

SUBJECT: Adoption of FY 2024 Budget and Master Tax and Fee
Schedule (E. Krens)

DATE OF MEETING: May 23, 2023

STAFF CONTACT(S): Glen Adams, Interim Town Manager
Elizabeth Krens, Director of Finance
Linda Jackson, Financial Analyst

SUMMARY and RECOMMENDATIONS:

Pre-Budget discussions were held to review Utility Rate Modeling, Zero Base Budget, and the Capital Improvement Program (CIP). As part of the Budget process, Council reviewed the budget at a line item level of detail. As a result, Town Council held 13 meetings from March through May to consider the Town Manager's *Proposed Fiscal Year 2024 Fiscal Plan & Capital Improvement Program Fiscal Year 2024-2027 ("FY 2024 Budget") (Attachment 1)*, which was prepared in accordance with Code of Virginia, Section 15.2-2503 and delivered to Town Council on March 15, 2023. Furthermore, the Proposed Budget was posted on the Town's website on March 15, 2023 for public information and transparency. The Town advertised a brief synopsis of the FY 2024 Budget in the Loudoun Now on March 23, 2023 and March 30, 2023, and held a public hearing on April 11, 2023, all in accordance with state law.

During the review period, Town Council considered the FY 2024 Budget totaling \$28.2 million as proposed by the Town Manager. Council directed the following changes: a half-cent reduction in the Real Estate Tax Rate, a (1.5%) reduction in Water and (1.5%) reduction in Wastewater User rates and fees, a decrease of (1%) in Cost of Living Adjustment, (2%) in Pay for Performance one-time incentive and certain line item changes resulting in a (\$421,414) reduction to the total proposed budget. A complete list of the changes directed by Town Council is attached to this Staff Report and titled *Summary of Changes to the FY 2024 Budget (Attachment 2a)*.

The proposed *Resolution Adopting the FY 2024 Budget (Attachment 2)* adopts the FY 2024 Budget subject to the changes directed by Town Council, as shown in the Summary of Changes.

The Proposed FY 2024 Budget and associated documents can be found online at: <http://www.purcellvilleva.gov/budget>.

BACKGROUND:

Under Section 15.2-2506 of the Code of Virginia (1950), as amended, the budget is a fiscal planning document and its adoption by Town Council does not authorize any expenditures. In order for budgeted expenditures to be made in FY 2024, the Town Council must, in addition to adopting the Budget, adopt a resolution appropriating such funds. Further, once funds are appropriated by Town Council, they must be spent within the same fiscal year they were appropriated, or the Town Council must re-appropriate those funds to be expended the following fiscal year. Such re-appropriations are often necessary for capital improvement projects, which may take several years to complete.

Budget Resolution:

The *Resolution Adopting the Fiscal Year 2024 Budget* (**Attachment 2**) adopts the FY 2024 Budget subject to the changes directed by Town Council, as shown in the Summary of Changes. To ensure efficient and effective Town operations, the Town Manager is given the authority and flexibility to execute the Town Council's approved budget in a dynamic operating environment. The proposed Resolution, Section III, authorizes and directs the Town Manager to take all appropriate administrative actions necessary and prudent to effectuate implementation of the adopted budget including, but not limited to, transferring money within and between funds, increasing the budget upon approval of Grants and donations funded by others, paying all short and long-term debt due, and establishing necessary encumbrances at fiscal year-end. This authority is a standard practice and is similar to other local jurisdictions such as Leesburg and Loudoun County.

Appropriation Resolution:

The *Resolution Appropriating Funds for Expenditure in FY 2024* (**Attachment 3**) appropriates for expenditure all funds budgeted in the FY 2024 Budget, as amended by the *Summary of Changes to the FY 2024 Budget*, and also re-appropriates for expenditure in FY 2024 the capital improvement project funds that were appropriated by Town Council in FY 2023 but were not spent within FY 2023. Generally, operating funds encumbered in the prior fiscal year do not carry over to the new fiscal year and any remaining encumbrances are liquidated. However, according to Federal law, American Rescue Plan Act (ARPA) expenditures are available through December 31, 2024 and use through December 31, 2026, if obligated. Therefore, unspent ARPA funding carries over to FY 2024.

Ordinance adopting and re-ordaining Town taxes and fees:

The proposed FY 2024 Budget reflects, in part, anticipated revenues generated by taxes and fees. The proposed taxes and fees for Fiscal Year 2024 are reflected in the

Tax and Fee Schedule Ordinance (**Attachment 4**). All increases to the Town's current tax and fee schedule were advertised in the Loudoun Now on March 23rd and March 30th and a Town Council Public Hearing was held on proposed changes to taxes and fees on April 11th, 2023.

Vote Requirements:

1. **Budget Resolution:** A simple majority vote of those present and voting is required to adopt a budget resolution.
2. **Appropriation Resolution:** Four affirmative votes (a majority of all members elected to the governing body) is required to adopt a resolution appropriating funds for expenditure that exceed the sum of \$500, pursuant to Article VII, Section 7 of the Virginia Constitution.
3. **Ordinance of Taxes and Fees:** The Tax and Fee Ordinance must be adopted by a two-thirds' majority vote of those present and voting. Therefore, four affirmative votes are required to adopt the ordinance and the new fee and tax rates.

ISSUES:

DEADLINE FOR ACTION:

Under Section 15.2-2503 of the Code of Virginia (1950), the governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins or June 30, 2023.

BUDGET IMPACT:

1. **Budget Changes from the FY 2024 Proposed Budget:** Staff provided preliminary changes at the April 26, 2023 Special Town Council and May 3, 2023 Special Town Council Meetings. See <https://purcellvilleva.gov/AgendaCenter>. On May 11, 2023, Staff provided a list of the budget changes to the Operating and Capital Funds to Council. As shown in the Summary of Changes, the revised annual budget decreased (\$421,414) from the Total level as in the Town Manager proposed budget.
2. **Town Tax Rates, Fees, and Fines (Master Tax and Fee Schedule):** Town Council advertised and held a public hearing on April 11, 2023, regarding proposed changes to the Town's rates and fees. There were the following proposed changes to the Town's Master Tax and Fee Schedule for FY23: (a) Park & Recreation Event Fees for Barricades, Cones, Disposable Trash Cans, Lighting Tower, and Variable Message Boards, (b) Utility Water Usage Rates, (c) Water Service Fee Rates, (d) Water Meter Fees, (e) Water Bulk Fee, and (f) Sewer Utility Rates and Fees.

MOTION(S):

1. Adopting the Budget Resolution

“I move that Town Council adopt Resolution Number 23-05-01, adopting the FY 2024 Budget as amended by the selected *Summary of Changes to the FY 2024 Budget* and authorizing the Town Manager to take all steps necessary and prudent to effectuate the implementation of the FY 2024 Budget.”

2. Adopting the Appropriations Resolution

“I move that Town Council adopt Resolution Number 23-05-02, appropriating for expenditure in FY 2024 all funds contained in the FY 2024 Budget, and re-appropriating for expenditure in FY 2023 the Capital Improvement Program project funds that were appropriated by Town Council in FY 2023 but were not spent within FY 2023, and re-appropriating the Operating and ARPA project expenditures in the General and Utility operating funds that were appropriated by Town Council in FY 2023 but not spent within FY 2023.”

3. Adopting and Re-ordaining all Tax Rates, Fees, and Fines for the Town the Appropriations Resolution

“I move that the Town Council adopt Ordinance Number 23-05-01, adopting and re-ordaining the tax rates, fees, and fines for the Town of Purcellville.”

OR

ALTERNATE MOTIONS, if Council requests additional changes:

4. Adopting the Budget Resolution

“I move that Town Council adopt Resolution Number 23-05-01, adopting the FY 2024 Budget *with the following amendments* to the selected *Summary of Changes to the FY 2024 Budget* and authorizing the Town Manager to take all steps necessary and prudent to effectuate the implementation of the FY 2024 Budget.

- a. _____
- b. _____
- c. _____”

5. Adopting the Appropriations Resolution

“I move that Town Council adopt Resolution Number 23-05-02 *with the following amendments*, appropriating for expenditure in FY 2024 all funds contained in the FY 2024 Budget, and re-appropriating for expenditure in FY 2023 the Capital Improvement Program project funds that were appropriated by Town Council in FY 2023 but were not spent within FY 2023, and re-appropriating the Operating and

ARPA project expenditures in the General and Utility operating funds that were appropriated by Town Council in FY 2023 but not spent within FY 2023.

- a. _____
- b. _____
- c. _____”

6. Adopting and Re-ordaining all Tax Rates, Fees, and Fines for the Town the Appropriations Resolution

“I move that the Town Council adopt Ordinance Number 23-05-01 *with the following amendments*, adopting and re-ordaining the tax rates, fees, and fines for the Town of Purcellville.

- a. _____
- b. _____
- c. _____”

ATTACHMENTS:

1. FY 2024 Total Budget
 - a. Entire budget available at <http://www.purcellvilleva.gov/budget>
2. Adopting the FY 2024 Budget Subject to Changes Directed by Town Council (Resolution 23-05-01)
 - a. Summary of Changes to the FY 2024 Budget Resolution 23-05-01
3. Appropriating Funds for Expenditure in FY 2024 (Resolution 23-05-02)
4. Adopting and re-ordaining all tax rates, fees, and fines for the Town of Purcellville (Ordinance 23-05-01)
 - a. Master Tax and Fee Schedule

TOTAL BUDGET - OPERATING AND CIP

Attachment 1

	FY22	FY23	FY23	FY23	FY24	FY24	FY24	FY24 /FY23 Adopted	
OPERATING & CIP	Actual	Adopted Budget	Current Budget	Estimated Actual	Dept Request	Mgr. Proposed	Adopted Budget	Change \$	Change %
REVENUES									
GENERAL FUND	13,217,430	13,507,867	30,881,444	25,106,233	16,355,325	16,355,325	16,114,868	2,607,001	19.3%
SPECIAL PARKS & RECREATION FUND	1,023,588	1,312,202	2,006,057	1,826,352	1,089,530	1,089,530	1,050,607	-261,595	-19.9%
WATER FUND	3,718,418	4,690,754	5,205,328	4,427,416	5,084,061	5,084,061	5,013,421	322,667	6.9%
WASTEWATER FUND	3,785,658	4,350,351	5,327,275	4,851,886	5,666,166	5,666,166	5,594,772	1,244,421	28.6%
TOTAL REVENUES ALL FUNDS	21,745,094	23,861,174	43,420,104	36,211,887	28,195,082	28,195,082	27,773,668	3,912,494	16.4%

EXPENDITURES									
General Fund Operating*	10,731,102	12,591,139	21,684,932	16,090,967	15,332,280	13,263,545	13,023,089	431,950	3.4%
General Fund Cash Funded CIP	70,200	0	1,400,000	1,400,000	588,300	588,300	588,300	588,300	
General Fund Operating - Total	10,801,302	12,591,139	23,084,932	17,490,967	15,920,580	13,851,845	13,611,389	1,020,250	8.1%
General Fund CIP	1,354,039	916,728	7,796,512	7,796,512	2,503,480	2,503,480	2,503,480	1,586,752	173.1%
Special Parks & Recreation Fund Opg*	448,045	649,100	650,403	648,601	960,128	827,180	788,257	139,157	21.4%
Parks & Rec Cash Funded CIP	25,000	77,184	164,184	164,184	106,175	106,175	106,175	28,991	37.6%
Parks & Rec Fund Operating - Total	473,045	726,284	814,587	812,785	1,066,303	933,355	894,432	168,148	23.2%
Parks & Recreation Fund CIP	135,574	585,918	1,191,470	1,191,470	156,175	156,175	156,175	-429,743	-73.3%
Water Fund Operating*	2,537,858	3,263,216	3,274,810	3,252,103	4,361,655	4,026,267	3,955,627	692,411	21.2%
Water Fund Cash Funded CIP	0	650,000	650,000	650,000	481,127	481,127	481,127	-168,873	-26.0%
Water Fund Operating - Total	2,537,858	3,913,216	3,924,810	3,902,103	4,842,782	4,507,394	4,436,754	523,538	13.4%
Water Fund CIP	131,876	777,538	1,280,518	1,280,518	576,667	576,667	576,667	-200,871	-25.8%
Wastewater Fund Operating*	3,198,440	3,819,811	3,987,528	3,605,445	5,270,322	4,477,166	4,405,772	585,961	15.3%
Wastewater Fund Cash Funded CIP	150,000	265,270	342,026	265,270	594,500	594,500	594,500	329,230	124.1%
Wastewater Fund Operating - Total	3,348,440	4,085,081	4,329,554	3,870,715	5,864,822	5,071,666	5,000,272	915,191	22.4%
Wastewater Fund CIP	137,670	265,270	997,721	1,227,989	594,500	594,500	594,500	329,230	124.1%
GOVERNMENTAL OPERATING	11,274,346	13,317,423	23,899,519	18,303,752	16,986,883	14,785,200	14,505,820	1,188,397	8.9%
UTILITY OPERATING	5,886,299	7,998,297	8,254,364	7,772,818	10,707,605	9,579,060	9,437,026	1,438,729	18.0%
TOTAL OPERATING EXPENDITURES	17,160,645	21,315,720	32,153,883	26,076,570	27,694,488	24,364,260	23,942,847	2,627,127	12.3%
GOVERNMENTAL CIP	1,489,613	1,502,646	8,987,982	8,987,982	2,659,655	2,659,655	2,659,655	1,157,009	77.0%
UTILITY CIP	269,545	1,042,808	2,278,239	2,508,507	1,171,167	1,171,167	1,171,167	128,359	12.3%
TOTAL CIP EXPENDITURES	1,759,158	2,545,454	11,266,221	11,496,489	3,830,822	3,830,822	3,830,822	1,285,368	50.5%
GOVERNMENTAL	12,763,959	14,820,069	32,887,501	27,291,734	19,646,538	17,444,855	17,165,475	2,345,406	15.8%
UTILITY	6,155,844	9,041,105	10,532,603	10,281,325	11,878,772	10,750,227	10,608,193	1,567,088	17.3%
TOTAL EXPENDITURES	18,919,803	23,861,174	43,420,104	37,573,059	31,525,310	28,195,082	27,773,669	3,912,495	16.4%

Change from Proposed to Adopted = **-421,414**

General Fund FY22 Actuals & FY23 Est. & Current Budget includes ARPA. FY23 Current Budget includes all approved budget amendments & transfers through 12/31/22.

Town Manager
Glen Adams

Town Attorney
Sally G. Hankins

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Attachment 2

Chief of Police
Cynthia A. McAlister

Town Clerk
Diana Hays, CMC

Department Directors
Hooper McCann, Administration
Dale Lehnig, Engineering, Planning & Development
Elizabeth Krens, Finance
Sharon Rauch, Human Resources
Shannon Bohince, Information Technology
Don Dooley, Planning and Economic Development
Jason Didawick, Public Works

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

RESOLUTION NO. 23-05-01

PRESENTED: May 23, 2023
ADOPTED:

A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2024 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE IMPLEMENTATION OF THIS RESOLUTION

WHEREAS, pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2023 and ending June 30, 2024 (“**FY 2024**”); and

WHEREAS, the Town Manager prepared for FY 2024 a budget entitled *Proposed Fiscal Year 2024 Fiscal Plan and & Capital Improvement Program Fiscal Year 2024-2027* (“**FY 2024 Budget**”), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through budget work sessions; and

WHEREAS, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2024 Budget, which changes are set forth in a document entitled *Summary of Changes to the FY 2024 Budget*.

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

SECTION I. The FY 2024 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Summary of Changes to the FY 2024 Budget*. The FY 2024 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$13,611,389**; Parks and Recreation Fund, **\$894,432**; Utility Funds (includes Water Fund and Wastewater Fund), **\$9,437,026**; and Capital Projects Funds, **\$3,830,822**.

SECTION II. Amendments to the adopted FY 2024 Budget may be enacted by the Town Council by resolution from time to time.

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

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

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

SECTION VI. This Resolution shall be effective July 1, 2023.

PASSED THIS ____ DAY OF _____, 2023

Stanley J. Milan, Sr., Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

SUMMARY OF CHANGES TO THE FY 2024 BUDGET**As of May 9, 2023**

Operating, CIP, & Total Budget				
by Fund	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed 5/9/2023	Change \$	Change %
GF OPERATING BUDGET	13,851,845	13,611,389	(240,457)	-1.7%
PR OPERATING BUDGET	933,355	894,432	(38,923)	-4.2%
GOVT OPERATING FUNDS	14,785,200	14,505,820	(279,380)	-1.9%
WF OPERATING BUDGET	4,507,394	4,436,754	(70,640)	-1.6%
WWF OPERATING BUDGET	5,071,666	5,000,272	(71,394)	-1.4%
UTILITY OPERATING FUNDS	9,579,060	9,437,026	(142,034)	-1.5%
ALL OPERATING FUNDS	24,364,260	23,942,847	(421,414)	-1.7%
GF CIP BUDGET	2,503,480	2,503,480	0	0.0%
PR CIP BUDGET	156,175	156,175	0	0.0%
WF CIP BUDGET	576,667	576,667	0	0.0%
WWF CIP BUDGET	594,500	594,500	0	0.0%
ALL CIP FUNDS	3,830,822	3,830,822	0	0.0%
GF TOTAL BUDGET	16,355,325	16,114,869	(240,457)	-1.5%
PR TOTAL BUDGET	1,089,530	1,050,607	(38,923)	-3.6%
WF TOTAL BUDGET	5,084,061	5,013,421	(70,640)	-1.4%
WWF TOTAL BUDGET	5,666,166	5,594,772	(71,394)	-1.3%
ALL TOTAL FUNDS	28,195,082	27,773,669	(421,414)	-1.5%

Note: Op Budget Transfer to CIP is Cash Funded CIP & is counted in both Op Exp & CIP.

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - REVENUE BY FUND & ACCOUNT

As of May 9, 2023

Fund	Account #	Account Title	FY24 Mgr.	Town Council	Change	
			Proposed 3/15/2023	Proposed 5/9/2023	Change \$	% Notes
General	10300000 311101	Real Estate Tax	\$3,987,437	\$3,896,937	(\$90,500)	-2% half-cent reduction
General	10300000 398100	Reserves	\$149,957	\$0	(\$149,957)	-100% to balance budget
GF Operating Revenue Budget		Total	\$4,137,394	\$3,896,937	(\$240,457)	-6%
Parks & Rec	20310000 398200	Reserves	\$136,599	\$97,676	(\$38,923)	-28% to balance budget
P&R Operating Revenue Budget		Total	\$136,599	\$97,676	(\$38,923)	-28%
Water	51350000 382000	Water Usage Fees	\$2,395,853	\$2,361,353	(\$34,500)	-1% 1.5% reduction to 5.0%
Water	51350000 398501	Reserves	\$847,862	\$811,722	(\$36,140)	-4% to balance budget
WF Operating Revenue Budget		Total	\$3,243,715	\$3,173,075	(\$70,640)	-2%
Wastewater	52360000 382000	Wastewater Usage Fees	\$3,569,250	\$3,518,250	(\$51,000)	-1% 1.5% reduction to 7.5%
Wastewater	52360000 398502	Reserves	\$471,182	\$450,788	(\$20,394)	-4% to balance budget
WWF Operating Expenditures Budget		Total	\$4,040,432	\$3,969,038	(\$71,394)	-2%
TOTAL			\$11,558,140	\$11,136,726	(\$421,414)	-4%

Legend: Personnel

Accounting
AdjustmentPrevious
Agreement

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT

As of May 9, 2023

Fund	Source	Account #	Account Title	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed 5/9/2023	Change \$	Change %	Notes
General	CCB	11110000 401100	Town Council Salary	\$43,325	\$45,656	\$2,331	5%	4% increase; Mayor highest stipend
General	CCB	11110000 402100	Social Security Tax	\$3,314	\$3,493	\$179	5%	based on salary
General	CCB	11110000 402700	Workers Comp Ins	\$27	\$28	\$1	4%	based on salary
General	Transfer	11110000 405230	Communications	\$0	\$4,600	\$4,600		new account to separate Comm.
General	Transfer	11110000 405800	General Expenses	\$7,500	\$2,900	(\$4,600)	-61%	moved cell phones to new account
General	Consultants	11110000 403110	Consultants-General	\$10,000	\$0	(\$10,000)	-100%	used to partially fund Grant Writer
General	Compensation	11210000 401100	Admin Salary	\$1,100,147	\$839,261	(\$260,886)	-24%	Reduced COLA & Pfp; Outsource Legal Services
General	Compensation	11210000 402100	Social Security Tax	\$74,116	\$62,418	(\$11,698)	-16%	based on salary
General	Compensation	11210000 402200	Retirement	\$89,852	\$69,215	(\$20,637)	-23%	based on salary
General	Compensation	11210000 402300	Health Insurance	\$160,919	\$135,657	(\$25,262)	-16%	based on salary
General	Compensation	11210000 402400	Life Insurance	\$14,736	\$11,088	(\$3,648)	-25%	based on salary
General	Compensation	11210000 402550	Hybrid Disability	\$2,654	\$2,629	(\$25)	-1%	based on salary
General	Compensation	11210000 402700	Workers Comp Ins	\$685	\$526	(\$159)	-23%	based on salary
General	Compensation	11210000 402800	Deferred Comp Match	\$13,352	\$12,832	(\$520)	-4%	based on salary
General	Consultants	11211000 403110	Consultants-General	\$15,000	\$50,000	\$35,000	233%	partially fund Grant Writer; \$10K from Council Consultants
General	Credit Monitoring	11213000 403655	Credit Monitoring Service	\$30,000	\$0	(\$30,000)	-100%	Eliminated benefit
General	Legal	11220000 405540	Travel and Training	\$2,000	\$700	(\$1,300)	-65%	Outsourced Legal
General	Legal	11220000 405810	Dues and Subscriptions	\$7,500	\$0	(\$7,500)	-100%	Outsourced Legal
General	Legal	11221010 403150	Legal-Council	\$5,000	\$0	(\$5,000)	-100%	Outsourced Legal
General	Legal	11221020 403150	Legal-Admin	\$54,000	\$265,000	\$211,000	391%	Outsourced Legal
General	Legal	11221021 403150	Legal-HR	\$0	\$0	\$0		Outsourced Legal
General	Legal	11221050 403150	Legal-Public Works	\$16,000	\$6,500	(\$9,500)	-59%	Outsourced Legal
General	Legal	11221060 403150	Legal-Comm Dev	\$1,000	\$0	(\$1,000)	-100%	Outsourced Legal
General	Compensation	11241000 401100	Finance Salary	\$951,144	\$923,918	(\$27,226)	-3%	Reduce COLA & Pfp
General	Compensation	11241000 402100	Social Security Tax	\$70,050	\$69,843	(\$207)	0%	based on salary
General	Compensation	11241000 402200	Retirement	\$73,345	\$69,853	(\$3,492)	-5%	based on salary
General	Compensation	11241000 402400	Life Insurance	\$12,725	\$12,119	(\$606)	-5%	based on salary
General	Compensation	11241000 402550	Hybrid Disability	\$1,204	\$1,192	(\$12)	-1%	based on salary
General	Compensation	11241000 402700	Workers Comp Ins	\$592	\$575	(\$17)	-3%	based on salary

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT

As of May 9, 2023

			FY24 Mgr. Proposed	Town Council Proposed	Change \$	Change %	Notes
Fund		Account # Account Title					
General	Compensation	11251000 401100 IT Salary	\$427,114	\$414,954	(\$12,160)	-3%	Reduce COLA & PfP
General	Compensation	11251000 402100 Social Security Tax	\$31,713	\$31,744	\$31	0%	based on salary
General	Compensation	11251000 402200 Retirement	\$37,505	\$35,725	(\$1,780)	-5%	based on salary
General	Compensation	11251000 402400 Life Insurance	\$5,718	\$5,446	(\$272)	-5%	based on salary
General	Compensation	11251000 402550 Hybrid Disability	\$807	\$800	(\$7)	-1%	based on salary
General	Compensation	11251000 402700 Workers Comp Ins	\$266	\$258	(\$8)	-3%	based on salary
General	Compensation	13110000 401100 Police Salary	\$1,870,657	\$1,811,564	(\$59,093)	-3%	Reduce COLA & PfP
General	Compensation	13110000 402100 Social Security Tax	\$156,208	\$153,884	(\$2,324)	-1%	based on salary
General	Compensation	13110000 402200 Retirement	\$181,803	\$173,160	(\$8,643)	-5%	based on salary
General	Compensation	13110000 402400 Life Insurance	\$27,715	\$26,398	(\$1,317)	-5%	based on salary
General	Compensation	13110000 402550 Hybrid Disability	\$783	\$776	(\$7)	-1%	based on salary
General	Compensation	13110000 402700 Workers Comp Ins	\$60,037	\$58,327	(\$1,710)	-3%	based on salary
General	Bldg Maint Svc	13111000 403310 Bldg Maint Service	\$1,000	\$800	(\$200)	-20%	Reduce Police line item
General	Compensation	14105000 401100 Public Works Salary	\$948,789	\$921,872	(\$26,917)	-3%	Reduce COLA & PfP
General	Compensation	14105000 402100 Social Security Tax	\$71,790	\$70,523	(\$1,267)	-2%	based on salary
General	Compensation	14105000 402200 Retirement	\$83,228	\$79,289	(\$3,939)	-5%	based on salary
General	Compensation	14105000 402400 Life Insurance	\$12,688	\$12,087	(\$601)	-5%	based on salary
General	Compensation	14105000 402550 Hybrid Disability	\$585	\$580	(\$5)	-1%	based on salary
General	Compensation	14105000 402700 Workers Comp Ins	\$28,876	\$28,061	(\$815)	-3%	based on salary
General	Transfer	14320000 403310 Bldg Maint Service	\$42,000	\$39,400	(\$2,600)	-6%	Moved Budget to 1432000 403700
General	Transfer	14320000 403700 Waste Disposal	\$0	\$2,600	\$2,600		Moved Budget from 1432000 403310

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT**As of May 9, 2023**

			FY24 Mgr. Proposed	Town Council Proposed	Change \$	Change %	Notes
Fund		Account # Account Title					
General	Consultants	18105000 403110 Consultants-General	\$3,000	\$118,000	\$115,000	3833%	\$100K from Contingency + 15K Zoning Adm extension
General	Compensation	18100000 401100 Eng Plan & Dev Salary	\$1,100,822	\$1,071,744	(\$29,078)	-3%	Reduce COLA & PfP
General	Compensation	18100000 402100 Social Security Tax	\$81,609	\$81,878	\$269	0%	based on salary
General	Compensation	18100000 402200 Retirement	\$96,649	\$92,402	(\$4,247)	-4%	based on salary
General	Compensation	18100000 402400 Life Insurance	\$14,734	\$14,086	(\$648)	-4%	based on salary
General	Compensation	18100000 402550 Hybrid Disability	\$2,980	\$2,956	(\$24)	-1%	based on salary
General	Compensation	18100000 402700 Workers Comp Ins	\$4,610	\$4,480	(\$130)	-3%	based on salary
General	CCB	18120000 401100 Plan Comm Salary	\$11,100	\$11,544	\$444	4%	4% increase
General	CCB	18120000 402100 Social Security Tax	\$849	\$883	\$34	4%	based on salary
General	CCB	18140000 401100 BZA Salary	\$0	\$500	\$500		\$50/mtg x 2 mtgs x 5 members
General	CCB	18160000 401100 BAR Salary	\$3,000	\$3,120	\$120	4%	4% increase
General	CCB	18160000 402100 Social Security Tax	\$230	\$239	\$9	4%	based on salary
General	Vehicles	19400040 405415 Leased Veh-Police	\$123,764	\$109,232	(\$14,532)	-12%	unfunded #222 Unmarked
General	Staff Request	19500000 409400 Debt Retirement-Interest	\$194,944	\$192,966	(\$1,978)	-1%	Refinements after Budget consolidation
General	Contingency	19900000 490000 TM Contingency	\$111,000	\$11,167	(\$99,833)	-90%	Reduced to move \$100K to Eng. Consultants; balancing
General	Chargeback	19900000 402900 Utility Chargeback	(\$1,142,134)	(\$1,057,278)	\$84,856	-7%	removed new Cap Proj Mgr from calc
GF Operating Expenditures Budget Total			\$7,356,625	\$7,116,169	(\$240,457)	-3%	

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT

As of May 9, 2023

			FY24 Mgr. Proposed	Town Council Proposed	Change \$	Change %	Notes
Fund	Account #	Account Title					
Parks & Rec Compensation	27110000 401100	Parks & Rec Salary	\$168,440	\$163,685	(\$4,755)	-3%	Reduce COLA & PfP
Parks & Rec Compensation	27110000 402100	Social Security Tax	\$12,861	\$12,516	(\$345)	-3%	based on salary
Parks & Rec Compensation	27110000 402200	Retirement	\$14,777	\$14,074	(\$703)	-5%	based on salary
Parks & Rec Compensation	27110000 402400	Life Insurance	\$2,253	\$2,145	(\$108)	-5%	based on salary
Parks & Rec Compensation	27110000 402550	Hybrid Disability	\$854	\$845	(\$9)	-1%	based on salary
Parks & Rec Compensation	27110000 402700	Workers Comp Ins	\$105	\$102	(\$3)	-3%	based on salary
Parks & Rec Village Case	27134000 403310	Bldg Maint Service	\$6,000	\$0	(\$6,000)	-100%	unfunded enhancement
Parks & Rec Village Case	27134000 403395	Property Maintenance	\$30,000	\$18,000	(\$12,000)	-40%	unfunded enhancement
Parks & Rec Village Case	27134000 405935	Tree Maintenance	\$15,000	\$0	(\$15,000)	-100%	unfunded enhancement
P&R Operating Expenditures Budget Total			\$250,290	\$211,367	(\$38,923)	-16%	

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT**As of May 9, 2023**

			FY24 Mgr. Proposed	Town Council Proposed	Change \$	Change %	Notes
Fund	Account #	Account Title					
Water	Compensation	51510000 401100 Water Salary	\$843,576	\$821,448	(\$22,128)	-3%	Reduce COLA & PfP
Water	Compensation	51510000 402100 Social Security Tax	\$64,435	\$62,793	(\$1,642)	-3%	based on salary
Water	Compensation	51510000 402200 Retirement	\$74,037	\$70,706	(\$3,331)	-4%	based on salary
Water	Compensation	51510000 402400 Life Insurance	\$11,287	\$10,779	(\$508)	-5%	based on salary
Water	Compensation	51510000 402550 Hybrid Disability	\$2,370	\$2,350	(\$20)	-1%	based on salary
Water	Compensation	51510000 402700 Workers Comp Ins	\$21,653	\$21,070	(\$583)	-3%	based on salary
Water	Chargeback	51510000 402900 Utility Chargeback	\$591,516	\$549,088	(\$42,428)	-7%	removed new Cap Proj Mgr from calc
WF Operating Expenditures Budget		Total	\$1,608,874	\$1,538,234	(\$70,640)	-4%	

SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT**As of May 9, 2023**

			FY24 Mgr. Proposed	Town Council Proposed	Change \$	Change %	Notes
Fund	Account #	Account Title					
Wastewater	Compensation	52610000 401100 Wastewater Salary	\$793,336	\$772,180	(\$21,156)	-3%	Reduce COLA & PfP
Wastewater	Compensation	52610000 402100 Social Security Tax	\$60,600	\$59,075	(\$1,525)	-3%	based on salary
Wastewater	Compensation	52610000 402200 Retirement	\$69,630	\$66,527	(\$3,103)	-4%	based on salary
Wastewater	Compensation	52610000 402400 Life Insurance	\$10,615	\$10,142	(\$473)	-4%	based on salary
Wastewater	Compensation	52610000 402550 Hybrid Disability	\$2,039	\$2,023	(\$16)	-1%	based on salary
Wastewater	Compensation	52610000 402700 Workers Comp Ins	\$7,960	\$7,749	(\$211)	-3%	based on salary
Wastewater	Chargeback	52610000 402900 Utility Chargeback	\$550,618	\$508,190	(\$42,428)	-8%	removed new Cap Proj Mgr from calc
Wastewater	Staff Request	52950000 409400 Debt Retirement-Interest	\$820,104	\$817,622	(\$2,482)	0%	Accounting Adjustment
WWF Operating Expenditures Budget		Total	\$2,314,902	\$2,243,508	(\$71,394)	-3%	
TOTAL			\$11,530,692	\$11,109,278	(\$421,414)	-4%	

Town Manager
David A. Mekarski, AICP

Town Attorney
Sally G. Hankins

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Chief of Police
Cynthia A. McAlister

Town Clerk
Diana Hays, CMC

Department Directors
Hooper McCann, Administration
Dale Lehnig, Engineering, Planning & Development
Elizabeth Krens, Finance
Sharon Rauch, Human Resources
Shannon Bohince, Information Technology
Don Dooley, Planning and Economic Development
Jason Didawick, Public Works

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

RESOLUTION NO. 23-05-02

PRESENTED: May 23, 2023
ADOPTED:

A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED *FISCAL YEAR 2024 BUDGET*; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND SPECIFIC ACCOUNTS IN THE GENERAL AND UTILITY FUNDS APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2023 BUT NOT EXPENDED IN FISCAL YEAR 2023

WHEREAS, the Town Council adopted an Interim Emergency Appropriation for the fiscal year 2024 (**"FY 2024 Budget**"); and

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

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

WHEREAS, the Town Council appropriated for expenditure in FY 2023 certain capital improvement project funds that were not fully expended in FY 2023, and desires to re-appropriate such funds for expenditure in FY 2024.

WHEREAS, the Town Council appropriated for expenditure in FY 2023 American Rescue Plan Act (ARPA) funds that were not fully expended in FY 2023, and desires to re-appropriate such funds for expenditure in FY 2024.

WHEREAS, the Town Council appropriated for expenditure in FY 2023 for Virginia Department of Transportation (VDOT) funding that were not fully expended in FY 2023, and desires to re-appropriate such funds for expenditure in FY 2024.

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

SECTION I. The budgeted expenditures in each fund category, as reflected in the FY 2024 Budget and the *Summary of Changes to the FY 2024 Budget*, are hereby appropriated for expenditure in fiscal year 2024.

SECTION II. The capital improvement project funds that were appropriated for expenditure in FY 2023 but not spent in FY 2023, are hereby re-appropriated for expenditure in FY 2024 in amounts not to exceed the following: General Fund **\$6,335,402**; Parks & Rec Fund **\$189,123**; Water Fund **\$1,246,789**; and Wastewater Fund; **\$828,869**.

SECTION III. The operating projects that were appropriated for expenditure in FY 2023 but not spent in FY 2023, are hereby re-appropriated for expenditure in FY 2024 in amounts not to exceed **\$7,297,482** in the Governmental Fund for the American Rescue Plan Act (ARPA) and **\$0** in the Utility Funds.

SECTION IV. The unspent Virginia Department of Transportation (VDOT) funding that was appropriated for expenditure in FY 2023 but not spent in FY 2023, are hereby re-appropriated for expenditure in FY 2024. The proposed use of the VDOT funds include the paving, sidewalks, drainage, and snow removal.

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

SECTION VI. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, increasing the budget upon approval of Grants and donations funded by others, paying all short and long-term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION VII. All prior budgets, ordinances, appropriations, and resolutions in conflict herewith are hereby repealed.

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

SECTION IX. This Resolution shall be effective July 1, 2023.

PASSED THIS ____ DAY OF _____, 2023

Stanley J. Milan, Sr., Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

ORDINANCE NO. 23-05-01

PRESENTED:
ADOPTED:

May 23, 2023

AN ORDINANCE: ADOPTING TAX RATES, FEES, AND FINES AS SHOWN ON THE MASTER TAX AND FEE SCHEDULE FOR FISCAL YEAR 2024; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING “APPENDIX A,” SETTING FORTH THE MASTER TAX AND FEE SCHEDULE

WHEREAS, Virginia Code Section 15.2-107 provides that all levies and fees imposed or increased by a locality pursuant to the provisions of Chapters 21 or 22 of Title 15.2 of the Code of Virginia shall be adopted by ordinance; and

WHEREAS, in order to consolidate the location of all taxes and fees imposed by the Town on a fiscal year basis into a single document, the Town has established a Master Tax & Fee Schedule; and

WHEREAS, the Master Tax and Fee Schedule changes were duly advertised in the Loudoun Now, published on March 23, 2023, and March 30, 2023; and

WHEREAS, the Town Council conducted a public hearing on April 11, 2023 to receive comments on the Master Tax and Fee Schedule, as it was advertised.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Purcellville, Virginia, as follows:

SECTION I. That all tax rates, fines, and fees for the Town of Purcellville are hereby adopted and re-ordained as set forth in Appendix A to this Ordinance, “Master Tax and Fee Schedule.”

SECTION II. That all tax rates, fines, and fees adopted under this Ordinance shall supersede any conflicting tax rate, fine, or fee previously adopted.

SECTION III. That the Master Tax and Fee Schedule adopted and re-ordained under this Ordinance shall be set forth in Appendix A of the Town Code of Purcellville, Virginia.

SECTION IV. That if any portion of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any other part or provision thereof, other than the part so decided to be invalid.

SECTION V. That this Ordinance shall be effective July 1, 2023.

PASSED THIS 23rd DAY OF MAY, 2023

Stanley J. Milan, Jr., Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

Town of Purcellville
Master Tax & Fee Schedule
***Effective January 1, 2023**

Category	2023 Tax Rate or Fees	Legal Authority	Town Ordinance
Personal Property Tax			
Vehicles	1.05 per \$100	Va. Code § 58.1-3500 Town Code 74-1	Ordinance 22-02-02
Vehicles – Qualified Volunteers	.01 per \$100		
Business Property	.55 per \$100	Va. Code § 58.1-3506.1	
Vehicles – Qualified Elderly and Disabled	.525 per \$100		
Personal Property Tax Relief (PPTRA)	Calculated by County based upon state model	Va. Code § 58.1-3524.	
Vehicle License Fee			
Motor Vehicles	\$25.00	Va. Code § 46.2-752 Town Code Section 78-46 County of Loudoun Chapter 852	Ordinance 22-02-02 and Ordinance 17-11-01
Motor Cycle	See Motor Vehicles Above		
Antique			
Military			
Transfer			
Penalty for Late Payment			
Qualified Vehicle – Volunteer			
Real Estate Tax	.205 per \$100	Va. Code § 58.1-3200 Va. Code § 15.2-1104 Va. Code § 58.1-3321 Town Code 74-1	Ordinance 22-03-01
Fireman’s Field Service Tax District	.03 per \$100	Va. Code § 15.2-2400 Town Code 74-232	Ordinance 22-03-01
Tax Penalty and Interest			
Penalty	Greater of 10% or \$10. Additional 15% penalty 60 days after payment due date.	Va. Code § 58.1-3916	Ordinance 23-05-01
Interest	10%	County of Loudoun Chapter 860	

Town of Purcellville
Master Tax & Fee Schedule
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Meals Tax	5%	Va. Code § 58.1-3840 Town Code 74-82	Ordinance 23-05-01
Cigarette Tax	.75 per pack	Va. Code § 58.1-3840 Town Code 74-180	Ordinance 23-05-01
Transient Occupancy Tax	3% of amount paid for lodging or use of space	Va. Code § 58.1-3840 Town Code 74-222	Ordinance 23-05-01
Farm & Community Market Fee	\$20 per space	Town Code 18-153	Ordinance 23-05-01 and Ordinance 10-12-02
Residential Solid Waste Container Rental Fee	No Fee. The Town provides solid waste disposal, recycling services, and bulk trash disposal services to all residential households once a week.		Ordinance 23-05-01
Residential Solid Waste Fee	No Fee. The Town provides solid waste disposal, recycling services, and bulk trash disposal services to all residential households once a week.		Ordinance 23-05-01

Town of Purcellville
Master Tax & Fee Schedule
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Business License			
Business License Tax:	Rates per category / value of gross receipts		
Business Service	\$.17/\$100 gross receipts	Va. Code § 58.1-3703 Town Code 18-41	Ordinance 23-05-01
Contractor	\$.14/\$100 gross receipts		
Direct Sellers >\$4,000	\$.17/\$100 gross receipts		
Financial Service	\$.17/\$100 gross receipts		
Fortune Teller	\$500 annual flat fee		
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts		
Massage Therapy	\$.17/\$100 gross receipts		
Nonprofit Organization	None- must provide 501(c)(3)		
Personal Service	\$.17/\$100 gross receipts		
Professional	\$.17/\$100 gross receipts		
Public Utilities	1/2 of 1% gross receipts		
Repair Service	\$.17/\$100 gross receipts		
Real Estate Service & Lessors of			
Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts		
Restaurant	\$.17/\$100 gross receipts		
Retail Merchant	\$.17/\$100 gross receipts		
Wholesale Merchant	\$.05/\$100 purchases of goods of sale		
Manufacturer	None		
Itinerant Merchant or Peddler	\$500 annual flat rate		
Carnival/Amusement	\$500 per event		
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate		
Savings & Loan, Credit Union	\$50 annual flat rate		
Photographer- no VA established business	\$30 annual flat rate		
Other	\$.17/\$100 gross receipts		
Minimum License Fee	\$20		

Town of Purcellville
Master Tax & Fee Schedule
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Sales Tax	6% (4.3% state, 1% local, .7% NVTa) Local 1% collected by State and remitted to Loudoun County to distribute according to number of school aged children residing in the Town.	Va. Code § 58.1-603	Ordinance 23-05-01
Communications Tax	5% of sales price of each communications service collected by State and apportioned to localities.	Va. Code § 58.1-648	Ordinance 23-05-01
Electric Utility Tax		Va. Code § 58.1-3814 Town Code 74-49	Ordinance 23-05-01
Residential	\$1.05 plus \$.0011363 on each kwh		
Commercial	\$1.72 plus \$.010204 on each kwh		
Industrial	\$1.72 plus \$.010204 on each kwh		
Bank Franchise Tax	80% of State rate of 1%/\$100 of net capital	Va. Code § 58.1 Chapter 12 Town Code 74-4	Ordinance 23-05-01
Community Events Sign	\$55 (in Town organization) \$65 (out of Town organization)		Ordinance 23-05-01
Bad Check Fee	\$50	Va. Code § 15.2-106 Town Code 1-18	Ordinance 23-05-01
Mowing Fee			
Mowing Fee	Cost of Contractor Mowing		
Ordinance Mowing Admin Fee	20% of Fees		
Certified Letter Fee - Violation Notice	Current USPS Rate		
Certified Letter Fee - Invoice	Current USPS Rate		

Town of Purcellville
Police Fine & Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Child restraint/safety belt violation (under 18 years; first offense - pay fine only)	\$50.00		Ordinance 23-05-01
Disabled parking violation	\$150.00		
Driving wrong way on one-way street	\$30.00		
Earphones while driving	\$25.00		
Equipment violation (each charge)	\$30.00		
Expired rejection sticker	\$50.00		
Failure to dim headlights while moving	\$30.00		
Failure to display license plates	\$25.00		
Failure to drive on right side of highway	\$30.00		
Failure to give proper signal	\$30.00	Va. Code § 46.2-85	
Failure to have vehicle inspected	\$30.00		
Failure to correct defects	\$50.00		
Failure to obey highway signs	\$30.00	Va. Code § 46.2-830	
Failure to obey traffic lights	\$100.00	Va. Code § 46.2-833	
Evasion of traffic control device	\$50.00		
Failure to obtain registration	\$25.00		
Failure to secure load	\$30.00		
Failure to use seat belt (pay fine only)	\$25.00		
Failure to yield right of way	\$30.00	Va. Code § 46.2-820 to § 46.2-829	
Following too closely	\$30.00	Va. Code § 46.2-816	
Illegal radar detector	\$40.00	Va. Code § 46.2-851	
Impeding flow of traffic	\$30.00		
Improper lane change	\$30.00		
Improper passing	\$30.00	Va. Code § 46.2-830	
Improper towing	\$30.00	Va. Code § 46.2-833	
Improper U-turn	\$30.00	Va. Code § 46.2-845	
Speeding (other than in a residence zone, highway work zone or school crosswalk)	\$6.00 per MPH over speed limit	Va. Code § 46.2-870 to § 46.2-876	
Speeding in residence zone	\$200.00 plus \$8.00 per MPH over speed limit	Va. Code § 46.2-878.2	
Highway Safety Corridor moving violation	(double the prepayable fine)	Va. Code § 46.2-947	

**Town of Purcellville
Public Works Rental Rates
Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Public Works Equipment			
<i>(Note: Equipment Rates are without Operator)</i>			
4-Wheel Backhoe	\$75.00	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102	Ordinance 23-05-01
Air Compressor	\$22.00		
Boom Arm Mower	\$54.00		
Camera Truck	\$102.00		
Dump Truck	\$44.00		
Dump Truck w/ Plow and/or Spreader	\$64.00		
Mole	\$32.00		
Pickup Truck	\$22.00		
Pickup Truck w/Plow and/or Spreader	\$43.00		
Roto-Rooter	\$48.00		
Rubber Tire Loader	\$75.00		
Steiner Mower	\$41.00		
Thermoplast Gun	\$17.00		
Striping Machine	\$17.00		
Tractor with Bush Hog	\$48.00		
Utility Truck	\$54.00		
Vacuum Truck	\$134.00		
Variable Message Sign	\$85.00		
Zero Degree Mower (Skagg or X-Mark)	\$48.00		
Pipe Freezer	\$48.00		
Pavement Saw	\$37.00		
Trash Pump	\$12.00		

Town of Purcellville
Public Works Administrative and Labor Rates
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Labor and Administration Rates			
Position:	Hourly Rate / Hourly Overtime Rate		
Public Works Director	\$85.00 / \$127.50	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102	Ordinance 23-05-01
Public Works Superintendent	\$61.00 / \$91.50		
Public Works Team Leader	\$56.00 / \$84.00		
Public Works Inspector	\$51.50 / \$77.25		
Public Works Maintenance Worker	\$37.00 / \$55.50		
Administrative Fee	20% Administrative Fee added to the total cost of invoice		

**Town of Purcellville
Public Works Fee Summary
Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Right of Way Use Application Fee	\$100.00	Va. Code § 56-468.1	Ordinance 23-05-01
Right of Way Time Extension Fee	\$50.00		
Right of Way Reinstatement Fee	\$90.00		
Right of Way Performance Guarantee Fee	100% of Project Cost		
Right of Way Use Fee	\$1.05 per access line		
Right of Way Use Reimbursement Fee	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to right of way use plus a 10% administrative fee for indirect costs.		
Accommodation Fees			
After initial installation, the Town Council or a designee shall determine the annual compensation for the use of the right of way by a utility, except as provided in 24VAC30-151-740. The rates shall be established on the following basis:		Va. Code § 56-468.1	Ordinance 23-05-01
Right of Way Time Extension Fee	\$50 per crossing		
Right of Way Reinstatement Fee	\$250 per mile annual use payment		
Right of Way Performance Guarantee Fee	\$34 per crossing		
Inspection Fees			
Second or subsequent inspection (additional inspections for traffic control, bond release, etc.	\$46 per hour	Va. Code § 56-468.1	Ordinance 23-05-01
Vehicle Site Visitation second or subsequent visit	\$10 per visit		
Non-business hour inspection services	\$69 per hour + 20% administrative fee to cover indirect cost (4 hour minimum)		

**Town of Purcellville
Public Works Fee Summary
Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Additive Fees			
Private Entrance	\$150 each	Va. Code § 56-468.1	Ordinance 23-05-01
Commercial Entrance	\$150 per entrance		
Street Connection	\$300 per connection		
Temporary Construction Entrance	\$100.00		
Turn Lane	\$20 per 100 LF		
Crossover	\$500 per crossover		
Curb & Gutter	\$20 per 100 LF		
Reconstruction of Roadway	\$20 per 100 LF		
Sidewalk	\$20 per 100 LF		
Traffic Signal	\$1,000 per signal installation		
Tree Trimming	\$10 per acre or 100 feet of frontage		
Storm Sewer / Sanitary Sewer / Water	\$20 per 100 LF		
Box Culvert or Bridge	\$10 per linear feet of attachment		
Drop Inlet	\$20 per Inlet		
Paved Ditch	\$20 per 100 LF		
Under Drain or Cross Drain	\$20 per crossing		
Above-ground structure (including poles, pedestals, fire hydrants, towers, etc.)	\$20 per structure		
Pole Attachment	\$20 per structure		
Span guy	\$20 per crossing		
Additive guy and anchor	\$20 per guy and anchor		
Underground Utility - Parallel	\$10 per 100 linear feet		
Overhead or Underground Crossing	\$20 per crossing		
Excavation Charge (including Test Bores & Emergency Opening)	\$20 per opening		
Water/Sewer connection	\$20 per connection		
Underground Structure (manhole, valve, handholes etc.)	\$20 per structure		

Town of Purcellville
Community Development Fee Summary
Effective July 1, 2023

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Subdivision			
Pre-Application Review	\$250	Va. Code § 15.2-2241	Ordinance 23-05-01
Preliminary Plat	\$2,500 + \$100/lot		
Preliminary Plat Extension	\$350		
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300		
Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)		
Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot		
Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot		
Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of public improvements		
Additional Submissions (applies to all plats & plans)	2 nd & subsequent: \$500		
Revisions to Approved Construction Plans	\$500		
Boundary line adjustment & lot consolidation plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review + 10% administrative fee		
Other plats (easement plats, correction plats, etc)	\$500 plus \$50 per lot + cost of Town Attorney review		
Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required		
Grading Plan			
First Submission	\$500 + \$20 per acre	Va. Code § 15.2-2241	Ordinance 23-05-01
Additional Submissions	2 nd & subsequent: \$250		

Town of Purcellville
Community Development Fee Summary
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Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Site Plan			
Pre-Application Review	\$250	Va. Code § 15.2-2241	Ordinance 23-05-01
Preliminary Site Plan	\$2,000	Va. Code § 15.2-2241	
Preliminary/Final Site Development Plan	\$4,500 +2% of public improvements value	Va. Code § 15.2-2241	
Final Site Plan	\$2,500 +2% of value of bonded improvements	Va. Code § 15.2-2241	
Additional Submissions (applies to all site plans)	2 nd & subsequent: \$500	Va. Code § 15.2-2241	
Revisions to approved site plan	\$500	Va. Code § 15.2-2241	
Minor Site Plan	\$2,250	Va. Code § 15.2-2241	
Plats (easement, corrections, etc)	\$500 plus cost of Town Attorney review	Va. Code Va. Code § 15.2-2246 and § 15.2-2241	
Performance Bonds and As-Built Site Inspections			
As-Built Submissions	\$300; \$100/inspection after 1st inspection	Va. Code § 15.2-2241	Ordinance 23-05-01
Bond approval	\$250	Va. Code § 15.2-2241	
Bond extension	\$250 per year extended	Va. Code § 15.2-2241	
Bond reduction	For Bonds \$3,500 or larger: \$350 (includes 1 inspection) +\$100 for each additional inspection	Va. Code § 15.2-2241	
	For Bonds under \$3,500: \$250 (includes 1 inspection) + \$100 for each additional inspection		
Bond release	For Bonds \$3,500 or larger: \$350 + ECR cost (includes 2 inspections – punch list & final) +\$100 for each additional inspection	Va. Code § 15.2-2241	
	For Bonds under \$3,500: \$250 (includes 2 inspections) + \$100 for each additional inspection		
Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50	Va. Code § 15.2-2241	
	Bond Release Fee: \$100 per bond		
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	Va. Code § 15.2-2241	
Lawn Establishment Winter Bond for Townhomes	\$2,000	Va. Code § 15.2-2241	
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	Va. Code § 15.2-2241	

Town of Purcellville
Community Development Fee Summary
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Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Land Use Applications			
Zoning Map Amendment	0-5 ac: \$2,500	Va. Code § 15.2-2286	Ordinance 23-05-01
	5-10 ac: \$3,500		
	10-25 ac: \$6,500		
	25-100 ac: \$7,500		
	>100 ac: \$8,500 + \$25 each add'l ac.		
Comprehensive Plan Amendment	\$2,500	Va. Code § 15.2-2286	
Ordinance Text Amendment	\$2,500	Va. Code § 15.2-2286	
Proffer or Proffered Plan Amendment	\$5,000	Va. Code § 15.2-2286	
PDH Final Development Plan Administrative Amendment	\$1,000	Va. Code § 15.2-2286	
Special Use Permit	\$2,000 for construction, \$1,000 for no construction	Va. Code § 15.2-2286	
Commission Permit	\$750	Va. Code § 15.2-2286	
Annexation Applications			
Annexation Request	0-5 acres: \$10,000	Va. Code § 15.2-2286	Ordinance 23-05-01
	> 5 acres: \$10,000 + \$50 each additional acre	Va. Code § 15.2-2286	
BZA Applications			
Variance	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286	Ordinance 23-05-01
Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286	
Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286	
Miscellaneous Zoning Fees			
Readvertise Public Hearing	Cost of newspaper ad, up to \$500	Va. Code § 15.2-2286	Ordinance 23-05-01
Renotify Property Owners	\$150	Va. Code § 15.2-2286	
Zoning Clearance Letter	\$25	Va. Code § 15.2-2286	
Zoning Determination	\$150	Va. Code § 15.2-2286	
Traffic Consultant Review Fee	Consultant cost plus 10% administrative charge	Va. Code § 15.2-2286	

Town of Purcellville
Community Development Fee Summary
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Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Administrative Permits			
Zoning Permits	<u>New construction:</u> Residential: \$200 Non-Residential: \$250	Va. Code § 15.2-2286	Ordinance 23-05-01
	<u>Additions & Alterations:</u> Residential: \$75 Non-Residential: \$150	Va. Code § 15.2-2286	
	<u>Accessory Structures:</u> Decks, fences & sheds and like structures under 150 sq ft: \$50 All other accessory structures: \$75	Va. Code § 15.2-2286	
	<u>Construction/Office Trailer:</u> \$300/6 months	Va. Code § 15.2-2286	
Home Occupation Permit	\$75	Va. Code § 15.2-2286	
Home Child Care Center (12 children or less)	\$100	Va. Code § 15.2-2286	
Temporary Occupancy Permit	\$100	Va. Code § 15.2-2286	
Occupancy Permit	Residential: \$50* Commercial: \$150*	Va. Code § 15.2-2286	
	*includes 1 inspection; \$100 for each re-inspection		
Demolition Permit	All structures: \$150	Va. Code § 15.2-2286	
Sign Permits			
Permanent Signs	1-10 SF: \$75 11-30 SF: \$100 > 30 SF: \$150	Va. Code § 15.2-2286	Ordinance 23-05-01
Temporary Signs	\$35 Signs removed from public right of way: \$25	Va. Code § 15.2-2286	
Sign Waiver	\$75	Va. Code § 15.2-2286	
Master Sign Plan Amendment	\$200	Va. Code § 15.2-2286	

Town of Purcellville
Economic Planning and Development Fee Summary
Effective July 1, 2023

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Board of Architechural Review Applications			
Preapplication conference	\$75		Ordinance 23-05-01
New Construction & Additions	\$350		
Exterior Alterations	\$250		
Repainting to New Color(s)	\$50		
Accessory Structures	\$50		
CDA Amendments	\$100		
Appeal to Council	\$250		
Administrative Review	\$50		
Demolition Application	\$75		
Publications			
Comprehensive Plan	Paper: \$45	Va. Code § 15.2-2286	Ordinance 23-05-01
	CD: \$5 when available		
Zoning Ordinance	Unbound: \$25		
	Bound: \$40		
Zoning Map or other Maps	Small: \$5		
	Large: \$25		
Subdivision Ordinance	\$10		
Facilities Standards Manual	\$30		
Publications copied In-House	\$0.10 per page		
Expense Reimbursement Fee			
Expense Reimbursement Fee	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to zoning, Right of Way, subdivision, land developments, annexation, land use, and legislative BZA application matters shall be reimbursed to the Town at actual cost plus a 10% administrative fee for indirect costs.		Ordinance 23-05-01
Late Payment Fee			
None	10% of outstanding bill + cost of Town Attorney for collection		Ordinance 23-05-01

Town of Purcellville
Park & Recreation Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Event Fees			
Event Permit Application Review Fee	\$75.00		Ordinance 23-05-01 and Ordinance 15-09-
Street Closure Fee for Events	\$100.00 per day or portion thereof		
Town Events Specialist: (for event planning services beyond application)	\$30.00 per hour		
Public Works Fee for Events	Up to \$65 per employee per hour		
Town Police Fee for Events	Up to \$65 per officer per hour		
Barricades Fee for Events	\$15.00 per day each		
Cones for Events	\$2.00 per day each		
Disposable Trash Cans for Events	\$5.00 each		
Lighting Tower for Events	\$180.00 per day for one tower		
Variable Message Board (VMB) for Events	\$85.00 per day each		
Train Station Fees			
Full day Use (over 6 hours)	\$160		Ordinance 23-05-01
Half day Use (6 hours)	\$120		
Four Hour Block	\$80		
Two Hour Block	\$60		
One Hour Block	\$40		
Non Profits with 501C3 Status	\$20 per 2 hour block; \$40 per 4 hour block		
Community Garden Fees			
Community Garden Rental Fee	\$30		Ordinance 23-05-01
Community Garden Security Fees	No deposit		
Pavilion Rental Fee			
Pavilion Rental Fees at Dillon's Woods	\$60 for half day (9 a.m. to 2 p.m. or 3 p.m. to sunset) \$120 for full day (9 a.m. to sunset)		Ordinance 23-05-01

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Water Supply System (Rates Per 1,000 Gallons Per Tier)	Tier 1	Tier 2	Tier 3	Tier 4
Rate (In/Out of Town)				
FY24 Adopted Fees	\$8.53 / \$17.06	\$14.92 / \$29.84	\$19.19 / \$38.38	\$23.45 / \$46.90
Single Family	0 to 7,000 gal.	7,001-14,000 gal.	14,001-20,000 gal.	20,001 and over gal.
Non-Single Family				
5/8"	0 to 7,000 gal.	7,001-14,000 gal.	14,001-20,000 gal.	20,001 and over gal.
3/4"	0 to 22,000 gal.	22,001-45,000 gal.	45,001-64,000 gal.	64,001 and over gal.
1"	0 to 28,000 gal.	28,001-56,000 gal.	56,001-80,000 gal.	80,001 and over gal.
1.5"	0 to 47,000 gal.	47,001-94,000 gal.	94,001-135,000 gal.	135,001 and over gal.
2"	0 to 84,000 gal.	84,001-169,000 gal.	169,001-241,000 gal.	241,001 and over gal.
3"	0 to 184,000 gal.	184,001-368,000 gal.	368,001-526,000 gal.	526,001 and over gal.
4"	0 to 317,000 gal.	317,001-635,000 gal.	635,001-907,000 gal.	907,001 and over gal.
6"	0 to 677,000 gal.	677,001-1,354,000 gal.	1,354,001-1,934,000 gal.	1,934,001 and over gal.
8"	0 to 1,185,000 gal.	1,185,001 - 2,369,000 gal.	2,369,001 - 3,385,000 gal.	3,385,001 and over gal.
Utility Customer Classes Defined:				
Single Family: Water and/or sewer service provided to an individually metered single family residential home.				
Non-Single Family: Water and/or sewer service provided to a master-metered multi-unit/multi-family dwelling or non-residential (commercial, industrial, institutional).				

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Water Supply System			
Water Administrative Service Charge (Fixed Fee Based on Meter Size)	Advertised Same In-Town & Out of Town Rates	Va. Code § 15.2-2119	Ordinance 23-05-01
5/8"	\$16.44		
3/4"	\$52.62		
1"	\$66.13		
1.5"	\$110.69		
2"	\$198.07		
3"	\$432.17		
4"	\$745.15		
6"	\$1,589.58		
8"	\$2,781.84		
Water Meter Fee (based on Meter Size and Type): Applies to Installation of Any New Water Meter	Advertised In-Town Fees / Out-of-Town Fees	Va. Code § 15.2-2119	Ordinance 23-05-01
5/8" Meter	\$449 / \$898		
3/4" Meter	\$520 / \$1040		
1" Meter	\$611 / \$1222		
1.5" Meter	\$842 / \$1684		
2" T-10 Meter	\$1085 / \$2170		
2" HP Turbine Meter	\$1405 / \$2810		
3" HP Turbine Meter	\$2120 / \$4240		
4" HP Turbine Meter	\$3227 / \$6454		
2" T/F Compound Meter	\$2862 / \$5724		
3" T/F Compound Meter	\$3864 / \$7728		
4" T/F Compound Meter	\$5203 / \$10406		
6" Meter	At Cost		
8" Meter	At Cost		

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance	
Water Supply System				
Handling Fee for New Account (Water)	\$10.00	Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85	Ordinance 23-05-01	
Penalty (Late Fee)	10%			
Interest	10% per annum			
Pre-disconnect door announcement	\$10.00			
Reconnection Fee (terminated fee)	\$50.00			
Emergency call-out fee	\$100.00			
Deposit Rates	Residential: \$300.00	Va. Code § 15.2-2119		
	Business: \$300.00			
	Restaurant: \$750.00			
	Apartments: \$3,000.00			
	Laundry Mats: \$7,050.00			
Bulk Water Fee - Water Usage Rate	\$15.94 / 1,000 gallons	Va. Code § 15.2-2119 & Town Code §82-80		
Water Theft Fines	First Offense: \$1,000*	Va. Code § 15.2-1429 & Town Code § 82-86		
	Second Offense: \$1,500*			
	Third or Subsequent Offense: \$2,000*			
	*Plus water consumption.			
Water Meter Tampering/Damage	Penalty for Improper Use: \$500	Va. Code § 15.2-1429 & Town Code § 82-86		
	Damage to Meter: \$275			
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan	Va. Code § 15.2-2119 12VAC5-590-200		
	\$1.50/LF WL +\$500 for Final Site Plan			
New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used	Va. Code § 15.2-2119 & Waterworks Regulations* 12VAC5-590-1210		
*§ 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations				
Hydrant Flow Test	\$200	Va. Code § 15.2-2119		
Meter Testing Fee (customer request)	\$100	Va. Code § 15.2-2119		

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Water Availability			
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's water system	Current In-Town Fees / Out-of-Town Fees	Va. Code § 15.2-2119	Ordinance 23-05-01
5/8" Meter	\$25,754 / \$51,508		
3/4" Meter	\$38,631 / \$77,262		
1" Meter	\$64,385 / \$128,770		
1.5" Meter	\$128,770 / \$257,540		
2" T-10 Meter	\$206,032 / \$412,064		
2" HP Turbine Meter	\$206,032 / \$412,064		
3" HP Turbine Meter	\$386,310 / \$772,620		
4" HP Turbine Meter	\$643,850 / \$1,287,700		
2" T/F Compound Meter	\$206,032 / \$412,064		
3" T/F Compound Meter	\$386,310 / \$772,620		
4" T/F Compound Meter	\$643,850 / \$1,287,700		
6" Meter	\$1,287,700 / \$2,575,400		
Wastewater Availability			
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's wastewater system	Current In-Town Fees / Out-of-Town Fees	Va. Code § 15.2-2119	Ordinance 23-05-01
5/8" Meter	\$21,600 / \$43,200		
3/4" Meter	\$32,400 / \$64,800		
1" Meter	\$54,000 / \$108,000		
1.5" Meter	\$108,000 / \$216,000		
2" T-10 Meter	\$172,800 / \$345,600		
2" HP Turbine Meter	\$172,800 / \$345,600		
3" HP Turbine Meter	\$324,000 / \$648,000		
4" HP Turbine Meter	\$540,000 / \$1,080,000		
2" T/F Compound Meter	\$172,800 / \$345,600		
3" T/F Compound Meter	\$324,000 / \$648,000		
4" T/F Compound Meter	\$540,000 / \$1,080,000		
6" Meter	\$1,080,000 / \$2,160,000		

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Wastewater System			
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	Va. Code § 15.2-2119	Ordinance 23-05-01
Handling Fee for New Account (Sewer)	\$10.00	Va. Code § 15.2-2119	
Penalty (Late Fee)	10%	Town Code § 82-76	
Interest	10% per annum	Town Code § 82-85	
Wastewater Collection System: (Usage Rates Per 1,000 Gallons)			
Wastewater Usage Rate (In–Town Rate)	Flat rate \$18.14 per 1,000 gal.	Va. Code § 15.2-2119	
Wastewater Usage Rate (Out of Town Rate)	Flat rate \$36.28 per 1,000 gal.		
Wastewater Administrative Service Charge (Fixed Fee Based on Meter Size)	Same In-Town & Out of Town Rates		
5/8'	\$18.06		
3/4"	\$57.79		
1"	\$72.58		
1.5"	\$121.51		
2"	\$217.45	Va. Code § 15.2-2119	
3"	\$474.47		
4"	\$818.01		
6"	\$1,745.17		
8"	\$3,053.61		

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Grease/Grit Interceptor Policy & Program			
Failure to maintain on-site records	1st Offense: warning letter	Town Code § 82-192	Ordinance 23-05-01
	2nd Offense: \$100		
	3rd Offense: \$150		
	4th Offense: \$300		
Inspection Hindrance (equipment related)	1st Offense: warning letter		
	2nd Offense: \$100		
	3rd Offense: \$150		
	4th Offense: \$300		
Interceptor in excess of 25% full	1st Offense: warning letter		
	2nd Offense: \$300		
	3rd Offense: \$450		
	4th Offense: \$1,000		
Interceptor in excess of 75% full	1st Offense: warning letter		
	2nd Offense: \$300		
	3rd Offense: \$500		
	4th Offense: \$1,000		
Failure to maintain interceptor other than cleaning	1st Offense: warning letter		
	2nd Offense: \$300		
	3rd Offense: \$500		
	4th Offense: \$1,000		
Source of sewer blockage	1st Offense: warning + clean up costs		
	2nd Offense: \$500 + clean up costs		
	3rd Offense: \$1,000 + cleanup costs		
	4th Offense: termination of service		
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter		
	2nd Offense: \$500		
	3rd Offense: \$1,000		
	4th Offense: termination of service		
Refusal for Inspection	Termination of Service		

Town of Purcellville
Utility Rate and Fee Summary
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Telecommunication Fees			
Lease Signing Fee	\$500		Ordinance 23-05-01
Application to locate on Town property or to modify existing contract	\$500		