate the need to rent a stage for the Purcellville Music and Arts Festival every year at a cost of \$2,800, and to dramatically increase the potential uses of this beautiful area. An outdoor stage will make it possible for the Town to host a monthly concert series and make the area available to others to hold concerts, performances, and plays. Dillon’s Woods is under-utilized now; an outdoor stage will open many possibilities for the Town to offer music and the arts to Town residents as well as to tourists. The main challenge is funding.



**OPERATING IMPACT:** The annual cost to rent a stage for the Music & Arts Festival will be saved.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- An outdoor stage at Dillon's Woods falls within the Economic section of General Development in the Comprehensive Plan, as keeping residents in town and bring tourists to visit for concerts and performances will increase traffic to local businesses.
- An outdoor stage at Dillon's Woods falls within the Historic, Cultural and Environmental Resources section of General Development in the Comprehensive Plan. Having a permanent stage provides local talent with many more opportunities to perform and Town residents more opportunities to be exposed to the arts as well as to spend time in the historic Dillon's Woods which is protected through an easement.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2019	2020

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Outdoor Stage-Dillon's Woods (30492920)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	50,000	-	50,000	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	50,000	-	50,000	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	10,000	-	10,000	-	-	-	-	-	-
Construction	35,000	-	35,000	-	-	-	-	-	-
Professional Services	5,000	-	5,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	50,000	-	50,000	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	1,000	1,000	1,000	1,000	1,000	5,000

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Police Facility (30492940)

**STATUS:** Future

**PROJECT RANKING:** High Priority

**PROGRAM DESCRIPTION:** The Purcellville Police Department has outgrown the 4,300 square feet of rental office space it has temporarily occupied since 2011. The Town’s rental expense for this space is approximately \$100,000 annually. The landlords have agreed to allow occupancy by the Department no longer than June 2021. The current space lacks sufficient locker room space, training room, interview/interrogation room, roll call room, administrative office space, property and evidence processing and storage, armory, quartermaster, exercise facility, and break room area or rest areas. The Department currently consists of 19 sworn officers, with an anticipated increase to 25 within the next three years, and 2.5 civilian staff. The number of civilian staff may need to increase slightly as additional sworn officers are added. A formal needs assessment and space planning is needed to accurately forecast the needed space to build for 20-30 years out. An estimate of 10,000 square feet has been suggested. This does not include outside storage area for large pieces of evidence such as car parts, vehicles, and other large items, nor does it include a sally port for vehicle clean out and various storage of traffic control items, bicycles, etc. Site selection must take place with the assistance of a project manager and architect and engineering (A&E) firm. This team will determine any site development needs and costs, and the A&E team will assist with design and construction. Neither the police chief or director of public works has the expertise or time to be the project manager for a project of this magnitude.



**OPERATING IMPACT:** Increase in annual building maintenance since current facility is being leased.

**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.
- People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by history, scenic views, a healthy environment and safe streets and neighborhoods.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
FY 20	TBD	TBD

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Police Facility (30492940)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	1,200,000	-	-	1,200,000	-	-	-	-	1,200,000
New Bond	6,800,000	-	-	-	6,800,000	-	-	-	6,800,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	8,000,000	-	-	1,200,000	6,800,000	-	-	-	8,000,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	800,000	-	-	800,000	-	-	-	-	800,000
Engineering/Design	400,000	-	-	400,000	-	-	-	-	400,000
Construction	6,200,000	-	-	-	6,200,000	-	-	-	6,200,000
Professional Services	600,000	-	-	-	600,000	-	-	-	600,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	8,000,000	-	-	1,200,000	6,800,000	-	-	-	8,000,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Building Maintenance	-	-	-	30,000	30,000	30,000	90,000

**TITLE:** Berlin Turnpike, Eastgate Dr. PHC circle Intersection

**STATUS:** Future

**PROJECT RANKING:** Medium Priority

**PROGRAM DESCRIPTION:** Currently, the intersection of Berlin Turnpike, Eastgate Drive and Patrick Henry Circle (see Attachments 1 for maps showing the location of the intersection) operates at a level of service F during weekday commuter peak hours. This level of service was noted in the most recent traffic study for this area, which was prepared as a part of the Purcellville Gateway proposed expansion of Harris Teeter and the child care center. Purcellville Gateway Traffic Impact Study dated October 27, 2017 and revised on March 2, 2018 shows that the Eastgate Drive and Patrick Henry Circle intersection approaches operate at level of service F during the weekday commuter peak hours under existing conditions (2017). The study identifies a traffic signal as a potential improvement to mitigate the high delay and poor level of service. The Town has requested CIP funding from Loudoun County. They have proposed funding this project in FY 2024-2025. This project will only proceed if Loudoun County funding is received.



**OPERATING IMPACT:** Traffic signal may be Town responsibility to maintain.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2024	2025	2026

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Berlin Turnpike, Eastgate Dr. PHC circle Intersection

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
County Funding	700,000	-	-	-	-	-	-	700,000	700,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	700,000	-	-	-	-	-	-	700,000	700,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	150,000	-	-	-	-	-	-	150,000	150,000
Construction	550,000	-	-	-	-	-	-	550,000	550,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	700,000	-	-	-	-	-	-	700,000	700,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Electricity/Maintenance	-	-	-	-	-	-	-

**TITLE:** Bush Tabernacle Floor & Bathrooms (30492930)

**STATUS:** Future

**PROJECT RANKING:** Medium Priority

**PROGRAM DESCRIPTION:** This project is to make the necessary upgrades to the Bush Tabernacle. The Town is having a property assessment of Fireman’s Field and the Bush Tabernacle conducted, the results of which will provide a prioritized list of necessary upgrades. One necessary upgrade is to the restrooms. The County's FY 2020 proposed CIP includes funding for necessary improvements to the floor and the restrooms in the building. This funding will be available to the Town in FY21.



**OPERATING IMPACT:** The proposed updates will only have a minimal impact on the annual maintenance costs.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- Quality of Life-Enhance the quality of life for residents and community appeal through integrated park, recreational and environmental conservation efforts to meet the Town’s and the region's physical, social, educational, cultural, and aesthetic needs.
- Community Facilities and Services--Provide for a coordinated system of community facilities and services that will maintain and enhance the quality of life in Purcellville. Ensure that adequate community facilities and activities for all ages are available to serve residents of Purcellville. Encourage the efficient use of public schools, libraries, and public buildings in providing desired community educational and recreational programs.
- Historic Preservation--Preserve and protect the historic character and integrity of Purcellville. Promote community awareness of the Town’s historic resources. Provide public support and advocacy for preserving the historic downtown and contributing residential neighborhoods.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2020	2020	2021

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Bush Tabernacle Floor & Bathrooms (30492930)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
County Funding	300,000	-	-	-	300,000	-	-	-	300,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	300,000	-	-	-	300,000	-	-	-	300,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	300,000	-	-	-	300,000	-	-	-	300,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	300,000	-	-	-	300,000	-	-	-	300,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	500	500	500	1,500

**TITLE:** Fireman's Field Renovations

**STATUS:** Future

**PROJECT RANKING:** Medium Priority

**PROGRAM DESCRIPTION:** The project is to make necessary improvements and upgrades to Fireman’s Field. The Town is having a property assessment of Fireman’s Field and the Bush Tabernacle conducted, the results of which will provide a prioritized list of necessary upgrades. Some of these may include replacing the field lights; repairing or replacing the bleachers; upgrades to various structures such as the concession building, restrooms, dugouts, and press boxes; upgrade to the scoreboard. The upgrades will be prioritized based on safety and need. This will be a multi-year effort.



**OPERATING IMPACT:** The proposed upgrades will reduce annual maintenance costs associated with the facility.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- Quality of Life-Enhance the quality of life for residents and community appeal through integrated park, recreational and environmental conservation efforts to meet the Town’s and the region's physical, social, educational, cultural, and aesthetic needs.
- Community Facilities and Services--Provide for a coordinated system of community facilities and services that will maintain and enhance the quality of life in Purcellville. Ensure that adequate community facilities and activities for all ages are available to serve residents of Purcellville. Encourage the efficient use of public schools, libraries, and public buildings in providing desired community educational and recreational programs.
- Historic Preservation--Preserve and protect the historic character and integrity of Purcellville. Promote community awareness of the Town’s historic resources. Provide public support and advocacy for preserving the historic downtown and contributing residential neighborhoods.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2020	2021	2025

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Fireman's Field Renovations

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Unidentified	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,600,000	-	-	-	400,000	400,000	400,000	400,000	1,600,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

**TITLE:** Sue Kane Nature Park Multi-use Trail

**STATUS:** Future

**PROJECT RANKING:** Medium Priority

**PROGRAM DESCRIPTION:** This proposal is to establish a multi-use trail through the Sue Kane Nature Preserve and enhance the nature park with educational signage, boardwalks, and habitat restoration. This project will establish connections to several existing and planned trails, sidewalks, and paths in and around Town, including the W&OD Trail. It will improve walkability of the Town which is a priority in the Town Comprehensive Plan as well as the Town Transportation Plan, help feature and protect this wetland area, and provide new environmental stewardship opportunities for residents, students, and scouts. To help fund the project, we are planning to submit a proposal to the Virginia Recreational Trails program due in July 2020. The contractual help needed to write the proposal will come from FY20 funds. The remaining two expenditures will only be made if the grant is won, and 80% of the costs for the second two phases will be reimbursed through the grant.

**OPERATING IMPACT:** Annual maintenance of path and wetland protection measures.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- This project aligns with the Parks, Recreation, and Open Space section of the 2025 Comprehensive Plan by providing a local park for residents and providing a safe connection for pedestrians and cyclists. The plan recognizes that the Sue Kane Nature Preserve is the largest passive recreational opportunity within the Town, but is undeveloped. This project would minimally develop the area to provide public access through the construction of the new trail.
- This project aligns with Public Infrastructure: Utilities and Transportation section of the 2025 Comprehensive Plan to make Purcellville a Pedestrian and Bicycle Friendly Town.



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2020	2021	2022

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Sue Kane Nature Park Multi-use Trail

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	60,000	-	-	-	10,000	50,000	-	-	60,000
Grant	240,000	-	-	-	40,000	200,000	-	-	240,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	300,000	-	-	-	50,000	250,000	-	-	300,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	50,000	-	-	-	50,000	-	-	-	50,000
Construction	250,000	-	-	-	-	250,000	-	-	250,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	300,000	-	-	-	50,000	250,000	-	-	300,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	1,000	1,000	2,000

**TITLE:** Purcellville Bike Park

**STATUS:** Future

**PROJECT RANKING:** Low Priority

**PROGRAM DESCRIPTION:** Residents in Purcellville and surrounding areas have indicated a desire to have a bike park where children of all ages and adults can go for recreation and exercise. Currently, there are few public outdoor parks available in Purcellville, and not many safe places for bike riding. The Purcellville Town Council asked the Parks and Recreation Advisory Board to research the costs of establishing a bike park/pump track, which is a continuous circuit of dirt rollers, berms, and jumps that loops back on itself, allowing you to ride it continuously.



**OPERATING IMPACT:** Annual maintenance costs are estimated to be \$2,000.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- Establishing a bike park/pump track falls within the General Development section of the Comprehensive Plan related to connectivity, open space and landscaping, economics, and services and facilities.
- Establishing a bike park/pump track falls within sections of the Comprehensive Plan related to sustension areas, specifically for Parks and Protected Space.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2021	2022	2023

**Capital Improvement Program**

**Governmental Funds**

**TITLE:** Purcellville Bike Park

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	645,439	-	-	-	46,000	261,439	338,000	-	645,439
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	645,439	-	-	-	46,000	261,439	338,000	-	645,439

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	46,000	-	-	-	46,000	-	-	-	46,000
Construction	599,439	-	-	-	-	261,439	338,000	-	599,439
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	645,439	-	-	-	46,000	261,439	338,000	-	645,439

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
	-	-	-	2,000	2,000	2,000	6,000

## LONG-TERM FUTURE PROJECTS

### Governmental Funds

Project Name	Project Summary	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
House Demolition 301 S Twentieth St.	Demolition of the existing structure located at 301 S. 20th Street.	\$60,000	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

## LONG-TERM FUTURE PROJECTS

### Governmental Funds

Project Name	Project Summary	Estimated Cost	Status
SR690 N 21st Street Multi-use Trail	With an overall vision of a contiguous, multi-use path around the Town of Purcellville that will give pedestrians, cyclists, and those using other non-motorized vehicles a safe corridor to travel through Town without a vehicle, we propose to construct a missing link of pathway along SR690/N 21st Street between Hirst Road and the Suzanne Kane Nature Preserve. This portion of multi-use trail is Phase 1, with Phase 2 intended to continue to the W&OD Trail.	\$650,000	Awaiting Funding
<b>Total</b>		<b>\$1,789,000</b>	

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# **Water Fund Projects**

## WATER FUND SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	2,963,338	840,269	1,762,269	220,400	140,400	-	-	-	360,800
Bonds-Cardinal (12)	108,857	108,857	-	-	-	-	-	-	-
Other	61,509	61,509	-	-	-	-	-	-	-
Unidentified	6,920,120	-	-	-	610,120	660,000	1,040,000	4,610,000	6,920,120
	10,053,824	1,010,635	1,762,269	220,400	750,520	660,000	1,040,000	4,610,000	7,280,920

### Planned Uses

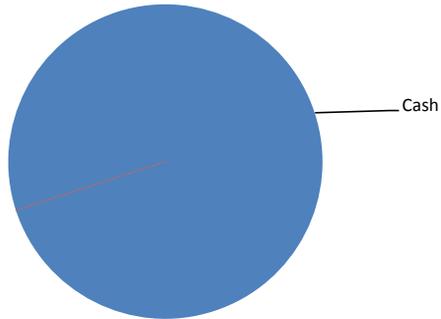
Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Tank Painting (31495240)	519,257	18,825	500,432	-	-	-	-	-	-
N Maple Avenue Waterline (31495270)	813,631	813,631	-	-	-	-	-	-	-
Nature Park Wells & PLC Upgrades (31495310)	621,397	5,422	615,975	-	-	-	-	-	-
Allder School Road Water Main Replacement (31495330)	172,757	172,757	-	-	-	-	-	-	-
S Nursery Ave Water Main Replacement (31495360)	128,800	-	128,800	-	-	-	-	-	-
F Street Water Main Replacement (31495370)	374,400	-	93,600	140,400	140,400	-	-	-	280,800
Hall Ave/O St Water Main Replacement (31495380)	294,400	-	294,400	-	-	-	-	-	-
Hirst Well Membrane (31495390)	15,000	-	15,000	-	-	-	-	-	-
12th Street Water Main Replacement (31495400)	354,182	-	64,062	-	190,120	100,000	-	-	290,120
Consolidated Well Treatment Facility (31495290)	3,050,000	-	50,000	-	150,000	-	-	2,850,000	3,000,000
Intake Structure for Hirst Reservoir (31495230)	350,000	-	-	80,000	270,000	-	-	-	350,000
Cooper Springs Raw Water Main	1,120,000	-	-	-	-	240,000	880,000	-	1,120,000
Reservoir to WTP Raw Water Main	2,240,000	-	-	-	-	320,000	160,000	1,760,000	2,240,000
	10,053,824	1,010,635	1,762,269	220,400	750,520	660,000	1,040,000	4,610,000	7,280,920

## WATER FUND SUMMARY

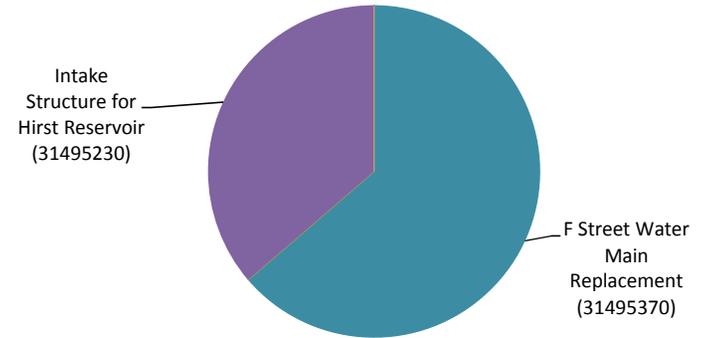
### Planned Uses

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					FY25 and Beyond
				FY20	FY21	FY22	FY23	FY24	
<b>Long-Term Future Projects</b>									
Holly Lane Water Main Replacement									246,200
LVSC Water Main Replacement									232,100
Water Treatment Plant Improvements									4,600,000
A Street Water Line Loop									126,000
New Elevated Water Tank									3,421,500
WTP to Town Water Main Replacement									4,335,112
G Street Water Main Replacement									702,100
E Street Water Main Replacement									337,000
Springsbury Drive Water Main Extension									162,600
Rugby Court Water Main Extension									111,900
									14,274,512

Sources by Type (2020)



Uses by Project (2020)



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## WATER FUND SUMMARY

### Funding Summary

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY 19	FY 20	FY 21	FY 22	FY 23	FY24	Total for 5-Yr-CIP
<b>Cash</b>									
Tank Painting (31495240)	519,257	18,825	500,432	-	-	-	-	-	-
N Maple Avenue Waterline (31495270)	643,265	643,265	-	-	-	-	-	-	-
Nature Park Wells & PLC Upgrades (31495310)	621,397	5,422	615,975	-	-	-	-	-	-
Allder School Road Water Main Replacement (31495310)	172,757	172,757	-	-	-	-	-	-	-
12th Street Water Main Replacement (31495400)	64,062	-	64,062	-	-	-	-	-	-
S Nursery Ave Water Main Replacement (31495360)	128,800	-	128,800	-	-	-	-	-	-
F Street Water Main Replacement (31495370)	374,400	-	93,600	140,400	140,400	-	-	-	280,800
Hall Ave/O St Water Main Replacement (31495380)	294,400	-	294,400	-	-	-	-	-	-
Hirst Well Membrane (31495390)	15,000	-	15,000	-	-	-	-	-	-
Intake Structure for Hirst Reservoir (31495230)	80,000	-	-	80,000	-	-	-	-	80,000
Consolidated Well Treatment Facility (31495290)	50,000	-	50,000	-	-	-	-	-	-
	<b>2,963,338</b>	<b>840,269</b>	<b>1,762,269</b>	<b>220,400</b>	<b>140,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>360,800</b>
<b>Bonds-Cardinal Bank</b>									
N Maple Avenue Waterline (31495270)	108,857	108,857	-	-	-	-	-	-	-
	<b>108,857</b>	<b>108,857</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Bonds-Sun Trust (08)</b>									
N Maple Avenue Waterline (31495270)	61,509	61,509	-	-	-	-	-	-	-
	<b>61,509</b>	<b>61,509</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unidentified/New Loan</b>									
12th Street Water Main Replacement (31495400)	290,120	-	-	-	190,120	100,000	-	-	290,120
Intake Structure for Hirst Reservoir (31495230)	270,000	-	-	-	270,000	-	-	-	270,000
Consolidated Well Treatment Facility (31495290)	3,000,000	-	-	-	150,000	-	-	2,850,000	3,000,000
Cooper Springs Raw Water Main	1,120,000	-	-	-	-	240,000	880,000	-	1,120,000
Reservoir to WTP Raw Water Main	2,240,000	-	-	-	-	320,000	160,000	1,760,000	2,240,000
	<b>6,920,120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>610,120</b>	<b>660,000</b>	<b>1,040,000</b>	<b>4,610,000</b>	<b>6,920,120</b>
<b>Water Fund Total</b>	<b>10,053,824</b>	<b>1,010,635</b>	<b>1,762,269</b>	<b>220,400</b>	<b>750,520</b>	<b>660,000</b>	<b>1,040,000</b>	<b>4,610,000</b>	<b>7,280,920</b>

**TITLE:** Tank Painting (31495240)

**STATUS:** Ongoing

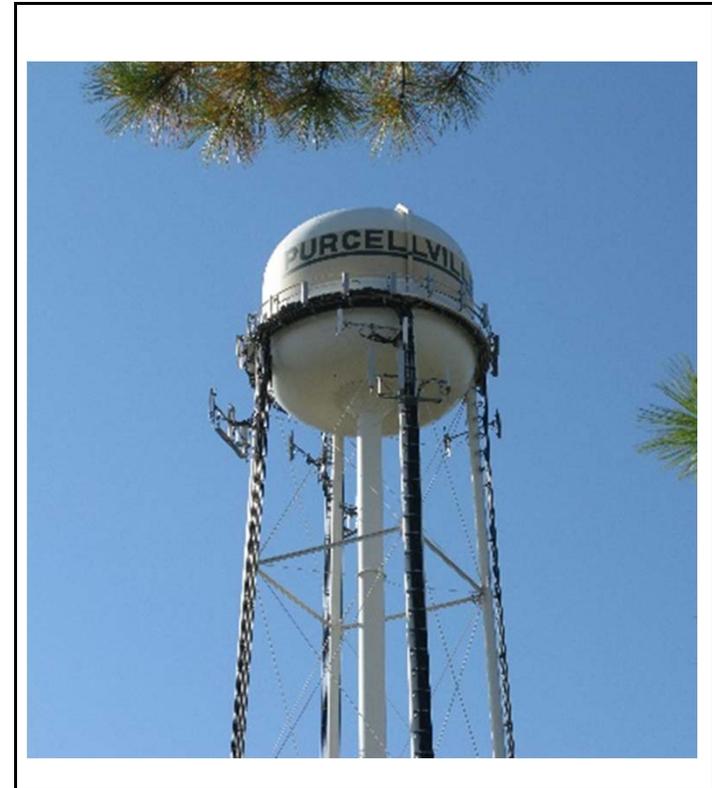
**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The elevated storage tank requires repainting every 10-15 years. The last time the tank received an overcoat was in 2000. An assessment conducted in 2012 recommended that the tank be stripped and painted in the next two years due to the failure of the existing paint overlay which is peeling and chipping. This condition has resulted in significant rust spots due to exposure to the elements. Since this facility is one of the most important resources for water quality and fire suppression as well as a very productive revenue generator due to the cell lease agreements, it is paramount to keep the facility in sound condition. Will require negotiation with cell phone carrier leases located on water tank. Also, timing is critical for weather and water demand. Interior painting was completed in December, 2018. Exterior painting is scheduled for Spring 2019.

**OPERATING IMPACT:** A preventative maintenance program will add cost but extend the useful life of the facility.

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



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2017	2018	2019

**Capital Improvement Program**

**Water Fund**

**TITLE:** Tank Painting (31495240)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	519,257	18,825	500,432	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	519,257	18,825	500,432	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	30,000	-	30,000	-	-	-	-	-	-
Construction	452,081	18,319	433,762	-	-	-	-	-	-
Professional Services	37,176	506	36,670	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	519,257	18,825	500,432	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Preventative Maintenance Program	9,061	9,382	9,714	10,058	10,414	39,568	

**TITLE:** N Maple Avenue Waterline (31495270)

**STATUS:** Complete

**PROJECT RANKING:** N/A

**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. This project was identified in the 2010 Water Distribution System CIP Plan.

**OPERATING IMPACT:** Reduce costs associated with breaks in the waterline.

**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.



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2017	2017	2017

**Capital Improvement Program**

**Water Fund**

**TITLE:** N Maple Avenue Waterline (31495270)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	643,265	643,265	-	-	-	-	-	-	-
Bonds-SunTrust (08)	61,509	61,509	-	-	-	-	-	-	-
Bonds-Cardinal (12)	108,857	108,857	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	813,631	813,631	-	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	79,489	79,489	-	-	-	-	-	-	-
Construction	728,782	728,782	-	-	-	-	-	-	-
Professional Services	5,360	5,360	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	813,631	813,631	-	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	500	500	500	500	500	2,500

**TITLE:** Nature Park Wells & PLC Upgrades (31495310)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project includes connecting the two drilled wells in Nature Park to the existing treatment facility. In addition, the Program Logistic Controllers provide essential automated controls that allow our wells to run up to 24 hours a day without the need to have staff on site will be upgraded. This project has been delayed because the existing well testing is too old and the wells will need to be retested in accordance with VDH requirements. Testing is scheduled for early 2019, with permitting and construction thereafter.



**OPERATING IMPACT:** Will require annual calibration and software upgrades in the future.

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

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
April 2017	March 2019	September 2019

**Capital Improvement Program**

**Water Fund**

**TITLE:** Nature Park Wells & PLC Upgrades (31495310)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	621,397	5,422	615,975	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	621,397	5,422	615,975	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	41,065	4,729	36,336	-	-	-	-	-	-
Construction	552,086	-	552,086	-	-	-	-	-	-
Professional Services	28,246	693	27,553	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	621,397	5,422	615,975	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Annual Maintenance	-	1,000	1,000	1,000	1,000	4,000	

**TITLE:** Allder School Road Water Main Replacement (31495330)

**STATUS:** Complete

**PROJECT RANKING:** N/A

**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. Staff has received frequent complaints from customers that the water pressure is low. Since the VDOT intends to conduct improvements to Allder School Road, timing of this project is critical. Staff has developed a cost estimate to conduct the work using Town resources which would result in a cost savings.



**OPERATING IMPACT:** Reduce costs associated with breaks in the waterline.

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

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2017	2017	2017

**Capital Improvement Program**

**Water Fund**

**TITLE:** Allder School Road Water Main Replacement (31495330)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	172,757	172,757	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	172,757	172,757	-	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	12,235	12,235	-	-	-	-	-	-	-
Construction	160,522	160,522	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	172,757	172,757	-	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	500	500	500	500	500	2,500

**TITLE:** S Nursery Ave Water Main Replacement (31495360)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project is for the replacement of approximately 500 LF of 4-inch water main with new 6-inch water main. this water main replacement project is to be completed in conjunction with the Nursery Avenue Sidewalk and Drainage Improvements. The replacement of this main would improve fire flow capabilities in the area. Project has been delayed due to complications associated with obtaining easements.



**OPERATING IMPACT:** Water operating costs may decrease since this is the replacement of an older line that is prone to breaks. Street Maintenance costs will remain essentially the same with sidewalk replacement and replacing ditchlines with storm sewer.

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

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	March 2020	December 2020

**Capital Improvement Program**

**Water Fund**

**TITLE:** S Nursery Ave Water Main Replacement (31495360)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	128,800	-	128,800	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	128,800	-	128,800	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	36,800	-	36,800	-	-	-	-	-	-
Engineering/Design	36,800	-	36,800	-	-	-	-	-	-
Construction	18,400	-	18,400	-	-	-	-	-	-
Professional Services	36,800	-	36,800	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	128,800	-	128,800	-	-	-	-	-	-

**Operating Impact**

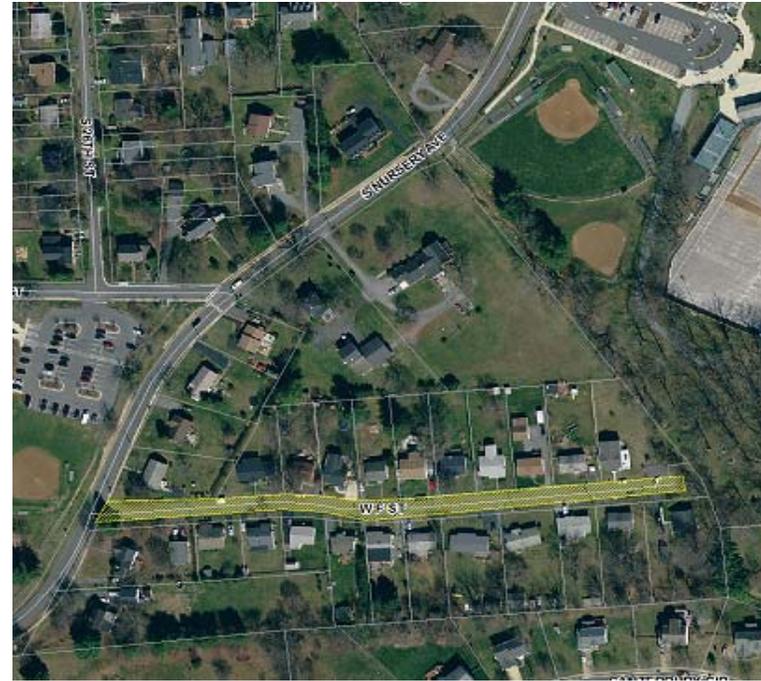
Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	500	500

**TITLE:** F Street Water Main Replacement (31495370)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project is for the replacement of approximately 1,000 LF of 4-inch water main with new 6-inch water main. The existing water main has had one break during the past year. The F Street water main replacement was recommended for completion for the years 2015-2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe and to improve fire flow capabilities in the area.



**OPERATING IMPACT:** Operating costs may decrease since this is the replacement of an older line that is prone to breaks.

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

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	July 2019	December 2019

**Capital Improvement Program**

**Water Fund**

**TITLE:** F Street Water Main Replacement (31495370)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	374,400	-	93,600	140,400	140,400	-	-	-	280,800
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	374,400	-	93,600	140,400	140,400	-	-	-	280,800

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	46,800	-	46,800	-	-	-	-	-	-
Engineering/Design	46,800	-	46,800	-	-	-	-	-	-
Construction	234,000	-	-	117,000	117,000	-	-	-	234,000
Professional Services	46,800	-	-	23,400	23,400	-	-	-	46,800
Miscellaneous	-	-	-	-	-	-	-	-	-
	374,400	-	93,600	140,400	140,400	-	-	-	280,800

**Operating Impact**

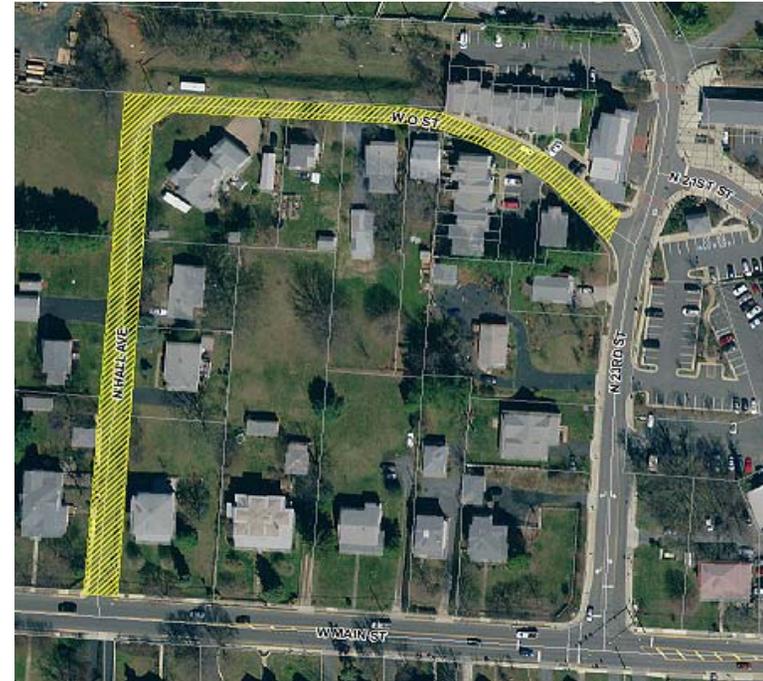
Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** Hall Ave/O St Water Main Replacement (31495380)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project is for the replacement of approximately 1,000 LF of 4-inch water main with new 6-inch water main. The existing water main has had two breaks during the past year. Additionally, a new (by-right) subdivision is proposed for the west side of Hall Avenue; a new main would provide a more reliable connection for the subdivision. The O Street water main replacement was recommended for completion for the years 2015-2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe and to improve fire flow capabilities in the area.



**OPERATING IMPACT:** Operating costs may decrease since this is the replacement of an older line that is prone to breaks.

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

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
July 2018	July 2019	December 2019

**Capital Improvement Program**

**Water Fund**

**TITLE:** Hall Ave/O St Water Main Replacement (31495380)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	294,400	-	294,400	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	294,400	-	294,400	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	36,800	-	36,800	-	-	-	-	-	-
Engineering/Design	36,800	-	36,800	-	-	-	-	-	-
Construction	184,000	-	184,000	-	-	-	-	-	-
Professional Services	36,800	-	36,800	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	294,400	-	294,400	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
	-	-	-	-	-	-	-

**TITLE:** Hirst Well Membrane (31495390)

**STATUS:** Complete

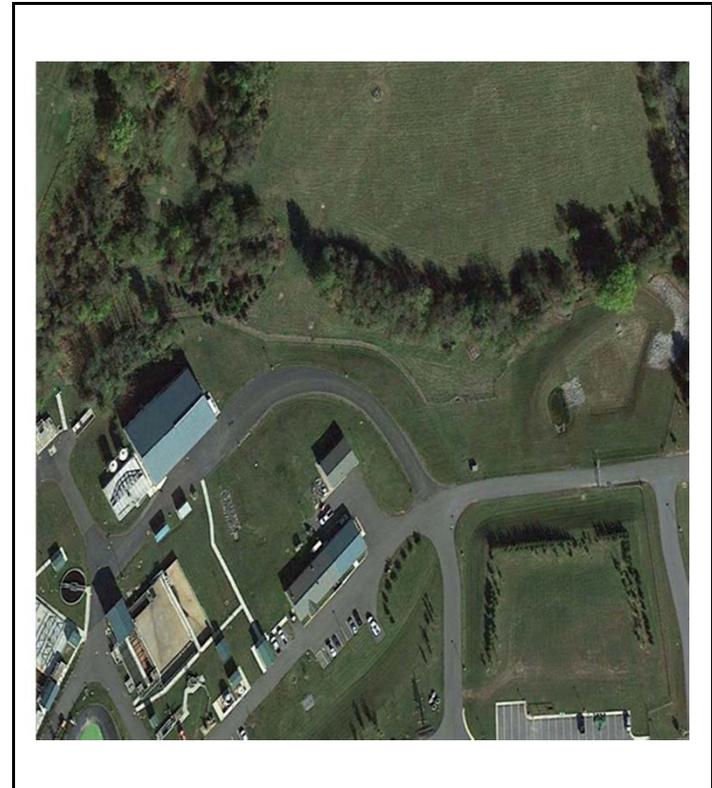
**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** In 2017, the Hirst Well was rehabilitated. Work included re-opening water production zones that are plugged, modifying well to seal off zones interpreted to contribute surface water to the impacted well. The Hirst Well was identified by the Virginia Department of Health (VDH) as potentially Groundwater under direct influence of surface water. Based on testing already completed, staff believes that this well water will need to be treated using membrane technology if it will continue to be used and on the VDH permit. Preliminary Engineering Report showed higher costs than expected and the cost-benefit is not favorable. **This project is defunded, and the costs of the study to be expensed.**

**OPERATING IMPACT:** Ongoing testing being performed to determine next steps.

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



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2019	2019

**Capital Improvement Program**

**Water Fund**

**TITLE:** Hirst Well Membrane (31495390)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	15,000	-	15,000	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	15,000	-	15,000	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	15,000	-	15,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	15,000	-	15,000	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

**TITLE:** 12th Street Water Main Replacement (31495400)

**STATUS:** Ongoing

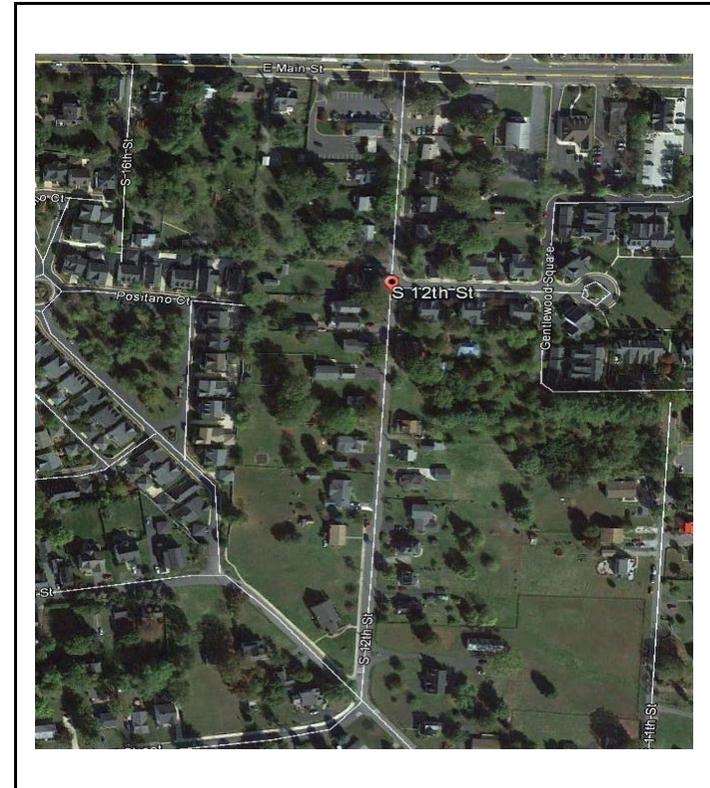
**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** This project will occur as a part of the proposed street and drainage improvements associated with the 12th Street GF CIP project. The project will consist of replacing the existing 4-inch water main between Main Street and G Street with a new 6-inch DIP. The replacement of the waterline was identified in the 2010 Water Distribution System CIP plan. The 12th Street Improvements were approved for VDOT REvenue Sharing funding, but the watermain improvements are considered a betterment that must be paid through Town funds.

**OPERATING IMPACT:** Improvement to water quality and reduce potential for a waterline break due to age of the pipe.

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



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	March 2020	December 2022

**Capital Improvement Program**

**Water Fund**

**TITLE:** 12th Street Water Main Replacement (31495400)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	64,062	-	64,062	-	-	-	-	-	-
Unidentified	290,120	-	-	-	190,120	100,000	-	-	290,120
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	354,182	-	64,062	-	190,120	100,000	-	-	290,120

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	64,062	-	64,062	-	-	-	-	-	-
Construction	290,120	-	-	-	190,120	100,000	-	-	290,120
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	354,182	-	64,062	-	190,120	100,000	-	-	290,120

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	500	500	500	1,500

**TITLE:** Consolidated Well Treatment Facility (31495290)

**STATUS:** Future

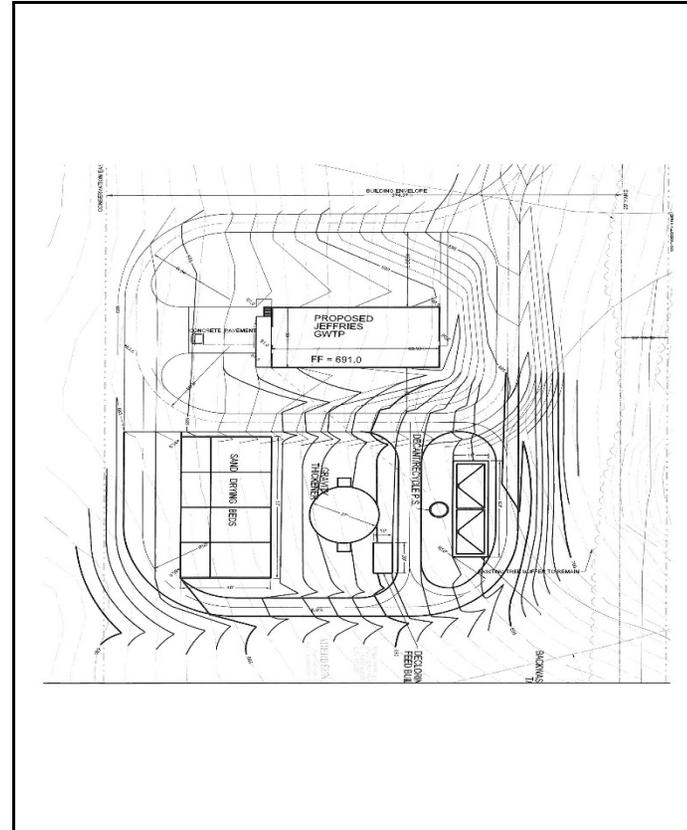
**PROJECT RANKING:** Medium Priority

**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. A decision will need to be made if the scope of this project will expand to include a separate train for surface water treatment to realize a cost savings on construction services and in addition to reduce the need to invest in the CIP Water Treatment Plant Improvements. May be beneficial for the project to be completed before the Water Treatment Plant Improvements. This would supply additional capacity while construction is occurring at the Water Plant.

**OPERATING IMPACT:** New preventative maintenance program will need to be developed. Operating costs increased due to additional chemicals, electricity, manpower. Increased costs are budgetary estimates and will be refined with engineering.

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



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	FY 2024	FY 2026

**Capital Improvement Program**

**Water Fund**

**TITLE:** Consolidated Well Treatment Facility (31495290)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	50,000	-	50,000	-	-	-	-	-	-
Unidentified	3,000,000	-	-	-	150,000	-	-	2,850,000	3,000,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	3,050,000	-	50,000	-	150,000	-	-	2,850,000	3,000,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	50,000	-	50,000	-	-	-	-	-	-
Construction	3,000,000	-	-	-	150,000	-	-	2,850,000	3,000,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	3,050,000	-	50,000	-	150,000	-	-	2,850,000	3,000,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

**TITLE:** Intake Structure for Hirst Reservoir (31495230)

**STATUS:** Future

**PROJECT RANKING:** High Priority

**PROGRAM DESCRIPTION:** The Hirst Reservoir was constructed with a multi-level intake structure to allow operators to withdraw water from different levels in the reservoir. This ability gave operators the flexibility to withdraw water with the best quality (least affected by algae or turbidity). Several years ago, the dock leading to the intake structure and the top of the structure became structurally unstable, collapsed and the dock and the top portion of the pipe fell to the bottom of the reservoir. Currently, a simple mesh screen is installed at the top of the intake pipe. Water is always withdrawn from the top portion of the intake; several of the gates and valves in the structure are considered inoperable. Additionally, the sluice gate that would allow operators to remove sediment from the bottom of the reservoir has not been operated for many years and is considered inoperable. This has allowed sediment laden with algae to build up in the reservoir, which further affects the water quality. This project involves the design and installation of a new intake structure and sluice gate to replace the broken and inoperable structures to allow operators to properly manage the reservoir and maximize water quality.



**OPERATING IMPACT:** No increase in operating costs. Would allow operators the flexibility to withdraw water at various levels to maximize water quality, which could decrease costs for chemicals needed to control taste and odor issues.

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

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2020

**Capital Improvement Program**

**Water Fund**

**TITLE:** Intake Structure for Hirst Reservoir (31495230)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	80,000	-	-	80,000	-	-	-	-	80,000
Unidentified	270,000	-	-	-	270,000	-	-	-	270,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	350,000	-	-	80,000	270,000	-	-	-	350,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	80,000	-	-	80,000	-	-	-	-	80,000
Construction	270,000	-	-	-	270,000	-	-	-	270,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	350,000	-	-	80,000	270,000	-	-	-	350,000

**Operating Impact**

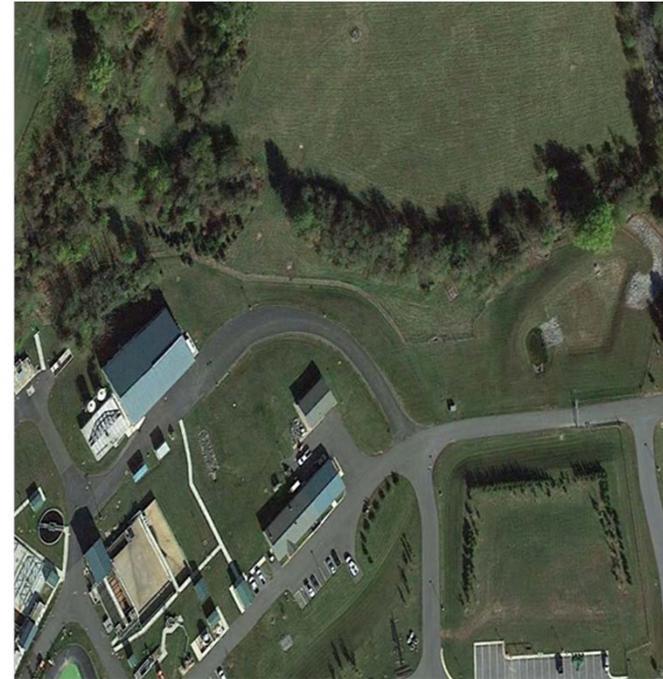
Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** Cooper Springs Raw Water Main

**STATUS:** Future

**PROJECT RANKING:** High Priority

**PROGRAM DESCRIPTION:** The raw waterline from Cooper Springs to the reservoir was installed in approximately 1945. The existing pipe is a 6-inch cast iron pipe. Staff recommends replacing this pipe with a new 6-inch ductile iron pipe. The estimated pipe length is 11,500 LF. Challenges include identifying how this pipe is tied into the reservoir and the raw water line from the reservoir to the Water Treatment Plant, terrain and access to the easement, possibly additional easement acquisition. This project will enhance the reliability of the Town's water supply.



**OPERATING IMPACT:** Decreased maintenance due to new watermain.

**GOAL ADDRESSED:**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will provide its citizens with the highest quality public services and facilities to effectively and equitably meet the public needs.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2021	2022	2023

**Capital Improvement Program**

**Water Fund**

**TITLE:** Cooper Springs Raw Water Main

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Unidentified	1,120,000		-	-	-	240,000	880,000	-	1,120,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	80,000	-	-	-	-	80,000	-	-	80,000
Engineering/Design	160,000	-	-	-	-	160,000	-	-	160,000
Construction	800,000	-	-	-	-	-	800,000	-	800,000
Professional Services	80,000	-	-	-	-	-	80,000	-	80,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,120,000	-	-	-	-	240,000	880,000	-	1,120,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

**TITLE:** Reservoir to WTP Raw Water Main

**STATUS:** Future

**PROJECT RANKING:** High Priority

**PROGRAM DESCRIPTION:** The existing raw watermain from the reservoir to the Water Treatment Plant was installed in the 1960's. This represents a vulnerability in the Town's water supply system; a break in this line, depending on the location, could cause a loss of a significant amount of water that is stored in the reservoir. Challenges include access over difficult terrain, vegetative growth that exists within the existing easement.



**OPERATING IMPACT:** Decreased maintenance due to new watermain.

**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.
- Identify the section of the above plan that this project pertains to and how it satisfies that goal.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2022	2023	2024

**Capital Improvement Program**

**Water Fund**

**TITLE:** Reservoir to WTP Raw Water Main

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Unidentified	2,240,000	-	-	-	-	320,000	160,000	1,760,000	2,240,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	2,240,000	-	-	-	-	320,000	160,000	1,760,000	2,240,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	160,000	-	-	-	-	-	160,000	-	160,000
Engineering/Design	320,000	-	-	-	-	320,000	-	-	320,000
Construction	1,600,000	-	-	-	-	-	-	1,600,000	1,600,000
Professional Services	160,000	-	-	-	-	-	-	160,000	160,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	2,240,000	-	-	-	-	320,000	160,000	1,760,000	2,240,000

**Operating Impact**

Operating/Maintenance	Adopted FY19	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	-	-	-	-

## LONG-TERM FUTURE PROJECTS

### Water Fund

Project Name	Project Summary	Estimated Cost	Status
Holly Lane Water Main Replacement	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. This project would enhance fire protection in this area.	\$246,200	Awaiting Funding
LVSC Water Main Replacement	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.	\$232,100	Awaiting Funding
Water Treatment Plant Improvements	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 30 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.	\$4,600,000	Awaiting Funding

## LONG-TERM FUTURE PROJECTS

### Water Fund

Project Name	Project Summary	Estimated Cost	Status
A Street Water Line Loop	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.	\$126,000	Awaiting Funding
New Elevated Water Tank	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.	\$3,421,500	Awaiting Funding

## LONG-TERM FUTURE PROJECTS

### Water Fund

Project Name	Project Summary	Estimated Cost	Status
WTP to Town Water Main Replacement	This project includes the replacement of the existing 12-inch diameter water main from the water treatment plant and million gallon storage tank on Short Hill Road to just south of Baffin Place. The 12-inch main was installed in 1960, and is believed to be cast iron pipe. The 12-inch main is especially critical to Purcellville's water distribution system, as it is the main supply line from the water treatment plant. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010.	\$4,335,112	Awaiting Funding
G Street Water Main Replacement	This project involves the replacement of the existing 4-inch and 6-inch water main along G Street, from South Maple Avenue to S. 20th Street. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe and to improve fire flow capabilities in the area.	\$702,100	Awaiting Funding

## LONG-TERM FUTURE PROJECTS

### Water Fund

Project Name	Project Summary	Estimated Cost	Status
E Street Water Main Replacement	This project involves the replacement of the existing 6-inch water main that was installed in the 1960's. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, due to the advancing age of the pipe.	\$337,000	Awaiting Funding
Springsbury Drive Water Main Extension	This project involves the extension of the 8-inch water main in Springsbury Drive to the existing water main at the intersection of A Street and Eliot Drive. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, in order to improve fire flow capabilities in the area.	\$162,600	Awaiting Funding

## LONG-TERM FUTURE PROJECTS

### Water Fund

Project Name	Project Summary	Estimated Cost	Status
Rugby Court Water Main Extension	This project involves the extension of the 8-inch water main in Rugby Court with a 6-inch main, to the existing water main serving Emerick Elementary School. This project was recommended for completion for the years 2015 - 2019 in the "Water Distribution System Capital Improvements Plan", October 2010, in order to improve fire flow capabilities in the area and for improved water quality.	\$111,900	Awaiting Funding

\$14,274,512
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# **Wastewater Fund Projects**

## WASTEWATER FUND SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	3,561,300	198,880	929,720	661,780	483,780	1,287,140	-	-	2,432,700
	3,561,300	198,880	929,720	661,780	483,780	1,287,140	-	-	2,432,700

### Planned Uses

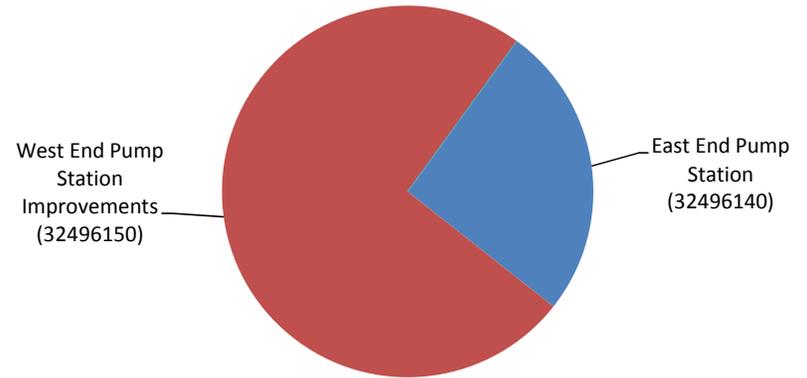
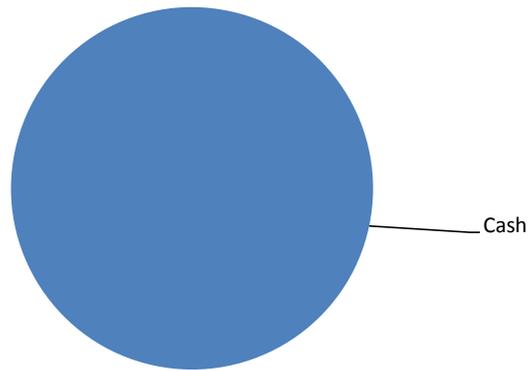
Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Membrane Replacement (32496130)	894,000	198,880	173,780	173,780	173,780	173,780	-	-	521,340
East End Pump Station (32496140)	1,566,000	-	277,640	125,000	125,000	1,038,360	-	-	1,288,360
West End Pump Station Improvements (32496150)	561,300	-	198,300	363,000	-	-	-	-	363,000
Cell Tower (32496160)	280,000	-	280,000	-	-	-	-	-	-
LEAP Aeration Upgrade (32496120)	160,000	-	-	-	160,000	-	-	-	160,000
Reclaimed Water Dispensing Station (32496170)	100,000	-	-	-	25,000	75,000	-	-	100,000
	3,561,300	198,880	929,720	661,780	483,780	1,287,140	-	-	2,432,700

## WASTEWATER FUND SUMMARY

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					FY25 and Beyond
				FY20	FY21	FY22	FY23	FY24	
<b>Long-Term Future Projects</b>									
Sludge Storage Facility									371,000
Valley Industrial Park Pump Station Upgrades									275,000
									646,000

Sources by Type (2020)	Uses by Project (2020)
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## WASTEWATER FUND SUMMARY

### Funding Summary

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY 19	FY 20	FY 21	FY 22	FY 23	FY24	Total for 5-Yr-CIP
<b>Cash</b>									
East End Pump Station (32496140)	1,566,000	-	277,640	125,000	125,000	1,038,360	-	-	1,288,360
West End Pump Station Improvements (32496150)	561,300	-	198,300	363,000	-	-	-	-	363,000
Membrane Replacement (32496130)	894,000	198,880	173,780	173,780	173,780	173,780	-	-	521,340
Reclaimed Water Dispensing Station (32496170)	100,000	-	-	-	25,000	75,000	-	-	100,000
Cell Tower (32496160)	280,000	-	280,000	-	-	-	-	-	-
LEAP Aeration Upgrade	160,000	-	-	-	160,000	-	-	-	160,000
	<b>3,561,300</b>	<b>198,880</b>	<b>929,720</b>	<b>661,780</b>	<b>483,780</b>	<b>1,287,140</b>	<b>-</b>	<b>-</b>	<b>2,432,700</b>
<b>Wastewater Fund Total</b>	<b>3,561,300</b>	<b>198,880</b>	<b>929,720</b>	<b>661,780</b>	<b>483,780</b>	<b>1,287,140</b>	<b>-</b>	<b>-</b>	<b>2,432,700</b>

**TITLE:** Membrane Replacement (32496130)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The construction contract for improvements to the Basham Simms Water Reclamation Facility was bid in December 2007. The bid contract guaranteed a base price for replacement of the membrane modules for 10 years (from the bid date) subject to adjustment for inflation or a maximum equivalent price per gallon of treatment capacity in the event that the module technology changes such that the same amount of feed water can be treated with fewer modules. This guaranteed price was made with GE Water (now SUEZ). In order to secure the pricing of the modules, the Town of Purcellville must submit a Purchase Order to SUEZ (GE Water) no later than March 1, 2018 with a down payment of 30% of the guaranteed pricing (\$662,960) or \$198,880. The CIP budget assumes a replacement in FY2022, although this may change if the membranes begin to fail. The O & M replacement plan suggests changing out the membranes every eight to ten years. The current membranes are running at 95% or greater efficiency due to staff's proactive and preventative cleaning schedule. Not moving forward would limit the Town's ability to comply with the Permit requirements.



**OPERATING IMPACT:** No additional costs will be incurred other than the amounts currently being expended for preventative maintenance.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- 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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2018	2022	2022

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** Membrane Replacement (32496130)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	894,000	198,880	173,780	173,780	173,780	173,780	-	-	521,340
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	894,000	198,880	173,780	173,780	173,780	173,780	-	-	521,340

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	894,000	198,880	173,780	173,780	173,780	173,780	-	-	521,340
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	894,000	198,880	173,780	173,780	173,780	173,780	-	-	521,340

**Operating Impact**

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Preventative Maintenance	-	-	-	-	-	-	-

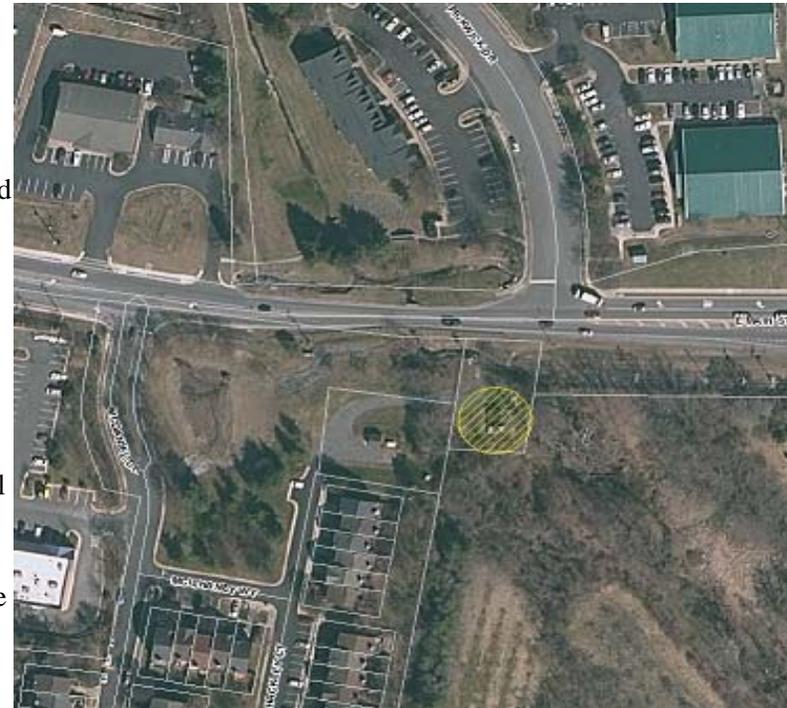
**TITLE:** East End Pump Station (32496140)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** FY 2018 included a new Generator for the East End Pump Station. A portion of that funding was transferred to the membrane replacement project. A preliminary engineering report (PER) for the East End Pump Station suggests that a replacement facility is the recommended alternative due to its long design life with a pump station that will meet future flows with low operational requirements and aesthetics to match the surrounding area. Staff is looking into alternatives such as variable frequency drives for the existing pumps, an on-site pump to provide redundancy, and the replacement of the sewer main going under Main Street. These improvements may delay the need for the full replacement project.

There is the possibility of receiving some funding through proffers from the developer of the O'Toole property. The new comprehensive plan may affect the use of the property and therefore expected flows.



**OPERATING IMPACT:** Greater efficiency, long design life for the future.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2021

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** East End Pump Station (32496140)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	1,566,000	-	277,640	125,000	125,000	1,038,360	-	-	1,288,360
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,566,000	-	277,640	125,000	125,000	1,038,360	-	-	1,288,360

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	231,000	-	231,000	-	-	-	-	-	-
Construction	1,125,000	-	46,640	125,000	125,000	828,360	-	-	1,078,360
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	210,000	-	-	-	-	210,000	-	-	210,000
	1,566,000	-	277,640	125,000	125,000	1,038,360	-	-	1,288,360

**Operating Impact**

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Preventative Maintenance/Electricity	-	-	-	500	500	500	1,500

**TITLE:** West End Pump Station Improvements (32496150)

**STATUS:** Ongoing

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** Through an oversizing agreement, the Town has negotiated with the developer of the "Ball property" whereby the developer will construct a pump station to the Town specifications and oversized to handle the flows from the proposed development as well as present and future flows to the location of the existing West End Pump Station (WEPS). The Town will need to abandon the WEPS and construct the gravity sanitary sewer to connect to the sewer constructed by the developer.

The oversizing agreement provides for the developer to construct the pump station, and the Town will pay for up to 80% of the estimated cost through a combination of the assignment of 12 water and sewer availability fees; the final payment would be in cash (up to \$102,300), and is shown separately below.

**OPERATING IMPACT:** Will require fuel and preventative maintenance for the generator. Overall maintenance is expected to decrease with new pumps and equipment installed in a newly constructed pump station.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- 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.



**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2020	2020

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** West End Pump Station Improvements (32496150)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	459,000	-	96,000	363,000	-	-	-	-	363,000
Cash	102,300	-	102,300	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	561,300	-	198,300	363,000	-	-	-	-	363,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	54,000	-	54,000	-	-	-	-	-	-
Engineering/Design	42,000	-	42,000	-	-	-	-	-	-
Construction	465,300	-	102,300	363,000	-	-	-	-	363,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	561,300	-	198,300	363,000	-	-	-	-	363,000

**Operating Impact**

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Preventative Maintenance/Electricity	-	-	500	500	500	500	2,000

**TITLE:** Cell Tower (32496160)

**STATUS:** Funded

**PROJECT RANKING:** N/A

**PROGRAM DESCRIPTION:** The Town engaged an independent contractor to conduct a feasibility study to determine whether a 175 foot cell tower, to be located on the property near the Basham Simms Water Reclamation Facility on S. 20th Street, would be beneficial to the Town.

The Town identified a safety need for a cell tower in the area; 911 calls from Hirst Farm Subdivision and adjacent low-lying neighborhoods on the south side of Purcellville are routed through cell towers in hamilton, thus misdirecting first responders away from where they are needed.

Building a cell tower on the Town's wastewater treatment property would allow revenue generated on that tower from service providers to go directly toward servicing the Town's wastewater utility debt.

A 175 foot cell tower such as the one proposed is expected to generate \$6000/month (\$72,000 annually) through four carrier leases.



**OPERATING IMPACT:** no initial operating impact, but may need periodic maintenance as the tower ages.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2019	2019	2020

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** Cell Tower (32496160)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	280,000	-	280,000	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	280,000	-	280,000	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	280,000	-	280,000	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	280,000	-	280,000	-	-	-	-	-	-

**Operating Impact**

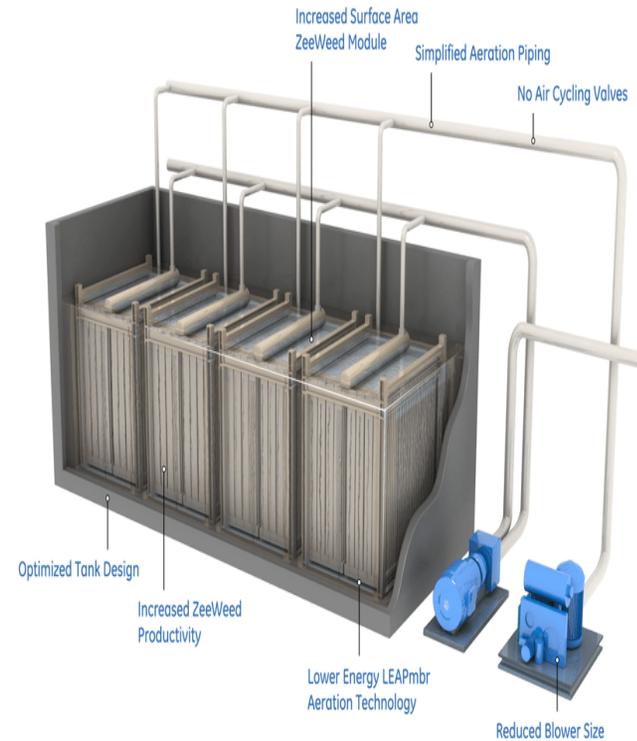
Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
	-	-	-	-	-	-	-

**TITLE:** LEAP Aeration Upgrade (32496120)

**STATUS:** Future

**PROJECT RANKING:** High Priority

**PROGRAM DESCRIPTION:** This project would incorporate energy efficient diffusers that will reduce the electrical costs at the facility. The aerator uses intermittent air sparging to create very large randomly released bubbles with no moving parts – so less air is required. The current aeration tubes are replaced. Also, the cyclic valves are no longer required to cycle. The valves are left in place but now only open or close as trains start or stop. The upgrade will reduce membrane aeration by ~ 30% (28.5%) with the same savings in power. Because of the need to lock-in pricing for the membranes, this project has been pushed to a future date. Staff is looking into other options for energy savings, such as the installation of Variable Frequency drives on the existing blowers.



**OPERATING IMPACT:** Should provide a reduction in electricity costs due to efficiency of diffusers.

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- 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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion
2021	2021	2021

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** LEAP Aeration Upgrade (32496120)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	160,000	-	-	-	160,000	-	-	-	160,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	160,000	-	-	-	160,000	-	-	-	160,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	160,000	-	-	-	160,000	-	-	-	160,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	160,000	-	-	-	160,000	-	-	-	160,000

**Operating Impact**

Operating/Maintenance	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
Maintenance	-	-	-	500	500	500	1,500

**TITLE:** Reclaimed Water Dispensing Station (32496170)

**STATUS:** Future

**PROJECT RANKING:** Medium Priority

**PROGRAM DESCRIPTION:** Some of the Town businesses have expressed an interest in using the reclaimed water from the Basham Simms Water Reclamation Facility. Town Staff has been working with DEQ on the first step that is needed to allow any decreased flows to be released to the stream - -a cumulative impact study. Staff has also worked on completing the application for using the reclaimed water, and has met with the parties interested in using the reclaimed water. After talking with DEQ, and also looking at nearby Loudoun Water's reclaimed water dispensing facility, staff recognizes that some engineering and construction will be needed to realize the goal of allowing the public to use the reclaimed water.



**OPERATING IMPACT:** Administrative need to track water re-use, billing users, agreements with users for the reuse, maintenance of pumps, piping and dispensing system.

**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.

**Significant Dates**

Engineering/Design Start	Construction Start	Estimated Completion

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** Reclaimed Water Dispensing Station (32496170)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Cash	100,000	-	-	-	25,000	75,000	-	-	100,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	100,000	-	-	-	25,000	75,000	-	-	100,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/18	Adopted FY19	Proposed					Total for 5-Yr CIP
				FY20	FY21	FY22	FY23	FY24	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	25,000	-	-	-	25,000	-	-	-	25,000
Construction	75,000	-	-	-	-	75,000	-	-	75,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	100,000	-	-	-	25,000	75,000	-	-	100,000

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY20	FY21	FY22	FY23	FY24	
	-	-	-	-	-	-	-

## LONG-TERM FUTURE PROJECTS

### Wastewater Fund

Project Name	Project Summary	Estimated Cost	Status
Sludge Storage Facility	This project involves adding more sludge storage space to provide for a minimum of 60 days of storage during the winter months, as required by Bio-Solids regulations. During the design of the wastewater treatment plant in 2007, and due to the loading of the facility at that time, a value engineering study recommended cost savings by limiting bio-solids storage by one third. We anticipate the need for more storage to meet regulations as the loading increases (with increased flows) in the future.	\$371,000	Awaiting Funding
Valley Industrial Park Pump Station Upgrades	Based on modeling that was completed in anticipation of the Mayfair Industrial Park flows, upgrades to the VIP Pump Station may be needed as flows increase and exceed the firm pumping capacity of the station. Possible upgrades include VFD installation (to overspeed the motor slightly to obtain the capacity (would need to be coordinated with the pump manufacturer), estimated cost \$75,000. As the flows increase, it may be necessary to replace the pumps, with an estimated cost of \$200,000. (this does not include costs to replace the generator if required).	\$275,000	Awaiting Funding
<b>Total</b>		<b>\$646,000</b>	

# NORTHERN VIRGINIA TRANSPORTATION AUTHORITY (NVTA)

## Summary By Project

<b><sup>1</sup>East Main St. Sidewalk</b>		<b><sup>2</sup>32nd &amp; A St. Intersection</b>	
FY 15	\$ 239,886.54	FY 17	\$ 15,874.98
FY 16	\$ 18,573.89	FY 18	\$ 17,780.51
	<u>\$ 258,460.43</u>	FY 19	<u>\$ 472,344.00</u>
<b><sup>2</sup>Main &amp; Maple Intersection Ph 1</b>		<b><u>\$ 505,999.49</u></b>	
FY 17	\$ 647.75	<b><sup>2</sup>12th St. Improvements</b>	
	<u>\$ 647.75</u>	FY 19	\$ 110,000.00
<b><sup>2</sup>Main &amp; Maple Intersection Ph 2</b>		FY 20	<u>\$ 890,000.00</u>
FY 19	\$ 19,852.00	<b><u>\$ 1,000,000.00</u></b>	
FY 20	<u>\$ 139,492.00</u>	<b><sup>2</sup>32nd &amp; Main Intersection</b>	
	<b><u>\$ 159,344.00</u></b>	FY 19	\$ 70,745.00
<b><sup>2</sup>Nursery Ave. Improvements</b>		FY 20	<u>\$ 416,038.00</u>
FY 15	\$ 17,073.53	<b><u>\$ 486,783.00</u></b>	
FY 16	\$ 58,477.27	<b>Hatcher Avenue Sidewalk</b>	
FY 17	\$ 107,595.79	FY 19	\$ 77,275.00
FY 18	\$ 36,092.70	FY 20	<u>\$ 43,121.00</u>
FY 19	<u>\$ 477,505.00</u>	<b><u>\$ 120,396.00</u></b>	
	<b><u>\$ 696,744.29</u></b>	<b>Total</b>	
			<b>\$ 3,228,374.96</b>

## Funding Amounts Allocated to Purcellville\*

FY 14	Audited	\$ 375,015.74
FY 15	Audited	\$ 413,865.95
FY 16	Audited	\$ 424,107.34
FY 17	Audited	\$ 484,103.00
FY 18	Estimated	\$ 482,466.00
FY 19	Estimated	\$ 459,180.00
FY 20	Estimated	\$ 472,590.00
FY 21	Estimated	\$ 479,610.00
FY 22	Estimated	\$ 496,260.00
FY 23	Estimated	\$ 512,730.00
FY 24	Estimated	<u>\$ 525,330.00</u>
		<b>\$ 5,125,258.03</b>

Total NVTA Funds Allocated	\$ 5,125,258.03
<sup>1</sup> Applied to Closed CIP project	\$ 258,460.43
<sup>2</sup> Applied to Current CIP	\$ 2,969,914.53
<b>Available for Future Use</b>	<b>\$ 1,896,883.07</b>

\* Funding amounts were identified in a letter from Loudoun County dated December 12, 2018.

The proposed use of NVTA funding through FY 20 is \$117,047 more than the estimated allocations through FY 20. Project execution is typically slower than projected in the CIP sheets which will allow us to draw on FY 21 funds to cover the shortage.

# LOUDOUN COUNTY FIELDS FARM SCHOOL SETTLEMENT

**Funds from County**

	<b>RCVD</b>
\$ 1,780,000	✓
\$ 2,000,000	✓
\$ 2,000,000	✓
<hr/>	
<b>\$ 5,780,000</b>	

- 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**

<sup>1</sup> **LED Street Lights**

FY 09	\$ 15,000
	<b>\$ 15,000</b>

<sup>2</sup> **Traffic Signals**

FY 09	\$ 370,381
	<b>\$ 370,381</b>

<sup>1</sup> **Replace/Loss of LoCo Gas Tax**

FY 11	\$ 165,000
	<b>\$ 165,000</b>

<sup>1</sup> **Cover Engineering Overtime**

FY 16	\$ 20,000
	<b>\$ 20,000</b>

<sup>2</sup> **Wayfinding Signs**

FY 12	\$ 25,626
FY 13	\$ 31,522
FY 14	\$ 63,269
FY 15	\$ 5,718
	<b>\$ 126,135</b>

<sup>2</sup> **Downtown Streetscape PH 1**

FY 10	\$ 75,000
FY 11	\$ 181,163
FY 12	\$ 129,508
FY 13	\$ 80,000
FY 14	\$ 29,329
	<b>\$ 495,000</b>

<sup>2</sup> **Downtown Streetscape PH 2**

FY 12	\$ 31,413
FY 13	\$ 36,771
FY 14	\$ 68,812
FY 15	\$ 49,761
FY 16	\$ 313,418
FY 17	\$ (29,217)
	<b>\$ 470,958</b>

<sup>2</sup> **32nd Street Sidewalk**

FY 10	\$ 250,512
	<b>\$ 250,512</b>

<sup>2</sup> **Main St, Sidewalk Improvements**

FY 10	\$ 25,758
FY 11	\$ -
FY 12	\$ 5,404
FY 13	\$ 766
FY 14	\$ 56,673
FY 15	\$ 4,731
FY 16	\$ -
	<b>\$ 93,332</b>

<sup>2</sup> **N. 21st St. Sidewalk Improve**

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	\$ -
FY 17	\$ 5,705
	<b>\$ 317,665</b>

<sup>2</sup> **Southern Collector Road**

FY 10	\$ 89,391
FY 11	\$ 914,781
FY 12	\$ 651,153
FY 13	\$ 208,933
FY 14	\$ -
FY 15	\$ 327,541
	<b>\$ 2,191,799</b>

<sup>2</sup> **D Street Improvements**

FY 10	\$ 67,059
FY 11	\$ 110,007
FY 12	\$ 19,069
	<b>\$ 196,135</b>

<sup>2</sup> **Maple to W&OD Trail**

FY 11	\$ 32,909
FY 12	\$ 10,271
FY 13	\$ 876
	<b>\$ 44,056</b>

<sup>2</sup> **Country Club & 33rd St. Improvements**

FY 11	\$ 48,573
FY 12	\$ 41,185
FY 13	\$ 71,368
FY 14	\$ 527,670
	<b>\$ 688,796</b>

<sup>2</sup> **Hirst Road Improvements**

FY 12	\$ 64,999
FY 13	\$ 19,602
	<b>\$ 84,601</b>

<sup>3</sup> **Hirst Road Improvements**

FY 17	\$ 10,799
FY 18	\$ 39,434
FY 19	\$ 185,397
	<b>\$ 235,630</b>

<sup>3</sup> **Main & Maple Improve Ph. 1**

FY 14	\$ 2,820
FY 15	\$ 1,627
FY 16	\$ 949
FY 17	\$ -
FY 18	\$ -
FY 19	\$ 5,824
	<b>\$ 11,220</b>

<sup>3</sup> **Main & Maple Improve Ph. 2**

FY 19	\$ 3,780
	<b>\$ 3,780</b>

<sup>1</sup> Applied to General Fund Operating Budget	\$ 200,000
<sup>2</sup> Applied to CIP project now closed	\$ 5,329,370
<sup>3</sup> Applied to Current CIP	\$ 250,630
<b>Total Assigned Funds</b>	<b>\$ 5,780,000</b>

Available for Future Use \$ -

## LOUDOUN COUNTY FIELDS FARM SCHOOL SETTLEMENT

### Summary by Fiscal Year

LED Street Lights	\$	15,000					
Traffic Signals (Hatcher & Main, 23rd & Main)	\$	370,381	<sup>2</sup>				
<b>FY 09</b>	<b>\$</b>	<b>385,381</b>					
Downtown Streetscape (119-4094100)	\$	75,000	<sup>2</sup>		Wayfinding Signs (119-4094100-0140)	\$	63,269
Main Street Sidewalk Improvements (119-4094202)	\$	25,758	<sup>2</sup>		Downtown Streetscape PH 1 (119-4094100)	\$	29,329
N. 21st St. Sidewalk Improvements (119-4094206)	\$	45,954	<sup>2</sup>		Downtown Streetscape PH 2 (119-4094100)	\$	68,812
32nd Street Sidewalk (119-4094207)	\$	250,512	<sup>2</sup>		Main & Maple Improve Ph. 1	\$	2,820
Southern Collector Road (119-4094253)	\$	89,391	<sup>2</sup>		Main Street Sidewalk Improvements (119-4094202)	\$	56,673
D Street Improvements (119-4094259)	\$	67,059	<sup>2</sup>		N. 21st St. Sidewalk Improvements (119-4094206)	\$	53,060
<b>FY 10</b>	<b>\$</b>	<b>553,674</b>			Southern Collector Road (119-4094253)	\$	-
Downtown Streetscape PH 1 (119-4094100)	\$	181,163	<sup>2</sup>		Country Club & 33rd St. Improve (119-4094272)	\$	527,670
N. 21st St. Sidewalk Improvements (119-4094206)	\$	125,616	<sup>2</sup>		<b>FY 14</b>	<b>\$</b>	<b>801,633</b>
Southern Collector Road (119-4094253)	\$	914,781	<sup>2</sup>		Wayfinding Signs (119-4094100-0140)	\$	5,718
D Street Improvements (119-4094259)	\$	110,007	<sup>2</sup>		Downtown Streetscape PH 2 (119-4094100)	\$	49,761
Maple to W&OD Trail (119-4094267)	\$	32,909	<sup>2</sup>		Main & Maple Improve (119-4094201)	\$	1,627
Country Club & 33rd St. Improvement (119-4094272)	\$	48,573	<sup>2</sup>		Main Street Sidewalk Improvements (119-4094202)	\$	4,731
Replacement for loss of LoCo Gas Tax	\$	165,000	<sup>1</sup>		N. 21st St. Sidewalk Improvements (119-4094206)	\$	2,392
<b>FY 11</b>	<b>\$</b>	<b>1,578,049</b>			Southern Collector Road (119-4094253)	\$	327,541
Wayfinding Signs (119-4094100-0140)	\$	25,626	<sup>2</sup>		<b>FY 15</b>	<b>\$</b>	<b>391,770</b>
Downtown Streetscape PH 1 (119-4094100)	\$	129,508	<sup>2</sup>		Downtown Streetscape PH 2 (119-4094100)	\$	313,418
Downtown Streetscape PH 2 (119-4094100)	\$	31,413	<sup>2</sup>		Main & Maple Improve (119-4094201)	\$	949
Main Street Sidewalk Improvements (119-4094202)	\$	5,404	<sup>2</sup>		Main Street Sidewalk Improvements (119-4094202)	\$	-
N. 21st St. Sidewalk Improvements (119-4094206)	\$	(8,725)	<sup>2</sup>		N. 21st St. Sidewalk Improvements (119-4094206)	\$	-
Southern Collector Road	\$	651,153	<sup>2</sup>		Cover Engineering Overtime	\$	20,000
D Street Improvements	\$	19,069	<sup>2</sup>		<b>FY 16</b>	<b>\$</b>	<b>334,367</b>
Maple to W&OD Trail	\$	10,271	<sup>2</sup>		Downtown Streetscape PH 2 (119-4094100)	\$	(29,217)
Country Club & 33rd St. Improvements	\$	41,185	<sup>2</sup>		Main & Maple Improve (119-4094201)	\$	-
Hirst Road Improvements	\$	64,999	<sup>2</sup>		N. 21st St. Sidewalk Improvements (119-4094206)	\$	5,705
<b>FY 12</b>	<b>\$</b>	<b>969,903</b>			Hirst Road Improvements	\$	10,799
Wayfinding Signs (119-4094100-0140)	\$	31,522	<sup>2</sup>		<b>FY 17</b>	<b>\$</b>	<b>(12,713)</b>
Downtown Streetscape PH 1 (119-4094100)	\$	80,000	<sup>2</sup>		Main & Maple Improve Ph. 1	\$	-
Downtown Streetscape PH 2 (119-4094100)	\$	36,771	<sup>2</sup>		Hirst Road Improvements	\$	39,434
Main Street Sidewalk Improvements (119-4094202)	\$	766	<sup>2</sup>		<b>FY 18</b>	<b>\$</b>	<b>39,434</b>
N. 21st St. Sidewalk Improvements (119-4094206)	\$	93,663	<sup>2</sup>		Main & Maple Improve Ph. 1	\$	5,824
Southern Collector Road (119-4094253)	\$	208,933	<sup>2</sup>		Main & Maple Improve Ph. 2	\$	3,780
Maple to W&OD Trail	\$	876	<sup>2</sup>		Hirst Road Improvements	\$	185,397
Country Club & 33rd St. Improvements	\$	71,368	<sup>2</sup>		<b>FY 19</b>	<b>\$</b>	<b>195,001</b>
Hirst Road Improvements	\$	19,602	<sup>2</sup>		<b>Total</b>	<b>\$</b>	<b>5,780,000</b>
<b>FY 13</b>	<b>\$</b>	<b>543,501</b>					

<sup>1</sup> Applied to General Fund Operating Budget	\$	200,000
<sup>2</sup> Applied to CIP project now closed	\$	5,329,370
<sup>3</sup> Applied to Current CIP	\$	250,630
<b>Total Assigned Funds</b>	<b>\$</b>	<b>5,780,000</b>

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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
- Master Tax & Fee Summary
- 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 1740<sup>1</sup>, 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 1785<sup>2</sup> 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

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

<sup>2</sup> 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 20<sup>th</sup> 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

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- 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 cast 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.

## Purcellville Timeline

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- 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.

## Purcellville Timeline

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- 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.

## Purcellville Timeline

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- 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 4<sup>th</sup> Annual Loudoun Grown Expo and the 3<sup>rd</sup> 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.

## Purcellville Timeline

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2016 The Town Council initiated numerous citizen engagement programs and tools, including the OpenGov Financial Transparency portal, Polco real-time citizen polling system, CommunityVoice idea generator platform, and enhancements to the website for better sharing and receiving of information. The Town completed the sale of Mary's House of Hope to the Good Shepherd Alliance and approved the SUP for Makersmiths at the old Maintenance facility. The Town Council continues discussions on debt management strategies and utility rate analyses.

In 2016, the Town saw one of the largest snowstorms in history, reaching 40 inches in some locations during a 36-hour blizzard. The Town staff responded admirably, having all Town-maintained streets clear within 8 hours of the end of the storm. The Town continues to support and hold signature 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.

2017 The Town's strong credit rating was reaffirmed by all three rating agencies. This allowed the Town to proceed with the 2017 Plan of Finance and receive favorable interest rates on the Town's second public bond sale. The Plan of Finance included pay off of the 2010 Build America Bond and restructure of Utility Fund and Parks and Rec Fund debt including elimination of tax-exempt restrictions to allow more opportunities for public-private partnerships.

The Town Police Department maintains its State Accreditation by Virginia Law Enforcement Professional Standards Commission for the second time. Long-time Town Manager Robert W. Lohr, Jr. retires after 24 years with the Town of Purcellville. Town Council issues a Request for Information for possible uses and management of the Fireman's Field property.

2018 The Town conducted a national recruitment for a new Town Manager, resulting in a pool of 29 candidates. After extensive discussions and interviews with the three finalists, the Town Council appointed David A. Mekarksi, AICP as the Town's eighth Town Manager.

The Purcellville Police Department initiated a Naloxone program. All officers were trained and now carry Naloxone, also referred to as Narcan, for the emergency treatment of opioid overdose. Naloxone is a life-saving medication that has been used by emergency professionals for decades to reverse the effects of opioid overdose.

The Town engaged the Novak Consulting Group to conduct a comprehensive organizational and operational assessment to review the Town's organizational structure, operations and service

## Purcellville Timeline

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delivery policies, practices, business processes, and staffing. The process included meeting with nearly 50 staff and management team members, Town Manager, Town Council and representatives from the community. The assessment report contained over 50 recommendations designed to help Town Council more effectively establish and communicate service priorities while supporting and enhancing existing staff capacity. These insights are expected to allow Purcellville to continue to build upon recent achievements and lay an effective foundation for building the community's future.

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

**RESOLUTION NO. 19-xx-xx**

**PRESENTED: xx-xx, 2019**

**ADOPTED: xx-xx, 2019**

**A RESOLUTION: TO ADOPT THE BUDGET FOR FY 2020; TO APPROPRIATE EXPENDITURES FOR FY 2020; 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, 2019 and ending June 30, 2020 (“FY 2020”); and

**WHEREAS,** the Town Manager has prepared for FY 2020 a budget entitled *Proposed Fiscal Year 2020 Fiscal Plan and & Capital Improvement Program Fiscal Year 2020-2024* (“FY 2020 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 2020 Budget to reflect certain changes, which are listed in a document entitled *Summary of Changes to the FY 2020 Budget*; and

**WHEREAS,** the FY 2020 Budget, as it is to be amended by the *Summary of Changes to the FY 2020 Budget*, has been duly advertised and meets all requirements of the Code of Virginia; and

**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 2018 certain capital improvement project funds that were not fully expended in FY 2018.

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

**SECTION I.** The FY 2020 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 2020 Budget*. The FY 2020 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, \$xxx; Parks and Recreation Fund, \$xxx; Utility Funds (includes Water Fund and Wastewater Fund), \$xxx; and Capital Projects Funds, \$xxx.

**SECTION II.** The budgeted expenditures in each fund category, as reflected in the FY 2019 Budget and the *Summary of Changes to the FY 2020 Budget*, are hereby appropriated.

**SECTION III.** The capital improvement project funds that were appropriated in FY 2019 for expenditure in the General, Water, and Wastewater Funds, but not spent in FY 2019, are hereby re-appropriated for expenditure in FY 2020, in amounts not to exceed the following: General Fund: \$xxx; Water Fund: \$xxx; and Wastewater Fund: \$xxx.

**SECTION IV.** Amendments to the FY 2020 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, replacing leased vehicles, 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, 2019.

**PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019**

\_\_\_\_\_  
Town of Purcellville

Kwasi A. Fraser, Mayor

ATTEST:

\_\_\_\_\_  
Diana Hays, Town Clerk

**Town of Purcellville  
Master Tax & Fee Schedule  
Effective January 1, 2019**

Category	2018 Tax Rate or Fees	Advertised 2019 Tax Rate or Fee	Legal Authority
<b>Real Estate Tax</b>	.22 per \$100	.24 per \$100	Va. Code § 58.1-3200 Va. Code § 15.2-1104 Va. Code § 58.1-3321 Town Code 74-1
<b>Fireman's Field Service Tax District</b>	.03 per \$100	.035 per \$100	Va. Code § 15.2-2400 Town Code 74-232
<b>Personal Property Tax</b>			
Vehicles	1.05 per \$100	No change	Va. Code § 58.1-3500 Town Code 74-1
Vehicles – Qualified Volunteers	.01 per \$100	from	
Business Property	.55 per \$100	current fee	
<b>Tax Penalty and Interest</b>			
Penalty	10%	No change from	Va. Code § 58.1-3916
Interest	10% per annum	current fee	

**Town of Purcellville  
Master Tax & Fee Schedule  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Tax Rate or Fee - FY 2020	Legal Authority
<b>Vehicle License Fee</b>			
Automobiles	\$27.00	No change from current fee	Va. Code § 46.2-752 Ordinance 17-11-01
Motor Cycle	\$15.00		
Antique	\$0.00		
Military	\$0.00		
Transfer	\$0.00		
Penalty for Late Payment	\$1.00		
Qualified Vehicle – Volunteer	No Fee		
<b>Meals Tax</b>	5%	No change from current rate	Va. Code § 58.1-3840 Town Code 74-82
<b>Cigarette Tax</b>	.75 per pack	No change from current rate	Va. Code § 58.1-3840 Town Code 74-180
<b>Transient Occupancy Tax</b>	3% of amount paid for lodging or use of space	No change from current rate	Va. Code § 58.1-3840 Town Code 74-222
<b>Farm &amp; Community Market Fee</b>	\$20 per space	No change from current fee	Town Code Ord # 10.12.02 Town Code 18-153
<b>Residential Solid Waste Container Rental Fee</b>	No Fee. The Town provides solid waste disposal, recycling services, and bulk trash disposal services to all residential households once a week.	No change from current fee	
<b>Residential Solid Waste Fee</b>	No Fee. The Town provides solid waste disposal, recycling services, and bulk trash disposal services to all residential households once a week.	No change from current fee	

**Town of Purcellville  
Master Tax & Fee Schedule  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Tax Rate or Fee - FY 2020	Legal Authority
<b>Business License</b>			
<b>Business License Tax:</b>	Rates per category / value of gross receipts		
Business Service	\$ .17/\$100 gross receipts	No change from current rates/fee	Va. Code § 58.1-3703 Town Code 18-41
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 & 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		
<b>Minimum License Fee</b>	\$20		

**Town of Purcellville  
Master Tax & Fee Schedule  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Tax Rate or Fee - FY 2020	Legal Authority
<b>Loudoun County Gas Tax</b>	<i>Contribution to Town will not be provided in FY 2020</i>		
<b>Sales Tax</b>	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.	No change from current rate	Va. Code § 58.1-603
<b>Communications Tax</b>	5% of sales price of each communications service collected by State and apportioned to localities.	No change from current rate	Va. Code § 58.1-648
<b>Electric Utility Tax</b>		No change from current rate	Va. Code § 58.1-3814 Town Code 74-49
Residential	\$1.05 plus \$.0011363 on each kwh		
Commercial	\$1.72 plus \$.010204 on each kwh		
Industrial	\$1.72 plus \$.010204 on each kwh		
<b>Bank Franchise Tax</b>	80% of State rate of 1%/\$100 of net capital	No change from current rate	Va. Code § 58.1 Chapter 12 Town Code 74-4
<b>Community Events Sign</b>	\$55 (in Town organization) \$65 (out of Town organization)	No change from current rate	
<b>Bad Check Fee</b>	\$50	No change from current fee	Va. Code § 15.2-106 Town Code 1-18
<b>Mowing Fee</b>		No change from current fee	
Mowing Fee	Cost of Contractor Mowing		
Ordinance Mowing Admin Fee	20% of Fees		
Certified Letter Fee - Violation Notice	Current USPS Rate		
Certified Letter Fee - Invoice	Current USPS Rate		

**Town of Purcellville  
Police Fine & Fee Summary  
Effective July 1, 2019**

Category	Current Fines and Fees	Advertised Fines and Fee - FY 2020	Legal Authority	
Child restraint/safety belt violation (under 18 years; first offense - pay fine only)	\$50.00	No change from current fee		
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 § 46.2-85
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 § 46.2-826
Following too closely	\$30.00			Va. Code § 46.2-816
Illegal radar detector	\$40.00			Va. Code § 46.2-851
Impeding flow of traffic	\$30.00			
Improper lane change	\$30.00			
Improper passing	\$30.00			Va. Code § 46.2-830
Improper towing	\$30.00			Va. Code § 46.2-833
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)	No change from current fee	Va. Code § 46.2-947	

**Town of Purcellville  
Public Works Rental Rates  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fee FY 2020	Legal Authority
<b>Public Works Equipment</b>			
<i>(Note: Equipment Rates are without Operator)</i>			
4-Wheel Backhoe	\$72.00	No change from current fee	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
Air Compressor	\$21.00		
Boom Arm Mower	\$52.00		
Camera Truck	\$98.00		
Dump Truck	\$42.00		
Dump Truck w/ Plow and/or Spreader	\$62.00		
Mole	\$31.00		
Pickup Truck	\$21.00		
Pickup Truck w/Plow and/or Spreader	\$41.00		
Roto-Rooter	\$46.00		
Rubber Tire Loader	\$72.00		
Steiner Mower	\$39.00		
Thermoplast Gun	\$16.00		
Striping Machine	\$16.00		
Tractor with Bush Hog	\$46.00		
Utility Truck	\$52.00		
Vacuum Truck	\$129.00		
Variable Message Sign	\$82.00		
Zero Degree Mower (Skagg or X-Mark)	\$46.00		
Pipe Freezer	\$46.00		
Pavement Saw	\$36.00		
Trash Pump	\$11.00		

**Town of Purcellville  
Public Works Administrative and Labor Rates  
Effective July 1, 2019**

Category	Current Rates and Fees		Advertised Rates and Fee - FY 2020		Legal Authority
<b>Labor and Administration Rates</b>					
<b>Position:</b>	<b>Hourly Rate:</b>	<b>Hourly Overtime Rate:</b>	<b>Hourly Rate:</b>	<b>Hourly Overtime Rate:</b>	
Public Works Director	\$82.00	\$123.00	No change from current fee		<b>Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102</b>
Public Works Assistant Director/Manager	\$62.00	\$93.00	\$64.00	\$96.00	
Public Works Superintendent	\$57.00	\$86.00	\$58.50	\$87.75	
Public Works Team Leader	\$50.00	\$75.00	\$54.00	\$81.00	
Public Works Inspector	\$46.00	\$69.00	\$49.50	\$74.25	
Public Works Maintenance Worker	\$33.00	\$50.00	\$35.50	\$53.25	
Administrative Fee	20% Administrative Fee added to the total cost of invoice		No change from current fee		

**Town of Purcellville  
Public Works Fee Summary  
Effective July 1, 2019**

Category	Current Rate	Advertised Rates or Fee - FY 2020	Legal Authority
Right of Way Use Application Fee	\$100.00	No change from current fee	<b>Va. Code § 56-468.1</b>
Right of Way Time Extension Fee	\$50.00	No change from current fee	
Right of Way Reinstatement Fee	\$90.00	No change from current fee	
Right of Way Performance Guarantee Fee	100% of Project Cost	No change from current fee	
Right of Way Use Fee	\$1.05 per access line	No change from current fee	
Right of Way Use Reimbursement Fee	None	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to right of way use plus a 10% administrative fee for indirect costs.	
<b>Accommodation Fees</b>			
<i>After initial installation, the Town Council or a designee shall determine the annual compensation for the use of the right of way by a utility, except as provided in 24VAC30-151-740. The rates shall be established on the following basis:</i>			
Right of Way Time Extension Fee	\$50 per crossing	No change from current fee	<b>Va. Code § 56-468.1</b>
Right of Way Reinstatement Fee	\$250 per mile annual use payment	No change from current fee	
Right of Way Performance Guarantee Fee	\$34 per crossing	No change from current fee	
<b>Inspection Fees</b>			
Second or subsequent inspection (additional inspections for traffic control, bond release, etc.)	\$46 per hour	No change from current fee	<b>Va. Code § 56-468.1</b>
Vehicle Site Visitation second or subsequent visit	\$10 per visit	No change from current fee	
Non-business hour inspection services	\$69 per hour + 20% administrative fee to cover indirect cost (4 hour minimum)	No change from current fee	

**Town of Purcellville  
Public Works Fee Summary  
Effective July 1, 2019**

Category	Current Rate	Advertised Rates or Fee - FY 2020	Legal Authority
<b>Additive Fees</b>			
Commercial Entrance	\$150 for first entrance; \$50 for each additional entrance	No change from current fee	<b>Va. Code § 56-468.1</b>
Street Connection	\$150 for first connection; \$50 for each additional connection	No change from current fee	
Temporary Construction Entrance	\$10 per entrance	No change from current fee	
Turn Lane	\$10 per 100 linear feet	No change from current fee	
Crossover	\$500 per crossover	No change from current fee	
Curb & Gutter	\$10 per 100 linear feet	No change from current fee	
Reconstruction of Roadway	\$10 per 100 linear feet	No change from current fee	
Sidewalk	\$10 per 100 linear feet	No change from current fee	
Traffic Signal	\$1,000 per signal installation	No change from current fee	
Tree Trimming	\$10 per acre or 100 feet of frontage	No change from current fee	
Storm Sewer / Sanitary Sewer / Water	\$10 per 100 linear feet	No change from current fee	
Box Culvert or Bridge	\$5 per linear foot of attachment	No change from current fee	
Drop Inlet	\$10 per inlet	No change from current fee	
Paved Ditch	\$10 per 100 linear feet	No change from current fee	
Under Drain or Cross Drain	\$10 per crossing	No change from current fee	
Above-ground structure (including poles, pedestals, fire hydrants, towers, etc.)	\$10 per structure	No change from current fee	
Pole Attachment	\$10 per structure	No change from current fee	
Span guy	\$10 per crossing	No change from current fee	
Additive guy and anchor	\$10 per guy and anchor	No change from current fee	
Underground Utility - Parallel	\$10 per linear feet	No change from current fee	
Overhead or Underground Crossing	\$10 per crossing	No change from current fee	
Excavation Charge (including Test Bores & Emergency Opening)	\$10 per opening	No change from current fee	

**Town of Purcellville  
Community Development Fee Summary  
Effective July 1, 2019**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2020	Legal Authority
<b>Subdivision</b>			
Pre-Application Review	\$250	No change from current fee	Va. Code § 15.2-2241
Preliminary Plat	\$2,500 + \$100/lot	No change from current fee	Va. Code § 15.2-2241
Preliminary Plat Extension	\$350	No change from current fee	Va. Code § 15.2-2241
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300	No change from current fee	Va. Code § 15.2-2241
Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)	No change from current fee	Va. Code § 15.2-2241
Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot	No change from current fee	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	No change from current fee	Va. Code § 15.2-2241
Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of public improvements	No change from current fee	Va. Code § 15.2-2241
Additional Submissions (applies to all plats & plans)	2 <sup>nd</sup> & subsequent: \$500	No change from current fee	Va. Code § 15.2-2241
Revisions to Approved Construction Plans	\$500	No change from current fee	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 + 10% administrative fee	No change from current fee	Va. Code § 15.2-2241
Other plats (easement plats, correction plats, etc)	\$500 plus \$50 per lot + cost of Town Attorney review	No change from current fee	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	No change from current fee	Va. Code § 15.2-2241
<b>Grading Plan</b>			
First Submission	\$500 + \$20 per acre	No change from current fee	Va. Code § 15.2-2241
Additional Submissions	2 <sup>nd</sup> & subsequent: \$250	No change from current fee	Va. Code § 15.2-2241

**Town of Purcellville  
Community Development Fee Summary  
Effective July 1, 2019**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2020	Legal Authority
<b>Site Plan</b>			
Pre-Application Review	\$250	No change from current fee	Va. Code § 15.2-2241
Preliminary Site Plan	\$2,000	No change from current fee	Va. Code § 15.2-2241
Preliminary/Final Site Development Plan	\$4,500 +2% of public improvements value	No change from current fee	Va. Code § 15.2-2241
Final Site Plan	\$2,500 +2% of value of bonded improvements	No change from current fee	Va. Code § 15.2-2241
Additional Submissions (applies to all site plans)	2 <sup>nd</sup> & subsequent: \$500	No change from current fee	Va. Code § 15.2-2241
Revisions to approved site plan	\$500	No change from current fee	Va. Code § 15.2-2241
Minor Site Plan	\$2,250	No change from current fee	Va. Code § 15.2-2241
<b>Performance Bonds and As-Built Site Inspections</b>			
As-Built Submissions	\$300; \$100/inspection after 1st inspection	No change from current fee	Va. Code § 15.2-2241
Bond approval	\$250	No change from current fee	Va. Code § 15.2-2241
Bond extension	\$250 per year extended	No change from current fee	Va. Code § 15.2-2241
Bond reduction	<b>For Bonds \$3,500 or larger:</b> \$350 (includes 1 inspection) +\$100 for each additional inspection	No change from current fee	Va. Code § 15.2-2241
	<b>For Bonds under \$3,500:</b> \$250 (includes 1 inspection) + \$100 for each additional inspection	No change from current fee	
Bond release	<b>For Bonds \$3,500 or larger:</b> \$350 + ECR cost (includes 2 inspections – punch list & final) +\$100 for each additional inspection	No change from current fee	Va. Code § 15.2-2241
	<b>For Bonds under \$3,500:</b> \$250 (includes 2 inspections) + \$100 for each additional inspection		
Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50 Bond Release Fee: \$100 per bond	No change from current fee	Va. Code § 15.2-2241
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	No change from current fee	Va. Code § 15.2-2241
Lawn Establishment Winter Bond for Townhomes	\$2,000	No change from current fee	Va. Code § 15.2-2241
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	No change from current fee	Va. Code § 15.2-2241

**Town of Purcellville  
Community Development Fee Summary  
Effective July 1, 2019**

<b>Application Category / Type</b>	<b>Current Fees</b>	<b>Advertised Rates or Fee - FY 2020</b>	<b>Legal Authority</b>
<b>Land Use Applications</b>			
Zoning Map Amendment	0-5 ac: \$2,500	No change from current fee	Va. Code § 15.2-2286
	5-10 ac: \$3,500		
	10-25 ac: \$6,500		
	25-100 ac: \$7,500		
	>100 ac: \$8,500 + \$25 each add'l ac.		
Comprehensive Plan Amendment	\$2,500	No change from current fee	Va. Code § 15.2-2286
Ordinance Text Amendment	\$2,500	No change from current fee	Va. Code § 15.2-2286
Proffer or Proffered Plan Amendment	\$5,000	No change from current fee	Va. Code § 15.2-2286
PDH Final Development Plan Administrative Amendment	\$1,000	No change from current fee	Va. Code § 15.2-2286
Special Use Permit	\$2,000 for construction,	No change from current fee	Va. Code § 15.2-2286
	\$1,000 for no construction	No change from current fee	
Commission Permit	\$750	No change from current fee	Va. Code § 15.2-2286
<b>Annexation Applications</b>			
Annexation Request	0-5 acres: \$10,000	No change from current fee	Va. Code § 15.2-2286
	> 5 acres: \$10,000 + \$50 each additional acre	No change from current fee	Va. Code § 15.2-2286
<b>BZA Applications</b>			
Variance	\$500 + cost of newspaper ad, not to exceed an additional \$500	No change from current fee	Va. Code § 15.2-2286
Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	No change from current fee	Va. Code § 15.2-2286
Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an additional \$500	No change from current fee	Va. Code § 15.2-2286
<b>Miscellaneous Zoning Fees</b>			
Readvertise Public Hearing	Cost of newspaper ad, up to \$500	No change from current fee	Va. Code § 15.2-2286
Renotify Property Owners	\$150	No change from current fee	Va. Code § 15.2-2286
Zoning Clearance Letter	\$25	No change from current fee	Va. Code § 15.2-2286
Zoning Determination	\$150	No change from current fee	Va. Code § 15.2-2286
Traffic Consultant Review Fee	Consultant cost plus 10% administrative charge	No change from current fee	Va. Code § 15.2-2286

**Town of Purcellville  
Community Development Fee Summary  
Effective July 1, 2019**

<b>Application Category / Type</b>	<b>Current Fees</b>	<b>Advertised Rates or Fee - FY 2020</b>	<b>Legal Authority</b>
<b>Administrative Permits</b>			
Zoning Permits	<u>New construction:</u> Residential: \$200 Non-Residential: \$250	No change from current fee	Va. Code § 15.2-2286
	<u>Additions &amp; Alterations:</u> Residential: \$75 Non-Residential: \$150	No change from current fee	Va. Code § 15.2-2286
	<u>Accessory Structures:</u> Decks, fences & sheds and like structures under 150 sq ft: \$50 All other accessory structures: \$75	<u>Accessory Structures:</u> No change from current fee	Va. Code § 15.2-2286
	<u>Construction/Office Trailer:</u> \$300/6 months	<u>Construction/Office Trailer</u> No change from current fee	Va. Code § 15.2-2286
Home Occupation Permit	\$75	No change from current fee	Va. Code § 15.2-2286
Home Child Care Center (12 children or less)	\$100	No change from current fee	Va. Code § 15.2-2286
Temporary Occupancy Permit	\$100	No change from current fee	Va. Code § 15.2-2286
Occupancy Permit	Residential: \$50* Commercial: \$150*	No change from current fee	Va. Code § 15.2-2286
	*includes 1 inspection; \$100 for each re-inspection		
Demolition Permit	All structures: \$150	No change from current fee	Va. Code § 15.2-2286
<b>Sign Permits</b>			
Permanent Signs	1-10 SF: \$75	No change from current fee	Va. Code § 15.2-2286
	11-30 SF: \$100		
	> 30 SF: \$150		
Temporary Signs	\$35	No change from current fee	Va. Code § 15.2-2286
	Signs removed from public right of way: \$25		
Sign Waiver	\$75	No change from current fee	Va. Code § 15.2-2286
Master Sign Plan Amendment	\$200	No change from current fee	Va. Code § 15.2-2286

**Town of Purcellville  
Community Development Fee Summary  
Effective July 1, 2019**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2020	Legal Authority
<b>Board of Architechural Review Applications</b>			
Preapplication conference	\$75	No change from current fee	
New Construction & Additions	\$350	No change from current fee	
Exterior Alterations	\$250	No change from current fee	
Repainting to New Color(s)	\$50	No change from current fee	
Accessory Structures	\$50	No change from current fee	
CDA Amendments	\$100	No change from current fee	
Appeal to Council	\$250	No change from current fee	
Administrative Review	\$50	No change from current fee	
Demolition Application	\$75	No change from current fee	
<b>Publications</b>			
Comprehensive Plan	Paper: \$45 CD: \$5 when available	No change from current fee	Va. Code § 15.2-2286
Zoning Ordinance	Unbound: \$25 Bound: \$40	No change from current fee	Va. Code § 15.2-2286
Zoning Map or other Maps	Small: \$5 Large: \$25	No change from current fee	Va. Code § 15.2-2286
Subdivision Ordinance	\$10	No change from current fee	Va. Code § 15.2-2286
Facilities Standards Manual	\$30	No change from current fee	Va. Code § 15.2-2286
Publications copied In-House	\$0.10 per page	No change from current fee	Va. Code § 15.2-2286
<b>Expense Reimbursement Fee</b>			
Expense Reimbursement Fee	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to zoning, subdivision, land developments, annexation, land use and legislative BZA application matters shall be reimbursed to the Town at actual cost plus a 10% administrative fee for indirect costs.	No change from current fee	
<b>Late Payment Fee</b>			
None	10% of outstanding bill + cost of Town Attorney for collection	No change from current fee	

**Town of Purcellville  
Park & Recreation Fee Summary  
Effective July 1, 2019**

Category	Current Fees	Advertised Rates or Fee - FY 2020	Legal Authority
Event Permit Application Review Fee	\$75.00	No changes from current fees	<b>Ordinance No. 15-09-02</b>
Street Closure Fee for Events	\$100.00 per day or portion thereof		
Town Events Specialist: (for event planning services beyond application)	\$30.00 per hour		
Public Works Fee for Events	Up to \$65 per employee per hour		
Town Police Fee for Events	Up to \$65 per officer per hour		
<b>Train Station Fees</b>			
Full day Use (over 6 hours)	\$160	No changes from current fees	
Half day Use (6 hours)	\$120		
Four Hour Block	\$80		
Two Hour Block	\$60		
One Hour Block	\$40		
Non Profits with 501C3 Status	\$20 per 2 hour block; \$40 per 4 hour block		
<b>Community Garden Fees</b>			
Community Garden Rental Fee	\$25	\$30	
Community Garden Security Fees	\$50 (Refundable)	No deposit	

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2020	Legal Authority
<b>Water Supply System</b>			
<b>Water Usage Rates Per 1,000 Gallons Per Tier</b>	Rates Per 1,000 Gallons Per Tier: <b>In-Town Rates / Out of Town Rates</b>	Rates per 1,000 Gallons per Tier: <b>In Town Rates/Out of Town Rates</b>	<b>Va. Code § 15.2-2119</b>
1st Tier (0 to 5,000 gal.)	\$6.47 / \$12.94	\$6.66 / \$13.33	
2nd Tier (5,001-10,000 gal.)	\$8.63 / \$17.26	\$8.89 / \$17.78	
3rd Tier (10,001-15,000 gal.)	\$10.40 / \$20.80	\$10.71 / \$21.42	
4th Tier (15,001-20,000 gal.)	\$12.38 / \$24.76	\$12.75 / \$25.50	
5th Tier (20,001-50,000 gal.)	\$15.45 / \$30.90	\$15.91 / \$31.83	
6th Tier (50,001-100,000 gal.)	\$17.64 / \$35.28	\$18.17 / \$36.34	
7th Tier (100,001-150,000 gal.)	\$19.83 / \$39.66	\$20.42 / \$40.85	
8th Tier (150,001-200,000 gal.)	\$22.00 / \$44.00	\$22.66 / \$45.32	
9th Tier (200,001-250,000 gal.)	\$25.06 / \$50.12	\$25.81 / \$51.62	
10th Tier (250,001-300,000 gal.)	\$27.24 / \$54.48	\$28.06 / \$56.11	
11th Tier (300,001-350,000 gal.)	\$29.42 / \$58.84	\$30.30 / \$60.61	
12th Tier (350,001-400,000 gal.)	\$31.60 / \$63.20	\$32.55 / \$65.10	
13th Tier (400,001-450,000 gal.)	\$33.78 / \$67.56	\$34.79 / \$69.59	
14th Tier (450,001-500,000 gal.)	\$39.24 / \$78.48	\$40.42 / \$80.83	
15th Tier (500,001-550,000 gal.)	\$44.69 / \$89.38	\$46.03 / \$92.07	
16th Tier (550,001-600,000 gal.)	\$50.13 / \$100.26	\$51.63 / \$103.27	
17th Tier (600,001 and over)	\$55.59 / \$111.18	\$57.26 / \$114.52	

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rate and Fees - FY 2020	Legal Authority
<b>Water Supply System</b>			
<b>Water Meter Fee</b> (based on Meter Size and Type): Applies to Installation of Any New Water Meter	<b>Current In-Town Fees / Out-of-Town Fees</b>	<b>Advertised In-Town Fees / Out-of-Town Fees</b>	<b>Va. Code § 15.2-2119</b>
5/8" Meter	\$395 / \$790	No changes from current fees	
3/4" Meter	\$458 / \$916	No changes from current fees	
1" Meter	\$538 / \$1,076	No changes from current fees	
1.5" Meter	\$742 / \$1,484	No changes from current fees	
2" T-10 Meter	\$955 / \$1,910	No changes from current fees	
2" HP Turbine Meter	\$1,237 / \$2,474	No changes from current fees	
3" HP Turbine Meter	\$1,867 / \$3,734	No changes from current fees	
4" HP Turbine Meter	\$2,842 / \$5,684	No changes from current fees	
2" T/F Compound Meter	\$2,520 / \$5,040	No changes from current fees	
3" T/F Compound Meter	\$3,403 / \$6,806	No changes from current fees	
4" T/F Compound Meter	\$4,582 / \$9,164	No changes from current fees	
6" Meter	At Cost	No changes from current fees	
<b>Water Administrative Service Charge</b> (Fixed Fee Based on Meter Size)	<b>Current Same In-Town &amp; Out of Town Rates</b>	<b>No changes from current fees</b>	<b>Va. Code § 15.2-2119</b>
5/8'	\$15.00		
3/4"	\$15.00		
1"	\$37.50		
1.5"	\$75.00		
2"	\$119.99		
3"	\$239.48		
4"	\$374.97		
6"	\$479.93		
8"	\$1,199.88		

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2020	Legal Authority
<b>Water Supply System</b>			
Handling Fee for New Account (Water)	\$10.00	No changes from current fees	Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85
Penalty (Late Fee)	10%		
Interest	10% per annum		
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	No changes from current rates	Va. Code § 15.2-2119
Bulk Water Fee - Water Usage Rate	\$15.18/1,000 gallons	No changes from current rates	Va. Code § 15.2-2119 & Town Code §82-80
Water Theft Fines	First Offense: \$1,000* Second Offense: \$1,500* Third or Subsequent Offense: \$2,000* *Plus water consumption.	No changes from current fee	Va. Code § 15.2-1429 & Town Code § 82-86
Water Meter Tampering/Damage	Penalty for Improper Use: \$500 Damage to Meter: \$275	No changes from current fee	Va. Code § 15.2-1429 & Town Code § 82-86
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan \$1.50/LF WL +\$500 for Final Site Plan	No changes from current rates	Va. Code § 15.2-2119 12VAC5-590-200
New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used	No changes from current rates	Va. Code § 15.2-2119 & Waterworks Regulations* 12VAC5-590-1210
<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	No changes from current rates	Va. Code § 15.2-2119
Meter Testing Fee (customer request)	\$100	No changes from current rates	Va. Code § 15.2-2119

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fees - FY 2020	Legal Authority
<b>Water Availability</b>			
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's water system	<b>Current In-Town Fees / Out-of-Town Fees</b>	<b>No changes from current fees</b>	<b>Va. Code § 15.2-2119</b>
5/8" Meter	\$25,754 / \$51,508		
3/4" Meter	\$38,631 / \$77,262		
1" Meter	\$64,385 / \$128,770		
1.5" Meter	\$128,770 / \$257,540		
2" T-10 Meter	\$206,032 / \$412,064		
2" HP Turbine Meter	\$206,032 / \$412,064		
3" HP Turbine Meter	\$386,310 / \$772,620		
4" HP Turbine Meter	\$643,850 / \$1,287,700		
2" T/F Compound Meter	\$206,032 / \$412,064		
3" T/F Compound Meter	\$386,310 / \$772,620		
4" T/F Compound Meter	\$643,850 / \$1,287,700		
6" Meter	\$1,287,700 / \$2,575,400		
<b>Wastewater Availability</b>			
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's wastewater system	<b>Current In-Town Fees / Out-of-Town Fees</b>	<b>No changes from current fees</b>	<b>Va. Code § 15.2-2119</b>
5/8" Meter	\$21,600 / \$43,200		
3/4" Meter	\$32,400 / \$64,800		
1" Meter	\$54,000 / \$108,000		
1.5" Meter	\$108,000 / \$216,000		
2" T-10 Meter	\$172,800 / \$345,600		
2" HP Turbine Meter	\$172,800 / \$345,600		
3" HP Turbine Meter	\$324,000 / \$648,000		
4" HP Turbine Meter	\$540,000 / \$1,080,000		
2" T/F Compound Meter	\$172,800 / \$345,600		
3" T/F Compound Meter	\$324,000 / \$648,000		
4" T/F Compound Meter	\$540,000 / \$1,080,000		
6" Meter	\$1,080,000 / \$2,160,000		

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fees - FY 2020	Legal Authority
<b>Wastewater System</b>			
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	No changes from current fee	Va. Code § 15.2-2119
Handling Fee for New Account (Sewer)	\$10.00	No changes from current fee	Va. Code § 15.2-2119 Town Code § 82-76 Town Code § 82-85
Penalty (Late Fee)	10%		
Interest	10% per annum		
<b>Wastewater Collection System: (Usage Rates Per 1,000 Gallons)</b>			
Wastewater Usage Rate (In-Town Rate)	Flat rate \$15.49 per 1,000 gal.	Flat rate \$15.95 per 1,000 gal.	Va. Code § 15.2-2119
Wastewater Usage Rate (Out of Town Rate)	Flat rate \$30.98 per 1,000 gal.	Flat rate \$31.90 per 1,000 gal.	
<b>Wastewater Administrative Service Charge (Fixed Fee Based on Meter Size)</b>			
	<b>Current Same In-Town &amp; Out of Town Rates</b>	No changes from current rate	Va. Code § 15.2-2119
5/8'	\$15.00		
3/4"	\$15.00		
1"	\$37.50		
1.5"	\$75.00		
2"	\$119.99		
3"	\$239.48		
4"	\$374.97		
6"	\$479.93		
8"	\$1,199.88		

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2020	Legal Authority
<b>Grease/Grit Interceptor Policy &amp; Program</b>			
Failure to maintain on-site records	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$100		
	3rd Offense: \$150		
	4th Offense: \$300		
Inspection Hindrance (equipment related)	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$100		
	3rd Offense: \$150		
	4th Offense: \$300		
Interceptor in excess of 25% full	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$300		
	3rd Offense: \$450		
	4th Offense: \$1,000		
Interceptor in excess of 75% full	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$300		
	3rd Offense: \$500		
	4th Offense: \$1,000		
Failure to maintain interceptor other than cleaning	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$300		
	3rd Offense: \$500		
	4th Offense: \$1,000		
Source of sewer blockage	1st Offense: warning + clean up costs	No changes from current fee	Town Code § 82-192
	2nd Offense: \$500 + clean up costs		
	3rd Offense: \$1,000 + cleanup costs		
	4th Offense: termination of service		
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$500		
	3rd Offense: \$1,000		
	4th Offense: termination of service		
Refusal for Inspection	Termination of Service	No changes from current fee	Town Code § 82-192

**Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2019**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2020	Legal Authority
<b>Telecommunication Fees</b>			
Lease Signing Fee	\$500	No change from current fee	<b>Ordinance 18-06-01</b>
Application to locate on Town property or to modify existing contract	\$500	No change from current fee	

## TAX RATE HISTORY

Real Estate:		Fireman's Field Service Tax:		Personal Property:		Meals Tax:		Cig Tax:	
Tax Year	Tax Rate	Tax Yr	Tax Rate	Tax Yr	Tax Rate	Fiscal Yr	Rate	Fiscal Yr	Rate
1990-1995	0.24								
1996	0.24			1996	1.05	1996	3%		
1997	0.24			1997	1.05	1997	3%		
1998	0.24			1998	1.05	1998	3%		
1999	0.24			1999	1.05	1999	3%		
2000	0.24			2000	1.05	2000	3%	2000	0.20
2001	0.24			2001	1.05/.55	2001	3%	2001	0.20
2002	0.24			2002	1.05/.55	2002	4%	2002	0.20
2003	0.22			2003	1.05/.55	2003	4%	2003	0.20
2004	0.21			2004	1.05/.55	2004	3%	2004	0.30
2005	0.20			2005	1.05/.55	2005	3%	2005	0.30
2006	0.17			2006	1.05/.55	2006	4%	2006	0.35
2007	0.18			2007	1.05/.55	2007	4%	2007	0.45
2008	0.19			2008	1.05/.55	2008	4%	2008	0.50
2009	0.225			2009	1.05/.55	2009	4%	2009	0.50
2010	0.23			2010	1.05/.55	2010	4%	2010	0.50
2011	0.23			2011	1.05/.55	2011	4%	2011	0.65
2012	0.225			2012	1.05/.55	2012	4%	2012	0.65
2013	0.225	2013	0.035	2013	1.05/.55	2013	5%	2013	0.65
2014	0.210	2014	0.035	2014	1.05/.55	2014	5%	2014	0.65
2015	0.220	2015	0.035	2015	1.05/.55	2015	5%	2015	0.65
2016	0.220	2016	0.035	2016	1.05/.55	2016	5%	2016	0.65
2017	0.220	2017	0.035	2017	1.05/.55	2017	5%	2017	0.65
2018	0.220	2018	0.030	2018	1.05/.55	2018	5%	2018	0.65
2019*	0.220	2019*	0.030	2019*	1.05/.55	2019	5%	2019	0.75
						2020*	5%	2020*	0.75

\*Proposed

### Business License:

Tax Year	1999	2000	2001	2002	2003 to 2010	2011 to 2019
Building Contractor	0.14	0.14	0.14	0.14	0.14	0.14
Retail	0.19	0.19	0.17	0.17	0.17	0.17
Restaurant	0.19	0.19	0.19	0.17	0.17	0.17
Financial	0.19	0.19	0.19	0.17	0.17	0.17
Real Estate	0.19	0.19	0.19	0.17	0.17	0.17
Professional	0.19	0.19	0.17	0.17	0.17	0.17
Repair	0.19	0.19	0.17	0.17	0.17	0.17
Personal Serv	0.19	0.19	0.17	0.17	0.17	0.17
Business Serv	0.19	0.19	0.17	0.17	0.17	0.17
Wholesale	0.05	0.05	0.05	0.05	0.05	0.05
Rental/by Owner	0.19	0.19	0.19	0.17	0.17	0.17
Public Utilities	0.50	0.50	0.50	0.50	0.5	0.50
Hotel Motel	n/a	n/a	0.19	0.17	0.17	0.17
Massage Therapy	0.19	0.19	0.17	0.17	0.17	0.17
Direct Sellers >4k	0.19	0.19	0.17	0.17	0.17	0.17
Carnivals/Amus	n/a	n/a	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Fortune-teller	n/a	n/a	n/a	n/a	500.00/yr	500.00/yr
Itinerant Vendor	250.00/yr	250.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Coliseum, Arenas	n/a	n/a	n/a	n/a	n/a	1000.00/yr
Savings & loan, credit union	n/a	n/a	n/a	n/a	n/a	50.00/yr
Photographer-non VA local						30.00/yr
Manufacturer	0	0	0	0	0	0
	\$10 min	\$10 min	\$20 min	\$20 min	\$20 min	\$20 min

## TOWN OF PURCELLVILLE FLEET VEHICLE TARGET REPLACEMENT SCHEDULE

Fund	Department	Replace or Addition	Item Description	Replaces	Vehicle #	Lease or Purchase	Acquisition and Installation Cost*	Target Replacement Fiscal Year
General	Public Works - Maint	R	Ford F-350 4x4	2003 Chevy 2500 HD	105	Lease - 5yrs	\$12,806	2020
General	Public Works - Maint	R	Ford F-450 Super Cab	2003 Ford F-550 (507)	507	Lease - 5yrs	\$13,731	2020
General	Public Works - Maint	R	Ford F-150 Super Cab	2006 Ford Escape (106)	106	Lease - 5yrs	\$5,581	2020
General	Public Works - Maint	R	Ford F-350 Super Cab	2006 Ford F-350 (515)	515	Lease - 5yrs	\$12,806	2020
General	Public Works - Maint	R	Ford F-350 Super Cab	2003 Ford F-550 (507)	507	Lease - 5yrs	\$12,806	2020
General	Public Works - Maint	R	Ford F-250 Super Cab	2012 Ford F-250 (513)	513	Lease - 5yrs	\$8,445	2020
General	Public Works - Maint	R	Ford F-350 Super Cab	2011 Ford F-350	512	Lease - 5yrs	\$13,190	2021
General	Public Works - Maint	R	Ford F-350 Super Cab	2009 Ford F-350	511	Lease - 5yrs	\$13,190	2021
General	Public Works - Maint	R	Ford F-450 Super Cab	2014 Ford F-450	518	Lease - 5yrs	\$16,038	2022
General	Public Works - Maint	R	Vactor Sewer Cleaner	Vactor Sewer Cleaner	506	Lease to own	\$450,000	2023
General	Public Works - Maint	R	Single Axel Dump Truck	2008 International 7000 Dump truck	509	Lease to own	\$100,000	2023
General	Public Works - Maint	R	Dodge Sprinter	2007 Dodge Sprinter	514	Lease to own	\$45,000	2024
General	Public Works - Maint	R	Single Axel Dump Truck	2008 International 7000 Dump truck	510	Lease to own	\$100,000	2024
General	Public Works - Maint	R	Ford F-350 Super Cab	2019 Ford F-350 Super Cab	new	Lease - 5yrs	\$14,343	2024
General	Public Works - Maint	R	Ford F-350 Super Cab	2019 Ford F-350 Super Cab	new	Lease - 5yrs	\$14,343	2024
General	Public Works - Maint	R	Tandom Dump Truck	2017 International 7600 Dump truck	519	Lease to own	\$150,000	2027
General	Public Works - Eng	R	Ford F-250 Super Cab	2011 Ford F-250	109	Lease - 5yrs	\$8,698	2021
General	Public Works - Eng	R	Ford F-250 Super Cab	2017 Ford F-250	111	Lease - 5yrs	\$8,959	2022
General	Public Works - Eng	R	Ford Escape SE 4x4	2019 Ford Escape SE 4x4	new	Lease - 5yrs	\$6,933	2024
General	Public Works - Admin	R	Ford Explorer 4x4 base	2009 Dodge Durango (disposed)	108	Lease - 5yrs	\$5,363	2020
General	Public Works - Admin	R	Ford F-150 Super Cab	2019 Ford F-150	new	Lease - 5yrs	\$7,461	2024
General	Police	R	Ford Interceptor SUV	2011 Chevy Tahoe	220	Lease - 5yrs	\$8,096	2020
General	Police	A	Ford Interceptor SUV	New Addition	222	Lease - 5yrs	\$8,096	2020
General	Police	R	Ford Interceptor SUV	2012 Chevy Impala	221	Lease - 5yrs	\$8,096	2020
General	Police	R	Ford Interceptor SUV	2013 Dodge Charger	223	Lease - 5yrs	\$8,096	2020
General	Police	R	Ford Interceptor SUV	2013 Dodge Charger	224	Lease - 5yrs	\$8,096	2020
General	Police	R	Ford Interceptor SUV	2014 Dodge Charger	225	Lease - 5yrs	\$8,096	2020
General	Police	A	Ford Interceptor SUV	New Addition	N/A	Lease - 5yrs	\$8,339	2021
General	Police	R	Chevy Tahoe 4x4	2012 Chevy Tahoe	222	Lease - 5yrs	\$6,934	2021
General	Police	R	Ford Interceptor SUV	2017 Ford Explorer SUV	228	Lease - 5yrs	\$8,839	2022
General	Police	R	Ford Interceptor SUV	2017 Ford Explorer SUV	229	Lease - 5yrs	\$8,839	2022
General	Police	R	Ford Interceptor SUV	2017 Ford Interceptor SUV	230	Lease - 5yrs	\$9,104	2023
General	Police	R	Ford Interceptor Command	2019 Ford Interceptor Command	new	Lease - 5yrs	\$12,693	2024
General	Police	R	Chevy Tahoe 4x4	2019 Chevy Tahoe 4x4	new	Lease - 5yrs	\$11,827	2024
General	Community Development	R	Ford Escape SE 4x4	2012 Ford Escape Hybrid	107	Lease - 5yrs	\$4,978	2020
General	Admin	R	Ford Escape SE 4x4	2011 Ford Escape Hybrid	110	Lease - 5yrs	\$4,978	2020
Wastewater	Public Works - WW	R	Ford F-150 Super Cab	2008 Chevy Colorado	403	Lease - 5yrs	\$5,581	2020
Wastewater	Public Works - WW	R	Ford F-250 Super Cab 4x4	2011 Chevy Silverado	405	Lease - 5yrs	\$5,916	2022
Wastewater	Public Works - WW	R	Ford F-150 Super Cab	2013 Ford F-150	406	Lease - 5yrs	\$6,083	2023
Wastewater	Public Works - WW	R	Ford F-450 Crane Truck	2019 Ford F-450 Crane Truck	new	Purchase	\$127,680	2030
Wastewater	Public Works - WW	R	None	2006 Ford Escape	402	Sell	\$0	2020
Water	Public Works - Water	R	Ford F-350 Super Cab	2013 Ford F-350	315	Lease - 5yrs	\$12,806	2020
Water	Public Works - Water	R	Ford F-250 Super Cab	2013 Ford F-250	314	Lease - 5yrs	\$8,698	2021
Water	Public Works - Water	R	Ford F-150 Super Cab	2017 Ford F-150	316	Lease - 5yrs	\$5,916	2022
Water	Public Works - Water	R	Ford F-150 Super Cab	2018 Ford F-150	317	Lease - 5yrs	\$6,093	2023
Water	Public Works - Water	R	Ford Escape SE 4x4	2019 Ford Escape SE 4x4	new	Lease - 5yrs	\$8,959	2024
Water	Public Works - Water	R	Ford Escape SE 4x4	2019 Ford Escape SE 4x4	new	Lease - 5yrs	\$6,933	2024

\*For lease vehicles, the cost shows the budgeted annual lease amount for the fiscal year

**TOWN OF PURCELLVILLE HEAVY EQUIPMENT TARGET REPLACEMENT SCHEDULE**

Department	Replace or Addition	Current Vehicle/Equipment	Replacement Vehicle/Equipment	Lease or Purchase	Acquisition and Installation Cost*	Target Replacement Fiscal Year
ENGINEERING	R	GEOCOLLECTOR FOR ARCGIS	Geo collector	Purchase	\$10,000	2025
ENGINEERING	R	HIGH ACCURACY ANTENNA FOR GEOCOLLECTOR	High Accuracy antenna	Purchase	\$3,500	2025
MAINTENANCE	R	DEFIBRILLATOR, AED	Defibrillator, AED	Purchase	\$2,000	2020
MAINTENANCE	R	TRAILER, WITH TRAFFIC SIGN	Variable Message Board	Purchase	\$13,000	2021
MAINTENANCE	R	TRAILER, WITH TRAFFIC SIGN	Variable Message Board	Purchase	\$13,000	2021
MAINTENANCE	R	SPRAYER, PARKING LOT, PAINT	Line sprayer	Purchase	\$2,500	2021
MAINTENANCE	R	TRAILER, WITH TRAFFIC SIGN	Message board	Purchase	\$13,000	2021
MAINTENANCE	R	SPREADER, SALT, TRUCK MOUNTED, HIGH-END	Stainless Steel Salt Spreader	Purchase	\$25,000	2023
MAINTENANCE	R	MOWER, RIDING, ZERO-TURN Exmark	Zero Turn riding mower	Purchase	\$13,000	2023
MAINTENANCE	R	Slope Mower	Slope Mower	Purchase	\$25,000	2023
MAINTENANCE	R	MOWER, WALK BEHIND, W/ 48" DECK	48" Walk behind mower	Purchase	\$10,000	2023
MAINTENANCE	R	SPREADER, SALT, TRUCK MOUNTED, HIGH-END	Stainless Steel Salt Spreader	Purchase	\$25,000	2024
MAINTENANCE	R	SEWER, CAMERA Vivax-- metrotech	Push sewer camera	Purchase	\$12,000	2024
MAINTENANCE	R	LEAF COLLECTOR, SELF CONTAINER	Leaf Vac	Purchase	\$25,000	2025
MAINTENANCE	R	TOOLCAT	Utility Work Machine	Purchase	\$75,000	2025
MAINTENANCE	R	DETECTOR, MSA 5X MULTI-GAS	5x multi gas meter	Purchase	\$2,000	2025
MAINTENANCE	R	FLOOD LIGHT, TRAILER MOUNTED	Light tower trailer	Purchase	\$15,000	2025
MAINTENANCE	R	EXCAVATOR	Mini Excuvator	Purchase	\$75,000	2026
MAINTENANCE	R	COMPACT TRACK LOADER	Compact Track Loader	Purchase	\$60,000	2026
MAINTENANCE	R	HYDRAULIC BREAKER FOR EXCAVATOR	Hydraulic Breaker	Purchase	\$15,000	2026
MAINTENANCE	R	MOWER, FLEX WING ROTARY CUTTER, TOWED	15' Bush Hog	Purchase	\$20,000	2026
MAINTENANCE	R	SEWER CAMERA SYSTEM, CPU CONTROLLED	Sewer Camera System	Purchase	\$100,000	2026
MAINTENANCE	R	SNOWBLOWER ATTACHMENT, SKID LOADER	Snow blower attachment	Purchase	\$10,000	2026
MAINTENANCE	R	CHIPPER, BRUSH, TOW-BEHIND	Brush Chipper	Purchase	\$30,000	2027
MAINTENANCE	R	ROLLER, ASPHALT	2 Ton Dual Drum Roller	Purchase	\$25,000	2027
MAINTENANCE	R	SPREADER, SALT, TRUCK MOUNTED, HIGH-END	Stainless Steel Salt Spreader	Purchase	\$25,000	2027
MAINTENANCE	R	MOWER, ATTACHMENT, SIDE BOOM	Mower attachment/ Side Boom	Purchase	\$20,000	2028
MAINTENANCE	R	SL-RAT, SEWERLINE RAPID ASSESSMENT TOOL	SL- Rat	Purchase	\$30,000	2028
MAINTENANCE	R	SEWER, CAMERA	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	LOADER, FRONT END	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	LOADER, FRONT END, W/ BACKHOE	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	TRAILER, UTILITY	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	LOADER, FRONT END, HYDRAULIC ATTACHMENT	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	TRACTOR, 40-54 HP	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	TRAILER, LOW BOY	To be determined	Purchase	TBD	TBD
MAINTENANCE	R	TRAILER, UTILITY	To be determined	Purchase	TBD	TBD
WASTE WATER	R	DEFIBRILLATOR, AED	DEFIBRILLATOR, AED	purchase	\$1,500	2019
WASTE WATER	R	GENERATOR, BACK UP	GENERATOR, BACK UP	purchase	\$175,000	2020
WASTE WATER	R	COMPUTER, W/ MONITOR	COMPUTER, W/ MONITOR	purchase	\$7,000	2020
WASTE WATER	R	MONITOR, 15"-29"	MONITOR, 15"-29"	purchase	\$2,800	2020
WASTE WATER	R	COMPUTER, FILE SERVER	COMPUTER, FILE SERVER	purchase	\$3,000	2020
WASTE WATER	R	BLADE, SNOW PLOW, 8'	BLADE, SNOW PLOW, 8'	purchase	\$4,000	2020
WASTE WATER	R	COMPUTER, FILE SERVER	COMPUTER, FILE SERVER	purchase	\$3,000	2021
WASTE WATER	R	CONTROLLER UNIT	CONTROLLER UNIT	purchase	\$3,000	2021
WASTE WATER	R	COMPUTER, LAPTOP	COMPUTER, LAPTOP	purchase	\$2,200	2021
WASTE WATER	R	COMPUTER	COMPUTER	purchase	\$1,500	2022
WASTE WATER	R	COD REACTOR	COD REACTOR	purchase	\$1,200	2022
WASTE WATER	R	COMPUTER, W/ MONITOR	COMPUTER, W/ MONITOR	purchase	\$1,500	2022
WASTE WATER	R	COMPUTER, FILE SERVER	COMPUTER, FILE SERVER	purchase	\$6,000	2022
WASTE WATER	R	METER, OXYGEN	METER, OXYGEN	purchase	\$1,750	2022
WASTE WATER	R	MOWER, RIDING, ZERO-TURN	MOWER, RIDING, ZERO-TURN	purchase	\$7,500	2022
WASTE WATER	R	WASHER, HIGH PRESSURE, GAS ENG, 2000 PSI, 5 HP	WASHER, HIGH PRESSURE, GAS EN	purchase	\$1,200	2022
WASTE WATER	R	METER, OXYGEN	METER, OXYGEN	purchase	\$2,000	2023
WASTE WATER	R	METER, OXYGEN	METER, OXYGEN	purchase	\$2,000	2023
WASTE WATER	R	METER, PH, LABORATORY	METER, PH, LABORATORY	purchase	\$1,800	2023

**TOWN OF PURCELLVILLE HEAVY EQUIPMENT TARGET REPLACEMENT SCHEDULE**

Department	Replace or Addition	Current Vehicle/Equipment	Replacement Vehicle/Equipment	Lease or Purchase	Acquisition and Installation Cost*	Target Replacement Fiscal Year
WASTE WATER	R	SEALER QUANTI-TRAY	SEALER QUANTI-TRAY	purchase	\$3,500	2024
WASTE WATER	R	METER, PH, LABORATORY	METER, PH, LABORATORY	purchase	\$2,000	2024
WASTE WATER	R	WATER BATH	WATER BATH	purchase	\$1,100	2024
WASTE WATER	R	TELEVISION, 40"-50"	TELEVISION, 40"-50"	purchase	\$1,500	2025
WASTE WATER	R	PROJECTOR, LCD, LOW END	PROJECTOR, LCD, LOW END	purchase	\$1,200	2025
WASTE WATER	R	MOWER, RIDING, W/ 60" DECK	MOWER, RIDING, W/ 60" DECK	purchase	\$6,500	2025
WASTE WATER	R	MOWER, WALK BEHIND, W/ 48" DECK	MOWER, WALK BEHIND, W/ 48" DECK	purchase	\$5,500	2025
WASTE WATER	R	METER, SPECTROPHOTOMETER	METER, SPECTROPHOTOMETER	purchase	\$10,000	2025
WASTE WATER	R	LOADER, SKID-STEER	LOADER, SKID-STEER	purchase	\$25,000	2025
WASTE WATER	R	BUCKET, SKID LOADER	BUCKET, SKID LOADER	purchase	\$1,000	2025
WASTE WATER	R	METER, SPECTROPHOTOMETER	METER, SPECTROPHOTOMETER	purchase	\$10,000	2026
WASTE WATER	R	DIGESTION BLOCKING UNIT	DIGESTION BLOCKING UNIT	purchase	\$5,000	2026
WASTE WATER	R	AC, PORTABLE, ROOM, ROLLING	AC, PORTABLE, ROOM, ROLLING	purchase	\$1,200	2026
WASTE WATER	R	VEHICLE, ALL TERRAIN, ATV	VEHICLE, ALL TERRAIN, ATV	purchase	\$25,000	2026
WASTE WATER	R	BLADE, SNOW PLOW, 6'	BLADE, SNOW PLOW, 6'	purchase	\$3,500	2026
WASTE WATER	R	METER, FLOW	METER, FLOW	purchase	\$1,200	2026
WASTE WATER	R	PUMP, TRASHWATER	PUMP, TRASHWATER	purchase	\$5,000	2026
WASTE WATER	R	METER,OXYGEN,SELF STIRRING PROBE	METER,OXYGEN,SELF STIRRING PR	purchase	\$1,600	2026
WASTE WATER	R	PUMP, 1-15HP, 1-3600RPM, 1-185GPM	PUMP, 1-15HP, 1-3600RPM, 1-185GPM	purchase	\$7,000	2028
WASTE WATER	R	WASHER, STEAM, ELECTRIC	WASHER, STEAM, ELECTRIC	purchase	\$7,500	2028
WASTE WATER	R	REFRIGERATOR, REACH-IN, 2 DOOR	REFRIGERATOR, REACH-IN, 2 DOOR	purchase	\$2,300	2028
WASTE WATER	R	SCALE, ELECTRONIC, DIGITAL	SCALE, ELECTRONIC, DIGITAL	purchase	\$4,000	2028
WASTE WATER	R	CENTRIFUGE, TABLETOP, SCIENCE	CENTRIFUGE, TABLETOP, SCIENCE	purchase	\$1,300	2028
WASTE WATER	R	GRINDER - CHANNEL MONSTER SEWER	GRINDER - CHANNEL MONSTER SEW	purchase	\$25,000	2029
WASTE WATER	R	METER, PH/ISE, LABORATORY	METER, PH/ISE, LABORATORY	purchase	\$1,200	2029
WASTE WATER	R	GENERATOR, BACK UP	GENERATOR, BACK UP	purchase	\$35,000	2030
WASTE WATER	R	GRAVITY OVEN	GRAVITY OVEN	purchase	\$1,700	2030
WASTE WATER	R	PUMP, TRASHWATER, TRAILER MOUNTED	PUMP, TRASHWATER, TRAILER MOU	purchase	\$30,000	2030
WASTE WATER	R	AIR COMPRESSOR, PORTABLE, HIGH-END	AIR COMPRESSOR, PORTABLE, HIG	purchase	\$1,100	2030
WASTE WATER	R	SCIENTIFIC, FURNACE	SCIENTIFIC, FURNACE	purchase	\$3,200	2030
WASTE WATER	R	GODWIN PUMP CONTROLLER	GODWIN PUMP CONTROLLER	purchase	\$3,000	2030
WASTE WATER	R	ANALYZER, MOISTURE, DIGITAL	ANALYZER, MOISTURE, DIGITAL	purchase	\$3,750	2030
WASTE WATER	R	SCIENTIFIC, FURNACE	SCIENTIFIC, FURNACE	purchase	\$2,500	2030
WASTE WATER	R	TRACTOR, 40-54 HP	TRACTOR, 40-54 HP	purchase	\$35,000	2030
WASTE WATER	R	GENERATOR, BACK UP	GENERATOR, BACK UP	purchase	\$35,000	2032
WASTE WATER	R	GENERATOR, BACK UP	GENERATOR, BACK UP	purchase	\$65,000	2032
WASTE WATER	R	GENERATOR, BACK UP	GENERATOR, BACK UP	purchase	\$45,000	2036
WASTE WATER	R	RACK, ENCLOSURE	RACK, ENCLOSURE	purchase	\$3,500	2038
WASTE WATER	R	GENERATOR, BACK UP	GENERATOR, BACK UP	purchase	\$165,000	2038
WASTE WATER	R	AIR COMPRESSOR, STATIONARY, 5 HP	AIR COMPRESSOR, STATIONARY, 5	purchase	\$1,500	2038
WASTE WATER	R	DESK, FURNITURE SYSTEM, 2 OFFICE	DESK, FURNITURE SYSTEM, 2 OFFIC	purchase	\$2,500	TBD
WASTE WATER	R	DRILL PRESS	DRILL PRESS	purchase	\$2,100	TBD
WASTE WATER	R	ROUTER, ETHERNET	ROUTER, ETHERNET	purchase	\$1,200	TBD
WASTE WATER	R	ROUTER, ETHERNET	ROUTER, ETHERNET	purchase	\$1,200	TBD
WASTE WATER	R	ROUTER, ETHERNET	ROUTER, ETHERNET	purchase	\$1,200	TBD
WASTE WATER	R	ROUTER, ETHERNET	ROUTER, ETHERNET	purchase	\$1,200	TBD
WASTE WATER	R	ROUTER, ETHERNET	ROUTER, ETHERNET	purchase	\$1,200	TBD
WASTE WATER	R	REFRIGERATED INCUBATOR	REFRIGERATED INCUBATOR	purchase	replaced	storage
WASTE WATER	R	DISTILLATION UNIT, WATER PURIFIER	DISTILLATION UNIT, WATER PURIFIE	purchase	storage	will not replace
WASTE WATER	R	DEIONIZER	DEIONIZER	purchase	storage	will not replace
WASTE WATER	R	DIGESTION BLOCKING UNIT	DIGESTION BLOCKING UNIT	purchase	storage	will not replace
WASTE WATER	R	METER, PH, LABORATORY	METER, PH, LABORATORY	purchase	storage	will not replace
WASTE WATER	R	DISTILLATION UNIT, WATER PURIFIER	DISTILLATION UNIT, WATER PURIFIE	purchase	storage	will not replace
WASTE WATER	R	PRINTER, LASERJET, HIGH-END	PRINTER, LASERJET, HIGH-END	purchase	storage	will not replace
WASTE WATER	R	DISTILLATION UNIT, WATER PURIFIER	DISTILLATION UNIT, WATER PURIFIE	purchase	storage	will not replace

**TOWN OF PURCELLVILLE HEAVY EQUIPMENT TARGET REPLACEMENT SCHEDULE**

Department	Replace or Addition	Current Vehicle/Equipment	Replacement Vehicle/Equipment	Lease or Purchase	Acquisition and Installation Cost*	Target Replacement Fiscal Year
WASTE WATER	R	FAX/COPIER/PRINTER	FAX/COPIER/PRINTER	purchase	storage	will not replace
WASTE WATER	R	FLOOR MACHINE, 20"	FLOOR MACHINE, 20"	purchase	NA	will not replace
WASTE WATER	R	SPECTROMIC EDUCATOR	SPECTROMIC EDUCATOR	purchase	NA	will not replace
WASTE WATER	R	OVEN, CONVECTION	OVEN, CONVECTION	purchase	TBD	TBD
WASTE WATER	R	TRACTOR, 40-54 HP	To be determined	Purchase	TBD	TBD
WASTE WATER	R	GENERATOR, TRAILER MOUNTED	To be determined	Purchase	TBD	TBD
WASTE WATER	R	GRINDER - CHANNEL MONSTER SEWER	To be determined	Purchase	TBD	TBD
WASTE WATER	R	ALL TERRAIN, ATV	To be determined	Purchase	TBD	TBD
WASTE WATER	R	ANALYZER, CHLORINE	ANALYZER, CHLORINE	purchase	TBD	TBD
WASTE WATER	R	SPECTROMIC EDUCATOR	SPECTROMIC EDUCATOR	purchase	TBD	TBD
WASTE WATER	R	METER, PH, LABORATORY	METER, PH, LABORATORY	purchase	TBD	TBD
WASTE WATER	R	VENTILATORS, SMOKE 24" (POSITIVE PRESSURE FAN)	VENTILATORS, SMOKE 24" (POSITIVE PRESSURE FAN)	purchase	TBD	TBD
WATER	R	MOWER, RIDING, W/ 60" DECK	Zero Turn Mower	Purchase	\$10,000	2022
WATER	R	METER, SPECTROPHOTOMETER	Spectrophotometer	purchase	\$8,000	2023
WATER	R	ICE MAKER, SMALL	Ice Maker	Purchase	\$4,500	2024
WATER	R	PUMP, CHEMICAL FEED, HIGH END	Chemical feed pump	Purchase	\$9,500	2025
WATER	R	GENERATOR, TRAILER MOUNTED	Generator Trailer Mounted	Purchase	\$40,000	2025
WATER	R	METER, SPECTROPHOTOMETER	Spectrophotometer	purchase	\$5,500	2027
WATER	R	FULL SL1000 PORTABLE PARALLEL ANALYZER (PPA)	Portable Analyzer	purchase	\$5,000	2027
WATER	R	BLADE, SNOW PLOW, 6'	Snow Plow	Purchase	\$7,000	2029
WATER	R	ANALYZER, STREAMING CURRENT MONITOR	Streaming Current Monitor	Purchase	\$15,000	2030
WATER	R	GENERATOR, BACK UP	Generator	Purchase	\$40,000	2035
WATER	R	GENERATOR, BACK UP	Back up Generator	purchase	\$40,000	2035
WATER	R	GENERATOR, BACK UP	Back up Generator	purchase	\$40,000	2035
WATER	R	GENERATOR, BACK UP	Back up Generator	purchase	\$40,000	2035
WATER	R	ALL TERRAIN, ATV	To be determined	Purchase	TBD	TBD
WATER	R	BOAT, 13 FOOT	To be determined	Purchase	TBD	TBD

## 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 (Unassigned) 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.

## GLOSSARY OF BUDGET TERMS

**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 Improvement Plan**- A community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a mulita-year period.

**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.

## GLOSSARY OF BUDGET TERMS

**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 is valued 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.

**Chargeback** – An allocation of costs and resource usage based on actual usage or a pre-determined amount. Before FY 2018, the Town recorded the chargeback as revenue to the General Fund and as an expense to the Utility Funds. Based on advice from the Town's auditor and GFOA input, the accounting was changed for budget fiscal year (2018) to record an expense reduction (contra-expense) to the General Fund instead to avoid overstating overall Town revenues and expenditures. While the Town's chargeback formulation uses cost allocation elements, the Town Council ultimately decides the chargeback amount allocated to each fund in the budget.

**Commodities** - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

**Comprehensive Plan** – A master plan designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government.

**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.

## GLOSSARY OF BUDGET TERMS

**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.

**Enterprise Fund** – Used to account for business type activities of the government such as water and wastewater utility systems. Operational costs of these funds are supported by user charges. (Also known as a Proprietary Fund.)

**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.

## GLOSSARY OF BUDGET TERMS

**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.

# GLOSSARY OF BUDGET TERMS

**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.

**General Obligation Bond**- A municipal bond secured by the government's pledge to use legally available resources, including tax revenues, to repay bond holders.

**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 that 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.

## GLOSSARY OF BUDGET TERMS

**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.

## GLOSSARY OF BUDGET TERMS

**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.

**Proffer** - A proffer is a voluntary commitment from a landowner or developer to reduce or eliminate the impact of new development on neighboring properties and the county.

**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 Fund** – Used to account for business type activities of the government such as water and wastewater utility systems. Operational costs of these funds are supported by user charges. (Also known as an Enterprise 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.

## GLOSSARY OF BUDGET TERMS

**Revenue Bond**- A municipal bond that finance income-producing projects and are secured by a specified revenue source.

**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.

**Structural Balance** - A budget that ensures financial sustainability multiple years in the future. Structure balance considers recurring and non-recurring revenues and expenses in developing a model for future fiscal sustainability. Ideally, each Town fund should be self-sustaining to cover its operational and debt expenses through taxes or its user fees.

**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.

## GLOSSARY OF BUDGET TERMS

**Unassigned Fund Balance** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**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.

**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.