TOWN OF CULPEPER

DRAFT FY17 BUDGET

(May 10, 2016 Budget Work Session)

(July 1, 2016 - June 30, 2017)

Michael T. Olinger, Mayor

William M. Yowell, Vice Mayor

Jamie Clancey

Keith D. Price

Frank Reaves, Jr.

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Jon D. Russell

Robert M. Ryan

Meaghan Taylor

Christopher D. Hively, Town Manager

Jennifer K. Landreth, Interim Treasurer / Director of Finance

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FY17 Draft Budget

Revisions since 4/21/16

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General Fund	Summary	Update			1
General Fund	Revenue	Increase Hotel & Room Tax		65,000	3
General Fund	Town Manager	Update Dashboard			9
General Fund	Police Dept	Add one officer position		56,804	37
General Fund	Tourism	Increase Advertising		50,000	80
General Fund	Transfers	Transfer to Capital (Non-Committed Reserves)		(40,804)	89

Town of Culpeper
Town Manager's Office

Memo

To: Town Council

From: Christopher D. Hively, Town Manager

Date: May 10, 2016

Re: Proposed FY17 Budget

This memorandum is an update to the April 21, 2016 memorandum and incorporates changes recommended to the proposed FY17 Budget (Manager's Option 2) based on input from Council at the April 21, 2016 budget work session.

FY17 General Fund Summary

The FY17 General Fund budget, excluding transfers, represents a 3.4% or $547,007 increase over the FY16 adopted budget. The operating budget, excluding transfers, totals $16,429,459. Funding for Outside Agencies has been included in appropriate departmental budgets as was done in FY16. In developing the General Fund budget for FY17, there were several significant expenditure increases and decreases that were identified for possible inclusion in the FY17 Budget prior to departmental budget preparation. Following is a list of those increases and decreases that were initially identified for possible inclusion in the FY17 General Fund Budget that were not included in the FY16 Budget:

➢ Addition of an ERP Analyst, mid-year FY16	$ 84,807
➢ VRT Increase	5,075
➢ E-911 Increase	29,180
➢ Body Worn Cameras (Potential Increase)	110,035
➢ Debt Service Reduction	(82,276)
TOTAL	$ 146,821

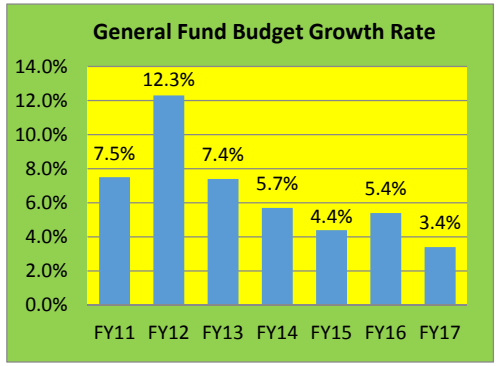
Recognizing the significant increase in initially identified budget costs for FY16 of $146,821 (based on the initially identified increases/decreases listed above), Staff was directed to develop their recommended budget looking for opportunities to reduce cost. Staff was further directed to identify and evaluate their core services prior to developing departmental recommendations for FY17. As part of developing the departmental recommendations, Staff was asked to evaluate their existing service levels within their core services and identify recommended service level changes and associated cost increases or decreases. The departmental recommended budgets were then reviewed with the Town Manager and Treasurer/Finance Director with consensus being developed with the Department Heads on additional cuts and additions being made to prepare the Manager's recommended base budget. Approximately $650,000 was cut from the Department requests. In addition, the Human Recourses Department recommended a 2% merit pay increase ($129,221) to be added to the base budget. This recommendation was based on a comparison of the Town's pay increase history with that of other competing jurisdictions. The evaluation also looked at the predicted

pay increase anticipated by other jurisdictions and the Commonwealth for FY17.

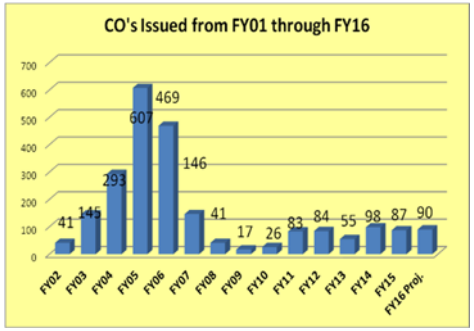
After completing this exercise, the Management Team reviewed the service level recommendations to determine the changes believed to be the most important to the Town for inclusion in the Manager's proposed budget. Providing Body Worn Cameras for the Police Department was determined to be the highest priority for service level increases. This deployment would also replace the aging in-car cameras and conducted electrical weapons (Tasers) in an integrated approach. Body Worn Cameras was included in Manager's Option 2 only at a cost of $110,035.

In prior years, budget growth rates were balanced by corresponding revenue growth with the exception of FY14 which included a 1% increase in the meals tax.

The proposed budget enables the Town to continue to provide quality municipal services in an environment with continued population growth and increasing demand for services. Based on discussion at the April 21, 2016 work session, Manager's Option 1 was removed and Manager's Option 2 was changed to FY17 Proposed and includes an increase in the PD budget for an additional police officer. It also includes an additional $50,000 in the Tourism budget for advertising. Revenue Projections have been increased by $66,000 as a result of a 1% increase in Hotel & Motel Room Tax.

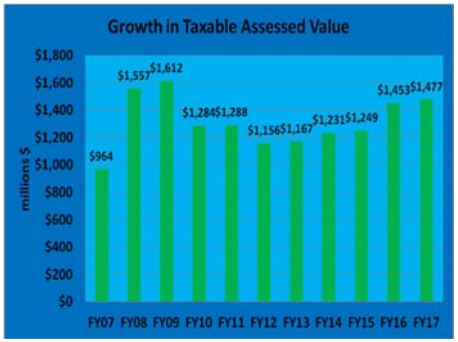


The most direct measure of new Town residents is the Certificate of Occupancy permits (CO) issued by the Planning Department before a new residential unit can be occupied. The standard measure of persons per dwelling unit is 2.49. There were 87 CO's issued in FY15 and an additional 90 are projected by June 30, 2016. While there has been a distinct downturn in new subdivision construction since the peak in FY05, the completion of houses in approved subdivisions continues and has gradually increased since the low of FY09. Population growth translates directly into additional demand for local government services, and the proposed budget meets this demand.



FY17 General Fund Operating Revenues

In FY17 General Fund Operating Revenue is projected to increase by $734,893. Some of the larger changes in projections are: Personal Property (increase $$95,000), Meals Tax (increase $175,000), Hotel & Meals Room Tax (increase $126,000), Streets & Highway Maintenance (increase $150,000), and Utility Service Cost Allocation (increase $82,755).



The next reassessment will occur in FY18.

FY17 General Fund Operating Expenditures

The proposed budget includes a 2% average merit increase which will be distributed to all Town employees at a rate of 0% to 5%; this has a $129,221 impact on the General Fund. If the budget is approved with the 2% average merit increase, the General Fund includes a total of $129,221 that will be divided among the departments' Salaries and Wages line items. There are no other salary adjustments proposed for this budget other than anticipated Ladder Increase adjustments and bilingual pay for qualifying police officers.

The FY17 Budget includes an estimated 13.1% or $103,680 increase in health insurance. The VRS Employee Contribution increase will end in FY17, being the last year of this required increase. For FY17, this increase was off-set by an overall reduction in the VRS rate (11.85% to 10.61%), which results in a net decrease of $35,666 for the general fund.

In an effort to reduce operating expenditures, a significant number of departmental FY17 proposed budgets are at or below FY16 levels and the majority of others have fairly modest increases to address needs within the department. There are a few notable increases or decreases, as follows:

Audit Services includes a reduction of $21,400 for audit services associated with infrastructure accounting.

The Finance Department includes an additional $17,024 to cover the cost of the ERP Analyst position offset by a reduction in bank fees and turnover.

Informational Technologies includes an additional $27,405 in telecommunication for a fiber connection between PD, E911, and Town Hall offset by other budget reductions.

The E-911 Budget includes an additional $29,180 for the Town's share of the E-911 Center operations.

The Streets Department includes an additional $100,000 for additional paving, which is anticipated to be offset by additional streets and highway maintenance revenue.

The Buildings & Grounds Department includes an additional $40,000 for Police Department security LED lighting and ADA accessibility. This department also includes an additional $35,000 for utilities and maintenance for the new Economic Development Office.

The Traffic Engineering Department included an additional $20,000 for Signal & Sign replacement.

The Visitor Center Budget includes an additional $8,055 for an additional part time employee to address the requirements associated with increased visitation.

The FY17 Budget includes three replacement vehicles or rolling stock: two police interceptor sedan replacements for $70,000 and one Motrim Tractor replacement for $145,000 (partially funded in the Water Capital fund).

A total of $38,777 in Outside Agency Funding has been included in the FY17 budget. Outside Agency Funding requests of $114,777 were received and evaluated by Staff.

The FY17 budget does not include any new debt service costs for the proposed capital expenditures with all capital expenditures anticipated to be cash funded from FY17 anticipated revenue and grants.

FY17 General Capital Fund

The proposed FY17 General Fund Capital budget totals $1,409,220.

The capital projects are as follows:

Software Upgrade – Microsoft Office	$ 25,200
Two Police Interceptor Sedan Replacements	70,000
Motrim Tractor Replacement (3/4 cost)	108,750
Route 522 Highway Safety Improvement Grant Project	1,205,270
TOTAL	$ 1,409,220

Funding for these projects is anticipated as follows:

Unassigned Reserves	$ 203,950
Grant Funding	1,205,270
TOTAL	$ 1,409,220

The budgeted FY17 Revenue is anticipated to exceed the budgeted FY17 Expenses by $241,658 in Manager's Option 2, resulting in a net increase in projected Unassigned Reserves of $37,708 in Manager's Option 2 during FY17 when considering the Operations and Capital budgets together.

It is important to note that Culpeper County, as part of a regional procurement effort, plans to replace the public safety radio system beginning in FY17. Although the scope of impact to the Town has not been finalized, it is anticipated that the Town may be required to replace all Public Safety radios as part of the FY18 Budget at an anticipated cost of $300,000 – $500,000, depending on the vendor selected. The magnitude of this cost will have a significant impact on the FY18 Budget. Because

A complete description of the General Fund Capital projects can be found in the Capital Improvements Plan (CIP).

ENTERPRISE FUNDS

FY16 Water Fund

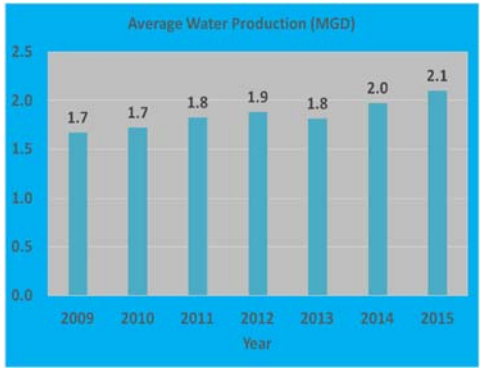
The FY17 Water Fund Budget represents an 8.6% or a $324,828 increase over FY16. The operating budget totals $4,113,147.

FY17 Operating Revenues

Water sales revenue is projected to increase by $100,000 over FY16 projected revenue due to customer base growth. A 2% rate increase is proposed in FY17. A total of $544,647 is proposed to transfer from Reserves to Operations in FY17. This transfer is required to pay a portion of debt service from tap sales.

FY17 Operating Expenses

As with the General Fund, the FY17 Water Fund budget proposes to include a 2% merit increase.



Other than personnel, most of the operating expenses in the proposed budget are level funded with a few notable exceptions. As in the Wastewater and Light & Power Funds, the Water Fund portion of the Billing & Administrative Support line item is proposed to increase by $28,969 in FY17. Debt service will also increase by $239,057 in FY17 over what was budgeted in FY16.

FY17 Water Capital Fund

The Water Capital Fund is projected to begin the fiscal year with an $18.0 million balance. An additional $1,010,000 in taps fees is projected to be collected next year, and along with investment earnings of $30,000, USDA-NRCS grant proceeds of $11,000,000, and State grant proceeds of $3,292,490, the FY17 Capital Fund revenue is projected to total $15,390,087.

The water system capital improvements include an additionally $15,000,000 for design and construction of required improvements to Mt. Run and Lake Pelham Dams. Additionally included is $200,000 for drainage and site improvements at the former Spring Street Water Plant, $170,000 for Lake Pelham Recreational improvements and $810,000 for an entrance and walking trail at the Former Waugh Tract Park and Treatment Facility. The water system vehicle replacement program includes funding for ¼ the cost of a Motrim Tractor Replacement for $36,250, a UTV Bobcat for $65,000 and a replacement pickup for $35,000.

FY17 Wastewater Fund

The FY17 Wastewater Fund budget represents a 3.3% or a $173,234 increase over FY16. The operating budget totals $5,448,502. A total of $792,502 is proposed to transfer from Reserves to Operations in FY17. This transfer is required to pay a portion of debt service from tap sales.

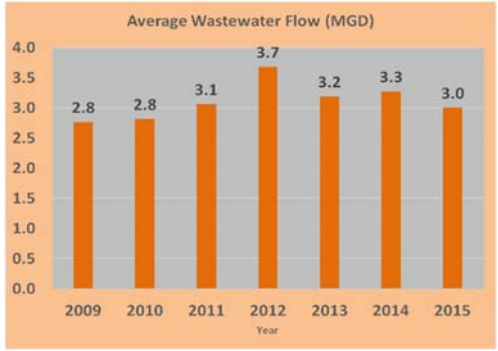
FY17 Operating Revenues

Wastewater sales revenue is projected to increase by $200,000 over the FY16 projected revenue. This includes a 2% rate increase and customer base growth.

FY17 Operating Expenses

As with the General Fund, the FY17 Wastewater Fund budget proposes to include a 2% merit increase.

Other than personnel, most of the operating expenses in the proposed budget are level funded with a few notable exceptions. As in the Water and Light & Power Funds, the Water Fund portion of the Billing & Administrative Support line item is proposed to increase by $22,204 in FY17. In addition, R-M Infrastructure is anticipated to increase by $205,000 due to a scheduled cleanout and rehabilitation of the digester.



FY17 Wastewater Capital Fund

The Wastewater Capital Fund is projected to begin the fiscal year with a $4.8 million balance. An additional $1,545,000 in taps fees is projected to be collected next year.

The wastewater system capital improvements include $100,000 for Inflow & Infiltration Rehabilitation and $75,000 for a trailer mounted sewer jet.

FY17 Light & Power Fund

The FY17 Light & Power Fund operating budget, excluding transfers to Capital, decreased by 1.8% or a $215,800 decrease over FY16. The operating budget, excluding transfers to Capital, totals $11,235,655.

FY17 Operating Revenues

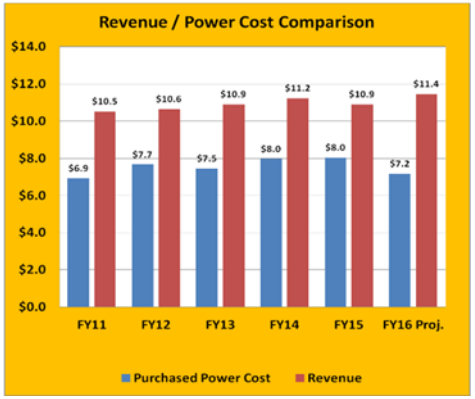
The FY17 budget projects a 1% increase in customer base growth and includes a 2% rate increase. This will increase sales revenue by $230,000 over projected actual sales for FY16.

FY16 Operating Expenses

As with the General Fund, the FY16 Light & Power Fund budget proposes to include a 2% merit increase.

Purchased power costs are projected to decrease by $216,652 and Billing & Administrative Support is projected to increase by $31,582.

The Distribution budget continues to fund existing capital leases for one bucket trucks.



FY17 Light & Power Capital Fund

Capital improvements to the electric generation and distribution systems are appropriated in the Capital Fund. The Department continues to expand its services into new residential developments and has seen a slow but steady increase over the past couple of years. The materials, equipment and installation costs to serve the new customers total $100,000 in the FY17 Budget.

The proposed budget includes the purchase of a Mini Backhoe to replace an existing backhoe for $60,000.

Conclusion

The draft budget presented herein is the result of many hours of effort from a dedicated staff and input received by Council. I would like to thank each of the Department Heads for their selfless approach to recommending reductions to their budget request for FY17 to minimize the impact of other budget needs. I would especially like to thank Jennifer Landreth and Lisa Wortman for their assistance in the budget preparation.

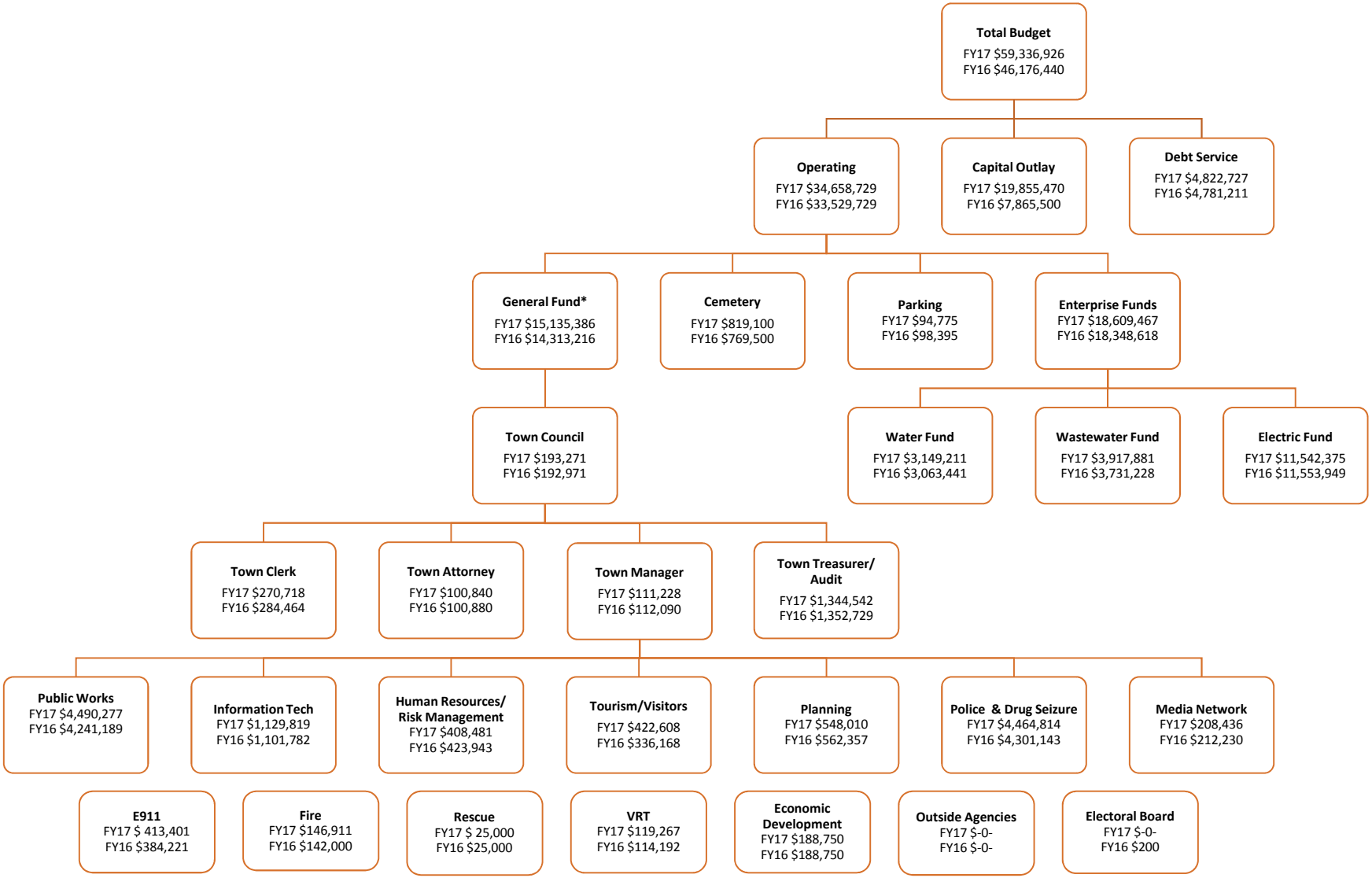
I look forward to reviewing the budget with Council and making the revisions necessary to mold it to its vision for Town services in FY17. Attached is a summary of the changes made as a result of the April 21, 2016 work session.

Respectfully submitted:

Christopher D. Hively, Town Manager

Note: Although numbers listed above are intended to be accurate, they should be used for reference purposes only. Refer to proposed Budget for official amounts.

Budget Organization Chart
Total FY17 Proposed Budget



Reflects 2% merit increase (Note: Merit increase not reflected in individual GF Dept totals on chart)

TOWN OF CULPEPER
General Fund - Operating Fund Expenditure Summary by Category
FY17 BUDGET

Description	FY11 Actuals	FY12Actuals	FY13 Actuals	FY14Actuals	FY15Actuals	FY16Adopted	FY17 Proposed	FY17 Increase	Notes
Salaries & Wages	7,398,338	7,307,889	8,226,190	8,625,659	8,939,820	9,760,144	9,908,009	147,865	1
Services	1,191,725	2,375,754	1,983,917	2,010,869	1,615,732	1,936,067	2,161,200	225,133	2
Other Charges	794,686	829,456	959,046	1,086,576	1,065,952	1,142,941	1,209,504	66,563	3
Miscellaneous	212,290	157,759	179,487	260,415	180,319	178,495	163,237	(15,258)	
Materials & Supplies	716,138	834,363	860,894	924,780	921,392	928,363	1,030,508	102,145	4
Capital Outlays	687,114	206,167	259,671	163,345	143,400	140,300	243,135	102,835	
Debt Service	985,374	1,135,629	1,284,198	1,506,744	1,616,285	1,796,142	1,713,866	(82,276)	5
Transfers	-	5,182,124	-	-	-	$ 231,907	419,793	187,886	6
Contingency	11,388	-		-	-	-	-	-	
Total	**11,997,053**	**18,029,140**	**13,753,402**	**14,578,390**	**14,482,900**	**16,114,359**	**16,849,252**	**734,893**	

Notes:	**Sub-Total**	**Totals**
1. Salary & Wages		$ 150,359
Proposed Merit Pay Increase	$ *129,221*	
Health Insurance	103,680	
Reduction in VRS	*(139,346)*	
Additional Police Officer	***56,804***	
2. Services		231,000
Increase in Streets-Paving	*100,000*	
Increase in Traffic Sign Replacements	*20,000*	
Additional safety lighting and ADA doors at Police Department	*40,000*	
Additional maintenance and services for new Economic Development Building	*21,000*	
Additional advertising for Tourism	***50,000***	
3. Other Charges		61,400
Additional utilities for new Economic Development Building	*12,200*	
Fiber connection service between E911, Police Department and Town Hall	*49,200*	
4. Materials & Supplies		104,680
E911 Increase	*29,180*	
Trash carts and automatic trash truck maintenance	*43,000*	
IT R&M Equipment moved to Materials & Supplies	*7,500*	
Increase in Police Department ammunition and other range costs	*10,000*	
Increase on Streets operating supplies	*7,000*	
Visitor Center Materials & Supplies	*4,000*	
Increase in Tourism FAM promotional items	*4,000*	
5. Capital Outlays		110,035
Body cameras for PD	***110,035***	
6. Debt Service Decrease		(82,276)
7. Transfers - for special tax districts, sanitation equipment replacement, parking authority, cash funding of capital equipment and reserves		187,886
TOTAL		$ 763,084

TOWN OF CULPEPER
General Fund - Operating Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			REVENUES:							
-	-	-		Reserve Balances	-	-	-	-		-
2,872,543	3,052,885	3,017,120		General Property Taxes	3,019,750	2,999,630	3,048,350	3,093,350	2.4%	73,600
5,923,093	6,801,007	7,168,214		Local Taxes	6,957,500	6,979,000	7,075,000	7,289,000	4.8%	331,500
398,866	339,831	323,580		Permits, Fees, Licenses	321,825	298,400	334,125	334,125	3.8%	12,300
129,654	104,384	122,224		Fines & Forfeitures	100,500	106,200	127,250	127,250	26.6%	26,750
192,504	193,904	183,759		Revenue From Use Of Money	200,000	200,000	200,000	200,000	0.0%	-
130,120	132,796	195,778		Charges For Services	173,520	177,201	201,520	201,520	16.1%	28,000
96,985	143,286	199,665		Miscellaneous	85,189	382,776	93,200	93,200	9.4%	8,011
1,898,968	1,904,240	2,097,948		Recovered Costs	2,276,846	2,278,110	2,359,239	2,358,467	3.6%	81,621
7,369	7,781	7,395		Non-Categorical Aid	8,000	8,000	7,500	7,500	-6.3%	(500)
2,176,604	2,605,854	2,407,223		Categorical Aid	2,377,691	2,406,700	2,542,510	2,542,510	6.9%	164,819
573,758	594,981	625,612		Enterprise Funds Transfer - PILOT	593,538	593,538	602,330	602,330	1.5%	8,792
14,400,463	15,880,950	16,348,518		REVENUES BY CATEGORIES	16,114,359	16,429,555	16,591,024	16,849,252	4.6%	734,893
			EXPENDITURES:							
161,662	166,687	177,584	1101	Town Council	192,971	194,979	193,271	193,271	0.2%	300
212,211	197,842	180,098	1201	Town Manager	112,090	112,090	111,228	111,228	-0.8%	(862)
221,327	224,447	240,581	1202	Town Clerk	284,464	301,958	268,682	270,718	-4.8%	(13,746)
294,500	273,992	257,506	1203	Human Resources	293,656	263,910	286,259	286,259	-2.5%	(7,397)
133,037	65,721	106,837	1204	Town Attorney	100,880	100,840	100,840	100,840	0.0%	(40)
61,504	77,182	78,500	1208	Independent Auditor	80,000	42,550	58,600	58,600	-26.8%	(21,400)
901,427	836,905	878,252	1213	Treasurer	1,272,729	1,229,792	1,295,982	1,285,942	1.0%	13,213
111,181	111,269	126,492	1219	Risk Management	130,287	105,727	116,548	122,222	-6.2%	(8,065)
800,181	862,061	1,039,566	1220	Information Technology	1,101,782	1,100,891	1,137,187	1,129,819	2.5%	28,037
217,856	211,644	220,812	1221	Motor Pool	242,237	240,044	250,758	235,758	-2.7%	(6,479)
-	12,089	-	1301	Election Board	200	-	-	-	-100.0%	(200)
3,673,237	3,940,318	3,942,433	3101	Police	4,291,143	4,230,063	4,524,416	4,454,814	3.8%	163,671
11,166	7,622	9,655	3102	Drug Seizure Funds	10,000	10,000	10,000	10,000	0.0%	-
334,313	342,634	365,611	3103	E911 Joint Operations	384,221	384,221	432,027	413,401	7.6%	29,180
141,714	136,414	146,891	3202	Fire Department	142,000	142,000	146,911	146,911	3.5%	4,911
25,000	25,000	25,000	3203	Rescue Squad	25,000	25,000	25,000	25,000	0.0%	-
72,128	114,192	114,192	3204	Va Regional Transit	114,192	114,192	119,267	119,267	4.4%	5,075
98,573	213,039	247,408	4101	Engineering	245,860	244,857	251,521	251,521	2.3%	5,661
1,833,748	1,756,856	1,862,105	4102	Streets	2,115,383	2,174,850	2,269,353	2,278,622	7.7%	163,239
64,345	179,276	102,862	4105	Snow and Ice Removal	66,690	66,690	66,690	66,690	0.0%	-
125,803	137,833	176,303	4107	Traffic Engineering	174,581	174,081	196,272	196,272	12.4%	21,691
376,633	344,488	390,625	4203	Sanitation	396,327	395,774	387,902	387,902	-2.1%	(8,425)
607,628	699,221	480,092	4302	General Properties	473,882	756,378	559,000	539,000	13.7%	65,118
199,130	177,030	195,143	6600	Culpeper Media Network	212,230	201,563	209,980	208,436	-1.8%	(3,794)

TOWN OF CULPEPER
General Fund - Operating Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
507,351	445,318	350,581	7103	Parks and Recreation	379,711	397,055	390,048	398,876	5.0%	19,165
200,231	206,379	119,385	7108	Cemetery	146,519	145,719	135,637	135,637	-7.4%	(10,882)
535,063	536,501	528,353	8101	Planning	562,357	543,917	548,010	548,010	-2.6%	(14,347)
81,528	80,913	43,162	8103	Visitor's Center	55,628	55,629	51,019	51,019	-8.3%	(4,609)
255,148	320,140	269,371	8104	Tourism	290,540	315,540	510,025	371,589	27.9%	81,049
136,250	106,250	195,523	8105	Economic Development	188,750	188,750	198,750	188,750	0.0%	-
40,120	115,645	103,145	8106	Other Agencies	-	-	-	-		
1,284,198	1,506,744	1,616,284	9900	Debt Service	1,796,142	1,746,142	1,713,866	1,713,866	-4.6%	(82,276)
-	16,020	-	9950	Transfer to Capital	231,907	276,112	(103,246)	419,793	81.0%	187,886
				Merit Pay Increase			129,221	129,221		129,221
13,718,193	14,447,672	14,590,353		Total Expenditures / other uses	16,114,359	16,281,314	16,591,024	16,849,252	4.6%	734,893

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			RESERVE BALANCES							
			3100	Reserves						-
			GENERAL PROPERTY TAXES							
1,604,392	1,674,813	1,568,969	4010	Real Estate - Current	1,600,000	1,575,000	1,575,000	1,575,000	-1.6%	(25,000)
-	30,366	32,036	4011	Special Tax District - Southridge	30,000	15,250	15,500	15,500	-48.3%	(14,500)
-	4,058	4,223	4012	Special Tax District - Lafayette Ridge	4,100	3,700	3,800	3,800	-7.3%	(300)
-	5,024	5,040	4013	Special Tax District - Willow Shade	4,900	3,200	3,300	3,300	-32.7%	(1,600)
-	34,090	28,344	4015	Real Estate - Delinquent	17,000	17,000	30,000	30,000	76.5%	13,000
51,280	47,481	38,579	4020	Public Service - Real Estate	45,000	38,928	45,000	40,000	-11.1%	(5,000)
163	586	490	4030	Public Service - Personal Property	600	173	600	600	0.0%	-
1,079,550	1,005,883	1,032,386	4040	Personal Property - Current	1,055,000	1,100,000	1,100,000	1,150,000	9.0%	95,000
-	57,053	81,483	4045	Personal Property - Delinquent	60,000	60,000	60,000	60,000	0.0%	-
594	167	164	4050	Mobile Homes	150	200	150	150	0.0%	-
130,394	145,155	156,127	4060	Machinery & Tools	168,000	151,179	155,000	155,000	-7.7%	(13,000)
1,523	30,420	34,892	4098	Penalties - All Taxes	28,000	28,000	30,000	30,000	7.1%	2,000
4,646	17,791	34,388	4099	Interest - All Taxes	7,000	7,000	30,000	30,000	328.6%	23,000
2,872,543	3,052,885	3,017,120		*Sub-total-General Property Taxes*	3,019,750	2,999,630	3,048,350	3,093,350	2.4%	73,600
			LOCAL TAXES							
1,298,108	1,392,860	1,372,692	4110	Local Sales and Use Tax	1,450,000	1,400,000	1,400,000	1,400,000	-3.4%	(50,000)
37,776	57,864	39,954	4120	BPOL - Contracting	40,000	40,000	40,000	40,000	0.0%	-
17,516	12,581	13,175	4122	BPOL - Miscellaneous / Other	15,000	15,000	15,000	15,000	0.0%	-
278,725	216,579	229,543	4124	BPOL - Professional	220,000	220,000	230,000	230,000	4.5%	10,000
145,542	186,745	169,842	4126	BPOL - Repair & Personal Bus	150,000	150,000	170,000	170,000	13.3%	20,000
522,011	465,430	479,140	4128	BPOL - Retail	460,000	460,000	470,000	480,000	4.3%	20,000
17,430	17,752	16,569	4130	BPOL - Utilities	17,000	17,000	17,000	17,000	0.0%	-
40,498	40,897	42,143	4132	BPOL - Wholesale	41,000	41,000	41,000	41,000	0.0%	-
33,488	47,138	45,275	4141	Admissions Tax	38,000	38,000	45,000	45,000	18.4%	7,000
287,309	305,972	349,495	4145	Bank Stock Tax	290,000	320,000	330,000	330,000	13.8%	40,000
183,297	173,094	162,582	4150	Cigarette Tax	162,000	162,000	162,000	150,000	-7.4%	(12,000)
61,845	69,002	71,380	4153	Consumption Tax	61,000	61,000	-	75,000	23.0%	14,000
126,439	123,331	123,144	4158	Telecommunications Sales & Use Tax	143,500	125,000	125,000	125,000	-12.9%	(18,500)
249,896	328,032	325,775	4160	Hotel & Motel Room Tax	270,000	330,000	330,000	396,000	22.2%	126,000
2,622,243	3,362,648	3,727,506	4165	Meals Tax	3,600,000	3,600,000	3,700,000	3,775,000	4.9%	175,000
450	111	-	4167	Mobile Home Sales Tax	-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
441	970	-	4198	Penalties - Local Tax		-	-	-	-		
81	0	-	4199	Interest - Local Tax		-	-	-	-		
5,923,093	6,801,007	7,168,214		*Sub-total-Local Taxes*		6,957,500	6,979,000	7,075,000	7,289,000	3.8%	331,500
			PERMITS, FEES, LICENSES								
425	-	-	4200	Land Use Application Fee		425	-	425	425	0.0%	-
35,600	36,249	35,400	4201	Application Fee		36,000	36,000	36,000	36,000	0.0%	-
15,053	14,301	5,911	4202	Administration Fees		15,000	15,000	15,000	15,000	0.0%	-
9,635	4,245	12,265	4208	Boating Permits		10,000	8,000	10,000	10,000	0.0%	-
56,900	62,000	40,200	4213	Burial Permits		42,000	42,000	42,000	42,000	0.0%	-
4,000	3,300	3,250	4216	Cemetery Stone Permits		3,200	3,200	3,200	3,200	0.0%	-
21,800	20,715	10,656	4220	Collection Fees		12,500	12,500	12,500	12,500	0.0%	-
19,335	8,145	20,905	4230	Fishing Permits		20,000	12,000	20,000	20,000	0.0%	-
8,225	7,825	7,750	4271	Pavilion Reservation Fees		8,000	8,000	15,000	15,000	87.5%	7,000
2,283	2,816	2,677	4280	Sign Permits		3,000	3,000	3,000	3,000	0.0%	-
189,022	51,884	63,301	4288	Telecommunications Agreement		55,000	55,000	55,000	55,000	0.0%	-
38,959	86,437	79,972	4289	Right-of-Way Use Fee		75,000	62,000	80,000	80,000	6.7%	5,000
2,000	350	6,050	4290	Excavation Permits		1,700	1,700	2,000	2,000	17.6%	300
31,653	41,565	35,243	4297	Zoning Fees		40,000	40,000	40,000	40,000	0.0%	-
434,891	339,831	323,580		*Sub-total-Permits, Fees, Licenses*		321,825	298,400	334,125	334,125	3.8%	12,300
			FINES AND FORFEITURES								
-	1,178	137	4300	FOIA Request Fees		500	500	250	250	-50.0%	(250)
106,434	74,861	105,302	4310	Court Fines		75,000	75,000	105,000	105,000	40.0%	30,000
10,245	9,662	6,099	4320	Drug Enforcement Program		10,000	10,000	10,000	10,000	0.0%	-
112	5,131	-	4321	Drug Enforcement Program - Federal		-	7,700	-	-		
12,863	13,552	10,686	4340	Parking fines		15,000	13,000	12,000	12,000	-20.0%	(3,000)
129,654	104,384	122,224		*Sub-total-Fines*		100,500	106,200	127,250	127,250	26.6%	26,750
			REVENUE FROM USE OF MONEY								
24,025	19,966	18,224	4360	Interest on Investments		20,000	20,000	20,000	20,000	0.0%	-
31,321	35,945	40,357	4366	Convenience Fee		30,000	30,000	30,000	30,000	0.0%	-
8,175	1,700	-	4370	Rental Income - Depot Conference Center		-	-	-	-		
128,983	136,293	125,179	4380	Rental Income - Property		150,000	150,000	150,000	150,000	0.0%	-
192,504	193,904	183,759		*Sub-total-Use of Money*		200,000	200,000	200,000	200,000	0.0%	-
			CHARGES FOR SERVICES								
17,100	16,200	17,700	4410	School Crosswalk Traffic Control		16,000	16,000	18,000	18,000	12.5%	2,000
225	20	-	4465	Sale of Maps, Plats, Publications, etc.		20	20	20	20	0.0%	-

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
225	1,154	315	4467	Cable - Tape Sales	500	500	500	500	0.0%	-
-	-	4,241	4468	Cable - PEG fees	-	3,681	6,000	6,000		
76,926	79,376	140,232	4480	Sanitation Equip Replacement Fee	120,000	120,000	140,000	140,000	16.7%	20,000
35,644	36,046	33,290	4485	Trash Disposal Fees	37,000	37,000	37,000	37,000	0.0%	-
130,120	132,796	195,778		*Sub-total-Charge for Services*	173,520	177,201	201,520	201,520	16.1%	28,000
			MISCELLANEOUS							
(0)	-	-	4502	Cemetery Lot Sales	-	-	-	-		
-	-	-	4505	Donations - Parks & Recreation	-	100	-	-		
-	14,606	-	4506	Donations - Dog Park	-	-	-	-		
-	300	-	4507	Donations	-	-	-	-		
500	-	-	4508	Wine St Memorial Park Donations	-	-	-	-		
13,775	3,016	17,610	4525	Insurance Claims/Recovery	4,000	4,000	10,000	10,000	150.0%	6,000
2,294	-	-	4540	Reimbursements, Rebates & Recoveries	-	-	-	-		
50,881	25,223	133,772	4550	Miscellaneous	25,000	15,000	25,000	25,000	0.0%	-
713	20,028	771	4551	Misc. - Conversion Carryover	545	100	500	500	-8.3%	(45)
700	5,805	5,060	4552	Cable - Sponsorships	2,500	2,500	5,000	5,000	100.0%	2,500
21,818	38,503	36,547	4560	Parking Authority Maintenance	42,000	42,000	42,000	42,000	0.0%	-
23	112	232	4565	PW - Used Motor Oil Proceeds	344	344	200	200	-41.9%	(144)
2,422	2,815	1,143	4580	Sale of Salvage & Surplus Materials	3,000	3,000	2,500	2,500	-16.7%	(500)
705	31,231	1,290	4585	Sale of Surplus Equipment	5,000	13,000	5,000	5,000	0.0%	-
-	-	-	4586	Sale of Capital Assets	-	299,932	-	-		
(6)	(632)	-	4590	Short & Overages	-	-	-	-		
3,120	2,280	3,240	4595	Sale of Trash Containers	2,800	2,800	3,000	3,000	7.1%	200
40	-	-	4597	Vending / Payphone Revenue	-	-	-	-		
96,985	143,286	199,665		*Sub-total-Miscellaneous*	85,189	382,776	93,200	93,200	9.4%	8,011
			RECOVERED COSTS				`	`		
49,068	49,068	49,068	4610	Motor Pool - Electric	49,068	49,068	49,068	49,068	0.0%	-
9,932	9,932	10,000	4614	Motor Pool - Water	10,000	10,000	10,000	10,000	0.0%	-
37,080	37,500	37,500	4618	Motor Pool - Wastewater	37,500	37,500	37,500	37,500	0.0%	-
6,066	6,124	6,430	4620	Mowing, mulching, trimming - Electric	6,430	6,430	6,430	6,430	0.0%	-
6,066	5,799	6,089	4624	Mowing, mulching, trimming - Water	6,089	6,089	6,089	6,089	0.0%	-
14,263	14,378	15,097	4628	Mowing, mulching, trimming - Wastewater	15,097	15,097	15,097	15,097	0.0%	-

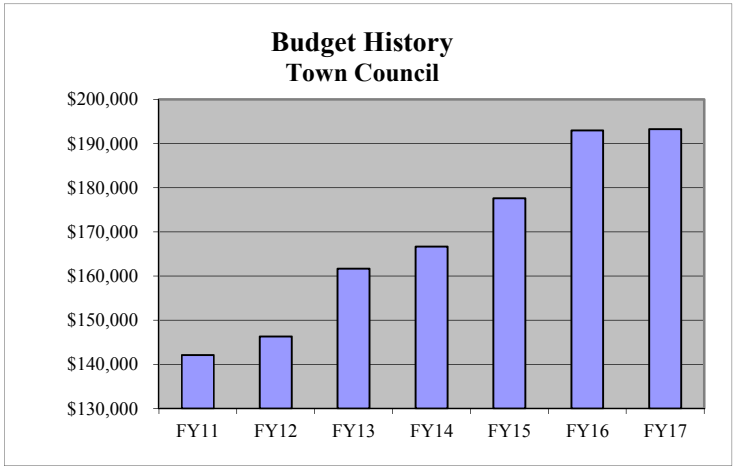
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
103,340	107,503	106,764	4666	Cable - Contributions - County	105,352	106,616	104,990	104,218	-1.1%	(1,134)
7,000	-	-	4669	Cable - Contributions - Other	-	-	-	-		
530,000	530,000	713,000	4680	Utility Services - Electric	771,471	771,471	803,053	803,053	4.1%	31,582
530,000	530,000	641,000	4684	Utility Services - Water	701,301	701,301	730,270	730,270	4.1%	28,969
530,000	530,000	513,000	4688	Utility Services - Wastewater	574,538	574,538	596,742	596,742	3.9%	22,204
41,337	41,968	-	4693	Salary & benefit Payment from Water Fund	-	-	-	-		
34,816	41,968	-	4695	Salary & benefit Payment from Wastewater Fund	-	-	-	-		
1,898,968	1,904,240	2,097,948		*Sub-total-Recovered Costs*	2,276,846	2,278,110	2,359,239	2,358,467	3.6%	81,621
			NON-CATEGORICAL AID							
7,369	7,781	7,395	4737	Railroad Rolling Stock Tax	8,000	8,000	7,500	7,500	-6.3%	(500)
7,369	7,781	7,395		*Sub-total-Non-Categorical Aid*	8,000	8,000	7,500	7,500	-6.3%	(500)
			CATEGORICAL AID							
46,714	49,191	51,891	4755	Fire Services Allocation	47,000	47,000	51,911	51,911	10.4%	4,911
5,105	4,503	4,497	4760	Litter Control Grant	5,000	4,547	5,000	5,000	0.0%	-
17,329	382,825	116,202	4762	Misc. Grants	5,000	5,000	5,000	5,000	0.0%	-
5,000	5,000	5,000	4765	Parks & Recreation - VA Comm. - Bluemont Match	5,000	5,000	5,000	5,000	0.0%	-
33,076	-	-	4770	Federal-Emergency-Disaster Relief	-	-	-	-		
263,588	263,588	263,588	4775	Police Law Enforcement Assistance	263,587	263,587	271,495	271,495	3.0%	7,908
13,640	14,032	12,581	4776	Police Grants - Traffic Enforcement, etc.	15,000	13,000	15,000	15,000	0.0%	-
9,064	14,678	15,552	4785	Rental Tax	13,000	13,000	15,000	15,000	15.4%	2,000
1,558,983	1,647,934	1,713,807	4790	Street and Highway Maintenance	1,800,000	1,831,462	1,950,000	1,950,000	8.3%	150,000
224,104	224,104	224,104	4795	State PPTRA Reimbursement	224,104	224,104	224,104	224,104	0.0%	-
-	-	-	4796	Employee Reimbursement	-	-	-	-		
2,176,604	2,605,854	2,407,223		*Sub-total-Categorical Aid*	2,377,691	2,406,700	2,542,510	2,542,510	6.9%	164,819
			FUND TRANSFERS							
381,575	392,351	402,928	4960	Transfer from Electric Fund - PILOT	366,603	366,603	364,700	364,700	-0.5%	(1,903)
87,798	92,431	97,530	4962	Transfer from Water Fund - PILOT	99,675	99,675	97,950	97,950	-1.7%	(1,725)
104,385	110,200	125,154	4963	Transfer from Wastewater Fund - PILOT	127,260	127,260	139,680	139,680	9.8%	12,420
573,758	594,981	625,612		*Sub-total Fund Transfers*	593,538	593,538	602,330	602,330	1.5%	8,792
14,436,488	15,880,950	16,348,518	**TOTAL REVENUES / OTHER SOURCES**		16,114,359	16,429,555	16,591,024	16,849,252	4.2%	734,893

TOWN COUNCIL (1101)

Mission:
The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health and welfare of its citizens. Through its collective judgement, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	9.0	9.0	9.0	9.0	9.0
Expenditures					
Personnel	141,400	148,971	148,971	148,971	148,971
Operating	36,184	44,000	46,008	44,300	44,300
Capital Outlay	-	-	-	-	-
Total Expenditures	177,584	192,971	194,979	193,271	193,271

Major Highlights for FY17

Total budget increase $ 300

-Budget increase primarily due to Dues & Memberships

In FY17, the Town Council will:

- Provide an open forum for public input;
- Secure the financial position of the Town by seeking new and inventive ways to induce economic development and revitalize commercial and industrial areas;
- Conduct planning retreats to establish goals for the future;
- Provide orientation for new council members and work toward effective relationships; Conduct planning retreats to establish goals for the future;
- Monitor performance of appointed staff to ensure policies and procedures are effectively carried out;
- Communicate effectively with advisory boards and commissions to establish and implement Town Policies; and
- Work together effectively to conduct the Town's business with a commitment to common goals.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1101 TOWN COUNCIL							
			PERSONNEL - WAGES & BENEFITS							
102,132	102,119	103,187	5030	Salaries - Part-Time	102,000	102,000	102,000	102,000	0.0%	-
5,660	5,431	5,595	5110	Social Security Tax	6,324	6,324	6,324	6,324	0.0%	-
1,324	1,270	1,309	5120	Medicare Tax	1,479	1,479	1,479	1,479	0.0%	-
19,460	20,384	31,310	5130	Health Insurance	39,017	39,017	39,017	39,017	0.0%	-
-	-	-	5160	Workers comp	151	151	151	151	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5215	Contractual Services	-	-	-	-		
-	-	-	5218	Legal Services	-	-	-	-		
913	1,624	591	5300	Printing and Binding	2,500	2,000	2,000	2,000	-20.0%	(500)
				Nameplates/bus cards/photo	-	-	-	-		
888	483	1,903	5310	Advertising	1,000	1,000	1,000	1,000	0.0%	-
-	-	-		*PH Advertisements/charter amend, etc*	-	-	-	-		
					-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
180	122	329	5710	Postal Services	300	300	300	300	0.0%	-
2,180	2,055	3,896	5920	Education, conference and training	4,500	4,000	4,500	4,500	0.0%	-
				VML conference/activities	-	-	-	-		
1,345	1,425	2,583	6010	Lodging	2,800	2,800	2,800	2,800	0.0%	-
				VML conference	-	-	-	-		
1,935	1,378	1,850	6015	Meals	2,000	1,500	1,500	1,500	-25.0%	(500)
843	284	1,092	6018	Travel	1,500	1,000	1,000	1,000	-33.3%	(500)
				Misc parking/mileage	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
21,134	20,956	22,317	6210	Dues & Assoc. Memberships	22,400	24,408	25,000	25,000	11.6%	2,600
389	1,835	147	6299	Miscellaneous	2,000	1,500	1,500	1,500	-25.0%	(500)
-	-	-		*Cards, flowers, promos, etc.*	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
1,502	1,230	394	6510	Office Supplies	1,500	1,200	1,200	1,200	-20.0%	(300)
-	-	-		*Minute book paper, plaques, tapes, misc.*	-	-	-	-		
-	4,767	84	6515	Records Management	2,000	3,900	2,000	2,000	0.0%	-
				Archival services/equipment	-	-	-	-		
964	1,325	996	6580	Books, Subscriptions & Education	1,500	2,400	1,500	1,500	0.0%	-
-	-	-		*VA Code supplements, misc. publications*	-	-	-	-		
150	-	-	6585	ABC Volunteer recognition	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
664	-	-	7200	Machinery & Equipment	-	-	-	-		
-	-	-			-	-	-	-		
161,662	166,687	177,584	**TOWN COUNCIL TOTAL**		192,971	194,979	193,271	193,271	0.2%	300

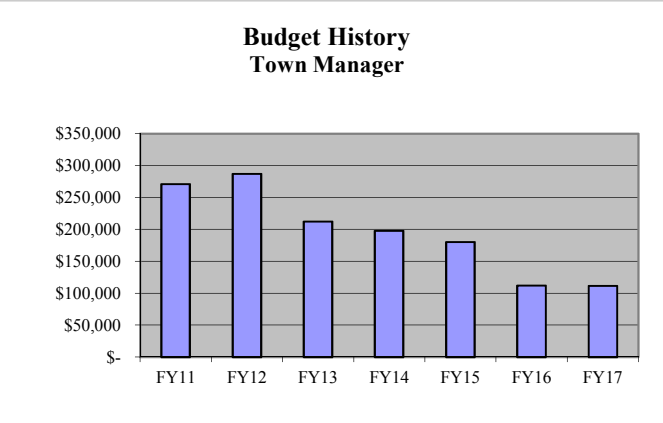
TOWN MANAGER (1201)

Mission:

To seek, promote and support a high quality of life for the citizens through the development and contribution of all employees to the maximum of their potential. Under the direction and leadership of the Town Manager, the Town employees will provide quality and innovative service which results in the highest achievable levels of customer satisfaction and recognition of excellence.

In addition, the Office of the Town Manager provides general and administrative oversite of municipal operations. To fulfill this primary function, the Town Manager advises the Town Council on municipal policy and programs affecting the community; to direct and coordinate the activities and work programs of all Town departments; to interact with federal and state agencies and other local governments and agencies; to conduct short and long-range financial planning including preparation of the annual operating budget and the capital improvement program; to administer the personnel program; to perform special studies and issue analyses and evaluations as needed to promote informed decision-making; to review and oversee the submission and administration of federal and state grants; and to monitor proposed state legislation and represent the local government interests.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	1.0	1.0	1.0	1.0	1.0
Expenditures					
Personnel	174,195	96,740	96,740	95,878	95,878
Operating	5,903	15,350	15,350	15,350	15,350
Capital Outlay	-	-	-	-	-
Total Expenditures	180,098	112,090	112,090	111,228	111,228

Major Highlights for FY17

Total budget increase $ (862)

- Budget decrease primarily due to reduction in VRS Retirement

Overall Manager's Budget Summary:

- The proposed budget represents a 3.4% increase in the total General Fund budget over FY16. Significant change are as follows:

- Proposed Pay Increase	Proposed 2% merit pay increase. (Total General Fund and Enterprise Funds $193,831)	$ 129,221
- Police	Increase due to Body Worn Cameras & one police officer position	$ 163,671
- Audit Services	Reduction in anticipated Audit costs.	$ (21,400)
- Finance	Addition of an ERP Analyst offset by a reduction in bank fees and turnover.	$ 13,213
- Information Technology	Increases in telecommunication for fiber connection between PD, E911, and TH offset by other budget reductions.	$ 28,037
- E911/Fire/VRT	Increase in E911 $29,180, Fire Services $4,911, VRT $5,075.	$ 39,166
- Public Works (Combined)	Increase due to additional Paving $100K, CPD Lighting & ADA $40K, Street Sign Repl. $20K, Bldg. O&M $35K, P&R Repairs $20K.	$ 249,087
- Visitor Center/Tourism	Increase in additional Part Time Position $8,055 and increases related to additional visitation. Added $50,000 advertising	$ 76,440
- Debt Service	Reduced debt service payment as a result of 2011A GOBonds debt service was satisfied	$ (82,276)
- Misc.	Net of other reductions/increases in budget	$ (48,152)
	Total Increase	$ 547,007

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1201 TOWN MANAGER								
			PERSONNEL - WAGES & BENEFITS								
128,673	146,349	125,316		5010	Salaries	68,362	68,362	68,650	68,650	0.4%	288
					Town Manager salary split 50% GF and 50% EF	-	-	-	-		
-	98	(98)		5020	Salaries - Overtime	-	-	-	-		
18,841	14,069	-		5030	Salaries - Part-Time	-	-	-	-		
8,242	9,121	6,749		5110	Social Security Tax	4,238	4,238	4,257	4,257	0.4%	19
2,032	2,035	2,020		5120	Medicare Tax	991	991	995	995	0.4%	4
8,180	3,839	12,407		5130	Health Insurance	3,509	3,509	3,726	3,726	6.2%	217
13,349	16,688	17,354		5140	VRS Retirement	8,749	8,749	7,284	7,284	-16.7%	(1,465)
803	1,094	1,528		5145	VRS Group Life Insurance	814	814	899	899	10.4%	85
110	120	103		5160	Worker's Comp. Insurance	77	77	67	67	-13.0%	(10)
-	-	4,200		5166	Auto Allowance	-	-	-	-		
-	-	4,615		5167	Deferred Compensation	10,000	10,000	10,000	10,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**			-	-	-	-		
-	-	-		5210	Health & Medical Services	-	-	-	-		
5,000	-	-		5214	Consulting Services	-	-	-	-		
-	285	-		5250	Maintenance Service Contract	300	300	300	300	0.0%	-
-	322	145		5300	Printing and Binding	200	200	200	200	0.0%	-
-	154	-		5310	Advertising	300	300	300	300	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**OTHER CHARGES**			-	-	-	-		
790	192	462		5710	Postal Services	500	500	500	500	0.0%	-
-	-	18		5720	Telecommunications	-	-	-	-		
-	143	665		5725	Lease - Postage Meter System	600	600	600	600	0.0%	-
3,090	70	520		5920	Training and Education	2,000	2,000	2,000	2,000	0.0%	-
3,704	-	1,157		6010	Lodging	2,500	2,500	2,500	2,500	0.0%	-
1,923	781	519		6015	Meals	2,000	2,000	2,000	2,000	0.0%	-
1,938	-	-		6018	Travel	2,000	2,000	2,000	2,000	0.0%	-
576	-	-		6019	Citizen's Academy	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS**			-	-	-	-		
2,971	1,520	936		6210	Dues & Assoc. Memberships	2,000	2,000	2,000	2,000	0.0%	-
10,741	16	445		6299	Miscellaneous	1,000	1,000	1,000	1,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**			-	-	-	-		
528	598	836		6510	Office Supplies	1,000	1,000	1,000	1,000	0.0%	-
336	33	43		6550	Vehicle Fuels	450	450	450	450	0.0%	-
251	-	11		6560	Vehicle & Equipment Supplies	100	100	100	100	0.0%	-
133	316	146		6580	Books, Subscriptions & Education	400	400	400	400	0.0%	-
-	-	-		6660	Operating Supplies	-	-	-	-		

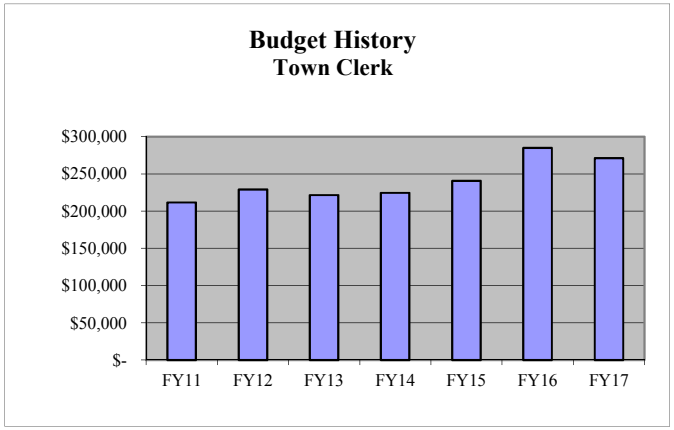
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
-	-	-	7300	Furniture & Fixtures	-	-	-	-		
-	-	-	7600	Computer Equipment	-	-	-	-		
-	-	-			-	-	-	-		
212,211	197,842	180,098	**TOWN MANAGER TOTAL**		112,090	112,090	111,228	111,228	-0.8%	(862)

TOWN CLERK (1202)

Mission:
The Mission of the Town Clerk's Office is to record and archive official actions and documents of the Mayor, Town Council, Town Manager, and Town Departments. The Clerk's Office serves as the information center on functions of various tax programs and the Fairview Cemetery. We provide the highest degree of customer service to the Town Council and citizens by ensuring the daily operations of Town government meet or exceed all requirements of the Town Code and the Code of Virginia.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2.0	2.5	3.0	3.0	3.0
Expenditures					
Personnel	222,351	251,564	254,672	233,382	235,418
Operating	18,230	32,900	47,286	35,300	35,300
Capital Outlay	-	-	-	-	-
Total Expenditures	240,581	284,464	301,958	268,682	270,718

Major Highlights for FY17

Total budget increase $ (13,746)

- Budget decrease primarily due to reduction in salaries.

In FY17 the Town Clerk will:

- Continue to move towards a more efficient operation, maintaining the professional link between the citizens, the local governing bodies, and agencies of government at other levels.
- Provide citizen accessibility to public records through the Town's website.
- Ensure regulatory compliance for open government and transparency.
- Establish and maintain proper internal controls over policies and procedures performed by the Town .
- Continue outreach to citizens to improve participation on council appointed authorities, boards, and commissions .
- Respond to Freedom of Information Act Requests within legal requirement.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1202 TOWN CLERK							
			PERSONNEL - WAGES & BENEFITS							
139,537	148,571	169,717	5010	Salaries	189,525	196,875	176,278	178,041	-6.1%	(11,484)
			5020	Salaries - Overtime	-	159	-	-		
13,048	308	-	5030	Salaries - Part-time	-	-	-	-		
-	-	-	5040	Salaries - Contingency - Merit	-	-	-	-		
9,093	8,875	10,120	5110	Social Security Tax	11,751	11,254	10,929	11,039	-6.1%	(712)
2,127	2,076	2,367	5120	Medicare Tax	2,748	2,632	2,556	2,582	-6.1%	(166)
16,385	14,196	15,370	5130	Health Insurance	21,051	21,051	19,008	22,353	6.2%	1,302
23,368	23,803	22,747	5140	VRS Retirement	24,052	20,387	22,337	18,890	-21.5%	(5,162)
1,505	1,792	1,912	5145	VRS Group Life Insurance	2,255	2,117	2,098	2,332	3.4%	77
128	144	119	5160	Worker's Comp. Insurance	182	197	176	182	-0.2%	(0)
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
700	1,801	960	5215	Contract Services - Certified Document Destruction	1,500	2,000	2,000	2,000	33.3%	500
-	-	-	5219	Temporary Help Services	-	-	-	-		
-	285	-	5250	Maintenance Service Contract	-	-	-	-		
4,053	3,519	680	5300	Printing and Binding	4,500	9,300	4,500	4,500	0.0%	-
-	-	-	5310	Advertising	700	700	700	700	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
1,023	1,215	2,098	5710	Postal Services	2,500	2,000	2,000	2,000	-20.0%	(500)
-	-	-	5720	Telecommunications	-	-	-	-		
-	143	665	5725	Postage Meter	500	500	500	500	0.0%	-
585	280	308	5920	Education & Training	1,500	3,500	2,000	2,000	33.3%	500
450	207	137	6010	Lodging	1,000	2,000	1,500	1,500	50.0%	500
159	-	187	6015	Meals	400	900	500	500	25.0%	100
288	186	242	6018	Travel	300	700	500	500	66.7%	200
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS**		-	-	-	-		
480	405	470	6210	Dues & Assoc. Memberships	500	736	1,000	1,000	100.0%	500
-	-	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
981	785	596	6510	Office Supplies	1,200	1,200	1,200	1,200	0.0%	-
-	5,000	60	6515	Records Management	5,000	9,900	5,000	5,000	0.0%	-
117	84	61	6550	Vehicle Fuels	150	100	150	150	0.0%	-
99	158	114	6560	Vehicle & Equipment Supplies	150	150	150	150	0.0%	-
31	31	336	6580	Books, Subscriptions & Education	500	1,100	1,100	1,100	120.0%	600
7,420	10,584	11,318	6595	Cigarette Tax Expenses	12,500	12,500	12,500	12,500	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		

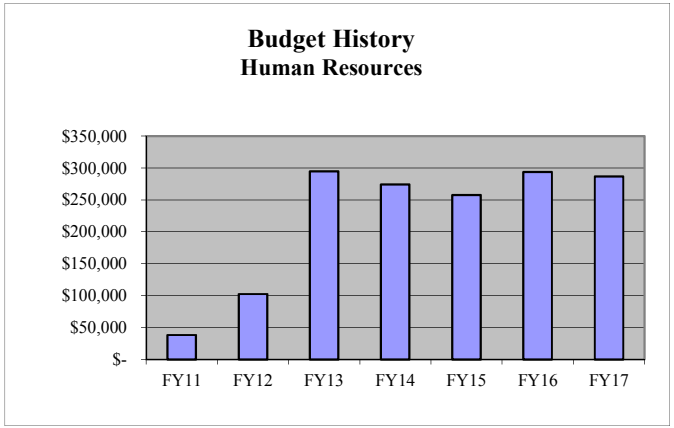
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
-	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
-	-	-	7600	Computer Equipment		-	-	-	-		
(250)	-	-	7650	Computer Software		-	-	-	-		
-	-	-				-	-	-	-		
221,327	224,447	240,581	**TOWN CLERK TOTAL**			284,464	301,958	268,682	270,718	-4.8%	(13,746)

HUMAN RESOURCES (1203)

Mission:
To provide quality services and excellent support to assist the Town Government in achieving its strategic goals; recruit, select, and retain quality employees; and administer a comprehensive Human Resources program consistent with Federal, State, and local statues, meeting the needs of the employer, current/potential employees, and the citizens of the Town of Culpeper.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2.0	2.0	2.0	2.0	2.0
Expenditures					
Personnel	192,023	202,366	183,520	190,369	190,369
Operating	65,483	91,290	80,390	95,890	95,890
Capital Outlay	-	-	-	-	-
Total Expenditures	257,506	293,656	263,910	286,259	286,259

Major Highlights for FY17

Total budget increase $ (7,397)

- Budget decrease primarily due to reduction in salaries.

In FY17 the Human Resources Department will:

- Continue to support all Town departments by providing services in the following key human resources functional areas: employee recruitment, selection, and retention; classification and compensation; administration of benefits and leave; employee relations; policy development and administration; and training.
- Utilize technology to streamline systems and increase efficiency of HR services and improve communication of information to employees.
- Support talent development of our employees through professional development and training opportunities.
- Continue to implement and meet all requirements the Affordable Care Act, based on legislation.
- Develop a proactive approach to maintaining low health insurance costs by promoting wellness in our employee community.
- Align Human Resources as a strategic partner with internal customers.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1203 HUMAN RESOURCES								
			PERSONNEL - WAGES & BENEFITS								
141,289	147,267	150,269		5010	Salaries	154,018	142,000	146,206	146,206	-5.1%	(7,812)
-	-	-		5040	Salaries - Contingency - Merit	-	-	-	-		
-	-	-		5099	Accrued Salaries / Leave	-	-	-	-		
8,507	9,017	8,981		5110	Social Security Tax	9,549	8,804	9,065	9,065	-5.1%	(484)
1,990	2,109	2,100		5120	Medicare Tax	2,234	2,059	2,120	2,120	-5.1%	(114)
17,392	7,896	6,723		5130	Health Insurance	14,034	11,500	14,902	14,902	6.2%	868
24,153	23,873	21,611		5140	VRS Retirement	19,791	16,827	15,512	15,512	-21.6%	(4,279)
1,568	1,796	1,820		5145	VRS Group Life Insurance	1,833	1,690	1,915	1,915	4.5%	82
103	122	119		5160	Worker's Comp. Insurance	157	140	149	149	-5.1%	(8)
460	1,996	400		5170	Human Resources-Background Checks	750	500	500	500	-33.3%	(250)
-	-	-				-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**			-	-	-	-		
22,337	23,196	25,394		5210	Health & Medical Services	23,000	23,000	23,000	23,000	0.0%	-
					Annual physicals, New hire physicals, Random Pool, D&A Tests, Polygraph, Psych Exam, Flu Shots, Hep B, First Aid	-	-	-	-		
-	-	-		5214	Consulting Services	-	-	-	-		
-	-	-		5250	Maintenance Service Contract	-	-	-	-		
548	68	-		5300	Printing and Binding	100	100	100	100	0.0%	-
13,553	5,812	4,010		5310	Advertising	6,000	5,000	5,000	5,000	-16.7%	(1,000)
-	-	-				-	-	-	-		
-	-	-	**OTHER CHARGES**			-	-	-	-		
204	367	175		5710	Postal Services	400	300	300	300	-25.0%	(100)
-	-	-		5720	Telecommunications	-	-	-	-		
17,930	18,502	10,465		5920	Training and Education	20,000	23,000	25,000	25,000	25.0%	5,000
					Tuition Reimbursement, LEAD Program (2 GF spots), Misc. (Safety, CPR, Supervisor, Customer Service, etc.)						
1,183	919	750		6010	Lodging	900	1,000	1,000	1,000	11.1%	100
689	861	966		6015	Meals	900	1,000	1,000	1,000	11.1%	100
345	889	256		6018	Travel	600	600	600	600	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS**			-	-	-	-		
1,530	1,625	550		6210	Dues & Assoc. Memberships	890	890	890	890	0.0%	-
6,589	1,014	2,176		6299	Miscellaneous	6,000	2,500	6,000	6,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**			-	-	-	-		
4,940	1,725	546		6510	Office Supplies	1,500	2,500	2,000	2,000	33.3%	500

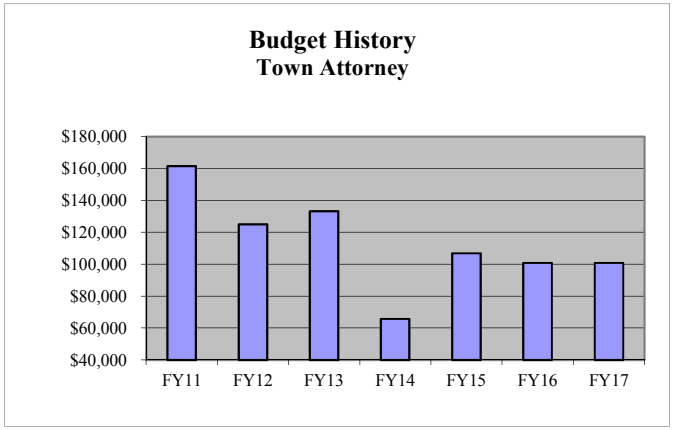
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
6,509	692	5,227	6580	Books, Subscriptions & Education		6,000	5,500	6,000	6,000	0.0%	-
				Applicant Tracking System (NEOGOV), Labor Law Posters, HR Reference Materials							
22,681	24,246	14,969	6585	Employee Recognition/Safety Incentive Awards		25,000	15,000	25,000	25,000	0.0%	-
						-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**			-	-	-	-		
-	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
-	-	-	7600	Computer Equipment		-	-	-	-		
						-	-	-	-		
294,500	273,992	257,506	**HUMAN RESOURCES TOTAL**			293,656	263,910	286,259	286,259	-2.5%	(7,397)

TOWN ATTORNEY (1204)

Mission:
The mission of the Office of the Town Attorney is to protect the legal interests of the Town of Culpeper, Town Council, and staff to the fullest extent afforded by law in an effective and efficient manner.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	106,837	100,880	100,840	100,840	100,840
Capital Outlay	-	-	-	-	-
Total Expenditures	106,837	100,880	100,840	100,840	100,840

Major Highlights for FY17

Total budget increase $ (40)

In FY17 the Town Attorney will:

- Continue to serve as the legal advisor to the Town Council, Town Manager, and all departments and enterprises of the Town.
- Review and participate in issues affecting the Town as directed by Council.
- Research, train and update Town Council and employees on FOIA/COIA laws.
- Continue to review all contracts, agreements, franchise agreements, ordinances, resolutions , and other legal documents as required.
- Represent the Town and its officers and departments in court.

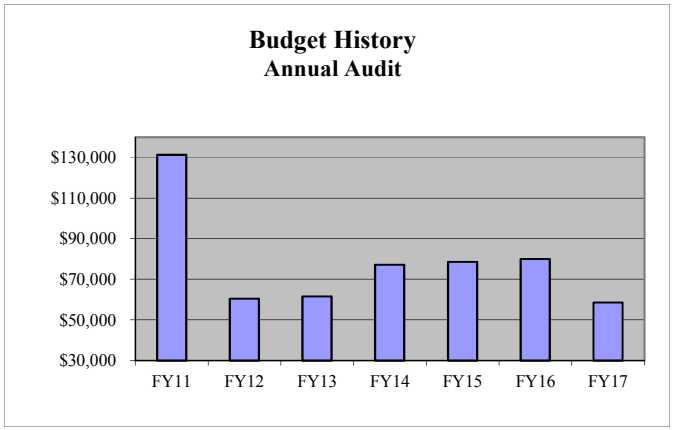
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1204 TOWN ATTORNEY							
			SERVICES - PURCHASED, SHARED, INTERNAL							
132,821	64,452	105,337	5218	Legal Services	100,000	100,000	100,000	100,000	0.0%	-
-	-	-	5310	Advertising	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
-	-	-	6018	Travel	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
120	-	40	6210	Dues & Assoc. Memberships	80	40	40	40	-50.0%	(40)
					-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
97	376	501	6510	Attorney Office Supplies	300	300	300	300	0.0%	-
-	894	959	6580	Books, Subscriptions & Education	500	500	500	500	0.0%	-
133,037	65,721	106,837	**TOWN ATTORNEY TOTAL**		100,880	100,840	100,840	100,840	0.0%	(40)

ANNUAL AUDIT (1208)

Mission:
To fulfill its constitutional and statutory responsibilities placing priorities on prudent management and stewardship of the financial resources of the Town and ensuring fiscal integrity and sound accounting practices and providing customer services through excellence in treasury management. The Treasurer's Office is committed to strive towards more efficient services focusing on technology solutions that meets and exceeds demands.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	78,500	80,000	42,550	58,600	58,600
Capital Outlay	-	-	-	-	-
Total Expenditures	78,500	80,000	42,550	58,600	58,600

Major Highlights for FY17

Total budget increase $ (21,400)

- Budget decrease is due to reduction in audit services performed by outside auditors.

In FY17 the Annual Audit will:

- Timely and accurately report the financial status of the Town.
- Maximize the collection of monies due to the Town in a cost-effective manner.
- Establish and maintain proper internal controls over polices and procedures performed by the Town.
- Utilize technology to its fullest potential with the benefits of streamlining processes and eliminating duplicity and manual processes wherever cost-effective.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

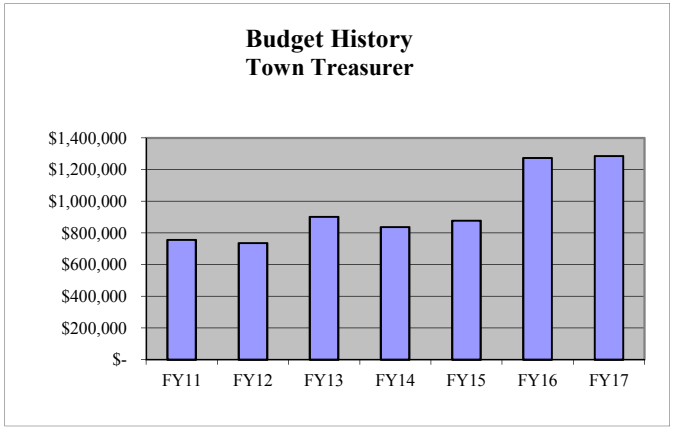
Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1208 ANNUAL AUDIT								
			SERVICES - PURCHASED, SHARED, INTERNAL								
57,104	67,650	70,500		5212	Audit & Accounting Services	80,000	42,550	53,500	53,500	-33.1%	(26,500)
					Infrastructure Accounting	-	-	-	-		
4,400	9,532	8,000		5215	Contractual Services	-	-	5,100	5,100		
-	-	-				-	-	-	-		
61,504	77,182	78,500	**ANNUAL AUDIT TOTAL**			80,000	42,550	58,600	58,600	-26.8%	(21,400)
						-	-	-	-		

TOWN TREASURER (1213)

Mission:

The mission of the Town of Culpeper Treasurer/Finance Department is to provide effective and efficient financial management services, to maximize financial resources, to promote prudent financial practices, and to strive for and maintain the financial integrity, stability, and strength of the Town of Culpeper by following Council/Town policies.
The Collection Division of the Treasurer's Office is responsible for collecting property taxes, installments, water and wastewater.
The Culpeper Treasurer's Office/Department of Finance is committed to employee work-life balance and the future of the community. Treasury is a values-based organization. Our decisions and behaviors are guided by the following values: **Integrity** - as it builds confidence, trust and self-respect, and is the foundation of open and honest communications; **Excellence** - as it challenges us to give our best and brings us recognition; **Respect** - as it recognizes the value of each of us and the contribution we all make; **Camaraderie** - as it creates a fun and supportive place to be; and **Passion** - as it inspires us to achieve great things.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	10.0	11.0	12.0	16.0	16.0
Expenditures					
Personnel	723,706	1,115,704	1,052,681	1,153,442	1,153,442
Operating	154,434	156,025	175,886	140,140	131,000
Capital Outlay	112	1,000	1,225	2,400	1,500
Total Expenditures	878,252	1,272,729	1,229,792	1,295,982	1,285,942

Major Highlights for FY17

Total budget increase $ 13,213

- Budget increase primarily due to new ERP position offset by bank fees and turnover.

In FY17, the Town Treasurer will:

- Improve the tax and utility account collection to increase revenue.
- Implement lean processes and financial transparency.
- Review, develop and/or automate at least key business processes to continue addressing internal controls and increasing efficiency and effectiveness. This includes utility bill preview verification, online reservation, etc.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1213 TOWN TREASURER								
			PERSONNEL - WAGES & BENEFITS								
464,734	486,803	527,282		5010	Salaries	820,255	787,255	847,488	847,488	3.3%	27,233
					Includes new ERP position	-	-	-	-		
26,810	31,858	20,212		5020	Salaries - Overtime	20,000	20,000	20,000	20,000	0.0%	-
22,737	1,866	-		5030	Salaries - Part-Time	-	-	-	-		
31,084	31,314	33,159		5110	Social Security Tax	50,855	48,710	52,544	52,544	3.3%	1,689
7,270	7,323	7,755		5120	Medicare Tax	11,894	8,923	12,289	12,289	3.3%	395
65,146	55,527	55,779		5130	Health Insurance	105,255	80,349	119,216	119,216	13.3%	13,961
76,397	74,240	72,678		5140	VRS Retirement	97,211	97,211	89,918	89,918	-7.5%	(7,293)
4,889	5,995	6,419		5145	VRS Group Life Insurance	9,399	9,399	11,102	11,102	18.1%	1,703
372	402	422		5160	Worker's Comp. Insurance	835	835	885	885	6.0%	50
-	-	-				-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**			-	-	-	-		
-	-	-		5210	Health & Medical Services	-	-	-	-		
19,100	18,900	7,080		5213	Collection fees, Warrants, Etc.	20,000	7,500	20,000	20,000	0.0%	-
63,718	-	3,981		5215	Contractual Services	-	-	-	-		
120	-	-		5240	R&M - Equipment	-	-	-	-		
-	-	-		5249	R&M - Misc. / Other	-	-	-	-		
1,792	894	-		5250	Maintenance Service Contract	-	-	-	-		
12,936	6,275	5,100		5300	Printing and Binding	7,000	7,000	7,000	7,000	0.0%	-
1,866	379	939		5310	Advertising	2,200	2,200	2,000	2,000	-9.1%	(200)
-	-	-				-	-	-	-		
-	-	-	**OTHER CHARGES**			-	-	-	-		
7,890	10,176	14,608		5710	Postal Services	20,000	20,000	20,000	15,000	-25.0%	(5,000)
-	-	-		5720	Telecommunications	-	-	-	-		
501	285	1,330		5725	Lease - Postage Metering System	1,140	760	1,140	5,000	338.6%	3,860
1,228	260	3,883		5920	Education and Training	9,785	9,426	10,000	5,000	-48.9%	(4,785)
394	168	1,534		6010	Lodging	2,550	2,550	3,000	2,000	-21.6%	(550)
315	558	378		6015	Meals	550	2,000	2,000	1,500	172.7%	950
607	622	1,771		6018	Travel	2,000	2,500	2,500	2,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS**			-	-	-	-		
708	1,420	2,828		6210	Dues & Assoc. Memberships	4,000	4,000	4,000	3,000	-25.0%	(1,000)
78,372	92,513	103,372		6220	Bank Fees	80,000	110,000	60,000	60,000	-25.0%	(20,000)
					Anticipated decrease due to Icloud	-	-	-	-		
-	-	-		6295	Bad Debt Expense	-	-	-	-		
3,459	276	213		6299	Miscellaneous	300	300	300	300	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**			-	-	-	-		
8,451	7,660	7,124		6510	Office Supplies	6,000	7,000	7,500	7,500	25.0%	1,500

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

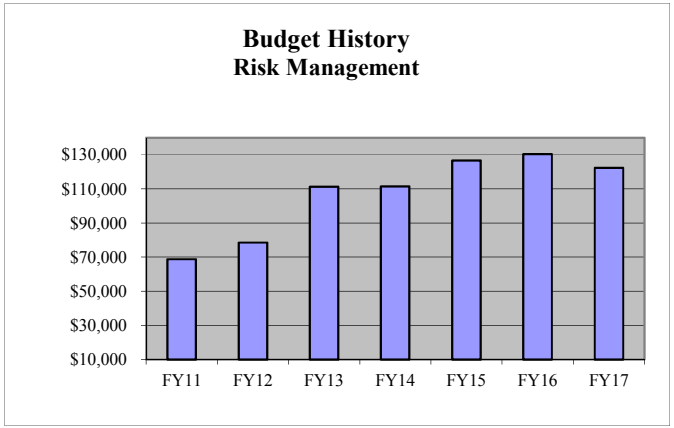
Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
119	1,006	99	6580	Books, Subscriptions & Education		250	400	400	400	60.0%	150
338	186	195	6660	Operating Supplies		250	250	300	300	20.0%	50
-	-	-				-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**			-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	225	1,000	1,000		
73	-	112	7600	Computer Equipment		1,000	1,000	1,400	500	-50.0%	(500)
-	-	-				-	-	-	-		
901,427	836,905	878,252	**TOWN TREASURER TOTAL**			1,272,729	1,229,792	1,295,982	1,285,942	1.0%	13,213

RISK MANAGEMENT (1219)

Mission:

To coordinate all risk management services for the Town, including managing the Town's liability, property, and automotive insurances, workers' compensation, and employee safety programs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	126,492	130,287	105,727	116,548	122,222
Capital Outlay	-	-	-	-	-
Total Expenditures	126,492	130,287	105,727	116,548	122,222

Major Highlights for FY17

Total budget increase $ (8,065)

- The proposed budget decrease is due to an anticipated decrease in insurance.

In FY17 Risk Management, administered by the Human Resources Department will:

- Manage and administer the Town's occupational safety and health, environmental and insurance programs and claims management activities.
- Work with all departments to continue to provide and improve targeted safety training programs.
- Work to reduce the overall rate of preventable auto accidents and Occupational Safety and Health Administration (OSHA) reportable workplace injuries/illnesses.
- Work to improve the claims management process to ensure timely submission of claims.
- Work to collect and track data so that corrective measures can be implemented to address trends and reduce liability.

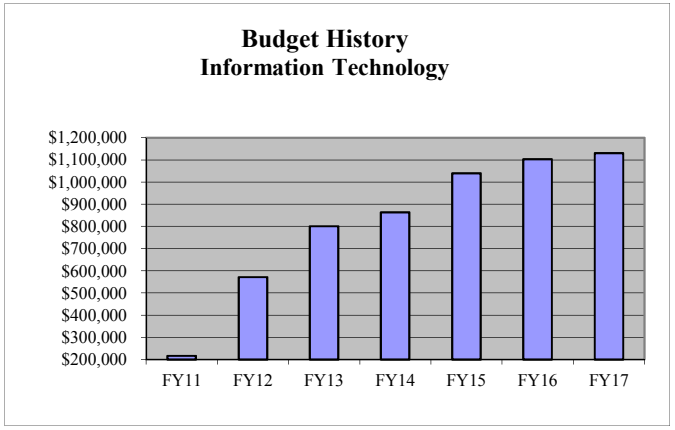
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1219 RISK MANAGEMENT							
			OTHER CHARGES							
28,871	30,461	33,227	5165	Line of Duty	34,224	21,700	30,000	35,251	3.0%	1,027
701	722	621	5810	Boiler & Machinery Insurance	639	606	624	580	-9.2%	(59)
20,088	21,356	21,972	5820	Fire / Property Insurance	22,631	19,907	20,504	20,504	-9.4%	(2,127)
4,129	4,181	4,441	5830	Contractor's Equipment Insurance	4,574	4,719	4,861	4,861	6.3%	287
23,790	21,052	25,923	5840	Motor Vehicle Insurance	26,700	28,586	29,444	28,575	7.0%	1,875
-	-	-	5850	License & Permit Bond	-	-	-	-		
20,672	20,999	20,267	5860	Public Official Liability Insurance	20,875	20,376	20,987	23,625	13.2%	2,750
12,931	12,498	20,043	5870	General Liability Insurance	20,644	9,833	10,128	8,826	-57.2%	(11,818)
-	-	-			-	-	-	-		
111,181	111,269	126,492	**RISK MANAGEMENT TOTAL**		130,287	105,727	116,548	122,222	-6.2%	(8,065)

INFORMATION TECHNOLOGY (1220)

Mission:
To provide innovative, contemporary and accessible technology in computing, media and telephone services to enable Town staff to effectively meet their goals. To accomplish this mission, Information Technology works collaboratively with Town Departments to provide technological leadership and support in a timely, cost efficient manner.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	6.0	6.0	6.0	7.0	7.0
Expenditures					
Personnel	550,159	600,746	600,746	591,457	592,089
Operating	447,816	455,036	454,145	493,730	493,730
Capital Outlay	41,591	46,000	46,000	52,000	44,000
Total Expenditures	1,039,566	1,101,782	1,100,891	1,137,187	1,129,819

Major Highlights for FY17

Total budget increase $ 28,037

-Budget increase is primarily due to an additional fiber connection required for CJIS compliance, partially offset by miscellaneous reductions.

In FY17 the Information Technology Department will:

- Provide essential technical resources to Departments to meet the current and planned business functions.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1220 INFORMATION TECH ADMIN									
			PERSONNEL - WAGES & BENEFITS									
293,737	317,058	427,223		5010	Salaries		454,502	454,502	451,180	451,180	-0.7%	(3,322)
-	754	(754)		5030	Salaries - Part-time		-	-	-	-		
-	-	-		5040	Salaries- Contingency - Merit		-	-	-	-		
17,814	20,666	25,443		5110	Social Security Tax		28,178	28,178	27,973	27,973	-0.7%	(205)
4,166	4,833	5,950		5120	Medicare Tax		6,590	6,590	5,910	6,542	-0.7%	(48)
34,108	30,523	33,998		5130	Health Insurance		49,119	49,119	47,870	52,157	6.2%	3,038
49,558	43,561	52,927		5140	VRS Retirement		56,487	56,487	52,157	47,870	-15.3%	(8,617)
3,232	4,123	5,032		5145	VRS Group Life Insurance		5,409	5,409	5,910	5,910	9.3%	501
230	255	339		5160	Worker's Comp. Insurance		461	461	457	457	-0.9%	(4)
-	-	-					-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**				-	-	-	-		
-	-	-		5210	Health& Medical Services		-	-	-	-		
21,575	18,159	23,541		5214	Consulting Services		19,000	18,000	15,000	15,000	-21.1%	(4,000)
					Advance Network Systems (ANS)	*10,000*	-	-	-	-		
					RBS (Microsoft Dynamics)	*5,000*	-	-	-	-		
12,676	15,125	10,227		5240	R&M - Equipment		7,500	7,500	-	-	-100.0%	(7,500)
					Moved to Operating Supplies							
177,772	221,745	248,235		5250	Maintenance Service Contract		261,477	261,477	256,810	256,810	-1.8%	(4,667)
					GIS - AutoCAD	*2,450*	-	-	-	-		
					GIS - ESRI	*20,000*	-	-	-	-		
					GIS - Online GIS	*5,400*	-	-	-	-		
					GIS - GPS	*850*	-	-	-	-		
					GIS - Plotter	*7,200*	-	-	-	-		
					IT monitoring	*600*	-	-	-	-		
					Cogsdale-CSM	*14,499*	-	-	-	-		
					Cogsdale-Capsoft	*7,113*	-	-	-	-		
					Cogsdale - Dynamics	*18,513*	-	-	-	-		
					Cogsdale - Customer Web	*6,363*	-	-	-	-		
					Watchguard Firewall	*2,175*	-	-	-	-		
					Nod 32 Antivirus	*2,732*	-	-	-	-		
					Wireless Backbone	*10,500*	-	-	-	-		
					Phone System	*7,000*	-	-	-	-		
					Intermapper	*185*	-	-	-	-		
					Meru	*1,085*	-	-	-	-		
					Intradyne (email archiving)	*3,105*	-	-	-	-		
					Milestone Camera	*1,865*	-	-	-	-		
					Switches	*3,670*	-	-	-	-		
					Card Reader	*5,500*	-	-	-	-		
					Digicert	*1,035*	-	-	-	-		
					Dell Servers,T110, MD1220, R510, R310	*3,220*	-	-	-	-		

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
					Printer Contract	*10,000*	-	-	-	-		
					vmWare	*4,500*	-	-	-	-		
					Planning copier	*7,200*	-	-	-	-		
					TPD 3 copiers	*18,500*	-	-	-	-		
					Tourism copier	*3,900*	-	-	-	-		
					Manager copier	*3,000*	-	-	-	-		
					Treasurer copier (3 copiers)	*4,800*	-	-	-	-		
					HR copier	*2,500*	-	-	-	-		
					PW copier (Costs split GF - $6600, 3800 - $1700, 4800 - $1700)	*6,600*	-	-	-	-		
					IT copier	*768*	-	-	-	-		
					TPD - Livescan	*2,730*	-	-	-	-		
					TPD - Kustom Signals (in car)	*12,000*	-	-	-	-		
					TPD - VCIN	*160*	-	-	-	-		
					TPD - Power DMS	*3,200*	-	-	-	-		
					TPD - Sungard (3% increase)	*24,977*	-	-	-	-		
					TPD - Clancey	*3,480*	-	-	-	-		
					TPD - IAPro	*2,000*	-	-	-	-		
					Board Docs (Council)	*11,000*	-	-	-	-		
					Nighthawk Security	*2,595*	-	-	-	-		
					BMI	*300*	-	-	-	-		
					County Farm Service	*1,540*	-	-	-	-		
					TPD - Netmotion	*3,500*	-	-	-	-		
					Icloud	*2,500*	-	-	-	-		
33	-	-		5300	Printing and Binding		-	-	-	-		
-	-	-		5310	Advertising-Ads		-	-	-	-		
-	-	-					-	-	-	-		
-	-	-	**OTHER CHARGES**				-	-	-	-		
-	-	-		5710	Postal Services		-	-	-	-		
137,695	153,436	153,368		5720	Telecommunications		151,884	151,884	199,120	199,120	31.1%	47,236
					ATT LD	*540*	-	-	-	-		
					ATT wireless	*36,000*	-	-	-	-		
					Comcast TH	*2,220*	-	-	-	-		
					TPD - Comcast	*8,200*	-	-	-	-		
					DXMedia	*600*	-	-	-	-		
					Lumos	*16,200*	-	-	-	-		
					Sprint	*1,800*	-	-	-	-		
					Verizon - TH	*3,600*	-	-	-	-		
					Verizon - Tourism	*1,380*	-	-	-	-		
					Verizon - POTS	*440*	-	-	-	-		
					Verizon - POTS	*1,700*	-	-	-	-		

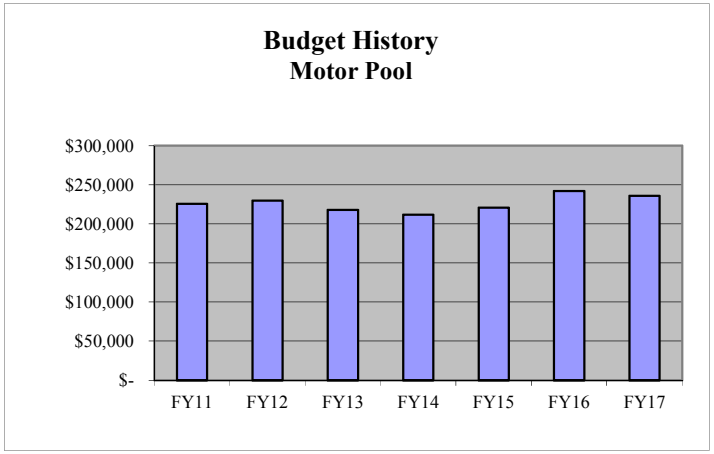
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
					Verizon	*75,620*	-	-	-	-		
					VITA	*1,620*	-	-	-	-		
					Lumos - Fiber TH	*14,400*						
					Lumos - Fiber Public Safety	*34,800*						
2,565	4,490	4,918		5920	Education And Training		5,000	5,000	5,000	5,000	0.0%	-
931	908	1,905		6010	Lodging		2,000	2,000	2,000	2,000	0.0%	-
172	216	358		6015	Meals		700	600	600	600	-14.3%	(100)
1,289	1,211	976		6018	Travel		1,700	1,600	1,600	1,600	-5.9%	(100)
-	-	-					-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**				-	-	-	-		
215	20	243		6210	Dues & Assoc. Memberships		275	584	600	600	118.2%	325
-	-	-		6299	Miscellaneous		-	-	-	-		
-	-	-					-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**				-	-	-	-		
1,010	1,317	1,257		6510	Office Supplies		1,000	1,000	1,000	1,000	0.0%	-
-	18	8		6560	Vehicle Supplies		-	-	-	-		
-	-	-		6580	Books, Subscriptions & Education		-	-	-	-		
6,688	7,754	2,781		6660	Operating Supplies		4,500	4,500	12,000	12,000	166.7%	7,500
96	-	-		6670	Small Tools		-	-	-	-		
-	-	-					-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**				-	-	-	-		
10,394	7,985	1,185		7200	Machinery & Equipment		2,000	2,000	2,000	2,000	0.0%	-
					UPS	*2,000*	-	-	-	-		
-	-	-		7300	Furniture & Fixtures		-	-	-	-		
4,404	3,448	35,536		7600	Computer Equipment		41,000	41,000	39,000	39,000	-4.9%	(2,000)
					Dell Lease on equipment	*39,000*	-	-	-	-		
19,821	4,457	4,870		7650	Computer Software		3,000	3,000	11,000	3,000	0.0%	-
					TPD-Quartermaster	~~*8,000*~~						
					vmWare	*1,815*	-	-	-	-		
					Windows server license	*1,185*	-	-	-	-		
-	-	-					-	-	-	-		
800,181	862,061	1,039,566	**INFORMATION TECH ADMIN TOTAL**				1,101,782	1,100,891	1,137,187	1,129,819	2.5%	28,037

MOTOR POOL (1221)

Mission:
The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	3.0	3.0	3.0	3.0	3.0
Expenditures					
Personnel	198,028	212,137	212,137	212,658	212,658
Operating	21,351	18,600	16,800	18,100	18,100
Capital Outlay	1,433	11,500	11,107	20,000	5,000
Total Expenditures	220,812	242,237	240,044	250,758	235,758

Major Highlights for FY17

Total budget increase $ (6,479)

- The proposed budget decrease is due to an decrease in capital outlay of machine & tools.

In FY17 the Motor Pool will:

- Providing cost-effective fleet management services for Town operations.
- Administering State inspections to ensure fleet safety.
- Supporting emergency response and recovery during inclement weather and utility events.
- Using technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1221 MOTOR POOL							
			PERSONNEL - WAGES & BENEFITS							
138,131	145,035	142,276	5010	Salaries	150,729	150,729	152,593	152,593	1.2%	1,864
2,269	92	84	5020	Salaries - Overtime	2,700	2,700	2,700	2,700	0.0%	-
-	-	-	5030	Salaries - Part-Time	-	-	-	-		
8,653	8,903	8,487	5110	Social Security Tax	9,346	9,346	9,461	9,461	1.2%	115
2,024	2,082	1,985	5120	Medicare Tax	2,186	2,186	2,213	2,213	1.2%	27
18,655	17,946	20,272	5130	Health Insurance	21,051	21,051	22,353	22,353	6.2%	1,302
23,781	18,044	19,012	5140	VRS Retirement	18,958	18,958	16,190	16,190	-14.6%	(2,768)
1,537	1,769	1,703	5145	VRS Group Life Insurance	1,794	1,794	1,999	1,999	11.4%	205
1,651	3,786	4,208	5160	Worker's Comp. Insurance	5,373	5,373	5,149	5,149	-4.2%	(224)
-	-	-	5175	Education and Training	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Services	-	-	-	-		
-	-	-	5240	R&M - Equipment	-	-	-	-		
-	360	-	5245	R&M - Vehicle	150	150	150	150	0.0%	-
3,797	3,119	3,493	5250	Maintenance Service Contract	4,000	4,000	4,000	4,000	0.0%	-
-	-	-	5300	Printing & Binding	-	-	-	-		
-	75	-	5310	Advertising - Ads	-	-	-	-		
954	1,049	1,198	5350	Uniform Rentals	1,250	1,250	1,250	1,250	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
-	-	-	5720	Telecommunications	-	-	-	-		
1,479	209	-	5920	Education and Training	1,500	750	1,000	1,000	-33.3%	(500)
339	-	-	6010	Lodging	500	250	500	500	0.0%	-
174	40	-	6015	Meals	300	300	300	300	0.0%	-
-	-	-	6018	Travel	200	100	200	200	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
-	-	-	6210	Dues & Assoc. Memberships	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
29	74	167	6510	Office Supplies	100	50	100	100	0.0%	-
1,249	1,075	1,276	6550	Vehicle Fuels	1,200	800	1,200	1,200	0.0%	-
1,387	(3,779)	996	6560	Vehicle & Equipment Supplies	1,250	1,000	1,250	1,250	0.0%	-
454	620	758	6570	Uniform Purchases and Wearing Apparel	650	650	650	650	0.0%	-
-	-	-	6580	Books, Subscriptions & Education	-	-	-	-		
4,796	4,646	4,957	6660	Operating Supplies	5,000	5,000	5,000	5,000	0.0%	-
3,983	999	8,506	6670	Small Tools	2,500	2,500	2,500	2,500	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		

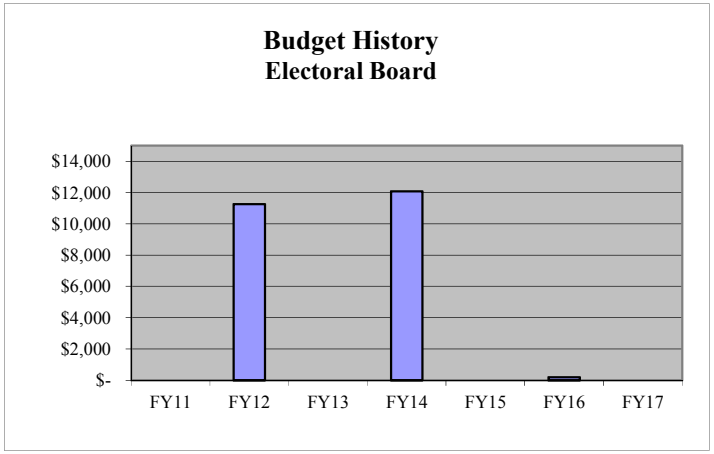
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
2,500	5,500	1,433	7200	Machinery & Equipment		11,500	11,107	20,000	5,000	-56.5%	(6,500)
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
-	-	-	7500	Motor Vehicles		-	-	-	-		
15	-	-	7600	Computer Equipment		-	-	-	-		
-	-	-	7650	Computer Software		-	-	-	-		
217,856	211,644	220,812	**MOTOR POOL TOTAL**			242,237	240,044	250,758	235,758	-2.7%	(6,479)

ELECTORAL BOARD (1301)

Mission:
To provide polling services for municipal elections.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	-	200	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	-	200	-	-	-

Major Highlights for FY17

Total budget increase $ (200)

- The proposed budget decrease is due to FY17 not being an election year.

In FY17 the Electorial Board budget will:

N/A

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 1301 ELECTORAL B0ARD							
			PERSONNEL - WAGES & BENEFITS							
-	11,360	-	5060	Part Time Wages	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	204	-	5300	Printing and Binding	200	-	-	-	-100.0%	(200)
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
-	525	-	5940	Lease / Rental of Bldgs.	-	-	-	-		
-	-	-			-	-	-	-		
-	12,089	-	**ELECTORAL BOARD TOTAL**		200	-	-	-	-100.0%	(200)

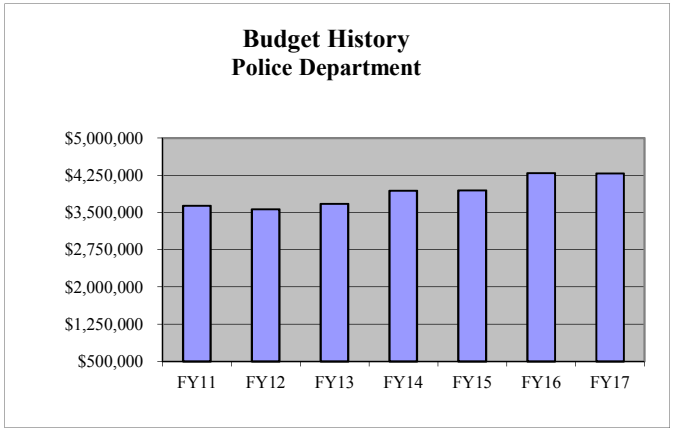
POLICE DEPARTMENT (3101)

Mission:

Our mission is the reduction of the incidence of crime and the improvement of the quality of life in Culpeper by making it a place where all people can live safely and without fear.

Values Statement: The Department consists of dedicated professionals who are committed to serving our community, to creativity in solving problems, and to working together as a team. We believe in:
The value of Human life;
The courage to do what is right;
Accountability to ourselves and our community;
Fairness, compassion, and approachability in the performance of our duties; and
The continuous improvement of ourselves and our Department.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	49.5	50.0	51.0	51.5	52.0
Expenditures					
Personnel	3,646,413	3,937,266	3,877,266	4,021,004	3,952,402
Operating	270,675	321,877	320,797	353,377	352,377
Capital Outlay	25,345	32,000	32,000	150,035	150,035
Total Expenditures	3,942,433	4,291,143	4,230,063	4,524,416	4,454,814

Major Highlights for FY17

Total budget increase $ 163,671

- Increase in maintenance offset by VRS savings.
- Reclassification of one Police Officer position to a Master Police Officer position ($3,587 increase).
- Implementation of a Narcan program where officers would have access to this narcotic. Narcan is a counter reactive narcotic that reverses the effects of opiates and heroin. This has been proven in our community with saving lives ($5,000 increase).
- Addition of initial and recurring cost for a body worn camera system for each uniformed police officer. In committing to this project, our current aging in-car camera system will be upgraded as well as replacing our current, aging Conductive Energy Weapons (CEW's). Implementing a body worn camera program follows the new model of 21st Century Policing and increases officer safety and citizen safety (Year 1 cost is $110,035, following years $57,420).
- One additional police officer added by Council at April 21, 2016 work session ($56,804).

In FY17 the Police Department will:

-Continue to adhere to internationally established best policing practices established by the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA).
-To continue to make significant arrests and successfully prosecute cases in the state and federal criminal justice systems.
-Continue to be responsive to the increased demands and calls for service of citizens as it relates to traffic and neighborhood complaints.
-To stay abreast with evolving technologies and advanced technical training to assist with the complexity of investigations.
-Continue to maintain our current Community Policing program by continuing to implement our Neighborhood Watch Program.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 3101 POLICE DEPARTMENT									
			PERSONNEL - WAGES & BENEFITS									
2,214,804	2,482,439	2,539,291		5010	Salaries		2,739,152	2,689,152	2,816,051	2,763,973	0.9%	24,821
284,317	194,365	162,070		5020	Salaries - Overtime		180,000	170,000	180,000	180,000	0.0%	-
16,869	14,379	14,514		5030	Salaries - Part-Time		14,362	14,362	15,000	15,000	4.4%	638
-	-	-		5070	Education Incentive		-	-	-	-		
-	-	-		5099	Accrued Salaries / Leave		-	-	-	-		
145,171	159,836	161,505		5110	Social Security Tax		169,185	169,185	173,241	170,012	0.5%	827
35,476	37,381	37,771		5120	Medicare Tax		39,567	39,567	40,516	39,761	0.5%	194
316,248	317,540	309,015		5130	Health Insurance		357,867	357,867	394,903	387,452	8.3%	29,585
286,092	353,108	343,131		5140	VRS Retirement		342,353	342,353	296,466	290,940	-15.0%	(51,413)
23,333	29,350	29,729		5145	VRS Group Life Insurance		32,301	32,301	36,604	35,922	11.2%	3,621
26,014	29,001	33,813		5160	Worker's Comp. Insurance		45,929	45,929	51,623	52,742	14.8%	6,813
-	-	15,575		5165	Uniform Allowance		16,550	16,550	16,600	16,600	0.3%	50
							-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**				-	-	-	-		
869	-	829		5210	Health & Medical Services		1,000	1,000	6,000	6,000	500.0%	5,000
2,363	480	90		5214	Consulting Services		1,000	1,000	1,000	1,000	0.0%	-
-	-	-		5240	R&M - Equipment		-	-	-	-		
23,148	21,755	22,040		5245	R&M - Vehicle		17,000	25,000	24,000	24,000	41.2%	7,000
6,040	5,840	7,526		5250	Maintenance Service Contract		8,500	8,500	8,500	8,500	0.0%	-
3,707	1,699	4,371		5300	Printing and Binding		3,000	1,500	3,000	3,000	0.0%	-
328	304	311		5310	Advertising		500	320	500	500	0.0%	-
5,432	7,987	7,952		5460	Blue Ridge Narcotics Task Force		8,500	8,400	8,500	8,500	0.0%	-
26,660	26,660	26,660		5480	Shenn. Crim Justice		27,000	27,000	28,000	27,000	0.0%	-
							-	-	-	-		
-	-	-	**OTHER CHARGES**				-	-	-	-		
673	295	470		5710	Postal Services		600	550	600	600	0.0%	-
267	507	238		5715	Messenger Services		500	300	500	500	0.0%	-
-	-	-		5720	Telecommunications		-	-	-	-		
1,676	-	-		5870	General Liability Insurance		-	-	-	-		
7,407	9,032	7,454		5925	ERT Training & Equipment		9,000	9,000	9,000	9,000	0.0%	-
19,045	13,913	15,918		5920	Education And Training		16,000	16,000	20,000	20,000	25.0%	4,000
9,105	7,905	7,039		6010	Lodging		4,500	4,500	9,000	9,000	100.0%	4,500
9,294	17,633	5,806		6015	Meals		9,000	9,000	12,000	12,000	33.3%	3,000
21	1,863	354		6018	Travel		-	-	2,000	2,000		
				6130	Contributions		35,777	52,277	28,777	28,777	-19.6%	(7,000)
					Crisis Intervention Team	*6,764*	-	-	-	-		
					Regional Housing & Homelessnes	*3,368*	-	-	-	-		
					SAFE	*15,000*	-	-	-	-		
					Rapp Legal Services	*3,645*	-	-	-	-		

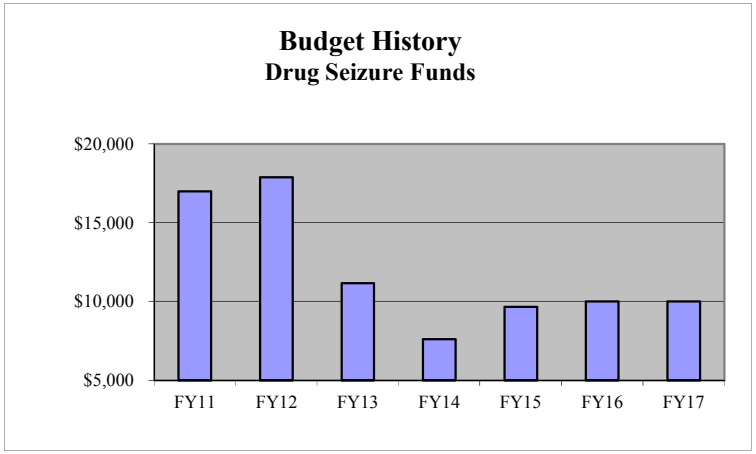
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
					~~*Rapp-Rap Medical Reserve Corp*~~	~~*500*~~	-	-	-	-		
					~~*Culpeper Literacy Council*~~	~~*3,000*~~						
-	-	-			~~Culpeper Housing & Shelter Services~~	~~*5,000*~~	-	-	-	-		
					~~*Options*~~	~~*15,000*~~	-	-	-	-		
-	-	-		**MISCELLANEOUS ITEMS**			-	-	-	-		
4,603	5,944	5,348		6210	Dues & Assoc. Memberships		6,000	5,500	6,000	6,000	0.0%	-
5,000	5,000	2,416		6260	Informant Fees		5,000	2,500	5,000	5,000	0.0%	-
8,624	17,557	7,052		6290	Grant-funded expenditures		15,000	15,000	15,000	15,000	0.0%	-
4,066	3,100	2,628		6299	Miscellaneous		3,000	3,000	4,000	4,000	33.3%	1,000
-	-	-					-	-	-	-		
-	-	-		**MATERIALS AND SUPPLIES**			-	-	-	-		
5,993	4,391	6,382		6510	Office Supplies		5,500	5,200	5,500	5,500	0.0%	-
75,924	78,707	69,809		6550	Vehicle Fuels		75,000	55,000	75,000	75,000	0.0%	-
28	759	273		6555	Lube Oil		-	-	-	-		
24,514	22,214	14,058		6560	Vehicle & Equipment Supplies		22,000	22,000	23,000	23,000	4.5%	1,000
30,455	24,242	28,102		6570	Uniform Purchases and Wearing Apparel		25,000	25,000	25,000	25,000	0.0%	-
921	(61)	1,346		6580	Books, Subscriptions & Education		500	250	500	500	0.0%	-
-	-	-		6640	Drug Fund Purchases		-	-	-	-		
20,065	22,224	26,202		6660	Operating Supplies		23,000	23,000	33,000	33,000	43.5%	10,000
-	-	-					-	-	-	-		
-	-	-		**CAPITAL OUTLAYS**			-	-	-	-		
24,775	14,960	24,350		7200	Machinery & Equipment		22,000	22,000	27,000	27,000	22.7%	5,000
-	-	995		7300	Furniture & Fixtures		-	-	3,000	3,000		
3,980	8,009	-		7400	Communications Equipment		10,000	10,000	120,035	120,035	1100.4%	110,035
(68)	-	-		7600	Computer Equipment		-	-	-	-		
-	-	-					-	-	-	-		
3,673,237	3,940,318	3,942,433		**POLICE DEPARTMENT TOTAL**			4,291,143	4,230,063	4,524,416	4,454,814	-0.1%	163,671

DRUG SEIZURE FUND (3102)

Mission:
To expend funds passed through from the Commonwealth of Virginia from seized assets in the Town of Culpeper.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	9,655	10,000	10,000	10,000	10,000
Capital Outlay	-	-	-	-	-
Total Expenditures	9,655	10,000	10,000	10,000	10,000

Major Highlights for FY17

Total budget increase $ -

- No increase projected.

In FY17 the PD Drug Fund, as administered by the Police Department will:

- Budget will be adjusted throughout the year as funds are received.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

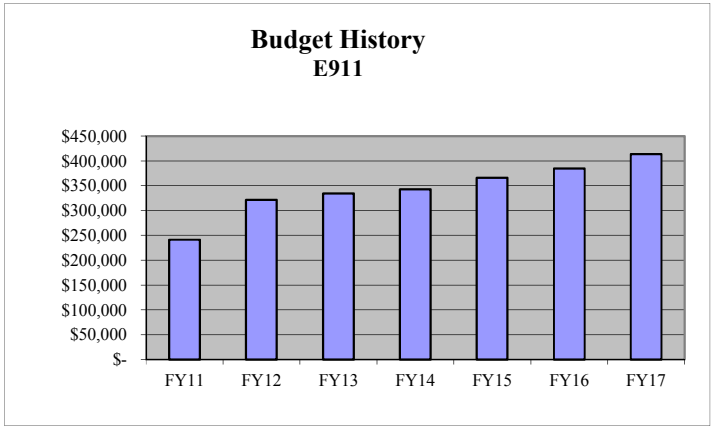
Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 3102 DRUG SEIZURE FUNDS							
-	-	-	**MATERIALS AND SUPPLIES**							
-	499	369	6010	Lodging	500	500	500	500	0.0%	-
-	414	55	6015	Meals	500	500	500	500	0.0%	-
11,166	6,709	9,231	6660	Operating Supplies	9,000	9,000	9,000	9,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-			-	-	-	-		
11,166	7,622	9,655	**DRUG SEIZURE FUNDS TOTAL**		10,000	10,000	10,000	10,000	0.0%	-

E911 (3103)

Mission

To provide financial support for the E911 Joint Operations Center.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	365,611	384,221	384,221	432,027	413,401
Capital Outlay	-	-	-	-	-
Total Expenditures	365,611	384,221	384,221	432,027	413,401

Major Highlights for FY17

Total budget increase $ 29,180

- The proposed budget increase is based on projections provided by Culpeper County and includes 4 additional dispatchers.

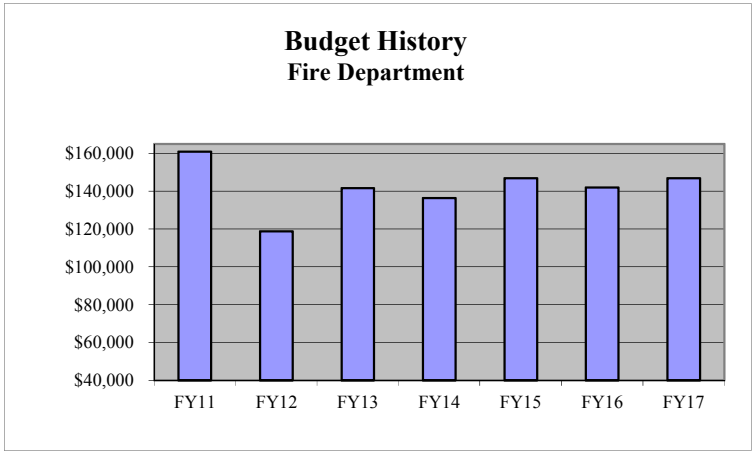
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 3103 E911 JOINT OPERATIONS							
334,313	342,634	365,611	6720	E911 Center - Town's Share	384,221	384,221	432,027	413,401	7.6%	29,180
334,313	342,634	365,611	**E911 JOINT OPERATIONS TOTAL**		384,221	384,221	432,027	413,401	7.6%	29,180

FIRE DEPARTMENT (3202)

Mission:
To provide financial support to the volunteer fire organizations serving the Town of Culpeper.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	146,891	142,000	142,000	146,911	146,911
Capital Outlay	-	-	-	-	-
Total Expenditures	146,891	142,000	142,000	146,911	146,911

Major Highlights for FY17

Total budget increase $ 4,911

- The proposed budget includes an increase to reflect anticipated funds to be received from the State.

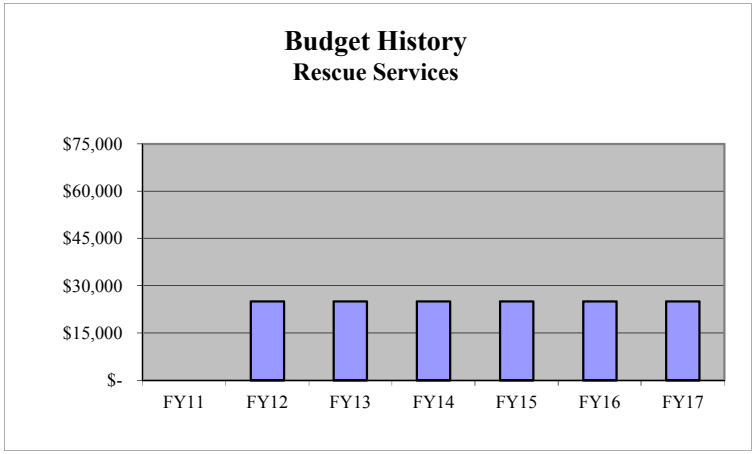
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 3202 VOLUNTEER FIRE DEPARTM									
			OTHER CHARGES									
141,714	136,414	146,891		6110	Contribution - Civic & Community		142,000	142,000	146,911	146,911	3.5%	4,911
					Town contributions	*95,000*						
					Fire Services Allocation	*51,911*						
-	-	-					-	-	-	-		
141,714	136,414	146,891	**VOL FIRE DEPARTMENT TOTAL**				142,000	142,000	146,911	146,911	3.5%	4,911

RESCUE SERVICES (3203)

Mission:
To provide financial support to Culpeper Volunteer Rescue Squad (Co. 11).

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	25,000	25,000	25,000	25,000	25,000
Capital Outlay	-	-	-	-	-
Total Expenditures	25,000	25,000	25,000	25,000	25,000

Major Highlights for FY17

Total budget increase $ -

- The proposed budget does not anticipate an increase.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

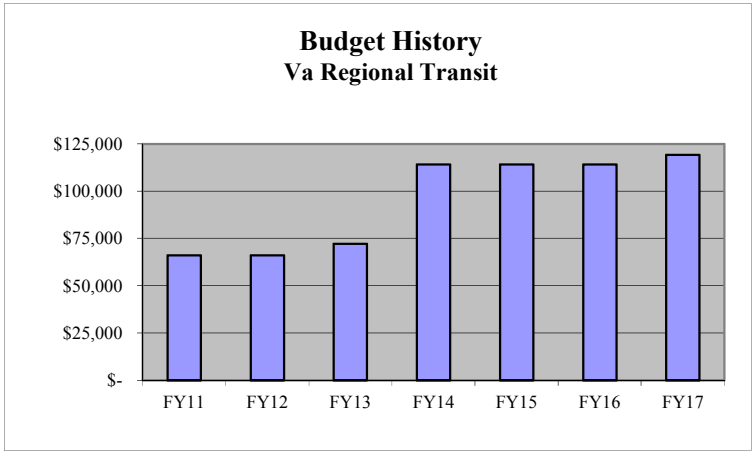
Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 3203 RESCUE SERVICE								
			OTHER CHARGES								
25,000	25,000	25,000		6110	Contribution - Civic & Community	25,000	25,000	25,000	25,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-				-	-	-	-		
25,000	25,000	25,000	**RESCUE SERVICES TOTAL**			25,000	25,000	25,000	25,000	0.0%	-

VA REGIONAL TRANSIT (3204)

Mission:

To support the transit needs of the Town of Culpeper through support of Virginia Regional Transit.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	114,192	114,192	114,192	119,267	119,267
Capital Outlay	-	-	-	-	-
Total Expenditures	114,192	114,192	114,192	119,267	119,267

Major Highlights for FY17

Total budget increase $ 5,075

- The proposed budget increase is to increase the service by 1 hour per trolley per day.

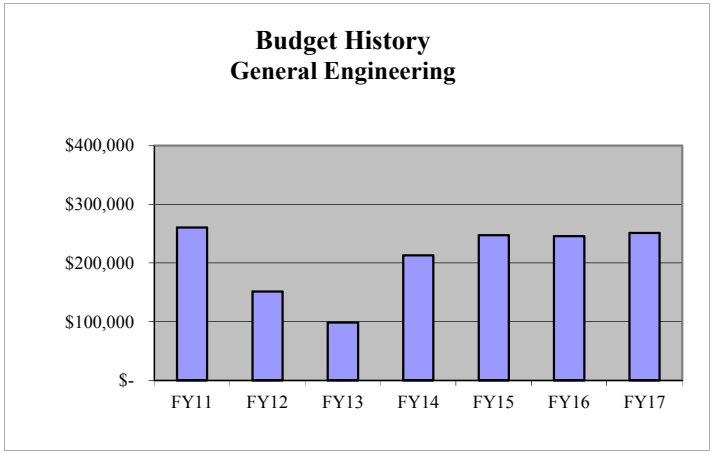
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 3204 VIRGINIA REGIONAL TRANSIT AUTHORITY								
72,128	114,192	114,192		6130	Contributions	114,192	114,192	119,267	119,267	4.4%	5,075
72,128	114,192	114,192	**VIRGINIA REGIONAL TRANSIT TOTAL**			114,192	114,192	119,267	119,267	4.4%	5,075

GENERAL ENGINEERING (4101)

Mission:
The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	3.0	3.0	3.0	3.0	3.0
Expenditures					
Personnel	221,915	225,560	225,560	227,671	227,671
Operating	23,283	20,300	18,452	23,850	23,850
Capital Outlay	2,211	-	845	-	-
Total Expenditures	247,408	245,860	244,857	251,521	251,521

Major Highlights for FY17

Total budget increase $ 5,661

- The proposed budget includes an increase in engineering services of $5,000.

In FY17 the General Engineering Department will:

- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services to manage change and support future needs
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 4101 GENERAL ENGINEERING							
			PERSONNEL - WAGES & BENEFITS							
55,525	151,561	157,623	5010	Salaries	160,256	160,256	163,523	163,523	2.0%	3,267
1,153	4,453	4,206	5020	Salaries - Overtime (Inspector)	4,000	4,000	4,000	4,000	0.0%	-
(750)	(702)	-	5030	Salaries - Part-time	-	-	-	-		
-	-	-	5040	Salaries-Contingency	-	-	-	-		
-	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
3,478	9,181	9,528	5110	Social Security Tax	9,937	9,937	10,138	10,138	2.0%	201
813	2,147	2,228	5120	Medicare Tax	2,324	2,324	2,371	2,371	2.0%	47
4,429	6,156	22,264	5130	Health Insurance	21,051	21,051	22,353	22,353	6.2%	1,302
8,158	22,098	21,307	5140	VRS Retirement	20,082	20,082	17,350	17,350	-13.6%	(2,732)
558	1,403	1,877	5145	VRS Group Life Insurance	1,907	1,907	2,142	2,142	12.3%	235
1,400	791	2,882	5160	Worker's Comp. Insurance	6,003	6,003	5,794	5,794	-3.5%	(209)
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Services	-	-	-	-		
140	-	-	5214	Consulting Services	-	1,650	-	-		
4,713	8,960	11,020	5216	Engineering Services	10,000	8,000	15,000	15,000	50.0%	5,000
-	-	-	5245	R&M - Vehicle	500	500	500	500	0.0%	-
-	-	-	5250	Maintenance Service Contract	-	-	-	-		
82	143	52	5300	Printing and Binding	100	100	100	100	0.0%	-
-	-	-	5310	Advertising	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
13	-	-	5710	Postal Services	-	20	-	-		
-	-	-	5720	Telecommunications	-	-	-	-		
3,847	2,546	1,592	5920	Education and Training	3,000	1,000	1,500	1,500	-50.0%	(1,500)
914	254	1,592	6010	Lodging	900	600	600	600	-33.3%	(300)
706	629	1,593	6015	Meals	750	750	750	750	0.0%	-
7	44	390	6018	Travel	750	500	500	500	-33.3%	(250)
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
330	80	293	6210	Dues & Assoc. Memberships	250	1,200	1,200	1,200	380.0%	950
-	(325)	-	6299	Miscellaneous	-	-	-	-		
					-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
302	544	1,268	6510	Office Supplies	400	400	400	400	0.0%	-
3,646	3,757	3,225	6550	Vehicle Fuels	2,000	1,500	2,000	2,000	0.0%	-
1,241	(1,226)	1,687	6560	Vehicle & Equipment Supplies	500	1,432	500	500	0.0%	-
396	50	316	6570	Uniform Purchases and Wearing Apparel	450	450	450	450	0.0%	-
792	360	-	6580	Books, Subscriptions & Education	300	150	150	150	-50.0%	(150)
341	137	255	6660	Operating Supplies	400	200	200	200	-50.0%	(200)

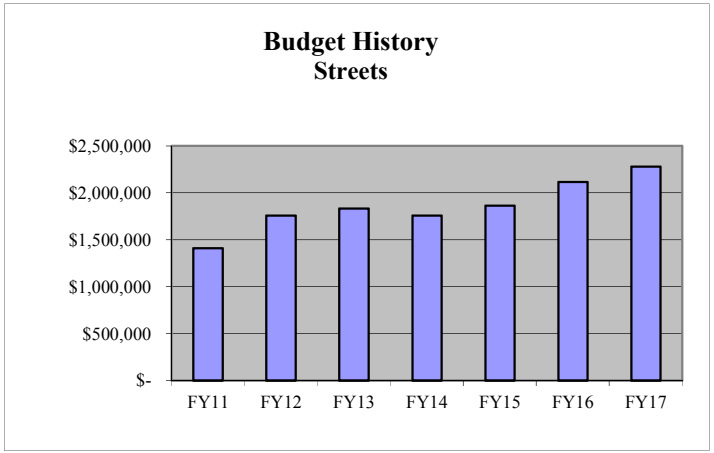
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
4,334	-	1,402	7200	Machinery & Equipment	-	845	-	-		
-	-	809	7300	Furniture & Fixtures	-	-	-	-		
-	-	-	7500	Motor Vehicles	-	-	-	-		
2,007	-	-	7600	Computer Equipment	-	-	-	-		
-	-	-	7650	Computer Software	-	-	-	-		
-	-	-			-	-	-	-		
98,573	213,039	247,408	**GENERAL ENGINEERING TOTAL**		245,860	244,857	251,521	251,521	2.3%	5,661

STREETS (4102)

Mission:
The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	16.0	18.0	17.0	17.0	17.0
Expenditures					
Personnel	1,182,845	1,151,633	1,151,633	1,202,803	1,212,072
Operating	672,733	963,750	1,016,550	1,066,550	1,066,550
Capital Outlay	6,527	-	6,667	-	-
Total Expenditures	1,862,105	2,115,383	2,174,850	2,269,353	2,278,622

Major Highlights for FY17

Total budget increase $ 163,239

- The proposed budget includes an additional $100,000 in R&M Infrastructure (Paving), offset by an anticipated increase in Streets & Highway Maintenance revenue.
- The proposed budget increase due to personnel reallocation.
-The proposed budget increase due to funding of career ladder increases.

In FY17 the Streets Department will:

- Work with citizens to resolve community problems effectively.
- Provide safe and reliable transportation infrastructure services in all weather conditions. Reestablish R & M infrastructure budget for improving street pavement conditions.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 4102 PUBLIC WORKS - STREETS								
			PERSONNEL - WAGES & BENEFITS								
611,513	721,310	828,165		5010	Salaries	753,061	753,061	801,858	809,609	7.5%	56,548
57,990	41,249	37,733		5020	Salaries - Overtime	59,100	59,100	59,100	59,100	0.0%	-
-	-	-		5030	Salaries - Part-time	30,000	30,000	30,000	30,000	0.0%	-
39,829	47,741	57,720		5110	Social Security Tax	46,691	46,691	49,715	50,196	7.5%	3,505
9,315	11,199	13,499		5120	Medicare Tax	10,919	10,919	11,627	11,739	7.5%	820
69,853	82,427	83,180		5130	Health Insurance	112,272	112,272	121,675	121,675	8.4%	9,403
108,889	104,947	119,732		5140	VRS Retirement	94,512	94,512	85,077	85,900	-9.1%	(8,612)
7,220	9,191	10,565		5145	VRS Group Life Insurance	8,961	8,961	10,504	10,606	18.4%	1,645
26,125	33,353	32,251		5160	Worker's Comp. Insurance	36,117	36,117	33,247	33,247	-7.9%	(2,870)
-	-	-				-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**			-	-	-	-		
-	-	-		5210	Health & Medical Services	-	-	-	-		
-	-	-		5214	Consulting Services	-	-	-	-		
10,406	19,729	7,836		5215	Contractual Services	15,000	10,000	10,000	10,000	-33.3%	(5,000)
-	-	-		5216	Engineering Services	-	-	-	-		
580,149	345,579	341,214		5238	R&M - Infrastructure	650,000	700,000	750,000	750,000	15.4%	100,000
1,791	2,168	2,965		5240	R&M - Equipment	3,000	5,300	5,300	5,300	76.7%	2,300
494	3,878	4,059		5245	R&M - Vehicle	2,000	1,000	1,000	1,000	-50.0%	(1,000)
-	-	-		5249	R&M - Misc. / Other	-	-	-	-		
-	-	900		5250	Maintenance Service Contract	1,200	1,400	1,400	1,400	16.7%	200
165,433	185,828	177,527		5270	Rental of Street Lights	175,000	175,000	175,000	175,000	0.0%	-
78	-	199		5310	Advertising	400	-	-	-	-100.0%	(400)
3,117	3,408	3,706		5350	Uniform Rentals	3,800	3,800	3,800	3,800	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**OTHER CHARGES**			-	-	-	-		
2,978	11,949	9,855		5660	Disposal Fees	6,000	6,000	6,000	6,000	0.0%	-
103	46	16		5710	Postal Services	100	-	-	-	-100.0%	(100)
116	3,110	-		5720	Telecommunications	-	-	-	-		
1,162	-	-		5870	General Liability Insurance	-	-	-	-		
1,910	1,649	2,578		5920	Education and Training	2,000	2,000	2,000	2,000	0.0%	-
-	732	132		6010	Lodging	500	500	500	500	0.0%	-
474	850	369		6015	Meals	600	600	600	600	0.0%	-
-	57	48		6018	Travel	150	150	150	150	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**			-	-	-	-		
179	374	580		6210	Dues & Assoc. Memberships	600	600	600	600	0.0%	-
-	578	-		6299	Miscellaneous	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**			-	-	-	-		
963	1,021	1,141		6510	Office Supplies	1,000	1,000	1,000	1,000	0.0%	-
13	-	-		6520	Agricultural Supplies	200	200	200	200	0.0%	-
831	771	716		6540	Janitorial Supplies	800	600	600	600	-25.0%	(200)

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

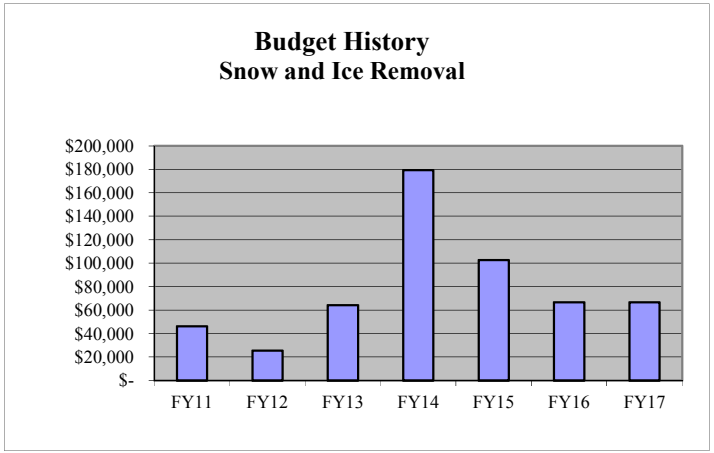
Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
40,966	59,697	51,147	6550	Vehicle Fuels		45,000	45,000	45,000	45,000	0.0%	-
1,344	1,383	964	6555	Lube Oil		1,400	1,400	1,400	1,400	0.0%	-
53,676	44,577	56,685	6560	Vehicle & Equipment Supplies		45,000	45,000	45,000	45,000	0.0%	-
3,792	3,778	4,202	6570	Uniform Purchases and Wearing Apparel		3,000	3,000	3,000	3,000	0.0%	-
59	90	-	6580	Books, Subscriptions & Education		-	-	-	-		
3,943	4,846	5,492	6660	Operating Supplies		5,000	12,000	12,000	12,000	140.0%	7,000
1,993	635	404	6670	Small Tools		2,000	2,000	2,000	2,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**			-	-	-	-		
-	-	-	7040	Infrastructure		-	-	-	-		
25,485	8,243	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
1,560	450	-	7400	Communication Equipment replacement phone system		-	-	-	-		
-	-	-	7500	Motor Vehicles		-	-	-	-		
-	15	6,527	7600	Computer Equipment		-	6,667	-	-		
-	-	-				-	-	-	-		
1,833,748	1,756,856	1,862,105	**PUBLIC WORKS - STREETS TOTAL**			2,115,383	2,174,850	2,269,353	2,278,622	7.7%	163,239

SNOW AND ICE REMOVAL (4105)

Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	45,442	10,765	10,765	10,765	10,765
Operating	57,421	43,925	43,925	43,925	43,925
Capital Outlay	-	12,000	12,000	12,000	12,000
Total Expenditures	102,862	66,690	66,690	66,690	66,690

Major Highlights for FY17

Total budget increase $ -

In FY17 the Snow & Ice Division will:

- Work with citizens to resolve community problems effectively.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Provide safe and reliable transportation infrastructure services in all weather conditions.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

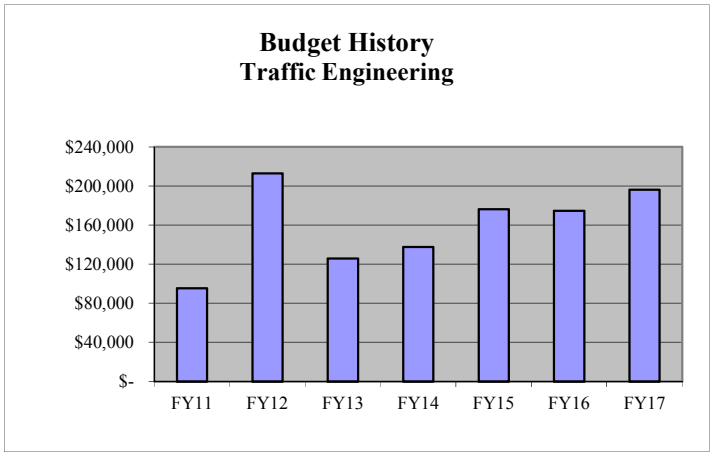
Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 4105 SNOW & ICE REMOVAL							
			PERSONNEL - WAGES & BENEFITS							
20,224	42,853	38,191	5020	Salaries - Overtime	10,000	10,000	10,000	10,000	0.0%	-
1,227	2,602	2,293	5110	Social Security Tax	620	620	620	620	0.0%	-
287	609	536	5120	Medicare Tax	145	145	145	145	0.0%	-
-	30	4,421	5130	Health Insurance	-	-	-	-		
-	-	-	5160	Worker's Comp. Insurance	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	10,050	2,520	5219	Temporary Help Services	4,000	4,000	4,000	4,000	0.0%	-
-	126	72	5240	R&M - Equipment	500	500	500	500	0.0%	-
188	25	157	5245	R&M - Vehicle	500	500	500	500	0.0%	-
-	-	-	5310	Advertising	200	200	200	200	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
173	506	-	6010	Snow & Ice Removal - Lodging	1,000	1,000	1,000	1,000	0.0%	-
1,299	3,037	2,628	6015	Meals	600	600	600	600	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
3,360	3,361	419	6550	Vehicle Fuels	7,000	7,000	7,000	7,000	0.0%	-
122	125	87	6555	Lube Oil	125	125	125	125	0.0%	-
4,196	18,530	9,095	6560	Vehicle & Equipment Supplies	10,000	10,000	10,000	10,000	0.0%	-
18,942	82,590	42,443	6660	Operating Supplies	20,000	20,000	20,000	20,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
14,327	14,832	-	7200	Machinery & Equipment	12,000	12,000	12,000	12,000	0.0%	-
				New plow, block and spreader	-	-	-	-		
-	-	-			-	-	-	-		
64,345	179,276	102,862	**SNOW & ICE REMOVAL TOTAL**		66,690	66,690	66,690	66,690	0.0%	-

TRAFFIC ENGINEERING (4107)

Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	1.0	1.0	1.0	1.0	1.0
Expenditures					
Personnel	60,681	63,431	63,431	65,122	65,122
Operating	115,622	111,150	110,650	131,150	131,150
Capital Outlay	-	-	-	-	-
Total Expenditures	176,303	174,581	174,081	196,272	196,272

Major Highlights for FY17

Total budget increase $ 21,691

- The proposed budget includes an increase for replacing multiple signs due to retroreflectivity failure of $20,000, offset by anticipated increase in Streets & Highway Maintenance revenue.

In FY17 the Traffic Engineering Department will:

- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services for managing change and supporting future needs.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

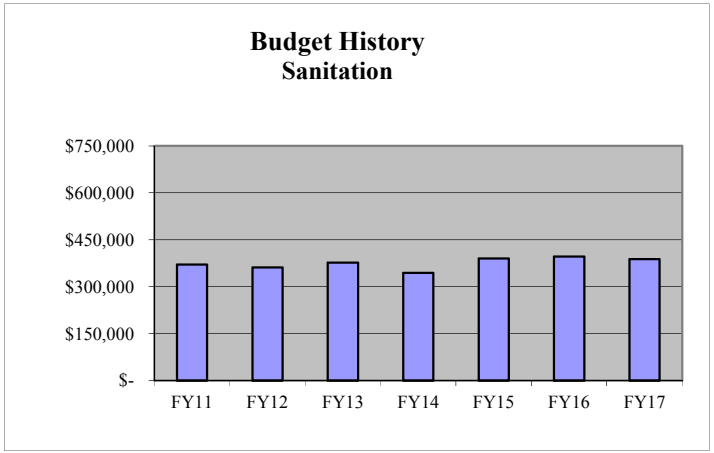
Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 4107 TRAFFIC ENGINEERING							
			PERSONNEL WAGES & BENEFITS							
36,375	37,459	42,359	5010	Salaries	43,808	43,808	44,871	44,871	2.4%	1,063
74	37	-	5020	Salaries - Overtime	100	100	-	-	-100.0%	(100)
-	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
2,248	2,314	2,616	5110	Social Security Tax	2,715	2,715	2,782	2,782	2.5%	67
526	541	612	5120	Medicare Tax	635	635	651	651	2.5%	16
6,761	6,007	6,199	5130	Health Insurance	7,017	7,017	7,451	7,451	6.2%	434
5,775	6,066	6,123	5140	VRS Retirement	5,629	5,629	4,761	4,761	-15.4%	(868)
392	474	514	5145	VRS Group Life Insurance	522	522	588	588	12.6%	66
1,777	1,927	2,258	5160	Worker's Comp. Insurance	3,005	3,005	4,018	4,018	33.7%	1,013
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Services	-	-	-	-		
287	32,470	71,279	5238	R&M - Infrastructure	55,000	55,000	75,000	75,000	36.4%	20,000
-	-	-	5245	R&M - Vehicle	300	300	300	300	0.0%	-
3,765	3,758	3,758	5250	Maintenance Service Contract	2,500	2,500	2,500	2,500	0.0%	-
-	-	-	5300	Printing & Binding	-	-	-	-		
-	-	-	5310	Advertising	-	-	-	-		
275	280	275	5350	Uniform Rentals	350	350	350	350	0.0%	-
-	-	-			-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
7,609	8,700	8,145	5610	Electrical Services	7,500	7,500	7,500	7,500	0.0%	-
15	-	-	5720	Telecommunications	-	-	-	-		
307	300	-	5920	Education and Training	300	300	300	300	0.0%	-
					-	-	-	-		
			MISCELLANEOUS		-	-	-	-		
-	-	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
4,523	4,538	4,371	6550	Vehicle Fuels	4,500	4,000	4,500	4,500	0.0%	-
37	58	43	6555	Lube Oil	100	100	100	100	0.0%	-
1,921	1,315	2,623	6560	Vehicle & Equipment Supplies	2,000	2,000	2,000	2,000	0.0%	-
234	234	280	6570	Uniform Purchases and Wearing Apparel	200	200	200	200	0.0%	-
13	309	246	6660	Operating Supplies	400	400	400	400	0.0%	-
1,082	556	1,530	6670	Small Tools	3,000	3,000	3,000	3,000	0.0%	-
18,468	24,756	23,074	6680	Traffic Signals & Signs	35,000	35,000	35,000	35,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
-	-	-	7040	Infrastructure	-	-	-	-		
33,340	5,735	-	7200	Machinery & Equipment	-	-	-	-		
-	-	-			-	-	-	-		
125,803	137,833	176,303	**TRAFFIC ENGINEERING TOTAL**		174,581	174,081	196,272	196,272	12.4%	21,691

SANITATION (4203)

Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	5.0	5.0	5.0	5.0	5.0
Expenditures					
Personnel	261,695	282,927	282,927	233,402	233,402
Operating	124,433	108,400	108,300	149,500	149,500
Capital Outlay	4,497	5,000	4,547	5,000	5,000
Total Expenditures	390,625	396,327	395,774	387,902	387,902

Major Highlights for FY17

Total budget increase $ (8,425)

- The proposed budget includes an increase for new trash carts and automatic trash truck maintenance of $43,000.
- The proposed budget includes a decrease in salaries due to the reassignment of a Maintenance Worker to Water Treatment.

In FY17 the Sanitation Department will:

- Work with citizens to resolve community problems effectively.
- Deploy efficient and reliable sanitation services for protecting public health.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

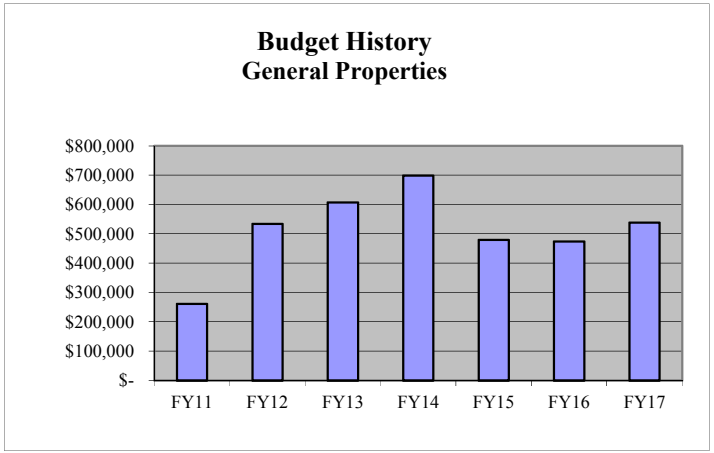
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 4203 SANITATION							
			PERSONNEL - WAGES & BENEFITS							
166,286	155,576	176,634	5010	Salaries	189,498	189,498	156,639	156,639	-17.3%	(32,859)
5,782	5,467	4,822	5020	Salaries - Overtime	7,200	7,200	7,200	7,200	0.0%	-
-	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
10,599	9,931	11,141	5110	Social Security Tax	11,748	11,748	9,712	9,712	-17.3%	(2,036)
2,479	2,323	2,606	5120	Medicare Tax	2,747	2,747	2,271	2,271	-17.3%	(476)
32,644	26,752	32,446	5130	Health Insurance	35,085	35,085	29,804	29,804	-15.1%	(5,281)
26,561	22,630	24,012	5140	VRS Retirement	23,515	23,515	16,619	16,619	-29.3%	(6,896)
1,697	1,910	1,984	5145	VRS Group Life Insurance	2,255	2,255	2,052	2,052	-9.0%	(203)
6,153	6,908	8,049	5160	Worker's Comp. Insurance	10,879	10,879	9,105	9,105	-16.3%	(1,774)
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Services	-	-	-	-		
3,020	15,116	5,768	5245	R&M - Vehicle	10,000	7,500	10,000	10,000	0.0%	-
-	-	-	5260	Refuse Container Contract	-	-	-	-		
1,235	1,333	160	5300	Printing & Binding	2,000	200	200	200	-90.0%	(1,800)
-	-	-	5310	Advertising	200	100	100	100	-50.0%	(100)
1,236	1,287	1,505	5350	Uniform Rentals	1,700	1,700	1,700	1,700	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
33,016	33,016	36,272	5660	Disposal Fees	34,000	34,000	34,000	34,000	0.0%	-
-	-	-	5710	Postal Services	-	-	-	-		
316	-	-	5870	General Liability Insurance	-	-	-	-		
-	-	-	5920	Education & Training	-	-	-	-		
					-	-	-	-		
-	-	-	**MISCELLANEOUS**		-	-	-	-		
207	408	108	6295	Bad Debt Expense - Trash	-	-	-	-		
-	(253)	-	6299	Miscellaneous	-	-	-	-		
					-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
29,618	19,073	30,367	6550	Vehicle Fuels	27,000	25,000	27,000	27,000	0.0%	-
1,559	1,435	721	6555	Lube Oil	1,500	1,000	1,500	1,500	0.0%	-
-	-	-	6659	Trash Carts (Reserve funding)	-	-	33,000	33,000		
27,960	35,762	19,254	6560	Vehicle & Equipment Supplies	30,000	35,000	40,000	40,000	33.3%	10,000
678	820	1,178	6570	Uniform Purchases and Wearing Apparel	1,000	800	1,000	1,000	0.0%	-
20,483	492	29,102	6660	Operating Supplies	1,000	3,000	1,000	1,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
-	-	-	7200	Machinery & Equipment	-	-	-	-		
-	-	-	7500	Motor Vehicles	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**GRANTS**		-	-	-	-		
5,105	4,503	4,497	8840	Grant - Litter Control	5,000	4,547	5,000	5,000	0.0%	-
-	-	-			-	-	-	-		
376,633	344,488	390,625	**SANITATION TOTAL**		396,327	395,774	387,902	387,902	-2.1%	(8,425)

GENERAL PROPERTIES (4302)

Mission:
The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2.0	2.0	2.0	2.0	2.0
Expenditures					
Personnel	95,864	96,332	96,332	97,400	97,400
Operating	363,619	370,350	640,046	441,600	441,600
Capital Outlay	20,610	7,200	20,000	20,000	-
Total Expenditures	480,092	473,882	756,378	559,000	539,000

Major Highlights for FY17

Total budget increase $ 65,118

- Budget includes an increase for a Police Department LED Lighting Upgrade to address safety concerns ($20,000).
- Budget includes an increase to install ADA compliant doors at the main entrance to the Police Department ($20,000).
- Additional increase in the budget are due to an increase in R&M Maintenance and Utility Services which are partially offset by other savings.

In FY17 the General Properties Department will:

- Work with citizens to resolve community problems effectively.
- Manage Town facilities for community use and enterprise operations. Preserving community historical sites such as the Depot, Fairview Cemetery, Azalea Street Cemetery and the Burgandine House.
- Utilize public works assets to promote economic, public safety and community development activities.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 4302 GENERAL PROPERTIES		-	-	-	-		
			PERSONNEL - WAGES & BENEFITS		-	-	-	-		
108,133	55,757	64,053	5010	Salaries	65,875	65,875	66,927	66,927	1.6%	1,052
732	970	297	5020	Salaries - Overtime	1,000	1,000	1,000	1,000	0.0%	-
1,190	-	-	5030	Salaries - Part-Time	-	-	-	-		
-	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
6,664	3,346	3,485	5110	Social Security Tax	4,085	4,085	4,149	4,149	1.6%	64
1,558	783	815	5120	Medicare Tax	955	955	970	970	1.6%	15
23,663	12,049	17,090	5130	Health Insurance	14,034	14,034	14,902	14,902	6.2%	868
18,808	6,714	8,238	5140	VRS Retirement	8,113	8,113	7,101	7,101	-12.5%	(1,012)
1,220	941	769	5145	VRS Group Life Insurance	784	784	877	877	11.9%	93
486	1,117	1,117	5160	Worker's Comp. Insurance	1,486	1,486	1,474	1,474	-0.8%	(12)
-	-	-			-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Service	-	-	-	-		
-	-	-	5214	Consulting Services	-	-	-	-		
48,099	42,359	75,340	5215	Contractual Services	70,000	70,000	70,000	70,000	0.0%	-
-	-	-	5216	Engineering Services	-	-	-	-		
120,862	213,824	39,954	5230	R&M - Building & Grounds	67,600	62,000	110,000	110,000	62.7%	42,400
-	-	-	5231	R&M - Museum Building	-	275,000	-	-		
-	-	-	5245	R&M - Vehicle	200	200	200	200	0.0%	-
85,417	46,279	9,095	5249	R&M - Misc. / Other	-	-	-	-		
17,252	119,795	95,060	5250	Maintenance Service Contract	94,000	100,000	115,000	115,000	22.3%	21,000
-	-	-	5270	Rental of Street Lights	-	-	-	-		
-	-	-	5300	Printing and Binding	100	-	-	-	-100.0%	(100)
265	278	52	5310	Advertising	250	-	-	-	-100.0%	(250)
2,942	3,353	3,643	5350	Uniform Rentals	3,500	3,500	3,500	3,500	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
78,089	88,549	92,783	5610	Electrical Services	90,000	90,000	99,000	99,000	10.0%	9,000
21,660	29,959	28,195	5620	Heating Services	25,000	25,000	27,500	27,500	10.0%	2,500
1,961	3,688	2,961	5630	Water Services	3,000	3,000	3,300	3,300	10.0%	300
2,208	2,150	3,652	5640	Sewage Services	3,600	3,600	4,000	4,000	11.1%	400
-	-	130	5660	Disposal Fees	-	65	-	-		
4,349	-	1,366	5720	Telecommunications	-	569	-	-		
18	-	-	5870	General Liability Insurance	-	-	-	-		
-	-	159	6010	Lodging	-	-	-	-		
-	369	29	6015	Meals	-	-	-	-		
					-	-	-	-		
			MISCELLANEOUS		-	-	-	-		
128	555	-	6299	Miscellaneous	-	-	-	-		
					-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

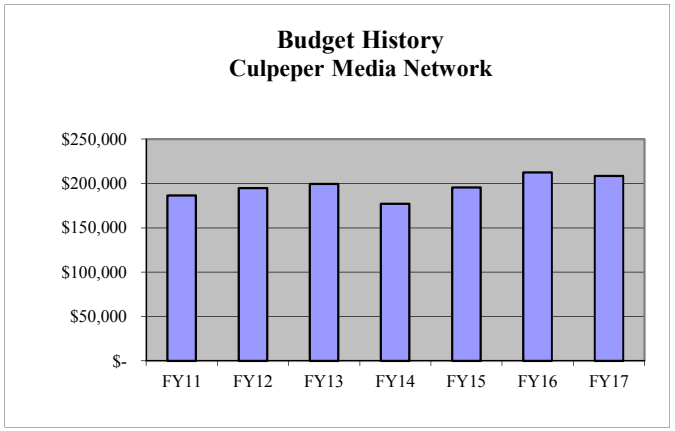
Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
33	279	245		6510	Office Supplies		100	100	100	100	0.0%	-
4,497	2,798	5,197		6540	Janitorial Supplies		5,500	2,000	2,000	2,000	-63.6%	(3,500)
277	908	1,480		6550	Vehicle Fuels		4,000	2,000	4,000	4,000	0.0%	-
386	480	1,259		6560	Vehicle & Equipment Supp		2,200	2,000	2,000	2,000	-9.1%	(200)
187	381	506		6570	Uniform Purchases & Wearing Apparel		600	300	300	300	-50.0%	(300)
10	26	-		6660	Operating Supplies		-	12	-	-		
406	1,167	2,513		6670	Small Tools		700	700	700	700	0.0%	-
-	-	-					-	-	-	-		
-	-	-		**CAPITAL OUTLAYS**			-	-	-	-		
53,736	7,727	-		7200	Machinery & Equipment		-	-	-	-		
2,391	52,620	20,610		7300	Furniture and Fixtures		7,200	20,000	20,000	-	-100.0%	(7,200)
					Economic Development Ctr. and Committee room	~~*20,000*~~						
-	-	-		7500	Motor Vehicles		-	-	-	-		
-	-	-		7600	Computer Hardware & Equipment		-	-	-	-		
-	-	-					-	-	-	-		
607,628	699,221	480,092		**GENERAL PROPERTIES TOTAL**			473,882	756,378	559,000	539,000	13.7%	65,118

CULPEPER MEDIA NETWORK (6600)

Mission:

To provide funding for Culpeper Media Network.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2.0	2.0	2.0	2.0	2.0
Expenditures					
Personnel	124,983	135,180	124,721	135,180	133,636
Operating	47,043	62,050	55,200	59,800	59,800
Capital Outlay	23,118	15,000	21,642	15,000	15,000
Total Expenditures	195,143	212,230	201,563	209,980	208,436

Major Highlights for FY17

Total budget increase $ (3,794)

- The proposed budget is as requested by the Cable Commission.

-The proposed budget shall be offset with Revenue received from the following:

100-0000-4467 Cable - Tape Sales	500
100-0000-4468 Cable - PEG Fees	6,000
100-0000-4552 Misc- Sponsorship	5,000
100-0000-4666 Cable - Contributions - County	104,218
	115,718

In FY17 the Culpeper Cable Commission will:

The Culpeper Cable Commission is looking to improve many facets in its service to Culpeper:

1. Improve signal quality of the Live meetings held at the County Board Room
2. Improve overall signal quality to both Comcast and Fios subscribers
3. Add to the LIVE offerings of CMN. We are looking to offer at least 15 more live broadcasts this year to the community.
4. Improve workflow internally - Looking to move to card based cameras. This will allow a faster turnaround time, better visual quality of programming, and better archival methods.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 6600 CULPEPER MEDIA NETWORK								
			PERSONNEL - WAGES & BENEFITS								
98,100	91,624	93,508		5010	Salaries - Regular	99,609	90,000	99,609	99,072	-0.5%	(537)
6,047	5,652	5,747		5110	Social Security Tax	6,176	6,000	6,176	6,142	-0.5%	(34)
1,414	1,322	1,344		5120	Medicare Tax	1,444	1,300	1,444	1,437	-0.5%	(7)
13,639	10,381	10,633		5130	Health Insurance	14,034	14,000	14,034	14,902	6.2%	868
16,757	12,289	12,475		5140	VRS Retirement	12,411	12,000	12,411	10,512	-15.3%	(1,899)
1,081	1,096	1,040		5145	VRS Group Life Insurance	1,185	1,100	1,185	1,298	9.5%	113
222	241	236		5160	Worker's Comp Insurance	321	321	321	273	-15.0%	(48)
-	-	-				-	-	-	-		
-	-	-	**SERVICES**			-	-	-	-		
2,500	-	-		5212	Annual Audit	2,500	-	-	-	-100.0%	(2,500)
7,515	9,695	8,640		5219	Temporary Help Services	7,000	7,000	7,000	7,000	0.0%	-
648	395	1,138		5240	R&M - Equipment	2,000	1,500	2,000	2,000	0.0%	-
364	1,296	827		5245	R&M - Vehicle	2,500	2,000	3,000	3,000	20.0%	500
326	319	438		5249	R&M - Misc./Other	500	500	500	500	0.0%	-
3,160	2,080	2,440		5250	Maintenance Service Contract	2,000	2,000	2,000	2,000	0.0%	-
190	900	573		5310	Advertising	500	500	750	750	50.0%	250
-	-	-				-	-	-	-		
-	-	-	**OTHER CHARGES**			-	-	-	-		
2,405	2,220	2,035		5610	Electrical Services	2,500	2,500	2,500	2,500	0.0%	-
156	132	156		5660	Disposal Fees	200	200	200	200	0.0%	-
81	122	445		5710	Postal Services	150	150	150	150	0.0%	-
6,254	5,693	2,579		5720	Telecommunications	2,000	2,000	2,000	2,000	0.0%	-
-	-	3,734		5721	Telecomm-Streaming	3,000	3,000	1,750	1,750	-41.7%	(1,250)
-	-	-		5820	Fire/Property Insurance	50	50	3,000	3,000	5900.0%	2,950
-	-	-		5840	Motor Vehicle Insurance	1,000	1,000	50	50	-95.0%	(950)
10	-	-		5870	General Liability Insurance	-	-	1,000	1,000		
17,199	16,056	15,012		5940	Lease - Building	18,500	18,500	18,500	18,500	0.0%	-
637	830	425		6015	Meals	500	500	500	500	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS**			-	-	-	-		
151	150	231		6210	Dues & Assoc. Memberships	200	200	200	200	0.0%	-
6,000	-	3,700		6290	Historical Programming	8,000	5,000	5,000	5,000	-37.5%	(3,000)
664	3,881	1,891		6299	Miscellaneous	750	750	1,000	1,000	33.3%	250
-	-	-				-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**			-	-	-	-		
504	536	715		6510	Office Supplies	1,500	1,500	2,000	2,000	33.3%	500
421	423	308		6550	Vehicle Fuels	1,000	650	1,000	1,000	0.0%	-
-	488	384		6570	Uniform Purchases & Wearing Apparel	700	700	700	700	0.0%	-
1,650	1,676	1,371		6660	Operating Supplies	5,000	5,000	5,000	5,000	0.0%	-
-	-	-				-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

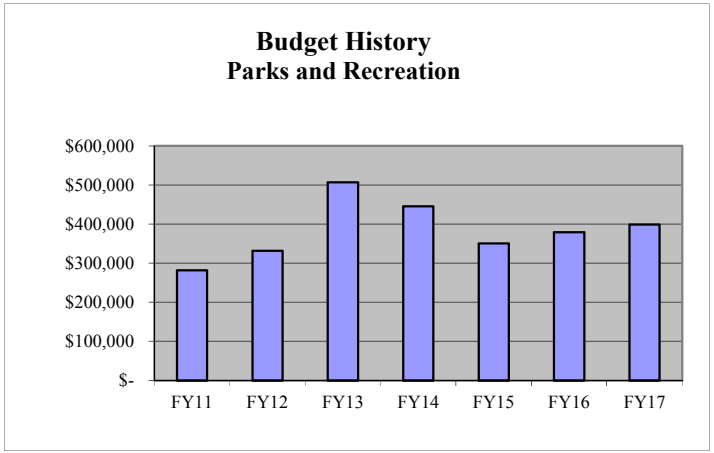
Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
10,848	6,202	20,716	7200	Machinery & Equipment	8,000	8,000	8,000	8,000	0.0%	-
185	166	1,843	7300	Furniture & Fixtures	2,000	8,642	2,000	2,000	0.0%	-
-	544	-	7600	Computer Hardware & Equipment	3,000	3,000	3,000	3,000	0.0%	-
-	622	559	7650	Computer Software	2,000	2,000	2,000	2,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**DEBT SERVICE/TRANSFERS/CONTINGENCY**		-	-	-	-		
-	-	-	9990	Contingency	-	-	-	-		
-	-	-			-	-	-	-		
199,130	177,030	195,143	**CULPEPER MEDIA NETWORK TOTAL**		212,230	201,563	209,980	208,436	-1.8%	(3,794)

PARKS AND RECREATION (7103)

Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	7.00	6.00	6.00	5.00	5.00
Expenditures					
Personnel	294,738	313,361	314,805	303,548	309,376
Operating	49,209	60,350	76,250	80,500	83,500
Capital Outlay	6,633	6,000	6,000	6,000	6,000
Total Expenditures	350,581	379,711	397,055	390,048	398,876

Major Highlights for FY17

Total budget increase $ 19,165

- The proposed budget includes a reduction in salaries due to employee reassignment to Streets.
- The proposed budget includes conversion of two tennis courts at Yowell Meadow Park to basketball courts ($30,000).
-The proposed budget increase includes career ladder increase.
-The proposed increased includes repairs to Yowell Meadow Park ballfield.

In FY17 the Parks & Recreation Department will:

- Work with citizens to resolve community problems effectively.
- Sustain public parks and recreational facilities for community needs and quality of life.
- Partner with County Parks and Recreation to deliver recreational programs and signature events. Partnering with CRI to deliver special events for attracting visitors to the historical downtown area.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 7103 PARKS & RECREATION							
			PERSONNEL - WAGES & BENEFITS							
256,513	245,103	204,761	5010	Salaries	203,156	225,000	207,966	212,840	4.8%	9,684
19,284	10,066	4,154	5020	Salaries - Overtime	24,400	10,000	10,000	10,000	-59.0%	(14,400)
-	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
16,174	15,159	11,963	5110	Social Security Tax	12,596	6,596	12,894	13,196	4.8%	600
3,783	3,545	2,798	5120	Medicare Tax	2,946	2,946	3,016	3,086	4.8%	140
47,089	29,953	36,868	5130	Health Insurance	35,085	35,085	37,255	37,255	6.2%	2,170
39,798	31,654	26,232	5140	VRS Retirement	25,382	25,382	22,065	22,582	-11.0%	(2,800)
2,577	2,841	2,319	5145	VRS Group Life Insurance	2,417	2,417	2,724	2,788	15.4%	371
4,317	6,068	5,643	5160	Worker's Comp. Insurance	7,379	7,379	7,628	7,628	3.4%	249
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Services	-	-	-	-		
1,344	4,962	4,280	5230	R&M - Building & Grounds	2,000	2,000	2,000	2,000	0.0%	-
57,374	48,148	7,763	5238	R&M-Infrastructure	20,000	40,000	40,000	43,000	115.0%	23,000
4,741	4,905	7,868	5250	Maintenance Service Contract	7,000	7,000	7,000	7,000	0.0%	-
-	-	-	5300	Printing and Binding	200	100	100	100	-50.0%	(100)
-	-	-	5310	Advertising	200	100	100	100	-50.0%	(100)
2,089	1,740	1,457	5350	Uniform Rentals	2,000	2,000	2,000	2,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
1,936	2,552	1,359	5610	Electrical Services	2,000	1,000	1,500	1,500	-25.0%	(500)
-	-	-	5720	Telecommunications	-	-	-	-		
147	-	-	5870	General Liability Insurance	-	-	-	-		
1,287	1,176	403	5920	Education and Training	1,500	1,000	1,500	1,500	0.0%	-
50	15	13	6015	Meals	500	100	100	100	-80.0%	(400)
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
13,250	13,250	13,250	6250	Fireworks Display	13,250	13,250	16,500	16,500	24.5%	3,250
-	-	-	6252	Dog Park Related	1,000	500	500	500	-50.0%	(500)
-	53	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
-	33	59	6510	Office Supplies	100	100	100	100	0.0%	-
-	305	-	6520	Agricultural Supplies	500	500	500	500	0.0%	-
476	266	180	6525	Landscaping/Planting Materials	1,000	1,000	1,000	1,000	0.0%	-
2,020	3,273	3,223	6550	Vehicle Fuels	2,500	2,500	2,500	2,500	0.0%	-
135	197	61	6555	Lube Oil	300	300	300	300	0.0%	-
3,989	4,041	6,625	6560	Vehicle & Equipment Supplies	3,000	2,000	2,000	2,000	-33.3%	(1,000)
999	2,008	1,955	6570	Uniform Purchases and Wearing Apparel	1,500	1,000	1,000	1,000	-33.3%	(500)
985	767	712	6660	Operating Supplies	1,000	1,000	1,000	1,000	0.0%	-

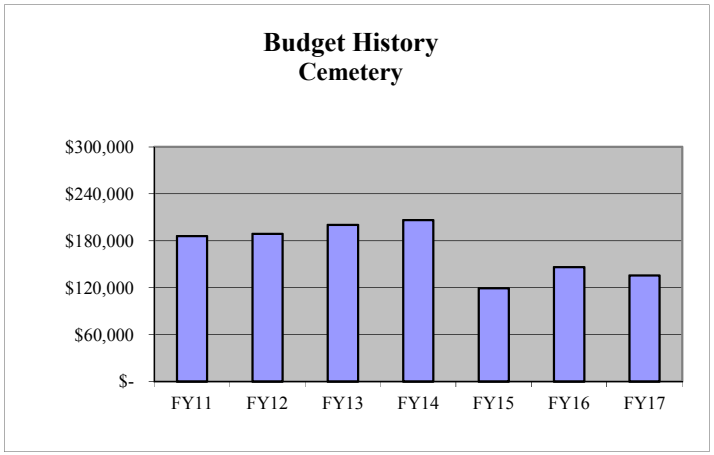
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
140	938	2		6670	Small Tools		800	800	800	800	0.0%	-
-	-	-					-	-	-	-		
-	-	-		**CAPITAL OUTLAYS**			-	-	-	-		
26,855	12,302	6,633		7200	Machinery & Equipment		6,000	6,000	6,000	6,000	0.0%	-
-	-	-					-	-	-	-		
507,351	445,318	350,581		**PARKS & RECREATION TOTAL**			379,711	397,055	390,048	398,876	5.0%	19,165

CEMETERY (7108)

Mission:
To honor those buried in Fairview Cemetery in a well-maintained environment and beautiful historic grounds. The Town of Culpeper is dedicated to providing professional service for the present and future death care needs of a diverse and growing customer base with respect and sensitivity.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	3.0	2.0	2.0	2.0	2.0
Expenditures					
Personnel	103,036	125,037	125,037	114,955	114,955
Operating	11,244	17,482	16,682	16,682	16,682
Capital Outlay	5,106	4,000	4,000	4,000	4,000
Total Expenditures	119,385	146,519	145,719	135,637	135,637

Major Highlights for FY17

Total budget increase $ (10,882)

- The proposed budget decrease is due to a decrease in projected overtime.

In FY17 the Cemetary Department will:

- Work with citizens to resolve community problems effectively.
- Sustain Fairview Cemetery for community needs and quality of life.
- Preserve community historical sites such as the Depot, Fairview Cemetery, Azalea Street Cemetery and the Burgandine House.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 7108 CEMETERY							
			PERSONNEL - WAGES & BENEFITS							
113,119	120,055	66,858	5010	Salaries	73,946	73,946	73,610	73,610	-0.5%	(336)
14,117	10,534	5,919	5020	Salaries - Overtime	17,900	17,900	8,000	8,000	-55.3%	(9,900)
-	-	-	5030	Salaries - Part-time	-	-	-	-		
-	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
7,544	7,710	4,384	5110	Social Security Tax	4,585	4,585	4,564	4,564	-0.5%	(21)
1,764	1,803	1,025	5120	Medicare Tax	1,072	1,072	1,067	1,067	-0.5%	(5)
18,552	18,583	12,499	5130	Health Insurance	14,034	14,034	14,902	14,902	6.2%	868
20,290	19,468	8,453	5140	VRS Retirement	9,138	9,138	7,810	7,810	-14.5%	(1,328)
1,308	1,468	777	5145	VRS Group Life Insurance	880	880	964	964	9.5%	84
4,616	4,914	3,120	5160	Worker's Comp. Insurance	3,482	3,482	4,038	4,038	16.0%	556
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	136	-	5210	Health & Medical Services	-	-	-	-		
-	-	-	5215	Contractual Services	5,000	5,000	5,000	5,000	0.0%	-
881	3,443	299	5230	R&M - Building & Grounds	1,000	500	500	500	-50.0%	(500)
-	2,130	362	5238	R&M - Infrastructure	500	500	500	500	0.0%	-
210	64	231	5240	R&M-Equipment	1,500	1,500	1,500	1,500	0.0%	-
-	-	-	5250	Maintenance Service Contract	-	-	-	-		
110	125	-	5300	Printing and Binding	200	-	-	-	-100.0%	(200)
898	824	767	5350	Uniform Rentals	900	900	900	900	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
2,283	2,872	1,417	5610	Electrical Services	1,500	1,500	1,500	1,500	0.0%	-
540	351	308	5630	Water Services	400	400	400	400	0.0%	-
486	223	191	5640	Sewer Services	150	150	150	150	0.0%	-
-	-	-	5720	Telecommunications (Cell Phone)	-	-	-	-		
-	-	-	5820	Fire/Property Insurance	-	-	-	-		
180	-	-	5870	General Liability Insurance	-	-	-	-		
-	-	-	6110	Contribution - Civic & Community	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
-	-	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
104	8	24	6510	Office Supplies	50	50	50	50	0.0%	-
299	130	150	6520	Agricultural Supplies	500	500	500	500	0.0%	-
189	297	316	6540	Janitorial Supplies	250	250	250	250	0.0%	-
2,319	2,414	2,604	6550	Vehicle Fuels	1,500	1,500	1,500	1,500	0.0%	-
16	21	9	6555	Lube Oil	132	132	132	132	0.0%	-
3,646	2,913	3,180	6560	Vehicle & Equipment Supplies	2,500	2,500	2,500	2,500	0.0%	-

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

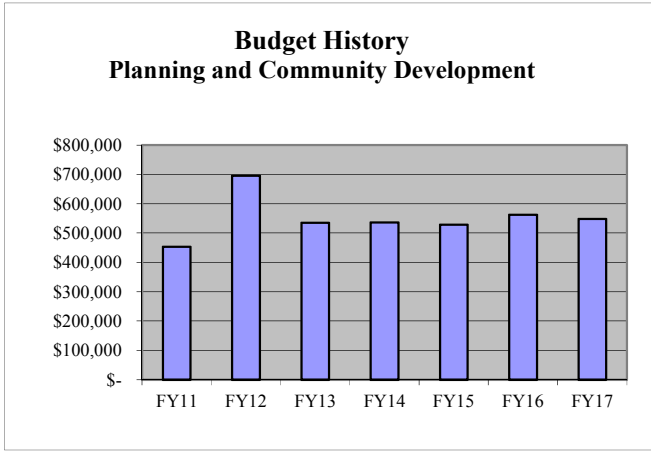
Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
533	877	745	6570	Uniform Purchases and Wearing Apparel		600	600	600	600	0.0%	-
141	135	-	6580	Books, Subscriptions, Education		200	100	100	100	-50.0%	(100)
55	103	413	6660	Operating Supplies		300	300	300	300	0.0%	-
227	254	230	6670	Small Tools		300	300	300	300	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**			-	-	-	-		
5,805	4,526	5,106	7200	Machinery & Equipment		4,000	4,000	4,000	4,000	0.0%	-
-	-	-	7500	Motor Vehicles		-	-	-	-		
-	-	-				-	-	-	-		
200,231	206,379	119,385	**CEMETERY TOTAL**			146,519	145,719	135,637	135,637	-7.4%	(10,882)

PLANNING AND COMMUNITY DEVELOPMENT (8101)

Mission:

The Department of Planning and Community Developments mission is to provide excellent customer service to the public, development community, Council, Planning Commission and other Authorities, Boards and Commissions in the administration of Town Planning and Zoning matters, the processing of development applications and in promoting Economic Development.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	6.0	5.0	5.0	5.0	5.0
Expenditures					
Personnel	458,161	511,357	492,917	497,645	497,645
Operating	70,192	51,000	51,000	50,365	50,365
Capital Outlay	-	-	-	-	-
Total Expenditures	528,353	562,357	543,917	548,010	548,010

Major Highlights for FY17

Total budget increase $ (14,347)

- Budget decrease is due to variance reductions.

In FY17 the Planning & Zoning Department will:

-Continue providing current and long range planning services with updates of the Comprehensive Plan and Downtown Vision Plan every five years.
-Fairly and politely administering the Zoning Ordinance and Maintenance Code including intelligent use of discretion in enforcement and solving Ordinance violation
-Maximize public and development community input into the annual update of the Zoning Ordinance and Facilities Design Manual. Amendments should be business friendly and
-Provide efficient and timely processing of a variety of development applications. These applications include rezoning, variances, site plan reviews, zoning permits, conditional use
-Facilitate an unbiased and inclusive Capital Improvements Plan (CIP) process as prescribed by State and Town Code.
-Serve as effective staff liaisons to numerous boards and authorities including the Planning Commission, Parks & Recreation Commission, Parking Authority, Joint Board of Zoning Appeals, Public Transportation Board, and the Architectural Review Board.
-Provide visionary ideas and recommendations to Town Management, the Planning Commission, and Council that move the Town forward in achieving our goals.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 8101 PLANNING & ZONING									
			PERSONNEL - WAGES & BENEFITS									
342,889	343,821	335,797		5010	Salaries		369,487	358,004	361,584	361,584	-2.1%	(7,903)
2,767	138	-		5020	Salaries - Overtime		250	250	250	250	0.0%	-
18,488	18,900	15,375		5060	Planning Comm. / BZA		20,250	20,250	20,250	20,250	0.0%	-
-	-	-		5099	Accrued Salaries / Leave		-	-	-	-		
20,985	20,651	20,174		5110	Social Security Tax		22,907	22,196	22,418	22,418	-2.1%	(489)
4,908	4,830	4,718		5120	Medicare Tax		5,358	5,191	5,243	5,243	-2.1%	(115)
26,846	19,760	27,010		5130	Health Insurance		35,085	31,680	37,255	37,255	6.2%	2,170
58,556	48,331	45,497		5140	VRS Retirement		46,119	43,762	38,364	38,364	-16.8%	(7,755)
3,827	4,342	4,037		5145	VRS Group Life Insurance		4,397	4,260	4,737	4,737	7.7%	340
3,212	4,459	5,552		5160	Worker's Comp. Insurance		7,504	7,324	7,544	7,544	0.5%	40
-	-	-					-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**				-	-	-	-		
-	-	-		5210	Health & Medical Services		-	-	-	-		
2,896	4,240	4,000		5214	Consulting Services		4,700	4,700	4,700	4,700	0.0%	-
-	-	-		5218	Legal Services		-	-	-	-		
-	-	-		5220	Va Maint Code Infranctions/Violations		7,000	7,000	7,000	7,000	0.0%	-
-	-	-		5221	Property Violations - Town Action		9,000	9,000	9,000	9,000	0.0%	-
-	-	-		5240	R&M - Equipment		100	100	100	100	0.0%	-
-	92	11		5245	R&M - Vehicle		100	100	100	100	0.0%	-
15,900	18,714	47,171		5249	R&M - Misc. / Other		-	-	-	-		
-	-	-		5250	Maintenance Service Contract		-	-	-	-		
-	-	-		5270	Parking Auth - Rental of Street Lights		-	-	-	-		
1,080	315	743		5300	Printing and Binding		900	900	900	900	0.0%	-
7,970	7,942	3,391		5310	Advertising		4,500	4,500	4,500	4,500	0.0%	-
-	-	-		5520	PA - Billing & Admin Support		-	-	-	-		
-	-	-					-	-	-	-		
-	-	-	**OTHER CHARGES**				-	-	-	-		
3,717	3,656	2,997		5710	Postal Services		3,200	3,200	3,200	3,200	0.0%	-
(20)	-	-		5720	Telecommunications		-	-	-	-		
143	-	-		5870	General Liability Insurance		-	-	-	-		
3,814	6,721	2,991		5920	Education And Training		8,850	8,850	6,780	6,780	-23.4%	(2,070)
					Brown-APA/AICP and Zoning Conference	*700*	-	-	-	-		
					Bush-AICP Training & Exam	*670*	-	-	-	-		
					Rapp - ASLA/AICP Conf/Design DC & LEED	*1,400*	-	-	-	-		
					Cole - Res Bldg Insp/Life Safety/Red Vector/Rehab	*1,060*	-	-	-	-		

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
				Houston - Zoning Conference	*250*	-	-	-	-		
				Planning Commission - Cert Training & Webinar	*1,200*	-	-	-	-		
				Joint Board of Zoning Appeals - Zoning conf.	*300*	-	-	-	-		
				Architectural Review Bd - Historic Preservation	*300*	-	-	-	-		
				Parking Authority - Parking conference	*300*	-	-	-	-		
				Parks & Rec - Parks Conference	*300*	-	-	-	-		
				Public Transportation - Transportation Conf	*300*	-	-	-	-		
-	-	-	5946	Lease Parking Spaces		-	-	-	-		
2,398	2,973	548	6010	Lodging		2,500	2,500	4,528	4,528	81.1%	2,028
				Staff lodging for conferences/training	2,928	-	-	-	-		
				ABC's lodging for conferences/training	1,600	-	-	-	-		
1,171	1,779	540	6015	Meals		1,500	1,500	1,500	1,500	0.0%	-
				Staff Meals for conferences/training	*1,000*	-	-	-	-		
				ABC's Meals for conferences/training	*500*	-	-	-	-		
1,741	3,342	704	6018	Travel		2,200	2,200	2,200	2,200	0.0%	-
				Staff Travel for conferences/training	*1,400*	-	-	-	-		
				ABC's Travel for conferences/training	*800*	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**			-	-	-	-		
1,919	2,475	3,403	6210	Dues & Assoc. Memberships		2,500	2,500	2,807	2,807	12.3%	307
				Brown-AICP,APA & Zoning	*500*	-	-	-	-		
				Bush-APA,AICP	*418*	-	-	-	-		
				Rapp-AICP,APA,ASLA,LEED,CLARB,VA Prof	*1,274*	-	-	-	-		
				Cole-Fire,Bldg Code,ICC,ASFM,VAFMA	*565*	-	-	-	-		
				Houston - Zoning	*50*	-	-	-	-		
-	14,604	895	6252	Dog Park Related Expenditures		-	-	-	-		
-	-	-	6299	Miscellaneous		-	-	-	-		
-	-	-				-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

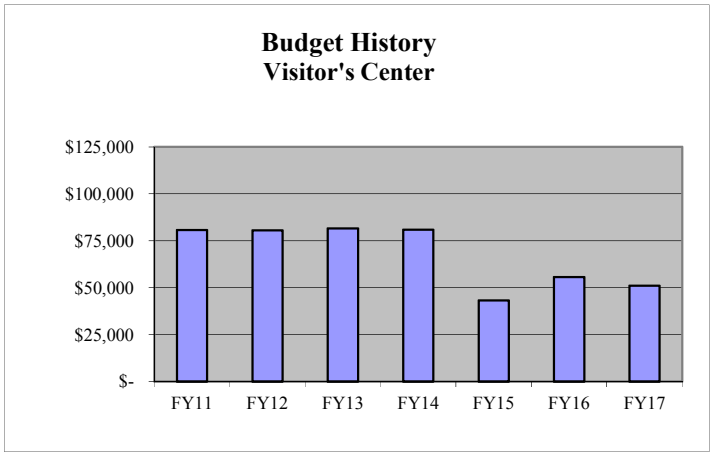
Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
-	-	-	**MATERIALS AND SUPPLIES**			-	-	-	-		
1,568	1,680	1,101		6510	Office Supplies	1,250	1,250	1,250	1,250	0.0%	-
636	505	492		6550	Vehicle Fuels	300	300	300	300	0.0%	-
248	378	9		6560	Vehicle & Equipment Supplies	400	400	200	200	-50.0%	(200)
1,502	1,050	827		6580	Books, Subscriptions & Education	1,000	1,000	500	500	-50.0%	(500)
1,304	803	369		6660	Operating Supplies	1,000	1,000	800	800	-20.0%	(200)
-	-	-				-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**			-	-	-	-		
-	-	-		7200	Machinery & Equipment	-	-	-	-		
4,600	-	-		7300	Furniture & Fixtures	-	-	-	-		
-	-	-		7600	Computer Equipment	-	-	-	-		
-	-	-				-	-	-	-		
535,063	536,501	528,353	**PLANNING & ZONING TOTAL**			562,357	543,917	548,010	548,010	-2.6%	(14,347)

VISITORS CENTER (8103)

Mission:

Together we will work to provide the highest quality of customer service to the traveling public, while maintaining good working relationships with local businesses and

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	3	3	3	3
Expenditures					
Personnel	37,712	50,628	50,831	42,019	42,019
Operating	5,450	5,000	4,798	9,000	9,000
Capital Outlay	-	-	-	-	-
Total Expenditures	43,162	55,628	55,629	51,019	51,019

Major Highlights for FY17

Total budget increase $ (4,609)

- Budget decrease is primarily due to the reclassification of the full time associate which offsets a requested additional part time staff person.

In FY17 the Visitor Center will:

- Foster a spirit of partnership throughout the region, providing local resources for direct consumer engagement
- Track and analyze visitaion
- Develop consumer travel packages highlighting local attractions
- Strive to increase consumer promotions and events at the visitor center
- Develop FAM tours as support for the tourism department staff

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

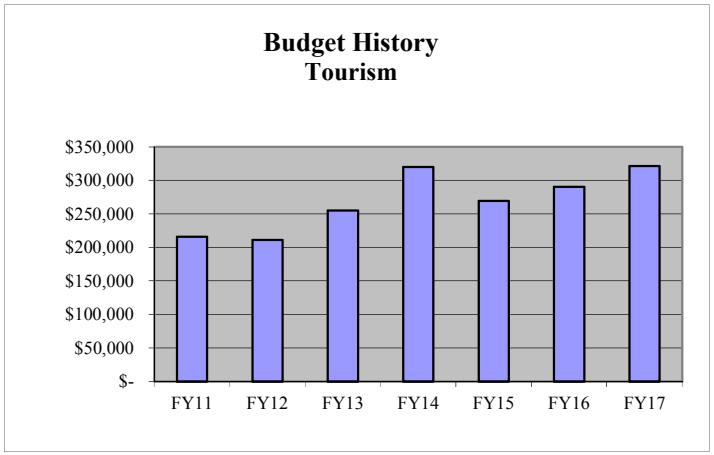
Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 8103 VISITORS' CENTER							
-	-	-	**PERSONNEL - WAGES & SALARY**		-	-	-	-		
-	-	9,868	5010	Salaries - Regular	-	12,052	-	-		
-	-	25,861	5030	Salaries - Part-Time	42,598	31,384	38,974	38,974	-8.5%	(3,624)
-	-	1,567	5110	Social Security Tax	2,640	2,693	2,416	2,416	-8.5%	(224)
-	-	367	5120	Mediare Tax	618	630	565	565	-8.6%	(53)
-	-	-	5130	Health Insurance	2,632	2,376	-	-	-100.0%	(2,632)
-	-	-	5140	VRS Retirement	1,849	1,415	-	-	-100.0%	(1,849)
-	-	-	5145	VRS Group Life Insurance	204	204	-	-	-100.0%	(204)
-	-	50	5160	Worker's Comp Insurance	87	77	64	64	-26.4%	(23)
-	-	-			-	-	-	-		
-	-	-	**SERVICES-PURCHASED, SHARED, INTERNAL**		-	-	-	-		
75,521	75,521	-	5215	Contractual Services	-	-	-	-		
3,900	3,084	645	5250	Maintenance Service Contract	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
2,107	2,308	979	5610	Electrical Services	-	-	-	-		
-	-	-	5720	Telecommunications	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
-	-	3,826	6510	Office Supplies	5,000	4,798	9,000	9,000	80.0%	4,000
-	-	-			-	-	-	-		
81,528	80,913	43,162	**VISITORS' CENTER TOTAL**		55,628	55,629	51,019	51,019	-8.3%	(4,609)

TOURISM (8104)

Mission:

To market Culpeper as a tourism destination, in partnership with Culpeper's industries to develop and implement innovative and effective programs and initiatives that will grow the number of visitors and increase economic impact and jobs, resulting in a greater tax base for the town and county.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2.5	3.0	3.0	3.0	3.0
Expenditures					
Personnel	37,235	194,215	197,911	218,249	218,249
Operating	87,756	95,725	117,029	291,176	152,740
Capital Outlay	500	600	600	600	600
Total Expenditures	125,491	290,540	315,540	510,025	371,589

Major Highlights for FY17

Total budget increase $ 81,049

- Budget increase is primarily due to costs associated with increased visitation and salary reclassification from the Visitor's Center.
-Additional $50,000 added by Council at April 21, 2016 work session.

In FY17 the Tourism and Economic Development Department will:

- Leverage department resources through regional, state, and national partnerships.
- Rebuild the tourism website with responsive design; reducing the department costs for double site hosting, maintenance, and updates
- Strive to increase visitation to Culpeper through marketing, promotion, and event management
- Serve the Culpeper tourism industry through education on best practices, market research, and consumer engagement tools
- Increase department assets (photography, video, graphic, copy, and research)

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 8104 TOURISM DEVELOPMENT									
			PERSONNEL - WAGES & BENEFITS									
110,709	110,129	143,880		5010	Salaries		145,388	150,011	163,568	163,568	12.5%	18,180
14,603	23,200	(17)		5030	Salaries		-	-	-	-		
-	-	-		5099	Accrued Salaries / Leave		-	-	-	-		
7,728	8,225	9,368		5110	Social Security Tax		9,013	9,301	10,141	10,141	12.5%	1,128
1,807	1,924	2,191		5120	Medicare Tax		2,108	2,175	2,372	2,372	12.5%	264
-	-	4,676		5130	Health Insurance		18,419	16,632	22,353	22,353	21.4%	3,934
17,945	10,837	18,986		5140	VRS Retirement		17,229	17,776	17,355	17,355	0.7%	126
1,160	1,317	1,812		5145	VRS Group Life Insurance		1,731	1,731	2,143	2,143	23.8%	412
200	235	220		5160	Worker's Comp. Insurance		327	285	317	317	-3.1%	(10)
-	-	-					-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**				-	-	-	-		
-	-	-		5210	Health & Medical Services		-	-	-	-		
-	-	-		5219	Temporary Help Services		-	-	-	-		
-	-	-		5250	Maintenance Service Cont		-	-	-	-		
5,204	16,583	10,143		5300	Printing and Binding		3,000	3,000	5,000	3,000	0.0%	-
58,292	60,510	33,066		5310	Advertising - Print		16,330	2,000	80,665	41,330	153.1%	25,000
					Ad Design	*8,200*	-	-	-	-		
					Blue Ridge Outdoors	*5,385*	-	-	-	-		
					Edible Blue Ridge	*3,100*	-	-	-	-		
					Edible DC	*7,625*	-	-	-	-		
					Edible Philly	*3,140*	-	-	-	-		
					Edible Richmond	*4,500*	-	-	-	-		
					NOVA	*6,045*	-	-	-	-		
					Piedmont Virginian	*2,880*	-	-	-	-		
					Preservation	*23,600*	-	-	-	-		
					Richmond	*12,800*	-	-	-	-		
					Virginia Living	*3,390*						
2,746	2,903	3,938		5313	Advertising-Entertainment, Miscellaneous		3,000	3,000	5,000	5,000	66.7%	2,000
					FAM tours, Media Hosting, Events	*5,000*	-	-	-	-		
11,860	28,028	16,957		5315	Advertising - Media		26,650	75,000	134,685	51,650	93.8%	25,000
					Ad Design	*12,500*	-	-	-	-		
					Adara	*5,000*	-	-	-	-		
					Baltimore Digital	*4,800*	-	-	-	-		
					Blue Ridge Outdoors Digital	*1,800*	-	-	-	-		
					Bright Roll	*5,000*	-	-	-	-		
					Edible Philly Digital	*1,580*	-	-	-	-		
					Eventbrite	*5,000*	-	-	-	-		
					Google SEO	*15,000*	-	-	-	-		
					Hosting	*3,400*	-	-	-	-		
					MailChimp	*2,880*	-	-	-	-		

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
					NOVA Digital	*9,275*	-	-	-	-	
					Piedmont Digital	*600*	-	-	-	-	
					Social Media	*15,000*	-	-	-	-	
					Trip Advisor	*5,000*	-	-	-	-	
					Virginia Living Digital	*12,200*					
					Virginia.org	*16,750*					
					Washingtonian Digital	*5,900*					
					Washington Post	*8,000*					
					YuMe	*5,000*					
9,712	43,889	9,342		5318	Advertising - Promotional materials		12,510	7,854	31,576	17,510	40.0%	5,000
					JTHG DMOC Program contributions	*2,500*	-	-	-	-	
					Misc expenses assoc w/tourism dev.	*2,500*	-	-	-	-	
					Culpeper Special Events	*7,500*	-	-	-	-	
					Trolley Tours	*5,000*	-	-	-	-	
					Tween Rivers Trail	*3,500*	-	-	-	-	
					Virginia Piedmont Wine Trail	*3,000*	-	-	-	-	
					Virginia Craft Brewers Festival	*2,500*	-	-	-	-	
					VTC Welcome Center Advertising	*5,076*	-	-	-	-	
-	-	38		5322	Advertising - Trade Shows Registration		500	-	-	-	-100.0%	(500)
210	25	-		5324	Advertising - Travel Show Membership/Registration		500	-	-	-	-100.0%	(500)
-	-	-		5326	Marketing Research		6,500	-	-	-	-100.0%	(6,500)
-	-	-					-	-	-	-		
-	-	-	**OTHER CHARGES**				-	-	-	-		
3,511	2,499	1,828		5710	Postal Services		2,000	1,000	2,000	2,000	0.0%	-
-	-	-		5720	Telecommunications		-	-	-	-		
527	2,337	1,884		5920	Education and Training		2,600	2,600	3,200	3,200	23.1%	600
571	1,926	1,242		6010	Lodging		2,500	2,500	3,100	3,100	24.0%	600
174	1,160	750		6015	Meals		1,000	1,000	1,600	1,600	60.0%	600
29	-	2,144		6018	Travel		1,000	1,000	1,600	1,600	60.0%	600
				6130	Contributions		10,000	10,000	10,000	10,000	0.0%	-
					Bluemont Concert Series ($5,000 grant)	*10,000*	-	-	-	-	
					Culpeper Chamber of Commerce	*~~15,000~~*					
					State Theatre	*~~37,500~~*					
-	-	-					-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

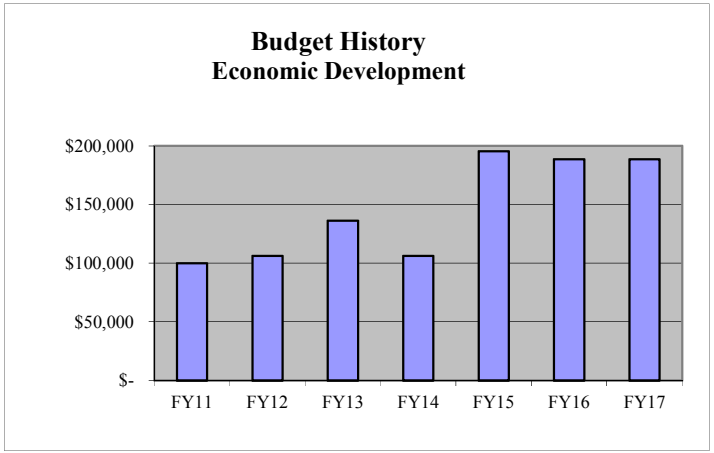
Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
4,245	2,300	4,788	6210	Dues & Assoc. Memberships	3,500	3,335	4,100	4,100	17.1%	600
-	-	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
837	953	1,101	6510	Office Supplies	1,200	968	1,200	1,200	0.0%	-
238	165	191	6550	Vehicle Fuels	300	300	650	650	116.7%	350
54	350	345	6560	Vehicle & Equipment Supplies	375	-	-	-	-100.0%	(375)
-	-	-	6580	Books, Subscriptions & Education	100	24	100	100	0.0%	-
-	145	-	6660	Operating Supplies	-	3,448	4,000	4,000		
-	-	-	6661	Promotional Trade Show Materials	2,160	-	2,700	2,700	25.0%	540
-	-	-			-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
2,785	500	500	7310	Historical Markers	600	600	600	600	0.0%	-
-	-	-	7600	Computer Hardware & Equipment	-	-	-	-		
-	-	-	7650	Computer Software	-	-	-	-		
-	-	-			-	-	-	-		
255,148	320,140	269,371	**TOURISM DEVELOPMENT TOTAL**		290,540	315,540	510,025	371,589	27.9%	81,049

ECONOMIC DEVELOPMENT (8105)

Mission:

To provide for the promotion of downtown retail and investment opportunities, the strengthening and diversification of the downtown economic base, improvements to the appearance of public and private spaces, and to build an effective coalition of private sector stakeholders and volunteers.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	195,523	188,750	188,750	198,750	188,750
Capital Outlay	-	-	-	-	-
Total Expenditures	195,523	188,750	188,750	198,750	188,750

Major Highlights for FY17

Total budget increase $ -

In FY17 the Economic Development Budget will:

- Provide funding for CRI
- Provide funding for the Culpeper Museum
- Provide funding for M&T Incentives

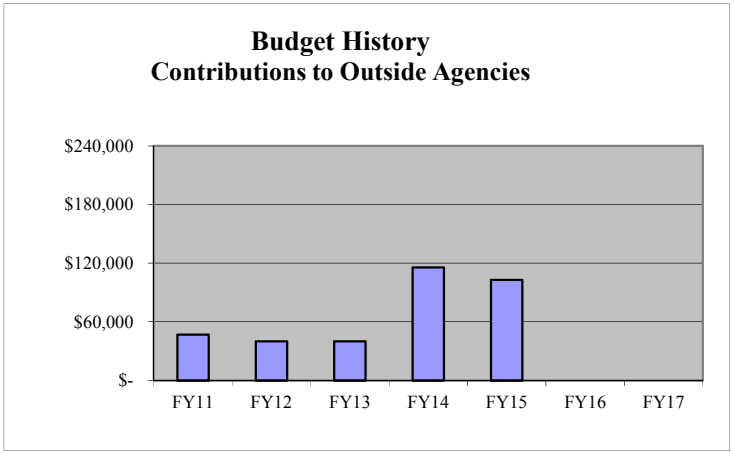
TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 8105 ECONOMIC DEVELOPMENT							
			OTHER CHARGES							
106,250	100,000	150,000	6130	Contributions -CRI	150,000	150,000	160,000	150,000	0.0%	-
30,000	6,250	6,250	6131	Contributions - Museum	6,250	6,250	6,250	6,250	0.0%	-
-	-	39,273	6132	M & T Incentives	32,500	32,500	32,500	32,500	0.0%	-
					-	-	-	-		
					-	-	-	-		
136,250	106,250	195,523	**ECONOMIC DEVELOPMENT TOTAL**		188,750	188,750	198,750	188,750	0.0%	-

CONTRIBUTIONS TO OUTSIDE AGENCIES (8106)

Mission:
To provide financial support to a variety of non-profit organizations that provide service to Town citizens.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	103,145	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	103,145	-	-	-	-

Major Highlights for FY17

Total budget increase $ -

- Outside Agency Funding was moved to the Police Department and Tourism Budget beginning in FY16.

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 8106 CONTRIBUTIONS TO OTHER							
			OTHER CHARGES							
40,120	103,145	103,145	6130	Contributions & Donations	-	-	.	.		
-	12,500	-	6131	State Theatre Grant Match	-	-	-	-		
40,120	115,645	103,145	**CONTRIB'S TO OTHER AGENCIES TOTAL**		-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			SALARY ADJUSTMENT								
-	-	-		2% Merit Pay		-	-	129,221	129,221		
-	-	-	**SALARY ADJUSTMENT**			-	-	129,221	129,221		
-	-	-	**Dept 9218 DISASTER/EMERGENCY**								
-	77,652	-		5215	Contractual Services - Storm Emergency	-	-	-	-		
216	-	-		6015	Meals	-	-	-	-		
3,414	69,086	-		6299	Miscellaneous	-	-	-	-		
-	-	-				-	-	-	-		
3,630	146,737	-	**DISASTER/EMERGENCY TOTAL**			-	-	-	-		

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 9900 DEBT SERVICE								
			DEBT SERVICE								
-	-	18,147	9500	Lease Payments - Principal		51,000	51,000	-	-	-100.0%	(51,000)
				Unit 301 (Streets)	*18,000*	-	-	-	-		
				Unit 107 (General Engineering)	*18,000*	-	-	-	-		
				Unit 302 (Cemetery)	*15,000*	-	-	-	-		
-	-	-	9501	Debt Service Early Principal Paydown		50,000	-	-	-	-100.0%	(50,000)
126,242	-	-	9503	2003 Refunding Bond Principal		-	-	-	-		
-	-	-	9504	2004 GOB $4.3M Principal		-	-	-	-		
-	-	-	9505	2007 GOB $4.5M Principal		-	-	-	-		
-	413,499	556,755	9508	2010 GOB $19.25M Principal		575,012	575,012	593,268	593,268	3.2%	18,256
85,000	88,573	95,000	9509	2008 GOB - Principal		95,000	95,000	100,000	100,000	5.3%	5,000
413,499	131,237	-	9510	2009 GOB $5.5M Bonds		-	-	-	-		
160,000	155,000	160,000	9511	General Fund-Debt Service-2011 GOB Issue Principal		165,000	165,000	165,000	165,000	0.0%	-
-	145,000	145,000	9512	2012A GO Bonds - Principal		150,000	150,000	130,000	130,000	-13.3%	(20,000)
-	-	100,000	9513	2013A GO Bond - Principal		90,000	90,000	135,000	135,000	50.0%	45,000
-	-	-	9514	2014A&B GO Bond - Principal		105,000	105,000	107,000	107,000	1.9%	2,000
-	13,404	-	9600	Lease Payments - Interest		-	-	-	-		
3,668	-	-	9603	2003 Refunding Bond Interest		-	-	-	-		
-	-	-	9604	2004 GOB $4.3M Interest		-	-	-	-		
-	-	-	9605	2007 GOB $4.5M Interest		-	-	-	-		
169,615	335,095	325,392	9608	2010 GOB $19.25M Interest		311,200	311,200	293,676	293,676	-5.6%	(17,524)
48,356	47,330	42,556	9609	2008 GOB - Interest		39,350	39,350	36,025	36,025	-8.4%	(3,325)
175,612	1,861	-	9610	Series 2009B GOB - Interest		-	-	-	-		
12,159	9,554	7,078	9611	General Fund-Debt Service-2011 GOB Issue Interest		4,571	4,571	1,310	1,310	-71.3%	(3,261)
33,201	76,595	73,552	9612	2012A GO Bonds - Interest		70,455	70,455	67,515	67,515	-4.2%	(2,940)
-	36,360	84,907	9613	2013A GO Bond - Interest		82,668	82,668	80,572	80,572	-2.5%	(2,096)
-	-	-	9614	2014A&B GO Bond - Interest		6,886	6,886	4,500	4,500	-34.7%	(2,386)
-	-	7,896	9710	Bond Issuance Cost		-	-	-	-		
56,846	-	-	9712	2012A GO $10M Bond Expense		-	-	-	-		
-	53,236	-	9713	2013A $4,796,000 Bond Expense		-	-	-	-		
-	-	-				-	-	-	-		
1,284,198	1,506,744	1,616,284	**DEBT SERVICE**			1,796,142	1,746,142	1,713,866	1,713,866	-4.6%	(82,276)

TOWN OF CULPEPER
General Fund - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DRAFT/ REQUESTED	FY17 PROPOSED	% INCR.	$ INCR.
			Dept 9950 TRANSFERS							
-	-	-	9960	Transfer to Capital (Non-Committed Reserves)	25,852	86,907	(645,331)	37,708	629.3%	11,856
	-	-		*Committed Reserves*						
-	-	-	9961	Transfer Cap - Sanitation Equip Replacement	120,000	120,000	107,000	107,000	-10.8%	(13,000)
			9962	Transfer - Capital Reserve Fund (Committed Reserves)	-	-	-	-		
	16,020	-		*Parking Authority*	47,055	47,055	48,535	48,535	3.1%	1,480
	-	-		*Cash Funding Capital Equipment*	-	-	363,950	203,950		
	-	-	9964	*Special tax districts*	39,000	22,150	22,600	22,600	-42.1%	(16,400)
-	-	-			-	-	-	-		
-	16,020	-	**TRANSFERS**		231,907	276,112	(103,246)	419,793	146.1%	187,886
			Dept 9990 CONTINGENCY - RESERVED							
-	-	-	9990	Contingency	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	9990	Contingency - Unreserved	-	-	-	-		
-	-	-								
-	-	-	**CONTINGENCY - RESERVED**		-	-	-			
13,721,823	14,594,410	14,590,353	**TOTAL EXPENDITURES**		16,114,359	16,281,314	16,591,024	16,849,252	4.2%	734,893

TOWN OF CULPEPER
General Fund - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			REVENUES / OTHER SOURCES								
			RESERVE BALANCES								
-	-	-		3100	Undesignated Unreserved Fund Balance	-	-	-	-		
-	-	-		3105	Reserves	-	-	-	-		
-	(3,672,500)	-		3150	2003 Bond Proceeds - Municipal Building	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS**			-	-	-	-		
-	-	-		4507	Donations	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**GRANTS/REVENUE FROM GOVERNMENT**			-	-	-	-		
-	-	-		4830	Local Grant Proceeds	-	-	-	-		
-	-	-		4860	Grant Proceeds	10,000	-	1,205,270	1,205,270	11952.7%	1,195,270
-	-	2,280,768		4791	Inner Loop VDOT Reimbursement	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**CAPITAL CONTRIBUTIONS**			-	-	-	-		
-	-	-		3850	Cash Proffer	-	-	-	-		
-	-	-	**FUND TRANSFERS**			-	-	-	-		
-	-	-		9960	Transfer To Capital Fund	495,000	-	363,950	203,950	-58.8%	(291,050)
-	-	-		9965	Transfer Elec.-G/F Capital	-	-	-	-		
-	-	-		9975	Transfer Water-G/F Capital	-	-	-	-		
-	-	-		9980	Transfer W/W-G/F Capital	-	-	-	-		
-	-	-				-	-	-	-		
-	(3,672,500)	2,280,768	**TOTAL REVENUES / OTHER SOURCES**			505,000	-	1,569,220	1,409,220	179.1%	904,220
-	-	-				-	-	-	-		
-	-	-	**Dept 9238 Historic Streetscape & Entryways/TEA 21**			-	-	-	-		
-	-	-	SERVICES			-	-	-	-		
1,755	6,004	-		5216	Engineering Services - Phase I	-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	562,495	-		7040	Infrastructure - Phase I	-	-	-	-		
-	-	-		7300	Furniture & Fixtures	-	-	-	-		
-	-	-				-	-	-	-		
1,755	568,498	-	**TOTAL Historic Streetscape & Entryways/TEA 21**			-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**Dept 9391 - Western Inner Loop**			-	-	-	-		
-	-	-	SERVICES			-	-	-	-		
308,795	299,115	338,087		5216	Design & Engineering	-	-	-	-		
-	-	-		5218	Legal Services	-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
1,237,772	827,037	325,000		7010	Land Acquisition	-	-	-	-		
306,995	2,120,871	3,612,164		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
1,853,562	3,247,023	4,275,251	**TOTAL Western Inner Loop**			-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**9395 - Rt. 229 Widening Project**			-	-	-	-		
			CAPITAL OUTLAYS								

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-	-	7010	Land Acquisition		-	-	-	-		
472,899	64,178	565,030	7040	Infrastructure (match under VDOT Rev. Sharing)		-	-	-	-		
-	-	-				-	-	-	-		
472,899	64,178	565,030	**TOTAL Rt. 229 Widening Project**			-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**Dept 9364 Sidewalks, Trails and Bikeway Projects**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	7,516	117,648	7040	Infrastructure		-	-	-	-		
-	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-				-	-	-	-		
-	7,516	117,648	**TOTAL Bikeways, Sidewalks & Trails**			-	-	-	-		
-	-	-	**Dept 9294 Yowell Meadow Park Improvements**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
1,172	1,457	-	7040	Infrastructure		160,000	-	-	-	-100.0%	(160,000)
-	-	-	7100	Buildings & Improvements		-	-	-	-		
-	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
							-				
1,172	1,457	-	**TOTAL Yowell Meadow Park Improvements**			160,000	-	-	-	-100.0%	(160,000)
-	-	-	**Dept 9243 Park Improvements - Mtn Run**			-	-	-	-		
-	-	-	7010	Land Acquisition		-	-	-	-		
4,913	422	-	7040	Infrastructure		-	-	-	-		
-	-	-	7100	Building Improvements		-	-	-	-		
3,455	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-				-	-	-	-		
8,368	422	-	**TOTALPark Improvements - Mtn. Run**			-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**Dept 9253 - Park Property Acquisition**			-	-	-	-		
			OTHER CHARGES								
-	-	-	6015	Meals		-	-	-	-		
-	-	-	6660	Operating supplies		-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	-	-	7010	Acquisition		-	-	-	-		
360	2,500	-	7040	Infrastructure		-	-	-	-		
-	14,106	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-	7650	GF - C-Park Property Ac-Computer Software		-	-	-	-		
-	-	-				-	-	-	-		
360	16,606	-	**TOTAL New Park Acquisitions**			-	-	-	-		
-	-	-	**Dept 9380 - Traffic Signal Replacement**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	-	-	7040	Infrastructure - Golf Drive Signalization		-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**TOTAL Traffic Signal Replacement**			-	-	-	-		
-	-	-	**9394 West Street Widening**			-	-	-	-		

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			SERVICES									
2,462	12,010	-		5216	Engineering		-	-	-	-		
-	-	-		5310	Advertising		-	-	-	-		
			CAPITAL OUTLAYS									
161,307	-	-		7040	Infrastructure		-	-	-	-		
-	-	-					-	-	-	-		
163,769	12,010	-	**TOTAL West Street Widening**				-	-	-	-		
-	-	-	**Dept. 9282 Public Works Office Expansion**				-	-	-	-		
			SERVICES									
15,969	4,909	-		5216	Design Services		-	-	-	-		
			CAPITAL OUTLAYS									
127,430	362,423	-		7040	Infrastructure		-	-	-	-		
-	-	-		7300	Furniture & Fixtures		-	-	-	-		
-	-	-					-	-	-	-		
143,398	367,332	-	**TOTAL Public Works Office Expansion**				-	-	-	-		
-	-	-	**Dept. 9209 Computer System Upgrade & Improveme**				-	-	-	-		
			CAPITAL OUTLAYS									
998	-	-		7600	Computer Hardware and Equipment		-	-	-	-		
11,415	27,181	-		7650	Computer Software		-	-	-	-		
-	-	-					-	-	-	-		
12,413	27,181	-	**TOTAL Computer System**				-	-	-	-		
-	-	-	**Dept 9005 Keyless Entry - Card Reader system**				-	-	-	-		
-	-	-	CAPITAL OUTLAYS				-	-	-	-		
4,575	-	36,160		7200	Keyless Entry/Card Reader		-	-	-	-		
-	-	-					-	-	-	-		
4,575	-	36,160	**TOTAL Keyless Entry - Card Reader system**				-	-	-	-		
-	-	-					-	-	-	-		
-	-	-	**Dept 9007 Surveillance Cameras**				-	-	-	-		
-	-	-	CAPITAL OUTLAYS				-	-	-	-		
36,189	27,114	8,924		7200	Machinery & Equipment		-	1,200	-	-		
-	-	-					-	-	-	-		
36,189	27,114	8,924	**TOTAL Surveillance Cameras**				-	1,200	-	-		
-	-	-	**Dept 9065 Vehicle/Equipment Replacement**				-	-	-	-		
-	-	-	CAPITAL OUTLAYS				-	-	-	-		
575,756	531,172	342,660		7500	Vehicle/Equipment Replacement		230,000	230,000	338,750	178,750	-22.3%	(51,250)
						Unit 326 3/4 ton crew cab truck replacement	~~*45,000*~~					
-	-	-				*2 Police Interceptor Sedans (Units 709 & 722)*	*70,000*	-	-	-	-	
-	-	-				*2 Police Interceptor Sedans (Units 720 & 721)*	~~*70,000*~~	-	-	-	-	
						Motrim Tractor 360 (3/4 of cost split with WF)	*108,750*					
-	-	-				*Mini Excavator*	~~*45,000*~~	-	-	-	-	

TOWN OF CULPEPER
General Fund - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
575,756	531,172	342,660	**TOTAL Vehicle/Equipment Replacement**			230,000	230,000	338,750	178,750	-22.3%	(51,250)
-	-	-	**Dept 9130 Computer/Server Replacement**			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**			-	-	-	-		
87,886	92,654	23,872		7200	Machinery & Equipment	30,000	10,000	-	-	-100.0%	(30,000)
-	-	-				-	-	-	-		
87,886	92,654	23,872	**TOTAL Computer/Server Replacement**			30,000	10,000	-	-	-100.0%	(30,000)
-	-	-	**Dept. 9211 Network Backup and Hardware Recovery**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	-	47,511		7600	Computer Hardware & Equipment	-	-	-	-		
-	-	-				-	-	-	-		
-	-	47,511	**TOTAL Network Backup and Hardware Recovery**			-	-	-	-		
-	-	-	**Dept XXXX Software Upgrade**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	-	-		7650	Computer Software	-	-	25,200	25,200		
-	-	-				-	-	-	-		
-	-	-	**TOTAL Software Upgrade**			-	-	25,200	25,200		
-	-	-	**Dept 9006 Wireless Radio Upgrade**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	73,478	-		7200	Machinery & Equipment	-	-	-	-		
-	-	-				-	-	-	-		
-	73,478	-	**TOTAL Wireless Radio Upgrade**			-	-	-	-		
-	-	-	**Dept 9008 Fire Suppression**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	-	-		7040	Infrastructure	-	56,479	-	-		
-	-	-				-	-	-	-		
-	-	-	**TOTAL Fire Suppression**			-	56,479	-	-		
-	-	-	**Dept. 9009 VOIP**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	100,715	-		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
-	100,715	-	**TOTAL VOIP**			-	-	-	-		
-	-	-	**Dept 9121 Additional Technology Cable**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
22,307	29,156	4,110		7040	GF - Cap - Add'l. Tech-Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
22,307	29,156	4,110	**TOTAL Additional Technology Cable**			-	-	-	-		
-	-	-	**Dept 9125 In Car Digital Cameras**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
130,191	-	11,676		7200	Machinery & Equipment	-	-	-	-		
-	-	-				-	-	-	-		

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
130,191	-	11,676	**TOTAL In Car Digital Cameras**			-	-	-	-		
-	-	-	**Dept 9127 Records Management**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
19,256	38,712	68,352		7600	GF - C Records Management	-	-	-	-		
-	-	-				-	-	-	-		
19,256	38,712	68,352	**TOTAL Records Management**			-	-	-	-		
-	-	-	**Dept 9145 Downtown Alleyway Improvements**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
170,580	-	-		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
170,580	-	-	**TOTAL Downtown Alleyway Improvements**			-	-	-	-		
-	-	-	**Dept 9165 Survey of Historic Properties**			-	-	-	-		
-	-	-	SERVICES			-	-	-	-		
25,000	-	-		5216	GF - C-Survey of Historic-Engineering Services	20,000	-	-	-	-100.0%	(20,000)
-	-	-			*Includes Matching Grant of $10,000*	-	-	-	-		
-	-	-				-	-	-	-		
25,000	-	-	**TOTAL Survey of Historic Properties**			20,000	-	-	-	-100.0%	(20,000)
			Dept XXXX Special Event Stage/Canopy			-	-	-	-		
			CAPITAL OUTLAYS			-	-	-	-		
				7200	Machinery & Equipment	65,000	-	-	-	-100.0%	(65,000)
						-	-	-	-		
			TOTAL Special Event Stage/Canopy			65,000		-	-	-100.0%	(65,000)
-	-	-	**Dept 9167 Streetscape & Signage Project**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
-	-	-		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**Streetscape & Signage Project**			-	-	-	-		
-	-	-	**Dept 9203 Reflectivity Signs and Tools**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
18,954	28,746	16,816		7200	Machinery & Equipment	-	-	-	-		
-	-	-				-	-	-	-		
18,954	28,746	16,816	**TOTAL Reflectivity Signs and Tools**			-	-	-	-		
-	-	-	**Dept 9298 YMP Skate Park Maintenance Program**			-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
7,500	105,933	-		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
7,500	105,933	-	**TOTAL YMP Skate Park Maintenance Program**			-	-	-	-		
			Sidewalk, Bikeways, and Trails			-	-	-	-		
-	-	-	SERVICES			-	-	-	-		
-	-	-		5216	Engineering services	-	-	200,000	200,000		

TOWN OF CULPEPER
General Fund - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-	-	CAPITAL OUTLAY			-	-	-	-		
-	-	-		7040	Infrastructure	-	-	1,005,270	1,005,270		
-	-	-				-	-	-	-		
-	-	-	**TOTAL Sidewalk, Bikeways, and Trails**			-	-	1,205,270	1,205,270		
			Dept 9391 Davis Street Pavilion & Plaza								
-	-	-	SERVICES			-	-	-	-		
-	-	-		5214	Consulting Services	-	-	-	-		
-	-	-	CAPITAL OUTLAY			-	-	-	-		
306,995	2,120,871	3,612,164		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
306,995	2,120,871	3,612,164	**TOTAL Davis Street Pavilion & Plaza**			-	-	-	-		
-	-	-	**Dept 9370 Wayfinding and Sign Plan**			-	-	-	-		
-	-	-	SERVICES			-	-	-	-		
-	43,109	-		5216	Engineering services	-	-	-	-		
-	-	-	CAPITAL OUTLAY			-	-	-	-		
-	16,163	12,369		7040	Infrastructure	-	-	-	-		
-	-	-				-	-	-	-		
-	59,272	12,369	**TOTAL Wayfinding and Sign Plan**			-	-	-	-		
4,064,722	*7,520,046*	*9,142,544*			*sub-total all capital projects*	*505,000*	*297,679*	*1,569,220*	*1,409,220*	179.1%	904,220
-	-	-	**Dept 9990 CONTINGENCY - UNRESERVED**								
-	-	-		9990	Contingency	-		-	-		
-	-	-									
-	-	-	**CONTINGENCY - UNRESERVED**			-		-	-		
-	-	-									
-	-	-	**Dept. 9991 CONTINGENCY - RESERVED**								
-	-	-		9990	Undesignated	-	-	-	-		
-	-	-		9991	Contingency - Bond proceeds	-	-	-	-		
			CONTINGENCY - RESERVED			-		-	-		
4,064,722	7,520,046	9,142,544		**TOTAL GENERAL CAPITAL FUND EXPENDITURES**		505,000		1,569,220	1,409,220	179.1%	904,220

TOWN OF CULPEPER
Water - Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			OPERATING FUND:							
3,148,345	3,639,818	3,546,446	**TOTAL WATER FUND REVENUES**		3,838,319	3,466,000	4,176,561	4,113,147	7.2%	274,828
1,853,039	1,947,307	1,856,048	3700	TREATMENT	2,148,987	2,146,200	2,229,088	2,156,825	0.4%	7,838
507,928	700,941	764,938	3800	DISTRIBUTION	814,778	786,037	876,482	885,331	8.7%	70,553
222,316	903,262	921,517	9900	DEBT SERVICE	724,879	960,462	963,936	963,936	33.0%	239,057
87,798	92,431	97,530	9950	TRANSFERS	99,675	99,675	107,055	107,055	7.4%	7,380
-	-	-	9990	CONTINGENCY	-	-	-	-		
2,671,081	3,643,941	3,640,033	**TOTAL EXPENDITURES**		3,788,319	3,992,374	4,176,561	4,113,147	8.6%	324,828
477,264	(4,122)	(93,587)	**REVENUES OVER (UNDER) EXPENDITURES**		50,000	(526,374)	-	-		
			CAPITAL FUND:							
613,898	867,986	739,880	**TOTAL WATER CAPITAL FUND REVENUES**		5,285,500	939,906	16,471,250	16,391,250	210.1%	11,105,750
-	13,950	-	8910	DISTRIBUTION SYSTEM IMPRVMTS	50,500	149,420	50,000	50,000	-1.0%	(500)
7,200	-	-	8956	MAJOR PROCESS EQUIP REPL	25,000	25,000	25,000	25,000	0.0%	-
1,186	302,097	92,767	8945	FUTURE WATER SUPPLY	2,300,000	-	-	-		
-	7,036	-	9065	VEHICLE REPLACEMENT PROGRAM	-	-	216,250	136,250		136,250
0	3,200	-	8947	MODIF TO MTN RUN & LAKE PELHAM DAMS	2,500,000	500,030	15,000,000	15,000,000	500.0%	12,500,000
-	-	-		SPRING ST WATER PLANT POST CLOSURE CONVERSION	-	-	200,000	200,000		200,000
-	-	-		NEW TOWN PARK & WELL DEVELOPMENT	-	-	810,000	810,000		810,000
-	-	-		LAKE PELHAM RECREATION	-	-	170,000	170,000		170,000
-	-	9,747	8958	SCADA REPLACEMENT	-	-	-	-		
-	-	-	9950	TRANSFER TO OPERATIONS	-	-	-	-		
8,386	326,284	102,514		TOTAL CAPITAL EXPENDITURES	4,875,500	674,450	16,471,250	16,391,250	236.2%	11,515,750
-	-	-	**LOAN TO L&P**		410,000	-	-	-		
-	-	-	**CONTINGENCY - UNRESERVED**		-	-	-	-		
8,386	326,284	102,514	**TOTAL EXPENDITURES**		5,285,500	674,450	16,471,250	16,391,250	210.1%	11,105,750
605,512	541,702	637,367	**REVENUES OVER (UNDER) EXPENDITURES**		-	265,456	-	-		-

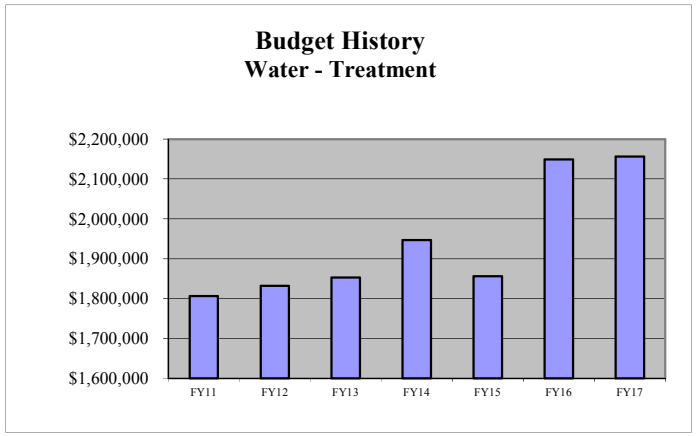
TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			RESERVE BALANCES								
-	-	-		3100	Reserves	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**METERED SALES**			-	-	-	-		
2,847,786	2,945,601	3,065,443		3290	Metered Sales - Water	3,060,000	3,200,000	3,300,000	3,300,000	7.8%	240,000
-	-	-				-	-	-	-		
-	-	-	**UTILITY FEES**			-	-	-	-		
-	225	575		3310	After Hours Reconnection Fee	-	-	-	-		
81,530	85,264	87,084		3320	Delinquent Fees	85,000	90,000	90,000	90,000	5.9%	5,000
11,987	13,258	11,913		3330	Disconnect Fees	15,000	15,000	15,000	15,000	0.0%	-
31,586	34,441	34,748		3370	Penalties	35,000	36,000	36,000	36,000	2.9%	1,000
-	-	-		3380	Service Charge - Interest	-	-	-	-		
27,175	39,125	32,152		3340	Meter Fees	40,000	34,000	35,000	35,000	-12.5%	(5,000)
79,305	80,651	82,229		3400	AMR Surcharge	80,000	84,000	85,500	85,500	6.9%	5,500
-	-	-				-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**UTILITY CHARGES, MISCELLANEOUS**			-	-	-	-		
891	33,933	7,249		3580	Time & Material Charges - Misc.	5,000	6,000	6,000	6,000	20.0%	1,000
9,769	-	323		3585	Time & Material Charges - Taps	1,000	-	-	-	-100.0%	(1,000)
-	-	-				-	-	-	-		
-	-	-	**REVENUE FROM USE OF MONEY**			-	-	-	-		
1,430	1,212	4,858		4360	Interest on Investments	1,000	1,000	1,000	1,000	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**MISCELLANEOUS**			-	-	-	-		
-	-	-		4520	Insurance Dividend	-	-	-	-		
5,378	4,227	1,000		4525	Insurance Claims & Recoveries	-	-	-	-		
405	-	-		4540	Reimbursements, Rebates & Recovery	-	-	-	-		
-	128	501		4550	Miscellaneous	-	-	-	-		
-	378,360	-		4560	Developer Contributions	-	-	-	-		
27,484	4,283	1,276		4580	Sale Of Salvage & Surplus Materials	-	-	-	-		
1,619	19,111	17,094		4585	Sale Of Surplus Equipment	500	-	-	-	-100.0%	(500)
22,000	-	-		4762	Misc. Grants	-	-	-	-		
-	-	200,000		4763	Grants for Dam Project	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**TRANSFERS**			-	-	-	-		
-	-	-		4960	Transfer from Reserves	515,819	-	608,061	544,647	5.6%	28,828
-	-	-				-	-	-	-		
3,148,345	3,639,818	3,546,446	**TOTAL REVENUES / OTHER SOURCES**			3,838,319	3,466,000	4,176,561	4,113,147	7.2%	274,828

WATER - TREATMENT

Mission:
The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 YE Proj.	FY17 Dept Request	FY17 Proposed
Authorized Persons	8	8	8	8	8
Expenditures					
Personnel	568,618	659,398	659,398	688,948	617,259
Operating	1,272,928	1,443,989	1,446,802	1,500,140	1,499,566
Capital Outlay	14,503	45,600	40,000	40,000	40,000
Total Expenditures	1,856,048	2,148,987	2,146,200	2,229,088	2,156,825

Major Highlights for FY17

Total Budget Increase $ 7,838

- The proposed budget includes an increase in Billing & Administrative Support of $28,969.
- The proposed budget includes 2% Merit pay increase $7,387.
- The proposed budget includes an increase in debt service of $252,431 (not shown in total increase above).

In FY17 the Water Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			3700-WATER TREATMENT							
			PERSONNEL - WAGES & BENEFITS							
452,991	426,530	340,064	5010	Salaries	457,817	457,817	472,070	419,266	-8.4%	(38,551)
39,197	46,995	36,022	5020	Salaries - Overtime	32,000	32,000	35,000	35,000	9.4%	3,000
-	-	-	5030	Salaries - Part-time	-	-	-	-		
-	-	-	5040	Salaries - Contingency	-	-	-	-		
9,088	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
35,410	32,852	30,656	5110	Social Security Tax	28,385	28,385	29,268	25,994	-8.4%	(2,391)
8,281	7,817	7,175	5120	Medicare Tax	6,638	6,638	6,845	6,079	-8.4%	(559)
83,196	61,681	76,014	5130	Health Insurance	56,136	56,136	66,444	58,993	5.1%	2,857
95,350	79,383	60,909	5140	VRS Retirement	58,829	58,829	50,087	44,485	-24.4%	(14,344)
5,810	5,521	5,484	5145	VRS Group Life Insurance	5,448	5,448	6,184	5,492	0.8%	44
9,771	9,137	12,295	5160	Worker's Comp. Insurance	14,145	14,145	15,663	14,563	3.0%	418
-	-	-								
-	-	-			-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	34	5210	Health & Medical Services	-	-	-	-		
-	672	1,375	5214	Consulting Services	10,000	10,000	10,000	10,000	0.0%	-
14,577	-	-	5216	Engineering Services	30,000	30,000	30,000	30,000	0.0%	-
2,930	20,482	12,645	5217	Lab Testing	10,000	10,000	20,000	20,000	100.0%	10,000
-	-	1,708	5218	Legal Services	6,000	2,000	2,000	2,000	-66.7%	(4,000)
15,828	8,055	7,774	5230	R&M - Building & Grounds	15,000	15,000	15,000	15,000	0.0%	-
14,524	15,360	27,897	5235	R&M - Plant	15,000	15,000	15,000	15,000	0.0%	-
299	1,972	12,747	5238	R&M - Infrastructure	1,000	6,877	12,000	12,000	1100.0%	11,000
4,535	29,331	17,950	5240	R&M - Equipment	15,000	20,000	20,000	20,000	33.3%	5,000
(3,158)	533	209	5249	R&M - Misc. / Other	1,000	200	-	-	-100.0%	(1,000)
15,057	5,324	16,335	5250	Maintenance Service Contract	15,970	15,970	16,000	16,000	0.2%	30
-	-	-		*SCADA software support*	-	-	-	-		
-	-	-		*SCADA system support*	-	-	-	-		
-	-	-		*Elevator maintenance*	-	-	-	-		
-	-	-		*HVAC maintenance*	-	-	-	-		
-	-	-		*Annual Life Inspection*	-	-	-	-		
-	-	-		*Fire Extinguisher Inspection*	-	-	-	-		
-	-	-		*Tank Rental*	-	-	-	-		
				Boiler & A/C Maintenance at WTP						
				Ework order maintenance program						
5,205	4,539	4,365	5300	Printing and Binding	3,000	3,000	3,000	3,000	0.0%	-
733	963	407	5310	Advertising	1,000	200	200	200	-80.0%	(800)
4,581	4,368	4,453	5350	Uniform Rentals	4,000	4,000	4,000	4,000	0.0%	-
530,000	530,000	545,000	5520	Billing & Administrative Support	701,301	701,301	730,270	730,270	4.1%	28,969
3,500	3,500	3,500	5550	Motor Pool	3,500	3,500	3,500	3,500	0.0%	-

TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
6,066	5,799	6,089	5555	Mowing, mulching & trimming	6,089	6,000	6,100	6,100	0.2%	11
			OTHER CHARGES							
146,057	168,688	168,784	5610	Electrical Services	150,000	150,000	150,000	150,000	0.0%	-
6,081	4,656	7,335	5620	Heating Services	6,000	6,000	6,000	6,000	0.0%	-
73,166	99,750	86,433	5640	Sewage Services	80,000	80,000	80,000	80,000	0.0%	-
66	30	110	5660	Disposal Fees	100	120	120	120	20.0%	20
13,669	15,573	18,495	5710	Postal Services	14,000	14,000	14,000	14,000	0.0%	-
5,525	5,240	6,658	5720	Telecommunications	10,547	10,547	11,000	11,000	4.3%	453
-	-	-		*Verizon line/cell phones*	-	-	-	-		
1,501	1,506	1,551	5810	Boiler & Machinery Insurance	1,597	1,521	1,600	1,567	-1.9%	(30)
5,516	5,687	5,681	5820	Fire / Property Insurance	5,851	5,999	6,600	6,179	5.6%	328
550	550	550	5830	Contractor's Equipment Insurance	567	566	600	583	2.9%	16
1,017	1,017	1,409	5840	Motor Vehicle Insurance	1,451	1,562	2,000	1,609	10.9%	158
12,364	12,898	13,414	5870	General Liability Insurance	13,816	13,872	14,000	14,288	3.4%	472
11,789	3,973	4,191	5920	Education & Training	5,000	5,000	5,000	5,000	0.0%	-
706	1,045	2,188	6010	Lodging	1,500	1,500	1,500	1,500	0.0%	-
624	124	229	6015	Meals	600	1,018	1,200	1,200	100.0%	600
861	272	1,068	6018	Travel	600	600	600	600	0.0%	-
			MISCELLANEOUS ITEMS							
4,830	4,869	4,646	6210	Dues & Assoc. Memberships	25,000	25,000	25,000	25,000	0.0%	-
-	-	-		*Includes Va. Dept. of Health (new dues)*	-	-	-	-		
-	-	-		*Misc*	-	-	-	-		
6,044	10,593	11,125	6220	Bank Fees	6,000	6,699	7,000	7,000	16.7%	1,000
-	-	-	6299	Miscellaneous	-	-	-	-		
			MATERIALS AND SUPPLIES							
3,603	2,969	1,142	6510	Office Supplies	3,500	1,200	1,500	1,500	-57.1%	(2,000)
2,324	4,963	3,959	6540	Janitorial Supplies	2,500	2,500	2,500	2,500	0.0%	-
5,970	13,058	13,311	6550	Vehicle Fuels	6,000	8,500	8,500	8,500	41.7%	2,500
523	62	962	6552	Fuel Oil	1,000	1,200	1,000	1,000	0.0%	-
62	599	134	6555	Lube Oil	500	1,600	1,600	1,600	220.0%	1,100
768	3,647	5,529	6560	Vehicle & Equipment Supplies	2,000	5,500	5,500	5,500	175.0%	3,500
285	140	700	6570	Uniform Purchases and Wearing Apparel	700	1,250	1,250	1,250	78.6%	550
841	1,353	205	6580	Books, Subscriptions & Education	300	300	300	300	0.0%	-
162,894	241,376	218,567	6610	Chemicals	245,000	235,000	235,000	235,000	-4.1%	(10,000)
				Corrosion Inhibitor						
				Copper Sulfate						
				Fluoride						
				Aluminum sulfate						
				Hypochlorite						
				Lime						

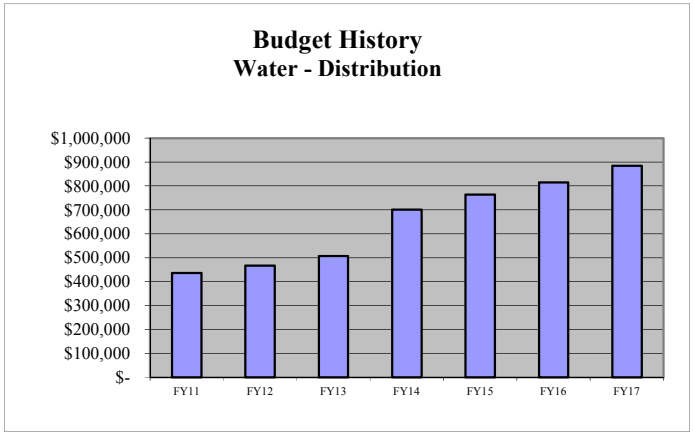
TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
					Polymer						
					Potassium Permanagate						
14,752	21,525	28,212		6650	Laboratory Supplies	18,000	18,000	25,000	25,000	38.9%	7,000
1,987	2,539	3,004		6660	Operating Supplies	3,500	3,500	3,500	3,500	0.0%	-
687	1,142	849		6670	Small Tools	500	1,200	1,200	1,200	140.0%	700
			CAPITAL OUTLAYS								
8,329	5,797	8,603		7200	Machinery & Equipment	40,000	40,000	40,000	40,000	0.0%	-
4,266	5,562	3,475		7600	Computer Equipment	1,000	-	-	-	-100.0%	(1,000)
1,610	5,292	2,425		7650	Computer Software	4,600	-	-	-	-100.0%	(4,600)
			SALARY ADJUSTMENT (3700)								
				2% Merit Increase							
					Salaries			7,387	7,387		
1,853,039	1,947,307	1,856,048	**WATER TREATMENT**			2,148,987	2,146,200	2,229,088	2,156,825	0.4%	7,838

WATER - DISTRIBUTION

Mission:
The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 YE Proj.	FY17 Dept Request	FY17 Proposed
Authorized Persons	7	7	7	7	7
Expenditures					
Personnel	559,817	562,038	582,038	670,412	679,313
Operating	196,003	252,740	195,222	206,070	206,017
Capital Outlay	9,118	-	8,777	-	-
Total Expenditures	764,938	814,778	786,037	876,482	885,331

Major Highlights for FY17

Total Budget Increase $ 70,553

- The proposed budget includes 2% Merit pay increase of $7,915
- The proposed budget included an increase in summer intern labor $30,000.
- The proposed budget includes an increase in overtime based on historic actuals of $20,000.
-The proposed budget includes career ladder increases of $8,901.

In FY17 the Water Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
						-	-	-	-		
-	-	-	**3800 WATER DISTRIBUTION DEPT**				-	-	-	-100.0%	(3,800)
-	-	-	**PERSONNEL - WAGES & BENEFITS**			-	-	-	-		
203,583	287,465	379,169		5010	Salaries	382,105	382,105	421,742	429,186	12.3%	47,081
60,376	59,369	33,631		5020	Salaries - Overtime	20,000	40,000	40,000	40,000	100.0%	20,000
186	(186)	-		5030	Salaries - Part-Time	10,000	10,000	40,000	40,000	300.0%	30,000
-	-	-		5040	Salaries - Contingency	-	-	-	-		
-	-	-		5070	Education Incentive	-	-	-	-		
2,389	-	-		5099	Accrued Salaries / Leave	-	-	-	-		
14,110	20,107	21,736		5110	Social Security Tax	23,690	23,690	26,148	26,610	12.3%	2,920
3,749	4,703	5,084		5120	Medicare Tax	5,541	5,541	6,115	6,223	12.3%	682
39,273	34,934	62,775		5130	Health Insurance	51,698	51,698	60,856	60,856	17.7%	9,158
38,937	33,517	42,163		5140	VRS Retirement	48,268	48,268	44,747	45,537	-5.7%	(2,731)
2,529	3,613	3,512		5145	VRS Group Life Insurance	4,547	4,547	5,525	5,622	23.6%	1,075
4,655	6,772	11,747		5160	Worker's Comp. Insurance	16,189	16,189	17,364	17,364	7.3%	1,175
-	-	-				-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**			-	-	-	-		
-	-	172		5210	Health & Medical Services	-	-	-	-		
-	1,472	4,148		5215	Contractual Services	10,000	5,000	5,000	5,000	-50.0%	(5,000)
-	-	-		5216	Engineering Services	-	-	-	-		
0	41,373	-		5237	R&M - Meters-Retrofit	-	-	-	-		
14,054	47,102	95,526		5238	R&M - Infrastructure	130,000	90,000	100,000	100,000	-23.1%	(30,000)
427	1,515	806		5240	R&M - Equipment	2,000	2,000	2,000	2,000	0.0%	-
63	353	1,026		5245	R&M - Vehicle	1,000	1,000	1,000	1,000	0.0%	-
477	605	-		5249	R&M-Misc. / Other	-	-	-	-		
2,520	12,002	10,216		5250	Maintenance Service Contract	11,700	11,000	11,000	11,000	-6.0%	(700)
-	-	408		5300	Printing and Binding	800	-	-	-	-100.0%	(800)
-	-	-		5310	Advertising	250	-	-	-	-100.0%	(250)
1,472	1,655	1,938		5350	Uniform Rentals	2,000	2,000	2,000	2,000	0.0%	-
38,076	41,968	-		5510	Salary & Benefits Payment	-	-	-	-		
6,432	6,432	6,500		5550	Motor Pool	6,500	6,500	6,500	6,500	0.0%	-
-	-	-				-	-	-	-		
-	-	-	**OTHER CHARGES**			-	-	-	-		
3,754	4,363	3,858		5610	Electrical Services	4,500	4,500	4,500	4,500	0.0%	-
1,498	2,484	2,083		5620	Heating Services	1,600	1,600	1,600	1,600	0.0%	-
-	-	-		5670	Miss Utility Telephone Line	-	-	-	-		
1,385	1,786	1,922		5675	Miss Utility Tickets	2,000	2,100	2,100	2,100	5.0%	100
120	144	336		5710	Postal Services	400	150	150	150	-62.5%	(250)
3,012	4,107	5,351		5720	Telecommunications	5,780	5,780	6,000	6,000	3.8%	220
-	-	-			*Includes Verizon (Aclara) $2,280*	-	-	-	-		
200	200	206		5830	Contractor's Equipment Insurance	210	212	220	218	3.8%	8
855	855	1,184		5840	Motor Vehicle Insurance	1,200	1,310	1,400	1,350	12.5%	150
450	-	-		5850	License & Permit Bond	900	-	-	-	-100.0%	(900)

TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
1,045	1,103	1,502	5920	Education & Training	2,000	2,000	2,000	2,000	0.0%	-
-	-	-	6010	Lodging	500	1,000	1,000	1,000	100.0%	500
866	329	174	6015	Meals	500	1,000	1,000	1,000	100.0%	500
-	-	48	6018	Travel	500	200	200	200	-60.0%	(300)
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
140	175	125	6210	Dues & Assoc. Memberships	400	200	200	200	-50.0%	(200)
19,470	19,470	19,470	6240	Waterworks Fee	20,000	19,470	20,000	20,000	0.0%	-
9,538	15,621	1,644	6295	Bad Debt Expense	9,000	2,000	2,000	2,000	-77.8%	(7,000)
54	-	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
557	618	1,405	6510	Office Supplies	1,000	1,000	1,000	1,000	0.0%	-
13,541	18,246	11,209	6550	Vehicle Fuels	15,000	10,000	10,000	10,000	-33.3%	(5,000)
281	207	146	6555	Lube Oil	500	500	500	500	0.0%	-
3,981	6,085	9,800	6560	Vehicle & Equipment Supplies	5,000	7,000	7,000	7,000	40.0%	2,000
1,522	2,353	2,257	6570	Uniform Purchases and Wearing Apparel	3,500	2,700	2,700	2,700	-22.9%	(800)
-	-	-	6580	Books, Subscriptions & Education	-	-	-	-		
-	-	-	6630	Meter Replacements	-	-	-	-		
2,324	3,508	2,791	6660	Operating Supplies	4,000	5,000	5,000	5,000	25.0%	1,000
4,942	12,926	9,752	6670	Small Tools	10,000	10,000	10,000	10,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
5,086	563	7,338	7200	Machinery & Equipment	-	8,777	-	-		
-	560	1,781	7300	Furniture & Fixtures	-	-	-	-		
-	-	-	7400	Communication Equipment	-	-	-	-		
-	467	-	7600	Computer Equipment	-	-	-	-		
-	-	-	7650	Computer Software	-	-	-	-		
-	-	-								
-	-	-	**SALARY ADJUSTMENT (3800)**							
-	-	-	2% Merit Increase							
-	-	-		Salaries			7,915	7,915		
-	-	-								
507,928	700,941	764,938	**WATER DISTRIBUTION DEPT**		814,778	786,037	876,482	885,331	8.7%	70,553

TOWN OF CULPEPER
Water - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-	-			-	-	-	-		
-	-	-	**9900 DEBT SERVICE**					-	-100.0%	(9,900)
-	719,104	710,236	9000	Depreciation Expense	-	-	-	-		
-	-	-	9502	2002 Refunding Bond Principal	466,000	466,000	491,000	491,000	5.4%	25,000
-	-	-	9503	2003 GOB Refunding Principal	-	-	-	-		
-	-	-	9508	2007B GOB $6.25M Principal	-	-	-	-		
-	0	-	9510	2010 GOB 19.25 Principal	20,154	20,154	20,684	20,684	2.6%	530
-	-	-	9513	2013A GO Bond - Principal	40,000	40,000	35,000	35,000	-12.5%	(5,000)
-	-	-	9514	2014A&B Go Bond - Principle	-	123,000	147,000	147,000		
-	-	-	9599	Debt Principal Payments	-	-	-	-		
156,776	121,948	103,166	9602	2002 Refunding Bond Interest	65,889	66,988	45,130	45,130	-31.5%	(20,759)
197	(69)	-	9603	2003 GOB Refunding Interest	-	-	-	-		
4,369	-	-	9608	2007B GOB $6.25M Interest	-	-	-	-		
-	84	-	9609	2009 GOB Interest	-	-	-	-		
5,187	11,464	6,868	9610	2010 GOB 19.25M Interest	7,661	7,661	7,049	7,049	-8.0%	(612)
(9,463)	12,583	30,184	9612	2012A GO Bonds - Interest	87,150	87,150	87,150	87,150	0.0%	-
-	21,973	1	9613	2013A Go Bond - Interest	24,651	24,652	23,720	23,720	-3.8%	(931)
65,250	-	-	9703	Amortization of Bond Issue Costs	-	-	-	-		
-	-	-	9709	2008 GOB $17.9M Bond Exp	-	-	-	-		
-	-	71,061	9710	Bond Issurance Costs	-	-	-	-		
-	16,176	-	9713	2013A $4,796,000 Bond Expense	-	-	-	-		
-	-	0	9614	2014A&B GO Bond - Interest	13,374	124,857	107,203	107,203	701.6%	93,829
222,316	903,262	921,517	**DEBT SERVICE**		724,879	960,462	963,936	963,936	33.0%	239,057
			9925 DEPRECIATION							
-	-	-	9925	Depreciation	-	-	-	-		
-	-	-	**DEPRECIATION**		-	-	-	-		
			9950 TRANSFERS							
87,798	92,431	97,530	9950	Tfer Water to GF - PILOT	99,675	99,675	107,055	107,055	7.4%	7,380
-	-	-	9960	Transfer to Capital Fund	-	-	-	-		
-	-	-								
87,798	92,431	97,530	**TRANSFERS**		99,675	99,675	107,055	107,055	7.4%	7,380
			9990 CONTINGENCY - UNRESERVED							
-	-	-	9990	Contingency - Unreserved	-	-	-	-		
-	-	-	**CONTINGENCY - UNRESERVED**		-	-	-	-		
2,671,081	3,643,941	3,640,033	**TOTAL EXPENDITURES**		3,788,319	3,992,374	4,176,561	4,113,147	8.6%	324,828
477,264	(4,122)	(93,587)	**REVENUES OVER (UNDER) EXPENDITURES**		50,000	(526,374)	-	-	-	(50,000)

TOWN OF CULPEPER
Water - Capital
FY17 DRAFT BUDGET

Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY15	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
		REVENUES / OTHER SOURCES								
-	-		3100	Reserves	-	-	-	-		
-	-		3150	Loan Proceeds	-	-	-	-		
-	-				-	-	-	-		
-	-	**CAPITAL CONTRIBUTION**			-	-	-	-		
173,000	15,000		3875	Tap Fees - In Town	-	-	-	-		
659,750	685,750		3876	Water Tap Fees - 5/8" Meter	845,000	900,000	1,000,000	1,000,000	18.3%	155,000
9,906	9,906		3877	Water Tap Fees - 1" Meter	15,000	9,906	9,906	9,906	-34.0%	(5,094)
-	15,000		3878	Water Tap Fees - 1 1/2" Meter	-	-	-	-		
-	-		3879	Water Tap Fees - 2" Meter	-	-	-	-		
-	-		3880	Water Tap Fees - 3" Meter	-	-	-	-		
-	-		3881	Water Tap Fees - 4" Meter	-	-	-	-		
-	-		3885	Tap Fees - Out of Town	-	-	-	-		
-	-				-	-	-	-		
-	-				-	-	-	-		
-	-	**REVENUE**			-	-	-	-		
25,330	14,224		4360	Interest on Investments (designated taps)	25,000	30,000	30,000	30,000	20.0%	5,000
-	-		4763	Grant for Dam #11 Project-NRCS Grant	2,500,000	-	5,500,000	5,500,000	120.0%	3,000,000
-	-		4764	Grant for Dam #50 Project-NRCS Grant	-	-	5,500,000	5,500,000		
-	-		xxxx	State Grant	-	-	3,292,490	3,292,490		
-	-		4960	Transfer from Reserves	1,900,500	-	1,081,163	1,001,163	-47.3%	(899,337)
-	-				-					
-	-	**OTHER INCOME**			-	-	-	-		
-	-		3151	L&P-Principal	-	-	54,891	54,891		54,891
-	-		3151	L&P-Interest	-	-	2,800	2,800		2,800
-	-				-	-	-	-		
867,986	739,880	**TOTAL REVENUES / OTHER SOURCES**			5,285,500	939,906	16,471,250	16,391,250	210.1%	11,105,750
-	-	**8945 FUTURE WATER SUPPLY SOURCES**			-	-	-	-		
-	-	SERVICES - PURCHASED, SHARED, INTERNAL			-	-	-	-		
317,260	-		5216	Engineering Services	250,000	-	-	-	-100.0%	(250,000)
		CAPITAL OUTLAYS								-
-	-		7010	Land Acquisition	-	-	-	-		-
(15,163)	92,767		7040	Infrastructure	2,050,000	-	-	-	-100.0%	(2,050,000)
-	-		7200	Machinery & Equipment	-	-	-	-		-
-	-				-	-	-	-		-
302,097	92,767	**FUTURE WATER SUPPLY SOURCES**			2,300,000	-	-	-	-100.0%	(2,300,000)
										-

TOWN OF CULPEPER
Water - Capital
FY17 DRAFT BUDGET

Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY15	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-		**8947-MODIF TO MTN RUN & LAKE PELHAM DAMS**			-	-	-	-		-
-	-		SERVICES - PURCHASED, SHARED, INTERNAL			-	-	-	-		-
3,200	-			5216	Engineering Services	2,500,000	500,000	-	-	-100.0%	(2,500,000)
-	-			7040	Infrastructure	-	30	15,000,000	15,000,000		15,000,000
-	-					-	-	-	-		-
3,200	-		**MODIF TO MTN RUN & LAKE PELHAM DAMS**			2,500,000	500,030	15,000,000	15,000,000	500.0%	12,500,000
											-
			9065 VEHICLE REPLACEMENT PROGRAM			-	-	-	-		-
-	-		CAPITAL OUTLAYS			-	-	-	-		-
7,036	-			7500	Vehicles	-	-	216,250	136,250		136,250
					Mini Excavator	*~~45,000~~*					
					Motrim Tractor (1/4 of cost split with GF)	*36,250*					
					UTV Bobcat	*65,000*					
					2 Repl. 3/4 Ton Trucks (replace 921) ~~$70,000~~	*35,000*	-	-	-	-	-
7,036	-		**VEHICLE REPLACEMENT PROGRAM**				-	216,250	136,250		136,250
											-
-	-		**8956 - MAJOR PROCESS EQUIPMENT REPLACEMENT**			-	-	-	-		-
			CAPITAL OUTLAYS			-	-	-	-		-
-	-			7200	Equipment	25,000	25,000	25,000	25,000	0.0%	-
-	-					-	-	-	-		-
-	-		**MAJOR PROCESS EQUIPMENT REPLACEMENT**			25,000	25,000	25,000	25,000	0.0%	-
			8958 SCADA REPLACEMENT			-	-	-	-		
-	-		SERVICES - PURCHASED, SHARED, INTERNAL			-	-	-	-		
-	9,747			5216	Engineering Services	-	-	-	-		
						-	-	-	-		
-	9,747		**SCADA REPLACEMENT**			-	-	-	-		
											-
-	-		**8910 DISTRIBUTION SYSTEM IMPROVEMENTS**			-	-	-	-		-
-	-		SERVICES - PURCHASED, SHARED, INTERNAL			-	-	-	-		-
-	-			5216	Engineering Services	-	-	-	-		-
-	-		CAPITAL OUTLAYS			-	-	-	-		-
13,950	-			7040	Infrastructure	50,500	149,420	50,000	50,000	-1.0%	(500)
-	-			7200	Machinery & Equipment	-	-	-	-		-
-	-										-
13,950	-		**DISTRIBUTION SYSTEM IMPROVEMENTS**			50,500	149,420	50,000	50,000	-1.0%	(500)
											-
			SPRING ST WATER PLANT POST CLOSURE								
			CAPITAL OUTLAYS			-	-	-	-		

TOWN OF CULPEPER
Water - Capital
FY17 DRAFT BUDGET

Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY15	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-		7040	Infrastructure	-	-	200,000	200,000		
					-	-	-	-		
-	-	**SPRING ST WATER PLANT POST CLOSURE**			-	-	200,000	200,000		
		NEW TOWN PARK & WELL DEVELOPMENT			-	-	-	-		
		CAPITAL OUTLAYS			-	-	-	-		
-	-		7040	Infrastructure	-	-	810,000	810,000		
					-	-	-	-		
-	-	**NEW TOWN PARK & WELL DEVELOPMENT**			-	-	810,000	810,000		
		LAKE PELHAM RECREATION			-	-	-	-		
		CAPITAL OUTLAYS			-	-	-	-		
-	-		7040	Infrastructure	-	-	170,000	170,000		
					-	-	-	-		
-	-	**LAKE PELHAM RECREATION**			-	-	170,000	170,000		
										-
-	-	**9950TRANSFER TO OPERATIONS**			-	-	-	-		-
-	-		9960	Transfer	-	-	-	-		-
-	-				-	-	-	-		-
-	-	**TRANSFER TO OPERATIONS**			-	-	-	-		-
										-
326,284	102,514			*sub-total of all capital projects*	4,875,500	674,450	16,471,250	16,391,250	236.2%	11,515,750
-	-				-	-	-	-		-
-	-	**LOAN TO LIGHT & POWER**			-	-	-	-		-
-	-			Loan to L&P	410,000	-	-	-	-100.0%	(410,000)
-	-				-	-	-	-		-
-	-	**LOAN TO LIGHT & POWER**			410,000	-	-	-	-100.0%	(410,000)
-	-				-	-	-	-		-
-	-	**9950 TRANSFERS**			-	-	-	-		-
-	-		9960	Transfers to Reserves	-	-	-	-		-
										-
-	-	**9990 CONTINGENCY - UNRESERVED**			-	-	-	-		-
-	-		9990	Contingency	-	-	-	-		-
-	-				-	-	-	-		-
-	-	**TRANSFERS/CONTINGENCY**			-	-	-	-		-
										-
326,284	102,514			**TOTAL EXPENDITURES**	5,285,500	674,450	16,471,250	16,391,250	210.1%	11,105,750
										-

TOWN OF CULPEPER, VA
Wastewater - Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			OPERATING FUND:							
3,570,370	4,399,597	4,203,106	**TOTAL W/W REVENUES / OTHER SOURCES**		5,275,268	4,456,000	5,443,836	5,448,502	3.3%	173,234
2,598,963	2,751,257	2,819,740		4700	TREATMENT	3,204,388	3,058,459	3,373,016	3,377,662	5.4%	173,274
466,180	477,891	271,429		4800	COLLECTION	399,580	358,773	400,520	400,538	0.2%	958
775,517	2,176,104	2,047,585		9900	DEBT SERVICE	1,544,040	1,544,040	1,530,621	1,530,621	-0.9%	(13,419)
104,385	-	125,154		9950	TRANSFERS	127,260	127,260	139,680	139,680	9.8%	12,420
-	-	-		9990	CONTINGENCY	-	-	-	-		
3,945,044	5,405,253	5,263,908	**TOTAL EXPENDITURES**			5,275,268	5,088,532	5,443,836	5,448,502	3.3%	173,234
			REVENUES OVER (UNDER) EXPENDITURES			-	(632,532)	-	-		-
			CAPITAL FUND:							
892,042	1,285,597	1,081,038	**TOTAL W/W CAPITAL FUND REVENUES**			1,315,000	1,329,000	1,545,000	1,545,000	17.5%	230,000
(1)	5,940	5,862		8942	Automated Meter Reading	-	-	-	-		
99,830	-	-		9030	I & I Rehabilitation Project	300,000	300,000	100,000	100,000	-66.7%	(200,000)
-	-	-		9035	Major Process Equip Upgrade - WPCF	50,000	50,000	50,000	50,000	0.0%	-
-	-	-		9065	Vehicle & Equipment Replacement	-	-	120,000	75,000		75,000
-	-	-		9950	Transfer to Operations	965,000	-	1,275,000	1,320,000	36.8%	355,000
-	-	-			**CONTINGENCY - RESERVED/UNRESERVED**	-	-	-	-		
99,829	5,940	5,862	**TOTAL EXPENDITURES**			1,315,000	350,000	1,545,000	1,545,000	17.5%	230,000

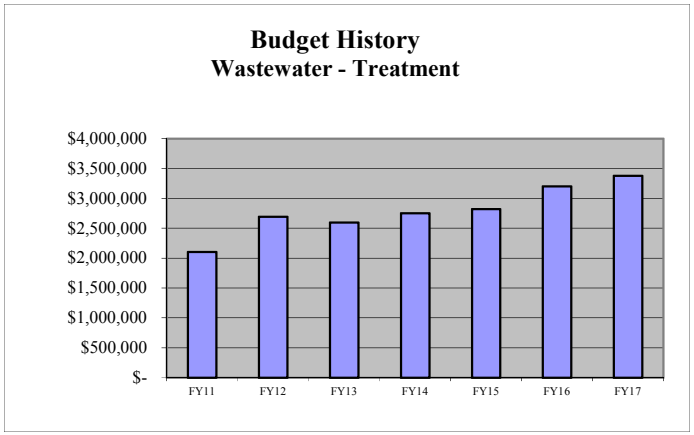
TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
			RESERVE BALANCES								
-	-	-	3100	Reserves - Prior year balance	-	-	-	-	-		
	-	-			-	-	-	-	-		
	-	-	**METERED SALES**		-	-	-	-	-		
3,299,366	3,693,297	3,923,985	3280	Metered Sales - Wastewater	4,000,000	4,200,000	4,400,000	4,400,000	4,400,000	10.0%	400,000
	-	-			-	-	-	-	-		
	-	-	**UTILITY FEES**		-	-	-	-	-		
-	225	575	3310	After Hours Reconnection Fee	-	-	-	-	-		
81,530	85,264	87,084	3320	Delinquent Fees	85,000	90,000	90,000	90,000	90,000	5.9%	5,000
11,987	13,258	11,913	3330	Disconnect Fees	13,000	13,000	13,000	13,000	13,000	0.0%	-
31,586	34,441	34,748	3370	Penalties	35,000	37,000	37,000	37,000	37,000	5.7%	2,000
28,817	21,891	27,890	3375	Septage Receiving Fees	26,000	29,000	29,000	29,000	29,000	11.5%	3,000
76,039	77,331	78,930	3400	AMR Surcharge	77,000	79,000	79,000	79,000	79,000	2.6%	2,000
	-	-			-	-	-	-	-		
	-	-	**UTILITY CHARGES, MISCELLANEOUS**		-	-	-	-	-		
4,034	2,725	4,378	3580	Time & Material Charges - Misc.	2,000	2,500	2,500	2,500	2,500	25.0%	500
3,755	6,026	2,768	3585	Time & Material Charges - Taps	2,000	2,000	2,000	2,000	2,000	0.0%	-
250	500	20,500	4290	FOG permits	1,000	1,000	1,000	1,000	1,000	0.0%	-
-	5,000	-	4291	Wastewater Discharge Permit	-	-	-	-	-		
	-	-			-	-	-	-	-		
	-	-	**REVENUE FROM USE OF MONEY**		-	-	-	-	-		
715	544	575	4360	Interest on Investments	500	500	500	500	500	0.0%	-
	-	-			-	-	-	-	-		
	-	-	**MISCELLANEOUS**		-	-	-	-	-		
-	-	-	4520	Insurance Dividend	-	-	-	-	-		
23,028	94	44	4525	Insurance Claims/Recoveries	-	-	-	-	-		
897	-	3,047	4540	Reimbursements, Rebates & Recoveries	-	-	-	-	-		
-	9,082	-	4550	Miscellaneous	500	-	-	-	-	-100.0%	
	440,550	-	4560	Developer Contributions	-	-	-	-	-		
8,367	2,422	-	4580	Sale of Salvage & Surplus Materials	-	-	-	-	-		
-	6,948	6,668	4585	Sale of Surplus Equipment	500	2,000	2,000	2,000	2,000	300.0%	1,500
	-	-			-	-	-	-	-		
	-	-	**TRANSFER FROM CAPITAL**		-	-	-	-	-		
-	-	-	4960	Transfer from Reserves	1,032,768	-	787,836	792,502	792,502	-23.3%	(240,266)
3,570,370	4,399,597	4,203,106	**TOTAL REVENUES / OTHER SOURCES**		5,275,268	4,456,000	5,443,836	5,448,502	5,448,502	3.3%	173,234

WASTEWATER - TREATMENT (4700)

Mission:
The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 YE Proj	FY17 Dept Request	FY17 Proposed
Authorized Persons	15	15	15	15	13
Expenditures					
Personnel	1,004,216	1,134,719	1,134,719	1,194,323	1,194,323
Operating	1,796,234	2,023,669	1,873,740	2,128,692	2,133,339
Capital Outlay	19,291	46,000	50,000	50,000	50,000
Total Expenditures	2,819,740	3,204,388	3,058,459	3,373,016	3,377,662

Major Budget Highlights for FY17:

Total Budget Increase $ 173,274

- The proposed budget includes an increase in Billing & Administrative Support of $22,204.
- The proposed budget includes an increase in R&M - Infrastructure to clean out the digester, $205,000.
- The proposed budget includes 2% Merit pay increase $16,336.

In FY17 the Wastewater Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
			4700 WASTEWATER - TREATMENT									
			PERSONNEL - WAGES & BENEFITS									
654,442	641,398	678,231		5010	Salaries	794,320	794,320	830,234	830,234	830,234	4.5%	35,914
41,438	54,923	57,214		5020	Salaries - Overtime	45,000	45,000	45,000	45,000	45,000	0.0%	-
-	-	-		5040	Salaries - Contingency	-	-	-	-	-		
4,362	-	-		5099	Accrued Salaries / Leave	-	-	-	-	-		
37,638	37,405	39,178		5110	Social Security Tax	49,247	49,247	51,475	51,475	51,475	4.5%	2,228
8,802	8,748	9,163		5120	Medicare Tax	11,518	11,518	12,038	12,038	12,038	4.5%	520
94,348	74,095	120,380		5130	Health Insurance	111,694	111,694	118,601	118,601	118,601	6.2%	6,907
102,012	79,631	79,571		5140	VRS Retirement	94,266	94,266	88,088	88,088	88,088	-6.6%	(6,178)
6,323	5,996	7,176		5145	VRS Group Life Insurance	8,932	8,932	10,876	10,876	10,876	21.8%	1,944
12,182	11,118	13,302		5160	Worker's Comp. Insurance	19,742	19,742	21,675	21,675	21,675	9.8%	1,933
						-	-	-	-	-		
						-	-	-	-	-		
			SERVICES - PURCHASED, SHARED, INTERNAL			-	-	-	-	-		
-	-	34		5210	Health & Medical Services	500	-	-	-	-	-100.0%	
1,085	-	-		5214	Consulting Services	30,000	15,000	15,000	15,000	15,000	-50.0%	(15,000)
1,267	-	-		5216	Engineering Services	35,000	30,000	30,000	30,000	30,000	-14.3%	(5,000)
14,744	22,052	29,985		5217	Lab Testing	26,000	26,000	30,000	30,000	30,000	15.4%	4,000
-	-	-			*Qrtly. Sludge Testing*	-	-	-	-	-		
-	-	-			*Final Effluent Hardness/Metals*	-	-	-	-	-		
-	-	-			*Pretreatment Testing*	-	-	-	-	-		
-	-	-			*Final Effluent Weekly Testing*	-	-	-	-	-		
					Misc. Including Bioassay	-	-	-	-	-		
4,010	3,244	3,070		5218	Legal Services	5,000	5,000	5,000	5,000	5,000	0.0%	-
					VAMWA	-	-	-	-	-		
					Nutrient Trading	-	-	-	-	-		
-	-	3,991		5230	R&M - Buildings & Grounds	1,000	5,000	5,000	5,000	5,000	400.0%	4,000
14,839	20,112	16,739		5235	R&M - Plant	20,000	20,000	20,000	20,000	20,000	0.0%	-
25,207	77,496	23,102		5238	R&M - Infrastructure	95,000	75,000	300,000	300,000	300,000	215.8%	205,000
-	-	-			*Piping,yard hydrants, tank repairs, compressor repairs, lagoon repairs, structure repairs*	-	-	-	-	-		
-	-	-				-	-	-	-	-		
60,623	122,683	53,149		5240	R&M - Equipment	85,000	85,000	85,000	85,000	85,000	0.0%	-
-	-	-			*Pumps & Rebuild*	-	-	-	-	-		
-	-	-			*Glycerin Pump Replacement*	-	-	-	-	-		
-	-	-			*Centrifuge Rebuild*	-	-	-	-	-		
					Lab Equipment Replacement	-	-	-	-	-		

TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
					Misc.	-	-	-	-	-		
2,588	5,822	6,472	5249	R&M - Misc. / Other		5,000	5,000	5,000	5,000	5,000	0.0%	-
-	-	-			*Instrumentation Repairs*	-	-	-	-	-		
34,932	51,777	35,079	5250	Maintenance Service Contract		50,128	35,000	35,000	35,000	35,000	-30.2%	(15,128)
-	-	-			*Fire Extinguisher Maintenance Inspection*	-	-	-	-	-		
					Hoist Certification	-	-	-	-	-		
					Lab Certification	-	-	-	-	-		
					SCADA Software Support	-	-	-	-	-		
-	-	-			*SCADA Software Support*	-	-	-	-	-		
-	-	-			*HACH Services/Lab Maint. Repairs*	-	-	-	-	-		
-	-	-			*Digester Cleaning*	-	-	-	-	-		
-	-	-			*Janitorial Cleaning Services*	-	-	-	-	-		
					EworkOrders Maintenance software program	-	-	-	-	-		
					Maintenance for Boilers, AC system for WWTP	-	-	-	-	-		
39,373	46,206	41,539	5280	Sludge Disposal		55,000	55,000	55,000	55,000	55,000	0.0%	-
-	-	-	5290	Toxics Engineering		-	-	-	-	-		
4,829	4,576	4,365	5300	Printing and Binding		5,500	4,000	4,000	4,000	4,000	-27.3%	(1,500)
-	1,833	-	5310	Advertising		2,000	2,000	2,000	2,000	2,000	0.0%	-
5,220	5,198	5,420	5350	Uniform Rentals		6,000	6,000	6,000	6,000	6,000	0.0%	-
530,000	530,000	663,000	5520	Billing & Administrative Support		574,538	574,538	596,742	596,742	596,742	3.9%	22,204
21,000	21,375	21,000	5550	Motor Pool		21,000	21,000	21,000	21,000	21,000	0.0%	-
14,263	14,378	15,097	5555	Mowing, mulching & trimming		15,097	16,000	16,000	16,000	16,000	6.0%	903
						-	-	-	-	-		
			OTHER CHARGES			-	-	-	-	-		
298,595	319,867	306,148	5610	Electrical Services		300,000	300,000	300,000	300,000	300,000	0.0%	-
99,643	115,354	88,044	5620	Heating Services		100,000	100,000	100,000	100,000	100,000	0.0%	-
18,539	22,800	31,815	5630	Water Services		19,000	19,000	20,000	20,000	20,000	5.3%	1,000
3,097	1,028	689	5660	Disposal Fees		3,500	3,500	3,500	3,500	3,500	0.0%	-
14,634	14,689	19,679	5710	Postal Services		18,000	18,000	18,000	18,000	18,000	0.0%	-
10,141	8,871	17,325	5720	Telecommunications		13,198	13,198	15,000	15,000	15,000	13.7%	1,802
-	-	-			*Verizon Lines, Pump stations, cell phones*	-	-	-	-	-		
3,380	3,262	3,360	5810	Boiler & Machinery Insurance		3,460	3,295	3,400	3,394	3,394	-1.9%	(66)
16,395	16,887	16,887	5820	Fire / Property Insurance		17,393	17,831	18,000	22,555	22,555	29.7%	5,162
-	-	-	5830	Contractor's Equipment Insurance		-	-	-	-	-		
3,110	3,110	4,307	5840	Motor Vehicle Insurance		4,436	4,738	5,000	4,880	4,880	10.0%	444
14,722	15,542	16,163	5870	General Liability Insurance		16,647	16,716	17,000	17,218	17,218	3.4%	571
6,803	3,364	5,438	5920	Education & Training		5,000	5,000	5,000	5,000	5,000	0.0%	-
132	-	-	5943	Lease Copier		1,800	1,800	1,800	1,800	1,800	0.0%	-

TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
-	-	270	6010	Lodging		500	1,000	1,000	1,000	1,000	100.0%	500
15	-	71	6015	Meals		250	1,000	1,000	1,000	1,000	300.0%	750
266	-	-	6018	Travel		400	-	-	-	-	-100.0%	
						-	-	-	-	-		
			MISCELLANEOUS ITEMS			-	-	-	-	-		
9,054	15,459	11,214	6210	Dues & Assoc. Memberships		10,822	11,000	11,000	11,000	11,000	1.6%	178
-	-	-			*Permit Maintenance Fees*	-	-	-	-	-		
-	-	-			*VWWA Annual Assessment fees*	-	-	-	-	-		
-	-	-			*WEF*	-	-	-	-	-		
					W/W Operator License Renewals	-	-	-	-	-		
					New Operator Licenses	-	-	-	-	-		
3,005	6,596	6,661	6220	Bank Fees		4,000	4,439	4,500	4,500	4,500	12.5%	500
-	-	-	6299	Miscellaneous		-	-	-	-	-		
						-	-	-	-	-		
			MATERIALS AND SUPPLIES			-	-	-	-	-		
1,626	2,586	2,321	6510	Office Supplies		2,500	2,000	2,000	2,000	2,000	-20.0%	(500)
1,209	1,227	1,823	6540	Janitorial Supplies		2,000	1,500	1,500	1,500	1,500	-25.0%	(500)
9,934	9,704	6,020	6550	Vehicle Fuels		13,000	7,000	7,000	7,000	7,000	-46.2%	(6,000)
28,832	15,080	5,149	6552	Fuel Oil		30,000	20,000	20,000	20,000	20,000	-33.3%	(10,000)
1,448	6,827	11,685	6555	Lube Oil		21,000	10,000	10,000	10,000	10,000	-52.4%	(11,000)
7,932	9,287	10,338	6560	Vehicle & Equipment Supplies		5,500	5,500	5,500	5,500	5,500	0.0%	-
200	200	365	6570	Uniform Purchases and Wearing Apparel		500	1,935	2,000	2,000	2,000	300.0%	1,500
238	492	144	6580	Books, Subscriptions & Education		500	250	250	250	250	-50.0%	(250)
257,902	256,858	264,355	6610	Chemicals		346,500	275,000	275,000	275,000	275,000	-20.6%	(71,500)
					Carbon Source	-	-	-	-	-		
					Aluminum Sulfate	-	-	-	-	-		
					Sodium Bicarbonate	-	-	-	-	-		
					Centrifuge Polymer	-	-	-	-	-		
					Belt Press Polymer	-	-	-	-	-		
					Sodium Hypochlorite	-	-	-	-	-		
32,176	36,920	32,114	6650	Laboratory Supplies		40,000	40,000	40,000	40,000	40,000	0.0%	-
					HACH supplies	-	-	-	-	-		
					IDEXX Bacteriological Supplies	-	-	-	-	-		
					ERA Standards/QC	-	-	-	-	-		
-	-	-			*Chemicals/Supplies*	-	-	-	-	-		
-	-	-			*Filters/Standards*	-	-	-	-	-		
4,925	6,779	9,199	6660	Operating Supplies		7,000	7,000	7,000	7,000	7,000	0.0%	-
-	-	-			*Miscellaneous operating/safety supplies*	-	-	-	-	-		
1,341	1,952	2,608	6670	Small Tools		5,000	3,500	3,500	3,500	3,500	-30.0%	(1,500)
-	-	-			*Non-sparking tools*	-	-	-	-	-		
-	-	-			*Misc.*	-	-	-	-	-		
-	-	-	6999	Budget Adjustments		-	-	-	-	-		

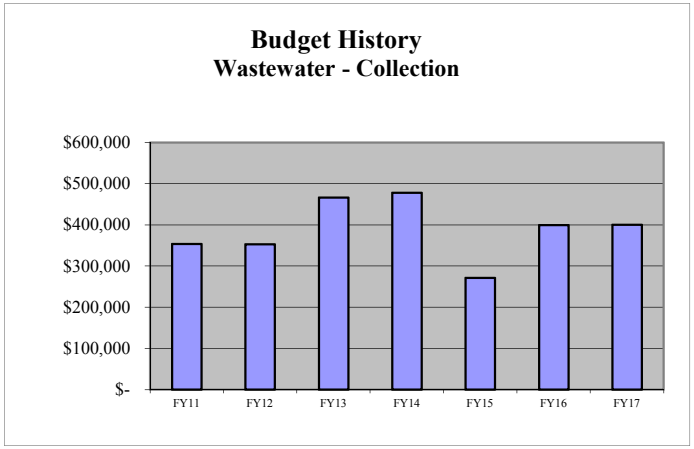
TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
						-	-	-	-	-		
			CAPITAL OUTLAYS			-	-	-	-	-		
-	-	-		7100	Buildings & Improvements	-	-	-	-	-		
7,414	7,888	9,848		7200	Machinery & Equipment	30,000	45,000	45,000	45,000	45,000	50.0%	15,000
4,277	8,435	1,607		7600	Computer Equipment	4,000	5,000	5,000	5,000	5,000	25.0%	1,000
2,454	132	7,835		7650	Computer Software	12,000	-	-	-	-	-100.0%	
			SALARY ADJUSTMENT (4700)									
				2% Merit Increase								
					Salaries			16,336	16,336	16,336		16,336
2,598,963	2,751,257	2,819,740	**WASTEWATER TREATMENT**			3,204,388	3,058,459	3,373,016	3,377,662	3,377,662	5.4%	173,274

WASTEWATER - COLLECTION (4800)

Mission:
The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 YE Proj	FY17 Dept Request	FY17 Proposed
Authorized Persons	4	4	4	4	4
Expenditures					
Personnel	176,336	247,660	247,660	295,200	295,200
Operating	92,661	151,920	105,200	105,320	105,339
Capital Outlay	2,431	-	5,913	-	-
Total Expenditures	271,429	399,580	358,773	400,520	400,538

Major Budget Highlights for FY17:

Total Budget Increase $ 958

- The proposed budget includes a new Senior Maintenance/Construction Worker, $54,093
- The proposed budget includes 2% Merit pay increase $3,032.

In FY17 the Wastewater Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
			4800 - WASTEWATER COLLECTION								
			PERSONNEL - WAGES & BENEFITS								
221,363	236,694	122,358	5010	Salaries	157,448	157,448	185,754	185,754	185,754	18.0%	28,306
32,748	17,453	8,311	5020	Salaries - Overtime	20,000	20,000	20,000	20,000	20,000	0.0%	-
-	-	-	5030	Salaries - Part-Time	7,000	7,000	11,000	11,000	11,000	57.1%	4,000
(6,854)	-	-	5099	Accrued Salaries / Leave	-	-	-	-	-		
13,532	15,605	7,674	5110	Social Security Tax	9,762	9,762	11,517	11,517	11,517	18.0%	1,755
3,766	3,649	1,795	5120	Medicare Tax	2,283	2,283	2,693	2,693	2,693	18.0%	410
35,336	10,262	17,317	5130	Health Insurance	23,630	23,630	31,054	31,054	31,054	31.4%	7,424
33,176	26,195	8,773	5140	VRS Retirement	19,390	19,390	19,709	19,709	19,709	1.6%	319
2,009	2,485	781	5145	VRS Group Life Insurance	1,874	1,874	2,433	2,433	2,433	29.8%	559
3,805	5,872	9,328	5160	Worker's Comp. Insurance	6,273	6,273	8,008	8,008	8,008	27.7%	1,735
			SERVICES - PURCHASED, SHARED, INTERNAL								
-	-	122	5210	Health & Medical Services	-	-	-	-	-		
-	-	-	5215	Contractual Services	-	-	-	-	-		
-	-	-	5216	Engineering Services	-	-	-	-	-		
8,806	10,824	6,716	5238	R&M - Infrastructure	25,000	25,000	25,000	25,000	25,000	0.0%	-
236	9,021	1,779	5240	R&M - Equipment	1,800	1,800	1,800	1,800	1,800	0.0%	-
-	1,630	978	5245	R&M - Vehicle	1,000	1,000	1,000	1,000	1,000	0.0%	-
290	-	-	5249	R&M - Misc. / Other	-	-	-	-	-		
-	5,899	900	5250	Maintenance Service Contract	11,700	7,000	7,000	7,000	7,000	-40.2%	(4,700)
-	-	-	5310	Advertising	250	-	-	-	-	-100.0%	
1,351	1,425	852	5350	Uniform Rentals	1,000	1,000	1,000	1,000	1,000	0.0%	-
38,076	41,968	-	5510	Salary & Benefits Payment	35,000	-	-	-	-	-100.0%	
16,080	16,125	16,500	5550	Motor Pool	14,000	14,000	14,000	14,000	14,000	0.0%	-
			OTHER CHARGES								
3,755	4,363	3,858	5610	Electrical Services	3,200	3,200	3,200	3,200	3,200	0.0%	-
1,483	2,484	2,083	5620	Heating Services	1,000	1,000	1,000	1,000	1,000	0.0%	-
-	-	-	5670	Miss Utility Telephone Line	-	-	-	-	-		
1,385	1,786	1,921	5675	Miss Utility Tickets	2,000	2,000	2,000	2,000	2,000	0.0%	-
6,825	9,273	5,770	5720	Telecommunications	5,500	5,500	5,500	5,500	5,500	0.0%	-
250	250	257	5830	Contractor's Equipment Insurance	260	265	270	273	273	4.8%	13
2,418	2,854	3,953	5840	Motor Vehicle Insurance	4,000	4,385	4,500	4,516	4,516	12.9%	516
-	-	-	5850	License & Permit Bond	160	-	-	-	-	-100.0%	
150	718	619	5920	Education & Training	500	500	500	500	500	0.0%	-
-	-	-	6010	Lodging	200	200	200	200	200	0.0%	-
174	67	13	6015	Meals	200	200	200	200	200	0.0%	-
-	87	-	6018	Travel	150	150	150	150	150	0.0%	-
			MISCELLANEOUS ITEMS								

TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
11,378	12,804	9,512		6295	Bad Debt Expense	-	-	-	-	-		
-	-	-		6299	Miscellaneous	-	-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**									
412	736	555		6510	Office Supplies	400	400	400	400	400	0.0%	-
216	171	194		6540	Janitorial Supplies	200	200	200	200	200	0.0%	-
10,960	15,206	14,082		6550	Vehicle Fuels	15,500	15,500	15,500	15,500	15,500	0.0%	-
225	350	218		6555	Lube Oil	400	400	400	400	400	0.0%	-
8,240	11,966	10,973		6560	Vehicle & Equipment Supplies	10,000	10,000	10,000	10,000	10,000	0.0%	-
1,444	2,134	956		6570	Uniform Purchases and Wearing Apparel	1,500	1,000	1,000	1,000	1,000	-33.3%	(500)
1,479	3,275	3,013		6660	Operating Supplies	2,000	2,500	2,500	2,500	2,500	25.0%	500
3,279	3,689	6,836		6670	Small Tools	15,000	8,000	8,000	8,000	8,000	-46.7%	(7,000)
			CAPITAL OUTLAYS									
6,072	-	2,431		7200	Machinery & Equipment	-	5,913	-	-	-		
-	-	-		7300	Furniture and Fixtures	-	-	-	-	-		
1,418	-	-		7400	Communication Equipment	-	-	-	-	-		
-	-	-		7500	Motor Vehicles	-	-	-	-	-		
					Unit 900 Lease residue purchase (moved to debt service)							
898	571	-		7600	Computer Hardware	-	-	-	-	-		
-	-	-		7650	Computer Software	-	-	-	-	-		
			SALARY ADJUSTMENT (4800)									
				2% Merit Increase								
					Salaries			3,032	3,032	3,032		3,032
466,180	477,891	271,429	**WASTEWATER COLLECTION**			399,580	358,773	400,520	400,538	400,538	0.2%	958

TOWN OF CULPEPER, VA
Wastewater - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 MGR OPT 2	FY17 % INCR.	FY17 $ INCR.
			9900 DEBT SERVICE								
-	1,426,002	1,317,254	9000	Depreciation Expense	-	-	-	-	-		
-	3,972	5,339	9500	Lease Payments - Principal	15,000	15,000	-	-	-	-100.0%	
-	-	-		Unit 900 (Residue)							
-	-	-	9503	1994 Bond Principal	-	-	-	-	-		
-	-	-	9508	2007B GOB $6.25M Principal	-	-	-	-	-		
-	-	-	9509	2008 GOB Principal	245,000	245,000	255,000	255,000	255,000	4.1%	10,000
-	-	-	9510	2010 GOB 19.25 Principal	555,405	555,405	572,484	572,484	572,484	3.1%	17,079
-	-	-	9599	Debt Principal Payments	-	-	-	-	-		
-	-	-	9601	2001 GOB Interest (VRLF #1)	-	-	-	-	-		
254	25	-	9603	2003 GOB Refunding Interest	-	-	-	-	-		
-	-	-	9606	2002 Bond Interest (VRLF #2)	-	-	-	-	-		
104,685	-	-	9608	2007B GOB $6.25M Interest	-	-	-	-	-		
566,123	568,075	554,798	9609	2008 GOB Interest	549,169	549,169	540,594	540,594	540,594	-1.6%	(8,575)
86,204	178,032	170,194	9610	2010 GOB 19.925M Interest	179,466	179,466	162,543	162,543	162,543	-9.4%	(16,923)
18,251	-	-	9703	Amortization of Bond I	-	-	-	-	-		
-	-	-	9999	Gain/Loss - Asset Disposal	-	-	-	-	-		
775,517	2,176,104	2,047,585	**DEBT SERVICE**		1,544,040	1,544,040	1,530,621	1,530,621	1,530,621	-0.9%	(13,419)
			9925 DEPRECIATION								
-	-	-	9925	Depreciation	-	-	-	-	-		
-	-	-	**DEPRECIATION**		-	-	-	-	-		
			9950 TRANSFERS								
104,385	-	125,154	9950	Tfer W/W to GF - PILOT	127,260	127,260	139,680	139,680	139,680	9.8%	12,420
-	-	-	9960	Transfer to Capital Fund	-	-	-	-	-		
104,385	-	125,154	**TRANSFERS**		127,260	127,260	139,680	139,680	139,680	9.8%	12,420
			9990 CONTINGENCY - UNRESERVED								
-	-	-	9990	Contingency - Unreserved	-	-	-	-	-		
-	-	-	**CONTINGENCY - UNRESERVED**		-	-	-	-	-		
3,945,044	5,405,253	5,263,908	**TOTAL EXPENDITURES**		5,275,268	5,088,532	5,443,836	5,448,502	5,448,502	3.3%	173,234
											-

TOWN OF CULPEPER, VA
Wastwater - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			REVENUES / OTHER SOURCES									
						-	-	-	-	-		
-	-	-		3150	Bond Proceeds	-	-	-	-	-		
-	-	-		4861	WQIF Grant	-	-	-	-	-		
-	-	-		3150	Loan Proceeds - AMR	-	-	-	-	-		
	-	-				-	-					
	-	-	**RESERVES**			-	-					
-	-	-		3100	Reserves	-	-	-	-	-		
	-	-				-						
	-	-	**CAPITAL CONTRIBUTION**			-						
290,000	255,500	35,250		3875	Tap Fees - In Town	-	-	-	-	-		
590,000	1,010,000	1,025,000		3876	WW Tap Fees - 5/8" meter	1,300,000	1,300,000	1,530,000	1,530,000	1,530,000	18%	230,000
-	12,500	12,500		3877	WW Tap Fees - 1" Meter	15,000	15,000	15,000	15,000	15,000	0%	-
-	-	-		3885	Tap Fees - Out of town	-	-	-	-	-		
	-	-				-						
	-	-	**REVENUE FROM USE OF MONEY**			-						
12,042	7,597	8,288		4360	Interest On Investments (designated taps)	-	14,000	-	-	-		
	-	-				-						
	-	-	**FUND TRANSFERS**			-						
-	-	-		9960	Transfer to Capital Fund	-	-	-	-	-		
892,042	1,285,597	1,081,038	**TOTAL REVENUES / OTHER SOURCES**			1,315,000	1,329,000	1,545,000	1,545,000	1,545,000	17%	230,000
			8942 AUTOMATED METER READING									
			CAPITAL OUTLAYS									
(1)	5,940	5,862		7200	Machinery & Equipment	-	-	-	-	-		
(1)	5,940	5,862	**AUTOMATED METER READING**			-	-	-	-	-		
			9030 I & I Rehabilitation Project									
				SERVICES - PURCHASED, SHARED, INTERNAL								
-	-	-		5216	Engineering Services	-	-	-	-	-		
				CAPITAL OUTLAYS								
99,830	-	-		7040	Infrastructure	300,000	300,000	100,000	100,000	100,000	-67%	(200,000)
99,830	-	-	**I & I Rehabilitation Project**			300,000	300,000	100,000	100,000	100,000	-67%	(200,000)
			9065 Vehicle & Equipment Replacement									
				SERVICES - PURCHASED, SHARED, INTERNAL								
-	-	-		5216	Engineering Services	-	-	-	-	-		
				CAPITAL OUTLAYS								

TOWN OF CULPEPER, VA
Wastwater - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 MGR OPT 1	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-	-		7500	Vehicle Replacement		-	-	120,000	75,000	75,000		75,000
					Sewerjet Trailer Mount	*75,000*							
					Replace Unit 960 - 3/4 ton p	*~~45,000~~*							
-	-	-		7200	Machinery & Equipment		-	-	-	-	-		
-	-	-	**Vehicle & Equipment Replacement**				-	-	120,000	75,000	75,000		75,000
-	-	-	**9035 Major Process Equip Upgrade - WPCF**										
				SERVICES - PURCHASED, SHARED, INTERNAL									
-	-	-		5216	Engineering Services		-	-	-	-	-		
				CAPITAL OUTLAYS									
-	-	-		7200	Machinery & Equipment		50,000	50,000	50,000	50,000	50,000	0%	-
-	-	-	**Major Process Equip Upgrade**				50,000	50,000	50,000	50,000	50,000	0%	-
			9950 Transfer to Operations										
-	-	-		9960	Transfer		965,000	-	1,275,000	1,320,000	1,320,000	37%	355,000
-	-	-	**Transfer to Operations**				965,000	-	1,275,000	1,320,000	1,320,000	37%	355,000
99,830	-	-		*sub-total all capital projects*			*1,315,000*	*350,000*	*1,545,000*	*1,545,000*	*1,545,000*	17%	230,000
			9990 CONTINGENCY - UNRESERVED										
-	-	-		9990	Contingency-Reserved		-	-	-	-	-		
-	-	-			Unreserved		-	-	-	-	-		
-	-	-		**CONTINGENCY**			-	-	-	-	-		
99,830	-	-		**TOTAL EXPENDITURES**			1,315,000	350,000	1,545,000	1,545,000	1,545,000	17%	230,000

TOWN OF CULPEPER
Light & Power - Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			OPERATING FUND:								
11,190,074	11,493,667	12,129,033	**TOTAL LIGHT AND POWER FUND REVENUES**			12,281,100	11,916,410	12,156,680	12,156,680	-1.0%	(124,420)
804,041	879,582	873,667		5600	ADMINISTRATION	1,027,225	1,018,272	1,062,672	1,062,672	3.5%	35,447
7,596,056	8,371,645	8,308,470		5700	GENERATION	7,986,981	7,442,652	7,679,498	7,679,701	-3.8%	(307,280)
1,179,243	1,344,934	1,382,000		5800	DISTRIBUTION	1,771,099	1,636,865	1,894,041	1,878,978	6.1%	107,879
139,597	1,109,121	1,061,635		9900	DEBT SERVICE	666,150	581,674	614,304	614,304	-7.8%	(51,846)
381,575	392,351	402,928		9950	TRANSFERS	768,645	1,236,947	906,164	921,024	19.8%	152,379
-	-	-		9990	CONTINGENCY	-	-	-	-		
10,100,512	12,097,632	12,028,700	**TOTAL EXPENDITURES**			12,220,100	11,916,410	12,156,679	12,156,680	-0.5%	(63,420)
1,089,562	(603,965)	100,333	**REVENUES OVER (UNDER) EXPENDITURES**			61,000	-	-	-	-100.0%	
			CAPITAL FUND:								
4,046	1,844	470	**TOTAL L&P CAPITAL FUND REVENUES**			350,000	-	510,000	510,000	45.7%	160,000
-	77,693	-		8810	DISTRIBUTION SYSTEM IMPRVMTS	350,000	105,000	110,000	110,000	-68.6%	(240,000)
8,255	23,741	-		8812	HOSPITAL CIRCUIT	-	-	-	-		
-	22,256	-		9065	VEHICLE & EQUIPMENT REPLACEMENT	410,000	280,000	60,000	60,000	-85.4%	(350,000)
14,400	-	-		8815	ELECTRIC SYSTEM UPGRADE	-	20,000	50,000	50,000		50,000
-	-	-		8818	OAKLAWN RECONSTRUCTION	-	-	-	-		
-	10,500	11,500		8825	LED STREETLIGHTING PILOT	-	8,500	90,000	90,000		90,000
26,986	(16,154)	3,272		9010	SUBSTATION UPGRADES	-	-	150,000	150,000		150,000
-	-	-		8900	DISTRIBUTION 4KV SYS CHANGEOUT	-	25,000	50,000	50,000		50,000
-	-	-		8835	MOVING OF GENERATOR #7	-	26,480	-	-		
-	-	-		**CONTINGENCY - UNRESERVED**		-	-	-	-		
49,640	118,036	14,772	**TOTAL EXPENDITURES**			760,000	464,980	510,000	510,000	-32.9%	(250,000)

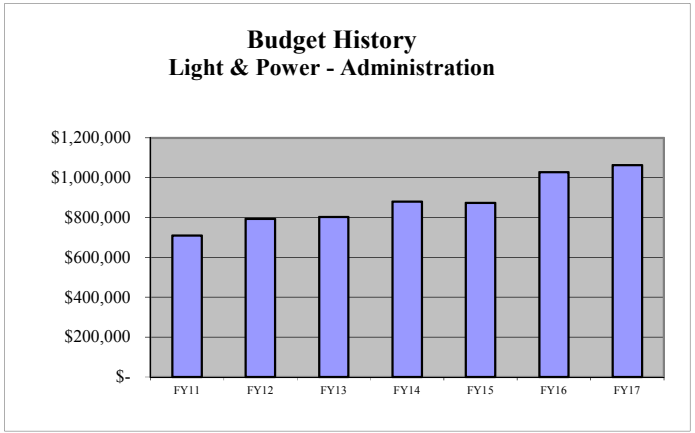
TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			RESERVE BALANCES							
-	-	-	3100	Reserves - Prior Year Balance	-	-	-	-		
-	-	-	3150	Loan Proceeds	-	-	-	-		
	-	-	**METERED SALES**		-	-	-	-		
10,838,692	11,098,241	11,729,354	3220	Metered Sales - Electric	11,845,000	11,560,372	11,791,580	11,791,580	-0.5%	(53,420)
	-	-			-	-	-	-		
	-	-	**UTILITY FEES**		-	-	-	-		
3,475	3,850	3,400	3310	After Hours Reconnection Fee	4,000	4,000	4,000	4,000	0.0%	-
84,000	87,848	89,723	3320	Delinquent Fees	85,000	89,000	90,000	90,000	5.9%	5,000
12,601	14,260	12,824	3330	Disconnect Fees	16,000	14,000	16,000	16,000	0.0%	-
7,050	9,507	10,773	3340	Meter Fees	12,000	9,000	12,000	12,000	0.0%	-
32,546	35,487	35,807	3370	Penalties	40,000	40,000	40,000	40,000	0.0%	-
-	-	-	3380	Service Charge - Interest	-	-	-	-		
	-	-			-	-	-	-		
	-	-	**UTILITY CHARGES, MISCELLANEOUS**		-	-	-	-		
91,028	92,139	93,956	3400	AMR Cost Recovery	93,600	90,538	93,600	93,600	0.0%	-
-	-	-	3560	Pole Permits & Rental Charge	-	-	-	-		
737	735	9,217	3580	Time & Material Charges - Misc.	20,000	10,000	10,000	10,000	-50.0%	(10,000)
64,214	82,601	72,600	3590	Underground Connection Charge	40,000	45,000	45,000	45,000	12.5%	5,000
-	-	-	3591	Overhead Connection Charge	2,000	2,000	2,000	2,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**REVENUE FROM USE OF MONEY**		-	-	-	-		
-	69,002	71,380	4153	Consumption Tax	61,000	-	-	-	-100.0%	
1,779	-	-	4360	Interest on Investments	1,500	1,500	1,500	1,500	0.0%	-
	-	-			-	-	-	-		
	-	-	**MISCELLANEOUS**		-	-	-	-		
-	-	-	4520	Insurance Dividend	-	-	-	-		
13,058	-	-	4525	Insurance Claims/Recoveries	5,000	5,000	5,000	5,000	0.0%	-
194	-	-	4540	Reimbursements, Rebates & Recoveries	1,000	1,000	1,000	1,000	0.0%	-
29,100	-	-	4550	Miscellaneous	20,000	20,000	20,000	20,000	0.0%	-
11,600	-	-	4580	Sale Of Salvage & Surplus Materials	15,000	10,000	10,000	10,000	-33.3%	(5,000)
-	-	-	4585	Sale Of Surplus Equipment	10,000	5,000	5,000	5,000	-50.0%	(5,000)
-	-	-	4592	Recovered Cost - Streetlights in New Dev.	10,000	10,000	10,000	10,000	0.0%	-
11,190,074	11,493,667	12,129,033	**TOTAL REVENUES / OTHER SOURCES**		12,281,100	11,916,410	12,156,680	12,156,680	-1.0%	(124,420)

LIGHT & POWER - ADMINISTRATION (5600)

Mission:
To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2	2	2	2	2
Expenditures					
Personnel	313,492	198,354	198,354	201,694	201,694
Operating	566,090	825,371	816,418	857,478	857,478
Capital Outlay	-	3,500	3,500	3,500	3,500
Total Expenditures	879,582	1,027,225	1,018,272	1,062,672	1,062,672

Major Highlights for FY17

Total Budget Increase $ 35,447

- The proposed budget includes an increase in Billing & Administrative Support of $22,999.
-The proposed budget includes 2% merit pay increase of $2,961

In FY17 the Electric Department will:

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			5600-ELECTRIC ADMINISTRATION							
			PERSONNEL - WAGES & BENEFITS							
173,366	246,993	128,543	5010	Salaries	149,292	149,292	151,533	151,533	1.5%	2,241
122	354	-	5020	Salaries - Overtime	1,000	1,000	1,000	1,000	0.0%	-
-	-	-	5040	Salaries - Contingency	-	-	-	-		
(2,617)	-	-	5099	Accrued Salaries / Leave	-	-	-	-		
10,809	12,761	8,712	5110	Social Security Tax	9,256	9,256	9,395	9,395	1.5%	139
2,528	2,985	2,037	5120	Medicare Tax	2,165	2,165	2,197	2,197	1.5%	32
24,843	18,732	22,048	5130	Health Insurance	14,034	14,034	14,902	14,902	6.2%	868
29,671	28,039	15,208	5140	VRS Retirement	19,184	19,184	16,078	16,078	-16.2%	(3,106)
1,919	1,970	1,713	5145	VRS Group Life Insurance	1,777	1,777	1,985	1,985	11.7%	208
1,466	1,659	1,237	5160	Worker's Comp. Insurance	1,646	1,646	1,643	1,643	-0.2%	(3)
-	-	-			-	-	-	-		
-	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**		-	-	-	-		
-	-	-	5210	Health & Medical Services	100	100	100	100	0.0%	-
-	-	-	5214	Consulting Services	-	-	-	-		
-	-	-	5216	Engineering Services	-	-	-	-		
-	-	-	5219	Temporary Help Services	-	-	-	-		
-	-	-	5230	R&M - Building & Grounds	3,000	3,000	3,000	3,000	0.0%	-
-	-	-		*Carpet, Painting*	-	-	-	-		
-	-	-	5245	R&M - Vehicle	1,000	1,000	1,000	1,000	0.0%	-
-	-	-		*Tires*	-	-	-	-		
952	1,823	1,692	5250	Maintenance Service Contract	5,000	4,500	5,000	5,000	0.0%	-
5,845	4,924	5,409	5300	Printing and Binding	8,000	5,000	8,000	8,000	0.0%	-
-	-	-	5310	Advertising	500	500	500	500	0.0%	-
-	-	-	5350	Uniform Rentals	-	-	-	-		
530,000	530,000	659,000	5520	Billing and Administrative Services	771,471	771,471	803,053	803,053	4.1%	31,582
1,608	1,963	1,608	5550	Motor Pool	2,000	2,000	2,000	2,000	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**OTHER CHARGES**		-	-	-	-		
11,533	13,364	10,802	5710	Postal Services	13,000	10,000	13,000	13,000	0.0%	-
680	280	2,036	5720	Telecommunications	4,000	3,500	4,000	4,000	0.0%	-
-	-	-	5840	Motor Vehicle Insurance	1,500	1,500	1,500	1,500	0.0%	-
-	-	-	5920	Education and Training	-	-	-	-		
-	-	-	6010	Lodging	-	-	-	-		
367	34	222	6015	Meals	500	500	1,000	1,000	100.0%	500
-	326	652	6018	Travel	1,000	1,000	1,500	1,500	50.0%	500
-	-	-			-	-	-	-		
-	-	-	**MISCELLANEOUS ITEMS**		-	-	-	-		
7,234	8,891	8,544	6210	Dues & Assoc. Memberships	9,000	7,322	9,000	9,000	0.0%	-

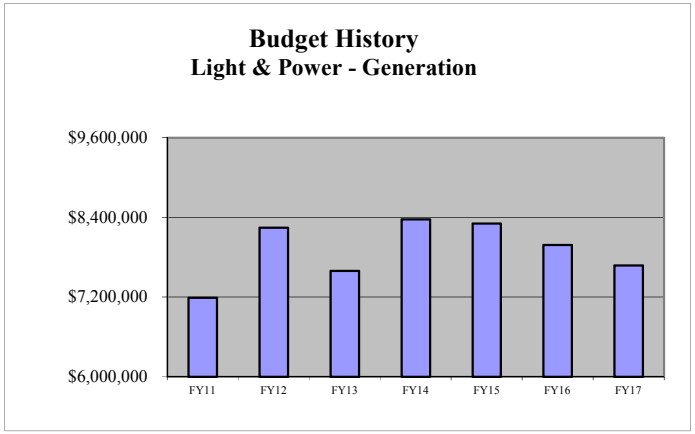
TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
16	1,984	2,197	6220	Bank Fees	2,000	2,000	1,500	1,500	-25.0%	(500)
-	-	-	6295	Bad Debt	-	-	-	-		
-	-	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**MATERIALS AND SUPPLIES**		-	-	-	-		
533	520	128	6510	Office Supplies	500	500	500	500	0.0%	-
-	-	-	6530	Medical Supplies	-	-	-	-		
-	-	-	6540	Janitorial Supplies	-	-	-	-		
1,890	1,982	1,879	6550	Vehicle Fuels	-	700	1,000	1,000		1,000
-	-	-	6560	Vehicle & Equipment Supplies	2,500	1,500	1,500	1,500	-40.0%	(1,000)
300	-	-	6570	Uniform Purchases and Wearing Apparel	100	125	125	125	25.0%	25
-	-	-	6580	Books, Subscriptions & Education	-	-	-	-		
-	-	-	6660	Operating Supplies	200	200	200	200	0.0%	-
-	-	-			-	-	-	-		
-	-	-	**CAPITAL OUTLAYS**		-	-	-	-		
-	-	-	7400	Furniture & Fixtures	-	-	-	-		
-	-	-	7500	Motor Vehicles	-	-	-	-		
975	-	-	7600	Computer Hardware and Equipment	3,000	3,000	3,000	3,000	0.0%	-
-	-	-	7650	Computer software	500	500	500	500	0.0%	-
-	-	-			-	-	-	-		
-	-	-	SALARY ADJUSTMENT (5600)							
-	-	-	2% Merit Increase							
-	-	-		Salary			2,961	2,961		2,961
-	-	-								
804,041	879,582	873,667	ELECTRIC ADMINISTRATION		1,027,225	1,018,272	1,062,672	1,062,672	3.5%	35,447

LIGHT & POWER - GENERATION (5700)

Mission:
To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	2	2	2	3	3
Expenditures					
Personnel	160,263	216,071	216,071	125,034	125,034
Operating	8,148,207	7,770,910	7,226,581	7,554,464	7,554,667
Capital Outlay	-	-	-	-	-
Total Expenditures	8,308,470	7,986,981	7,442,652	7,679,498	7,679,701

Major Highlights for FY17

Total Budget Increase $ (307,280)

- The proposed budget included a reduction in purchaes power of $216,653.
-The proposed budget includes a 2% Merit pay increase of $1,733.
- The proposed budget includes the reduction of one employee that was moved to Distribution (5800).

In FY17 the Electric Department will:

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			5700-ELECTRIC GENERATION							
			PERSONNEL - WAGES & BENEFITS							
185,907	160,318	112,718	5010	Salaries	157,674	157,674	88,642	88,642	-43.8%	(69,032)
	-			*Moved associate to 5800*						
7,833	1,918	2,233	5020	Salaries - Overtime	1,000	1,000	1,000	1,000	0.0%	-
-	-	-	5040	Salaries - Contingency	-	-	-	-		
(5,012)	-	-	5099	Accrued Leave	-	-	-	-		
11,408	8,258	6,578	5110	Social Security Tax	9,776	9,776	5,496	5,496	-43.8%	(4,280)
2,668	1,931	1,538	5120	Medicare Tax	2,286	2,286	1,285	1,285	-43.8%	(1,001)
26,736	18,162	23,690	5130	Health Insurance	21,051	21,051	14,902	14,902	-29.2%	(6,149)
33,085	20,505	10,743	5140	VRS Retirement	19,820	19,820	9,405	9,405	-52.5%	(10,415)
2,150	1,527	834	5145	VRS Group Life Insurance	1,876	1,876	1,161	1,161	-38.1%	(715)
2,141	2,080	1,929	5160	Worker's Comp. Insurance	2,588	2,588	1,410	1,410	-45.5%	(1,178)
	-	-								
	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**							
-	-	-	5210	Health & Medical Services	-	-	-	-		
-	-	-	5216	Engineering Services	-	-	-	-		
-	-	-	5218	Legal Services	-	-	-	-		
-	8,018	24,806	5230	R&M - Buildings & Grounds	35,000	5,000	35,000	35,000	0.0%	-
-	-	-	5235	R&M - Plant	-	-	-	-		
4,722	52,712	221	5239	R&M - Engines	20,000	10,000	20,000	20,000	0.0%	-
589	677	5	5240	R&M - Equipment	8,000	8,000	8,000	8,000	0.0%	-
84	-	-	5245	R&M - Vehicle	-	-	-	-		
20	91	-	5249	R&M - Misc. / Other	-	-	-	-		
19,543	6,649	13,892	5250	Maintenance Service Contract	25,000	25,000	25,000	25,000	0.0%	-
-	-	-	5300	Printing and Binding	-	-	-	-		
-	-	-	5310	Advertising	-	-	-	-		
1,454	936	1,044	5350	Uniform Rentals	1,000	1,000	1,000	1,000	0.0%	-
-	-	-	5550	Motor Pool	-	-	-	-		
-	-	-	5555	Mowing, mulching & trimming	-	-	-	-		
	-	-								
	-	-	**OTHER CHARGES**							
-	-	-	5620	Heating Services	-	-	-	-		
-	-	-	5630	Water Services	-	-	-	-		
-	-	-	5640	Sewage Services	-	-	-	-		
-	-	-	5660	Disposal Fees	-	-	-	-		
-	7	6,220	5710	Postal Services	-	-	-	-		
7,365	6,865	1,364	5720	Telecommunications	1,000	1,000	1,000	1,000	0.0%	-
642	648	667	5810	Boiler & Machinery Insurance	687	687	708	708	3.1%	21
7,305	7,524	7,524	5820	Fire / Property Insurance	7,749	7,945	7,981	8,183	5.6%	434

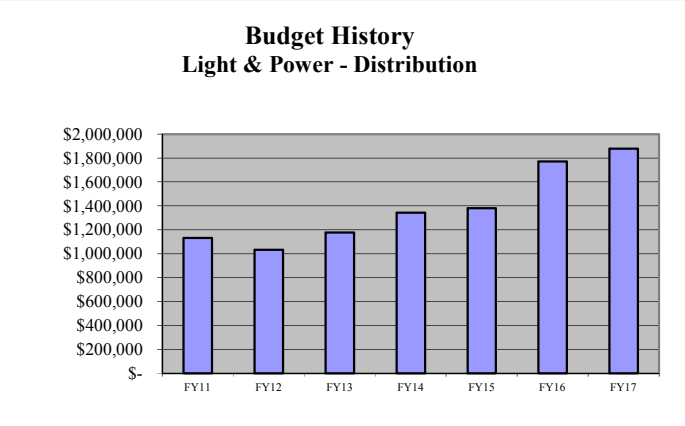
TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
2,500	2,500	2,575	5830	contractor's equipment insurance	2,652	2,652	2,732	2,732	3.0%	80
-	-	-	5840	Motor Vehicle Insurance	-	-	-	-		
10,656	11,658	12,124	5870	General Liability Insurance	12,487	12,546	12,862	12,862	3.0%	375
-	-	-	6010	Lodging	-	-	-	-		
-	-	-	6015	Meals	-	-	-	-		
-	-	-	6018	Travel	-	-	-	-		
	-	-								
	-	-	**MISCELLANEOUS ITEMS**							
-	-	-	6210	Dues & Assoc. Memberships	-	-	-	-		
-	1,034	-	6220	Bank Fees	1,000	1,000	-	-	-100.0%	
-	-	-	6295	Bad Debt Expense	-	-	-	-		
	-	-								
	-	-	**MATERIALS AND SUPPLIES**							
-	-	-	6510	Office Supplies	-	-	-	-		
-	-	-	6530	Medical Supplies	-	-	-	-		
-	-	-	6540	Janitorial Supplies	-	-	-	-		
10,006	7,882	6,756	6550	Vehicle Fuels	-	-	-	-		
26,923	36,589	51,910	6552	Fuel Oil	75,000	75,000	75,000	75,000	0.0%	-
851	847	21	6555	Lube Oil	1,500	1,500	1,500	1,500	0.0%	-
-	-	-	6557	Natural Gas	-	-	-	-		
528	7	251	6560	Vehicle & Equipment Supplies	1,500	1,500	1,500	1,500	0.0%	-
980	876	-	6570	Uniform Purchases and Wearing Apparel	1,000	1,000	1,500	1,500	50.0%	500
-	860	-	6580	Books, Subscriptions & Education	7,500	7,500	7,500	7,500	0.0%	-
-	-	-	6610	Chemicals	-	-	-	-		
7,234,932	8,010,136	8,016,228	6620	Electricity Purchased	7,569,335	7,064,851	7,352,682	7,352,682	-2.9%	(216,653)
	-			*VMEA - GDS Projections*						
40	-	5	6660	Operating Supplies	-	-	-	-		
-	434	2,594	6670	Small Tools	500	400	500	500	0.0%	-
	-	-								
	-	-	**CAPITAL OUTLAYS**							
-	-	-	7040	Infrastructure	-	-	-	-		
-	-	-	7200	Machinery & Equipment	-	-	-	-		
-	-	-	7300	Furniture & Fixtures	-	-	-	-		
-	-	-	7400	Communications Equipment	-	-	-	-		
-	-	-	7600	Computer Hardware & Equipment	-	-	-	-		
	-	-								
	-	-	SALARY ADJUSTMENT (5700)							
	-	-	2% Merit Increase							
	-	-		Salary			1,733	1,733		1,733
7,596,056	8,371,645	8,308,470	**ELECTRIC GENERATION**		7,986,981	7,442,652	7,679,498	7,679,701	-3.8%	(307,280)

LIGHT & POWER - DISTRIBUTION (5800)

Mission:
To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	14	14	14	14	14
Expenditures					
Personnel	1,009,727	1,091,811	1,091,811	1,213,956	1,198,956
Operating	290,475	543,288	409,054	534,085	534,022
Capital Outlay	81,798	136,000	136,000	146,000	146,000
Total Expenditures	1,382,000	1,771,099	1,636,865	1,894,041	1,878,978

Major Highlights for FY17

Total Budget Increase $ 107,879

- The proposed budget includes an increase for meter replacement of $40,000.
- The proposed budget includes 2% Merit pay increase of $15,157
- The proposed budget includes an addition of one employee moved from Generation (5700).

In FY17 the Electric Department will:

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			5800-ELECTRIC DISTRIBUTION								
			PERSONNEL - WAGES & BENEFITS								
596,523	679,112	699,231		5010	Salaries	758,381	758,381	847,581	847,581	11.8%	89,200
	-				*Moved associate from 5700*	-	-	-	-		
67,994	59,887	56,260		5020	Salaries - Overtime	75,000	75,000	75,000	60,000	-20.0%	(15,000)
-	-	-		5030	Salaries - Part-Time	-	-	-	-		
-	-	-		5040	Salaries - Contingency	-	-	-	-		
443	-	-		5099	Accrued Salaries / Leave	-	-	-	-		
37,834	44,880	48,329		5110	Social Security Tax	47,019	47,019	52,550	52,550	11.8%	5,531
9,527	10,496	11,303		5120	Medicare Tax	10,997	10,997	12,290	12,290	11.8%	1,293
75,507	57,259	81,382		5130	Health Insurance	84,204	84,204	96,863	96,863	15.0%	12,659
112,601	94,364	96,324		5140	VRS Retirement	94,871	94,871	89,928	89,928	-5.2%	(4,943)
6,766	8,195	8,475		5145	VRS Group Life Insurance	9,025	9,025	11,103	11,103	23.0%	2,078
6,444	8,366	8,423		5160	Worker's Comp. Insurance	12,314	12,314	13,484	13,484	9.5%	1,170
	-	-									
	-	-	**SERVICES - PURCHASED, SHARED, INTERNAL**								
85	235	1,258		5210	Health & Medical Services	2,000	1,500	2,000	2,000	0.0%	-
8,390	20,259	0		5214	Consulting Services (system study)	30,000	10,000	20,000	20,000	-33.3%	(10,000)
10,226	7,562	7,562		5215	Contractor Services-(tree r/o/w service)	10,000	10,000	10,000	10,000	0.0%	-
11,837	54,340	4,620		5230	R&M - Building & Grounds	60,000	15,000	60,000	60,000	0.0%	-
1,407	7,055	23,018		5240	R&M - Equipment	25,000	25,000	25,000	25,000	0.0%	-
14,786	150	3,822		5245	R&M - Vehicles	20,000	20,000	20,000	20,000	0.0%	-
	-	-		5246	R&M - Tools	10,000	10,000	10,000	10,000	0.0%	-
	-	-		5247	R&M - Street lights - Misc	5,000	5,000	5,000	5,000	0.0%	-
11,449	39,425	45,671		5250	Maintenance Service Contract	55,000	50,000	55,000	55,000	0.0%	-
-	-	-			*Altec/Map* *25,000*	-	-	-	-		
-	-	-			*Aclara/Cogsdale* *30,000*	-	-	-	-		
3,464	2,714	-		5270	Rental of Street Lights	3,000	-	-	-	-100.0%	
-	-	2,714		5271	OH Line Agreement	3,200	3,200	3,500	3,500	9.4%	300
-	-	-		5300	Printing and Binding	-	-	-	-		
-	176	-		5310	Advertising	1,000	1,000	1,000	1,000	0.0%	-
5,550	5,513	7,431		5350	Uniform Rentals	12,000	10,000	10,000	10,000	-16.7%	(2,000)
-	-	-		5520	Billing And Administrative Services	-	-	-	-		
47,460	47,105	47,460		5550	Motor Pool	50,000	45,000	50,000	50,000	0.0%	-
6,066	6,124	6,430		5555	Mowing, mulching, trimming	6,500	6,500	6,500	6,500	0.0%	-
	-	-									
	-	-	**OTHER CHARGES**								
16,052	21,419	14,390		5620	Heating Services	20,000	15,000	20,000	20,000	0.0%	-
384	582	660		5630	Water Services	600	600	600	600	0.0%	-
237	471	637		5640	Sewage Services	500	500	500	500	0.0%	-

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
475	1,703	494	5660	Disposal Fees	1,500	1,500	2,000	2,000	33.3%	500
-	-	-	5670	Miss Utility Telephone Line	-	-	-	-		
1,999	2,502	3,179	5675	Miss Utility Tickets	4,000	3,000	4,000	4,000	0.0%	-
3	20	175	5710	Postal Services	300	300	300	300	0.0%	-
1,963	3,567	16,341	5720	Telecommunications	10,000	10,000	10,000	10,000	0.0%	-
752	756	779	5810	Boiler & Machinery Insurance	802	802	826	764	-4.8%	(38)
-	-	-	5820	Fire / Property Insurance	-	-	-	-		
-	-	-	5830	Contractor's Equipment Insurance	-	-	-	-		
6,370	6,370	8,822	5840	Motor Vehicle Insurance	9,086	9,752	9,359	9,359	3.0%	273
422	-	-	5870	General Liability Insurance	-	-	-	-		
-	563	-	5920	Education & Training	1,000	1,000	2,500	2,500	150.0%	1,500
-	94	-	6010	Lodging	5,000	2,500	5,000	5,000	0.0%	-
240	1,212	634	6015	Meals	2,000	1,500	2,000	2,000	0.0%	-
-	-	-	6018	Travel	500	500	500	500	0.0%	-
25,140	41,069	19,982	6295	Bad Debt Expense	20,000	20,000	20,000	20,000	0.0%	-
-	-	-	6299	Miscellaneous	-	-	-	-		
	-	-								
	-	-	**MATERIALS AND SUPPLIES**							
559	903	676	6510	Office Supplies	1,500	1,500	2,000	2,000	33.3%	500
185	5	269	6530	Medical Supplies	1,000	1,000	1,000	1,000	0.0%	-
405	981	802	6540	Janitorial Supplies	1,000	500	500	500	-50.0%	(500)
22,292	23,606	19,596	6550	Vehicle Fuels	35,000	25,000	35,000	35,000	0.0%	-
	-	-		*Add'l. vehicle from 5700*						
1,146	943	267	6555	Lube Oil	800	900	1,000	1,000	25.0%	200
9,449	9,464	12,294	6560	Vehicle & Equipment Supplies	10,000	8,000	10,000	10,000	0.0%	-
6,553	6,123	8,791	6570	Uniform Purchases and Wearing Apparel	18,000	15,000	18,000	18,000	0.0%	-
-	-	-		*600 volt glove purchase*	-	-	-	-		
6,714	5,522	7,980	6580	Books, Subscriptions & Education	20,000	15,000	20,000	20,000	0.0%	-
-	-	-		*Lineman school possible increase in rate*	-	-	-	-		
(520)	6,806	8,622	6630	Meter Purchases	50,000	30,000	50,000	50,000	0.0%	-
	-	-		*New meters TWACS*						
2,824	2,169	2,343	6660	Operating Supplies	3,000	3,000	3,500	3,500	16.7%	500
16,449	8,176	12,758	6670	Small Tools	30,000	25,000	30,000	30,000	0.0%	-
	-	-		*Fault locator, Battery tools*						
-	4,498	-	6680	Traffic Signals & Signs	5,000	5,000	7,500	7,500	50.0%	2,500
	-	-		*Add'l. work signs and cones*						
	-	-								
	-	-	**CAPITAL OUTLAYS**							

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-	-	7100	Buildings & Improvements						
6,546	49,832	6,268	7200	Machinery & Equipment	55,000	50,000	55,000	55,000	0.0%	-
-	-	-		*Trencher trailer, ground protection mats*	-	-	-	-		
-	-	-		*Service Saver*	-	-	-	-		
-	-	-	7500	Motor Vehicle	-	-	-	-		
8,669	2,832	850	7600	Computer Equipment	5,000	5,000	5,000	5,000	0.0%	-
-	-	-		Misc. computer equip.	-	-	-	-		
-	-	-	7650	Computer Software	1,000	1,000	1,000	1,000	0.0%	-
-	-	-	7710	Electric System Upgrade	-	-	-	-		
(10,293)	(6,286)	71,579	7720	System Maintenance	50,000	50,000	50,000	50,000	0.0%	-
19,874	(4,184)	3,101	7730	Street & Yard Light Upgrades	25,000	30,000	35,000	35,000	40.0%	10,000
-	-	-	7740	Under grounding Overhead Line	-	-	-	-		
-	-	-	7750	Upgrade Primary Overhead Lines	-	-	-	-		
	-	-								
	-	-	SALARY ADJUSTMENT (5800)							
	-	-	2% Merit Increase							
	-	-		Salary			15,157	15,157		15,157
	-	-								
1,179,243	1,344,934	1,382,000	**ELECTRIC DISTRIBUTION**		1,771,099	1,636,865	1,894,041	1,878,978	6.1%	107,879

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			9900-DEBT SERVICE								
-	950,428	905,514	9000	Depreciation Expense		-	-	-	-		
-	(0)	-	9500	Lease Payments - Principal		69,478	69,478	45,593	45,593	-34.4%	(23,885)
-	-	-		*Unit 844*	*23,885*	-	-	-	-		
-	-	-		*Unit 846*	*45,593*	-	-	-	-		
-	-	-	9503	2003 Refunding Bond Principal		-	-	-	-		
-	-	-	9508	2007B GOB $6.25M Principal		-	-	-	-		
-	(1)	-	9509	2008 GOB - new lines		95,000	95,000	100,000	100,000	5.3%	5,000
-	-	-	9510	2020 GOB 19.25M Principal		154,430	154,430	158,264	158,264	2.5%	3,834
-	-	-	9512	2012A GO Bonds - Principal		95,000	95,000	95,000	95,000	0.0%	-
-	-	-	9580	2006 Water Loan to L/P		-	-	-	-		
-	-	-	9581	2007 Water Loan to L/P		-	-	-	-		
-	-	-	9582	2015 Water Loan to L/P		80,376	-	54,891	54,891	-31.7%	(25,485)
-	-	-	9599	Debt Principal Payments		-	-	-	-		
-	2,439	7,080	9600	Lease Payments - Interest		-	-	-	-		
541	46	-	9603	2003 Refunding Bond Interest		-	-	-	-		
-	-	-	9604	2004 GOB $4.3M Interest		-	-	-	-		
31,556	-	-	9608	2007B GOB $6.25M Interest		-	-	-	-		
47,420	76,305	73,233	9609	2008 GOB New lines		71,075	71,075	67,750	67,750	-4.7%	(3,325)
32,943	55,192	51,993	9610	2010 GOB 19.925M Interest		54,848	54,848	50,158	50,158	-8.6%	(4,690)
22,569	24,713	23,814	9612	2012A GO Bonds - Interest		41,843	41,843	39,848	39,848	-4.8%	(1,995)
-	-	-	9680	2006 L&P Loan Interest		-	-	-	-		
-	-	-	9681	2007 L & P Loan Interest		-	-	-	-		
-	-	-	9682	2015 Water Loan to L & P Interest		4,100	-	2,800	2,800	-31.7%	(1,300)
4,568	-	-	9703	Amortization of 2002 Bond		-	-	-	-		
-	-	-	9680	Water fund loan repmt $600K		-	-	-	-		
-	-	-	9681	Water fund loan repmt $1800K		-	-	-	-		
139,597	1,109,121	1,061,635	**DEBT SERVICE**			666,150	581,674	614,304	614,304	-7.8%	(51,846)
			9925-DEPRECIATION								
-	-	-	9925	Depreciation		-	-	-	-		
-	-	-	**DEPRECIATION**			-	-	-	-		
			9950-TRANSFERS								
381,575	392,351	402,928	9950	Transfer Elec. to G/F - PILOT		366,603	366,603	364,700	364,700	-0.5%	(1,903)
-	-	-	9960	Transfer to Capital Fund		402,042	870,344	541,464	556,324	38.4%	154,282
381,575	392,351	402,928	**TRANSFERS**			768,645	1,236,947	906,164	921,024	19.8%	152,379

TOWN OF CULPEPER
Light & Power - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			9990-CONTINGENCY - UNRESERVED							
-	-	-	9990	Contingency - Unreserved	-	-	-	-		
-	-	-	**CONTINGENCY - UNRESERVED**		-	-	-	-		
10,100,512	12,097,632	12,028,700	**TOTAL EXPENDITURES**		12,220,100	11,916,410	12,156,679	12,156,680	-0.5%	(63,420)

TOWN OF CULPEPER
Light & Power - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			GENERAL OBLIGATION BOND								
-	-	-		3150	Loan Proceeds	-	-	-	-		
-	-	-	**RESERVE BALANCES**								
-	-	-		3100	Reserves - Prior Year Balance	-	-	-	-		
-	-	-			Unreserved-transfer from capital fund	-	-	-	-		
-	-	-			Reserved-loan proceeds from prior year	-	-	-	-		
-	-	-		3200	Reserves - AMR Cost Recovery	-	-	-	-		
4,046	1,844	470		4360	Interest on Investments	-	-	-	-		
-	-	-		4390	Transfer from Reserves	350,000	-	310,000	310,000	-11.4%	(40,000)
-	-	-		xxxx	Bulk Feed Installations	-	-	200,000	200,000		200,000
-	-	-	**FUND TRANSFERS**			-	-	-	-		
-	-	-		9960	Transfer to Capital Fund from Operations	-	-	-	-		
4,046	1,844	470	**TOTAL REVENUES / OTHER SOURCES**			350,000	-	510,000	510,000	45.7%	160,000
			8810-DISTRIBUTION SYSTEM IMPROVEMENTS								
			SERVICES - PURCHASED, SHARED, INTERNAL								
-	-	-		5215	Contract Services	-	-	-	-		
-	-	-		5216	Engineering Services	-	-	-	-		
			CAPITAL OUTLAYS								
-	1,335	-		7040	Infrastructure	-	-	-	-		
-	76,358	-		7720	New lines & customers	350,000	105,000	110,000	110,000	-68.6%	(240,000)
-	-	-		7200	Machinery & Equipment	-	-	-	-		
-	77,693	-	**DISTRIBUTION SYSTEM IMPROVEMENTS**			350,000	105,000	110,000	110,000	-68.6%	(240,000)
			8812 HOSPITAL CIRCUIT								
			SERVICES - PURCHASED, SHARED, INTERNAL								
-	11,285	-		5216	Engineering Services	-	-	-	-		
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
8,255	12,456	-		7040	Infrastructure	-	-	-	-		
-	-	-		7200	Machinery & Equipment	-	-	-	-		
8,255	23,741	-	**HOSPITAL CIRCUIT**			-	-	-	-		
			8815 ELECTRIC SYSTEM UPGRADES								
			CAPITAL OUTLAYS								
14,400	-	-		7200	Mahinery & Equipment	-	20,000	50,000	50,000		50,000
14,400	-	-	**ELECTRIC SYSTEM UPGRADES**			-	20,000	50,000	50,000		50,000
			8818 OAKLAWN RECONSTRUCTION								
			SERVICES - PURCHASED, SHARED, INTERNAL								
-	-	-		5216	Engineering Services	-	-	-	-		
			CAPITAL OUTLAYS								
-	-	-		7040	Infrastructure	-	-	-	-		
-	-	-		7200	Machinery & Equipment	-	-	-	-		
-	-	-	**OAKLAWN RECONSTRUCTION**			-	-	-	-		

TOWN OF CULPEPER
Light & Power - Capital
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			8900 DISTRIBUTION 4KV SYS CHANGEOUT								
			CAPITAL OUTLAYS								
-	-	-		7200	Machinery & Equipment	-	25,000	50,000	50,000		50,000
-	-	-	**DISTRIBUTION 4KV SYS CHANGEOUT**			-	25,000	50,000	50,000		50,000
			8825 LED STREETLIGHTING PILOT								
			CAPITAL OUTLAYS								
-	10,500	11,500		7200	Machinery & Equipment	-	8,500	90,000	90,000		90,000
-	10,500	11,500	**LED STREETLIGHTING PILOT**			-	8,500	90,000	90,000		90,000
			8835 MOVING OF GENERATOR #7								
			SERVICES - PURCHASED, SHARED, INTERNAL								
-	-	-		5216	Engineering Services	-	5,000	-	-		
			CAPITAL OUTLAYS								
-	-	-		7200	Machinery & Equipment	-	21,480	-	-		
-	-	-									
-	-	-	**MOVING OF GENERATOR #7**			-	26,480	-	-		
			9010 SUBSTATION UPGRADES								
			SERVICES - PURCHASED SHARED, INTERNAL								
-	6,017	-		5216	Engineering Services	-	-	15,000	15,000		15,000
-	-	-	CAPITAL OUTLAYS			-	-	-	-		
26,986	(22,171)	3,272		7200	Machinery & Equipment	-	-	135,000	135,000		135,000
26,986	(16,154)	3,272	**SUBSTATION UPGRADES**			-	-	150,000	150,000		150,000
			9065 - VEHICLE & EQUIPMENT REPLACEMENT								
			CAPITAL OUTLAYS								
-	22,256	-		7500	Vehicle & Equipment Replacement	410,000	280,000	60,000	60,000	-85.4%	(350,000)
					Mini backhoe to replace existing backhoe (#847)						
-	22,256	-	**VEHICLE & EQUIPMENT REPLACEMENT**			410,000	280,000	60,000	60,000	-85.4%	(350,000)
49,640	*118,036*	*14,772*		*sub-total of all capital projects*		*760,000*	*464,980*	*510,000*	*510,000*	-32.9%	(250,000)
			9990-CONTINGENCY - UNRESERVED								
				9990	Contingency - Reserved	-	-	-	-		
-	-	-	**CONTINGENCY - UNRESERVED**			-	-	-	-		
49,640	118,036	14,772		**TOTAL EXPENDITURES**		760,000	464,980	510,000	510,000	-32.9%	(250,000)

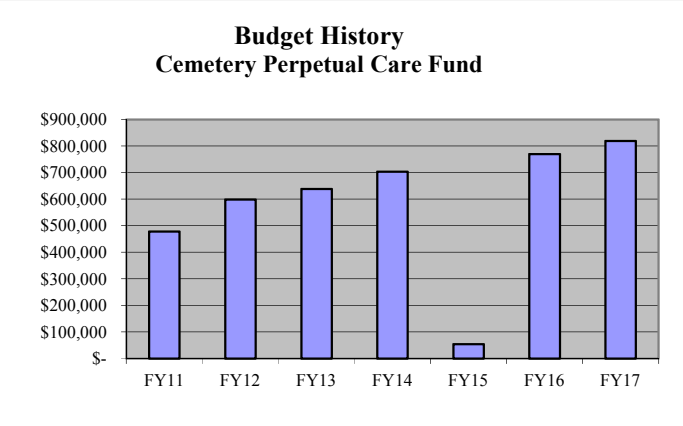
TOWN OF CULPEPER
Cemetery Perpetual Care - Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			OPERATING FUND:								
638,704	703,499	54,754	**TOTAL CEMETERY PERPETUAL CARE FUND REVENUES**			769,500	45,516	819,100	819,100	6.4%	49,600
638,704	703,500	54,754		9990	CONTINGENCY	769,500	45,516	819,100	819,100	6.4%	49,600
638,704	703,500	54,754	**TOTAL EXPENDITURES**			769,500	45,516	819,100	819,100	6.4%	49,600

CEMETERY PERPETUAL CARE FUND

Mission:
To provide a corpus from which interest earnings provide sufficient funds for capital improvements to Fairview Cemetery.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	54,754	769,500	45,516	819,100	819,100
Capital Outlay	-	-	-	-	-
Total Expenditures	54,754	769,500	45,516	819,100	819,100

Major Highlights for FY17:

Total Budget Increase $ 49,600.00

One hundred percent (100%) of the revenue generated from the sales of grave spaces is allocated to the Perpetual Care Fund, with no expenditures.

TOWN OF CULPEPER
Cemetery Perpetual Care - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			RESERVE BALANCES								
598,758	638,704	-		3100	Reserves	733,000	-	778,000	778,000	6.1%	45,000
			REVENUE FROM USE OF MONEY								
1,255	879	570		4360	Interest on Investments	1,500	1,100	1,100	1,100	-26.7%	(400)
			MISCELLANEOUS								
	63,917	38,600		4502	Cemetery Lot Sales	35,000	40,000	40,000	40,000	14.3%	5,000
38,691	-	15,584		4504	Contributions	-	4,416	-	-		
					60% Projected Lot Sales						
638,704	703,499	54,754	**TOTAL REVENUES / OTHER SOURCES**			769,500	45,516	819,100	819,100	6.4%	49,600
			9990 CONTINGENCY								
638,704	703,500	54,754		9990	Contingency	769,500	45,516	819,100	819,100	6.4%	49,600
638,704	703,500	54,754	**CONTINGENCY**			769,500	45,516	819,100	819,100	6.4%	49,600
638,704	703,500	54,754		**TOTAL EXPENDITURES**		769,500	45,516	819,100	819,100	6.4%	49,600
											-

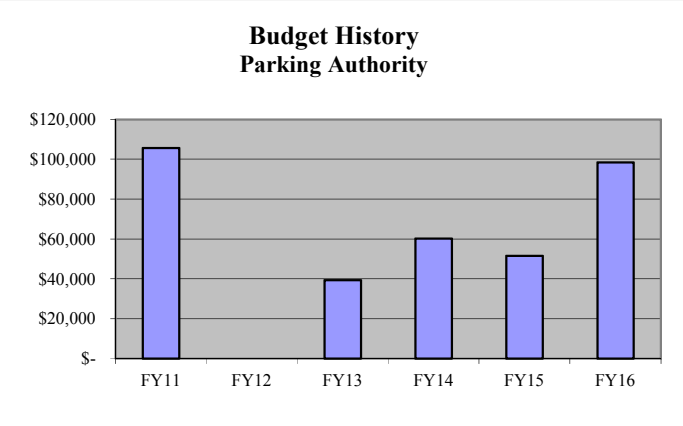
TOWN OF CULPEPER
Parking Authority - Fund Summary
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			OPERATING FUND:							
47,083	51,617	44,582	**TOTAL PARKING AUTHORITY FUND REVENUES**		98,395	98,395	94,775	94,775	-3.7%	(3,620)
39,368	60,247	51,532		8700 PARKING AUTHORITY	98,395	98,421	94,775	94,775	-3.7%	(3,620)
-	-	-		9990 CONTINGENCY	-	-	-			
39,368	60,247	51,532	**TOTAL EXPENDITURES**		98,395	98,421	94,775	94,775	-3.7%	(3,620)

PARKING AUTHORITY

Mission:
To provide convenient, safe, secure and an aestetically pleasing parking experience. The Authority shall continually maintain, improve, and increase parking opportunities to meet the unique challenges that exist as a result of growth and development in Town.

Budget and Staff Resources:



Budget & Staffing Summary

Category	FY15 Actual	FY16 Adopted	FY16 Projected	FY17 Dept Request	FY17 Proposed
Authorized Persons	-	-	-	-	-
Expenditures					
Personnel	-	-	-	-	-
Operating	78,037	98,395	98,421	94,775	94,775
Capital Outlay	-	-	-	-	-
Total Expenditures	78,037	98,395	98,421	94,775	94,775

Major Highlights for FY17:

Total Budget increase $ (3,620)

- Budget increase primarily due to paving costs to repave parking lots.

In FY17 the Parking Authority will:

-Support and assist the Town Council constructing and mangaing additional parking sites for the downtown
-Implement the Recommended parking lot management plan, as developed by staff and the parking Authority, including improvements to existing parking lots and alleyways.
-Continue to improve enforcement of parking violations

TOWN OF CULPEPER
Parking Authority - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			RESERVE BALANCES							
-	-	-	3100	Reserves	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	**FINES AND FORFEITURES**		-	-	-	-		
5,118	4,769	4,950	4340	Parking Fines	6,500	6,000	6,000	6,000	-7.7%	(500)
-	-	-			-	-	-	-		-
-	-	-	**CHARGES FOR SERVICES**		-	-	-	-		-
41,900	46,520	39,850	4260	Parking - Leased Spaces	44,500	40,000	40,000	40,000	-10.1%	(4,500)
180	180	25	4264	Parking - On Street Permits	240	240	240	240	0.0%	-
-	-	-	4268	Parking - Penalties on Leases	-	-	-	-		-
(195)	118	(273)	4550	Miscellaneous	-	-	-	-		-
80	30	30	4551	Duplicate Tags - Parking Authority	100	-	-	-	-100.0%	(100)
-	-	-			-	-	-	-		-
-	-	-	**GRANT/REVENUE FROM GOVT**		-	-	-	-		-
-	-	-	4830	Grant-Local Govt	-	-	-	-		-
-	-	-	4960	Transfer from General Fund Reserves	47,055	52,155	48,535	48,535	3.1%	1,480
-	-	-			-	-	-	-		
47,083	51,617	44,582	**TOTAL REVENUES / OTHER SOURCES**		98,395	98,395	94,775	94,775	-3.7%	(3,620)
			8700-PARKING AUTHORITY		-	-	-	-		
			SERVICES - PURCHASED, SHARED, INTERNAL		-	-	-	-		
-	-	-	5214	Consulting Services	-	-	-	-		
-	-	-	5216	Engineering Services	-	-	-	-		
-	-	-	5238	R&M - Infrastructure	-	-	-	-		
-	-	-	5240	R&M - Equipment	-	-	-	-		
1,436	2,606	-	5249	R&M - Misc. / Other	37,635	37,635	39,890	39,890	6.0%	2,255
				Slurry & Seal (3 lots)	-	-	-	-		
21,967	40,499	37,038	5250	Maintenance Service Contract	42,000	42,000	42,000	42,000	0.0%	-
				Contract with Public Works	-	-	-	-		
8,196	8,196	8,196	5270	Rental of Street Lights	9,560	9,560	9,560	9,560	0.0%	-
896	1,548	30	5300	Printing and Binding	1,000	1,023	1,050	1,050	5.0%	50
-	-	-	5520	Parking Authority Recovery Services	-	-	-	-		
-	-	-	OTHER CHARGES		-	-	-	-		
-	-	-	5610	Electrical Services	-	-	-	-		
633	610	301	5710	Postal Services	700	700	700	700	0.0%	-
-	-	253	5860	Public Official Liability	1,500	1,490	1,545	1,545	3.0%	45
6,240	6,400	5,600	5946	Lease-Parking Spaces (Ann Wingfield)	6,000	6,000	-	-	-100.0%	
-	-	-	6010	Lodging	-	-	-	-		
-	-	79	6015	Meals	-	-	-	-		
-	-	-	6018	Travel	-	-	-	-		
-	-	-	MISCELLANEOUS ITEMS		-	-	-	-		
-	-	-	6210	Dues & Assoc. Memberships	-	-	-	-		
-	-	-	6295	Bad Debt Expense	-	-	-	-		

TOWN OF CULPEPER
Parking Authority - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15			FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
-	-	-	6510	Office Supplies	-	-	-	-		
-	194	-	6580	Books, Subscriptions & Education	-	-	-	-		
-	194	34	6660	Operating Supplies	-	13	30	30		30
-	-	-			-	-	-	-		
-	-	-	CAPITAL OUTLAYS		-	-	-	-		
-	-	-	7065	Parking Lot Improvement Projects	-	-	-	-		
-	-	-	7200	Machinery & Equipment	-	-	-	-		
-	-	-	7300	Furniture & Fixtures	-	-	-	-		
-	-	-	7600	Computer Equipment	-	-	-	-		
-	-	-			-	-	-	-		
39,368	60,247	51,532	**PARKING AUTHORITY**		98,395	98,421	94,775	94,775	-3.7%	(3,620)

TOWN OF CULPEPER
Parking Authority - Operating
FY17 DRAFT BUDGET

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17 DEPT REQUEST	FY17 PROPOSED	FY17 % INCR.	FY17 $ INCR.
			9990 CONTINGENCY								
-	-	-		9990	Contingency	-	-	-	-		
-	-	-	**CONTINGENCY**			-	-	-	-		
39,368	60,247	51,532		**TOTAL EXPENDITURES**		98,395	98,421	94,775	94,775	-3.7%	(3,620)