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# TOWN OF CULPEPER DRAFT FY17 BUDGET

(June 7, 2016 Budget Work Session)

(July 1, 2016 - June 30, 2017)



Michael T. Olinger, Mayor

William M. Yowell, Vice Mayor

Jamie Clancey

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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 5/10/16

Fund	Department	Change	Option 1	Option 2	Page
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		2% Merit increase has been distributed to each department budget instead of lump sum			

# Memo

To: Town Council  
 From: Christopher D. Hively, Town Manager  
 Date: June 7, 2016  
 Re: Proposed FY17 Budget

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This memorandum is an update to the May 10, 2016 memorandum with the only change made being the distribution of the proposed 2% merit increase into each department budget which was previously shown as a lump sum in the General and Enterprise Funds.

**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	<u>(82,276)</u>
TOTAL	<u>\$ 146,821</u>

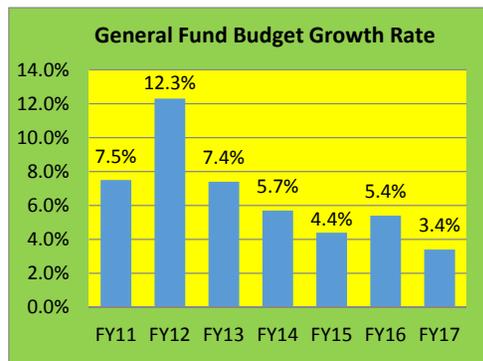
Recognizing the significant increase in initially identified budget costs for FY16 of \$146,821 (based on the initially identified increases/decreases listed above), Staff was directed to develop their recommended budget looking for opportunities to reduce cost. Staff was further directed to identify 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 Resources 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.

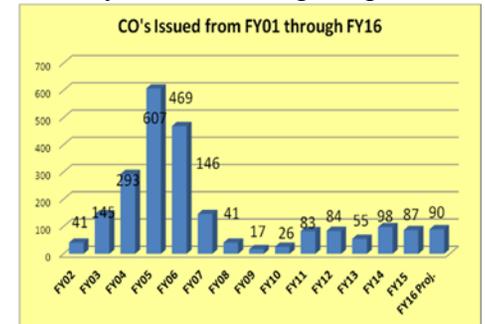
After completing this exercise, the Management Team reviewed the service level recommendations to determine the changes believed to be the most important to the Town for inclusion in the Manager’s proposed budget. Providing Body Worn Cameras for the Police Department was determined to be the highest 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	<u>1,205,270</u>
TOTAL	<u>\$ 1,409,220</u>

Funding for these projects is anticipated as follows:

Unassigned Reserves	\$ 203,950
Grant Funding	<u>1,205,270</u>
TOTAL	<u>\$ 1,409,220</u>

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**

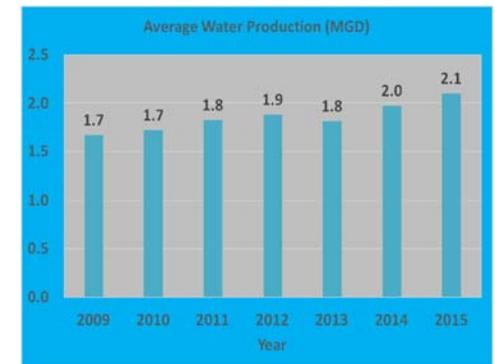
Water sales revenue is projected to increase by \$100,000 over FY16 projected revenue due to customer base growth. A 2% rate increase is proposed in FY17. A total of \$544,647 is proposed to transfer from Reserves to Operations in FY17. This transfer is required to pay a portion of debt service from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

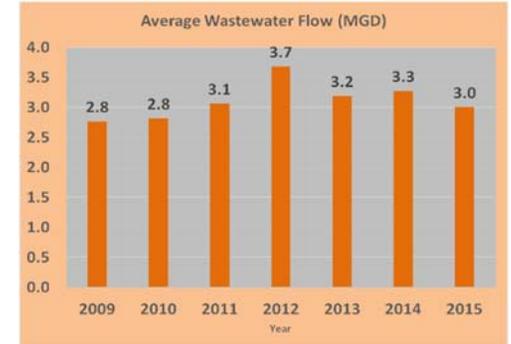
### **FY17 Operating Revenues**

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

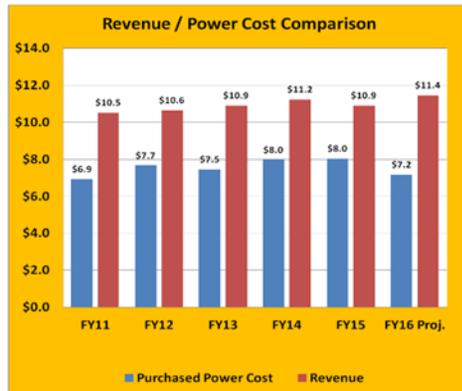
The FY17 budget projects a 1% increase in customer base growth and includes a 2% rate increase. This will increase sales revenue by \$230,000 over projected actual sales for FY16.

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. The only change made subsequent to the May 10, 2016 work session was the distribution of the proposed 2% merit increase into each department budget which was previously shown as a lump sum in the General and Enterprise Funds.

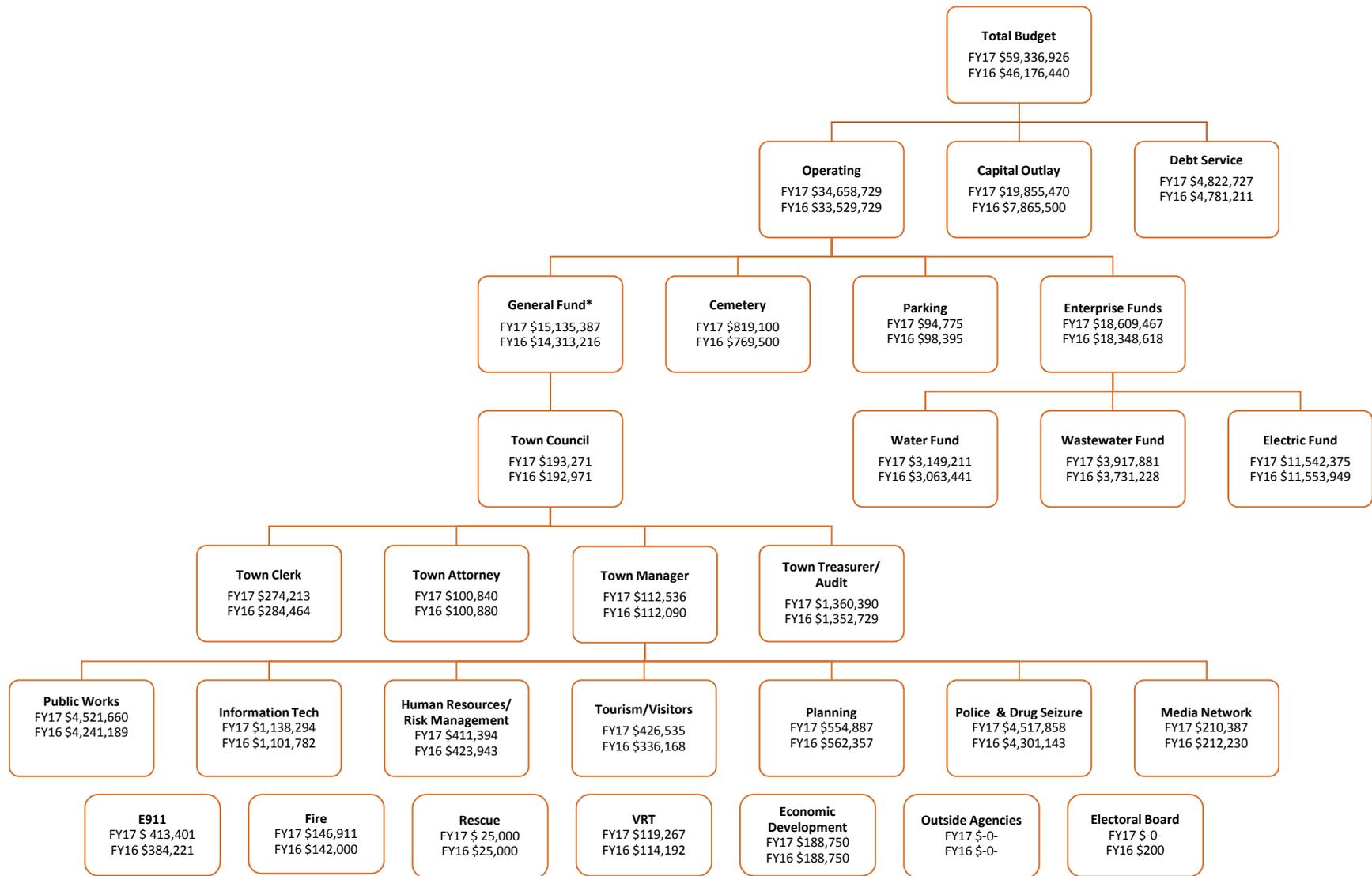
Respectfully submitted:

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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**



**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	9,908,010	147,866	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	-	-	-	-	-	-	-	
<b>Total</b>	<b>11,997,053</b>	<b>18,029,140</b>	<b>13,753,402</b>	<b>14,578,390</b>	<b>14,482,900</b>	<b>16,114,359</b>	<b>16,849,253</b>	<b>734,894</b>	

**Notes:**

	Sub-Total	Totals
1. Salary & Wages		\$ 150,359
<i>Proposed Merit Pay Increase</i>	\$ 129,221	
<i>Health Insurance</i>	103,680	
<i>Reduction in VRS</i>	(139,346)	
<b><i>Additional Police Officer</i></b>	<b>56,804</b>	
2. Services		231,000
<i>Increase in Streets-Paving</i>	100,000	
<i>Increase in Traffic Sign Replacements</i>	20,000	
<i>Additional safety lighting and ADA doors at Police Department</i>	40,000	
<i>Additional maintenance and services for new Economic Development Building</i>	21,000	
<b><i>Additional advertising for Tourism</i></b>	<b>50,000</b>	
3. Other Charges		61,400
<i>Additional utilities for new Economic Development Building</i>	12,200	
<i>Fiber connection service between E911, Police Department and Town Hall</i>	49,200	
4. Materials & Supplies		104,680
<i>E911 Increase</i>	29,180	
<i>Trash carts and automatic trash truck maintenance</i>	43,000	
<i>IT R&amp;M Equipment moved to Materials &amp; Supplies</i>	7,500	
<i>Increase in Police Department ammunition and other range costs</i>	10,000	
<i>Increase on Streets operating supplies</i>	7,000	
<i>Visitor Center Materials &amp; Supplies</i>	4,000	
<i>Increase in Tourism FAM promotional items</i>	4,000	
5. Capital Outlays		110,035
<b><i>Body cameras for PD</i></b>	<b>110,035</b>	
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**

								<b>FY17</b>		<b>FY17</b>	
<b>Actual</b>	<b>Actual</b>	<b>Actual</b>				<b>FY16</b>	<b>PROJECTED</b>	<b>DRAFT/</b>	<b>FY17</b>	<b>FY17</b>	
<b>FY13</b>	<b>FY14</b>	<b>FY15</b>				<b>ADOPTED</b>	<b>FY16</b>	<b>REQUESTED</b>	<b>PROPOSED</b>	<b>%</b>	
										<b>\$</b>	
										<b>INCR.</b>	
										<b>INCR.</b>	
607,628	699,221	480,092		4302	General Properties	473,882	756,378	559,000	540,422	14.0%	66,540
199,130	177,030	195,143		6600	Culpeper Media Network	212,230	201,563	209,980	210,387	-0.9%	(1,843)
507,351	445,318	350,581		7103	Parks and Recreation	379,711	397,055	390,048	402,863	6.1%	23,152
200,231	206,379	119,385		7108	Cemetery	146,519	145,719	135,637	137,062	-6.5%	(9,457)
535,063	536,501	528,353		8101	Planning	562,357	543,917	548,010	554,887	-1.3%	(7,470)
81,528	80,913	43,162		8103	Visitor's Center	55,628	55,629	51,019	51,861	-6.8%	(3,767)
255,148	320,140	269,371		8104	Tourism	290,540	315,540	510,025	374,674	29.0%	84,134
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	-		-
13,718,193	14,447,672	14,590,353			Total Expenditures / other uses	16,114,359	16,281,314	16,591,024	16,849,253	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.
441	970	-		4198	Penalties - Local Tax	-	-	-	-		
81	0	-		4199	Interest - Local Tax	-	-	-	-		
5,923,093	6,801,007	7,168,214			<i>Sub-total-Local Taxes</i>	6,957,500	6,979,000	7,075,000	7,289,000	3.8%	331,500
					<b>PERMITS, FEES, LICENSES</b>						
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			<i>Sub-total-Permits, Fees, Licenses</i>	321,825	298,400	334,125	334,125	3.8%	12,300
					<b>FINES AND FORFEITURES</b>						
-	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			<i>Sub-total-Fines</i>	100,500	106,200	127,250	127,250	26.6%	26,750
					<b>REVENUE FROM USE OF MONEY</b>						
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			<i>Sub-total-Use of Money</i>	200,000	200,000	200,000	200,000	0.0%	-
					<b>CHARGES FOR SERVICES</b>						
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			<i>Sub-total-Charge for Services</i>	173,520	177,201	201,520	201,520	16.1%	28,000
					<b>MISCELLANEOUS</b>						
(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			<i>Sub-total-Miscellaneous</i>	85,189	382,776	93,200	93,200	9.4%	8,011
					<b>RECOVERED COSTS</b>						
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	PROJECTED	FY17	FY17	%	\$
						ADOPTED	FY16	DRAFT/ REQUESTED	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		<i>Sub-total-Recovered Costs</i>		2,276,846	2,278,110	2,359,239	2,358,467	3.6%	81,621
				<b>NON-CATEGORICAL AID</b>							
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		<i>Sub-total-Non-Categorical Aid</i>		8,000	8,000	7,500	7,500	-6.3%	(500)
				<b>CATEGORICAL AID</b>							
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. - Bluemonnt 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		<i>Sub-total-Categorical Aid</i>		2,377,691	2,406,700	2,542,510	2,542,510	6.9%	164,819
				<b>FUND TRANSFERS</b>							
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		<i>Sub-total Fund Transfers</i>		593,538	593,538	602,330	602,330	1.5%	8,792
14,436,488	15,880,950	16,348,518		<b>TOTAL REVENUES / OTHER SOURCES</b>		16,114,359	16,429,555	16,591,024	16,849,252	4.2%	734,893





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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		%	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
-	-	-				-	-	-	-		
-	-	-	<b>CAPITAL OUTLAYS</b>			-	-	-	-		
664	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-				-	-	-	-		
161,662	166,687	177,584	<b>TOWN COUNCIL TOTAL</b>			192,971	194,979	193,271	193,271	0.2%	300





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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		%	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
-	-	-				-	-	-	-		
-	-	-	<b>CAPITAL OUTLAYS</b>			-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
-	-	-	7600	Computer Equipment		-	-	-	-		
-	-	-				-	-	-	-		
212,211	197,842	180,098	<b>TOWN MANAGER TOTAL</b>			112,090	112,090	111,228	112,536	-0.8%	446



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

Actual FY13	Actual FY14	Actual FY15			FY16	PROJECTED	FY17	FY17	%	\$	
					ADOPTED	FY16	DRAFT/ REQUESTED	PROPOSED	INCR.	INCR.	
			<b>Dept 1202 TOWN CLERK</b>								
			<b>PERSONNEL - WAGES &amp; BENEFITS</b>								
139,537	148,571	169,717	5010	Salaries	189,525	196,875	176,278	180,964	-6.1%	(8,561)	
			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	11,220	-6.1%	(531)	
2,127	2,076	2,367	5120	Medicare Tax	2,748	2,632	2,556	2,624	-6.1%	(124)	
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	19,200	-21.5%	(4,852)	
1,505	1,792	1,912	5145	VRS Group Life Insurance	2,255	2,117	2,098	2,370	3.4%	115	
128	144	119	5160	Worker's Comp. Insurance	182	197	176	182	-0.2%	0	
-	-	-			-	-	-	-			
-	-	-	<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>								
				Contract Services - Certified							
700	1,801	960	5215	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%	-	
-	-	-			-	-	-	-			
-	-	-	<b>OTHER CHARGES</b>								
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	
-	-	-			-	-	-	-			
-	-	-	<b>MISCELLANEOUS</b>								
480	405	470	6210	Dues & Assoc. Memberships	500	736	1,000	1,000	100.0%	500	
-	-	-	6299	Miscellaneous	-	-	-	-			
-	-	-			-	-	-	-			
-	-	-	<b>MATERIALS AND SUPPLIES</b>								
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%	-	
-	-	-			-	-	-	-			
-	-	-	<b>CAPITAL OUTLAYS</b>								

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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		%	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
-	-	-		7200	Machinery & Equipment	-	-	-	-		
-	-	-		7300	Furniture & Fixtures	-	-	-	-		
-	-	-		7600	Computer Equipment	-	-	-	-		
(250)	-	-		7650	Computer Software	-	-	-	-		
-	-	-				-	-	-	-		
221,327	224,447	240,581		<b>TOWN CLERK TOTAL</b>		284,464	301,958	268,682	274,213	-4.8%	(10,251)





**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%	-
					<i>Applicant Tracking System (NEOGOV), Labor Law Posters, HR Reference Materials</i>						
22,681	24,246	14,969		6585	Employee Recognition/Safety Incentive Awards	25,000	15,000	25,000	25,000	0.0%	-
						-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
-	-	-		7200	Machinery & Equipment	-	-	-	-		
-	-	-		7300	Furniture & Fixtures	-	-	-	-		
-	-	-		7600	Computer Equipment	-	-	-	-		
						-	-	-	-		
294,500	273,992	257,506			<b>HUMAN RESOURCES TOTAL</b>	293,656	263,910	286,259	289,172	-2.5%	(4,484)













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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17	FY17	%	\$
								DRAFT/ REQUESTED	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
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
-	-	-		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			<b>TOWN TREASURER TOTAL</b>	1,272,729	1,229,792	1,295,982	1,301,790	1.0%	29,061











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

Actual FY13	Actual FY14	Actual FY15				FY16	PROJECTED	FY17	FY17	%	\$
						ADOPTED	FY16	DRAFT/ REQUESTED	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)
-	-	-				-	-	-	-		
-	-	-			<b>MISCELLANEOUS ITEMS</b>	-	-	-	-		
215	20	243		6210	Dues & Assoc. Memberships	275	584	600	600	118.2%	325
-	-	-		6299	Miscellaneous	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-			<b>MATERIALS AND SUPPLIES</b>	-	-	-	-		
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	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
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			<b>INFORMATION TECH ADMIN TOTAL</b>	1,101,782	1,100,891	1,137,187	1,138,294	2.5%	36,512



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

Actual FY13	Actual FY14	Actual FY15			FY16	PROJECTED	FY17	FY17	%	\$	
					ADOPTED	FY16	DRAFT/ REQUESTED	PROPOSED	INCR.	INCR.	
			<b>Dept 1221 MOTOR POOL</b>								
			<b>PERSONNEL - WAGES &amp; BENEFITS</b>								
138,131	145,035	142,276	5010	Salaries	150,729	150,729	152,593	155,017	1.2%	4,288	
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	9,611	1.2%	265	
2,024	2,082	1,985	5120	Medicare Tax	2,186	2,186	2,213	2,248	1.2%	62	
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	16,447	-14.6%	(2,511)	
1,537	1,769	1,703	5145	VRS Group Life Insurance	1,794	1,794	1,999	2,031	11.4%	237	
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	-	-	-	-			
-	-	-			-	-	-	-			
-	-	-	<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>								
-	-	-	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%	-	
-	-	-			-	-	-	-			
-	-	-	<b>OTHER CHARGES</b>								
-	-	-	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%	-	
-	-	-			-	-	-	-			
-	-	-	<b>MISCELLANEOUS ITEMS</b>								
-	-	-	6210	Dues & Assoc. Memberships	-	-	-	-			
-	-	-			-	-	-	-			
-	-	-	<b>MATERIALS AND SUPPLIES</b>								
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%	-	
-	-	-			-	-	-	-			
-	-	-	<b>CAPITAL OUTLAYS</b>								
-	-	-			-	-	-	-			

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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		%	\$
								DRAFT/ REQUESTED	FY17 PROPOSED		
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		<b>MOTOR POOL TOTAL</b>		242,237	240,044	250,758	238,657	-2.7%	(3,580)









**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.
					<i>Rapp-Rap Medical Reserve Corp</i>	—500	-	-	-	-	
					<i>Culpeper Literacy Council</i>	—3,000					
-	-	-			<i>Culpeper Housing &amp; Shelter Services</i>	—5,000	-	-	-	-	
					<i>Options</i>	—15,000	-	-	-	-	
-	-	-			<b>MISCELLANEOUS ITEMS</b>		-	-	-	-	
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
-	-	-				-	-	-	-		
-	-	-			<b>MATERIALS AND SUPPLIES</b>		-	-	-	-	
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
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>		-	-	-	-	
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			<b>POLICE DEPARTMENT TOTAL</b>	4,291,143	4,230,063	4,524,416	4,507,858	-0.1%	216,715



















**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.
			<b>Dept 3204 VIRGINIA REGIONAL TRANSIT AUTHORITY</b>								
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	<b>VIRGINIA REGIONAL TRANSIT TOTAL</b>			114,192	114,192	119,267	119,267	4.4%	5,075





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

Actual FY13	Actual FY14	Actual FY15					FY16 ADOPTED	PROJECTED FY16	FY17		% INCR.	\$ INCR.
									DRAFT/ REQUESTED	FY17 PROPOSED		
-	-	-					-	-	-	-		
-	-	-	<b>CAPITAL OUTLAYS</b>									
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		<b>GENERAL ENGINEERING TOTAL</b>			245,860	244,857	251,521	254,517	2.3%	8,657



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

Actual FY13	Actual FY14	Actual FY15			FY16	PROJECTED	FY17	FY17	%	\$
					ADOPTED	FY16	DRAFT/ REQUESTED	PROPOSED	INCR.	INCR.
			<b>Dept 4102 PUBLIC WORKS - STREETS</b>							
			<b>PERSONNEL - WAGES &amp; BENEFITS</b>							
611,513	721,310	828,165	5010	Salaries	753,061	753,061	801,858	821,507	7.5%	68,446
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	50,934	7.5%	4,243
9,315	11,199	13,499	5120	Medicare Tax	10,919	10,919	11,627	11,912	7.5%	993
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	87,162	-9.1%	(7,350)
7,220	9,191	10,565	5145	VRS Group Life Insurance	8,961	8,961	10,504	10,762	18.4%	1,801
26,125	33,353	32,251	5160	Worker's Comp. Insurance	36,117	36,117	33,247	33,248	-7.9%	(2,869)
-	-	-			-	-	-	-		
-	-	-	<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>							
-	-	-	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%	-
-	-	-			-	-	-	-		
-	-	-	<b>OTHER CHARGES</b>							
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%	-
-	-	-			-	-	-	-		
-	-	-	<b>MISCELLANEOUS ITEMS</b>							
179	374	580	6210	Dues & Assoc. Memberships	600	600	600	600	0.0%	-
-	578	-	6299	Miscellaneous	-	-	-	-		
-	-	-			-	-	-	-		
-	-	-	<b>MATERIALS AND SUPPLIES</b>							
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		% INCR.	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
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%	-
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
-	-	-		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			<b>PUBLIC WORKS - STREETS TOTAL</b>	2,115,383	2,174,850	2,269,353	2,292,850	7.7%	177,467









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

<b>Actual FY13</b>	<b>Actual FY14</b>	<b>Actual FY15</b>				<b>FY16 ADOPTED</b>	<b>PROJECTED FY16</b>	<b>FY17 DRAFT/ REQUESTED</b>	<b>FY17 PROPOSED</b>	<b>% INCR.</b>	<b>\$ INCR.</b>
125,803	137,833	176,303				174,581	174,081	196,272	197,097	12.4%	22,516





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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		%	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
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			<b>SANITATION TOTAL</b>	396,327	395,774	387,902	391,502	-2.1%	(4,825)
						-	-	-	-		



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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17	FY17	%	\$
								DRAFT/ REQUESTED	PROPOSED	INCR.	INCR.
			<b>Dept 4302 GENERAL PROPERTIES</b>			-	-	-	-		
			<b>PERSONNEL - WAGES &amp; BENEFITS</b>			-	-	-	-		
108,133	55,757	64,053	5010	Salaries	65,875	65,875	66,927	68,116	1.6%	2,241	
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	4,223	1.6%	138	
1,558	783	815	5120	Medicare Tax	955	955	970	987	1.6%	32	
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	7,227	-12.5%	(886)	
1,220	941	769	5145	VRS Group Life Insurance	784	784	877	893	11.9%	109	
486	1,117	1,117	5160	Worker's Comp. Insurance	1,486	1,486	1,474	1,474	-0.8%	(12)	
-	-	-			-	-	-	-			
-	-	-			-	-	-	-			
-	-	-	<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>			-	-	-	-		
-	-	-	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%	-	
-	-	-			-	-	-	-			
-	-	-	<b>OTHER CHARGES</b>			-	-	-	-		
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	-	-	-	-			
					-	-	-	-			
			<b>MISCELLANEOUS</b>			-	-	-	-		
128	555	-	6299	Miscellaneous	-	-	-	-			
					-	-	-	-			
-	-	-	<b>MATERIALS AND SUPPLIES</b>			-	-	-	-		

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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		% INCR.	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
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%	-
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
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)
					<i>Economic Development Ctr. and Committee room</i>						
-	-	-				<i>—20,000</i>					
-	-	-		7500	Motor Vehicles	-	-	-	-		
-	-	-		7600	Computer Hardware & Equipment	-	-	-	-		
-	-	-				-	-	-	-		
607,628	699,221	480,092			<b>GENERAL PROPERTIES TOTAL</b>	473,882	756,378	559,000	540,422	13.7%	66,540





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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		% INCR.	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
-	-	-				-	-	-	-		
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%	-
-	-	-				-	-	-	-		
-	-	-			<b>DEBT SERVICE/TRANSFERS/CONTINGENCY</b>	-	-	-	-		
-	-	-		9990	Contingency	-	-	-	-		
-	-	-				-	-	-	-		
199,130	177,030	195,143			<b>CULPEPER MEDIA NETWORK TOTAL</b>	212,230	201,563	209,980	210,387	-1.8%	(1,843)



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

Actual FY13	Actual FY14	Actual FY15				FY16	PROJECTED	FY17	FY17	%	\$
						ADOPTED	FY16	DRAFT/ REQUESTED	PROPOSED	INCR.	INCR.
			<b>Dept 7103 PARKS &amp; RECREATION</b>								
			<b>PERSONNEL - WAGES &amp; BENEFITS</b>								
256,513	245,103	204,761	5010	Salaries		203,156	225,000	207,966	216,175	4.8%	13,019
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	13,403	4.8%	807
3,783	3,545	2,798	5120	Medicare Tax		2,946	2,946	3,016	3,134	4.8%	188
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	22,936	-11.0%	(2,446)
2,577	2,841	2,319	5145	VRS Group Life Insurance		2,417	2,417	2,724	2,832	15.4%	415
4,317	6,068	5,643	5160	Worker's Comp. Insurance		7,379	7,379	7,628	7,628	3.4%	249
-	-	-				-	-	-	-		
-	-	-	<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>								
-	-	-	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%	-
-	-	-				-	-	-	-		
-	-	-	<b>OTHER CHARGES</b>								
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)
-	-	-				-	-	-	-		
-	-	-	<b>MISCELLANEOUS ITEMS</b>								
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		-	-	-	-		
-	-	-				-	-	-	-		
-	-	-	<b>MATERIALS AND SUPPLIES</b>								
-	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		%	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
140	938	2		6670	Small Tools	800	800	800	800	0.0%	-
-	-	-				-	-	-	-		
-	-	-	<b>CAPITAL OUTLAYS</b>			-	-	-	-		
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	<b>PARKS &amp; RECREATION TOTAL</b>			379,711	397,055	390,048	402,863	5.0%	23,152





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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		% INCR.	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
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%	-
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
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			<b>CEMETERY TOTAL</b>	146,519	145,719	135,637	137,062	-7.4%	(9,457)







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

Actual FY13	Actual FY14	Actual FY15				FY16 ADOPTED	PROJECTED FY16	FY17		% INCR.	\$ INCR.
								DRAFT/ REQUESTED	FY17 PROPOSED		
-	-	-				-	-	-	-		
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)
-	-	-				-	-	-	-		
-	-	-			<b>CAPITAL OUTLAYS</b>	-	-	-	-		
-	-	-		7200	Machinery & Equipment	-	-	-	-		
4,600	-	-		7300	Furniture & Fixtures	-	-	-	-		
-	-	-		7600	Computer Equipment	-	-	-	-		
-	-	-				-	-	-	-		
535,063	536,501	528,353			<b>PLANNING &amp; ZONING TOTAL</b>	562,357	543,917	548,010	554,887	-2.6%	(7,470)











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

Actual FY13	Actual FY14	Actual FY15				FY16	PROJECTED	FY17	FY17	%	\$
						ADOPTED	FY16	DRAFT/ REQUESTED	PROPOSED	INCR.	INCR.
-	-	-				-	-	-	-		
4,245	2,300	4,788		6210	Dues & Assoc. Memberships	3,500	3,335	4,100	4,100	17.1%	600
-	-	-		6299	Miscellaneous	-	-	-	-		
-	-	-				-	-	-	-		
-	-	-				-	-	-	-		
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
-	-	-				-	-	-	-		
-	-	-				-	-	-	-		
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			<b>TOURISM DEVELOPMENT TOTAL</b>	290,540	315,540	510,025	374,674	29.0%	84,134







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

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

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

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





**TOWN OF CULPEPER  
General Fund - Capital  
FY17 DRAFT BUDGET**

<u>Actual</u> <b>FY13</b>	<u>Actual</u> <b>FY14</b>	<u>Actual</u> <b>FY15</b>				<u>FY16</u> <b>ADOPTED</b>	<u>PROJECTED</u> <b>FY16</b>	<u>FY17</u> <b>DEPT</b> <u>REQUEST</u>	<u>FY17</u> <b>PROPOSED</b>	<u>FY17</u> <b>%</b> <u>INCR.</u>	<u>FY17</u> <b>\$</b> <u>INCR.</u>
			<b>REVENUES / OTHER SOURCES</b>								
			<b>RESERVE BALANCES</b>								
-	-	-	3100	Undesignated Unreserved Fund Balance		-	-	-	-		
-	-	-	3105	Reserves		-	-	-	-		
-	(3,672,500)	-	3150	2003 Bond Proceeds - Municipal Building		-	-	-	-		
-	-	-				-	-	-	-		
			<b>MISCELLANEOUS</b>								
-	-	-	4507	Donations		-	-	-	-		
			<b>GRANTS/REVENUE FROM GOVERNMENT</b>								
-	-	-	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		-	-	-	-		
-	-	-				-	-	-	-		
			<b>CAPITAL CONTRIBUTIONS</b>								
-	-	-	3850	Cash Proffer		-	-	-	-		
			<b>FUND TRANSFERS</b>								
-	-	-	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	<b>TOTAL REVENUES / OTHER SOURCES</b>			505,000	-	1,569,220	1,409,220	179.1%	904,220
			<b>Dept 9238 Historic Streetscape &amp; Entryways/TEA 21</b>								
			<b>SERVICES</b>								
1,755	6,004	-	5216	Engineering Services - Phase I		-	-	-	-		
			<b>CAPITAL OUTLAYS</b>								
-	562,495	-	7040	Infrastructure - Phase I		-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
-	-	-				-	-	-	-		
1,755	568,498	-	<b>TOTAL Historic Streetscape &amp; Entryways/TEA 21</b>			-	-	-	-		
						-	-	-	-		
			<b>Dept 9391 - Western Inner Loop</b>								
			<b>SERVICES</b>								
308,795	299,115	338,087	5216	Design & Engineering		-	-	-	-		
-	-	-	5218	Legal Services		-	-	-	-		
			<b>CAPITAL OUTLAYS</b>								
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	<b>TOTAL Western Inner Loop</b>			-	-	-	-		
						-	-	-	-		
			<b>9395 - Rt. 229 Widening Project</b>								
			<b>CAPITAL OUTLAYS</b>								





**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY17 DRAFT BUDGET**

<u>Actual</u>	<u>Actual</u>	<u>Actual</u>					<u>FY16</u>	<u>PROJECTED</u>	<u>FY17</u>		<u>FY17</u>	<u>FY17</u>
<u>FY13</u>	<u>FY14</u>	<u>FY15</u>					<u>ADOPTED</u>	<u>FY16</u>	<u>DEPT</u>	<u>FY17</u>	<u>%</u>	<u>FY17</u>
									<u>REQUEST</u>	<u>PROPOSED</u>	<u>INCR.</u>	<u>\$</u>
												<u>INCR.</u>
575,756	531,172	342,660					230,000	230,000	338,750	178,750	-22.3%	(51,250)
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
87,886	92,654	23,872		7200	Machinery & Equipment		30,000	10,000	-	-	-100.0%	(30,000)
-	-	-					-	-	-	-		
87,886	92,654	23,872					30,000	10,000	-	-	-100.0%	(30,000)
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
-	-	47,511		7600	Computer Hardware & Equipment		-	-	-	-		
-	-	-					-	-	-	-		
-	-	47,511					-	-	-	-		
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
-	-	-		7650	Computer Software		-	-	25,200	25,200		
-	-	-					-	-	-	-		
-	-	-					-	-	25,200	25,200		
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
-	73,478	-		7200	Machinery & Equipment		-	-	-	-		
-	-	-					-	-	-	-		
-	73,478	-					-	-	-	-		
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
-	-	-		7040	Infrastructure		-	56,479	-	-		
-	-	-					-	-	-	-		
-	-	-					-	56,479	-	-		
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
-	100,715	-		7040	Infrastructure		-	-	-	-		
-	-	-					-	-	-	-		
-	100,715	-					-	-	-	-		
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
22,307	29,156	4,110		7040	GF - Cap - Add'l. Tech-Infrastructure		-	-	-	-		
-	-	-					-	-	-	-		
22,307	29,156	4,110					-	-	-	-		
-	-	-					-	-	-	-		
-	-	-					-	-	-	-		
130,191	-	11,676		7200	Machinery & Equipment		-	-	-	-		
-	-	-					-	-	-	-		

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY17 DRAFT BUDGET**

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





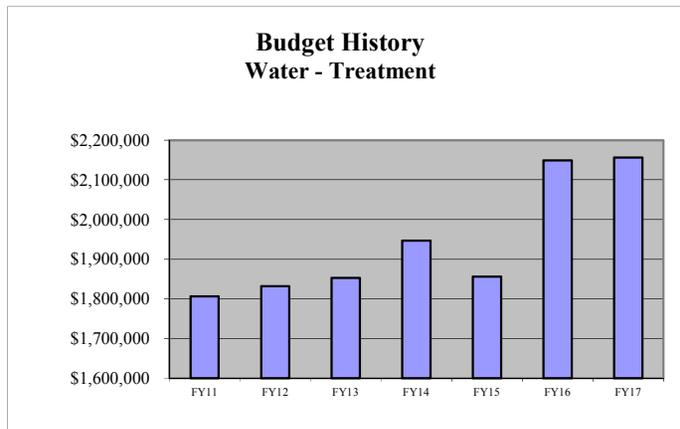


## WATER - TREATMENT

### 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 <u>Actual</u>	FY16 <u>Adopted</u>	FY16 <u>YE Proj.</u>	FY17 <u>Dept Request</u>	FY17 <u>Proposed</u>
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
<b>Total Expenditures</b>	<b>1,856,048</b>	<b>2,148,987</b>	<b>2,146,200</b>	<b>2,229,088</b>	<b>2,156,825</b>

### 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 - Capital**  
**FY17 DRAFT BUDGET**

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

<u>Actual</u> <b>FY13</b>	<u>Actual</u> <b>FY14</b>	<u>Actual</u> <b>FY15</b>				<u>FY16</u> <b>ADOPTED</b>	<u>PROJECTED</u> <b>FY16</b>	<u>FY17</u> <b>DEPT</b> <b>REQUEST</b>	<u>FY17</u> <b>PROPOSED</b>	<u>FY17</u> <b>%</b> <b>INCR.</b>	<u>FY17</u> <b>\$</b> <b>INCR.</b>
			<b>OPERATING FUND:</b>								
3,570,370	4,399,597	4,203,106	<b>TOTAL W/W REVENUES / OTHER SOURCES</b>			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	<b>TOTAL EXPENDITURES</b>			5,275,268	5,088,532	5,443,836	5,448,502	3.3%	173,234
<b>REVENUES OVER (UNDER) EXPENDITURES</b>						-	(632,532)	-	-		-
			<b>CAPITAL FUND:</b>								
892,042	1,285,597	1,081,038	<b>TOTAL W/W CAPITAL FUND REVENUES</b>			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
-	-	-	<b>CONTINGENCY - RESERVED/UNRESERVED</b>			-	-	-	-		
99,829	5,940	5,862	<b>TOTAL EXPENDITURES</b>			1,315,000	350,000	1,545,000	1,545,000	17.5%	230,000







**TOWN OF CULPEPER, VA**  
**Wastewater - Operating**  
**FY17 DRAFT BUDGET**

<u>Actual</u> <u>FY13</u>	<u>Actual</u> <u>FY14</u>	<u>Actual</u> <u>FY15</u>				<u>FY16</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>FY16</u>	<u>FY17</u> <u>DEPT</u> <u>REQUEST</u>	<u>FY17</u> <u>PROPOSED</u>	<u>FY17</u> <u>%</u> <u>INCR.</u>	<u>FY17</u> <u>\$</u> <u>INCR.</u>
-	-	-			<i>Centrifuge Rebuild</i>	-	-	-	-		
					<i>Lab Equipment Replacement</i>	-	-	-	-		
					<i>Misc.</i>	-	-	-	-		
2,588	5,822	6,472		5249	R&M - Misc. / Other	5,000	5,000	5,000	5,000	0.0%	-
-	-	-			<i>Instrumentation Repairs</i>	-	-	-	-		
34,932	51,777	35,079		5250	Maintenance Service Contract	50,128	35,000	35,000	35,000	-30.2%	(15,128)
					<i>Fire Extinguisher</i>						
					<i>Maintenance Inspection</i>	-	-	-	-		
					<i>Hoist Certification</i>	-	-	-	-		
					<i>Lab Certification</i>	-	-	-	-		
					<i>SCADA Software Support</i>	-	-	-	-		
-	-	-			<i>SCADA Software Support</i>	-	-	-	-		
-	-	-			<i>HACH Services/Lab Maint. Repairs</i>	-	-	-	-		
-	-	-			<i>Digester Cleaning</i>	-	-	-	-		
-	-	-			<i>Janitorial Cleaning Services</i>	-	-	-	-		
					<i>EworkOrders Maintenance software program</i>	-	-	-	-		
					<i>Maintenance for Boilers, AC system for WWTP</i>	-	-	-	-		
39,373	46,206	41,539		5280	Sludge Disposal	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	-27.3%	(1,500)
-	1,833	-		5310	Advertising	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	0.0%	-
530,000	530,000	663,000		5520	Billing & Administrative Support	574,538	574,538	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	0.0%	-
14,263	14,378	15,097		5555	Mowing, mulching & trimming	15,097	16,000	16,000	16,000	6.0%	903
						-	-	-	-		
					<b>OTHER CHARGES</b>	-	-	-	-		
298,595	319,867	306,148		5610	Electrical Services	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	0.0%	-
18,539	22,800	31,815		5630	Water Services	19,000	19,000	20,000	20,000	5.3%	1,000
3,097	1,028	689		5660	Disposal Fees	3,500	3,500	3,500	3,500	0.0%	-
14,634	14,689	19,679		5710	Postal Services	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	13.7%	1,802
					<i>Verizon Lines, Pump stations, cell phones</i>	-	-	-	-		
-	-	-				-	-	-	-		

**TOWN OF CULPEPER, VA**  
**Wastewater - Operating**  
**FY17 DRAFT BUDGET**

<u>Actual</u> <u>FY13</u>	<u>Actual</u> <u>FY14</u>	<u>Actual</u> <u>FY15</u>				<u>FY16</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>FY16</u>	<u>FY17</u> <u>DEPT</u> <u>REQUEST</u>	<u>FY17</u> <u>PROPOSED</u>	<u>FY17</u> <u>%</u> <u>INCR.</u>	<u>FY17</u> <u>\$</u> <u>INCR.</u>
3,380	3,262	3,360		5810	Boiler & Machinery Insurance	3,460	3,295	3,400	3,394	-1.9%	(66)
16,395	16,887	16,887		5820	Fire / Property Insurance	17,393	17,831	18,000	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	10.0%	444
14,722	15,542	16,163		5870	General Liability Insurance	16,647	16,716	17,000	17,218	3.4%	571
6,803	3,364	5,438		5920	Education & Training	5,000	5,000	5,000	5,000	0.0%	-
132	-	-		5943	Lease Copier	1,800	1,800	1,800	1,800	0.0%	-
-	-	270		6010	Lodging	500	1,000	1,000	1,000	100.0%	500
15	-	71		6015	Meals	250	1,000	1,000	1,000	300.0%	750
266	-	-		6018	Travel	400	-	-	-	-100.0%	
						-	-	-	-		
					<b>MISCELLANEOUS ITEMS</b>	-	-	-	-		
9,054	15,459	11,214		6210	Dues & Assoc. Memberships	10,822	11,000	11,000	11,000	1.6%	178
-	-	-			<i>Permit Maintenance Fees</i>	-	-	-	-		
-	-	-			<i>VWWA Annual Assessment fees</i>	-	-	-	-		
-	-	-			<i>WEF</i>	-	-	-	-		
					<i>W/W Operator License Renewals</i>	-	-	-	-		
					<i>New Operator Licenses</i>	-	-	-	-		
3,005	6,596	6,661		6220	Bank Fees	4,000	4,439	4,500	4,500	12.5%	500
-	-	-		6299	Miscellaneous	-	-	-	-		
						-	-	-	-		
					<b>MATERIALS AND SUPPLIES</b>	-	-	-	-		
1,626	2,586	2,321		6510	Office Supplies	2,500	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	-25.0%	(500)
9,934	9,704	6,020		6550	Vehicle Fuels	13,000	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	-33.3%	(10,000)
1,448	6,827	11,685		6555	Lube Oil	21,000	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	0.0%	-
200	200	365		6570	Uniform Purchases and Wearing Apparel	500	1,935	2,000	2,000	300.0%	1,500
238	492	144		6580	Books, Subscriptions & Education	500	250	250	250	-50.0%	(250)
257,902	256,858	264,355		6610	Chemicals	346,500	275,000	275,000	275,000	-20.6%	(71,500)
					<i>Carbon Source</i>	-	-	-	-		
					<i>Aluminum Sulfate</i>	-	-	-	-		
					<i>Sodium Bicarbonate</i>	-	-	-	-		
					<i>Centrifuge Polymer</i>	-	-	-	-		
					<i>Belt Press Polymer</i>	-	-	-	-		
					<i>Sodium Hypochlorite</i>	-	-	-	-		
32,176	36,920	32,114		6650	Laboratory Supplies	40,000	40,000	40,000	40,000	0.0%	-
					<i>HACH supplies</i>	-	-	-	-		
					<i>IDEXX Bacteriological Supplies</i>	-	-	-	-		





**TOWN OF CULPEPER, VA**  
**Wastewater - Operating**  
**FY17 DRAFT BUDGET**

<u>Actual</u> <u>FY13</u>	<u>Actual</u> <u>FY14</u>	<u>Actual</u> <u>FY15</u>					<u>FY16</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>FY16</u>	<u>FY17</u> <u>DEPT</u> <u>REQUEST</u>	<u>FY17</u> <u>PROPOSED</u>	<u>FY17</u> <u>%</u> <u>INCR.</u>	<u>FY17</u> <u>\$</u> <u>INCR.</u>
<b>4800 - WASTEWATER COLLECTION</b>												
<b>PERSONNEL - WAGES &amp; BENEFITS</b>												
221,363	236,694	122,358		5010	Salaries		157,448	157,448	185,754	188,289	19.6%	30,841
32,748	17,453	8,311		5020	Salaries - Overtime		20,000	20,000	20,000	20,000	0.0%	-
-	-	-		5030	Salaries - Part-Time		7,000	7,000	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	11,674	19.6%	1,912
3,766	3,649	1,795		5120	Medicare Tax		2,283	2,283	2,693	2,730	19.6%	447
35,336	10,262	17,317		5130	Health Insurance		23,630	23,630	31,054	31,054	31.4%	7,424
33,176	26,195	8,773		5140	VRS Retirement		19,390	19,390	19,709	19,978	3.0%	588
2,009	2,485	781		5145	VRS Group Life Insurance		1,874	1,874	2,433	2,466	31.6%	592
3,805	5,872	9,328		5160	Worker's Comp. Insurance		6,273	6,273	8,008	8,008	27.7%	1,735
<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>												
-	-	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	0.0%	-
236	9,021	1,779		5240	R&M - Equipment		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	0.0%	-
290	-	-		5249	R&M - Misc. / Other		-	-	-	-		
-	5,899	900		5250	Maintenance Service Contract		11,700	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	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	0.0%	-
<b>OTHER CHARGES</b>												
3,755	4,363	3,858		5610	Electrical Services		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	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	0.0%	-
6,825	9,273	5,770		5720	Telecommunications		5,500	5,500	5,500	5,500	0.0%	-
250	250	257		5830	Contractor's Equipment Insurance		260	265	270	273	4.8%	13
2,418	2,854	3,953		5840	Motor Vehicle Insurance		4,000	4,385	4,500	4,516	12.9%	516
-	-	-		5850	License & Permit Bond		160	-	-	-	-100.0%	
150	718	619		5920	Education & Training		500	500	500	500	0.0%	-
-	-	-		6010	Lodging		200	200	200	200	0.0%	-
174	67	13		6015	Meals		200	200	200	200	0.0%	-

**TOWN OF CULPEPER, VA**  
**Wastewater - Operating**  
**FY17 DRAFT BUDGET**

<u>Actual</u> <u>FY13</u>	<u>Actual</u> <u>FY14</u>	<u>Actual</u> <u>FY15</u>				<u>FY16</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>FY16</u>	<u>FY17</u> <u>DEPT</u> <u>REQUEST</u>	<u>FY17</u> <u>PROPOSED</u>	<u>FY17</u> <u>%</u> <u>INCR.</u>	<u>FY17</u> <u>\$</u> <u>INCR.</u>
-	87	-		6018	Travel	150	150	150	150	0.0%	-
<b>MISCELLANEOUS ITEMS</b>											
11,378	12,804	9,512		6295	Bad Debt Expense	-	-	-	-		
-	-	-		6299	Miscellaneous	-	-	-	-		
<b>MATERIALS AND SUPPLIES</b>											
412	736	555		6510	Office Supplies	400	400	400	400	0.0%	-
216	171	194		6540	Janitorial Supplies	200	200	200	200	0.0%	-
10,960	15,206	14,082		6550	Vehicle Fuels	15,500	15,500	15,500	15,500	0.0%	-
225	350	218		6555	Lube Oil	400	400	400	400	0.0%	-
8,240	11,966	10,973		6560	Vehicle & Equipment Supplies	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	-33.3%	(500)
1,479	3,275	3,013		6660	Operating Supplies	2,000	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	-46.7%	(7,000)
<b>CAPITAL OUTLAYS</b>											
6,072	-	2,431		7200	Machinery & Equipment	-	5,913	-	-		
-	-	-		7300	Furniture and Fixtures	-	-	-	-		
1,418	-	-		7400	Communication Equipment	-	-	-	-		
-	-	-		7500	Motor Vehicles	-	-	-	-		
<i>Unit 900 Lease residue purchase (moved to debt service)</i>											
898	571	-		7600	Computer Hardware	-	-	-	-		
-	-	-		7650	Computer Software	-	-	-	-		
<b>SALARY ADJUSTMENT (4800)</b>											
					2% Merit Increase						
					Salaries			3,032			-
466,180	477,891	271,429		<b>WASTEWATER COLLECTION</b>		399,580	358,773	400,520	400,538	0.2%	958

**TOWN OF CULPEPER, VA**  
**Wastewater - Operating**  
**FY17 DRAFT BUDGET**

<u>Actual</u> <u>FY13</u>	<u>Actual</u> <u>FY14</u>	<u>Actual</u> <u>FY15</u>				<u>FY16</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>FY16</u>	<u>FY17</u> <u>DEPT</u> <u>REQUEST</u>	<u>FY17</u> <u>PROPOSED</u>	<u>FY17</u> <u>%</u> <u>INCR.</u>	<u>FY17</u> <u>\$</u> <u>INCR.</u>	
			<b>9900 DEBT SERVICE</b>									
-	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	4.1%	10,000	
-	-	-		9510	2010 GOB 19.25 Principal	555,405	555,405	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	-1.6%	(8,575)	
86,204	178,032	170,194		9610	2010 GOB 19.925M Interest	179,466	179,466	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		<b>DEBT SERVICE</b>		1,544,040	1,544,040	1,530,621	1,530,621	-0.9%	(13,419)	
				<b>9925 DEPRECIATION</b>								
-	-	-		9925	Depreciation	-	-	-	-			
-	-	-		<b>DEPRECIATION</b>			-	-	-	-		
				<b>9950 TRANSFERS</b>								
104,385	-	125,154		9950	Tfer W/W to GF - PILOT	127,260	127,260	139,680	139,680	9.8%	12,420	
-	-	-		9960	Transfer to Capital Fund	-	-	-	-			
104,385	-	125,154		<b>TRANSFERS</b>			127,260	127,260	139,680	139,680	9.8%	12,420
				<b>9990 CONTINGENCY - UNRESERVED</b>								
-	-	-		9990	Contingency - Unreserved	-	-	-	-			
-	-	-		<b>CONTINGENCY - UNRESERVED</b>			-	-	-	-		
3,945,044	5,405,253	5,263,908		<b>TOTAL EXPENDITURES</b>			5,275,268	5,088,532	5,443,836	5,448,502	3.3%	173,234
											-	

**TOWN OF CULPEPER, VA**  
**Wastwater - Capital**  
**FY17 DRAFT BUDGET**

Actual FY13	Actual FY14	Actual FY15						<u>FY16</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>FY16</u>	<u>FY17</u> <u>DEPT</u> <u>REQUEST</u>	<u>FY17</u> <u>PROPOSED</u>	<u>FY17</u> <u>%</u> <u>INCR.</u>	<u>FY17</u> <u>\$</u> <u>INCR.</u>
			<b>REVENUES / OTHER SOURCES</b>										
-	-	-	3150	Bond Proceeds									
-	-	-	4861	WQIF Grant									
-	-	-	3150	Loan Proceeds - AMR									
			<b>RESERVES</b>										
-	-	-	3100	Reserves									
			<b>CAPITAL CONTRIBUTION</b>										
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									
-	12,500	12,500	3877	WW Tap Fees - 1" Meter									
-	-	-	3885	Tap Fees - Out of town									
			<b>REVENUE FROM USE OF MONEY</b>										
12,042	7,597	8,288	4360	Interest On Investments (designated taps)									
			<b>FUND TRANSFERS</b>										
-	-	-	9960	Transfer to Capital Fund									
892,042	1,285,597	1,081,038	<b>TOTAL REVENUES / OTHER SOURCES</b>				1,315,000	1,329,000	1,545,000	1,545,000	17%	230,000	
			<b>8942 AUTOMATED METER READING</b>										
			<b>CAPITAL OUTLAYS</b>										
(1)	5,940	5,862	7200	Machinery & Equipment									
(1)	5,940	5,862	<b>AUTOMATED METER READING</b>										
			<b>9030 I &amp; I Rehabilitation Project</b>										
			<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>										
-	-	-	5216	Engineering Services									
			<b>CAPITAL OUTLAYS</b>										
99,830	-	-	7040	Infrastructure									
99,830	-	-	<b>I &amp; I Rehabilitation Project</b>				300,000	300,000	100,000	100,000	-67%	(200,000)	

















**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.
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		-	-	-	-		
-	-	-									
-	-	-		<b>MISCELLANEOUS ITEMS</b>							
-	-	-	6210	Dues & Assoc. Memberships		-	-	-	-		
-	1,034	-	6220	Bank Fees		1,000	1,000	-	-	-100.0%	
-	-	-	6295	Bad Debt Expense		-	-	-	-		
-	-	-									
-	-	-		<b>MATERIALS AND SUPPLIES</b>							
-	-	-	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)
				<i>VMEA - GDS Projections</i>							
40	-	5	6660	Operating Supplies		-	-	-	-		
-	434	2,594	6670	Small Tools		500	400	500	500	0.0%	-
-	-	-									
-	-	-		<b>CAPITAL OUTLAYS</b>							
-	-	-	7040	Infrastructure		-	-	-	-		
-	-	-	7200	Machinery & Equipment		-	-	-	-		
-	-	-	7300	Furniture & Fixtures		-	-	-	-		
-	-	-	7400	Communications Equipment		-	-	-	-		
-	-	-	7600	Computer Hardware & Equipment		-	-	-	-		
-	-	-									
-	-	-		<b>SALARY ADJUSTMENT (5700)</b>							
-	-	-		2% Merit Increase							
-	-	-		Salary				1,733			-
7,596,056	8,371,645	8,308,470		<b>ELECTRIC GENERATION</b>		7,986,981	7,442,652	7,679,498	7,679,701	-3.8%	(307,280)























**TOWN OF CULPEPER**  
**Parking Authority - Fund Summary**  
**FY17 DRAFT BUDGET**

<b>Actual</b>	<b>Actual</b>	<b>Actual</b>				<b>FY16</b>	<b>PROJECTED</b>	<b>FY17</b>		<b>FY17</b>	<b>FY17</b>
<b>FY13</b>	<b>FY14</b>	<b>FY15</b>				<b>ADOPTED</b>	<b>FY16</b>	<b>DEPT</b>	<b>FY17</b>	<b>%</b>	<b>\$</b>
								<b>REQUEST</b>	<b>PROPOSED</b>	<b>INCR.</b>	<b>INCR.</b>
<b>OPERATING FUND:</b>											
47,083	51,617	44,582			<b>TOTAL PARKING AUTHORITY FUND REVENUES</b>	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			<b>TOTAL EXPENDITURES</b>	98,395	98,421	94,775	94,775	-3.7%	(3,620)





**TOWN OF CULPEPER**  
**Parking Authority - Operating**  
**FY17 DRAFT BUDGET**

Actual	Actual	Actual								FY17		FY17	FY17
FY13	FY14	FY15								DEPT	FY17	%	\$
										REQUEST	PROPOSED	INCR.	INCR.
-	-	-		6510	Office Supplies		-	-	-	-	-		
-	194	-		6580	Books, Subscriptions & Education		-	-	-	-	-		
-	194	34		6660	Operating Supplies		-	13	30	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		<b>PARKING AUTHORITY</b>			98,395	98,421	94,775	94,775	-3.7%		(3,620)

