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# Town of Purcellville Proposed Fiscal Plan and Capital Improvement Program Fiscal Years 2021 - 2025



# Town of Purcellville

– Town Manager Proposed –

Fiscal Plan FY 2021

&

Capital Improvement Program FY 2021-2025

## 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 Council

**Honorable Mayor Kwasi A. Fraser**

Honorable Vice-Mayor Tip Stinnette

Honorable Council member Nedim Ogelman

Honorable Council member Chris Bledsoe

Honorable Council member Ted Greenly

Honorable Council member Ryan Cool

Honorable Council member Joel D. Grewe

## Town Administration

**David Mekarski, Town Manager**

Elizabeth Krens, Director of Finance

Paula Hicks, Accounting Manager

Linda Jackson, Financial Analyst

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Purcellville**

**Virginia**

For the Fiscal Year Beginning

**July 1, 2019**

*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, 2019.

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 2021 budget highlights.

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

# TOWN MANAGER'S BUDGET MESSAGE

March 18, 2020

The Honorable Mayor, Members of the Town Council, and Town Residents:

## PREFACE

*The budget book and budget message delivered to you this evening, represents the culmination of five months of preparation, analysis and reductions made by my office from the proposals as submitted by each of our department heads. This work was essentially completed in mid-February when the budget process was locked down in order to prepare the spreadsheets, charts and graphs that compose this year's submittal. The state of emergencies issued in the last two weeks for our nation, our state, our county and our Town itself have the potential of radically changing business as usual. Our projections for both revenue and expenditures must be drastically revised. As an example, our forecast for Meals Tax and Sales Tax, which are the second and third largest revenue streams, may come in significantly below our estimates for FY21, as well as the remaining months for FY20. Likewise, this pandemic may necessitate additional positions necessary for public safety, which were not budgeted for FY21, and may cause overtime to exceed our projections across multiple departments. Following this evening, it is therefore necessary to revise our budget work session schedule and allow for additional time for the management team to revise both our expenditures and our revenues, which will be strained from the associated impacts of our emergency response to this pandemic.*

The Town of Purcellville has long been recognized for its fiscal management. The Town can boast of the highest credit rating from Standard and Poor's, and the second highest credit rating from Moody's and Fitch. The rating agencies' reports cited a number of factors that influenced these ratings including, Purcellville's very strong economy with access to the Washington metropolitan area; a) very strong management with strong financial policies and practices; b) strong budgetary performance with operating surpluses; c) very strong General Fund reserve levels and liquidity; and d) very strong budgetary flexibility and strong wealth and income indicators.

The Fiscal Year 2021 proposed total Town budget is \$21,670,331 for all funds, which consists of the General Fund at \$11,818,313, Water Fund at \$3,402,321, Wastewater Fund at \$4,274,338, Park and Recreation Fund at \$652,179 and the Capital Improvement Program (CIP) at \$1,523,180. Although the General Fund operating expenses increased by 4% from the previous fiscal year, the adopted budget **represents a 9% percent decrease** from the adopted FY 2020 Town's budget of \$23.73 million. This reduction is primarily from significant deferrals in capital improvements budget, especially within our Water Fund.

The factors that gave rise to the Town's strong credit rating are under significant pressure. I am solemnly delivering to you a budget that is balanced, however defers some important expenditures to future years, requiring that future Councils make large and unavoidable investments in the Town's infrastructure. It is important that the Town Council and the public are aware of this reality. However, this budget also represents a step in our 10-year plan toward solving some long-standing problems and accomplishing some important goals:

## TOWN MANAGER'S BUDGET MESSAGE

it brings the water and sewer enterprise funds into structural balance, provided we reach a consensus on an acceptable 10-year rate plan; creates more equitable water and sewer rate tiers; it creates a sustainable fund for the long-term maintenance of Fireman's Field; and maintains all current service delivery across all departments.

In order to deliver this balanced budget it was necessary to assume a 2-cent increase in the real property tax rate. The 2 additional cents would cost a homeowner for a house valued at \$400,000 to be approximately \$80.00 (eighty dollars) annually or 21 cents per day. In addition, without an adopted rate plan for the next ten years, it was necessary to drastically cut our investment in the Town's capital infrastructure. As your manager I am concerned about the extent to which this budget proposes deferring capital investment.

**Therefore, my budget message is intended convey to the Council and the community, not only what we are proposing to fund in this year's budget, but also communicate what we cannot fund in this year's budget, due to budgetary constraints that existed even before the scope of the pandemic was realized. FY21 represents one of the leanest budgets delivered to Town Council in recent years:**

This budget postpones a commitment to our 90 employees to implement the Compensation and Classification Study. The Compensation and Classification Study gives us valuable information about the Town's compensation levels relative to competing communities in Virginia. The Town learned that many Town employees fall below the median market salary (50%) for the job they are performing. Of particular concern are the employees who are paid a salary of 25% or more below the median salary. The immediate goal of this administration is to get each Town employee up to a salary that is at least 25% below the median market salary. The longer-term goal is to get each performing employee to a salary that is equal to the median salary for that particular job. Budgetary constraints this year have caused the Administration to postpone its goal of adjusting salaries so that each employee is paid no less than 25% below the market's current median salary for their position. These budgetary constraints have also caused the Administration to postpone its goal of implementing a pay-for-performance plan, and providing bonus incentives for exceptional accomplishments.

The proposed budget requests no increase in the number of employees, even though the organization is lean. The current proposed budget includes a freeze on our commitment to add new police officers for patrol; although in the light of the current emergency, must be re-evaluated. The budget includes no requested enhancements for information technology hardware, software, or equipment. The budget places a freeze on our leased vehicle replacement schedule, postponing scheduled orders to replace our existing aging fleet. This budget holds our training budget to last year's levels. This budget defers a majority of the capital improvements needed for the water treatment plant and its related infrastructure, beyond our goals set forth in our "risk reduced" 10-year water capital improvement plan introduced to the Council last year. This budget continues the practice of failing to account for the value of labor provided from employees of the General Fund to the benefit of the water and waste-water funds, effectively continuing the practice of subsidizing general funds to the water and waste water Enterprise Funds. While the value of this labor is \$1.6M, the water and

## TOWN MANAGER'S BUDGET MESSAGE

sewer funds repay only \$1 million of that amount under this budget. Therefore, General Fund revenues in the amount of \$600K are currently subsidizing our rate payers, rather than the rates paying for the true cost of services.

This budget represents an austerity Capital Improvement Budget across all fund accounts. The General Fund CIP is 92% below the FY20 Budget. For Water CIP, it represents a 95% reduction, and for Wastewater a 71% reduction from the FY20 Budget. These reductions are the result of deferring necessary expenses that must be made in future years.

While we recognize that we have to find a new temporary police headquarters in less than 10 months, this budget does not contain an appropriation for the rent differential for the interim facility that will house the department over the next 3 to 5 years. Nor does it contain the anticipated buildout required for that facility. The administration and police department are working with Moseley Architects to complete a quantitative and qualitative cost benefit analysis on the 3 top sites for Council and public review within the next two months. Upon final selection by Council, we will request a separate appropriation from our General Fund unassigned fund balance the Council to pass an associated reimbursement resolution that will allow the cost of the temporary facility to be incorporated with the debt instrument for the permanent headquarters.

### **Having covered what has been excluded from this budget, it is time to discuss the important items this budget accomplishes:**

With Council consideration and consensus, this budget accomplishes these critical objectives for the town: it creates water and sewer rates that can meet the debt service obligations of the water and sewer funds; it creates a more equitable rate structure by decreasing the existing 17 rate tiers, to 4; it establishes a tax rate for Fireman's Field that will fund the long-term maintenance and improvement for that important Town asset; and, last but not least, it maintains our healthy fund reserves for emergencies.

Over past years, residential water and sewer rates have been heavily subsidized by rates assessed against multi-family, commercial and institutional properties. I am obligated to provide to you my recommendations to adopt a new Utility Rate Structure that will reduce the subsidy of our residential utility rates; achieving over time, equitable and fair rates, as required by Virginia Statute for all user groups. I am professionally required to provide this Council with recommendations for a utility rate increase to pay for the actual cost of services and ensure we have sufficient revenue to pay for our sanitary sewer debt escalation; \$252,000 in FY21, \$237,000 in FY22 and \$824,000 in FY23. A total of \$1.3M over the next 3 years; an equivalent of 42% in sanitary sewer rates. In addition, it is my responsibility is to provide this Council with recommendations for a 10-year fiscal plan that will finance both adequate water and sewer capital improvements. Over the budget work sessions in the next two and a half months, my office and our management team are prepared to recommend scenarios to accomplish all three of these objectives.

With regard to the Fireman's Field Service Tax District (Special Parks and Recreation District), I am proposing a tax rate to return to the rate for tax year 2017 of 3.5 cents, which represents an additional half penny per \$100 of assessed value. This half penny will result

## TOWN MANAGER'S BUDGET MESSAGE

in an additional \$75K for the Town's Asset Management Program for the maintenance, repairs, and capital improvements required for the upkeep of Fireman's Field. This amount is consistent with our five-year obligation and commitment with the Loudoun County Parks and Recreation Department who is scheduling, staffing and maintaining all turf management, and operational requirements inside the complex during usage from our athletic organizations and the Purcellville Cannons. At a half penny increase, the approximate annual cost to a homeowner for a home valued at \$400,000 would be \$20.00 (twenty dollars) or a half a penny per day.

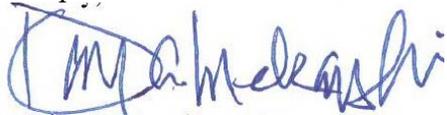
### GOING FORWARD:

At the point of writing this message, we find the world facing one of the greatest pandemics in recent history. This emergency may stretch the capacity of every municipality, county, region, state, and our very nation to deliver basic services to our citizens. In the weeks and months to come, we will all be tested to maintain our solemn oath to "protect the health, safety and welfare" of our residents, our business and our non-profit partners of our community. As such, my office, the management team and our Finance Department is taking great pains to be conscientious of preserving our Unassigned Fund Balance for our General Fund and Special Parks and Recreation Fund, as well as our ending Net Position in our two Enterprise Utility Funds. In the General Fund we achieved a 96% reduction in the use of reserve account as compared to FY20. In the Special Parks and Recreation Fund an 80% reduction. For Wastewater a 98% reduction in the use of the reserve account as compared to FY20.

Therefore, our Unassigned Fund Balance for the General Fund remains at \$6.2M, only a 1% decrease; \$301K in the Special Parks and Recreation Fund, only a 5% decrease. In the two Utility Enterprise Funds, Water has a healthy Net Position of \$11.3M, a 1% decrease, and Wastewater \$14.4M, a 0% decrease. These reserves and net positions are essential to manage a state of emergency and to ensure that we have the contingency to continue staffing of essential personal in our Water, Wastewater, Public Works, Finance and Police, our strong Reserves Fund will allow us to maintain the operation of our four essential services critical in the threat of a pandemic: the provision of potable water, the collection and treatment of raw sewage, the provision of public safety and the capacity to conduct emergency procurement and payroll through our dedicated men and women who staff our Finance Department.

While this message represents the beginning of the budget season, we as a community and as the Town's governing authority have more important issues at hand, as we have the responsibility to prepare this community for a national emergency. Our Council, management and administrative team will stand ready and unified to contain and mitigate the ominous threat that we all face across this nation and our town. Working together as a community, we will stand, divided we will fall. Starting tonight we no longer can take the attitude that it is business as usual, because we cannot afford the loss of time to prepare, to respond, to protect, to serve.

Godspeed us all.



---

David A. Mekarski, AICP  
Town Manager

# FY 2021 Proposed Budget Highlights

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## ALL FUNDS

- Operating Budget of \$20.147M, a 4.0% increase of \$0.766M
  - Changes from FY20 to FY21 Budget and other details will be covered subsequent pages
  - Operating Revenue Highlights
    - Governmental
      - \$4.861M Property Tax
      - \$2.897M Meals Tax
      - \$1.787M Other Local Tax
      - \$1.308M Sales Tax
      - \$1.201M Inter-Governmental
      - \$0.260M Other Governmental Revenue
      - \$0.156M Use of Money
    - Utility
      - \$3.402M Water
      - \$4.274M Wastewater

# FY 2021 Proposed Budget Highlights

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## ALL FUNDS (continued)

- Operating Expenditures Highlights
  - \$9.597M Employee Compensation
    - 3.0% Indexed Pay Increase for employees
      - Excludes funding for Class and Comp Study implementation
      - Excludes funding for Pay for Performance
      - Excludes Bonus Plan
    - Benefits
      - Local Choice Health Insurance rate increase of 4.6%
      - Virginia Retirement System (VRS) rate increased from 7.63% to 8.46%
      - VRS Group Life rate increased from 1.31% to 1.34%
      - VRS Hybrid Disability rate decreased from 0.590% to 0.528%
      - Retiree Health Insurance participation increase
  - Travel and Training held at FY20 budget for all departments
  - FTE Total is 87 plus Police over-hire authority for 1 officer
  
  - \$10.550M Non-Wage
    - \$5.743M Other Non-Wage
    - \$3.425M Debt
    - \$0.434M Cash Funded CIP
    - \$0.339M Capital Asset Replacement
      - New Leased Vehicle replacements have been deferred to later years
    - \$0.305M Meals Tax transferred to fund Wastewater
    - \$0.304M Contingency

# FY 2021 Proposed Budget Highlights

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## GOVERNMENTAL FUNDS

- Operating Budget of \$12.470M, a 4.8% increase of \$0.568M

## GENERAL FUND

- General Fund Operating budget totals \$11.818M or 5%, a \$0.582M increase over the FY20 budget
  - Revenue Change of \$0.582M
    - ↑ Property Tax \$0.588M
    - ↑ Other Local Taxes \$0.853M
    - ↓ Other Revenues (\$0.051M)
    - ↓ Transfer of Cash Reserves was (\$0.808M)
  - Expenditure Change \$0.582M
    - ↑ Salary & Benefits \$0.557M
    - ↑ Non-wage \$0.025M
- Operating Revenue Highlights:
  - Real Estate Tax proposed 2 cents rate increase from \$0.22 to \$0.24 per \$100 assessed value
    - A 1 cent change in the real estate tax rate is equivalent to \$0.150M
      - Average Residential impact is approximately \$42 per year per 1 cent change
    - Projections assume assessment growth of 5.31% in 2020 plus 3% in 2021
  - Meals Tax proposed 1% rate increase from 5% to 6%
    - The \$0.480M in incremental meals tax revenue produced from the rate increase has been proposed to support the Transportation Study (\$0.175M in FY21 and FY22) and Wastewater Debt Service (\$0.305M in FY21 and FY22). Meals tax is unique in that it generates revenue from Town residents as well as visitors that impact Purcellville's roads and utility systems.
    - A 1 percent change in the meals tax rate is equivalent to \$0.480M
    - Projections include 5% growth rate for new restaurants in FY21
  - The Fund no longer benefits from the Capital Reserve Fund contribution of approximately \$0.110M (ended in FY20)

# FY 2021 Proposed Budget Highlights

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## GENERAL FUND (continued)

- The Capital Reserve Fund was established with the proceeds of the sale of the old Town Hall and used to offset debt service cost associated with the new Town Hall in FY14-FY20.
- Sales Tax projections include a 3% growth rate in FY21
- Uses \$0.033M from Reserves to balance budgeted expenditures
- Operating Expense Highlights:
  - Salary and Benefits of \$6.601M
    - FTE is 67 plus Police over-hire authority for 1 officer, (0.6) FTE decrease from prior year
  - Non-wage expenditures of \$5.217M increased by \$0.025M over prior year
    - Change from FY20 Revised Budget
      - ↑ \$0.102M for new Trash/Refuse contract
      - ↑ \$0.305M Transfer to Wastewater
      - ↑ \$0.175M Transportation Study
      - ↑ \$0.041M Debt Service
      - ↓ (\$0.200M) Cash Funded CIP
      - ↓ (\$0.300M) Street Maintenance (one-time carryover of State maintenance funding in FY20)
      - ↓ (\$0.098M) Other
    - Operating projects of \$0.261M include:
      - \$0.175M Transportation Study, \$0.028M continued Credit Monitoring, \$0.026M Security enhancements, \$0.020M Personnel Manual, \$0.012M Other
    - Capital Asset Replacement Plan (CARP) of \$0.130M consists of \$0.111M vehicle and \$0.019M equipment leases
      - No additional leases or projects added in FY21
    - Operating contingency of \$0.100M for unexpected needs, emergency costs, or Council-directed priorities
    - Inter-fund Transfers:
      - Transfer \$0.305M to Wastewater Fund funded by the meals tax increase
  - Utility Chargeback \$0.990M (allocation of General Fund salary and benefit costs to Utility Funds)

# FY 2021 Proposed Budget Highlights

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- Capital Improvement Program (CIP)
  - Capital Improvement Program (CIP) includes 4 projects with FY20 budget of \$1.111M

## **SPECIAL PARKS & RECREATION (P&R) FUND**

- Parks & Recreation Operating budget totals \$0.652M, a (\$0.014M) decrease over the FY20 budget
  - Revenue Change (\$0.014M)
    - ↑ Special Tax District \$0.107M
    - ↓ Other Revenues (\$0.121M)
  - Expenditure Change (\$0.014M)
    - ↓ Salary & Benefits (\$0.001M)
    - ↓ Non-wage (\$0.013M)
- Operating Revenue Highlights:
  - Fireman's Field Tax District proposed ½ cent rate increase from \$0.030 to \$0.035 per \$100 Assessed Value
  - Uses \$0.015M from Reserves (to balance budgeted expenditures for Sue Kane Trail grant preparation)
- Operating Expense Highlights:
  - Salary and Benefits of \$0.178M
    - FTE of 2, no change from prior year.
  - Non-wage expenditures of \$0.474M decreased by (\$0.013M) from prior year
    - Operating Projects include \$0.015M for Sue Kane Trail grant preparation
    - Capital Asset Replacement (CARP) of \$0.075M for Fireman's Field renovations
    - Operating contingency of \$0.004M for unexpected needs, emergency costs, or Council-directed priorities
- Capital Improvement Program (CIP)
  - Established new P&R CIP Fund
  - Capital Improvement Program (CIP) includes 1 project with FY20 budget of \$0.300M
  - CIP project funded from external sources

# FY 2021 Proposed Budget Highlights

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## UTILITY FUNDS

- Operating Budget of \$7.677M, a 2.6% increase of \$0.197M

## WATER FUND

- Water Operating budget totals \$3.402M, a 3.3% increase of \$0.109M over the adopted FY20 budget
  - Revenue Change \$0.109M
    - ↑ User Fees \$0.161M
    - ↓ Availability Fees (\$0.078M)
    - ↑ Other Revenues \$0.026M
  - Expenditure Change \$0.109M
    - ↑ Salary & Benefits \$0.080M
    - ↑ Non-wage \$0.029M
      - Change from FY20 Revised Budget
        - ↓ (\$0.120M) Cash Funded CIP
        - ↑ \$0.119M Debt
        - ↑ \$0.030M Other
- Operating Revenue Highlights:
  - Change in utility rate structure per Stantec Utility Rate Study recommendations
  - Water rate increase of 5%
  - Availability revenue expected to decrease as development slows
  - Uses \$0.089M from Reserves
- Operating Expense Highlights:
  - Salary and Benefits of \$1.480M including Chargeback
    - FTE of 9, no change from prior year

## FY 2021 Proposed Budget Highlights

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- Non-wage expenditures of \$1.922M increased by \$0.029M from prior year
  - No Operating Projects proposed in FY21
  - Capital Asset Replacement of \$0.024M consists of \$0.005M vehicle and \$0.019M equipment leases
    - No additional leases or projects added in FY21
  - Operating contingency of \$0.100M for unexpected needs, emergency costs, or Council-directed priorities
  - Inter-fund Transfers:
    - Transfer \$0.100M to Water Fund CIP
    - Utility Chargeback \$0.495M (allocation of General Fund salary and benefit costs to Utility Funds)
- Capital Improvement Program (CIP)
  - Capital Improvement Program (CIP) includes 1 projects of \$0.100M
  - CIP projects primarily funded from Water Fund Reserves of \$0.089M

### WASTEWATER FUND

- Wastewater Operating budget totals \$4.274M, an increase of \$0.088M over the adopted FY20 budget
  - Revenue Change \$0.088M
    - ↑ User Fees \$0.211M
    - ↑ Availability Fees \$0.313M
    - ↑ Other Revenues \$0.003M
    - ↓ Use of Cash Reserves (\$0.439M)
  - Expenditure Change \$0.088M
    - ↓ Salary & Benefits (\$0.050M)
    - ↑ Non-wage \$0.138M
      - Change from FY20 Revised Budget
        - ↑ \$0.252M Debt
        - ↑ \$0.100M Contingency

# FY 2021 Proposed Budget Highlights

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## WASTEWATER FUND (continued)

- ↓ (\$0.203M) Cash Funded CIP
- ↓ (\$0.011M) Other
  
- Operating Revenue Highlights:
  - Change in utility rate structure per Stantec Utility Rate Study recommendations
  - Wastewater rate increase of 5%
  - Availability revenue is slowing. However, there is an increase from FY20 due to the oversize agreement for the West End Pump Station.
  - New \$0.305M in Revenue proposed from General Fund Meals Tax increase
  - Uses \$0.013M from Reserves
  
- Operating Expense Highlights:
  - Salary and Benefits of \$1.337M including Chargeback
    - FTE of 9, no change from prior year
  - Non-wage expenditures of \$2.937M increased by \$0.138M from prior year
    - No Operating Projects proposed in FY21
    - Capital Asset Replacement of \$0.110M consists of \$0.060M I&I, \$0.031M vehicle and \$0.019M equipment leases
      - No additional leases or projects added in FY21
    - Operating contingency of \$0.100M for unexpected needs, emergency costs, or Council-directed priorities
    - Inter-fund Transfers:
      - Transfer \$0.334M to Wastewater Fund CIP
      - Transfer \$0.305M received from General Fund meal tax increase
      - Utility Chargeback \$0.495M (allocation of General Fund salary and benefit costs to Utility Funds)
  
- Capital Improvement Program (CIP)
  - Capital Improvement Program (CIP) includes 2 projects with FY20 budget of \$0.334M
  - CIP projects funded from Water Fund Reserves

## **Summary of Service Level Changes FY 2021**

### **General Fund**

Service Levels supported by the General Fund remain stable in FY 2021. Revenue enhancements have been proposed in FY 2021 to sustain current service levels.

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

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

Beginning in FY 2020, the Town began to offer more comprehensive parks and recreation services that include developing a parks and recreation master plan. Revenue enhancement are proposed in FY21 to sustain current service levels to include CARP.

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 remain stable in FY 2021. Revenue enhancements are proposed in FY21 to sustain current service levels to include CIP in Water Fund plus \$1.3M Debt Service escalations in Wastewater over the next 3 years.

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

**FY 2021 FUNDED ENHANCEMENTS**

DEPARTMENT REQUEST		DESCRIPTION	FTE	Personnel	Operating & Maintenance	Capital Asset Replacement (CARP)	Revenue	Net Budget Impact
All	3% Index Rate Adjustment	The Index Rate Adjustment is a component of the Town's Pay for Performance Program adopted in April 2014. This pay adjustment is intended to support cost of living impacts and allows the Town to maintain a competitive market position for employee recruitment and retention. Based on meetings with neighboring jurisdictions, proposed FY21 pay rate adjustment average between 2-4%. Many of these jurisdictions are also executing pay rate changes based on recent Classification and Compensation Studies given the competitive nature of the employment market in our area.	0.0	\$186,197	\$0	\$0	\$0	\$186,197
All	Health Insurance Cost Increase	The Local Choice Health Insurance rate increased 4.6%.	0.0	\$44,762	\$0	\$0	\$0	\$44,762
<b>Subtotal</b>			<b>0.0</b>	<b>\$230,959</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,959</b>
Administration	Security Enhancements	A security assessment has been conducted for Town Hall to identify vulnerabilities and recommend improvements. The installation of a lockdown button and replacement of cypher locks with card swipe access controls will address the primary deficiencies noted in the assessment. As with security enhancements already implemented at other Town facilities, the Mayor and members of the TC openly expressed support for enhancements to ensure staff safety and security of Town assets.	0.0	\$0	\$26,000	\$0	\$0	\$26,000
Administration	Credit Monitoring	Annual funding for Identity Theft monitoring and legal service protection approved for 66 employees and applicable dependents employed prior to November 2017.	0.0	\$0	\$28,000	\$0	\$0	\$28,000
Internal Services	Personnel Manual	As the Town's Personnel Manual was last updated in 2005, a comprehensive update is required to incorporate numerous policy amendments and align policies with current employment law. The auditors "Current Year Comments and Suggestions" strongly recommend this update to, "help communicate, and encourage adherence to, Town policies; prevent possible confusion or misunderstandings among personnel; and provide a measure of liability protection to the Town in case of employee legal challenges of Town actions."	0.0	\$0	\$20,000	\$0	\$0	\$20,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$74,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,000</b>
Finance	OPEB Review	The Governmental Accounting Standards Board (GASB) requires municipalities to perform a bi-annual actuarial study of Other Post-Employment Benefits (OPEB) in order to validate accounting entries.	0.0	\$0	\$8,000	\$0	\$0	\$8,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>
Police	Accreditation	This ensures the Department's compliance with all standards and requirements associated with the Accreditation process. The accreditation period consists of four years and 2,980 proofs of compliance. Each year, the Department must complete 745 proofs and maintain officer training on required topics within mandated time periods.	0.0	\$0	\$3,500	\$0	\$0	\$3,500
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,500</b>

**FY 2021 FUNDED ENHANCEMENTS**

DEPARTMENT REQUEST		DESCRIPTION	FTE	Personnel	Operating & Maintenance	Capital Asset Replacement (CARP)	Revenue	Net Budget Impact
PW Engineering	Long Range Planning - Transportation Plan	The Town-wide Transportation Plan was last updated in 2009. Since then, significant changes have occurred, both within and outside of the Town boundaries, which impact vehicular volumes and patterns. It is important to periodically update the plan to reflect these changes and identify future transportation needs for the study year (2045). The plan will analyze future needs through travel forecasting, identification of vehicular, transit, bicycle and pedestrian needs. The total project cost is estimated at \$350,000 and will be split between FY21 and FY22 and funded by a proposed increase in the Meals Tax rate.	0.0	\$0	\$175,000	\$0	\$0	\$175,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,000</b>
Parks and Rec	Consultants	Consultants are proposed to prepare a grant application to the Virginia Recreational Trails Program for funding of Phase 1 of the Sue Kane Nature Preserve multi-use trail. The Town's 5-year Capital Improvement Plan (CIP) includes trail construction beginning in FY22. In order to complete the grant application, special engineering expertise is required 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. This grant program is very competitive and will require a highly technically competent application.	0.0	\$0	\$15,000	\$0	\$0	\$15,000
Parks and Rec	Fireman's Field	Maintenance and Repairs for Fireman's Field.	0.0	\$0	\$75,000	\$0	\$0	\$75,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>
PW Water	Financial Advisor	Consulting and modeling costs related to the Town's Utility Rate Study. The study includes development of a unique fiscal modeling tool, cost of service analysis and revenue needs analysis. Using these tools, the consultants will provide utility structure and rate recommendations focused on achieving long-term structural balance, fiscal policy compliance and a debt management plan to fund capital needs. The study began in FY19, however, a FY20 budget oversight failed to fully account for study costs resulting in an increase in FY21.	0.0	\$0	\$38,800	\$0	\$0	\$38,800
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$38,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,800</b>
PW Wastewater	I&I	Increase yearly funding for continued Inflow and Infiltration (I&I) management throughout the sewer distribution system to reduce potential sewer overflows, violations with fines and environmental impacts. Well managed I&I programs with reduce wastewater system costs.	0.0	\$0	\$60,000	\$0	\$0	\$60,000
PW Wastewater	Financial Advisor	Consulting and modeling costs related to the Town's Utility Rate Study. The study includes development of a unique fiscal modeling tool, cost of service analysis and revenue needs analysis. Using these tools, the consultants will provide utility structure and rate recommendations focused on achieving long-term structural balance, fiscal policy compliance and a debt management plan to fund capital needs. The study began in FY19, however, a FY20 budget oversight failed to fully account for study costs resulting in an increase in FY21.	0.0	\$0	\$38,800	\$0	\$0	\$38,800
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$98,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$98,800</b>
<b>TOTAL</b>			<b>0.0</b>	<b>\$230,959</b>	<b>\$488,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$719,059</b>

**FY 2021 UNFUNDED ENHANCEMENTS**

Dept	DEPARTMENT REQUEST	DESCRIPTION	FTE	Personnel	Operating & Maintenance	Capital Asset Replacement (CARP)	Revenue	Net Budget Impact
All	Compensation Study Implementation	The recent Classification and Compensation Study and consultant recommendations will be presented to Council for discussion during the FY 2021 budget deliberations. Funding options will need to be determined. The last Class and Comp Study was completed in 2005.	0.0	\$350,986	\$0	\$0	\$0	\$350,986
All	Pay for Performance	This enhancement provides a set aside amount of 2% of Town base salaries to fund any adjustments to salary based to fund Pay for Performance.	0.0	\$230,034	\$0	\$0	\$0	\$230,034
All	Pay Rate Adjustments	This enhancement provides funding for the Town Manager to make pay adjustments to recognize employee achievements such as certifications, licensing or other professional designations or skillsets.	0.0	\$100,000	\$0	\$0	\$0	\$100,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$681,020</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$681,020</b>
Administration	HVAC - Town Hall	Town Hall HVAC estimated repair and replacement costs.	0.0	\$0	\$0	\$90,000	\$0	\$90,000
Administration	Legal Services	This budget increase was necessary to fund outside legal services at an operating level above \$76,000 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.	0.0	\$0	\$154,000	\$0	\$0	\$154,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$154,000</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$244,000</b>
Police	Patrol Officers - 2 positions	2 additional patrol officer positions requested. This estimate includes pay, benefits and equipment costs.	2.0	\$175,825	\$0	\$0	\$0	\$175,825
Police	Vehicle Addition - Police	1 lease addition requested: \$41,097 Ford Interceptor SUV.	0.0	\$0	\$0	\$11,287	\$0	\$11,287
<b>Subtotal</b>			<b>2.0</b>	<b>\$175,825</b>	<b>\$0</b>	<b>\$11,287</b>	<b>\$0</b>	<b>\$187,112</b>
PW Engineering	Long Range Planning - Transportation Plan	The Town-wide Transportation Plan's total project cost is estimated at \$350,000. The Town Manager included half the cost in FY21 and deferred the balance until FY22.	0.0	\$0	\$175,000	\$0	\$0	\$175,000
PW Maintenance	Town - Holiday and Decoration	To help ensure the safety of the parade goers, this enhancement funds 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.	0.0	\$0	\$20,000	\$0	\$0	\$20,000

**FY 2021 UNFUNDED ENHANCEMENTS**

<b>Dept</b>	<b>DEPARTMENT REQUEST</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>Personnel</b>	<b>Operating &amp; Maintenance</b>	<b>Capital Asset Replacement (CARP)</b>	<b>Revenue</b>	<b>Net Budget Impact</b>
PW Maintenance	Vehicle Replacement	2 lease replacements requested: (1) \$71,706 for Ford F-450 Super Cab, (2) \$60,361 for Ford F-350 Super Cab.	0.0	\$0	\$0	\$26,413	\$0	\$26,413
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$195,000</b>	<b>\$26,413</b>	<b>\$0</b>	<b>\$221,413</b>
Community Development	Zoning Ordinance Update	The present Zoning Ordinance does not align with the new Comprehensive Plan. This enhancement funds the zoning ordinance update to ensure the Town maintains a consistent and statutory approach to development regulations. The last comprehensive update to the ordinance occurred in 2012. The FY20 budget provided \$60,000 in funding for phase 1 of this project, however, \$20,000 was moved to support additional costs associated with the Comprehensive Plan leaving a balance of \$40,000. The department will move forward with an RFP to better estimate project costs and more information will be provided when known.	0.0	\$0	\$60,000	\$0	\$0	\$60,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

**FY 2021 UNFUNDED ENHANCEMENTS**

Dept	DEPARTMENT REQUEST	DESCRIPTION	FTE	Personnel	Operating & Maintenance	Capital Asset Replacement (CARP)	Revenue	Net Budget Impact
Parks and Rec	Master Plan	The most current Purcellville Parks and Recreation Open Space Master Plan was conducted in 2005. A lot has changed in the town since the plan was adopted, and several ideas have surfaced about parks, trails, and activities. An updated plan will inform and guide decisions and prioritize these efforts with input from stakeholders and residents. The updated plan will include a review and analysis of existing conditions and assets, a needs assessment through which we will get input on the kinds of parks, trails, and activities residents are interested in, an analysis of benefits, funding opportunities, and potential partnerships. The master plan shall also incorporate existing Town, County, and State plans and policies. The end result will be a plan that will help guide us so we can prioritize, plan, and budget for new parks and recreation efforts. The department will utilize \$25,000 in FY20 consulting funding to begin work on this plan. More information will be provided when known.	0.0	\$0	\$60,000	\$0	\$0	\$60,000
Parks and Rec	Bike Feasibility Study	At the direction of the Town Council, the Purcellville Parks and Recreation Advisory Board was tasked to evaluate the costs to develop a Bike Park/Pump Track. A bike park/pump track is a continuous circuit of dirt rollers, berms, and jumps that loops back on itself, allowing one to ride it continuously. The park recommended by the Purcellville Parks and Recreation Advisory Board would be available to both children and adults with a design that is both interesting and challenging. The Parks and Recreation Advisory Board finalized their research, presented their report, recommendations, and estimates to the Town Council. Before pursuing the design and construction of the bike park, the Town will conduct a feasibility study to determine the best location for a bike park.	0.0	\$0	\$10,000	\$0	\$0	\$10,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>
PW Water	Vehicle Replacement	1 lease replacement requested: \$39,613 for Ford F-250 Super Cab.	0.0	\$0	\$0	\$8,000	\$0	\$8,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>
PW Wastewater	HVAC - Wastewater	Wastewater facility HVAC estimated repair and replacement costs.	0.0	\$0	\$0	\$140,000	\$0	\$140,000
<b>Subtotal</b>			<b>0.0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$140,000</b>
<b>TOTAL</b>			<b>2.0</b>	<b>\$856,845</b>	<b>\$479,000</b>	<b>\$275,700</b>	<b>\$0</b>	<b>\$1,611,545</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
- Personnel by Department
- Demographic and Economic Statistics
- Major Property Owners & Principal Employers
- Governmental Funds Revenue Trends
- Governmental Funds Expenditure Trends

# FAST FACTS

Purcellville is an award-winning town of approximately 10,000 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*
Dwelling Units:	2,983*
Population (Approximate):	10,025**

Number of Utility Accounts:	Residential 2,546 / Commercial 307; 89%/11%
Number of Commercial Businesses:	786
Number of Food Establishments:	52
Number of Licensed Contractors:	In-Town 32 / Out of Town 231
Number of Educational Institutions within Town Limits:	6 (Emerick ES, Mountain View ES, Blue Ridge MS, Loudoun Valley HS, Woodgrove HS, Patrick Henry College)
Total Taxable Real Property (as of 1/11/19 & 20):	\$1,444,372,920
Total Town Assets as of (6/30/18 & 19)	\$129,589,776

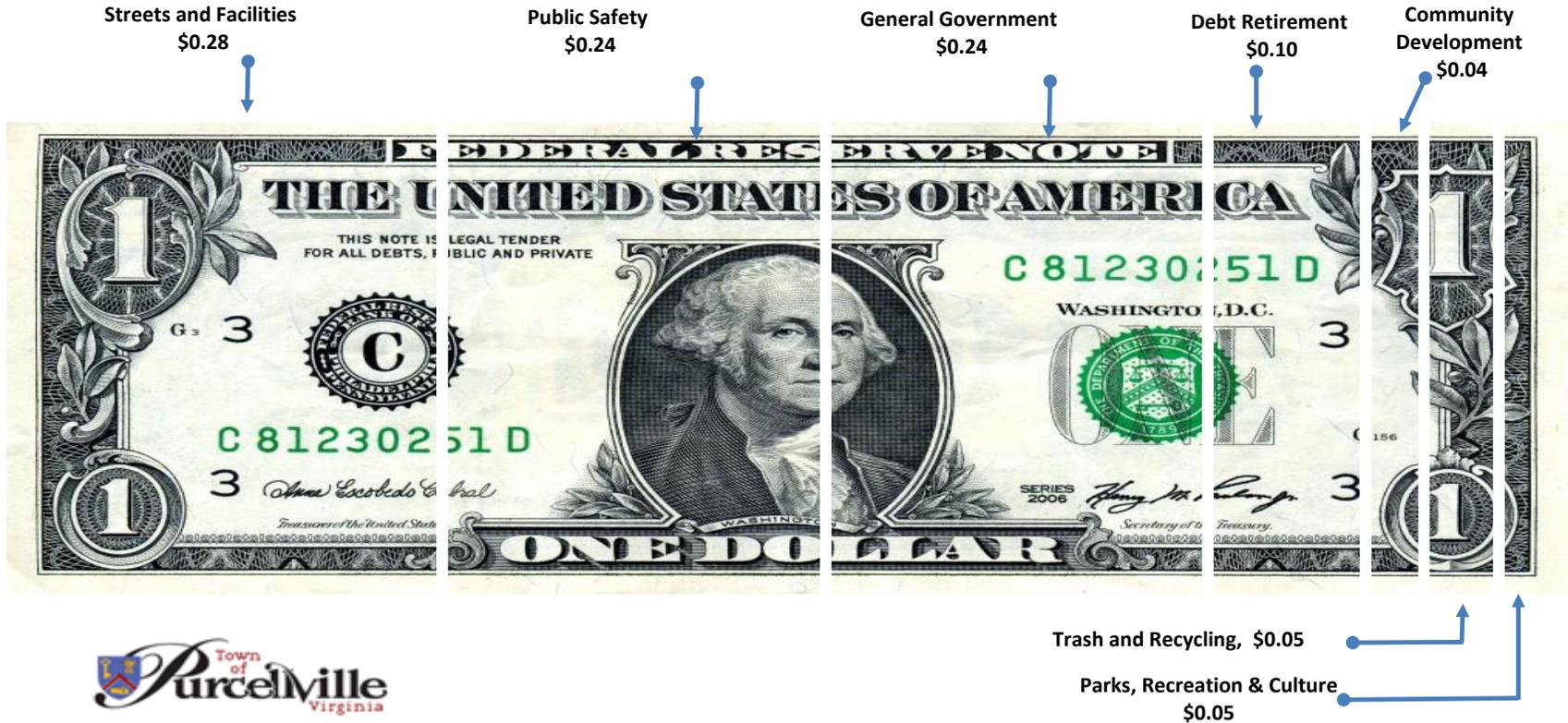
Miles of Streets Maintained:	54.39 miles (VDOT eligible) 1.17 miles (ineligible)
Miles of Water lines Maintained:	52 miles
Miles of Sewer Lines Maintained:	36 miles
Gallons per day water/sewage produced / treated:	554,800 / 684,200
Tons of Refuse Collected Annually:	2,661
Tons of Recycling Collected Annually:	616
Tons of Yard Waste Collected Annually:	300

\* Source: Community Development

\*\* Source: U.S. Census Bureau last update to Town’s population was July 1, 2018

# YOUR TAX DOLLAR AT WORK

## FY 2021 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 2021 Governmental Budget.



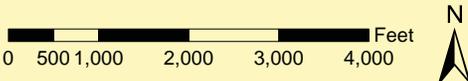
# Official Zoning Map

## 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.

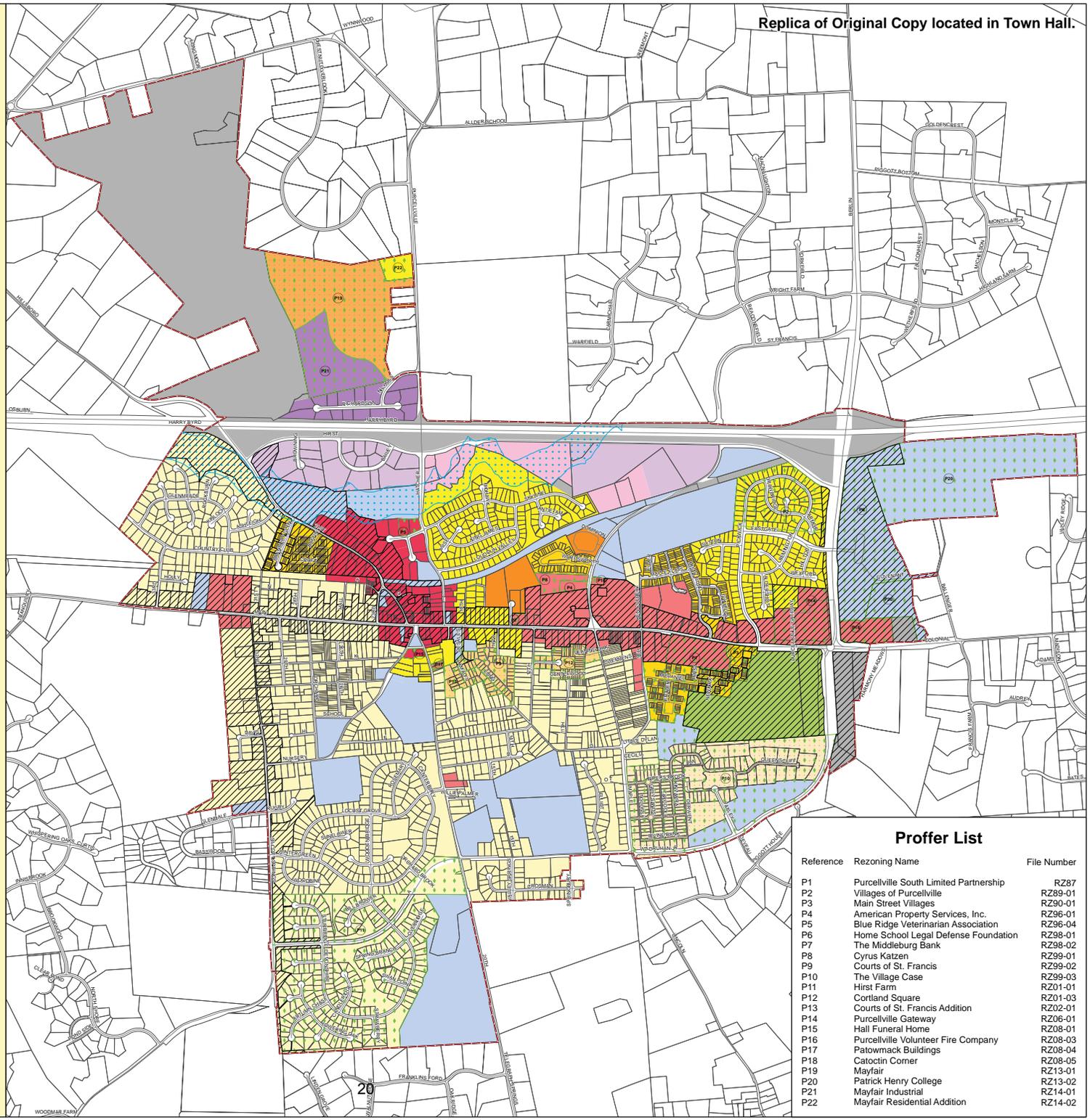
Disclaimer: The Town of Purcellville is not responsible for loss, if any, resulting from the use of this map or related data. Although this is displayed as the official town representation of zoning, property surveys should be referenced for the precise location of parcel lines and zoning boundaries.

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

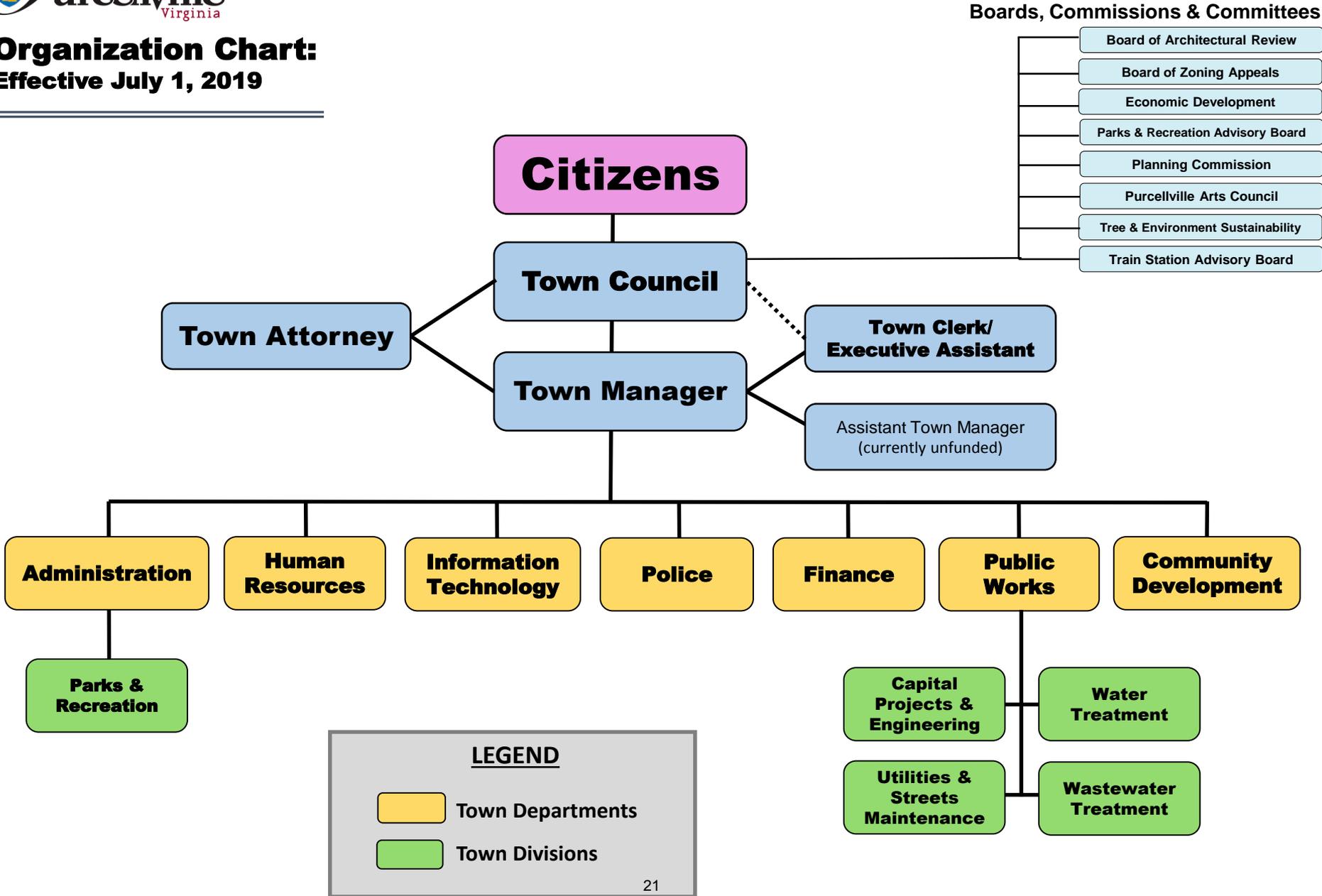
Replica of Original Copy located in Town Hall.



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

# Organization Chart: Effective July 1, 2019



## PERSONNEL BY DEPARTMENT

Department		FY14	FY15	FY16	FY17	FY18	FY 19	FY20	FY21 Proposed
ADMINISTRATION	Total FTE	8.20	7.60	7.60	7.60	7.20	8.20	8.20	8.20
	Head Count	11	11	11	11	11	12	12	12
FINANCE	Total FTE	7.60	7.60	8.60	8.60	8.60	9.30	10.30	9.70
	Head Count	8	8	10	10	10	11	12	12
INFORMATION TECHNOLOGY	Total FTE	1.65	1.65	2.60	2.60	3.00	3.00	3.00	3.00
	Head Count	2	2	3	3	3	3	3	3
COMMUNITY DEVELOPMENT	Total FTE	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	Head Count	4	4	4	4	4	4	4	4
POLICE DEPARTMENT	Total FTE	11.00	17.00	17.00	18.00	18.00	21.60	23.00	23.00
	Head Count	16	17	17	18	18	22	23	23
PUBLIC WORKS - ADMIN./ENG.	Total FTE	8.00	7.00	7.00	8.00	9.00	8.00	8.00	8.00
	Head Count	9	8	8	9	9	8	8	8
PUBLIC WORKS - MAINTENANCE	Total FTE	11.00	9.60	9.60	10.60	10.60	10.60	11.00	11.00
	Head Count	9	10	10	11	11	11	11	11
<b>TOTAL GENERAL FUND</b>									
	Full Time Equivalent	51.45	54.45	56.40	59.40	60.40	64.70	67.50	66.90
	Actual Head Count	59.00	60.00	63.00	66.00	66.00	70.60	73.00	73.00
PARKS & RECREATION	Total FTE	0.50	0.70	0.70	1.20	1.20	1.20	2.00	2.00
	Head Count	1	1	1	2	2	2	2	2
<b>TOTAL PARKS &amp; REC. FUND</b>									
	Full Time Equivalent	0.50	0.70	0.70	1.20	1.20	1.20	2.00	2.00
	Actual Head Count	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00
WATER	Total FTE	8.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
	Head Count	8	9	9	9	9	9	9	9
WASTEWATER	Total FTE	9.00	10.40	10.00	9.00	9.00	9.00	9.00	9.00
	Head Count	9	10	10	9	9	9	9	9
<b>TOTAL UTILITIES</b>									
	Full Time Equivalent	17.00	19.40	19.00	18.00	18.00	18.00	18.00	18.00
	Actual Head Count	17	19	19	18	18	18	18	18
<b>TOTAL STAFF</b>									
	Full Time Equivalent	72.95	74.55	76.10	78.60	79.60	83.90	87.50	86.90
	Actual Head Count	77	80	83	86	86	91	93	93
FY21/FY20 FTE Change									(0.60)
Historical Turnover Rates (Voluntary + Retirement + Termination)			5.00%	10.84%	16.67%	19.75%	9.41%	10.59%	
Source: Human Resources 2/21/20									

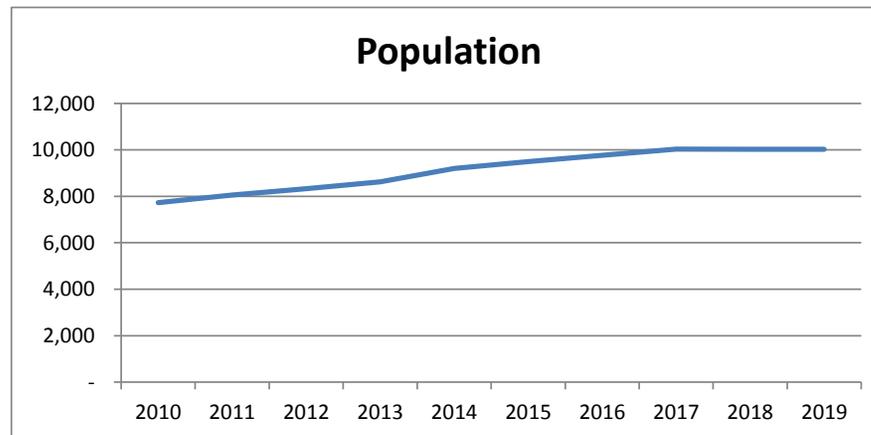
\* In FY20 and FY21, Officer Overhire Authority allows the PD department to hire one additional patrol officer in response to high levels of attrition within our regional law enforcement community. This authority has limited impact on budget but allows the department to reduce lag time in hiring and training for new officers.

## 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)
2010	7,727	62,979	33.6	2,105	5.2
2011	8,061	66,042	34.8	2,297	5.0
2012	8,333	68,208	34.7	2,330	4.8
2013	8,624	66,517	33.6	2,488	4.7
2014	9,204	67,577	33.6	2,603	4.5
2015	9,491	70,046	32.8	2,563	3.8
2016	9,765	71,218	33.8	2,699	3.4
2017	10,033	73,100	34.3	2,842	3.2
2018	10,025	75,700	34.3	2,838	2.7
2019	10,025	81,200	34.3	2,852	2.4

Sources:

- (1) 2010: US Bureau of Census, 2010 Decennial Census.  
2011-2018: US Bureau of Census Population Estimates.  
US Bureau of Census last update to Town's Population was July 1, 2018.
- (2) 2010-2017: Bureau of Economic Analysis, US Department of Commerce.  
2018-2019: Loudoun County Department of Management and Budget estimates.
- (3) 2010: US Bureau of Census, 2010 Decennial Census.  
2011-2017: US Bureau of Census 5-year Population Estimates;  
2018 and 2019 updates not yet available (2017 value is repeated).
- (4) 2010-2018: Weldon Cooper Center for Public Service School-Age Population Estimates for July 1 of the year indicated. 2019 is an estimate from the Loudoun County Department of Management and Budget.
- (5) Local Area Unemployment Statistics, Virginia Employment Commission, Month of June each year.



## MAJOR PROPERTY OWNERS & PRINCIPAL EMPLOYERS

<b>Major Property Owners</b>		
<b>Owner</b>	<b>Description/Location</b>	<b>Percentage of Total 2019 Assessed Value</b>
NSHE Fool Hollow Lake LLC	Shopping Ctr (105 Purcellville Gateway)	2.42%
Main St. Station LLC	Shopping Center (1000 E Main St)	1.70%
S R B Enterprises LLC	Shopping Center (711 E Main St)	0.83%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	0.74%
Valley Medical Center LLC	Medical Center (205 Hirst Road)	0.61%
Purcellville Development LLC	Shopping Center (1231 Wolf Rock Rd)	0.49%
Maple Avenue Apartments LP	Apartments (610-650 Dominion TE)	0.38%
Main Street Associates LP	Apartments (123 16th St)	0.36%
LRG-125 Hirst Road LLC	Office Building (125 Hirst Road)	0.29%
Purcellville Plaza LLC	201 N Maple Ave	0.27%

Source: Loudoun County Assessor of Real Estate

<b>Principal Employers</b>	
<b>Employer</b>	<b>Employees in FY19</b>
Loudoun County Schools	627
Harris Teeter	165
Blue Ridge Veterinary Assoc., Inc.	140
Giant	124
Home School Legal Defense	120
Wholesale Screening Solutions	106
Chick-fil-A (Payne Leadership Dev. Group)	90
Magnolia's at the Mill	87
Town of Purcellville	87
Patrick Henry College	70

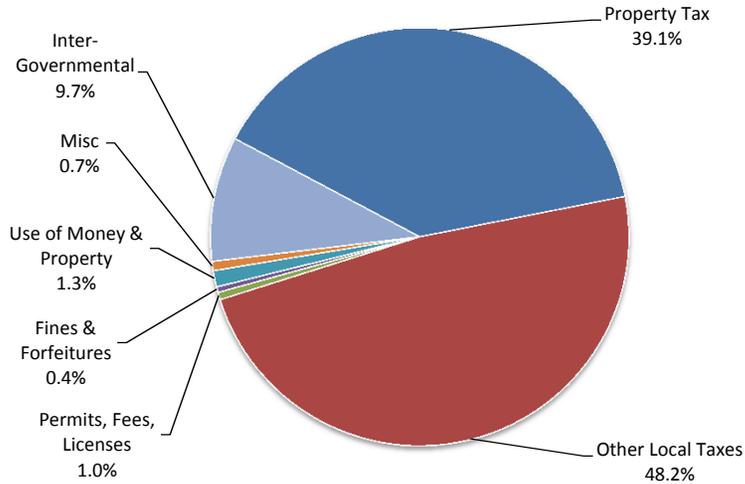
Source: Town Business License Renewal and Loudoun County Public Schools

## GOVERNMENTAL FUNDS REVENUE TRENDS

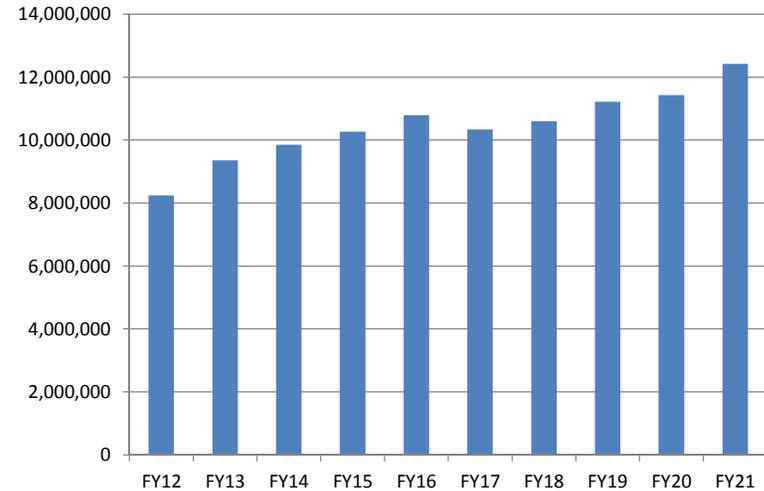
		Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property	Misc	Inter-Governmental	Total Revenues
<b>FY12</b>	Actual	2,526,297	3,191,608	81,782	73,046	50,350	1,186,070	1,132,421	8,241,574
<b>FY13</b>	Actual	2,850,968	3,705,243	102,822	84,156	42,558	1,196,391	1,377,979	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>	Actual	4,188,214	5,304,070	91,405	50,466	124,958	233,168	1,229,911	11,222,192
<b>FY20</b>	Estimated	4,488,304	5,356,111	81,000	54,100	156,000	88,229	1,206,412	11,430,156
<b>FY21</b>	Proposed	4,860,763	5,991,724	71,000	54,100	156,000	88,510	1,200,763	12,422,860

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

### FY 2021 Governmental Funds Revenues



### Governmental Fund Revenues

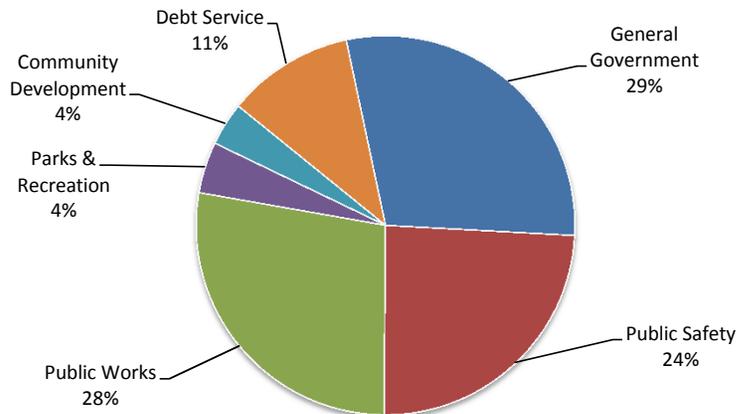


## GOVERNMENTAL FUNDS EXPENDITURE TRENDS

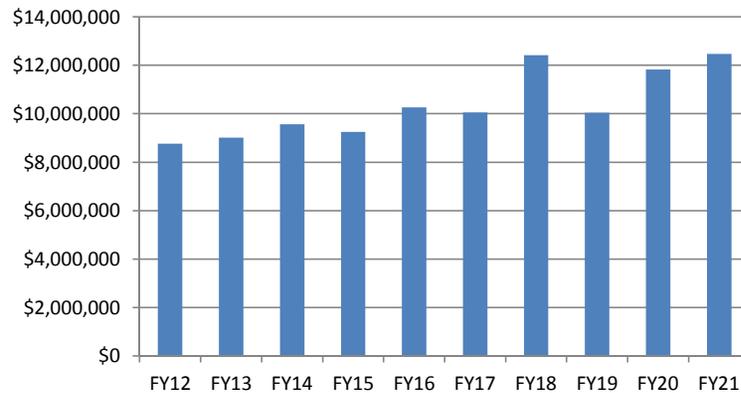
		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Debt Service	Total Expenditures
<b>FY12</b>	Actual	2,366,088	1,788,562	2,769,287	80,475	420,361	1,338,294	8,763,067
<b>FY13</b>	Actual	2,390,979	1,838,119	2,747,417	153,330	426,093	1,451,122	9,007,060
<b>FY14</b>	Actual	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	3,205,477	2,243,805	2,045,628	289,565	477,634	4,157,289	12,419,398
<b>FY19</b>	Actual	3,010,415	2,557,860	2,433,454	279,696	459,406	1,301,172	10,042,003
<b>FY20</b>	Estimated	3,466,839	2,684,280	3,285,904	564,578	511,921	1,309,707	11,823,229
<b>FY21</b>	Proposed	3,639,994	3,026,931	3,445,982	545,313	461,101	1,351,171	12,470,492

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

### FY 2021 Governmental Funds Expenditures



### Governmental Funds Expenditures



**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

<u>Mayor &amp; Town Council</u>
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. In December 2019, Fitch increased Purcellville's rating from AA to AA+. The following is a credit rating summary:

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

## 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 PLANS

## Multi-Year Financial Forecasting

- Multi-year Financial Forecasting:
  - Uses financial forecasts to provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability given the Town's service objectives and financial challenges.
  - Helps the Town anticipate and plan for future needs and challenges for the General Government (i.e., General Fund and Parks & Recreation Fund) Funds.
  - Is not designed to be a multi-year budget but rather a tool for assessing the impact that decisions made in this budget year may have in future budget years.
  - Are presented as part of the Fiscal Year 2021 Budget:
    1. General Fund
    2. Parks & Recreation Fund
    3. Water Utility Fund
    4. Sewer Utility Fund

### 1. General Fund and Parks & Recreation Fund

- The General Fund and Parks & Recreation Fund have been broken out separately.
  - The Multi-Year Financial Forecast for each takes into account the following:
    - Operating Revenues for each Fund
    - Operating Expenditures for each Fund,
    - Existing Debt Service tied to each Fund
    - Potential Debt Service for any potential New Projects
    - One-Time Funding Sources and Uses for each Fund
    - Magnitude of Projected Surplus/(Shortfall) for each Fund as measured versus the Value of 1¢ on the Real Estate Tax Rate
      - Note: Equating the magnitude of a projected shortfall to the Real Estate Tax Rate is not intended to imply or suggest a future tax rate increase. Rather, it is used as a benchmark for measuring the magnitude of potential future shortfalls, if they occur, against one of the Town's primary tax revenue source.
  - General Fund Unassigned Fund Balance Levels vs. the Town's Policy

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

## LONG-RANGE FINANCIAL PLANS

- The Town Manager's Proposed Fiscal Year 2021 Budget is used as the basis of the projection.
  - Revenue
    - Operating Revenues for each fund grow at 3% annually beginning in FY 2022.
    - The Value of 1¢ on the Real Estate Tax Rate is assumed to be \$150,000 in FY 2021. For purposes of measuring the impact of Projected Surpluses/Shortfalls, the value of 1¢ on the Real Estate Tax Rate is assumed to grow at 2.5% per year beginning in FY 2022 for both the General Fund and Parks & Recreation Fund.
    - Real Estate Tax rate increases from 22¢ to 24¢.
  - Expense
    - Operating Expenditures grow at 3% annually for each fund beginning in FY 2022.
    - FY 2021 Budgeted Operating Expenditures include a 3% indexed pay increase for employees.
  
- Key Assumptions used in the Multi-Year Projections for the **General Fund** include:
  - Continue the Chargeback methodology of allocating roughly \$1 million of General Fund personnel costs to the Water and Sewer Funds. The Chargeback allocation is relatively flat.
  - Annual use by the General Fund of the Capital Reserve Fund established with Town Hall Sale Proceeds per the Fall 2012 Plan of Finance. These funds are depleted starting in FY 2021.
  - One-time expenditures are shown as Other Financing Sources / (Uses)
  - Vehicle purchases planned for FY 2022-2025 have been factored with a 3.0% Cost Of Living Adjustment (COLA) into the planning projections in the Capital Outlay for Vehicles and Equipment line item.

# LONG-RANGE FINANCIAL PLANS

**Town of Purcellville, Virginia**

**Multi-Year General Fund Forecast**

	Actual 2019	Estimated 2020	<b>Proposed 2021</b>	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operating Revenues	\$10,667,086	\$10,825,392	\$11,785,681	\$12,172,862	\$12,538,048	\$12,914,190	\$13,301,615
Less: Operating Expense	(8,103,630)	(9,066,772)	(10,083,509)	(\$10,083,509)	(\$10,083,509)	(\$10,083,509)	(\$10,083,509)
<b>Surplus/(Deficit) Before Operating Projects &amp; CARP</b>	<b>2,563,456</b>	<b>1,758,620</b>	<b>1,702,172</b>	<b>2,089,353</b>	<b>2,454,539</b>	<b>2,830,681</b>	<b>3,218,106</b>
Less: <u>Operating Projects (Uses)</u>							
Road Paving Analysis	(26,655)	-	-	-	-	-	-
Security Enhancements	-	-	(26,000)	(26,800)	(27,600)	(28,400)	-
Credit Monitoring	-	(28,000)	(28,000)	(28,000)	(28,000)	(28,000)	-
Zoning Ordinance Update	-	(40,000)	-	-	-	-	-
Organizational Assessment	(70,216)	-	-	-	-	-	-
HR Study (Compensation / Personnel Manual)	(33,000)	(40,000)	(20,000)	-	-	-	(40,000)
One-Time Legal Cost	(36,525)	(160,000)	-	-	-	-	-
Cyclical Cost (Town Election, OPEB Actuarial Report, Accreditation)	-	(11,300)	(11,500)	(12,000)	-	(12,700)	(3,900)
Transportation Study	-	-	(175,000)	(175,000)	-	-	-
One-Time VDOT carryover expenditure	-	(364,998)	-	-	-	-	-
<b>Total Operating Projects</b>	<b>(166,396)</b>	<b>(644,298)</b>	<b>(260,500)</b>	<b>(241,800)</b>	<b>(55,600)</b>	<b>(69,100)</b>	<b>(43,900)</b>
Less: <u>Capital Asset Replacement Plan (CARP) (Uses)</u>							
Capital Cash Outlay for Vehicles and Equipment (CARP)	(191,107)	(128,021)	(130,000)	(133,330)	(117,760)	(121,293)	(124,932)
Capital Cash Outlay for Asset Replacement (HVAC)	-	-	-	(140,000)	(180,000)	(90,000)	-
<b>Total CARP</b>	<b>(191,107)</b>	<b>(128,021)</b>	<b>(130,000)</b>	<b>(273,330)</b>	<b>(297,760)</b>	<b>(211,293)</b>	<b>(124,932)</b>
<b>Surplus/(Deficit) Before Debt Other Financing Sources/(Uses)</b>	<b>2,205,953</b>	<b>986,301</b>	<b>1,311,672</b>	<b>1,574,223</b>	<b>2,101,179</b>	<b>2,550,288</b>	<b>3,049,275</b>
Less: <u>Annual Debt Service</u>							
Principal	(657,353)	(689,998)	(754,998)	(909,538)	(953,616)	(993,155)	(1,007,233)
Interest	(536,953)	(512,843)	(489,306)	(457,006)	(417,019)	(375,095)	(331,233)
New Debt Service (P+I) - PD	-	-	-	(473,244)	(473,244)	(473,244)	(473,244)
<b>Total Debt Service</b>	<b>(1,194,306)</b>	<b>(1,202,841)</b>	<b>(1,244,304)</b>	<b>(1,839,788)</b>	<b>(1,843,879)</b>	<b>(1,841,494)</b>	<b>(1,811,710)</b>
Less: <u>Other Financing Sources/(Uses)</u>							
Contingency - Operating Reserve	-	(116,853)	(100,000)	-	-	-	-
One-Time Transfer to Parks & Rec Fund	-	(50,000)	-	-	-	-	-
One-Time Transfer to Utility Funds	-	-	-	-	-	-	-
Cash Transfer to Capital Fund (CIP)	-	(200,000)	-	(46,100)	(450,000)	-	-
Source of Restricted Cash Reserves	-	364,998	-	-	-	-	-
Source of Cash Reserves	-	-	-	-	-	-	-
Source of Capital Reserve Fund (CIP)	111,038	104,937	-	-	-	-	-
<b>Total Other Sources/(Uses)</b>	<b>111,038</b>	<b>103,082</b>	<b>(100,000)</b>	<b>(46,100)</b>	<b>(450,000)</b>	<b>0</b>	<b>0</b>
<b>Net Surplus / (Deficit)</b>	<b>1,122,685</b>	<b>(113,458)</b>	<b>(32,632)</b>	<b>(311,665)</b>	<b>(192,700)</b>	<b>708,794</b>	<b>1,237,565</b>
<u>Equivalent Real Estate Tax Impact</u>							
Equivalent Real Estate Tax Impact	N/A	0.8¢	0.2¢	2¢	1.2¢	-	-
Value of One Penny	\$133,000	\$141,000	\$150,000	\$153,750	\$157,594	\$161,534	\$165,572
Growth of Value of One Penny		6.0%	6.4%	2.5%	2.5%	2.5%	2.5%
<u>Projected Financial Policy Compliance</u>							
<b>Unassigned Fund Balance</b>	<b>\$6,299,036</b>	<b>\$6,185,578</b>	<b>\$6,152,946</b>	<b>\$5,841,281</b>	<b>\$5,648,582</b>	<b>\$6,357,376</b>	<b>\$7,594,940</b>
<b>Unassigned Fund Balance vs. Revenues (%)</b>	<b>59.1%</b>	<b>57.1%</b>	<b>52.2%</b>	<b>48.0%</b>	<b>45.1%</b>	<b>49.2%</b>	<b>57.1%</b>
Unassigned Fund Balance Policy Target (Greater of 30% or \$3M)	3,200,126	3,247,618	3,535,704	3,651,859	3,761,414	3,874,257	3,990,485
Capital Reserve Fund Balance	104,937	0	0	0	0	0	0

## LONG-RANGE FINANCIAL PLANS

- Key Assumptions used in the Multi-Year Projections for the **Parks & Recreation Fund** include:
  - Revenue
    - Operating Revenues in the Parks & Recreation Fund grow at 3% annually beginning in FY 2022.
    - The Fireman's Field Tax District rate is reduced by half a penny from 3.5¢ to 3.0¢ in FY 2018 and back to 3.5¢ in FY 2021.
  - Revenue Transfers and One-time expenditures are shown as Other Financing Sources / (Uses)

# LONG-RANGE FINANCIAL PLANS

**Town of Purcellville, Virginia**

**Multi-Year Parks and Recreation General Fund Forecast**

	Actual 2019	Estimated 2020	Proposed 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operating Revenues	\$470,698	\$618,006	\$622,179	\$671,744	\$691,897	\$712,654	\$734,033
Less: Operating Expense	(270,711)	(447,944)	(451,140)	1,008,610	1,114,763	1,305,959	1,253,899
<b>Surplus/(Deficit) Before Operating Projects &amp; CARP</b>	<b>199,987</b>	<b>170,062</b>	<b>171,039</b>	<b>1,680,355</b>	<b>1,806,659</b>	<b>2,018,612</b>	<b>1,987,932</b>
Less: <u>Operating Projects (Uses)</u>							
Feasibility Study	(8,988)	(25,000)	-	-	(10,000)	-	-
Sue Kane Nature Preserve (for Grant)	-	-	(15,000)	-	-	-	-
Total Operating Projects	(8,988)	(25,000)	(15,000)	0	(10,000)	0	0
Less: <u>Capital Asset Replacement Plan (CARP) (Uses)</u>							
Capital Cash Outlay for Vehicles and Equipment (CARP)	-	-	-	-	-	-	-
Capital Cash Outlay for Asset Replacement (incl HVAC)	-	(75,000)	(75,000)	(205,000)	(165,000)	(75,000)	(75,000)
Total CARP	0	(75,000)	(75,000)	(205,000)	(165,000)	(75,000)	(75,000)
<b>Surplus/(Deficit) Before Debt Other Financing Sources/(Uses)</b>	<b>190,999</b>	<b>70,062</b>	<b>81,039</b>	<b>1,475,355</b>	<b>1,631,659</b>	<b>1,943,612</b>	<b>1,912,932</b>
Less: <u>Annual Debt Service</u>							
Principal	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)
Interest	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)	(21,866)
New Debt Service (P+) - PD	-	-	-	-	-	-	-
Total Debt Service	(106,866)	(106,866)	(106,866)	(106,866)	(106,866)	(106,866)	(106,866)
Less: <u>Other Financing Sources/(Uses)</u>							
Contingency - Operating Reserve	-	(16,634)	(4,173)	-	-	-	-
Cash Transfer to Capital Fund (CIP)	(50,000)	-	-	(25,000)	(141,000)	(411,439)	(338,000)
Transfer from General Fund for BAB Payoff	-	50,000	-	-	-	-	-
Source of Restricted Cash Reserves	-	-	-	-	-	-	-
Source of Cash Reserves	-	-	15,000	-	-	-	-
Total Other Sources/(Uses)	(50,000)	33,366	10,827	(25,000)	(141,000)	(411,439)	(338,000)
<b>Net Surplus / (Deficit)</b>	<b>34,133</b>	<b>(3,438)</b>	<b>(15,000)</b>	<b>1,343,489</b>	<b>1,383,793</b>	<b>1,425,307</b>	<b>1,468,066</b>
<u>Equivalent Real Estate Tax Impact</u>							
Equivalent Real Estate Tax Impact	N/A	0¢	0.1¢	-	-	-	-
Value of One Penny	\$133,000	\$141,000	\$150,000	\$153,750	\$157,594	\$161,534	\$165,572
Growth of Value of One Penny		6.0%	6.4%	2.5%	2.5%	2.5%	2.5%
<u>Projected Financial Policy Compliance</u>							
<b>Unassigned Fund Balance</b>	<b>\$319,400</b>	<b>\$315,962</b>	<b>\$300,962</b>	<b>\$1,644,451</b>	<b>\$3,028,244</b>	<b>\$4,453,551</b>	<b>\$5,921,618</b>
<b>Unassigned Fund Balance vs. Revenues (%)</b>	<b>67.9%</b>	<b>51.1%</b>	<b>48.4%</b>	<b>244.8%</b>	<b>437.7%</b>	<b>624.9%</b>	<b>806.7%</b>
Unassigned Fund Balance Policy Target (Greater of 30% or \$3M)	141,209	185,402	186,654	201,523	207,569	213,796	220,210

# LONG-RANGE FINANCIAL PLANS

## **2. Water and Wastewater Utility Funds**

- The Multi-year Financial Forecast for the Water and Wastewater Utility Funds is presented separately from the Governmental Funds as these are enterprise funds supported by user fees and charges.
- The Town Council Adopted FY 2021 Budget is used as the basis of projection and is increased by 3.0% annually.
- The Multi-Year Financial Forecast for the Water and Sewer Utility Funds takes into consideration:
  - Projected trends in consumption;
  - Projected new connections potentially under a variety of scenarios;
  - Projected capital funding sources and uses;
  - Projected cash & equivalents versus the policy level;
  - Projected user rate levels; and,
  - Projected availability fee adjustments.
    - The Ball property developer agreed to build a new West End Pump Station. As part of the agreement, the Town will reduce the developer's sewer availability fee which is reflected in the model.

# LONG-RANGE FINANCIAL PLANS

**Town of Purcellville, Virginia**  
**Multi-Year Water Utility Fund Forecast**

	Actual 2019	Estimated 2020	<b>Proposed 2021</b>	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Annual Increase / (Decrease) in Water Rates	2.0%	3.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Operating Revenues (excludes Availabilities)	\$2,544,684	\$2,622,057	\$2,733,569	\$2,870,247	\$3,013,760	\$3,164,448	\$3,322,670
Operating Expenditures	(1,283,895)	(2,377,711)	(2,517,793)	(\$2,593,327)	(\$2,671,127)	(\$2,751,260)	(\$2,833,798)
<b>Surplus/(Deficit) Before Operating Projects &amp; CARP</b>	<b>1,260,789</b>	<b>244,346</b>	<b>215,776</b>	<b>276,921</b>	<b>342,633</b>	<b>413,187</b>	<b>488,872</b>
<u>Debt Service &amp; Capital Expenses:</u>							
Principal	(240,500)	(255,500)	(381,500)	(406,500)	(412,500)	(425,500)	(439,500)
Interest	(335,732)	(285,703)	(279,028)	(271,063)	(253,256)	(241,821)	(230,230)
New Debt Service (P+I)**	-	-	-	-	-	-	-
Total Debt Service	(576,232)	(541,203)	(660,528)	(677,563)	(665,756)	(667,321)	(669,730)
Capital Cash Outlay for Vehicles and Equipment	(4)	(25,189)	(24,000)	(24,150)	(5,305)	(5,464)	(5,628)
Capital Cash Outlay for Asset Replacement (HVAC)	-	-	-	(140,000)	-	(30,000)	-
Total CARP	(4)	(25,189)	(24,000)	(164,150)	(5,305)	(35,464)	(5,628)
<b>Operating Surplus/(Deficit) After Debt &amp; Other Financing Sources/(Uses)</b>	<b>684,553</b>	<b>(322,046)</b>	<b>(468,752)</b>	<b>(564,792)</b>	<b>(328,428)</b>	<b>(289,598)</b>	<b>(186,486)</b>
<u>Other Financing Sources / (Uses)</u>							
Other Financing Source							
Contingency-Operating Reserve		(164,089)	(100,000)	-	-	-	-
Cash Funded Capital	(1,034,310)	(220,400)	(100,000)	(840,400)	(1,150,000)	-	-
Current Planned Connections (Including Mayfair)*	99	14	19	29	16	8	8
Availability Fee Revenues	1,107,422	360,556	579,465	914,267	592,342	206,032	206,032
<b>Net Surplus / (Deficit)</b>	<b>757,665</b>	<b>(345,979)</b>	<b>(89,287)</b>	<b>(490,925)</b>	<b>(886,086)</b>	<b>(83,566)</b>	<b>19,546</b>
<b>Total Cash and Cash Equivalents</b>	<b>\$6,069,869</b>	<b>\$5,723,890</b>	<b>\$5,634,603</b>	<b>\$5,143,678</b>	<b>\$4,257,592</b>	<b>\$4,174,026</b>	<b>\$4,193,572</b>
Cash as Percentage of Annual Expenditures	218%	136%	124%	91%	78%	94%	96%

# LONG-RANGE FINANCIAL PLANS

## Town of Purcellville, Virginia

### Multi-Year Wastewater Utility Fund Forecast

	Actual 2019	Estimated 2020	<b>Proposed 2021</b>	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Annual Increase / (Decrease) in Water Rates	2.0%	3.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Operating Revenues (excludes Availabilities)	\$3,178,555	\$3,309,814	\$3,775,293	\$3,964,058	\$4,162,261	\$4,370,374	\$4,588,892
New Rev	-	-	-	-	-	-	-
Operating Expenditures*	(2,091,138)	(2,347,782)	(2,316,620)	(2,065,593)	(1,578,953)	(1,658,773)	(1,691,812)
<b>Surplus/(Deficit) Before Operating Projects &amp; CARP</b>	<b>1,087,417</b>	<b>962,032</b>	<b>1,458,673</b>	<b>1,898,464.65</b>	<b>2,583,308</b>	<b>2,711,601</b>	<b>2,897,080</b>
<u>Debt Service &amp; Capital Expenses:</u>							
Principal	(37,000)	(143,000)	(400,000)	(655,000)	(1,517,627)	(1,597,066)	(1,636,352)
Interest	(1,094,743)	(1,017,969)	(1,013,938)	(995,985)	(957,739)	(916,379)	(871,890)
New Debt Service (P+I)	-	-	-	-	-	-	-
Total Debt Service	(1,131,743)	(1,160,969)	(1,413,938)	(1,650,985)	(2,475,366)	(2,513,445)	(2,508,242)
Capital Cash Outlay for Vehicles and Equipment	-	(187,169)	(50,000)	(25,180)	(6,365)	(6,556)	(6,753)
Capital Cash Outlay for Asset Replacement (HVAC, I&I)	-	-	(60,000)	(208,800)	(213,654)	(95,564)	(67,531)
Total CARP	0	(187,169)	(110,000)	(233,980)	(220,019)	(102,120)	(74,284)
<b>Operating Surplus/(Deficit) After Debt &amp; Other Financing Sources/(Uses)</b>	<b>(44,326)</b>	<b>(386,106)</b>	<b>(65,265)</b>	<b>13,500</b>	<b>(112,077)</b>	<b>96,036</b>	<b>314,554</b>
<u>Other Financing Sources / (Uses)</u>							
Other Financing Source	4,009						
Other Financing (Use)							
Contingency-Operating Reserve	-	(107)	(100,000)	-	-	-	-
Cash Funded Capital	(467,600)	(536,780)	(333,780)	(323,780)	-	-	-
Current Planned Connections (Including Mayfair)*	99	14	19	29	16	8	8
Availability Fee Revenues	786,738	(123,786)	486,000	766,800	496,800	172,800	172,800
<b>Net Surplus / (Deficit)</b>	<b>278,821</b>	<b>(1,046,779)</b>	<b>(13,045)</b>	<b>456,520</b>	<b>384,723</b>	<b>268,836</b>	<b>487,354</b>
<b>Total Cash and Cash Equivalents</b>	<b>\$6,316,235</b>	<b>\$5,269,456</b>	<b>\$5,256,411</b>	<b>\$5,712,931</b>	<b>\$6,097,653</b>	<b>\$6,366,489</b>	<b>\$6,853,843</b>
Cash as Percentage of Annual Expenditures	130%	88%	90%	93%	86%	94%	105%

## **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:

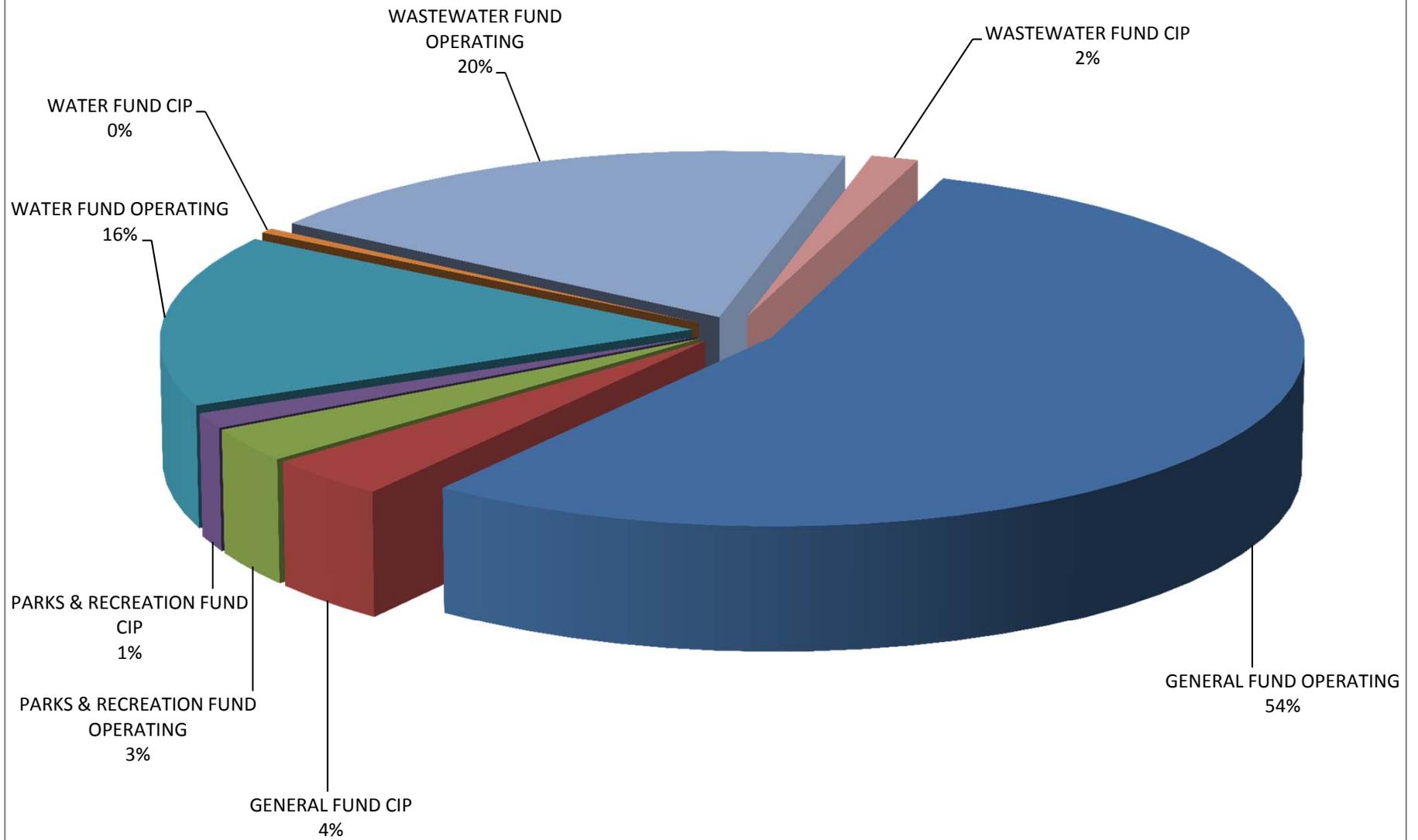
- Total Operating and CIP Budget Overview
- Summary of Operating Revenues by Fund
- Summary of Operating Expenditures by Fund
- Fund Structure & Basis of Budgeting
- Inter-fund Transfers
- Budget Process
- Revenue Overview
- Debt Obligations
- Fund Balance and Net Position
- Unassigned Fund Balance Policy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

**TOTAL BUDGET  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM**

	FY 2019	FY 2020			FY 2021				
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	TC Required	\$ Change	% Change
<b>REVENUES</b>									
GENERAL FUND	10,751,497	11,161,577	11,236,153	10,819,150	11,292,181	11,818,313	11,343,313	582,160	5%
GENERAL FUND CIP	531,586	3,920,930	9,422,321	9,255,390	1,510,825	789,400	789,400	-8,632,921	-92%
SPECIAL PARKS & RECREATION FUND	470,698	583,854	665,854	668,006	554,756	652,179	577,179	-13,675	-2%
PARKS & RECREATION FUND CIP	50,000	0	44,125	44,125	300,000	300,000	300,000	255,875	580%
WATER FUND	3,640,085	3,227,443	3,293,592	2,982,613	3,352,511	3,402,321	3,402,321	108,729	3%
WATER FUND CIP	1,122,085	220,400	1,890,379	1,890,379	940,400	100,000	100,000	-1,790,379	-95%
WASTEWATER FUND	3,965,293	4,077,830	4,185,657	3,186,028	3,942,185	4,274,338	3,969,338	88,681	2%
WASTEWATER FUND CIP	492,608	536,780	1,165,500	1,165,500	333,780	333,780	333,780	-831,720	-71%
<b>TOTAL OPERATING REVENUE ALL FUNDS</b>	<b>18,827,572</b>	<b>19,050,704</b>	<b>19,381,256</b>	<b>17,655,797</b>	<b>19,141,633</b>	<b>20,147,151</b>	<b>19,292,151</b>	<b>765,895</b>	<b>4%</b>
<b>TOTAL CIP REVENUE ALL FUNDS</b>	<b>2,196,279</b>	<b>4,678,110</b>	<b>12,522,325</b>	<b>12,355,394</b>	<b>3,085,005</b>	<b>1,523,180</b>	<b>1,523,180</b>	<b>-10,999,145</b>	<b>-88%</b>
<b>TOTAL REVENUES ALL FUNDS</b>	<b>21,023,851</b>	<b>23,728,814</b>	<b>31,903,581</b>	<b>30,011,191</b>	<b>22,226,638</b>	<b>21,670,331</b>	<b>20,815,331</b>	<b>-10,233,250</b>	<b>-32%</b>
<b>EXPENDITURES</b>									
GENERAL FUND OPERATING	9,655,439	11,161,577	11,236,153	11,408,785	13,200,632	11,818,313	11,313,313	582,160	5%
GENERAL FUND CIP	830,800	3,920,930	9,422,321	9,255,390	1,510,825	789,400	789,400	-8,632,921	-92%
PARKS & RECREATION FUND OPERATING	436,565	583,854	665,854	671,444	673,639	652,179	652,179	-13,675	-2%
PARKS & RECREATION FUND CIP	5,875	0	44,125	44,125	300,000	300,000	300,000	255,875	580%
WATER FUND OPERATING	3,912,215	3,227,443	3,293,592	3,328,592	3,624,286	3,402,321	3,387,321	108,729	3%
WATER FUND CIP	92,290	220,400	1,890,379	1,890,379	940,400	100,000	100,000	-1,790,379	-95%
WASTEWATER FUND OPERATING	4,158,078	4,077,830	4,185,657	4,232,807	4,109,926	4,274,338	4,259,338	88,681	2%
WASTEWATER FUND CIP	21,000	536,780	1,165,500	1,165,500	333,780	333,780	333,780	-831,720	-71%
<b>TOTAL OPERATING EXPENDITURES ALL FUNDS</b>	<b>18,162,297</b>	<b>19,050,704</b>	<b>19,381,256</b>	<b>19,641,628</b>	<b>21,608,483</b>	<b>20,147,151</b>	<b>19,612,151</b>	<b>765,895</b>	<b>4%</b>
<b>TOTAL CIP EXPENDITURES ALL FUNDS</b>	<b>949,965</b>	<b>4,678,110</b>	<b>12,522,325</b>	<b>12,355,394</b>	<b>3,085,005</b>	<b>1,523,180</b>	<b>1,523,180</b>	<b>-10,999,145</b>	<b>-88%</b>
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>19,112,262</b>	<b>23,728,814</b>	<b>31,903,581</b>	<b>31,997,022</b>	<b>24,693,488</b>	<b>21,670,331</b>	<b>21,135,331</b>	<b>-10,233,250</b>	<b>-32%</b>
<b>GOVERNMENTAL &amp; UTILITY EXPENDITURES</b>									
GOVERNMENTAL OPERATING	10,092,004	11,745,431	11,902,007	12,080,229	13,874,271	12,470,492	11,965,492	568,485	5%
GOVERNMENTAL CIP	836,675	3,920,930	9,466,446	9,299,515	1,810,825	1,089,400	1,089,400	-8,377,046	-88%
<b>TOTAL GOVERNMENTAL</b>	<b>10,928,679</b>	<b>15,666,361</b>	<b>21,368,453</b>	<b>21,379,744</b>	<b>15,685,096</b>	<b>13,559,892</b>	<b>13,054,892</b>	<b>-7,808,561</b>	<b>-37%</b>
UTILITY OPERATING	8,070,293	7,305,273	7,479,249	7,561,399	7,734,212	7,676,659	7,646,659	197,410	3%
UTILITY CIP	113,290	757,180	3,055,879	3,055,879	1,274,180	433,780	433,780	-2,622,099	-86%
<b>TOTAL GOVERNMENTAL</b>	<b>8,183,583</b>	<b>8,062,453</b>	<b>10,535,128</b>	<b>10,617,278</b>	<b>9,008,392</b>	<b>8,110,439</b>	<b>8,080,439</b>	<b>-2,424,689</b>	<b>-23%</b>
<b>TOTAL</b>	<b>19,112,262</b>	<b>23,728,814</b>	<b>31,903,581</b>	<b>31,997,022</b>	<b>24,693,488</b>	<b>21,670,331</b>	<b>21,135,331</b>	<b>-10,233,250</b>	<b>-32%</b>

Note\*: Current Budget includes all approved Budget Amendments through December 2019 (i.e., Period 6 of FY 2020). Amounts may not equal due to rounding.

# FY 2021 TOTAL BUDGET

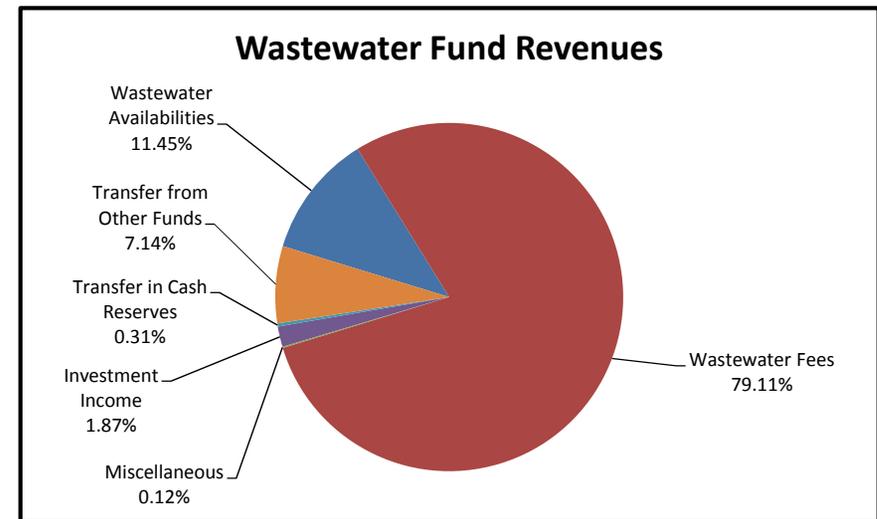
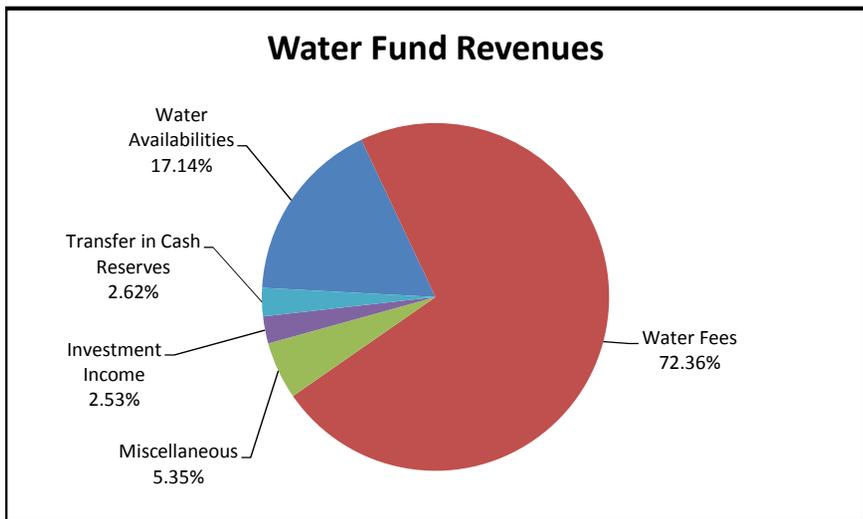
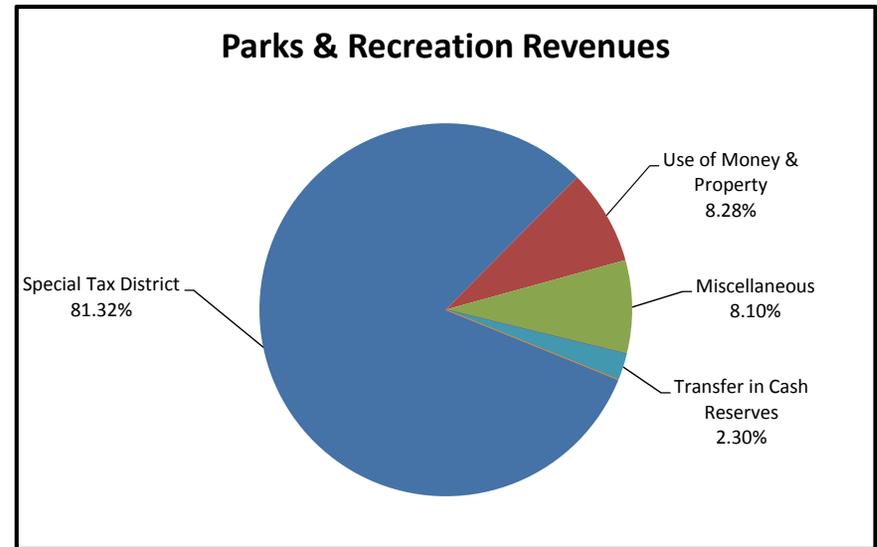
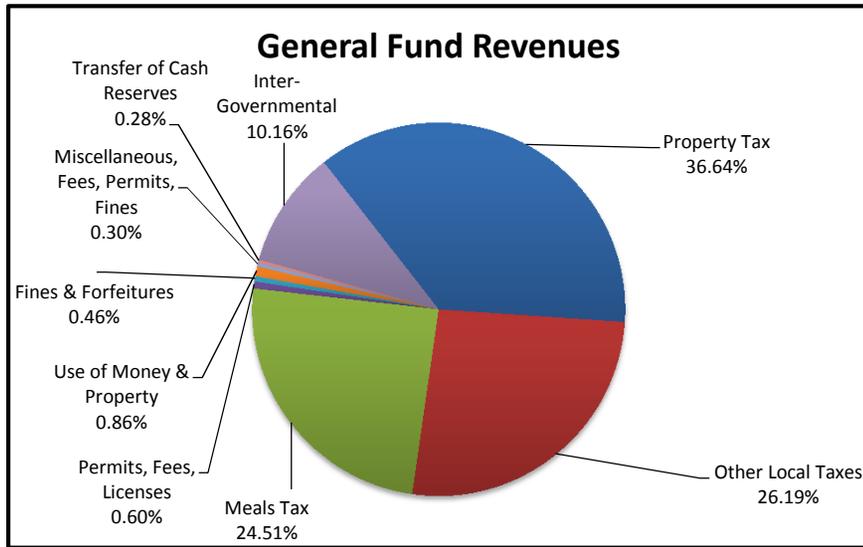


## SUMMARY OF OPERATING REVENUES

By Fund	FY 2019	FY 2020		FY 2021			
	Actual	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change
<b>GENERAL FUND</b>							
Property Tax	3,763,115	3,742,199	3,984,627	3,978,323	4,330,394	588,195	16%
Other Local Taxes	5,304,070	5,138,695	5,356,111	5,450,295	5,991,724	853,029	17%
Permits, Fees, Licenses	91,405	101,000	81,000	71,000	71,000	-30,000	-30%
Fines & Forfeitures	50,466	44,100	54,100	54,100	54,100	10,000	23%
Use of Money & Property	95,278	102,000	102,000	102,000	102,000	0	0%
Miscellaneous	217,908	89,200	34,900	35,700	35,700	-53,500	-60%
Inter-Governmental	1,229,255	1,178,148	1,206,412	1,200,763	1,200,763	22,615	2%
<b>Before Reserves &amp; Transfers</b>	<b>10,751,497</b>	<b>10,395,342</b>	<b>10,819,150</b>	<b>10,892,181</b>	<b>11,785,681</b>	<b>1,390,339</b>	<b>13%</b>
Reserves	0	840,811	0	400,000	32,632	-808,179	-96%
Restricted Reserves	0	0	0	0	0	0	n/a
<b>TOTAL GENERAL FUND</b>	<b>10,751,497</b>	<b>11,236,153</b>	<b>10,819,150</b>	<b>11,292,181</b>	<b>11,818,313</b>	<b>582,160</b>	<b>5%</b>
<b>SPECIAL PARKS &amp; RECREATION FUND</b>							
Special Tax District	425,100	423,544	503,677	447,946	530,369	106,825	25%
Use of Money & Property	29,680	52,500	54,000	54,000	54,000	1,500	3%
Miscellaneous	15,263	52,810	53,329	52,810	52,810	0	0%
Inter-Governmental	656	5,000	0	0	0	-5,000	-100%
<b>Before Reserves &amp; Transfers</b>	<b>470,698</b>	<b>533,854</b>	<b>611,006</b>	<b>554,756</b>	<b>637,179</b>	<b>103,325</b>	<b>19%</b>
Reserves	0	75,000	0	0	15,000	-60,000	-80%
Transfer from Other Funds	0	57,000	57,000	0	0	-57,000	-100%
<b>TOTAL PARKS &amp; REC FUND</b>	<b>470,698</b>	<b>665,854</b>	<b>668,006</b>	<b>554,756</b>	<b>652,179</b>	<b>-13,675</b>	<b>-2%</b>
<b>WATER FUND</b>							
Water Availabilities	1,115,488	660,922	363,321	622,567	583,090	-77,832	-12%
Water Fees	2,185,233	2,300,521	2,346,042	2,461,944	2,461,944	161,423	7%
Miscellaneous	246,263	186,000	187,250	182,000	182,000	-4,000	-2%
Investment Income	93,100	80,000	86,000	86,000	86,000	6,000	8%
<b>Before Reserves &amp; Transfers</b>	<b>3,640,085</b>	<b>3,227,443</b>	<b>2,982,613</b>	<b>3,352,511</b>	<b>3,313,034</b>	<b>85,591</b>	<b>3%</b>
Reserves	0	66,149	0	0	89,287	23,138	35%
Transfer from Other Funds	0	0	0	0	0	0	n/a
<b>TOTAL WATER FUND</b>	<b>3,640,085</b>	<b>3,293,592</b>	<b>2,982,613</b>	<b>3,352,511</b>	<b>3,402,321</b>	<b>108,729</b>	<b>3%</b>
<b>WASTEWATER FUND</b>							
Wastewater Availabilities	794,804	176,163	-121,021	475,517	489,625	313,462	178%
Wastewater Fees	3,062,439	3,170,863	3,221,684	3,381,368	3,381,368	210,505	7%
Miscellaneous	19,292	6,700	5,365	5,300	5,300	-1,400	-21%
Investment Income	88,758	75,000	80,000	80,000	80,000	5,000	7%
<b>Before Reserves &amp; Transfers</b>	<b>3,965,293</b>	<b>3,428,726</b>	<b>3,186,028</b>	<b>3,942,185</b>	<b>3,956,293</b>	<b>527,567</b>	<b>15%</b>
Reserves	0	756,931	0	0	13,045	-743,886	-98%
Transfer from Other Funds	0	0	0	0	305,000	305,000	n/a
<b>TOTAL WASTEWATER FUND</b>	<b>3,965,293</b>	<b>4,185,657</b>	<b>3,186,028</b>	<b>3,942,185</b>	<b>4,274,338</b>	<b>88,681</b>	<b>2%</b>
<b>TOTAL OPERATING GOVERNMENTAL</b>	<b>11,222,195</b>	<b>11,902,007</b>	<b>11,487,156</b>	<b>11,846,937</b>	<b>12,470,492</b>	<b>568,485</b>	<b>5%</b>
<b>TOTAL OPERATING UTILITY</b>	<b>7,605,377</b>	<b>7,479,249</b>	<b>6,168,641</b>	<b>7,294,696</b>	<b>7,676,659</b>	<b>197,411</b>	<b>3%</b>
<b>TOTAL OPERATING BUDGET REVENUES</b>	<b>18,827,572</b>	<b>19,381,256</b>	<b>17,655,797</b>	<b>19,141,633</b>	<b>20,147,151</b>	<b>765,895</b>	<b>4%</b>

Note\*: Current Budget includes all approved Budget Amendments through December 2019 (i.e., Period 6 of FY 2020). Amounts may not equal due to rounding.

## FY 2021 OPERATING BUDGET REVENUES



## OPERATING BUDGET EXPENDITURES

FY 2019	FY 2020			FY 2021			
Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change

### GENERAL FUND

Administration	1,371,685	1,362,451	1,465,023	1,637,379	1,599,123	1,569,354	104,331	7.1%
Finance & Financial Administration	1,059,506	1,216,438	1,217,496	1,215,596	1,235,537	1,187,826	-29,670	-2.4%
Information Technology	411,549	486,249	477,459	477,459	532,684	507,132	29,673	6.2%
Police & Public Safety	2,506,891	2,669,376	2,679,658	2,684,280	3,655,107	3,026,931	347,273	13.0%
Public Works	3,258,091	3,973,077	3,956,832	3,958,182	4,595,019	4,071,860	115,028	2.9%
Community Development	418,964	518,000	519,199	511,921	527,189	461,101	-58,098	-11.2%
Legislative & Advisory	109,319	146,805	139,805	136,405	134,676	135,616	-4,189	-3.0%
Non-Departmental	519,433	789,181	780,681	787,563	921,297	858,493	77,812	10.0%
<b>TOTAL GENERAL FUND</b>	<b>9,655,439</b>	<b>11,161,577</b>	<b>11,236,153</b>	<b>11,408,785</b>	<b>13,200,632</b>	<b>11,818,313</b>	<b>582,160</b>	<b>5.2%</b>

### SPECIAL PARKS & RECREATION FUND

Parks & Recreation Management	119,701	228,790	233,389	233,389	315,113	222,480	-10,909	-4.7%
Parks & Rec Skating Rink	0	43,000	43,000	43,000	47,000	47,000	4,000	N/A
Parks & Rec Train Station	34,417	43,415	50,415	50,655	50,760	50,760	345	0.7%
Fireman's Field Complex	79,344	56,650	56,650	62,000	62,000	62,000	5,350	9.4%
Parks & Rec Programs	45,844	81,400	81,400	81,400	81,400	81,400	0	0.0%
Parks & Rec Tree Commission	393	2,500	2,500	2,500	2,500	2,500	0	0.0%
Non-Departmental	156,866	128,099	198,500	198,500	114,866	186,039	-12,461	-6.3%
<b>TOTAL SPECIAL PARKS &amp; REC FUND</b>	<b>436,565</b>	<b>583,854</b>	<b>665,854</b>	<b>671,444</b>	<b>673,639</b>	<b>652,179</b>	<b>-13,675</b>	<b>-2.1%</b>

### WATER FUND

Operations & Maintenance	2,194,242	2,276,562	2,342,711	2,377,711	2,911,758	2,517,793	175,082	7.5%
Capital Outlay	4	25,189	25,189	25,189	32,000	24,000	-1,189	-4.7%
Adjustments & Transfers	1,034,310	384,489	384,489	384,489	20,000	200,000	-184,489	-48.0%
Debt Retirement	683,659	541,203	541,203	541,203	660,528	660,528	119,325	22.0%
<b>TOTAL WATER FUND</b>	<b>3,912,215</b>	<b>3,227,443</b>	<b>3,293,592</b>	<b>3,328,592</b>	<b>3,624,286</b>	<b>3,402,321</b>	<b>108,729</b>	<b>3.3%</b>

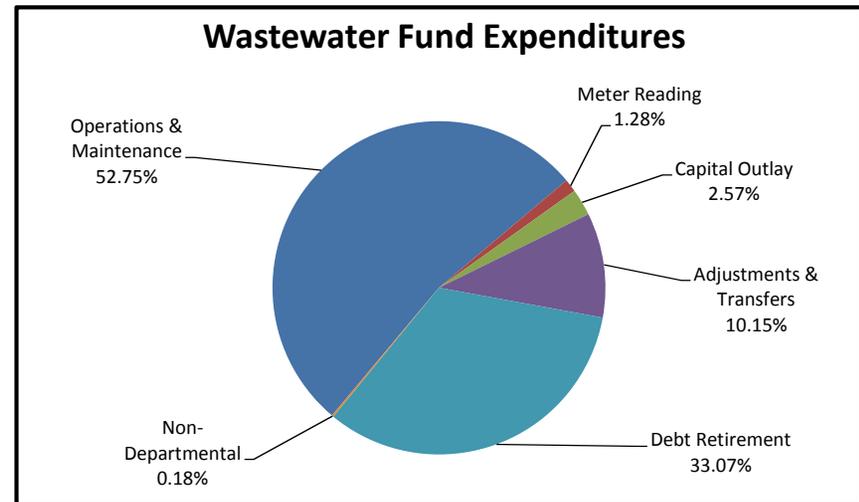
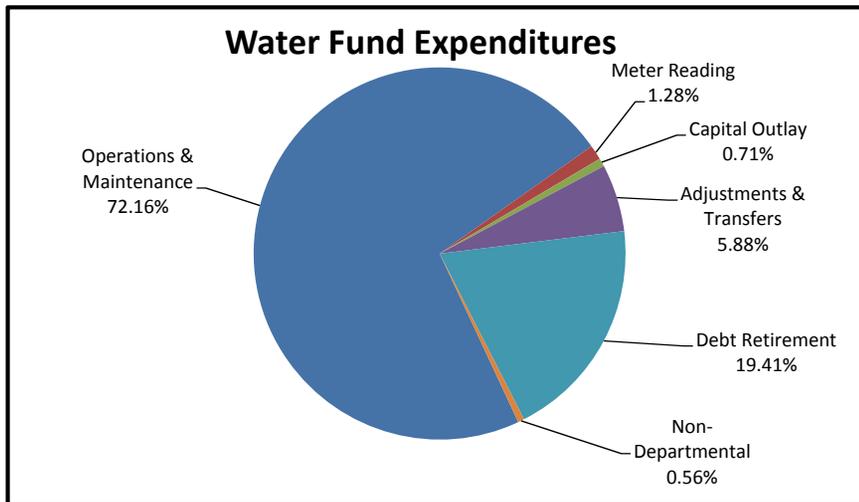
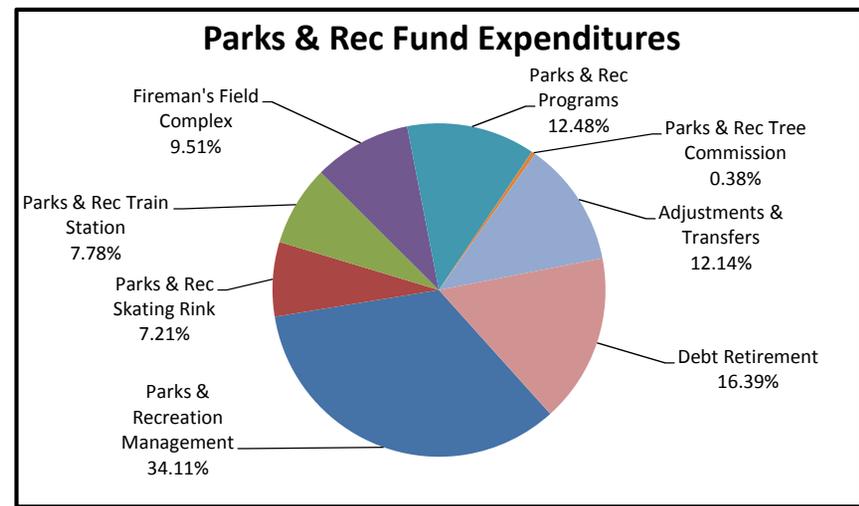
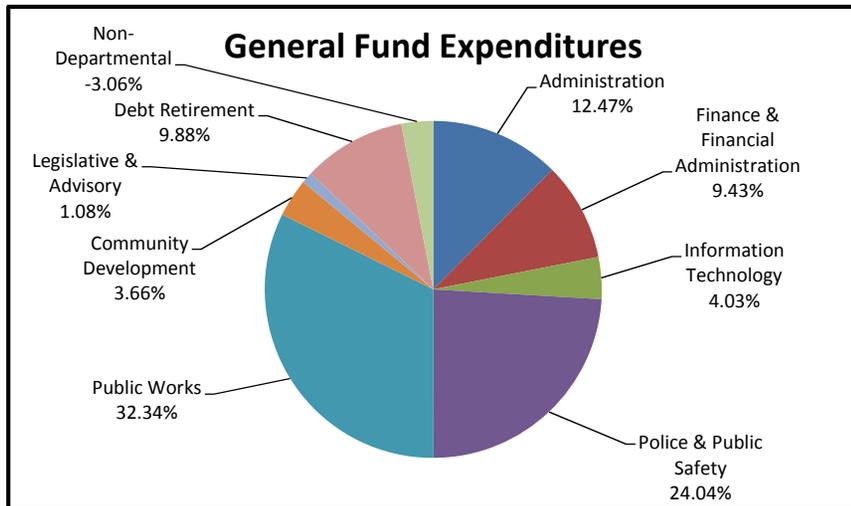
### WASTEWATER FUND

Operations & Maintenance	1,896,285	2,300,132	2,300,632	2,347,782	2,331,206	2,317,165	16,533	0.7%
Capital Outlay	0	23,949	187,169	187,169	345,327	110,000	-77,169	-41.2%
Adjustments & Transfers	467,600	592,780	536,887	536,887	20,000	433,780	-103,107	-19.2%
Debt Retirement	1,794,193	1,160,969	1,160,969	1,160,969	1,413,393	1,413,393	252,424	21.7%
<b>TOTAL WASTEWATER FUND</b>	<b>4,158,078</b>	<b>4,077,830</b>	<b>4,185,657</b>	<b>4,232,807</b>	<b>4,109,926</b>	<b>4,274,338</b>	<b>88,681</b>	<b>2.1%</b>

<b>TOTAL OPERATING GOVERNMENTAL</b>	<b>10,092,004</b>	<b>11,745,431</b>	<b>11,902,007</b>	<b>12,080,229</b>	<b>13,874,271</b>	<b>12,470,492</b>	<b>568,485</b>	<b>4.8%</b>
<b>TOTAL OPERATING UTILITY</b>	<b>8,070,293</b>	<b>7,305,273</b>	<b>7,479,249</b>	<b>7,561,399</b>	<b>7,734,212</b>	<b>7,676,659</b>	<b>197,410</b>	<b>2.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>18,162,297</b>	<b>19,050,704</b>	<b>19,381,256</b>	<b>19,641,628</b>	<b>21,608,483</b>	<b>20,147,151</b>	<b>765,895</b>	<b>4.0%</b>

Note\*: Current Budget includes all approved Budget Amendments through December 2019 (i.e., Period 6 of FY 2020). Amounts may not equal due to rounding.

## FY 2021 OPERATING BUDGET EXPENDITURES



# 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 (a.k.a. Enterprise) 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 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 which the related liability is incurred. However, the Town utilizes the cash basis of budgeting within the Utility Funds to more accurately depict

## FUND STRUCTURE & BASIS OF BUDGETING

cash flow in the Utility Funds; especially related to Utility Fund debt. 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

	Governmental			Utility		
	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>						
Cash Basis				✓	✓	✓
Modified Accrual Basis	✓	✓	✓			

## INTER-FUND TRANSFERS

**Inter-fund Transfers** are used to allocate expenditures or revenues between funds. The following transfers are included in this budget:

- **Meals Tax Transfer**

The FY21 budget proposes a 1% Meals Tax increase (5% to 6% rate increase). According to accounting principles, taxes are reported as General Fund Revenues, however, a portion of the tax increase will be directed to the Wastewater Fund to support program and capital costs.

- **Transfer to Capital Projects**

Transfers from an Operating Fund to a Capital Projects Fund may be used to provide cash funding for specific capital projects. The FY21 budget proposes cash transfers from the Water and Wastewater Operating Funds to the Utility Capital Projects Funds to provide pay-as-you-go support for some capital improvements.

- **Utility Chargeback**

The Utility Chargeback is the term used to describe the transfer of General Fund services provided to Utility Fund programs. As General Fund employees provide administrative and other support to the Utility Funds, costs are estimated and allocated to the Utility Funds via the Utility Chargeback. The FY21 budget proposes a General Fund transfer of \$989,526 in personnel costs to the Water Fund (\$494,764) and Wastewater Fund (\$494,764) for the following services:

- Public Works (\$749,460 / 8.2 FTE)- Executive Management, Long-Term Planning, Capital Project Management, Engineering, Utility Line and Asset Management, Meter Reading System
- Finance (\$141,732 / 2.2 FTE)- Utility Billing & Collections, Customer Services, Fiscal Planning, Debt Management and Accounting Activities
- Human Resources (\$56,657 / 0.6 FTE)- Human Resource Recruitment and Management Support
- Information Technology (\$41,677 / 0.6 FTE)- Hardware and System Maintenance and Support

# INTER-FUND TRANSFERS

## Summary of FY21 Inter-fund Transfers Inflows/(Outflows)

Inter-fund Transfers	Governmental Funds			Utility Funds		
	General Fund	Parks & Rec Fund	General Capital Projects Fund	Water Fund	Wastewater Fund	Utility Capital Projects Funds
Water Chargeback	\$494,764			(\$494,764)		
Wastewater Chargeback	\$494,764				(\$494,764)	
Meals Tax to Wastewater	(\$305,000)				\$305,000	
Transfer to Capital Projects				(\$100,000)	(\$333,780)	\$433,780

# **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 Financial Analyst 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 Financial Analyst 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 2021 BUDGET CALENDAR</b>	
<b>Activity</b>	<b>Date</b>
Financial Analyst develops Base Budget	October 25, 2019
Town Manager meets with Department Heads to develop budget plan integrated with Council's Strategic Initiatives	October/November, 2019
CIP Worksheets distributed to Departments	November 7, 2019
Town Manager's Budget Kickoff Meeting; Budget Worksheets distributed to Departments	December 4, 2019
Departmental Requests, Work Plans, Performance Measures Due to Finance	December 18, 2019
Property Tax Assessment data received from County; Equalized Tax Rate Calculated	January 22, 2020
Property Tax Advertisement prepared for March Public Hearing	February 14, 2020
Budget staff compiles draft Budget based on revenue estimates and expenditure requests	February 3, 2020
Town Manager locks final Budget (requested expenditures balanced against forecasted revenues)	February 12, 2020
Town Manager Meets with Department Head to discuss final budget decisions	March 3, 2020
Budget Staff prepares the Budget document; Town Manager prepares budget presentation; Department Heads prepare departmental presentations	March 6, 2020
Public Hearing on Property Tax Rates	March 10, 2020
Town Manager Delivers Budget to Town Council	March 18, 2020
Budget and Tax & Fee Advertisements prepared for April public hearing	March 20, 2020
Public Hearings on Budget and Tax & Fees	April 14, 2020
Budget Work Sessions (*Town Council Meeting)	March 18, 24*, 26, April 1, 14, 22, 28*, May 6, 26, 2020
Town Council Adopts Budget	May 26 / June 9, 2020

# **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 Financial Analyst 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:

- Internal Budget Adjustment
- 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 Manager 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 Financial Analyst 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 Financial Analyst 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 Financial Analyst 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 (assumes 1% rate increase and 5% growth), sales tax (assumes 3% growth), business license tax, cigarette tax (assumes 2% decrease), vehicle license fees and utility tax (assumes 5% fee increase).

**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.

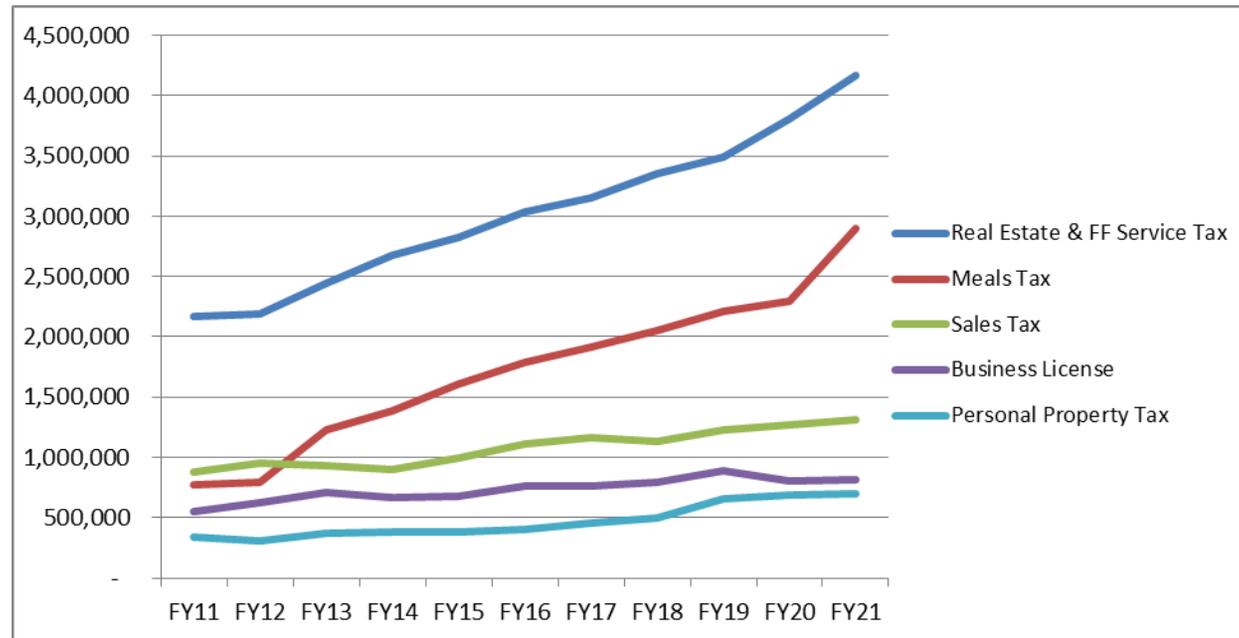
**Utility Availabilities** – Fees paid to connect to the Town’s utility system.

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

## Governmental Fund Revenue

**In the FY2021 budget, 87% of governmental fund revenues are tax based, 10% are inter-governmental and 3% 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 2020, the Town’s real estate property assessments increased by 5.31% with revaluation (existing properties) accounting for 4.03% of the change and new construction and growth accounting for 1.29% of the change. The 2020 equalized tax rate or tax rate that would levy the same tax dollars as the prior year for existing properties is \$0.212 per \$100. The proposed 2020 real estate tax rate is \$0.24, a 2 cent increase over the prior year. The proposed Fireman’s Field tax rate is \$0.035, a ½ cent increase over the prior year.

<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>
<b>2020 Proposed</b>	<b>\$394,380</b>	<b>\$0.24</b>	<b>\$0.035</b>	<b>\$1,147</b>
2020 Equalized	\$394,380	\$0.212	\$0.030	\$1,010
2019	\$394,380	\$0.22	\$0.030	\$986
2018	\$370,552	\$0.22	\$0.030	\$926
2017	\$349,803	\$0.22	\$0.035	\$892
2016	\$326,920	\$0.22	\$0.035	\$834

### Tax Rate Comparisons

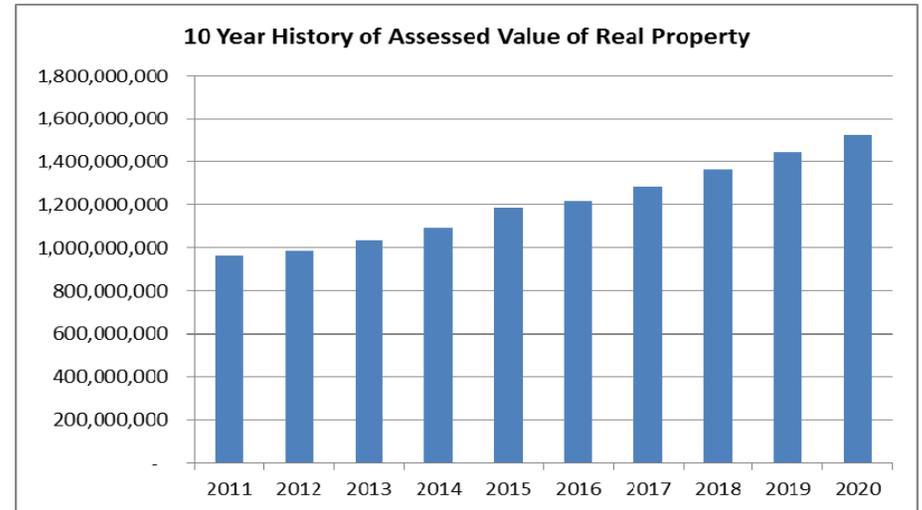
<b>Town</b>	<b>Population</b>	<b>Tax Rate</b>		<b>Town</b>	<b>Population</b>	<b>Tax Rate</b>
<b>Purcellville</b>	<b>10,025</b>	<b>\$0.250</b>		Herndon	24,545	\$0.265
Hamilton	640	\$0.280		Vienna	16,556	\$0.225
Middleburg	851	\$0.165		Blacksburg	44,678	\$0.260
Leesburg	54215	\$0.184		Warrenton	9,937	\$0.050

Source: US Census Bureau population.

# REVENUE OVERVIEW

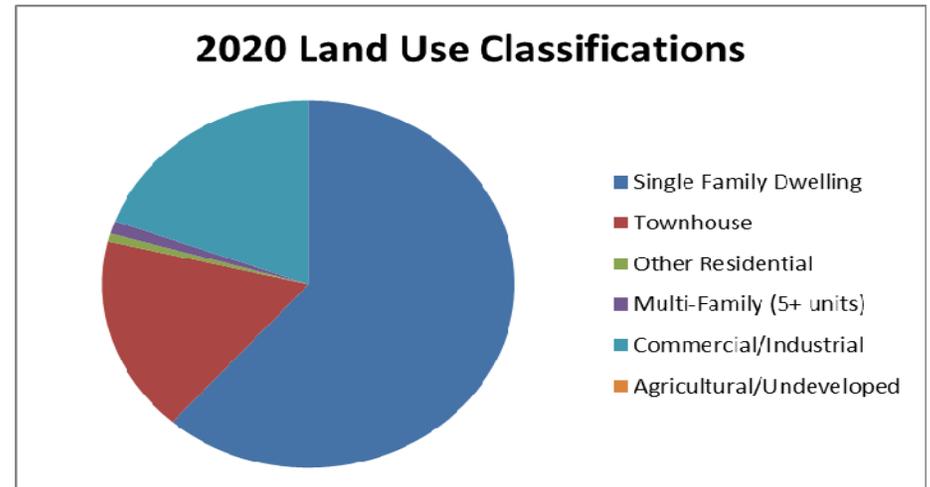
## Assessed Value Trends

Tax Year	Assessed Value of Taxable Real Property
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
2020	1,527,626,940



## Assessments by Land Use Category

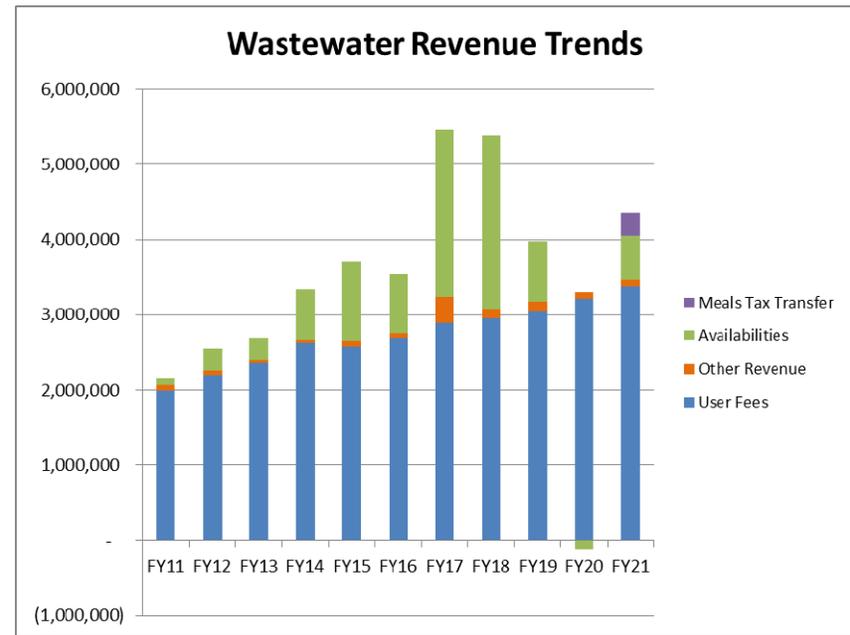
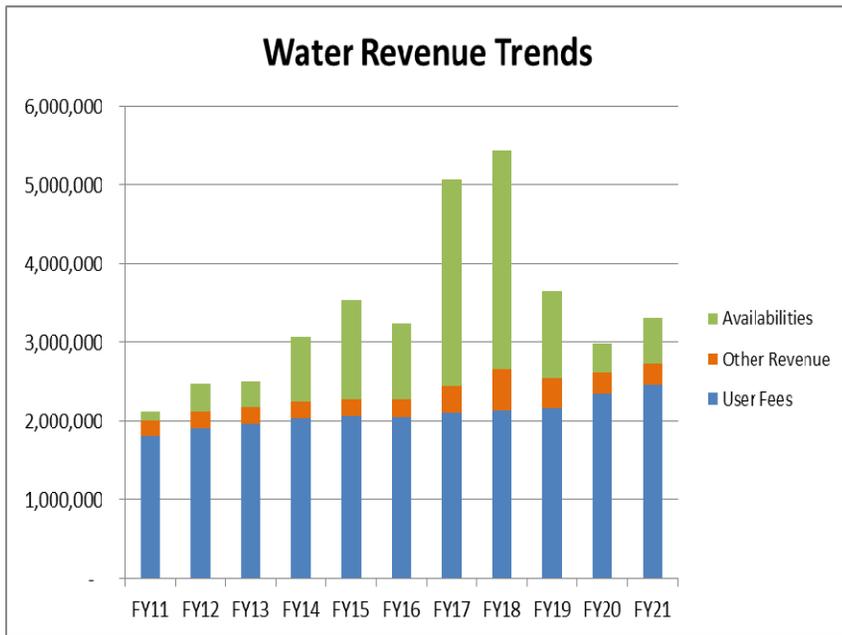
Category	2019 Value	2020 Value
Single Family Dwelling	887,988,120	939,559,900
Townhouse	238,530,610	263,374,760
Other Residential	9,690,620	10,842,340
Multi-Family (5+units)	16,475,550	17,197,880
Commercial/Industrial	291,671,710	296,632,730
Agricultural/Undeveloped	16,310	19,330
<b>Total Taxable</b>	<b>1,444,372,920</b>	<b>1,527,626,940</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.



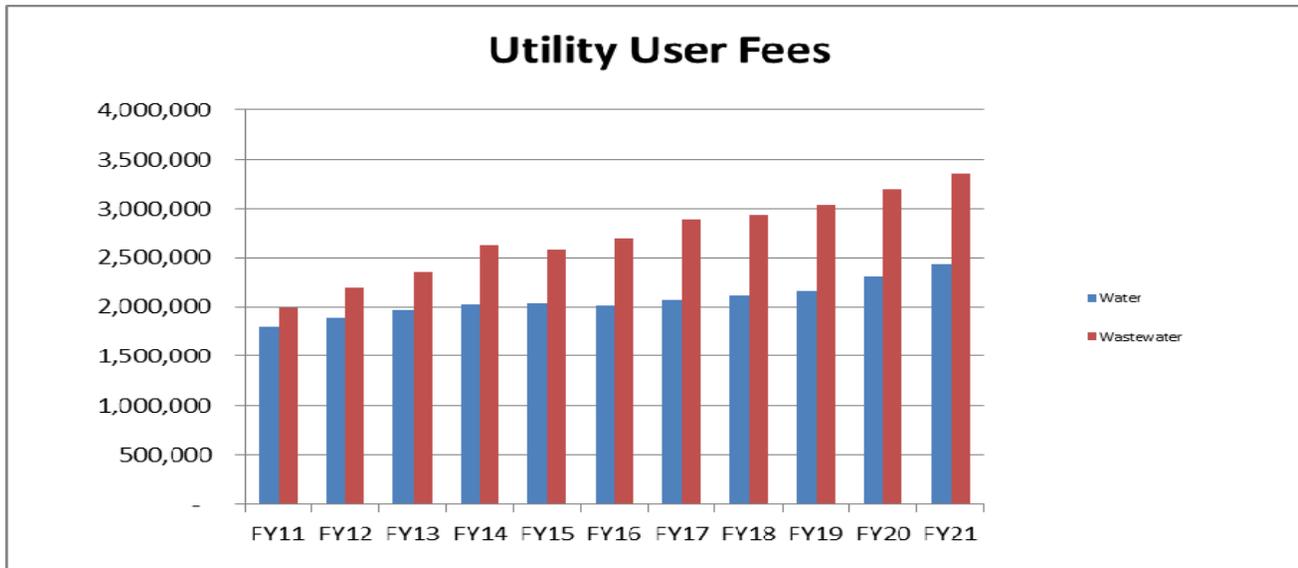
# REVENUE OVERVIEW

## 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 will provide the foundation for a comprehensive review of utility rates. The FY 2021 budget proposes a 5% 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

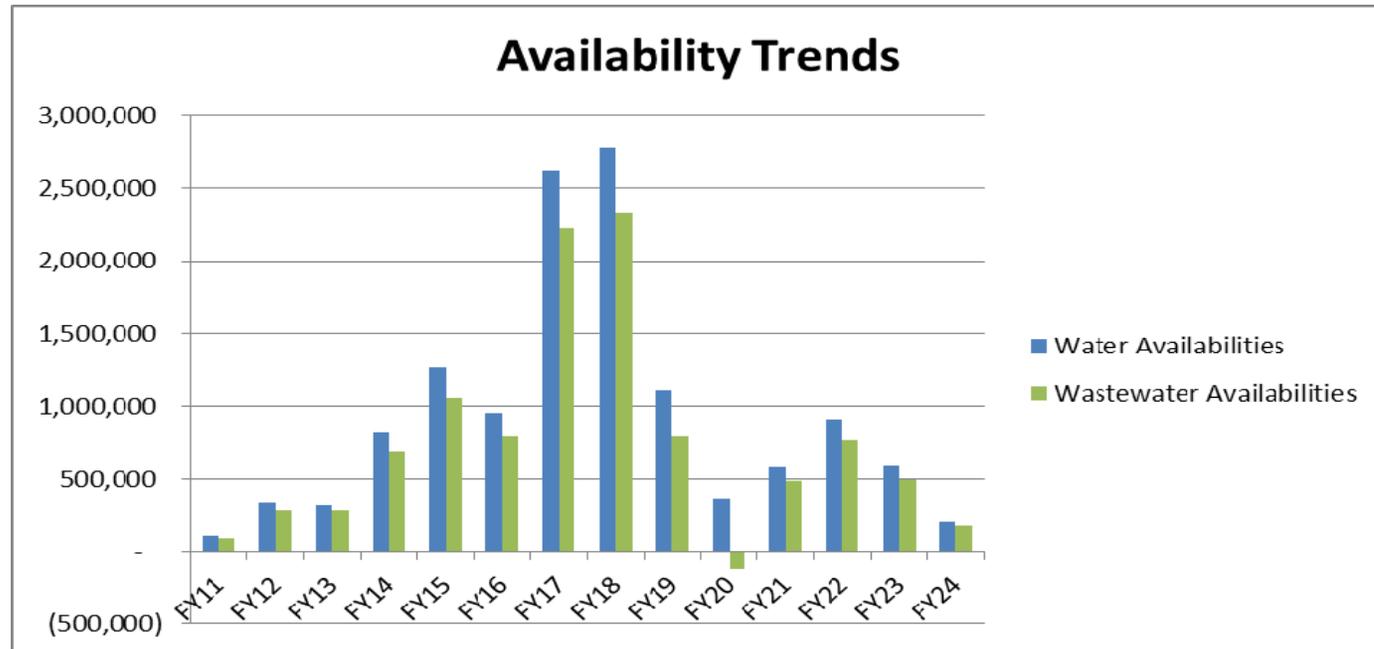
### History of Utility Rates

(Rates per 1,000 gallons)

<b>Water Tiers</b>	<b>FY16</b>	<b>FY17-18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
1K-5K	\$6.16	\$6.34	\$6.47	\$6.66	+5%
5K-10K	\$8.21	\$8.46	\$8.63	\$8.89	Rate
10K-15K	\$9.90	\$10.20	\$10.40	\$10.71	Increase
15K-20K	\$11.79	\$12.14	\$12.38	\$12.75	& Rate
20K-50K	\$14.71	\$15.15	\$15.45	\$15.91	Structure
50K-100K	\$16.79	\$17.29	\$17.64	\$18.17	Change
100K-150K	\$18.87	\$19.44	\$19.83	\$20.42	
150K-200K	\$20.94	\$21.57	\$22.00	\$22.66	
200K-250K	\$23.85	\$24.87	\$25.06	\$25.81	
250K-300K	\$25.93	\$26.71	\$27.24	\$28.06	
300K-350K	\$28.00	\$28.84	\$29.42	\$30.30	
350K-400K	\$30.08	\$30.98	\$31.60	\$32.55	
400K-450K	\$32.16	\$33.12	\$33.78	\$34.79	
450K-500K	\$37.35	\$38.47	\$39.24	\$40.42	
500K-550K	\$42.53	\$43.81	\$44.69	\$46.03	
550K-600K	\$47.72	\$49.15	\$50.13	\$51.63	
600K+	\$52.91	\$54.50	\$55.59	\$57.26	
<b>Wastewater</b>	\$14.47	\$15.19	\$15.49	\$15.95	+5%
					Rate
					Increase
<b>Acct Svc Fee</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

# REVENUE OVERVIEW

## Utility Availability Revenue



## Future Availability Projections

	FY21		FY22		FY23		FY24	
	Water	Wastewater	Water	Wastewater	Water	Wastewater	Water	Wastewater
<b>Commercial</b>								
Catoctin Corner	2	2	1	1				
Mayfair Industrial	2	2	3	3				
Other	4	4	7	7				
<b>Residential</b>								
Blue Ridge Estates	4	4	4	4				
Purcellville Gateway			3	3	3	3		
Village Case	4	4	6	6	6	6	8	8
Other/Infill	3	3	5	5	7	7		
<b>Totals</b>	\$579,465	\$486,000	\$914,267	\$766,800	\$592,342	\$496,800	\$206,032	\$172,800

# DEBT OBLIGATIONS

## Summary of Issuance Outstanding Debt

Issue	Interest Rate	Outstanding Balance on July 1, 2020	Fund % Outstanding Debt	FY 21 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%	3,692,485		343,173	8/1/2032	Anytime
2013 Refunding Bond	2.00 - 5.00%	8,020,000		901,131	2/1/2034	2/1/2023
		11,712,485	22%	1,244,304		
<b><u>PARKS &amp; RECREATION FUND</u></b>						
2008 Notes Payable-Purcellville Vol. Fire Dept.	0.00%	595,000		85,000	8/1/2026	Anytime
2017B Refunding Bond	1.49 - 3.35%	700,000		21,866	2/1/2038	2/1/2027
		1,295,000	2%	106,866		
<b><u>WATER FUND</u></b>						
2012 General Obligation-Cardinal Bank	2.75%	739,000		36,596	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%	2,165,000		79,713	2/1/2038	2/1/2023
2017B Refunding Bond	1.49 - 3.35%	5,855,000		529,219	2/1/2038	2/1/2027
		9,059,000	17%	660,528		
<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%	6,820,000		604,520	2/1/2034	2/1/2023
2017A Refunding-Sterling Bank	3.22%	2,674,000		201,103	2/1/2038	2/1/2023
2017B Refunding Bond	1.49 - 3.35%	9,745,000		317,651	2/1/2038	2/1/2027
		30,773,322	58%	1,413,938		
<b>Total Debt All Funds</b>		<b>52,839,806</b>	<b>100%</b>	<b>3,425,636</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	
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
2025	1,007,233	331,233	85,000	21,866	439,500	230,230	1,636,352	871,890	4,623,304
Thereafter	7,093,944	1,120,665	870,000	170,748	6,993,500	1,658,229	24,967,277	6,325,783	49,200,146
<b>Total</b>	<b>11,712,485</b>	<b>3,190,324</b>	<b>1,295,000</b>	<b>280,075</b>	<b>9,059,000</b>	<b>2,933,627</b>	<b>30,773,322</b>	<b>11,081,714</b>	<b>70,325,546</b>

### Legal Debt Margin

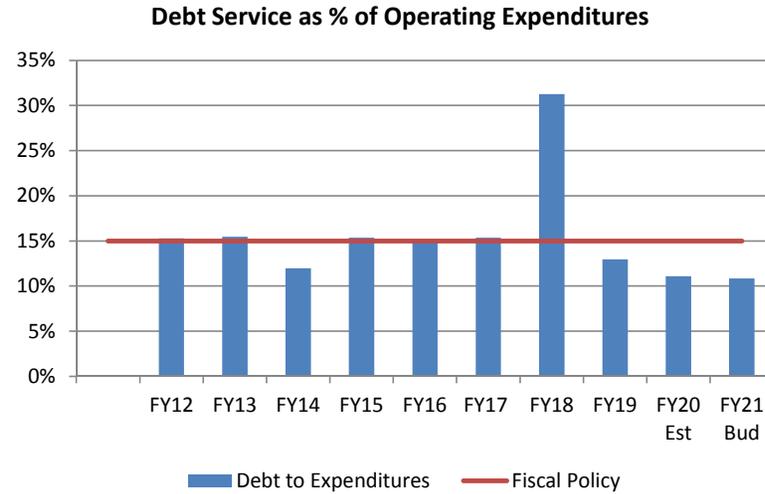
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2019 is as follows (*Source: FY19 Comprehensive Annual Financial Report*):

Assessed Value of Real Property, January 1, 2019	\$1,426,048,237
Debt Limit: Ten percent (10%) of Assessed Value	\$142,604,824
Amount of Debt Applicable to Debt Limit	<u>\$55,501,465</u>
Legal Debt Margin	<u>\$87,103,359</u>

# DEBT OBLIGATIONS

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

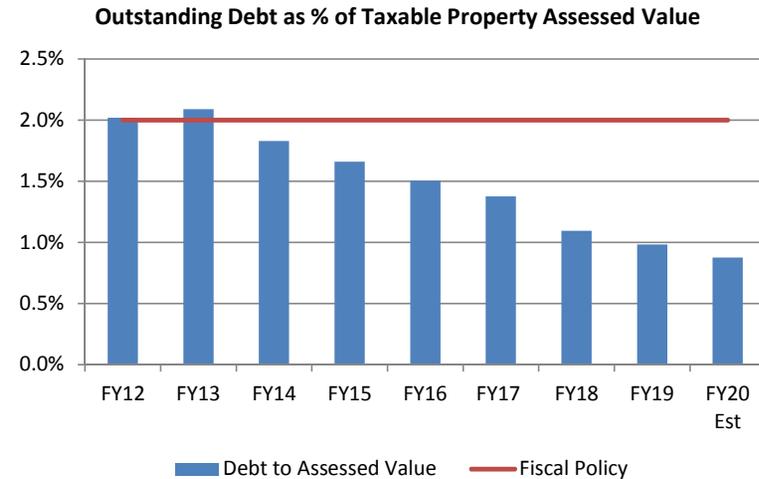
Fiscal Year	Debt Service	Operating Expenditures*	Debt to Expenditures
FY12	1,338,295	8,763,067	15%
FY13	1,391,711	9,007,060	15%
FY14	1,146,318	9,567,192	12%
FY15	1,419,855	9,247,877	15%
FY16	1,535,822	10,268,874	15%
FY17	1,544,813	10,054,514	15%
FY18	3,882,112	12,419,398	31%
FY19	1,301,172	10,042,003	13%
FY20 Est	1,309,707	11,823,229	11%
FY21 Bud	1,351,170	12,470,492	11%



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
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	1,404,879,395	13,782,483	0.98%
FY20 Est	1,485,999,930	13,007,485	0.88%



## FUND BALANCE AND NET POSITION

<b>GENERAL FUND</b>					
	<b>FY 18 Actual</b>	<b>FY 19 Actual</b>	<b>FY 20 Estimated</b>	<b>FY 21 Proposed</b>	<b>Change from FY 20</b>
Beginning Fund Balance	7,320,868	5,814,582	6,910,637	6,321,002	-9%
Revenues & Transfers In	10,013,798	10,751,496	10,819,150	11,785,681	9%
Expenditures & Transfers Out	(11,520,084)	(9,655,441)	(11,408,785)	(11,818,313)	4%
<b>Ending Fund Balance</b>	<b>5,814,582</b>	<b>6,910,637</b>	<b>6,321,002</b>	<b>6,288,370</b>	<b>-1%</b>
<b>Unassigned Fund Balance</b>	<b>5,176,351</b>	<b>6,299,036</b>	<b>6,185,578</b>	<b>6,152,946</b>	<b>-1%</b>

<b>SPECIAL PARKS AND RECREATION FUND</b>					
	<b>FY 18 Actual</b>	<b>FY 19 Actual</b>	<b>FY 20 Estimated</b>	<b>FY 21 Proposed</b>	<b>Change from FY 20</b>
Beginning Fund Balance	151,588	285,266	319,400	315,962	-1%
Revenues & Transfers In	1,283,992	470,696	668,006	637,179	-5%
Expenditures & Transfers Out	(3,183,562)	(436,562)	(671,444)	(652,179)	-3%
Transfer from General Fund	2,033,248	-	-	-	-
<b>Ending Fund Balance</b>	<b>285,266</b>	<b>319,400</b>	<b>315,962</b>	<b>300,962</b>	<b>-5%</b>

<b>WATER FUND</b>					
	<b>FY 18 Actual</b>	<b>FY 19 Actual</b>	<b>FY 20 Estimated</b>	<b>FY 21 Proposed</b>	<b>Change from FY 20</b>
Beginning Net Position	8,562,858	10,992,473	11,750,138	11,404,159	-3%
Revenues & Transfers In	5,437,821	3,652,106	2,982,613	3,313,034	11%
Expenditures & Transfers Out	(3,008,206)	(2,894,441)	(3,328,592)	(3,402,321)	2%
<b>Ending Net Position</b>	<b>10,992,473</b>	<b>11,750,138</b>	<b>11,404,159</b>	<b>11,314,872</b>	<b>-1%</b>

<b>WASTEWATER FUND</b>					
	<b>FY 18 Actual</b>	<b>FY 19 Actual</b>	<b>FY 20 Estimated</b>	<b>FY 21 Proposed</b>	<b>Change from FY 20</b>
Beginning Net Position	13,651,013	15,187,485	15,466,306	14,419,527	-7%
Revenues & Transfers In	5,393,470	3,969,302	3,186,028	4,261,293	34%
Expenditures & Transfers Out	(3,856,998)	(3,690,481)	(4,232,807)	(4,274,338)	1%
<b>Ending Net Position</b>	<b>15,187,485</b>	<b>15,466,306</b>	<b>14,419,527</b>	<b>14,406,482</b>	<b>0%</b>

(Source: FY 18 Comprehensive Annual Financial Report, FY 19 Comprehensive Annual Financial Report & FY 21 Proposed Budget)

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

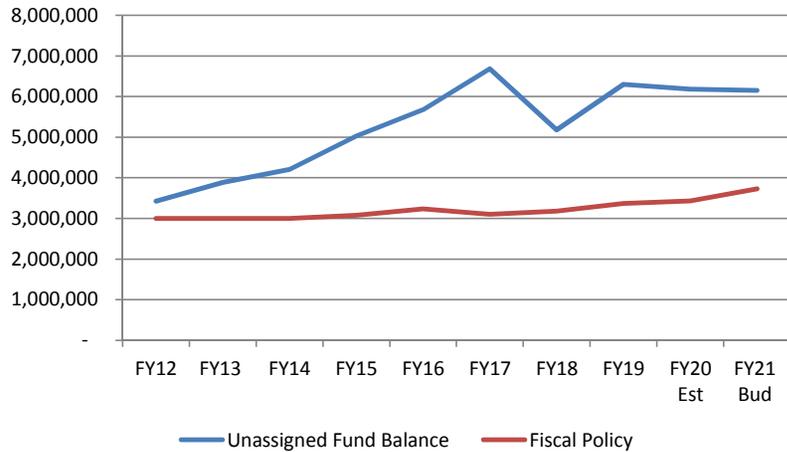
# GOVERNMENTAL FUND BALANCE POLICY

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

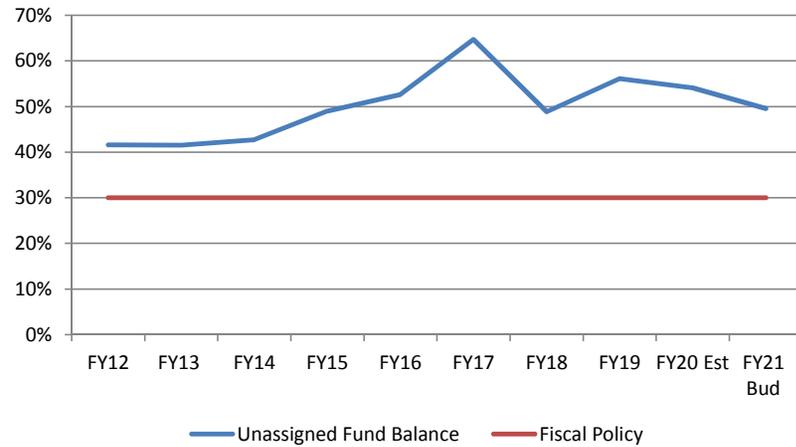
Fiscal Year	Unassigned Fund Balance	Operating Revenue	Reserves to Revenue
FY12	3,427,576	8,241,574	42%
FY13	3,884,533	9,360,117	42%
FY14	4,209,033	9,857,582	43%
FY15	5,031,166	10,272,033	49%
FY16	5,676,427	10,790,035	53%
FY17	6,685,555	10,335,743	65%
FY18	5,176,351	10,597,792	49%
FY19	6,299,036	11,222,192	56%
FY20 Est	6,185,578	11,430,156	54%
FY21 Bud	6,152,946	12,422,860	50%

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**

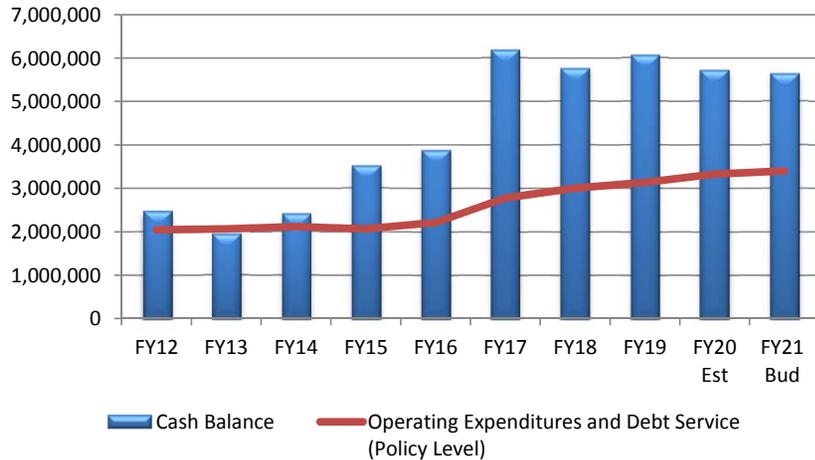


# UTILITY FUNDS CASH POLICY

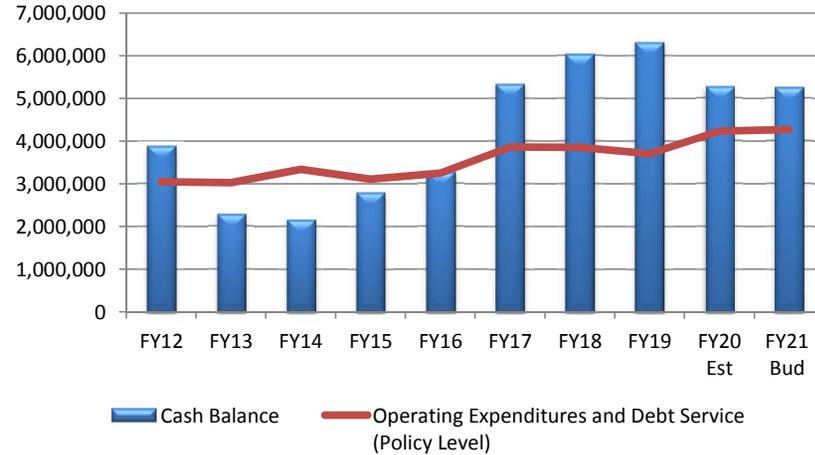
**Policy: Utility cash and cash equivalent should exceed 100% of total operating expenditures and debt service.**

Fiscal Year	Cash Balance		Operating Expenditures and Debt Service (Policy Level)	
	Water Fund	Wastewater Fund	Water Fund	Wastewater Fund
FY12	2,476,736	3,879,221	2,045,177	3,051,529
FY13	1,942,327	2,281,417	2,069,066	3,023,902
FY14	2,412,481	2,158,476	2,116,235	3,336,116
FY15	3,514,106	2,803,636	2,063,904	3,105,398
FY16	3,882,260	3,267,683	2,213,759	3,246,210
FY17	6,195,841	5,340,437	2,780,143	3,860,921
FY18	5,760,765	6,034,559	3,008,206	3,856,998
FY19	6,069,869	6,316,235	3,134,941	3,707,481
FY20 Est	5,723,890	5,269,456	3,328,592	4,232,807
FY21 Bud	5,634,603	5,256,411	3,402,321	4,274,338

### Water Fund Cash Balance



### Wastewater Fund Cash Balance



**General Fund Detail**

This section provides the missions, activities, goals & objectives, performance measures, and the FY 2021 proposed expenditures that support these activities. These are presented for each of the departments.

- Revenues and Expenditures
- Mission and Values
- Department Description
- Department Goals & Objectives
- Future Outlook
- Previous Year Accomplishments
- Key Performance Measures

# GENERAL FUND

OPERATING REVENUE	FY19	FY20		FY21				% of FUND
	Actual	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
10300000 311101 Real Estate Tax	3,064,210	3,102,320	3,301,275	3,282,004	3,634,075	531,755	17.1%	30.7%
10300000 311301 Personal Property Tax	657,457	607,879	648,352	661,319	661,319	53,440	8.8%	5.6%
10300000 311601 Penalties and Interest	41,448	32,000	35,000	35,000	35,000	3,000	9.4%	0.3%
10300000 312101 Sales Tax	1,225,507	1,217,052	1,269,954	1,295,353	1,308,053	91,001	7.5%	11.1%
10300000 312201 Utility Tax	222,898	220,000	220,000	220,000	220,000	0	0.0%	1.9%
10300000 312301 Business Licenses	888,515	806,429	806,000	810,000	810,000	3,571	0.4%	6.9%
10300000 312306 Farm and Community Market Fee	360	240	360	360	360	120	50.0%	0.0%
10300000 312401 Cable PEG Grant	12,743	12,000	12,000	12,000	12,000	0	0.0%	0.1%
10300000 312501 Vehicle License Fee	181,409	170,000	180,000	180,000	180,000	10,000	5.9%	1.5%
10300000 312601 Franchise Tax:Bank	356,412	340,000	360,000	360,000	360,000	20,000	5.9%	3.0%
10300000 312801 Cigarette Tax	209,943	207,592	208,973	204,794	204,794	(2,798)	-1.3%	1.7%
10300000 312901 Transient Occupancy Tax	0	0	0	0	0	0		0.0%
10300000 312902 Meals Tax	2,206,283	2,165,382	2,298,824	2,367,789	2,896,518	731,136	33.8%	24.5%
10300000 312202 Right of Way Usage Fee	19,891	21,000	21,000	21,000	21,000	0	0.0%	0.2%
10300000 313301 Zoning Fees	71,514	80,000	60,000	50,000	50,000	(30,000)	-37.5%	0.4%
10300000 313340 Community Events Sign	1,350	1,200	1,300	1,300	1,300	100	8.3%	0.0%
10300000 313350 Street Fees	2,650	800	3,000	3,000	3,000	2,200	275.0%	0.0%
10300000 313399 Miscellaneous	1,618	1,000	1,000	1,000	1,000	0	0.0%	0.0%
10300000 314100 Police Revenue	50,466	44,000	50,000	50,000	50,000	6,000	13.6%	0.4%
10300000 314101 E Citation Revenue	0	0	4,000	4,000	4,000	4,000		0.0%
10300000 314105 Mowing Fine by Ordinance	0	100	100	100	100	0	0.0%	0.0%
10300000 315101 Investment Income	80,278	75,000	75,000	75,000	75,000	0	0.0%	0.6%
10300000 315201 Rent on Property	15,000	27,000	27,000	27,000	27,000	0	0.0%	0.2%
10300000 315102 Unrealized Gain/Loss	32,699	0	0	0	0	0		0.0%
10300000 316301 PD Charges to Others	0	0	0	0	0	0		0.0%
10300000 316704 Maintenance Charges to Others	8,769	5,000	8,500	8,800	8,800	3,800	76.0%	0.1%

## GENERAL FUND

OPERATING REVENUE	FY19	FY20		FY21				% of FUND
	Actual	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
10300000 318902 Pmt in Lieu of Taxes (PHC)	2,500	2,500	2,500	2,500	2,500	0	0.0%	0.0%
10300000 318903 Donations	0	0	0	0	0	0		0.0%
10300000 318904 Local Grants and Awards	4,000	8,500	3,500	4,000	4,000	(4,500)	-52.9%	0.0%
10300000 318905 Proceeds from Property	1,047	30,100	15,000	15,000	15,000	(15,100)	-50.2%	0.1%
10300000 318906 Gas Tax Funding/Loudoun County	0	0	0	0	0	0		0.0%
10300000 318920 Vehicle Comn Reimbursement	962	0	0	0	0	0		0.0%
10300000 318940 Garnishment Fee	115	100	100	100	100	0	0.0%	0.0%
10300000 318950 Over/Short	(21)	0	0	0	0	0		0.0%
10300000 322108 Law Enforcement/VA	114,915	114,156	118,608	118,600	118,600	4,444	3.9%	1.0%
10300000 322109 PPTRA/VA	201,753	201,753	201,753	201,753	201,753	0	0.0%	1.7%
10300000 322130 Communications Tax/VA	136,605	130,000	132,000	130,000	130,000	0	0.0%	1.1%
10300000 324201 Fire Funds/VA	26,745	26,000	28,143	26,000	26,000	0	0.0%	0.2%
10300000 324301 Street Revenue/VA	665,739	690,739	693,008	693,010	693,010	2,271	0.3%	5.9%
10300000 324302 VDOT REV SH/GUARDRAIL	17,059	0	0	0	0	0		0.0%
10300000 324310 Litter Grant/VA	3,686	3,000	3,200	3,200	3,200	200	6.7%	0.0%
10300000 324501 Other Funds/VA	6,686	8,000	8,200	8,200	8,200	200	2.5%	0.1%
10300000 324705 Arts Grant/VA	4,500	4,500	20,000	20,000	20,000	15,500	344.4%	0.2%
10300000 324900 Emergency Funds/VA	18,928	0	0	0	0	0		0.0%
10300000 333101 Law Enforcement/Fed	32,640	0	1,500	0	0	0		0.0%
10300000 333201 Emergency Funds/Fed	0	0	0	0	0	0		0.0%
10300000 341102 Insurance Reimbursement	20,793	40,000	0	0	0	(40,000)	-100.0%	0.0%
10300000 341405 Capital Lease Revenue	141,425	0	0	0	0	0		0.0%
10300000 396100 Use of Reserves-CIP	0	200,000	0	400,000	0	(200,000)	-100.0%	0.0%
10300000 397100 Use of Designated Reserve	0	544,511	0	0	305,000	(239,511)	-44.0%	2.6%
10300000 398100 Use of Reserves	0	96,300	0	0	(272,368)	(368,668)	-382.8%	-2.3%
10300000 399100 Transfer from Other Funds	0	0	0	0	0	0		0.0%
<b>GENERAL FUND</b>	<b>10,751,497</b>	<b>11,236,153</b>	<b>10,819,150</b>	<b>11,292,181</b>	<b>11,818,313</b>	<b>582,160</b>	<b>5.2%</b>	<b>100.0%</b>

# GENERAL FUND

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
<b>GENERAL (G) FUND</b>									
Administration Pay & Benefits	971,415	1,012,534	1,017,529	1,029,529	1,164,723	1,133,947	116,418	11.4%	9.6%
Administration Operating	306,968	53,852	113,852	124,527	90,800	71,807	(42,045)	-36.9%	0.6%
Administration - Internal Services	851	220,065	257,642	246,492	267,600	287,600	29,958	11.6%	2.4%
Administration - Legal	92,451	76,000	76,000	236,831	76,000	76,000	0	0.0%	0.6%
<b>TOTAL ADMINISTRATION</b>	<b>1,371,685</b>	<b>1,362,451</b>	<b>1,465,023</b>	<b>1,637,379</b>	<b>1,599,123</b>	<b>1,569,354</b>	<b>104,331</b>	<b>7.1%</b>	<b>13.3%</b>
Financial Administration	62,074	79,000	79,000	77,000	79,000	79,000	0	0.0%	0.7%
Finance Pay & Benefits	914,454	1,038,266	1,039,324	1,039,324	1,056,811	1,009,554	(29,770)	-2.9%	8.5%
Finance Operating	82,979	99,172	99,172	99,272	99,726	99,272	100	0.1%	0.8%
<b>TOTAL FINANCE</b>	<b>1,059,506</b>	<b>1,216,438</b>	<b>1,217,496</b>	<b>1,215,596</b>	<b>1,235,537</b>	<b>1,187,826</b>	<b>(29,670)</b>	<b>-2.4%</b>	<b>10.1%</b>
IT Pay & Benefits	308,446	316,966	318,176	318,176	357,262	331,849	13,673	4.3%	2.8%
IT Operating	103,103	169,283	159,283	159,283	175,422	175,283	16,000	10.0%	1.5%
<b>TOTAL IT</b>	<b>411,549</b>	<b>486,249</b>	<b>477,459</b>	<b>477,459</b>	<b>532,684</b>	<b>507,132</b>	<b>29,673</b>	<b>6.2%</b>	<b>4.3%</b>
Police Pay & Benefits	1,985,965	2,158,209	2,179,991	2,197,875	2,978,050	2,512,474	332,483	15.3%	21.3%
Police Operating	404,181	395,167	383,667	370,405	557,917	395,317	11,650	3.0%	3.3%
Fire & Rescue Pass-Through	116,745	116,000	116,000	116,000	119,140	119,140	3,140	2.7%	1.0%
<b>TOTAL PUBLIC SAFETY</b>	<b>2,506,891</b>	<b>2,669,376</b>	<b>2,679,658</b>	<b>2,684,280</b>	<b>3,655,107</b>	<b>3,026,931</b>	<b>347,273</b>	<b>13.0%</b>	<b>25.6%</b>
Public Works Admin Pay & Benefits	346,817	372,617	372,617	372,617	403,639	393,718	21,101	5.7%	3.3%
Public Works Admin Operating	8,970	24,341	24,341	24,341	24,503	24,341	0	0.0%	0.2%
Public Works Engineering Pay & Benefits	553,649	560,395	561,875	561,875	596,291	583,075	21,200	3.8%	4.9%
Public Works Engineering Operating	56,101	69,543	69,543	69,543	427,873	252,648	183,105	263.3%	2.1%
Public Works Maintenance Pay & Benefits	886,291	990,746	990,546	990,546	1,065,017	1,061,283	70,737	7.1%	9.0%
Public Works Maintenance Operating	195,407	258,402	258,402	258,402	269,013	260,612	2,210	0.9%	2.2%
Streets - Town	170,902	195,250	154,250	154,250	162,250	162,250	8,000	5.2%	1.4%
Streets - State	422,324	860,618	901,618	901,618	901,618	601,618	(300,000)	-33.3%	5.1%
Refuse / Trash	462,412	488,000	488,000	488,000	590,000	590,000	102,000	20.9%	5.0%
Town Hall	155,218	153,165	135,640	136,990	154,815	142,315	6,675	4.9%	1.2%
<b>TOTAL PUBLIC WORKS</b>	<b>3,258,091</b>	<b>3,973,077</b>	<b>3,956,832</b>	<b>3,958,182</b>	<b>4,595,019</b>	<b>4,071,860</b>	<b>115,028</b>	<b>2.9%</b>	<b>34.5%</b>
Community Dev Pay & Benefits	395,422	419,146	419,146	399,567	439,835	433,747	14,601	3.5%	3.7%
Community Dev Operating	23,543	98,854	100,053	112,354	87,354	27,354	(72,699)	-72.7%	0.2%
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>418,964</b>	<b>518,000</b>	<b>519,199</b>	<b>511,921</b>	<b>527,189</b>	<b>461,101</b>	<b>(58,098)</b>	<b>-11.2%</b>	<b>3.9%</b>

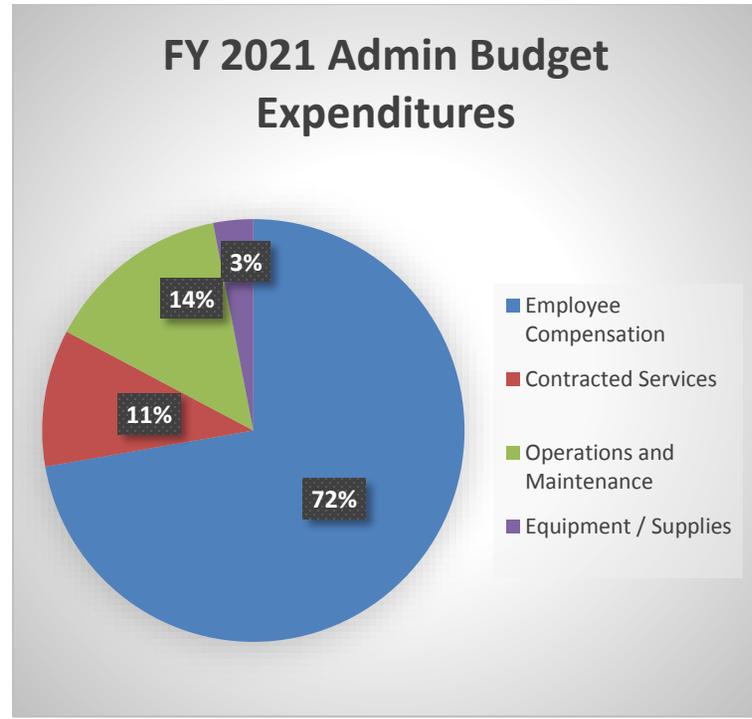
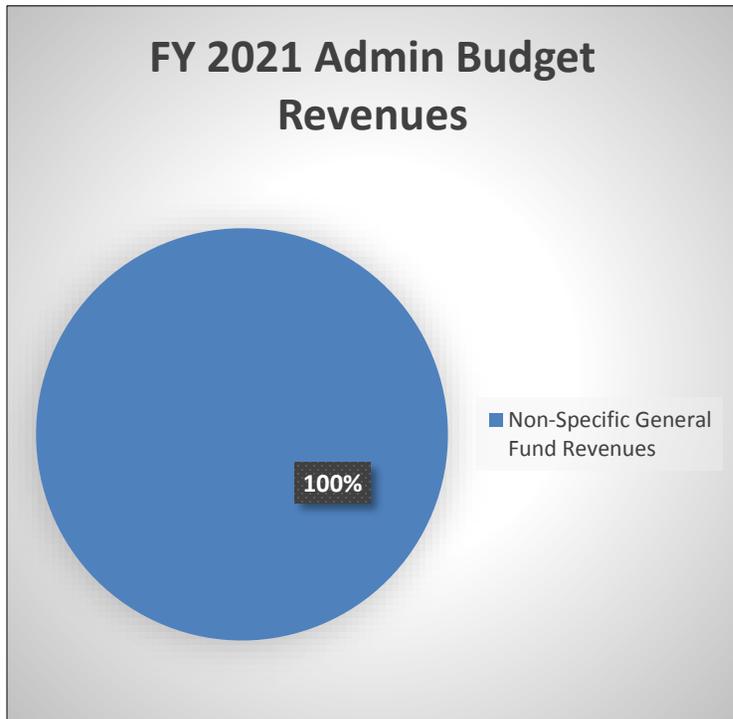
# GENERAL FUND

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Council	68,879	85,588	85,588	83,188	79,899	79,899	(5,689)	-6.6%	0.7%
Planning Commission	13,227	14,349	14,349	14,349	14,409	14,349	0	0.0%	0.1%
Board of Zoning Appeals	0	100	100	100	100	100	0	0.0%	0.0%
Economic Development	1,011	15,000	8,000	7,000	8,500	9,500	1,500	18.8%	0.1%
Architectural Review Board	3,230	3,768	3,768	3,768	3,768	3,768	0	0.0%	0.0%
Arts Committee	19,706	20,000	20,000	20,000	20,000	20,000	0	0.0%	0.2%
Environmental Special Programs	3,265	8,000	8,000	8,000	8,000	8,000	0	0.0%	0.1%
<b>TOTAL LEGISLATIVE &amp; ADVISORY</b>	<b>109,319</b>	<b>146,805</b>	<b>139,805</b>	<b>136,405</b>	<b>134,676</b>	<b>135,616</b>	<b>(4,189)</b>	<b>-3.0%</b>	<b>1.1%</b>
<b>GENERAL OPERATING COST</b>	<b>9,136,006</b>	<b>10,372,396</b>	<b>10,455,472</b>	<b>10,621,222</b>	<b>12,279,335</b>	<b>10,959,820</b>	<b>504,348</b>	<b>4.8%</b>	<b>92.7%</b>
Retiree Benefits - G	62,610	69,300	69,300	69,300	95,486	68,716	(584)	-0.8%	0.6%
Capital Asset Replacement (CARP) - G	191,107	139,023	121,139	128,021	271,000	130,000	8,861	7.3%	1.1%
Debt Retirement - G	1,194,305	1,202,841	1,202,841	1,202,841	1,244,305	1,244,305	41,464	3.4%	10.5%
Adjustments & Transfers - G	0	250,000	257,000	257,000	230,034	305,000	48,000	18.7%	2.6%
Contingency - G	0	114,469	116,853	116,853	70,000	100,000	(16,853)	-14.4%	0.8%
Less Utility Chargeback - PW	0	(986,452)	0	0	0	0	0		0.0%
Less Utility Chargeback - G	(928,589)	0	(986,452)	(986,452)	(989,528)	(989,528)	(3,076)	0.3%	-8.4%
<b>GENERAL FUND NON-DEPARTMENTAL</b>	<b>519,433</b>	<b>789,181</b>	<b>780,681</b>	<b>787,563</b>	<b>921,297</b>	<b>858,493</b>	<b>77,812</b>	<b>10.0%</b>	<b>7.3%</b>
<b>TOTAL GENERAL FUND</b>	<b>9,655,439</b>	<b>11,161,577</b>	<b>11,236,153</b>	<b>11,408,785</b>	<b>13,200,632</b>	<b>11,818,313</b>	<b>582,160</b>	<b>5.2%</b>	<b>100.0%</b>

# ADMINISTRATION

## FUNDING SOURCES AND EXPENDITURES

Administration receives all of its funding from non-specific General Fund revenues totaling \$1.569 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

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Administration Pay & Benefits	971,415	1,012,534	1,017,529	1,029,529	1,164,723	1,133,947	116,418	11.4%	9.6%
Administration Operating	306,968	53,852	113,852	124,527	90,800	71,807	(42,045)	-36.9%	0.6%
Administration - Internal Services	851	220,065	257,642	246,492	267,600	287,600	29,958	11.6%	2.4%
Administration - Legal	92,451	76,000	76,000	236,831	76,000	76,000	0	0.0%	0.6%
<b>TOTAL ADMINISTRATION</b>	<b>1,371,685</b>	<b>1,362,451</b>	<b>1,465,023</b>	<b>1,637,379</b>	<b>1,599,123</b>	<b>1,569,354</b>	<b>104,331</b>	<b>7.1%</b>	<b>13.3%</b>

### Significant Budget Changes

The FY 2021 adopted budget for the Administration Department increased by \$104,331 or 7% over the FY 2020 adopted budget.

- Pay and Benefits increased by 11% due to:
  - Personnel Services associated salary and benefit adjustments of existing staff, differential, and overtime.
- Administration's operating cost decreased by (37%) percent due to:
  - Prior Year included One-time funding totaling \$40,000 for the employee compensation and class studies.
- Internal Services increased by 12% percent due to fund the following:
  - \$20,000 Personnel Manual.
  - \$15,000 for Live Stream Video for TC & Planning Commission Meeting
  - \$10,000 for Transparency Portal/Open Finance software
- Legal Services cost center budget remained flat. Any additional necessary to fund outside legal services may require a future Budget Amendment.

# ADMINISTRATION

## **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.



## **DESCRIPTION OF THE DEPARTMENT**

The Town Manager is the Chief Administrative Officer of the Town and serves at the pleasure of Town Council. He is tasked with the coordination and oversight of all Town functions, the delivery of services and ensuring Town Council policies, priorities and strategic initiatives are put into action.

The Administration Department, with direction from the Town Manager and in coordination with the professional support staff of this department, is responsible for the implementation of Town Council policies and annual programmatic and strategic objectives; promotion and support of a high quality of life for the community; development of the annual budget and capital improvement program; fiscal management and budgetary oversight; legal review, consultation, representation, and overall protection of the legal interest of the Town; monitoring proposed state legislation; leadership and direction of staff to ensure the delivery of services to the community at a premier level; providing key human resource services and programs to attract and retain a diverse, talented and high-performing workforce; publication of agendas and management of official Town records and documents; efficient and effective communication and collaboration both internally and externally; coordination of relationships with other government agencies; risk management; and the administration and management of special projects and programs.

# ADMINISTRATION

Town Administration is comprised of the following positions:

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

## **GENERAL DEPARTMENT GOALS**

1. Strive to protect the exceptional quality of life in the Town while proactively preparing for the future
2. Preserve and enhance the appearance, character, and environmental quality and sustainability of the Town
3. Ensure responsive, accountable, collaborative, and transparent government
4. Achieve fiscal stability to provide cost effective and reliable core services that meet the present and future needs of the Town
5. Provide legal services, advice, and opinions to facilitate informed decision-making and effective policy development
6. Provide programs, services, and initiatives designed to attract, retain, support, and develop a diverse and inclusive workforce
7. Provide a solid foundation to facilitate operations and provide support to Town staff to ensure the professional administration and efficient delivery of services

## **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 Legal Services, Municipal Insurance, Records Management, Public Information, Special Programs, and Employee Service Recognition. In addition, administration pays for communications, leased equipment, and other miscellaneous expenses for those departments located within Town Hall. Further, the Administration staff provide guidance and support to all Departments and funds through its management and leadership, and legal, administrative and human resource services.
- In FY 2020, the Town contracted with an independent consulting firm to perform an employee classification and compensation study to provide equitable and competitive salaries for all employees; develop a salary structure that provides for internal equity

## ADMINISTRATION

and ensures external competitiveness with other municipalities in the region; attract and retain qualified workers; and review current compensation practices and policies and to develop recommendations for ongoing administration and maintenance of the Classification and Compensation Plan. The last classification and compensation study, for the Town of Purcellville, was conducted in 2008. To fully implement the results of this study, a budget impact will be necessary in current and future years.

- In FY 2020, the Town initiated use of NovusAgenda, a Granicus product, for agenda management software, increasing internal and external user functionality along with the introduction of a live streaming platform for the Town Council and Planning Commission Meetings.
- In FY 2020, the Administration Department, in coordination with the Police Department, began conducting evaluations of Town facilities to identify additional security and safety needs.
- In FY 2021, the Human Resources Department will enhance the Town's focus on diversity, equity, and inclusion by developing policy strategies and proposing increases to the budget to aid in recruiting and maintaining a workforce that represents the Town's diverse population.
- In FY 2021, the Town Manager and the Human Resources Department will engage a consultant to complete the review, revision, and update of the Town's Personnel Manual.
- The Town provides refuse services, including weekly solid waste, recycling, yard waste, 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 secure service directly with a private disposal company and pay additional fees for bulk trash service. The Town's current contract expires in November 2020. In FY 2020, along with the Towns of Hamilton, Hillsboro, Lovettsville, Middleburg, Round Hill, and Haymarket, the Town of Purcellville entered into a regional consortium to solicit proposals for refuse and recycling service with the intent to secure better pricing and service for all involved. 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

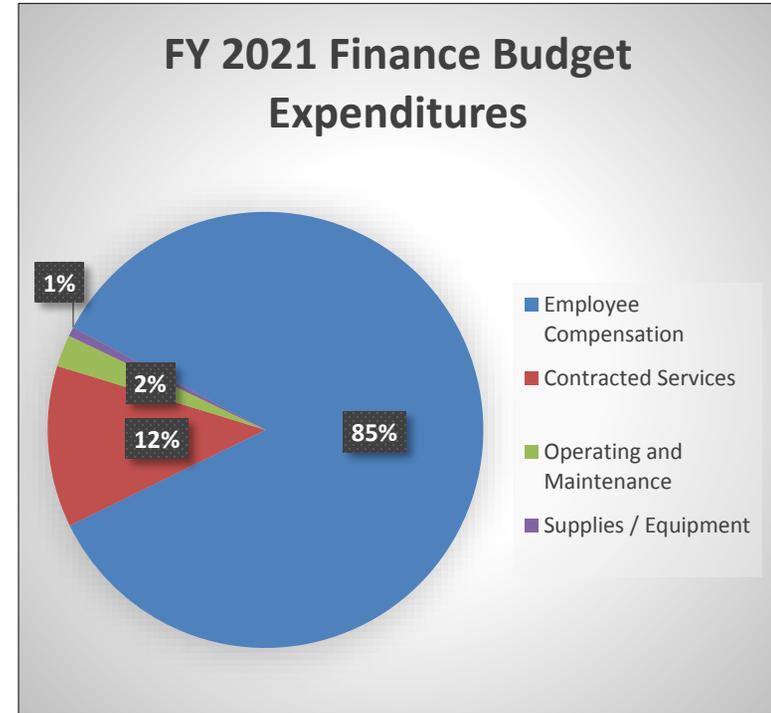
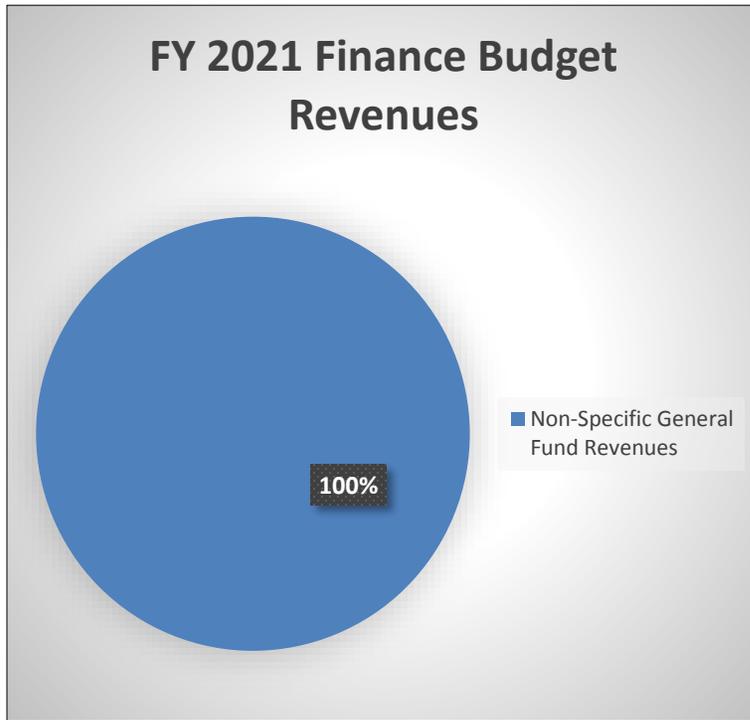
The following represents key measures to determine Administration's workload factors and performance:

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Number of Town Council Agendas Prepared per Year	Core	55	47	47
Number of FOIA Requests	Core	86	80	80
Number of Resolutions	Core	44	40	40
Number of Ordinances	Core	3	5	5
Number of Residential Refuse/Recycling collection accounts	Core	2,594	2,626	2,650
Number of External Recruitments	Core	16	11	9
Number of Worker's Compensation Claims Filed	Core	4	10	5
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Value of resources (\$) utilized in response to FOIA requests	Core	\$790	\$1,000	\$1,100
Percent of resources (\$) recovered through allowable FOIA fees	Core	40%	30%	30%
Tons of Refuse Collected	Core	2,661	2,850	3,000
Tons of Recycling Collected	Core	616	800	82
Tons of Yard Waste Collected	Core	300	350	400

# FINANCE

## FUNDING SOURCES AND EXPENDITURES

Finance receives all of its funding from General Fund non-specific revenues totaling \$1.187 million.



# FINANCE

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Financial Administration	62,074	79,000	79,000	77,000	79,000	79,000	0	0.0%	0.7%
Finance Pay & Benefits	914,454	1,038,266	1,039,324	1,039,324	1,056,811	1,009,554	(29,770)	-2.9%	8.5%
Finance Operating	82,979	99,172	99,172	99,272	99,726	99,272	100	0.1%	0.8%
<b>TOTAL FINANCE</b>	<b>1,059,506</b>	<b>1,216,438</b>	<b>1,217,496</b>	<b>1,215,596</b>	<b>1,235,537</b>	<b>1,187,826</b>	<b>(29,670)</b>	<b>-2.4%</b>	<b>10.1%</b>

## Significant Budget Changes

The FY 2021 adopted budget for the Finance Department shows a decrease of (\$30,000) or (2%) over the FY 2020 revised budget.

- Finance Pay & Benefits decreased (3%) due to:
  - Retirement of part-time Budget Analyst and reconfiguration of Finance front desk staff from full-time to part-time positions.

## 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 8:30 am to 4:30 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

## **FUTURE OUTLOOK**

- The new Purchasing Card (P-Card) Program has been developed to include an integrated pathway between Bank of America's P-card program and Munis Financials. Staff training and P-card issuance is underway now.
- Finance staff will continue to coordinate Utility Rate Model scenarios with Stantec. Information provided by Stantec's multi-year forecasting model is an important long-term fiscal planning tool.
- The Town Manager's proposed FY21 budget recommends changes to Town's Utility Rate Structure as well as utility rate increases based Stantec models and recommendations. Once Council formally adopts a utility rate plan, Stantec will provide assistance with citizen outreach.
- 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, financials, human resource/payroll and employee self-service modules with no interruptions in service and within budget. Implementation and parallel testing of the utility billing module is currently underway with Go Live expected in April 2020. After modules are tested and live, staff will continue to enhance functionality, workflow processes to expand segregation of duties, reporting and internal process documentation. Future enhancements include customer portals for tax and utility accounts, general billing and expansion of employee self-service to include electronic timesheets.
- Test and Implement Tyler Cashiering update (consistent with Munis 11.3 upgrade).
- 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

# FINANCE

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 Town's Financial Advisor, Davenport, is analyzing the Town's debt to determine if interest rate savings may be achieved via a refinancing. The results of this research will be presented to Council in late March.
- 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 2019 Budget Presentation. Changes to both documents are common in each year in response to GFOA best practice recommendations and award criteria.
- Per auditor recommendation, Finance is working with Public Works Capital and Engineering to estimate and record past contractor contributions for assets such as utility lines conveyed to the Town.
- 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 8:30 AM to 4:30 PM. Although this is primarily the responsibility of the Billing and Collection team, support is required from all areas to ensure coverage.
- Continue to monitor the County consolidated tax billing program to determine cost and benefits of potential Town participation. As of 2020, the County can provide both real estate and personal property tax billing and collection services on behalf of Towns.

## **KEY ACCOMPLISHMENTS**

- Upgraded bond rating from AA to AA+ from Fitch
- Maintained AAA Bond Rating from Standard & Poor's and Aa2 from Moody's
- GFOA Certificate of Achievement for Excellence in Financial Reporting for FY18 CAFR (11th consecutive award)
- GFOA Distinguished Budget Presentation Award for FY19 Budget (10th consecutive award)
- Procured and on boarded new auditor, Brown Edwards (FY19 audit)
  - Received "Unmodified" Audit Opinion for Town's FY19 Comprehensive Annual Financial Report (CAFR)
  - Developed new Inventory process for supplies used in the Maintenance and Utility departments per auditor recommendation
  - Deployed new BB&T online protocols such as Positive Pay, Dual Control ACH and Electronic Wires to strengthen treasury management efficiencies and controls
- Coordinated Stantec's (new utility rate consultant) development of the multi-year utility model and cost of service analysis; presented Utility Rate Structure recommendations to Council fall 2019

## FINANCE

- Implemented new Bank of America Purchasing Card (P-Card) program and software interface with Munis AP; update Procurement Policy for P-Card controls and procedures; develop employee P-Card training program; go live underway
- Munis project milestones:
  - Successfully upgraded financial software platform to Munis 11.3
  - Implemented public Tyler Open Finance Transparency Portal with weekly updates, flexible search options and detailed checkbook data
  - Implemented Munis HR/Payroll and Employee Self-Service portal
  - Implemented Meals Tax system in Munis
  - Enhanced use of Tyler Cashiering to manage Business License Tax renewal process allowing customer bills/receipts to be generated immediately at time of payment and decrease processing time
  - Continued implementation of Munis Utility Billing system; system set-up complete; bill forms submitted; final stages include coordination of Automated Meter Reading (AMR) interface with PW and ongoing data conversion passes; parallel system testing underway with Go Live expected in April 2020
- Developed new Quarterly Budget Status Report to improve internal compliance and fiscal transparency
- Maintained excellent collection rates for taxes and utilities
- Implemented online customer bill dispute form to improve management of personal property tax inquiries
- Managed Town's Investment portfolio of \$14.8 million, an increase/earnings of \$428,646
- Worked with departments to improve fleet inventory and management processes
- Recruit and budget training for new Financial Analyst
- Achieved personnel savings and enhanced front desk coverage by transitioning full-time staff positions to part-time
- Updated staff duties for Class and Compensation Study
- Participated in Management Strategic Planning session at Patrick Henry
- Met all statutory deadlines

### **PERFORMANCE DASHBOARD**

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

Workload Factors	Comp Plan, Core, Priority	Actual FY 2019	Estimated FY 2020	Projected FY 2021
Number of Utility Bills Issued	Core, Priority	17,644	17,600	17,675
Number of Real Estate Bills Issued	Core, Priority	6,278	6,250	6,285
Number of Personal Property Tax Bills Issued	Core, Priority	8,427	8,500	8,500
Number of Business License Issued (calendar year)	Core, Priority	776	780	775
Number of capital projects managed	Core	25	26	27
Number of new debt issuances managed	Comp Plan, Core, Priority	0	1	0
Number of loans managed	Comp Plan, Core, Priority	8	9	7

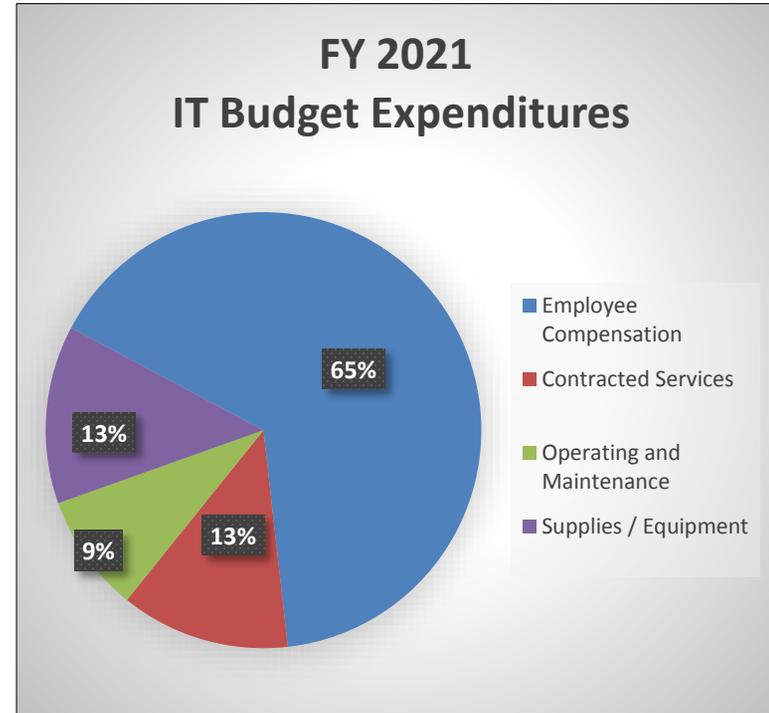
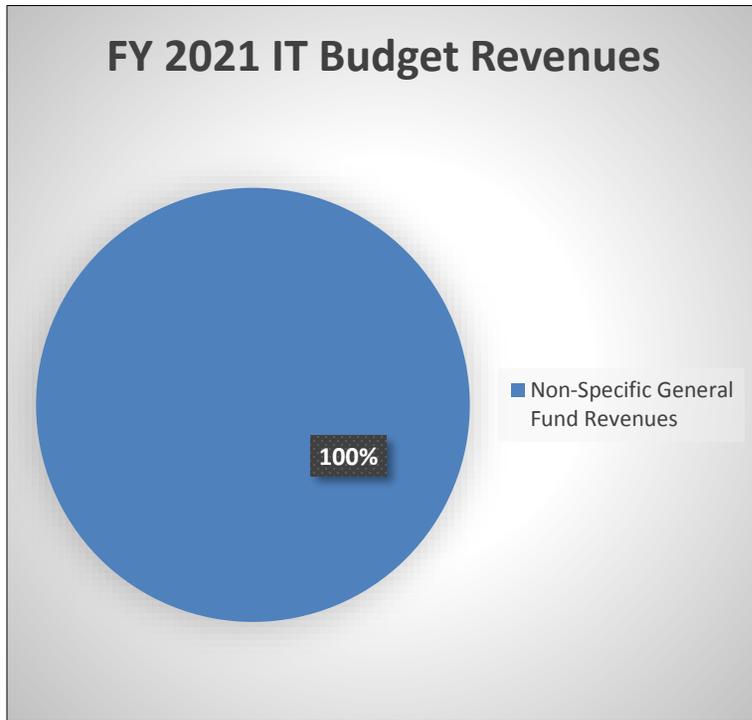
## FINANCE

Workload Factors	Comp Plan, Core, Priority	Actual FY 2019	Estimated FY 2020	Projected FY 2021
Number of AP transactions per year	Core	8,474	9,000	9,500
Number of W-2's issued per year	Core	122	120	130
Performance Measures	Comp Plan, Core, Priority	Actual FY 2019	Estimated FY 2020	Projected FY 2021
GFOA budget award (# consecutive years)	Core, Priority	11	12	13
GFOA financial reporting award (# consecutive years)	Core	11	12	13
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 2019	Estimated FY 2020	Projected FY 2021
Percent of utility bill revenue collected	Core, Priority	99.5%	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	97%	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 11 <sup>th</sup> consecutive Financial Reporting Award; received the 10 <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 2019 was 99%; personal property collection at 98%			
Desired Outcome	Results			
Maintain utility bill revenue collection rate of at least 98% annually	Utility bill collection rate for FY 2019 was 99%			
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 LIVE September 2019- Munis 11.3 upgrade LIVE October 2019 – Open Finance LIVE January 2020 - HR/Payroll Module & Employee Self-Service Underway- Utility Module parallel testing; Go Live target April 2020			

# INFORMATION TECHNOLOGY

## FUNDING SOURCES AND EXPENDITURES

Information Technology receives all of its funding from non-specific General Fund revenues totaling \$0.507 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

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
IT Pay & Benefits	308,446	316,966	318,176	318,176	357,262	331,849	13,673	4.3%	2.8%
IT Operating	103,103	169,283	159,283	159,283	175,422	175,283	16,000	10.0%	1.5%
<b>TOTAL IT</b>	<b>411,549</b>	<b>486,249</b>	<b>477,459</b>	<b>477,459</b>	<b>532,684</b>	<b>507,132</b>	<b>29,673</b>	<b>6.2%</b>	<b>4.3%</b>

## Significant Budget Changes

The FY 2021 adopted budget for the IT Department shows an increase of \$29,673 or 6% over the FY 2020 adopted budget.

- Pay and Benefits increased by 4% due to Personnel Services associated salary and benefit adjustments of existing staff and Indexed salary increase.
- Operating cost increased 10% due to:
  - In FY 2020, an increase to the communications budget was requested to pay for the upgrade of site to site connectivity. This upgrade improves connection reliability between the town sites and increase data transfer speeds between sites. The speed increase allows for data replication between sites, improving the resilience of the systems. However, the funding was for the full year. The contract was effective December 2019. Accordingly, the FY 2020 Revised Budget was decreased from the Original Appropriation by (\$10,000) since funding was only needed for 7 months rather than the full-year. However, 12 months of funding is required in FY 2021.
  - \$3,000 New Spam Filter, \$3,000 new system information and event monitoring system (SIEM) system, and \$3,000 archiving solution for our social media sites (facebook pages).

# INFORMATION TECHNOLOGY

## **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.

## **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

# INFORMATION TECHNOLOGY

## **FUTURE OUTLOOK**

- To ensure Technology needs are being met in all departments, the Department of Information Technology will be forming a Technology Advisory Committee (TAC), comprised of staff members from all Town departments and teams.
- To improve communication with citizens from members of the Council, Committees, Commissions and Boards, IT will be implementing Town managed email boxes for all members of Council, Committees, Commissions and Boards.
- To improve interdepartmental communications, IT will be looking into expanding the phone system at the Water and Wastewater facilities to allow for extension dialing.

## **KEY ACCOMPLISHMENTS**

- The communications budget line item increase allowed the Town's IT department to advertise for and award a contract for a fiber connected private network. This private network improves overall connectivity and reliability of network services for all of the town facilities. The added speed and reliability of the network allows for improved data replication and redundancy. The new network also reduces the Town's exposure to security threats.

# INFORMATION TECHNOLOGY

## PERFORMANCE DASHBOARD

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

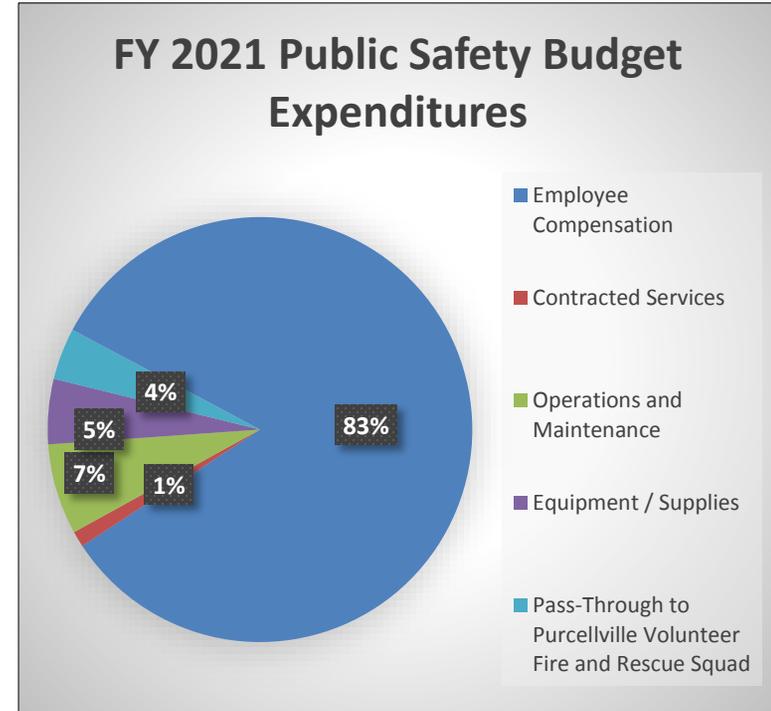
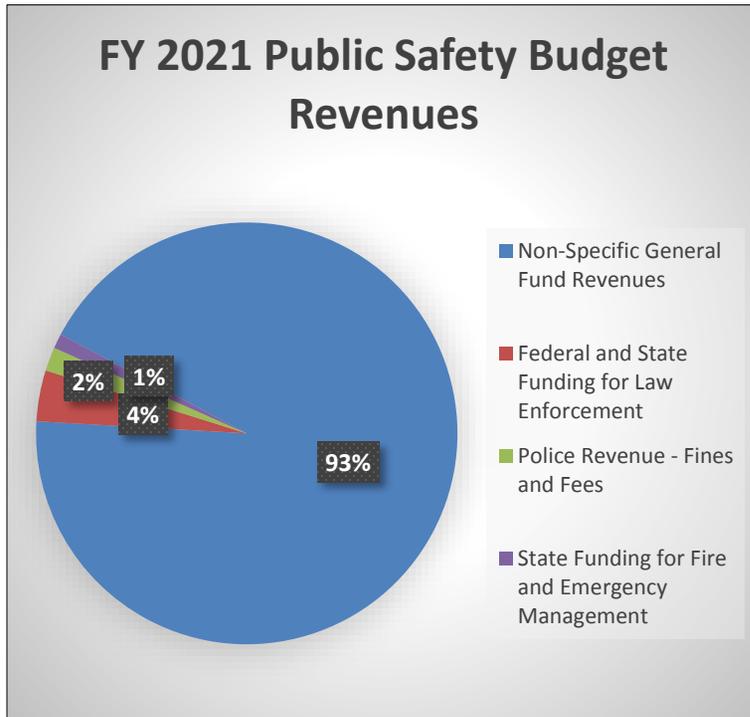
<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Number of servers supported	Core	28	26	24
Laser fiche records management system scanners	Core	12	12	12
Number of personal computers supported	Core	130	132	128
Percent of PCs and laptops over 4.5 years old	Core	13%	12%	11.7%
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	840	845	891
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</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%	5.9%
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 5.4% in FY19
Ensure operational efficiency by resolving all IT user trouble calls within one day of receipt	95% of 1159 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.
Improve connectivity of Town sites.	New fiber connected private network and internet connection has increased speeds and reliability of Town network services.

# POLICE DEPARTMENT AND PUBLIC SAFETY

## FUNDING SOURCES AND EXPENDITURES

Public Safety receives the following revenues and funding from the General Fund totaling \$3.027 million:



# POLICE DEPARTMENT AND PUBLIC SAFETY

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Police Pay & Benefits	1,985,965	2,158,209	2,179,991	2,197,875	2,978,050	2,512,474	332,483	15.3%	21.3%
Police Operating	404,181	395,167	383,667	370,405	557,917	395,317	11,650	3.0%	3.3%
Fire & Rescue Pass-Through	116,745	116,000	116,000	116,000	119,140	119,140	3,140	2.7%	1.0%
<b>TOTAL PUBLIC SAFETY</b>	<b>2,506,891</b>	<b>2,669,376</b>	<b>2,679,658</b>	<b>2,684,280</b>	<b>3,655,107</b>	<b>3,026,931</b>	<b>347,273</b>	<b>13.0%</b>	<b>25.6%</b>

## Significant Budget Changes

The FY 2021 proposed budget for the Police Department shows an increase of \$347,273 or 13% over the FY 2020 adopted budget.

- Police Pay & Benefits increased by 15% due to:
  - Personnel services associated salary and benefit adjustments of existing staff, 3% Indexed Increase, and overtime.
  - The Police Department compensation budget reflects a (\$50,000) reduction for salary lapse savings.
    - Salary lapse is a portion of the budgeted salary for permanent positions that becomes available during the course of the fiscal year due to employee separations or unpaid absences. While the salary lapse reduction was applied to the Police Department budget, the salary lapse amounts will be monitored during FY 2021 and transferred to the General Fund Departments that actually acquire the lapse savings. The budget reduction does not prevent the Police Department from utilizing its entire personnel positions of 23 full-time equivalents (FTEs) authorized in the budget.
    - In FY 2020 and FY 2021, the department is allowed to hire one additional patrol officer in response to high levels of attrition within our regional law enforcement community. This authority has limited impact on the budget but allows the department to reduce lag time in hiring and training new officers.
- Police Operating increased by 3% due to:
  - Equipment and supplies for new personnel.
- Fire and Emergency increased by 3% due to:
  - State funding is estimated at \$29,140. 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 State Contribution is based upon Population and tends to grow each year.
- 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 grant award is approved by Council.

# **POLICE DEPARTMENT AND PUBLIC SAFETY**

## **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.

## **DESCRIPTION OF THE DEPARTMENT**

The Purcellville Police Department consists of a dedicated staff consisting of 21 sworn officers, one Administrative Assistant/Records Manager, one Accreditation Manager, and one over-hire sworn FTE. The Police Department provides the following services:

- Patrol Duties – Every officer is assigned a Police Service Area (PSA) to enhance community engagement/partnership. Officers work with members of the residential and business communities to identify areas of concern and partner to 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, speed collection data, citizen complaints and safety 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 agency, the Loudoun County Sheriff's Office, as well as the Virginia State Police, who investigate fatality crashes.
- Administrative Support – Management of records, accreditation and policy management, training, human resources, crime analysis and statistical research, community engagement oversight, public relations, media outreach, 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 that community engagement and policing are the cornerstone of the Department. 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 serve as the law enforcement liaison to all homeowner associations.

# **POLICE DEPARTMENT AND PUBLIC SAFETY**

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. Continue to ensure members of the Department build trust and legitimacy with Town residents, business owners and visitors by providing fair and impartial police service.
2. Continue and refine our traffic safety strategy that ensures resources target areas in which the safety of the motoring, biking and walking public is at risk. The Department will utilize technology, data collection, and education and enforcement to address roadway safety concerns.
3. Develop policy and programs resulting in effective strategies that reduce crime, enhance community relations and ensure high quality of life standards are met and fear of crime is minimal.
4. Effectively use social media platforms to engage and communicate with the community, as well as continually research methods to expand our social media presence to include outreach to youth.
5. Ensure that Purcellville Police staff and officers are certified and trained in best practices in a variety of disciplines ensuring we strive to meet the pillars identified in 21<sup>st</sup> century policing. To include focus on crisis intervention training, crime prevention through environmental design and leadership/supervisory training.
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.
7. Hire quality individuals to fill vacant sworn positions, to allow the proper span of control and the proper work load for a FTE.

## **FUTURE OUTLOOK**

- The Purcellville Police Department continues to move forward with recommendations made in the 2018 Phase 2 Report that was compiled after a protracted investigation into the management of the Town by an interim town manager. Several of the recommendations were completed during the FY 2019 and FY 2020 timeframes, and the below recommendations will continue in the future:
  - Increase the Department's table of organization by six to eight officer positions. The Town has expanded sworn FTE positions and although it is not to the full recommended compliment, no additional positions will be requested this year, as we continue to struggle to fill current vacancies. Filling these vacancies will continue to be a priority in FY21. This will

## POLICE DEPARTMENT AND PUBLIC SAFETY

continue to be challenging because the increased pay compensation plans that have gone into effect with neighboring jurisdictions, along with the approximate 60% decrease in police applicants nationwide, and lack of a recruiting budget.

- Locate a more secure and functional facility to house police operations. The Town has committed to re-locating the Police Department into a temporary facility, as the lease at the current location expires in February 2021.
  - The Department will work with an Architect and Engineering firm to conduct a space and needs assessment, site study and selection, and will advance to place a RFP to bring on board both a project manager and construction company. This is within the Town's CIP.
- The Department will make organizational changes to define both an administrative and operations division within the Department to provide better oversight of staff and projects. The division of duties will allow greater attention to community needs and services, as well as provide a more accurate account and oversight to all administrative and operational duties within the Department. This re-organization will also support recommendations to break the cycle of mediocrity within the Department to focus on recruitment, update policies, investigate and bring on board additional training, ensure the compliance to policies, general orders, and procedure
  - 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 & 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, speed studies, 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 2,714 calls from the Loudoun County Emergency Communications Center in addition to engaging in 14,793 self-directed activities during FY 2019. 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**

## **KEY ACCOMPLISHMENTS**

- Responded to 2,714 calls for service and engaged in 14,793 self-directed activities
- Continued successful community outreach programs (Coffee with a Cop, Books & Badges, National Night Out, HOA meetings, Shop with a Cop, etc.)
- Hired a deputy chief
- Provided law enforcement services to all Town community events
- Maintained Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation
- Contract with Lexipol for general order updates that provide written policies to improve transparency and understanding between the Police Department and our residents
- Began and completed work with Virginia Chief of Police Association for organizational assessment and the Police Department's strategic plan (ongoing-internal and external)
- Through the FY 2019 budget enhancement that added 2 patrol officer positions and existing vacancies, the Department hired four officers that graduated from the Northern Virginia Criminal Justice Academy in June 2019
- Invested in one-time firearm and ammunition supplies to ensure proper supply level for training and reserves (FY 2019 Budget Amendment approved by Town Council – October 2019)

# POLICE DEPARTMENT AND PUBLIC SAFETY

## PERFORMANCE DASHBOARD

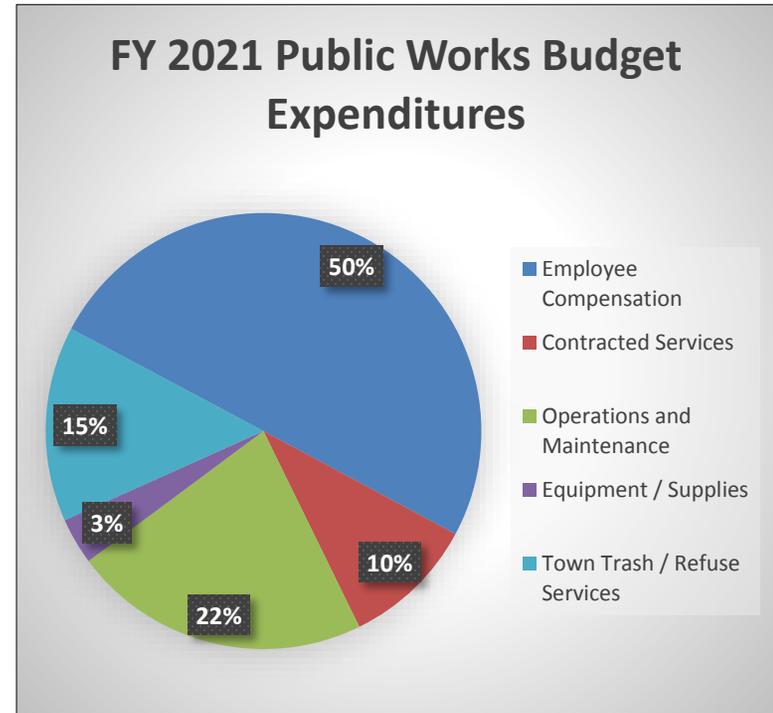
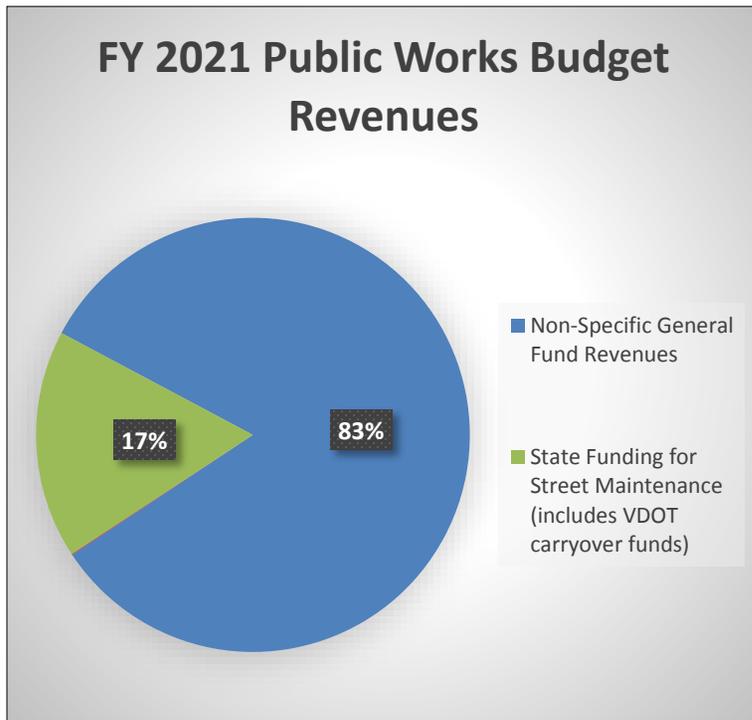
The following represents key measures to determine Police Department's workload factors and performance:

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Total Offenses Reported	Core	407	350	370
Number of Traffic Violations Issued	Core	1038	1170	1490
Number of Warning Tickets Issued	Core	976	1500	950
Number of Parking Tickets Issued		84	250	250
Number of Collisions Investigated	Core	240	162	187
Number of Community "Town Hall" Sessions	Core	1	4	3
Number of Community Outreach Events	Core	34	25	30
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Percentage of Time the 24 hour, 7 day a week, coverage is available	Core	100%	100%	100%
Average Response Time to Top Priority Calls (minutes-second Officer on Scene)	Core	3.09	3.00	3.00
Attendance at Community Engagement Sessions	Core	1349	1800	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 19 was 3.09 minutes		
Provide 2 events to dispose of prescription drugs		Yes		
Maintain VLEPSC accreditation		On-going leading to the FY21 re-accreditation		
Held at least one town hall meeting on community concern		0		
Held Coffee with a Cop program		4 in FY19		
Begin a Books and Badges program at the Town library		15 in FY19		
Continue successful community outreach programs		Yes		

# PUBLIC WORKS

## FUNDING SOURCES AND EXPENDITURES

Public Works receives its funding from State Street Maintenance support, fees for service and non-specific General Fund revenues totaling \$4.072 million.



# PUBLIC WORKS

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Public Works Admin Pay & Benefits	346,817	372,617	372,617	372,617	403,639	393,718	21,101	5.7%	3.3%
Public Works Admin Operating	8,970	24,341	24,341	24,341	24,503	24,341	0	0.0%	0.2%
Public Works Engineering Pay & Benefits	553,649	560,395	561,875	561,875	596,291	583,075	21,200	3.8%	4.9%
Public Works Engineering Operating	56,101	69,543	69,543	69,543	427,873	252,648	183,105	263.3%	2.1%
Public Works Maintenance Pay & Benefits	886,291	990,746	990,546	990,546	1,065,017	1,061,283	70,737	7.1%	9.0%
Public Works Maintenance Operating	195,407	258,402	258,402	258,402	269,013	260,612	2,210	0.9%	2.2%
Streets - Town	170,902	195,250	154,250	154,250	162,250	162,250	8,000	5.2%	1.4%
Streets - State	422,324	860,618	901,618	901,618	901,618	601,618	(300,000)	-33.3%	5.1%
Refuse / Trash	462,412	488,000	488,000	488,000	590,000	590,000	102,000	20.9%	5.0%
Town Hall	155,218	153,165	135,640	136,990	154,815	142,315	6,675	4.9%	1.2%
<b>TOTAL PUBLIC WORKS</b>	<b>3,258,091</b>	<b>3,973,077</b>	<b>3,956,832</b>	<b>3,958,182</b>	<b>4,595,019</b>	<b>4,071,860</b>	<b>115,028</b>	<b>2.9%</b>	<b>34.5%</b>

Note: FY 2020 Current Budget includes all approved budget adjustments through December 2019. Amounts may not equal due to rounding.

## Significant Budget Changes

The FY 2021 proposed budget for the Public Works Department shows an increase of \$115,028 or 3% percent over the FY 2020 current budget due to:

- Personnel services associated salary and benefit adjustments of existing staff, 3% Indexed increase, and overtime of \$113,000.
- Engineering - The Town wide Transportation Plan was completed in 2009. Since then, significant changes have occurred, both within and outside of the Town boundaries, which influence vehicular volumes and patterns. The Town has completed multiple transportation projects that have changed the Town transportation patterns, and that were envisioned in the 2009 plan. However, the effects of these changes should be reviewed in an updated study, which will identify the Town's transportation needs for the plan study year (2045). The cost is split over two years of \$175,000 in both FY 2021 and FY 2022.
- Streets - State decreased by (33%). The Virginia Department of Transportation's (VDOT) annual funding (revenue) to the Town for street maintenance carryover of (\$300,000) from FY 2020 being removed in FY 2021.
- Refuse / Trash increased by \$102,000 or 21% due to vendor cost.
- Town Hall increased by 5% driven by Security Enhancements. Installing card swipe access on all of the Town Hall interior doors costs are \$26,000.

# **PUBLIC WORKS**

## **PURPOSE OF THE DEPARTMENT**

The Public Works Department will provide a secure and reliable public infrastructure for the community / customer while continuing to find pragmatic and cost effective ways to improve the delivery of projects and services. Public Works supports the Utility Funds (water and wastewater) through management, administrative, engineering, planning, and maintenance activities.

## **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.
  - Town Hall and other Town Assets – Infrastructure costs to maintain Town Hall and other town facilities, infrastructure, and assets.

# PUBLIC WORKS

## GENERAL DEPARTMENT GOALS

1. Protect, maintain, and improve infrastructure within the Town of Purcellville
2. Find pragmatic and cost effective ways to improve the delivery of projects and services
3. Develop and retain an exceptionally qualified, well trained work force within a safe environment



## FUTURE OUTLOOK

- Public Works will be focusing on rate stabilization. This issue is center to the budgetary health of the department.
- Public Works will continue to look for innovative and pragmatic ways to maintain infrastructure, search out new water resources, and develop capital improvements. The department will lead this effort by using in house labor, sourcing materials from state and other local contracts, and compressing timelines.

# PUBLIC WORKS

## KEY MAINTNENANCE ACCOMPLISHMENTS

- Installed second antenna array at Maintenance Building resulting in total radio coverage of customer locations for remote meter reads
- Sand blasted and painted the water tower in town limits
- Demolished the Jefferies house and replaced it with a new structure containing water purification equipment
- Reestablished an Infiltration and Influent (I & I) program.
- Made needed storm-water improvements to pathway along A Street
- Completed A Street traffic circle
- Installed blinker crosswalk sign on Nursery Ave and Hatcher Ave.
- Improved pedestrian crossing at Main and 21<sup>st</sup> Street
- Installed and implemented traffic calming measures for East A Street
- Painted ALL stop bars and safety curbs
- Installed 150 decorative Christmas signs and refurbished L-O-V-E signs at the train station
- Completed 1,550 work orders with a total of 4,932.61 Staff Hours

## PERFORMANCE DASHBOARD

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

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Number of emergency call outs	Priority	22	20	20
Number of reportable overflow or backups	Priority	3	3	3
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
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%

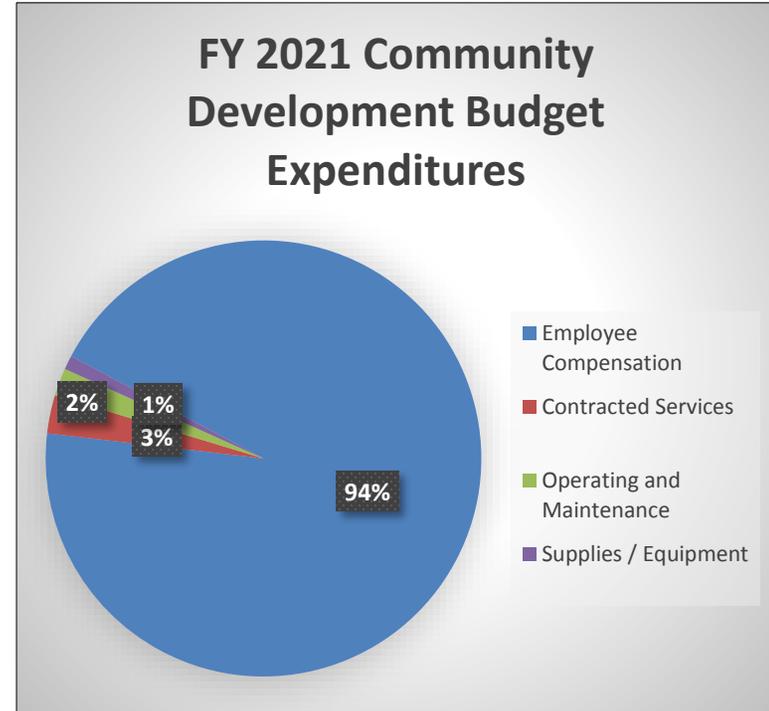
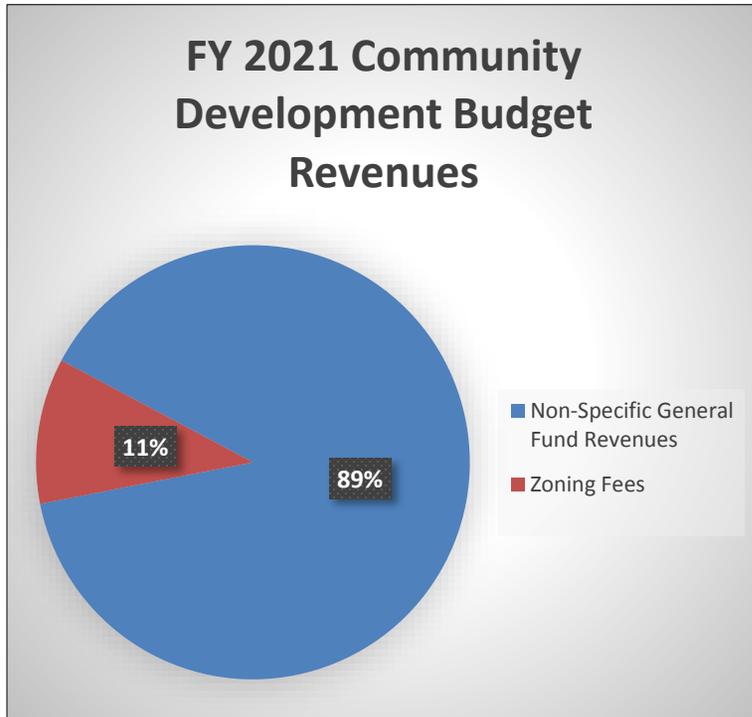
### OUTCOMES AND RESULTS

<b>Desired Outcome</b>	<b>Results</b>
Inspect at least 20% of the sewer collection system in a year	Inspected 32.2% 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 \$0.461 million.



# COMMUNITY DEVELOPMENT

## **BUDGET BY COST CENTER:**

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Community Dev Pay & Benefits	395,422	419,146	419,146	399,567	439,835	433,747	14,601	3.5%	3.7%
Community Dev Operating	23,543	98,854	100,053	112,354	87,354	27,354	(72,699)	-72.7%	0.2%
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>418,964</b>	<b>518,000</b>	<b>519,199</b>	<b>511,921</b>	<b>527,189</b>	<b>461,101</b>	<b>(58,098)</b>	<b>-11.2%</b>	<b>3.9%</b>

## **Significant Budget Changes**

The FY 2021 proposed budget for the Community Development Department shows a decrease of (\$58K) or (11%) over the FY 2020 adopted budget.

- Pay and Benefits increased by 4% due to:
  - Personnel Services associated salary and benefit adjustments of existing staff and 3% Indexed increase.
- Operating cost decreased by (73%) due to:
  - FY 2020 Budget included \$60,000 for the Zoning Ordinance and \$0 in FY 2021.
  - FY 2020 Budget included \$13,000 for Comprehensive Plan and \$0 in FY 2021.

# COMMUNITY DEVELOPMENT

## 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.

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

## **FUTURE OUTLOOK**

- Town Council has recently approved a significant update to the Comprehensive Plan, last updated in 2006. Plan Purcellville has been approved by the Planning Commission and has now been approved by Town Council. In the coming years, Community Development and the Planning Commission will begin to amend the zoning framework identified in the Comprehensive Plan.
- As part of the initiative to implement the organizational assessment recommendations and adopted in the FY 2020 budget, Community Development plans to complete an RFP for a zoning amendment that updates our ordinance and aligns with the newly adopted Comprehensive Plan update. The project will be funded at \$60,000 each year for 2 years (FY 2021 and FY 2022). *(Novak Recommendation #33<sup>1</sup>)*
- Community Development plans to research digitizing the Department's permitting system that will lead to staff efficiency and faster response time to customers. Beside internal staff time, the consultant and software cost is expected to be approximately \$8,000 to \$50,000. *(Novak Recommendation #31)*
- Community Development will be working to identify and digitize Historic buildings that have been left outside of the existing Historic Overlay District to help maintain the historic and small town character of Purcellville. *(Aligns to strategic initiative Promote Community & Economic Well-Being)*

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<sup>1</sup> See the Novak Consulting Group's [Town of Purcellville Organizational Report dated December 5, 2018](#)

# COMMUNITY DEVELOPMENT

## **KEY ACCOMPLISHMENTS**

- Issued over 282 zoning permits
- Interacted with 4,000 to 6,000 customer interactions on phone and in-person
- Led and worked 32 key active projects (e.g. Site Plans, re-zonings, special use permits, etc.)
- Staff support to Planning Commission, Board of Architectural Review, and Economic Development Advisory Committee (Over 140 hours in night meetings)

## **PERFORMANCE DASHBOARD**

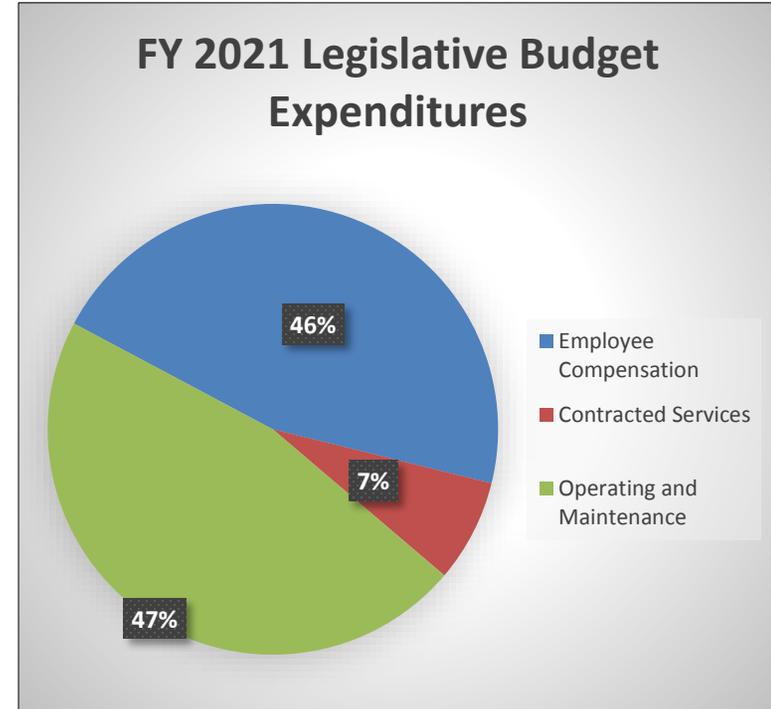
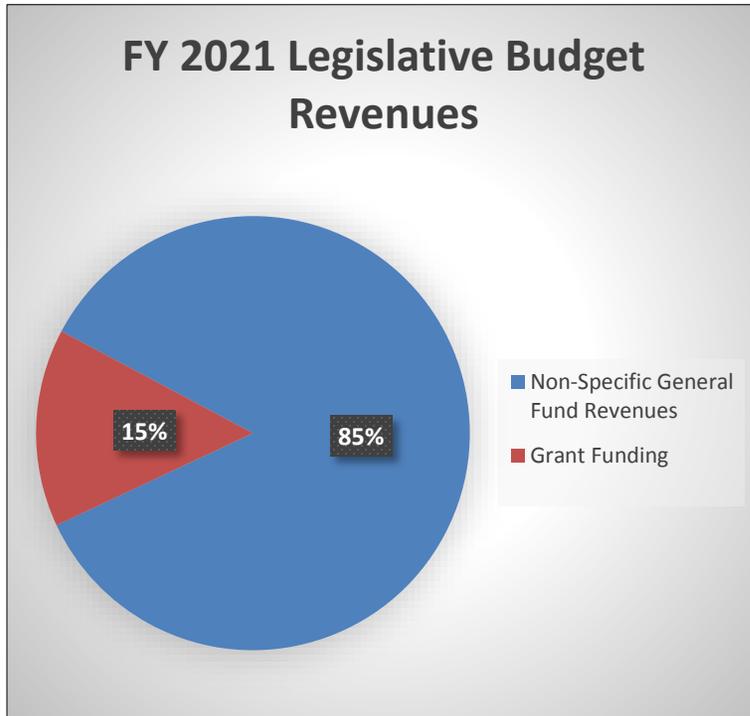
The following represents key measures to determine Community Development’s workload factors and performance:

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Permits, plans, and plats processed	Core	359	395	298
Customers serviced at counter	Core	430	460	475
Sign permits processed	Core	95	115	110
Total code violation cases including sign enforcement	Priority, Core	383	422	396
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 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Number of jobs created	Priority, Core	285	314	375
Number of new businesses including home occupation	Priority, Core	85	94	88
<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.		Have helped maintain the historic and small town character of Purcellville through judicious and appropriate code enforcement.		

# 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 \$0.136 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

### BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
Council	68,879	85,588	85,588	83,188	79,899	79,899	(5,689)	-6.6%	0.7%
Planning Commission	13,227	14,349	14,349	14,349	14,409	14,349	0	0.0%	0.1%
Board of Zoning Appeals	0	100	100	100	100	100	0	0.0%	0.0%
Economic Development	1,011	15,000	8,000	7,000	8,500	9,500	1,500	18.8%	0.1%
Architectural Review Board	3,230	3,768	3,768	3,768	3,768	3,768	0	0.0%	0.0%
Arts Committee	19,706	20,000	20,000	20,000	20,000	20,000	0	0.0%	0.2%
Environmental Special Programs	3,265	8,000	8,000	8,000	8,000	8,000	0	0.0%	0.1%
<b>TOTAL LEGISLATIVE &amp; ADVISORY</b>	<b>109,319</b>	<b>146,805</b>	<b>139,805</b>	<b>136,405</b>	<b>134,676</b>	<b>135,616</b>	<b>(4,189)</b>	<b>-3.0%</b>	<b>1.1%</b>

### Significant Budget Changes

The FY 2021 adopted budget for Legislative and Advisory shows a decrease of (\$4,189) or (3%) over the FY 2020 adopted budget.

- Council decreased by (7%) due to:
  - (\$3,200) decrease driven by Election Expense that was budgeted in the prior year.
  - (\$2,500) decrease in General Expenses.
- Economic Development increased 19% for Business Development.

# LEGISLATIVE AND ADVISORY

## 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.

## 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



## 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

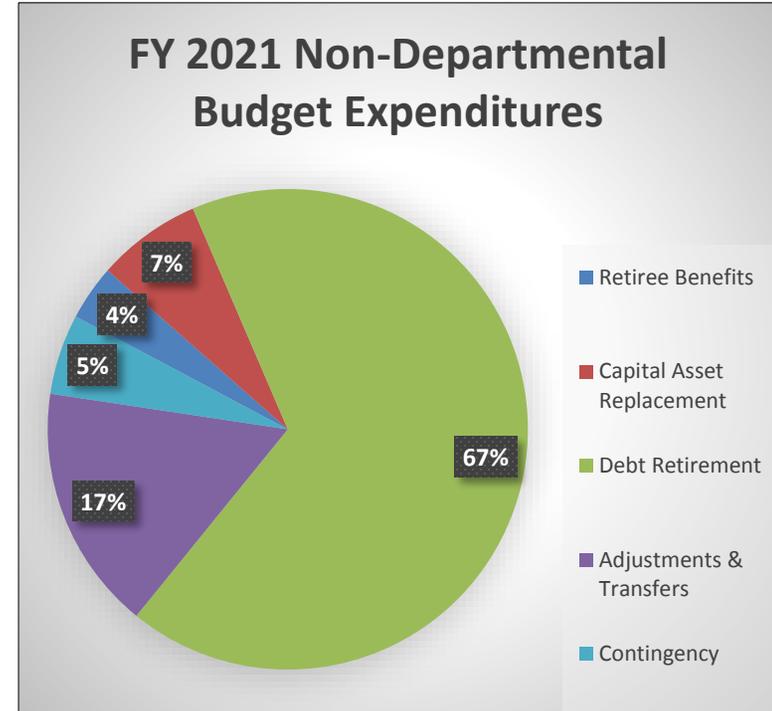
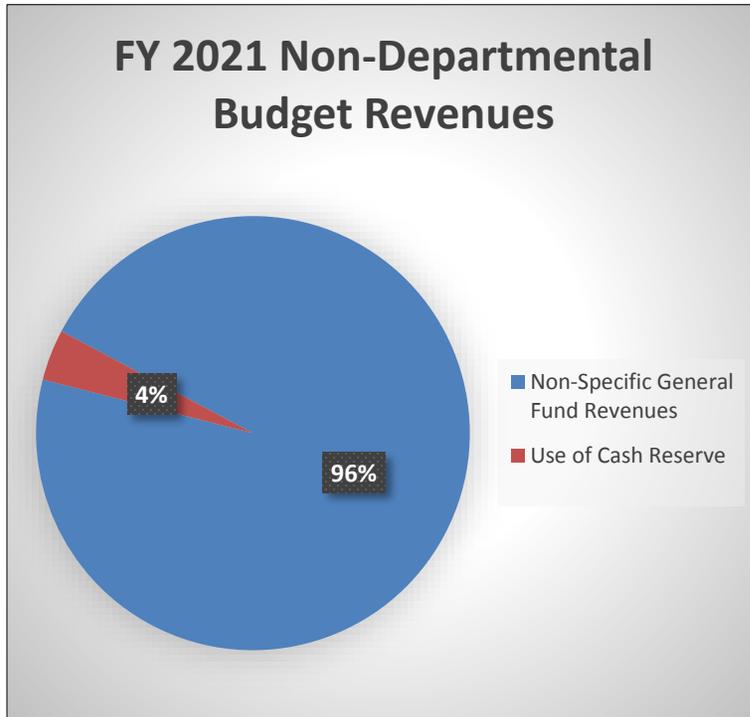
The following represents key measures to determine the Council and Advisory committee performance measures:

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Number of Town Council Regular Meetings	Core	20	20	20
Number of Town Council Special Meetings	Core	23	15	15

# NON-DEPARTMENTAL

## FUNDING SOURCES AND EXPENDITURES

Non-Departmental receives all of its funding from the General Fund revenues, \$32,632 use of cash reserves, and \$989,528 contra-expense for the Chargeback to the Utility funds for a total of \$0.858 million.



## DESCRIPTION:

Non-Departmental expenditures include costs that are not Department specific and includes capital outlay items. In FY 2021, Non-Department costs include debt retirement, adjustments and transfers, capital outlay, and retiree health benefits.

# NON-DEPARTMENTAL

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	% of FUND
Retiree Benefits - G	62,610	69,300	69,300	69,300	95,486	68,716	(584)	-0.8%	0.6%
Capital Asset Replacement (CARP) - G	191,107	139,023	121,139	128,021	271,000	130,000	8,861	7.3%	1.1%
Debt Retirement - G	1,194,305	1,202,841	1,202,841	1,202,841	1,244,305	1,244,305	41,464	3.4%	10.5%
Adjustments & Transfers - G	0	250,000	257,000	257,000	230,034	305,000	48,000	18.7%	2.6%
Contingency - G	0	114,469	116,853	116,853	70,000	100,000	(16,853)	-14.4%	0.8%
Less Utility Chargeback - G	(928,589)	0	(986,452)	(986,452)	(989,528)	(989,528)	(3,076)	0.3%	-8.4%
<b>GENERAL FUND NON-DEPARTMENTAL</b>	<b>519,433</b>	<b>789,181</b>	<b>780,681</b>	<b>787,563</b>	<b>921,297</b>	<b>858,493</b>	<b>77,812</b>	<b>10.0%</b>	<b>7.3%</b>

Note: Revised Budget includes all approved budget amendments and transfers through December 2019. Amounts may not equal due to rounding.

## Significant Budget Changes

The FY 2021 proposed budget for the Non-Departmental shows an increase of \$77,812 or 10% over the FY 2020 adopted budget.

- Capital Asset Replacements increased by 7% from the FY 2020 adopted budget. The increase was driven by 12 months of expense for Vehicles leased in FY 2021 versus a partial year in FY 2020.
  - No additional vehicles are being leased in FY 2021.
- Adjustment and Transfers increased by 19%.
  - \$305,000 is transferred to Wastewater in FY 2021.
    - The incremental meals tax revenue produced from the 1% proposed rate increase has been proposed to partially support the Wastewater Debt Service (\$0.305M in FY21 and FY22) with the balance designated for the Transportation Study in the General Fund. Meals tax is unique in that it generates revenue from Town residents as well as visitors that impact Purcellville's roads and utility systems.
  - Utility Chargeback remains at \$1 million and is shown in the Non-Departmental section in FY 2021.

# 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.
- The Capital Asset Replacement budget category within the Non-Departmental budget section provides funding for the Town's vehicles, heavy duty equipment and other asset management costs. 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, the Town will realize:
    - improved resale value on vehicle disposition and time spent readying the vehicle for disposal and sale,
    - lower maintenance cost,
    - save administrative time from the procurement,
    - equipment installation,
    - initial licensing and trips to the Virginia Department of Motor Vehicle,
    - staff downtime from maintenance issues and even possible safety issues caused by older vehicle maintenance problems.
- Funds budgeted in FY 2021 General Fund operating account, but not spent during the fiscal year, are no longer available for the Town Department's use. Any surplus funds are deposited in the General Fund's fund balance (reserves) for use at Town Council's discretion.

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

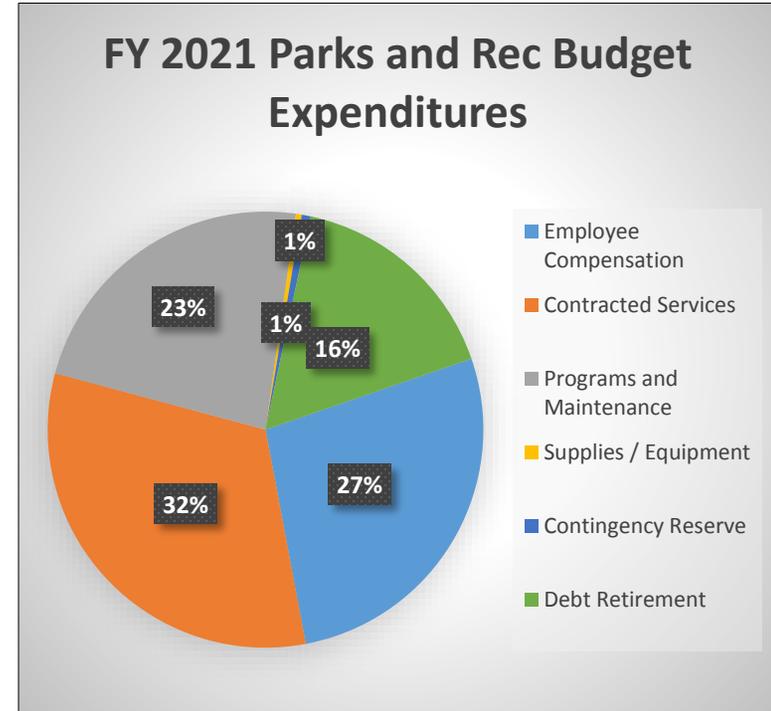
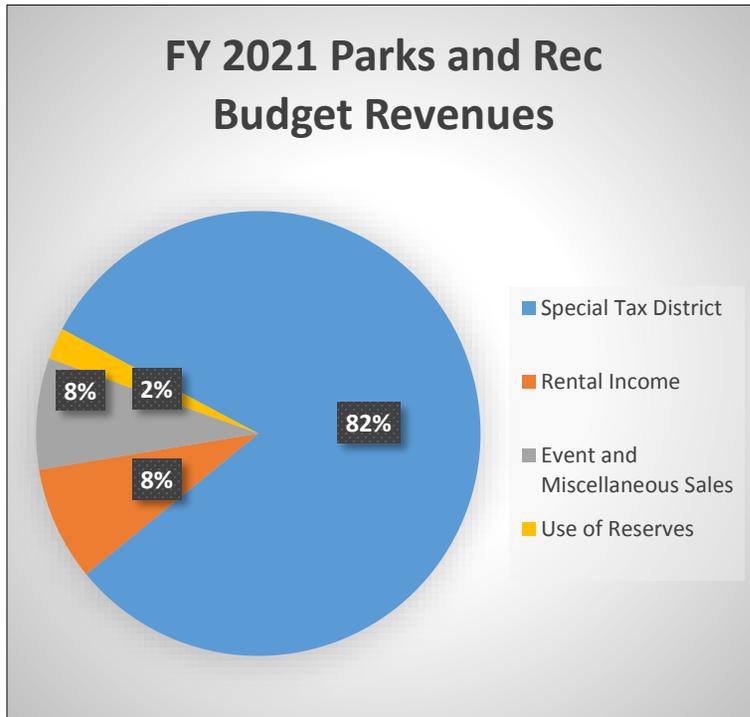
The Special Parks & Recreation Fund is a fund to support the Town's Parks and Recreation Activities. This section provides the FY 2021 proposed revenues and expenditures that support the parks and recreation activities.

- Revenues and Expenditures
- Mission and Values
- Department Description
- Department Goals & Objectives
- Future Outlook
- Previous Year Accomplishments

# PARKS AND RECREATION

## FUNDING SOURCES AND EXPENDITURES

The Parks and Recreation Fund is a Special Revenue fund as it is supported by a Special Tax District. In FY 2021, the fund is also supported by program fees and a \$15,000 Use of Reserves. The following charts display the budgeted FY 2021 revenues and expenditures of \$0.652 million in the Parks and Recreation Fund.



## PARKS AND RECREATION

OPERATING REVENUE	FY19	FY20		FY21				% of FUND
	Actual	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
20310000 311104 Fireman's Field District Tax	424,616	423,044	503,277	447,546	529,969	106,925	25.3%	81.3%
20310000 311601 Penalties and Interest	483	500	400	400	400	(100)	-20.0%	0.1%
20310000 315201 Rent on Property	24,000	48,000	48,000	48,000	48,000	0	0.0%	7.4%
20310000 315203 Train Station Income	5,680	4,500	6,000	6,000	6,000	1,500	33.3%	0.9%
20310000 318901 Product Sales	37	0	0	0	0	0		0.0%
20310000 318903 Donations	2,500	500	500	500	500	0	0.0%	0.1%
20310000 318908 Special Events/Programs	225	300	300	300	300	0	0.0%	0.0%
20310000 324501 Other Funds/VA	656	5,000	0	0	0	(5,000)	-100.0%	0.0%
20310000 324705	0	0	0	0	0	0		0.0%
20310000 332201 BAB Subsidy	0	0	0	0	0	0		0.0%
20310000 387000 Bond Proceeds	0	0	0	0	0	0		0.0%
20310000 398200 Use of Reserves	0	75,000	0	0	15,000	(60,000)	-80.0%	2.3%
20310000 399100	0	0	0	0	0	0		0.0%
20310000 399200 Transfer from Other Funds	0	57,000	57,000	0	0	(57,000)	-100.0%	0.0%
20310005 318908 Train to Run 5K Race Rev	0	0	0	0	0	0		0.0%
20310010 318908 Community Garden Rev	300	510	200	510	510	0	0.0%	0.1%
20310020 318908 Music and Arts Festival Rev	11,901	8,000	8,000	8,000	8,000	0	0.0%	1.2%
20310040 318908 Wine and Food Festival Rev	300	42,000	43,349	42,000	42,000	0	0.0%	6.4%
20310080 318908 Winter Holiday Program	0	1,500	980	1,500	1,500	0	0.0%	0.2%
<b>PARKS &amp; REC FUND</b>	<b>470,698</b>	<b>665,854</b>	<b>668,006</b>	<b>554,756</b>	<b>652,179</b>	<b>(13,675)</b>	<b>-2.1%</b>	<b>100.0%</b>

# PARKS AND RECREATION

## BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Manager Proposed	\$ Change	% Change	
<b><u>SPECIAL PARKS &amp; REC (P&amp;R) FUND</u></b>									
Parks & Rec Pay & Benefits	89,732	174,640	179,239	179,239	200,870	178,327	(912)	-0.5%	27.3%
Parks & Rec Management Op	29,969	51,150	51,150	51,150	111,243	41,153	(9,997)	-19.5%	6.3%
Parks & Rec Advisory Board	0	3,000	3,000	3,000	3,000	3,000	0	0.0%	0.5%
Parks & Rec Skating Rink	0	43,000	43,000	43,000	47,000	47,000	4,000	9.3%	7.2%
Parks & Rec Train Station	34,417	43,415	43,415	43,655	43,760	43,760	345	0.8%	6.7%
Train Station Advisory Board	0	0	7,000	7,000	7,000	7,000	0	0.0%	1.1%
Fireman's Field Complex	79,344	56,650	56,650	62,000	62,000	62,000	5,350	9.4%	9.5%
Parks & Rec Programs	45,844	81,400	81,400	81,400	81,400	81,400	0	0.0%	12.5%
Parks & Rec Tree Commission	393	2,500	2,500	2,500	2,500	2,500	0	0.0%	0.4%
<b>PARKS &amp; REC OPERATING COST</b>	<b>279,699</b>	<b>455,755</b>	<b>467,354</b>	<b>472,944</b>	<b>558,773</b>	<b>466,140</b>	<b>(1,214)</b>	<b>-0.3%</b>	<b>71.5%</b>
Capital Asset Replacement (CARP) - P&R	0	0	0	75,000	0	75,000	75,000		0.6%
Debt Retirement - P&R	106,866	106,866	106,866	106,866	106,866	106,866	0	0.0%	16.4%
Adjustments & Transfers - P&R	50,000	0	75,000	0	0	0	(75,000)	-100.0%	0.0%
Contingency - P&R	0	21,233	16,634	16,634	8,000	4,173	(12,461)	-74.9%	0.6%
<b>PARKS &amp; REC NON-DEPARTMENTAL</b>	<b>156,866</b>	<b>128,099</b>	<b>198,500</b>	<b>198,500</b>	<b>114,866</b>	<b>186,039</b>	<b>(12,461)</b>	<b>-6.3%</b>	<b>28.5%</b>
<b>TOTAL SPECIAL PARKS &amp; REC FUND</b>	<b>436,565</b>	<b>583,854</b>	<b>665,854</b>	<b>671,444</b>	<b>673,639</b>	<b>652,179</b>	<b>(13,675)</b>	<b>-2.1%</b>	<b>100.0%</b>

# PARKS AND RECREATION

## SIGNIFICANT BUDGET CHANGES

The FY 2021 Proposed Budget for the Parks and Rec Department shows a slight decrease of (\$13,675) or (2%) over the FY 2020 Adopted Budget.

- Revenue
  - Special Tax District increased \$106,925 driven by increased property values and a ½ cent (\$0.005) tax rate increase to support programs and annual Capital Asset Replacement (CARP) costs of \$75,000.
  - Train Station income increased \$1,500.
  - Use of Reserves and Transfers from Other Funds decreased (\$117,000) as the proposed tax increase supports program costs.
- Expense
  - Pay and Benefits decreased slightly (\$912) or (1%) percent due to Health Insurance elections.
  - Parks and Rec Contingency decrease (\$12,461).
  - Parks and Rec Programs costs of \$81,400 include:
    - Wine & Food Festival \$35,000 (revenue offset \$42,000)
    - Music & Arts Festival \$18,000 (revenue offset \$8,000)
    - Winter Holiday Program \$11,500 (revenue offset \$1,500)
    - Special Programs \$5,500
    - Youth Sports Program \$5,200
    - July 4<sup>th</sup> Program \$4,200
    - Community Garden \$1,000 (revenue offset \$510)
    - Emancipation Day \$1,000
- Capital
  - In FY 2021, the Parks and Rec Fund has no transfers to Capital Improvement Program (CIP) projects.



# **PARKS AND RECREATION**

## **PURPOSE OF THE DIVISION**

Provide quality parks 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.

## **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 that connect them to art, nature, and history.
- Executing programs, activities, and events that promote tourism in Purcellville, encourage community engagement, enhance residents' quality of life, and highlight the features of the Town.
- Assessing the active and passive recreational needs of the Town.
- Initiating and coordinating efforts to expand and enhance Town park offerings.
- Contributing to overseeing the operation, improvement, and maintenance of park properties and facilities in coordination with the Public Works Department.
- Coordinating with committees, commissions, and boards associated with Parks and Recreation to ensure their goals are met and projects planned, budgeted, and implemented.
- Issuing special event permits, which includes coordinating the review of requests among all departments and conducting meetings as needed.
- Managing and coordinating volunteers and volunteer activities, including scout projects and community organization efforts.

## **GENERAL DIVISION GOALS**

1. Provide a vibrant, walkable community with protected open spaces that may be used for active and passive recreation, and that protect and enhance the environment
2. Provide Town-sponsored events and activities that highlight the Town's food and beverage offerings as well as its historical and cultural qualities, 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 youth and residents.
4. Support visual and performing arts in the Town and provide residents with a variety of ways to experience, enjoy, and learn about art and connect with artists.
5. Establish and support efforts to protect the environment in Purcellville and engage students, scouts, and residents in learning about the environment and taking steps to make Purcellville more sustainable and environmentally friendly.
6. Establish and maintain partnerships with local community organizations (scouts, non-profits, etc.) to enhance Parks and Recreation offerings.

# PARKS AND RECREATION

## FUTURE OUTLOOK

- The Parks and Recreation Division initiated an update to the Parks and Recreation Master Plan, last conducted in 2005. Results of this study will help guide efforts for the Division and the volunteer committees, commissions, and boards associated with Parks and Recreation. This plan will help direct long- and short-term goals, initiatives, priorities, and new economic opportunities of the Parks and Recreation Division. It will also help Parks and Recreation address services, management, maintenance, facilities, and policies in a fiscally responsible and sustainable manner.
- 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 and initiatives that provide Town residents and visitors recreational offerings such as parks and trails and cultural, environmental, and historical programs, efforts, and events.
- The Parks and Recreation staff will continue to provide contractual management oversight with the Bush Tabernacle contractor and with the Loudoun County for Fireman's Field, and also coordinates with the event management partner on Town sponsored events.
- Parks and Recreation staff will continue to plan and manage four signature events, two parades, two ceremonies, twelve monthly guided nature walks, the Town-wide clean-up, other events and activities that are hosted by the four committees (PRAB, PAC, TESC, and TSAB). The Town supports and coordinates with the Purcellville Volunteer Fire Company on two of the signature events. Additionally, the Parks and Recreation staff are partnering with the Loudoun County Parks and Recreation staff at the Loudoun Valley Community Center, Franklin Park, and the Purcellville Library to coordinate additional events and enhance partnerships that will benefit Purcellville's residents and businesses. The Parks and Recreation staff are also coordinating with the Concession Contractor to increase the number of events held at the Bush Tabernacle. One of these events is the Non-Profit Expo, which will be funded through the reallocation of funding from the Sports Grant. Parks and Recreation staff plan to encourage collaboration with Purcellville's Economic Development Advisory Committee.
- The Parks and Recreation staff will continue coordinate with several area non-profit organizations and Loudoun County staff for projects, events, and activities and look for opportunities to expand and enhance these connections. The organizations include the Loudoun Wildlife Conservancy, the Purcellville Rotary Club, Keep Loudoun Beautiful, the Purcellville Library, Loudoun County Tree Stewards, Loudoun Soil and Water Conservancy, Franklin Park, local Boy Scout Troops, local Girl Scout Troops, area schools, the Piedmont Environmental Council, Audubon Naturalist Society, the Loudoun County Urban Forester, the Virginia Department of Forestry, Visit Loudoun, Loudoun County Parks and Recreation, Loudoun County Master Gardeners, Discover Purcellville, The Nature Generation, the Loudoun Valley Community Center, Loudoun County Emergency Management, Loudoun County Health Department, Virginia ABC, neighboring municipalities, Purcellville Volunteer Fire and Rescue, Purcellville Business Association, and Purcellville Historical Society.

## PARKS AND RECREATION

- The Parks and Recreation Division will continue to coordinate with the Public Works Department for the management of 7 facilities, parks and trails including Fireman's Field, Bush Tabernacle, Dillon's Woods, Sue Kane Nature Preserve, Chapman DeMary Trail, Community Garden, and the Train Station.
- The staff will continue to coordinate with the Public Works Department on approved Parks and Recreation Capital Improvement Program (CIP) projects. These include the outdoor stage for Dillon's Woods, a multi-use path on the Sue Kane Nature Preserve to establish a connection from Hirst Road to the W&OD Trail, and a bike park within the Town.
- Staff will continue to manage and coordinate the process to issue Special Events permits.
- The Parks and Recreation staff will continue to identify and write grant proposals to support Parks and Recreation projects. For grants won, staff manage the associated projects and adhere to the reporting requirements mandated by each grantor.
- The Parks and Recreation staff will continue to coordinate and provide volunteer opportunities to students, scouts, and community organizations at the Town's parks and during Town events. Staff work with boy scouts to earn the rank of Eagle through projects at the Town's parks. Staff also serve as the community sponsor for Senior Capstone Projects for students from LVHS and WHS.
- The Parks and Recreation Division supports the Town's goals and strategic initiative 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.



## PARKS AND RECREATION

### 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 2019	Estimated FY 2020	Projected FY 2021
Number of Events Offered to the Public	Comp Plan	7	7	10
Number of Activities Offered to the Public	Comp Plan	16	16	18
Number of Collaborative Programs (between the Town, Bush Tabernacle Concessionaire)	Comp Plan	3	5	5
Number of Special Event Permits Processed	Core	15	15	15
Number of Visual or Performing Arts Programs initiated and continued by the PAC	Core	10	10	11
Number of projects initiated and continued by PRAB	Core	8	9	8
Number of projects initiated and continued by TSAB	Core	2	5	5
Number of projects initiated and continued by TESC	Core	7	10	10
Number of parks and facilities managed with Public Works	Core	5	6	7
Number of grant proposals submitted	Comp Plan	4	3	4

## PARKS AND RECREATION

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Number of organizations and groups that staff coordinated with for volunteer support on projects, activities, and events	Comp Plan	9	10	10
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Apply for grant opportunities to enhance recreational and environmental programs	Comp Plan	4	4	4
Apply for special certifications/designations for Town to demonstrate environmental excellence	Comp Plan	3	3	3
Increase vendor and sponsor participation in signature events managed by the Parks and Recreation Division	Comp Plan	N/A	3% increase	3% increase
Coordinate with PRAB, PAC, TESC, and TSAB to plan and manage new and existing activities, projects, and events	Comp Plan	37	39	35
Increase number of events offered to the public through partnerships with Purcellville Library, Franklin Park, and Loudoun Valley Community Center	Comp plan	N/A	N/A	4

## PARKS AND RECREATION

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
Increase volunteer opportunities and partnerships to engage community in Parks and Recreation offerings	Comp Plan	N/A	10% increase	5% increase

# PARKS AND RECREATION



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

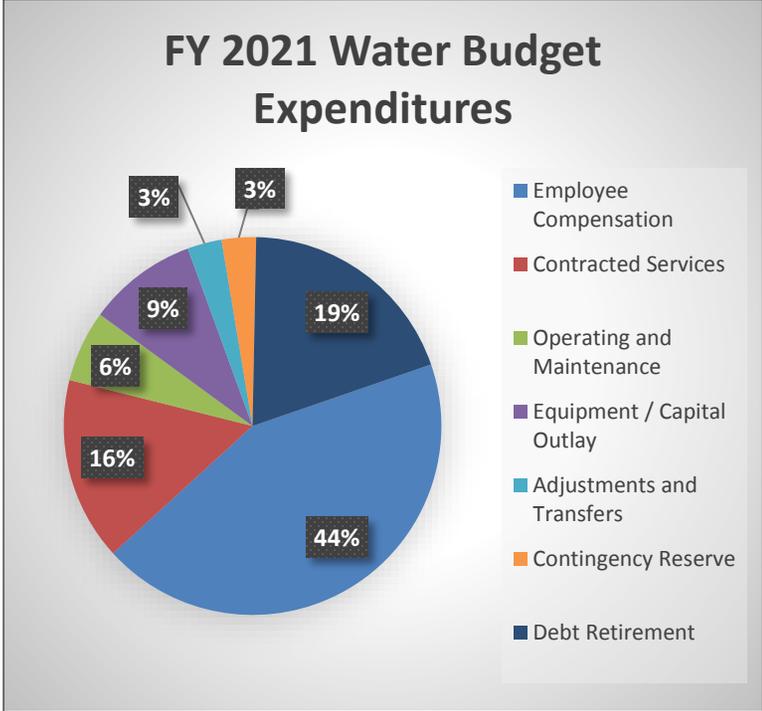
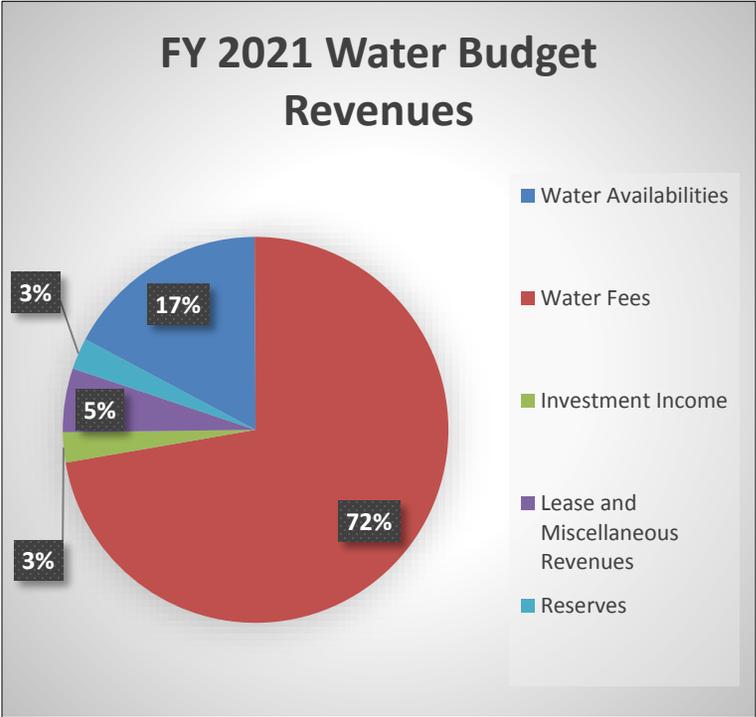
This section provides the missions, activities, goals & objectives, performance measures, and the FY 2021 proposed revenue and expenditures that support these activities. These are presented for each of the Water and Wastewater Fund.

- Revenues and Expenditures
- Mission and Values
- Department Description
- Department Goals & Objectives
- Future Outlook
- Previous Year Accomplishments
- Key Performance Measures

# PUBLIC WORKS - Water

## FUNDING SOURCES AND EXPENDITURES

The Water Fund is a public utility enterprise fund supported by user fees and \$89,287 use of reserves. The following charts display the FY 2021 budget revenues and expenditures totaling \$3.402 million.



## PUBLIC WORKS - Water

OPERATING REVENUE	FY19	FY20		FY21				% of FUND
	Actual	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
51350000 381000 Water Availabilities	1,107,422	656,727	360,556	618,096	579,465	(77,262)	-11.8%	17.0%
51350000 381100 Water Meter Fees	8,066	4,195	2,765	4,471	3,625	(570)	-13.6%	0.1%
51350000 382000 Water Usage Fees	2,158,205	2,272,521	2,318,042	2,433,944	2,433,944	161,423	7.1%	71.5%
51350000 382100 Bulk Water Sales	23	0	0	0	0	0		0.0%
51350000 382200 Miscellaneous Income	1,773	1,000	5,000	2,000	2,000	1,000	100.0%	0.1%
51350000 382300 Waterline Flushing	0	0	0	0	0	0		0.0%
51350000 382400 Vehicle Comp Reimbursement	858	0	0	0	0	0		0.0%
51350000 382500 Garnishment Fee	0	0	0	0	0	0		0.0%
51350000 384000 Penalties and Interest	27,005	28,000	28,000	28,000	28,000	0	0.0%	0.8%
51350000 385000 Investment Income	93,100	80,000	86,000	86,000	86,000	6,000	7.5%	2.5%
51350000 385010 Unrealized Gain/Loss	32,750	0	0	0	0	0		0.0%
51350000 385200 Proceeds from Property	0	0	2,250	0	0	0		0.0%
51350000 385600 Forestry Management	18,473	0	0	0	0	0		0.0%
51350000 386000 Cellular Lease	192,409	185,000	180,000	180,000	180,000	(5,000)	-2.7%	5.3%
51350000 388000 BAB Subsidy	0	0	0	0	0	0		0.0%
51350000 396501 Use of Reserves-CIP	0	0	0	0	89,287	89,287		2.6%
51350000 397501 Use of Designated Reserves	0	66,149	0	0	0	(66,149)	-100.0%	0.0%
51350000 398501 Use of Reserves	0	0	0	0	0	0		0.0%
51350000 399501 Transfer from Other Funds	0	0	0	0	0	0		0.0%
<b>WATER FUND</b>	<b>3,640,085</b>	<b>3,293,592</b>	<b>2,982,613</b>	<b>3,352,511</b>	<b>3,402,321</b>	<b>108,729</b>	<b>3.3%</b>	<b>100.0%</b>

## PUBLIC WORKS - Water

### BUDGET BY COST CENTER

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
<b><u>WATER (W) FUND</u></b>									
Water Fund Staff Pay & Benefits	1,319,358	1,393,559	1,393,559	1,393,559	1,471,864	1,454,276	60,717	4.4%	42.7%
Plant - W	318,399	359,600	369,850	367,850	476,116	390,816	20,966	5.7%	11.5%
Plant - Other - W	234,838	247,153	289,802	291,802	581,928	276,553	(13,249)	-4.6%	8.1%
Well	221,532	205,000	196,750	196,750	249,250	255,750	59,000	30.0%	7.5%
Meter Reading - W	56,492	41,200	53,700	53,700	54,750	43,500	(10,200)	-19.0%	1.3%
Financial Administration - W	43,622	30,050	39,050	74,050	77,850	77,850	38,800	99.4%	2.3%
<b>WATER OPERATING COST</b>	<b>2,194,242</b>	<b>2,276,562</b>	<b>2,342,711</b>	<b>2,377,711</b>	<b>2,911,758</b>	<b>2,498,745</b>	<b>156,034</b>	<b>6.7%</b>	<b>73.4%</b>
Retiree Benefits - W	0	0	0	0	0	19,048	19,048		0.4%
Capital Asset Replacement (CARP) - W	4	25,189	25,189	25,189	32,000	24,000	(1,189)	-4.7%	0.7%
Adjustments & Transfers - W	1,034,310	220,400	220,400	220,400	0	100,000	(120,400)	-54.6%	2.9%
Contingency - W	0	164,089	164,089	164,089	20,000	100,000	(64,089)	-39.1%	2.9%
Debt Retirement - W	683,659	541,203	541,203	541,203	660,528	660,528	119,325	22.0%	19.4%
<b>WATER NON-DEPARTMENTAL</b>	<b>1,717,973</b>	<b>950,881</b>	<b>950,881</b>	<b>950,881</b>	<b>712,528</b>	<b>903,576</b>	<b>(47,305)</b>	<b>-5.0%</b>	<b>26.6%</b>
<b>TOTAL WATER FUND</b>	<b>3,912,215</b>	<b>3,227,443</b>	<b>3,293,592</b>	<b>3,328,592</b>	<b>3,624,286</b>	<b>3,402,321</b>	<b>108,729</b>	<b>3.3%</b>	<b>100.0%</b>

## PUBLIC WORKS - Water

### Significant Budget Changes

#### Revenue:

- The FY 2021 adopted budget for the Water Division shows an increase of \$0.109 million or 3.3% from the FY 2020 adopted budget mainly driven by an increase in usage fees.

#### Expense:

- Pay and Benefits increased \$60,717 or 4%.
- Water Operating cost increased \$156,000 or 7%.
  - The Plant cost center includes a budget enhancement of \$60,000 to comply with the requirements of the American Water Infrastructure Act. Per these regulations, passed in October 2018, the Town is required to prepare a Risk Assessment of the water system by June 30, 2021. The Town is also required to prepare an Emergency Response Plan to address potential vulnerabilities within six months of the submittal of the Risk Assessment.
  - Financial Administration increased by \$38,800 for the ongoing Utility Rate study. The FY 2020 Budget was understated for this item.
- The Adjustments and Transfers includes a \$100,000 cash transfer to the Water CIP. The CIP section of this budget book details those FY 2021 funded projects.



# **PUBLIC WORKS - Water**

## **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.



## **DESCRIPTION OF THE DIVISION**

The Water staff works in the Town's water treatment plant built in 1985 and expanded in 2000. The water distribution system has 47 miles of pipeline and currently serves 2,641 residential and 330 commercial customers that total 10,025 residents.

## **GENERAL DIVISION GOALS**

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

# **PUBLIC WORKS - Water**

## **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.
- The primary goals of the FY2021 budget for the water department include: maintaining the performance of the existing, aging water system; and 2) implementing recommendations from the Water Resources Study completed by Jacobs Engineering in 2020 to ensure an adequate and safe water supply for our Town residents and utility customers. The budget focuses on necessary repairs of aging facilities, such as repairs to the Cooper Springs Impoundment Dam, replacement of obsolete equipment, and capital projects necessary to meet current maximum daily water demand.
- 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.

## **KEY ACCOMPLISHMENTS FY 2020**

- Obtained VDH approval of engineering plans for addition of two new wells at the Nature Park Treatment Plant
- Completed demolition of Jeffries House and construction of temporary chlorination shed.
- Replaced obsolete programmable logic control system at the Water Treatment Plant
- Trained 30 E.P.A. staff from across the country on groundwater treatment plant inspection procedures.
- Assisted Jacobs Engineering in development of Long-Term Water Supply Planning Report (*Novak Recommendations #44 & 47*)
- Met or exceeded all federal and state drinking water quality regulations

## PUBLIC WORKS - Water

### PERFORMANCE DASHBOARD

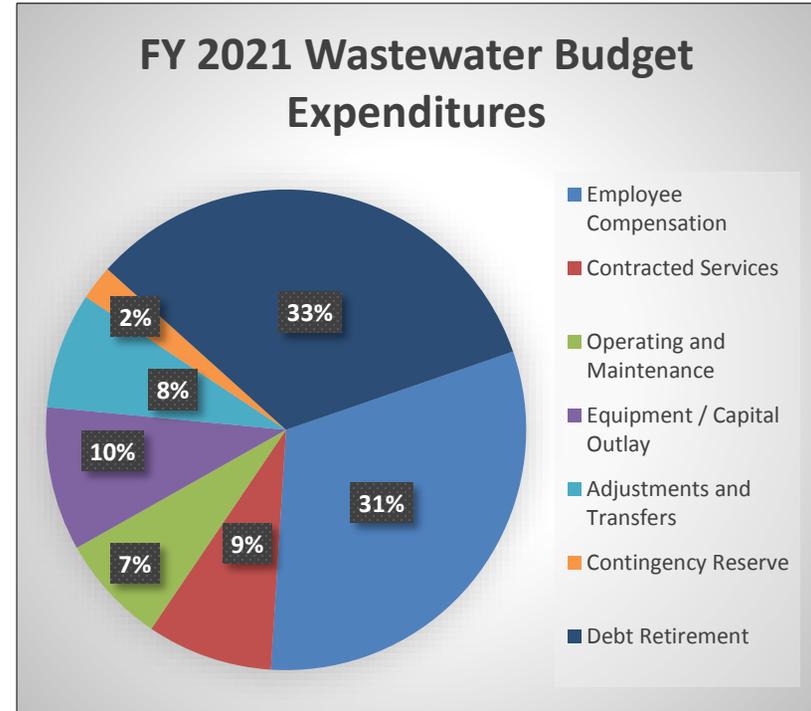
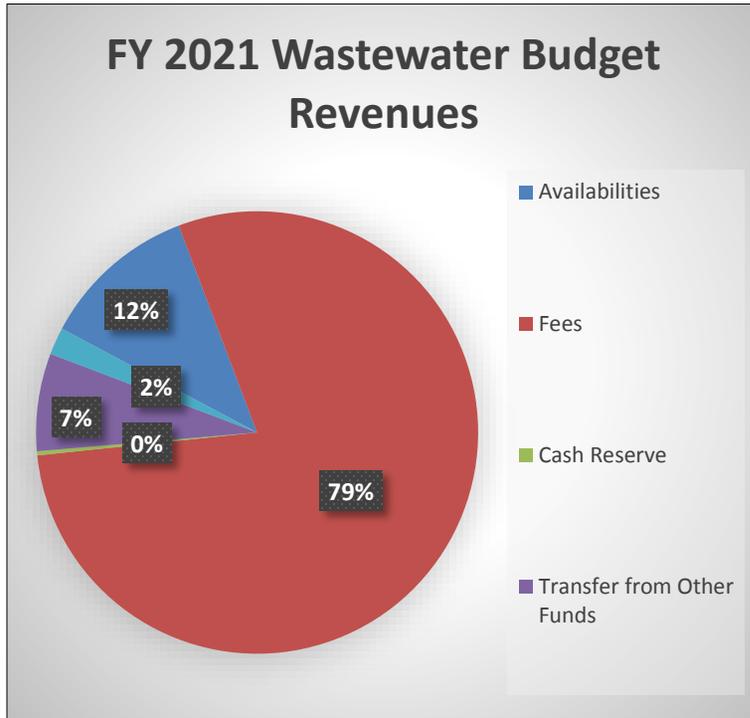
The following represents key measures to determine Water Fund's workload factors and performance measures:

<b>Workload Factors</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2021</b>
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
<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2019</b>	<b>Estimated FY 2020</b>	<b>Projected FY 2020</b>
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>				
<b>Desired Outcome</b>	<b>Results</b>			
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			

# PUBLIC WORKS - Wastewater

## FUNDING SOURCES AND EXPENDITURES

The Wastewater Fund is a public utility enterprise fund supported by user fees, \$13,045 use of reserves, and a \$305,000 Meals tax transfer from the General Fund. The following charts display the FY 2021 budget revenues and expenditures totaling \$4.274 million.



## PUBLIC WORKS - Wastewater

OPERATING REVENUE	FY19	FY20		FY21				% of FUND
	Actual	Current Budget	Estimated Actual	Dept Request	Manager Proposed	\$ Change	% Change	
52360000 381000 Wastewater Availabilities	786,738	171,968	(123,786)	471,046	486,000	314,032	182.6%	11.4%
52360000 381100 Meter Fees	8,066	4,195	2,765	4,471	3,625	(570)	-13.6%	0.1%
52360000 381200 Wastewater Proffers	0	0	0	0	0	0		0.0%
52360000 382000 Wastewater Usage Fees	3,035,434	3,142,863	3,193,684	3,353,368	3,353,368	210,505	6.7%	78.5%
52360000 382200 Miscellaneous Income	2,495	5,000	5,000	5,000	5,000	0	0.0%	0.1%
52360000 382400 Vehicle Comp Reimbursement	312	0	300	300	300	300		0.0%
52360000 382500 Garnishment Fee	110	0	65	0	0	0		0.0%
52360000 384000 Penalties and Interest	27,005	28,000	28,000	28,000	28,000	0	0.0%	0.7%
52360000 385000 Investment Income	88,758	75,000	80,000	80,000	80,000	5,000	6.7%	1.9%
52360000 385010 Unrealized Gain/Loss	16,375	0	0	0	0	0		0.0%
52360000 385200 Proceeds from Property	0	1,700	0	0	0	(1,700)	-100.0%	0.0%
52360000 386000 Cellular Lease	0	0	0	0	0	0		0.0%
52360000 396502 Use of Reserves-CIP	0	536,780	0	0	13,045	(523,735)	-97.6%	0.3%
52360000 397502 Use of Designated Reserves	0	107,827	0	0	0	(107,827)	-100.0%	0.0%
52360000 398502 Use of Reserves	0	112,324	0	0	0	(112,324)	-100.0%	0.0%
52360000 399502 Transfer from Other Funds	0	0	0	0	305,000	305,000		7.1%
<b>WASTEWATER FUND</b>	<b>3,965,293</b>	<b>4,185,657</b>	<b>3,186,028</b>	<b>3,942,185</b>	<b>4,274,338</b>	<b>88,681</b>	<b>2.1%</b>	<b>100.0%</b>

## PUBLIC WORKS - Wastewater

### BUDGET BY COST CENTER:

OPERATING EXPENDITURES	FY19	FY20			FY21				% of FUND
	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Town Manager Proposed	\$ Change	% Change	
<b>WASTEWATER (WW) FUND</b>									
Wastewater Fund Staff Pay & Benefits	1,323,613	1,379,276	1,379,276	1,379,276	1,343,333	1,321,944	(57,332)	-4.2%	30.9%
Utility Chargeback - WW	0	0	0	0	0	0	0		0.0%
Plant - WW	347,528	560,685	548,685	581,185	581,685	581,685	33,000	6.0%	13.6%
Lab	30,848	51,920	51,920	52,070	48,813	48,813	(3,107)	-6.0%	1.1%
Plant - Other - WW	62,175	181,651	172,651	166,151	168,025	167,651	(5,000)	-2.9%	3.9%
Pump Station	33,728	54,900	54,900	40,900	56,300	56,300	1,400	2.6%	1.3%
Meter Reading - WW	54,771	41,200	53,700	53,700	54,750	54,750	1,050	2.0%	1.3%
Financial Administration - WW	43,622	30,500	39,500	74,500	78,300	78,300	38,800	98.2%	1.8%
<b>WASTEWATER OPERATING COST</b>	<b>1,896,285</b>	<b>2,300,132</b>	<b>2,300,632</b>	<b>2,347,782</b>	<b>2,331,206</b>	<b>2,309,443</b>	<b>8,811</b>	<b>0.4%</b>	<b>54.0%</b>
Retiree Benefits - WW	0	0	0	0	0	7,722	7,722		0.2%
Capital Asset Replacement (CARP) - WW	0	23,949	187,169	187,169	345,327	110,000	(77,169)	-41.2%	2.6%
Adjustments & Transfers - WW	467,600	536,780	536,780	536,780	0	333,780	(203,000)	-37.8%	7.8%
Contingency - WW	0	56,000	107	107	20,000	100,000	99,893	93358%	2.3%
Debt Retirement - WW	1,794,193	1,160,969	1,160,969	1,160,969	1,413,393	1,413,393	252,424	21.7%	33.1%
<b>WASTEWATER NON-DEPARTMENTAL</b>	<b>2,261,793</b>	<b>1,777,698</b>	<b>1,885,025</b>	<b>1,885,025</b>	<b>1,778,720</b>	<b>1,964,895</b>	<b>79,870</b>	<b>4.2%</b>	<b>46.0%</b>
<b>TOTAL WASTEWATER FUND</b>	<b>4,158,078</b>	<b>4,077,830</b>	<b>4,185,657</b>	<b>4,232,807</b>	<b>4,109,926</b>	<b>4,274,338</b>	<b>88,681</b>	<b>2.1%</b>	<b>100.0%</b>

## **PUBLIC WORKS - Wastewater**

### **Significant Budget Changes**

#### Revenue:

- The FY 2021 adopted budget for the Wastewater Division shows an increase of \$88,681 or 2% than the FY 2020 revised budget driven by an increase in Usage and Availability Fees.
- Includes a \$305,000 transfer of Meals tax from the General Fund.

#### Expense:

- Plant cost center increased by 6% due to:
  - As part of phase 3 and to prepare for the upcoming membrane change-out scheduled in FY 2022, this one-time increase of \$60,000 over base budget is to procure six rebuilds for anoxic membrane lift pumps.
- Financial Administration increased \$38,800 for the ongoing Utility Rate study that started in FY 2019. The FY 2020 Budget was understated for this item.
- The Adjustments and Transfers includes a \$333,780 cash transfer to the Wastewater Capital Improvement Program (CIP) project. The CIP section of this book details those FY 2021 funded projects.

# **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, six 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



## PUBLIC WORKS – Wastewater

### FUTURE OUTLOOK

- In 2018, the Town Wastewater plant had approximately 50,000 gallons per day as an average Inflow & 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 I&I as a wastewater product and receives no revenue for I&I. At the FY 2019 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.
- The Wastewater membrane used to remove contaminants has a 10 year life cycle. August 2019 the Membranes reached its 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.

### KEY ACCOMPLISHMENTS IN FY 2020

- Received study prepared by VDEQ that would allow for withdrawal of the facilities discharge for re-use up to 100,000 gpd (*Novak Recommendation #44<sup>1</sup>*). *The VPDES permit will need to be revised in order to permit the use of the reclaimed water.*
- A bio-solids reuse program through agriculture land application with 861 tons applied in 2018
- Continue with public awareness and education with school tours set up with Woodgrove High School
- Developed and implemented an on-line cloud based operation, process control and maintenance quality assurance tracking and reporting system program (*Novak Recommendation #37, 39, & 42*)
- Developed a monthly in-house electronic training program for Lab, Process Control, Haz-Mat and Safety Programs (*Novak #44*)
- Maintained plant and pump station equipment at a 99% operating efficiency (*Novak Recommendation #44*)

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<sup>1</sup> See the Novak Consulting Group's [Town of Purcellville Organizational Report dated December 5, 2018](#)

## PUBLIC WORKS – Wastewater

### PERFORMANCE DASHBOARD

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

Workload Factors	Comp Plan, Core, Priority	Actual FY 2019	Estimated FY 2020	Projected FY 2021
Daily Average number of gallons treated	Core	700,000	750,000	650,000
Performance Measures	Comp Plan, Core, Priority	Actual FY 2019	Estimated FY 2020	Projected FY 2021
Total Number of Customer Complaints	Core	1	0	0
Total Number of Violations	Priority	0	1	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 2019			
Promote environmental management systems and pollution prevention, green initiatives for recycling and energy conservation	Recycled 461 pounds of cardboard, plastics, and paper			
Maintain wastewater facilities to ensure a safe working environment and compliance with State standards	One Minor reported accident			

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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
- General Fund
  - Summaries
  - Detail Sheets
  - Long-Term Future Projects
- Parks and Rec Fund
  - 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
- NVTa 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 2021 – 2025):**

- 31 total projects with a cost of \$23.4m over the next 5 years
- General Fund - 10 projects with a cost of \$11.9m
- Parks & Rec Fund - 5 projects with a cost of \$2.3m
- Water Fund - 11 projects with a cost of \$7.9m
- Wastewater Fund - 5 projects with a cost of \$1.3m

### **Long-Term Future Projects (FY 2026 and beyond):**

- 15 total projects with a cost of \$20.1m
- General Fund - 3 projects with a cost of \$3.5m
- Parks & Rec Fund – 2 projects with a cost of \$1.1m
- Water Fund -9 projects with a cost of \$14.2m
- Wastewater Fund – 1 project with a cost of \$1.3m

## How the CIP is Organized

Capital projects within the CIP are divided by fund (General Fund, Parks & Rec Fund, 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.

## CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

- **Program Description**- Provides a project overview, relevant background, anticipated benefits, challenges and progress updates.
- **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 FY21 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.

# CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

## 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 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.

## CAPITAL IMPROVEMENT PLAN (CIP) MANAGEMENT SUMMARY

- 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.

### **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

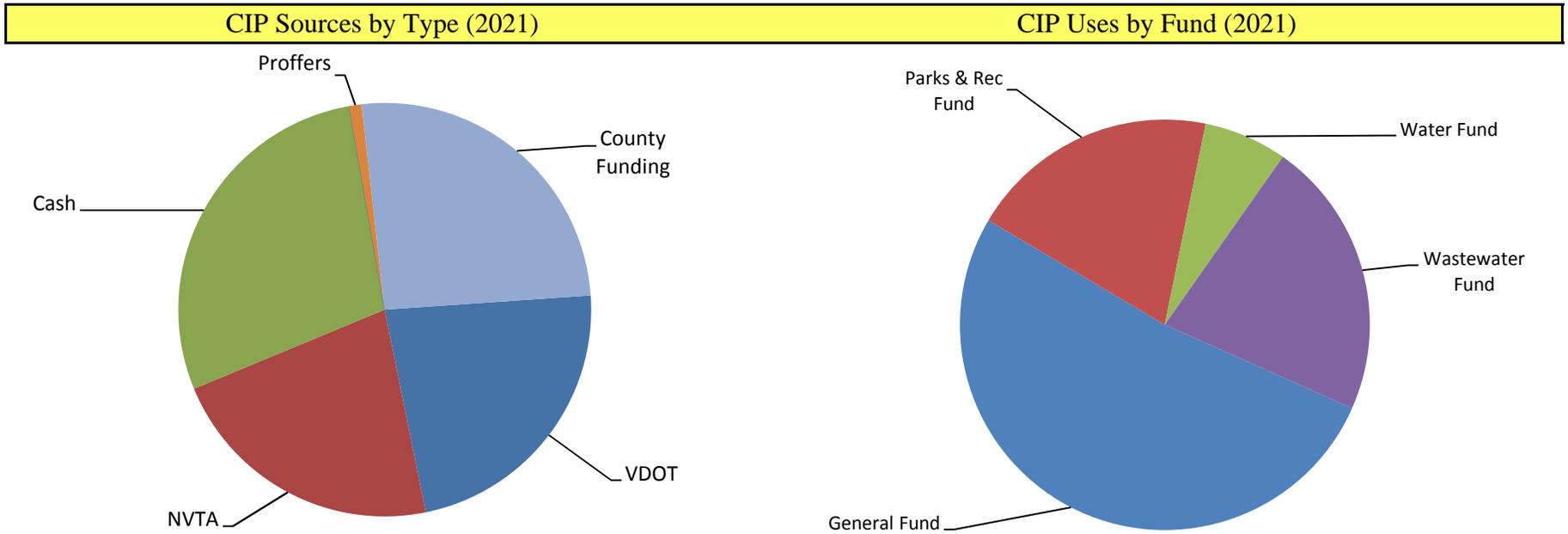
### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	6,330,293	925,182	4,160,464	349,150	457,433	438,064	-	-	1,244,647
NVTA	4,159,918	486,426	2,483,489	334,150	417,790	438,063	-	-	1,190,003
Cash	8,390,635	612,968	3,618,169	433,780	1,235,280	1,741,000	411,439	338,000	4,159,499
County Settlement	250,629	71,875	178,754	-	-	-	-	-	-
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Proffers	550,674	-	535,674	15,000	-	-	-	-	15,000
County Funding	3,391,080	221,729	1,228,251	391,100	200,000	-	-	1,350,000	1,941,100
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Future Loan	14,477,075	-	-	-	8,240,000	1,507,538	2,447,537	2,282,000	14,477,075
Other	175,170	175,170	-	-	-	-	-	-	-
Grant	400,000	-	-	-	100,000	300,000	-	-	400,000
	38,479,642	2,547,518	12,504,801	1,523,180	10,650,503	4,424,665	2,858,976	3,970,000	23,427,324

### CIP Uses by Fund

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
General Fund	23,561,872	2,220,225	9,404,797	789,400	9,121,323	1,326,127	-	700,000	11,936,850
Parks & Rec Fund	2,315,439	5,875	44,125	300,000	125,000	441,000	411,439	988,000	2,265,439
Water Fund	9,913,391	101,538	1,890,379	100,000	1,080,400	2,657,538	2,447,537	1,636,000	7,921,475
Wastewater Fund	2,688,940	219,880	1,165,500	333,780	323,780	-	-	646,000	1,303,560
	38,479,642	2,547,518	12,504,801	1,523,180	10,650,503	4,424,665	2,858,976	3,970,000	23,427,324

## CAPITAL IMPROVEMENT PROGRAM OVERVIEW



### PLANNED USE OF FUND RESERVES FOR CAPITAL PROJECTS

Uses	Proposed					Total for 5-Yr CIP
	FY21	FY22	FY23	FY24	FY25	
General Fund	-	46,100	450,000	-	-	496,100
Parks & Rec Fund	-	25,000	141,000	411,439	338,000	915,439
Water Fund	100,000	840,400	1,150,000	-	-	2,090,400
Wastewater Fund	333,780	323,780	-	-	-	657,560
	433,780	1,235,280	1,741,000	411,439	338,000	4,159,499

# **General Fund Projects**

## GENERAL FUND SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	6,330,293	925,182	4,160,464	349,150	457,433	438,064	-	-	1,244,647
NVTA	4,159,918	486,426	2,483,489	334,150	417,790	438,063	-	-	1,190,003
Cash	1,299,940	285,675	518,165	-	46,100	450,000	-	-	496,100
County Settlement	250,629	71,875	178,754	-	-	-	-	-	-
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Proffers	550,674	-	535,674	15,000	-	-	-	-	15,000
County Funding	2,441,080	221,729	1,228,251	91,100	200,000	-	-	700,000	991,100
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Other	175,170	175,170	-	-	-	-	-	-	-
New Bond	8,000,000	-	-	-	8,000,000	-	-	-	8,000,000
	<b>23,561,872</b>	<b>2,220,225</b>	<b>9,404,797</b>	<b>789,400</b>	<b>9,121,323</b>	<b>1,326,127</b>	<b>-</b>	<b>700,000</b>	<b>11,936,850</b>

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Main & Maple Intersection Imp Phase 1 (30492010)	699,915	550,508	149,407	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	1,210,372	57,566	1,086,736	-	66,070	-	-	-	66,070
Hirst Road Improvements (30492760)	1,090,446	132,363	958,083	-	-	-	-	-	-
Hirst Farm Pond Conversion (30492790)	1,096,100	59,724	540,276	-	46,100	450,000	-	-	496,100
Nursery Avenue Improvements (30492830)	2,471,143	516,390	1,529,753	425,000	-	-	-	-	425,000
Upgrade Financial Software (30492840)	422,500	285,675	136,825	-	-	-	-	-	-
32nd & A Street Intersection Imp (30492850)	1,039,560	389,237	650,323	-	-	-	-	-	-
12th Street Improvements (30492860)	2,448,694	4,858	1,995,142	-	-	448,694	-	-	448,694
32nd & Main Intersection Improvements (30492870)	1,631,580	23,562	876,438	243,300	420,000	68,280	-	-	731,580
A Street Trail from BRMS to Maple (30492880)	652,007	139,172	512,835	-	-	-	-	-	-
Hatcher Avenue Sidewalk Improvements (30492890)	1,398,306	39,331	580,669	30,000	389,153	359,153	-	-	778,306
Path from LVHS to Sutton Drive (30492910)	301,249	21,839	188,310	91,100	-	-	-	-	91,100
Police Facility (30492940)	8,200,000	-	200,000	-	8,000,000	-	-	-	8,000,000
Street Lighting - N Maple Ave/Loudoun Valley High Sc	200,000	-	-	-	200,000	-	-	-	200,000
Berlin Turnpike, Eastgate Dr. PHC circle Intersection	700,000	-	-	-	-	-	-	700,000	700,000
	<b>23,561,872</b>	<b>2,220,225</b>	<b>9,404,797</b>	<b>789,400</b>	<b>9,121,323</b>	<b>1,326,127</b>	<b>-</b>	<b>700,000</b>	<b>11,936,850</b>

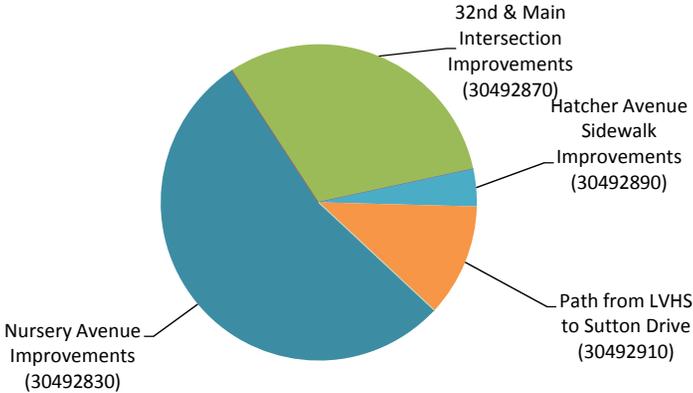
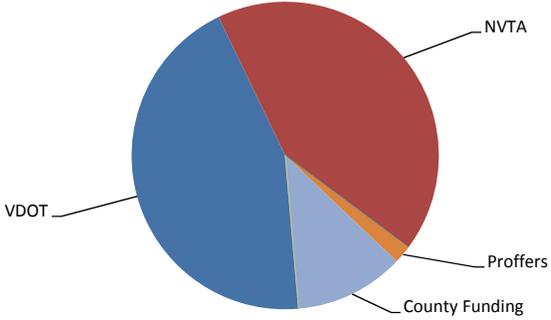
Denotes Cash Funded Projects

# GENERAL FUND SUMMARY

**Planned Uses**

Uses	FY26 and Beyond
<b>Long-Term Future Projects</b>	
Villages of Purcellville Drainage	307,000
E Street Sidewalk-Drainage	772,000
G Street Sidewalk Improvements	2,460,363
	<b>3,539,363</b>

Sources by Type (2021)	Uses by Project (2021)
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## GENERAL FUND SUMMARY

### Funding Summary

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	FY21	FY22	FY23	FY24	FY25	Total for 5-Yr-CIP
<b>VDOT</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	464,284	314,877	149,407	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	1,034,034	57,566	923,612	-	52,856	-	-	-	52,856
Hirst Road Improvements (30492760)	545,223	66,133	479,090	-	-	-	-	-	-
Nursery Avenue Improvements (30492830)	1,124,075	257,966	653,609	212,500	-	-	-	-	212,500
32nd & A Street Intersection Imp (30492850)	506,000	194,764	311,236	-	-	-	-	-	-
12th Street Improvements (30492860)	1,224,347	2,429	997,571	-	-	224,347	-	-	224,347
32nd & Main Intersection Improvements (30492870)	779,007	11,781	401,436	121,650	210,000	34,140	-	-	365,790
Hatcher Avenue Sidewalk Improvements (30492890)	653,323	19,666	244,503	15,000	194,577	179,577	-	-	389,154
	<b>6,330,293</b>	<b>925,182</b>	<b>4,160,464</b>	<b>349,150</b>	<b>457,433</b>	<b>438,064</b>	<b>-</b>	<b>-</b>	<b>1,244,647</b>
<b>NVTA</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	648	648	-	-	-	-	-	-	-
Main & Maple Intersection Imp Phase 2 (30492030)	172,558	-	159,344	-	13,214	-	-	-	13,214
Nursery Avenue Improvements (30492830)	909,244	257,430	439,314	212,500	-	-	-	-	212,500
32nd & A Street Intersection Imp (30492850)	506,000	194,473	311,527	-	-	-	-	-	-
12th Street Improvements (30492860)	1,224,347	2,429	997,571	-	-	224,347	-	-	224,347
32nd & Main Intersection Improvements (30492870)	852,573	11,781	475,002	121,650	210,000	34,140	-	-	365,790
Hatcher Avenue Sidewalk Improvements (30492890)	494,548	19,665	100,731	-	194,576	179,576	-	-	374,152
	<b>4,159,918</b>	<b>486,426</b>	<b>2,483,489</b>	<b>334,150</b>	<b>417,790</b>	<b>438,063</b>	<b>-</b>	<b>-</b>	<b>1,190,003</b>
<b>Cash</b>									
Main & Maple Intersection Imp Phase 2 (30492030)	3,780	-	3,780	-	-	-	-	-	-
Hirst Farm Pond Conversion (30492790)	646,100	-	150,000	-	46,100	450,000	-	-	496,100
Upgrade Financial Software (30492840)	422,500	285,675	136,825	-	-	-	-	-	-
32nd & A Street Intersection Imp (30492850)	27,560	-	27,560	-	-	-	-	-	-
Police Facility (30492940)	200,000	-	200,000	-	-	-	-	-	-
	<b>1,299,940</b>	<b>285,675</b>	<b>518,165</b>	<b>-</b>	<b>46,100</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>496,100</b>
<b>County Settlement</b>									
Main & Maple Intersection Imp Phase 1 (30492010)	5,645	5,645	-	-	-	-	-	-	-
Hirst Road Improvements (30492760)	244,984	66,230	178,754	-	-	-	-	-	-
	<b>250,629</b>	<b>71,875</b>	<b>178,754</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## GENERAL FUND SUMMARY

### Funding Summary

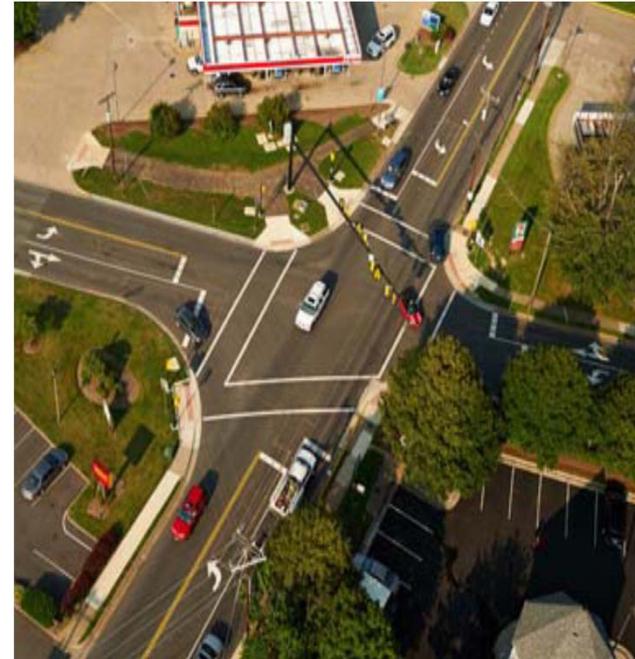
Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	FY20	FY21	FY22	FY23	FY24	Total for 5-Yr-CIP
<b>SLAF Grant</b>									
Hirst Farm Pond Conversion (30492790)	300,000	-	300,000	-	-	-	-	-	-
	300,000	-	300,000	-	-	-	-	-	-
<b>Proffers</b>									
Hirst Road Improvements (30492760)	300,239	-	300,239	-	-	-	-	-	-
Hatcher Avenue Sidewalk Improvements (30492890)	250,435	-	235,435	15,000	-	-	-	-	15,000
	550,674	-	535,674	15,000	-	-	-	-	15,000
<b>County Funding</b>									
Nursery Avenue Improvements (30492830)	437,824	994	436,830	-	-	-	-	-	-
A Street Trail from BRMS to Maple	652,007	139,172	512,835	-	-	-	-	-	-
Hirst Farm Pond Conversion (30492790)	150,000	59,724	90,276	-	-	-	-	-	-
Pedestrian Linkage 32nd Street (30492900)	-	-	-	-	-	-	-	-	-
Path from LVHS to Sutton Drive (30492910)	301,249	21,839	188,310	91,100	-	-	-	-	91,100
Berlin Turnpike, Eastgate Dr. PHC circle Intersection	700,000	-	-	-	-	-	-	700,000	700,000
Street Lighting - N Maple Ave/Loudoun Valley High School	200,000	-	-	-	200,000	-	-	-	200,000
	2,441,080	221,729	1,228,251	91,100	200,000	-	-	700,000	991,100
<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>Future Loan</b>									
Police Facility (30492940)	8,000,000	-	-	-	8,000,000	-	-	-	8,000,000
	8,000,000	-	-	-	8,000,000	-	-	-	8,000,000
<b>General Fund Total</b>	<b>23,561,872</b>	<b>2,220,225</b>	<b>9,404,797</b>	<b>789,400</b>	<b>9,121,323</b>	<b>1,326,127</b>	<b>-</b>	<b>700,000</b>	<b>11,936,850</b>

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

**STATUS:** Complete      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	464,284	314,877	149,407	-	-	-	-	-	-
NVTA	648	648	-	-	-	-	-	-	-
County Settlement	5,645	5,645	-	-	-	-	-	-	-
Bonds-SunTrust (08)	54,168	54,168	-	-	-	-	-	-	-
Other	175,170	175,170	-	-	-	-	-	-	-
	699,915	550,508	149,407	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	70,473	11,112	59,361	-	-	-	-	-	-
Engineering/Design	457,595	371,642	85,953	-	-	-	-	-	-
Construction	143,861	142,021	1,840	-	-	-	-	-	-
Professional Services	27,986	25,733	2,253	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	699,915	550,508	149,407	-	-	-	-	-	-

**Operating Impact**

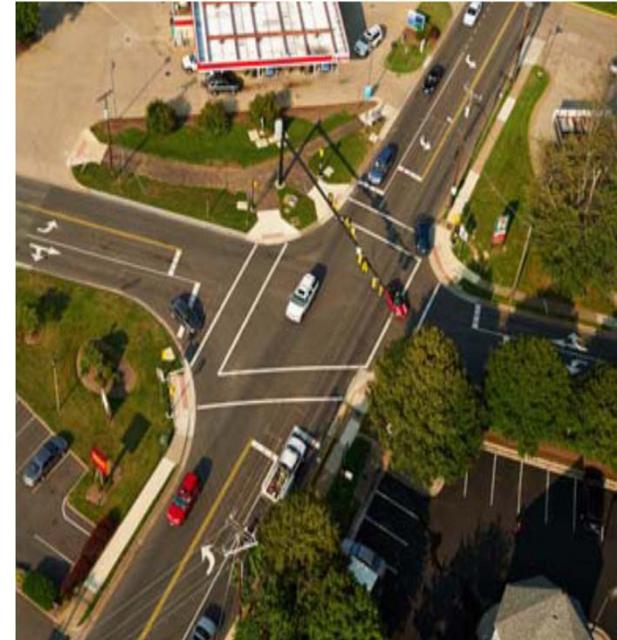
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance		2,500	2,500	2,500	2,500	2,500	12,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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, and signalization improvements to add a left turn arrow for NB Maple Avenue traffic.



**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	1st Quarter 2021	4th Quarter 2021

**Capital Improvement Program**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	1,034,034	57,566	923,612	-	52,856	-	-	-	52,856
NVTA	172,558	-	159,344	-	13,214	-	-	-	13,214
Cash	3,780	-	3,780	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,210,372	57,566	1,086,736	-	66,070	-	-	-	66,070

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	220,000	-	220,000	-	-	-	-	-	-
Engineering/Design	238,372	57,566	180,806	-	-	-	-	-	-
Construction	652,000	-	595,930	-	56,070	-	-	-	56,070
Professional Services	100,000	-	90,000	-	10,000	-	-	-	10,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,210,372	57,566	1,086,736	-	66,070	-	-	-	66,070

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	500	500	500	500	2,000

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

**STATUS:** Complete      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	545,223	66,133	479,090	-	-	-	-	-	-
County Settlement	244,984	66,230	178,754	-	-	-	-	-	-
Proffers	300,239	-	300,239	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,090,446	132,363	958,083	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	31,000	7,909	23,091	-	-	-	-	-	-
Engineering/Design	185,294	123,683	61,611	-	-	-	-	-	-
Construction	787,000	771	786,229	-	-	-	-	-	-
Professional Services	87,152	-	87,152	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,090,446	132,363	958,083	-	-	-	-	-	-

**Operating Impact**

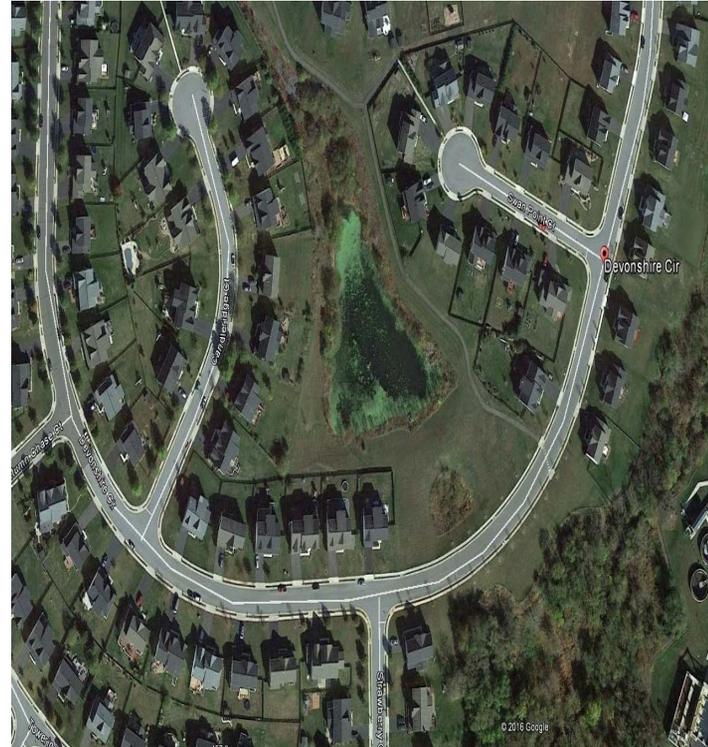
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	500	500	500	500	500	2,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** Medium Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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:** There is no operating impact to the Town since 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 2022	July 2022

**Capital Improvement Program**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
SLAF Grant	300,000	-	300,000	-	-	-	-	-	-
Cash	646,100	-	150,000	-	46,100	450,000	-	-	496,100
County Funding	150,000	59,724	90,276	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,096,100	59,724	540,276	-	46,100	450,000	-	-	496,100

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	100,000	59,724	40,276	-	-	-	-	-	-
Construction	996,100	-	500,000	-	46,100	450,000	-	-	496,100
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,096,100	59,724	540,276	-	46,100	450,000	-	-	496,100

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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 2021	4th Quarter 2021

**Capital Improvement Program**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	1,124,075	257,966	653,609	212,500	-	-	-	-	212,500
NVTA	909,244	257,430	439,314	212,500	-	-	-	-	212,500
County Funding	437,824	994	436,830	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	2,471,143	516,390	1,529,753	425,000	-	-	-	-	425,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	173,500	88,679	84,821	-	-	-	-	-	-
Engineering/Design	590,526	426,848	163,678	-	-	-	-	-	-
Construction	1,500,763	-	1,207,117	293,646	-	-	-	-	293,646
Professional Services	206,354	863	74,137	131,354	-	-	-	-	131,354
	-	-	-	-	-	-	-	-	-
	2,471,143	516,390	1,529,753	425,000	-	-	-	-	425,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	500	500	500	500	2,000

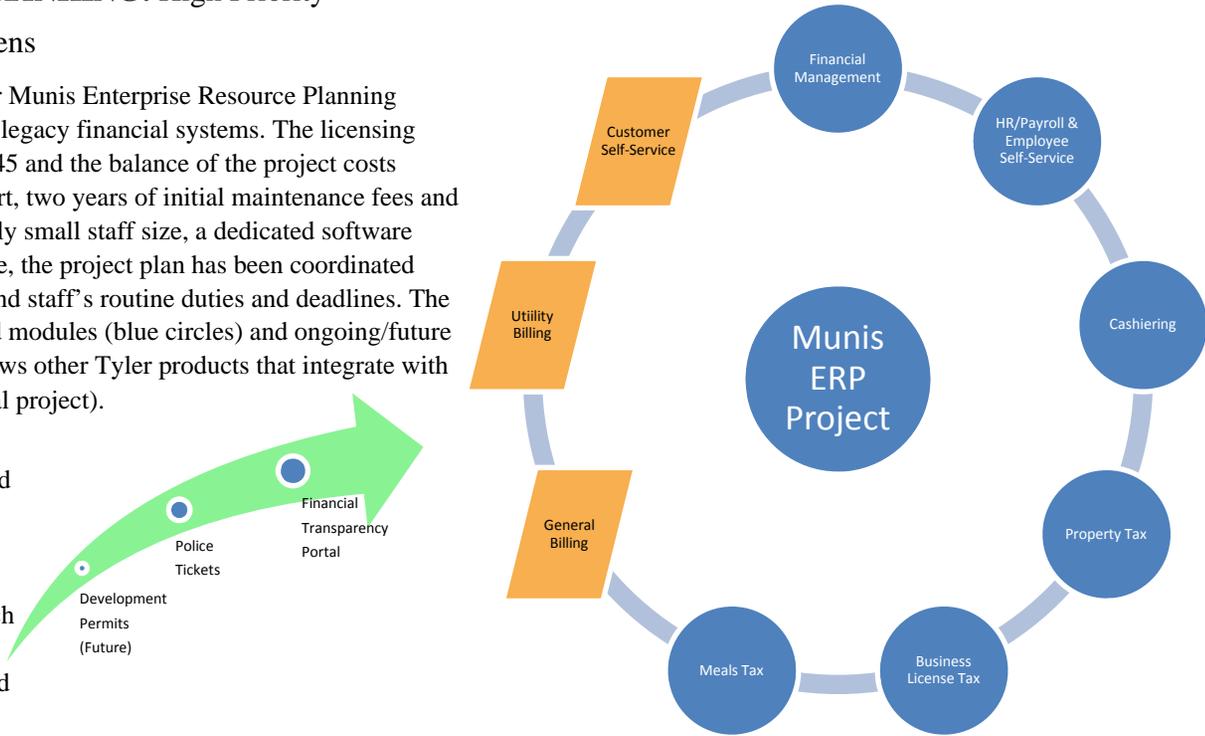
**TITLE:** Upgrade Financial Software (30492840)

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Elizabeth Krens

**PROGRAM DESCRIPTION:** The Tyler Munis Enterprise Resource Planning (ERP) system will 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, data conversion support, two years of initial maintenance fees and cashiering hardware. Given the Town’s relatively small staff size, a dedicated software implementation team was impractical. Therefore, the project plan has been coordinated with existing staff resources and scheduled around staff’s routine duties and deadlines. The following chart shows successfully implemented modules (blue circles) and ongoing/future phases (orange rectangles). The green arrow shows other Tyler products that integrate with the ERP system (costs not included in this capital project).

The Utility Billing system is currently under development and testing with completion expected in May 2020. Future project phases include General Billing and the Customer Self Service portal. Once all modules go live, the project’s focus will shift to functionality enhancement such as workflow processes, internal documentation and system administration to include security and role permissions.



**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	June 2021

**Capital Improvement Program**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	422,500	285,675	136,825	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	422,500	285,675	136,825	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Software Upgrade	422,500	285,675	136,825	-	-	-	-	-	-
	422,500	285,675	136,825	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Software Support	40,337	42,354	44,472	46,695	49,030	51,482	234,033

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

**STATUS:** Complete      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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.



**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	506,000	194,764	311,236	-	-	-	-	-	-
NVTA	506,000	194,473	311,527	-	-	-	-	-	-
Cash	27,560	-	27,560	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,039,560	389,237	650,323	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	1,035	1,035	-	-	-	-	-	-	-
Engineering/Design	84,519	79,003	5,516	-	-	-	-	-	-
Construction	911,261	292,058	619,203	-	-	-	-	-	-
Professional Services	42,745	17,141	25,604	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,039,560	389,237	650,323	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	600	600	600	600	600	3,000

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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	January 2023	December 2023

**Capital Improvement Program**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	1,224,347	2,429	997,571	-	-	224,347	-	-	224,347
NVTA	1,224,347	2,429	997,571	-	-	224,347	-	-	224,347
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	2,448,694	4,858	1,995,142	-	-	448,694	-	-	448,694

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	200,000	-	200,000	-	-	-	-	-	-
Engineering/Design	420,000	4,858	415,142	-	-	-	-	-	-
Construction	1,670,194	-	1,280,000	-	-	390,194	-	-	390,194
Professional Services	158,500	-	100,000	-	-	58,500	-	-	58,500
Miscellaneous	-	-	-	-	-	-	-	-	-
	2,448,694	4,858	1,995,142	-	-	448,694	-	-	448,694

**Operating Impact**

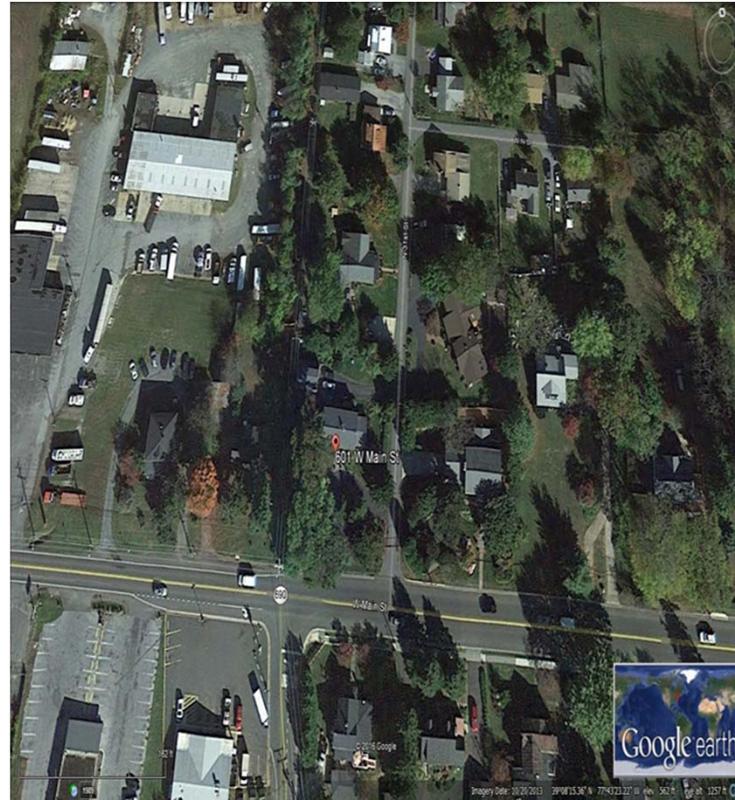
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Lane Mile Maintenance	-	-	-	500	500	500	1,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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. Options being considered are: install left turn on WB route 7, install a traffic signal or a mini roundabout. 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. Additional RS funding was requested for FY21&FY22.



**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	2nd Quarter 2022	4th Quarter 2022

**Capital Improvement Program**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	779,007	11,781	401,436	121,650	210,000	34,140	-	-	365,790
NVTA	852,573	11,781	475,002	121,650	210,000	34,140	-	-	365,790
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,631,580	23,562	876,438	243,300	420,000	68,280	-	-	731,580

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	183,300	-	80,000	103,300	-	-	-	-	103,300
Engineering/Design	260,000	23,562	96,438	140,000	-	-	-	-	140,000
Construction	1,056,900	-	650,000	-	350,000	56,900	-	-	406,900
Professional Services	131,380	-	50,000	-	70,000	11,380	-	-	81,380
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,631,580	23,562	876,438	243,300	420,000	68,280	-	-	731,580

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance/Electricity	-	-	600	600	600	600	2,400

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

**STATUS:** Complete      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
County Funding	652,007	139,172	512,835	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	652,007	139,172	512,835	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	101,000	75,017	25,983	-	-	-	-	-	-
Construction	551,007	64,155	486,852	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	652,007	139,172	512,835	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Sidewalk Maintenance	-	500	500	500	500	500	2,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
VDOT	653,323	19,666	244,503	15,000	194,577	179,577	-	-	389,154
NVTA	494,548	19,665	100,731	-	194,576	179,576	-	-	374,152
Proffers	250,435	-	235,435	15,000	-	-	-	-	15,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,398,306	39,331	580,669	30,000	389,153	359,153	-	-	778,306

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	80,000	-	20,000	30,000	30,000	-	-	-	60,000
Engineering/Design	189,580	39,331	150,249	-	-	-	-	-	-
Construction	981,500	-	410,420	-	285,540	285,540	-	-	571,080
Professional Services	147,226	-	-	-	73,613	73,613	-	-	147,226
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,398,306	39,331	580,669	30,000	389,153	359,153	-	-	778,306

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Type of expenditure	-	500	500	500	500	500	2,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Andrea Broshkevitch

**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
County Funding	301,249	21,839	188,310	91,100	-	-	-	-	91,100
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	301,249	21,839	188,310	91,100	-	-	-	-	91,100

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	5,000	-	5,000	-	-	-	-	-	-
Engineering/Design	27,794	21,839	5,955	-	-	-	-	-	-
Construction	214,132	-	123,032	91,100	-	-	-	-	91,100
Professional Services	54,323	-	54,323	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	301,249	21,839	188,310	91,100	-	-	-	-	91,100

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** Police Facility (30492940)

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** David Dailey, Dale Lehnig and Joshua Goff

**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**

**General Fund**

**TITLE:** Police Facility (30492940)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	200,000	-	200,000	-	-	-	-	-	-
New Bond	8,000,000	-	-	-	8,000,000	-	-	-	8,000,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	8,200,000	-	200,000	-	8,000,000	-	-	-	8,000,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	800,000	-	-	-	800,000	-	-	-	800,000
Engineering/Design	400,000	-	200,000	-	200,000	-	-	-	200,000
Construction	6,400,000	-	-	-	6,400,000	-	-	-	6,400,000
Professional Services	600,000	-	-	-	600,000	-	-	-	600,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	8,200,000	-	200,000	-	8,000,000	-	-	-	8,000,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Building Maintenance	-	-	-	30,000	30,000	30,000	90,000

**TITLE:** Street Lighting - N Maple Ave/Loudoun Valley High School

**STATUS:** Future      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Jason Didawick

**PROGRAM DESCRIPTION:** The sidewalk that is along the east side of N. Maple Avenue in front of Loudoun Valley High School is somewhat dark at night due to the lack of street lighting in this area. Concern has been voiced that the lack of lighting poses a safety risk to students and others that may use the sidewalk, particularly after an evening school event. Installation and maintenance by Dominion Energy proved to be the preferred option. Staff talked with Dominion Energy, and based on the costs provided, determined an estimated \$200,000 would be needed to engineer and install lighting.



**OPERATING IMPACT:** increased annual costs to Dominion Energy for street lights

**GOAL ADDRESSED:** 2025 Comprehensive Plan

- 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.
  
- 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**

**General Fund**

**TITLE:** Street Lighting - N Maple Ave/Loudoun Valley High School

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
County Funding	200,000	-	-	-	200,000	-	-	-	200,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	200,000	-	-	-	200,000	-	-	-	200,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	200,000	-	-	-	200,000	-	-	-	200,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	200,000	-	-	-	200,000	-	-	-	200,000

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
	-	-	-	-	-	-	-

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

**STATUS:** Future      **PROJECT RANKING:** Medium Priority

**PROJECT MANAGER:** Dale Lehnig

**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**

**General Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
County Funding	700,000	-	-	-	-	-	-	700,000	700,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	700,000	-	-	-	-	-	-	700,000	700,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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 FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Electricity/Maintenance	-	-	-	-	-	-	-

## LONG-TERM FUTURE PROJECTS

### General Fund

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
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

### General Fund

Project Name	Project Summary	Estimated Cost	Status
G Street Sidewalk Improvements	There is no existing pedestrian walkway along the section of East G Street from East E Street to 560 East G Street. The proposed walkway, shown on the exhibits that are included in item #4 of this application, would provide a linkage from existing sidewalks along E Street, D Street and 12th Street to an existing walkway on G Street. The existing walkway east of this project on G Street also connects to South Maple Avenue and a walkway through Gardner Meadows. The proposed walkway will provide connectivity to existing walkways that surround the Blue Ridge Middle School. The Town proposes a 5 ft. wide sidewalk, with curb and gutter and ADA compliant curb ramps. Relocation of utilities may also be necessary, which increases the estimated cost of the project. Funding from Loudoun County would go towards engineering, legal and right-of-way costs and construction.	\$2,460,363	Awaiting Funding
<b>Total</b>		<b>\$3,539,363</b>	

# **Parks & Rec Fund Projects**

## PARKS AND REC FUND SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	965,439	5,875	44,125	-	25,000	141,000	411,439	338,000	915,439
County Funding	950,000	-	-	300,000	-	-	-	650,000	950,000
Grant	400,000	-	-	-	100,000	300,000	-	-	400,000
	2,315,439	5,875	44,125	300,000	125,000	441,000	411,439	988,000	2,265,439

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Outdoor Stage-Dillon's Woods (30492920)	220,000	5,875	44,125	-	-	20,000	150,000	-	170,000
Bush Tabernacle Floor & Bathrooms (30492930)	300,000	-	-	300,000	-	-	-	-	300,000
Sue Kane Nature Park Multi-use Trail	500,000	-	-	-	125,000	375,000	-	-	500,000
Purcellville Bike Park	645,439	-	-	-	-	46,000	261,439	338,000	645,439
SR690 N 21st Street Multiuse Trail Phase 1	650,000	-	-	-	-	-	-	650,000	650,000
	2,315,439	5,875	44,125	300,000	125,000	441,000	411,439	988,000	2,265,439

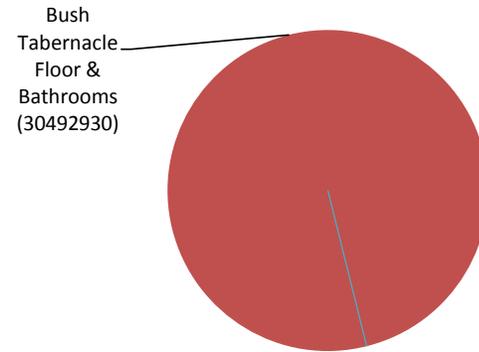
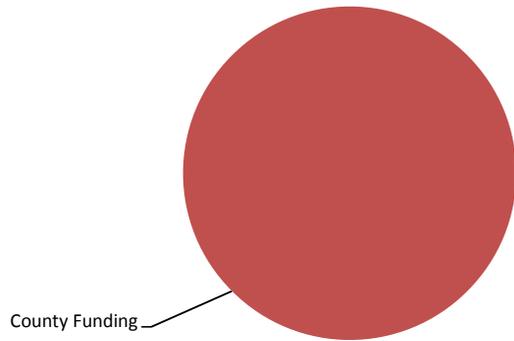
Denotes Cash Funded Projects

## PARKS AND REC FUND SUMMARY

### Planned Uses

Uses	FY26 and Beyond
<b>Long-Term Future Projects</b>	
House Demolition-301 S Twentieth St.	60,000
SR690 N 21st Street Multiuse Trail Phase 1	1,009,072
	<b>1,069,072</b>

Sources by Type (2021)	Uses by Project (2021)
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## PARKS & REC FUND SUMMARY

### Funding Summary

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	FY20	FY21	FY22	FY23	FY24	Total for 5-Yr-CIP
<b>Cash</b>									
Sue Kane Nature Park Multi-use Trail	100,000	-	-	-	25,000	75,000	-	-	100,000
Outdoor Stage-Dillon's Woods (30492920)	220,000	5,875	44,125	-	-	20,000	150,000	-	170,000
Purcellville Bike Park	645,439	-	-	-	-	46,000	261,439	338,000	645,439
	<b>965,439</b>	<b>5,875</b>	<b>44,125</b>	<b>-</b>	<b>25,000</b>	<b>141,000</b>	<b>411,439</b>	<b>338,000</b>	<b>915,439</b>
<b>County Funding</b>									
Bush Tabernacle Floor & Bathrooms (30492930)	300,000	-	-	300,000	-	-	-	-	300,000
SR690 N 21st Street Multiuse Trail Phase 1	650,000	-	-	-	-	-	-	650,000	650,000
	<b>950,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>650,000</b>	<b>950,000</b>
<b>Grant</b>									
Sue Kane Nature Park Multi-use Trail	400,000	-	-	-	100,000	300,000	-	-	400,000
	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>400,000</b>
<b>Parks and Rec Fund Total</b>	<b>2,315,439</b>	<b>5,875</b>	<b>44,125</b>	<b>300,000</b>	<b>125,000</b>	<b>441,000</b>	<b>411,439</b>	<b>988,000</b>	<b>2,265,439</b>

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig and Amie Ware

**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	2023	2024

**Capital Improvement Program**

**Parks and Rec Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	220,000	5,875	44,125	-	-	20,000	150,000	-	170,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	220,000	5,875	44,125	-	-	20,000	150,000	-	170,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	30,000	5,875	4,125	-	-	20,000	-	-	20,000
Construction	185,000	-	35,000	-	-	-	150,000	-	150,000
Professional Services	5,000	-	5,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	220,000	5,875	44,125	-	-	20,000	150,000	-	170,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	1,000	1,000	2,000

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

**STATUS:** Future      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Bob Dryden

**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**

**Parks and Rec Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
County Funding	300,000	-	-	300,000	-	-	-	-	300,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	300,000	-	-	300,000	-	-	-	-	300,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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 FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	500	500	500	500	2,000

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

**STATUS:** Future                    **PROJECT RANKING:** Medium Priority

**PROJECT MANAGER:** Amie Ware

**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	2022	2023

**Capital Improvement Program**

**Parks and Rec Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	100,000	-	-	-	25,000	75,000	-	-	100,000
Grant	400,000	-	-	-	100,000	300,000	-	-	400,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	500,000	-	-	-	125,000	375,000	-	-	500,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	125,000	-	-	-	125,000	-	-	-	125,000
Construction	375,000	-	-	-	-	375,000	-	-	375,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	500,000	-	-	-	125,000	375,000	-	-	500,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	1,000	1,000	2,000

**TITLE:** Purcellville Bike Park

**STATUS:** Future      **PROJECT RANKING:** Low Priority

**PROJECT MANAGER:** Amie Ware

**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	2024	2025

**Capital Improvement Program**

**Parks and Rec Fund**

**TITLE:** Purcellville Bike Park

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Annual Maintenance	-	-	-	-	-	-	-

**TITLE:** SR690 N 21st Street Multiuse Trail Phase 1

**STATUS:** Future                    **PROJECT RANKING:** Medium Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**PROGRAM DESCRIPTION:** 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. (see Exhibits 1 & 2 for maps showing the location of the proposed project).

As noted, this path will connect to the W&OD Regional Trail, allowing those who use that trail to easily and safely access businesses and attractions in Town. The proposed project helps achieve this goal and makes the following connections from Hirst Road:

- Suzanne Kane Nature Preserve & Trail
- W&OD Trail
- To the neighborhoods of Old Dominion Valley, Catoctin Meadows, Branbury Glen, Purcellville Green, Mayfair Residential Subdivision
- SR690 Interchange on the Route 7 bypass
- Purcellville Train Station
- Historic downtown Purcellville
- Park and Ride proposed at Fields Farm Park
- Hirst Road Multi-use Trail (a current Town capital project)



**OPERATING IMPACT:** Increased trail maintenance, possibly including snow and debris removal.

**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
2025	2026	2027

**Capital Improvement Program**

**Parks and Rec Fund**

**TITLE:** SR690 N 21st Street Multiuse Trail Phase 1

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
County Funding	650,000	-	-	-	-	-	-	650,000	650,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	650,000	-	-	-	-	-	-	650,000	650,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	30,000	-	-	-	-	-	-	30,000	30,000
Engineering/Design	434,380	-	-	-	-	-	-	434,380	434,380
Construction	185,620	-	-	-	-	-	-	185,620	185,620
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	650,000	-	-	-	-	-	-	650,000	650,000

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
	-	-	-	-	-	-	-

## LONG-TERM FUTURE PROJECTS

### Parks & Rec Fund

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.	\$1,009,072	Awaiting Funding
House Demolition 301 S Twentieth St.	Demolition of the existing structure located at 301 S. 20th Street.	\$60,000	Awaiting Funding
<b>Total</b>		<b>\$1,069,072</b>	

# **Water Fund Projects**

## WATER FUND SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	4,082,316	101,538	1,890,379	100,000	840,400	1,150,000	-	-	2,090,400
Future Loan	5,831,075	-	-	-	240,000	1,507,538	2,447,537	1,636,000	5,831,075
	9,913,391	101,538	1,890,379	100,000	1,080,400	2,657,538	2,447,537	1,636,000	7,921,475

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Hirst Reservoir Improvements (31495230)	1,430,000	-	80,000	100,000	400,000	850,000	-	-	1,350,000
Tank Painting (31495240)	519,257	35,828	483,430	-	-	-	-	-	-
Jeffries Well Treatment Facility (31495290)	650,000	-	50,000	-	300,000	300,000	-	-	600,000
Nature Park Wells & PLC Upgrades (31495310)	621,397	54,690	566,707	-	-	-	-	-	-
Holly Lane Water Main Replacement (31495320)	300,000	-	-	-	-	-	150,000	150,000	300,000
12th Street Water Main Replacement (31495400)	519,137	-	64,062	-	-	227,538	227,537	-	455,075
Hall Ave/O St Water Main Replacement (31495380)	294,400	-	294,400	-	-	-	-	-	-
S Nursery Ave Water Main Replacement (31495360)	128,800	-	128,800	-	-	-	-	-	-
F Street Water Main Replacement (31495370)	374,400	11,020	222,980	-	140,400	-	-	-	140,400
Cooper Springs Raw Water Main	1,120,000	-	-	-	240,000	880,000	-	-	1,120,000
Reservoir to WTP Raw Water Main	480,000	-	-	-	-	-	320,000	160,000	480,000
WTP to Town Water Main Replacement Ph 1	2,000,000	-	-	-	-	400,000	1,600,000	-	2,000,000
G Street Water Main Replacement	700,000	-	-	-	-	-	150,000	550,000	700,000
Additional Water Supply	650,000	-	-	-	-	-	-	650,000	650,000
"A" Street Water Line Loop	126,000	-	-	-	-	-	-	126,000	126,000
	9,913,391	101,538	1,890,379	100,000	1,080,400	2,657,538	2,447,537	1,636,000	7,921,475

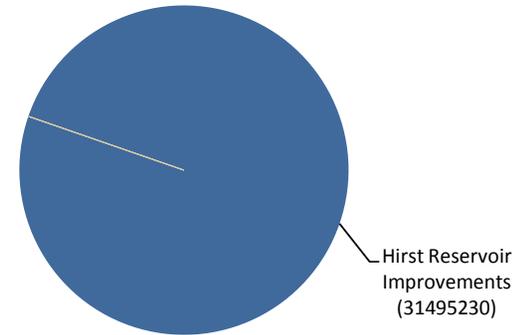
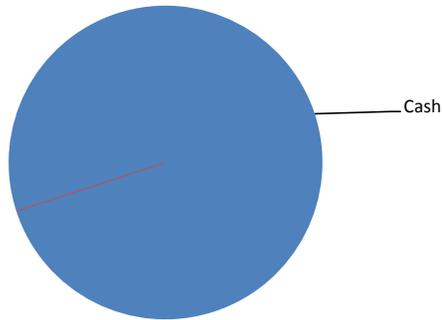
Denotes Cash Funded Projects

## WATER FUND SUMMARY

### Planned Uses

Uses	FY26 and Beyond
<b>Long-Term Future Projects</b>	
Reservoir to WTP Raw Water Main	1,760,000
Additional Water Supply	1,300,000
Water Treatment Plant Improvements (31495210)	4,600,000
WTP to Town Water Main Replacement Ph 2	2,300,000
New Elevated Water Tank	3,421,500
E Street Water Main Replacement	337,000
LVSC Water Main Replacement	232,100
Springsbury Drive Water Main Extension	162,600
Rugby Court Water Main Extension	111,900
	<b>14,225,100</b>

Sources by Type (2021)	Uses by Project (2021)
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## WATER FUND SUMMARY

### Funding Summary

Sources	Total Required Project Funding	Funded through 6/30/18	Adopted FY19	FY20	FY21	FY22	FY23	FY24	Total for 5-Yr-CIP
<b>Cash</b>									
Hirst Reservoir Improvements (31495230)	1,430,000	-	80,000	100,000	400,000	850,000	-	-	1,350,000
Tank Painting (31495240)	519,257	35,828	483,430	-	-	-	-	-	-
Jeffries Well Treatment Facility (31495290)	650,000	-	50,000	-	300,000	300,000	-	-	600,000
Nature Park Wells & PLC Upgrades (31495310)	621,397	54,690	566,707	-	-	-	-	-	-
S Nursery Ave Water Main Replacement (31495360)	128,800	-	128,800	-	-	-	-	-	-
F Street Water Main Replacement (31495370)	374,400	11,020	222,980	-	140,400	-	-	-	140,400
Hall Ave/O St Water Main Replacement (31495380)	294,400	-	294,400	-	-	-	-	-	-
12th Street Water Main Replacement (31495400)	64,062	-	64,062	-	-	-	-	-	-
	<b>4,082,316</b>	<b>101,538</b>	<b>1,890,379</b>	<b>100,000</b>	<b>840,400</b>	<b>1,150,000</b>	<b>-</b>	<b>-</b>	<b>2,090,400</b>
<b>Future Loan</b>									
"A" Street Water Line Loop	126,000	-	-	-	-	-	-	126,000	126,000
Holly Lane Water Main Replacement (31495320)	300,000	-	-	-	-	-	150,000	150,000	300,000
12th Street Water Main Replacement (31495400)	455,075	-	-	-	-	227,538	227,537	-	455,075
Cooper Springs Raw Water Main	1,120,000	-	-	-	240,000	880,000	-	-	1,120,000
Reservoir to WTP Raw Water Main	480,000	-	-	-	-	-	320,000	160,000	480,000
WTP to Town Water Main Replacement Ph 1	2,000,000	-	-	-	-	400,000	1,600,000	-	2,000,000
G Street Water Main Replacement	700,000	-	-	-	-	-	150,000	550,000	700,000
Additional Water Supply	650,000	-	-	-	-	-	-	650,000	650,000
	<b>5,831,075</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>240,000</b>	<b>1,507,538</b>	<b>2,447,537</b>	<b>1,636,000</b>	<b>5,831,075</b>
<b>Water Fund Total</b>	<b>9,913,391</b>	<b>101,538</b>	<b>1,890,379</b>	<b>100,000</b>	<b>1,080,400</b>	<b>2,657,538</b>	<b>2,447,537</b>	<b>1,636,000</b>	<b>7,921,475</b>

**TITLE:** Hirst Reservoir Improvements (31495230)

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Buster Nicholson & Dale Lehnig

**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	2022	2023

**Capital Improvement Program**

**Water Fund**

**TITLE:** Hirst Reservoir Improvements (31495230)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	1,430,000	-	80,000	100,000	400,000	850,000	-	-	1,350,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	1,430,000	-	80,000	100,000	400,000	850,000	-	-	1,350,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	80,000	-	80,000	-	-	-	-	-	-
Construction	1,350,000	-	-	100,000	400,000	850,000	-	-	1,350,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	1,430,000	-	80,000	100,000	400,000	850,000	-	-	1,350,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	500	500	1,000

**TITLE:** Tank Painting (31495240)

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Buster Nicholson & Dale Lehnig

**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 leasees 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. Painting was completed in September 2019. There are ongoing modifications due to cellular equipment loading.



**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	2020

**Capital Improvement Program**

**Water Fund**

**TITLE:** Tank Painting (31495240)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	519,257	35,828	483,430	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	519,257	35,828	483,430	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	30,000	5,720	24,280	-	-	-	-	-	-
Construction	452,081	29,602	422,479	-	-	-	-	-	-
Professional Services	37,176	506	36,670	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	519,257	35,828	483,430	-	-	-	-	-	-

**Operating Impact**

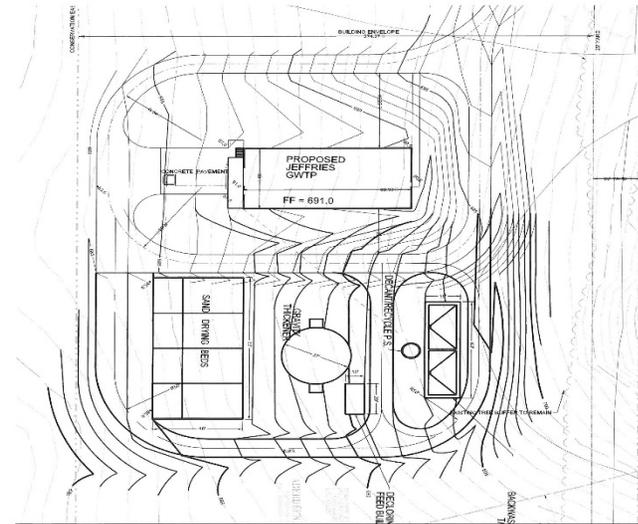
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Preventative Maintenance Program	9,061	9,382	9,714	10,058	10,414	10,800	50,368

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** This project involves the construction of a well filter building to provide treatment to the Aberdeen and Jeffries wells. This project is expected to be completed in phases, to construct the well filter building and then the filters and watermain to bring the Aberdeen wells on as additional water supply is needed. This project will involve approval from both the Virginia Department of Health and Loudoun County's Department of Building & Development. This project replaces the consolidated well treatment facility that had been designed for the Aberdeen property. All estimates are budgetary and will be refined with additional engineering.



**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:** Jeffries Well Treatment Facility (31495290)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	650,000	-	50,000	-	300,000	300,000	-	-	600,000
Future Loan	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	650,000	-	50,000	-	300,000	300,000	-	-	600,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	50,000	-	50,000	-	-	-	-	-	-
Construction	600,000	-	-	-	300,000	300,000	-	-	600,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	650,000	-	50,000	-	300,000	300,000	-	-	600,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Stacie Alter

**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	May 2020	September 2020

**Capital Improvement Program**

**Water Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	621,397	54,690	566,707	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	621,397	54,690	566,707	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	79,706	43,370	36,336	-	-	-	-	-	-
Construction	524,073	10,627	513,446	-	-	-	-	-	-
Professional Services	17,618	693	16,925	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	621,397	54,690	566,707	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Annual Maintenance	-		1,000	1,000	1,000	1,000	4,000

**TITLE:** Holly Lane Water Main Replacement (31495320)

**STATUS:** Future                    **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**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. This project would enhance fire protection in this area.



**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
2021	2024	2025

**Capital Improvement Program**

**Water Fund**

**TITLE:** Holly Lane Water Main Replacement (31495320)

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	300,000	-	-	-	-	-	150,000	150,000	300,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	300,000	-	-	-	-	-	150,000	150,000	300,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	10,000	-	-	-	-	-	10,000	-	10,000
Engineering/Design	50,000	-	-	-	-	-	50,000	-	50,000
Construction	220,000	-	-	-	-	-	80,000	140,000	220,000
Professional Services	20,000	-	-	-	-	-	10,000	10,000	20,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	300,000	-	-	-	-	-	150,000	150,000	300,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

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

**STATUS:** Ongoing      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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 2023	March 2024

**Capital Improvement Program**

**Water Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	64,062	-	64,062	-	-	-	-	-	-
Future Loan	455,075	-	-	-	-	227,538	227,537	-	455,075
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	519,137	-	64,062	-	-	227,538	227,537	-	455,075

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	64,062	-	64,062	-	-	-	-	-	-
Construction	455,075	-	-	-	-	227,538	227,537	-	455,075
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	519,137	-	64,062	-	-	227,538	227,537	-	455,075

**Operating Impact**

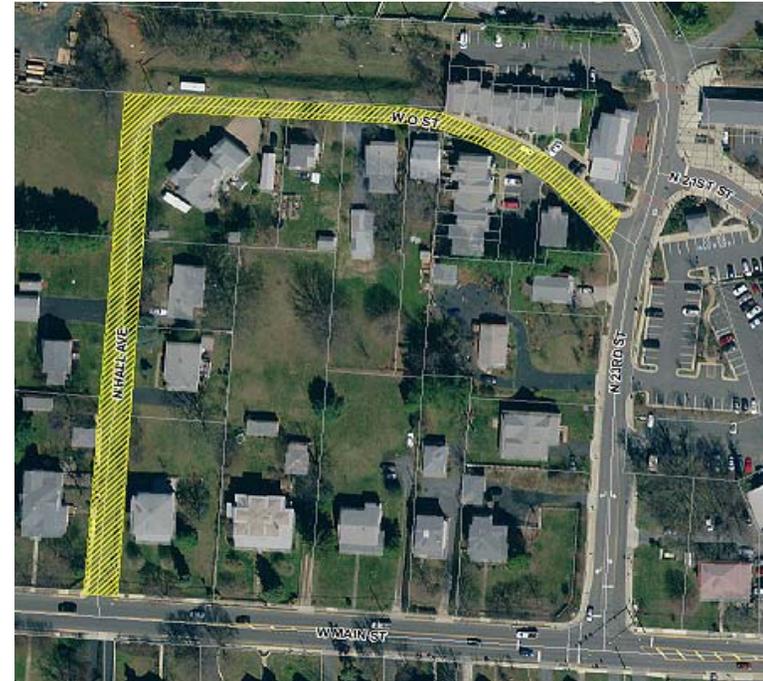
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	500	500	500	1,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Joshua Goff

**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 2020	December 2020

**Capital Improvement Program**

**Water Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	294,400	-	294,400	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	294,400	-	294,400	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	35,300	-	35,300	-	-	-	-	-	-
Engineering/Design	38,300	-	38,300	-	-	-	-	-	-
Construction	184,000	-	184,000	-	-	-	-	-	-
Professional Services	36,800	-	36,800	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	294,400	-	294,400	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
	-	-	-	-	-	-	-

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

**STATUS:** Ongoing      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Jessica Mehl

**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 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	128,800	-	128,800	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	128,800	-	128,800	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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**

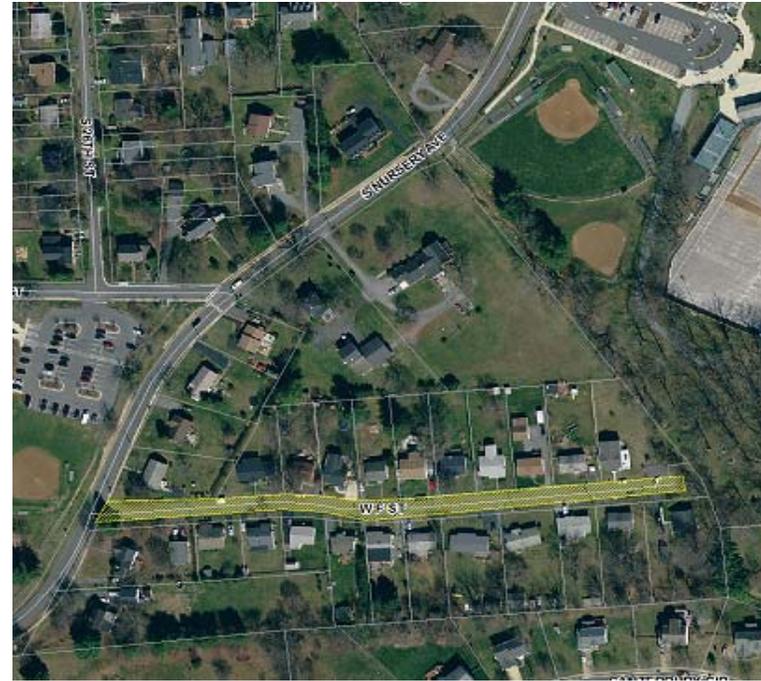
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	500	500

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

**STATUS:** Ongoing      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig & Joshua Goff

**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 2021	December 2021

**Capital Improvement Program**

**Water Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	374,400	11,020	222,980	-	140,400	-	-	-	140,400
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	374,400	11,020	222,980	-	140,400	-	-	-	140,400

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	46,800	-	46,800	-	-	-	-	-	-
Engineering/Design	46,800	11,020	35,780	-	-	-	-	-	-
Construction	257,400	-	117,000	-	140,400	-	-	-	140,400
Professional Services	23,400	-	23,400	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	374,400	11,020	222,980	-	140,400	-	-	-	140,400

**Operating Impact**

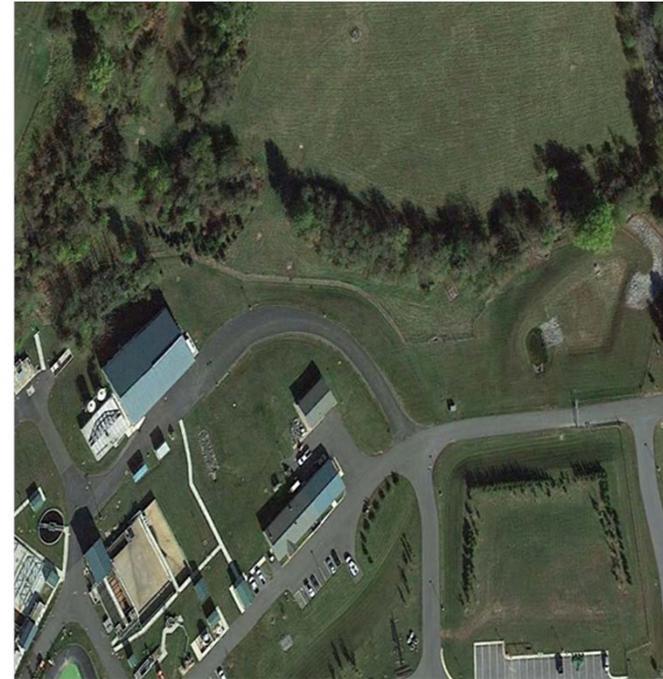
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** Cooper Springs Raw Water Main

**STATUS:** Future      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**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 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	1,120,000		-	-	240,000	880,000	-	-	1,120,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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 FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

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

**STATUS:** Future                    **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**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.
- 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
2023	2024	2025

**Capital Improvement Program**

**Water Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	480,000	-	-	-	-	-	320,000	160,000	480,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	480,000	-	-	-	-	-	320,000	160,000	480,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	160,000	-	-	-	-	-	-	160,000	160,000
Engineering/Design	320,000	-	-	-	-	-	320,000	-	320,000
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	480,000	-	-	-	-	-	320,000	160,000	480,000

**Operating Impact**

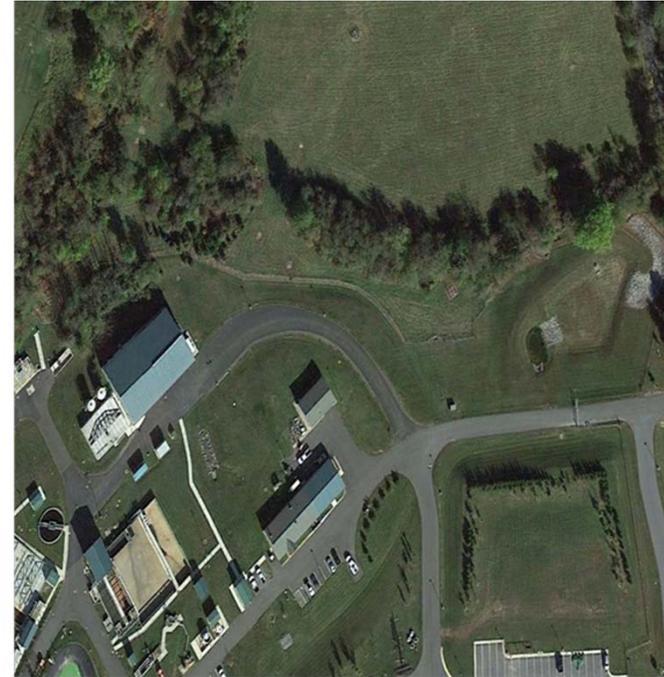
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

**TITLE:** WTP to Town Water Main Replacement Ph 1

**STATUS:** Future                    **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** This project proposes to replace over 5,000 LF of existing cast iron water main that was installed in the 1960's. The existing main is 12"; this project envisions the installation of a larger diameter main to accommodate increased flows to the Town with the construction of the Jeffries well treatment facility. The existing main currently carries about half of the Town's water supply into the Town. A break in this main would diminish the supply to the Town in half. There is an existing 25 ft easement which, with the removal of the original 6-inch main that served the Town, should be sufficient easement - legal and easement/ROW costs should be limited.



**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.
- 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
	2024	2025

**Capital Improvement Program**

**Water Fund**

**TITLE:** WTP to Town Water Main Replacement Ph 1

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	2,000,000	-	-	-	-	400,000	1,600,000	-	2,000,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	2,000,000	-	-	-	-	400,000	1,600,000	-	2,000,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	100,000	-	-	-	-	100,000	-	-	100,000
Engineering/Design	500,000	-	-	-	-	300,000	200,000	-	500,000
Construction	1,200,000	-	-	-	-	-	1,200,000	-	1,200,000
Professional Services	200,000	-	-	-	-	-	200,000	-	200,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	2,000,000	-	-	-	-	400,000	1,600,000	-	2,000,000

**Operating Impact**

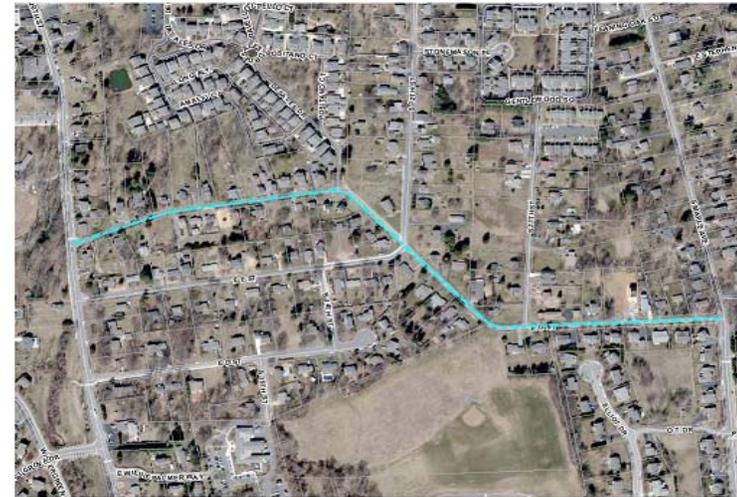
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

**TITLE:** G Street Water Main Replacement

**STATUS:** Future      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:**

**PROGRAM DESCRIPTION:** This water main is located along G Street, from S Maple Avenue to S 20th Street. The 4-inch and 6-inch diameter ma was installed in the 1960's. It was identified for replacement in the "Water Distribution System Capital Improvements Plan" 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
	2025	2025

**Capital Improvement Program**

**Water Fund**

**TITLE:** G Street Water Main Replacement

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	700,000		-	-	-	-	150,000	550,000	700,000
	-		-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	700,000	-	-	-	-	-	150,000	550,000	700,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	50,000	-	-	-	-	-	50,000	-	50,000
Engineering/Design	600,000		-	-	-	-	100,000	500,000	600,000
Construction	50,000	-	-	-	-	-	-	50,000	50,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	700,000	-	-	-	-	-	150,000	550,000	700,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

**TITLE:** Additional Water Supply

**STATUS:** Future      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** The Water Resources Report update suggests that, even without additional annexation to the Town, redevelopment of properties will increase the water consumption in the Town. This project envisions the development of additional water supply sources to supply the water needed for future.



**OPERATING IMPACT:** Annual maintenance costs will increase.

**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
	2025	2027

**Capital Improvement Program**

**Water Fund**

**TITLE:** Additional Water Supply

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	650,000	-	-	-	-	-	-	650,000	650,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	650,000	-	-	-	-	-	-	650,000	650,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	650,000	-	-	-	-	-	-	650,000	650,000
Construction	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	650,000	-	-	-	-	-	-	650,000	650,000

**Operating Impact**

Operating/Maintenance Type of expenditure	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
	-	-	-	-	-	-	-

**TITLE:** "A" Street Water Line Loop

**STATUS:** Future      **PROJECT RANKING:** High Priority

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** This project suggests extending the A Street water main from the dead end at the Blue Ridge Middle School to the water main on Elliot Drive. The extension will greatly reduce the water age during low flow usage by the school. This project was recommended in the "Water Distribution System Capital Improvements report", October 2010.



**OPERATING IMPACT:** Improvement to water quality and reduce potential for a waterline 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
	2025	2025

**Capital Improvement Program**

**Water Fund**

**TITLE:** "A" Street Water Line Loop

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Future Loan	126,000	-	-	-	-	-	-	126,000	126,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	126,000	-	-	-	-	-	-	126,000	126,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	10,000	-	-	-	-	-	-	10,000	10,000
Engineering/Design	25,000	-	-	-	-	-	-	25,000	25,000
Construction	75,000	-	-	-	-	-	-	75,000	75,000
Professional Services	16,000	-	-	-	-	-	-	16,000	16,000
Miscellaneous	-	-	-	-	-	-	-	-	-
	126,000	-	-	-	-	-	-	126,000	126,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

## LONG-TERM FUTURE PROJECTS

### Water Fund

Project Name	Project Summary	Estimated Cost	Status
Reservoir to WTP Raw Water Main	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.	\$1,760,000	Awaiting Funding
Additional Water Supply	The Water Resources Report update suggests that, even without additional annexation to the Town, redevelopment of properties will increase the water consumption in the Town. This project envisions the development of additional water supply sources to supply the water needed for future.	\$1,300,000	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
WTP to Town Water Main Replacement Phase 2	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.	\$2,300,000	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
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
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
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

\$14,225,100
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# **Wastewater Fund Projects**

## WASTEWATER FUND SUMMARY

### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	2,042,940	219,880	1,165,500	333,780	323,780	-	-	-	657,560
Future Loan	646,000	-	-	-	-	-	-	646,000	646,000
	2,688,940	219,880	1,165,500	333,780	323,780	-	-	646,000	1,303,560

### Planned Uses

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
West End Pump Station Improvements (32496150)	561,300	21,000	540,300	-	-	-	-	-	-
East End Pump Station (32496140)	277,640	-	277,640	-	-	-	-	-	-
Membrane Replacement (32496130)	894,000	198,880	347,560	173,780	173,780	-	-	-	347,560
LEAP Aeration Upgrade (32496120)	160,000	-	-	160,000	-	-	-	-	160,000
12th Street Sewer Rehabilitation	150,000	-	-	-	150,000	-	-	-	150,000
Valley Industrial Park Pump Station Upgrades	275,000	-	-	-	-	-	-	275,000	275,000
Sludge Storage Facility	371,000	-	-	-	-	-	-	371,000	371,000
	2,688,940	219,880	1,165,500	333,780	323,780	-	-	646,000	1,303,560

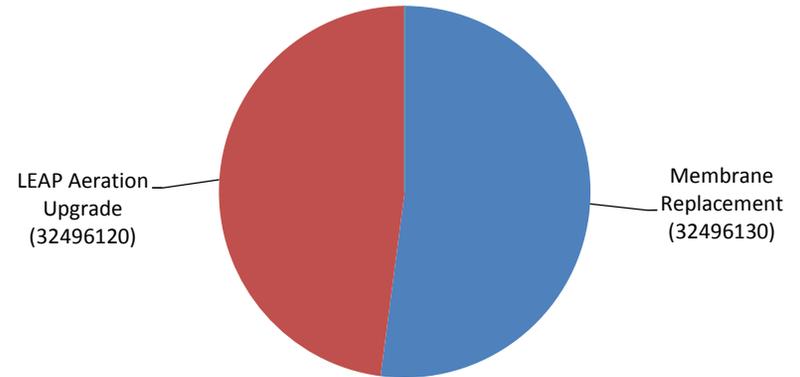
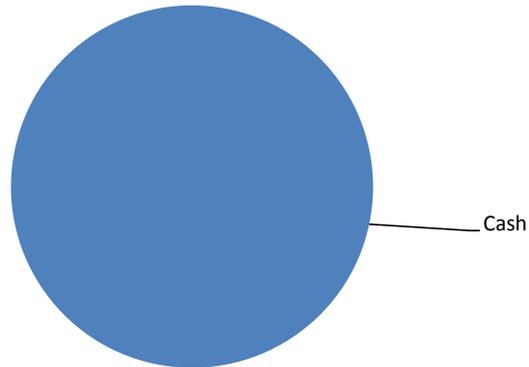
Denotes Cash Funded Projects

## WASTEWATER FUND SUMMARY

### Planned Uses

Uses	FY26 and Beyond
<b>Long-Term Future Projects</b>	
East End Pump Station (32496140)	1,288,360
	1,288,360

Sources by Type (2021)	Uses by Project (2021)
------------------------	------------------------



## 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>									
LEAP Aeration Upgrade (32496120)	160,000	-	-	160,000	-	-	-	-	160,000
Membrane Replacement (32496130)	894,000	198,880	347,560	173,780	173,780	-	-	-	347,560
East End Pump Station (32496140)	277,640	-	277,640	-	-	-	-	-	-
West End Pump Station Improvements (32496150)	561,300	21,000	540,300	-	-	-	-	-	-
12th Street Sewer Rehabilitation	150,000	-	-	-	150,000	-	-	-	150,000
	<b>2,042,940</b>	<b>219,880</b>	<b>1,165,500</b>	<b>333,780</b>	<b>323,780</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>657,560</b>
<b>Future Loan</b>									
Valley Industrial Park Pump Station Upgrades	275,000	-	-	-	-	-	-	275,000	275,000
Sludge Storage Facility	371,000	-	-	-	-	-	-	371,000	371,000
	<b>646,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>646,000</b>	<b>646,000</b>
<b>Wastewater Fund Total</b>	<b>2,688,940</b>	<b>219,880</b>	<b>1,165,500</b>	<b>333,780</b>	<b>323,780</b>	<b>-</b>	<b>-</b>	<b>646,000</b>	<b>1,303,560</b>

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

**STATUS:** Ongoing      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig

**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	4th Quarter 2020	2nd Quarter 2021

**Capital Improvement Program**

**Wastewater Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	459,000	21,000	438,000	-	-	-	-	-	-
Cash	102,300	-	102,300	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	561,300	21,000	540,300	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	54,000	-	54,000	-	-	-	-	-	-
Engineering/Design	42,000	21,000	21,000	-	-	-	-	-	-
Construction	465,300	-	465,300	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	561,300	21,000	540,300	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Preventative Maintenance/Electricity	-	500	500	500	500	500	2,500

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

**STATUS:** Ongoing      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig

**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. An on-site diesel pump was added to the pump station in FY20, which provides redundancy in the event of a pump and power failure. Also in FY20, the old generator broke down. It was difficult to find parts since the generator is old. Staff suggests replacement of the generator in FY21, and has requested our task order consultant to provide specifications for a generator that could be used in a future upgrade to the East End Pump Station. Other alternatives include variable frequency drives for the existing pumps, and the replacement of the sewer main going under Main Street. These improvements may delay the need for the full replacement project.



**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
2020	2021 (generator only)	Future

**Capital Improvement Program**

**Wastewater Fund**

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

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	277,640	-	277,640	-	-	-	-	-	-
Future Loan	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	277,640	-	277,640	-	-	-	-	-	-

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	231,000	-	231,000	-	-	-	-	-	-
Construction	46,640	-	46,640	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	277,640	-	277,640	-	-	-	-	-	-

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Preventative Maintenance/Electricity	-	500	500	500	500	500	2,500

**TITLE:** Membrane Replacement (32496130)

**STATUS:** Ongoing      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Scott House

**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 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	894,000	198,880	347,560	173,780	173,780	-	-	-	347,560
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	894,000	198,880	347,560	173,780	173,780	-	-	-	347,560

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	894,000	198,880	347,560	173,780	173,780	-	-	-	347,560
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	894,000	198,880	347,560	173,780	173,780	-	-	-	347,560

**Operating Impact**

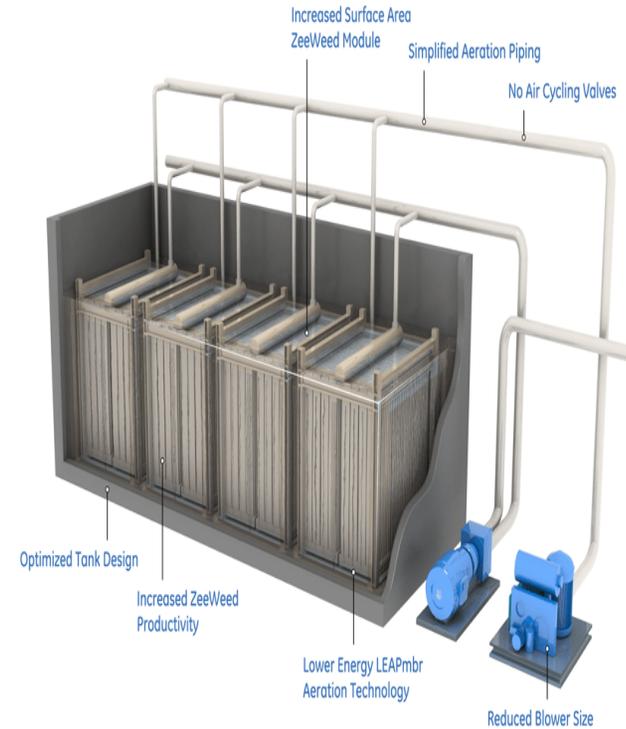
Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Preventative Maintenance	-	-	-	40,000	40,000	40,000	120,000

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

**STATUS:** Future      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Scott House

**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 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	160,000	-	-	160,000	-	-	-	-	160,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	160,000	-	-	160,000	-	-	-	-	160,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
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 FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	500	500	500	500	2,000

**TITLE:** 12th Street Sewer Rehabilitation

**STATUS:** Future                    **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** The 12th Street Roadway Improvements project is expected to be under construction in 2023. The sanitary sewer in 12th Street has been identified as having issues that contribute to high inflow and infiltration in the G Street Sewer basin. This project envisions addressing the I/I issues through either sewer main replacement or trenchless technology, in advance of the roadway project.



**OPERATING IMPACT:** Decrease in operating costs due to newer lines and decreased inflow and infiltration.

**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	2022	2023

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** 12th Street Sewer Rehabilitation

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	150,000	-	-	-	150,000	-	-	-	150,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	150,000	-	-	-	150,000	-	-	-	150,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	-	-	-	-	-	-	-	-	-
Construction	150,000	-	-	-	150,000	-	-	-	150,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	150,000	-	-	-	150,000	-	-	-	150,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	500	500	500	1,500

**TITLE:** Valley Industrial Park Pump Station Upgrades

**STATUS:** Future                    **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** The Mayfair residential and industrial subdivision wastewater flows to the Valley Industrial Park pump station on Hatcher Avenue. Based on modeling, the flows will exceed the firm pumping capacity of the pump station with full development. Improvements suggested by the modeling report are variable frequency drive installation and pump replacement (to include electrical system and generator sizing).



**OPERATING IMPACT:** Upgrades to pump station will require some annual maintenance increase.

**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
2025	2025	2025

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** Valley Industrial Park Pump Station Upgrades

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	-	-	-	-	-	-	-	-	-
Future Loan	275,000	-	-	-	-	-	-	275,000	275,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	275,000	-	-	-	-	-	-	275,000	275,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	55,000	-	-	-	-	-	-	55,000	55,000
Construction	220,000	-	-	-	-	-	-	220,000	220,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	275,000	-	-	-	-	-	-	275,000	275,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

**TITLE:** Sludge Storage Facility

**STATUS:** Future      **PROJECT RANKING:** N/A

**PROJECT MANAGER:** Dale Lehnig

**PROGRAM DESCRIPTION:** When the Wastewater Treatment Plant was upgraded in 2009/10, the original sludge storage capacity was decreased in order to decrease the cost. As development has occurred, the additional sludge storage is warranted.



**OPERATING IMPACT:** Minimal increase in annual maintenance costs.

**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
2025	2025	2025

**Capital Improvement Program**

**Wastewater Fund**

**TITLE:** Sludge Storage Facility

**Funding Sources**

Sources	Total Required Project Funding	Funded through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Cash	-	-	-	-	-	-	-	-	-
Future Loan	371,000	-	-	-	-	-	-	371,000	371,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	371,000	-	-	-	-	-	-	371,000	371,000

**Planned Uses**

Uses	Total Project Cost	Expended through 6/30/19	Adopted FY20	Proposed					Total for 5-Yr CIP
				FY21	FY22	FY23	FY24	FY25	
Land/ROW/Legal	-	-	-	-	-	-	-	-	-
Engineering/Design	25,000	-	-	-	-	-	-	25,000	25,000
Construction	346,000	-	-	-	-	-	-	346,000	346,000
Professional Services	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
	371,000	-	-	-	-	-	-	371,000	371,000

**Operating Impact**

Operating/Maintenance	Adopted FY20	Proposed					Total for 5-Yr CIP
		FY21	FY22	FY23	FY24	FY25	
Maintenance	-	-	-	-	-	-	-

## LONG-TERM FUTURE PROJECTS

### Wastewater Fund

Project Name	Project Summary	Estimated Cost	Status
East End Pump Station	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.	\$1,288,360	Awaiting Funding
<b>Total</b>		<b>\$1,288,360</b>	

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY (NVTA)

### Summary By Project

<b><sup>1</sup>East Main St. Sidewalk</b>	
FY 15	\$ 239,886.54
FY 16	\$ 18,573.89
	<u>\$ 258,460.43</u>
<b><sup>2</sup>Main &amp; Maple Intersection Ph 1</b>	
FY 17	\$ 647.75
	<u>\$ 647.75</u>
<b><sup>2</sup>Main &amp; Maple Intersection Ph 2</b>	
FY 19	\$ -
FY 20	\$ 159,344.00
FY 22	\$ 13,214.00
	<u>\$ 172,558.00</u>
<b><sup>2</sup>Nursery Ave. Improvements</b>	
FY 15	\$ 17,073.53
FY 16	\$ 58,477.27
FY 17	\$ 107,595.79
FY 18	\$ 39,389.10
FY 19	\$ 34,894.57
FY 20	\$ 439,313.74
FY 21	\$ 212,500.00
	<u>\$ 909,244.00</u>

<b><sup>2</sup>32nd &amp; A St. Intersection</b>	
FY 17	\$ 15,874.98
FY 18	\$ 17,780.51
FY 19	\$ 160,817.78
FY 20	\$ 311,526.73
	<u>\$ 506,000.00</u>

<b><sup>2</sup>12th St. Improvements</b>	
FY 19	\$ 2,429.50
FY 20	\$ 997,570.50
FY 23	\$ 224,347.00
	<u>\$ 1,224,347.00</u>

<b><sup>2</sup>32nd &amp; Main Intersection</b>	
FY 19	\$ 11,781.23
FY 20	\$ 475,001.77
FY 21	\$ 121,650.00
FY 22	\$ 210,000.00
FY 23	\$ 34,140.00
	<u>\$ 852,573.00</u>

<b>Hatcher Avenue Sidewalk</b>	
FY 19	\$ 19,665.53
FY 20	\$ 100,730.47
FY 22	\$ 194,576.00
FY 23	\$ 179,576.00
	<u>\$ 494,548.00</u>

**Total                   \$ 4,418,378.18**

### Funding Amounts Allocated to Purcellville\*

FY 14	Audited	\$ 371,923.74
FY 15	Audited	\$ 410,287.95
FY 16	Audited	\$ 420,045.18
FY 17	Audited	\$ 477,795.36
FY 18	Estimated	\$ 504,886.15
FY 19	Estimated	\$ 439,553.87
FY 20	Estimated	\$ 472,590.00
FY 21	Estimated	\$ 457,000.00
FY 22	Estimated	\$ 468,000.00
FY 23	Estimated	\$ 482,000.00
FY 24	Estimated	\$ 495,000.00
FY 25	Estimated	\$ 508,000.00
		<u>\$ 5,507,082.25</u>

Total NVTA Funds Allocated	\$ 5,507,082.25
<sup>1</sup> Applied to Closed CIP project	\$ 259,108.18
<sup>2</sup> Applied to Current CIP	\$ 4,159,270.00
<b>Available for Future Use</b>	<b>\$ 1,088,704.07</b>

\* Funding amounts were identified in a letter from Loudoun County dated November 19, 2019.

The proposed use of NVTA funding through FY 20 is \$131,293 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	\$ 35,099
FY 19	\$ 20,332
FY 20	\$ 178,754
	<b>\$ 244,984</b>

<sup>2</sup> **Main & Maple Improve Ph. 1**

FY 14	\$ 2,820
FY 15	\$ 1,627
FY 16	\$ 949
FY 17	\$ -
FY 18	\$ -
FY 19	\$ 250
	<b>\$ 5,646</b>

<sup>1</sup> Applied to General Fund Operating Budget	\$ 200,000
<sup>2</sup> Applied to CIP project now closed	\$ 5,335,016
<sup>3</sup> Applied to Current CIP	\$ 244,984
<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 <sup>1</sup>	Wayfinding Signs (119-4094100-0140)	\$ 63,269 <sup>2</sup>
Traffic Signals (Hatcher & Main, 23rd & Main)	\$ 370,381 <sup>2</sup>	Downtown Streetscape PH 1 (119-4094100)	\$ 29,329 <sup>2</sup>
<b>FY 09</b>	<b>\$ 385,381</b>	Downtown Streetscape PH 2 (119-4094100)	\$ 68,812 <sup>2</sup>
Downtown Streetscape (119-4094100)	\$ 75,000 <sup>2</sup>	Main & Maple Improve Ph. 1	\$ 2,820 <sup>3</sup>
Main Street Sidewalk Improvements (119-4094202)	\$ 25,758 <sup>2</sup>	Main Street Sidewalk Improvements (119-4094202)	\$ 56,673 <sup>2</sup>
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 45,954 <sup>2</sup>	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 53,060 <sup>2</sup>
32nd Street Sidewalk (119-4094207)	\$ 250,512 <sup>2</sup>	Southern Collector Road (119-4094253)	\$ - <sup>2</sup>
Southern Collector Road (119-4094253)	\$ 89,391 <sup>2</sup>	Country Club & 33rd St. Improve (119-4094272)	\$ 527,670 <sup>2</sup>
D Street Improvements (119-4094259)	\$ 67,059 <sup>2</sup>	<b>FY 14 \$ 801,633</b>	
<b>FY 10</b>	<b>\$ 553,674</b>	Wayfinding Signs (119-4094100-0140)	\$ 5,718 <sup>2</sup>
Downtown Streetscape PH 1 (119-4094100)	\$ 181,163 <sup>2</sup>	Downtown Streetscape PH 2 (119-4094100)	\$ 49,761 <sup>2</sup>
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 125,616 <sup>2</sup>	Main & Maple Improve (119-4094201)	\$ 1,627 <sup>2</sup>
Southern Collector Road (119-4094253)	\$ 914,781 <sup>2</sup>	Main Street Sidewalk Improvements (119-4094202)	\$ 4,731 <sup>2</sup>
D Street Improvements (119-4094259)	\$ 110,007 <sup>2</sup>	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 2,392 <sup>2</sup>
Maple to W&OD Trail (119-4094267)	\$ 32,909 <sup>2</sup>	Southern Collector Road (119-4094253)	\$ 327,541 <sup>2</sup>
Country Club & 33rd St. Improvement (119-4094272)	\$ 48,573 <sup>2</sup>	<b>FY 15 \$ 391,770</b>	
Replacement for loss of LoCo Gas Tax	\$ 165,000 <sup>1</sup>	Downtown Streetscape PH 2 (119-4094100)	\$ 313,418 <sup>2</sup>
<b>FY 11</b>	<b>\$ 1,578,049</b>	Main & Maple Improve (119-4094201)	\$ 949 <sup>2</sup>
Wayfinding Signs (119-4094100-0140)	\$ 25,626 <sup>2</sup>	Main Street Sidewalk Improvements (119-4094202)	\$ - <sup>2</sup>
Downtown Streetscape PH 1 (119-4094100)	\$ 129,508 <sup>2</sup>	N. 21st St. Sidewalk Improvements (119-4094206)	\$ - <sup>2</sup>
Downtown Streetscape PH 2 (119-4094100)	\$ 31,413 <sup>2</sup>	Cover Engineering Overtime	\$ 20,000 <sup>1</sup>
Main Street Sidewalk Improvements (119-4094202)	\$ 5,404 <sup>2</sup>	<b>FY 16 \$ 334,367</b>	
N. 21st St. Sidewalk Improvements (119-4094206)	\$ (8,725) <sup>2</sup>	Downtown Streetscape PH 2 (119-4094100)	\$ (29,217) <sup>2</sup>
Southern Collector Road	\$ 651,153 <sup>2</sup>	Main & Maple Improve (119-4094201)	\$ - <sup>2</sup>
D Street Improvements	\$ 19,069 <sup>2</sup>	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 5,705 <sup>2</sup>
Maple to W&OD Trail	\$ 10,271 <sup>2</sup>	Hirst Road Improvements	\$ 10,799 <sup>3</sup>
Country Club & 33rd St. Improvements	\$ 41,185 <sup>2</sup>	<b>FY 17 \$ (12,713)</b>	
Hirst Road Improvements	\$ 64,999 <sup>2</sup>	Main & Maple Improve Ph. 1	\$ - <sup>2</sup>
<b>FY 12</b>	<b>\$ 969,903</b>	Hirst Road Improvements	\$ 35,099 <sup>3</sup>
Wayfinding Signs (119-4094100-0140)	\$ 31,522 <sup>2</sup>	<b>FY 18 \$ 35,099</b>	
Downtown Streetscape PH 1 (119-4094100)	\$ 80,000 <sup>2</sup>	Main & Maple Improve Ph. 1	\$ 250 <sup>2</sup>
Downtown Streetscape PH 2 (119-4094100)	\$ 36,771 <sup>2</sup>	Hirst Road Improvements	\$ 20,332 <sup>3</sup>
Main Street Sidewalk Improvements (119-4094202)	\$ 766 <sup>2</sup>	<b>FY 19 \$ 20,582</b>	
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 93,663 <sup>2</sup>	Hirst Road Improvements	\$ 178,754 <sup>3</sup>
Southern Collector Road (119-4094253)	\$ 208,933 <sup>2</sup>	<b>FY 20 \$ 178,754</b>	
Maple to W&OD Trail	\$ 876 <sup>2</sup>	<b>Total \$ 5,780,000</b>	
Country Club & 33rd St. Improvements	\$ 71,368 <sup>2</sup>		
Hirst Road Improvements	\$ 19,602 <sup>2</sup>		
<b>FY 13</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	\$ 5,335,016
<sup>3</sup> Applied to Current CIP	\$ 244,984
<b>Total Assigned Funds</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
- Capital Asset Replacement Plan
- Glossary of Budget Terms
- Glossary of Budget Acronyms

## 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



*Women workers in Purcellville Orchard*

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.

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.
- 1910 Town Council establishes first speed limit at 8 m.p.h.

## Purcellville Timeline

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- The Loudoun County Emancipation Association builds their headquarters on the Emancipation Grounds.
- 1912 Electricity comes to Purcellville provided by a diesel-powered plant. The plant also manufactures six tons of ice daily.
- 1914 On November 22, fire destroys most of the downtown businesses. A second fire occurs a week later.
- 1915 The Town Council enacts a building code in the business district requiring buildings to be erected of brick, stone, or concrete.
- 1920 Carrie Emerick is the first woman in Loudoun County to pay her poll tax, making her eligible to vote.
- 1921 The first Catholic church, St. Francis de Sales, is built.
- 1923 The town organizes its first fire company on March 15.
- 1924 Installation of the first 58 street lights.
- 1925 The Bethany Methodist Church is built.
- 1927 The main street of Purcellville is paved.
- 1928 The Town Council votes to install municipal water.
- 1933 Prohibition is repealed in a county-wide vote. Purcellville residents vote 74 to 72 to repeal.
- 1938 Purcellville Library is dedicated on Labor Day.
- 1947 The eight-room George Washington Carver School is built.

## Purcellville Timeline

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- 1949 The firemen provide lights at their baseball field.
- 1951 Passenger service on the W&OD is discontinued.
- 1967 Integration occurs at Emerick Elementary.
- 1988 The Purcellville section of the Washington and Old Dominion Railroad Regional Park (W&OD) is completed.
- 1993 Purcellville's Library addition is completed in July.
- 1998 Town hosts Babe Ruth World Series for the first time. Games are played at Fireman's Field
- 2006 The Town receives its first designation as a Tree City USA Community by The Arbor Day Foundation, in cooperation with USDA Forest Service and the National Association of State Foresters.
- 2008 Purcellville celebrates its 100th anniversary.
- The Town and the Purcellville Volunteer Fire Department hold a formal deed transfer ceremony on the main baseball field for the Fireman's Field property including the historic Bush Tabernacle (Skating Rink). With the transfer, the Town becomes owner of Fireman's Field.
- 2009 Purcellville places 1,271-acre J.T. Hirst Reservoir Property under conservation easement.
- Town purchases approximately 193 acres adjacent to its water plant and places 182 acres of it onto a conservation easement.
- 2010 Town completes Bush Tabernacle restoration and reopens to the public.
- The Purcellville Train Depot and the Tabernacle/Skating Rink are listed on the National Register of Historic Places and the Virginia Landmarks Register.
- The town upgrades the Basham Simms Wastewater Facility in order to increase capacity and meet new regulatory standards. The state-of-the art facility ensures wastewater is properly treated prior to discharge into local streams.

## Purcellville Timeline

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- 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 Kwasi Fraser wins the Town of Purcellville mayoral election becoming the first elected African-American mayor in Purcellville and Loudoun County. The 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.
- 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

## Purcellville Timeline

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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.

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 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.

2019 Introduction of Live Streaming Platform of Town Council and Planning Commission meetings.

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

**RESOLUTION NO. 20-xx-xx**

**PRESENTED: June xx, 2020**

**ADOPTED:**

**A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2021 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE 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, 2020 and ending June 30, 2021 (“**FY 2021**”); and

**WHEREAS**, the Town Manager prepared for FY 2021 a budget entitled *Proposed Fiscal Year 2021 Fiscal Plan and & Capital Improvement Program Fiscal Year 2021-2025* (“**FY 2021 Budget**”), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

**WHEREAS**, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2021 Budget, which changes are set forth in a document entitled *Summary of Changes to the FY 2021 Budget*.

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

**SECTION I.** The FY 2021 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 2021 Budget*. The FY 2021 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$xx,xxx,xxx**; Parks and Recreation Fund, **\$xxx,xxx**; Utility Funds (includes Water Fund and Wastewater Fund), **\$x,x,xxx**; and Capital Projects Funds, **\$x,xxx,xxx**.

**SECTION II.** Amendments to the adopted FY 2021 Budget may be enacted by the Town Council by resolution from time to time.

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

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

**SECTION V.** 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 VI.** This Resolution shall be effective July 1, 2020.

**PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020**

\_\_\_\_\_

Kwasi A. Fraser, Mayor

Town of Purcellville

ATTEST:

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Diana Hays, Town Clerk

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

**RESOLUTION NO. 20-xx-xx**

**PRESENTED: June xx 2020**

**ADOPTED:**

**A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2021 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED *FISCAL YEAR 2021 BUDGET*; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2020 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND SPECIFIC ACCOUNTS IN THE GENERAL AND UTILITY FUNDS APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2020 BUT NOT EXPENDED IN FISCAL YEAR 2020**

**WHEREAS,** the Town Council adopted a budget for fiscal year 2021 (“**FY 2021 Budget**”); 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,** further 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 for expenditure in FY 2020 certain capital improvement project funds that were not fully expended in FY 2020, and desires to re-appropriate such funds for expenditure in FY 2021.

**WHEREAS,** the Town Council appropriated for expenditure in FY 2020 “...in the General Operating Fund,”...” in the Utility Operating Funds that were not fully expended in FY 2020, and desires to re-appropriate such funds for expenditure in FY 2021.

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

**SECTION I.** The budgeted expenditures in each fund category, as reflected in the FY 2021 Budget and the *Summary of Changes to the FY 2021 Budget*, are hereby appropriated for expenditure in fiscal year 2021.

**SECTION II.** The capital improvement project funds that were appropriated for expenditure in FY 2020 but not spent in FY 2021, are hereby re-appropriated for expenditure in FY 2020 in amounts not to exceed the following: General Fund; ~~\$x,xxx,xxx~~; Water Fund; ~~\$x,xxx,xxx~~; and Wastewater Fund; ~~\$xxx,xxx~~.

**SECTION III.** The “... in the General Operating Fund, the ”...” in the Utility Operating Funds that were appropriated for expenditure in FY 2020 but not spent in FY 2020, are hereby re-appropriated for expenditure in FY 2021 in amounts not to exceed the following: General Fund; ~~\$xx,xxx~~ and Utility Funds; ~~\$xxx,xxx~~.

**SECTION IV.** Supplemental appropriations may be enacted by the Town Council by resolution from time to time.

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

**SECTION VI.** All prior budgets, ordinances, appropriations, 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, 2020.

**PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020**

\_\_\_\_\_ Kwasi A. Fraser, Mayor  
Town of Purcellville

ATTEST:

\_\_\_\_\_  
Diana Hays, Town Clerk

**Town of Purcellville  
Master Tax & Fee Schedule  
Effective January 1, 2020**

Category	2019 Tax Rate or Fees	2020 Tax Rate or Fees*	Notes	Legal Authority
<b>Real Estate Tax</b>	.22 per \$100	Proposed: .26 per \$100	Increase .04	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	Proposed: .035 per \$100	Increase .005	Va. Code § 15.2-2400 Town Code 74-232
<b>Personal Property Tax</b>				
Vehicles	1.05 per \$100	1.05 per \$100	Adopted: 1.05 per \$100	Va. Code § 58.1-3500 Town Code 74-1
Vehicles – Qualified Volunteers	.01 per \$100	.01 per \$100	Adopted: .01 per \$100	
Business Property	.55 per \$100	.55 per \$100	Adopted: .55 per \$100	
<b>Tax Penalty and Interest</b>				
Penalty	10%	10%	Adopted: 10%	Va. Code § 58.1-3916
Interest	10% per annum	10% per annum	Adopted: 10% per annum	

\*Tax Rates adopted April xx, 2020. Town Ordinance 20-04-xx

**Town of Purcellville**  
**Master Tax & Fee Schedule**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Tax Rate or Fee - FY 2021	Notes	Legal Authority
<b>Vehicle License Fee</b>				
Automobiles	\$27.00	\$27.00	No change from current fee	Va. Code § 46.2-752 Ordinance 17-11-01
Motor Cycle	\$15.00	\$15.00		
Antique	\$0.00	\$0.00		
Military	\$0.00	\$0.00		
Transfer	\$0.00	\$0.00		
Penalty for Late Payment	\$1.00	\$1.00		
Qualified Vehicle – Volunteer	No Fee	No Fee		
<b>Meals Tax</b>	5%	Proposed: 6%	Increase 1%	Va. Code § 58.1-3840 Town Code 74-82
<b>Cigarette Tax</b>	.75 per pack	.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	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	\$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 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 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**  
 Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020

Category	Current Rates and Fees	Advertised Tax Rate or Fee - FY 2021	Notes	Legal Authority
<b>Business License</b>				
<b>Business License Tax:</b>	Rates per category / value of gross receipts	Rates per category / value of gross receipts		
Business Service	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Contractor	\$.14/\$100 gross receipts	\$.14/\$100 gross receipts		
Direct Sellers >\$4,000	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Financial Service	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Fortune Teller	\$500 annual flat fee	\$500 annual flat fee		
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Massage Therapy	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Nonprofit Organization	None- must provide 501(c)(3)	None- must provide 501(c)(3)		
Personal Service	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Professional	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Public Utilities	1/2 of 1% gross receipts	1/2 of 1% gross receipts	No change from current rates/fee	Va. Code § 58.1-3703 Town Code 18-41
Repair Service	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Real Estate Service & Lessors of Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Restaurant	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Retail Merchant	\$.17/\$100 gross receipts	\$.17/\$100 gross receipts		
Wholesale Merchant	\$.05/\$100 purchases of goods of sale	\$.05/\$100 purchases of goods of sale		
Manufacturer	None	None		
Itinerant Merchant or Peddler	\$500 annual flat rate	\$500 annual flat rate		
Carnival/Amusement	\$500 per event	\$500 per event		
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate	\$1,000 annual flat rate		
Savings & Loan, Credit Union	\$50 annual flat rate	\$50 annual flat rate		
Photographer- no VA established business	\$30 annual flat rate	\$30 annual flat rate		
<b>Minimum License Fee</b>	\$20	\$20		

**Town of Purcellville**  
**Master Tax & Fee Schedule**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Tax Rate or Fee - FY 2021	Notes	Legal Authority
<b>Loudoun County Gas Tax</b>	<i>Contribution to Town will not be provided in FY 2020</i>	<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.	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.	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>				
Residential	\$1.05 plus \$.0011363 on each kwh	\$1.05 plus \$.0011363 on each kwh	No change from current rate	Va. Code § 58.1-3814 Town Code 74-49
Commercial	\$1.72 plus \$.010204 on each kwh	\$1.72 plus \$.010204 on each kwh		
Industrial	\$1.72 plus \$.010204 on each kwh	\$1.72 plus \$.010204 on each kwh		
<b>Bank Franchise Tax</b>	80% of State rate of 1%/\$100 of net capital	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)	\$55 (in Town organization) \$65 (out of Town organization)	No change from current rate	
<b>Bad Check Fee</b>	\$50	\$50	No change from current fee	Va. Code § 15.2-106 Town Code 1-18
<b>Mowing Fee</b>				
Mowing Fee	Cost of Contractor Mowing	Cost of Contractor Mowing	No change from current fee	
Ordinance Mowing Admin Fee	20% of Fees	20% of Fees		
Certified Letter Fee - Violation Notice	Current USPS Rate	Current USPS Rate		
Certified Letter Fee - Invoice	Current USPS Rate	Current USPS Rate		

**Town of Purcellville**  
**Police Fine & Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Fines and Fees	Advertised Fines and Fee - FY 2021	Notes	Legal Authority
Child restraint/safety belt violation (under 18 years; first offense - pay fine only)	\$50.00	\$50.00		
Disabled parking violation	\$150.00	\$150.00		
Driving wrong way on one-way street	\$30.00	\$30.00		
Earphones while driving	\$25.00	\$25.00		
Equipment violation (each charge)	\$30.00	\$30.00		
Expired rejection sticker	\$50.00	\$50.00		
Failure to dim headlights while moving	\$30.00	\$30.00		
Failure to display license plates	\$25.00	\$25.00		
Failure to drive on right side of highway	\$30.00	\$30.00		
Failure to give proper signal	\$30.00	\$30.00		Va. Code § 46.2-85
Failure to have vehicle inspected	\$30.00	\$30.00		
Failure to correct defects	\$50.00	\$50.00		
Failure to obey highway signs	\$30.00	\$30.00		Va. Code § 46.2-830
Failure to obey traffic lights	\$100.00	\$100.00		Va. Code § 46.2-833
Evasion of traffic control device	\$50.00	\$50.00	No change from current fee	
Failure to obtain registration	\$25.00	\$25.00		
Failure to secure load	\$30.00	\$30.00		
Failure to use seat belt (pay fine only)	\$25.00	\$25.00		
Failure to yield right of way	\$30.00	\$30.00		Va. Code § 46.2-820 to § 46.2-830
Following too closely	\$30.00	\$30.00		Va. Code § 46.2-816
Illegal radar detector	\$40.00	\$40.00		Va. Code § 46.2-851
Impeding flow of traffic	\$30.00	\$30.00		
Improper lane change	\$30.00	\$30.00		
Improper passing	\$30.00	\$30.00		Va. Code § 46.2-830
Improper towing	\$30.00	\$30.00		Va. Code § 46.2-833
Improper U-turn	\$30.00	\$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	\$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	\$200.00 plus \$8.00 per MPH over speed limit		Va. Code § 46.2-878.2
Highway Safety Corridor moving violation	(double the prepayable fine)	(double the prepayable fine)	No change from current fee	Va. Code § 46.2-947

Town of Purcellville  
Public Works Rental Rates

Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020

Category	Current Rates and Fees	Advertised Rates and Fee FY 2021	Notes	Legal Authority
<b>Public Works Equipment</b>				
<i>(Note: Equipment Rates are without Operator)</i>				
4-Wheel Backhoe	\$72.00	\$75.00	\$3 Increase	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
Air Compressor	\$21.00	\$22.00	\$1 Increase	
Boom Arm Mower	\$52.00	\$54.00	\$2 Increase	
Camera Truck	\$98.00	\$102.00	\$4 Increase	
Dump Truck	\$42.00	\$44.00	\$2 Increase	
Dump Truck w/ Plow and/or Spreader	\$62.00	\$64.00	\$2 Increase	
Mole	\$31.00	\$32.00	\$1 Increase	
Pickup Truck	\$21.00	\$22.00	\$1 Increase	
Pickup Truck w/Plow and/or Spreader	\$41.00	\$43.00	\$2 Increase	
Roto-Rooter	\$46.00	\$48.00	\$2 Increase	
Rubber Tire Loader	\$72.00	\$75.00	\$3 Increase	
Steiner Mower	\$39.00	\$41.00	\$2 Increase	
Thermoplast Gun	\$16.00	\$17.00	\$1 Increase	
Striping Machine	\$16.00	\$17.00	\$1 Increase	
Tractor with Bush Hog	\$46.00	\$48.00	\$2 Increase	
Utility Truck	\$52.00	\$54.00	\$2 Increase	
Vacuum Truck	\$129.00	\$134.00	\$5 Increase	
Variable Message Sign	\$82.00	\$85.00	\$3 Increase	
Zero Degree Mower (Skagg or X-Mark)	\$46.00	\$48.00	\$2 Increase	
Pipe Freezer	\$46.00	\$48.00	\$2 Increase	
Pavement Saw	\$36.00	\$37.00	\$1 Increase	
Trash Pump	\$11.00	\$12.00	\$1 Increase	

**Town of Purcellville**  
**Public Works Administrative and Labor Rates**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees		Advertised Rates and Fee - FY 2021		Notes		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>	<b>Hourly Rate:</b>	<b>Hourly Overtime Rate:</b>	
Public Works Director	\$82.00	\$123.00	\$82.00	\$123.00	\$85.00	\$127.50	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
Public Works Assistant Director/Manager	\$64.00	\$96.00	\$64.00	\$96.00	\$67.00	\$100.50	
Public Works Superintendent	\$58.50	\$87.75	\$58.50	\$87.75	\$61.00	\$91.50	
Public Works Team Leader	\$54.00	\$81.00	\$54.00	\$81.00	\$56.00	\$84.00	
Public Works Inspector	\$49.50	\$74.25	\$49.50	\$74.25	\$51.50	\$77.25	
Public Works Maintenance Worker	\$35.50	\$53.25	\$35.50	\$53.25	\$37.00	\$55.50	
Administrative Fee	20% Administrative Fee added to the total cost of invoice		20% Administrative Fee added to the total cost of invoice		No change from current fee		

**Town of Purcellville**  
**Public Works Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rate	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
Right of Way Use Application Fee	\$100.00	\$100.00	No change from current fee	Va. Code § 56-468.1
Right of Way Time Extension Fee	\$50.00	\$50.00	No change from current fee	
Right of Way Reinstatement Fee	\$90.00	\$90.00	No change from current fee	
Right of Way Performance Guarantee Fee	100% of Project Cost	100% of Project Cost	No change from current fee	
Right of Way Use Fee	\$1.05 per access line	\$1.05 per access line	No change from current fee	
Right of Way Use Reimbursement Fee	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.	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.	No change from current fee	
<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>				Va. Code § 56-468.1
Right of Way Time Extension Fee	\$50 per crossing	\$50 per crossing	No change from current fee	
Right of Way Reinstatement Fee	\$250 per mile annual use payment	\$250 per mile annual use payment	No change from current fee	
Right of Way Performance Guarantee Fee	\$34 per crossing	\$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	\$46 per hour	No change from current fee	Va. Code § 56-468.1
Vehicle Site Visitation second or subsequent visit	\$10 per 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)	\$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**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rate	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
<b>Additive Fees</b>				
Private Entrance		\$150 each	New Item Added	
Commercial Entrance	\$150 for first entrance; \$50 for each additional entrance	\$150 each	Change to a per entrance item only	
Street Connection	\$150 for first connection; \$50 for each additional connection	\$300 each	Increase from \$150 to \$300 and make it an each item.	
Temporary Construction Entrance	\$10 per entrance	\$100 per entrance	Increase to \$100	
Turn Lane	\$10 per 100 linear feet	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Crossover	\$500 per crossover	\$500 per crossover	No change from current fee	
Curb & Gutter	\$10 per 100 linear feet	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Reconstruction of Roadway	\$10 per 100 linear feet	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Sidewalk	\$10 per 100 linear feet	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Traffic Signal	\$1,000 per signal installation	\$1,000 per signal installation	No change from current fee	
Tree Trimming	\$10 per acre or 100 feet of frontage	\$10 per acre or 100 feet of frontage	No change from current fee	
Storm Sewer / Sanitary Sewer / Water	\$10 per 100 linear feet	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Box Culvert or Bridge	\$5 per linear foot of attachment	\$10 per linear foot of attachment	Increase to \$10 per lf of attachment	Va. Code § 56-468.1
Drop Inlet	\$10 per inlet	\$20 per inlet	Increase to \$20 per inlet	
Paved Ditch	\$10 per 100 linear feet	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Under Drain or Cross Drain	\$10 per crossing	\$20 per 100 linear feet	Increase to \$20 per 100 LF	
Above-ground structure (including poles, pedestals, fire hydrants, towers, etc.)	\$10 per structure	\$20 per structure	Increase to \$20 per structure	
Pole Attachment	\$10 per structure	\$20 per structure	Increase to \$20 per structure	
Span guy	\$10 per crossing	\$20 per crossing	increase to \$20 per crossing	
Additive guy and anchor	\$10 per guy and anchor	\$20 per guy and anchor	Increase to \$20 per guy and anchor	
Underground Utility - Parallel	\$10 per linear feet	\$10 per 100 linear feet	Should read per 100 linear feet	
Overhead or Underground Crossing	\$10 per crossing	\$20 per crossing	increase to \$20 per crossing	
Excavation Charge (including Test Bores & Emergency Opening)	\$10 per opening	\$20 per opening	increase to \$20 per opening	
Water/Sewer connection		\$20 per connection	Added New Item	
Underground Structure (manhole, valve, handholes etc.)		\$20 per structure	Added New Item	

**Town of Purcellville**  
**Community Development Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
<b>Subdivision</b>				
Pre-Application Review	\$250	\$250	No change from current fee	Va. Code § 15.2-2241
Preliminary Plat	\$2,500 + \$100/lot	\$2,500 + \$100/lot	No change from current fee	Va. Code § 15.2-2241
Preliminary Plat Extension	\$350	\$350	No change from current fee	Va. Code § 15.2-2241
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300	\$300	No change from current fee	Va. Code § 15.2-2241
Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)	\$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	\$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	\$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	\$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	2 <sup>nd</sup> & subsequent: \$500	No change from current fee	Va. Code § 15.2-2241
Revisions to Approved Construction Plans	\$500	\$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	\$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	\$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	\$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	\$500 + \$20 per acre	No change from current fee	Va. Code § 15.2-2241
Additional Submissions	2 <sup>nd</sup> & subsequent: \$250	2 <sup>nd</sup> & subsequent: \$250	No change from current fee	

**Town of Purcellville**  
**Community Development Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
<b>Site Plan</b>				
Pre-Application Review	\$250	\$250	No change from current fee	Va. Code § 15.2-2241
Preliminary Site Plan	\$2,000	\$2,000	No change from current fee	Va. Code § 15.2-2241
Preliminary/Final Site Development Plan	\$4,500 +2% of public improvements value	\$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	\$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	2 <sup>nd</sup> & subsequent: \$500	No change from current fee	Va. Code § 15.2-2241
Revisions to approved site plan	\$500	\$500	No change from current fee	Va. Code § 15.2-2241
Minor Site Plan	\$2,250	\$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	\$300; \$100/inspection after 1st inspection	No change from current fee	Va. Code § 15.2-2241
Bond approval	\$250	\$250	No change from current fee	Va. Code § 15.2-2241
Bond extension	\$250 per year extended	\$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	<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	<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	<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	<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	Application Fee: \$50	No change from current fee	Va. Code § 15.2-2241
	Bond Release Fee: \$100 per bond	Bond Release Fee: \$100 per bond		
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	\$4,000	No change from current fee	Va. Code § 15.2-2241
Lawn Establishment Winter Bond for Townhomes	\$2,000	\$2,000	No change from current fee	Va. Code § 15.2-2241
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	\$250 Plus Actual Cost of Landscaping	No change from current fee	Va. Code § 15.2-2241

**Town of Purcellville**  
**Community Development Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
<b>Land Use Applications</b>				
Zoning Map Amendment	0-5 ac: \$2,500	0-5 ac: \$2,500	No change from current fee	Va. Code § 15.2-2286
	5-10 ac: \$3,500	5-10 ac: \$3,500		
	10-25 ac: \$6,500	10-25 ac: \$6,500		
	25-100 ac: \$7,500	25-100 ac: \$7,500		
	>100 ac: \$8,500 + \$25 each add'l ac.	>100 ac: \$8,500 + \$25 each add'l ac.		
Comprehensive Plan Amendment	\$2,500	\$2,500	No change from current fee	Va. Code § 15.2-2286
Ordinance Text Amendment	\$2,500	\$2,500	No change from current fee	Va. Code § 15.2-2286
Proffer or Proffered Plan Amendment	\$5,000	\$5,000	No change from current fee	Va. Code § 15.2-2286
PDH Final Development Plan Administrative Amendment	\$1,000	\$1,000	No change from current fee	Va. Code § 15.2-2286
Special Use Permit	\$2,000 for construction,	\$2,000 for construction,	No change from current fee	Va. Code § 15.2-2286
	\$1,000 for no construction	\$1,000 for no construction	No change from current fee	
Commission Permit	\$750	\$750	No change from current fee	Va. Code § 15.2-2286
<b>Annexation Applications</b>				
Annexation Request	0-5 acres: \$10,000	0-5 acres: \$10,000	No change from current fee	Va. Code § 15.2-2286
	> 5 acres: \$10,000 + \$50 each additional acre	> 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	\$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	\$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	\$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	Cost of newspaper ad, up to \$500	No change from current fee	Va. Code § 15.2-2286
Renotify Property Owners	\$150	\$150	No change from current fee	Va. Code § 15.2-2286
Zoning Clearance Letter	\$25	\$25	No change from current fee	Va. Code § 15.2-2286
Zoning Determination	\$150	\$150	No change from current fee	Va. Code § 15.2-2286
Traffic Consultant Review Fee	Consultant cost plus 10% administrative charge	Consultant cost plus 10% administrative charge	No change from current fee	Va. Code § 15.2-2286

**Town of Purcellville**  
**Community Development Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
<b>Administrative Permits</b>				
Zoning Permits	<u>New construction:</u> Residential: \$200 Non-Residential: \$250	<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	<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> 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 No change from current fee	Va. Code § 15.2-2286
	<u>Construction/Office Trailer:</u> \$300/6 months	<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	\$75	No change from current fee	Va. Code § 15.2-2286
Home Child Care Center (12 children or less)	\$100	\$100	No change from current fee	Va. Code § 15.2-2286
Temporary Occupancy Permit	\$100	\$100	No change from current fee	Va. Code § 15.2-2286
Occupancy Permit	Residential: \$50* Commercial: \$150*	Residential: \$50* Commercial: \$150*	No change from current fee	Va. Code § 15.2-2286
	*includes 1 inspection; \$100 for each re-inspection	*includes 1 inspection; \$100 for each re-inspection		
Demolition Permit	All structures: \$150	All structures: \$150	No change from current fee	Va. Code § 15.2-2286
<b>Sign Permits</b>				
Permanent Signs	1-10 SF: \$75	1-10 SF: \$75	No change from current fee	Va. Code § 15.2-2286
	11-30 SF: \$100	11-30 SF: \$100		
	> 30 SF: \$150	> 30 SF: \$150		
Temporary Signs	\$35	\$35	No change from current fee	Va. Code § 15.2-2286
	Signs removed from public right of way: \$25	Signs removed from public right of way: \$25		
Sign Waiver	\$75	\$75	No change from current fee	Va. Code § 15.2-2286
Master Sign Plan Amendment	\$200	\$200	No change from current fee	Va. Code § 15.2-2286

**Town of Purcellville**  
**Community Development Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Application Category / Type	Current Fees	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
<b>Board of Architectural Review Applications</b>				
Preapplication conference	\$75	\$75	No change from current fee	
New Construction & Additions	\$350	\$350	No change from current fee	
Exterior Alterations	\$250	\$250	No change from current fee	
Repainting to New Color(s)	\$50	\$50	No change from current fee	
Accessory Structures	\$50	\$50	No change from current fee	
CDA Amendments	\$100	\$100	No change from current fee	
Appeal to Council	\$250	\$250	No change from current fee	
Administrative Review	\$50	\$50	No change from current fee	
Demolition Application	\$75	\$75	No change from current fee	
<b>Publications</b>				
Comprehensive Plan	Paper: \$45 CD: \$5 when available	Paper: \$45 CD: \$5 when available	No change from current fee	Va. Code § 15.2-2286
Zoning Ordinance	Unbound: \$25 Bound: \$40	Unbound: \$25 Bound: \$40	No change from current fee	Va. Code § 15.2-2286
Zoning Map or other Maps	Small: \$5 Large: \$25	Small: \$5 Large: \$25	No change from current fee	Va. Code § 15.2-2286
Subdivision Ordinance	\$10	\$10	No change from current fee	Va. Code § 15.2-2286
Facilities Standards Manual	\$30	\$30	No change from current fee	Va. Code § 15.2-2286
Publications copied In-House	\$0.10 per page	\$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.	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to zoning, <b>right of way</b> , 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.	<b>Right of Way permits added to this category.</b>	
<b>Late Payment Fee</b>				
None	10% of outstanding bill + cost of Town Attorney for collection	10% of outstanding bill + cost of Town Attorney for collection	No change from current fee	

**Town of Purcellville**  
**Park & Recreation Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Fees	Advertised Rates or Fee - FY 2021	Notes	Legal Authority
Event Permit Application Review Fee	\$75.00	\$75.00	No changes from current fees	Ordinance No. 15-09-02
Street Closure Fee for Events	\$100.00 per day or portion thereof	\$100.00 per day or portion thereof		
Town Events Specialist: (for event planning services beyond application)	\$30.00 per hour	\$30.00 per hour		
Public Works Fee for Events	Up to \$65 per employee per hour	Up to \$65 per employee per hour		
Town Police Fee for Events	Up to \$65 per officer per hour	Up to \$65 per officer per hour		
<b>Train Station Fees</b>				
Full day Use (over 6 hours)	\$160	\$160	No changes from current fees	
Half day Use (6 hours)	\$120	\$120		
Four Hour Block	\$80	\$80		
Two Hour Block	\$60	\$60		
One Hour Block	\$40	\$40		
Non Profits with 501C3 Status	\$20 per 2 hour block; \$40 per 4 hour block	\$20 per 2 hour block; \$40 per 4 hour block		
<b>Community Garden Fees</b>				
Community Garden Rental Fee	\$30	\$30	No change	
Community Garden Security Fees	No deposit	No deposit	No change	
<b>Pavilion Rental Fee</b>				
Pavilion Rental Fee (hourly rate; available daily from 8 a.m. to 5 p.m., November through March and 8 a.m. to 8 p.m. April through October)	None	\$10	New	Ordinance No.

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2021	Notes	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>Rates per 1,000 Gallons per Tier: In Town Rates/Out of Town Rates</b>	
1st Tier (0 to 5,000 gal.)	\$6.66 / \$13.33	\$6.99 / \$14.00	5% increase	Va. Code § 15.2-2119
2nd Tier (5,001-10,000 gal.)	\$8.89 / \$17.78	\$9.33 / \$18.67	5% increase	
3rd Tier (10,001-15,000 gal.)	\$10.71 / \$21.42	\$11.25 / \$22.49	5% increase	
4th Tier (15,001-20,000 gal.)	\$12.75 / \$25.50	\$13.39 / \$26.78	5% increase	
5th Tier (20,001-50,000 gal.)	\$15.91 / \$31.83	\$16.71 / \$33.42	5% increase	
6th Tier (50,001-100,000 gal.)	\$18.17 / \$36.34	\$19.08 / \$38.16	5% increase	
7th Tier (100,001-150,000 gal.)	\$20.42 / \$40.85	\$21.44 / \$42.89	5% increase	
8th Tier (150,001-200,000 gal.)	\$22.66 / \$45.32	\$23.79 / \$47.59	5% increase	
9th Tier (200,001-250,000 gal.)	\$25.81 / \$51.62	\$27.1 / \$54.2	5% increase	
10th Tier (250,001-300,000 gal.)	\$28.06 / \$56.11	\$29.46 / \$58.92	5% increase	
11th Tier (300,001-350,000 gal.)	\$30.30 / \$60.61	\$31.82 / \$63.64	5% increase	
12th Tier (350,001-400,000 gal.)	\$32.55 / \$65.10	\$34.18 / \$68.36	5% increase	
13th Tier (400,001-450,000 gal.)	\$34.79 / \$69.59	\$36.53 / \$73.07	5% increase	
14th Tier (450,001-500,000 gal.)	\$40.42 / \$80.83	\$42.44 / \$84.87	5% increase	
15th Tier (500,001-550,000 gal.)	\$46.03 / \$92.07	\$48.33 / \$96.67	5% increase	
16th Tier (550,001-600,000 gal.)	\$51.63 / \$103.27	\$54.21 / \$108.43	5% increase	
17th Tier (600,001 and over)	\$57.26 / \$114.52	\$60.12 / \$120.25	5% increase	

Category	New 4 Tier Structure for Advertised Rates and Fee - FY 2021			
Water Supply System	Tier 1	Tier 2	Tier 3	Tier 4
<b>RATE</b>	<b>To Be Determined</b>	<b>To Be Determined</b>	<b>To Be Determined</b>	<b>To Be Determined</b>
<b>Single Family</b>	0 to 7,999 gal.	8,000-14,999 gal.	15,000-20,000 gal.	20,001 and over gal.
<b>Non-Single Family</b>				
5/8"	0 to 7,999 gal.	8,000-14,999 gal.	15,000-20,000 gal.	20,001 and over gal.
3/4"	0 to 22,999 gal.	23,000-45,999 gal.	46,000-64,000 gal.	64,001 and over gal.
1"	0 to 28,999 gal.	29,000-56,999 gal.	57,000-80,000 gal.	80,001 and over gal.
1.5"	0 to 47,999 gal.	48,000-94,999 gal.	95,000-135,000 gal.	135,001 and over gal.
2"	0 to 84,999 gal.	85,000-169,999 gal.	170,000-241,000 gal.	241,001 and over gal.
3"	0 to 184,999 gal.	185,000-368,999 gal.	369,000-526,000 gal.	526,001 and over gal.
4"	0 to 317,999 gal.	318,000-635,999 gal.	636,000-906,000 gal.	906,001 and over gal.
6"	0 to 713,999 gal.	714,000-1,429,999 gal.	1,430,000-2,039,000 gal.	2,039,001 and over gal.
8"	0 to 849,999 gal.	850,000-1,700,999 gal.	1,701,000-2,426,000 gal.	2,426,001 and over gal.

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rate and Fees - FY 2021	Notes	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>Current In-Town Fees / Out-of-Town Fees</b>	<b>Advertised In-Town Fees / Out-of-Town Fees</b>	
5/8" Meter	\$395 / \$790	\$415 / \$830	5% increase	Va. Code § 15.2-2119
3/4" Meter	\$458 / \$916	\$481 / \$962	5% increase	
1" Meter	\$538 / \$1,076	\$565 / \$1130	5% increase	
1.5" Meter	\$742 / \$1,484	\$779 / \$1558	5% increase	
2" T-10 Meter	\$955 / \$1,910	\$1003 / \$2006	5% increase	
2" HP Turbine Meter	\$1,237 / \$2,474	\$1299 / \$2598	5% increase	
3" HP Turbine Meter	\$1,867 / \$3,734	\$1960 / \$3921	5% increase	
4" HP Turbine Meter	\$2,842 / \$5,684	\$2984 / \$5968	5% increase	
2" T/F Compound Meter	\$2,520 / \$5,040	\$2646 / \$5292	5% increase	
3" T/F Compound Meter	\$3,403 / \$6,806	\$3573 / \$7146	5% increase	
4" T/F Compound Meter	\$4,582 / \$9,164	\$4811 / \$9622	5% increase	
6" Meter	At Cost	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>Current Same In-Town &amp; Out of Town Rates</b>		
5/8"	\$15.00	To Be Determined	To Be Determined	Va. Code § 15.2-2119
3/4"	\$15.00	To Be Determined		
1"	\$37.50	To Be Determined		
1.5"	\$75.00	To Be Determined		
2"	\$119.99	To Be Determined		
3"	\$239.48	To Be Determined		
4"	\$374.97	To Be Determined		
6"	\$479.93	To Be Determined		
8"	\$1,199.88	To Be Determined		

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2021	Notes	Legal Authority
<b>Water Supply System</b>				
Handling Fee for New Account (Water)	\$10.00	\$10.00	No changes from current fees	Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85
Penalty (Late Fee)	10%	10%		
Interest	10% per annum	10% per annum		
Pre-disconnect door announcement	\$10.00	\$10.00		
Reconnection Fee (terminated fee)	\$50.00	\$50.00		
Emergency call-out fee	\$100.00	\$100.00		
Deposit Rates	Residential: \$300.00	Residential: \$300.00	No changes from current rates	Va. Code § 15.2-2119
	Business: \$300.00	Business: \$300.00		
	Restaurant: \$750.00	Restaurant: \$750.00		
	Apartments: \$3,000.00 Laundry Mats: \$7,050.00	Apartments: \$3,000.00 Laundry Mats: \$7,050.00		
Bulk Water Fee - Water Usage Rate	\$15.18/1,000 gallons	\$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*	First Offense: \$1,000*	No changes from current fee	Va. Code § 15.2-1429 & Town Code § 82-86
	Second Offense: \$1,500*	Second Offense: \$1,500*		
	Third or Subsequent Offense: \$2,000*	Third or Subsequent Offense: \$2,000*		
	*Plus water consumption.	*Plus water consumption.		
Water Meter Tampering/Damage	Penalty for Improper Use: \$500	Penalty for Improper Use: \$500	No changes from current fee	Va. Code § 15.2-1429 & Town Code § 82-86
	Damage to Meter: \$275	Damage to Meter: \$275		
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan	\$500 Preliminary Plan	No changes from current rates	Va. Code § 15.2-2119 12VAC5-590-200
	\$1.50/LF WL +\$500 for Final Site Plan	\$1.50/LF WL +\$500 for Final Site Plan		
New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used	\$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	\$200	No changes from current rates	Va. Code § 15.2-2119
Meter Testing Fee (customer request)	\$100	\$100	No changes from current rates	Va. Code § 15.2-2119

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-82-4, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rates and Fees - FY 2021	Notes	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</b>	<b>Current</b>				
	<b>In-Town Fees / Out-of-Town Fees</b>	<b>In-Town Fees / Out-of-Town Fees</b>				
5/8" Meter	\$25,754 / \$51,508	\$25,754 / \$51,508	No changes from current fees	Va. Code § 15.2-2119		
3/4" Meter	\$38,631 / \$77,262	\$38,631 / \$77,262				
1" Meter	\$64,385 / \$128,770	\$64,385 / \$128,770				
1.5" Meter	\$128,770 / \$257,540	\$128,770 / \$257,540				
2" T-10 Meter	\$206,032 / \$412,064	\$206,032 / \$412,064				
2" HP Turbine Meter	\$206,032 / \$412,064	\$206,032 / \$412,064				
3" HP Turbine Meter	\$386,310 / \$772,620	\$386,310 / \$772,620				
4" HP Turbine Meter	\$643,850 / \$1,287,700	\$643,850 / \$1,287,700				
2" T/F Compound Meter	\$206,032 / \$412,064	\$206,032 / \$412,064				
3" T/F Compound Meter	\$386,310 / \$772,620	\$386,310 / \$772,620				
4" T/F Compound Meter	\$643,850 / \$1,287,700	\$643,850 / \$1,287,700				
6" Meter	\$1,287,700 / \$2,575,400	\$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</b>	<b>Current</b>				
	<b>In-Town Fees / Out-of-Town Fees</b>	<b>In-Town Fees / Out-of-Town Fees</b>				
5/8" Meter	\$21,600 / \$43,200	\$21,600 / \$43,200	No changes from current fees	Va. Code § 15.2-2119		
3/4" Meter	\$32,400 / \$64,800	\$32,400 / \$64,800				
1" Meter	\$54,000 / \$108,000	\$54,000 / \$108,000				
1.5" Meter	\$108,000 / \$216,000	\$108,000 / \$216,000				
2" T-10 Meter	\$172,800 / \$345,600	\$172,800 / \$345,600				
2" HP Turbine Meter	\$172,800 / \$345,600	\$172,800 / \$345,600				
3" HP Turbine Meter	\$324,000 / \$648,000	\$324,000 / \$648,000				
4" HP Turbine Meter	\$540,000 / \$1,080,000	\$540,000 / \$1,080,000				
2" T/F Compound Meter	\$172,800 / \$345,600	\$172,800 / \$345,600				
3" T/F Compound Meter	\$324,000 / \$648,000	\$324,000 / \$648,000				
4" T/F Compound Meter	\$540,000 / \$1,080,000	\$540,000 / \$1,080,000				
6" Meter	\$1,080,000 / \$2,160,000	\$1,080,000 / \$2,160,000				

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rates and Fees - FY 2021	Notes	Legal Authority
<b>Wastewater System</b>				
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	\$50 Administrative Fee + water used	No changes from current fee	Va. Code § 15.2-2119
Handling Fee for New Account (Sewer)	\$10.00	\$10.00	No changes from current fee	Va. Code § 15.2-2119 Town Code § 82-76 Town Code § 82-85
Penalty (Late Fee)	10%	10%		
Interest	10% per annum	10% per annum		
<b>Wastewater Collection System: (Usage Rates Per 1,000 Gallons)</b>				
Wastewater Usage Rate (In-Town Rate)	Flat rate \$15.95 per 1,000 gal.	To Be Determined	To Be Determined	Va. Code § 15.2-2119
Wastewater Usage Rate (Out of Town Rate)	Flat rate \$31.90 per 1,000 gal.	To Be Determined	To Be Determined	
<b>Wastewater Administrative Service Charge (Fixed Fee Based on Meter Size)</b>	<b>Current</b>	<b>Current</b>		
	<b>Same In-Town &amp; Out of Town Rates</b>	<b>Same In-Town &amp; Out of Town Rates</b>		
5/8'	\$15.00	To Be Determined	To Be Determined	Va. Code § 15.2-2119
3/4"	\$15.00	To Be Determined		
1"	\$37.50	To Be Determined		
1.5"	\$75.00	To Be Determined		
2"	\$119.99	To Be Determined		
3"	\$239.48	To Be Determined		
4"	\$374.97	To Be Determined		
6"	\$479.93	To Be Determined		
8"	\$1,199.88	To Be Determined		

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2021	Notes	Legal Authority
<b>Grease/Grit Interceptor Policy &amp; Program</b>				
Failure to maintain on-site records	1st Offense: warning letter	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$100	2nd Offense: \$100		
	3rd Offense: \$150	3rd Offense: \$150		
	4th Offense: \$300	4th Offense: \$300		
Inspection Hindrance (equipment related)	1st Offense: warning letter	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$100	2nd Offense: \$100		
	3rd Offense: \$150	3rd Offense: \$150		
	4th Offense: \$300	4th Offense: \$300		
Interceptor in excess of 25% full	1st Offense: warning letter	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$300	2nd Offense: \$300		
	3rd Offense: \$450	3rd Offense: \$450		
	4th Offense: \$1,000	4th Offense: \$1,000		
Interceptor in excess of 75% full	1st Offense: warning letter	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$300	2nd Offense: \$300		
	3rd Offense: \$500	3rd Offense: \$500		
	4th Offense: \$1,000	4th Offense: \$1,000		
Failure to maintain interceptor other than cleaning	1st Offense: warning letter	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$300	2nd Offense: \$300		
	3rd Offense: \$500	3rd Offense: \$500		
	4th Offense: \$1,000	4th Offense: \$1,000		
Source of sewer blockage	1st Offense: warning + clean up costs	1st Offense: warning + clean up costs	No changes from current fee	Town Code § 82-192
	2nd Offense: \$500 + clean up costs	2nd Offense: \$500 + clean up costs		
	3rd Offense: \$1,000 + cleanup costs	3rd Offense: \$1,000 + cleanup costs		
	4th Offense: termination of service	4th Offense: termination of service		
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter	1st Offense: warning letter	No changes from current fee	Town Code § 82-192
	2nd Offense: \$500	2nd Offense: \$500		
	3rd Offense: \$1,000	3rd Offense: \$1,000		
	4th Offense: termination of service	4th Offense: termination of service		
Refusal for Inspection	Termination of Service	Termination of Service	No changes from current fee	Town Code § 82-192

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Proposed to be Adopted via Ordinance #20-06-xx, Effective July 1, 2020**

Category	Current Rates and Fees	Advertised Rates and Fee - FY 2021	Notes	Legal Authority
<b>Telecommunication Fees</b>				
Lease Signing Fee	\$500	\$500	No change from current fee	Ordinance 18-06-01
Application to locate on Town property or to modify existing contract	\$500	\$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*	0.240	2020*	0.035	2020*	1.05/.55	2020	5%	2020	0.75
						2021*	6%	2021*	0.75

\*Proposed

### Business License:

Tax Year	1999	2000	2001	2002	2003 to 2010	2011 to 2020
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

## CAPITAL ASSET REPLACEMENT PLAN (CARP) OVERVIEW

Asset Type	Fiscal Year				
	2021	2022	2023	2024	2025
<b>General Fund</b>					
Leased Vehicles	111,000	114,330	117,760	121,293	124,931
HVAC		140,000	180,000	90,000	
VAC-CON	19,000	19,000			
<b>General Fund Total</b>	<b>130,000</b>	<b>273,330</b>	<b>297,760</b>	<b>211,293</b>	<b>124,931</b>
<b>Parks &amp; Rec Fund</b>					
HVAC		130,000	90,000		
Fireman's Field	75,000	75,000	75,000	75,000	75,000
<b>Parks &amp; Rec Fund Total</b>	<b>75,000</b>	<b>205,000</b>	<b>165,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Water Fund</b>					
Leased Vehicles	5,000	5,150	5,305	5,464	5,628
HVAC		140,000		30,000	
VAC-CON	19,000	19,000			
<b>Water Fund Total</b>	<b>24,000</b>	<b>164,150</b>	<b>5,305</b>	<b>35,464</b>	<b>5,628</b>
<b>Wastewater Fund</b>					
Leased Vehicles	6,000	6,180	6,365	6,556	6,753
HVAC		147,000	150,000	30,000	
VAC-CON	19,000	19,000			
Inflow & Infiltration	60,000	61,800	63,654	65,564	67,531
Equipment	25,000				
<b>Wastewater Fund Total</b>	<b>110,000</b>	<b>233,980</b>	<b>220,019</b>	<b>102,120</b>	<b>74,284</b>
<b>Total</b>	<b>339,000</b>	<b>876,460</b>	<b>688,084</b>	<b>423,877</b>	<b>279,843</b>

**Capital Asset Replacement Plan (CARP)  
Approved Fleet Count**

<u>Fund</u>	<u>Function</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
<u>General</u>						
	Administration Vehicles	1	1	1	1	1
	Planning and Zoning Vehicles	1	1	1	1	1
	Public safety Vehicles	12	12	12	13	13
	Public works					
	Admin Vehicles	2	2	2	2	2
	Engineering Vehicles	3	3	3	3	3
	Maintenance Vehicles*	15	15	15	15	15
		<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
<u>Parks &amp; Recreation</u>						
	Parks and Recreation Vehicles	-	-	-	-	-
<u>Water</u>						
	Water Dept. Vehicles	5	5	5	5	5
<u>Wastewater</u>						
	Wastewater Dept. Vehicles	5	5	5	5	5
<u>Total</u>		<u>44</u>	<u>44</u>	<u>44</u>	<u>45</u>	<u>45</u>

Source: CAFR and Adopted Budget Books

\* Includes Dump Trucks, Vector, Sewer Camera Van, PW Admin and PW Engineering.

**TITLED PROPERTY INVENTORY - Vehicles, Trailers, and Equipment**

2/25/2020

Dept	Status	Make	Model	Vehicle #	Date			Own/Lease	Vin	Mileage	Mileage			Town	Primary
					Acquired	Year					1/2020	Gas Card	License		
WWTP	Surplus?	Ford	Escape	402	9/7/2005	2006	Own	1GMCU93196KA44680	AWD	Gas	72,021	7001351	127-021L	1830	All Staff
WWTP	Surplus?	Chevy	Colorado	403	3/5/2008	2008	Own	1GCDT19E688195693	4WD	Gas	23,298	1712128	143-077L	1829	All Staff
WWTP	Surplus?	Ford	SuperDuty Specialized - Crane Truck	404	10/12/2005	2005	Own	1FUWX37P95ED06856	4WD	Diesel	1,114	7001354	132-008L	1831	
WWTP		Chevy	Silverado	405	4/11/2011	2011	Own	1GCRKPE02BZ300401	4WD	Gas	32,639	7070201	143-096L	1914	All Staff
WWTP		Ford	F-150	406	8/26/2013	2013	Own	1FTFX1EF9DKF61526	4WD	Gas	47,036	8228080	174-529L	2562	
WWTP	New	Ford	F-550 SuperDuty Specialized - Crane Truc	407	9/17/2019	2019	Own	1FDUF5HY2KDA20569		Gas					
WWTP	New	Ford	F-150	408	12/13/2019	2020	Lease - 5 yr	1FTEX1EB0LFA58323	4WD	Gas			220-331L	3666	
WTP		Ford	F-250	314	12/17/2012	2013	Own	1FTBF2B61DEA13546	4WD	Gas	183,378	1712209	130-950L	2469	Water Staff
WTP		Ford	F-350 Utility	315	12/17/2012	2013	Own	1FDRF3B63DEA13547	4WD	Gas	71,441	5872956	174-502L	2468	Water Staff
WTP		Ford	F-150	316	1/19/2017	2017	Own	1FTEX1EP5HFA88727	4WD	Gas	49,705	8228914	201903L	3248	
WTP		Ford	F-150	317	11/16/2017	2018	Own	1FTEW1EP2JKC72667	4WD	Gas	46,928	1712062	202-303L	3051	Water Staff
WTP	New	Ford	Escape	319	3/5/2019	2019	Lease - 5 yr	1FMCU9GD7KUB30718	AWD	Gas	5,985	1712374	213902L	3622	Water Staff
POLICE	Surplus ?	Chevy	Tahoe	220	12/1/2011	2011	Own	1GNSK2E0XBR362687	4WD	Gas	88,902	7070346	116-563L	2328	Owens/Wagner
POLICE	Surplus ?	Chevy	Impala	221	1/5/2012	2012	Own	2G1WD5E30C1159116	Front	Gas	91,911	7070350	107-595L	2376	Lieutenant Vehicle
POLICE	Surplus ?	Chevy	Tahoe	222	5/1/2012	2012	Own	1GNSK2E08CR281821	4WD	Gas	105,457	1712056	JNH-1749	2377	Dailey
POLICE	Surplus ?	Dodge	Charger	223	4/3/2013	2013	Own	2C3CDXAG9DH544489		Gas	81,356	1712448	134-175L	2500	Bridge/Opening
POLICE	Surplus ?	Dodge	Charger	224	8/7/2013	2013	Own	2C3CDXAG8DH734462		Gas	95,738	1712089	174-528L	2564	Barnhart
POLICE		Dodge	Charger	225	10/30/2014	2014	Own	2C3CDXAG3EH362370		Gas	63,854	8228314	174-539L	2628	McGann/Tanner
POLICE		Ford	Explorer/SUV	228	1/19/2017	2017	Own	1FMSK8ARXHGB55410	AWD	Gas	38,366	8228905	198-148L	3247	Kakol
POLICE		Ford	Explorer/SUV	229	11/29/2017	2017	Own	1FMSK8AR9HGE30250	AWD	Gas	29,943	1712096	202304L	3092	
POLICE		Ford	Explorer/SUV	230	4/17/2018	2017	Own	1FMSK8AR0HGE30282	AWD	Gas	28,400	1712182	174-550L	3093	
POLICE	New	Ford	Interceptor SUV	231	3/11/2019	2019	Lease - 5 yr	1FMSK8AR6KGA29052	AWD	Gas	11,789	1712356	UTF-1593	3694	
POLICE	New	Chevy	Tahoe	232	3/26/2019	2019	Lease - 5 yr	1GNSKDEC3KR293606	4WD	Gas	2,985	1712523	213-913L	3695	
POLICE	New	Ford	Interceptor SUV	233	11/7/2019	2020	Lease - 5 yr	1FMSK8AB2LGA18389	AWD	Gas	936	1712567	UNU-6182	3692	
POLICE	New	Ford	Interceptor SUV	234	11/7/2019	2020	Lease - 5 yr	1FMSK8AB0LGA18388	AWD	Gas	764	1712568	UNM-2981	3693	
ADMIN	Surplus?	Ford	Escape-Hybrid	110	10/23/2019	2011	Own	1FMCU5K38BKA99353	AWD	Gas		7070269	143-094L	2052	Administration
ADMIN	New	Ford	Escape SE	113	12/28/2010	2020	Lease - 5 yr	1FMCU9G61LUA37633	AWD	Gas	800		215-583L	3641	Administration
CD/PLANNIN		Ford	Escape-Hybrid	107	8/9/2011	2012	Own	1FMCU5K35CKA15216	AWD	Gas	51,087	7070289	143-099L	2333	Planning
PW ENG		Ford	F-250	109	12/28/2010	2011	Own	1FT7X2B6XBEB58164	4WD	Gas	26,852	7070136	143-095L	2053	Joshua Goff
PW ENG		Ford	F-250	111	1/19/2017	2017	Own	1FT7X2B62HEC46991	4WD	Gas	9,948	8228915	201-904L	3249	Derek Copeland
PW ENG	New	Ford	Escape	112	3/5/2019	2019	Lease - 5 yr	1FMCU9GD9KUB30719	AWD	Gas	2,318	1712375	213-901L	3623	Dale Lehnig
PW ADMIN	New	Ford	Explorer/SUV	114	11/8/2019	2020	Lease - 5 yr	1FMSK8BHXLGB07231	4WD	Gas	298	1712538	220-347L	3643	PW Director
PW MAINT	Surplus?	Chevy	2500HD	105	9/22/2003	2003	Own	1GHCK24U73E368186	4WD	Gas	70,757	7001346	119-404L	1828	Mike McCracken
PW MAINT		Vactor	2100 Plus Combo Sewer Cleaner Vac Truc	506	5/19/2015	2015	Lease to Own	1FVHG3CY9GHGT8641	2WD	Diesel	5,064	8228173	144-736L	2675	Vac Truck
PW MAINT		Ford	F-550	507	12/6/2002	2003	Own	1FDAF57F03EA59756	4WD	Diesel	16,336	7001342	116-564L	1076	Stake Body
PW MAINT		International	7000 - Dump Truck	509	2/25/2008	2008	Own	1HTWAAAAN38J696286	2WD	Diesel	22,850	7001366	143-074L	1820	Dump Truck
PW MAINT		International	7000 - Dump Truck	510	2/25/2008	2008	Own	1HTWAAAAN18J696285	2WD	Diesel	19,373	8228944	413-073L	1821	Dump Truck
PW MAINT		Ford	F-350	511	12/1/2008	2009	Own	1FDSF35R09EA01967	4WD	Diesel	54,248	7001373	143-090L	1897	Street Crew
PW MAINT		Ford	F-350	512	8/25/2011	2011	Own	1FTRF3BT2BED11918	4WD	Diesel	46,665	1712480	143-100L	2329	Bob Dryden
PW ADMIN		Ford	F-250	513	10/3/2011	2012	Own	1FT7X2B60CEA07951	4WD	Gas	200,488	8228367	169-020L	2327	Jason Didawick
PW MAINT		Dodge	Sprinter - Camera Van	514	11/5/2007	2007	Own	WD0PE846975192441	2WD	Gas	11,842	7070293	143-058L	1813	Sewer Camera Van
PW MAINT		Ford	F-350	515	2/9/2006	2006	Own	1FDWDF37P86EB50152	4WD	Diesel	17,042	7001359	133-823L	1823	Utility Truck
PW MAINT		Ford	F-450	518	12/18/2013	2014	Own	1FDUF4HT7EEA92879	4WD	Diesel	22,504	8228136	144-709L	2563	Sean Grey
PW MAINT		International	Dump Truck	519	7/11/2016	2017	Own	3HTGRSNT7HN433047	6x4 tandem	Diesel	11,982	8228805	192-873L	2997	Dump Truck
PW MAINT	New	FORD	F-150	520	2/6/2019	2019	Lease - 5 yr	1FTEX1EB1KFA96917	4WD	Gas	7,046	1712352	211-486L	3624	PW Asst Director
PW MAINT	New	FORD	F-350	522	5/10/2019	2019	Lease - 5 yr	1FD8X3H6KKEE25056	4WD	Gas	4,695	1712427	213-943L	3626	Water Crew
PW MAINT	New	FORD	F-350	523	6/21/2019	2019	Lease - 5 yr	1FD8X3H68KEE25055	4WD	Gas	2,548	1712464	215-507L	3625	John Anderson
PW MAINT	New	FORD	F-150	524	12/13/2019	2020	Lease - 5 yr	1FTEX1EB2LFA58324	4WD	Gas			220-332L	3667	

**TRAILERS, EQUIPMENT, ETC**

PW MAINT	Carry On	Utility Trailer	3/3/2017	2016	Own	4YMUL1212GV033838	201-950L	3244	
PW MAINT	Carry On	Utility Trailer	5/18/2015	2013	Own	4YMCL242XDV012822		2516	
PW MAINT	Carry On	Small Utility Trailer	4/28/2015	2013	Own	4YMUL0818DV038474		2599/2807?	\$1,350 value
PW MAINT	RU Fast 650	Radar Trailer	3/26/2014	2014	Own	1R9BR0813EJ482018		2567	\$ 7045 value
PW MAINT	Vermeer	Chipper	4/17/2012	2011	Own	LVRV11193B1017018	144-703L	2375	\$28,500 value
PW MAINT	Old Dominion	Vacuum Trailer	5/4/2011	2010	Own	1Z9PS192XAR168093	143-098L	2226	\$16,815 value
PW MAINT	Carry On	Trailer	4/13/2012	2012	Own	4YMUL202XCV015339	144-702L	2374	\$ 4,600 value
PW MAINT	Big Tow	Trailer	4/12/2011	2011	Own	4KNFB202GL160467		2228	
WTP	Leisure Craft	Boat	5/15/1995	1995	Own	Serial: 0AL00166F595		1073	
WTP	Modern	Utility Trailer	8/20/1986	1986	Own	1UN101B16G1003116	92-387L	1064	
WTP	Venture	Boat Trailer	5/6/2008	2008	Own	47GBH16168B000024		1815	
WTP	Carry On	Trailer	9/27/2011	2010	Own	4YMUL1219AV100362		2954	
WTP	Honda	SXS - ATV	5/1/2018	2018	Own	1HFVE0245J84101217			\$12400 value

## 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.

**Balanced Budget** – A budget in which revenues equal or exceed appropriations.

**Base Budget** - Cost of continuing the existing levels of service in the current budget year.

## GLOSSARY OF BUDGET TERMS

**Bond** - A long-term IOU or promise to pay. It is a promise to repay a specific amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

**Bond Anticipation Notes (BAN)** - A government issued short-term interest bearing note anticipating bond proceeds which will be received in the near future. This note is retired from proceeds of the related bonds.

**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 multi-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.

## GLOSSARY OF BUDGET TERMS

**Capital Outlay/Expenditure** – Acquisition of fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than two years; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**Capital Project** - A major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and 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.

**Comprehensive Annual Financial Report (CAFR)** – The official annual report for a government including:

- Statement of revenues, expenditures, and changes in fund balance for all Funds
- Statement of revenues, expenditures, and changes in fund balance, budget and actual for general and special revenue funds
- Statement of revenues, expenditures, and changes in fund balance for proprietary funds

## GLOSSARY OF BUDGET TERMS

- Statement of changes in financial position for proprietary funds

**Constant or Real Dollars** - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

**Consumer Price Index (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services** - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Cost-of-Living Adjustment (CoLA)** - An increase in salaries to offset the adverse effect of inflation on compensation.

**Debt Service** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Deficit** - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department** - The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation** - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Development-related Fees** - Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

**Disbursement** - The expenditure of money from an account.

**Distinguished Budget Presentation Awards Program** - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

## GLOSSARY OF BUDGET TERMS

**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.

**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.

## GLOSSARY OF BUDGET TERMS

**Full Faith and Credit** - A pledge of a government's taxing power to repay debt obligations.

**Full-time Equivalent Position (FTE)** - A part-time position converted to the decimal equivalent of a full-time position based on either 1,950 or 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent of .5 of a full-time position based on 2080.

**Function** - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund** - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance** - The excess of the assets of a fund over its liabilities.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**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.

## GLOSSARY OF BUDGET TERMS

**Infrastructure** - The physical assets of a government (e.g., street, water, sewer, public buildings and parks).

**Interfund Transfer** - The movement of money between funds of the same governmental entity.

**Intergovernmental Revenue** - Funds received from federal, state and other local government sources in the form of grants, shared revenues, or payments in lieu of taxes.

**Lapsing Appropriation** - An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period, any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

**Levy** – Imposition of taxes for the support of government activities.

**Line-item Budget** - A budget prepared along departmental lines that focuses on what is to be bought.

**Long-term Debt** - Debt with a maturity of more than one year after the date of issuance.

**Modified Accrual Basis** - A basis of accounting where revenue is recorded when measurable and available and expenditures are recorded when made.

**Materials and Supplies** - Expendable materials and operating supplies necessary to conduct departmental operations.

**Net Budget** - The legally adopted budget less all interfund transfers and interdepartmental charges.

**Nominal Dollars** - The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today.

**Object of Expenditure** - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**Objective** - Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Obligations**- Amounts which a government legally may be required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

## GLOSSARY OF BUDGET TERMS

**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.

**Personnel 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.

## GLOSSARY OF BUDGET TERMS

**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.

**Restricted Reserves** – Carryover funding that can only be used for specific purposes, such as state highway maintenance funds.

**Revenue** - Sources of income financing the operations of government.

**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.

## GLOSSARY OF BUDGET TERMS

**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.

**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.

## GLOSSARY OF BUDGET ACRONYMS

Acronym	Description	Acronym	Description
ADA	American's with Disabilities Act	IFB	Informal Bid
BAR	Board of Architectural Review	I&I	Inflow and Infiltration
BMP	Best Management Practices	JLMA	Joint Land Management Area
BZA	Board of Zoning Appeals	K	Thousand (Kilo is times one thousand)
CAFR	Comprehensive Annual Finance Report	LDA	Land Development Application
CAR	Capital Asset Replacement Fund	M	Millions
CCR	Consumer Confidence Report	NVRC	Northern Virginia Regional Commission
CDBG	Community Development Block Grans	NVTA	Northern Virginia Transportation Authority
CIP	Capital Improvement Program	NY	Next Year
COIA	Conflict of Interest Act	OSHA	Occupational Safety and Health Administration
CPE	Continuing Professional Education	PC	Planning Commission
CY	Current Year	POS	Preliminary Official Statement
DCSM	Design and Construction Standards Manual	PY	Prior Year
DEQ	Virginia Department of Environmental Quality	QA/QC	Quality Assurance/Quality Control
DEQSLAF	DEQ Storm water Local Assistance Fund	RFP	Request for Proposals
EAC	Environmental Advisory Commission	RFQ	Request for Qualifications
EPA	Environmental Protection Agency	RTSP	Regional Transit System Plan
ERP	Enterprise Resource Planning (software)	SCADA	Supervisory Control and Data Acquisition
FAQ	Frequently Asked Questions	SOP	Standard Operating Procedures
FEMA	Federal Emergency Management Agency	SWM	Storm water Management Program
FMLA	Family Medical Leave Act	VDH	Virginia Department of Health
FOIA	Freedom of Information Act	VDOT	Virginia Department of Transportation
FY	Fiscal Year	VML	Virginia Municipal League
GFOA	Government Finance Officer's Association	VPPA	Virginia Public Procurement Act
GIS	Geographic Information System	VPRA	Virginia Public Records Act
GO	General Obligation	W&OD	Washington & Old Dominion Trail
GPD	Gallon per Day	WTP	Water Treatment Plant
ICMA	International City Manager's Association	WW	Waste Water
		Y/Y	Year over Year