

**LURAY TOWN COUNCIL**

**April 8, 2019 - 7:00 p.m.**

**MEETING AGENDA**

- |   |                  |
|---|------------------|
| <b>I. CALL TO ORDER &amp; PLEDGE ALLEGIANCE TO THE U.S. FLAG</b>                | Mayor Presgraves |
| <b>II. ROLL CALL</b>  | Danielle Babb    |
| <b>III. CONSENT AGENDA</b>  | Mayor Presgraves |
| <b>IV. GENERAL CITIZEN COMMENTS (other than agenda items)</b>                   |                  |
| <b>V. PRESENTATIONS</b>   |                  |
| <b>VI. PUBLIC HEARINGS</b>  |                  |
| A) FY 2019 Budget Amendment   | Bryan Chrisman   |
| <b>VII. DEPARTMENTS, TOWN BOARDS AND COMMISSIONS</b>                            |                  |
| A) Chamber of Commerce  | Gina Hilliard    |
| B) Luray Downtown Initiative  | Meredith Dees    |
| C) West Main Street Bridge Project Update                                       | Bryan Chrisman   |
| <b>VIII. ACTION &amp; DISCUSSION ITEMS</b>                                      |                  |
| A) Public Private Education Facilities & Infrastructure Act Proposal Guidelines | Jason Botkins    |
| B) Little League Equipment Use Agreement  | Steve Burke      |
| C) Fund Balance (Reserve) Policy  | Steve Burke      |
| D) FY 2020 Budget – Enterprise Fund Review                                      | Steve Burke      |
| <b>IX. OLD BUSINESS</b>   |                  |
| <b>X. TOWN ATTORNEY’S REPORT</b>  | Jason Botkins    |
| <b>XI. MAYOR’S ANNOUNCEMENTS</b>  | Mayor Presgraves |
| <b>XIV. ADJOURN</b>   |                  |

*Version Date: April 3, 2019 11:00 a.m.*

Town of Luray  
PO Box 629  
45 East Main Street  
Luray, VA 22835  
[www.townofluray.com](http://www.townofluray.com)  
540.743.5511



**Mayor**

***Barry Presgraves***  
150 Collins Avenue  
Luray, VA 22835  
Term: 2017-2020

**Council Members**

***Leroy Lancaster***  
112 Reservoir Avenue  
Luray, VA 22835  
Term: 2017-2020

***Joey Sours***  
525 Atkins Drive  
Luray, VA 22835  
Term: 2017-2020

***Leah Pence***  
51 W Main Street  
Luray, VA 22835  
Term: 2017-2020

***Jerry Schiro***  
142 Leaksville Road  
Luray, VA 22835  
Term: 2014-2022

***Jerry Dofflemyer***  
295 Heritage Drive  
Luray, VA 22835  
Term: 2015-2022

***Ronald Vickers***  
6 Lewis Street  
Luray, VA 22835  
Term: 2014-2022

**Town Officials:**

Town Manager – Steven Burke  
Assistant Town Manager- Bryan Chrisman  
Town Clerk/ Treasurer- Mary Broyles  
Deputy Town Clerk/ Treasurer- Danielle Babb  
Chief of Police- Bow Cook  
Superintendent of Public Works- Lynn Mathews  
Superintendent Parks & Recreation-Dakota Baker

**Commissions & Committees:**

Luray Planning Commission  
Luray-Page County Airport Commission  
Luray Tree and Beautification Committee  
Luray Board of Zoning Appeals  
Luray Downtown Initiative  
Luray-Page County Chamber of Commerce

**I move to approve the following Consent Agenda (All items must be read):**

**CONSENT AGENDA**

- (A) Minutes of the Regular Council Meeting – 3-11-2019
- (B) Minutes of the Council Work Session- 3-26-2019
- (C) Financial Reports Ending March 31, 2019
- (D) Accounts Payable checks totaling-\_\_\_\_\_

Prepared By:

\_\_\_\_\_  
Mary F. Broyles, Treasurer

**A REGULAR MEETING OF  
THE TOWN COUNCIL  
OF  
THE TOWN OF LURAY, VIRGINIA**

**Monday, March 11, 2019**

The Luray Town Council met in regular session on Monday, March 11, 2019, at 7:00 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were present the following:

**Presiding:** Mayor Barry Presgraves

**Council Present:**

Ronald Vickers  
Jerry Schiro  
Jerry Dofflemyer  
Leroy Lancaster  
Joseph Sours  
Leah Pence

**Also Present:**

Steve Burke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Jason Botkins, Litten & Sipe  
Mary Broyles, Clerk-Treasurer  
Danielle Babb, Deputy Clerk-Treasurer  
Bill Huffman, Luray Downtown Initiative  
Chief C.S. "Bow" Cook, Luray Police Department  
Lt. Chris Stoneberger, Luray Police Department  
Mike Uram, Stanley Town Council  
Rose Ann Smythe, 127 South Court Street  
Will Daniels, 40 Greenfield Road  
Lisa Smith, 5 South Broad Street  
Audre King, 630 West Main Street  
Members of the American Legion- Luray Post #22

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilman Vickers led everyone in the United States Pledge of Allegiance.

## **CONSENT AGENDA**

**Motion:** Councilman Vickers motioned to approve the Consent Agenda as presented, motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

### ***Consent Agenda***

- (A) Minutes of the Regular Council Meeting – 2-11-2019
- (B) Minutes of the Council Work Session- 2-26-2019
- (C) Financial Reports Ending February 28, 2019
- (D) Accounts Payable checks totaling- \$ 218,889.10

## **GENERAL CITIZEN COMMENTS**

### **Rose Ann Smythe- Green Hill Cemetery**

Ms. Rose Ann Smythe spoke on behalf of the Green Hill Cemetery and the need for continued financial support. Ms. Smythe stated that cemeteries are one of the only authentic and historic places that remain. She noted that the founders of Luray rest in Green Hill Cemetery as well as many other founding contributors. Ms. Smythe explained that the cemetery maintenance is currently being funded solely on private donations. However, it will not be enough to sustain the summer mowing season without further support.

### **Will Daniels – 40 Greenfield Road, Green Hill Cemetery**

Mr. Daniels said that he is a newcomer to Town, moving to Luray last Spring. He has enjoyed working with the cemetery board and is very proud of all they have been able to accomplish.

### **Lisa Smith- 5 South Broad Street, Compass Tea Room**

Ms. Smith spoke on behalf of her new business and a lack of parking downtown. She stated that her customers are finding it difficult to locate parking and are unaware of the public parking lot in the rear of her business. Ms. Smith requested additional parking signage to point to the public parking area.

### **Audre King- 630 West Main Street**

Mr. Audre King spoke about the Community Center on West Main Street and noted that he has previously spoken with some members of Council. Mr. King stated that all improvements to date have been done through private donations and that the center is very close to opening. One remaining need is the buildings sewer system; a sewer tap needs to be made and the town's sewer line is in the back of the property. The cost for the sewer tap is approximately \$6,000 dollars, and Mr. King is asking the Town to waive this fee. Mr. King said that the center is also needing to install its HVAC system, and the assistance with the sewer would be a tremendous help to the center. Mr. King said that he is hoping for a late spring or early summer opening.

## PUBLIC HEARINGS

### Special Use Permit- Hotel Laurance- Flags in Right-of-Way

Mr. Burke presented the public hearing regarding the Hotel Laurance request to install four flags on the north face of the building. The Planning Commission has recommended several conditions in regards to insurance, the condition of the flags, and the attachments. Councilman Lancaster suggested the flags be lit since they will be displayed at all times.

*Councilwoman Pence read aloud the following statement: "As some of you may know, I have an interest in Hotel Laurance, LLC, which is located at 2 South Court Street in Luray, Virginia, and is the subject of a request for Special Use Permit being considered by Council. [In addition, I own a wedding planning and event design company called Another Wild Hare, which has offices at 57 South Main Street, Suite 211, in Harrisonburg, Virginia, as well as 295 Madison Avenue, 12<sup>th</sup> Floor, in New York City. I have provided wedding and event planning services at Hotel Laurance on past occasions and may do so again in the future.] I am abstaining from Council's discussion and any subsequent vote on the Hotel's request for a special use permit to avoid any conflict of interest and to ensure that Council's decision is viewed as having been made impartially in the best interest of the Town."*

Mayor Presgraves opened the Public Hearing for citizen comment; with no comments on the subject, the hearing was closed. Councilman Schiro inquired about a potential building permit from the County. Mr. Burke noted that if there is not a requirement for one, then it would be onerous on the Town to be sure the flags are properly installed. Councilman Lancaster continued that he would like to request lighting as a condition of approval. Mr. Bill Huffman of LDI mentioned that lighting may be an issue due to the location of the flags outside windows where guests would be sleeping. Members discussed various options for non-invasive lighting.

**Motion:** Councilman Schiro motioned to approve a Special Use Permit to the Hotel Laurance to install four flags up to twenty square feet in area each extending into the public Right-of-Way with the following conditions: 1) Applicant shall maintain liability insurance in excess of \$1,000,000 coverage with the Town identified as an additional insured; 2) Signs shall be maintained in non-frayed and non-faded condition; 3) flag support attachments be anchored and secured with sufficient redundancy to reduce the risk of detachment with bolts through the entire outer brick and brackets that secure the pole with bolts; and 4) appropriate lighting be provided if possible. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemeyer, Schiro, Lancaster, Sours. ABSTAIN: Pence. **Approved 5-0**

## DEPARTMENTS, TOWN BOARDS AND COMMISSIONS

### West Main Street Bridge Project Update

Assistant Town Manager, Bryan Chrisman, updated Council on the progress of Main Street Bridge. Mr. Chrisman advised members that the metal deck pans have been installed and are ready for concrete. The waterline fasteners are in place, and conduits will be put back in place for Century Link. Other continued issues are safety around the worksite and maintaining restricted access. Mr. Chrisman said the bridge team is working on the final designs, coordinating final budget needs, and scheduling.

## **ACTION & DISCUSSION ITEMS**

### **Code Amendment- Section 70-6.a Littering Prohibited**

Mr. Burke requested to consider a proposed Code Amendment to Town Code Section 70-6a. Littering Prohibited. The Town has experienced an increase in dumping household trash in our parks and recreation garbage cans. The amendment would allow for police enforcement.

**Motion:** Councilman Vickers motioned to approve the Code Amendment to Section 70-6a. Of the Town Code as presented. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

### **Proclamation – American Legion 100<sup>th</sup> Anniversary**

Manager, Steve Burke, said that the Council is requested to adopt a Proclamation honoring the 100<sup>th</sup> Anniversary of the American Legion. The Proclamation recognizes the Miller-Campbell-Baker Post#22 and March 24<sup>th</sup> to 31<sup>st</sup> 2019 as the “Luray American Legion Centennial Week”.

**Motion:** Councilman Dofflemyer motioned to approve the Proclamation recognizing March 24<sup>th</sup> to 31<sup>st</sup> 2019 as “Luray American Legion Centennial Week” as presented. He further authorized advertising this Proclamation and the Legion celebratory dinner on the Town’s Social Media. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

### **2018 Planning & Zoning Annual Report**

Mr. Burke requested Council consider the 2018 Planning Commission Annual Report for approval.

**Motion:** Councilwoman Pence motioned to approve the Planning Commission Annual Report 2018 as presented. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

### **Bounce House Donation**

Mr. Burke requested action on the previous discussion of donating the Town’s older bounce house to the Town of Stanley with the understanding that it would be available to the Town if its primary bounce house was not available.

**Motion:** Councilman Dofflemyer motioned to approve the donation of the Town’s older bounce house to the Town of Stanley as presented. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence.  
**Approved 6-0**

### **Speed Limits- Roundabout Project**

Mr. Chrisman requested Council consider lowering the speed limit on West Main Street and Leaksville Road in association with the installation of a roundabout at Northcott Drive and West Main Street. Mr.

Chrisman discussed the current 35mph speed limit on West Main and areas of 40mph speed limit on Leaksville Road. He further explained that the posted speed limit within the roundabout will be 15mph, and that it would be prudent to lower the surrounding limits. Councilman Dofflemyer asked about the timing needed for the change in speed limit. Mr. Chrisman responded that ideally the change should be made in advance of the roundabout construction. Councilman Lancaster suggested implementing the change now.

**Motion:** Councilwoman Pence motioned that Council adopt an Ordinance amending the speed limits on West Main Street and Leaksville Road as discussed. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

Mr. Chrisman advised that a speed study would need to be conducted in advance of making the changes.

*-Recess-*

### **EXECUTIVE SESSION**

#### **Potential Disposition of Real Property, Section 2.2-3711.A.3**

Mayor Presgraves requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.3 regarding the potential disposition of real property.

**Motion:** Councilman Schiro motioned to recess the regular meeting and to convene in executive session; Councilman Dofflemyer seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

*-Closed Meeting-*

**Certification:** Mayor Presgraves asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.3 were heard, discussed, or considered during the closed session. **Motion:** Councilman Schiro motioned to certify the closed session; Councilman Lancaster seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence.

### **ADJOURN**

With no further business, the meeting was adjourned at 8:01 pm.

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Barry Presgraves  
Mayor

Danielle Babb  
Deputy Clerk-Treasurer

**MINUTES OF A TOWN COUNCIL  
WORK SESSION MEETING  
TOWN OF LURAY, VIRGINIA  
Tuesday, March 26, 2019  
5:30pm**

The Luray Town Council met in a Work Session Meeting on Tuesday, March 26, 2019 at 5:30 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were the following present:

Presiding: Mayor Presgraves

Council Present: Jerry Dofflemyer  
Jerry Schiro  
Leroy Lancaster  
Joseph Sours

Council Absent: Ron Vickers  
Leah Pence

Others Present: Steven Burke, Town Manager  
Mary Broyles, Treasurer  
Chief C.S. "Bow" Cook  
Danielle Babb, Deputy Clerk Treasurer

Mayor Presgraves led members in the United States Pledge of Allegiance.

**UPDATES & DISCUSSION ITEMS**

**FY 2019-2020 BUDGET PRESENTATION**

Town Manager, Steve Burke, provided a power point presentation on the proposed 2019-2020 Budget. Mr. Burke highlighted the anticipated revenues for the Town and noted no increase in tax rates. Revenues for the enterprise funds do include a 1% increase in water and sewer rates. In reviewing expenditures, Mr. Burke noted that capital projects are the largest share of town spending. Capital projects include; the West Main Street Bridge, Roundabout, Luray Meadows Apartments, and Memorial Drive Phase 2. Mr. Burke provided 2 options for the Public Hearing Process; an early date of May 13<sup>th</sup> and late date of June 10<sup>th</sup>. Council members discussed if there had been any change in Real Estate assessment values from Page County. Mr. Burke advised that he would contact Page County to determine if there were any major changes. Mr. Burke provided members with the Budget Letter, Schedule, Overview by Department, and Capital Improvement Plan. Councilman Schiro and Sours complemented the budget presentation.

Mr. Burke reviewed the proposed Rate Schedule with the increased water and sewer rates. The schedule also includes slight increases in swim, boat, and fishing fees for Parks and Recreation services. Mr. Burke presented the 2019-2020 Salary Plan which closely models the Springsted Study with some minor adjustments. Council members were also provided with the budget detail worksheets, and Mr. Burke reviewed the proposed contributions. Mr. Burke noted that nothing has been received to date from the Farmer's Market. Ms. Lewis, Page County EDA, is pursuing other options to assist the Farmer's Market. Mr. Burke also provided Council with a letter from Robinson, Farmer, Cox Associates regarding policy requirements for federal awards. Councilman Dofflemyer inquired about factors that assisted in balancing the draft budget. Mr. Burke noted that a lack of rate increase in health insurance and retirement rates, and modest departmental expenses were major contributors. Councilman Schiro inquired about new staffing. Mr. Burke noted that the only staffing change was for some additional part time hours in Parks and Recreation in order to provide for expanded summer programs. Mr. Burke said there was a request from the Police Department for a new narcotics officer; which he would endorse long term, but couldn't be funded currently. Councilman Sours inquired about the anticipated facility fee revenue from the Luray Meadows project. Councilman Schiro asked about the budgetary impact on the Police Department's request. Mr. Burke said that approximately \$80,000 would be needed to accommodate the proposal, which would equate to about a 2 cent Real Estate Tax increase. Councilman Schiro felt that the request deserves consideration but is not ready to seek a tax increase. Council members agreed that they would like to see some options possible to fund the request.

#### **PPEA GUIDELINES**

Mr. Burke advised Council members that Mr. Botkins has provided guidelines that the Town needs to adopt to consider and solicit Public Private Partnerships. The guidelines must be made available to the public through the Town's website and a copy available at Town Hall. Mr. Burke said that the item will be included on the April 8<sup>th</sup> Agenda for adoption.

#### **SEWER CONNECTION RELIEF- 630 WEST MAIN ST**

Town Manager, Steve Burke, stated that the Council heard a request at the March Council meeting regarding a Sewer Connection relief request. Mr. Audre King requested relief regarding the sanitary sewer connection at the newly renovated Community Center at 630 West Main. The facility fee for a sewer connection at this location will cost approximately \$5,940. Mr. Burke offered Council several options which included a payment plan and a contribution toward part or all of the fee. Council members felt it would set an unfair precedent to waive the fee, and the Town is not permitted to waive fees entirely. Council members liked the idea of offering a payment plan over a five year period. Mr. Burke said that he will discuss this option with Mr. King.

#### **HAWKSBILL GREENWAY FOUNDATION LIAISON**

Mr. Burke stated that he has received a letter of request from the Hawksbill Greenway Foundation asking to appoint Ms. Dakota Baker, Parks and Recreation Superintendent, as the Town's Liaison to the Foundation. Council members agreed to do so and Mr. Burke will notify the Foundation of the approval.

Councilman Lancaster noted that Ms. Baker’s involvement would be good, but her attendance at all foundation meetings shouldn’t be mandatory.

**Announcements and Adjourn**

Councilman Dofflemyer inquired about progress on Main Street Bridge. Mr. Burke said that the steel mattress is in place and ready for concrete. The concrete abutments have been poured. Chief Cook noted that more concrete work is planned for next week.

With no further business, Mayor Presgraves adjourned the Work Session Meeting of the Luray Town Council at approximately 6:07 p.m.

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Mayor, Barry Presgraves

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Deputy Clerk, Danielle Babb



**Town of Luray, Virginia**  
**Council Agenda Statement**

Item No: VI - A

Meeting Date: April 8, 2019

Agenda Item: PUBLIC HEARING & COUNCIL CONSIDERATION  
 Item VI-A – FY 2019 Budget Amendment – West Main Street Bridge Project

Summary: Council is requested to conduct a public hearing to receive public input and to consider a budget amendment to the FY 2019 Budget to provide additional funding for the West Main Street Bridge Replacement Project. The additional fund for the revenues are \$1,227,685 provided by the Federal and State grant funding secured in 2012, 2016, and 2017 for the project and \$1,248,324 provided by local indebtedness proceeds used as interim financing. These additional funds are necessary due to an accelerated payment and grant reimbursement schedule associated with the construction activities advancing ahead of the funding schedule.

| <b>Revenues</b>          |  | <u>Budgeted<br/>Amount</u> | <u>Additional<br/>Funds</u> | <u>Amended<br/>Budget</u> |
|--------------------------|--|----------------------------|-----------------------------|---------------------------|
| 3-100-31010-0013         | Federal Hwy Admin – Bridge Grant Funds       | \$1,280,00                 | \$1,227,685                 | \$2,507,685               |
| 3-100-41040-0001         | Bridge Proceeds – Proceeds from Indebtedness | \$2,453,000                | <u>\$1,248,324</u>          | <u>\$3,701,325</u>        |
|                          |  |                            | <b>\$2,476,010</b>          |                           |
| <b>Expenditures</b>      |  | <u>Budgeted<br/>Amount</u> | <u>Additional<br/>Funds</u> | <u>Amended<br/>Budget</u> |
| 4-100-94000-8500         | West Main Street Bridge Replacement          | \$3,220,000                | \$527,370                   | \$3,747,370               |
| 4-100-94000-9110         | Principal on Loan (Bridge)                   | \$1,280,000                | <u>\$1,948,640</u>          | <u>\$3,228,640</u>        |
|                          |  |                            | <b>\$2,476,010</b>          |                           |
| <b>Transfer of Funds</b> |  | <u>Budgeted<br/>Amount</u> | <u>Additional<br/>Funds</u> | <u>Amended<br/>Budget</u> |
| 4-100-94000-9210         | Interest on Loans                            | \$10,000                   | \$15,000                    | \$25,000                  |
| 4-100-94000-8501         | Transportation Revenues                      | \$250,000                  | <u>-\$15,000</u>            | <u>\$235,000</u>          |
|                          |  |                            | <b>\$0</b>                  |                           |

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: I move that Town Council approve the FY 2019 Budget Amendment of \$2,476,010 associated with the accelerated payment and grant reimbursement schedule for the West Main Street Bridge Replacement Project as presented.

*Please run in the March 21 & 28 editions of the PN &C*

*Please submit a Certificate of Publication for these ads. Thanks!*

## **NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Town Council of the Town of Luray, Virginia will hold a public hearing to receive public comment concerning Council's intent to adopt an Amendment to the 2018-2019 Budget. The proposed amendment will: 1) incorporate funding, not to exceed \$1,227,685 from Federal and State Transportation Grant monies secured in 2012, 2016, and 2017 for the West Main Street Bridge Replacement Project, and 2) incorporate funding, not to exceed \$1,248,325 from local indebtedness proceeds used as interim financing to fund the West Main Street Bridge Replacement Project. These funds will be used to offset expenditures within the Capital Projects portion of the 2018-2019 Budget for the West Main Street Bridge Replacement Project. This Amendment is necessary due to an accelerated payment and grant reimbursement schedule for this project, which has resulted from construction activities advancing ahead of the funding schedule.

The public hearing will be held at **7:00 p.m. on Monday, April 8, 2019 at the Town Council Chambers, 45 East Main Street, Luray, Virginia 22835**. Any citizen of the Town of Luray interested in this Amendment to the 2018-2019 budget may appear at the hearing and present his or her views.

Additional information describing the expenses and revenues listed is on file, and available for review, at the Town offices located at 45 East Main Street in Luray, Virginia during regular business hours. Written comments regarding the proposed Amendment may be forwarded to the Town Manager prior to the Public Hearing at P.O. Box 629, Luray, Virginia 22835, or presented to the Town Council during the Public Hearing.



**Town of Luray, Virginia**  
Council Agenda Statement

Item No: VIII - A

Meeting Date: April 8, 2019

Agenda Item: COUNCIL CONSIDERATION  
Item VIII-A – Public Private Education Facilities & Infrastructure Act – Proposal  
Guidelines

Summary: Council is requested to consider adoption by Resolution the Guidelines for Submissions and Consideration of Proposals related to the Public-Private Education Facilities and Infrastructure Act of 2002, Virginia Code §§ 56-575.1, *et seq.* (PPEA). Adoption of these guidelines will allow the Town to enter into public-private partnerships with private entities for the development of qualifying projects under criteria established by the PPEA. Proposals for qualifying projects may either be solicited or unsolicited.

Council Review: March 26, 2019 Work Session

Fiscal Impact: N/A

Suggested Motion: I move that Town Council adopt the Resolution establishing Guidelines for Submission and Consideration of Proposals related to the Public-Private Education Facilities and Infrastructure Act of 2002 as presented.



## **Town of Luray**

45 East Main Street  
P. O. Box 629  
Luray, Virginia 22835

### **RESOLUTION R19-1**

#### **ADOPTING**

### **GUIDELINES FOR SUBMISSION & CONSIDERATION OF PROPOSALS RELATED TO THE PUBLIC-PRIVATE EDUCATION FACILITIES & INFRASTRUCTURE ACT OF 2002**

**WHEREAS**, the Virginia General Assembly has enacted the Public Private Education Facilities and Infrastructure Act of 2002, Virginia Code §§ 56-575.1, *et seq.* (“PPEA”); and

**WHEREAS**, the PPEA provides local governments with the authority to enter into partnerships with private entities for the development of a wide range of qualifying projects that serve a public need or purpose; and

**WHEREAS**, Virginia Code § 56-575.3:1(A) requires that the Town adopt guidelines prior to requesting or considering PPEA proposals.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Town of Luray, Virginia, as follows:

- (1) The attached PPEA Guidelines are adopted pursuant to Virginia Code § 56-575.3:1(A);
- (2) The PPEA Guidelines shall be made publicly available for inspection at Town offices and posted on the Town’s website in accordance with Virginia Code § 56-575.3:1(A); and
- (3) The Town Manager is authorized to waive strict compliance with the Guidelines to the extent consistent with purposes of the Guidelines and the provisions of the PPEA.

**ADOPTED** by the Council of the Town of Luray, Virginia this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Barry Presgraves, Mayor

**CERTIFICATE**

I certify that I am the Clerk of the Town of Luray, Virginia, and that the foregoing is a true copy of a Resolution adopted by the Council of the Town of Luray, Virginia, on April 8, 2019, upon the following vote:

| NAME                                | AYE | NAY | ABSTAIN | ABSENT |
|-------------------------------------|-----|-----|---------|--------|
| Mayor Barry Presgraves <sup>1</sup> |     |     |         |        |
| Ronald "Ron" Vickers                |     |     |         |        |
| Jerry Dofflemyer                    |     |     |         |        |
| Jerry Schiro                        |     |     |         |        |
| Leroy Lancaster                     |     |     |         |        |
| Joey Sours                          |     |     |         |        |
| Leah Pence                          |     |     |         |        |

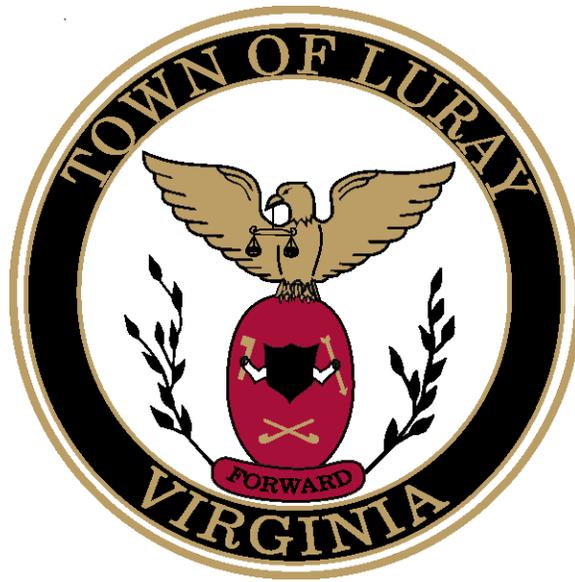
Date: April 8, 2019

[SEAL]

**ATTEST:** \_\_\_\_\_  
Mary Broyles, Clerk of Council

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<sup>1</sup> Votes only in the event of a tie.



**TOWN OF LURAY  
VIRGINIA**

**GUIDELINES FOR SUBMISSION AND CONSIDERATION  
OF PROPOSALS**

**THE PUBLIC-PRIVATE EDUCATION FACILITIES AND  
INFRASTRUCTURE ACT**

ADOPTED – APRIL 8, 2019

## **1. Applicability**

- 1.1 The Luray Town Council (the "Town") has adopted these guidelines in accordance with the Public-Private Education Facilities and Infrastructure Act of 2002, Virginia Code §§ 56-575.1, *et seq.* (the "PPEA"), by resolution dated April 8, 2019.
- 1.2 All terms used in these guidelines are given the meaning ascribed to them by Virginia Code § 56-575.1.
- 1.3 These guidelines apply to all transactions in which the Town is the responsible public entity as defined by Virginia Code § 56-575.1.
- 1.4 Although these guidelines have been promulgated in accordance with the PPEA, the provisions of the PPEA shall be controlling in the event of any conflict between the two.

## **2. Overview**

- 2.1 The PPEA grants responsible public entities the authority to enter into public-private partnerships with private entities for the development of qualifying projects under criteria established by the PPEA. PPEA proposals are also subject to review by any affected local jurisdiction. Proposals for qualifying projects may either be solicited or unsolicited.
- 2.2 A PPEA procurement may be conducted for a qualifying project, which is defined as any of the following:
  - (a) An education facility, including, but not limited to, a school building (including any stadium or other facility primarily used for school events), any functionally-related and subordinate facility and land to a school building, and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education;
  - (b) A building or facility that meets a public purpose and is developed or operated by or for any public entity;
  - (c) Improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity;
  - (d) Utility and telecommunications and other communications infrastructure;
  - (e) A recreational facility;
  - (f) Technology infrastructure, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services; or

- (g) Any improvements necessary or desirable to any unimproved locally- or state-owned real estate.
- 2.3 The rights and obligations of the Town and proposers are defined by the PPEA, these guidelines, solicitations issued by the Town, interim agreements, and comprehensive agreements.

### **3. General Provisions**

- 3.1 A proposal for a qualifying project may be either solicited by the Town or submitted on an unsolicited basis. In either case, the proposal must be clearly identified as a PPEA Proposal. For unsolicited proposals, one original and ten copies must be submitted along with any applicable fees to the Town Manager at 45 East Main Street, Luray, Virginia, 22835. Solicited proposals must be submitted in accordance with the instructions in the solicitation. The Town may request, in writing, clarification of any proposal.
- 3.2 Proposers will be required to follow a two-phase process, first involving submission and evaluation of conceptual-phase proposals resulting in selection of certain proposers to submit detailed-phase proposals, and then submission and evaluation of detailed-phase proposals. The Town may then select a detailed-phase proposal and enter into a comprehensive agreement for the project.
- 3.3 Representations, information and data supplied in, or in connection with, proposals play a critical role in the evaluation process and in the selection of a proposal by the Town. Accordingly, as part of any proposal, the proposer shall certify that all material representations, information and data provided in support of, or in connection with, the proposal are true and correct. Such certification shall be made by authorized individuals who are principals of the proposer and who have knowledge of the information provided in the proposal. The proposer shall immediately notify the Town in the event that material changes occur with respect to any representations, information or data provided for a proposal.
- 3.4 An affected jurisdiction is any county, city or town in which all or a portion of a qualifying project is located. A proposer submitting a proposal to the Town must provide any affected jurisdiction with a copy of the proposal. For solicited proposals, copies should be submitted to any affected jurisdiction to ensure receipt on or before the time proposals are due to the Town. In the case of unsolicited proposals, copies should be submitted to any affected jurisdiction to ensure receipt within five business days after receiving notice that the Town has decided to accept the proposal. Affected jurisdictions shall have 60 days from the receipt of the proposal to submit written comments to the Town indicating whether the proposal is compatible with the comprehensive plan, infrastructure development plan, and capital improvement budget or other budget of the affected jurisdiction. The Town may evaluate the proposal during the 60-day period for affected jurisdictions to submit comments. The

Town will consider all comments received in writing within the 60-day period, and no negative inference shall be drawn from the absence of comment by an affected jurisdiction.

#### **4. Proposal Review Fees**

- 4.1 Unsolicited Proposals. The Town requires a review fee for unsolicited proposals or competing unsolicited proposals in the amount of \$5,000 or such greater amount as determined by the Town Manager based upon the complexity of the proposed project. Payment of the review fee must accompany the submission of the proposal to the Town. Review fees cover the costs of processing, reviewing, and evaluating proposals. Those costs include, but are not limited to, staff time, materials and supplies, meals and travel necessary for the review process, and outside personnel such as attorneys, consultants, and financial advisors to assist with processing, reviewing, or evaluating proposals.
- 4.2 Solicited Proposals. The solicitation shall specify the amount and payment terms of the review fee, if any, required for a solicited proposal.
- 4.3 Additional Fees. Proposers shall be responsible for any additional fees incurred by the Town in excess of the review fee. The Town Manager will notify the proposers of the amount of any such additional fees. The Town reserves the right to discontinue processing, reviewing, and evaluating a proposal pending payment of such additional fees by the proposer. Unless otherwise specified by the Town, additional fees for detailed-phase review will be based upon the costs that the Town Manager reasonably anticipates incurring.
- 4.4 If the total fees paid by proposers exceed the total costs incurred by the Town in processing, reviewing, and evaluating proposals, the Town will reimburse the proposers on a pro rata basis unless the Town Manager determines that the amount of such refund is outweighed by the associated administrative costs.

#### **5. Virginia Freedom of Information Act**

- 5.1 Proposals are subject to the Virginia Freedom of Information Act ("FOIA"). In accordance with Virginia Code § 2.2-3705.6.11, proposal documents are available to the public upon request except to the extent they contain (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (Va. Code § 59.1-336, *et seq.*) or (ii) financial records of the private entity, including balance sheets and financial statements that are not generally available to the public through regulatory disclosure or otherwise. Pursuant to Virginia Code § 56-575.17, the Town must make the procurement records available upon request once the negotiation of all phases and aspects of the comprehensive agreement is complete.
- 5.2 A proposer wishing to invoke a FOIA exemption must submit a written request to the Town that (a) specifies the exemption being invoked; (b) clearly identifies the data or other materials for which protection is sought; and (c) states the reasons why the exemption applies. In addition, the proposer must clearly mark each page of the proposal for which

protection is sought as "Confidential." The Town will not protect any portion of a proposal from disclosure if the entire proposal has been improperly designated as exempt.

- 5.3 The Town Manager will take reasonable precautions to protect the confidentiality of exempt documents beyond what is reasonably necessary for the Town, other affected jurisdictions, staff, and outside consultants to carry out the procurement. However, nothing contained herein shall be construed as a waiver of sovereign immunity, consent to suit, or a contractual undertaking. Each proposer agrees as a condition of submitting a proposal that it will bring no cause of action, in contract or otherwise, against the Town for any failure to maintain confidentiality of information.
- 5.4 Nothing herein authorizes the withholding of (a) procurement records whose disclosure is required by Virginia Code § 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the Town; (c) information concerning the terms and conditions of any financing arrangement that involves the use of public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying project.
- 5.5 Once an interim agreement or comprehensive agreement has been entered into, the Town Council shall make all nonexempt procurement records available upon request, in accordance with Virginia Code § 56-575.17. Any exempt information incorporated into an interim agreement or comprehensive agreement shall become a public record subject to disclosure under FOIA.
- 5.6 Cost estimates relating to a proposed procurement transaction prepared by or for the Town shall not be made available for public inspection.
- 5.7 Any inspection of procurement records will be subject to reasonable restrictions to ensure the security and integrity of the records.

## **6. Solicited Bids and Proposals**

- 6.1 The Town may solicit bids or proposals from private entities for qualifying projects. Prior to soliciting any bids or proposals, the Town shall determine whether with competitive sealed bidding or competitive negotiation of other than professional services will be used to procure the qualifying project. Competitive sealed bidding must be used unless the Town determines that competitive negotiation is advantageous based upon (i) the probable scope, complexity, or priority of the project; (ii) risk sharing including guaranteed cost or completion guarantees, added value or debt or equity investments proposed by the private entity; or (iii) an increase in funding, dedicated revenue source or other economic benefit that would not otherwise be available. If competitive negotiation is chosen, the reasons for the determination shall be stated in writing.

- 6.2 The solicitation should specify the information and documents required for each proposal, describe any unique capabilities or qualifications that will be required, and list the factors that will be used in evaluating the proposals. The solicitation will be posted in the same manner as other Town notices, including the on the Town's website. The Town Manager may, in his or her discretion, publish the solicitation by further means to provide maximum opportunity for competing proposals. Pre-proposal conferences may be held as deemed appropriate by the Town Manager.
- 6.3 Conceptual proposals received in response to a solicitation by the Town shall be posted by the Town within 10 business days after receipt by either: (i) posting on the Town's website a summary of the proposals and the location where copies of the proposals are available for public inspection; or (ii) publication in *The Page News & Courier* of a summary of the proposals and the location where copies of the proposals are available for public inspection. At least one copy of each proposal shall be made available for public inspection subject to any FOIA exemptions properly designated by the proposer. The Town Manager may, in his or her discretion, post proposals by further means to provide maximum opportunity to the public inspection of the proposals.
- 6.4 The Town will receive written comments from the public on proposals during a public comment period of at least 30 days before entering into an interim agreement or comprehensive agreement. In addition, the Town Council shall hold a public hearing on proposals at least 30 days prior to entering into an interim or comprehensive agreement.

## **7. Unsolicited Proposals**

- 7.1 Upon receipt of an unsolicited proposal and payment of the review fee, the Town will determine whether to accept the unsolicited proposal for publication of notice and conceptual-phase consideration. If the Town determines not to accept the proposal and not to proceed, the proposal will be returned to the proposer along with all fees and accompanying documentation.
- 7.2 If the Town chooses to accept an unsolicited proposal for conceptual-phase consideration, the Town shall:
- (a) Determine which procurement method will be utilized based upon the criteria set forth above in Section 6.1.
  - (b) Within 10 business days of accepting an unsolicited proposal, issue a "Notice of Receipt of Unsolicited Proposal" stating that the Town (i) has received and accepted an unsolicited proposal under the PPEA, (ii) intends to evaluate the proposal, (iii) may negotiate an interim agreement or a comprehensive agreement with the proposer based on the proposal, and (iv) will accept for simultaneous consideration any competing proposals. The notice shall include a brief summary of the proposal and state the location where a copy is available for public

inspection. The notice shall inform proposers how to obtain a copy of the Request for Competing Proposals for Unsolicited PPEA Proposal described below.

The Town Manager shall post the Notice of Receipt of Unsolicited Proposal in the same manner as other Town notices, including the on the Town's website for a period of at least 45 days. The Town Manager shall also publish the Notice at least once in one or more newspapers of general circulation with the first publication at least 45 days before competing proposals are due. The Town Manager may, in his or her discretion, publish the Notice by further means to provide maximum opportunity for competing proposals.

- (c) Issue a "Request for Competing Proposals for Unsolicited PPEA Proposal" containing:
  - (i) The instructions, terms and conditions applicable to the procurement;
  - (ii) A detailed summary of the project proposed in the unsolicited proposal;
  - (iii) The evaluation criteria to be used for the procurement;
  - (iv) Instructions for obtaining a copy of the unsolicited proposal; and
  - (v) Any other instructions and information deemed necessary by the Town Manager.

7.3 Competing Proposals. Competing unsolicited proposals shall be posted by the Town in the same manner required as solicited proposals set forth above in Section 6.3. At least one copy of each proposal shall be made available for public inspection subject to any FOIA exemptions properly designated by the proposer.

7.4 Initial Review at the Conceptual Stage. After reviewing the unsolicited proposal and any competing unsolicited proposals submitted during the notice period, the Town may decide (a) not to proceed further with any proposal, (b) to proceed to the detailed phase of review with the original proposal, (c) to proceed to the detailed phase with a competing proposal, or (d) to proceed to the detailed phase with multiple proposals.

7.5 Receipt of Public Comments and Public Hearing. The Town will receive written comments from the public on unsolicited proposals during a public comment period of at least 30 days before entering into an interim agreement or comprehensive agreement. In addition, the Town Council shall hold a public hearing on proposals at least 30 days prior to entering into an interim or comprehensive agreement.

## **8. Proposal Preparation and Submission**

8.1 Proposal Content and Format at the Conceptual Stage. The conceptual proposal shall include the following information for the Town to render an informed assessment of the intended improvements associated with the project, team composition and experience, and the financial requirements:

- (a) Letter of Submittal. The Letter of Submittal shall be on the proposer's letterhead and identify the full legal name and address of the proposer (*i.e.*, the legal entity that will execute the comprehensive agreement with the Town). The Letter of Submittal shall be signed by an authorized representative of the proposer and identify the name, title, address, phone number, and e-mail address of the individual who will serve as the point of contact.
- (b) Executive Summary. Each conceptual proposal must include an executive summary prepared by the proposer with the expectation that it will be available for public disclosure.
- (c) Team Description. The conceptual proposal should following information with respect to the qualifying project:
  - (i) The full legal name of the development, design, and construction firms or individuals submitting the proposal.
  - (ii) The proposer's corporate entity type and the team members who will undertake financial responsibility for the project.
  - (iii) The organizational structure for the project team, the project management approach, and how each participant fits into the overall team.
  - (iv) The proposer's length of time in business and corporate background.
  - (v) The identity of any persons known to the proposer who would be obligated to disqualify themselves from participating in the qualifying project pursuant to The Virginia State and Local Government Conflict of Interest Act, Chapter 31 (Va. Code § 2.2-3100, *et seq.*), and the basis on which disqualification would be required.
- (d) Qualifications and Experience. The conceptual proposal must include the following information with respect to the proposer:
  - (i) The experience of the entities making the proposal, focusing on experience with design and construction of master planned, urban, transit oriented, and mixed-use commercial real estate developments of comparable size and complexity, including prior experience bringing similar projects to completion on budget and in compliance with design, land use, service and other standards.
  - (ii) A narrative summarizing the experience of all of the key principals and project managers, including specific relevant projects and years of relevant experience.

- (iii) The experience that proposer and key principals and project managers have successfully working together on similar projects.
- (iv) A description of to five complex, master planned, mixed-use developments, preferably with total project costs over \$1 million, which proposer has completed or substantially completed. At least one of these projects should have been completed by each of the Development, A&E Team, and Construction teams. For each project, provide total project costs, gross square feet of development, year completed, and key principals who played a role in the project.
- (v) A letter from A-rated and Treasury-listed surety affirming that proposer has the capacity to provide performance and payment bonds in amounts commensurate with the cost of the qualifying project. In the event that an alternative to bonding is proposed, provide information on the alternative and explain how it protects the Town's interests versus payment and performance bonds.
- (vi) Written statements of interest directly from all proposed lenders (including equity providers).
- (vii) Proposer's current or most recent financial statements (audited financial statements to the extent available), and if proposer is a joint venture, limited liability company, partnership or entity formed specifically for this project, financial statements (audited if available) for the firm's principal venturers, members, partners, or stockholders that reflect appropriate financial resources and operating histories for the project.
- (viii) The following information related to financial risks for proposer:
  1. Bankruptcy Information. Provide a statement indicating whether the contracting and financially responsible entities, any controlling entities, any key principals or other proposed equity investors have declared bankruptcy during the past five years, and briefly describe the bankruptcies.
  2. Pending Litigation. Provide a statement indicating whether the contracting and financially responsible entities, any controlling entities, any key principals or other proposed equity investors are involved in any business-related litigation, liens or legal claims, and briefly describe such matters.
  3. Judgments. Provide a statement indicating whether the contracting and financially responsible entities, any controlling entities, any key principals or other proposed equity investors have had an adverse

business-related, court-sanctioned financial judgment during the past five years and briefly describe each instance.

- (e) Project Approach. Conceptual proposals must describe the proposer's planned project approach, including:
- (i) A project concept describing the general nature of all proposed uses and the approximate location and size (square footage) of all improvements. Conceptual design should address any development requirements described in the solicitation.
  - (ii) Any work proposer expects to be performed by the Town or any other public entity, including the timing and estimated cost.
  - (iii) Estimated delivery dates for the project or project phases to allow the Town to evaluate the potential for tax revenue collection.
  - (iv) Information relative to phased delivery, if any, of the project.
  - (v) Innovative ideas to improve the efficiency of the site, maximize revenue to the Town from the development, and offer a year-round community gathering space.
  - (vi) Proposer's plan for obtaining zoning, permits, and any other entitlements needed to prepare the site for development.
  - (vii) Proposer's strategy and plans for community information and involvement in the development process.
  - (viii) Any desired features proposer's team has included in its project concept as well as any tradeoffs the Town should consider related to desired features.
  - (ix) Conceptual site plan drawings and massing diagrams that portray the placement of each use in the building and on the site as well as relationships to surrounding properties, as relevant. Renderings and construction materials descriptions are not required at the conceptual stage but are not precluded from the proposal.
- (f) Financial Approach. The Town views the up-front land payments and generated tax revenue as the primary drivers of value. If the proposer has other ideas that may generate value for the Town outside these two primary sources, proposer should discuss how such measures would be utilized. At the conceptual stage, the Town expects proposer to outline a general approach to financing and understands that financing terms are not yet final.

- (g) A financing plan consisting of:
  - (i) Presumed financing structure with estimated percentages of debt, equity, and other sources of potential project funding.
  - (ii) Presumed sources of equity, including proposer's, and amounts to be syndicated from other investors, as well as estimated return requirements.
  - (iii) Presumed sources of construction and permanent debt and general ranges of terms including leverage ratios to cost and value, interest rate spreads over appropriate benchmarks, debt service coverage requirements, amortization periods, acceleration terms, etc.
  - (iv) A narrative of how the proposer will approach and mitigate project risks in order to ensure performance and timely delivery of the project.
  - (v) A description detailing the use of any public funds or subsidies.
  - (vi) A brief narrative describing any potential revenue generating opportunities for the Town beyond the initial or ongoing land payments and future tax revenue generated by the project.
  - (vii) A brief narrative of the impact (if any) on financing terms from both lenders and investors arising from the use of a long-term ground lease structure versus fee ownership.

8.2 Proposal Content and Format at the Detailed Stage. If the Town decides to proceed to the detailed phase of review with one or more proposals, the following information, along with an executive summary, should be provided by each proposer:

- (a) A topographical map (at appropriate scale) depicting the location of the proposed project.
- (b) A site plan indicating proposed location and configuration of the project on the proposed site.
- (c) Conceptual (single line) plans and elevations depicting the general scope, appearance and configuration of the proposed project.
- (d) A detailed description of the proposed participation, use and financial involvement of the Town Council or other public entity. Include the proposed terms and conditions for the project.

- (e) A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings.
- (f) Information relating to the current plans for development of facilities that are similar to the qualifying project being proposed by the private entity in any affected jurisdiction.
- (g) A statement and strategy setting out the plans for securing all necessary property and/or easements. The statement must include the names and addresses, if known, of the current owners of the subject property as well as a list of any property the proposer intends to request the Town Council or affected jurisdiction to condemn.
- (h) A detailed listing of all firms, along with their relevant experience and abilities, that will provide specific design, construction and completion guarantees and warranties, and a brief description of such guarantees and warranties along with a record of any prior defaults for performance.
- (i) A total life-cycle cost, including maintenance, specifying methodology and assumptions of the project or projects including major building systems (e.g., electrical, mechanical, etc.), and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility and estimated annual operating expenses using the Town Council's adopted service levels and standards.
- (j) A detailed discussion of assumptions about user fees or rates, lease payments and other service payments, and the methodology and circumstances for changes, and usage of the projects over the useful life of the projects.
- (k) Identification of any known government support or opposition, or general public support or opposition for the project or financing thereof. Government or public support should be demonstrated through resolutions of official bodies, minutes of meetings, letters, or other official communications.
- (l) Demonstration of consistency with appropriate Town, and/or affected jurisdiction comprehensive plans (including related environmental, land use and facility standards ordinances, where applicable), infrastructure development plans, transportation plans, the capital improvement plan and capital budget, or indication of the steps required for acceptance into such plans.
- (m) Explanation of how the proposed project would impact the development plans of the Town and any affected jurisdictions.

- (n) Description of an ongoing performance evaluation system or database to track key performance criteria, including but not limited to, schedule, cash management, quality, worker safety, change orders, and legal compliance.
- (o) Identification of any known conflicts of interest or other factors that may impact the Town Council's consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interest Act (Va. Code § 2.2-3100, *et seq.*).
- (p) Acknowledge conformance with the Ethics in Public Contracting Act (Va. Code §§ 2.2-4367, *et seq.*).
- (q) Any additional material and information specified in the solicitation or requested by the Town Manager.

8.3 Terms and Conditions of Proposal Submission. Each proposer agrees as follows as a condition of submitting a proposal, whether solicited or otherwise, to the Town:

- (a) Neither these guidelines, nor any request or solicitation, nor the Town's receipt or consideration of any proposal shall create any contractual obligation to any proposer. The Town makes no promise, express or implied, to enter into any contract or agreement with a proposer. The Town will be bound only by the terms of an interim and/or comprehensive agreement should the Town choose to enter into any such agreements.
- (b) The Town will not be responsible for any expenses incurred by a proposer in preparing and submitting a proposal, or in engaging in oral presentations, discussions, or negotiations.
- (c) Proposers may be required to make an oral presentation describing their proposal in Luray, Virginia, at their own expense. The Town Manager may request the presence of proposers' representatives from their development, financial, architectural, engineering, and construction teams at these presentations. The Town Manager will schedule the time and location for any such presentations. By submitting its proposal, the offeror agrees to make its representatives reasonably available for such purposes.
- (d) The Town Manager may waive any informalities with respect to any proposal submitted.

- (e) The Town reserves the right to accept or reject any and all proposals received and to negotiate in any manner necessary to serve the best interests of the Town. Any procurement under these guidelines may result in multiple awards to multiple proposers.
- (f) The Town does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## **9. Proposal Evaluation and Selection Criteria**

- 9.1 Review Team. A team of individuals selected by the Town Manager shall evaluate the proposals and formulate recommendations to Town Council. Evaluations of proposals shall include, without limitation, analysis of each proposal's advantages, disadvantages, long-term costs, and short-term costs, using the evaluation criteria specified for the procurement.
- 9.2 Use of Outside Professionals. In accordance with Virginia Code § 56-575.1:3(1)(C)(1), the Town Manager shall engage the services of qualified professionals not employed by the Town, which may include an architect, professional engineer, certified public accountant, or other consultant, to provide an independent analysis regarding the specifics, advantages, disadvantages, and the long and short-term costs of a proposal unless Town Council determines that such analysis shall be performed by Town employees.
- 9.3 Evaluation Criteria. Evaluation criteria for proposals should be specified in the solicitation and may include, but are not limited to:
  - (a) The cost of the qualifying project;
  - (b) The general reputation, industry experience and financial capability of the proposer;
  - (c) The proposed design of the qualifying project;
  - (d) The eligibility of the facility for accelerated selection, review, and documentation timelines under the responsible public entity's guidelines;
  - (e) Local citizen and government comments;
  - (f) Benefits to the public;
  - (g) Proposer's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan;
  - (h) Proposer's plans to employ local contractors and residents; and
  - (i) Other criteria deemed appropriate by the Town.
- 9.4 Qualifications and Experience. Factors considered by the Town to determine whether the proposer possesses the requisite qualifications and experience include:
  - (a) Experience, training, and preparation with similar projects;
  - (b) Demonstration of ability to perform work;

- (c) Demonstrated record of successful past performance, including timeliness of project delivery, compliance with plans and specifications, quality of workmanship, cost-control, lack of excessive claims, change orders, and litigation, and project safety;
- (d) Demonstrated conformance with applicable laws, codes, standards, regulations, and agreements on past projects;
- (e) Leadership structure;
- (f) Project manager's experience;
- (g) Management approach;
- (h) Project staffing plans, the skill levels of the proposed workforce, and the proposed safety plans for the project;
- (i) Financial condition;
- (j) Project ownership; and
- (k) Willingness to assume full responsibility for design and intent of project design, including but not limited to, willingness to use design-build method of project delivery.

9.5 Project Characteristics. Factors to be considered in evaluating the project characteristics include, but are not limited to:

- (a) Project definition;
- (b) Proposed project schedule;
- (c) Operation of the project;
- (d) Technical feasibility;
- (e) Conformity with applicable state, county, and local laws, regulations, and standards;
- (f) Environmental impacts;
- (g) Condemnation impacts;
- (h) State and local permits; and
- (i) Maintenance of the project.

9.6 Project Financing. The Town reserves the right to select its own finance team, source and financing vehicle in the event any project is financed through the issuance of obligations that are deemed to be tax-supported debt, or if financing may impact the Town's debt rating or financial position. All decisions regarding project financing are at the Town Council's sole discretion. Factors to be considered in determining whether the proposed project financing allows access to the necessary capital to finance the project at the lowest practical cost include, but are not limited to:

- (a) Cost and cost benefit to the Town;
- (b) Financing and the impact on the debt or debt burden of the Town;
- (c) Overall feasibility and reliability of financing; default implications; operator's past performance with similar plans and similar projects; degree to which operator has conducted due diligence investigation and analysis of proposed financial plan and results of any such inquiries or studies;

- (d) Estimated cost; including financing source, operating costs, etc.; and
- (e) Life-cycle cost analysis.

9.7 Project Benefits and Compatibility. Factors to be considered in determining project benefits and compatibility with the Town's comprehensive or development plans may include, but are not limited to:

- (a) Community benefits, including the economic impact the project will have on the Town in terms of amount of tax revenue to be generated for the Town, the number of jobs generated for area residents and level of pay and fringe benefits of such jobs, and the number and value of subcontracts generated for area subcontractors;
- (b) Community support or opposition, or both;
- (c) Public involvement strategy;
- (d) Compatibility with existing and planned facilities;
- (e) Compatibility with Town, region, and state economic development efforts;
- (f) Compatibility with the Town's land use, environmental and transportation plans; and
- (g) Participation of small and minority-owned business.

## **10. Comprehensive Agreement**

10.1 The selected proposer shall enter into a comprehensive agreement with the Town Council prior to developing a qualifying project. The comprehensive agreement shall define the rights and obligations of the Town and the selected proposer with regard to the project, including:

- (a) The delivery of maintenance, performance and payment bonds or letters of credit in connection with the development or operation of the qualifying project, in the forms and amounts satisfactory to the Town and in compliance with Virginia Code § 2.2-4337 for components of the qualifying project that include construction.
- (b) The Town's review and approval of plans and specifications for the qualifying project.
- (c) The rights of the Town to inspect the qualifying project to ensure compliance with the comprehensive agreement.
- (d) The maintenance of liability insurance or self-insurance, in form and amount satisfactory to the Town and reasonably sufficient to insure coverage of the project and the tort liability to the public and employees and to enable the continued operation of the qualifying project.
- (e) The monitoring of the proposer's practices by the Town to ensure proper maintenance, safety, use and management of the qualifying project.

- (f) The terms under which the proposer will reimburse the Town for services provided.
  - (g) The policy and procedures that will govern the rights and responsibilities of the Town and the proposer in the event that the comprehensive agreement is terminated or there is a material default by the proposer, including without limitation, the conditions governing the Town's assumption of the proposer's duties and responsibilities and the Town's purchase or assumption of the proposer's property or other interests.
  - (h) The filing appropriate of financial statements on a periodic basis.
  - (i) The mechanism by which user fees, lease payments, or service payments, if any, may be established from time to time by the parties.
  - (j) Classifications according to reasonable categories for assessment of user fees may be made. Any user fees shall be the same for persons using the facility under like conditions and that will not materially discourage use of the qualifying project.
  - (k) The terms and conditions under which the Town will contribute financial resources, if any, for the qualifying project.
  - (l) If the proposer is a limited purpose or shell entity, such as a limited liability company, limited partnership, or corporation, that lacks its own substantial resources and operating history and that will depend on its members, partners, shareholders or others for resources to perform, then guarantees of performance by such operator's principal members, etc., or other similar arrangements that adequately assure performance.
  - (m) Any other provisions which are appropriate for the qualifying project and consistent with the PPEA.
- 10.2 After the Town has negotiated an interim or comprehensive agreement, but prior to entry into such agreement, the Town Manager shall post the proposed agreement on the Town's website. The Town Manager may, in his or her discretion, publish the agreement by additional means.
- 10.3 Every comprehensive agreement, interim agreement, and amendment thereof must be reviewed and approved by Town Council prior to execution.
- 10.4 In accordance with Virginia Code § 56-575.9(F), the Town Manager shall submit a copy of each comprehensive agreement to the Auditor of Public Accounts within 30 days of the agreement's execution.



**Town of Luray, Virginia**  
Council Agenda Statement

Item No: VIII - B

Meeting Date: April 8, 2019

- Agenda Item: COUNCIL CONSIDERATION  
Item VIII-B – Luray Little League Equipment Use Agreement
- Summary: Council is requested to consider authorizing the Town Manager to execute an agreement with Luray Little League, Inc. to allow the League to use Town equipment to maintain the fields during their season
- Council Review: N/A
- Fiscal Impact: N/A
- Suggested Motion: I move that Town Council authorize the Town Manager to execute an agreement with the Luray Little League, Inc. for their use of Town equipment to maintain the ballfields during the season as presented.

## **EQUIPMENT AND MAINTENANCE AGREEMENT**

**WHEREAS**, the Town of Luray, Virginia (the “Town”) owns Ralph H. Dean Recreational Park, a portion of which includes five playing fields, ten dugouts, and four batting cages (the “Premises”); and

**WHEREAS**, Luray Little League, Inc. (the “League”) is a Virginia corporation organized for baseball and softball activities and is a member of Little League International District 3; and

**WHEREAS**, the Town and the League wish to enter a written agreement under which the League utilizes the Town’s equipment to maintain the Premises.

**NOW, THEREFORE**, in consideration of the mutual covenants, terms and conditions contained herein, the Town and the League agree as follows

- (1) **TERM**- The term of this agreement shall commence upon execution by the parties and expire on August 15, 2019, subject to any extensions to which the parties may mutually agree.
  
- (2) **EQUIPMENT** - The Town agrees to permit the League to utilize the Town’s tractor, Gator, lawn mowers, field drags, field groomers, lime boxes, weed eaters, edgers, and irrigation equipment to maintain the Premises. The Town shall remain responsible for the maintenance and storage of equipment used by the League during the term of this agreement. The League agrees to:
  - A. Exercise reasonable care with respect to use, maintenance, and storage of the Town’s equipment.
  - B. Follow manufacturer's instructions for the proper and safe use of the Town’s equipment.
  - C. Promptly notify the Town of any repairs needed for the Town’s equipment.
  - D. Report incidents of equipment failure to the Town in a timely manner.
  - E. Return the Town’s equipment at the end of the term in good, working condition, except for normal wear and tear to lawn mower blades, trimmer heads, groomer teeth, edger blades, and irrigation hoses and connectors.
  
- (3) **MAINTENANCE**- Subject to daily weather conditions, the League agrees to maintain the Premises as follows:
  - A. Smooth drag each field once per day from Monday to Saturday.
  - B. Fill holes in infield area, pitching mounds and home plate once per day from Monday to Saturday.

- C. Drag each field once on each scheduled game day. No practices should occur on fields prepared for scheduled games.
  - D. Weed fence rows.
  - E. Add ball field mix when needed as determined by League staff.
  - F. Cut and trim infield line
  - G. Apply Turface when needed as determined by League staff.
  - H. Mow grass areas once per week.
  - I. Aerate and over seed grass in ball fields once per season.
  - J. Paint lines on playing fields every two weeks.
  - K. Generally maintain the Premises in a safe and usable condition as determined by League and Town staff.
- (4) FUEL AND SUPPLIES- The Town agrees to provide the League with supplies needed to maintain the Premises, including fuel and fuel mixes for equipment, gravel for warning tracks and batting cages, Turface, infield mix, line paint, lime, herbicide, pesticide, grass seed, and fertilizers.
- (5) EQUIPMENT TRAINING- The Town will provide training to League staff regarding the operation of Town equipment and proper maintenance procedures. The League shall accommodate the Town's schedule for this training.
- (6) SCHEDULE- The League shall make reasonable efforts to conclude maintenance activities by 11:00 P.M. each night when not prevented by circumstances beyond its control.
- (7) UTILITIES- The League agrees to turn off all lights each night and to use the sprinkler system discreetly. In drought conditions, the Town may impose limitations on water use.
- (8) COMPENSATION- The League shall pay no fee to the Town for the use of the Town's equipment. Likewise, the Town shall pay no fee to the League for the League's maintenance of the Premises.
- (9) INSPECTION- Two (2) onsite visits will be conducted to observe the condition of the Premises and the Town's equipment. The first visit will be conducted prior to the beginning of the Little League season, and the second shall occur within fourteen (14) days of the conclusion of the season. The League's President shall be its representative for the visits. The Town's representative(s) may be the Superintendent of Parks and Recreation, Park Supervisor, and/or Building and Grounds Committee Chairperson.

- (10) NOTICE OF PARK CLOSURE- The Town agrees to provide the League with reasonable notice when the Premises is closed due to inclement weather or unsafe conditions.
- (11) KEYS- The League agrees not to copy or transfer any keys provided by the Town.
- (12) CONDUCT- The League agrees to utilize the Town's equipment for only lawful purposes and to comply with state and local law. The League further agrees that no alcoholic beverages shall be permitted while performing maintenance upon the Premises.
- (13) EARLY TERMINATION- This agreement may be terminated by either party without cause upon thirty (30) days' written notice. The Town may terminate this agreement upon twenty-four (24) hours' written notice for cause, which shall include any violation by the League of the terms and conditions of this agreement or any local or state law. The Town reserves the right to immediately terminate this agreement without notice in the event of damage or destruction of the Town's equipment or the Premises, civil unrest, or to remediate an immediate danger to public health and safety.
- (14) INSURANCE- The League shall procure and maintain at its expense comprehensive general liability insurance in a minimum of \$1,000,000 combined single limit coverage, including a broad form endorsement, with the Town of Luray listed as an additional insured. A copy of the policy shall be furnished to the Town upon execution of this agreement. The League shall also obtain a written commitment from the insurer requiring at least thirty (30) days' written notice to the Town prior to cancellation or nonrenewal of the policy. The League further agrees to carry worker's compensation insurance in accordance with applicable law.
- (15) INDEMNITY- The League agrees to indemnify, defend, and hold harmless the Town from any and all claims, liabilities, losses, damages, costs, and expenses (including attorneys' fees) arising out of or resulting from the League's use of the Premises or the Town's equipment or from the intentional or negligent acts or omissions of the League, its employees, or agents. The provisions of this section shall survive the completion, termination, or expiration of this agreement.
- (16) NOTICES- All notices under this agreement shall be delivered to the following addresses:
  - A. The Town- Town of Luray, C/O Steve Burke, Town Manager, Post Office Box 629, 45 East Main Street, Luray, Virginia, 22835.

B. The League-Luray Little League, Inc., C/O Mary Ridgeway, President, 219 Fairview Road, Luray, Virginia, 22835.

- (17) ASSIGNMENT- This agreement may not be assigned by the League without the Town's written consent.
- (18) MODIFICATION- Any modification of this agreement must be in writing and signed by the parties.
- (19) ENTIRE AGREEMENT- This agreement contains the sole and entire agreement between the parties and supersedes any and all prior agreements and understandings.

**WITNESS** the following signatures:

**TOWN OF LURAY, VIRGINIA:**

**LURAY LITTLE LEAGUE, INC.:**

\_\_\_\_\_

\_\_\_\_\_

**By: Steven Burke**

**By: Mary Ridgeway**

**Title: Town Manager**

**Title: President**

**Date: \_\_\_\_\_**

**Date: \_\_\_\_\_**



**Town of Luray, Virginia**  
Council Agenda Statement

Item No: VIII - C

Meeting Date: April 8, 2019

Agenda Item: COUNCIL DISCUSSION  
Item VIII-C – Fund Balance Policy

Summary: Council is requested to discuss a draft Fund Balance (Reserve) Policy in relation to its annual budget. This policy will be incorporated into the other policies to be included in the FY 2020 Budget adoption.

**Fund Balance**

The Town of Luray shall endeavor to maintain stable revenue and controlled expenditures to ensure adequate fund balance reserves necessary to ensure adequate solvency in times of unforeseen financial emergencies, as well as planning for future capital expenses.

The Town shall maintain fund balance reserves as required by law, ordinance, bond covenants, and appropriate fiscal planning. If reserve balances fall below required levels, the Town shall include within its annual budget a plan to restore reserves to the required levels.

The Town shall maintain a Contingency Fund equal to \$1,000,000 combined from its General and Enterprise Funds to provide a financial cushion to cover revenue shortfalls resulting from unexpected economic changes, recessionary periods, or unplanned expenditures.

The Town shall maintain General and Enterprise Fund Balance Reserves to provide for adequate cash flow, budget contingencies, and insurance reserves. These fund balance reserves shall be no less than three months of budgeted operating expenditures. The Town shall review the required reserve levels annually to ensure that they would meet the Town’s cash flow needs.

The Town should maintain fund balance reserves at least 1.5 times the annual debt service for each fund to ensure that the Town can meet its long-term debt obligations. These balances can be utilized to accelerate debt repayment when Town Council determines appropriate.

Use of any fund balance shall only be appropriated by Town Council.

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A



**Town of Luray, Virginia**  
Council Agenda Statement

Item No: VIII - D

Meeting Date: April 8, 2019

Agenda Item: COUNCIL DISCUSSION  
Item VIII-D – FY 2020 Enterprise Fund Budget Review

Summary: Council is requested to discuss the Enterprise Fund Budgets in the Proposed FY 2020 Budget.

**WATER FUND**

| <i><b>Water Administration</b></i>   |                   | <i><b>Data Processing</b></i>         |                   | <i><b>Water Operations</b></i> |                     |
|--------------------------------------|-------------------|---------------------------------------|-------------------|--------------------------------|---------------------|
| Personnel                            | 129,142           | Personnel                             | 69,181            | Personnel                      | 252,085             |
| Operating                            | 31,050            | Operating                             | 25,250            | Operating                      | 93,600              |
| Capital                              | -                 | Capital                               | -                 | Capital                        | 55,000              |
| <b>TOTAL</b>                         | <b>\$ 160,192</b> | <b>TOTAL</b>                          | <b>\$ 94,431</b>  | <b>TOTAL</b>                   | <b>\$ 400,685</b>   |
| <br>                                 |                   | <br>                                  |                   | <br>                           |                     |
| <i><b>Water Plant Operations</b></i> |                   | <i><b>Water Fund Debt Service</b></i> |                   | <i><b>TOTAL WATER FUND</b></i> |                     |
| Personnel                            | 176,233           | Personnel                             | -                 | <b>Personnel</b>               | <b>626,641</b>      |
| Operating                            | 239,950           | Operating                             | 416,491           | <b>Operating</b>               | <b>806,341</b>      |
| Capital                              | 35,000            | Capital                               | -                 | <b>Capital</b>                 | <b>90,000</b>       |
| <b>TOTAL</b>                         | <b>\$ 451,183</b> | <b>TOTAL</b>                          | <b>\$ 416,491</b> | <b>TOTAL</b>                   | <b>\$ 1,522,982</b> |

**SEWER FUND**

| <i><b>Sewer Administration</b></i>   |                   | <i><b>Data Processing</b></i>         |                   | <i><b>Sewer Operations</b></i> |                     |
|--------------------------------------|-------------------|---------------------------------------|-------------------|--------------------------------|---------------------|
| Personnel                            | 129,102           | Personnel                             | 69,181            | Personnel                      | 204,431             |
| Operating                            | 56,350            | Operating                             | 27,050            | Operating                      | 72,160              |
| Capital                              | -                 | Capital                               | -                 | Capital                        | 59,000              |
| <b>TOTAL</b>                         | <b>\$ 185,452</b> | <b>TOTAL</b>                          | <b>\$ 96,231</b>  | <b>TOTAL</b>                   | <b>\$ 335,591</b>   |
| <br>                                 |                   | <br>                                  |                   | <br>                           |                     |
| <i><b>Sewer Plant Operations</b></i> |                   | <i><b>Sewer Fund Debt Service</b></i> |                   | <i><b>TOTAL WATER FUND</b></i> |                     |
| Personnel                            | 314,622           | Personnel                             | -                 | <b>Personnel</b>               | <b>717,336</b>      |
| Operating                            | 439,000           | Operating                             | 393,449           | <b>Operating</b>               | <b>988,009</b>      |
| Capital                              | 140,000           | Capital                               | -                 | <b>Capital</b>                 | <b>199,000</b>      |
| <b>TOTAL</b>                         | <b>\$ 893,622</b> | <b>TOTAL</b>                          | <b>\$ 393,449</b> | <b>TOTAL</b>                   | <b>\$ 1,904,345</b> |

Council Review: March 26, 2019 Work Session

Fiscal Impact: N/A

Suggested Motion: N/A – Public Hearing Scheduled for Monday May 13th

| Water Fund                        |                              |                  |                  |                   |                  |                  |                   |                    |             |                    |
|-----------------------------------|------------------------------|------------------|------------------|-------------------|------------------|------------------|-------------------|--------------------|-------------|--------------------|
| 3-501-13030-0033                  | Water Tap Fees               | 1,200            | 1,800            | 7,200             | -                | 7,200            | 10,000            | 2,800              | 39%         | Luray Meadows Apt. |
| 3-501-13030-0035                  | Reconnection Fees            | 5,645            | 6,395            | 7,000             | 2,025            | 4,975            | 6,500             | (500)              | -7%         |                    |
| 3-501-13030-0036                  | Water Facility Fees          | 33,809           | 6,640            | 33,650            | -                | 33,650           | 108,000           | 74,350             | 221%        | Luray Meadows Apt. |
| 3-501-16190-0001                  | Customer Sales - Water       | 1,247,684        | 1,310,402        | 1,280,266         | 659,396          | 620,870          | 1,320,482         | 40,216             | 3%          | 1% increase        |
| 3-501-18010-0001                  | Miscellaneous Income         | 305              | -                | 300               | -                | 300              | 300               | -                  | 0%          |                    |
| 3-501-19120-0003                  | Recoveries & Rebates         | -                | -                | 100               | -                | 100              | 100               | -                  | 0%          |                    |
| 3-501-24303-0001                  | VDH Grant                    | 1,229            | -                | 1,800             | 2,635            | (835)            | 2,600             | 800                | 44%         |                    |
| 0-501-00102-0002                  | Transfer to/from other funds |                  | 0                | 69,000            |                  |                  | 75,000            | 6,000              | 9%          |                    |
| <b>Total Water Funds Revenues</b> |                              | <b>1,289,872</b> | <b>1,325,237</b> | <b>1,399,317</b>  | <b>664,057</b>   | <b>735,260</b>   | <b>1,522,982</b>  | <b>123,665</b>     | <b>9%</b>   |                    |
| Sewer Fund Revenue                |                              |                  |                  |                   |                  |                  |                   |                    |             |                    |
| 3-502-13030-0033                  | Sewer Tap Fees               | 1,200            | 8,340            | 6,000             | -                | 6,000            | 10,000            | 4,000              | 67%         | Luray Meadows Apt. |
| 3-502-13030-0035                  | Sewer Facility Fees          | 23,760           | 5,940            | 35,640            | -                | 35,640           | 185,000           | 149,360            | 419%        | Luray Meadows Apt. |
| 3-502-16190-0001                  | Customer Sales - Sewer       | 1,505,837        | 1,535,196        | 1,521,411         | 741,396          | 780,015          | 1,545,745         | 24,334             | 2%          | 1% increase        |
| 3-502-16190-0002                  | Sewer Surcharges             | 136,560          | 151,090          | 145,000           | 89,353           | 55,648           | 160,000           | 15,000             | 10%         |                    |
| 3-502-16190-0005                  | Nutrient Credit Program      | 6,198            | 2,995            | 6,200             | 2,996            | 3,204            | 3,000             | (3,200)            | -52%        |                    |
| 3-502-18010-0001                  | Miscellaneous Income         | -                | 500              | 500               | -                | 500              | 500               | -                  | 0%          |                    |
| 3-502-19020-0003                  | Recoveries & Rebates         | -                | -                | 100               | -                | 100              | 100               | -                  | 0%          |                    |
| 0-502-00102-0002                  | Transfer to/from other funds |                  | 0                | 50,000            | -                | 50,000           |                   | (50,000)           | -100%       |                    |
| <b>Total Sewer Fund Revenues</b>  |                              | <b>1,673,555</b> | <b>1,704,061</b> | <b>1,764,851</b>  | <b>833,744</b>   | <b>931,107</b>   | <b>1,904,345</b>  | <b>139,494</b>     | <b>8%</b>   |                    |
| <b>Total Revenues</b>             |                              | <b>8,476,982</b> | <b>9,893,549</b> | <b>14,419,716</b> | <b>7,144,434</b> | <b>7,275,282</b> | <b>12,105,537</b> | <b>(2,314,179)</b> | <b>-16%</b> |                    |

|           |      | EXPENDITURES                        | FY Ending        | FY Ending        | Budget         | Year-to-Date        | Balance        | %          | Proposed        | Increase        |            |
|-----------|------|-------------------------------------|------------------|------------------|----------------|---------------------|----------------|------------|-----------------|-----------------|------------|
|           |      | Description                         | 2016-2017        | 2017-2018        | FY 2018-2019   | 12/31/2018          | FY 2018-2019   | Remaining  | FY 2019-2020    | (Decrease)      | %          |
|           |      | <b>Water Fund</b>                   |                  |                  |                |                     |                |            |                 |                 |            |
|           |      | <b>Water Administration</b>         |                  |                  |                |                     |                |            |                 |                 |            |
| 501-41000 | 1101 | Salaries & Wages Town Supt.         | 23,246           | 23,711           | 25,330         | 12,652              | 12,678         | 50%        | 25,962          | 632             | 2%         |
| 501-41000 | 1102 | Salaries & Wages Town Manager       | 31,749           | 15,196           | 40,317         | 20,138              | 20,179         | 50%        | 41,325          | 1,008           | 3%         |
| 501-41000 | 1104 | Salaries & Wages Asst. Town Manager | 26,543           | 29,675           | 28,112         | 14,042              | 14,070         | 50%        | 28,815          | 703             | 3%         |
| 501-41000 | 2100 | FICA                                | 5,956            | 5,046            | 7,200          | 3,442               | 3,758          | 52%        | 7,400           | 200             | 3%         |
| 501-41000 | 2210 | VRS                                 | 8,308            | 6,594            | 10,400         | 5,088               | 5,312          | 51%        | 10,700          | 300             | 3%         |
| 501-41000 | 2300 | Group Ins. Programs                 | 9,003            | 8,382            | 13,680         | 6,785               | 6,895          | 50%        | 13,680          | -               | 0%         |
| 501-41000 | 2400 | Group Life Ins. (VRS)               | 1,042            | 827              | 1,230          | 602                 | 628            | 51%        | 1,260           | 30              | 2%         |
| 501-41000 | 3120 | Annual Audit                        | 5,766            | 5,900            | 6,100          | -                   | 6,100          | 100%       | 6,600           | 500             | 8%         |
| 501-41000 | 3130 | Professional Services (Year End)    | 3,926            | 5,574            | 4,000          | 2,223               | 1,777          | 44%        | 4,000           | -               | 0%         |
| 501-41000 | 3141 | Engineering                         | -                | -                | 5,000          | -                   | 5,000          | 100%       | -               | (5,000)         | -100%      |
| 501-41000 | 3150 | Legal Costs                         | 1,766            | 2,389            | 1,000          | 1,030               | (30)           | -3%        | 2,000           | 1,000           | 100%       |
| 501-41000 | 5210 | Postal Service                      | 500              | 500              | 500            | -                   | 500            | 100%       | 500             | -               | 0%         |
| 501-41000 | 5310 | Liability Insurance                 | 13,500           | 13,500           | 14,000         | 12,000              | 2,000          | 14%        | 14,000          | -               | 0%         |
| 501-41000 | 5540 | Travel & Training                   | -                | -                | 200            | -                   | 200            | 0%         | 200             | -               | 0%         |
| 501-41000 | 5810 | Membership Dues & Subscriptions     | 734              | 724              | 750            | 724                 | 26             | 3%         | 750             | -               | 0%         |
| 501-41000 | 5860 | Licenses - Certification            | -                | 36               | 200            | -                   | 200            | 100%       | 3,000           | 2,800           | 1400%      |
|           |      | <b>Total</b>                        | <b>132,039</b>   | <b>118,054</b>   | <b>158,019</b> | <b>78,726</b>       | <b>79,293</b>  | <b>50%</b> | <b>160,192</b>  | <b>2,173</b>    | <b>1%</b>  |
|           |      | <b>Data Processing</b>              |                  |                  |                |                     |                |            |                 |                 |            |
| 501-41220 | 1100 | Salaries & Wages Personnel          | 42,030           | 41,946           | 44,587         | 22,280              | 22,307         | 50%        | 45,701          | 1,114           | 2%         |
| 501-41220 | 2100 | FICA                                | 2,907            | 2,892            | 3,420          | 1,536               | 1,884          | 55%        | 3,500           | 80              | 2%         |
| 501-41220 | 2210 | VRS                                 | 4,397            | 4,485            | 4,950          | 2,466               | 2,484          | 50%        | 5,100           | 150             | 3%         |
| 501-41220 | 2300 | Group Ins. Programs                 | 11,010           | 12,785           | 14,280         | 7,129               | 7,151          | 50%        | 14,280          | -               | 0%         |
| 501-41220 | 2400 | Group Life Ins. (VRS)               | 551              | 563              | 590            | 292                 | 298            | 51%        | 600             | 10              | 2%         |
| 501-41220 | 3310 | Maint. Repairs, Machinery & Equip.  | 9,426            | 8,422            | 13,000         | 9,173               | 3,827          | 29%        | 12,000          | (1,000)         | -8%        |
| 501-41220 | 5210 | Postal Service                      | 8,000            | 7,000            | 8,000          | 3,400               | 4,600          | 58%        | 8,000           | -               | 0%         |
| 501-41220 | 5410 | Rental/lease Fees                   | -                | -                | 2,500          | -                   | 2,500          | 100%       | -               | (2,500)         | -100%      |
| 501-41220 | 6001 | Office Supplies                     | 2,567            | 2,862            | 3,000          | 282                 | 2,718          | 91%        | 3,000           | -               | 0%         |
| 501-41220 | 6014 | Materials & Supplies                | -                | 181              | 500            | -                   | 500            | 100%       | 250             | (250)           | -50%       |
| 501-41220 | 8201 | Machinery & Equipment               | 231              | -                | 2,000          | 315                 | 1,685          | 84%        | 2,000           | -               | 0%         |
|           |      | <b>Total</b>                        | <b>81,119</b>    | <b>81,136</b>    | <b>96,827</b>  | <b>46,873</b>       | <b>49,954</b>  | <b>52%</b> | <b>94,431</b>   | <b>(2,396)</b>  | <b>-2%</b> |
|           |      | <b>EXPENDITURES</b>                 | <b>FY Ending</b> | <b>FY Ending</b> | <b>Budget</b>  | <b>Year-to-Date</b> | <b>Balance</b> | <b>%</b>   | <b>Proposed</b> | <b>Increase</b> |            |

| Description                              |      | 2016-2017                                | 2017-2018      | FY 2018-2019   | 12/31/2018     | FY 2018-2019   | Remaining   | FY 2019-2020   | (Decrease)    | %           |       |
|--|------|--|----------------|----------------|----------------|----------------|-------------|----------------|---------------|-------------|-------|
| <b>Water Operations</b>                  |      |  |                |                |                |                |             |                |               |             |       |
| 501-42000                                | 1101 | Salaries & Wages Personnel               | 133,810        | 137,800        | 141,240        | 70,264         | 70,976      | 50%            | 147,770       | 6,530       | 5%    |
| 501-42000                                | 1141 | Salaries & Wages Overtime                | 16,398         | 20,844         | 11,000         | 9,543          | 1,457       | 13%            | 19,000        | 8,000       | 73%   |
| 501-42000                                | 1142 | Overtime - Special                       | 2,004          | 1,192          | 2,500          | 872            | 1,628       | 65%            | 2,500         | -           | 0%    |
| 501-42000                                | 2100 | FICA                                     | 11,300         | 11,588         | 11,850         | 5,839          | 6,011       | 51%            | 12,750        | 900         | 8%    |
| 501-42000                                | 2210 | VRS                                      | 13,745         | 14,386         | 15,650         | 7,824          | 7,826       | 50%            | 16,050        | 400         | 3%    |
| 501-42000                                | 2300 | Group Ins. Programs                      | 39,511         | 46,476         | 51,840         | 25,548         | 26,292      | 51%            | 51,840        | -           | 0%    |
| 501-42000                                | 2400 | Group Life Ins. (VRS)                    | 1,724          | 1,805          | 1,850          | 925            | 925         | 50%            | 1,900         | 50          | 3%    |
| 501-42000                                | 2450 | VLDP (Virginia Local Disability Program) | 179            | 221            | 275            | 136            | 139         | 51%            | 275           | -           | 0%    |
| 501-42000                                | 3310 | Maint. Repairs Machinery & Equip.        | 13,460         | 25,677         | 15,000         | 2,296          | 12,704      | 85%            | 10,000        | (5,000)     | -33%  |
| 501-42000                                | 3311 | Repair Parts                             | 8,805          | 23,306         | 12,000         | 1,634          | 10,366      | 86%            | 9,000         | (3,000)     | -25%  |
| 501-42000                                | 3600 | Advertising                              | -              | 89             | 100            | -              | (89)        | -100%          | 100           | -           | 0%    |
| 501-42000                                | 5110 | Electricity                              | 11,262         | 12,163         | 12,000         | 3,667          | 8,333       | 69%            | 12,000        | -           | 0%    |
| 501-42000                                | 5210 | Postal Service                           | -              | -              | 100            | -              | 100         | 100%           | 100           | -           | 0%    |
| 501-42000                                | 5230 | Communications                           | 5,559          | 5,069          | 5,000          | 1,988          | 3,012       | 60%            | 5,000         | -           | 0%    |
| 501-42000                                | 5410 | Rents & Leases - Equip                   | 150            | -              | 500            | -              | 500         | 100%           | 500           | -           | 0%    |
| 501-42000                                | 5540 | Travel & Training                        | 1,151          | 180            | 1,200          | -              | 1,200       | 100%           | 1,000         | (200)       | -17%  |
| 501-42000                                | 5810 | Membership Dues & Subscriptions          | 400            | 483            | 500            | 450            | 50          | 10%            | 500           | -           | 0%    |
| 501-42000                                | 5858 | Water Lab Fees                           | -              | -              | 100            | 146            | (46)        | -46%           | 200           | 100         | 100%  |
| 501-42000                                | 5860 | Certifications                           | -              | -              | -              | -              | -           | -              | 1,000         | 1,000       | 100%  |
| 501-42000                                | 6001 | Office Supplies                          | -              | -              | 200            | 1              | 199         | 100%           | 200           | -           | 0%    |
| 501-42000                                | 6008 | Gas, Lube, Tires                         | 8,172          | 10,136         | 8,000          | 4,512          | 3,488       | 44%            | 9,000         | 1,000       | 13%   |
| 501-42000                                | 6011 | Uniforms                                 | 3,768          | 4,681          | 4,000          | 2,595          | 1,405       | 35%            | 5,000         | 1,000       | 25%   |
| 501-42000                                | 6014 | Materials & Supplies                     | 49,733         | 32,221         | 40,000         | 35,707         | 4,293       | 11%            | 40,000        | -           | 0%    |
| <b>Totals</b>                            |      | <b>321,131</b>                           | <b>348,317</b> | <b>334,905</b> | <b>173,946</b> | <b>160,959</b> | <b>48%</b>  | <b>345,685</b> | <b>10,780</b> | <b>3%</b>   |       |
| <b>Water Operations - Capital Outlay</b> |      |  |                |                |                |                |             |                |               |             |       |
| 501-42250                                | 8201 | Machinery & Equipment                    | -              | 16,282         | -              | -              | -           | 0%             | 0             | -           | 100%  |
| 501-42250                                | 8202 | Mach.-Equip - Maintenance & Repairs      | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| 501-42250                                | 8203 | Communication Equipment                  | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| 501-42250                                | 8205 | Vehicles                                 | 42,487         | -              | -              | -              | -           | 0%             | 25,000        | 25,000      | 100%  |
| 501-42250                                | 8206 | Buildings & Structures                   | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| 501-42250                                | 8214 | Structures & Property Maint. & Repairs   | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| 501-42250                                | 8215 | Property Acquisition                     | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| 501-42250                                | 8217 | Replacement Projects                     | 23,090         | 11,083         | 6,000          | -              | 6,000       | 100%           | 0             | (6,000)     | -100% |
| 501-42250                                | 8218 | Engineering/Surveying/Studies            | -              | -              | -              | -              | -           | 0%             | 20000         | 20,000      | 100%  |
| 501-42250                                | 8219 | Improvement Projects                     | -              | -              | 14,000         | -              | 14,000      | 100%           | 10,000        | (4,000)     | -29%  |
| 501-42250                                | 8220 | Compliance                               | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| 501-42250                                | 8226 | Other Projects                           | -              | -              | -              | -              | -           | 0%             | -             | -           | 0%    |
| <b>Totals</b>                            |      | <b>65,577</b>                            | <b>27,365</b>  | <b>20,000</b>  | <b>-</b>       | <b>20,000</b>  | <b>100%</b> | <b>55,000</b>  | <b>35,000</b> | <b>175%</b> |       |
| <b>Water Operations Totals</b>           |      | <b>386,708</b>                           | <b>375,682</b> | <b>354,905</b> | <b>173,946</b> | <b>180,959</b> | <b>51%</b>  | <b>400,685</b> | <b>45,780</b> | <b>13%</b>  |       |

| EXPENDITURES                        |      | FY Ending                              | FY Ending      | Budget         | Year-to-Date   | Balance        | %              | Proposed     | Increase       |                 |             |
|-------------------------------------|------|--|----------------|----------------|----------------|----------------|----------------|--------------|----------------|-----------------|-------------|
| Description                         |      | 2016-2017                              | 2017-2018      | FY 2018-2019   | 12/31/2018     | FY 2018-2019   | Remaining      | FY 2019-2020 | (Decrease)     | %               |             |
| <b>Water Plant Operations</b>       |      |  |                |                |                |                |                |              |                |                 |             |
| 501-43000                           | 1102 | Salaries - WTP Superintendent          | 79,358         | 76,824         | 48,125         | 24,213         | 23,912         | 50%          | 58,537         | 10,412          | 22%         |
| 501-43000                           | 1103 | WTP Operator                           |                |                | 32,620         | 21,766         | 10,853         | 33%          | 51,166         | 18,546          | 57%         |
| 501-43000                           | 1103 | Part time Personnel                    |                | 7,452          |                |                |                |              |                |                 |             |
| 501-43000                           | 1141 | Salaries - Overtime                    | 14,188         | 4,845          | 3,000          | 2,736          | 264            | 9%           | 6,000          | 3,000           | 100%        |
| 501-43000                           | 2100 | FICA                                   | 6,301          | 6,142          | 6,410          | 3,505          | 2,905          | 45%          | 8,550          | 2,140           | 33%         |
| 501-43000                           | 2210 | VRS                                    | 8,285          | 8,020          | 8,950          | 5,151          | 3,799          | 42%          | 11,700         | 2,750           | 31%         |
| 501-43000                           | 2300 | Group Insurance Program                | 28,399         | 27,108         | 30,240         | 18,457         | 11,783         | 39%          | 38,880         | 8,640           | 29%         |
| 501-43000                           | 2400 | Group Life (VRS)                       | 1,039          | 1,007          | 1,060          | 609            | 451            | 43%          | 1,400          | 340             | 32%         |
| 501-43000                           | 3309 | Tank Inspections                       |                | 6,600          | 8,500          | 6,645          | 1,855          | 22%          | 8,500          | -               | 0%          |
| 501-43000                           | 3310 | Maint. Repairs. Mach & Equip.          | 17,776         | 21,207         | 20,000         | 5,358          | 14,642         | 73%          | 22,000         | 2,000           | 10%         |
| 501-43000                           | 3311 | Repair Parts                           | 20,019         | 26,148         | 12,500         | 7,631          | 4,869          | 39%          | 54,000         | 41,500          | 332%        |
| 501-43000                           | 3312 | PALL Inspections                       |                | 7,938          | 8,000          | 7,260          | 740            | 9%           | 8,000          | -               | 0%          |
| 501-43000                           | 3600 | Advertising                            | -              | 179            | 200            | 200            | 200            | 100%         | 200            | -               | 0%          |
| 501-43000                           | 5110 | Electricity                            | 74,606         | 76,762         | 68,250         | 33,040         | 35,210         | 52%          | 75,000         | 6,750           | 10%         |
| 501-43000                           | 5120 | Heating                                | 408            | 4,497          | 1,000          | 1,839          | (839)          | -84%         | 5,000          | 4,000           | 400%        |
| 501-43000                           | 5210 | Postage/ shipping costs                | 346            | 100            | 200            |                | 200            | 100%         | 500            | 300             | 150%        |
| 501-43000                           | 5230 | Communications                         | 6,699          | 12,321         | 7,000          | 3,892          | 3,108          | 44%          | 8,000          | 1,000           | 14%         |
| 501-43000                           | 5410 | Rents & Leases- Equipment              | 310            | -              | 250            |                | 250            | 100%         | 250            | -               | 0%          |
| 501-43000                           | 5540 | Travel & Training                      | 916            | 1,826          | 2,000          | 885            | 1,115          | 56%          | 5,000          | 3,000           | 150%        |
| 501-43000                           | 5858 | Water System Sample Fees               | 1,840          | 6,117          | 6,000          | 1,536          | 4,464          | 74%          | 6,000          | -               | 0%          |
| 501-43000                           | 5859 | VDH Permit Fees                        | 6,926          | 6,927          | 10,000         | 6,927          | 3,073          | 31%          | 7,000          | (3,000)         | -30%        |
| 501-43000                           | 5860 | Certification Expense                  | 80             | 200            | 600            | 100            | 500            | 83%          | 2,500          | 1,900           | 317%        |
| 501-43000                           | 5864 | Lab Supplies                           | 7,305          | 3,455          | 6,000          | 2,512          | 3,488          | 58%          | 6,000          | -               | 0%          |
| 501-43000                           | 6001 | Office Supplies                        | 762            | 703            | 1,000          | 173            | 827            | 83%          | 1,000          | -               | 0%          |
| 501-43000                           | 6008 | Gas, Lube, Tires, Etc.                 | 1,502          | 1,781          | 800            | 1,495          | (695)          | -87%         | 3,000          | 2,200           | 275%        |
| 501-43000                           | 6011 | Uniforms                               |                | 308            | 1,600          | 1,355          | (289)          | -100%        | 3,000          | 1,400           | 88%         |
| 501-43000                           | 6014 | Materials & Supplies                   | 16,699         | 22,337         | 20,000         | 12,501         | 7,499          | 37%          | 25,000         | 5,000           | 25%         |
| <b>Total</b>                        |      |  | <b>293,764</b> | <b>330,804</b> | <b>304,305</b> | <b>169,587</b> | <b>134,718</b> | <b>44%</b>   | <b>416,183</b> | <b>111,878</b>  | <b>37%</b>  |
| <b>Water Plant - Capital Outlay</b> |      |  |                |                |                |                |                |              |                |                 |             |
| 501-43250                           | 8201 | Machinery & Equipment                  | -              | 1,049          |                |                | -              | 0%           | 0              | -               | 100%        |
| 501-43250                           | 8202 | Mach.-Equip - Maintenance & Repairs    |                |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8203 | Communication Equipment                | 654            |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8205 | Vehicles                               |                |                | -              |                | -              | 0%           | 25000          | 25,000          | 100%        |
| 501-43250                           | 8206 | Buildings & Structures                 |                |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8214 | Structures & Property Maint. & Repairs |                |                |                |                | -              | 0%           | 0              | -               | 100%        |
| 501-43250                           | 8215 | Property Acquisition                   |                |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8217 | Replacement Projects                   | -              |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8218 | Engineering/Surveying/Studies          |                |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8219 | Improvement Projects                   | 12,184         | 19,563         | 72,000         | 31,669         | 40,331         | 56%          | 10,000         | (62,000)        | -86%        |
| 501-43250                           | 8220 | Compliance                             |                |                |                |                | -              | 0%           |                | -               | 0%          |
| 501-43250                           | 8226 | Other Projects                         | 2,500          |                |                |                | -              | 0%           |                | -               | 0%          |
| <b>Totals</b>                       |      |  | <b>15,338</b>  | <b>20,612</b>  | <b>72,000</b>  | <b>31,669</b>  | <b>40,331</b>  | <b>56%</b>   | <b>35,000</b>  | <b>(37,000)</b> | <b>-51%</b> |
| <b>Water Plant Totals</b>           |      |  | <b>309,102</b> | <b>351,416</b> | <b>376,305</b> | <b>201,255</b> | <b>175,049</b> | <b>47%</b>   | <b>451,183</b> | <b>74,878</b>   | <b>20%</b>  |

| EXPENDITURES                         |      | FY Ending        | FY Ending        | Budget           | Year-to-Date   | Balance        | %          | Proposed         | Increase       |            |
|--------------------------------------|------|------------------|------------------|------------------|----------------|----------------|------------|------------------|----------------|------------|
| Description                          |      | 2016-2017        | 2017-2018        | FY 2018-2019     | 12/31/2018     | FY 2018-2019   | Remaining  | FY 2019-2020     | (Decrease)     | %          |
| <b>Water Fund Debt Service</b>       |      |                  |                  |                  |                |                |            |                  |                |            |
| 501-95100                            | 9110 | 160,159          | 167,702          | 172,831          | 102,852        | 69,980         | 40%        | 179,723          | 6,892          | 4%         |
| 501-95100                            | 9120 | 236,299          | 229,575          | 224,980          | 97,130         | 127,850        | 57%        | 216,318          | (8,662)        | -4%        |
| 501-95100                            | 9130 | -                | -                | 450              | -              | 450            | 100%       | 450              | -              | 0%         |
| 501-95100                            | 9140 | -                | -                | 15,000           | -              | 15,000         | 100%       | 20,000           | 5,000          | 33%        |
| <b>Total</b>                         |      | <b>396,458</b>   | <b>397,277</b>   | <b>413,261</b>   | <b>199,982</b> | <b>213,279</b> | <b>52%</b> | <b>416,491</b>   | <b>3,230</b>   | <b>1%</b>  |
| <b>Total Water Fund Expenditures</b> |      | <b>1,305,426</b> | <b>1,323,565</b> | <b>1,399,317</b> | <b>700,783</b> | <b>698,534</b> | <b>53%</b> | <b>1,522,982</b> | <b>123,665</b> | <b>9%</b>  |
| <b>Sewer Fund Expenditures</b>       |      |                  |                  |                  |                |                |            |                  |                |            |
| <b><u>Sewer Administration</u></b>   |      |                  |                  |                  |                |                |            |                  |                |            |
| 502-41000                            | 1101 | 23,246           | 23,712           | 25,329           | 12,652         | 12,677         | 50%        | 25962            | 633            | 2%         |
| 502-41000                            | 1102 | 31,749           | 15,196           | 40,317           | 20,138         | 20,179         | 50%        | 41325            | 1,008          | 3%         |
| 502-41000                            | 1103 | 26,544           | 29,675           | 28,112           | 14,042         | 14,070         | 50%        | 28815            | 703            | 3%         |
| 502-41000                            | 2100 | 5,956            | 5,045            | 7,200            | 3,442          | 3,758          | 52%        | 7360             | 160            | 2%         |
| 502-41000                            | 2210 | 8,089            | 6,594            | 10,400           | 5,088          | 5,312          | 51%        | 10700            | 300            | 3%         |
| 502-41000                            | 2300 | 8,852            | 8,382            | 13,680           | 6,786          | 6,894          | 50%        | 13,680           | -              | 0%         |
| 502-41000                            | 2400 | 1,014            | 827              | 1,230            | 602            | 628            | 51%        | 1260             | 30             | 2%         |
| 502-41000                            | 3120 | 5,766            | 5,900            | 6,100            | -              | 6,100          | 100%       | 6600             | 500            | 8%         |
| 502-41000                            | 3130 | 3,926            | 5,574            | 4,000            | 2,223          | 1,777          | 44%        | 4000             | -              | 0%         |
| 502-41000                            | 3141 | -                | 32,595           | 20,000           | 15,428         | 4,573          | 23%        | 20000            | -              | 0%         |
| 502-41000                            | 3150 | 535              | 485              | 500              | 999            | (499)          | -100%      | 500              | -              | 0%         |
| 502-41000                            | 5210 | -                | -                | 250              | -              | 250            | 100%       | 250              | -              | 0%         |
| 502-41000                            | 5310 | 23,500           | 22,000           | 28,000           | 13,149         | 14,851         | 53%        | 22000            | (6,000)        | -21%       |
| 502-41000                            | 5860 | -                | -                | -                | -              | -              | 0%         | 3000             | 3,000          | 100%       |
| <b>Totals</b>                        |      | <b>139,177</b>   | <b>155,985</b>   | <b>185,118</b>   | <b>94,548</b>  | <b>90,570</b>  | <b>49%</b> | <b>185,452</b>   | <b>334</b>     | <b>0%</b>  |
| <b><u>Data Processing</u></b>        |      |                  |                  |                  |                |                |            |                  |                |            |
| 502-41220                            | 1100 | 41,633           | 41,947           | 44,587           | 22,280         | 22,307         | 50%        | 45701            | 1,114          | 2%         |
| 502-41220                            | 2100 | 2,395            | 2,881            | 3,420            | 1,525          | 1,895          | 55%        | 3500             | 80             | 2%         |
| 502-41220                            | 2210 | 4,383            | 4,471            | 4,950            | 2,451          | 2,499          | 50%        | 5100             | 150            | 3%         |
| 502-41220                            | 2300 | 10,977           | 12,747           | 14,280           | 7,088          | 7,192          | 50%        | 14,280           | -              | 0%         |
| 502-41220                            | 2400 | 550              | 561              | 585              | 290            | 295            | 50%        | 600              | 15             | 3%         |
| 502-41220                            | 3310 | 9,426            | 8,422            | 14,000           | 8,323          | 5,677          | 41%        | 13000            | (1,000)        | -7%        |
| 502-41220                            | 5210 | 9,000            | 7,150            | 9,000            | 3,400          | 5,600          | 62%        | 9000             | -              | 0%         |
| 502-41220                            | 5410 | -                | -                | 2,500            | -              | -              | 0%         | -                | (2,500)        | -100%      |
| 502-41220                            | 5540 | -                | -                | 500              | -              | 500            | 100%       | 300              | (200)          | -40%       |
| 502-41220                            | 6001 | 1,947            | 2,700            | 3,000            | 375            | 2,625          | 88%        | 2500             | (500)          | -17%       |
| 502-41220                            | 6014 | -                | -                | 500              | -              | 500            | 100%       | 250              | (250)          | -50%       |
| 502-41220                            | 8201 | 231              | -                | 2,000            | 315            | 1,685          | 84%        | 2000             | -              | 0%         |
| <b>Totals</b>                        |      | <b>80,542</b>    | <b>80,879</b>    | <b>99,322</b>    | <b>46,046</b>  | <b>53,276</b>  | <b>54%</b> | <b>96,231</b>    | <b>(3,091)</b> | <b>-3%</b> |

| EXPENDITURES                            |      | FY Ending                              | FY Ending      | Budget         | Year-to-Date   | Balance        | %           | Proposed       | Increase        |             |       |
|---|------|--|----------------|----------------|----------------|----------------|-------------|----------------|-----------------|-------------|-------|
| Description                             |      | 2016-2017                              | 2017-2018      | FY 2018-2019   | 12/31/2018     | FY 2018-2019   | Remaining   | FY 2019-2020   | (Decrease)      | %           |       |
| <i>Sewer Operations</i>                 |      |  |                |                |                |                |             |                |                 |             |       |
| 502-42000                               | 1104 | Salaries - Personnel                   | 121,722        | 119,957        | 126,830        | 57,612         | 69,218      | 55%            | 126,411         | (419)       | 0%    |
| 502-42000                               | 1141 | Salaries - Wages Overtime              | 11,231         | 12,364         | 13,000         | 6,845          | 6,155       | 47%            | 14,000          | 1,000       | 8%    |
| 502-42000                               | 1142 | Overtime - Special                     | 2,784          | 10,397         | 2,500          | 1,643          | 857         | 34%            | 3,000           | 500         | 20%   |
| 502-42000                               | 2100 | FICA                                   | 9,710          | 10,417         | 10,900         | 4,843          | 6,057       | 56%            | 10,600          | (300)       | -3%   |
| 502-42000                               | 2210 | VRS                                    | 12,534         | 12,491         | 14,100         | 6,368          | 7,732       | 55%            | 13,500          | (600)       | -4%   |
| 502-42000                               | 2300 | Group Insurance Programs               | 28,271         | 31,308         | 34,920         | 13,953         | 20,967      | 60%            | 34,920          | -           | 0%    |
| 502-42000                               | 2400 | Goup Life Ins. (VRS)                   | 1,572          | 1,567          | 1,665          | 753            | 912         | 55%            | 1,600           | (65)        | -4%   |
| 502-42000                               | 2450 | VLDP                                   | -              | -              | -              | 151            | (151)       | -100%          | 400             | 400         | 100%  |
| 502-42000                               | 3310 | Maint. Repairs, Machinery & Equip.     | 11,269         | 6,745          | 12,000         | 12,147         | (147)       | -1%            | 15,000          | 3,000       | 25%   |
| 502-42000                               | 3311 | Repair Parts                           | 317            | 588            | 4,000          | 599            | 3,401       | 85%            | 4,000           | -           | 0%    |
| 502-42000                               | 3600 | Advertising                            | -              | -              | 200            | -              | 200         | 100%           | 100             | (100)       | -50%  |
| 502-42000                               | 5110 | Electricity                            | 9,851          | 10,629         | 10,000         | 4,755          | 5,245       | 52%            | 11,000          | 1,000       | 10%   |
| 502-42000                               | 5210 | Postal Service                         | 109            | 18             | 100            | -              | 100         | 100%           | 10              | (90)        | -90%  |
| 502-42000                               | 5230 | Communications                         | 1,739          | 2,403          | 5,000          | 384            | 4,616       | 92%            | 3,000           | (2,000)     | -40%  |
| 502-42000                               | 5410 | Rental/Lease of Equipment              | 2              | -              | 500            | -              | 500         | 100%           | 500             | -           | 0%    |
| 502-42000                               | 5540 | Travel & Training                      | -              | -              | 500            | -              | 500         | 100%           | 750             | 250         | 50%   |
| 502-42000                               | 5810 | Membership Dues & Subscriptions        | -              | -              | 100            | -              | 100         | 100%           | 100             | -           | 0%    |
| 502-42000                               | 5860 | Certification Expense                  | -              | -              | -              | -              | -           | -              | 1,000           | 1,000       | 100%  |
| 502-42000                               | 6008 | Gas, Lube and Tires                    | 7,958          | 10,144         | 9,000          | 5,031          | 3,969       | 44%            | 10,000          | 1,000       | 11%   |
| 502-42000                               | 6011 | Uniforms                               | 4,027          | 3,870          | 4,000          | 2,112          | 1,888       | 47%            | 4,200           | 200         | 5%    |
| 502-42000                               | 6014 | Materials & Supplies                   | 22,819         | 15,592         | 22,000         | 5,040          | 16,960      | 77%            | 20,000          | (2,000)     | -9%   |
| 502-42000                               | 8201 | Machinery & Equipment                  | 200            | 2,471          | 2,500          | -              | 2,500       | 100%           | 2,500           | -           | 0%    |
| <b>Totals</b>                           |      | <b>246,115</b>                         | <b>250,961</b> | <b>273,815</b> | <b>122,237</b> | <b>151,578</b> | <b>55%</b>  | <b>276,591</b> | <b>2,776</b>    | <b>1%</b>   |       |
| <i>Sewer Operation - Capital Outlay</i> |      |  |                |                |                |                |             |                |                 |             |       |
| 502-42250                               | 8201 | Machinery & Equipment                  | -              | 16,282         | 10,000         | -              | 10,000      | 100%           | 14,000          | 4,000       | 40%   |
| 502-42250                               | 8202 | Mach.-Equip - Maintenance & Repairs    | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8203 | Vehicles                               | 42,487         | -              | 52,000         | -              | 52,000      | 100%           | 25,000          | (27,000)    | -52%  |
| 502-42250                               | 8205 | Communication Equipment                | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8206 | Buildings & Structures                 | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8214 | Structures & Property Maint. & Repairs | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8215 | Property Acquisition                   | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8217 | Replacement Projects                   | -              | 4,795          | 12,000         | -              | 12,000      | 100%           | -               | (12,000)    | -100% |
| 502-42250                               | 8218 | Engineering/Surveying/Studies          | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8219 | Improvement Projects                   | 24,489         | -              | 25,000         | -              | 25,000      | 100%           | 20000           | (5,000)     | -20%  |
| 502-42250                               | 8220 | Compliance                             | -              | -              | -              | -              | -           | 0%             | -               | -           | -     |
| 502-42250                               | 8226 | Other Projects                         | -              | -              | -              | -              | -           | 0%             | 0               | -           | -     |
| <b>Totals</b>                           |      | <b>66,976</b>                          | <b>21,077</b>  | <b>99,000</b>  | <b>-</b>       | <b>99,000</b>  | <b>100%</b> | <b>59,000</b>  | <b>(40,000)</b> | <b>-40%</b> |       |
| <b>Sewer Operations Totals</b>          |      | <b>313,091</b>                         | <b>272,038</b> | <b>372,815</b> | <b>122,237</b> | <b>250,578</b> | <b>67%</b>  | <b>335,591</b> | <b>(37,224)</b> | <b>-10%</b> |       |

| EXPENDITURES                  |      | FY Ending                                | FY Ending      | Budget         | Year-to-Date   | Balance        | %          | Proposed       | Increase      |           |      |   |
|-------------------------------|------|--|----------------|----------------|----------------|----------------|------------|----------------|---------------|-----------|------|---|
| Description                   |      | 2016-2017                                | 2017-2018      | FY 2018-2019   | 12/31/2018     | FY 2018-2019   | Remaining  | FY 2019-2020   | (Decrease)    | %         |      |   |
| <i>Sewer Plant Operations</i> |      |  |                |                |                |                |            |                |               |           |      |   |
| 502-43000                     | 1101 | Salaries - WWTP Supt.                    | 66,072         | 66,122         | 67,775         | 33,888         | 33,887     | 50%            | 69470         | 1,695     | 3%   |   |
| 502-43000                     | 1102 | Salaries - WWTP Operators                | 91,419         | 94,328         | 131,691        | 56,576         | 75,115     | 57%            | 122492        | (9,199)   | -7%  |   |
| 502-43000                     | 1103 | Salaries - Part Time                     | -              | 6,360          | 18,000         | 5,166          | 12,834     | 71%            | 18,500        | 500       | 3%   |   |
| 502-43000                     | 1141 | Salaries - Overtime                      | 12,771         | 14,301         | 9,000          | 8,598          | 402        | 4%             | 18000         | 9,000     | 100% |   |
| 502-43000                     | 2100 | FICA                                     | 12,763         | 13,505         | 17,400         | 7,777          | 9,623      | 55%            | 17100         | (300)     | -2%  |   |
| 502-43000                     | 2210 | VRS                                      | 16,553         | 16,751         | 22,105         | 9,925          | 12,180     | 55%            | 20640         | (1,465)   | -7%  |   |
| 502-43000                     | 2300 | Group Insurance                          | 31,530         | 36,792         | 51,840         | 22,455         | 29,385     | 57%            | 45720         | (6,120)   | -12% |   |
| 502-43000                     | 2400 | Group Life (VRS)                         | 2,077          | 2,102          | 2,620          | 1,173          | 1,447      | 55%            | 2440          | (180)     | -7%  |   |
| 502-43000                     | 2450 | VLDP (Virginia Local Disability Program) |                |                | 260            | 97             | 163        | 63%            | 260           | -         | 0%   |   |
| 502-43000                     | 2600 | Unemployment                             |                | 4,392          |                | -              | -          | 0%             | 0             | -         | 0%   |   |
| 502-43000                     | 3310 | Maint. Repairs, Machinery & Equip.       | 3,038          | 5,356          | 8,300          | 2,840          | 5,460      | 66%            | 10000         | 1,700     | 20%  | Aging Equipment   |
| 502-43000                     | 3311 | Repair Parts                             | 60,450         | 43,240         | 50,000         | 16,378         | 33,622     | 67%            | 60000         | 10,000    | 20%  | Aging Equipment   |
| 502-43000                     | 3312 | Pump Stations Costs                      |                | 16,926         | 15,000         | 3,260          | 11,740     | 78%            | 25000         | 10,000    | 67%  | \$5940 - 11 annual RTU subscrip.,level and/or flow meters at Wallace & Westlu |
| 502-43000                     | 3600 | Advertising                              | 121            | 137            | 200            | 122            | 78         | 39%            | 200           | -         | 0%   |   |
| 502-43000                     | 5110 | Electricity                              | 179,104        | 165,149        | 195,000        | 65,900         | 129,100    | 66%            | 214500        | 19,500    | 10%  | Increased flow = increased amp draw.  |
| 502-43000                     | 5210 | Postal Service                           | 884            | 749            | 1,500          | -              | 1,500      | 100%           | 1500          | -         | 0%   |   |
| 502-43000                     | 5230 | Communications                           | 8,259          | 7,038          | 7,000          | 4,023          | 2,977      | 43%            | 7000          | -         | 0%   |   |
| 502-43000                     | 5410 | Rents & Leases - Equipment               | 978            | 1,196          | 600            | 451            | 149        | 25%            | 2600          | 2,000     | 333% | Core Drilling and Lifting equipment for maintenance                           |
| 502-43000                     | 5540 | Travel & Training                        | 10,117         | 1,584          | 10,500         | 240            | 10,260     | 98%            | 10500         | -         | 0%   |   |
| 502-43000                     | 5810 | Membership Dues/Subscriptions            | 257            | 176            | 200            | -              | 200        | 100%           | 200           | -         | 0%   |   |
| 502-43000                     | 5858 | Sample Fees                              | 8,265          | 7,395          | 11,000         | 6,047          | 4,953      | 45%            | 12200         | 1,200     | 11%  | Increase in cost of testing   |
| 502-43000                     | 5859 | DEQ Plant Permit                         | 8,549          | 7,984          | 8,600          | 8,104          | 496        | 6%             | 8600          | -         | 0%   |   |
| 502-43000                     | 5863 | Sewer-Certification Expense              | 380            | 205            | 600            | 300            | 300        | 50%            | 1600          | 1,000     | 167% | CDL / Class exp.  |
| 502-43000                     | 5864 | Lab Supplies                             | 5,535          | 7,644          | 9,000          | 2,032          | 6,968      | 77%            | 10000         | 1,000     | 11%  | Increase in cost  |
| 502-43000                     | 5865 | Sludge Disposal                          | 645            | 907            | 3,000          | -              | 3,000      | 100%           | 6000          | 3,000     | 100% | No sludge application in previous year- double this budget year               |
| 502-43000                     | 5866 | Nutrient Credit Program                  | 1,875          | 1,875          | 2,000          | -              | 2,000      | 100%           | 2000          | -         | 0%   |   |
| 502-43000                     | 5867 | Land Application Permit Fees             | 300            | 2,562          | 2,600          | 3              | 2,597      | 100%           | 2600          | -         | 0%   |   |
| 502-43000                     | 5868 | Lab Permit Fees                          | 300            | 600            | 1,000          | -              | 1,000      | 100%           | 1000          | -         | 0%   |   |
| 502-43000                     | 6001 | Office Supplies                          | 732            | 150            | 1,000          | 6              | 994        | 99%            | 1000          | -         | 0%   |   |
| 502-43000                     | 6008 | Gas, Lube, Tires etc.                    | 6,400          | 3,938          | 4,000          | 2,051          | 1,949      | 49%            | 4000          | -         | 0%   |   |
| 502-43000                     | 6011 | Uniforms                                 | 5,969          | 5,792          | 5,500          | 3,044          | 2,456      | 45%            | 5500          | -         | 0%   |   |
| 502-43000                     | 6014 | Materials & Supplies                     | 35,202         | 40,188         | 50,000         | 14,249         | 35,751     | 72%            | 50000         | -         | 0%   |   |
| 502-43000                     | 8201 | Machinery & Equipment                    | -              | -              | -              | 375            | (375)      | -100%          | 3000          | 3,000     | 100% | new server for plant - current server obsolete                                |
| <b>Totals</b>                 |      | <b>570,545</b>                           | <b>575,444</b> | <b>707,291</b> | <b>275,079</b> | <b>432,212</b> | <b>61%</b> | <b>753,622</b> | <b>46,331</b> | <b>7%</b> |      |   |

| EXPENDITURES |   | FY Ending | FY Ending | Budget       | Year-to-Date | Balance      | %         | Proposed     | Increase    |       |
|--------------|---|-----------|-----------|--------------|--------------|--------------|-----------|--------------|-------------|-------|
| Description  |   | 2016-2017 | 2017-2018 | FY 2018-2019 | 12/31/2018   | FY 2018-2019 | Remaining | FY 2019-2020 | (Decrease)  | %     |
|              | Sewer Plant - Capital Outlay                |           |           |              |              |              |           |              |             |       |
| 502-43250    | 8201 Machinery & Equipment                  |           | -         | -            |              | -            | 0%        |              | -           | 100%  |
| 502-43250    | 8202 Mach.-Equip - Maintenance & Repairs    |           | 99,573    |              | -            | -            | 0%        |              | -           | 0%    |
| 502-43250    | 8203 Communication Equipment                |           |           |              |              | -            | 0%        |              | -           | 0%    |
| 502-43250    | 8205 Vehicles                               | -         | -         |              |              | -            | 0%        |              | -           | 100%  |
| 502-43250    | 8206 Buildings & Structures                 |           |           |              |              | -            | 0%        | 40,000       | 40,000      | 100%  |
| 502-43250    | 8214 Structures & Property Maint. & Repairs | 22,375    |           |              |              | -            | 0%        |              | -           | 0%    |
| 502-43250    | 8215 Property Acquisition                   |           |           |              |              | -            | 0%        |              | -           | 0%    |
| 502-43250    | 8217 Replacement Projects                   |           | 3,251     | 3,500        |              | 3,500        | 100%      |              | (3,500)     | -100% |
| 502-43250    | 8218 Engineering/Surveying/Studies          |           |           |              |              | -            | 0%        |              | -           | 0%    |
| 502-43250    | 8219 Improvement Projects                   |           | -         |              |              | -            | 0%        | 100,000      | 100,000     | 0%    |
| 502-43250    | 8220 Compliance                             |           |           |              |              | -            | 0%        |              | -           | 0%    |
| 502-43250    | 8226 Other Projects                         |           |           |              |              | -            | 0%        |              | -           | 0%    |
|              | Totals                                      | 22,375    | 102,824   | 3,500        | -            | 3,500        | 100%      | 140,000      | 136,500     | 3900% |
|              | Total Sewer Plant                           | 592,920   | 678,268   | 710,791      | 275,079      | 435,712      | 61%       | 893,622      | 182,831     | 26%   |
|              | Sewer Fund Debt Service                     |           |           |              |              |              |           |              | -           |       |
| 502-95100    | 9110 Debt Service - Principal               | 277,365   | 290,762   | 298,340      | 230,526      | 67,814       | 23%       | 303910       | 5,570       | 2%    |
| 502-95100    | 9120 Debt Service - Interest                | 115,307   | 106,853   | 98,465       | 49,535       | 48,930       | 50%       | 89539        | (8,926)     | -9%   |
| 502-95100    | 9130 Handling Charges                       | 350       | -         |              |              | -            | 0%        |              | -           | 0%    |
|              | Totals                                      | 393,022   | 397,615   | 396,805      | 280,061      | 116,744      | 29%       | 393,449      | (3,356)     | -1%   |
|              | Total Sewer Fund Expenditures               | 1,518,752 | 1,584,785 | 1,764,851    | 817,971      | 946,880      | 54%       | 1,904,345    | 139,494     | 8%    |
|              | Total Expenditures                          | 8,022,187 | 9,256,606 | 14,419,716   | 7,859,302    | 6,560,414    | 45%       | 12,105,537   | (2,314,179) | -16%  |

**TOWN OF LURAY**  
**FY19-20 BUDGET**  
**UNFUNDED BUDGET REQUESTS**

**GENERAL FUND**

**POLICE**

|  |          |
|--|----------|
| New Full-Time Officer - Narcotics Invest (Salary & Benefits) | \$85,500 |
| New Patrol Vehicle - Narcotics Investigations                | \$46,000 |

**PUBLIC WORKS**

|   |           |
|---|-----------|
| One-Ton Service Body Truck (1/3 w/ Utilities)     | \$16,000  |
| Main Street Utility & Drainage Upgrades - Phase 3 | \$80,000  |
| Wayfinding Sign Replacement                       | \$50,000  |
| Boomfield Pedestrian Access - Phase 1             | \$50,000  |
| Parking Lot Paving (Browns & Town Hall)           | \$175,000 |

**PARKS & RECREATION**

|   |                |
|---|----------------|
| Lake Arrowhead - Conversion of Pump&Haul Restroom | \$10,000       |
| Septage Pump Truck (1/3 w/ Utilities)             | \$25,000       |
| Greenway Extension Study & Survey/Deed Work       | \$10,000 extra |
| Contractor Relocation of Playground               | \$8,000        |

**DEBT SERVICE**

|  |               |
|--|---------------|
| RHD Fields 4&5 Loan Principal Repayment  | \$5,000 extra |
| Browns Building Load Principal Repayment | \$5,000 extra |

**TOTAL** \$565,500

**WATER FUND**

**OPERATIONS**

|  |          |
|--|----------|
| One-Ton Service Body Truck (1/3 w/ PW) | \$16,000 |
| New Water Meters                       | \$15,000 |
| New Water Valves                       | \$12,000 |

**WATER TREATMENT PLANT**

|                                  |          |
|----------------------------------|----------|
| Operations Bay Floor Refinishing | \$27,000 |
| Lighting Repairs & LED Upgrades  | \$7,000  |
| Wall Pump & VFD Control Wiring   | \$20,000 |

**TOTAL** \$97,000





# TOWN OF LURAY RATE & FEE SCHEDULE July 2019 to June 2020



## ZONING PERMIT & LAND USE FEES (per application)

| PERMIT DESCRIPTION   | RATE   |
|--|--|
| Residential Dwelling Unit Zoning Permit (New Construction/Change of Use)   | \$50.00 per unit   |
| Residential Dwelling Unit Zoning Permit (Additions/Accessory Structure)  | \$35.00 per structure  |
| Sign Permit  | \$35.00 per sign   |
| Zoning Clearance   | No fee   |
| Commercial/Non-Residential/Multi-Family Structures Zoning Permit <sup>1</sup>  | \$100.00 per structure   |
| Sketch Plat Submission   | \$50.00  |
| Preliminary Subdivision Plan Submission – Minor (Less than 4 lots) <sup>2</sup>  | \$350.00 + \$50.00 per lot   |
| Preliminary Subdivision Plan Submission – Major (4 lots or more) <sup>2</sup>  | \$500.00 + \$75.00 per lot   |
| Final Subdivision Plan Submission w/ Survey Record Plats – Minor <sup>2</sup>  | \$300.00 + 25.00 per lot   |
| Final Subdivision Plan Submission w/ Survey Record Plats – Major <sup>2</sup>  | \$300.00 + \$50.00 per lot   |
| Boundary Line Adjustment – Survey Review & Signature <sup>2</sup>  | \$250.00 per survey plat   |
| Developmental Site Plan Review – Residential Dwelling Unit <sup>2</sup>  | \$300.00 + \$100.00 per dwelling unit  |
| Developmental Site Plan Review – Commercial/Non-Residential/Multi-Family Structures <sup>2</sup> (Based on total square footage of all structures) | \$600.00 (first 1,000 sq. ft.) plus \$600.00 for each addl 2,400 sq. ft. (pro rated) |
| Zoning Variance <sup>3</sup>   | \$250.00 + 2 ads   |
| Special Use Permit <sup>1&amp;3</sup>  | \$250.00 + 4 ads   |
| Special Use Permit – Home Occupation <sup>3</sup>  | \$50.00 + 4 ads  |
| Rezoning <sup>1&amp;3</sup>  | \$250.00 + \$100.00 per acre + 4 ads   |
| Petition for Annexation <sup>2&amp;3</sup>   | \$1,000.00 + 1 ad  |
| <sup>1</sup> May also require Site Plan Review with separate fee   |  |
| <sup>2</sup> Applicant is responsible for reimbursing the Town for the cost of all required engineering reviews                                    | <b>Invoiced separately during the process</b>  |
| <sup>3</sup> Applicant is responsible for the cost of all advertisements   | <b>Paid in full at time of application</b>   |

## BUSINESS LICENSE

| LICENSE DESCRIPTION                            | RATE  |
|--|---|
| New Business Application Fee                   | \$40.00 per Business Category                     |
| Retail Merchant                                | \$0.12/\$100.00 of Gross Receipts                 |
| Wholesale Merchant                             | \$0.05/\$100.00 of Gross Receipts                 |
| Professional                                   | \$0.25/\$100.00 of Gross Receipts                 |
| Business/Personal/Repair Service               | \$0.25/\$100.00 of Gross Receipts                 |
| Contractor in Town Corporation Limits          | \$0.10/\$100.00 of Gross Receipts                 |
| Contractor outside Town Corporation Limits     | \$0.10/\$100.00 of Gross Receipts                 |
| Financial Services                             | \$0.25/\$100.00 of Gross Receipts                 |
| Gasoline & Fuel Oil Dealer                     | \$0.10/\$100.00 of Gross Receipts                 |
| Itinerant Merchant or Peddler                  | \$500.00 / Year                                   |
| Real Estate Broker, Appraiser or Salesman      | \$0.25/\$100.00 of Gross Receipts                 |
| Direct Seller w/ Sales greater than \$4,000.00 | \$0.20/\$100.00 of Gross Receipts                 |
| Telephone/Telegraph                            | 0.005% of Gross Receipts less Long Distance Calls |
| Water/Gas/Electric Companies                   | 0.005% of Gross Receipts                          |
| Vending Machines over 9 Machines               | \$0.12/\$100.00 of Gross Receipts                 |
| Beer & Wine Off Premises                       | \$50.00 / Year                                    |
| Beer & Wine On Premises                        | \$50.00 / Year                                    |
| Alcoholic Beverages                            | \$200.00 / Year                                   |
| Tobacco  | \$20.00 / Year                                    |



**TOWN OF LURAY**  
**RATE & FEE SCHEDULE**  
 July 2019 to June 2020



**WATER**

| DESCRIPTION   | RATE   |
|---|--|
| Minimum Fee – Includes up to 1,000 gallons  | \$25.52  |
| 1,001 to 10,000 gallons   | \$5.25 per thousand  |
| 10,001 to 25,000 gallons  | \$5.35 per thousand  |
| 25,001 to 50,000 gallons  | \$5.45 per thousand  |
| 50,001 to 100,000 gallons   | \$5.56 per thousand  |
| 100,001 gallons and up  | \$5.69 per thousand  |
| Water Rates Outside of Town Corporate Limits  | Above Rates + 50%  |
| Water Deposit   | \$150.00   |
| Utility Bill Late Payment Penalty<br>(Water, Sewer, Garbage)  | 10% of Current Balance (Payment must be received on or before the 10 <sup>th</sup> of the month) |
| Reconnection Fee due to Non-Payment<br>Normal Hours (Monday to Friday 8:00am to 5:00 pm)  | \$30.00  |
| Reconnection Fee due to Non-Payment<br>After Hours, Weekends, & Holidays  | \$60.00  |
| Reconnections due to Non-Payment will be made ONLY Monday through Friday 8:00 am to 8:00 pm and Saturdays, Sundays, and Holidays 7:00 am to 12:00 pm (noon) |  |

**SEWER**

| DESCRIPTION                                  | RATE                |
|--|---------------------|
| Minimum Fee – Includes up to 1,000 gallons   | \$33.63             |
| 1,001 to 10,000 gallons                      | \$7.04 per thousand |
| 10,001 to 25,000 gallons                     | \$7.18 per thousand |
| 25,001 to 50,000 gallons                     | \$7.31 per thousand |
| 50,001 to 100,000 gallons                    | \$7.45 per thousand |
| 100,001 gallons and up                       | \$7.61 per thousand |
| Water Rates Outside of Town Corporate Limits | Above Rates + 50%   |
| Septage Disposal Fee                         | \$0.15/Gallon       |

**REFUSE RATES**

| DESCRIPTION   | RATE    |             |
|---|---------|-------------|
| <i>Monthly – 1 Pick-up per Week</i>                               |         |             |
|   | IN TOWN | OUT OF TOWN |
| Residential – Base Price per House/Unit (Includes 1 Rollout Cart) | \$8.75  | \$13.15     |
| Residential – Each Extra Rollout Cart                             | \$5.50  | \$8.25      |
| Business – Base Price (Includes 1 Rollout Cart)                   | \$11.75 | \$17.60     |
| Business – Each Extra Rollout Cart                                | \$11.75 | \$17.60     |



**TOWN OF LURAY**  
**RATE & FEE SCHEDULE**  
July 2019 to June 2020



**TAX RATES**

| <b>DESCRIPTION</b>  | <b>RATE</b>                               |
|---|---|
| Personal Property Tax   | \$0.62 per \$100.00 of assessed valuation |
| Real Estate Tax   | \$0.29 per \$100.00 of assessed valuation |
| Mobile Home Tax   | \$0.29 per \$100.00 of assessed valuation |
| Sales Tax   | 5% (1% Town & 4% State)                   |
| Meals & Beverage Tax  | 4%  |
| Transient Occupancy Tax   | 5%  |
| Cigarette Tax   | \$0.15 per pack                           |
| <i>**Personal Property Assessed Value based on N.A.D.A Book**</i> |   |

**PERMITS**

| <b>DESCRIPTION</b>  | <b>RATE</b>  |
|---|--|
| Yard Sale Permit – 1 <sup>st</sup> and 2 <sup>nd</sup> Sale (Per Address)<br><i>(No more than 2 sales per address per year)</i> | FREE   |
| Right-of-Way Construction Permit  | \$150.00 + 0.5% of Underground Construction Cost in Right-of-Way |

**MISCELLANEOUS**

| <b>DESCRIPTION</b>  | <b>RATE</b>  |
|---|--|
| Copy Charges (Letter, Legal, or Ledger)   | \$0.15 per page (B&W); \$0.20 per page (Color) plus Staff Time at 15 minute increments |
| Electronic Card Payments (Real Estate Tax, Personal Property Tax, Utility Bills, Fee Payments, All Other Tax) | \$1.95 per transaction   |



**TOWN OF LURAY  
RATE & FEE SCHEDULE  
July 2019 to June 2020**



**PARKS AND RECREATION**

| <b>SHELTER RENTALS</b>  | <b>RATE</b>   |
|---|---------------|
| Shelter Rentals are for all day of reservation date<br>Shelter capacity in parentheses  |               |
| Modern Woodman Shelter (100)  | \$45.00 / day |
| Ruritan Shelter (100)   | \$45.00 / day |
| Lions Shelter (100)   | \$45.00 / day |
| FFA/VICA Shelter (50)   | \$40.00 / day |
| Town of Luray Shelter (50)  | \$40.00 / day |
| Sorority Shelter (30)   | \$35.00 / day |
| Rotary Shelter at Imagination Station (75)  | \$45.00 / day |
| Class of '71 Shelter at Recreation Park (100)   | \$45.00 / day |
| <i>Shelter Reservations for parties greater than 25 will require a \$100.00 refundable deposit<br/>Deposit refunded if shelter left clean and undamaged</i> |               |

| <b>FACILITY USAGE<br/>(Out-of-Town Organizations)</b>   | <b>RATE</b>                |
|---|----------------------------|
| Athletic Field Usage (without lights)   | \$75.00 per field per day  |
| Athletic Field Usage (with lights)  | \$100.00 per field per day |
| Scout Camping Area  | \$50.00 per activity/event |
| <i>Facility Reservations will require a \$100.00 refundable deposit<br/>Deposit refunded if facility left clean and undamaged</i> |                            |

| <b>LAKE ARROWHEAD</b>  | <b>RATE</b>   |
|--|---|
| Swimming   | Free – Ages 2 & Under<br>\$3.00 per day – Ages 3-12<br>\$5.00 per day – Ages 13 & Older     |
| Annual Lake Arrowhead Swimming Pass  | \$25.00 – Single<br>\$50.00 – Couple<br>\$75.00 – Family                                    |
| Annual Lake Arrowhead Boating Permit   | \$5.00 – Resident in Town of Luray Limits<br>\$7.00 – Non-Resident (Outside of Town Limits) |
| Annual Lake Arrowhead Fishing Permit   | \$5.00 – Resident in Town of Luray Limits<br>\$7.00 – Non-Resident (Outside of Town Limits) |
| <i>Disabled persons and persons over age 65 may obtain Town of Luray boating and fishing permits at no charge with proper identification</i> |   |



**TOWN OF LURAY**  
**RATE & FEE SCHEDULE**  
 July 2019 to June 2020



**UTILITY FACILITY FEE**

The Facility Fee represents the cost for new utility customers to buy into the present value of the Town’s water and sewer system. The Facility Fee also cover the Town’s anticipated capital improvements to maintain the water and sewer services. In addition to the Facility Fee, the Town will charge for time and materials to provide the water and/or sewer connection (Connection Fee). If these connections are made by a licensed contractor, the Town may waive the appropriate Connection Fee amount proposed that:

- 1) The contractor consults with appropriate Town staff prior to the connections being started, and obtains proper permits.
- 2) The contractor uses Town-approved materials and standard installation methods, and coordinates construction with Town personnel.
- 3) The inspects the entire connection, utility run, and all materials prior to backfilling by the contractor.

| <b>FACILITY FEE</b>   |                |              |                                  |              |
|-----------------------|----------------|--------------|----------------------------------|--------------|
|                       | <b>IN-TOWN</b> |              | <b>OUT-OF-TOWN</b>               |              |
| <b>Meter Size</b>     | <b>Water</b>   | <b>Sewer</b> | <b>Water</b>                     | <b>Sewer</b> |
| 5/8”                  | \$3,320.00     | \$5,940.00   | \$6,640.00                       | \$11,880.00  |
| 3/4"                  | \$5,130.00     | \$9,370.00   | \$7,695.00                       | \$14,054.00  |
| 1”                    | \$6,939.00     | \$12,799.00  | \$10,409.00                      | \$19,198.00  |
| 1.5”                  | \$13,428.00    | \$24,477.00  | \$20,141.00                      | \$36,716.00  |
| 2”                    | \$20,529.00    | \$36,988.00  | \$30,794.00                      | \$55,482.00  |
| 3”                    | \$39,724.00    | \$70,740.00  | \$59,586.00                      | \$106,110.00 |
| 4”                    | \$60,734.00    | \$106,896.00 | \$91,101.00                      | \$160,343.00 |
| 5”                    | \$81,611.00    | \$141,971.00 | \$122,417.00                     | \$212,956.00 |
| 6”                    | \$101,067.00   | \$173,772.00 | \$151,601.00                     | \$260,658.00 |
| 7”                    | \$118,305.00   | \$201,045.00 | \$177,457.00                     | \$301,567.00 |
| 8”                    | \$132,888.00   | \$223,201.00 | \$199,332.00                     | \$334,801.00 |
| 9”                    | \$144,640.00   | \$240,115.00 | \$216,960.00                     | \$360,172.00 |
| 10”                   | \$153,568.00   | \$251,972.00 | \$230,352.00                     | \$377,959.00 |
| <b>CONNECTION FEE</b> |                |              |                                  |              |
|                       | <b>IN-TOWN</b> |              | <b>OUT-OF-TOWN</b>               |              |
| No Road Cut           | \$1,200.00     | \$1,200.00   | Contractor Installation Required |              |
| With Road Cut         | \$1,800.00     | \$1,800.00   |                                  |              |



**TOWN OF LURAY**  
**RATE & FEE SCHEDULE**  
 July 2019 to June 2020



**DROUGHT/LOW WATER SUPPLY RESPONSE**  
**ORDINANCE PENALTIES & FEE SCHEDULE**

|                              |  |   |
|------------------------------|--|---|
| <b>WATCH DECLARATION</b>     |  |   |
|                              | Any Offense                            | Verbal Reminder for any Noted Issues  |
| <b>WARNING DECLARATION</b>   |  |   |
|                              | <b>First Offense</b>                   | Verbal Warning  |
|                              | <b>Second Offense</b>                  | Written Warning Notice  |
|                              | <b>Third &amp; Subsequent Offenses</b> | Written Penalty Notice<br>Disconnection of Water Service<br>Reconnection Fee of <b>\$250.00</b>                 |
| <b>EMERGENCY DECLARATION</b> |  |   |
|                              | <b>First Offense</b>                   | Written Warning Notice  |
|                              | <b>Second Offense</b>                  | Written Warning Notice<br>Disconnection of Water Service<br>Reconnection Fee of <b>\$375.00</b>                 |
|                              | <b>Third &amp; Subsequent Offenses</b> | Written Summons<br>Class 1 Misdemeanor<br>Disconnection of Water Service<br>Reconnection Fee of <b>\$500.00</b> |

**Each day of violation constitutes a separate offense.**

**The Luray Police Department is charged with enforcement of this Ordinance.**