



Adopted  
Fiscal Year 2016  
Fiscal Plan  
&  
Capital  
Improvement  
Program  
Fiscal Year  
2016-2020

Town  
of  
*Purcellville*  
Virginia





#### The Official Seal

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

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

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

*The Purcellville Library* represents a community of continual learning.

# Town of Purcellville

– Town Manager Adopted –

## Fiscal Plan FY 2015 – 2016

&

## Capital Improvement Program FY 2016-2020

### Town Council

**Honorable Mayor Kwasi A. Fraser**

Honorable Vice-Mayor John A. Nave

Honorable Council member Joan Lehr

Honorable Council member Patrick McConville II

Honorable Council member Karen Jimmerson

Honorable Council member Douglas J. McCollum

Honorable Council member Benjamin J. Packard

### Town Administration

**Robert W. Lohr, Jr., Town Manager**

Patrick Childs, Assistant Town Manager

Elizabeth Krens, Director of Finance

Steve Coakley, Budget/Procurement Specialist

Hooper McCann, Director of Administration

Cynthia A. McAlister, Chief of Police

Alex Vanegas, Director of Public Works

Patrick Sullivan, Director of Community Development

Sally G. Hankins, Town Attorney

Diana Hays, Town Clerk





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Purcellville**

**Virginia**

For the Fiscal Year Beginning

**July 1, 2014**

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, 2014.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirement, and we are submitting it to GFOA to determine its eligibility for another award.





*Leaders at the Core of Better Communities*

This  
Certificate of Distinction

is presented to

*Purcellville, VA*

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

Presented at the 100th ICMA Annual Conference  
Charlotte/Mecklenburg County, North Carolina  
15 September 2014

ROBERT J. O'NEILL JR.  
ICMA EXECUTIVE DIRECTOR

SIMON FARBROTHER  
ICMA PRESIDENT

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



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## **Executive Summary**

The budget message details the priorities and issues for the fiscal year. It identifies the most significant choices and modifications to the budget and articulates the rationale for these budget decisions. It also lists FY 2016 budget highlights.

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

*Mayor*

Kwasi A. Fraser

*Council*

Joan Lehr  
John A. Nave  
Patrick McConville II  
Karen Jimmerson  
Benjamin J. Packard  
Douglass J. McCollum



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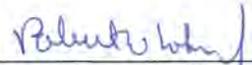
June 10, 2015

The Honorable Mayor and Members of the Council:

I am pleased to present the Adopted Town Budget for Fiscal Year 2016 and the approved Capital Improvements Program (CIP) for Fiscal Years 2016 – 2020. This document summarizes the results of the seven month process followed by the Town Staff and Town Council in developing the Operating and Capital Fiscal Plans for the Town.

Major highlights of this adopted budget include:

- Budget document upgrades and improvements including the addition of a new Strategic and Operational Framework section of the budget that includes, the Town Council Vision, Mission and Core Values, Strategic Initiatives, Town Goals and Performance Management, Credit Rating Assessment, Fiscal Policy Guidelines and Long Range Financial Plans.
- Fiscal priorities consistent with Town Council guidelines and priorities adopted throughout the year and the Town's 2025 Comprehensive Plan.
- Inclusion of Town's new Master Tax and Fee Summary.
- Fund changes over the adopted FY15 Budget - General Fund Budget increased by \$122,884, Parks and Recreation Fund Budget increased by \$33,651, Water Fund Budget reduced by \$134,383 and Wastewater Fund Budget reduced by \$13,691.
- Water User Fees remained the same and Wastewater User Fees increased by 5%.
- Real Estate Tax Rate set at \$.22/\$100 assessed value.
- Meals Tax remained at 5%.
- Prudent and strategic execution of the approved CIP including one project in the General Fund, one project in the Water Fund and one project in the Wastewater Fund.

  
Robert W. Lohr, Jr., Town Manager



March 24, 2015

The Honorable Mayor and Members of Council:

Please find enclosed the Town Manager's Proposed FY 15/16 Budget. Based on the existing economic challenges and opportunities, the staff has worked together over the last five months to develop a strategic proposal to meet the needs of our ever changing and dynamic community.

### **FY15/16 BUDGET PROCESS IMPROVEMENTS**

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

- Enhanced analysis by HR staff on personnel items.
- Request for staff and all departments to review operations and recommend revenue enhancements and cost savings.
- Identified and analyzed all Town assets so Town Council can evaluate how to best monetize all of our assets.
- Expanded fiscal analysis and annual comparison of monetary data by Finance Department to give Town Council early review of structural balance and operating picture.
- Inclusion of Town's new Master Tax and Fee Summary.
- Expanded Town Council Strategic Planning Session in September to better identify both short-term and immediate priorities that can be incorporated into the budget process that begins in early December.
- In advance of the budget, staff provided some detailed analysis on key revenue items such as Meals Tax, Real Property Tax and BPOL.
- Addition of new Strategic and Operational Framework section of the budget that includes revenue trends and credit rating assessment.
- Addition of new section dealing with Proposed Enhancements and Unfunded Requests.

## **STEPS TOWARD BUDGET DEVELOPMENT**

The Town began this process in mid-November when the Department Heads begin formulating the operating and CIP budget. With the complexities of operation and the need to constantly monitor fiscal processes, the budget development process is a year-round task for the Finance Department. In December, the Department Heads met with the Finance staff and the Town Manager's Office to answer questions that were critical to the development of this budget. These meetings provided an opportunity to share information and allow the staff to better understand the direction and priorities of the Town Council and the Town Manager's Office. Updates and feedback from staff were provided to better understand the complexities of each departmental request. In January and February, the Town Manager's Office and Finance Department began extensive expenditure reviews which resulted in line item evaluations and further discussions with Department Heads. During this period, the staff spent a significant amount of time reviewing potential cuts to both the CIP and Operational Budgets that could be applied across the board. In addition, staff met to review projections and to analyze information that was coming from the assessor's office, which is now assigned to the Commissioner of Revenue's Office in Loudoun County. During the subsequent follow-up discussions, the Town provided feedback and updated information on critical projects and developments that were occurring within the Town to ensure that we receive the most up-to-date assessments.

## **POLICY DIRECTION FROM TOWN COUNCIL**

During the budget process, the Town maintained constant contact with Town Council members through individual and public meetings. This year, the Town staff had the benefit of meeting for a two day intensive Strategic Planning Session with the Town Council in mid-September which helped formulate priorities and funding initiatives. Occasionally in the past, the Town Council would provide staff with specific adopted guidelines or budget priorities at the beginning of the budget process. Even though the staff received excellent feedback individually from Council and collectively at the meetings/worksessions over the last several years, the staff has not received formal budget directives prior to commencement of the process. As a result, staff addressed as many of the individual requests and overall collective observations as possible and moved forward in the development of this budget. In order to do this, the staff based the budget development process on the following priority items:

- Meeting our existing debt requirements and programs that have been critical to the community in the past.
- Focus on the Town's newly adopted Strategic Initiatives, Vision, Mission and Core Values that were adopted in September.
- Implemented new Pay for Performance system which was directed by the previous Town Council and implemented under the FY 14/15 budget.
- Implemented new NVTVA Funding Plan.
- Maintain Town's AA/AAA rating with our three credit rating agencies.
- Focus on helping the Town to move toward its 70/30 residential/commercial split in real estate assessment goal.

- Work with current and future Town Councils in the budget to help promote positive economic development and suitable redevelopment of older sections of our community.

### **ACCOMPLISHMENTS LEADING INTO FY 15/16 BUDGET**

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

- Ended FY 13/14 with a surplus in our General Fund, which allowed us to increase our fund balance.
- Began to see a strong recovery of our Utility Funds with new projects coming on board that had been tabled for years.
- Maintained AA/AAA Credit Rating from the three major credit rating agencies.
- Resolved the multi-year Brown's condemnation case which closed the final chapter on the SCR construction process and minimized fiscal exposure.
- Implemented the first round of the NVTAs Funding and projects which will provide significant opportunities for the Town to increase our transportation network.
- Completed the critical pedestrian linkages on A Street and East Main Street. Both of these projects were more than fifteen years in the approval/funding and design process.
- Sixth straight year of GFOA Budget Award.
- Sixth straight year for GFOA CAFR Award.
- International City/County Management Association (ICMA) Certificate of Distinction for exceeding the standards set by the ICMA Center for Performance Management in the application of performance data to local government management.
- VML's Green Government Challenge, Silver Certification.
- Compliance with all General Fund fiscal guidelines and policies in the FY 13/14 Audit.
- Received Unqualified Audit Opinion for FY14.
- Maintained State Accreditation for Police Department.

### **COMMUNITY SUCCESSES AND POSSIBILITIES**

This will be the twenty-third budget that I have submitted on behalf of the Town staff to the Town Council and community of Purcellville. Looking back over these budgets, many positive items have developed and the community is far better off from an operational and fiscal standpoint than we were in 1993 when I submitted my first budget as a new town manager. During that initial budget process, the Town of Purcellville had frozen capital projects, laid off staffing in the two previous years and was struggling with minimal reserves in the General and Utility Funds. In addition, the Town had minimal growth and development occurring within the community and a lack of a diversified revenue structure which resulted in the Town having to pursue revenue anticipation notes because of cash shortfalls throughout the year. Many of these items have been addressed at length over the years and we are fortunate to have a strong and vibrant community from both a fiscal and economic standpoint. As I look back over not only my tenure here as Manager but also as a resident, I know my family and I are truly blessed to not only work but live in such a positive community. The economic opportunities coupled with a safe and vibrant community makes the Town of Purcellville second to none. With the continued expansion of our business community, there are few things that you cannot find in Purcellville and this includes service industry, medical and many other consumer

products. When you add in the excellent education system along with the cultural and recreational opportunities for the entire family, Purcellville is consistently identified in Virginia and the nation as one of the best small town communities to live in. A quick discussion with most of our new residents over the last several years will indicate that they spent months researching multiple places to live. They settled on Purcellville as one of the best places where all of their needs could be met and they continue to love and appreciate everything that our wonderful community has to offer.

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

- In the recently released population estimates from the Weldon Cooper Center, the Town's population was listed at approximately 8,500 residents. This is well within the population of our final estimated build-out of between 8,000 to 10,000 residents. What is not included in these population projections are the number of people that we host within our community on a daily basis above and beyond our residents. With seven schools in our corporate limits and right on our boundaries, the Town of Purcellville is a busy daily location. In addition, we have always been the traditional business hub and athletic/recreational hub of Western Loudoun. Many people within a twenty-five mile radius shop, bank, attend special sporting events and conduct business here on a daily basis. This sometimes swells our daytime/weekend population to well over 15,000. While this population projection puts us in the category where we are still considered a very attractive small town, we fall just within the thresholds of being fiscally viable for many of our services and utilities that we provide to our residents. Few communities that provide the level of service and programs that we do on a daily basis can refuse to stop growing their residential base or developing/redeveloping their commercial base. A quick look throughout Northern Virginia will validate that assessment.
- This year, the Town completed our second Market Study Update with Arnett Muldrow which continued to shed light on our greater Purcellville service district which includes a population of over 23,000. This study showed the Town had made significant progress in capturing much of the leakage that was identified several years ago. It also identified challenges and opportunities for us to continue to grow our business community in the future.
- We are fortunate to have inherited some excellent long range planning by our founding fathers. This planning has allowed the community, both in the past and in the future, to position itself to take advantage of good land planning, a water system that was progressively built beginning in the 1920's, land and zoning set aside to allow for business/commercial operations and an overall progressive infrastructure system. Without this progressive planning, we would not have the options and alternatives that we do today. While things such as setting aside property and creating zoning for industrial parks and commercial districts back in the 1970's and 1980's may not have been something that many smaller communities were doing in Northern Virginia and Virginia as a whole, it did provide opportunities for us to promote economic development which has been a financial windfall for the community.
- Over the last two decades, the Town has worked aggressively to rebuild our capital infrastructure which included new vehicles/equipment, a modern maintenance facility, new water and wastewater facilities, new distribution/collection system along with government and park facilities. In addition, the Town addressed extensive transportation needs in looking at both vehicular and pedestrian enhancements throughout our community. Coupled with the economic development initiatives in our Downtown, the Town worked hard to meet many of the challenges that the rapid growth in Northern Virginia and Loudoun County placed upon our community. While all of these improvements have come at a price in debt service, the equipment and facilities have allowed us to provide the award winning services and

operations that Purcellville has become known for in areas such as snow removal, community policing, high quality water and sewer service and many other amenities that make our community a top rated location to work, start a business and raise a family.

- One of the most positive opportunities that has occurred over the last two years is the gradual recovery of our residential and commercial assessments across the board. This year for the first time in over seven years, the Town of Purcellville will see a significant recovery in our entire residential market. Certain neighborhoods and segments of our community had yet to even begin to see a turnaround until this year. One of the hardest things that hit our community along with other jurisdictions in Northern Virginia during this last critical recession was the drastic drop in assessed value for both residential and commercial property. Since real property taxes are the single largest source of revenue for local governments in Virginia, the significant deterioration of this income source crippled many communities and had a significant impact on our Town. This recovery appears to be sustained and hopefully will continue to grow over the next several years so that we could be back at the same levels within the next five years. Without the positive new economic development that we have had in our business and commercial sectors over the last six years, the Town would have been even more severely impacted.
- One of the enormous successes that makes Purcellville such a great place to live, work and raise a family is the dedication and commitment that exists with all of our Town Council, Committees, Commissions, Boards and staff that work hard to provide a high level of service on a daily basis and always rise to the occasion to provide top notch emergency operations during critical events. Purcellville proved again throughout this year that we are one of the leaders in small town emergency management and response. While this summer posed other significant challenges, this winter packed an enormous punch of inclement weather involving significant freezing temperatures, snow and ice. In order to meet these emergencies and also handle the day to day activities and events that happen throughout the year, we have to rely on our staff which I have always stated is the most important asset to our community. While our total staffing has been reduced over the last seven years to address fiscal challenges and issues, our full and part-time staff work nonstop 365 days a year to ensure that our community remains a safe and attractive location. These dedicated men and women staff our Police Department, field operations, utilities, and general government on a daily basis.

## **CHALLENGES**

While there are so many positive things to be excited about not only now but in the future for the Town of Purcellville, no community is without challenges. As a manager, it is incumbent upon me to make sure that our Council and citizens understand any potential issues and challenges that may affect us in the future and try to address them accordingly in our budget and financial plans. In order to understand these challenges, we must be cognizant of the following issues which have the potential to or will impact the Town in the near future:

- The Town is quickly nearing its full build-out within the corporate limits. As I had mentioned before, few communities if any in Northern Virginia have seen the full build-out of their available land mass as quickly as the Town of Purcellville did and this is primarily due to the Town being very compact at a little more than three square miles. While no one in the community wanted to see Purcellville grow to 30,000 or 40,000 in population, keeping it between 8,000 and 10,000 creates many challenges in order to provide services at the needed economy of scale. With the exception of a few parcels north of the bypass, most of the remaining portion of the Purcellville Urban Growth Area Management Plan has been developed on well and septic. It is critical that the Town evaluate the positive and negatives of looking at adding

key sections of this property to the Town since it is the last remaining commercial sections available. There is also a potential window of opportunity which is closing and this Council will face the tough decision of trying to determine what if any of these properties should be brought in and would benefit the Town of Purcellville. Since the majority of these properties are being proposed for commercial business ventures, the impact to our schools and residential development will be minimal. Items such as transportation, utilities and other issues will need to be considered.

- While the Town has worked very hard to address many of the capital facilities and projects that have been requested by the community, these projects which present an opportunity also create a significant challenge in the area of accumulated debt service. Once projects are complete and built, debt service is one of the few items in the operational budget that cannot be easily cut or modified. Payments are due and the cost for projects and programs associated with capital projects must be funded. It is critical that the Town monitor this since it was one of the few items identified by all three credit rating agencies. Previous and current Council have all had to address this challenge and it will be something that we will have to be cognizant of through 2021. In order to best position the Town for future needs, the Town will need to explore and stay focused on the following items:
  - I. Limit any new debt service in our three funds to absolute necessity so that the natural growth and expansion of our community can catch up to many of the wonderful capital projects that we have completed.
  - II. Continue to focus on intermediate and long term fiscal plans in our General Fund similar to what we have done in our Utility Funds so that we can look ahead to determine how operations and cost will be scheduled throughout these critical periods. This is also good in making sure that we fully understand how new costs and programs will be paid for and make sure that we stay ahead of any debt service other projects may require.
  - III. It is critical that we monitor our fiscal policies and remain in compliance with them throughout the process. Any changes or deviations from these policies should be quickly addressed as it could reflect on our ratings.
  - IV. Extensive review of all processes, programs and assets need to occur on an annual basis to ensure we are closely monitoring our fiscal situation and looking at all opportunities and options to address these debt service impact issues. This involves eliminating costly programs with limited benefits, potentially phasing out “nice to have” programs or projects while focusing on critical service delivery and making sure that our assets are performing to the maximum capacity and even considering disposing of assets that do not serve a current or future strategic need. Any new revenue proceeds from new projects or disposal of assets should be immediately applied towards paying down our debt service and maintaining critical reserves in all funds.
  - V. Unfunded mandates continue to be significant problem with the blame being shared equally between the federal and state governments. The issues include substantial utility mandates that seem to grow every year and enhanced environmental compliance programs such as storm water treatment, Chesapeake Bay Initiatives, mandatory Line of Duty insurance benefits, mandatory VRS changes and other retirement directives that are coming at a crippling pace which forces localities to incur significant operational cost and debt service to fund many of these items. It is important that we understand the consequences and plan our operations accordingly. For the first time in two decades, the Town has seen the creation of a new funding source and that involved the General

Assembly's Transportation Package which we have leveraged for local and regional projects for the first time this year. While this is a step in the right direction, it is important to note that few if any additional funding initiatives have been created in the areas of utilities and storm water management. We are hearing feedback that these items are going to continue to result in expanded permits and operational costs for communities.

- VI. Over the last several decades, the Town of Purcellville has worked hard to address many of our environmental and utility issues. When many communities our size were sitting back and not making the needed improvements to their facilities, the Town slowly and systematically rebuilt the majority of our utility system over a twenty-five year period. This included the storage, distribution, pumping and treatment facilities needed to run a modern state of the art water and wastewater system. The cost of these projects have not been cheap and have come with significant impact to our community. Unfortunately, few if any of these programs were funded by state and federal grants. Most were specifically required in order to avoid consent decrees and fines which have occurred in other communities. Unfortunately in the utility departments, the Town has had to absorb over \$50 million in debt that it cost the Town to meet these mandates and requirements. In most utility funds, revenue can only be derived from two sources and that includes user fees and availability/connection fees. Without sales of availabilities or connection fees, all of the impact hits the user fees. While many of the Town residents and businesses have demanded that we remain a small community of 8,000 to 10,000 residents, this will come with a price tag particularly in the utility system which will cap out at about 2,800 to 3,000 customers. As we discussed last year, it is critical that we are able to continue to monitor available excess capacity that may exist so that we can sell this capacity to help stabilize the rates. This excess capacity has resulted from many factors but the largest includes significant changes in national/local consumption patterns at both the residential and business level, prolonged or delayed economic development that was projected within our community and the success of many environmental and conservation programs that not only the Town but this region has implemented. Fortunately, the Town took a major step this year in addressing many other issues at the Autumn Hill location and this also provided significant benefit to the Town with almost \$12 million being dedicated towards availability fees and investment into our capital debt service in our Utility Funds. This project coupled with some of the infill development and ultimate commercial build-out on our zoned vacant land will go a long way to helping the existing customers who have had to shoulder so much of the burden. Given this opportunity, we will be able to stabilize and reduce the utility rates for the first time in years.
- VII. As I developed this budget in cooperation with our staff, one of the biggest concerns and challenges that I observed was the inability of my office to have the needed revenue to address many of the impacts in staffing and technical support items that have been for the most part put on the back burner during this difficult seven year economic period. Like many communities, the Town locked down staffing resources and technological items such as software and performance programming measures that are needed to allow the Town to continue to operate at our current level. Since the Town was also seeing rapid growth prior to this economic downturn, the Town continued to see requests from the Town Council, citizens and business community to expand projects and programs. In order to accomplish these priorities, the balancing of the budget was done primarily at the departmental level by restricting new staffing requests, vehicle/equipment needs and upgraded software initiatives. This was done in order to keep from putting additional undue economic hardships on our residents and businesses, who in many cases were struggling through this difficult economic period. The result has created built up demand and needed staffing/resources to support many of the expanded and new programs that have been implemented over the last decade. Not a year has gone by where new programs or initiatives resulting in additional funding have not been installed but we have fought hard to keep the tax rates and fees level or equalized during much of this period. With the

exception of one increase in the Meals Tax and the creation of the Parks and Recreation Tax District, most of the fees and other taxes have been equalized or kept the same during this period. As a result each year, I find greater discrepancies between what the departments request in order to do their job and what I have to recommend to Council in order to try and present a balanced budget without significant increases from pent-up demands.

- VIII. This year, I cut approximately \$800,000 from the departmental requests prior to submitting the budget to Town Council. Even with the cuts, I still needed to transfer almost \$400,000 from reserves to pay for one-time emergency projects or capital programs. These projects included emergency safety equipment in the Police Department, rolling stock equipment and new software programs in Finance/HR. As we begin the budget review, I would recommend that we look at additional revenue enhancements and project/program cuts to lower this number with the goal of having no reserve transfers beginning in FY 2016/2017. This will insure our solid structural balance going forward.

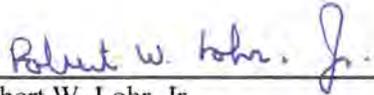
### **CLOSING SUMMARY**

In closing, I am proud to present to you a budget that has been worked on by staff for over the last five months and addresses many of the priorities and challenges that we face going forward. In order to address the challenges that we face with the community that has increased in population significantly over the last decade, match the level of service that our residents and businesses request on a daily basis, meet fiscal challenges facing our community and address the resources and needs that our departments have been requesting for years, I recommend that we take this budget process and thoroughly explore the following items:

- I. A thorough review of all programs and projects that we currently participate in to determine if they are still financially feasible and whether the benefits warrant the cost.
- II. A full evaluation with our financial advisor to determine whether the fees, rates and taxes that we are charging are providing us the needed revenue to ensure that we are structurally balanced to pay for all of the capital projects and services that are provided to our community.
- III. Extensive evaluation of all of our leases, agreements, commitments and assets to ensure that we are maximizing revenue from these assets in order to help minimize the impact to our tax paying residents and businesses.
- IV. Analyze the impact that has been created over the last seven years as we have struggled to minimize staffing requests in order to help hold down taxes and fees. We need to ensure that both the human and capital resources needed to deliver this volume of programs are adequately matched or the impact will be profound from all directions. Clearly this level of budget review and detail is unprecedented in recent years but needed at this juncture if we are to move forward in a fiscally sound manner.

On a final note, I would like to take this opportunity to thank the Town Council, Committees, Commissions and Boards that worked directly with staff to develop the extensive summaries and guidelines used to complete this budget. As I mentioned earlier in the transmittal letter, the job of developing this budget, which far exceeds the quality and level of detail that most similar sized communities submit on an annual basis, falls directly

on the Finance Department with support from Administration. The Finance Team led by Liz Krens, Connie LeMarr, Steve Coakley and Paula Hicks work year-round to make sure that this document is timely and pertinent to deliberations and community review. Without their constant guidance and teamwork, this would be just another fiscal document for consideration and not the GFOA award winning budget that is being presented. Each of these staff members spend hundreds of hours to complete this detailed document. In particular, I want to personally thank the Finance Team who work year round on this document and provide the level of detail that we can all use as we move forward. Their dedication and commitment to this process is truly a blessing and I lean on them heavily during this process.



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Robert W. Lohr, Jr.  
Town Manager

## **Town of Purcellville, Virginia**

### **FY 15/16 Town Manager Proposed Budget Highlights**

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#### **GENERAL FUND**

- General Fund Budget increased by \$393,819 over the adopted FY 2015 Budget
- Real Estate Tax Rate remains at \$.210/\$100 Assessed Value
- Meals Tax Rate remains 5%
- BPOL Tax Revenues forecasted to be strong in light of new development and expanding business base
- Sales Tax Revenues remain strong
- No other fee or tax increase is proposed in the General Fund
- Transfer of \$391,787 proposed from the Rainy Day Fund
- 3.0% Indexed Pay Increase proposed with bonuses for role model employees
- No new or expanded positions under Town Manager's Proposed Budget
- No Increase in Virginia Retirement System (VRS) rate for FY 2016
- The Local Choice Health Insurance Program for FY 2016 increased by 2.3%
- Charge back to the Utility Funds is \$1,031,896
- Town implementing second year of NVTA funding for Transportation
- Capital Improvement Program includes
  - 1 project in the amount of \$638,500 for FY 2016

#### **SPECIAL PARKS & RECREATION FUND**

- Fireman's Field Tax District Rate remains \$.035/\$100 Assessed Value
- Parks & Recreation Fund Budget increased by \$74,034 over adopted FY 2015 Budget
- Department currently staffed with 1 PT position (.75 FTE)
- 3.0% Indexed Pay Increase proposed with bonuses for role model employees
- There are no Capital Improvement Program (CIP) projects proposed in FY 2016
- No new or expanded positions under Town Manager's Proposed Budget

## Town of Purcellville, Virginia

### FY 15/16 Town Manager Proposed Budget Highlights

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#### WATER FUND

- Water Fund Budget decreased by \$257,422 over the adopted FY 2015 Budget
- 3.0% Indexed Pay Increase proposed with bonuses for role model employees
- No new or expanded positions under Town Manager's Proposed Budget
- No proposed increases to Availability Fees
- Transfer from Reserves of \$72,919
- Capital Improvement Program includes
  - 1 project in the amount of \$300,000 for FY 2016
- Continued focus on expanding our Water Resources

#### WASTEWATER FUND

- Wastewater Fund Budget decreased by \$182,842 over the adopted FY 2015 Budget
- 3.0% Indexed Pay Increase proposed with bonuses for role model employees
- No new or expanded positions under Town Manager's Proposed Budget
- No Increase in Base Entry Level Availability Fees
- Transfer from Reserves of \$122,642
- Capital Improvement Program includes
  - 1 project in the amount of \$200,000 for FY 2016

## Summary of Service Level Changes FY 2016

### General Fund

Service Levels supported by the General Fund remain stable and sustainable in FY 2016  
Service areas include General Government, Public Safety, Public Works, and Community Development.

### Parks and Recreation Special Fund

Service Levels supported by the Parks & Recreation Special Fund continue to increase In FY 2016  
**Parks and Recreation Management** with an increase request to participate in the state and national professional associations to bring best practices of Parks and Recreation Management to this newly created division.  
**Programs Management** with an increase request that include two new self sustaining programs, Rock the Rink and the Community Gardens.  
**Bush Tabernacle** with an increase request that is necessary to cover the cost of the HVAC contract, utilities, repairs and maintenance.  
**Train Station** with an increase for utilities.

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

### Utility Funds

Service Levels supported by the Water Fund and the Wastewater Fund also remain stable and sustainable in FY 2016  
Service areas include the production of quality potable water and the treatment of wastewater for the residents and businesses in the community.

## PROPOSED ENHANCEMENTS

With the fiscal guidance set by the Town Council, the Town Manager directed departments to submit budget enhancements related to meeting critical operating needs and addressing Town Council priorities. Enhancements adopted in the FY 16 Budget total \$692,704.

<u>Department / Request</u>	<u>Cost</u>
<b><u>All Departments</u></b>	
3% Index Rate Adjustment	145,052
This proposed Index Rate Adjustment is a component of the Pay for Performance Program adopted in April 2014.	
<b><u>Administration</u></b>	
Compensation Study	10,000
The Town has not conducted a Compensation study since 2006 and this study will review our compensation process to make sure we are competitive in the recruitment/retention area.	
Special Programs	3,000
This proposed increase to Special Programs supports 2 items from the Town Council's Strategic Initiatives Action Agenda to strengthen Community Partnerships, the sponsorship of the Purcellville Local Government Academy and the Annual Committees, Commissions and Boards Appreciation Dinner.	
Human Resource Software	5,800
The Town currently has no electronic system to manage personnel records. Funding has been proposed to study software options required to supply the core functionality required to respond to audits, to comply with federal and state regulations, and to automate data to keep it current.	

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<u>Department / Request</u>	<u>Cost</u>
 <b><u>Finance</u></b>	
Finance Software	23,000
Additional resources proposed for financial transparency, offsite backup of financial records and funding to study financial software replacement options. The Town's current financial software systems were implemented in 2005 and no longer support the needs of the department due to lack of integration of the module, limited reporting, customer interface, and analytical functionality and bugs.	
 <b><u>Information Technology</u></b>	
Website Design and Maintenance	16,100
This proposed enhancement will permit the Town to enhance the Town's website as identified in the Strengthen Community Partnership section of the Council's Strategic Initiatives.	
Hardware Operations	7,000
This proposed enhancement supports the procurement, installation, and maintenance of a replacement Finance Department server.	
 <b><u>Police Department</u></b>	
Police Vehicle Purchases	38,000
This vehicle is one of the two proposed replacement vehicles in FY 2016. The second vehicle will be delayed until FY 2017.	
Safety/Operational Equipment	65,515
Includes Tasers, Body cameras, and updated car cameras.	

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<u>Department / Request</u>	<u>Cost</u>
<b><u>Public Works</u></b>	
Vehicle Purchase - Dump Truck	170,000
This Dump Truck will replace a 2003 Ford F-350 and will increase the Town's capability for snow plowing during the snow season.	
<b><u>Community Development</u></b>	
Citizens Planning Academy	2,500
This provides sponsorship for an item identified as part of the Town Council's adopted Strategic Initiatives Action Agenda to Strengthen Community Partnerships.	
Comprehensive Plan	40,000
Since the adoption of the current Comprehensive Plan in 2006, the Town has experienced significant changes, and Town Council has identified updating the Comprehensive Plan as a priority for action in support of its initiative to "Foster Community & Economic Well-Being." In order to complete this update, it will be necessary to hire a consultant that will augment staff.	
<b><u>Legislative &amp; Advisory</u></b>	
Special Community Projects	3,500
This proposed increase moves the allocation for Town Council's Special Community Projects out of Town Council General Expense into a separate line item to allow for better tracking and management of the program.	
Arts Committee	7,000
The newly formed Purcellville Arts Committee plans to expand arts programming for the Town with art in businesses, art in the train station and art in Town Hall and administer the Virginia Commission for the Arts	

## PROPOSED ENHANCEMENTS

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<u>Department / Request</u>	<u>Cost</u>
<b><u>Parks &amp; Recreation</u></b>	
Reserves	41,237
The Parks & Recreation Reserve Fund was created in FY 2013 due to the imposition of the special levy of the Fireman's Field Service Tax District. This contribution to reserves will provide future flexibility to mitigate transfers from the General Fund to support Parks & Recreation activities.	
<b><u>Water</u></b>	
Adopt a Hydrant	1,000
Adopt a Hydrant program consists of citizens volunteering to use town purchased supplies to assist with painting fire hydrants throughout the distribution system.	
Financial Advisor	20,000
Proposed funding for financial advisory services for interim and long-term fiscal planning, and utility rate analysis	
Vehicle Replacement	14,000
Proposed funding supports replacement of a 1999 ATV	
<b><u>Wastewater</u></b>	
Equipment - Pumps	60,000
Increase needed to start replacing original pumps installed in the mid 80's for the East End pump station one pump 15/16 FY. Also a portable emergency back-up sized for existing and future flow conditions that would be used at all pump stations.	
Financial Advisor	20,000
Proposed funding for financial advisory services for interim and long-term fiscal planning, and utility rate analysis	
<b>Total Enhancements</b>	<b>692,704</b>

## UNFUNDED REQUESTS

In the course of preparing the FY 2016 Proposed Budget, the Town Manager asked that all department heads bring forward for consideration enhancements and program increases that are needed to continue operations, deliver expected service levels, and address critical needs. Following is a list of programs and projects requests that could not be funded in the FY 16 Budget adopted by Town Council. Total unfunded requests amount to \$745,975.

<u>Department / Request</u>	<u>Cost</u>
<b><u>Administration</u></b>	
Staff Changes	35,518
Salary Adjustments and Change of Duties for the Special Assistant to the Town Manager and new part-time Administrative Assistant for the Town attorney.	
Human Resources /Payroll Timekeeping Software	94,000
The Town does not have an automated HR or timekeeping system. The Logics payroll system is antiquated and inadequate to manage multi states tax and current benefit programs.	
<b><u>Finance</u></b>	
New Budget Analyst	95,113
This new position is in concert with a change of duties of the current part-time Budget/Procurement Specialist becoming a dedicated part-time Procurement Specialist.	
<b><u>Information Technology</u></b>	
IT Staff	3,298
Salary adjustment for current IT staff in order to realign salary with current market conditions - step-up process of pay.	

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<u>Department / Request</u>	<u>Cost</u>
<b><u>Police</u></b>	
Police Staff	93,186
New position of Police Officer with full benefits and reinstatement of part-time Administrative Assistant.	
Vehicle Purchase	37,000
Vehicle replacement schedule proposed replacement of two (2) vehicles but only one (1) vehicle was funded due to budget constraints. This will buy a new Dodge Charger in FY 2017 to replace a 2008 Ford Explorer and a 2006 Crown Victoria.	
<b><u>Public Works Administration</u></b>	
Transportation Study	46,000
PD Facility Site Study	42,000
<b><u>Public Works - Cap &amp; Eng</u></b>	
Cap & Eng Staff	98,984
Transition two Engineering Assistants to full time status in lieu of contract engineer.	
Public Works - Maintenance Staff	99,362
Additional salary dollars for promotional increase in Maintenance for Building Maintenance Manager, new position Maintenance Department mechanic, new part-time Seasonal Maintenance worker.	

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<u>Department / Request</u>	<u>Cost</u>
<b><u>Parks &amp; Recreation</u></b>	
Full time Events Specialist	65,453
<b><u>Utility Funds (Water &amp; Wastewater)</u></b>	
Staff	36,061
Promotional increases for Lead positions at Water and Wastewater Plants and a new part-time position Lab WWTP Technician.	
<b>Total Unfunded Requests</b>	<b>745,975</b>

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**Introduction**

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

- History of Purcellville
- Purcellville Timeline
- Organization Chart
- Location Map
- Fast Facts

## Town History

Settled in 1764, Purcellville is one of seven independent towns in Loudoun County. Purcellville lies in the western portion of the County along the principal east-west transportation corridor, Route 7, an early path of the historic Great Wagon Road which took settlers from Philadelphia to the Carolinas. Rich in agricultural heritage, Purcellville is considered part of the Washington Metropolitan Area.

Although the first land grant in the area was issued by Lord Fairfax in 1740<sup>1</sup>, it was not until 1764 that Purcellville's first known settler, James Dillon from Bucks County, Pennsylvania, arrived. As might be expected, it would take a road to make a town; the early ox cart track which wound westward from Leesburg, known later as the "Great Road", served this purpose. The Great Road, now known as Route 7, became an authorized turnpike in 1785<sup>2</sup> and extended the turnpike system westward from Alexandria to Snickers' Gap, and beyond to Berryville and Winchester. With the construction of this turnpike in 1832, travel through Purcellville began to increase – the first stagecoach arrived in 1841.



*Purcellville W&OD Train Depot in Use in 1951*

A railroad link was built to Leesburg prior to the Civil War, and travel to points further west was continued by stagecoach through Purcellville. When the railroad was extended to Purcellville in 1874, the Town took Leesburg's place as the beginning of the stage route until the Washington and Ohio Railroad (later reorganized as the Washington and Old Dominion Railroad) was extended to Round Hill in 1875.

The Town's dependence upon transportation links to the more populous eastern Northern Virginia has remained strong. Over the years, improvements have been made to various segments of Route 7, and a

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

<sup>2</sup> Nathaniel Mason Pawlett, *Historic Roads of Virginia*, Virginia Highway Research Council, (1977).

bypass highway now connects western Loudoun County to the larger metropolitan area.

The first recorded business, an ordinary (a combined store and inn), was established by Abraham Vickers in 1799. This was followed by a second ordinary, established by Stacey Taylor in 1804, and later by "Purcell's Store" and Post Office, established by Valentine Vernon Purcell (from whom the Town's name is derived). A blacksmith's shop, established around 1848, was also among the Town's earliest businesses. The Town's first public school was built in 1883. On July 9, 1852, the village officially adopted the name Purcellville, and on March 14, 1908, the Town was incorporated by an act of the Virginia General Assembly.



*Early Temperance March in Downtown*

Although there were several marches and chases through Purcellville during the Civil War, the Town sustained no major damage. However, a series of disastrous fires, the first in 1900 and two more in 1914, virtually wiped out the business district, depriving the Town of much of its earliest architectural heritage. Much of the downtown was rebuilt, and now the early 20<sup>th</sup> Century downtown is designated as a historic district on the Virginia Landmarks Register and the National Register of Historic Places.



*Women workers in Purcellville Orchard*

Purcellville's moderate growth during this rebuilding period was not indicative of its future growth. Furthermore, Purcellville's traditional dependence upon agriculture as its primary source of income has diminished as more and more residents are employed outside of the community. The challenge is to accept this change without the Town losing its historic identity and those everyday, small-town amenities that have developed over its long history.

## Purcellville Timeline

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### Timeline

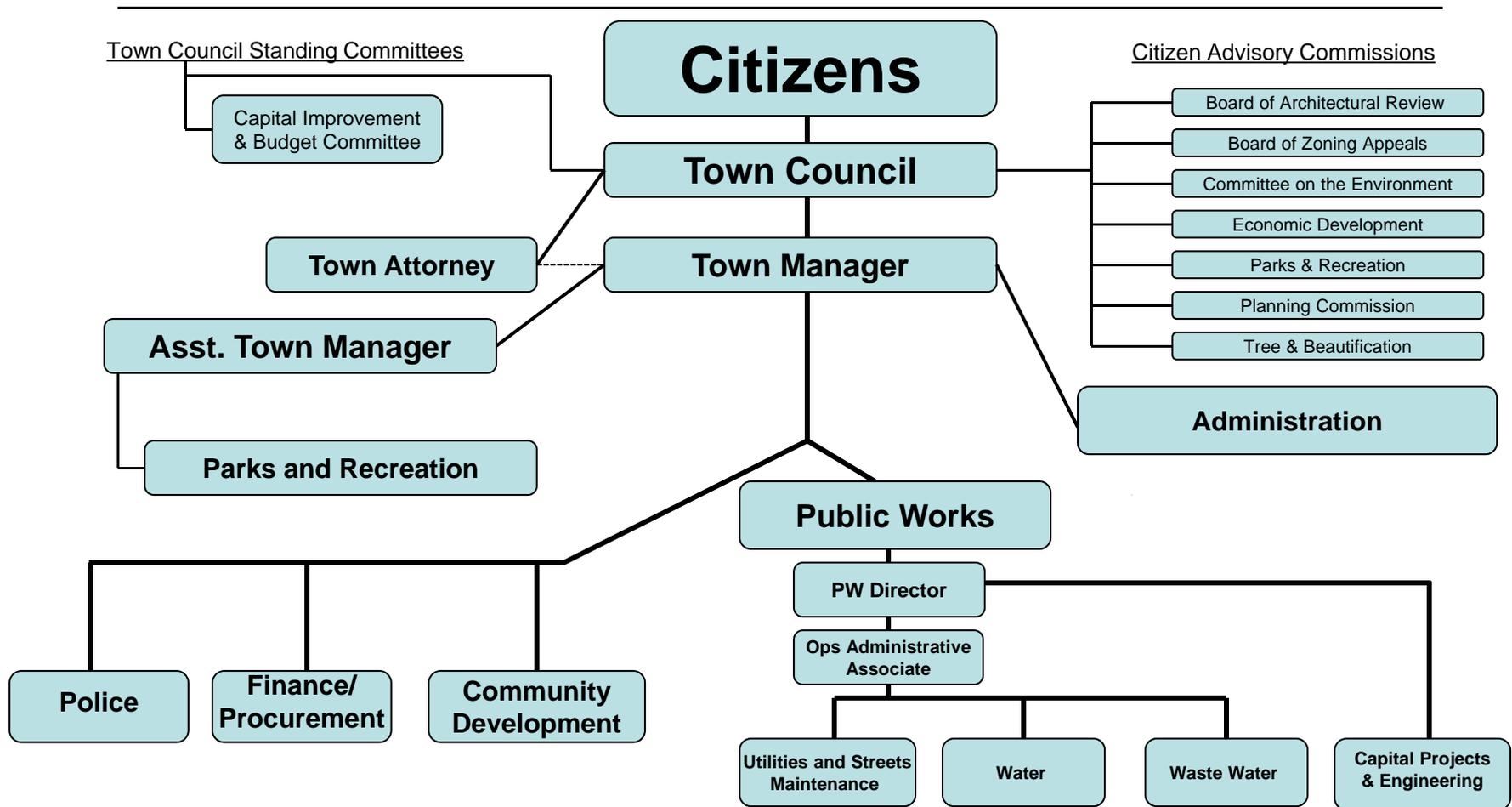
- 1700's Purcellville area is first settled by James Dillon in mid 1700's
- 1790's Village became known as Purcell's Store
- 1822 On January 28, Valentine Purcell is appointed postmaster of Purcell's Store
- 1841 First known stagecoach comes through Purcell's Store. It leaves Washington, D.C. at 4 a.m. and arrived in Winchester at 6 p.m.
- 1852 Purcell's Store is renamed Purcellville on July 9.
- 1861 On May 29, Purcellville residents casts eighty-two votes for secession and thirty-one against.
- 1864 Ambush at Heaton's Crossroads, Union cavalry attacks a column of Confederates under Gen. Jubal Early here July 16, 1864, after the Southerners ended their campaign into Maryland, which briefly threatened Washington DC. The attack captures or destroys dozens of Confederate wagons, many of which were filled with booty from the campaign.
- 1874 The Washington & Ohio Railroad comes to town on March 14. A sixty-by-twenty-foot railroad depot was completed in April.
- 1886 Phone service comes to Purcellville.
- 1904 First automobile seen in Purcellville.

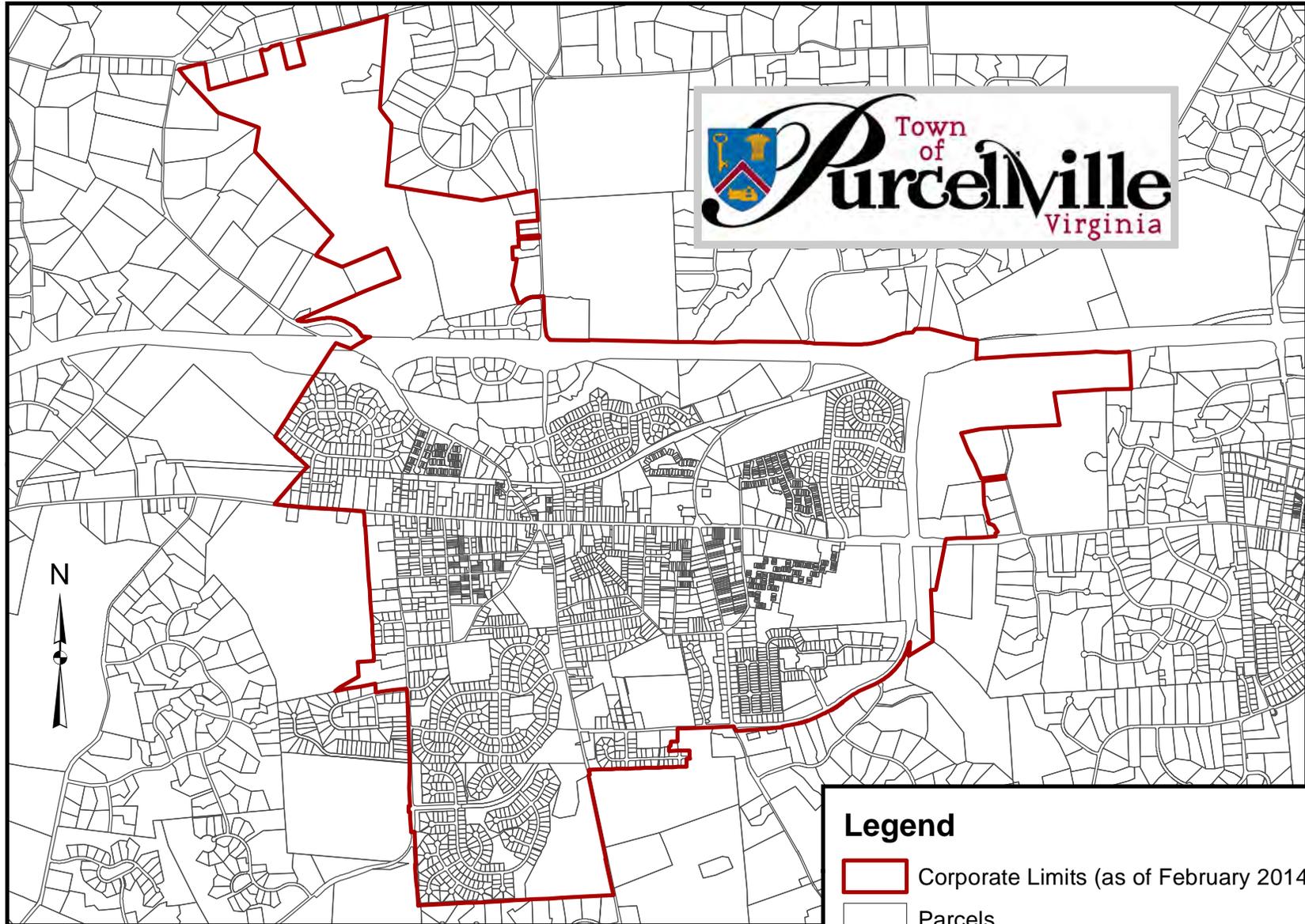
- The Tabernacle at the Bush meeting grounds is built for \$2,500.
- 1908 Purcellville incorporates on March 14.
- First town taxes: 50 cents for every male 21 and over, and 11 cents on every 100 dollars of assessed valuation.
- 1910 Town Council establishes first speed limit at 8 m.p.h.
- The Loudoun County Emancipation Association builds their headquarters on the Emancipation Grounds.
- 1912 Electricity comes to Purcellville provided by a diesel-powered plant. The plant also manufactures six tons of ice daily.
- 1914 On November 22, fire destroys most of the downtown businesses. A second fire occurs a week later.
- 1915 The Town Council enacts a building code in the business district requiring buildings to be erected of brick, stone, or concrete.
- 1920 Carrie Emerick is the first woman in Loudoun County to pay her poll tax, making her eligible to vote.
- 1921 The first Catholic church, St. Francis de Sales, is built.
- 1923 The town organizes its first fire company on March 15.
- 1924 Installation of the first 58 street lights.
- 1925 The Bethany Methodist Church is built.
- 1927 The main street of Purcellville is paved.

- 1928 The Town Council votes to install municipal water.
- 1933 Prohibition is repealed in a county-wide vote. Purcellville residents vote 74 to 72 to repeal.
- 1938 Purcellville Library is dedicated on Labor Day.
- 1947 The eight-room George Washington Carver School is built.
- 1949 The firemen provide lights at their baseball field.
- 1951 Passenger service on the W&OD is discontinued.
- 1967 Integration occurs at Emerick Elementary.
- 1988 The Purcellville section of the Washington and Old Dominion Railroad Regional Park (W&OD) is completed.
- 1993 Purcellville's Library addition is completed in July.
- 1998 Town hosts Babe Ruth World Series for the first time. Games are played at Fireman's Field
- 2006 The Town receives its first designation as a Tree City USA Community by The Arbor Day Foundation, in cooperation with USDA Forest Service and the National Association of State Foresters.

- 2008 Purcellville celebrates its 100th anniversary.
- The Town and the Purcellville Volunteer Fire Department hold a formal deed transfer ceremony on the main baseball field for the Fireman's Field property including the historic Bush Tabernacle (Skating Rink). With the transfer, the Town becomes owner of Fireman's Field.
- 2009 Purcellville places 1,271-acre J.T. Hirst Reservoir Property under conservation easement.
- Town purchases approximately 193 acres adjacent to its water plant and places 182 acres of it onto a conservation easement.
- 2010 Town completes Bush Tabernacle restoration and reopens to the public.
- The Purcellville Train Depot and the Tabernacle/Skating Rink are listed on the National Register of Historic Places and the Virginia Landmarks Register.
- 2011 Town converts historic Baptist Church at 221 Nursery Avenue into its new Town Hall. Town staff moves into the new facility in November of 2011. The building is listed on the Virginia Historic Landmark (2006) and the National Register of Historic Places (2007)
- 2012 Town receives National Siemens Sustainability Award, – one of only three communities in the US.
- 2013 The Town constructs and opens the Southern Collector Road on the east end of Town naming it the William T. Druhan Jr., Boulevard. The Town also receives its first bond rating from all three rating agencies. On the sports front, Purcellville becomes the first host town team to win the Babe Ruth World Series.
- 2014 Holds the 4<sup>th</sup> Annual Loudoun Grown Expo and the 3<sup>rd</sup> Annual Wine and Food Festival at the historic Bush Tabernacle. Police Department maintains its State Accreditation by Virginia Law Enforcement Professional Standards Commission. Town maintains its AAA Bond Rating.

## Town of Purcellville Organization Chart: January 2015





# Town of Purcellville, Virginia

## *Fast Facts*

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### Demographics (as of December 31, 2014):

Population: 8,606\*

Housing Units: 2776\*

Square Miles: 3.42\*

Acreage of Existing Corporate Limits: 2188.80\*

Date the Town was settled: 1764

Date of Incorporation: 1908

Number of Commercial Businesses: 815

Number of Town Staff - Full Time: 65

Part-Time: 11

Total Town Owned Assets: \$126,539,752

FY 14/15 General Fund Budget: \$9,695,991

FY 14/15 Parks & Recreation: \$515,557

FY 14/15 Water Fund Budget: \$3,503,301

FY 14/15 Wastewater Fund Budget: \$3,678,830

FY 14/15 Capital Improvements Budget: \$803,337

\* This information is provided by the Community Development Department

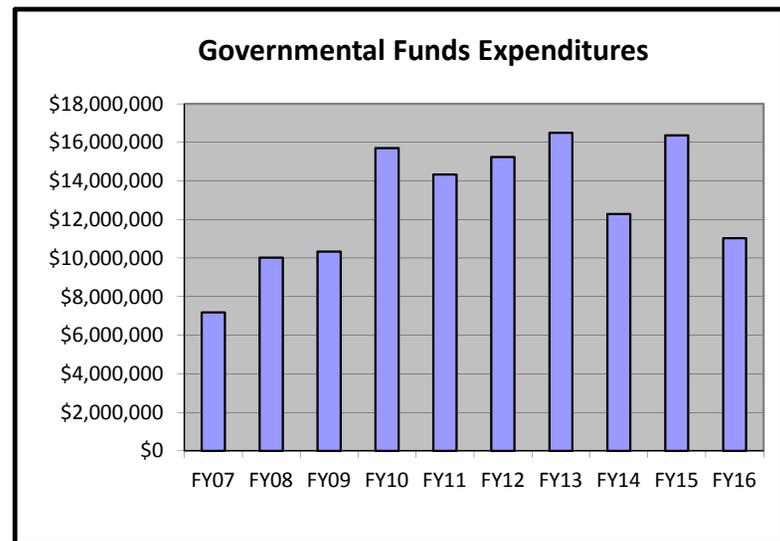
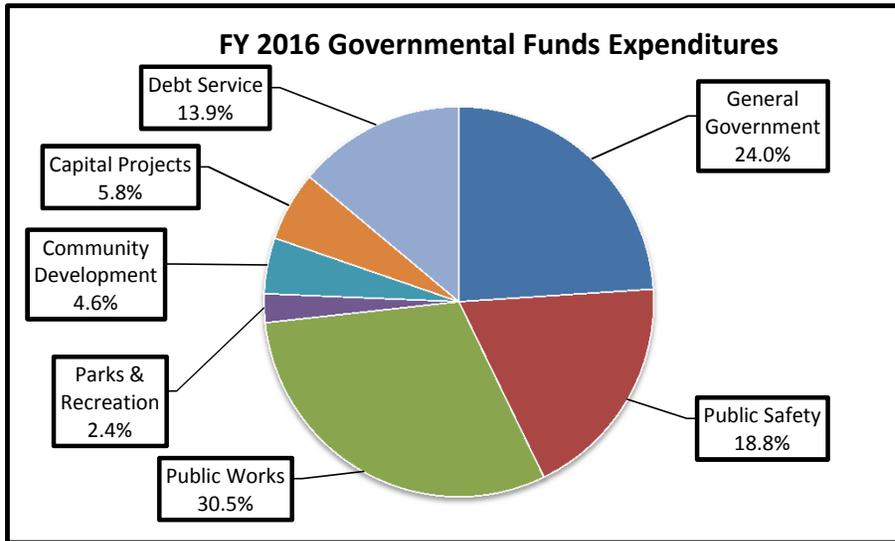
**Statistical Information**

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

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

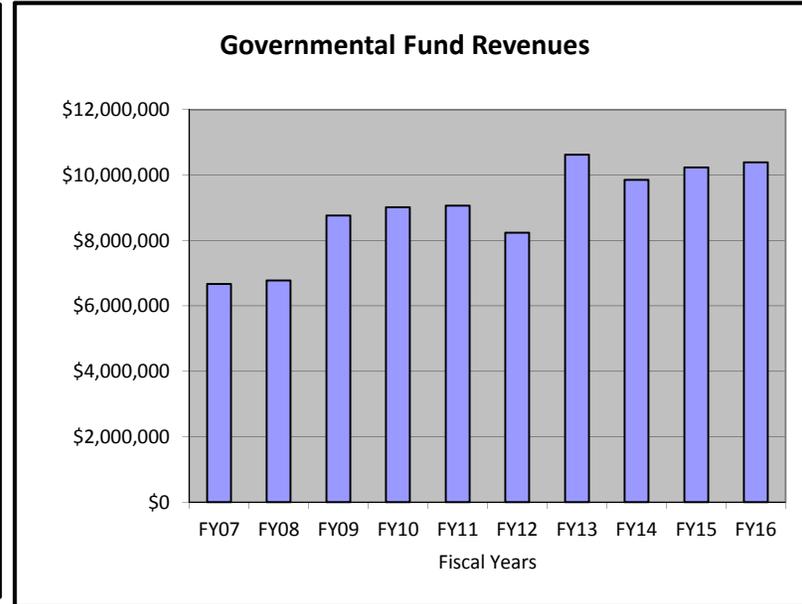
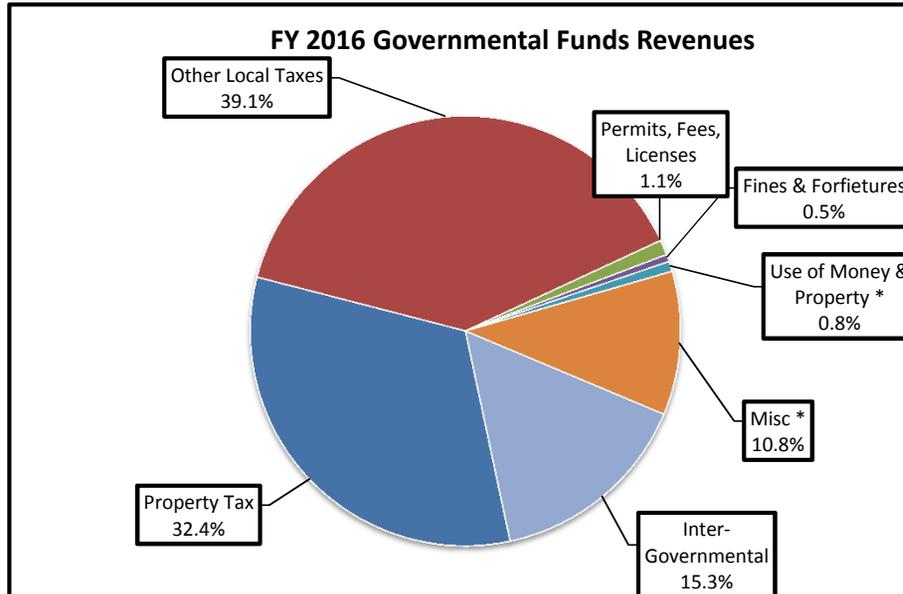
## GOVERNMENTAL FUNDS EXPENDITURE TRENDS

		General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Capital Projects	Debt Service	Pass Thru Grant	Total Expenditures
<b>FY07</b>	Actual	1,903,006	1,393,867	2,093,861	21,720	529,779	993,440	239,538		7,175,211
<b>FY08</b>	Actual	2,096,975	1,506,641	2,120,074	41,174	607,290	3,329,921	324,324		10,026,399
<b>FY09</b>	Actual	2,342,444	1,566,094	2,812,620	27,794	517,069	2,626,704	435,355		10,328,080
<b>FY10</b>	Actual	2,109,213	1,606,485	2,724,992	33,063	486,933	7,966,091	767,605		15,694,382
<b>FY11</b>	Actual	2,348,933	1,626,498	2,821,523	26,800	412,050	5,885,407	1,210,890		14,332,101
<b>FY12</b>	Actual	2,317,756	1,788,562	2,834,155	81,922	409,998	6,468,774	1,338,294		15,239,461
<b>FY13</b>	Actual	2,319,098	1,838,126	2,828,115	153,329	417,272	4,782,325	4,151,122		16,489,388
<b>FY14</b>	Actual	2,978,729	1,906,856	3,285,280	183,438	420,838	2,247,267	1,255,565		12,277,972
<b>FY15</b>	Current	2,739,714	1,998,007	3,288,534	241,072	494,186	6,118,598	1,476,126		16,356,237
<b>FY16</b>	Adopted	2,644,714	2,078,218	3,361,105	262,590	511,724	638,500	1,535,822		11,032,674



## GOVERNMENTAL FUNDS REVENUE TRENDS

		Property Tax	Other Local Taxes	Permits, Fees, Licenses	Fines & Forfeitures	Use of Money & Property *	Misc *	Inter- Governmental	Pass Thru Grant	Total Revenues
<b>FY07</b>	Actual	2,409,596	2,799,546	142,564	77,431	151,842	52,917	1,032,589		6,666,485
<b>FY08</b>	Actual	2,469,194	2,898,002	91,661	83,729	126,148	94,254	1,017,145		6,780,133
<b>FY09</b>	Actual	2,728,737	2,787,900	192,209	66,087	98,761	1,875,307	1,013,366		8,762,367
<b>FY10</b>	Actual	2,487,151	2,881,876	103,501	65,268	55,765	2,082,073	1,345,313		9,020,947
<b>FY11</b>	Actual	2,526,828	2,996,580	118,070	80,287	69,615	2,106,173	1,171,565		9,069,118
<b>FY12</b>	Actual	2,526,297	3,191,608	81,782	73,046	50,700	1,184,915	1,133,227		8,241,573
<b>FY13</b>	Actual	2,851,312	3,705,244	102,822	84,156	42,540	2,471,718	1,362,027		10,619,819
<b>FY14</b>	Actual	3,095,888	3,829,934	217,668	64,946	41,678	1,229,901	1,377,570		9,857,585
<b>FY15</b>	Current	3,023,543	3,940,155	80,000	62,100	42,450	1,136,815	1,952,576		10,237,639
<b>FY16</b>	Adopted	3,364,218	4,058,965	118,000	56,100	79,450	1,123,596	1,593,845		10,394,174



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

**REVENUE TRENDS**  
**GOVERNMENTAL FUNDS: REVENUES**

**Real Property Taxes**

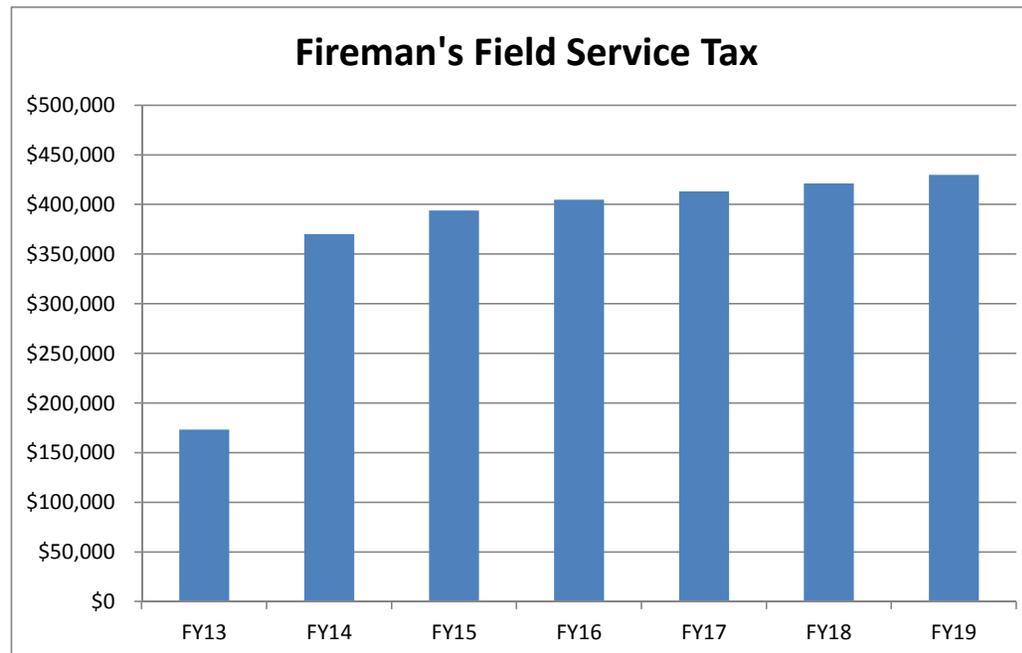
Real estate values are assessed annually by Loudoun County, Virginia for real property as of January 1. The Town bills and collects this tax based on the assessed value of Town properties provided by the Loudoun County Commissioner of the Revenue. Real estate taxes are levied annually on January 1 and are due in semi-annual installments on June 5 and December 5. Collections of real estate taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended. According to State law, liens attach to the property when the real property tax remains unpaid after July 1 of the following year.

Two factors that impact this revenue are assessments and tax rate. At the market's peak in 2006, the Town's total assessed value reached a high of \$1.199 billion, however, the subsequent recession depressed values to a low of \$954 million in 2010. In 2015, property values rebounded to \$1.186 billion with an equalized tax rate of \$0.199. Revenue projections for fiscal year 2016 through 2019 are based on the 2015 adopted tax rate of \$0.22 and a 2% growth factor.



### **Fireman's Field Service Tax**

The Fireman's Field service tax rate of \$.035 per \$100 of assessed value was first imposed effective January 2013 (only one collection period for fiscal year 2013). This special levy is included on the semi-annual installments of the real estate tax bill on June 5 and December 5 and is recorded as revenue in the Special Parks and Recreation fund. The revenue generated by this special levy may only be used to benefit Fireman's Field and other recreational or cultural properties within the Town limits, including the maintenance and operation of facilities, the acquisition of land and the construction or installation of improvements. The district is regulated under Town Code Chapter 74, Article VIII and includes all real property located within the Town limits. Revenue projections for fiscal year 2016 through 2019 are based on a \$.035 tax rate and a 2% growth factor.



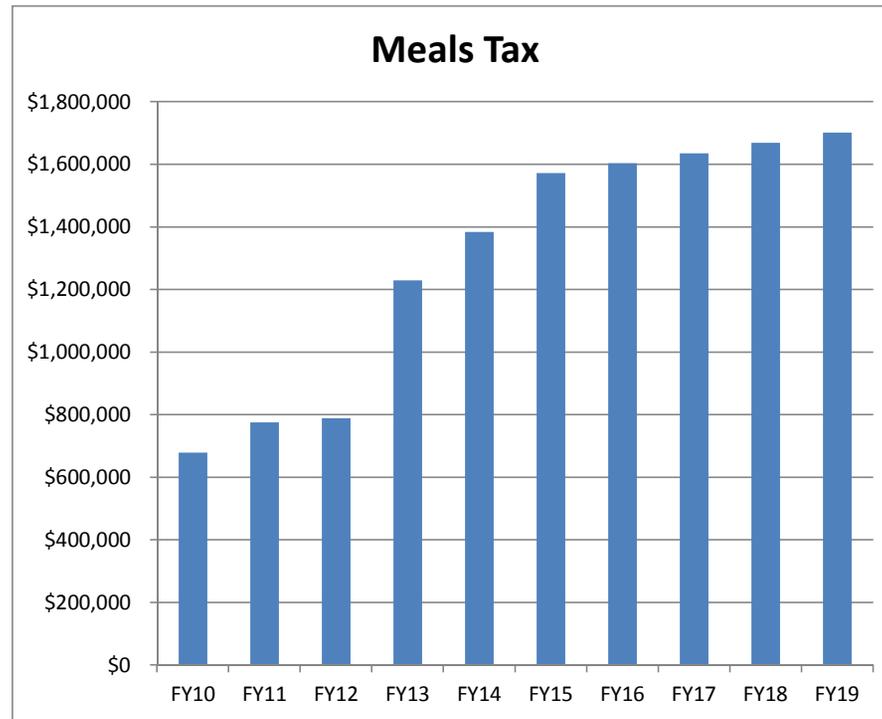
## Personal Property Taxes

Personal property values are assessed annually by Loudoun County, Virginia for tangible personal property of individuals and businesses as of January 1. The Town bills and collects its property taxes based on the assessed values provided by the Loudoun County Commissioner of the Revenue. Personal property taxes are levied annually on January 1 and are due on June 5. Personal property taxes are not prorated by the Town. Collections of personal property taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended. Revenue projections for personal property taxes are based on a tax rate of \$1.05/.55 and a 2% annual growth factor for fiscal years 2016 through 2019.



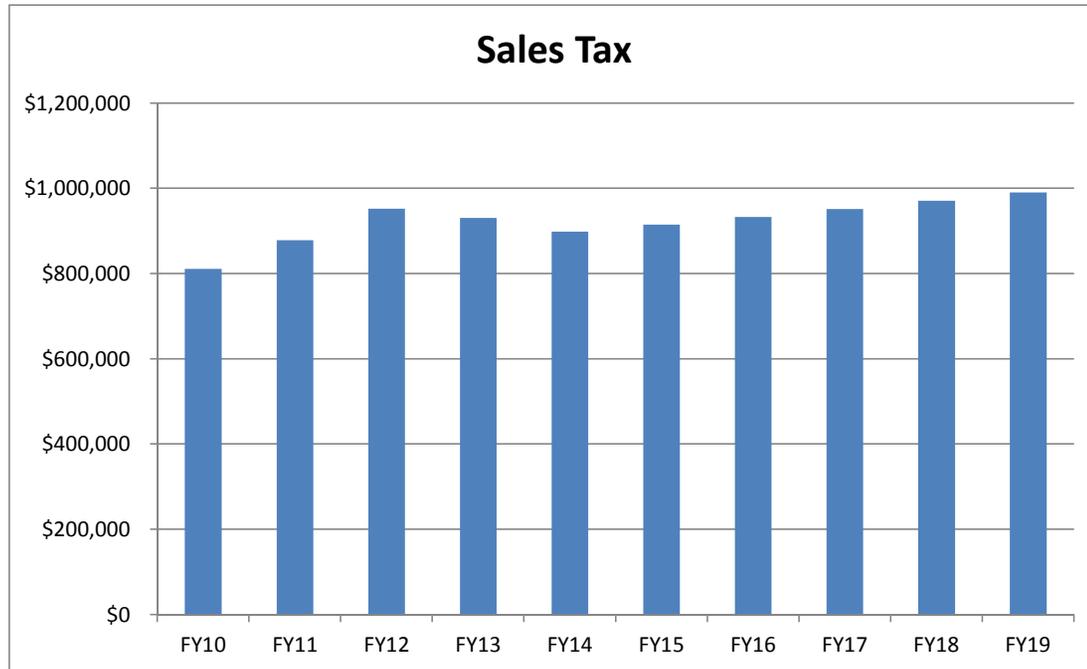
**Meals Taxes**

Meals tax is a flat percentage tax imposed on prepared food and beverages for human consumption. Town restaurants and other food sellers are required to collect this tax on behalf of the Town. The Town's meals tax rate was increased from 4% to 5% in fiscal year 2013. Revenue projections for fiscal year 2016 through 2019 are based on a meals tax rate of 5% plus a 2% growth factor.



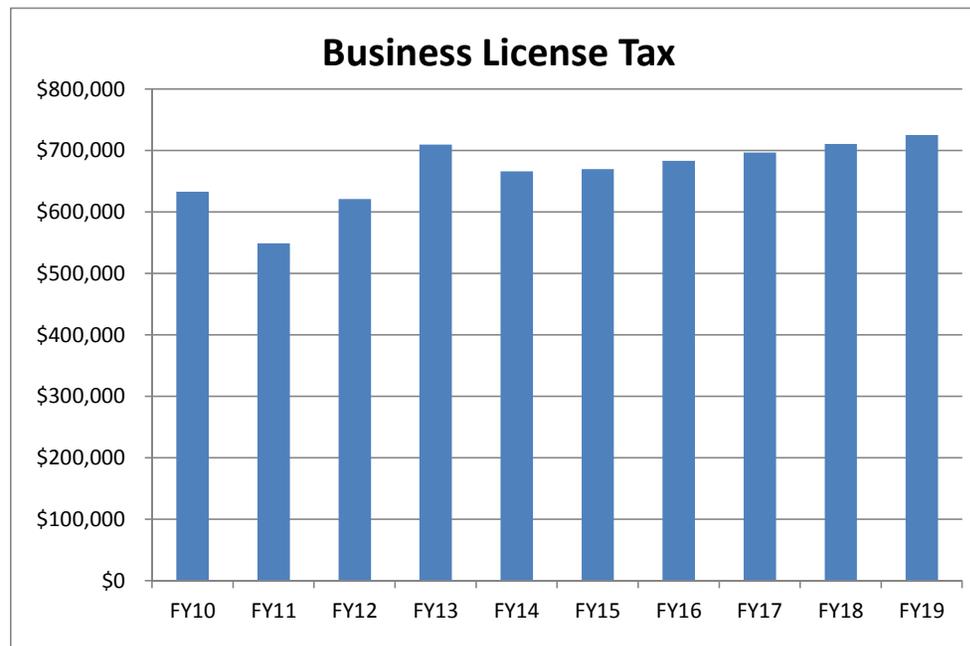
**Sales Taxes**

Sales tax is imposed by the Commonwealth of Virginia on retail sales. The sales tax rate in Northern Virginia is 6% (4.3% state, 1% local, .7% Northern Virginia Transportation Authority). The State of Virginia remits the local portion to Loudoun County. Loudoun County in turn allocates a portion of the local funds to the Town based on the percentage of school aged children residing inside the Town limits. The school age population estimates are prepared by Weldon Cooper Center for Public Service. Revenue projections for sales tax are based on an annual growth rate of 2% in fiscal year 2016 through 2019.



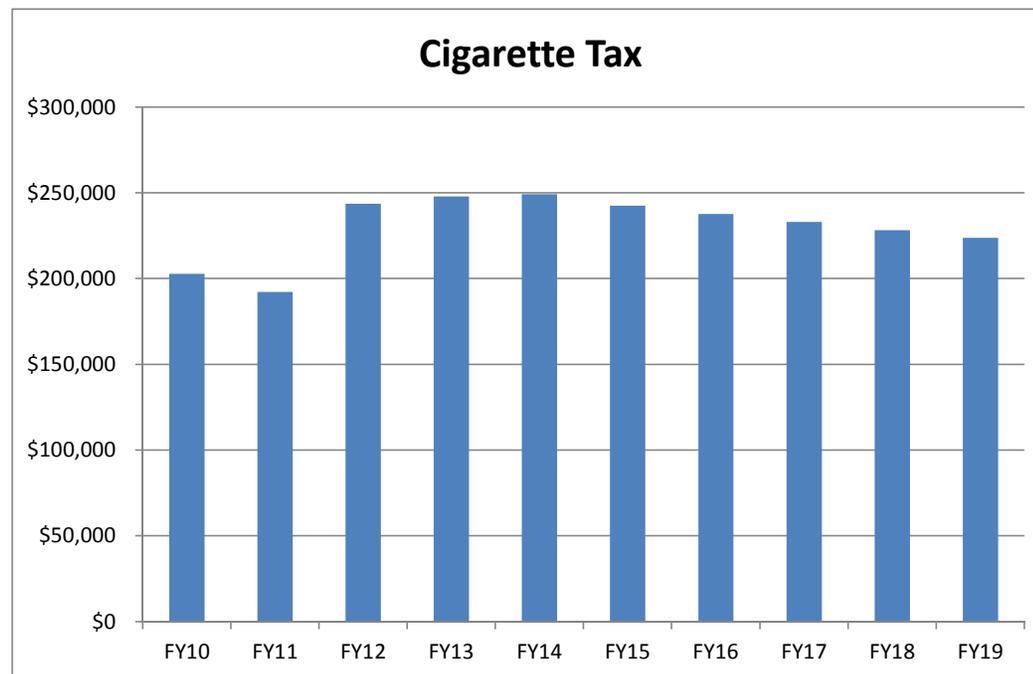
**Business Licenses**

Business license tax is charged to all businesses operating within the Town’s corporate limits. The tax is also charged to all out-of-Town contractors who are working on projects grossing over \$25,000 within the Town. Fluctuations in this revenue category can often be attributed to variances in construction projects withinTown limits. Revenue projections are based on an annual growth rate of 2% fiscal years 2016 through 2019.



## Cigarette Taxes

The Town of Purcellville participates in the Northern Virginia Cigarette Tax Board, a consortium of 18 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. Although the Town increased the tax rate in 2007, 2008 and 2011, the historical pack sales have declined in both Purcellville and the Northern Virginia area. Revenue projections are based on an annual decline in revenue by 2% in fiscal years 2016 through 2019 due to smoking cessation programs and shifting purchasing habits.



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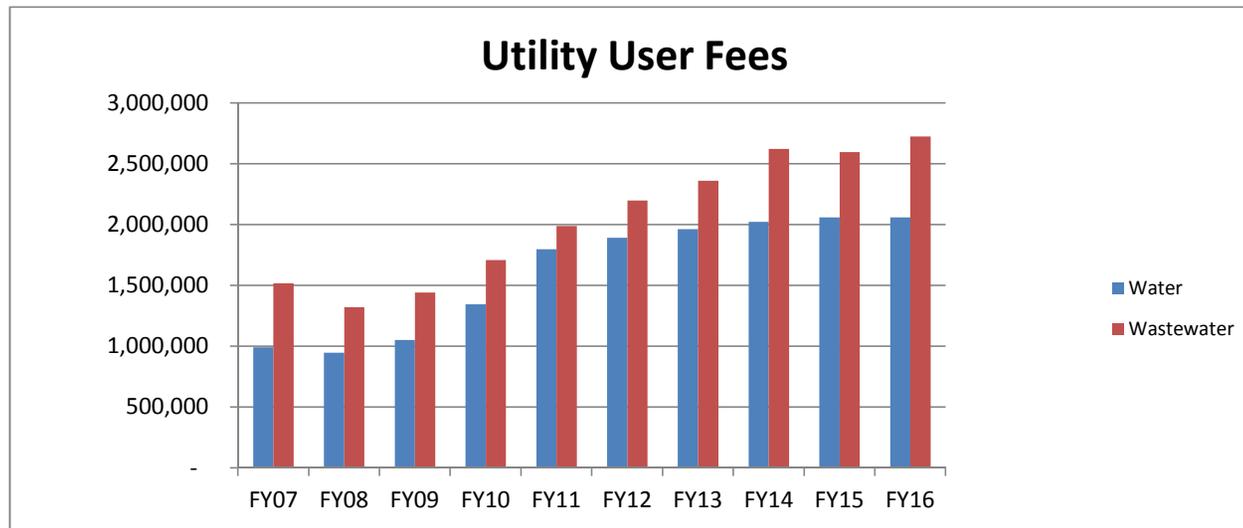
**REVENUE TRENDS**  
**WATER AND WASTEWATER FUND: REVENUES**

**User Charges and Fees**

The water and wastewater rates are set at the levels which support the operating activities of each utility enterprise. These rates are set annually by Town Council based on the results of the Water and Wastewater Rate Study prepared by Municipal and Financial Services Group (MFSG). This study analyzes revenue forecasts based on consumption history which is driven in part by weather conditions and water conservation efforts. It also analyzes operating costs including impacts of the area’s inflation rates, growth, demand, and legislative mandates. MFSG also works with Davenport Associates, the Town’s financial advisors, to develop intermediate and long-term financial strategies for the Water and Wastewater Funds.

The user fees are calculated by multiplying a customer’s bi-monthly water usage (measured in gallons) by the current utility rates. The Town has adopted an ascending tiered-rate system for water user fees and a flat-rate system for wastewater user fees. A chart detailing the history of utility rates is included in this section. The customer’s bi-monthly bill also includes water and wastewater fixed service fees based on the size of the meter. These fixed fees are intended to help cover the costs of operations and billing that are not directly related to the quantity of water used.

After studying the MFSG/Davenport utility rate models and multi-year analysis provided during budget deliberations, Council increased the wastewater user rate by 5% for FY16 but made no change to water rates.



**REVENUE TRENDS**  
**WATER AND WASTEWATER FUND: REVENUES (Continued)**

<u>History of Utility Rates</u>										
(Rates Per 1,000 gallons)										
	<u>FY 08</u>	<u>FY 09</u>		<u>FY 10</u>	<u>FY 11</u>		<u>FY 12-13*</u>	<u>FY13-14*</u>	<u>FY 15</u>	<u>FY 16</u>
<u>Water Tiers</u>			<u>Water Tiers</u>			<u>Water Tiers</u>				
<b>1K -6K</b>	\$3.78	\$4.35	<b>1K -5K</b>	\$4.52	\$5.65	<b>1K -5K</b>	\$5.93	\$6.35	\$6.16	\$6.16
<b>6K - 12K</b>	\$5.04	\$5.79	<b>5K - 10K</b>	\$6.03	\$7.53	<b>5K - 10K</b>	\$7.91	\$8.46	\$8.21	\$8.21
<b>12K - 18K</b>	\$6.30	\$7.24	<b>10K - 15K</b>	\$7.53	\$9.41	<b>10K - 15K</b>	\$9.54	\$10.21	\$9.90	\$9.90
<b>18K+</b>	\$7.56	\$8.69	<b>15K - 20K</b>	\$9.04	\$11.30	<b>15K - 20K</b>	\$11.35	\$12.15	\$11.79	\$11.79
			<b>20K - 100K</b>	n/a	\$13.18	<b>20K - 50K</b>	\$14.18	\$15.17	\$14.71	\$14.71
			<b>100K - 200K</b>	n/a	\$14.18	<b>50K - 100K</b>	\$16.18	\$17.31	\$16.79	\$16.79
			<b>200K - 500K</b>	n/a	\$15.18	<b>100K - 150K</b>	\$18.18	\$19.45	\$18.87	\$18.87
			<b>500K+</b>	n/a	\$23.18	<b>150K - 200K</b>	\$20.18	\$21.59	\$20.94	\$20.94
						<b>200K - 250K</b>	\$22.89	\$24.59	\$23.85	\$23.85
						<b>250K - 300K</b>	\$24.98	\$26.73	\$25.93	\$25.93
						<b>300K - 350K</b>	\$26.98	\$28.87	\$28.00	\$28.00
						<b>350K - 4000K</b>	\$28.98	\$31.01	\$30.08	\$30.08
						<b>400K - 450K</b>	\$30.98	\$33.15	\$32.16	\$32.16
						<b>450K - 500K</b>	\$35.98	\$38.50	\$37.35	\$37.35
						<b>500K - 550K</b>	\$40.98	\$43.85	\$42.53	\$42.53
						<b>550K - 600K</b>	\$45.98	\$49.20	\$47.72	\$47.72
						<b>600K+</b>	\$50.98	\$54.55	\$52.91	\$52.91
<b>Wastewater</b>	\$7.61	\$8.38		\$8.72	\$10.12		\$11.84	\$14.21	\$13.78	\$14.47
<b>Acct Svc Fee</b>	\$6.00	\$6.00		\$20.00	\$30.00		\$30.00	\$30.00	\$30.00	\$30.00

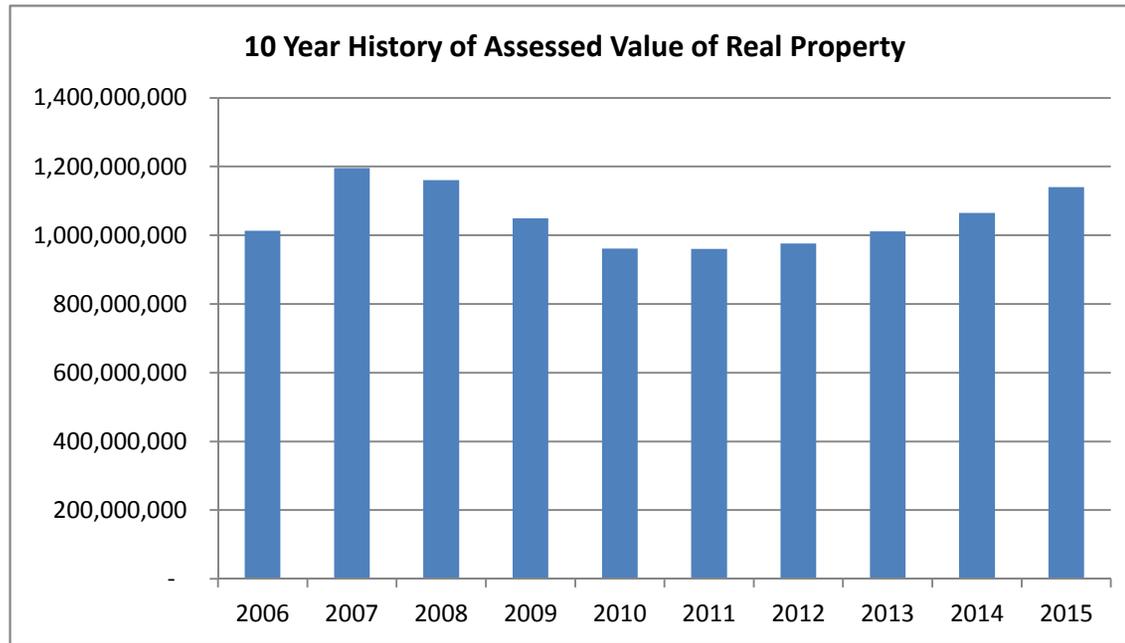
*\* Note: Utility rate changes are effective in July or the beginning of the fiscal year except in FY13 as no change was made until March 2013. Therefore, the FY13 change only impacted 1 out of 6 billing periods in FY13 and carried over into FY14.*

PERSONNEL ANALYSIS				
Department	Position	FY14	FY15	FY16 Adopted
Administration	Town Manager	1.00	1.00	1.00
	Asst. Town Manager	1.00	1.00	1.00
	Exec Asst to TM	1.00	1.00	1.00
	Town Clerk	1.00	1.00	1.00
	Town Attorney	1.00	1.00	1.00
	HR Specialist	0.60	1.00	1.00
	Spec Asst to TM	0.60	0.60	0.60
	Office Associate	1.00	1.00	1.00
	Total FTE*	7.20	7.60	7.60
	Head Count	11	11	11
Finance	Director of Finance	1.00	1.00	1.00
	Asst. Dir Finance	1.00	1.00	1.00
	Finance Tech	3.00	3.00	3.00
	Finance Assoc	1.00	1.00	1.00
	Budget Spec	0.60	0.60	0.60
	Staff Accountant	1.00	1.00	1.00
	Total FTE*	7.60	7.60	7.60
Head Count	8	8	8	
IT	IT Manager	0.65	0.65	0.65
	IT Administrator	1.00	1.00	1.00
	Total FTE*	1.65	1.65	1.65
Head Count	2	2	2	
Community Development	Director Comm Devel	1.00	1.00	1.00
	Sr Planner/Mgr	1.00	0.00	1.00
	Planning Tech	1.00	1.00	1.00
	Planner II	0.00	1.00	0.00
	Planning Assoc	1.00	1.00	1.00
	Total FTE*	4.00	4.00	4.00
Head Count	4	4	4	
Police	Chief	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00
	Sergeant	4.00	4.00	4.00
	MPO	4.00	5.00	5.00
	Officers	5.00	5.00	5.00
	Admin Asst	1.00	1.00	1.00
	Total FTE*	16.00	17.00	17.00
	Head Count	16	17	17

<b>PERSONNEL ANALYSIS</b>				
<b>Department</b>	<b>Position</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16 Adopted</b>
PW/Admin/Eng	Director	1.00	1.00	1.00
	Asst Dir	1.00	0.00	0.00
	Inspector	2.00	2.00	2.00
	Eng Spec	1.00	1.00	1.00
	Admin Asst	1.00	1.00	1.00
	Project Coord	1.00	1.00	1.00
	CIP Mgr	1.00	1.00	1.00
	Total FTE*	8.00	7.00	7.00
	Head Count	9	8	8
Maintenance	Superintendent	1.00	1.00	1.00
	Team Leaders	2.00	0.00	2.00
	Maint. Workers	7.00	7.60	5.60
	Meter Tech	1.00	1.00	1.00
	Total FTE*	11.00	9.60	9.60
Head Count	9	10	10	
<b>Total General Fund</b>	*Full Time Equivalent	55.45	54.45	54.45
	Actual Head Count	59.00	60.00	60.00
Parks and Rec	P&R Administrator	0.50	0.00	0.00
	Events Specialist	0.00	0.70	0.70
	Events Coordinator	0.50	0.00	0.00
	Total FTE*	1.00	0.70	0.70
Head Count	1	1	1	
<b>Total Parks &amp; Rec Fund</b>	*Full Time Equivalent	1.00	0.70	0.70
	Actual Head Count	1.00	1.00	1.00
Water	Superintendent	1.00	1.00	1.00
	Asst. Sup	1.00	1.00	1.00
	Operators	5.00	5.00	5.00
	Lab Technician	0.00	1.00	1.00
	Utility Maint Tech	1.00	1.00	1.00
	Total FTE*	8.00	9.00	9.00
Head Count	8	9	9	
Wastewater	Superintendent	1.00	1.00	1.00
	Asst. Sup	0.00	1.00	1.00
	Operators	6.00	6.40	6.40
	Utility Maint Tech	1.00	1.00	1.00
	Lab Tech	1.00	1.00	1.00
Total FTE*	9.00	10.40	10.40	
Head Count	9	10	10	
<b>Total Utilities</b>	*Full Time Equivalent	17.00	19.40	19.40
	Actual Head Count	17	19	19
<b>Total Staff</b>	*Full Time Equivalent	73.45	74.55	74.55
	Actual Head Count	77	80	80

## Assessed Value of Taxable Real Property

Fiscal Year	Actual Value
2006	1,013,555,550
2007	1,195,641,850
2008	1,160,800,550
2009	1,048,886,350
2010	961,287,250
2011	960,616,700
2012	976,555,250
2013	1,010,965,950
2014	1,064,663,675
2015	1,140,041,935



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

## Major Property Owners

Owner	Description/Location	Percentage of Total 2014 Assessed Value
Jordan River Acquisitions LLC	Shopping Center (1251 E Main St)	1.48%
Main St. Station LLC	Shopping Center (1000 E Main St)	1.37%
S R B Enterprises LLC	Shopping Center (711 E Main St)	1.01%
Purcellville Shopping Center LLC	Shopping Center (609 E Main St)	0.98%
Valley Medical Center LLC	Medical Center (125 Hirst Road)	0.85%
Maple Avenue Apartments LP	Apartments (610 Dominion TE)	0.48%
Main Street Associates LP	Apartments (123 16th St)	0.39%
413 Browning Court LLC	Office Building(413 Browning Court)	0.31%
C K D Purcellville LLC	Office Building (400 Browning Ct)	0.31%
Rite Aid of VA Inc	Shopping Center (801 E Main St)	0.30%

Source: Loudoun County Assessor of Real Estate

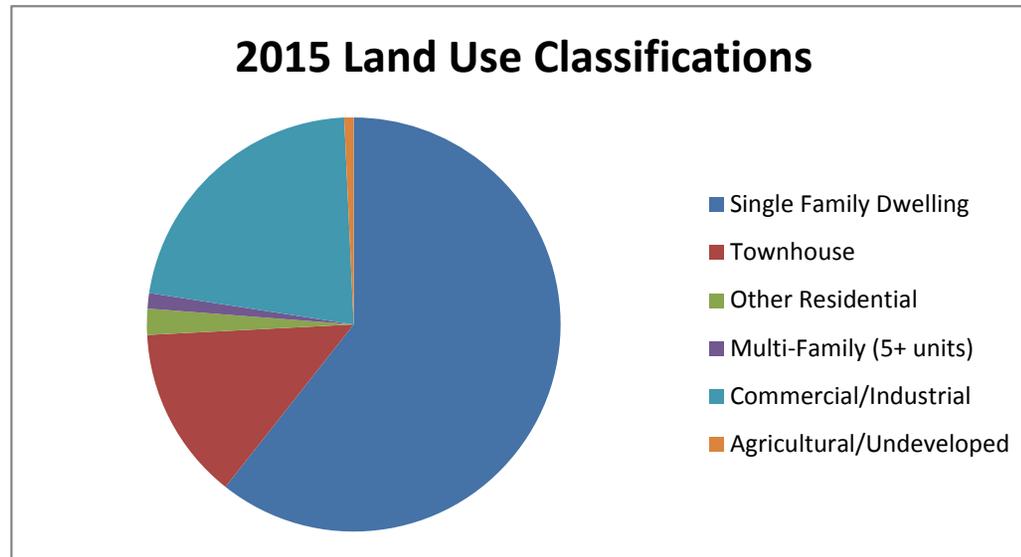
## Principal Employers

Employer	Employees in FY14
Loudoun County Schools	553
Blue Ridge Veterinary Assoc., Inc.	125
Harris Teeter	125
Home School Legal Defense	112
Veolia Transportaion Services	100
Patrick Henry College	85
Giant	85
Magnolia's at the Mill	81
Town of Purcellville	77
Wholesale Screening Solutions	63

Source: Town Business License Renewal

## Assessments by Land Use Category

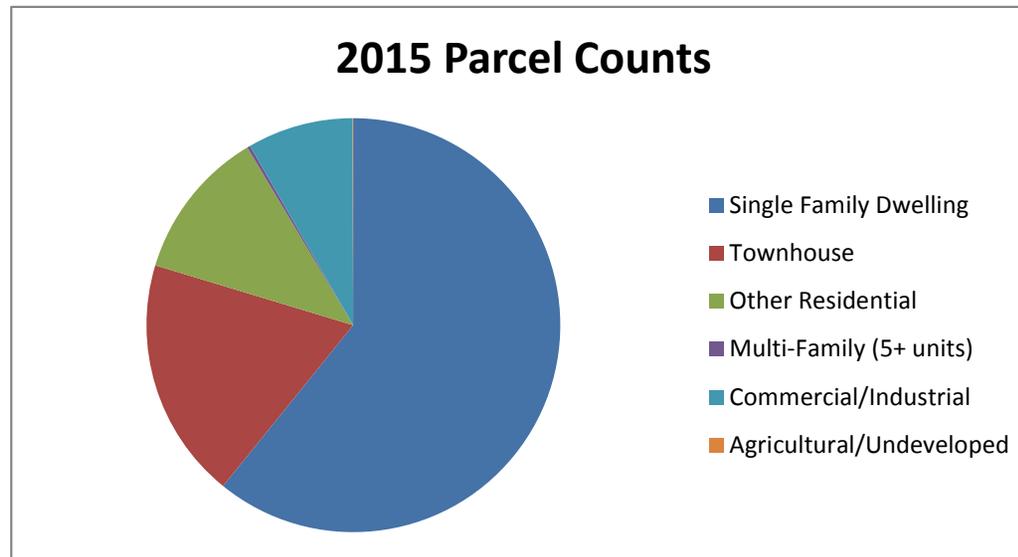
Category	2014 Assessed Value	2015 Assessed Value
Single Family Dwelling	680,981,820	719,428,260
Townhouse	145,170,350	160,882,860
Other Residential	21,792,980	23,897,190
Multi-Family (5+ units)	14,278,510	14,423,280
Commercial/Industrial	231,681,950	258,884,430
Agricultural/Undeveloped	8,460	8,824,600
<b>Total Taxable</b>	<b>1,093,914,070</b>	<b>1,186,340,620</b>



Source: Loudoun County Assessor of Real Estate

## Parcels by Land Use Category

Category	2014 Parcel Count	2015 Parcel Count
Single Family Dwelling	1,733	1,732
Townhouse	515	536
Other Residential	350	335
Multi-Family (5+ units)	7	7
Commercial/Industrial	234	235
Agricultural/Undeveloped	1	2
<b>Total Taxable</b>	<b>2,840</b>	<b>2,847</b>



Source: Loudoun County Assessor of Real Estate

## Demographic and Economic Statistics

Fiscal Year	Purcellville Population (1)	Loudoun County Per Capita Income (2)	Loudoun County Median Age (3)	Purcellville School Enrollment (4)	Loudoun County Unemployment Rate (5)
2005	6,704	43,363	34.1	1,511	2.7
2006	7,122	47,228	34.1	1,511	2.4
2007	7,304	50,252	34.0	1,511	2.2
2008	7,497	51,950	33.9	2,105	2.9
2009	7,632	51,469	33.8	2,105	5.3
2010	7,727	54,301	33.6	2,105	5.0
2011	7,786	58,953	33.6	2,297	4.7
2012	7,820	59,683	33.5	2,330	4.5
2013	7,902	59,156	33.5	2,505	4.6
2014	7,975	60,036	33.5	2,528	4.4

Sources:

(1) 2010: US Bureau of Census, 2010 Decennial Census.

2002-2009,2011-2014: Loudoun County Department of Planning, April 16, 2014.

(3) 2010: US Bureau of Census, 2010 Decennial Census.

2002-2009,2011-2014: Loudoun County Department of Planning, April 15, 2014.

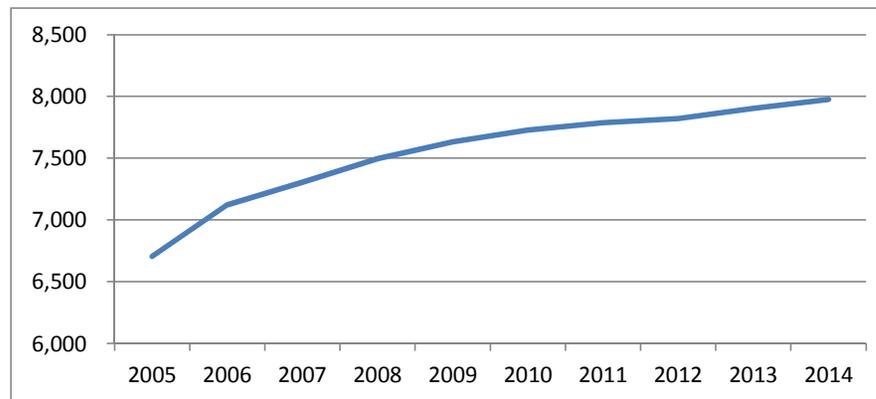
(2) 2005-2012: Bureau of Economic Analysis, US Department of Commerce, November 21, 2013.

2013-2014: Loudoun County Department of Management & Financial Services, October 2, 2014.

(4) 2003-2009: Loudoun School Census (triennial), Loudoun County Public Schools;

2010-2013: Weldon Cooper Center for Public Service, Demographics & Workforce Group School-Age Population Estimates for July 1, 2013 (July 2014). 2014 is Department of Management & Financial Services estimate.

(5) Local Area Unemployment Statistics, Virginia Employment Commission, Month of June each year. Values for 2012-2013 are revised.



**Strategic & Operational Framework**

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

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



In September, 2014 the newly elected Town Council of Purcellville held their first strategic planning session.

Out of that two-day meeting, which included members from Town committees, commissions and staff, a new vision and future initiatives were identified and developed.

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

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

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

June 9, 2015

## VISION

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

## MISSION

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

## CORE VALUES

Integrity  
Trust  
Transparent  
Innovative  
Accountable  
Stewardship

# Town of Purcellville Strategic Initiatives

## Foster Community & Economic Well-Being

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

### Action Agenda

- Initiate the review and update of the Purcellville Comprehensive Plan inclusive of a build-out analysis.
- Develop a Land Use Plan for the unincorporated areas adjacent to Purcellville.
- Craft an Economic Development Plan for Purcellville.
- Foster a partnership with Loudoun County.
- Support local businesses and entrepreneurs through a business retention and expansion program.
- Develop and implement a tourism strategy for Purcellville.

## Practice Good Governance

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

### Action Agenda

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

## Strengthen Community Partnerships

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

### Action Agenda

- Enhance the Town's website.
- Establish a Town Message and place on the Town website.
- Continue sponsorship of community surveys.
- Create a Purcellville Post via social media, Facebook and Town newsletter.
- Sponsor a Purcellville open house to interact with citizens.
- Create a Committee, Commissions and Boards Policy Guide inclusive of mission and purpose statement.
- Revise and update the BAR Guidelines.
- Sponsor a Purcellville Local Government Academy to help citizens learn about their Town government.
- Sponsor an Annual Committees, Commissions and Boards Appreciation Dinner.
- Sponsor a Purcellville Citizens Planning Academy to help citizens learn about Town land use and zoning practices.

## Fund the Future

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

### Action Agenda

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

## Vision

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

## Town Council Mission Statement

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

## Core Values

Integrity

Trust

Transparent

Innovative

Accountable

Stewardship

## Town Goals and Performance Management

The Town Council spends considerable time annually reviewing and defining priorities for the Town with the ultimate goal of creating and maintaining Purcellville as a sustainable community that is a highly desirable place to live and work. Town Council’s decisions ultimately affect the resource allocations for Town services approved by the Council in the annual budget that allocates expenditures and revenues for July 1 through June 30 each year.

The Town Council adopted the Purcellville 2025 Comprehensive Plan in December 2006 to “guide future community growth and development in the Town of Purcellville while enhancing residents’ and businesses’ quality of life and environment.” The overall plan is updated every five years with an Implementation Matrix of outcomes that is reviewed each year. Focus areas of the Comprehensive Plan include: People and Neighborhoods, Economic Development, Public Services, Public Utilities and Transportation, Environment and Community Design. With its strategic plan implementation section, this document guides Town Council priorities and reflects its Mission Statement.

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

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

## Strategic Initiatives

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

## Performance Management Overview

Approximately five months prior to the official adoption of the Comprehensive Plan in 2006, the Purcellville Town Council held a strategic planning session where it identified “Organization for Success” as a top priority and included the need to accomplish the following:

- Start a formal executive project management review for performance management, project management and key Town initiatives
- Institute a performance management structure for the Town of Purcellville
- Set performance targets and a means to measure annual performance
- Develop and implement performance measures for Utilities, Public Works and Streets and Maintenance Operations

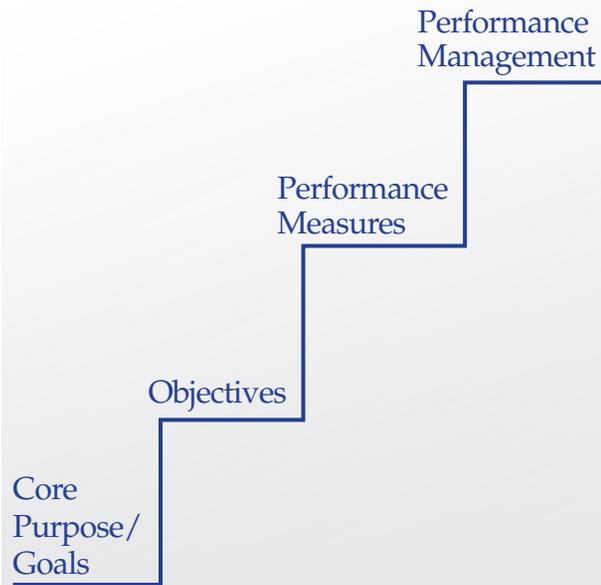
The Town Council again listed “Organization for Success” as an ongoing priority at their annual strategic planning session the following year in July 2007. Also, the Town adopted a new pay plan which included funding tied to the implementation of a performance management program with departmental goals, objectives and measures as well as a pay-for-performance system.

With this direction in mind, Town staff organized a Performance Management Team (PMT) to develop and review the organizing for success, or performance management, program and its implementation throughout the organization.

Three descriptions of performance management found during an extensive literature review were referenced by the PMT to guide the Town’s program:

- Performance management is defined as using performance and financial information for making results-based decisions in the quest for providing efficient and effective services.
- Performance management is a tool for strategic, business, operational planning and implementation and evaluation with measures that can show how the Town is doing, underscore its successes, help identify where it can make improvements and are a part of an overall conceptual and strategic framework for effective management.

## Steps Toward Performance Management



- Performance management is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations in order to ensure mutual understanding between supervisor and employee. It is a philosophy which values and encourages employee development through a style of management which provides frequent feedback and fosters teamwork. It emphasizes communication and focuses on adding value to the organization by promoting improved job performance and encouraging skill development. Performance Management involves clarifying the job duties, defining performance standards, and documenting, evaluating and discussing performance with each employee.

Below are the steps toward performance management:

### Steps toward Performance Management

#### Core Purpose/Goals

Core Purpose statements declare the Town's long-range intent; its purpose. Although the goals expressed in a core purpose statement may help shape the Town's values and its organizational culture, they often are imprecise and sometimes even a bit vague.

#### Objectives

Objectives are unambiguous statements of the Town's performance intentions, expressed in measurable terms, usually with an implied or explicit timeframe.

#### Performance Measures

Performance measures indicate how much or how well the Town is doing. Ideally, they track the Town's progress toward achieving its objectives.

#### Performance Management

Many towns compare this month's or this year's performance measures to those of the past. Some are making comparisons with other towns and to begin the process of benchmarking. Pay-for-performance is a part of this step.

## Town Employee Core Values

**Trust** based on honesty, integrity, ethics, fairness, transparency and respect.

**Unity** of Purpose achieved through collaboration, cooperation, flexibility and open communication.

**Commitment** demonstrated through responsibility, accountability, dependability, initiative and empowerment.

**Professionalism** based on passion for excellence, creativity, adaptability, and continued learning.

## Core Purpose Statement

As employees of the Town of Purcellville, we provide exceptional services to our customers by ensuring that all programs and policies are managed to achieve the highest level of effectiveness, efficiency and fiscal responsibility. As trusted stewards partnering with stakeholders, we commit to foster a sustainable and livable community that is environmentally responsible and culturally rich.

## Core Values and Core Purpose Statement

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

## Goals, Objectives and Performance Measures

In line with the Town Council Mission Statement, Priorities, Core Values and Core Purpose Statement, each Town department has a Mission, Departmental Description/Activities, Goals and Objectives, and Performance Measures included in the budget. These elements are refined so that performance management will be a stronger part of the organizational culture to continuously look for ways to improve services, be a vehicle to support and drive change and improvement, empower employees as a part of change management, and have a mechanism to reward success.

The goals give more specific direction on how the department will achieve its mission; however, they are generally not quantified and span multiple fiscal years. Objectives are outcome-based statements of specifically what will be accomplished within the budget year. Each departmental program has at least one objective statement and at least one indicator of each type, i.e., output, efficiency and outcome. The objectives should demonstrate progress toward the goals. In essence, well-written objectives are “S-M-A-R-T” which stands for Specific, Measurable, Aggressive and Attainable, Results-oriented and Time-bound. The three key types of performance measures most relevant to tracking and improving performance are the following:

- Output (Workload) measures – Tells “how much” or “how many.”  
*Example: Number of meters repaired.*
- Efficiency measures – Relate outputs to resources consumed (e.g., unit costs, output per labor-hour).  
*Example: Cost per meter repair.*
- Outcome (Effectiveness) measures – Tells “how well” (e.g., indicators of quality or progress toward objectives).  
*Example: Percentage of repaired meters still functioning properly six months later.*

## International City/County Management Association Awards



Each department strives to have at least one measure of each type for every program area with measures tied to one or more of the department's Core Functions, the Town's Comprehensive Plan, and the priority projects. As the performance management program evolves, the measures will focus more on outcomes and less on workload. Other processes the Town participates in that ask for key outcome measures are, for example, the ICMA Center for Performance Measurement program, the GFOA Distinguished Budget Award, the Police Department State Accreditation, Go Green Virginia Certification, and various other environmental programs such as the Virginia Department of Health Water Treatment Plant Performance Award.

### Ongoing Efforts

#### Performance Dashboard

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

#### ICMA Center for Performance Measurement Program and Certificate of Distinction

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

Also, the Town's overall Performance Management system was awarded a Certificate of Distinction in 2011, 2012, 2013 and 2014 by the International City/County Management Association (ICMA) Center for Performance Analytics. The certificate program assesses a local government's performance management program and encourages analysis of results by comparing to peers and gauging performance over time. Performance management aids in cost reduction, program prioritization, and quality improvement. It also encourages accountability and transparency.

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

## CREDIT RATING ASSESSMENT

### Credit Rating

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

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

### Scale – Impact -- Factors

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

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

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

**SECTION I. Accounting, Auditing, and Financial Reporting**

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

**SECTION II. Asset Management**

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

**SECTION III. Revenue Management**

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

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

#### **SECTION IV. Budget Management**

##### Operating Budgets

- a. The town, to maximize planning efforts, intends to prepare the operating budget with a multi-year perspective.
- b. The budget is a plan for raising and allocating resources. The objective is to enable service delivery within available resources. Services must be delivered to residents and taxpayers at a level, which will meet real needs as efficiently and effectively as possible.
- c. The town will fund current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures.
- d. It is important that a positive unassigned fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year. When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive unassigned fund balance and a positive cash balance.
- e. Where possible, the town will integrate performance measurements and productivity indicators within the budget. This should be done in an effort to continue to improve the efficiency and effectiveness of town programs and employees. Performance measurement should become a dynamic part of town government administration.
- f. The budget must be structured so that the Town Council and the general public can readily establish the relationship between revenues, expenditures and the achievement of service objectives.
- g. Budgetary reviews by the Town Council and Town Manager will focus on the following basic concepts:
  - Existing Service Costs. The justification for base budget program costs will be a major factor during budget reviews.
  - Administrative Costs. In all program areas, administrative overhead costs should be kept to the absolute minimum.
  - Program Expansions. Proposed program expansions above existing service levels must be submitted as separate budgetary requests requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety and welfare of the community to include analysis of long-term fiscal impacts

New Programs. Proposed new programs must also be submitted as individual budgetary requests requiring detailed justification. New programs will be evaluated on the same basis as program expansions to include analysis of long-term fiscal impacts.

### Capital Budgets

- h. The town will make all capital improvements in accordance with an adopted capital improvements program.
- i. The town will develop a multi-year plan for capital improvements, which considers the town's development policies and links development proffers resulting from conditional zonings with the capital plan.
- j. The town will coordinate development of the capital budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts.
- k. The town will make use of non-debt capital financing through the use of alternate sources, including proffers and pay-as-you-go financing. The goal of the town is to finance 25% of the current portion of construction and acquisition costs of capital assets, improvements, and infrastructure (in excess of proffers) through the use of such non-debt sources over the course of a five year CIP program. The amount provided in current resources may be applied equally to all projects or only to specific projects.

### Capital Asset Replacement Fund

- l. Given the above stated goal to finance 25% of the cost of construction and acquisition costs of capital assets, improvements, and infrastructure (in excess of proffers) through the use of non-debt sources over the course of a five year CIP program, the Town will establish a Capital Asset Replacement Fund.
- m. The Capital Asset Replacement Fund will provide non-debt funding for capital projects included in the adopted CIP with a focus on capital assets with shorter useful lives (i.e. vehicles, equipment, etc.).
- n. Initial funding for the Capital Asset Replacement Fund will come from revenues that result from the growth in the Town's tax base. It is the goal of the Town to dedicate between 10% and 25% of the incremental additional revenues generated by the annual growth in the Town's tax base, if any, to the Capital Asset Replacement Fund.
- o. Town Council may also, from time to time, dedicate monies from the Unassigned Fund Balance that are in excess of the Town's stated policy guideline to the Capital Asset Replacement Fund so long as the Undesignated Fund Balance level after such dedication will maintain compliance with the Town's policy goals.

## **SECTION V. Debt and Cash Management**

### **Debt Management**

- a. The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- b. The town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- c. The town will annually calculate target debt ratios for direct, non-revenue based debt that is dependent on the general fund for the payment of debt service. So long as payments from the general fund to the enterprise fund are not necessary to make up shortfalls in the enterprise fund, enterprise fund debt will not be included in the calculation of the debt ratios. The town's debt capacity shall be maintained within the following primary goals:
  1. Debt service expenditures as a percentage of general fund expenditures should not exceed 15%.
  2. Bonded debt of the town shall not exceed 2.0% of the total assessed value of taxable property.
- d. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document. As such, the Director of Finance will maintain a record of all of the lenders of outstanding town issued debt. This record will include any post issuance disclosure obligations of the town. So long as the Town has debt outstanding in the public markets this record will also include the continuing disclosure requirements found in the Continuing Disclosure Agreement ("CDA") that is executed at the closing of publicly issued bonds. The Continuing Disclosure Agreement specifically references the town's obligations under rule 15c212. The most recent CDA is included as Appendix A to these financial policies.
- e. It is the goal of the town to maintain or enhance its credit ratings. The town understands that there is a correlation between a higher bond rating(s) and lower borrowing costs (all else being equal) – whether the town is borrowing for a new project or to refinance existing debt for savings. As such, working with its Financial Advisor, the town will maintain good communications about its financial condition with bond and credit rating institutions.
- f. The town understands that it has the unique ability to borrow on a tax-exempt basis for many of its General Government and Utility Enterprise projects. The town further understands that the provisions of the Internal Revenue Code of 1986, as amended (the "IRC"), together with the regulations promulgated thereunder (the "Treasury Regulations" and collectively with the IRC, the "Tax Laws"), impose requirements that must be met in order for interest on the Bonds to continue to be exempt from federal income taxation or the Bonds be entitled to certain other tax benefits while the Bonds are outstanding. It shall be the policy of the town to work with a nationally recognized Bond Counsel and Financial Advisor, as necessary, (a) to comply

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

### Cash Management

- g. The town will maintain an investment policy based on the Government Finance Officers Association model investment policy, and the investment policies and procedures of the director of finance shall become a part of this policy.
- h. The town will, where permitted by law, pool cash from its various funds for investment purposes and will invest revenue to maximize the rate of return while maintaining a low level of risk

### **SECTION VI. Reserve Funds Management**

- a. The general fund unassigned fund balance should be maintained at a minimum of \$3 million or 30% of total general fund revenues, whichever is greater, given that the water and sewer enterprise funds are self-supporting and the enterprise fund fund balances are maintained at a substantial level.
- b. The general fund unassigned fund balance should be drawn upon only as absolutely necessary and any use thereof should be limited to:
  - 1. One time capital needs;
  - 2. Offsetting difficult economic times;
  - 3. Non-recurring expenditures;
  - 4. Providing liquidity in emergency situations.
- c. The total of the water and sewer utility funds unrestricted cash and equivalents at the close of each fiscal year should be equal to no less than 100% of the total of operating expenditures and debt service.
- d. Should the town utilize fund balances (general fund) or unrestricted cash and equivalents (water and sewer utility funds) that will reduce the funds below the policy for one of the purposes noted above the town will put in place a plan to restore the fund balance to the policy level. In such circumstances, after the fund balance (General Fund) or unrestricted cash (water and sewer utility funds) have been calculated as part of closing-out a fiscal year, the town will adopt a plan as part of the following year's budget process to restore the funds to the policy level within 36 months from the date of the budget adoption.

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

## **LONG-RANGE FINANCIAL PLANS**

*(Updated 6/9/2015)*

### **Purpose**

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

### **Background**

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

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

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

## **Multi-Year Financial Forecasting**

- Multi-year Financial Forecasting uses financial forecasts to provide insight into future financial capacity, so that strategies can be developed to achieve long-term sustainability given the Town's service objectives and financial challenges.
- Multi-year Financial Forecasting helps the Town anticipate and plan for future needs and challenges both for the General Government (i.e. General Fund and Parks & Recreation Fund) and for the Water and Sewer Utility Funds.
- The Town has historically performed periodic Multi-Year Financial Forecasting for the General Fund and the Water and Sewer Utility Funds and intends to do so in the future.
- The Multi-year Financial Forecast is not designed to be a multi-year budget but rather a tool for assessing the impact that decisions made in this budget year may have in future budget years.
- To this end the following Multi-year Financial Forecasts are presented as part of the fiscal year 2015 Budget:
  1. General Fund
  2. Parks & Recreation Fund
  3. Water and Sewer Utility Funds

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

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

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

- Key Assumption used in the Multi-Year Projections for the General Fund and Parks & Recreation Fund include:
- The Council Approved Fiscal Year 2016 Budget is used as the basis of the projection;
  - Operating Revenues for each Fund grow at 3% Annually beginning in fiscal year 2017;
  - Shared Costs from the Water and Sewer Funds are Projected to remain flat at \$1.1 million;
  - Loudoun Gas Tax Monies are received but remain flat at their budgeted fiscal year 2016 level through fiscal year 2018 after which these dollars may not be available;
  - The Value of 1¢ on the Real Estate Tax Rate is assumed to be \$115,000 in fiscal year 2016 and grow at 2.5% per year beginning in fiscal year 2017 for both the General Fund and Parks and Rec. Fund;
  - Operating Expenditures grow at 3% annually beginning in fiscal year 2017 for each Fund;
  - Annual use by the General Fund of the Capital Reserve Fund established with Town Hall Sale Proceeds per the Fall 2012 Plan of Finance;

(Note: The Capital Reserve Fund is separate from the Unassigned Fund Balance)

- Minimal Capital Funding Needs are anticipated in the Coming Years. No new long-term debt is planned. Routine vehicle purchases have been factored into the planning projections in the Operating Expenditures line item.

The Town of Purcellville, Virginia Multi-Year General Fund Forecast	Estimate 2015	Adopted 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Total Operating Revenues (net of Loudoun Gas Tax)	\$9,278,835	\$9,415,762	\$9,646,678	\$9,905,122	\$10,171,318	\$10,445,501	\$10,727,909
Loudoun County Gas Tax	253,365	311,310	311,310	311,310	0	0	0
Total Operating Expenditures (less Debt Service & Cash Funded Capital)	(8,146,575)	(8,508,762)	(8,754,446)	(9,017,079)	(9,287,592)	(9,566,219)	(9,853,206)
<b>Surplus Before Debt Service, Capital</b>	<b>1,385,625</b>	<b>1,218,310</b>	<b>1,203,542</b>	<b>1,199,352</b>	<b>883,727</b>	<b>879,282</b>	<b>874,703</b>
<u>Existing General Fund Debt Service:</u>							
Principal	(596,531)	(658,336)	(687,992)	(710,137)	(651,911)	(689,998)	(754,998)
Interest	(605,110)	(590,868)	(572,576)	(553,155)	(535,645)	(512,843)	(489,306)
New Debt Service (P+I)	0	0	0	0	0	0	0
Cash Funded Capital	0	0	0	0	0	0	0
<b>Surplus / (Deficit) After Debt Service, Cash Funded Capital</b>	<b>183,984</b>	<b>(30,894)</b>	<b>(57,026)</b>	<b>(63,940)</b>	<b>(303,828)</b>	<b>(323,560)</b>	<b>(369,601)</b>
<u>Other Financing Sources / (Uses)</u>							
Performance-Based Compensation Adjustment	(101,311)	(80,000)	(82,400)	(84,872)	(87,418)	(90,041)	(92,742)
Transfer to Parks & Rec	0	0	0	0	0	0	0
Transfer to Capital Fund	(85,000)	0	0	0	0	0	0
Capital Asset Replacement Fund	(5,000)	(7,000)	(7,210)	(7,426)	(7,649)	(7,879)	(8,115)
Use of Capital Reserve Fund	105,980	117,894	117,409	111,377	111,038	104,937	0
<b>Net Surplus / (Deficit) After Debt Service and Other Sources / (Uses)</b>	<b>98,653</b>	<b>0</b>	<b>(29,227)</b>	<b>(44,862)</b>	<b>(287,858)</b>	<b>(316,542)</b>	<b>(470,458)</b>
<u>Equivalent Real Estate Tax Impact</u>							
Equivalent Real Estate Tax Impact	0.0¢	0.0¢	0.2¢	0.4¢	2.3¢	2.5¢	3.6¢
Value of One Penny	\$115,000	\$115,000	\$117,875	\$120,822	\$123,842	\$126,938	\$130,112
Growth in the Value of a Penny			2.5%	2.5%	2.5%	2.5%	2.5%
<u>Projected Financial Policy Compliance</u>							
Unassigned Fund Balance	\$5,066,121	\$5,066,121	\$5,036,893	\$4,992,032	\$4,704,174	\$4,387,632	\$3,917,174
Unassigned Fund Balance vs. Revenues (%)	53.4%	53.8%	52.2%	50.4%	46.2%	42.0%	36.5%
Unassigned Fund Balance Policy Target (Greater of 30% or \$3M)	3,000,000	3,000,000	3,000,000	3,000,000	3,051,396	3,133,650	3,218,373
Capital Reserve Fund Balance	562,655	444,761	327,352	215,975	104,937	0	0
Capital Asset Replacement Fund Balance	27,500	34,500	41,710	49,136	56,785	64,664	72,779

The Town of Purcellville, Virginia Multi-Year Parks & Recreation Fund Forecast	Estimate 2015	Adopted 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Total Operating Revenues (net of GF Transfers)	\$502,149	\$521,208	\$536,664	\$552,764	\$569,347	\$586,428	\$582,672
Total Operating Expenditures (less Debt Service & Cash Funded Capital)	(\$251,735)	(221,353)	(227,994)	(234,833)	(241,878)	(249,135)	(256,609)
<b>Surplus Before Debt Service, Capital</b>	<b>\$250,414</b>	<b>299,855</b>	<b>308,671</b>	<b>317,931</b>	<b>327,469</b>	<b>337,293</b>	<b>326,063</b>
<u>Existing Parks &amp; Rec. Fund Debt Service:</u>							
Principal	(\$160,000)	(175,207)	(176,129)	(176,129)	(251,589)	(248,502)	(253,502)
BAB Subsidy	\$28,767	28,000	27,380	26,694	26,007	24,292	21,349
Interest	(114,485)	(111,411)	(108,115)	(104,807)	(101,492)	(94,653)	(84,336)
New Debt Service (P+I)	-	-	-	-	-	-	-
Cash Funded Capital	-	-	-	-	-	-	-
<b>Surplus / (Deficit) After Debt Service, Cash Funded Capital</b>	<b>\$4,696</b>	<b>41,237</b>	<b>51,806</b>	<b>63,689</b>	<b>395</b>	<b>18,430</b>	<b>9,574</b>
<u>Other Financing Sources / (Uses)</u>							
Transfer from General Fund	\$0	0	0	0	0	0	0
<b>Net Surplus / (Deficit) After Debt Service and Other Sources / (Uses)</b>	<b>4,696</b>	<b>41,237</b>	<b>51,806</b>	<b>63,689</b>	<b>395</b>	<b>18,430</b>	<b>9,574</b>
Parks and Rec. Fund Balance, Beginning	(\$22,931)	(18,235)	23,002	74,808	138,497	138,892	157,321
<b>Parks and Rec. Fund Balance, Ending</b>	<b>(\$18,235)</b>	<b>\$23,002</b>	<b>\$74,808</b>	<b>\$138,497</b>	<b>\$138,892</b>	<b>\$157,321</b>	<b>\$166,895</b>
<u>Equivalent Real Estate Tax Impact</u>							
Equivalent Real Estate Tax Impact	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢
Value of One Penny	\$115,000	\$115,000	\$117,875	\$120,822	\$123,842	\$126,938	\$130,112
Growth in the Value of a Penny			2.5%	2.5%	2.5%	2.5%	2.5%

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

- The Multi-year Financial Forecast for the Water and Sewer Utility Funds is presented separately as these funds are supported solely by Water and Sewer fees and charges. These funds are separate and apart from the General Fund and it is the Town's intention to maintain the financial separation.
  
- The Multi-year Financial Forecast for the Water and Sewer Utility Funds is prepared in concert with the Town's Utility Rate Consultant.
  
- The Multi-Year Financial Forecast for the Water and Sewer Utility Funds takes into considerations:
  - Projected trends in consumption;
  - Projected new connections potentially under a variety of scenarios;
  - Projected capital funding sources and uses;
  - Projected cash & equivalents versus the policy level;
  - Projected user rate levels; and,
  - Projected availability fee adjustments.

The Town of Purcellville, Virginia Multi-Year Combined Water & Sewer Utility Fund Forecast	Estimate 2015	Adopted 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Annual Increase / (Decrease) in Water Rates	-3%	0%	3%	3%	3%	3%	3%
Annual Increase / (Decrease) in Sewer Rates	-3%	5%	5%	5%	5%	4%	4%
Total Operating Revenues	\$4,923,988	\$5,045,189	\$5,343,846	\$5,635,241	\$5,947,690	\$6,249,231	\$6,554,143
Total Operating Expenditures ( <i>less Debt Service &amp; Cash Funded Capital</i> )	(\$4,125,964)	(\$4,387,494)	(\$4,434,233)	(\$4,535,043)	(\$4,638,877)	(\$4,745,827)	(\$4,855,985)
<b>Surplus Before Debt Service, Capital</b>	<b>\$798,024</b>	<b>\$657,695</b>	<b>\$909,613</b>	<b>\$1,100,198</b>	<b>\$1,308,812</b>	<b>\$1,503,404</b>	<b>\$1,698,158</b>
<u>Combined Water &amp; Sewer System Capital Expenses:</u>							
Existing Debt Service ( <i>P+I</i> )	(\$1,922,362)	(\$1,923,461)	(\$1,906,693)	(\$1,907,852)	(\$1,907,639)	(\$3,221,646)	(\$4,826,073)
New Debt Service ( <i>P+I</i> )	\$0	\$0	(\$23,756)	(\$90,499)	(\$220,352)	(\$433,371)	(\$647,775)
Cash Funded Capital	(\$350,000)	(\$538,000)	(\$188,000)	(\$63,000)	(\$38,000)	\$0	\$0
<b>Surplus / (Deficit) After Debt Service, Cash Funded Capital</b>	<b>(\$1,474,338)</b>	<b>(\$1,803,766)</b>	<b>(\$1,208,837)</b>	<b>(\$961,152)</b>	<b>(\$857,179)</b>	<b>(\$2,151,613)</b>	<b>(\$3,775,691)</b>
Water & Sewer Availability Fee Revenues	\$2,083,306	\$1,988,868	\$2,674,531	\$2,622,580	\$2,600,781	\$2,983,738	\$2,202,913
<b>Net Surplus / (Deficit) After Debt Service, Capital and Availabilities</b>	<b>\$608,968</b>	<b>\$185,102</b>	<b>\$1,465,695</b>	<b>\$1,661,428</b>	<b>\$1,743,602</b>	<b>\$832,125</b>	<b>(\$1,572,778)</b>
<b>Total Cash and Cash Equivalents</b>	<b>\$4,549,362</b>	<b>\$4,686,910</b>	<b>\$6,128,307</b>	<b>\$7,769,374</b>	<b>\$9,485,317</b>	<b>\$10,291,755</b>	<b>\$8,682,088</b>
Cash as Percentage of Annual Expenditures	71%	68%	94%	118%	139%	123%	84%
<b>Debt Coverage Ratio (Net Revenues Available for Debt Service / Debt Service)</b>	<b>1.50</b>	<b>1.38</b>	<b>1.86</b>	<b>1.86</b>	<b>1.84</b>	<b>1.23</b>	<b>0.71</b>

## **Budgetary and Financial Systems**

Detailed within this section are the methodologies and processes used by the Town in preparation of the annual budget and maintenance of the related financial systems. This section also includes an overview of the relationship between operating Departments and the Funds supporting them.

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

## **BUDGET PROCESS OVERVIEW**

*(Reviewed & revised 1/15/2015)*

### **Purpose**

The purpose of this policy document is to guide and control the annual budget activities in a structured and disciplined manner to ensure that the Town complies fully with:

- Virginia Code
- The intent of the Town Council, and
- The executive direction of the Town Manager

It is mandatory that all departments adhere to these policies, the associated procedures, and schedules so that the Town delivers the necessary required services to its citizens in a cost effective and efficient manner. Virginia Code requires local governments to develop balanced budgets, i.e., planned expenditures must equal forecasted revenues.

### **Budget Formulation Process**

The overall budget formulation process includes both the formulation of the Town's Capital Improvement Program (CIP) budget and the annual Operating Budget. The Town's General Fund Operating Budget and the Capital Projects budgets are prepared on the modified accrual basis of accounting. The budgets for the Utility Funds are prepared on the full accrual basis since these funds are accounted for as Enterprise Funds. Budgets assist in establishing priorities and provide for a planned distribution of resources. Budgets also help explain to citizens how the Town plans to operate during the budget year.

The budget formulation process generally runs from October to the following May with both the CIP and Operating Budgets being adopted and approved in May but not later than June 30th. The budget process consists of two distinct components. The Capital Improvement Program (CIP) budget activity and the operating budget activity with both being concluded with adoption of the operating budget in May.

Prior to beginning the CIP development process, the staff reviews the current 5-year CIP and processes recommended and required current year Budget Amendments. If necessary, the Town Council approves the proposed Budget Amendments which update the current year of the CIP and establishes the start point for developing the subsequent 5 year CIP. The Town Council then provides

guidance to the staff enabling the staff to begin development of the CIP with emphasis on the 1<sup>st</sup> year (budget year) of the 5 year CIP. The Town Manager presents his proposed CIP in March to the Town Council. The Town Council holds the requisite number of work sessions to review the proposed CIP for approval the following May or June.

The Town defines a capital project as a major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. The project must have a useful life in excess of five years.

For the Operating Budget, the Town Manager delivers his proposed operating budget in March to the Town Council. After the Town Council receives the proposed operating budget, the Council holds the requisite number of work sessions to review the proposed operating budget. The Town also holds a public hearing to solicit citizen comments on the proposed budget.

### **Budget Adoption**

Following a detailed review of the Town Manager's Proposed budget (Operating & CIP), the Town Council adopts the budget in May or June of each year. Virginia Code (Section 15.2-950) requires adopted budgets be in place before the fiscal year begins on July 1<sup>st</sup> of the budget year. The Code of Virginia, Sec. 15.2-2503, requires that prior to July 1 of each year, the Town Council adopt by resolution, a budget that details all contemplated expenditures, revenue, and borrowed funding for the ensuing fiscal year. It must be a balanced budget where estimated revenues are equivalent to estimated expenditures. The CIP budget is adopted at the fund level and approved at the project level. The operating budget is adopted at the fund level and approved at the departmental level.

In addition, the CIP budget will also incorporate the following policy statement and the procedures outlined herein. Based on research and consultation with neighboring jurisdictions, the combination of policy formulation, an annual Authorization & Encumbrances Resolution for CIP, and a supporting Budget Amendment (if required) will be employed to address project management and financial accounting requirements associated with management of the CIP program.

The CIP end of year policy is as follows:

*"At the end of each fiscal year, with the exception of cash financed project activity, the balance of all approved, appropriated, but not yet completed capital projects, shall automatically roll over to the following fiscal year appropriations to ensure uninterrupted funding of the capital projects that are in design/study/construction and that approved funding of projects is in place to complete the projects. This action will be accomplished by way of an annual adoption, appropriation, and authorizing resolution and a supporting*

*budget amendment (if necessary). This policy does not serve to increase the approved funding level of a project or to circumvent the political planning and approval process to initiate capital projects outside the established approval process.”*

This policy statement will be included in the CIP budget document each year.

**Budget Calendar**

<b><u>FY 2015 -2016 BUDGET PREPARATION SCHEDULE</u></b>	
<b>ACTIVITY</b>	<b>DATE</b>
Provide Initial Budget Calendar to Town Council & Town Staff	October/November, 2014
Distribute FY 2016-2020 CIP Instructions & Documents to Departments	November, 2014
Develop & Distribute Detailed FY 2016-2020 CIP Budget Schedule	November, 2014
Develop Strategy for FY 2015/2016 Operating Budget	November, 2014
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	January, 2015
Financial Advisor & Rate Consultant Presentation (Tax Rates & Fees) to Town Council	January, 2015
Town Manager Meets with Department Heads to Review Budget Requests	January/February, 2015
Town Manager Delivers Budget to Town Council	March 2015
Public Hearings on Tax Rates & Budget	March – April 2015
Adoption of Budget - Town Council	May – June, 2015

## **Budget Execution**

The Town staff monitors execution of the budget monthly. The Finance Department provides General Ledger (GL) account summaries to all department heads and managers each month so that department heads and managers can track budget execution and compliance of approved/adopted budgets. Each quarter, the Budget/Procurement Specialist in the Finance Department provides to the Town Manager and the Assistant Town Manager a formal budget report titled Quarterly Review of Budget Compliance. This report is used in conjunction with departmental reviews of the General Ledger (GL) provided each month. Department heads are required to sign off on their GL review each quarter. This quarterly report highlights specific budget items that may require action such as an in-depth departmental explanation, a budget adjustment, a budget amendment, or a “flag” on an account that requires close monitoring for the balance of the fiscal year. The intent of this report is to highlight actual execution experience compared to the approved budget at the account level of detail and potentially at the departmental level should the execution data so warrant. This is performance management as it relates to budget execution.

During the budget year and in light of unexpected or unanticipated circumstances, it may become necessary to change the adopted budget. There are two ways to accomplish this necessary change. They are:

- A Internal Budget Adjustment
- A Formal Budget Amendment

## **Internal Budget Adjustments**

Using the delegated authority of the Town Manager, Department heads may submit an Intradepartmental Budget Adjustment Form to the Town Manager requesting that funds be reallocated between budget categories. This type of adjustment is normally associated with minor internal modifications that realign and/or adjust initial budget estimates to current conditions. These types of adjustments remain within the approved appropriation for the fund and do not increase or decrease the overall budget. In addition to internal adjustments within a department, the Town Manger is authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of the annually approved adoption, appropriation, and authorizing resolution. The Town Manager is also delegated the authority to move funds previously appropriated. These types of adjustments maintain

account level integrity and permit the automated Purchase Order system to function as intended. Without these types of adjustments, the automated Purchase Order system would reject Purchase Order requests because the system would show “No Budget.”

Once the Town Manager approves Budget Adjustments, the Budget/Procurement Specialist will enter the approved changes in the accounting system (Logics).

### **Formal Budget Amendments**

For those changes in budgets that involve a change in appropriation totals, the Town Manager must submit a Budget Amendment requesting the desired changes to fund and/or appropriation totals. Budget Amendment requests must be submitted to the Finance Department (Budget/Procurement Specialist). The Budget/Procurement Specialist will assist staff in completing the form and identifying the appropriate accounts that are involved in the requested change and with the required Staff Report. All Budget Amendments require Town Council approval and potentially a public hearing. Section 15.2-2507 of the Virginia Code requires that any amendment that exceeds 1% of the total expenditures already approved or the sum of \$500,000, whichever is lesser, must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper at least 7 days prior to the meeting date.

During the year of execution, staff should strive to consolidate Budget Amendment requests in order to increase Town Council efficiency in processing amendments. The number of Budget Amendments processed in any given year should be in the 3 to 5 range. The annual staff goal should target a Budget Amendment process at mid-year and possibly two additional times closer to year-end.

Once the Town Council approves Budget Amendments, the Budget/Procurement Specialist will make the approved changes in the accounting system (Logics).

### **Enterprise Funds**

The Water and Wastewater Funds are fully supported through its rate structure and is not subsidized by the General Fund. The Water and Wastewater Funds do contribute its share to cover overhead services by reimbursing the General Fund on a set formula basis.

## FINANCIAL SYSTEMS OVERVIEW

### **Financial Fund Structure**

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

1. **Governmental Funds**: These funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

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

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

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

2. **Proprietary Funds**: These funds utilize the accrual basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period in which the related liability is incurred.

**Water and Wastewater Operating Funds**- These funds account for the operations of the Town's water and wastewater business enterprises including debt service. Activities of these funds are primarily funded by user fees.

**Water and Wastewater Capital Projects Funds**- These funds are used to account for financial resources used for the acquisition or construction of major capital facilities and equipment related to the Town's water or waste water enterprises. Funding sources include bond funding, grants and cash reserves.

## DEPARTMENTAL FUND RELATIONSHIPS

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

<b>Departmental Fund Relationships</b>					
	General Fund	Water Fund	Wastewater Fund	Parks & Rec Fund	Capital Projects Fund
Administration	✓				
Finance	✓				
Information Technology	✓				
Public Safety	✓				
Public Works	✓				✓
Community Development	✓				
Legislative & Advisory	✓				
Parks & Recreation				✓	
Water Department		✓			✓
Wastewater Department			✓		✓

**General Fund** - The General Fund is the primary operating fund of the Town.

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

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

**Capital Projects Funds** - These funds provide for major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. Any individual project must have a useful life in excess of five years.

## DEBT OBLIGATIONS

### **2003 General Obligation Refunding Bond Issue-Carter Bank**

Bonds in the amount of \$835,133 were issued in May 2003 for 15-years at 3.27% annual interest rate as a refunding of 1991 Series General Obligation Bonds. Proceeds from the bonds were used to finance the purchase and renovation of the Town Hall at 130 East Main Street. Principal and interest payments occur each October 1<sup>st</sup> and interest only payments occur each April 1<sup>st</sup>. Debt service is chargeable to the General Fund. These bonds will be retired October 2017. The FY 2016 principal installment due totals \$63,543. Also payable in 2016 are semi-annual interest payments totaling \$5,401.

### **2008 Owner Financed Note Issue- Purcellville, VA Volunteer Fire Department**

Owner financed note in the amount of \$1,700,000 was issued in April 2008 for a 20-year term at 0% annual interest rate. The loan was for purchase of 12.6 acres of property known as “Fireman’s Field” in Purcellville, VA. This loan will be retired in August 2026. Annual principal payments occur each August 1st. Effective July 1, 2013 debt service will be charged to the Parks and Recreation Special fund. The FY 2016 principal installment due totals \$85,000.

### **2008 General Obligation Wastewater Bond Issue- VRA**

Bonds in the amount of \$24,944,377 were issued in May 2008 for a 20-year term at annual interest rate of 3% for construction of a wastewater treatment facility upgrade. Semi-annual principal and interest payments are due each March 1st and September 1<sup>st</sup>, commencing on March 1, 2011. All debt service is chargeable to the Wastewater fund. These bonds will be retired in March 2030. The FY 2016 interest payments total \$396,026. Principal payments for FY 2015 through FY 2019 are being paid with proceeds from the taxable portion of the 2013 General Obligation Public Refunding Bonds.

### **2010 General Obligation Water Refunding Bond Issue- VRA**

Bonds in the amount of \$1,655,000 were issued in November 2010 for a 9-year term at annual interest rates varying from 2.245% to 5.1%. Proceeds from the bonds were used to refund the Series 2000 General Obligation Water Bond. These bonds will be retired in October 2019. Principal and interest payments occur each October 1st and interest only payments occur each April 1st. All debt service is chargeable to the Water fund. The FY 2016 principal installment due totals \$180,000 and the semi-annual interest payments total \$44,860.

### **2010 General Obligation Bond Issue-RBC**

Build America Bonds in the amount of \$4,400,000 were issued in July 2010 for a 10-year term at an annual interest rate of 4.23% with a lump sum payment due July 15, 2020. Proceeds were used for the purchase of the Aberdeen Property and upgrades and renovations to Fireman's Field and the Bush Tabernacle. Principal and interest payments occur each January 15<sup>th</sup> and interest only payments occur each July 15<sup>th</sup>. Debt service is chargeable at 49% to the Parks and Recreation Special Fund and 51% to the Water Fund. The first interest only payment was due January 15, 2011 and the first principal and interest payment was due January 15, 2013. The FY 2016 principal installment due totals \$150,000 with \$50,000 from Parks and Recreation and \$100,000 from the Water funds. Also payable in 2016 are semi-annual interest payments totaling \$169,624 with \$86,504 from Parks and Recreation and \$83,120 from the Water funds.

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

Bonds in the amount of \$5,870,000 were issued in December 2012 for a 20-year term at an annual interest rate of 2.75%. Semi-annual principal and interest payments are due February 1<sup>st</sup> and August 1<sup>st</sup>. A capitalized interest payment of \$24,662 was made on February 1, 2012. The first principal payment is due August 1, 2015. Bond proceeds of \$2,714,171 were used to refund the 2011 General Obligation Public Improvement Note-RBC. The remaining proceeds of \$3,155,829 are being used to finance general fund transportation improvements and water fund capital improvements. The FY 2016 interest payments total \$158,812 with \$124,686 from General, \$12,058 from Parks & Rec and \$22,068 from Water funds. The FY 2016 principal installment due totals \$190,000 with \$149,793 from General Fund, \$15,207 from Parks and Recreation and \$25,000 from the Water funds. A Capital Reserve Fund (CRF) of \$756,392, using proceeds from the sale of Old Town Hall, has been created in the General Fund to offset a portion of the debt service for this issuance for FY 2014 through FY 2020.

### **2013 General Obligation Public Refunding Bonds**

Bonds in the amount of \$33,690,000 were issued in October 2013. Interest is payable semi-annually each February 1 and August 1 commencing February 1, 2014. Principal is payable annually beginning February 1, 2015 and continuing on each February 1 until final maturity on February 1, 2034. The net proceeds will be used to refund several outstanding obligations including the General Obligation Public Improvement Bond, Series 2005A&B, the General Obligation Refunding Bond, Series 2010B and the Series 2008 Rural Development Loan. The FY 2016 principal installment due totals \$470,000 with \$445,000 from General Fund and \$25,000 from the Parks and Rec fund. The FY 2016 semi-annual interest payments total \$1,546,016, with \$460,781 from General, \$12,850 from Parks & Rec, \$342,606 from Water and \$729,779 from Wastewater funds.

## Summary of Issuance Outstanding Debt

<u>Issue</u>	Value of Original <u>Issue</u>	Outstanding Balance on <u>July 1, 2015</u>	FY 16 Debt <u>Service</u>	% of Retired <u>Debt</u>
<b><u>GENERAL</u></b>				
2003 Refunding-Carter Bank	835,133	196,930	68,944	76.4%
2012 General Obligation-Cardinal Bank	4,608,930	4,608,930	274,479	0.0%
2013 Refunding Bond	10,840,000	10,305,000	905,781	4.9%
	16,284,063	15,110,860	1,249,204	
<b><u>PARKS &amp; REC SPECIAL REVENUE FUND</u></b>				
2008 Notes Payable-Purcellville Vol. Fire Dept.	1,700,000	1,020,000	85,000	40.0%
2010 General Obligation-RBC	2,155,000	2,045,000	136,504	5.1%
2012 General Obligation-Cardinal Bank	446,070	446,070	27,265	0.0%
2013 Refunding Bond	320,000	295,000	37,850	7.8%
	4,621,070	3,806,070	286,618	
<b><u>WATER</u></b>				
2010 General Obligation-RBC	2,245,000	1,965,000	183,120	12.5%
2010 Refunding-VRA	1,655,000	1,000,000	224,860	39.6%
2012 General Obligation-Cardinal Bank	815,000	815,000	47,069	0.0%
2013 Refunding Bond	7,105,000	7,105,000	342,606	0.0%
	11,820,000	10,885,000	797,655	
<b><u>WASTE WATER</u></b>				
2008 General Obligation-VRA	24,944,377	15,297,738	396,026	38.7%
2013 Refunding Bond	15,425,000	15,425,000	729,779	0.0%
	40,369,377	30,722,738	1,125,805	
<b>Total Bonds All Funds</b>	<b>73,094,510</b>	<b>60,524,668</b>	<b>3,459,282</b>	<b>17.2%</b>

<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	
2016	658,336	590,868	175,207	111,411	305,000	492,655	-	1,125,805	3,459,282
2017	687,992	572,576	176,129	108,115	301,500	479,388	-	1,125,805	3,451,506
2018	710,137	553,155	176,129	104,807	316,500	465,546	-	1,125,805	3,452,080
2019	651,911	535,645	251,589	101,492	331,500	450,334	-	1,125,805	3,448,275
2020	689,998	512,843	248,502	94,653	346,500	434,331	1,333,191	1,107,624	4,767,642
Thereafter	11,712,485	3,190,324	2,778,515	151,013	9,284,000	2,832,324	29,389,546	8,355,241	67,693,448
<b>Total</b>	<b>15,110,860</b>	<b>5,955,411</b>	<b>3,806,070</b>	<b>671,493</b>	<b>10,885,000</b>	<b>5,154,576</b>	<b>30,722,738</b>	<b>13,966,086</b>	<b>86,272,233</b>

### **Legal Debt Margin**

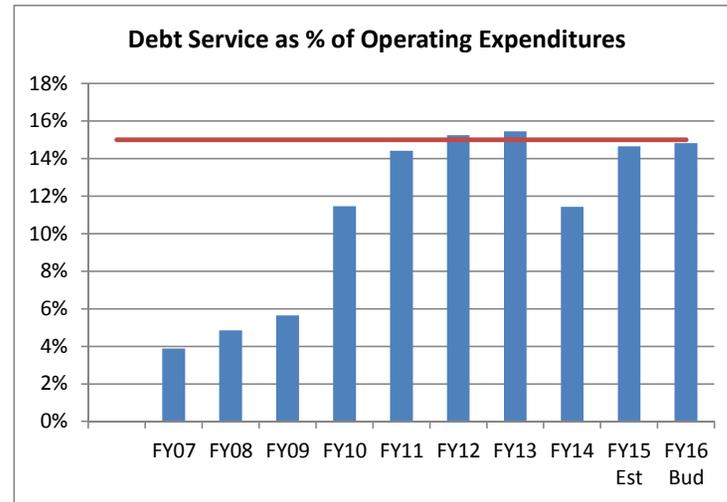
The constitution of Virginia mandates a limit on the Town's indebtedness. The computation of the Town's legal debt margin as of June 30, 2014 is as follows (*Source: FY14 Comprehensive Annual Financial Report*) :

Assessed Value of Real Property, January 1, 2014	\$1,085,604,159
Debt Limit: Ten percent (10%) of Assessed Value	\$108,560,416
Amount of Debt Applicable to Debt Limit	\$64,921,414
Legal Debt Margin	\$43,639,002

## DEBT GUIDELINES FOR GOVERNMENTAL FUND

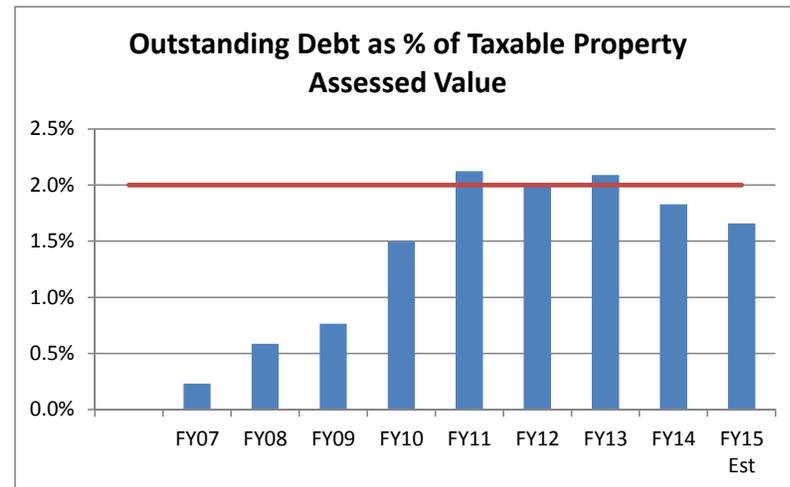
**Town Policy: Debt service expenditures as a percentage of expenditures should not exceed 15%.**

<u>Fiscal Year</u>	<u>Debt Service</u>	<u>Operating Expenditures</u>	<u>Debt to Expenditures</u>
FY07	239,538	6,181,771	4%
FY08	324,324	6,696,478	5%
FY09	435,355	7,701,376	6%
FY10	767,605	6,697,744	11%
FY11	1,210,891	8,401,656	14%
FY12	1,338,295	8,770,687	15%
FY13	1,391,711	9,007,060	15%
FY14	1,146,318	10,030,705	11%
FY15 Est	1,476,126	10,065,747	15%
FY16 Bud	1,535,822	10,352,937	15%



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

<u>Fiscal Year</u>	<u>Assessed Value of Taxable Property</u>	<u>Outstanding Bonded Debt</u>	<u>Debt to Assessed Value</u>
FY07	1,195,641,850	2,783,945	0.23%
FY08	1,160,800,550	6,825,223	0.59%
FY09	1,048,886,350	8,013,776	0.76%
FY10	961,287,250	14,398,021	1.50%
FY11	960,616,700	20,392,196	2.12%
FY12	976,555,250	19,719,736	2.02%
FY13	1,010,965,950	21,119,554	2.09%
FY14	1,064,663,675	19,458,463	1.83%
FY15 Est	1,140,041,935	18,916,930	1.66%



## OPERATING FUND BALANCE SUMMARY

<b>GENERAL FUND</b>				
	<b>FY 13 Actual</b>	<b>FY14 Actual *</b>	<b>FY15 Estimated</b>	<b>FY16 Adopted</b>
Beginning Fund Balance	5,846,789	5,389,657	5,021,637	4,915,772
Revenues & Transfers In	17,920,080	21,493,732	9,638,180	9,844,966
Expenditures & Transfers Out	(16,212,446)	(21,861,752)	(9,539,527)	(9,844,966)
Capital Reserve Fund	-	-	(105,980)	(117,894)
Use of Restricted Reserves	-	-	(98,538)	-
<b>Ending Fund Balance</b>	<b>7,554,423</b>	<b>5,021,637</b>	<b>4,915,772</b>	<b>4,797,878</b>
<b>Unassigned Fund Balance</b>	<b>3,953,011</b>	<b>4,231,964</b>	<b>4,330,617</b>	<b>4,330,617</b>

<b>SPECIAL PARKS AND RECREATION FUND</b>				
	<b>FY 13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Estimated</b>	<b>FY16 Adopted</b>
Beginning Fund Balance	(38,453)	(68,478)	(22,931)	(18,235)
Revenues & Transfers In	246,914	837,303	530,916	549,208
Expenditures & Transfers Out	(276,939)	(791,756)	(526,220)	(507,971)
Transfer from General Fund	-	-	-	-
<b>Ending Fund Balance</b>	<b>(68,478)</b>	<b>(22,931)</b>	<b>(18,235)</b>	<b>23,002</b>

<b>WATER FUND</b>				
	<b>FY 13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Estimated</b>	<b>FY16 Adopted</b>
Beginning Net Assets	7,490,330	5,210,990	5,610,027	6,199,036
Revenues & Transfers In	2,505,973	3,073,224	3,426,746	3,368,918
Expenditures & Transfers Out	(4,785,313)	(2,674,187)	(2,837,737)	(3,296,467)
<b>Ending Net Assets</b>	<b>5,210,990</b>	<b>5,610,027</b>	<b>6,199,036</b>	<b>6,271,487</b>

<b>WASTEWATER FUND</b>				
	<b>FY 13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Estimated</b>	<b>FY16 Adopted</b>
Beginning Net Assets	13,919,725	13,028,080	12,481,742	12,501,701
Revenues & Transfers In	2,690,209	3,347,730	3,580,548	3,665,139
Expenditures & Transfers Out	(3,581,854)	(3,894,068)	(3,560,589)	(3,552,488)
<b>Ending Net Assets</b>	<b>13,028,080</b>	<b>12,481,742</b>	<b>12,501,701</b>	<b>12,614,352</b>

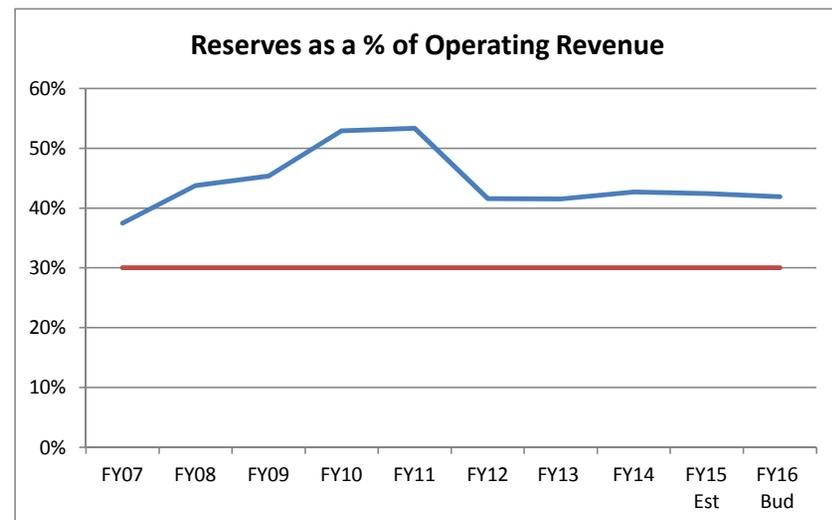
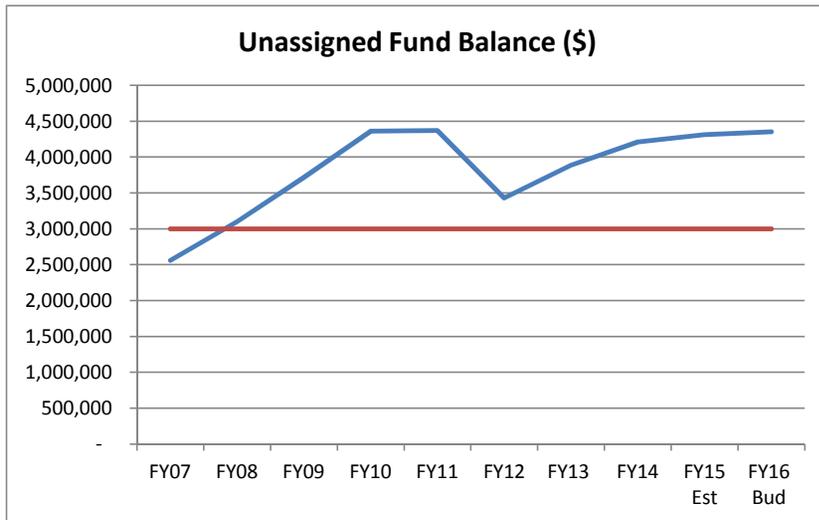
(Source: FY14 Comprehensive Annual Financial Report & FY16 Proposed Budget)

\* FY14 Actual Beginning Balance was revised in the FY14 CAFR. Funds restricted for Capital Projects were moved to the Capital Projects Fund.

## FUND BALANCE GUIDELINES FOR GOVERNMENTAL FUND

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

Fiscal Year	Unassigned Fund Balance	Operating Revenue	Reserves to Revenue
FY07	2,560,453	6,833,786	37%
FY08	3,102,709	7,092,429	44%
FY09	3,719,677	8,202,599	45%
FY10	4,363,277	8,241,179	53%
FY11	4,368,340	8,185,022	53%
FY12	3,427,576	8,241,573	42%
FY13	3,884,533	9,360,117	42%
FY14	4,209,033	9,857,582	43%
FY15 Est	4,312,382	10,169,096	42%
FY16 Bud	4,353,619	10,394,174	42%



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**Budget Summary**

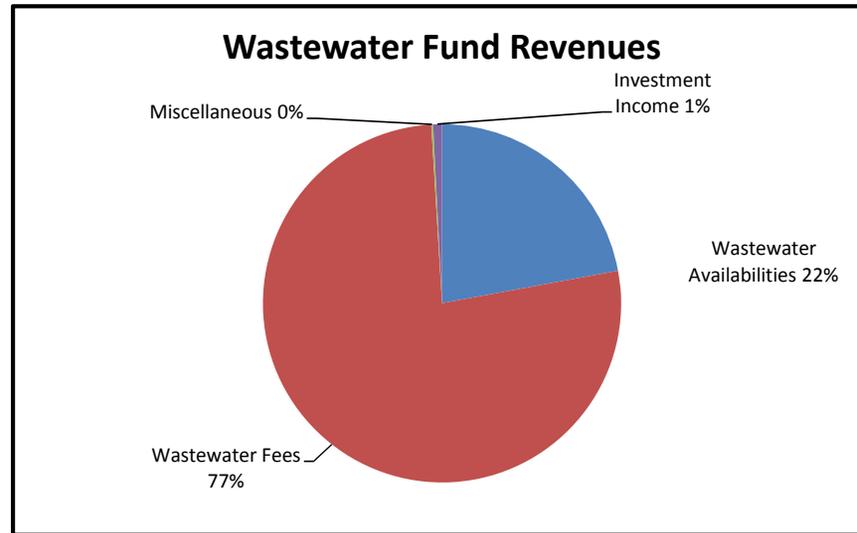
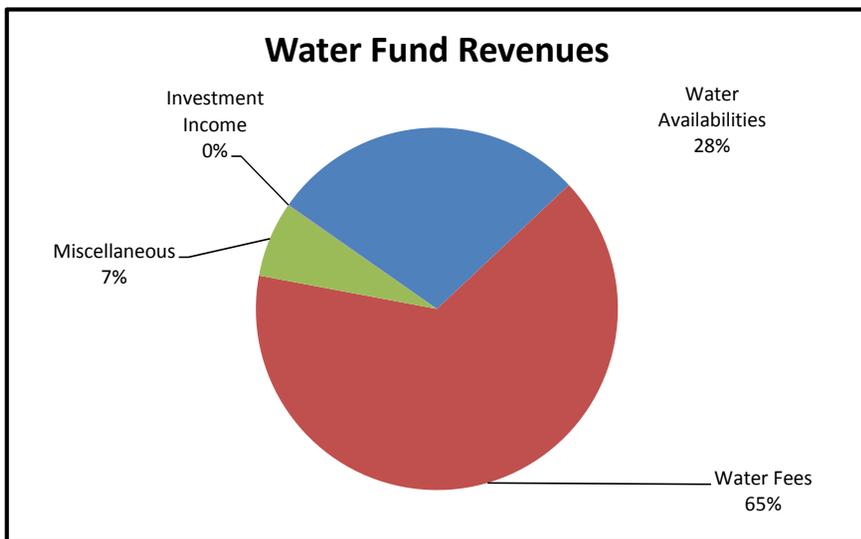
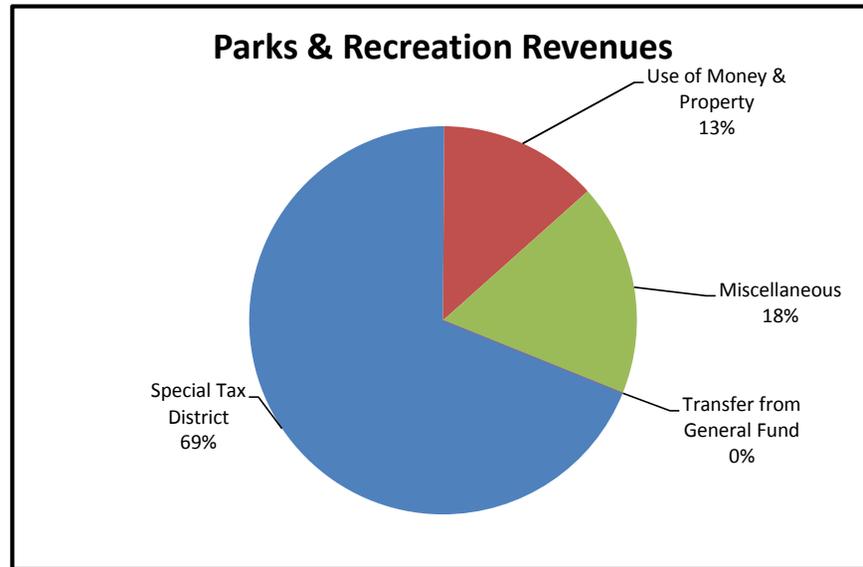
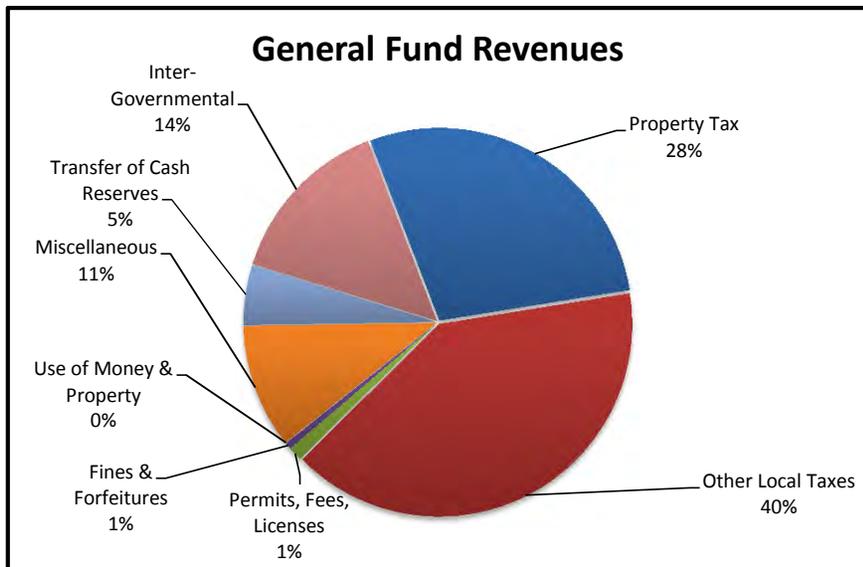
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

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

**OPERATING BUDGET REVENUES**

	FY 2014	FY2015		FY2016		% Change From FY 2015 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	
<b>GENERAL FUND</b>						
Property Tax	2,723,826	2,649,875	2,785,300	2,862,108	2,962,960	8%
Other Local Taxes	3,829,934	3,940,155	3,999,830	4,058,965	4,058,965	3%
Permits, Fees, Licenses	217,668	80,000	219,001	118,000	118,000	48%
Fines & Forfeitures	64,946	62,100	56,336	56,100	56,100	-10%
Use of Money & Property	1,028	1,000	1,014	1,000	1,000	0%
Miscellaneous	1,164,740	1,081,021	1,072,806	1,054,096	1,054,096	-2%
Transfer of Cash Reserves	0	511,950	105,980	509,681	117,894	0%
Inter-Governmental	1,377,570	1,395,981	1,397,914	1,455,951	1,475,951	4%
<b>TOTAL GENERAL FUND</b>	<b>9,379,712</b>	<b>9,722,082</b>	<b>9,638,180</b>	<b>10,115,901</b>	<b>9,844,966</b>	<b>4%</b>
<b>SPECIAL PARKS &amp; RECREATION FUND</b>						
Special Tax District	372,062	373,668	396,012	406,675	401,258	9%
Use of Money & Property	40,650	41,450	39,610	78,450	78,450	89%
Miscellaneous	65,162	55,794	95,294	104,466	69,500	87%
Transfer from General Fund	0	44,645	0	0	0	-100%
<b>TOTAL PARKS &amp; REC FUND</b>	<b>477,874</b>	<b>515,557</b>	<b>530,916</b>	<b>589,591</b>	<b>549,208</b>	<b>14%</b>
<b>WATER FUND</b>						
Water Availabilities	829,486	1,238,935	1,147,812	897,729	1,093,687	-28%
Water Fees	2,022,154	2,054,460	2,060,364	2,060,364	2,060,364	0%
Miscellaneous	219,881	209,406	217,550	214,367	214,367	2%
Investment Income	1,704	500	1,020	500	500	0%
Transfer in Cash Reserves	0	0	0	72,919	0	N/A
<b>TOTAL WATER FUND</b>	<b>3,073,225</b>	<b>3,503,301</b>	<b>3,426,746</b>	<b>3,245,879</b>	<b>3,368,918</b>	<b>-7%</b>
<b>WASTEWATER FUND</b>						
Wastewater Availabilities	687,290	1,047,600	950,400	745,200	907,200	-29%
Wastewater Fees	2,624,003	2,604,450	2,595,866	2,595,866	2,725,659	0%
Miscellaneous	7,059	1,280	6,508	5,280	5,280	313%
Investment Income	29,379	25,500	27,774	27,000	27,000	6%
Transfer in Cash Reserves	0	0	0	122,642	0	N/A
<b>TOTAL WASTEWATER FUND</b>	<b>3,347,731</b>	<b>3,678,830</b>	<b>3,580,548</b>	<b>3,495,988</b>	<b>3,665,139</b>	<b>-5%</b>
<b>TOTAL OPERATING BUDGET REVENUES</b>	<b>16,278,541</b>	<b>17,419,770</b>	<b>17,176,390</b>	<b>17,447,359</b>	<b>17,428,231</b>	<b>0%</b>

## FY 2016 OPERATING BUDGET REVENUES



## OPERATING BUDGET EXPENDITURES

	FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	

### GENERAL FUND

Administration	1,499,429	1,329,490	1,382,140	1,640,519	1,389,370	1,333,370	5%
Finance & Financial Administration	783,050	859,104	825,893	995,523	897,570	882,284	4%
Information Technology	166,936	243,613	242,754	262,153	273,201	262,801	12%
Police & Public Safety	1,906,856	1,998,007	1,998,254	2,220,882	2,095,718	2,078,218	5%
Public Works	3,285,280	3,288,534	3,130,881	3,797,855	3,505,117	3,361,105	7%
Community Development	387,465	409,528	375,385	466,077	464,657	458,657	13%
Legislative & Advisory	99,175	156,209	146,621	159,826	132,326	132,326	-15%
Adjustment & Transfers	463,512	235,956	334,609	114,650	114,650	87,000	-51%
Debt Retirement	1,024,413	1,201,641	1,201,641	1,243,291	1,243,291	1,249,204	3%
<b>TOTAL GENERAL FUND</b>	<b>9,616,116</b>	<b>9,722,082</b>	<b>9,638,180</b>	<b>10,900,776</b>	<b>10,115,901</b>	<b>9,844,966</b>	<b>4%</b>

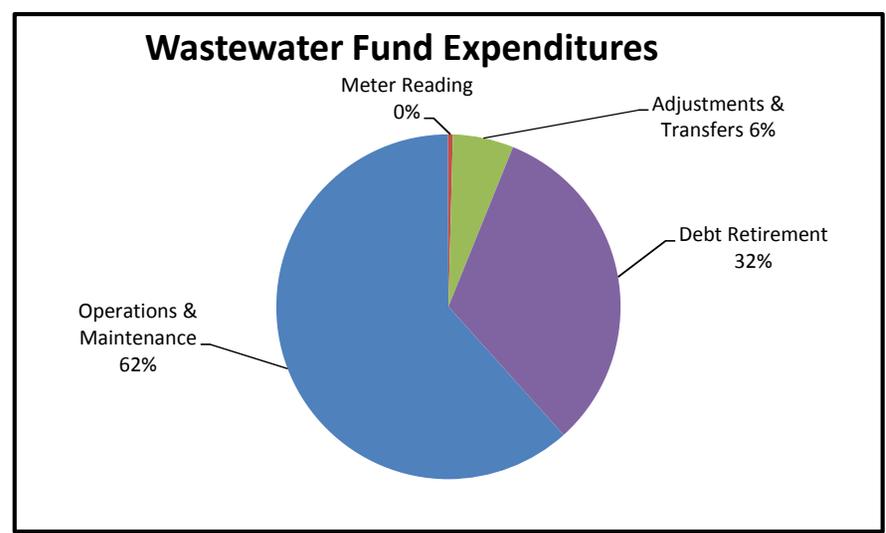
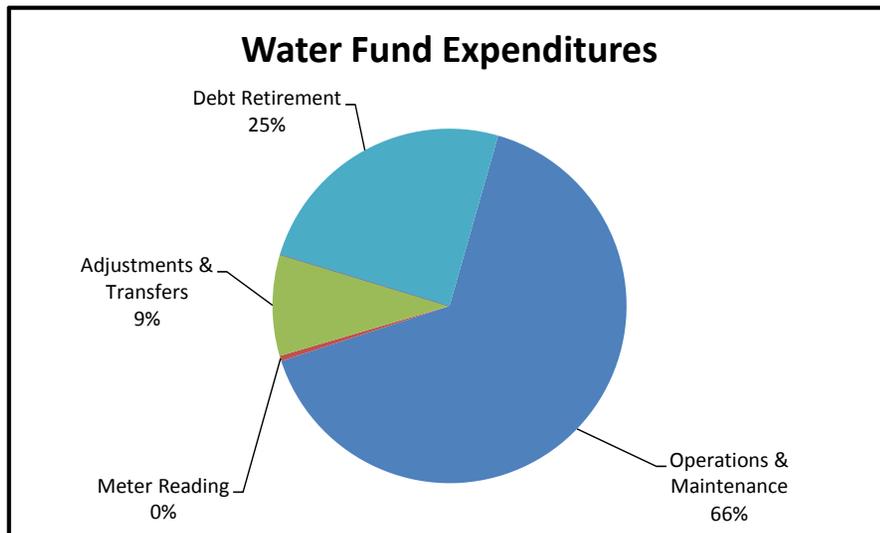
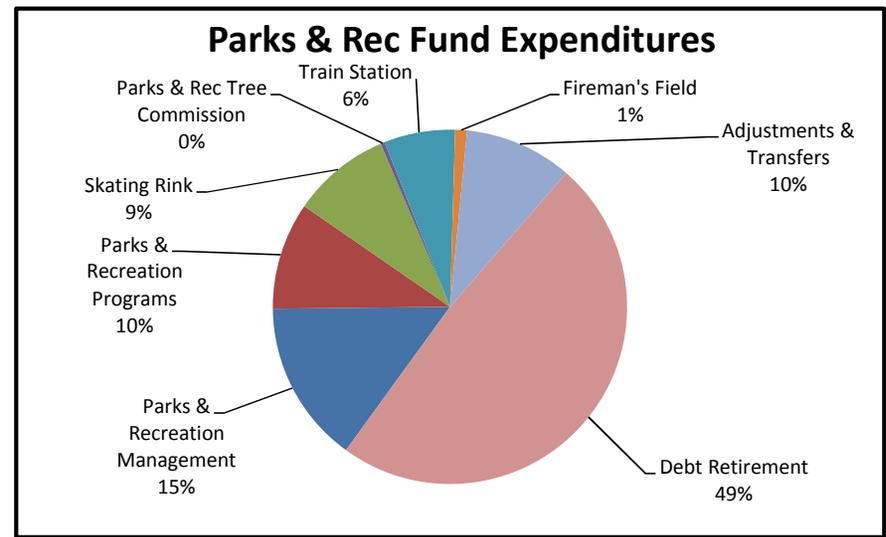
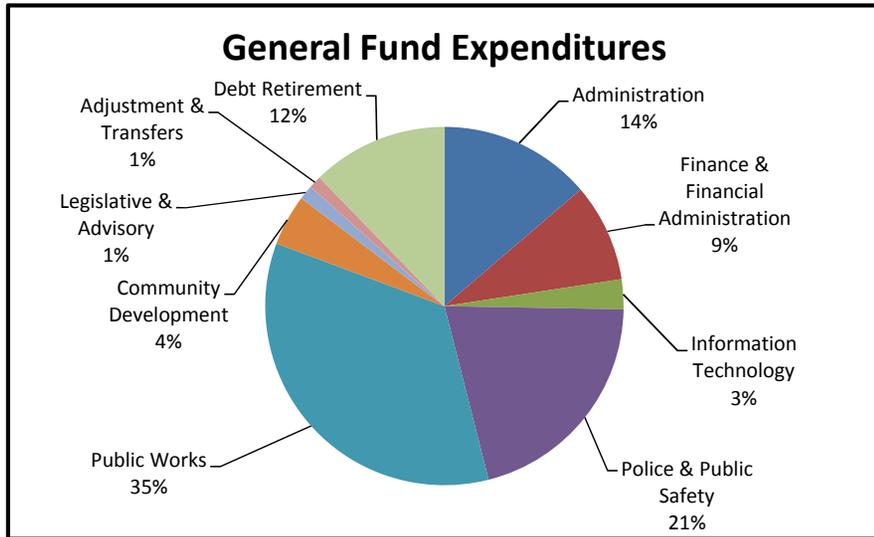
### SPECIAL PARKS & RECREATION FUND

Parks & Recreation Management	73,608	79,921	80,586	153,327	87,518	74,703	10%
Parks & Recreation Programs	53,354	57,650	59,950	57,650	57,650	49,650	0%
Skating Rink	29,667	51,500	59,100	52,900	52,900	50,000	3%
Parks & Rec Tree Commission	287	2,200	2,200	2,200	2,200	2,200	0%
Train Station	22,537	37,800	43,900	38,300	38,300	38,300	1%
Fireman's Field	3,985	12,001	6,000	6,500	6,500	6,500	-46%
Adjustments & Transfers	0	0	4,696	0	57,905	41,237	N/A
Debt Retirement	231,152	274,485	274,485	286,618	286,618	286,618	4%
<b>TOTAL SPECIAL PARKS &amp; REC FUND</b>	<b>414,590</b>	<b>515,557</b>	<b>530,916</b>	<b>597,495</b>	<b>589,591</b>	<b>549,208</b>	<b>14%</b>

## OPERATING BUDGET EXPENDITURES

	FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>WATER FUND</b>							
Operations & Maintenance	1,821,807	2,143,057	2,041,280	2,137,148	2,126,712	2,183,212	-1%
Meter Reading	9,187	15,600	15,600	15,600	15,600	15,600	0%
Adjustments & Transfers	1,561	563,787	589,009	300,000	300,000	372,451	-47%
Capital							N/A
Debt Retirement	841,630	780,857	780,857	803,567	803,567	797,655	3%
<b>TOTAL WATER FUND</b>	<b>2,674,185</b>	<b>3,503,301</b>	<b>3,426,746</b>	<b>3,256,315</b>	<b>3,245,879</b>	<b>3,368,918</b>	<b>-7%</b>
<b>WASTEWATER FUND</b>							
Operations & Maintenance	1,956,286	2,100,418	2,053,484	2,179,355	2,154,582	2,211,082	3%
Meter Reading	14,799	19,500	15,600	15,600	15,600	15,600	-20%
Adjustments & Transfers	2,183	403,300	369,959	200,000	200,000	312,651	-50%
Debt Retirement	1,920,800	1,155,613	1,141,505	1,125,805	1,125,806	1,125,806	-3%
<b>TOTAL WASTEWATER FUND</b>	<b>3,894,068</b>	<b>3,678,831</b>	<b>3,580,548</b>	<b>3,520,760</b>	<b>3,495,988</b>	<b>3,665,139</b>	<b>-5%</b>
<b>TOTAL OPERATING BUDGET EXPENDITURES</b>	<b>16,598,959</b>	<b>17,419,771</b>	<b>17,176,390</b>	<b>18,275,346</b>	<b>17,447,360</b>	<b>17,428,232</b>	<b>0%</b>

## FY 2016 OPERATING BUDGET EXPENDITURES

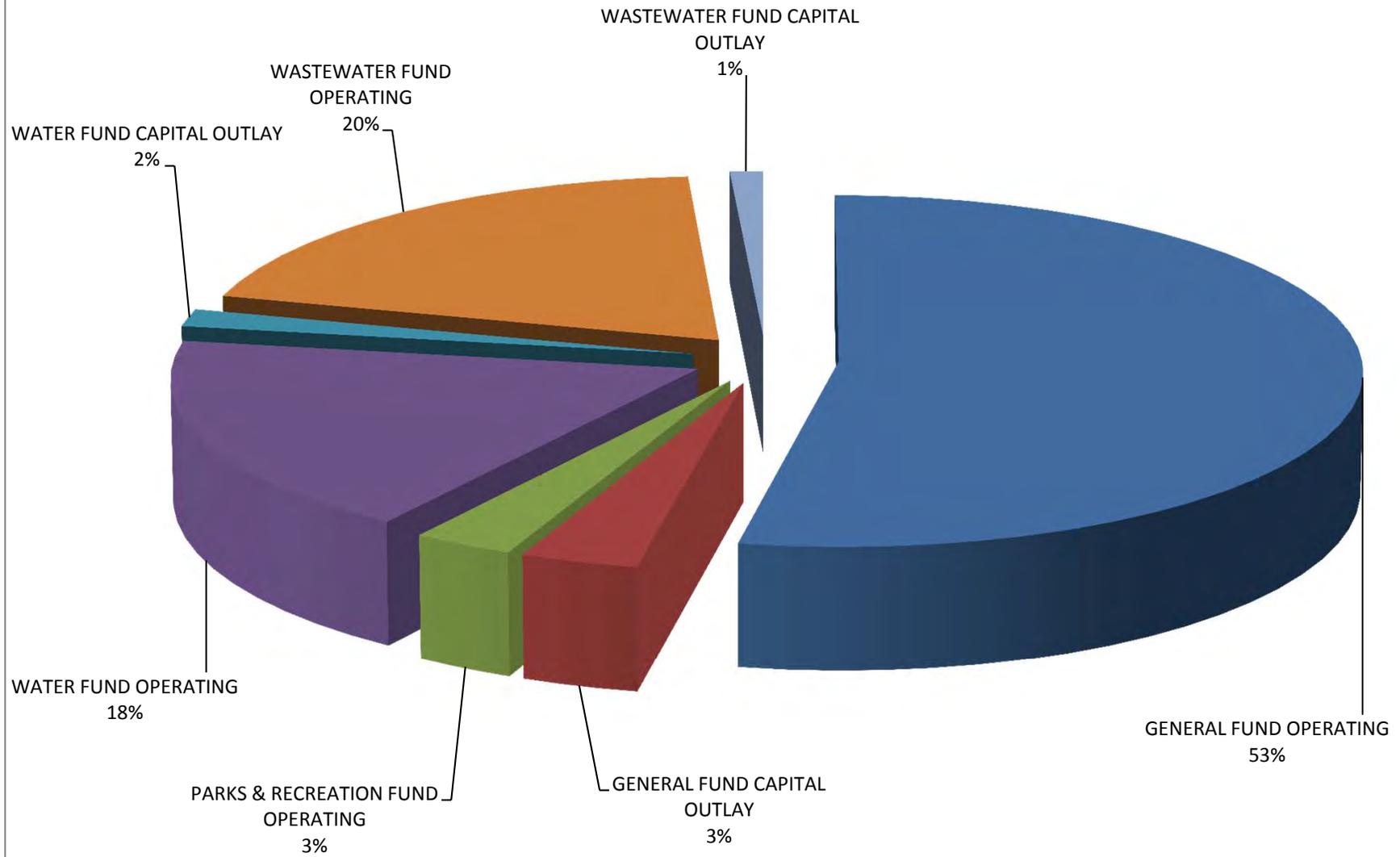


**TOTAL BUDGET  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM**

	FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>REVENUES</b>							
GENERAL FUND	11,484,181	15,840,680	15,756,778	10,754,401	10,754,401	10,483,466	-32%
SPECIAL PARKS & RECREATION FUND	477,874	515,557	530,916	589,591	589,591	549,208	14%
WATER FUND	3,073,225	4,056,889	3,980,334	3,545,879	3,545,879	3,668,918	-13%
WASTEWATER FUND	3,347,731	4,143,401	4,045,118	3,695,988	3,695,988	3,865,139	-11%
<b>TOTAL REVENUES ALL FUNDS</b>	<b>18,383,010</b>	<b>24,556,527</b>	<b>24,313,146</b>	<b>18,585,859</b>	<b>18,585,860</b>	<b>18,566,732</b>	<b>-24%</b>

<b>EXPENDITURES</b>							
GENERAL FUND OPERATING	9,616,116	9,722,082	9,638,180	10,900,776	10,115,901	9,844,966	4%
GENERAL FUND CAPITAL OUTLAY	2,247,270	6,118,598	6,118,598	638,500	638,500	638,500	-90%
PARKS & RECREATION FUND OPERATING	414,590	515,557	530,916	597,495	589,591	549,208	14%
PARKS & RECREATION FUND CAPITAL OUTLAY	0	0	0	0	0	0	
WATER FUND OPERATING	2,674,185	3,503,301	3,426,746	3,256,315	3,245,879	3,368,918	-7%
WATER FUND CAPITAL OUTLAY	613,112	553,588	553,588	300,000	300,000	300,000	-46%
WASTEWATER FUND OPERATING	3,894,068	3,678,831	3,580,548	3,520,760	3,495,988	3,665,139	-5%
WASTEWATER FUND CAPITAL OUTLAY	62,311	464,570	464,570	200,000	200,000	200,000	-57%
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>19,521,652</b>	<b>24,556,527</b>	<b>24,313,146</b>	<b>19,413,846</b>	<b>18,585,860</b>	<b>18,566,732</b>	<b>-24%</b>

# FY 2016 TOTAL BUDGET



**General Fund  
Fund Revenues & Expenditures by Department  
Missions, Descriptions, Goals & Objectives, and Performance Measures**

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

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

**OPERATING BUDGET REVENUES**

		FY 2014	FY 2015		FY 2016		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 15 Budget
<b>Fund # 100</b>	<b>GENERAL FUND</b>						
100-3110101-0000	REAL ESTATE TAX	2,308,382	2,233,010	2,362,036	2,430,450	2,531,302	13.4%
100-3110301-0000	PERSONAL PROPERTY TAX	382,469	391,865	393,783	401,658	401,658	2.5%
100-3110601-0000	PENALTIES AND INTEREST	32,975	25,000	29,481	30,000	30,000	20.0%
100-3120101-0000	SALES TAX	898,669	967,827	915,142	933,445	933,445	-3.6%
100-3120201-0000	UTILITY TAX	218,543	210,000	219,200	220,000	220,000	4.8%
100-3120202-0000	RIGHT OF WAY USAGE FEE	27,584	28,000	28,000	28,000	28,000	0.0%
100-3120301-0000	BUSINESS LICENSES	666,178	724,200	670,000	683,400	683,400	-5.6%
100-3120306-0000	FARM & COMM MKT FEE	260	0	320	320	320	
100-3120401-0000	CABLE PEG GRANT	9,866	9,700	9,966	10,000	10,000	3.1%
100-3120501-0000	AUTO DECALS	153,981	150,000	150,000	150,000	150,000	0.0%
100-3120601-0000	FRANCHISE TAX: BANK	249,008	220,000	220,000	220,000	220,000	0.0%
100-3120801-0000	CIGARETTE TAX	249,236	242,371	242,654	237,801	237,801	-1.9%
100-3121101-0000	MEALS TAX	1,384,194	1,416,057	1,572,548	1,603,999	1,603,999	13.3%
100-3130301-0000	ZONING FEES	190,084	52,000	191,001	90,000	90,000	73.1%
100-3130340-0000	COMMUNITY EVENTS SIGN	1,470	1,000	710	1,000	1,000	0.0%
100-3130350-0000	STREET FEES	400	450	240	400	400	-11.1%
100-3130399-0000	MISCELLANEOUS	6,183	5,000	5,817	5,000	5,000	0.0%
100-3140100-0000	POLICE REVENUE	64,691	62,000	56,094	56,000	56,000	-9.7%
100-3140105-0000	MOWING FINE BY ORDINANCE	256	100	242	100	100	0.0%
100-3150101-0000	INVESTMENT INCOME	1,028	1,000	1,014	1,000	1,000	0.0%
100-3160704-0000	MAINT/PW CHGS TO OTHERS	12,361	4,000	8,000	4,000	4,000	0.0%
100-3189902-0000	PAYMENTS IN LIEU OF TAX (PATRICK HEN	2,500	2,500	2,500	2,500	2,500	0.0%
100-3189903-0000	DONATIONS	0	0	100	0	0	
100-3189904-0000	LOCAL GRANTS & AWARDS	4,500	21,875	21,875	5,000	5,000	-77.1%
100-3189905-0000	PROCEEDS FROM PROPERTY	15,569	15,000	1,874	5,000	5,000	-66.7%
100-3189906-0000	GAS TAX FUNDING / LOCO	222,228	290,000	253,365	311,310	311,310	7.3%
100-3189912-0000	LOUDOUN COUNTY SETTLEMENT					20,000	
100-3189920-0000	VEHICLE COMP. REIMB.	1,788	1,700	1,926	1,700	1,700	0.0%
100-3189940-0000	GARNISHMENT FEE	326	100	368	100	100	0.0%
100-3189950-0000	OVER/SHORT	12	0	0	0	0	
100-3220108-0000	LAW ENFORCEMENT / VA	106,648	90,648	106,648	106,648	106,648	17.7%
100-3220109-0000	PPTRA / VA	201,753	201,753	201,753	201,753	201,753	0.0%
100-3220130-0000	COMMUNICATIONS TAX	162,002	163,000	161,336	162,000	162,000	-0.6%

**OPERATING BUDGET REVENUES**

		FY 2014	FY 2015		FY 2016		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 15 Budget
100-3240201-0000	FIRE FUNDS / VA	23,206	20,000	24,000	24,000	24,000	20.0%
100-3240301-0000	STREET REVENUE / VA	624,680	624,680	641,840	641,840	641,840	2.7%
100-3240310-0000	LITTER GRANT/VA	3,023	3,400	3,400	3,400	3,400	0.0%
100-3240501-0000	OTHER FUNDS/VA	377	0	2,572	2,500	2,500	
100-3249000-0000	EMERGENCY FUNDS / VA	3,610	0	0	0	0	
100-3330101-0000	LAW ENFORCEMENT / FED	4,982	0	500	0	0	
100-3330201-0001	EMERGENCY FUNDS / FED	22,561	0	0	0	0	
100-3410102-0000	INSURANCE REIMBURSEMENT	6,227	0	0	0	0	
100-3970000-0000	TRANSFER OF DESIGNATED RESERVES	0	105,980	105,980	117,894	117,894	11.2%
100-3980000-0000	TRANSFER OF CASH RESERVES	0	405,970		391,787		-100.0%
100-3990000-0000	TRANSFER FROM OTHER FUNDS	1,115,904	1,031,896	1,031,896	1,031,896	1,031,896	0.0%
	<b>GENERAL FUND</b>	<b>9,379,712</b>	<b>9,722,082</b>	<b>9,638,180</b>	<b>10,115,901</b>	<b>9,844,966</b>	<b>1.3%</b>

# ADMINISTRATION

## Mission

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

## Department Description

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

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Number of Town Council Agendas prepared per year	Core	29	29	29
Number of FOIA Requests	Core	101	110	115
Number of Resolutions	Core	28	30	30
Number of Ordinances	Core	15	15	15
Number of residential refuse/recycling collection accounts	Core	2,278	2,301	2,325
Tons of refuse collected	Core	2,719	2,536	2,575
Tons of recycling collected * yard waste reported separately from recycling beginning FY 2014-15	Core	962	607*	625
Tons of yard waste collected	Core	n/a	587	600
Number of external recruitments completed	Core	10	9	10
Number of worker's compensation claims filed	Core	9	4	4

## Outcomes and Results

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### Desired Outcome

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

Strive to attain certified "Green Government" status.

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

Increase tons of recycling collected.

Increase availability of Town meeting information on the website.

### Results

Received ICMA Certificate of Distinction for superior performance management efforts for 4th consecutive year.

Received VML Go Green re-certification for 7th consecutive year.

Received Gold Star rating for another consecutive year.

Continued program with new 65 gallon recycling carts in place of the 18 gallon bins.

Implemented a program posting Town Council and Planning Commission meeting audio recordings on the Town website.

**OPERATING BUDGET EXPENDITURES**

	FY 2014	FY 2015		FY 2016 Request				
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From FY 2015 Current Bud
<b>GENERAL FUND</b>								
<b>100-4012100</b>	<b>ADMINISTRATION</b>							
100-4012100-1100	ADMINISTRATION STAFF	632,229	674,004	658,057	726,778	693,806	693,806	2.9%
100-4012100-1200	OVERTIME-ADMINISTRATION	4,815	3,000	4,244	3,000	3,000	3,000	0.0%
100-4012100-2100	SOCIAL SECURITY TAX	46,705	49,728	48,165	53,459	50,936	50,936	2.4%
100-4012100-2200	RETIREMENT	65,084	53,631	53,607	61,352	61,352	61,352	14.4%
100-4012100-2300	HEALTH INSURANCE	74,623	74,623	74,623	78,316	78,316	78,316	4.9%
100-4012100-2400	LIFE INSURANCE	6,211	6,995	6,405	7,360	7,360	7,360	5.2%
100-4012100-2500	LONG TERM DISABILITY INSURANCE	0	1,775	0	2,130	0	0	-100.0%
100-4012100-2550	HYBRID DISABILITY PROGRAM	0	0	0	365	365	365	
100-4012100-2700	WORKERS COMP INSURANCE	614	665	351	532	508	508	-23.6%
100-4012100-2800	DEFERRED COMP MATCH	11,980	11,560	19,851	12,080	12,080	12,080	4.5%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>842,261</b>	<b>875,981</b>	<b>865,304</b>	<b>945,373</b>	<b>907,724</b>	<b>907,724</b>	<b>3.6%</b>
100-4012100-3130	CONSULTING/GENERAL	11,510	10,000	10,000	10,000	10,000	10,000	0.0%
100-4012100-3135	COMPENSATION STUDY	0	0	0	25,000	25,000	10,000	
100-4012100-3170	PIO SERVICES & COMMUNICATIONS	9,093	17,000	2,500	0	0	0	-100.0%
100-4012100-3310	EQUIPMENT CONTRACTS	11,439	12,000	12,000	12,000	12,000	12,000	0.0%
100-4012100-3500	PRINTING	3,724	6,500	6,000	6,000	6,000	6,000	-7.7%
100-4012100-3600	LEGAL ADS	5,228	5,000	5,000	5,000	5,000	5,000	0.0%
100-4012100-5210	POSTAGE	4,821	8,500	8,000	8,000	8,000	8,000	-5.9%
100-4012100-5308	INSURANCE-MUNICIPAL	118,092	115,000	122,558	124,000	124,000	124,000	7.8%
100-4012100-5540	TRAVEL & TRAINING	6,024	4,600	5,000	5,500	5,500	5,500	19.6%
100-4012100-5541	TWN MGR-TRAVEL & EXPENSE	7,047	7,000	7,000	7,000	7,000	7,000	0.0%
100-4012100-5801	MISCELLANEOUS	1,142	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012100-5802	SPECIAL PROGRAMS	4,664	5,000	7,500	10,000	10,000	8,000	60.0%
100-4012100-5804	EMPLOYEE SERVICE RECOGNITION	4,901	3,500	3,500	3,500	3,500	3,500	0.0%
100-4012100-5808	COMPUTER OPERATIONS	446	1,200	1,000	1,000	1,000	1,000	-16.7%
100-4012100-5809	COMPUTER SOFTWARE	651	1,200	1,000	101,000	15,000	7,000	483.3%
100-4012100-5810	DUES AND SUBSCRIPTIONS	4,289	6,000	6,000	6,500	6,500	6,500	8.3%
100-4012100-5811	ADMIN EMERGENCY	617	1,000	1,000	1,000	1,000	1,000	0.0%
100-4012100-5856	COMMUNITY EVENTS SIGN	1,384	1,400	1,400	1,400	1,400	1,400	0.0%
100-4012100-6001	EQUIPMENT/SUPPLIES	10,552	15,000	15,000	15,000	15,000	15,000	0.0%
100-4012100-6002	RECORDS MANAGEMENT	1,749	5,000	5,000	7,500	5,000	5,000	0.0%
100-4012100-6008	VEHICLE MAINT/GAS	798	2,000	1,500	1,500	1,500	1,500	-25.0%
100-4012100-6013	PUBLIC INFORMATION	8,249	15,000	15,000	15,000	15,000	10,000	-33.3%
100-4012100-8105	VEHICLE PURCHASE	0	0	0	0	0	0	
100-4012200-5230	TELEPHONE	36,284	35,000	35,000	35,000	35,000	35,000	0.0%
	<b>TOTAL OPERATIONS</b>	<b>252,705</b>	<b>277,900</b>	<b>271,958</b>	<b>401,900</b>	<b>313,400</b>	<b>283,400</b>	<b>2.0%</b>
<b>Total Exp.</b>	<b>ADMINISTRATION</b>	<b>1,094,965</b>	<b>1,153,881</b>	<b>1,137,262</b>	<b>1,347,273</b>	<b>1,221,124</b>	<b>1,191,124</b>	<b>3.2%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4012210</b>	<b>ADMINISTRATION LEGAL</b>							
100-4012210-3150	LEGAL SERVICES - ADMINISTRATION	132,580	73,545	20,000	50,000	50,000	30,000	-59.2%
100-4012210-3151	LEGAL SERVICES - FINANCE	1,525	5,000	5,000	10,000	10,000	7,000	40.0%
100-4012210-3152	LEGAL SERVICES - POLICE	5,000	5,000	5,000	10,000	10,000	7,000	40.0%
100-4012210-3153	LEGAL SERVICES - PUBLIC WORKS	166,711	50,000	175,000	175,000	50,000	50,000	0.0%
100-4012210-3154	LEGAL SERVICES - COMM DEV	71,877	13,000	10,000	15,000	15,000	15,000	15.4%
<b>Total Exp.</b>	<b>ADMINISTRATION LEGAL</b>	<b>377,693</b>	<b>146,545</b>	<b>215,000</b>	<b>260,000</b>	<b>135,000</b>	<b>109,000</b>	<b>-25.6%</b>
<b>TOTAL ADMINISTRATION</b>		<b>1,499,429</b>	<b>1,329,490</b>	<b>1,382,140</b>	<b>1,640,519</b>	<b>1,389,370</b>	<b>1,333,370</b>	<b>0.3%</b>

# FINANCE

## Mission

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

## Department Description

The Finance department is responsible for the collection, disbursement and management of all Town funds and is composed of three divisions. (1) Financial Services Division - establishes and maintains sound fiscal policies for the Town; prepares the Town's Comprehensive Annual Financial Report (CAFR) and manages the annual audit; prepares and monitors the annual operating and capital budget; cash management and investments; debt management; assists departments with the procurement of goods and services; and oversight of the Finance Department. (2) Accounting Division - responsible for accounting functions and internal financial reporting; payroll processing; accounts payable processing; general ledger and bank statement reconciliations; coordination of capital project funding and loans; fixed asset accounting and coordination of the annual inventory update; and preparation of reports for federal, state and local agencies. (3) Billing and Collections Division - responsible for billing and collection of user charges for water and sewer including the registration and connection of new customers, meter reading process; billing and collecting of taxes including real estate, personal property, business license and meals tax; delinquent account collection; daily reconciliation and deposit of receipts; and customer support services.

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
GFOA budget award (# consecutive years)	Core, Priority	6	7	8
GFOA financial reporting award (# consecutive years)	Core, Priority	6	7	8
CAFR received unmodified opinion from auditor	Core, Priority	Yes	Yes	Yes
Number of capital projects managed	Core	15	10	8
Number of new debt issuances managed	Comp Plan, Core, Priority	1	0	0
Number of loans managed	Comp Plan, Core, Priority	7	7	7
Number of AP transactions per year	Core	6,652	6,700	6,700
Number of W-2's issued per year	Core	108	109	109
Number of days for AP to process department payment requests	Core	10	10	10
Percentage of bank accounts reconciled within 30 days from statement receipt	Core	100%	100%	100%
Number of utility bills issued	Core, Priority	15,590	15,620	15,750
Number of real estate tax bills issued	Core, Priority	5,465	5,500	5,550

<b>Performance Measures (continued)</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Number of personal property tax bills issued	Core, Priority	7,551	7,600	7,700
Number of business licenses issued	Core, Priority	819	850	850
Percent of utility bill revenue collected	Core, Priority	99.8%	99.5%	99.5%
Percent of real estate tax collections (+365 days)	Comp Plan, Core, Priority	99%	99%	99%
Percent of personal property tax collections (+365 days)	Core, Priority	98%	98%	98%
Percent of bill deadlines met	Core, Priority	100%	100%	100%

## **Outcomes and Results**

### **Desired Outcome**

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

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

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

### **Results**

Received 6th consecutive Financial Reporting Award; received 6th consecutive Budget Presentation Award.

Real estate collection rate for FY 2014 was 99%, with personal property collection at 98%.

Utility bill collection rate for FY 2014 was 99.8%.

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4012410</b>	<b>FINANCE</b>							
100-4012410-1100	FINANCE STAFF	511,121	515,833	515,224	590,844	525,844	525,844	1.9%
100-4012410-1200	OVERTIME-FINANCE	2,047	5,100	2,735	5,100	5,100	5,100	0.0%
100-4012410-2100	SOCIAL SECURITY TAX	38,221	39,851	41,251	45,590	40,617	40,617	1.9%
100-4012410-2200	RETIREMENT	57,887	47,163	46,419	54,508	48,034	48,034	1.8%
100-4012410-2300	HEALTH INSURANCE	97,073	108,773	100,958	117,708	100,246	100,246	-7.8%
100-4012410-2400	LIFE INSURANCE	5,524	6,250	5,546	6,512	5,739	5,739	-8.2%
100-4012410-2500	LONG TERM DISABILITY INSURANCE	0	2,485	0	2,840	0	0	-100.0%
100-4012410-2550	HYBRID DISABILITY PROGRAM	0	0	0	669	286	0	
100-4012410-2700	WORKERS COMP INSURANCE	373	509	366	432	385	385	-24.4%
100-4012410-2800	DEFERRED COMP MATCH	3,640	3,640	3,394	3,120	3,120	3,120	-14.3%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>715,887</b>	<b>729,604</b>	<b>715,893</b>	<b>827,323</b>	<b>729,370</b>	<b>729,084</b>	-0.1%
100-4012410-3110	BANK SERVICE CHARGE	810	1,000	500	1,000	1,000	1,000	0.0%
100-4012410-3120	CREDIT COLLECTION	0	1,000	500	1,000	1,000	1,000	0.0%
100-4012410-3310	EQUIPMENT CONTRACTS	2,082	4,500	4,500	4,500	4,500	4,500	0.0%
100-4012410-3500	PRINTING	298	0	0	0	0	0	
100-4012410-3510	MAIL SERVICES	4,408	6,000	6,000	6,000	6,000	6,000	0.0%
100-4012410-5210	POSTAGE	6,223	9,000	9,000	9,000	9,000	9,000	0.0%
100-4012410-5540	TRAVEL/TRAINING	1,988	5,000	5,000	5,500	5,500	5,500	10.0%
100-4012410-5801	GENERAL EXPENSES-FINANCE	1,162	2,000	2,000	2,000	2,000	2,000	0.0%
100-4012410-5809	COMPUTER SOFTWARE/MAINT	19,391	37,000	20,000	75,000	75,000	60,000	62.2%
100-4012410-5810	DUES & SUBSCRIPTIONS	712	1,500	1,500	1,700	1,700	1,700	13.3%
100-4012410-6001	EQUIPMENT/SUPPLIES	3,288	8,000	7,000	8,000	8,000	8,000	0.0%
	<b>TOTAL OPERATIONS</b>	<b>40,363</b>	<b>75,000</b>	<b>56,000</b>	<b>113,700</b>	<b>113,700</b>	<b>98,700</b>	31.6%
<b>Total Exp.</b>	<b>FINANCE</b>	<b>756,250</b>	<b>804,604</b>	<b>771,893</b>	<b>941,023</b>	<b>843,070</b>	<b>827,784</b>	<b>2.9%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From FY 2015 Current Bud
<b>100-4012240</b>	<b>FINANCIAL ADMINISTRATION</b>							
100-4012240-3120	AUDITING SERVICES	20,000	24,000	24,000	24,000	24,000	24,000	0.0%
100-4012240-3130	OPEB ACTUARIAL REPORT	0	5,000	4,500	0	0	0	-100.0%
100-4012240-3140	FINANCIAL ADVISOR	1,900	20,000	20,000	25,000	25,000	25,000	25.0%
100-4012240-3150	FIXED ASSET INVENTORY	4,900	5,500	5,500	5,500	5,500	5,500	0.0%
<b>Total Exp.</b>	<b>FINANCIAL ADMINISTRATION</b>	<b>26,800</b>	<b>54,500</b>	<b>54,000</b>	<b>54,500</b>	<b>54,500</b>	<b>54,500</b>	<b>0.0%</b>
<b>TOTAL FINANCE &amp; FINANCIAL ADMINISTRATION</b>		<b>783,050</b>	<b>859,104</b>	<b>825,893</b>	<b>995,523</b>	<b>897,570</b>	<b>882,284</b>	<b>2.7%</b>

## INFORMATION TECHNOLOGY

### Mission

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

### Department Description

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

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Percent of website requests posted within one day of receipt	Core	99%	99%	99%
Number of servers supported	Core	13	15	15
Laserfiche records management system scanners	Core	12	12	12
Number of personal computers supported	Core	115	120	124
Percent of PCs and laptops over 4.5 years old	Core	4%	5%	4%
Percent of IT operating budget allocated to third party support	Core	17%	19%	
Percent of IT user troubles calls resolved within one day of receipt	Core	95%	95%	95%
Number of Town buildings connected to the Town network	Core	8	8	8
Number of subscribers to the Town online notice system, Notify Me	Core	567	625	650

### Outcomes and Results

#### Desired Outcome

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

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

Maintain current PC's and laptops for all Town facilities for continuous operations.

#### Results

Published Town issued press releases since 2013. Added Procurement information and weekly Police incident summaries in 2014. The number of subscribers increased from 567 to 615.

Resolved 95% of trouble calls within one day.

Continued systematic program by replacing 21 PC's and laptops that were over 5 years old and installing 2 PCs and 1 laptop for new Town employees.

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4012510</b>	<b>INFORMATION TECHNOLOGY</b>							
100-4012510-1100	IT STAFF	98,393	102,136	103,185	107,966	105,192	105,192	3.0%
100-4012510-1200	OVERTIME	763	2,000	500	2,000	2,000	2,000	0.0%
100-4012510-2100	SOCIAL SECURITY TAX	7,418	7,966	8,242	8,412	8,200	8,200	2.9%
100-4012510-2200	RETIREMENT	6,334	5,418	5,418	5,856	5,580	5,580	3.0%
100-4012510-2300	HEALTH INSURANCE	11,699	11,699	11,699	11,965	11,965	11,965	2.3%
100-4012510-2400	LIFE INSURANCE	604	718	647	700	667	667	-7.1%
100-4012510-2500	LONG TERM DISABILITY INSURANCE	0	355	0	355	0	0	-100.0%
100-4012510-2550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	
100-4012510-2700	WORKERS COMP INSURANCE	72	101	73	79	77	77	-23.8%
100-4012510-2800	DEFERRED COMP MATCH	520	520	549	520	520	520	0.0%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>125,804</b>	<b>130,913</b>	<b>130,314</b>	<b>137,853</b>	<b>134,200</b>	<b>134,200</b>	<b>2.5%</b>
100-4012510-3141	WEBSITE DESIGN AND MAINT	6,338	6,900	7,600	8,300	23,000	23,000	233.3%
100-4012510-3144	CONSULTING & TECHNICAL SUPPORT	9,600	14,000	14,840	14,000	14,000	14,000	0.0%
100-4012510-3310	LASERFICHE SYS MAINT	0	7,300	7,300	7,300	7,300	7,300	0.0%
100-4012510-3320	IT MAINTENANCE SERVICE CONTRACTS	0	6,000	19,500	4,000	4,000	4,000	-33.3%
100-4012510-5250	COMMUNICATIONS	6,086	6,000	6,200	6,200	6,200	6,200	3.3%
100-4012510-5540	TRAVEL AND TRAINING	135	1,000	800	400	400	400	-60.0%
100-4012510-5808	HARDWARE OPERATIONS	7,963	53,000	53,000	65,400	65,400	60,000	13.2%
100-4012510-5809	SOFTWARE OPERATIONS	8,063	17,000	3,000	17,000	17,000	12,000	-29.4%
100-4012510-5810	DUES & SUBSCRIPTIONS	2,948	1,500	200	1,700	1,701	1,701	13.4%
	<b>TOTAL OPERATIONS</b>	<b>41,133</b>	<b>112,700</b>	<b>112,440</b>	<b>124,300</b>	<b>139,001</b>	<b>128,601</b>	<b>14.1%</b>
<b>Total Exp.</b>	<b>INFORMATION TECHNOLOGY</b>	<b>166,936</b>	<b>243,613</b>	<b>242,754</b>	<b>262,153</b>	<b>273,201</b>	<b>262,801</b>	<b>7.9%</b>

## POLICE

### Mission

The Purcellville Police Department delivers law enforcement and related services that meet the needs and expectations of the community, emphasizing detection and apprehension, crime prevention and the promotion of public safety.

### Department Description

The programs of the Police Department include Neighborhood Policing and Patrol, Traffic Enforcement and Administrative Support. Neighborhood Policing and Patrol provides immediate police service, criminal investigations and collaborative problem solving initiatives to the community so the community can feel safe and be safe. The Traffic Enforcement program provides resources in investigative accidents, analyzes collisions, manages the targeted enforcement efforts and coordinates multiple agencies in responding to traffic management in order to improve traffic safety. The Administrative Support program provides information resources as well as administrative record keeping, human resources and fiscal support to Police Department employees and volunteers so they can perform their jobs safely and effectively. Moving forward to achieve a new Town Vision, Mission, and Core Values with identified Strategic Initiatives is paramount. The Department also continues to strive towards full accomplishment of the Town's Implementation Strategy Matrix as we successfully achieve each Plan Element and Policy/Action Strategy related to Public Safety.

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Total offenses reported	Core	867	970	975
Number of traffic violations issued	Core	1,153	1,600	1,650
Number of collisions investigated	Core	137	220	150
Percentage of time the 24 hour, seven day-a-week coverage is available	Core	100%	100%	100%
Attendance at community engagement sessions this fiscal year (number of persons)	Core	425	525	550
Number of community training sessions this fiscal year	Core	3	4	4
Percentage participation in Youth Explorer program	Core	80%	100%	100%
Average response time to top priority calls (seconds)	Core	274	125	175

## Outcomes and Results

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### Desired Outcome

Maintain a safe community through 24 hour, seven day-a-week coverage.

Respond to top priority calls within 3.5 minutes.

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

Maintain a State Accredited Department to prevent and control crime through more effective and efficient delivery of law enforcement services.

### Results

Maintained 24 hour, seven day-a-week coverage.

Responded to 100% of top priority calls within 2 minutes.

Held two drug take back programs in coordination with the Loudoun County Sheriff's Office.

Department maintained State Accredited Status this fiscal year.

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4031100</b>	<b>POLICE</b>							
100-4031100-1100	POLICE STAFF	964,833	1,039,930	1,030,780	1,114,603	1,044,501	1,044,501	0.4%
100-4031100-1200	OVERTIME-POLICE	142,499	92,000	157,740	92,000	92,000	92,000	0.0%
100-4031100-2100	SOCIAL SECURITY TAX	82,795	86,593	93,459	92,305	86,942	86,942	0.4%
100-4031100-2200	RETIREMENT	118,496	103,577	97,815	108,943	104,032	104,032	0.4%
100-4031100-2210	LINE OF DUTY ACT	5,005	8,000	6,002	8,500	8,000	8,000	0.0%
100-4031100-2300	HEALTH INSURANCE	161,367	184,866	163,159	216,394	198,931	198,931	7.6%
100-4031100-2400	LIFE INSURANCE	11,308	13,727	11,686	13,016	12,430	12,430	-9.5%
100-4031100-2500	LONG TERM DISABILITY INSURANCE	0	6,035	0	6,390	0	0	-100.0%
100-4031100-2550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	
100-4031100-2700	WORKERS COMP INSURANCE	20,517	22,858	19,904	20,705	19,706	19,706	-13.8%
100-4031100-2800	DEFERRED COMP MATCH	4,440	6,240	4,629	5,200	4,680	4,680	-25.0%
100-4031100-2810	UNIFORMS	11,860	15,500	20,970	15,500	15,500	15,500	0.0%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>1,523,119</b>	<b>1,579,326</b>	<b>1,606,143</b>	<b>1,693,556</b>	<b>1,586,721</b>	<b>1,586,721</b>	<b>0.5%</b>
100-4031100-3160	PUBLIC DEFENDER FEES	120	1,300	1,300	1,300	1,300	1,300	0.0%
100-4031100-3310	EQUIPMENT REPAIRS	841	2,000	2,000	2,000	2,000	2,000	0.0%
100-4031100-3320	TECHNICAL SUPPORT	5,340	6,200	6,200	9,800	9,800	9,800	58.1%
100-4031100-3600	LEGAL ADVERTISEMENTS	1,798	1,600	1,600	1,600	1,600	1,600	0.0%
100-4031100-5110	ELECTRICITY	4,476	7,000	8,000	7,000	7,000	7,000	0.0%
100-4031100-5230	TELEPHONE	11,695	11,600	12,500	11,600	11,600	11,600	0.0%
100-4031100-5420	RENT/CLEANING	89,307	118,200	100,000	115,000	115,000	115,000	-2.7%
100-4031100-5540	TRAVEL AND TRAINING	8,890	12,000	12,000	16,000	16,000	16,000	33.3%
100-4031100-5808	COMPUTER OPERATIONS	5,310	8,500	8,000	8,500	8,500	8,500	0.0%
100-4031100-5809	COMPUTER SOFTWARE	5,538	10,500	10,000	10,500	10,500	3,000	-71.4%
100-4031100-5810	DUES AND SUBSCRIPTIONS	1,503	1,375	1,375	1,375	1,375	1,375	0.0%
100-4031100-5813	CITIZEN SUPPORT GROUP	1,079	1,500	1,500	1,500	1,500	1,500	0.0%
100-4031100-6001	SUPPLIES	10,919	17,000	17,000	17,000	17,000	17,000	0.0%
100-4031100-6008	VEHICLE MAINT/GAS	68,805	40,000	40,000	40,000	40,000	40,000	0.0%
100-4031100-6009	TOWED VEHICLES	0	250	250	250	250	250	0.0%
100-4031100-6010	EQUIPMENT	27,714	29,000	21,000	94,515	94,515	94,515	225.9%
100-4031100-6013	PUBLIC EDUCATION	2,327	2,500	2,500	3,500	3,500	3,500	40.0%
100-4031100-8105	VEHICLE PURCHASE	34,870	37,500	36,000	75,000	38,000	38,000	1.3%
	<b>TOTAL OPERATIONS</b>	<b>280,531</b>	<b>308,025</b>	<b>281,225</b>	<b>416,440</b>	<b>379,440</b>	<b>371,940</b>	<b>20.7%</b>
<b>Total Exp.</b>	<b>POLICE</b>	<b>1,803,650</b>	<b>1,887,351</b>	<b>1,887,368</b>	<b>2,109,996</b>	<b>1,966,161</b>	<b>1,958,661</b>	<b>3.8%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4032100</b>	<b>FIRE EMERGENCY SVC</b>							
100-4032100-5801	FIRE DEPARTMENT	40,000	45,000	45,000	45,000	50,000	45,000	0.0%
100-4032100-5802	PUBLIC SAFETY CTR UTILITY CREDIT	0	0	0	0	0	0	
100-4032100-5857	FIRE DEPT - STATE FUNDS	23,206	20,656	20,886	20,886	20,886	20,886	1.1%
<b>Total Exp.</b>	<b>FIRE EMERGENCY SVC</b>	<b>63,206</b>	<b>65,656</b>	<b>65,886</b>	<b>65,886</b>	<b>70,886</b>	<b>65,886</b>	<b>0.4%</b>
<b>100-4032300</b>	<b>RESCUE EMERGENCY SVC</b>							
100-4032300-5801	RESCUE SQUAD	40,000	45,000	45,000	45,000	58,671	45,000	0.0%
100-4032300-5802	PUBLIC SAFETY CTR UTILITY CREDIT	0	0	0	0	0	0	
100-4032300-5803	RESCUE SQUAD PROFFER	0	0	0	0	0	8,671	
<b>Total Exp.</b>	<b>RESCUE EMERGENCY SVC</b>	<b>40,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>58,671</b>	<b>53,671</b>	<b>19.3%</b>
<b>TOTAL PUBLIC SAFETY</b>		<b>1,906,856</b>	<b>1,998,007</b>	<b>1,998,254</b>	<b>2,220,882</b>	<b>2,095,718</b>	<b>2,078,218</b>	<b>4.0%</b>

## PUBLIC WORKS

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

### Mission

Provide management and leadership of the Public Works divisions to maintain and improve the Town's public infrastructure, streets, water distribution and sewer collection systems in a cost effective manner and to deliver quality capital projects within budget, on time and while meeting and exceeding expectations of end users and Town residents.

### Department Description

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

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Response time to contact customers after non-emergency complaints (hours)	Core	2.7	2.5	2.5
Percentage of water breaks repaired within 24 hours	Core	100%	100%	100%
Number of active projects inspected	Core	13	15	17
Percent of projects that pass one year warranty	Core	95%	95%	95%
Number of days between solicitation issuance and Council award	Core	45	55	45
Number of work orders completed	Core	1,700	1,800	1,800
Number of emergency call outs	Priority	25	30	35
Linear feet of collection lines	Core	45,000	50,000	52,000
Number of reportable overflow or backups	Priority	6	6	6
Percent of total reportable overflow or backups responded to within 2 hours	Priority	100%	100%	100%
Percent of collection system inspected	Core	35%	50%	50%
Percentage of assessed lane miles rated	Core	50%	75%	75%
Average number of working days to repair a pothole	Core	1	1	1

## Outcomes and Results

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### Desired Outcome

Inspect at least 35% of the sewer collection system in a year.

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

Respond to reportable overflow or backups as quickly as possible.

Repair major water line breaks within 24 hours.

### Results

Inspected over 25% of the collection system in FY2014-15.

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

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

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

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4041050</b>	<b>PW ADMINISTRATION</b>							
100-4041050-1100	PW/ADMIN/ENG STAFF	219,314	224,000	224,279	235,128	235,128	235,128	5.0%
100-4041050-1200	OVERTIME PW ADMIN/ENG	2,851	2,000	565	2,000	2,000	2,000	0.0%
100-4041050-2100	SOCIAL SECURITY TAX	16,568	17,266	17,552	17,992	17,992	17,992	4.2%
100-4041050-2200	RETIREMENT	27,387	22,310	22,334	23,419	23,419	23,419	5.0%
100-4041050-2300	HEALTH INSURANCE	40,474	40,474	40,474	41,392	41,392	41,392	2.3%
100-4041050-2400	LIFE INSURANCE	2,614	2,957	2,669	2,798	2,798	2,798	-5.4%
100-4041050-2500	LONG TERM DISABILITY INSURANCE	0	1,065	0	1,065	0	0	-100.0%
100-4041050-2550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	
100-4041050-2600	UNEMPLOYMENT CLAIM	1,890	0	0	0	0	0	
100-4041050-2700	WORKERS COMP INSURANCE	1,880	1,512	732	1,290	1,290	1,290	-14.7%
100-4041050-2800	DEFERRED COMP MATCH	1,560	1,560	1,646	1,560	1,560	1,560	0.0%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>314,537</b>	<b>313,144</b>	<b>310,250</b>	<b>326,645</b>	<b>325,579</b>	<b>325,579</b>	<b>4.0%</b>
100-4041050-3142	CONSULTING/ENGINEERING	37,475	62,500	62,000	62,000	62,000	62,000	-0.8%
100-4041050-3144	TRANSPORTATION STUDY	0	0	0	46,000	0	0	
100-4041050-3145	PD FACILITY SITE STUDY	0	0	0	42,000	0	0	
100-4041050-3600	LEGAL ADVERTISEMENTS	25	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-5540	TRAVEL/TRAINING	1,362	4,000	3,500	3,500	3,500	3,500	-12.5%
100-4041050-5808	COMPUTER OPERATIONS	0	2,000	2,000	2,000	2,000	2,000	0.0%
100-4041050-5809	COMPUTER SOFTWARE	0	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-5810	DUES & SUBSCRIPTIONS	304	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041050-6001	SUPPLIES	3,389	5,000	6,200	6,000	6,000	6,000	20.0%
100-4041050-6003	FIELD INSPECTIONS	3	1,500	1,500	1,550	1,550	1,550	3.3%
100-4041050-6004	EQUIPMENT/FIELD SUPPLIES	63	1,700	1,700	1,750	1,750	1,750	2.9%
100-4041050-6008	VEHICLE MAINT/GAS	5,424	3,700	5,500	5,500	5,500	5,500	48.6%
	<b>TOTAL OPERATIONS</b>	<b>48,046</b>	<b>83,400</b>	<b>85,400</b>	<b>173,300</b>	<b>85,300</b>	<b>85,300</b>	<b>2.3%</b>
<b>Total Exp.</b>	<b>PW ADMINISTRATION</b>	<b>362,583</b>	<b>396,544</b>	<b>395,650</b>	<b>499,945</b>	<b>410,879</b>	<b>410,879</b>	<b>3.6%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4041100</b>	<b>PW - CAPITAL &amp; ENG</b>							
100-4041100-1100	PW/CAP & ENG STAFF	279,410	271,192	273,122	332,522	279,311	279,311	3.0%
100-4041100-1200	OVERTIME-PW/CAP & ENG	16,267	30,000	11,181	30,000	30,000	30,000	0.0%
100-4041100-2100	SOCIAL SECURITY TAX	22,189	23,041	22,428	27,733	23,662	23,662	2.7%
100-4041100-2200	RETIREMENT	25,767	20,411	20,411	33,119	27,819	21,022	3.0%
100-4041100-2300	HEALTH INSURANCE	45,849	51,224	51,224	87,312	52,387	52,387	2.3%
100-4041100-2400	LIFE INSURANCE	2,459	2,705	2,439	3,957	3,324	2,512	-7.1%
100-4041100-2500	LONG TERM DISABILITY INSURANCE	0	1,065	0	1,775	0	0	-100.0%
100-4041200-2550	HYBRID DISABILITY PROGRAM	0	0	0	717	403	0	
100-4041100-2700	WORKERS COMP INSURANCE	2,209	2,521	1,605	3,318	2,787	2,787	10.6%
100-4041100-2800	DEFERRED COMP MATCH	1,520	1,560	1,646	1,560	1,560	1,560	0.0%
100-4041100-2810	UNIFORMS	0	0	800	800	800	800	
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>395,670</b>	<b>403,719</b>	<b>384,855</b>	<b>522,813</b>	<b>422,054</b>	<b>414,042</b>	<b>2.6%</b>
100-4041100-3142	ENGIN/CONSULTING	33,594	55,000	55,000	55,000	55,000	55,000	0.0%
100-4041100-3600	LEGAL ADVERTISEMENTS	538	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041100-5540	TRAVEL/TRAINING	4,160	5,000	5,000	5,000	5,000	5,000	0.0%
100-4041100-5808	COMPUTER OPERATIONS	280	3,000	3,000	3,000	3,000	3,000	0.0%
100-4041100-5809	COMPUTER SOFTWARE	700	2,000	2,000	2,000	2,000	2,000	0.0%
100-4041100-5810	DUES/SUBSCRIPTIONS	180	1,500	1,500	1,500	1,500	1,500	0.0%
100-4041100-6001	SUPPLIES	1,629	5,000	5,000	5,000	5,000	5,000	0.0%
100-4041100-6003	FIELD INSPECTIONS	383	1,000	1,000	1,000	1,000	1,000	0.0%
100-4041100-6004	EQUIPMENT/FIELD SUPPLIES	2,831	2,500	3,000	3,000	3,000	3,000	20.0%
100-4041100-6008	VEHICLE MAINT/GAS	3,931	6,000	6,000	6,000	6,000	6,000	0.0%
	<b>TOTAL OPERATIONS</b>	<b>48,226</b>	<b>82,000</b>	<b>82,500</b>	<b>82,500</b>	<b>82,500</b>	<b>82,500</b>	<b>0.6%</b>
<b>Total Exp.</b>	<b>PW - CAPITAL &amp; ENG</b>	<b>443,896</b>	<b>485,719</b>	<b>467,355</b>	<b>605,313</b>	<b>504,554</b>	<b>496,542</b>	<b>2.2%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4041200</b>	<b>PW-MAINT/STS/UTIL</b>							
100-4041200-1100	MAINTENANCE STAFF	512,436	523,953	522,872	607,818	539,602	539,602	3.0%
100-4041200-1200	OVERTIME-MAINTENANCE	47,500	50,000	13,114	50,000	50,000	50,000	0.0%
100-4041200-2100	SOCIAL SECURITY TAX	41,338	43,907	41,937	50,323	45,105	45,105	2.7%
100-4041200-2200	RETIREMENT	59,800	49,671	49,493	55,836	51,154	51,154	3.0%
100-4041200-2300	HEALTH INSURANCE	125,373	133,120	126,796	147,135	129,673	129,673	-2.6%
100-4041200-2400	LIFE INSURANCE	5,707	6,583	5,914	6,671	6,112	6,112	-7.2%
100-4041200-2500	LONG TERM DISABILITY INSURANCE	0	3,550	0	3,550	0	0	-100.0%
100-4041200-2550	HYBRID DISABILITY PROGRAM	0	0	0	508	260	260	
100-4041200-2700	WORKERS COMP INSURANCE	25,951	25,857	24,220	27,037	24,059	24,059	-7.0%
100-4041200-2800	DEFERRED COMP MATCH	3,040	2,600	3,840	3,120	3,120	3,120	20.0%
100-4041200-2810	UNIFORMS	15,665	15,000	10,000	10,000	10,000	10,000	-33.3%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>836,811</b>	<b>854,241</b>	<b>798,186</b>	<b>961,998</b>	<b>859,085</b>	<b>859,085</b>	<b>0.6%</b>
100-4041200-3310	EQUIPMENT REPAIRS	22,628	19,930	10,000	15,000	15,000	15,000	-24.7%
100-4041200-3320	CLEANING	0	15,000	7,000	8,500	8,500	8,500	-43.3%
100-4041200-3330	WASTE DISPOSAL	3,872	3,000	3,000	3,000	3,000	3,000	0.0%
100-4041200-3340	MISS UTILITY	1,163	1,500	1,500	1,500	1,500	1,500	0.0%
100-4041200-5110	ELECTRICITY/HEATING	25,003	25,000	12,000	17,000	17,000	17,000	-32.0%
100-4041200-5230	TELEPHONE	13,989	15,000	15,000	17,000	17,000	17,000	13.3%
100-4041200-5540	TRAVEL AND TRAINING	5,098	10,000	7,000	10,000	10,000	10,000	0.0%
100-4041200-5810	DUES AND SUBSCRIPTIONS	113	500	0	500	500	500	0.0%
100-4041200-5811	MAINT. EMERGENCY	7,543	10,000	6,000	6,000	6,000	6,000	-40.0%
100-4041200-5814	SAFETY	13,353	20,000	20,000	25,000	25,000	25,000	25.0%
100-4041200-5815	DRUG TESTING	390	200	200	200	200	200	0.0%
100-4041200-5831	LAND USE PERMITS	0	100	100	100	100	100	0.0%
100-4041200-5832	PARKING LOT MAINTENANCE	1,881	10,000	10,000	12,000	12,000	12,000	20.0%
100-4041200-6001	SUPPLIES	23,273	24,000	24,000	30,000	30,000	30,000	25.0%
100-4041200-6004	NEW EQUIPMENT & TOOLS	10,392	20,000	20,000	25,000	25,000	20,000	0.0%
100-4041200-6007	BUILDING EXPENSES	14,470	20,000	20,000	25,000	25,000	25,000	25.0%
100-4041200-6008	VEHICLE MAINT/GAS	65,150	50,000	40,000	50,000	50,000	50,000	0.0%
100-4041200-8105	VEHICLE PURCHASE	37,407	0	0	170,000	170,000	57,000	
100-4041200-8109	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
	<b>TOTAL OPERATIONS</b>	<b>245,725</b>	<b>263,230</b>	<b>214,800</b>	<b>434,800</b>	<b>434,800</b>	<b>316,800</b>	<b>20.4%</b>
<b>Total Exp.</b>	<b>PW-MAINT/STS/UTIL</b>	<b>1,082,536</b>	<b>1,117,471</b>	<b>1,012,986</b>	<b>1,396,798</b>	<b>1,293,885</b>	<b>1,175,885</b>	<b>5.2%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From FY 2015 Current Bud
<b>100-4041300</b>	<b>MAINTENANCE STREETS - TOWN</b>							
100-4041300-5901	ASPHALT/GENERAL(TOWN)	3,038	15,000	10,000	15,000	15,000	15,000	0.0%
100-4041300-5902	CONCRETE-SIDWALK(TOWN)	10	8,000	4,000	8,000	8,000	8,000	0.0%
100-4041300-5903	STREET SWEEPING(TOWN)	32,620	30,000	30,000	30,000	30,000	20,000	-33.3%
100-4041300-5910	SNOW REMOVAL (TOWN)	7,492	15,000	15,000	15,000	15,000	15,000	0.0%
100-4041300-5921	CONCRETE-C&G(TOWN)	4,576	15,000	10,000	15,000	15,000	15,000	0.0%
100-4041300-5922	DRAINAGE(TOWN)	10,924	25,000	25,000	25,000	25,000	25,000	0.0%
100-4041300-5931	TREE REMOVAL(TOWN)	30,758	25,000	25,000	25,000	25,000	25,000	0.0%
100-4041300-5932	LAWN MAINTENANCE(TOWN)	23,547	25,000	25,000	25,000	25,000	25,000	0.0%
100-4041300-5933	LAWN MAINTENANCE(ORDINANCE)	210	1,000	500	500	500	500	-50.0%
100-4041300-5941	STREET SIGNAGE,ETC(TOWN)	2,685	6,000	6,000	6,000	6,000	6,000	0.0%
100-4041300-5942	STRIPING(TOWN)	6,553	15,000	6,000	10,000	10,000	10,000	-33.3%
100-4041300-5950	ENGINEERING EXP (TOWN)	0	10,000	10,000	10,000	10,000	10,000	0.0%
100-4041300-5961	ELEC SVC:ST. LIGHTS/SIGNALS	47,586	40,000	40,000	41,000	41,000	41,000	2.5%
100-4041300-6014	MOSQUITO CONTROL & MITIGATION	0	5,000	2,500	2,500	2,500	2,500	-50.0%
<b>Total Exp.</b>	<b>MAINTENANCE STREETS - TOWN</b>	<b>169,999</b>	<b>235,000</b>	<b>209,000</b>	<b>228,000</b>	<b>228,000</b>	<b>218,000</b>	<b>-7.2%</b>
<b>100-4041350</b>	<b>MAINTENANCE STREETS -STATE</b>							
100-4041350-5906	ASPHALT/GENERAL(STATE)	497,270	210,000	210,000	210,000	210,000	210,000	0.0%
100-4041350-5907	CONCRETE-SIDEWALK(STATE)	7,632	20,000	20,000	20,000	20,000	20,000	0.0%
100-4041350-5908	STREET SWEEPING(STATE)	15,008	50,000	50,000	50,000	50,000	50,000	0.0%
100-4041350-5915	SNOW REMOVAL (STATE)	82,486	40,000	40,000	40,000	40,000	40,000	0.0%
100-4041350-5926	CONCRETE-C&G(STATE)	0	20,000	20,000	15,000	15,000	15,000	-25.0%
100-4041350-5927	DRAINAGE(STATE)	400	40,000	40,000	40,000	40,000	40,000	0.0%
100-4041350-5936	TREE REMOVAL(STATE)	7,336	20,000	20,000	20,000	20,000	20,000	0.0%
100-4041350-5937	LAWN MAINTENANCE(STATE)	19,004	20,000	20,000	25,000	25,000	25,000	25.0%
100-4041350-5946	STREET SIGNAGE,ETC(STATE)	30,718	20,000	20,000	20,000	20,000	20,000	0.0%
100-4041350-5947	STRIPING(STATE)	39,690	25,000	25,000	25,000	25,000	25,000	0.0%
100-4041350-5948	SIGNAL MAINTENANCE(STATE)	15,845	30,000	30,000	30,000	30,000	30,000	0.0%
100-4041350-5955	ENGINEERING EXP (STATE)	29,197	40,000	40,000	40,000	40,000	40,000	0.0%
<b>Total Exp.</b>	<b>MAINTENANCE STREETS</b>	<b>744,587</b>	<b>535,000</b>	<b>535,000</b>	<b>535,000</b>	<b>535,000</b>	<b>535,000</b>	<b>0.0%</b>
<b>100-4042100</b>	<b>REFUSE</b>							
100-4042100-3330	REFUSE CONTRACT	392,492	413,000	405,590	419,000	419,000	419,000	1.5%
<b>Total Exp.</b>	<b>REFUSE</b>	<b>392,492</b>	<b>413,000</b>	<b>405,590</b>	<b>419,000</b>	<b>419,000</b>	<b>419,000</b>	<b>1.5%</b>

**OPERATING BUDGET EXPENDITURES**

	FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud	
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval		
<b>100-4043200 PW-TOWN HALL / MISC</b>								
100-4043200-3310	BUILDING REPAIRS	11,777	8,500	8,500	10,000	10,000	10,000	17.6%
100-4043200-3311	HVAC/MECHANICAL MAINT	2,879	3,500	6,000	15,000	15,000	15,000	328.6%
100-4043200-3312	FIRE SPRINKLER MAINT	0	1,500	1,000	1,000	1,000	1,000	-33.3%
100-4043200-3313	EVEVATOR MAINTENANCE	3,655	2,600	2,600	2,600	2,600	2,600	0.0%
100-4043200-3320	CLEANING	25,379	30,000	30,000	30,000	30,000	22,000	-26.7%
100-4043200-3321	PEST CONTROL	200	500	200	200	200	200	-60.0%
100-4043200-5110	ELECTRICITY	30,825	35,000	33,000	33,000	33,000	33,000	-5.7%
100-4043200-5240	SECURITY/FIRE MONITORING	1,652	3,700	3,500	3,500	3,500	3,500	-5.4%
100-4043200-5932	LANDSCAPING	0	7,500	7,500	7,500	7,500	7,500	0.0%
100-4043200-6007	BUILDING SUPPLIES	2,664	3,000	3,000	3,500	3,500	3,500	16.7%
100-4043200-6017	TOWN HOLIDAY LIGHTS	10,159	10,000	10,000	7,500	7,500	7,500	-25.0%
<b>Total Exp.</b>	<b>PW-TOWN HALL / MISC</b>	<b>89,188</b>	<b>105,800</b>	<b>105,300</b>	<b>113,800</b>	<b>113,800</b>	<b>105,800</b>	<b>0.0%</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>								
		<b>3,285,280</b>	<b>3,288,534</b>	<b>3,130,881</b>	<b>3,797,855</b>	<b>3,505,117</b>	<b>3,361,105</b>	<b>2.2%</b>

# COMMUNITY DEVELOPMENT

## Mission

Protect and enhance the quality of Purcellville's natural, built and economic environment through planning for the Town's future and through administration of Town development and zoning regulations in a professional, customer-friendly manner.

## Department Description

The Community Development Department consists of the Director, Senior Planner, Planning Technician, and a Planner/Zoning Inspector. The department is responsible for processing all land development applications and permits, guiding revisions to the Town's comprehensive plan and land development regulations, promoting economic development in the Town, ensuring compliance with the zoning code and providing staff support to Town boards and commissions as needed.

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Zoning permits, site plans, sign permits, BAR, and subdivision plats processed	Core	425	425	425
Customers serviced at counter	Core	2,000	2,000	2000
Sign permits processed	Core	173	150	150
Number of jobs created	Priority, Core	188	375	200
Number of new businesses	Priority, Core	49	50	50
Number of code changes	Priority, Core	9	5	5
Number of new development submissions posted on department webpage	Priority, Core	5	3	3
Total code violation cases including sign enforcement	Priority, Core	233	240	225
Informal code violation warnings	Priority, Core	225	240	230
Formal code violations issued	Priority, Core	8	10	8

## Outcomes and Results

### Desired Outcome

### Results

Work with the Economic Development Advisory Committee (EDAC) to develop and implement a Tourism Plan for the Town.

In 2014 developed plan and presented to Council. Started implementation; seeking grant monies to implement.

Complete the zoning revisions to the zoning ordinance.

Adopted 30% of the zoning changes. Planning Commission is working on the remaining changes.

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

In FY 2014 233 inspections performed with 100% of cases brought into voluntary compliance.

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4081100</b>	<b>COMMUNITY DEVELOPMENT</b>							
100-4081100-1100	PLANNING STAFF	270,466	276,490	269,874	283,955	283,955	283,955	2.7%
100-4081100-1200	OVERTIME-PLANNING	2,161	4,000	3,741	4,000	4,000	8,000	100.0%
100-4081100-2100	SOCIAL SECURITY TAX	20,535	21,458	22,439	22,029	22,029	22,029	2.7%
100-4081100-2200	RETIREMENT	33,549	27,538	26,912	28,282	28,282	28,282	2.7%
100-4081100-2300	HEALTH INSURANCE	30,671	30,671	21,547	21,400	21,400	21,400	-30.2%
100-4081100-2400	LIFE INSURANCE	3,201	3,650	3,216	3,379	3,379	3,379	-7.4%
100-4081100-2500	LONG TERM DISABILITY INSURANCE	0	1,420	0	1,420	0	0	-100.0%
100-4081100-2550	HYBRID DISABILITY PROGRAM	0	0	0	243	243	243	
100-4081100-2600	UNEMPLOYMENT CLAIM	8,338	0	0	0	0	0	
100-4081100-2700	WORKERS COMP INSURANCE	804	721	507	589	589	589	-18.3%
100-4081100-2800	DEFERRED COMP MATCH	1,480	2,080	1,817	2,080	2,080	2,080	0.0%
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>371,205</b>	<b>368,028</b>	<b>350,052</b>	<b>367,377</b>	<b>365,957</b>	<b>369,957</b>	<b>0.5%</b>
100-4081100-3141	PLAN REVIEW/FIELD INSPECT	600	2,500	2,000	2,500	2,500	2,500	0.0%
100-4081100-3142	CONSULTING/ENGINEERING	6,993	20,000	7,000	20,000	20,000	20,000	0.0%
100-4081100-3144	CONSULTING-ADMIN SUPPORT	500	2,000	1,800	2,000	2,000	2,000	0.0%
100-4081100-3310	EQUIPMENT CONTRACTS	2,165	2,000	2,200	2,200	2,200	2,200	10.0%
100-4081100-5540	TRAVEL/TRAINING	1,033	5,000	3,033	5,000	5,000	5,000	0.0%
100-4081100-5545	CITIZENS PLANNING ACADEMY	0	0	0	2,500	2,500	2,500	
100-4081100-5801	GENERAL EXPENSE-PLANNING	1,539	2,500	2,600	2,500	2,500	2,500	0.0%
100-4081100-5807	COMP PLAN REVIEW	0	0	0	50,000	50,000	40,000	
100-4081100-5809	COMPUTER SOFTWARE	0	0	0	5,000	5,000	5,000	
100-4081100-5810	DUES & SUBSCRIPTIONS	1,359	3,000	2,700	3,000	3,000	3,000	0.0%
100-4081100-6001	SUPPLIES	1,864	2,500	2,500	2,500	2,500	2,500	0.0%
100-4081100-6008	VEHICLE MAINT/GAS	206	2,000	1,500	1,500	1,500	1,500	-25.0%
	<b>TOTAL OPERATIONS</b>	<b>16,259</b>	<b>41,500</b>	<b>25,333</b>	<b>98,700</b>	<b>98,700</b>	<b>88,700</b>	<b>113.7%</b>
<b>Total Exp.</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>387,465</b>	<b>409,528</b>	<b>375,385</b>	<b>466,077</b>	<b>464,657</b>	<b>458,657</b>	<b>12.0%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>GENERAL FUND LEGISLATIVE &amp; ADVISORY COMMISSIONS</b>								
<b>100-4011100</b>	<b>COUNCIL</b>							
100-4011100-1100	MAYOR SALARY	5,525	7,025	7,025	7,025	7,025	7,025	0.0%
100-4011100-1200	COUNCIL SALARY	27,300	36,300	36,300	36,300	36,300	36,300	0.0%
100-4011100-2100	SOCIAL SECURITY TAX	2,512	3,314	3,314	3,314	3,314	3,314	0.0%
100-4011100-2550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	
100-4011100-2700	WORKERS COMP INSURANCE	0	162	115	120	120	120	-25.9%
100-4011100-5801	COUNCIL TRAVEL & GENERAL EXP	15,452	12,500	12,500	12,500	12,500	12,500	0.0%
100-4011100-5805	ELECTION EXPENSE	2,977	0	0	3,500	3,500	3,500	
100-4011100-5807	SPECIAL COMMUNITY PROJECTS	0	0	0	3,500	3,500	3,500	
100-4011100-5810	DUES AND SUBSCRIPTIONS	12,036	12,250	13,000	13,000	13,000	13,000	6.1%
<b>Total Exp.</b>	<b>COUNCIL</b>	<b>65,802</b>	<b>71,551</b>	<b>72,254</b>	<b>79,259</b>	<b>79,259</b>	<b>79,259</b>	<b>10.8%</b>
<b>100-4081200</b>	<b>PLANNING COMMISSION</b>							
100-4081200-1100	PL COMMISSION SALARIES	11,100	11,100	11,100	11,100	11,100	11,100	0.0%
100-4081200-2100	SOCIAL SECURITY TAX	849	849	849	849	849	849	0.0%
100-4081200-5540	TRAVEL / TRAINING	0	2,000	0	2,000	2,000	2,000	0.0%
100-4081200-5801	GENERAL EXPENSE-PL COMM`	24	400	0	400	400	400	0.0%
<b>Total Exp.</b>	<b>PLANNING COMMISSION</b>	<b>11,974</b>	<b>14,349</b>	<b>11,949</b>	<b>14,349</b>	<b>14,349</b>	<b>14,349</b>	<b>0.0%</b>
<b>100-4081400</b>	<b>BD OF ZONING APPEALS</b>							
100-4081400-1100	BZA SALARIES	0	250	250	250	250	250	0.0%
<b>Total Exp.</b>	<b>BD OF ZONING APPEALS</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>100-4081500</b>	<b>ECONOMIC DEVELOPMENT</b>							
100-4081500-5540	EDEV TRAVEL / TRAINING	404	900	600	900	900	900	0.0%
100-4081500-5801	EDEV GENERAL EXPENSE	2,155	1,800	1,800	1,800	1,800	1,800	0.0%
100-4081500-5802	EDEV SPECIAL PROJECTS/TOURISM	11,885	38,091	33,500	12,000	12,000	12,000	-68.5%
100-4081500-5803	BUS COMM SUPPORT & DEVELO	2,257	2,500	2,000	2,500	2,500	2,500	0.0%
100-4081500-5810	FACADE IMPROVEMENT PROG	1,569	5,000	2,500	5,000	0	0	-100.0%
100-4081500-5811	VISITOR CENTER	135	7,500	7,500	7,500	0	0	-100.0%
<b>Total Exp.</b>	<b>ECONOMIC DEVELOPMENT</b>	<b>18,405</b>	<b>55,791</b>	<b>47,900</b>	<b>29,700</b>	<b>17,200</b>	<b>17,200</b>	<b>-69.2%</b>
<b>100-4081600</b>	<b>ARCHITECTURAL REVIEW BOARD</b>							
100-4081600-1100	ARB SALARIES	2,550	3,500	3,500	3,500	3,500	3,500	0.0%
100-4081600-2100	SOCIAL SECURITY TAX	195	268	268	268	268	268	-0.1%
100-4081600-5540	ARB TRAVEL/TRAINING	0	500	500	500	500	500	0.0%
100-4081600-5801	ARB GENERAL EXPENSE	147	500	500	500	500	500	0.0%
<b>Total Exp.</b>	<b>ARCHITECTURAL REVIEW BOARD</b>	<b>2,893</b>	<b>4,768</b>	<b>4,768</b>	<b>4,768</b>	<b>4,768</b>	<b>4,768</b>	<b>0.0%</b>
<b>100-4082500</b>	<b>ARTS COMMITTEE</b>							
100-4082500-5802	ARTS COMMITTEE	0	8,000	8,000	30,000	15,000	15,000	87.5%
<b>Total Exp.</b>	<b>ARTS COMMITTEE</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>	<b>87.5%</b>
<b>100-4082600</b>	<b>COMM. ON ENVIRONMENTAL SPECIAL PROGRAMS</b>							
100-4082600-5802	ENVIROMENTAL SPECIAL PROGRAMS	102	1,500	1,500	1,500	1,500	1,500	0.0%
<b>Total Exp.</b>	<b>COMM. ON ENVIRONMENTAL SPECIAL PROG</b>	<b>102</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>
<b>TOTAL GEN FUND LEGISLATIVE &amp; ADV COMMISSIONS</b>		<b>99,175</b>	<b>156,209</b>	<b>146,621</b>	<b>159,826</b>	<b>132,326</b>	<b>132,326</b>	<b>-15.3%</b>
<b>100-4091000</b>	<b>RETIREE BENEFITS</b>							
100-4091000-2330	RETIREE HEALTH BENEFIT	26,770	29,064	29,878	33,246	33,246	33,246	14.4%
<b>Total Exp.</b>	<b>RETIREE BENEFITS</b>	<b>26,770</b>	<b>29,064</b>	<b>29,878</b>	<b>33,246</b>	<b>33,246</b>	<b>33,246</b>	<b>14.4%</b>
<b>100-4092000</b>	<b>ADJUST &amp; TRANSFERS</b>							
100-4092000-0100	PAY-FOR-PERFORMANCE ADJUSTMENT	0	101,311	101,311	107,650	107,650	80,000	-21.0%
100-4092000-0110	TRANSFER TO PARKS & REC	0	44,645	44,645	0	0	0	-100.0%
100-4092000-0200	RESERVES	0	0	98,653	0	0	0	
100-4092000-0300	TRANSFER TO CAPITAL FUND	463,512	85,000	85,000	0	0	0	-100.0%
100-4092000-0400	CAPITAL ASSET REPLACEMENT FUND	0	5,000	5,000	7,000	7,000	7,000	40.0%
<b>Total Exp.</b>	<b>ADJUST &amp; TRANSFERS</b>	<b>463,512</b>	<b>235,956</b>	<b>334,609</b>	<b>114,650</b>	<b>114,650</b>	<b>87,000</b>	<b>-63.1%</b>
<b>100-4095100</b>	<b>DEBT RETIREMENT</b>							
100-4095100-9300	DEBT RETIRE- PRINCIPAL	434,979	596,531	596,531	658,336	658,336	658,336	10.4%
100-4095100-9400	DEBT RETIRE- INTEREST	426,179	605,110	605,110	584,955	584,955	590,868	-2.4%
100-4095100-9505	BOND ISSUE COSTS	163,254	0	0	0	0	0	
<b>Total Exp.</b>	<b>DEBT RETIREMENT</b>	<b>1,024,413</b>	<b>1,201,641</b>	<b>1,201,641</b>	<b>1,243,291</b>	<b>1,243,291</b>	<b>1,249,204</b>	<b>4.0%</b>
<b>Total Exp.</b>	<b>GENERAL FUND</b>	<b>9,616,116</b>	<b>9,722,082</b>	<b>9,638,180</b>	<b>10,900,776</b>	<b>10,115,901</b>	<b>9,844,966</b>	<b>1.3%</b>

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

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

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

**OPERATING BUDGET REVENUES**

		FY 2014	FY 2015		FY 2016		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 15 Budget
<b>Fund # 110</b>	<b>SPECIAL PARKS &amp; RECREATION FUND</b>						
110-3110102-0000	SPECIAL TAX DISTRICT REVENUE	370,418	372,168	393,908	405,075	399,658	7.4%
110-3110601-0000	PENALTIES AND INTEREST	1,644	1,500	2,104	1,600	1,600	6.7%
110-3150201-0000	RENT ON PROPERTY	36,000	36,000	36,000	75,000	75,000	108.3%
110-3150203-0000	TRAIN STATION INCOME	4,325	5,000	3,160	3,000	3,000	-40.0%
110-3161206-0000	GARDEN PLOT REVENUE	325	450	450	450	450	0.0%
110-3189901-0000	PRODUCT SALES	227	0	28	0	0	
110-3189913-0000	PARKS & REC DONATIONS	500	600	500	500	500	-16.7%
110-3189914-0000	WINE & FOOD FESTIVAL	20,490	20,500	24,092	35,000	35,000	70.7%
110-3189915-0000	LOUDOUN GROWN EXPO REVENUE	6,935	4,000	8,000	8,000	0	-100.0%
110-3189917-0000	ROCK THE RINK REVENUE	0	0	6,000	6,000	0	
110-3189919-0000	MUSIC & ARTS FESTIVAL	8,050	1,500	27,907	26,966	6,000	300.0%
110-3320201-0000	BAB SUBSIDY	28,959	29,194	28,767	28,000	28,000	-4.1%
110-3980000-0000	TRANSFERS FROM OTHER FUNDS	0	44,645	0	0	0	-100.0%
<b>Total Revenues</b>	<b>PARKS &amp; REC</b>	<b>477,874</b>	<b>515,557</b>	<b>530,916</b>	<b>589,591</b>	<b>549,208</b>	<b>6.5%</b>

## PARKS & RECREATION

### Mission

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

### Department Description

The primary duties of this department include planning and implementing programs to enhance the quality of life for citizens; execute programs and events that promote tourism in Purcellville; contributing to overseeing the operation, improvement and maintenance of park properties in coordination with the Public Works Department, assessing the active and passive recreational needs of the Town; and assisting with the planning process to enhance Town park offerings.

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Events offered to the public	Comp Plan	12	14	14
Number of collaborative programs, such as movie nights, between the Town and BT Concessionaire	Comp Plan	New measure	New measure	6
Number of attendees to the Loudoun Grown Expo	Comp Plan	4,000	5,000	5,000
Minimum number of tickets sold to the Wine and Food Festival	Comp Plan	New measure	New measure	3,000
Recapture at least 90% of direct event costs for Wine Festival, Expo, Music and Art Festival	Comp Plan	New measure	New measure	95%
Offer new cost neutral activity	Comp Plan	New measure	New measure	1
Recapture at least 50% of total event costs for Wine Festival, Expo, Music and Art Festival	Comp Plan	New measure	New measure	50%
Number of attendees at the holiday related events combined	Comp Plan	1,500	2,000	2,000

## Outcomes and Results

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### Desired Outcome

Offer new Town produced events in FY 15

Increase number of attendees to Town hosted events

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

### Results

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

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

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

**OPERATING BUDGET EXPENDITURES**

	FY 2014	FY 2015		FY 2016 Request			
	Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From FY 2015 Current Bud

**Fund # 110 SPECIAL PARKS & RECREATION FUND**

<b>110-4071100</b>	<b>PARKS &amp; REC MANAGEMENT</b>							
110-4071100-1100	PARKS & REC STAFF	38,835	39,831	41,736	75,342	35,170	41,031	3.0%
110-4071100-1200	OVERTIME-PARKS & REC STAFF	603	700	690	700	700	700	0.0%
110-4071100-2100	SOCIAL SECURITY TAX	3,097	3,101	3,383	5,817	2,744	3,192	2.9%
110-4071100-2200	RETIREMENT	0	0	0	7,504	3,503	0	
110-4071100-2300	HEALTH INSURANCE	0	0	0	17,462	0	0	
110-4071100-2400	LIFE INSURANCE	0	0	0	897	419	0	
110-4071100-2500	LONG TERM DISABILITY INSURANCE	0	0	0	355	0	0	
110-4071100-2550	HYBRID DISABILITY PROGRAM	0	0	0	445	208	0	
110-4071100-2700	WORKERS COMP INSURANCE	29	39	28	55	26	30	-23.1%
110-4071100-2800	DEFERRED COMP MATCH	0	0	0	0	0	0	
	<b>TOTAL PAY &amp; BENEFITS</b>	<b>42,565</b>	<b>43,671</b>	<b>45,836</b>	<b>108,577</b>	<b>42,768</b>	<b>44,953</b>	<b>2.9%</b>
110-4071100-3171	EVENT MANAGEMENT SERVICES	25,740	26,500	26,500	35,000	35,000	20,000	-24.5%
110-4071100-5230	TELEPHONE/COMMUNICATIONS	597	700	600	700	700	700	0.0%
110-4071100-5540	TRAVEL & TRAINING	3,029	5,000	4,000	5,000	5,000	5,000	0.0%
110-4071100-5801	GENERAL EXPENSES-PARKS & REC	1,617	2,000	2,000	2,000	2,000	2,000	0.0%
110-4071100-5802	GENERAL EXPENSES-PRAB	0	500	500	500	500	500	0.0%
110-4071100-5810	DUES & SUBSCRIPTIONS	0	300	300	300	300	300	0.0%
110-4071100-5814	SAFETY	0	250	250	250	250	250	0.0%
110-4071100-6001	EQUIPMENT/SUPPLIES	61	1,000	600	1,000	1,000	1,000	0.0%
	<b>TOTAL OPERATIONS</b>	<b>31,043</b>	<b>36,250</b>	<b>34,750</b>	<b>44,750</b>	<b>44,750</b>	<b>29,750</b>	<b>-17.9%</b>
<b>Total Exp.</b>	<b>PARKS &amp; REC MANAGEMENT</b>	<b>73,608</b>	<b>79,921</b>	<b>80,586</b>	<b>153,327</b>	<b>87,518</b>	<b>74,703</b>	<b>-6.5%</b>
<b>110-4071500</b>	<b>PARKS &amp; REC PROGRAMS</b>							
110-4071500-5801	YOUTH SPORTS PROGRAM & DEV	5,202	5,200	5,200	5,200	5,200	5,200	0.0%
110-4071500-5803	COMMUNITY PROJECTS	235	1,500	1,500	1,500	1,500	1,500	0.0%
110-4071500-5804	COMMUNITY CENTER	100	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5805	SPECIAL EVENTS	2,116	4,000	4,000	4,000	4,000	4,000	0.0%
110-4071500-5807	JULY 4TH PROGRAM	671	1,500	1,300	2,500	2,500	2,500	66.7%
110-4071500-5808	WINTER HOLIDAY PROGRAM	2,530	5,000	4,000	4,000	4,000	4,000	-20.0%
110-4071500-5809	EMANCIPATION DAY	1,000	1,000	1,000	1,000	1,000	1,000	0.0%
110-4071500-5811	HIGH SCHOOL GRADUATION	0	500	500	500	500	500	0.0%
110-4071500-5812	HIGH SCHOOL AFTER PROM	0	500	500	500	500	500	0.0%
110-4071500-5814	WINE & FOOD FESTIVAL	20,045	21,000	21,000	21,000	21,000	21,000	0.0%
110-4071500-5815	LOUDOUN GROWN EXPO	8,425	8,000	7,500	8,000	8,000	0	-100.0%
110-4071500-5816	COMMUNITY GARDEN	275	450	450	450	450	450	0.0%
110-4071500-5818	MUSIC & ARTS FESTIVAL	12,756	8,000	12,000	8,000	8,000	8,000	0.0%
<b>Total Exp.</b>	<b>PARKS &amp; REC PROGRAMS</b>	<b>53,354</b>	<b>57,650</b>	<b>59,950</b>	<b>57,650</b>	<b>57,650</b>	<b>49,650</b>	<b>-13.9%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>110-4071310</b>	<b>PARKS &amp; REC SKATING RINK</b>							
110-4071310-3310	BUILDING MAINT/SUPPLIES	14,370	30,000	35,000	30,000	30,000	30,000	0.0%
110-4071310-3311	HVAC/MECHANICAL MAINT	13,134	15,600	19,000	17,000	17,000	17,000	9.0%
110-4071310-5110	ELECTRICITY	2,063	3,000	3,000	3,000	3,000	3,000	0.0%
110-4071310-5801	GENERAL EXPENSES-SKATING RINK	100	0	100	0	0	0	
110-4071310-6004	SPORTS EQUIPMENT	0	2,900	2,000	2,900	2,900	0	-100.0%
<b>Total Exp.</b>	<b>PARKS &amp; REC SKATING RINK</b>	<b>29,667</b>	<b>51,500</b>	<b>59,100</b>	<b>52,900</b>	<b>52,900</b>	<b>50,000</b>	<b>-2.9%</b>
<b>110-4071600</b>	<b>PARKS &amp; REC TREE COMMISSION</b>							
110-4071600-5801	GENERAL EXPENSES-TREE & BEAU CON	287	200	200	200	200	200	0.0%
110-4071600-5803	URBAN TREE CANOPY PROGRAM	0	2,000	2,000	2,000	2,000	2,000	0.0%
<b>Total Exp.</b>	<b>PARKS &amp; REC TREE COMMISSION</b>	<b>287</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>0.0%</b>
<b>110-4071320</b>	<b>PARKS &amp; REC TRAIN STATION</b>							
110-4071320-3310	REPAIRS	4,511	15,000	19,000	18,000	18,000	18,000	20.0%
110-4071320-3320	CLEANING	7,717	8,500	8,500	8,500	8,500	8,500	0.0%
110-4071320-3321	PEST CONTROL	200	0	100	0	0	0	
110-4071320-5110	ELECTRICITY	5,226	3,500	3,500	3,500	3,500	3,500	0.0%
110-4071320-5230	TELEPHONE/COMMUNICATIONS	190	200	200	200	200	200	0.0%
110-4071320-5801	GENERAL EXPENSES-TRAIN STATION	1,975	2,000	7,000	2,500	2,500	2,500	25.0%
110-4071320-5802	SHARED PARKING AGREEMENT	0	1,500	1,500	1,500	1,500	1,500	0.0%
110-4071320-5932	LANDSCAPING	2,254	6,000	3,000	3,000	3,000	3,000	-50.0%
110-4071320-6007	BUILDING SUPPLIES	465	1,100	1,100	1,100	1,100	1,100	0.0%
<b>Total Exp.</b>	<b>PARKS &amp; REC TRAIN STATION</b>	<b>22,537</b>	<b>37,800</b>	<b>43,900</b>	<b>38,300</b>	<b>38,300</b>	<b>38,300</b>	<b>1.3%</b>
<b>110-4071330</b>	<b>FIREMAN'S FIELD</b>							
110-4071330-5932	LANDSCAPING	3,985	12,001	6,000	6,500	6,500	6,500	-45.8%
<b>Total Exp.</b>	<b>FIREMAN'S FIELD</b>	<b>3,985</b>	<b>12,001</b>	<b>6,000</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>-45.8%</b>
<b>110-4092000</b>	<b>ADJUSTMENTS &amp; TRANSFERS</b>							
110-4092000-0200	RESERVES	0	0	4,696	0	57,905	41,237	
<b>Total Exp.</b>	<b>ADJUSTMENTS &amp; TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>4,696</b>	<b>0</b>	<b>57,905</b>	<b>41,237</b>	
<b>110-4095100</b>	<b>DEBT RETIREMENT</b>							
110-4095100-9300	DEBT RETIRE- PRINCIPAL	115,000	160,000	160,000	175,207	175,207	175,207	9.5%
110-4095100-9400	DEBT RETIRE- INTEREST	113,889	114,485	114,485	111,411	111,411	111,411	-2.7%
110-4095100-9505	BOND ISSUE COSTS	2,263	0	0	0	0	0	
<b>Total Exp.</b>	<b>DEBT RETIREMENT</b>	<b>231,152</b>	<b>274,485</b>	<b>274,485</b>	<b>286,618</b>	<b>286,618</b>	<b>286,618</b>	<b>4.4%</b>
<b>Total Exp.</b>	<b>PARKS &amp; REC</b>	<b>414,590</b>	<b>515,557</b>	<b>530,916</b>	<b>597,495</b>	<b>589,591</b>	<b>549,208</b>	<b>6.5%</b>

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

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

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

**OPERATING BUDGET REVENUES**

		FY 2014	FY 2015		FY 2016		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 15 Budget
<b>Fund # 501</b>	<b>WATER FUND</b>						
501-3150201-0000	RENT ON PROPERTY	3,050	3,050	3,050	3,050	3,050	0.0%
501-3189920-0000	VEHICLE COMP. REIMB.	286	250	308	250	250	0.0%
501-3810000-0000	WATER AVAILABILITIES	819,467	1,223,045	1,132,906	888,513	1,081,668	-11.6%
501-3825000-0000	WATER METER FEES	10,019	15,890	14,906	9,216	12,019	-24.4%
501-3830000-0000	WATER FEES	2,022,154	2,054,460	2,060,364	2,060,364	2,060,364	0.3%
501-3840000-0000	MISCELLANEOUS INCOME	9,631	4,500	5,500	5,000	5,000	11.1%
501-3910000-0000	PENALTIES & INTEREST	28,838	25,000	27,634	27,000	27,000	8.0%
501-3940000-0000	WATER FLUSHING	1,117	1,000	2,012	1,000	1,000	0.0%
501-3950000-0000	INVESTMENT INCOME	1,704	500	1,020	500	500	0.0%
501-3960000-0000	CELLULAR LEASE	147,590	146,000	150,000	150,000	150,000	2.7%
501-3973001-0000	BAB SUBSIDY	29,368	29,606	29,046	28,067	28,067	-5.2%
501-3980000-0000	TRANSFER IN CASH RESERVE	0	0	0	72,919	0	
501-3990000-0000	TRANSFERS FROM OTHER FUNDS		0	0	0	0	
<b>Total Revenues</b>	<b>WATER FUND</b>	<b>3,073,225</b>	<b>3,503,301</b>	<b>3,426,746</b>	<b>3,245,879</b>	<b>3,368,918</b>	<b>-3.8%</b>

## PUBLIC WORKS - Water

### Mission

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

### Department Description

Provide safe, quality potable water to the residents and businesses in quantities to meet system demands and in the most cost efficient manner as possible without compromising the integrity of the water system and regulatory compliance.

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Total number of official system bacteriological samples collected and analyzed within regulatory timeframe	Core	96	108	108
Total number of Drinking Water Notices of Violation	Core	0	0	0
Number of documented water operator training hours each employee	Comp Plan	10	10	10
Percentage of official system bacteriological samples collected and analyzed with a result of negative (no e-coli present)	Core	100%	100%	100%
Percentage of E2 environmental compliance items completed and tracked	Comp Plan	100%	100%	100%
Percentage of operators that achieved a minimum of 10 hours of operator training this year	Comp Plan	100%	100%	100%

### Outcomes and Results

#### Desired Outcome

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

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

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

#### Results

Met all Federal and State drinking water regulations.

Received 6th consecutive Water Treatment Plant Performance Award.

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

**OPERATING BUDGET EXPENDITURES**

	FY 2014	FY 2015		FY 2016 Request				
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	% Change From FY 2015 Current Bud
<b>WATER FUND</b>								
<b>501-4012100</b>	<b>WATER STAFF</b>							
501-4012100-1100	WATER STAFF	513,923	548,842	538,446	578,139	572,139	572,139	4.2%
501-4012100-1200	OVERTIME-WATER	41,668	30,000	20,729	30,000	30,000	30,000	0.0%
501-4012100-1500	CHARGE BACK TO GF	557,952	515,948	515,948	515,948	515,948	515,948	0.0%
501-4012100-2100	SOCIAL SECURITY TAX	41,763	44,281	43,583	46,523	46,064	46,064	4.0%
501-4012100-2200	RETIREMENT	61,040	54,665	51,729	57,583	56,985	56,985	4.2%
501-4012100-2300	HEALTH INSURANCE	113,571	112,773	94,408	104,246	104,246	104,246	-7.6%
501-4012100-2400	LIFE INSURANCE	5,825	7,245	6,180	6,880	6,808	6,808	-6.0%
501-4012100-2500	LONG TERM DISABILITY INSURANCE	0	3,195	0	3,195	0	0	-100.0%
501-4012100-2550	HYBRID DISABILITY PROGRAM	0	0	0	273	273	273	
501-4012100-2700	WORKERS COMP INSURANCE	10,445	12,203	10,203	10,846	10,734	10,734	-12.0%
501-4012100-2800	DEFERRED COMP MATCH	3,560	4,680	3,840	3,640	3,640	3,640	-22.2%
501-4012200-2810	UNIFORMS	5,786	5,400	6,100	6,400	6,400	6,400	18.5%
<b>Total Exp.</b>	<b>WATER STAFF</b>	<b>1,355,533</b>	<b>1,339,232</b>	<b>1,291,165</b>	<b>1,363,673</b>	<b>1,353,237</b>	<b>1,353,237</b>	<b>1.0%</b>
<b>501-4012200</b>	<b>PLANT</b>							
501-4012200-3310	CONTRACTS	32,378	31,000	31,000	31,000	31,000	31,000	0.0%
501-4012200-3315	SCADA CONTRACTS	0	21,200	19,200	21,600	21,600	21,600	1.9%
501-4012200-3320	SLUDGE DISPOSAL	11,327	14,500	10,000	14,500	14,500	14,500	0.0%
501-4012200-5110	ELECTRICITY	16,824	15,000	14,000	15,000	15,000	15,000	0.0%
501-4012200-5120	PROPANE	17,038	12,000	9,000	11,000	11,000	11,000	-8.3%
501-4012200-5230	COMMUNICATIONS	10,606	9,450	10,000	10,100	10,100	10,100	6.9%
501-4012200-5801	GENERAL EXPENSES	711	1,300	1,100	1,300	1,300	1,300	0.0%
501-4012200-5808	COMPUTER UPGRADES	1,556	2,000	1,900	2,000	2,000	2,000	0.0%
501-4012200-5814	SAFETY	7,623	9,000	8,000	8,000	8,000	8,000	-11.1%
501-4012200-5815	DRUG TESTING	390	715	715	715	715	715	0.0%
501-4012200-5831	PERMITS	3,531	6,800	6,800	6,800	6,800	6,800	0.0%
501-4012200-5833	CROSS CONNECTIONS	0	6,800	6,800	6,800	6,800	6,800	0.0%
501-4012200-5834	PLANT REPAIRS	27,557	48,000	39,000	39,000	39,000	39,000	-18.8%
501-4012200-5835	WATER LINE REPAIRS	15,490	29,000	29,000	29,000	29,000	29,000	0.0%
501-4012200-5836	LEAK DETECTION	0	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012200-5841	GENERATOR	0	62,000	62,000	0	0	0	-100.0%
501-4012200-5842	CHEMICALS-PLANT	23,787	29,000	29,000	31,600	31,600	31,600	9.0%
501-4012200-5846	WATER SAMPLES	12,115	13,000	9,000	12,000	12,000	12,000	-7.7%
501-4012200-6001	PLANT SUPPLIES	4,269	4,000	2,500	4,000	4,000	4,000	0.0%
501-4012200-6002	LAB SUPPLIES	7,628	8,000	11,000	11,000	11,000	11,000	37.5%
501-4012200-6003	PREV MAINT SUPPLIES	2,522	3,000	1,000	2,000	2,000	2,000	-33.3%
501-4012200-6004	NEW EQUIPMENT & TOOLS	13,243	30,000	26,000	29,000	29,000	29,000	-3.3%
501-4012200-6005	LAB EQUIPMENT	416	11,000	11,000	11,000	11,000	11,000	0.0%
<b>Total Exp.</b>	<b>PLANT</b>	<b>209,011</b>	<b>369,865</b>	<b>341,115</b>	<b>300,515</b>	<b>300,515</b>	<b>300,515</b>	<b>-18.8%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>501-4012250</b>	<b>PLANT-OTHER</b>							
501-4012250-3110	BANK SERVICE CHARGE	290	500	500	500	500	500	0.0%
501-4012250-3135	FINANCIAL ADVISOR	0	0	20,000	20,000	20,000	20,000	
501-4012250-3140	PROFESSIONAL SERVICES	29,101	65,000	55,000	65,000	65,000	65,000	0.0%
501-4012250-3145	GIS LAYERS	10,000	22,000	22,000	22,000	22,000	22,000	0.0%
501-4012250-3600	RECRUITING/ADVERTISING	860	860	0	860	860	860	0.0%
501-4012250-5210	POSTAGE/MAILINGS	6,186	11,000	9,800	11,000	11,000	11,000	0.0%
501-4012250-5540	TRAINING	2,180	8,000	4,500	7,000	7,000	7,000	-12.5%
501-4012250-5809	BILLING SOFTWARE	0	3,000	3,000	3,000	3,000	3,000	0.0%
501-4012250-5810	DUES & SUBSCRIPTIONS	1,195	1,100	1,100	1,100	1,100	1,100	0.0%
501-4012250-5811	WATER DEPT EMERGENCY	0	4,200	4,200	4,200	4,200	4,200	0.0%
501-4012250-5826	MOWING	1,575	10,000	10,000	10,000	10,000	10,000	0.0%
501-4012250-5843	VDH FEES	8,121	8,200	8,200	8,200	8,200	8,200	0.0%
501-4012250-5847	CONSUMER REPORT	0	500	500	500	500	500	0.0%
501-4012250-5849	WATERSHED MGT	3,245	15,000	15,000	15,000	15,000	15,000	0.0%
501-4012250-5850	FORESTRY MGT	2,230	3,100	3,100	3,100	3,100	3,100	0.0%
501-4012250-5851	ENVIRONMENTAL COMPLIANCE	2,549	3,000	3,000	3,000	3,000	3,000	0.0%
501-4012250-6002	ADMIN SUPPLIES	64	300	200	300	300	300	0.0%
501-4012250-6007	ADOPT A HYDRANT	0	0	0	1,000	1000	1000	
501-4012250-6008	VEHICLE MAINT	17,588	13,000	19,000	17,000	17,000	17,000	30.8%
501-4012250-6014	WATER CONSERV DEV/REBATES	4,894	5,000	5,000	5,000	5,000	5,000	0.0%
501-4012250-6015	PURCHASED WATER	28,947	70,000	40,000	70,000	70,000	70,000	0.0%
501-4012250-8105	VEHICLE PURCHASE	0	0	14,000	14,000	14,000	70,500	
501-4012250-8109	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
<b>Total Exp.</b>	<b>PLANT-OTHER</b>	<b>119,024</b>	<b>262,760</b>	<b>257,100</b>	<b>300,760</b>	<b>300,760</b>	<b>357,260</b>	<b>36.0%</b>
<b>501-4012300</b>	<b>WELL</b>							
501-4012300-3310	CONTRACTS	13,980	18,000	15,000	18,000	18,000	18,000	0.0%
501-4012300-5110	ELECTRICITY	50,893	40,000	38,000	40,000	40,000	40,000	0.0%
501-4012300-5230	TELEPHONE	664	700	600	700	700	700	0.0%
501-4012300-5834	REPAIRS	34,790	29,000	29,000	29,000	29,000	29,000	0.0%
501-4012300-5842	CHEMICALS	17,125	24,500	19,000	24,500	24,500	24,500	0.0%
501-4012300-5845	CARBON CHANGE-OUT	0	18,000	17,000	19,000	19,000	19,000	5.6%
501-4012300-5846	WATER SAMPLES	2,186	7,000	3,300	7,000	7,000	7,000	0.0%
501-4012300-6001	SUPPLIES	14,838	29,000	25,000	29,000	29,000	29,000	0.0%
501-4012300-6004	SPARE PARTS	3,763	5,000	5,000	5,000	5,000	5,000	0.0%
<b>Total Exp.</b>	<b>WELL</b>	<b>138,238</b>	<b>171,200</b>	<b>151,900</b>	<b>172,200</b>	<b>172,200</b>	<b>172,200</b>	<b>0.6%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>501-4012500</b>	<b>METER READING</b>							
501-4012500-3310	CONTRACTS	0	1,000	1,000	1,000	1,000	1,000	0.0%
501-4012500-5837	METER REPAIRS/TEST	582	2,000	2,000	2,000	2,000	2,000	0.0%
501-4012500-5838	TOUCH READ HDW	5,000	7,000	7,000	7,000	7,000	7,000	0.0%
501-4012500-5839	NEW WATER METERS	3,590	4,600	4,600	4,600	4,600	4,600	0.0%
501-4012500-6004	METER TOOLS & EQUIPMENT	15	1,000	1,000	1,000	1,000	1,000	0.0%
<b>Total Exp.</b>	<b>METER READING</b>	<b>9,187</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>0.0%</b>
<b>501-4092000</b>	<b>ADJUSTMENTS &amp; TRANSFERS</b>							
501-4092000-0300	TRANSFER TO CAPITAL FUND	0	0	0	0	0	0	
501-4092000-0500	BAD DEBT EXPENSE WATER	1,561	0	0	0	0	0	
501-4920000-0100	RESERVES	0	563,787	589,009	0	0	72,451	-87.1%
501-4096100-0599	TRANSFERS TO WATER CAPITAL FUND	0	0	0	300,000	300,000	300,000	
<b>Total Exp.</b>	<b>ADJUSTMENTS &amp; TRANSFERS</b>	<b>1,561</b>	<b>563,787</b>	<b>589,009</b>	<b>300,000</b>	<b>300,000</b>	<b>372,451</b>	<b>-33.9%</b>
<b>501-4095100</b>	<b>DEBT RETIREMENT</b>							
501-4095100-1000	DEPRECIATION EXP	307,219	270,000	270,000	305,000	305,000	305,000	13.0%
501-4095100-9200	INTEREST EXPENSE	425,202	510,857	510,857	498,567	498,567	492,655	-3.6%
501-4095100-9205	BOND ISSUE COSTS	109,209	0	0	0	0	0	
<b>Total Exp.</b>	<b>DEBT RETIREMENT</b>	<b>841,630</b>	<b>780,857</b>	<b>780,857</b>	<b>803,567</b>	<b>803,567</b>	<b>797,655</b>	<b>2.2%</b>
<b>Total Exp.</b>	<b>WATER FUND</b>	<b>2,674,185</b>	<b>3,503,301</b>	<b>3,426,746</b>	<b>3,256,315</b>	<b>3,245,879</b>	<b>3,368,918</b>	<b>-3.8%</b>

**OPERATING BUDGET REVENUES**

		FY 2014	FY 2015		FY 2016		
		Prior Year Actual	Current Budget	Estimate of End of Year	Manager Recommend	Council Approval	% Change From Current FY 15 Budget
<b>Fund # 502</b>	<b>WASTEWATER FUND</b>						
502-3189920-0000	VEHICLE COMP. REIMB.	286	280	308	280	280	0.0%
502-3810000-0000	SEWER AVAILABILITIES	687,290	1,047,600	950,400	745,200	907,200	-13.4%
502-3830000-0000	SEWER FEES	2,624,003	2,604,450	2,595,866	2,595,866	2,725,659	4.7%
502-3840000-0000	MISCELLANEOUS INCOME	6,773	1,000	6,200	5,000	5,000	400.0%
502-3910000-0000	PENALTIES AND INTEREST	28,838	25,000	27,634	27,000	27,000	8.0%
502-3950000-0000	INVESTMENT INCOME	540	500	140	0	0	-100.0%
502-3980000-0000	TRANSFER IN CASH RESERVES	0	0	0	122,642		
502-3990000-0000	TRANSFERS FROM OTHER FUNDS		0	0	0	0	
<b>Total Revenues</b>	<b>WASTEWATER FUND</b>	<b>3,347,731</b>	<b>3,678,830</b>	<b>3,580,548</b>	<b>3,495,988</b>	<b>3,665,139</b>	<b>-0.4%</b>
<b>Grand Total Operating Budget</b>		<b>16,278,541</b>	<b>17,419,770</b>	<b>17,176,390</b>	<b>17,447,359</b>	<b>17,428,231</b>	<b>0.0%</b>

## PUBLIC WORKS - Wastewater

### Mission

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

### Department Description

The Wastewater Division works to produce the best quality effluent for protection of the receiving waters and uses through a dedication to operate and maintain the facility that best meets all Federal, State and local regulations and requirements.

<b>Performance Measures</b>	<b>Comp Plan, Core, Priority</b>	<b>Actual FY 2013-14</b>	<b>Estimated FY 2014-15</b>	<b>Target FY 2015-16</b>
Daily average number of gallons treated	Core	633,000	696,000	650,000
Total number of customer complaints	Core	1	0	0
Total number of violations	Priority	0	0	0
Staff retention rate	Priority	100%	100%	100%

### Outcomes and Results

#### Desired Outcome

#### Results

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

Received recertification in 2014.

Promote environmental management systems and pollution prevention through E2 Environmental Certification from the Virginia Department of Environmental Quality.

Received recertification in 2014.

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

No reported injuries and no permit parameter violations for 2014.

**OPERATING BUDGET EXPENDITURES**

	FY 2014	FY 2015			FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>WASTEWATER FUND</b>								
<b>502-4012100</b>	<b>WASTEWATER STAFF</b>							
502-4012100-1000	SEWER STAFF	568,828	575,735	576,071	621,111	601,351	601,351	4.4%
502-4012100-1200	OVERTIME-SEWER	38,001	32,500	24,731	32,500	32,500	32,500	0.0%
502-4012100-1500	CHARGE BACK TO GF	557,952	515,948	515,948	515,948	515,948	515,948	0.0%
502-4012100-2100	SOCIAL SECURITY TAX	45,562	46,530	47,927	50,001	48,490	48,490	4.2%
502-4012100-2200	RETIREMENT	65,435	54,406	53,741	56,869	56,869	56,869	4.5%
502-4012100-2300	HEALTH INSURANCE	115,493	90,220	88,220	92,219	92,219	92,219	2.2%
502-4012100-2400	LIFE INSURANCE	6,244	7,210	6,421	6,795	6,795	6,795	-5.8%
502-4012100-2500	LONG TERM DISABILITY INSURANCE	0	3,195	0	3,195	0	0	-100.0%
502-4012100-2550	HYBRID DISABILITY PROGRAM	0	0	0	0	0	0	
502-4012100-2700	WORKERS COMP INSURANCE	9,474	10,349	7,819	9,482	9,175	9,175	-11.3%
502-4012100-2800	DEFERRED COMP MATCH	2,740	4,160	3,291	3,120	3,120	3,120	-25.0%
502-4012200-2810	UNIFORMS	6,413	7,000	7,000	7,000	7,000	7,000	0.0%
<b>Total Exp.</b>	<b>WASTEWATER STAFF</b>	<b>1,416,141</b>	<b>1,347,253</b>	<b>1,331,169</b>	<b>1,398,240</b>	<b>1,373,466</b>	<b>1,373,466</b>	<b>1.9%</b>
<b>502-4012200 PLANT</b>								
502-4012200-3310	CONTRACTS	15,886	35,000	35,000	35,000	35,000	35,000	0.0%
502-4012200-3320	SLUDGE REMOVAL	27,730	36,000	30,000	31,500	31,500	31,500	-12.5%
502-4012200-3330	WASTE DISPOSAL	2,567	5,500	4,500	4,500	4,500	4,500	-18.2%
502-4012200-5110	ELECTRICITY	143,563	125,000	125,000	125,000	125,000	125,000	0.0%
502-4012200-5230	COMMUNICATIONS	8,572	10,000	10,000	10,000	10,000	10,000	0.0%
502-4012200-5808	COMPUTER OPERATIONS	0	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-5814	SAFETY	4,326	15,500	15,500	15,500	15,500	15,500	0.0%
502-4012200-5815	DRUG TESTING	0	715	715	715	715	715	0.0%
502-4012200-5831	PERMITS	10,973	12,500	10,800	10,800	10,800	10,800	-13.6%
502-4012200-5834	PLANT REPAIRS	32,019	50,000	35,000	50,000	50,000	50,000	0.0%
502-4012200-5835	SEWER LINE REPAIRS	24,578	25,000	25,000	25,000	25,000	25,000	0.0%
502-4012200-5840	LAB CERTIFICATION	3,575	3,500	500	3,500	3,500	3,500	0.0%
502-4012200-5842	CHEMICALS	84,791	88,500	88,500	88,500	88,500	88,500	0.0%
502-4012200-5844	EQUIPMENT MAINTENANCE	11,402	19,000	19,000	19,000	19,000	19,000	0.0%
502-4012200-5846	SAMPLE ANALYSIS	2,470	4,000	2,800	3,100	3,100	3,100	-22.5%
502-4012200-5854	NEW LAB EQUIPMENT	2,151	10,000	10,000	10,000	10,000	10,000	0.0%
502-4012200-6001	PLANT SUPPLIES	3,009	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012200-6002	LAB SUPPLIES	28,142	42,000	32,000	35,000	35,000	35,000	-16.7%
502-4012200-6004	NEW PLANT EQUIPMENT	35,659	30,000	30,000	30,000	30,000	30,000	0.0%
<b>Total Exp.</b>	<b>PLANT</b>	<b>441,413</b>	<b>522,215</b>	<b>484,315</b>	<b>507,115</b>	<b>507,115</b>	<b>507,115</b>	<b>-2.9%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>502-4012300</b>	<b>PLANT- OTHER</b>							
502-4012300-3110	BANK SERVICE CHARGE	179	500	500	500	500	500	0.0%
502-4012300-3135	FINANCIAL ADVISOR	0	0	20,000	20,000	20,000	20,000	
502-4012300-3140	PROFESSIONAL SERVICES	35,983	65,000	65,000	65,000	65,000	65,000	0.0%
502-4012300-3145	GIS LAYERS	15,925	20,000	15,000	15,000	15,000	15,000	-25.0%
502-4012300-3600	RECRUITING/ADVERTISE	0	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-5210	POSTAGE/MAILINGS	7,421	11,000	11,000	11,000	11,000	11,000	0.0%
502-4012300-5540	TRAINING	2,709	5,000	3,000	3,000	3,000	3,000	-40.0%
502-4012300-5809	BILLING SOFTWARE	0	3,000	3,000	3,000	3,000	3,000	0.0%
502-4012300-5810	DUES & SUBSCRIPTIONS	76	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012300-5811	SEWER DEPT. EMERGENCY	77	3,000	3,000	3,000	3,000	3,000	0.0%
502-4012300-5826	MOWING	2,245	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012300-5848	OTHER EXPENSE	1,028	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012300-5851	ENVIR COMPLIANCE	0	3,200	3,200	3,200	3,200	3,200	0.0%
502-4012300-6001	ADMINISTRATIVE SUPPLIES	0	2,750	1,500	1,500	1,500	1,500	-45.5%
502-4012300-6008	VEHICLE MAINT	7,955	9,500	7,500	8,000	8,000	8,000	-15.8%
502-4012300-6013	PUBLIC EDUCATION	0	1,000	500	500	500	500	-50.0%
502-4012300-8105	VEHICLE PURCHASE	5	25,000	25,000	0	0	56,500	126.0%
502-4012300-8109	VAC-CON LEASE/PURCHASE	0	19,000	19,000	19,000	19,000	19,000	0.0%
<b>Total Exp.</b>	<b>PLANT- OTHER</b>	<b>73,602</b>	<b>179,950</b>	<b>189,200</b>	<b>164,700</b>	<b>164,700</b>	<b>221,200</b>	<b>22.9%</b>
<b>502-4012400</b>	<b>PUMP STATIONS</b>							
502-4012400-3310	CONTRACTS/MAINTENANCE	2,895	5,000	5,000	5,000	5,000	5,000	0.0%
502-4012400-5110	ELECTRICITY	12,140	9,200	9,200	9,200	9,200	9,200	0.0%
502-4012400-5230	TELEPHONE	582	600	600	600	600	600	0.0%
502-4012400-5834	REPAIRS	7,058	22,000	22,000	22,000	22,000	22,000	0.0%
502-4012400-6004	EQUIPMENT - PUMP STATION	1,449	10,000	10,000	70,000	70,000	70,000	600.0%
502-4012400-6008	GENERATOR FUEL	1,006	4,200	2,000	2,500	2,501	2,501	-40.5%
<b>Total Exp.</b>	<b>PUMP STATIONS</b>	<b>25,130</b>	<b>51,000</b>	<b>48,800</b>	<b>109,300</b>	<b>109,301</b>	<b>109,301</b>	<b>114.3%</b>
<b>502-4012500</b>	<b>METER READING</b>							
502-4012500-3310	CONTRACTS	750	1,000	1,000	1,000	1,000	1,000	0.0%
502-4012500-5837	METER REPAIRS/TEST	474	2,000	2,000	2,000	2,000	2,000	0.0%
502-4012500-5838	TOUCH READ HDW	2,575	3,500	7,000	7,000	7,000	7,000	100.0%
502-4012500-5839	NEW WATER METERS	11,000	12,000	4,600	4,600	4,600	4,600	-61.7%
502-4012500-6004	METER TOOLS & EQUIPMENT	0	1,000	1,000	1,000	1,000	1,000	0.0%
<b>Total Exp.</b>	<b>METER READING</b>	<b>14,799</b>	<b>19,500</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>-20.0%</b>

**OPERATING BUDGET EXPENDITURES**

		FY 2014	FY 2015		FY 2016 Request			% Change From FY 2015 Current Bud
		Prior Year Actual	Current Budget	Estimate of End of Year	Dept Head Request	Manager Recommend	Council Approval	
<b>502-4092000</b>	<b>ADJUST &amp; TRANSFERS</b>							
502-4092000-0200	RATE STABILIZATION FUND	0	0	0	0	0	0	
502-4092000-0300	TRANSFER TO CAPITAL FUND	0	350,000	350,000	200,000	200,000	200,000	-42.9%
502-4092000-0500	BAD DEBT EXPENSE SEWER	2,183	0	0	0	0	0	
502-4921000-0100	RESERVES	0	53,300	19,959	0	0	112,651	111.4%
502-4096100-0699	TRANSFERS TO SEWER CAPITAL FUND	0	0	0	0	0	0	
<b>Total Exp.</b>	<b>ADJUST &amp; TRANSFERS</b>	<b>2,183</b>	<b>403,300</b>	<b>369,959</b>	<b>200,000</b>	<b>200,000</b>	<b>312,651</b>	<b>-22.5%</b>
<b>502-4095100</b>	<b>DEBT RETIREMENT</b>							
502-4095100-1000	DEPRECIATION EXP	650,541	0	0	0	0	0	
502-4095100-9200	INTEREST EXPENSE	1,021,837	1,155,613	1,133,705	1,125,805	1,125,806	1,125,806	-2.6%
502-4095100-9205	BOND ISSUE COSTS	248,422	0	7,800	0	0	0	
<b>Total Exp.</b>	<b>DEBT RETIREMENT</b>	<b>1,920,800</b>	<b>1,155,613</b>	<b>1,141,505</b>	<b>1,125,805</b>	<b>1,125,806</b>	<b>1,125,806</b>	<b>-2.6%</b>
<b>Total Exp.</b>	<b>WASTEWATER FUND</b>	<b>3,894,068</b>	<b>3,678,831</b>	<b>3,580,548</b>	<b>3,520,760</b>	<b>3,495,988</b>	<b>3,665,139</b>	<b>-0.4%</b>
<b>Grand Total Operating Budget</b>		<b>16,598,959</b>	<b>17,419,771</b>	<b>17,176,390</b>	<b>18,275,346</b>	<b>17,447,360</b>	<b>17,428,232</b>	<b>0.0%</b>

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**Capital Improvement Program (CIP)**

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

- CIP Detail Sheets Page Number Index
- Capital Improvement Program Summary
- Financing Summary
- Summary by Projects
- Loudoun County Fields Farm School Settlement Reconciliation
- Future Capital Projects
- General Fund Projects
- Water Fund Projects
- Wastewater Fund Projects

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### CIP Detail Sheets Page Number Index

General Fund	Water Fund	Wastewater Fund
Wayfinding Signs	Nature Park Wells	I & I Improvements & CMOM Compliance
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Downtown Streetscapes PH 1	New Elevated Water Tank	New Equipment
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Downtown Streetscapes PH 2	Water Treatment Plant Improvements	
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East Main St. Sidewalk Improvements	Tank Painting	
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Future NVTA Project	Reprogram PLC at Wells	
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Nursery Avenue Improvements	Allder School Road Water Main Replacement	
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**CAPITAL IMPROVEMENTS PROGRAM SUMMARY  
FY 2016 - 2020**

**FINANCING SUMMARY - ALL FUNDS**

<u>Sources</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
Bonds-Bank of America (05)	287,112	287,112	-	-	-	-	-	-	-
Bonds-Sun Trust (08)	4,684,767	4,551,199	133,568	-	-	-	-	-	-
Bonds-RBC (10)	2,201,014	2,201,014	-	-	-	-	-	-	-
Bonds-Cardinal Bank	2,983,431	2,176,385	807,046	-	-	-	-	-	-
Cash	1,164,358	229,358	435,000	500,000	-	-	-	-	500,000
Grants-VDOT	8,651,616	5,365,080	2,808,786	269,750	208,000	-	-	-	477,750
Federal Funds	499,915	-	499,915	-	-	-	-	-	-
NVTA Local Funding	2,971,911	-	495,766	368,750	722,909	440,634	461,154	482,698	2,476,145
Loudoun Co. Settlement	4,654,315	3,708,433	945,882	-	-	-	-	-	-
CIP Funding from Loudoun County	1,330,000	319,207	1,010,793	-	-	-	-	-	-
Unidentified	5,547,500	-	-	-	827,000	950,000	1,175,500	2,595,000	5,547,500
Other	251,779	251,779	-	-	-	-	-	-	-
<b>Total</b>	<b>35,227,718</b>	<b>19,089,567</b>	<b>7,136,756</b>	<b>1,138,500</b>	<b>1,757,909</b>	<b>1,390,634</b>	<b>1,636,654</b>	<b>3,077,698</b>	<b>9,001,395</b>

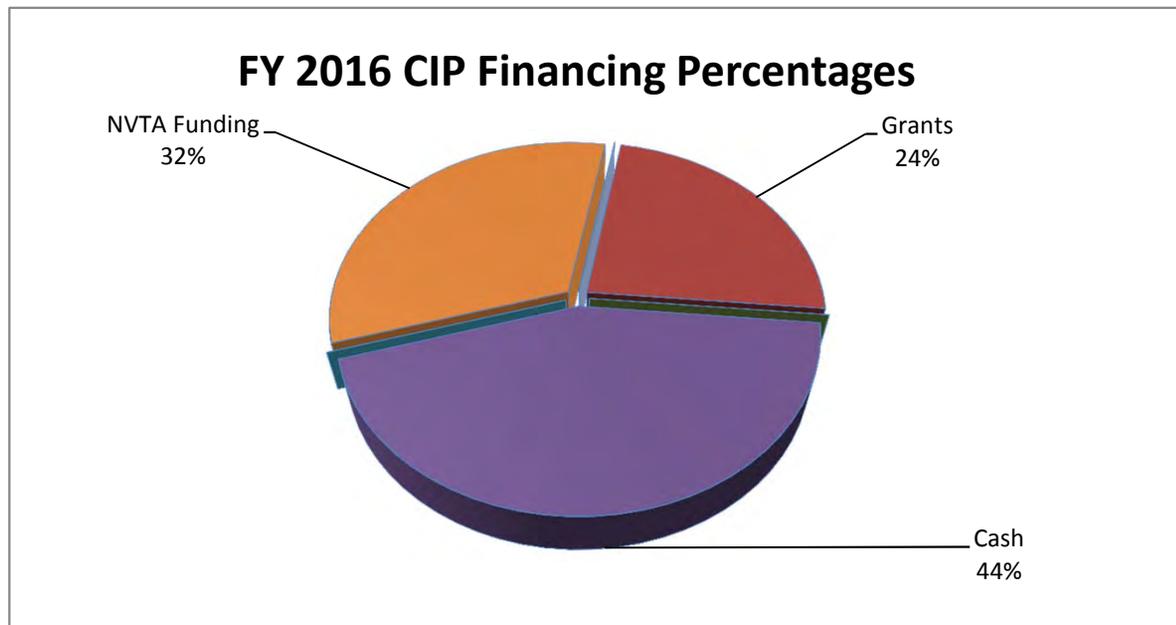
**EXPENDITURE SUMMARY - ALL FUNDS**

<u>Uses</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
General Fund	21,053,983	11,981,490	6,118,598	638,500	930,909	440,634	461,154	482,698	2,953,895
Water Fund	11,610,643	5,209,555	553,588	300,000	827,000	950,000	1,175,500	2,595,000	5,847,500
Wastewater Fund	2,563,092	1,898,522	464,570	200,000	-	-	-	-	200,000
<b>Total</b>	<b>35,227,718</b>	<b>19,089,567</b>	<b>7,136,756</b>	<b>1,138,500</b>	<b>1,757,909</b>	<b>1,390,634</b>	<b>1,636,654</b>	<b>3,077,698</b>	<b>9,001,395</b>

## Capital Improvement Financing Percentage Summary FY 2016 - 2020

### FINANCING SUMMARY - ALL FUNDS

<u>Sources</u>	Total Funding Required	Funded through 6/30/2015	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>Bonds</b>	34.22%	38.73%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Grants</b>	30.83%	33.07%	23.69%	22.34%	0.00%	0.00%	0.00%	13.83%
<b>Lo. Co. Settlement</b>	15.68%	17.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Cash</b>	3.92%	2.53%	43.92%	0.00%	0.00%	0.00%	0.00%	14.48%
<b>County Funding</b>	4.48%	5.07%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>NVTA Funding</b>	10.01%	0.00%	32.39%	77.66%	100.00%	100.00%	100.00%	71.69%
<b>Other</b>	0.85%	0.96%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>100%</b>	<b>98%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>



**CAPITAL IMPROVEMENTS PROGRAM SUMMARY  
FY 2016 - 2020**

**FINANCING SUMMARY - GENERAL FUND**

<u>Sources</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>Bonds-Sun Trust (08)</b>	221,134	202,136	18,998	-	-	-	-	-	-
<b>Bonds-Cardinal Bank</b>	2,201,000	1,947,542	253,458	-	-	-	-	-	-
<b>Cash</b>	272,313	187,313	85,000	-	-	-	-	-	-
<b>Grants-VDOT</b>	8,651,616	5,365,080	2,808,786	269,750	208,000	-	-	-	477,750
<b>Federal Funds</b>	499,915	-	499,915	-	-	-	-	-	-
<b>NVTA Local Funding</b>	2,971,911	-	495,766	368,750	722,909	440,634	461,154	482,698	2,476,145
<b>Loudoun Co. Settlement</b>	4,654,315	3,708,433	945,882	-	-	-	-	-	-
<b>CIP Funding from Loudoun County</b>	1,330,000	319,207	1,010,793	-	-	-	-	-	-
<b>Other</b>	251,779	251,779	-	-	-	-	-	-	-
<b>Total</b>	<b>21,053,983</b>	<b>11,981,490</b>	<b>6,118,598</b>	<b>638,500</b>	<b>930,909</b>	<b>440,634</b>	<b>461,154</b>	<b>482,698</b>	<b>2,953,895</b>

**EXPENDITURE SUMMARY - GENERAL FUND**

<u>Uses</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>General Fund</b>	21,053,983	11,981,490	6,118,598	638,500	930,909	440,634	461,154	482,698	2,953,895

**CAPITAL IMPROVEMENTS PROGRAM SUMMARY  
FY 2016 - 2020**

**FINANCING SUMMARY - WATER FUND**

<u>Sources</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>Bonds-Sun Trust (08)</b>	2,737,653	2,737,653	-	-	-	-	-	-	-
<b>Bonds-RBC (10)</b>	2,201,014	2,201,014	-	-	-	-	-	-	-
<b>Bonds-Cardinal Bank</b>	782,431	228,843	553,588	-	-	-	-	-	-
<b>Cash</b>	342,045	42,045	-	300,000	-	-	-	-	300,000
<b>Unidentified</b>	5,547,500	-	-	-	827,000	950,000	1,175,500	2,595,000	5,547,500
<b>Total</b>	<b>11,610,643</b>	<b>5,209,555</b>	<b>553,588</b>	<b>300,000</b>	<b>827,000</b>	<b>950,000</b>	<b>1,175,500</b>	<b>2,595,000</b>	<b>5,847,500</b>

**EXPENDITURE SUMMARY - WATER FUND**

<u>Uses</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>Water Fund</b>	<b>11,610,643</b>	<b>5,209,555</b>	<b>553,588</b>	<b>300,000</b>	<b>827,000</b>	<b>950,000</b>	<b>1,175,500</b>	<b>2,595,000</b>	<b>5,847,500</b>

**FINANCING SUMMARY - WASTEWATER FUND**

<u>Sources</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>Bonds-Bank of America (05)</b>	287,112	287,112	-	-	-	-	-	-	-
<b>Bonds-Sun Trust (08)</b>	1,725,980	1,611,410	114,570	-	-	-	-	-	-
<b>Cash</b>	550,000	-	350,000	200,000	-	-	-	-	200,000
<b>Total</b>	<b>2,563,092</b>	<b>1,898,522</b>	<b>464,570</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

**EXPENDITURE SUMMARY - WASTEWATER FUND**

<u>Uses</u>	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>Wastewater Fund</b>	<b>2,563,092</b>	<b>1,898,522</b>	<b>464,570</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

### Financing Summary

Sources	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>GENERAL FUND PROJECTS</b>									
<b>Bonds-Sun Trust (08)</b>									
Downtown Streetscapes PH 1 (119-4094100-0601)	36,433	36,433	-	-	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	54,168	54,168	-	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	65,414	65,414	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	43,485	43,485	-	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,636	2,636	-	-	-	-	-	-	-
Emergency Repairs at Bush Tabernacle (119-4094281)	18,998	-	18,998	-	-	-	-	-	-
	221,134	202,136	18,998	-	-	-	-	-	-
<b>Bonds-Cardinal (12)</b>									
Southern Collector Road (119-4094253)	2,201,000	1,947,542	253,458	-	-	-	-	-	-
	2,201,000	1,947,542	253,458	-	-	-	-	-	-
<b>Cash *</b>									
Downtown Streetscapes PH 1 (119-4094100-0601)	33,661	33,661	-	-	-	-	-	-	-
Downtown Streetscapes PH 2 (119-4094100-0602)	59,731	-	59,731	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	712	712	-	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,940	2,940	-	-	-	-	-	-	-
County Funded Fireman's Field Upgrades (119-4094278)	150,000	150,000	-	-	-	-	-	-	-
Emergency Repairs at Bush Tabernacle (119-4094281)	25,269	-	25,269	-	-	-	-	-	-
	272,313	187,313	85,000	-	-	-	-	-	-
<b>Grants-VDOT</b>									
Downtown Streetscapes PH 1 (119-4094100-0601)	959,448	959,448	-	-	-	-	-	-	-
Downtown Streetscapes PH 2 (119-4094100-0602)	1,209,666	172,637	1,037,029	-	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	1,077,186	-	960,057	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	344,793	17,974	326,819	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	1,056,951	894,047	162,904	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,834,000	2,623,773	210,227	-	-	-	-	-	-
Country Club & 33rd Street Improvements (119-4094272)	580,072	580,072	-	-	-	-	-	-	-
Nursery Avenue Improvements (119-4094283)	589,500	-	111,750	269,750	208,000	-	-	-	477,750
	8,651,616	5,365,080	2,808,786	269,750	208,000	-	-	-	477,750
<b>Federal Funds</b>									
Downtown Streetscapes PH 2 (119-4094100-0602)	499,915	-	499,915	-	-	-	-	-	-
	499,915	-	499,915	-	-	-	-	-	-
<b>NVTA Local Funding</b>									
East Main St. Sidewalk Improvements (119-4094202)	374,016	-	374,016	-	-	-	-	-	-
Future NVTA Project	1,805,572	-	-	-	421,086	440,634	461,154	482,698	1,805,572
Nursery Avenue Improvements (119-4094283)	792,323	-	121,750	368,750	301,823	-	-	-	670,573
	2,971,911	-	495,766	368,750	722,909	440,634	461,154	482,698	2,476,145
<b>Loudoun Co. Settlement</b>									
Wayfinding Signs (119-4094100-0140)	126,135	120,417	5,718	-	-	-	-	-	-
Project Contingency (119-4094100-190)	96,563	-	96,563	-	-	-	-	-	-
Downtown Streetscapes PH 1 (119-4094100-0601)	495,000	495,000	-	-	-	-	-	-	-
Downtown Streetscapes PH 2 (119-4094100-0602)	572,038	136,996	435,042	-	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	15,000	4,797	10,203	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	131,440	88,601	42,839	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	346,727	309,568	37,159	-	-	-	-	-	-
Southern Collector Road (119-4094253)	2,182,616	1,864,258	318,358	-	-	-	-	-	-
Country Club & 33rd Street Improvements (119-4094272)	688,796	688,796	-	-	-	-	-	-	-
	4,654,315	3,708,433	945,882	-	-	-	-	-	-
<b>CIP Funding from Loudoun County</b>									
County Funded Fireman's Field Upgrades (119-4094278)	600,000	201,016	398,984	-	-	-	-	-	-
A Street Sidewalk (119-4094280)	530,000	118,191	411,809	-	-	-	-	-	-
Nursery Avenue Improvements (119-4094283)	200,000	-	200,000	-	-	-	-	-	-
	1,330,000	319,207	1,010,793	-	-	-	-	-	-
<b>Other</b>									
Main & Maple Intersect Improvements (119-4094201)	179,146	179,146	-	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	70,319	70,319	-	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	2,314	2,314	-	-	-	-	-	-	-
	251,779	251,779	-	-	-	-	-	-	-
<b>General Fund Total</b>	<b>21,053,983</b>	<b>11,981,490</b>	<b>6,118,598</b>	<b>638,500</b>	<b>930,909</b>	<b>440,634</b>	<b>461,154</b>	<b>482,698</b>	<b>2,953,895</b>

### Financing Summary

Sources	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>WATER FUND PROJECTS</b>									
<b>Bonds-Sun Trust (08)</b>									
Nature Park Wells (599-4094506)	2,105,178	2,105,178	-	-	-	-	-	-	-
Country Club & 33rd Waterline Replacement (599-4094528)	614,265	614,265	-	-	-	-	-	-	-
Main St. Well Electrical Improvements (599-4094530)	18,210	18,210	-	-	-	-	-	-	-
	2,737,653	2,737,653	-	-	-	-	-	-	-
<b>Bonds-RBC (10)</b>									
Nature Park Wells (599-4094506)	2,201,014	2,201,014	-	-	-	-	-	-	-
	2,201,014	2,201,014	-	-	-	-	-	-	-
<b>Bonds-Cardinal Bank</b>									
Nature Park Wells (599-4094506)	372,372	175,860	196,512	-	-	-	-	-	-
Water Line Downtown PH 2 (599-4094526)	125,000	-	125,000	-	-	-	-	-	-
Country Club & 33rd Waterline Replacement (599-4094528)	52,983	52,983	-	-	-	-	-	-	-
Main St. Well Electrical Improvements (599-4094530)	232,076	-	232,076	-	-	-	-	-	-
	782,431	228,843	553,588	-	-	-	-	-	-
<b>Cash</b>									
Nature Park Wells (599-4094506)	42,045	42,045	-	-	-	-	-	-	-
Tank Painting (599-4094524)	300,000	-	-	300,000	-	-	-	-	300,000
	342,045	42,045	-	300,000	-	-	-	-	300,000
<b>Unidentified</b>									
New Elevated Water Tank (599-4094515)	95,000	-	-	-	-	-	-	95,000	95,000
Water Treatment Plant Improvements (599-4094521)	1,157,500	-	-	-	-	485,000	672,500	-	1,157,500
Intake Structure for Hirst Reservoir (599-4094523)	265,000	-	-	-	-	265,000	-	-	265,000
N Maple Avenue Waterline (599-4094527)	677,000	-	-	-	677,000	-	-	-	677,000
Consolidated Well Treatment Facility (599-4094529)	2,500,000	-	-	-	-	-	-	2,500,000	2,500,000
Reprogram PLC at Wells (599-4094531)	150,000	-	-	-	150,000	-	-	-	150,000
Holly Lane Water Main Replacement (599-4094532)	175,000	-	-	-	-	175,000	-	-	175,000
Alder School Road Water Main Replacement (599-4094533)	375,000	-	-	-	-	25,000	350,000	-	375,000
LVSC Water Main Replacement (599-4094534)	153,000	-	-	-	-	-	153,000	-	153,000
	5,547,500	-	-	-	827,000	950,000	1,175,500	2,595,000	5,547,500
<b>Water Fund Total</b>	<b>11,610,643</b>	<b>5,209,555</b>	<b>553,588</b>	<b>300,000</b>	<b>827,000</b>	<b>950,000</b>	<b>1,175,500</b>	<b>2,595,000</b>	<b>5,847,500</b>
<b>WASTEWATER FUND PROJECTS</b>									
<b>Bonds-Bank of America (05)</b>									
I & I Improvements & CMOM Compliance (699-4094603)	287,112	287,112	-	-	-	-	-	-	-
	287,112	287,112	-	-	-	-	-	-	-
<b>Bonds-Sun Trust (08)</b>									
I & I Improvements & CMOM Compliance (699-4094603)	1,725,980	1,611,410	114,570	-	-	-	-	-	-
	1,725,980	1,611,410	114,570	-	-	-	-	-	-
<b>Cash</b>									
I & I Improvements & CMOM Compliance (699-4094603)	350,000	-	350,000	-	-	-	-	-	-
New Equipment for Maint. of Sewer Collection System (699-4094604)	200,000	-	-	200,000	-	-	-	-	200,000
	550,000	-	350,000	200,000	-	-	-	-	200,000
<b>Wastewater Fund Total</b>	<b>2,563,092</b>	<b>1,898,522</b>	<b>464,570</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

### Summary by Project

		Total Funding	Funded	FY 15 Current	2016	2017	2018	2019	2020	Total for
Sources		Required	through	Budget						5-Yr-CIP
			6/30/2014							
<b>GENERAL FUND PROJECTS</b>										
Wayfinding Signs (119-4094100-0140)	Loudoun Co. Settlement	126,135	120,417	5,718	-	-	-	-	-	-
					-	-	-	-	-	-
		126,135	120,417	5,718	-	-	-	-	-	-
Downtown Streetscapes PH 1 (119-4094100-0601)	Loudoun Co. Settlement	495,000	495,000	-	-	-	-	-	-	-
	Grants-VDOT	959,448	959,448	-	-	-	-	-	-	-
	Bonds-Sun Trust (08)	36,433	36,433	-	-	-	-	-	-	-
	Cash	33,661	33,661	-	-	-	-	-	-	-
		1,524,542	1,524,542	-	-	-	-	-	-	-
Downtown Streetscapes PH 2 (119-4094100-0602)	Loudoun Co. Settlement	572,038	136,996	435,042	-	-	-	-	-	-
	Grants-VDOT	1,209,666	172,637	1,037,029	-	-	-	-	-	-
	Federal Earmark Allocation	499,915	-	499,915	-	-	-	-	-	-
	Cash	59,731	-	59,731	-	-	-	-	-	-
		2,341,350	309,633	2,031,717	-	-	-	-	-	-
Main & Maple Intersect Improvements (119-4094201)	Grants-VDOT	1,077,186	117,129	960,057	-	-	-	-	-	-
	Loudoun Co. Settlement	15,000	4,797	10,203	-	-	-	-	-	-
	Bonds-Sun Trust (08)	54,168	54,168	-	-	-	-	-	-	-
	Other	179,146	179,146	-	-	-	-	-	-	-
		1,325,500	355,240	970,260	-	-	-	-	-	-
East Main St. Sidewalk Improvements (119-4094202)	Loudoun Co. Settlement	131,440	88,601	42,839	-	-	-	-	-	-
	Grants-VDOT	344,793	17,974	326,819	-	-	-	-	-	-
	Bonds-Sun Trust (08)	65,414	65,414	-	-	-	-	-	-	-
	Other	70,319	70,319	-	-	-	-	-	-	-
	NVTA Local Funding	374,016	-	374,016	-	-	-	-	-	-
		985,982	242,308	743,674	-	-	-	-	-	-
N. 21st St. Sidewalk Improvement (119-4094206)	Loudoun Co. Settlement	346,727	309,568	37,159	-	-	-	-	-	-
	Grants-VDOT	1,056,951	894,047	162,904	-	-	-	-	-	-
	Bonds-Sun Trust (08)	43,485	43,485	-	-	-	-	-	-	-
	Cash	712	712	-	-	-	-	-	-	-
	Other	2,314	2,314	-	-	-	-	-	-	-
		1,450,189	1,250,126	200,063	-	-	-	-	-	-
Southern Collector Road (119-4094253)	Loudoun Co. Settlement	2,182,616	1,864,258	318,358	-	-	-	-	-	-
	Grants-VDOT	2,834,000	2,623,773	210,227	-	-	-	-	-	-
	Bonds-Sun Trust (08)	2,636	2,636	-	-	-	-	-	-	-
	Bonds-Cardinal	2,201,000	1,947,542	253,458	-	-	-	-	-	-
	Cash	2,940	2,940	-	-	-	-	-	-	-
		7,223,192	6,441,149	782,043	-	-	-	-	-	-
Country Club & 33rd Street Improvements (119-4094272)	Loudoun Co. Settlement	688,796	688,796	-	-	-	-	-	-	-
	Grants-VDOT	580,072	580,072	-	-	-	-	-	-	-
		1,268,868	1,268,868	-	-	-	-	-	-	-
County Funded Fireman's Field Upgrades (119-4094278)	Funding from County	600,000	201,016	398,984	-	-	-	-	-	-
	Cash	150,000	150,000	-	-	-	-	-	-	-
		750,000	351,016	398,984	-	-	-	-	-	-

### Summary by Project

Sources		Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
A Street Sidewalk (119-4094280)	Funding from County	530,000	118,191	411,809	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		<u>530,000</u>	<u>118,191</u>	<u>411,809</u>	-	-	-	-	-	-
Future NVTA Project	NVTA Local Funding	1,805,572	-	-	-	421,086	440,634	461,154	482,698	1,805,572
		-	-	-	-	-	-	-	-	-
		<u>1,805,572</u>	-	-	-	<u>421,086</u>	<u>440,634</u>	<u>461,154</u>	<u>482,698</u>	<u>1,805,572</u>
Emergency Repairs at Bush Tabernacle (119-4094281)	Bonds-Sun Trust (08)	18,998	-	18,998	-	-	-	-	-	-
	Cash	25,269	-	25,269	-	-	-	-	-	-
		<u>44,267</u>	-	<u>44,267</u>	-	-	-	-	-	-
Nursery Avenue Improvements (119-4094283)	NVTA Local Funding	792,323	-	121,750	368,750	301,823	-	-	-	670,573
	Grants-VDOT	589,500	-	111,750	269,750	208,000	-	-	-	477,750
	Funding from County	200,000	-	200,000	-	-	-	-	-	-
		<u>1,581,823</u>	-	<u>433,500</u>	<u>638,500</u>	<u>509,823</u>	-	-	-	<u>1,148,323</u>
Project Contingency (119-4094100-0190)	Loudoun Co. Settlement	96,563	-	96,563	-	-	-	-	-	-
		<u>96,563</u>	-	<u>96,563</u>	-	-	-	-	-	-
<b>General Fund Total</b>		<b>21,053,983</b>	<b>11,981,490</b>	<b>6,118,598</b>	<b>638,500</b>	<b>930,909</b>	<b>440,634</b>	<b>461,154</b>	<b>482,698</b>	<b>2,953,895</b>

### Summary by Project

		Sources	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
<b>WATER FUND PROJECTS</b>											
Nature Park Wells (599-4094506)	Bonds-Sun Trust (08)		2,105,178	2,105,178	-	-	-	-	-	-	-
	Bonds-RBC (10)		2,201,014	2,201,014	-	-	-	-	-	-	-
	Bonds-Cardinal Bank		372,372	175,860	196,512	-	-	-	-	-	-
	Cash		42,045	42,045	-	-	-	-	-	-	-
			4,720,609	4,524,097	196,512	-	-	-	-	-	-
New Elevated Water Tank (599-4094515)	Unidentified		95,000	-	-	-	-	-	-	95,000	95,000
			95,000	-	-	-	-	-	-	95,000	95,000
Water Treatment Plant Improvements (599-4094521)	Unidentified		1,157,500	-	-	-	-	485,000	672,500	-	1,157,500
			1,157,500	-	-	-	-	485,000	672,500	-	1,157,500
Intake Structure for Hirst Reservoir (599-4094523)	Unidentified		265,000	-	-	-	-	265,000	-	-	265,000
			265,000	-	-	-	-	265,000	-	-	265,000
Tank Painting (599-4094524)	Cash		300,000	-	-	300,000	-	-	-	-	300,000
			300,000	-	-	300,000	-	-	-	-	300,000
Water Line Downtown PH 2 (599-4094526)	Bonds-Cardinal Bank		125,000	-	125,000	-	-	-	-	-	-
			125,000	-	125,000	-	-	-	-	-	-
N Maple Avenue Waterline (599-4094527)	Unidentified		677,000	-	-	-	677,000	-	-	-	677,000
			677,000	-	-	-	677,000	-	-	-	677,000
Country Club & 33rd Waterline Replacement (599-4094528)	Bonds-Sun Trust (08)		614,265	614,265	-	-	-	-	-	-	-
	Bonds-Cardinal Bank		52,983	52,983	-	-	-	-	-	-	-
			667,248	667,248	-	-	-	-	-	-	-
Consolidated Well Treatment Facility (599-4094529)	Unidentified		2,500,000	-	-	-	-	-	-	2,500,000	2,500,000
			2,500,000	-	-	-	-	-	-	2,500,000	2,500,000
Main St. Well Electrical Improvements (599-4094530)	Bonds-Sun Trust (08)		18,210	18,210	-	-	-	-	-	-	-
	Bonds-Cardinal Bank		232,076	-	232,076	-	-	-	-	-	-
			250,286	18,210	232,076	-	-	-	-	-	-

### Summary by Project

Sources	Total Funding Required	Funded through 6/30/2014	FY 15 Current Budget	2016	2017	2018	2019	2020	Total for 5-Yr-CIP
Reprogram PLC at Wells (599-4094531)	150,000	-	-	-	150,000	-	-	-	150,000
	-	-	-	-	-	-	-	-	-
	<u>150,000</u>	-	-	-	<u>150,000</u>	-	-	-	<u>150,000</u>
Holly Lane Water Main Replacement (599-4094532)	175,000	-	-	-	-	175,000	-	-	175,000
	-	-	-	-	-	-	-	-	-
	<u>175,000</u>	-	-	-	-	<u>175,000</u>	-	-	<u>175,000</u>
Allder School Road Water Main Replacement (599-4094533)	375,000	-	-	-	-	25,000	350,000	-	375,000
	-	-	-	-	-	-	-	-	-
	<u>375,000</u>	-	-	-	-	<u>25,000</u>	<u>350,000</u>	-	<u>375,000</u>
LVSC Water Main Replacement (599-4094534)	153,000	-	-	-	-	-	153,000	-	153,000
	-	-	-	-	-	-	-	-	-
	<u>153,000</u>	-	-	-	-	-	<u>153,000</u>	-	<u>153,000</u>
<b>Water Fund Total</b>	<b>11,610,643</b>	<b>5,209,555</b>	<b>553,588</b>	<b>300,000</b>	<b>827,000</b>	<b>950,000</b>	<b>1,175,500</b>	<b>2,595,000</b>	<b>5,847,500</b>
<b>WASTEWATER FUND PROJECTS</b>									
I & I Improvements & CMOM Compliance (699-4094603)	287,112	287,112	-	-	-	-	-	-	-
	1,725,980	1,611,410	114,570	-	-	-	-	-	-
	350,000	-	350,000	-	-	-	-	-	-
	<u>2,363,092</u>	<u>1,898,522</u>	<u>464,570</u>	-	-	-	-	-	-
New Equipment for Maint. of Sewer Collection System (699-4094610)	200,000	-	-	200,000	-	-	-	-	200,000
	-	-	-	-	-	-	-	-	-
	<u>200,000</u>	-	-	<u>200,000</u>	-	-	-	-	<u>200,000</u>
<b>Wastewater Fund Total</b>	<b>2,563,092</b>	<b>1,898,522</b>	<b>464,570</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

**Loudoun County Fields Farm School Settlement**

**Funds from County**

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

**LED Street Lights**

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

**Traffic Signals**

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

**Replace/Loss of LoCo Gas Tax**

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

**Wayfinding Signs (119-4094100-0140)**

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

**Downtown Streetscape PH 1 (119-4094100)**

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

**Downtown Streetscape PH 2 (119-4094100)**

FY 12	\$ 31,413
FY 13	\$ 36,771
FY 14	\$ 68,812
FY 15	\$ 435,042
	<b>\$ 572,038</b>

**Main & Maple Improve (119-4094201)**

FY 14	\$ 4,797
FY 15	\$ 10,203
	<b>\$ 15,000</b>

**Main St, Sidewalk Improve (119-4094202)**

FY 10	\$ 25,758
FY 11	\$ -
FY 12	\$ 5,404
FY 13	\$ 766
FY 14	\$ 56,673
FY 15	\$ 42,839
	<b>\$ 131,440</b>

**N. 21st St. Sidewalk Improve (119-4094206)**

FY 10	\$ 45,954
FY 11	\$ 125,616
FY 12	\$ (8,725)
FY 13	\$ 93,663
FY 14	\$ 53,060
FY 15	\$ 37,159
	<b>\$ 346,727</b>

**32nd Street Sidewalk (119-4094207)**

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

**Southern Collector Road (119-4094253)**

FY 10	\$ 89,391
FY 11	\$ 914,781
FY 12	\$ 651,153
FY 13	\$ 208,933
FY 14	\$ -
FY 15	\$ 318,358
	<b>\$ 2,182,616</b>

**D Street Improve (119-4094259)**

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

**Maple to W&OD Trail (119-4094267)**

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

**Country Club & 33rd St. Improve (119-4094272)**

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

**Hirst Road Improvement (119-4094277)**

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

**Project Contingency (119-4094100-0190)**

FY 15	\$ 96,563
	<b>\$ 96,563</b>

**Loudoun County Fields Farm School Settlement (Cont'd)**

**Summary by Fiscal Year**

LED Street Lights	\$ 15,000 <sup>1</sup>	Wayfinding Signs (119-4094100-0140)	\$ 31,522
Traffic Signals (Hatcher & Main, 23rd & Main)	\$ 370,381 <sup>2</sup>	Downtown Streetscape PH 1 (119-4094100)	\$ 80,000
<b>FY 09</b>	<b>\$ 385,381</b>	Downtown Streetscape PH 2 (119-4094100)	\$ 36,771
Downtown Streetscape (119-4094100)	\$ 75,000	Main Street Sidewalk Improvements (119-4094202)	\$ 766
Main Street Sidewalk Improvements (119-4094202)	\$ 25,758	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 93,663
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 45,954	Southern Collector Road (119-4094253)	\$ 208,933
32nd Street Sidewalk (119-4094207)	\$ 250,512 <sup>2</sup>	Maple to W&OD Trail (119-4094267)	\$ 876 <sup>2</sup>
Southern Collector Road (119-4094253)	\$ 89,391	Country Club & 33rd St. Improve (119-4094272)	\$ 71,368
D Street Improvements (119-4094259)	\$ 67,059 <sup>2</sup>	Hirst Road Improvement (119-4094277)	\$ 19,602 <sup>2</sup>
<b>FY 10</b>	<b>\$ 553,674</b>	<b>FY13</b>	<b>\$ 543,501</b>
Downtown Streetscape PH 1 (119-4094100)	\$ 181,163	Wayfinding Signs (119-4094100-0140)	\$ 63,269
N. 21st St. Sidewalk Improvements (119-4094206)	\$ 125,616	Downtown Streetscape PH 1 (119-4094100)	\$ 29,329
Southern Collector Road (119-4094253)	\$ 914,781	Downtown Streetscape PH 2 (119-4094100)	\$ 68,812
D Street Improvements (119-4094259)	\$ 110,007 <sup>2</sup>	Main & Maple Improve (119-4094201)	\$ 4,797
Maple to W&OD Trail (119-4094267)	\$ 32,909 <sup>2</sup>	Main Street Sidewalk Improvements (119-4094202)	\$ 56,673
Country Club & 33rd St. Improvement (119-4094272)	\$ 48,573	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 53,060
Replacement for loss of LoCo Gas Tax	\$ 165,000 <sup>1</sup>	Southern Collector Road (119-4094253)	\$ -
<b>FY 11</b>	<b>\$ 1,578,049</b>	Country Club & 33rd St. Improve (119-4094272)	\$ 527,670
Wayfinding Signs (119-4094100-0140)	\$ 25,626	<b>FY 14</b>	<b>\$ 803,610</b>
Downtown Streetscape PH 1 (119-4094100)	\$ 129,508	Wayfinding Signs (119-4094100-0140)	\$ 5,718
Downtown Streetscape PH 2 (119-4094100)	\$ 31,413	Downtown Streetscape PH 2 (119-4094100)	\$ 435,042
Main Street Sidewalk Improvements (119-4094202)	\$ 5,404	Main & Maple Improve (119-4094201)	\$ 10,203
N. 21st St. Sidewalk Improvements (119-4094206)	\$ (8,725)	Main Street Sidewalk Improvements (119-4094202)	\$ 42,839
Southern Collector Road (119-4094253)	\$ 651,153	N. 21st St. Sidewalk Improvements (119-4094206)	\$ 37,159
D Street Improve (119-4094259)	\$ 19,069 <sup>2</sup>	Southern Collector Road (119-4094253)	\$ 318,358
Maple to W&OD Trail (119-4094267)	\$ 10,271 <sup>2</sup>	Project Contingency (119-4094100-0190)	\$ 96,563
Country Club & 33rd St. Improve (119-4094272)	\$ 41,185	<b>FY 15</b>	<b>\$ 945,882</b>
Hirst Road Improvement (119-4094277)	\$ 64,999 <sup>2</sup>	<b>Total Assigned Funds</b>	<b>\$ 5,780,000</b>
<b>FY12</b>	<b>\$ 969,903</b>		

<sup>1</sup> Applied to General Fund Operating Budget	\$ 180,000
<sup>2</sup> Applied to CIP project now closed	\$ 945,685
Applied to Current CIP	\$ 4,654,315
<b>Total Assigned Funds</b>	<b>\$ 5,780,000</b>

## UNFUNDED FUTURE CAPITAL PROJECTS

### GENERAL FUND PROJECTS

Project Name	Project Description	Estimated Cost	Status
Villages of Purcellville Drainage	Design and construction to replace the deteriorating concrete ditch that is in an easement west of some of the homes along Pickwick Drive. This may be partially funded through VDOT Maintenance funds, since a portion of the runoff is generated from roadways and right-of-way within the watershed.	\$307,000	Awaiting funding
Main & Maple Intersection Improvements	This project entails adding a right turn lane to each portion of the intersection to reduce the bottlenecks and conflict points by closing driveways near the intersection. This project will also enhance pedestrian & bicycle movement through the addition of crosswalks, a new traffic signal and pedestrian signals. This project was initiated in 2004.	\$7,500,000	Awaiting funding
Hirst Farm Pond Conversion	Conversion of the existing wet sediment basin along Devonshire Drive to a dry retention pond in accordance with the original design. Late in 2014 the Town will be applying for a DEQ Stormwater grant to assist in funding this project. If the grant is received, the pond will have to be converted to a wet retention pond.	\$398,300	Awaiting funding
O Street Extension	Right of way evaluation and conceptual design for the extension of O Street between N. 21st Street and Hatcher Avenue. This extension is included in the 2006 Townwide Transportation Plan. This project includes obtaining property information and estimating the right of way needed (\$10,000); or further development of the concept plan to include additional topo information, existing conditions (drainage and utilities), preliminary profile and drainage analysis with right of way estimates (\$30,000). Additional funding will be needed in the future to develop a full design plan for construction.	\$587,042	Awaiting funding

## UNFUNDED FUTURE CAPITAL PROJECTS

### GENERAL FUND PROJECTS

Project Name	Project Description	Estimated Cost	Status
House Demolition 301 S Twentieth St.	Demolition of the existing structure located at 301 S. 20th Street.	\$260,000	Awaiting funding
Hirst Road Improvements	Hirst Road improvements & repairs to existing Infrastructure. Repairs include regrading, compaction and subbase enhancements.	\$575,237	Awaiting funding
E Street Sidewalk-Drainage	This project will provide a pedestrian linkage along East E Street to the business district located along Main and Maple by connecting to the sidewalk along 14th Street and 12th Street. The construction of this project will also address drainage issues that exist along both the north and south sides of East E Street, and at the intersection of East E Street with South 20th Street. The deep ditch along the south side of E Street presents maintenance challenges for both homeowners and the Town. The Town may reapply for CDBG funding for this project.	\$772,000	Awaiting funding

## UNFUNDED FUTURE CAPITAL PROJECTS

### WATER FUND PROJECTS

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

## UNFUNDED FUTURE CAPITAL PROJECTS

### WASTEWATER FUND PROJECTS

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

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**GENERAL FUND**

**PROJECT DETAIL SHEETS**

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Wayfinding Signs (119-4094100-0140)

**STATUS:** Complete

**PROGRAM DESCRIPTION:** Design, fabricate and install a townwide directional wayfinding system of signs to assist residents and visitors to locate Town public facilities and attractions and to promote tourism. This will also include interpretive signage for historic features of Fireman's Field.

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

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

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

**PLANNED FINANCING**

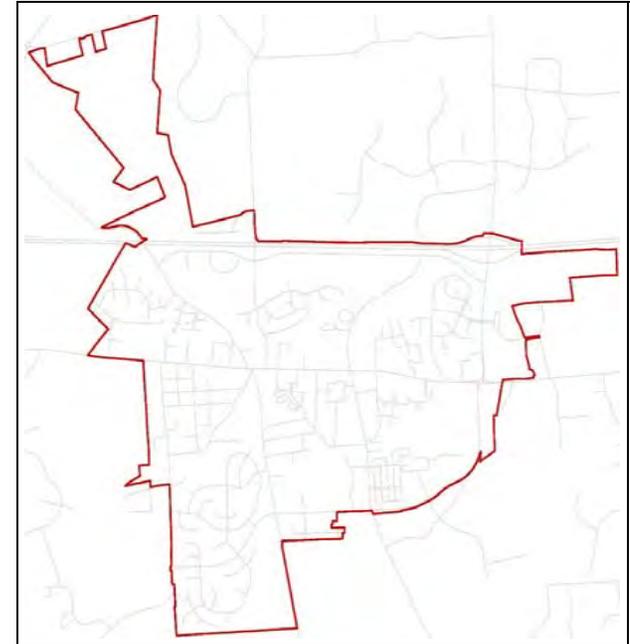
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	126,135	126,135	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>126,135</b>	<b>126,135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	36,669	36,669	-	-	-	-	-	-
Construction	61,512	61,512	-	-	-	-	-	-
Prof. Services	27,954	27,954	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>126,135</b>	<b>126,135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	200	200	200	200	200	1,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Downtown Streetscapes PH 1 (119-4094100-0601)

**STATUS:** Complete

**PROGRAM DESCRIPTION:** A phased project to enhance Downtown Purcellville, primarily 21st and 23rd Streets. Partial funding is through the Federal Transportation Enhancement Grant Program. Related work was completed several years ago, and included the downtown parking lot and gazebo. Phase 1 includes the realignment of the 21st and 23rd Street intersection, hardscaping, and sidewalk along 23rd Street. The design for this Phase is complete, the project has been bid and construction will be underway in the 4th quarter of FY11.

**CONSTRUCTION START DATE:** FY 08 1st Quarter (Jul-Sep)

**ESTIMATED COMPLETION DATE:** FY 12 4th Quarter (Apr-Jun)

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

**PLANNED FINANCING**

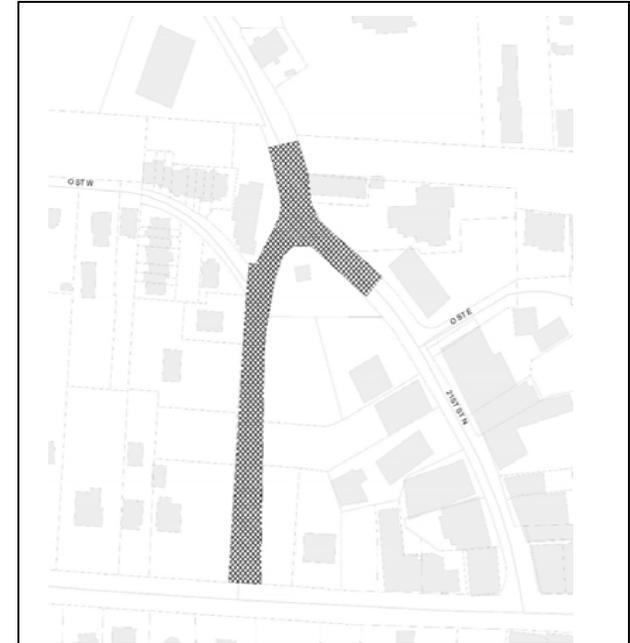
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	495,000	495,000	-	-	-	-	-	-
Grants-VDOT	959,448	959,448	-	-	-	-	-	-
Bonds-Sun Trust (08)	36,433	36,433	-	-	-	-	-	-
Cash	33,661	33,661	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,524,542</b>	<b>1,524,542</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	92,882	92,882	-	-	-	-	-	-
Engr. Study/Design	355,043	355,043	-	-	-	-	-	-
Construction	879,459	879,459	-	-	-	-	-	-
Prof. Services	197,158	197,158	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,524,542</b>	<b>1,524,542</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	5,100	5,100	5,100	5,100	5,100	25,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.
- Community Design - New development will enhance the historic fabric of the community, exhibit architectural excellence and create quality pedestrian-scale environments.

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** In Progress

**PROGRAM DESCRIPTION:** A phased project to enhance Downtown Purcellville, primarily 21st and 23rd Streets. Partial funding is through the Federal Transportation Enhancement Grant Program. Related work was completed several years ago, and included the downtown parking lot and gazebo. Phase 2 is currently in preliminary design, and includes streetscape elements and right-of-way improvements along N 21st Street, from Main Street north to the terminus of Phase 1.

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

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

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

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	572,038	572,038	-	-	-	-	-	-
Grants-VDOT	1,209,666	1,209,666	-	-	-	-	-	-
Federal Earmark Allocation	499,915	499,915	-	-	-	-	-	-
Cash	59,731	59,731	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,341,350</b>	<b>2,341,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	825	825	-	-	-	-	-	-
Engr. Study/Design	425,000	425,000	-	-	-	-	-	-
Construction	1,700,525	1,700,525	-	-	-	-	-	-
Prof. Services	130,000	130,000	-	-	-	-	-	-
Miscellaneous	85,000	85,000	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,341,350</b>	<b>2,341,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	1,000	1,000	1,000	1,000	1,000	5,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - New street, pedestrian and trail connections will enhance community connectivity, preserve special community assets, promote attractive environments and improve transportation safety.
- Community Design - New development will enhance the historic fabric of the community, exhibit architectural excellence and create quality pedestrian-scale environments.

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** In Progress

**PROGRAM DESCRIPTION:** This project will enhance the safety of the intersection for vehicles, pedestrians and bicycles through the addition of new traffic signals, crosswalks and signage.

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

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

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

**PLANNED FINANCING**

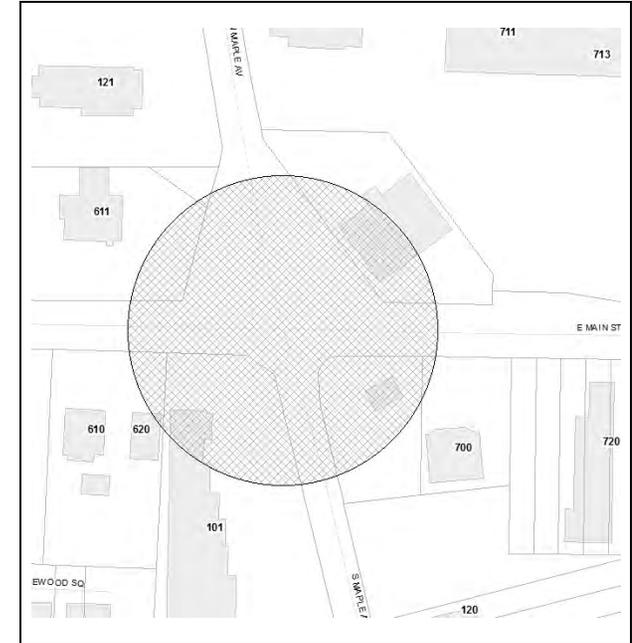
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Grants-VDOT	1,077,186	1,077,186	-	-	-	-	-	-
Loudoun Co. Settlement	15,000	15,000	-	-	-	-	-	-
Bonds-Sun Trust (08)	54,168	54,168	-	-	-	-	-	-
Other	179,146	179,146	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,325,500</b>	<b>1,325,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	375,000	375,000	-	-	-	-	-	-
Engr. Study/Design	616,078	616,078	-	-	-	-	-	-
Construction	277,347	277,347	-	-	-	-	-	-
Prof. Services	57,075	57,075	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,325,500</b>	<b>1,325,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	2,500	2,500	2,500	2,500	2,500	12,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** Complete

**PROGRAM DESCRIPTION:** The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. Sidewalk is proposed along northside of E. Main Street from Pickwick Dr to Maple Ave. (2400 linear feet)

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

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

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

**PLANNED FINANCING**

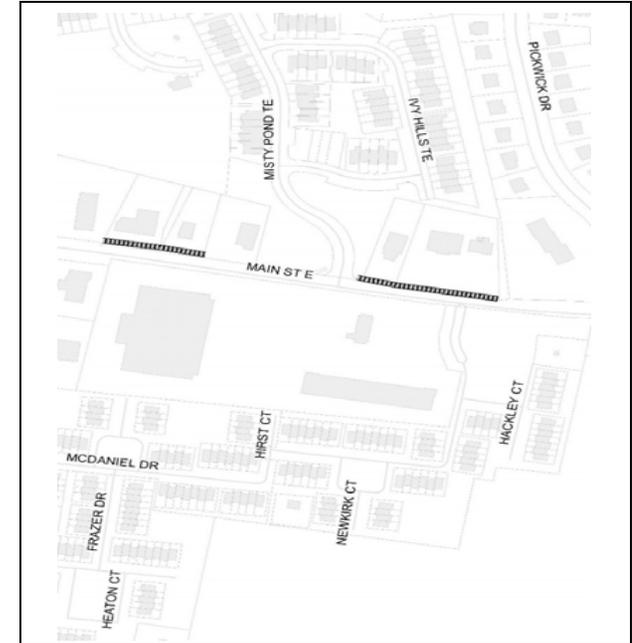
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	131,440	131,440	-	-	-	-	-	-
Grants-VDOT	344,793	344,793	-	-	-	-	-	-
Bonds-Sun Trust (08)	65,414	65,414	-	-	-	-	-	-
Other	70,319	70,319	-	-	-	-	-	-
NVTA Local Funding	374,016	374,016	-	-	-	-	-	-
<b>TOTAL</b>	<b>985,982</b>	<b>985,982</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	7,500	7,500	-	-	-	-	-	-
Engr. Study/Design	190,000	190,000	-	-	-	-	-	-
Construction	659,749	659,749	-	-	-	-	-	-
Prof. Services	128,733	128,733	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>985,982</b>	<b>985,982</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	1,000	1,000	1,000	1,000	1,000	5,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will be recognized for its effective inter-modal transportation system and quality bicycle and pedestrian accommodations. Public rights-of-way will be improved to encourage safe and effective access.
- Economic Development - Purcellville’s commercial and industrial base will be enhanced through community revitalization efforts and public area improvements to ensure sustainable community growth, affordable and responsive public services, and a high quality of life for residents.

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** Complete

**PROGRAM DESCRIPTION:** The purpose of this project is to construct missing sidewalk segments around the Town to promote pedestrian access. N 21st Street Project From Banbury Glen Ct to O St (1700 ft). This sidewalk section will connect two residential developments to the Downtown. Project is from the 2004 Sidewalk Priority List Developed by the Parks and Recreation Advisory Board.

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

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

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

**PLANNED FINANCING**

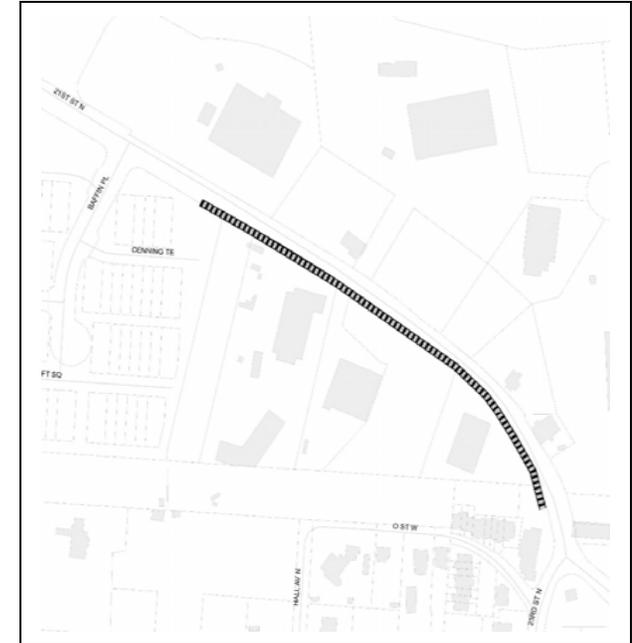
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	346,727	346,727	-	-	-	-	-	-
Grants-VDOT	1,056,951	1,056,951	-	-	-	-	-	-
Bonds-Sun Trust (08)	43,485	43,485	-	-	-	-	-	-
Cash	712	712	-	-	-	-	-	-
Other	2,314	2,314	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,450,189</b>	<b>1,450,189</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	34,713	34,713	-	-	-	-	-	-
Engr. Study/Design	305,883	305,883	-	-	-	-	-	-
Construction	971,198	971,198	-	-	-	-	-	-
Prof. Services	138,395	138,395	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,450,189</b>	<b>1,450,189</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	2,000	2,000	2,000	2,000	2,000	10,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Southern Collector Road (119-4094253)

**STATUS:** Complete

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

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

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

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

**PLANNED FINANCING**

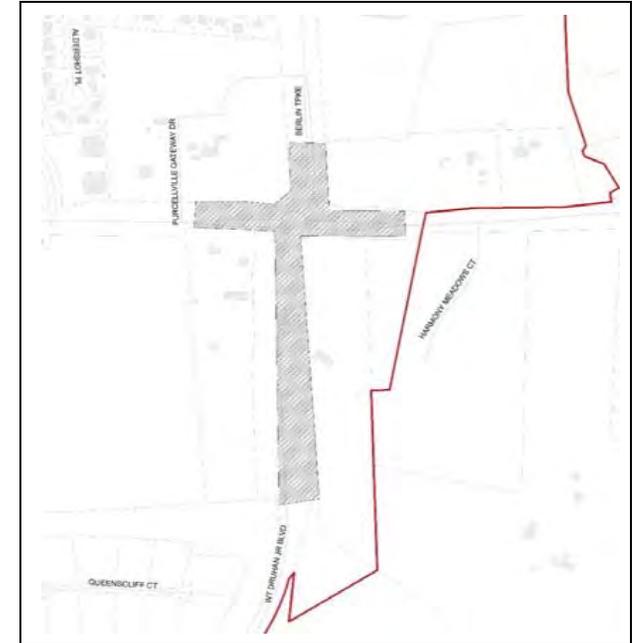
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	2,182,616	2,182,616	-	-	-	-	-	-
Grants-VDOT	2,834,000	2,834,000	-	-	-	-	-	-
Bonds-Sun Trust (08)	2,636	2,636	-	-	-	-	-	-
Bonds-Cardinal	2,201,000	2,201,000	-	-	-	-	-	-
Cash	2,940	2,940	-	-	-	-	-	-
<b>TOTAL</b>	<b>7,223,192</b>	<b>7,223,192</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	990,319	990,319	-	-	-	-	-	-
Engr. Study/Design	991,915	991,915	-	-	-	-	-	-
Construction	4,562,636	4,562,636	-	-	-	-	-	-
Prof. Services	678,322	678,322	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>7,223,192</b>	<b>7,223,192</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	12,400	12,400	12,400	12,400	12,400	62,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Country Club & 33rd Street Improvements (119-4094272)

**STATUS:** Complete

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

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

**ESTIMATED COMPLETION DATE:** FY 13 4th Quarter (Apr-Jun)

**OPERATING IMPACT:** Maintenance costs unchanged since only replacement existing roadway/infrastructure.

**PLANNED FINANCING**

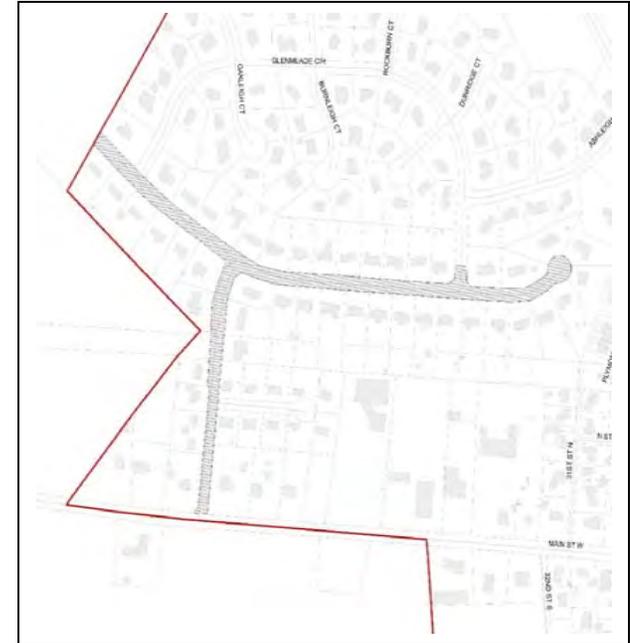
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Loudoun Co. Settlement	688,796	688,796	-	-	-	-	-	-
Grants-VDOT	580,072	580,072	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,268,868</b>	<b>1,268,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	38,443	38,443	-	-	-	-	-	-
Construction	1,102,850	1,102,850	-	-	-	-	-	-
Prof. Services	127,575	127,575	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,268,868</b>	<b>1,268,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	0	0	0	0	0	0



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** Complete

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

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

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

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

**PLANNED FINANCING**

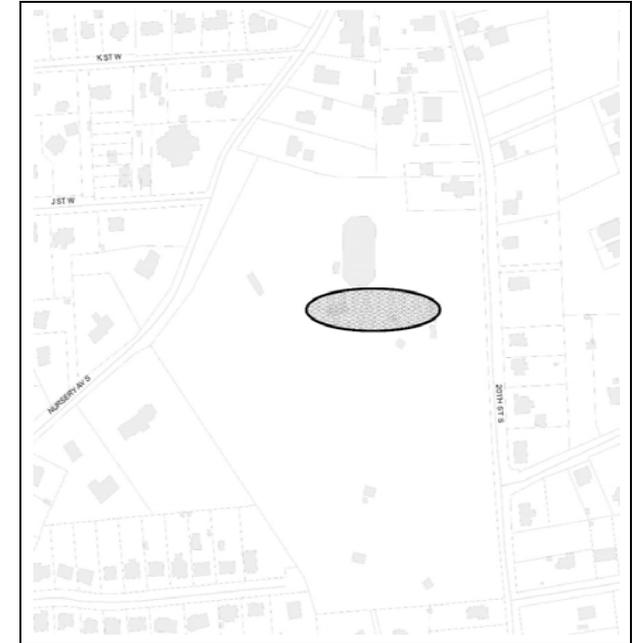
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Funding from County	600,000	600,000	-	-	-	-	-	-
Cash	150,000	150,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>750,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	101,700	101,700	-	-	-	-	-	-
Construction	595,001	595,001	-	-	-	-	-	-
Prof. Services	36,299	36,299	-	-	-	-	-	-
Miscellaneous	17,000	17,000	-	-	-	-	-	-
<b>TOTAL</b>	<b>750,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	1,800	1,800	1,800	1,800	1,800	9,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by excellent education opportunities, outstanding recreational amenities, diverse and affordable housing, and quality social activities and support systems.
- People and Neighborhoods - Purcellville will be recognized as a community dedicated to supporting and promoting arts and culture.

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** A Street Sidewalk (119-4094280)

**STATUS:** Complete

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

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

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

**OPERATING IMPACT:** The town will be required to maintain the shared use path.

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Funding from County	530,000	530,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>530,000</b>	<b>530,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	115,400	115,400	-	-	-	-	-	-
Construction	367,000	367,000	-	-	-	-	-	-
Prof. Services	47,600	47,600	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>530,000</b>	<b>530,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	4,000	4,000	4,000	4,000	4,000	20,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Future NVTA Project  
**STATUS:** New

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

**CONSTRUCTION START DATE:**

**ESTIMATED COMPLETION DATE:**

**OPERATING IMPACT:** The Town will maintain the streets.

**PLANNED FINANCING**

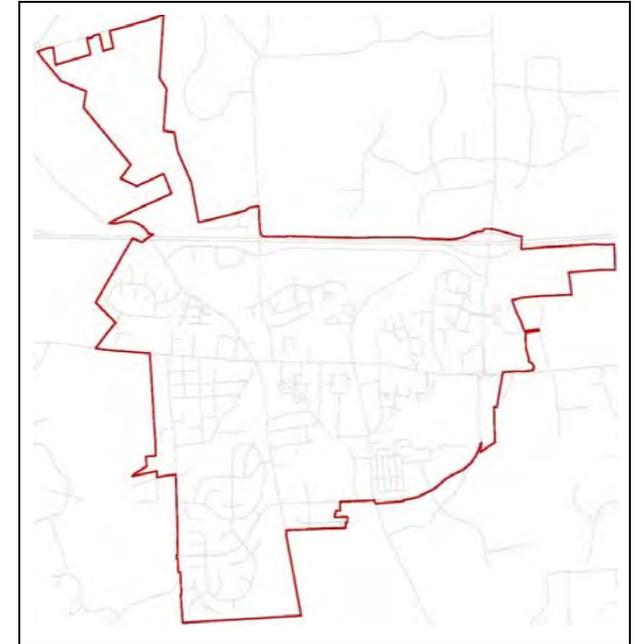
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
NVTA Local Funding	1,805,572	-	-	421,086	440,634	461,154	482,698	1,805,572
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,805,572</b>	<b>-</b>	<b>-</b>	<b>421,086</b>	<b>440,634</b>	<b>461,154</b>	<b>482,698</b>	<b>1,805,572</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	1,805,572	-	-	421,086	440,634	461,154	482,698	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,805,572</b>	<b>-</b>	<b>-</b>	<b>421,086</b>	<b>440,634</b>	<b>461,154</b>	<b>482,698</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance						



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** In Progress

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

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

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

**OPERATING IMPACT:** Normal maintenance.

**PLANNED FINANCING**

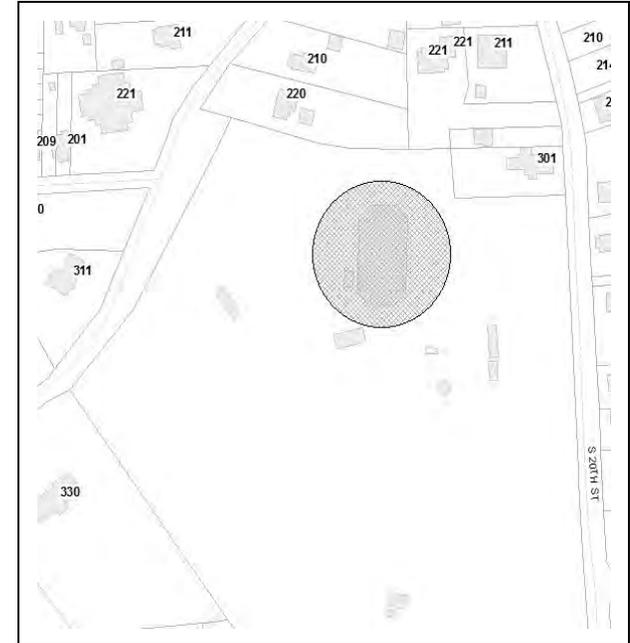
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Bonds-Sun Trust (08)	18,998	18,998	-	-	-	-	-	-
Cash	25,269	25,269	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>44,267</b>	<b>44,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	44,267	44,267	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>44,267</b>	<b>44,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	100	100	100	100	100	500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- People and Neighborhoods - Residents and visitors of Purcellville will experience an enhanced quality of life that is characterized by excellent education opportunities, outstanding recreational amenities, diverse and affordable housing, and quality social activities and support systems.
- Economic Development - Purcellville’s commercial and industrial base will be enhanced through community revitalization efforts and public area improvements to ensure sustainable community growth, affordable and responsive public services, and a high quality of life for residents.

**GENERAL FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

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

**CONSTRUCTION START DATE:** FY 16 3rd Quarter (Jan-Mar)  
**ESTIMATED COMPLETION DATE:** FY 17 4th Quarter (Apr-Jun)  
**OPERATING IMPACT:** Replacement/improvement of existing roadway and pedestrian facilities - no change

**PLANNED FINANCING**

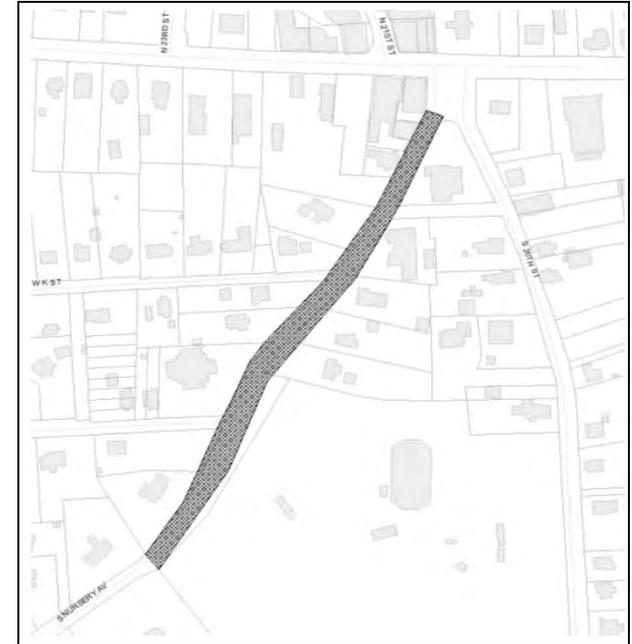
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
NVTA Local Funding	792,323	121,750	368,750	301,823	-	-	-	670,573
Grants-VDOT	589,500	111,750	269,750	208,000	-	-	-	477,750
Funding from County	200,000	200,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,581,823</b>	<b>433,500</b>	<b>638,500</b>	<b>509,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,148,323</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	173,500	50,000	123,500	-	-	-	-	123,500
Engr. Study/Design	173,500	173,500	-	-	-	-	-	-
Construction	1,159,823	200,000	500,000	459,823	-	-	-	-
Prof. Services	75,000	10,000	15,000	50,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,581,823</b>	<b>433,500</b>	<b>638,500</b>	<b>509,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,148,323</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Lane Mile Maintenance	0	0	0	0	0	0



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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

**WATER FUND**

**PROJECT DETAIL SHEETS**

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Nature Park Wells (599-4094506)

**STATUS:** In Progress

**PROGRAM DESCRIPTION:** This project has involved the feasibility review, design and construction of a new water source system that can meet the short & intermediate time period needs of the Town. This project will be one of the recommendations from the 2007 Water Resources Study to increase the Town's water supply. Since FY 2009/2010, money has budgeted to initiate the process of implementing those sources identified in the water resources study.

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

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

**OPERATING IMPACT:** Will require pump replacement in 2018.

**PLANNED FINANCING**

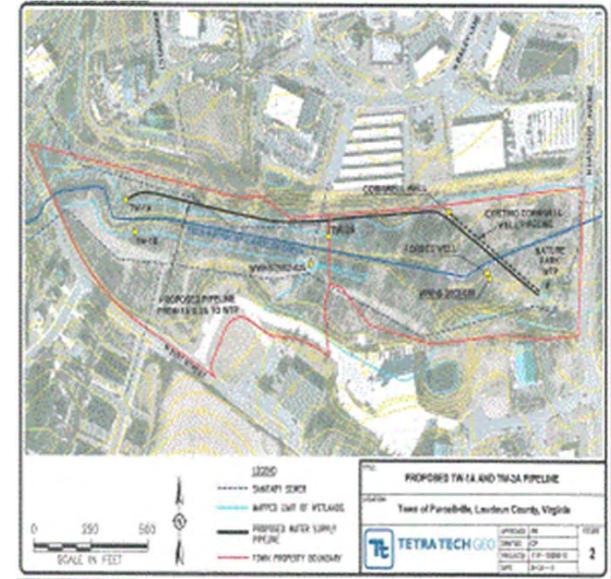
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Bonds-Sun Trust (08)	2,105,178	2,105,178	-	-	-	-	-	-
Bonds-RBC (10)	2,201,014	2,201,014	-	-	-	-	-	-
Bonds-Cardinal Bank	372,372	372,372	-	-	-	-	-	-
Cash	42,045	42,045	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>4,720,609</b>	<b>4,720,609</b>	-	-	-	-	-	-

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	2,205,362	2,205,362	-	-	-	-	-	-
Engr. Study/Design	1,421,545	1,421,545	-	-	-	-	-	-
Construction	865,941	865,941	-	-	-	-	-	-
Prof. Services	212,534	212,534	-	-	-	-	-	-
Miscellaneous	15,227	15,227	-	-	-	-	-	-
<b>TOTAL</b>	<b>4,720,609</b>	<b>4,720,609</b>	-	-	-	-	-	-

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance			8,000			8,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

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

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

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	95,000	-	-	-	-	-	95,000	95,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>95,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,000</b>	<b>95,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	5,000	-	-	-	-	-	5,000	5,000
Engr. Study/Design	85,000	-	-	-	-	-	85,000	85,000
Construction	-	-	-	-	-	-	-	-
Prof. Services	5,000	-	-	-	-	-	5,000	5,000
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>95,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,000</b>	<b>5,000</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance					15,000	15,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Water Treatment Plant Improvements (599-4094521)

**STATUS:** Future Plan (FY17 fwd)

**PROGRAM DESCRIPTION:** This project involves the design and construction of an expansion to the existing WTP or a new WTP facility to address expected additional water to be treated and update an aging facility. The WTP is more than 20 years old and does not provide any flexibility to address new treatment requirements from EPA. A current WTP evaluation was conducted and the report determined that significant upgrades would be required. This will allow us to extend the useful life of the facilities as well.

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

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

**OPERATING IMPACT:** Increase in operations and maintenance costs.

**PLANNED FINANCING**

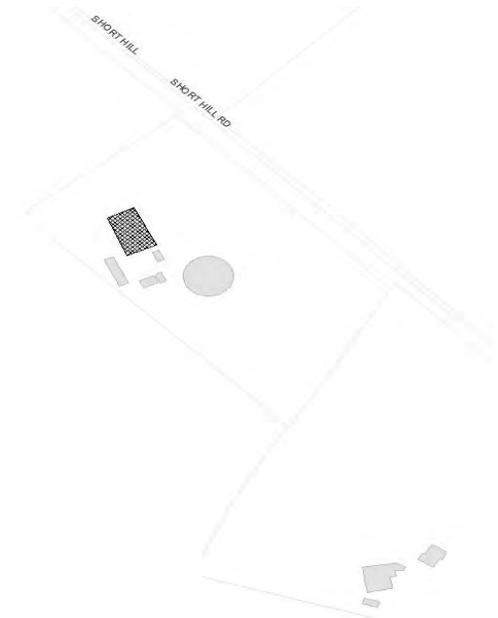
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	1,157,500	-	-	-	485,000	672,500	-	1,157,500
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,157,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>485,000</b>	<b>672,500</b>	<b>-</b>	<b>1,157,500</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	120,000	-	-	-	90,000	30,000	-	-
Construction	987,500	-	-	-	370,000	617,500	-	-
Prof. Services	50,000	-	-	-	25,000	25,000	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,157,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>485,000</b>	<b>672,500</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance			11,000	11,000	11,000	33,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** Future Plan (FY17 fwd)

**PROGRAM DESCRIPTION:** This project involves the design and installation of a new intake structure to replace the one that is broken. The Hirst Reservoir relies on its intake structure to obtain the best quality water from the reservoir. Sometime in the past this intake was damaged so that the withdrawal point is limited to 12 feet below full pool level. This project involves installation of a new intake structure that would allow operators to change the level of the intake in order to maximize water quality.

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

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

**OPERATING IMPACT:** Increase in operations and maintenance costs.

**PLANNED FINANCING**

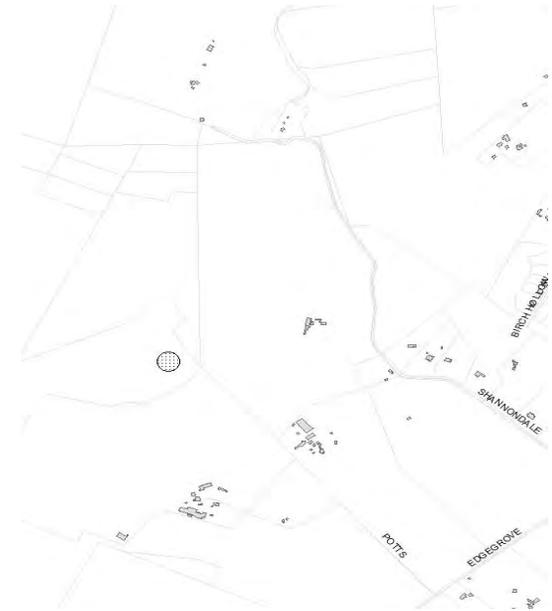
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	265,000	-	-	-	265,000	-	-	265,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>265,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>265,000</b>	<b>-</b>	<b>-</b>	<b>265,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	250,000	-	-	-	250,000	-	-	-
Prof. Services	15,000	-	-	-	15,000	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>265,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>265,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

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

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

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

**OPERATING IMPACT:** Increase in operations and maintenance costs.

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Cash	300,000	-	300,000	-	-	-	-	300,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	30,000	-	30,000	-	-	-	-	-
Construction	245,000	-	245,000	-	-	-	-	-
Prof. Services	25,000	-	25,000	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	2,000	2,000	2,000	2,000	2,000	10,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

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

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

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Bonds-Cardinal Bank	125,000	125,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	10,000	10,000	-	-	-	-	-	-
Construction	115,000	115,000	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	200	200	200	200	200	1,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** N Maple Avenue Waterline (599-4094527)  
**STATUS:** Future Plan (FY17 fwd)

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

**CONSTRUCTION START DATE:** FY 17 3rd Quarter (Jan-Mar)  
**ESTIMATED COMPLETION DATE:** FY 17 4th Quarter (Apr-Jun)  
**OPERATING IMPACT:** Reduction in costs associated with waterline breaks.

**PLANNED FINANCING**

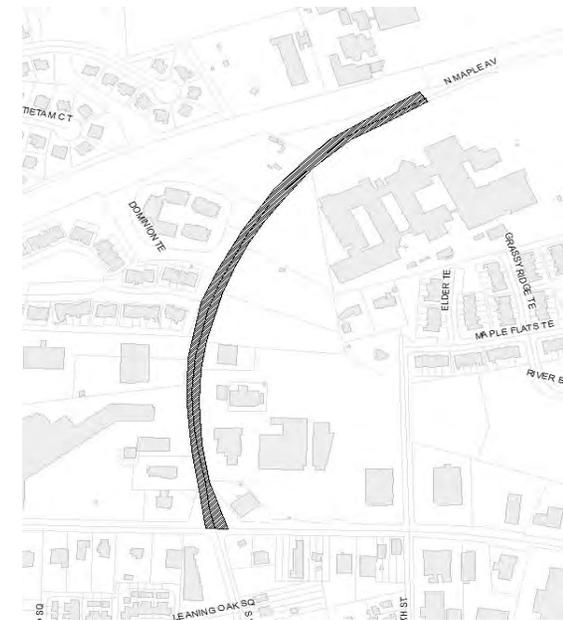
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	677,000	-	-	677,000	-	-	-	677,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>677,000</b>	<b>-</b>	<b>-</b>	<b>677,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>677,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	670,000	-	-	670,000	-	-	-	-
Prof. Services	7,000	-	-	7,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>677,000</b>	<b>-</b>	<b>-</b>	<b>677,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance		500	500	500	500	2,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Country Club & 33rd Waterline Replacement (599-4094528)  
**STATUS:** Complete

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

**CONSTRUCTION START DATE:** FY 12 3rd Quarter (Jan-Mar)  
**ESTIMATED COMPLETION DATE:** FY 13 4th Quarter (Apr-Jun)  
**OPERATING IMPACT:** Reduction in costs associated with waterline breaks.

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Bonds-Sun Trust (08)	614,265	614,265	-	-	-	-	-	-
Bonds-Cardinal Bank	52,983	52,983	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>667,248</b>	<b>667,248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	83,425	83,425	-	-	-	-	-	-
Construction	528,330	528,330	-	-	-	-	-	-
Prof. Services	55,493	55,493	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>667,248</b>	<b>667,248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	200	200	200	200	200	1,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Services - Purcellville will be committed to involving citizens in making decisions affecting the public health, safety and welfare.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Consolidated Well Treatment Facility (599-4094529)

**STATUS:** Future Plan (FY17 fwd)

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

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

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

**OPERATING IMPACT:** Increase in operations and maintenance costs.

**PLANNED FINANCING**

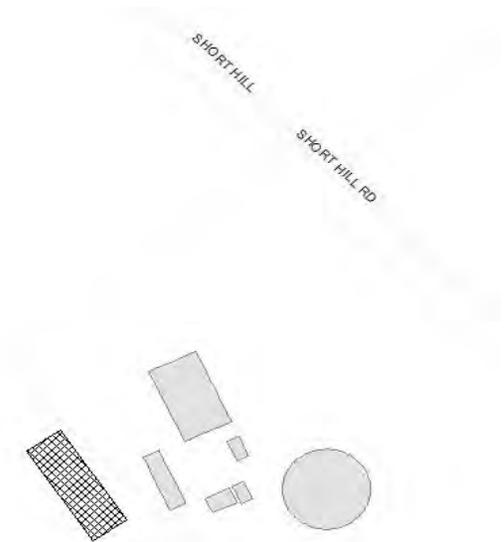
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	2,500,000	-	-	-	-	-	2,500,000	2,500,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>	<b>2,500,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	25,000	-	-	-	-	-	25,000	-
Construction	2,398,000	-	-	-	-	-	2,398,000	-
Prof. Services	77,000	-	-	-	-	-	77,000	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance					8,000	8,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** In Progress

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

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

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

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

**PLANNED FINANCING**

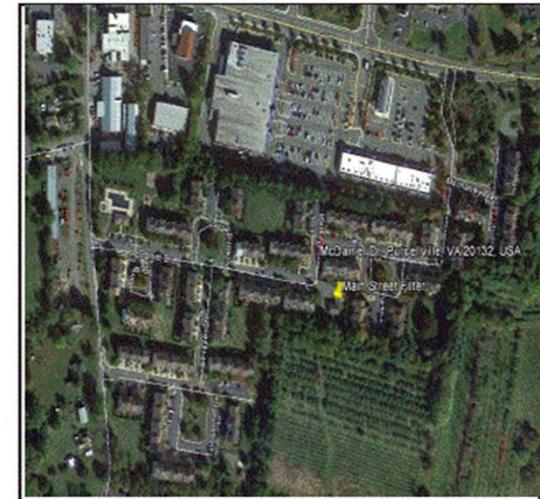
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Bonds-Sun Trust (08)	18,210	18,210	-	-	-	-	-	-
Bonds-Cardinal Bank	232,076	232,076	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>250,286</b>	<b>250,286</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	10,000	10,000	-	-	-	-	-	-
Construction	225,286	225,286	-	-	-	-	-	-
Prof. Services	15,000	15,000	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>250,286</b>	<b>250,286</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	1,000	1,000	1,000	1,000	1,000	5,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** Reprogram PLC at Wells (599-4094531)

**STATUS:** Future Plan (FY17 fwd)

**PROGRAM DESCRIPTION:**

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

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

**OPERATING IMPACT:**

**PLANNED FINANCING**

Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	150,000	-	-	150,000	-	-	-	150,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Prof. Services	150,000	-	-	150,000	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance		1,000	1,000	1,000	1,000	4,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the-art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** Future Plan (FY17 fwd)

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

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

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

**OPERATING IMPACT:** Reduction in costs associated with waterline breaks.

**PLANNED FINANCING**

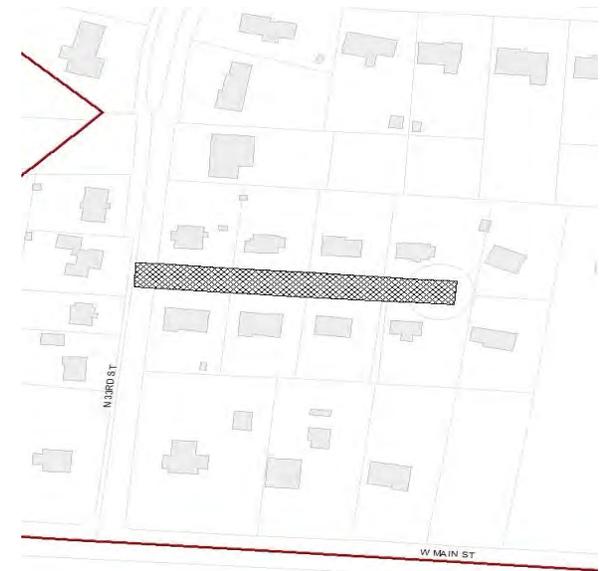
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	175,000	-	-	-	175,000	-	-	175,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>175,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	20,000	-	-	-	20,000	-	-	-
Construction	150,000	-	-	-	150,000	-	-	-
Prof. Services	5,000	-	-	-	5,000	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** Future Plan (FY17 fwd)

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

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

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

**OPERATING IMPACT:** Reduction in costs associated with waterline breaks.

**PLANNED FINANCING**

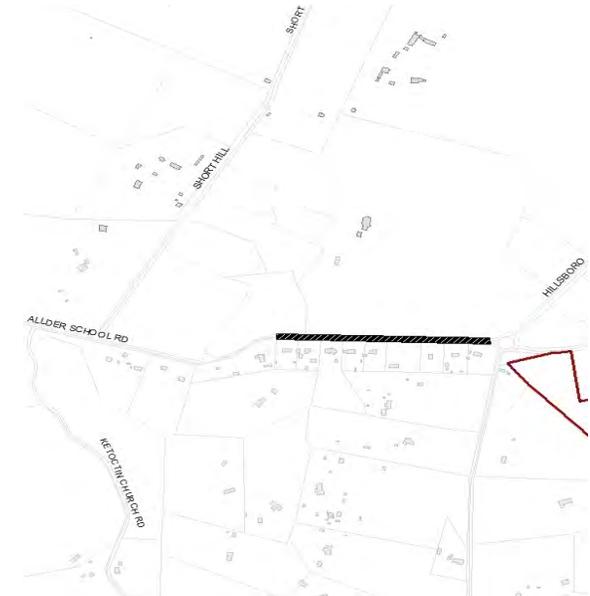
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	375,000	-	-	-	25,000	350,000	-	375,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>375,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>350,000</b>	<b>-</b>	<b>375,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	40,000	-	-	-	25,000	15,000	-	-
Construction	325,000	-	-	-	-	325,000	-	-
Prof. Services	10,000	-	-	-	-	10,000	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>375,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>350,000</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance			500	500	500	1,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

- Public Utilities and Transportation - Purcellville will set the regional standard for effective, integrated utility planning and growth management. Water and sewer facilities will be planned and designed to appropriately address desired future land use patterns.
- Public Utilities and Transportation - Utility systems will be encouraged to be cost-effective, efficient, and inclusive of state-of-the art technology that promotes environmental protection, conservation and green development.

**WATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

**TITLE:** LVSC Water Main Replacement (599-4094534)

**STATUS:** Future Plan (FY17 fwd)

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

**CONSTRUCTION START DATE:** FY 19 1st Quarter (Jul-Sep)

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

**OPERATING IMPACT:** Reduction in costs associated with waterline breaks.

**PLANNED FINANCING**

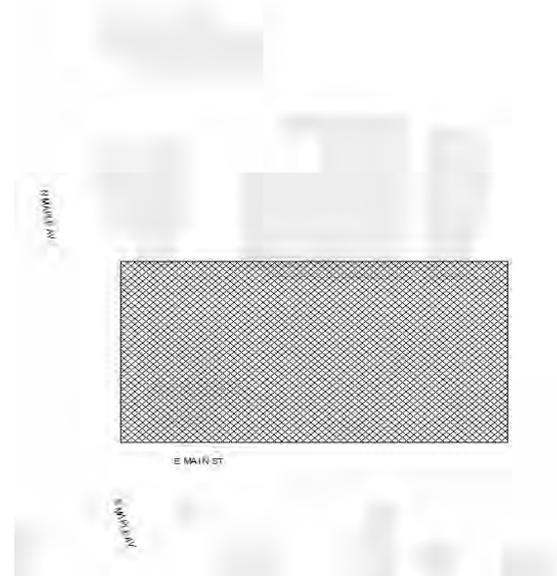
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Unidentified	153,000	-	-	-	-	153,000	-	153,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>153,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>153,000</b>	<b>-</b>	<b>153,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	28,000	-	-	-	-	28,000	-	-
Construction	120,000	-	-	-	-	120,000	-	-
Prof. Services	5,000	-	-	-	-	5,000	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>153,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>153,000</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance				500	500	1,000



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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**WASTEWATER FUND**

**PROJECT DETAIL SHEETS**

**WASTEWATER FUND PROJECTS**

**FY 2016-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**STATUS:** In Progress

**PROGRAM DESCRIPTION:** This project involves the design and implementation of recommendations from the Inflow and Infiltration (I & I) Study to reduce the flow to the BSWF during storm events. I&I introduced into the sewer system adds to the water that needs to be treated at the wastewater plant, increasing operations cost and reducing treatment effectiveness. Corrections to the pipelines and manholes to reduce this excess water entering the system helps improve the treatment at the BSWF as well as decreasing the possibility of sewer back ups.

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

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

**OPERATING IMPACT:** Increase in operations and maintenance costs.

**PLANNED FINANCING**

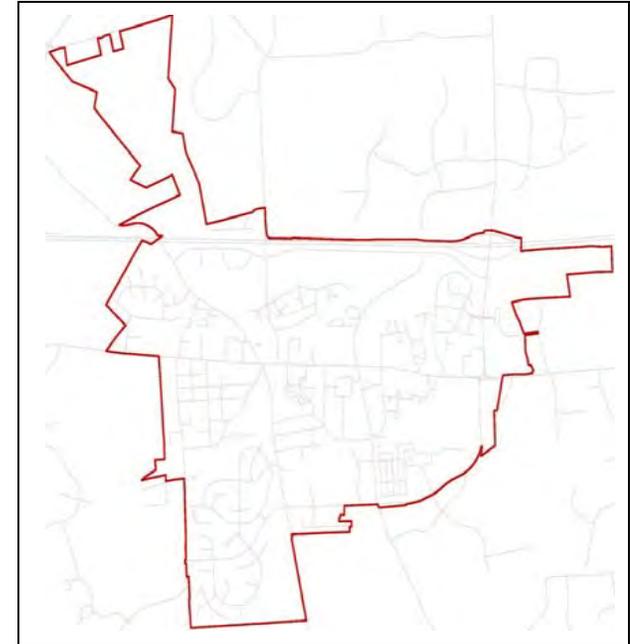
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Bonds-Bank of America	287,112	287,112	-	-	-	-	-	-
Bonds-Sun Trust (08)	1,725,980	1,725,980	-	-	-	-	-	-
Cash	350,000	350,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,363,092</b>	<b>2,363,092</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	9,625	9,625	-	-	-	-	-	-
Engr. Study/Design	337,108	337,108	-	-	-	-	-	-
Construction	1,930,879	1,930,879	-	-	-	-	-	-
Prof. Services	85,340	85,340	-	-	-	-	-	-
Miscellaneous	140	140	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,363,092</b>	<b>2,363,092</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	500	500	500	500	500	2,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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**WASTEWATER FUND PROJECTS**

**FY 2026-2020 CAPITAL IMPROVEMENTS PROGRAM**

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

**PROGRAM DESCRIPTION:** The Town's vehicle and equipment replacement policy includes provisions that call for adequate maintenance of Town vehicles and equipment and for their orderly rehabilitation and replacement within available revenue and budgetary limits. FY 16 Budget includes the East End Generator.

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

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

**OPERATING IMPACT:** Increase in operations and maintenance costs.

**PLANNED FINANCING**

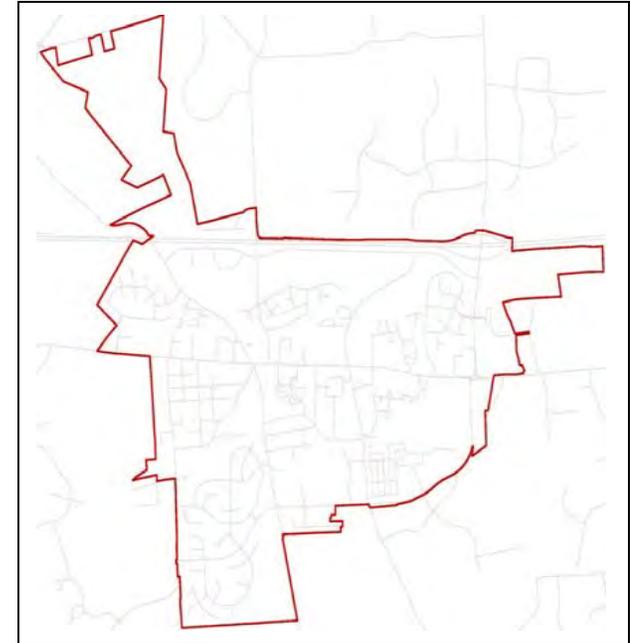
Sources:	Total Funding Required	Funded through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Cash	200,000	-	200,000	-	-	-	-	200,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

**PLANNED EXPENDITURES**

Uses:	Total Project Cost	Budgeted through 6/30/15	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Land / Row / Legal	-	-	-	-	-	-	-	-
Engr. Study/Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Prof. Services	-	-	-	-	-	-	-	-
Equipment	200,000	-	200,000	-	-	-	-	-
<b>TOTAL</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OPERATING IMPACT**

Operating/Maintenance:	2016	2017	2018	2019	2020	Total for 5-Yr CIP
Maintenance	500	500	500	500	500	2,500



**GOAL ADDRESSED:**

**2025 Comprehensive Plan**

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**Supplemental Information**

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

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

*Mayor*  
Kwasi A. Fraser

*Council*  
Joan Lehr  
John A. Nave  
Patrick McConville II  
Karen Jimmerson  
Benjamin J. Packard  
Douglass J. McCollum



*Town Manager*  
Robert W. Lohr, Jr.

*Assistant Town Manager*  
J. Patrick Childs

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

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

**RESOLUTION NO. 15-06-02**

**PRESENTED: June 9, 2015**

**ADOPTED: June 9, 2015**

**A RESOLUTION: TO ADOPT THE BUDGET FOR FY 2016; TO APPROPRIATE EXPENDITURES FOR FY 2016; TO AUTHORIZE BUDGET AMENDMENTS AND SUPPLEMENTAL APPROPRIATIONS; AND TO AUTHORIZE AND DIRECT THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY TO EFFECTUATE THE IMPLEMENTATION OF THIS RESOLUTION.**

**WHEREAS,** pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2015 and ending June 30, 2016 ("FY 2016"); and

**WHEREAS,** the Town Manager has prepared for FY 2016 a budget entitled *Proposed Fiscal Year 2016 Fiscal Plan and & Capital Improvement Program Fiscal Year 2016-2020* ("FY2016 Budget"), which was considered and discussed by Town Council through a series of work sessions; and

**WHEREAS,** the Town Council has directed staff to change the Proposed FY 2016 Budget to reflect certain changes, which are listed in a document entitled *Summary of Changes to the FY 2016 Budget*; and

**WHEREAS,** the FY 2016 Budget, as it is to be amended by the *Summary of Changes to the FY2016 Budget*, has been duly advertised and meets all requirements of the Code of Virginia; and

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

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

**WHEREAS**, the Town Council appropriated in FY2015 certain capital improvement project funds that were not fully expended in FY2015.

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

**SECTION I.** The FY 2016 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 FY2016 Budget*. The FY 2016 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$9,844,966**; Parks and Recreation Fund, **\$549,208**; Utility Funds (includes Water Fund and Wastewater Fund), **\$7,034,057**; and Capital Projects Funds, **\$1,138,500**.

**SECTION II.** The budgeted expenditures in each fund category, as reflected in the FY2016 Budget and the *Summary of Changes to the FY2016 Budget*, are hereby appropriated.

**SECTION III.** The capital improvement project funds that were appropriated in FY2015 for expenditure in the General, Water, and Wastewater Funds, but not spent in FY2015, are hereby re-appropriated for expenditure in FY2016, in amounts not to exceed the following: General Fund: **\$4,323,117**; Water Fund: **\$301,648**; and Wastewater Fund: **\$350,000**.

**SECTION IV.** Amendments to the FY2016 Budget and supplemental appropriations may be enacted by the Town Council by resolution from time to time.

**SECTION V.** The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, paying all

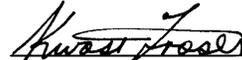
short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

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

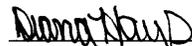
**SECTION VII.** If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

**SECTION VIII.** This Resolution shall be effective July 1, 2015.

**PASSED THIS 9<sup>th</sup> DAY OF JUNE, 2015.**

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

ATTEST:

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

**Master Tax & Fee Summary**  
**Updated June 2015**

<u>Category</u>	<u>Tax Rate or Fee</u>	<u>Code References</u>
<b>Real Estate Tax</b>	.22 per \$100	( Virginia Code §58.1-3200 ) (Town Code 74-1)
<b>Fireman's Field Service Tax District</b>	.035 per \$100	( Virginia Code §15.2-2400 ) (Town Code 74-232)
<b>Personal Property Tax:</b>		
Vehicles	1.05 per \$100	( Virginia Code §58.1-3500 ) (Town Code 74-1)
Vehicles- Qualified Volunteers	.01 per \$100	
Business Property	.55 per \$100	(Virginia Code § 58-1-3916 ) (Virginia Code § 58-1-3916 )
Penalty	10%	
Interest	10% per annum	
<b>Motor Vehicle Decals</b>		
Automobiles	\$25.00	( Virginia Code §46.2-752 ) (Town Code 78-47)
Motor Cycle	\$15.00	
Antique	\$1.00	
Military	\$1.00	
Transfer	\$1.00	
Penalty for Late Purchase	\$1.00	
Lost Decal	\$1.00	
Qualified vehicle - volunteer	No fee	
<b>Meals Tax</b>	5%	( Virginia Code §58.1-3840 ) (Town Code 74-82)
<b>Cigarette Tax</b>	.65 per pack	( Virginia Code §58.1-3840 ) (Town Code 74-180)
<b>Transient Occupancy Tax</b>	3% of amount paid for lodging or use of space	( Virginia Code §58.1-3840 ) (Town Code 74-222)
<b>Farm &amp; Community Market Fee</b>	\$20 per space	(Town Code Ord # 10.12.02) (Town Code 18-153)

**Master Tax & Fee Summary**  
**Updated June 2015**

<u>Category</u>	<u>Tax Rate or Fee</u>	<u>Code References</u>
<b>Business License</b>	Rates per category / value of gross receipts	
Business License Tax:		
Business Service	\$.17/\$100 gross receipts	
Contractor, Builder, Developer	\$.14/\$100 gross receipts	
Direct Sellers >\$4.000	\$.17/\$100 gross receipts	
Financial Service	\$.17/\$100 gross receipts	
Fortune Teller	\$.17/\$100 gross receipts	
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts	
Massage Therapy	\$.17/\$100 gross receipts	
Nonprofit Organization	None- must provide 501(c)(3)	
Personal Service	\$.17/\$100 gross receipts	
Professional	\$.17/\$100 gross receipts	
Public Utilities	1/2 of 1% gross receipts	
Repair Service	\$.17/\$100 gross receipts	
Real Estate Service and Lessors of Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts	
Repair Service	\$.17/\$100 gross receipts	
Restaurant	\$.17/\$100 gross receipts	
Retail Merchant	\$.17/\$100 gross receipts	
Wholesale Merchant	\$.05/\$100 purchases of goods of sale	
Manufacturer	None	
Itinerant Merchant or Peddler	\$500 annual flat rate	
Carnival/Amusement	\$500 per event	
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate	
Savings & Loan, Credit Union	\$50 annual flat rate	
Photographer- no VA established business	\$30 annual flat rate	
Minimum License Fee	\$20	

**( Virginia Code §58.1-3703 )**  
**(Town Code 18-41)**

**Master Tax & Fee Summary**  
**Updated June 2015**

<u>Category</u>	<u>Tax Rate or Fee</u>	<u>Code References</u>
<b>Loudoun County Gas Tax</b>	County voluntary contribution to the Town	
<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.	( Virginia Code §58.1-603 )
<b>Communications Tax</b>	5% of sales price of each communications service collected by State and apportioned to localities.	( Virginia Code §58.1-648 )
<b>Electric Utility Tax:</b>		( Virginia Code §58.1-3814) (Town Code 74.49)
Residential	\$1.05 plus \$.0011363 on each kwh	
Commercial	\$1.72 plus \$.010204 on each kwh	
Industrial	\$1.72 plus \$.010204 on each kwh	
Right of Way Use Application Fee	\$40.00	(Virginia Code § 56-468.1)
Right of Way Reinstatement Fee	\$30.00	(Virginia Code § 56-468.1)
Right of Way Performance Guarantee Fee	100% of Project Cost	(Virginia Code § 56-468.1)
Right of Way Use Fee	\$1.05 per access line	(Virginia Code § 56-468.1)
Bank Franchise Tax	80% of State rate of 1%/\$100 of net capital	(Virginia Code §58.1 Chapter 12) (Town Code 74-4)
Community Events Sign	\$55 (in Town org)/ \$65 (out of Town org)	
<b>Train Station Fees</b>	<b>Rate</b>	
Full day Use (12 hours)	\$200	
Half day Use (6 hours)	\$100	
Four Hour Block	\$75	
Two Hour Block	\$50	
One Hour Block	\$40	
Non Profits with 501C3 Status	\$10 per use	
HOA's	\$200 for 12 uses per year	
Bad Check Fee	\$50	(Virginia Code § 15.2-106 ) (Town Code 1-18)

**Master Tax & Fee Summary**  
**Updated June 2015**

<u>Category</u>	<u>Tax Rate or Fee</u>	<u>Code References</u>
Mowing Fee	Cost of Contractor Mowing	
Certified Letter Fee - Violation Notice	Current USPS Rate	
Certified Letter Fee - Invoice	Current USPS Rate	
Ordinance Mowing Administrative Fee	20% of Fees	
Community Garden Rental Fee	\$25.00	
Community Garden Security Deposit	\$50.00 (Refundable)	

**Police Fine & Fee Summary  
Updated June 2015**

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

**Community Development Fee Summary**  
**Updated June 2015**

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b><u>Code References</u></b>
<b>Subdivision</b>	Pre-Application Review	\$250	(Virginia Code § 15.2-2241)
	Preliminary Plat	\$100 authorization + \$2,500 + \$100/lot + cost of engineering consultant review (ECR) (consultant cost not to exceed \$2,500)	(Virginia Code § 15.2-2241)
	Preliminary Plat Extension	\$350	(Virginia Code § 15.2-2241)
	Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300+ cost of ECR (ECR cost not to exceed \$1,500)	(Virginia Code § 15.2-2241)
	Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)	(Virginia Code § 15.2-2241)
	Subdivision Plat	\$4,000 + \$100/lot + ECR (ECR not to exceed \$2,500)	(Virginia Code § 15.2-2241)
	Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot	(Virginia Code § 15.2-2241)
	Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of public improvements + cost of ECR (ECR not to exceed \$2,500)	(Virginia Code § 15.2-2241)
	Additional Submissions (applies to all plats & plans)	2 <sup>nd</sup> & subsequent: \$500 + cost of ECR (ECR not to exceed \$1,500)	(Virginia Code § 15.2-2241)
	Revisions to Approved Construction Plans	\$500 + cost of ECR (ECR not to exceed \$1,500)	(Virginia Code § 15.2-2241)
	Boundary line adjustment & lot consolidation plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review (cost of review not to exceed \$300)	(Virginia Code § 15.2-2241)
	Other plats (easement plats, correction plats, etc)	\$500 plus \$50 per lot + cost of Town Attorney review	(Virginia Code § 15.2-2241)
	Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required	(Virginia Code § 15.2-2241)

**Community Development Fee Summary**  
**Updated June 2015**

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b><u>Code References</u></b>
<b>Grading Plan</b>	First Submission	\$500 + \$20 per acre + the cost of ECR (ECR cost not to exceed \$1,500)	<b>(Virginia Code § 15.2-2241)</b>
	Additional Submissions	2 <sup>nd</sup> & subsequent: \$250 + cost of ECR (ECR cost not to exceed \$1,000)	
<b>Site Plan</b>	Pre-Application Review	\$250	<b>(Virginia Code § 15.2-2241)</b>
	Preliminary Site Plan	\$100 authorization +\$2,000 + ECR (ECR cost not to exceed \$2,500)	<b>(Virginia Code § 15.2-2241)</b>
	Site Development Plan	\$4,500 +2% of public improvements value + cost of ECR (ECR cost not to exceed \$2,500)	<b>(Virginia Code § 15.2-2241)</b>
	Final Site Plan	\$2,500 +2% of value of bonded improvements + ECR cost (ECR cost not to exceed \$2,500)	<b>(Virginia Code § 15.2-2241)</b>
	Additional Submissions (applies to all site plans)	2 <sup>nd</sup> & subsequent: \$500 + ECR cost (ECR cost not to exceed \$1,500)	<b>(Virginia Code § 15.2-2241)</b>
	Revisions to approved site plan	\$500 + ECR cost (ECR cost not to exceed \$1,500)	<b>(Virginia Code § 15.2-2241)</b>
	Minor Site Plan	\$2,250 +ECR (ECR not to exceed \$1,250)	<b>(Virginia Code § 15.2-2241)</b>

**Community Development Fee Summary**  
**Updated June 2015**

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b><u>Code References</u></b>
<b>Performance Bonds and As-Built Site Inspections</b>	As-Built Submissions	\$300 + ECR cost, not to exceed \$1,000 in the aggregate; \$100 per inspection after 1 <sup>st</sup> inspection	<b>(Virginia Code § 15.2-2241)</b>
	Bond approval	\$250 + ECR cost, not to exceed \$500 in aggregate	<b>(Virginia Code § 15.2-2241)</b>
	Bond extension	\$250 per year extended	<b>(Virginia Code § 15.2-2241)</b>
	Bond reduction	<b>For Bonds \$3,500 or larger:</b> \$350 + ECR cost, not to exceed \$600 in aggregate (includes 1 inspection) +\$100 for each additional inspection <b>For Bonds under \$3,500:</b> \$100 (includes 1 inspection) + \$100 for each additional inspection	<b>(Virginia Code § 15.2-2241)</b>
	Bond release	<b>For Bonds \$3,500 or larger:</b> \$350 + ECR cost, not to exceed \$600 in aggregate (includes 2 inspections – punch list & final) +\$100 for each additional inspection <b>For Bonds under \$3,500</b> (includes 2 inspections) + \$100 for each additional inspection	<b>(Virginia Code § 15.2-2241)</b>
	Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50 Bond Release Fee: \$100 per bond	<b>(Virginia Code § 15.2-2241)</b>
	Lawn Establishment Winter Bond for Single Family Homes	\$4,000	<b>(Virginia Code § 15.2-2241)</b>
Lawn Establishment Winter Bond for Townhomes	\$2,000	<b>(Virginia Code § 15.2-2241)</b>	

**Community Development Fee Summary**  
**Updated June 2015**

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b><u>Code References</u></b>
<b>Land Use Applications</b>	Zoning Map Amendment	0-5 ac: \$2,500	<b>(Virginia Code § 15.2-2286)</b>
		5-10 ac: \$3,500	
		10-25 ac: \$6,500	
		25-100 ac: \$7,500	
		>100 ac: \$8,500 + \$25 each add'l ac.	
	Comprehensive Plan Amendment	\$2,500	<b>(Virginia Code § 15.2-2286)</b>
	Proffer or Proffered Plan Amendment	\$5,000	<b>(Virginia Code § 15.2-2286)</b>
	Special Use Permit	\$2,000	<b>(Virginia Code § 15.2-2286)</b>
	Commission Permit	\$750	<b>(Virginia Code § 15.2-2286)</b>
<b>Annexation Applications</b>	Out-of-Phase Annexation Joint JLMA Comm. Review	\$2,000 processing fee	<b>(Virginia Code § 15.2-2286)</b>
	Annexation Request	0-5 acres: \$10,000	<b>(Virginia Code § 15.2-2286)</b>
	(Phase 1 & Out-of-Phase)	> 5 acres: \$10,000 + \$50 each add'l acre	<b>(Virginia Code § 15.2-2286)</b>
<b>BZA Applications</b>	Variance	\$350 + cost of newspaper ad, not to exceed an additional \$500	<b>(Virginia Code § 15.2-2286)</b>
	Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	<b>(Virginia Code § 15.2-2286)</b>
	Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an additional \$500	<b>(Virginia Code § 15.2-2286)</b>

**Community Development Fee Summary**  
**Updated June 2015**

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b><u>Code References</u></b>
<b>Misc. Zoning Fees</b>	Readvertise Public Hearing	Cost of newspaper ad, up to \$500	(Virginia Code § 15.2-2286)
	Renotify Property Owners	\$150	(Virginia Code § 15.2-2286)
	Zoning Determination	\$100	(Virginia Code § 15.2-2286)
	Traffic Consultant Review Fee	Not to exceed \$2500.00	(Virginia Code § 15.2-2286)
<b>Administrative Permits</b>	Zoning Permits	<u>New construction:</u>	(Virginia Code § 15.2-2286)
		Residential: \$100	
		Non-Residential: \$250	
		<u>Additions &amp; Alterations:</u>	
		Residential: \$50	
		Non-Residential: \$100	
		Accessory Structures: Decks, fences & sheds under 150 sq ft: \$25	
		All other accessory structures: \$50	
<u>Construction Trailer:</u> \$300/year			
<b>Administrative Permits</b>	Home Occupation Permit	\$50	(Virginia Code § 15.2-2286)
	Home Child Care Center (12 children or less)	\$100	(Virginia Code § 15.2-2286)
	Occupancy Permit	Residential: \$50*	(Virginia Code § 15.2-2286)
		Commercial: \$100*	(Virginia Code § 15.2-2286)
		*includes 1 inspection; \$100 for each re-	(Virginia Code § 15.2-2286)
	Demolition Permit	Principal structure: \$100	(Virginia Code § 15.2-2286)
Accessory structure: \$50			

**Community Development Fee Summary**  
**Updated June 2015**

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b>Code References</b>
<b>Sign Permits</b>	Permanent Signs	1-10 SF: \$50	(Virginia Code § 15.2-2286)
		11-30 SF: \$75	(Virginia Code § 15.2-2286)
		> 30 SF: \$100	(Virginia Code § 15.2-2286)
	Temporary Signs	\$25	(Virginia Code § 15.2-2286)
Signs removed from public right of way: \$5/sign held 10 days or less; \$10/sign held > 10 days		(Virginia Code § 15.2-2286)	
<b>Board of Architectural Review Applications</b>	Preapplication conference	\$50	
	New Construction & Additions	\$350	
	Exterior Alterations	\$250	
	Repainting to New Color(s)	\$50	
	Accessory Structures	\$50	
	Signs	Individual sign: Sign fee + \$20	
		Master Sign Plan: \$300	
	CDA Amendments	\$100	
	Appeal to Council	\$75	
Administrative Review	\$50		
<b>Publications</b>	Comprehensive Plan	Paper: \$45	(Virginia Code § 15.2-2286)
		CD: \$5 when available	
		Exec. Summary Poster: \$5	
	Zoning Ordinance	Unbound: \$25	(Virginia Code § 15.2-2286)
		Bound: \$40	
	Zoning Map or other Maps	Small: \$5	(Virginia Code § 15.2-2286)
		Large: \$25	
Subdivision Ordinance	\$10	(Virginia Code § 15.2-2286)	
Facilities Standards Manual	\$30	(Virginia Code § 15.2-2286)	
Publications copied In-House	\$0.10 per page	(Virginia Code § 15.2-2286)	

**Utility Rate and Fee Summary  
Updated June 2015**

	<b>Rates and Fees</b>	<b>Code References</b>
<b>Water Supply System</b>		
Water Usage Rates		
1st Tier (to 5,000)	\$6.16/1000 gallons	
2nd Tier (5,001-10,000)	\$8.21/1000 gallons	
3rd Tier (10,001-15,000)	\$9.90/1000 gallons	
4th Tier (15,001-20,000)	\$11.79/1000 gallons	
5th Tier (20,001-50,000)	\$14.71/1000 gallons	
6th Tier (50,001-100,000)	\$16.79/1000 gallons	
7th Tier (100,001-150,000)	\$18.87/1000 gallons	
8th Tier (100,001-200,000)	\$20.94/1000 gallons	
9th Tier (200,001-250,000)	\$23.85/1000 gallons	
10th Tier (250,001-300,000)	\$25.93/1000 gallons	
11th Tier (300,001-350,000)	\$28.00/1000 gallons	
12th Tier (350,001-400,000)	\$30.08/1000 gallons	
13th Tier (400,001-450,000)	\$32.16/1000 gallons	
14th Tier (450,001-500,000)	\$37.35/1000 gallons	
15th Tier (500,001-550,000)	\$42.53/1000 gallons	
16th Tier (550,001-600,000)	\$47.72/1000 gallons	
17th Tier (600,001 and over)	\$52.91/1000 gallons	
<b>*Out of Town is Double the In-Town Rate</b>		

**(Virginia Code § 82-7)  
(Virginia Code § 82-44)**

<b>Water Supply System</b>		
Fixed Service Fee	<i>Based on meter size of account</i>	
5/8'		\$15.00
3/4"		\$15.00
1"		\$37.50
1.5"		\$75.00
2"		\$119.99
3"		\$239.48
4"		\$374.97
6"		\$479.93
8"		\$1,199.88
<b>*Out of Town is Double the In-Town Rate</b>		

**(Virginia Code § 82-7)  
(Virginia Code § 82-44)**

**Utility Rate and Fee Summary  
Updated June 2015**

	<b>Rates and Fees</b>	<b>Code References</b>
<b>Wastewater Collection System</b>		<b>(Virginia Code § 82-7)</b>
Wastewater Usage Rate	Flat rate \$14.47/1000 gallons	<b>(Virginia Code § 82-166)</b>
<i>*Out of Town is Double the In-Town Rate</i>		

<b>Wastewater Collection System</b>			
Fixed Service Fee	<i>Based on meter size of account</i>		
5/8'		\$15.00	<b>(Virginia Code § 82-7) (Virginia Code § 82-44)</b>
3/4"		\$15.00	
1"		\$37.50	
1.5"		\$75.00	
2"		\$119.99	
3"		\$239.48	
4"		\$374.97	
6"		\$479.93	
8"	\$1,199.88		
<i>*Out of Town is Double the In-Town Rate</i>			

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b>Code References</b>
<b>Water Supply System</b>	Handling Fee for New Account (Water)	\$10.00	<b>(Virginia Code § 82-167)</b>
	Penalty (Late Fee)	10%	
	Interest	10% per annum	
	Pre-disconnect door announcement	\$10.00	
	Reconnection Fee (terminated fee)	\$50.00	
	Emergency call-out fee	\$100.00	
	Deposit Rates	Residential: \$300.00 Business: \$300.00 Restaurant: \$750.00 Apartments: \$3,000.00 Laundry Mats: \$7,050.00	<b>(Virginia Code § 82-78)</b>

**Utility Rate and Fee Summary**  
**Updated June 2015**

		Rates and Fees	Code References	
<b>Water Supply System cont'd</b>	Availability Fee In-Town*	5/8": \$25,754 3/4": \$38,631 1": \$64,385 1.5": \$128,770 2" T-10: \$206,032 2" HP Turbine: \$206,032 3" HP Turbine: \$386,310 4" HP Turbine: \$643,850 2" T/F Compound: \$206,032 3" T/F Compound: \$386,310 4" T/F Compound: \$643,850 6": \$1,287,700	<b>(Virginia Code § 82-7)</b> <b>(Virginia Code § 82-44)</b>	
	<i>*Out of Town is Double the In-Town Rate</i>			
	General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan \$1.50/LF WL +\$500 for Final Site		(Waterworks Regulations* 12VAC5-590-200)
	New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used		(Waterworks Regulations* 12VAC5-590-800)
	<i>*§ 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations</i>			
	Hydrant Flow Test	\$200		
	Meter Fee	5/8": \$275 3/4": \$328 1": \$394 1.5": \$564 2" T-10: \$709 2" HP Turbine: \$944 3" HP Turbine: \$1,469 4" HP Turbine: \$2,281 2" T/F Comp.: \$2,013 3" T/F Comp.: \$2,749 4" T/F Comp.: \$3,731	<b>(Virginia Code § 82-7)</b> <b>(Virginia Code § 82-44)</b>	
	Water Theft Fines	First Offense: \$1,000* Second Offense: \$1,500* Third or Subsequent Offense: \$2,000* *Plus water consumption on meter		

**Utility Rate and Fee Summary  
Updated June 2015**

		<b>Rates and Fees</b>	<b>Code References</b>
<b>Wastewater System</b>	Handling Fee for New Account (Water)	\$10.00	<b>(Virginia Code § 82-7)</b>
	Penalty (Late Fee)	10%	<b>(Virginia Code § 82-7)</b>
	Interest	10% per annum	<b>(Virginia Code § 82-7)</b>
	Availability Fee In-Town*  <b>*Out of Town is Double the In-Town Rate</b>	5/8": \$21,600 3/4": \$32,400 1": \$54,000 1.5": \$108,000 2" T-10: \$172,800 2" HP Turbine: \$172,800 3" HP Turbine: \$324,000 4" HP Turbine: \$540,000 2" T/F Comp.: \$172,800 3" T/F Comp.: \$324,000 4" T/F Comp.: \$540,000 6": \$1,080,000	<b>(Virginia Code § 82-7)</b> <b>(Virginia Code § 82-44)</b>
	New Sewer Line Flushing Request	\$50 Administrative Fee + water used	
<b>Grease/Grit Interceptor Policy and Program</b>	Failure to maintain on-site records	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	<b>(Town Code § 82-192)</b>
	Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	<b>(Town Code § 82-192)</b>
	Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	<b>(Town Code § 82-192)</b>

**Utility Rate and Fee Summary  
Updated June 2015**

		<b>Rates and Fees</b>	<b>Code References</b>
<b>Grease/Grit Interceptor Policy &amp; Program cont'd</b>	Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	(Town Code § 82-192)
	Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	(Town Code § 82-192)
	Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service	(Town Code § 82-192)
	Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	(Town Code § 82-192)
	Refusal for Inspection	Termination of Service	
<b>Telecommunication Fees</b>	Lease Signing Fee	\$500	
	Application to Locate on Town property or to Modify Existing Contract	\$500	

**TOWN OF PURCELLVILLE  
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*	5%	2016*	0.65

\*Adopted

\*Adopted

\*Adopted

\*Adopted

\*Adopted

**Business License:**

Tax Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Building Contractor	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14
Retail	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Restaurant	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Financial	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Real Estate	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Professional	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Repair	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Personal Serv	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Business Serv	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Wholesale	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Rental/by Owner	0.19	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Public Utilities	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Hotel Motel	n/a	n/a	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Massage Therapy	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Direct Sellers >4k	0.19	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Carnivals/Amus	n/a	n/a	500.00/yr	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	500.00/yr	500.00/yr	500.00/yr								
Itinerant Vendor	250.00/yr	250.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr										
Coliseum, Arenas	n/a	1000.00/yr	1000.00/yr	1000.00/yr	1000.00/yr	1000.00/yr											
Savings & loan, credit union	n/a	50.00/yr	50.00/yr	50.00/yr	50.00/yr	50.00/yr											
Photographer-non VA local													30.00/yr	30.00/yr	30.00/yr	30.00/yr	30.00/yr
Manufacturer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$10 min	\$10 min	\$20 min	\$20 min	\$20 min	\$20 min	\$20 min										

**Vehicle and Major Equipment Purchase/Replacement Schedule**

*As of June 9, 2015*

Fund	Department	R/A*	Item Description **	Replaces	Leasing or purchasing	Cost	Fund Total	Fund
<b>Fiscal Year 2016</b>								
General	Police	R	Chevrolet Tahoe	2008 Ford Explore (218)	GF Operating	38,000		
General	PW - Maint	R	Dump Truck	2003 Ford F-550	GF Operating	57,000		
General	PW - Maint	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	GF Operating	19,000	114,000	<b>G</b>
Water	Water	R	Polaris ATV	1999 Polaris ATV	WF Operating	14,000		
Water	Water	R	Dump Truck	2003 Ford F-550	WF Operating	56,500		
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WF Operating	19,000	89,500	<b>W</b>
WWater	WWater	R	Pumps	Back-Up Pump & Electrical Submersible	WWF Operating	70,000		
WWater	WWater	R	Dump Truck	2003 Ford F-550	WWF Operating	56,500		
WWater	WWater	R	Generator	20 year old east end generator	WW - CIP	200,000		
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WWF Operating	19,000	345,500	<b>WW</b>
<b>TOTAL FY16</b>							<b>549,000</b>	
<b>Fiscal Year 2017</b>								
General	Police	R	Dodge Charger	2008 Ford Crown Vic (208)	GF Operating	38,000		
General	Police	R	Dodge Charger	2006 Ford Crown Vic (226)	GF Operating	37,000		
General	Police	R	Chevrolet Tahoe	2012 Chevrolet Tahoe (220)	GF Operating	42,000		
General	PW - Maint	R	Flex Fuel or Hybrid Cruiser	2006 Ford Escape	GF Operating	35,000		
General	PW - Maint	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	GF Operating	19,000	171,000	<b>G</b>
Water	Water	R	Pick Up Truck	1999 Ford F-150	WF Operating	31,000		
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WF Operating	19,000	50,000	<b>W</b>
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con will be used as backup	WWF Operating	19,000	19,000	<b>WW</b>
<b>TOTAL FY17</b>							<b>240,000</b>	
<b>Fiscal Year 2018</b>								
General	PW - Admin	R	SUV	2001 Cherokee	GF Operating	35,000		
General	PW - Maint	R	Pick Up Truck	2006 Ford F350	GF Operating	30,000		
General	PW - Maint	R	Pick Up Truck	2006 Ford F350	GF Operating	30,000		
General	PW - Maint	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	GF Operating	19,000	114,000	<b>G</b>
Water	Water	R	Pick Up Truck	2008 Ford F350	WF Operating	48,000		
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WF Operating	19,000	67,000	<b>W</b>
WWater	WWater	R	Flex Fuel or Hybrid Vehicle	2006 Ford Escape	WWF Operating	25,000		
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WWF Operating	19,000	44,000	<b>WW</b>
<b>TOTAL FY18</b>							<b>225,000</b>	

**Vehicle and Major Equipment Purchase/Replacement Schedule**

*As of June 9, 2015*

Fund	Department	R/A*	Item Description **	Replaces	Leasing or purchasing	Cost	Fund Total	Fund	
<b>Fiscal Year 2019</b>									
General	Police	R	Dodge Charger	2011 Chevrolet Malibu (216)	GF Operating	37,500			
General	PW - Maint	R	Pick Up Truck	2001 Chevy Pick -up Truck (505)	GF Operating	30,000			
General	PW - Maint	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	GF Operating	19,000	86,500	<b>G</b>	
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WF Operating	19,000	19,000	<b>W</b>	
WWater	WWater	R	Flex Fuel or Hybrid Vehicle	2006 Ford Escape	WWF Operating	25,000			
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WWF Operating	19,000	44,000	<b>WW</b>	
<b>TOTAL FY19</b>								<b>149,500</b>	
<b>Fiscal Year 2020</b>									
General	PW - Maint	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	GF Operating	19,000	19,000	<b>G</b>	
Water	Water	R	Pick Up Truck	<b>2012 Ford F350 Utility Truck</b>	WF Operating	40,000			
Water	Water	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WF Operating	19,000	<b>59,000</b>	<b>W</b>	
WWater	WWater	R	Vac Con Truck	2002 Sterling Vac Con (Trade-In \$35,000)	WWF Operating	19,000	<b>19,000</b>	<b>WW</b>	
<b>TOTAL FY20</b>								<b>97,000</b>	
<b>Grand Total FY16 - FY20</b>								<b>1,260,500</b>	

\* R = Replacement, A = Addition

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

## Glossary of Budget Terms

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Activity** - Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

**Ad Valorem Taxes** - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

**Allot** - To divide an appropriation into amounts which may be encumbered or expended during an allotment period.

**Annualize** - Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.

**Appropriation** - A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assessed Valuation** - The valuation set upon real estate and certain personal property by the Loudoun County Assessor as a basis for levying property taxes.

**Asset** - Resources owned or held by a government which have monetary value.

**Attrition** - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

**Authorized Positions** - Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Undesignated) Fund Balance** - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

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

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

**Bond Refinancing** - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget** - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

**Budgetary Basis** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Budget Calendar** - The schedule of key dates which a government follows in the preparation and adoption of the budget.

**Budgetary Control** - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Assets** - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Asset Replacement Fund** – A fund created to provide non-debt funding for capital projects. Will be funded using a percentage of the revenue generated by growth in the Town's tax base.

**Capital Budget** - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

**Capital Improvements** - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

**Capital Improvements Program (CIP)** - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

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

**Capital Project** - A major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. The project must have a useful life in excess of five years. Also called capital improvements.

**Capitalized Interest** – The initial interest payment(s) paid by additional borrowing. Interest expense incurred on long-term borrowings such as bonds or capital leases during the construction phase of a capital asset. The interest expense incurred is capitalized and included in the total cost of the asset rather than expensed in the period the interest is reported. As a result, the capitalized interest is expensed or depreciated over the life of the capital asset.

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Commodities** - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

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

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

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

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

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

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

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

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

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

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

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

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

**Employee (or Fringe) Benefits** - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

**Encumbrance** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Equalized Tax Rate** - The tax rate which would levy the same amount of real estate tax as last year when multiplied by the new total assessed value of real estate.

**Expenditure** - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, or service or settling a loss.

**Expense** - Charges incurred (whether paid immediately or unpaid) for operations, maintenance interest or other charges.

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

**Fiscal Policy** - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The town's fiscal year begins July 1, and ends the following June 30.

**Fixed Assets** - Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Full Accrual Basis** - a basis of accounting where revenues (expenses) are recorded when earned (incurred) regardless of cash received or paid. Cash basis entails recording of these items when cash is exchanged.

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

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

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

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

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

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

**Goal** - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

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

**Grants** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantor.

**Hourly** - An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or addresses temporary staffing needs. Hourly employees are paid on a per-hour basis, and receive limited benefits.

**Indirect Cost** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Operating Revenue** - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Operating Expenses** - The cost for personnel, materials and equipment required for a department to function.

**Pay-as-you-go Basis** - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Performance Budget** - A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

**Personal Services** - Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Prior-year Encumbrances** - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Program** - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Program Budget** - A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

**Program Performance Budget** - A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

**Program Revenue (Income)** - Revenues earned by a program, including fees for services, license and permit fees, and fines.

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

**Purpose** - A broad statement of the goals, in that an agency is organized to meet.

**Reserve** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution**- A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

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

**Service Lease** - A lease under which the lessor maintains and services the asset.

**Service Level** - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

**Source of Revenue** - Revenues are classified according to their source or point of origin.

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

**Supplemental Appropriation** - An additional appropriation made by the governing body after the budget year is started.

**Supplemental Requests** - Programs and services which departments would like to have added (in priority order) over their target budget, or if revenue received is greater than anticipated.

**Target Budget** - Desirable expenditure levels provided to departments in developing the coming year’s recommended budget. Based on the prior year’s adopted budget, excluding one-time expenditures, projected revenues, and reserve requirements.

**Tax Levy** - The resultant product when the tax rate is multiplied by the tax base.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Transfers In/Out** - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges** - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Variable Cost** - A cost that increases/decreases with increases/decreases in the amount of service provided such as the payment of a salary.

**Working Cash** - Excess of readily available assets over current liabilities. Or cash on hand equivalent which may be used to satisfy cash flow needs.

**Work Years** - The amount of personnel resources required for a program expressed in terms of the "full-time equivalent" number of employees. One "work year" is equal to one full-time, year-round employee. For most categories, this equals 1,950 hours per year (37.5 hours per week times 52 weeks) or 2,080 hours year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of "work years" for the positions.