

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING/BUDGET WORK SESSION
WEDNESDAY, MARCH 29, 2023, 5:30 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/223072>

COUNCIL MEMBERS PRESENT: Mayor Stanley Milan, Vice Mayor Christopher Bertaut, Council members Erin Rayner, Boo Bennett, Mary Jane Williams, Carol Luke (*arrived 5:45 PM*) and Ron Rise Jr.

STAFF PRESENT: Interim Town Manager John Anzivino, Human Resources Director Sharon Rauch, Director of Finance Liz Krens, Financial Analyst Linda Jackson, Director of Public Works Jason Didawick, Maintenance Superintendent Sean Grey, Contracts and Insurance Counsel Marty Kloeden, Deputy Chief Dave Dailey, Town Clerk/Executive Assistant Diana Hays

CALL TO ORDER:

Mayor Milan called the meeting to order at 5:30 PM. The Pledge of Allegiance followed.

DISCUSSION:

a. FY24 Budget for Legal Services; Public Works

(a copy of the presentation is attached)


John Anzivino opened the discussion with an agenda overview. Mr. Anvizino reviewed the comparison of legal services for other municipalities.

Mr. Anzivino introduced Linda Jackson who reviewed the overall proposed budget for Public Works. Jason Didawick provided an overview of the Public Works Maintenance Division.

Mr. Anzivino reviewed the schedule of upcoming budget work sessions.

ADJOURNMENT:

With no further business, Vice Mayor Bertaut made a motion to adjourn the meeting at 7:30 PM.


Stanley J. Milan Sr., Mayor


Diana Hays, Town Clerk/Executive Assistant



FY24 Proposed Budget

Legal, Public Works, and Fleet

Work Session
March 29, 2023 at 5:30 PM



Agenda

1. Interim Town Manager Comments (John)
2. Legal (John)
3. Public Works Budget (Finance)
4. Public Works Overview and Fleet (Jason/Sean)
5. Public Works Account Detail (Jason/Sean)
6. Budget Work Session Schedule (John)



Introduction and Legal

1. Interim Town Manager Comments (John)

2. Legal (John)

- Current In House versus Contracted Service
 - Current (to gain context)
 - Departmental Narrative on pages 134-138.
 - Funded/Unfunded Enhancements – No Non-Wage.
 - **Account Line Detail – Supporting schedule pages 5, 22 and 27.**
- Discussion on Contracted Services
 - Other area communities who utilize outside Counsel
 - Administrative/Management Process to Maintain Negotiated Limits
 - Structure of Agreement – Hourly Rate versus Retainer, plus hourly rate for excess hours
 - Legal support/assistance requests managed by central staff
 - At least one (1) day per week office hours at Town Hall for Staff/ Council appointments
 - On call during normal business hours
 - Continuing Use of part-time in house specialty Counsel as supplement

3/29/23

Proposed

3



Budget

3. Public Works Budget (Finance)

- Proposed Budget of \$3,235,000 or 24%
- Pay & Benefits is \$1,447,000 or 10% of the General Fund (GF),
- Operating is \$159,000 or 1% of the GF,
 - Town Streets is \$137,000 or 1% of the GF,
 - State Streets is \$628,000 or 5% of the GF,
 - Refuse Contract is \$600,000 or 4% of the GF,
 - Town Hall is \$151,000 or 1% of the GF,
 - Maintenance Facility is \$114,000 or 1% of the GF.
- Funded Enhancements
 - One Leased Vehicle and Mower on Budget Book page 27.
- Unfunded Enhancements
 - One (1) new FTE for a Maintenance Technician, One (1) Leased Vehicle, Self-contained Leaf Vac Truck, (1) Boom Bucket Truck, (1) Rubber Tire Loader, Concrete work at Maintenance Facility, Non-Wage on page 37.
- **Discretionary/Non-Discretionary on pages 10 & 11 of Account Detail**
- Departmental Narrative on pages 179-185.

3/29/23

Proposed

4



Public Works Overview

4. Public Works Maintenance Division

- Provides secure and reliable public infrastructure for the community/customer while continuing to find pragmatic and cost effective ways to improve the delivery of projects and services. The Maintenance Division supports the Utility Funds (Water and Wastewater) through management, administrative and maintenance activities.
- The Maintenance Division maintains:
 - 1,865 Water Valves
 - 475 Fire Hydrants
 - 3030 Water Meters
 - 1020 Manholes
 - 24 Miles of Various Storm Water Pipes
 - 36 Miles of Various Size Sewer Mains
 - Assists in Maintenance of 7 Wastewater Pump Stations

3/29/23

Proposed

5



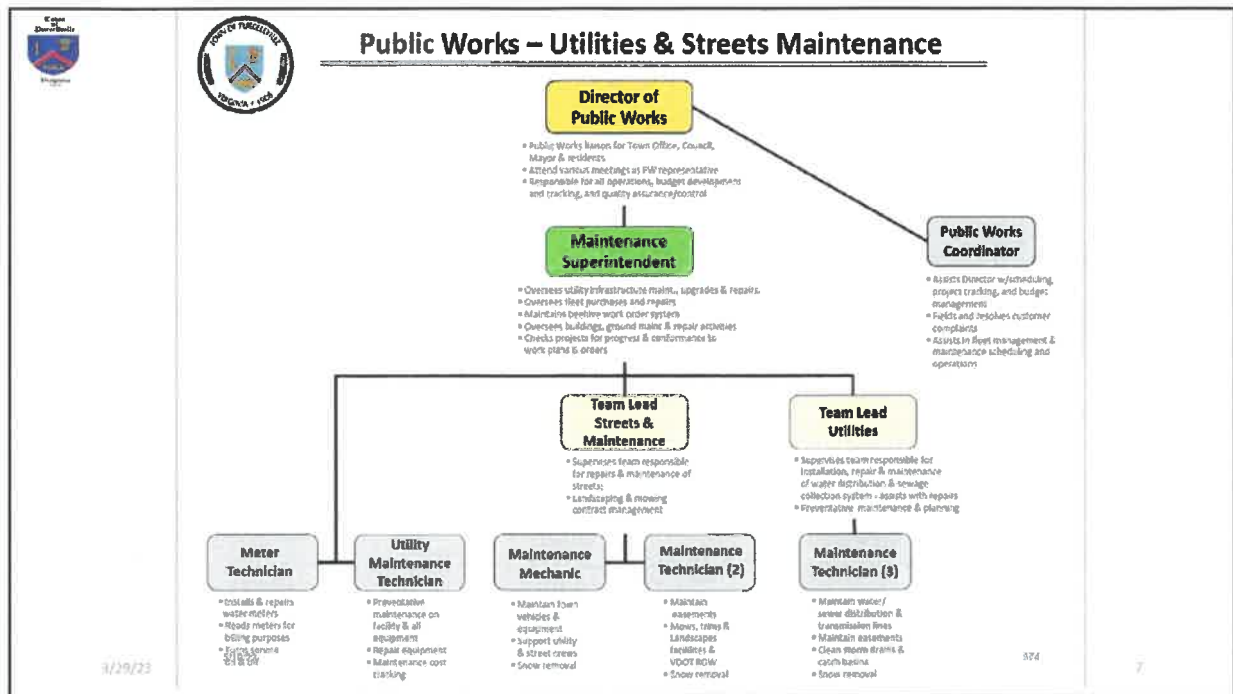
Public Works Overview

- General Maintenance, Repairs and Snow Removal of 57 Lane Miles of Roadways
- General Maintenance, Repairs and Snow Removal of 4 Town Owned Parking Lots
- General Maintenance and Repairs to Town Sidewalks
- Maintenance, Repairs and Upgrades to Over 1,000 Street Signs (Including Radar Data Collection Signs)
- Maintains Two Town Owned Traffic Signals on Main Street at Hatcher Avenue and 23rd Street
- Mowing Operations of 40 Acres of Yards, Fields and Easements
- General Maintenance, Trimming and Removal of Trees in Town Right of Ways, on Town Properties and in Town Easements

3/29/23

Proposed

6



Public Works Overview

- Other Services
 - Assists Parks and Recreation Department with Events(Including Two Parades, Wine and Food Festival, Music and Arts Festival as well as Many Other Various Events)
 - Provides Fleet Repairs and Maintenance of Vehicles and Equipment for All Town Departments
 - Assistance to Surrounding Municipalities includes Lovettsville, Round Hill, Hamilton, Middleburg and Berryville (Total Revenue for FY2021, 2022 and 2023 is \$22,555.57)

3/29/23

Continued

11



Public Works Overview

• Maintenance Division Accomplishments

- With the Help of ARPA Funding-Upgrades 1,000 Water Meter Registers
- Improved Sewer Inflow and Infiltration by Re-lining 1,125' of Sewer Main and 39 Volume Feet of Manholes
- Provided Key Assistance with the Installation of Adam's Bike Park
- Installed Safety Improvements on Mayfair Crown Drive Including Crosswalks, Stop Bars, Lane Striping and Signage
- Provided Assistance to the Engineering Department through Road Improvements for ARPA Projects Including Reservoir Dredging and Intake Replacement
- Executed a Classification Incentive Program for Public Works Maintenance Division Employees

3/29/23

Proposed

9



Public Works Overview

• Maintenance Division Contracts

- Mowing (Funded 95% through State Funds and 5% Town Funds)
- Tree Maintenance (Funded by Both State and Town Funds)
- Street Sweeping (Funded 95% through State Funds and 5% Town Funds)
- Beehive Work Order System
- Town-wide Landscaping
- Uniforms
- Road Salt (Riding off of VDOT Contract, Funded 95% through State Funds)
- Asphalt (Funded Predominantly Through State Funding)
- Concrete Sidewalks and Driveways (Funded Predominantly Through State Funding)
- Vehicle Leases
- All of the Above Contracts with the Exception of Road Salt Were Executed Through the Procurement Process
- All Usage of State Funding is Verified through the Virginia Department of Highways Weldon Cooper Survey and State Auditors

3/29/23

Proposed

10



Public Works Overview

- **Maintenance Division Future Outlook**
 - Continue to Maintain and Upgrade the Town Infrastructure
 - Research a Town-Wide Leaf Collection Program as a Service
 - Construct an In-House training Program that Includes Standard Operating Procedures. This Will Help Enhance Staff Performance.
 - Continue to Pursue Cost Saving Methods Within the Public Works Realm

3/29/23

Proposed

11



Public Works Fleet

- **Vehicle Lease Program**
 - Program began in FY19
 - Purpose is to improve the overall quality of the fleet and on a schedule
 - Lease program is a 5-year term; Town owns vehicle
 - Evaluate vehicle for useful life/sale
 - Town currently leases 18 vehicles
 - 5 vehicles to be paid off in FY24, 11 additional vehicles to be paid off in FY25
 - Fleet Management on pages 428-429 of the Budget Book

3/29/23

Proposed

12

Vehicle #	Acquisition	Model	Mileage	Condition	Lease End Date
365	8/13/2015	250000	85,787	Good	Replacement ordered
369	12/28/2019	F 250	36,268	Good	
371	1/28/2017	F 250	18,851	Good	
373	3/1/2013	Scion	4,706	Good	3/1/2024
375	10/10/2019	Escape SE	3,474	Good	10/10/2024
376	11/28/2019	Explorer SUV	11,359	Good	11/28/2024
378	11/12/2011	Tahoe	382,398	Bad	Proposed P154
379	5/1/2012	Tahoe	139,387	Bad	
379	1/19/2017	Explorer SUV	71,685	Good	
379	11/2/2017	Explorer SUV	76,554	Good	
380	2012	Intrepid	71,587	Good	
381	8/1/2019	Intrepid Command	61,588	Good	8/1/2024
382	5/11/2019	Tahoe	36,392	Good	5/11/2024
383	1/14/2019	Intrepid SUV	25,654	Good	1/14/2025
384	1/19/2019	Intrepid SUV	14,785	Good	1/19/2025
385	1/25/2019	Intrepid SUV	48,342	Good	1/25/2025
386	1/25/2019	Intrepid SUV	48,342	Good	1/25/2025
387	1/25/2019	Explorer SUV	38,881	Good	1/25/2025
388	4/1/2017	Intrepid SUV	38,399	Good	
389	1/1/2019	Explorer SUV	119	Good	
390	11/1/2012	F 250	94,817	Bad	Proposed P154
391	1/19/2017	F 150	185,884	Bad	
392	11/26/17	F 250	87,881	Good	
393	5/1/19	Excursion	16,891	Good	5/1/2024
394	8/1/15	F 250	1,138	Good	8/1/2027
395	4/1/2015	Excursion	14,561	Good	
396	6/14/2013	F 250	19,288	Good	
397	4/1/2015	Super Duty Specialized - Green Truck	9,168	Good	
398	6/12/2014	F 250	8,796	Good	6/12/2021
399	12/1/2012	2009 Plus Camber Street Cleaner Specialized - Hot Truck	8,364	Good	
400	2/1/2019	7600	25,543	Good	
401	1/1/2019	7600	21,276	Good	
402	11/1/2018	F 250	18,851	Good	Proposed P154
403	8/1/2013	F 250	46,584	Good	
404	10/1/2013	F 250	294,447	Good	Replacement ordered
405	1/1/2017	Explorer	12,314	Good	
406	1/1/2019	F 250	36,349	Good	
407	1/1/2017	F 250	11,689	Good	
408	1/1/2017	2009 Super Duty	11,689	Good	
409	1/1/2017	F 250	18,754	Good	1/1/2024
410	1/1/2017	F 250	11,343	Good	1/1/2025
411	1/1/2017	F 250	36,771	Good	1/1/2024
412	1/1/2017	F 250	17,882	Good	1/1/2024
413	1/1/2017	F 250	17,882	Good	1/1/2025

**Please refer to separate handout*

Public Works Account Detail and Schedule

5. Public Works (Jason/Sean)

- Account Line Detail – Supporting schedule pages 10-12, and 16.
 - Maintenance Operating on page 10.
 - Town Streets (Town Funded) on page 11.
 - State Streets (VDOT/State Funded) on page 11.
 - Refuse Contract on page 11.
 - Town Hall Facility on page 12 to be discussed on April 5th along with all Facilities.
 - Maintenance Facility on page 12 to be discussed on April 5th along with all Facilities.
 - Capital Asset Replacement (Leased Vehicles) on page 16.

6. Budget Work Session Schedule (John)

Meetings - FY24 Budget (Subject to Change)			
Date	Meeting/ Work Session	Topics for Discussion/Action	PH Notice
Tue 5/24/22	Regular TC Mtg/Budget WS #1	Utility Rate Model based upon FY23 Adopted Budget	-
Tue 11/15	Regular TC Mtg/Budget WS #2	Utility Rate Model – Review of May 24 th Stantec Presentation with Proformas and Q&A	-
Tue 12/13	Regular TC Meeting	Auditors present FY22 Annual Financial Report	-
Tue 1/10/23	Special TC Mtg / Budget WS #3	Zero Base Budget	-
Tue 1/24/23	Regular TC Mtg / Budget WS #4	CIP Prioritization and funding	-
Tue 2/14	Regular TC Meeting	Town Council to <u>Adopt</u> Ordinance for "2023 Personal Property Tax Rate" to allow County to prepare tax bills.	1/26 & 2/2 PH Ad (7 day notice if changes)
Tue 3/14	Regular TC Meeting	<u>Public Hearing</u> for "2023 Real Estate Property Tax Rates - Equalized"	2/2 & 2/9 PH Ad (After rate calc; 30 day notice if changes)
Wed 3/15	Special Mtg / Budget WS #5	Town Manager presents proposed FY24 Budget	-
Wed 3/22	Special Mtg / Budget WS #6	FY24 Budget Drivers and General Fund Revenue	-
Tue 3/28	Regular TC Meeting WS	Town Council to <u>Adopt</u> Ordinance for "2023 Real Estate Property Tax Rates" (includes Fireman's Field Tax District) for County tax bill preparation.	See 3/14 PH
Wed 3/29	Special Mtg/ Budget WS #7	FY24 Budget for Legal services; Public Works	-
Mon 4/3	Special Mtg/ Budget WS #8	FY24 Budget for Police Department	-
Wed 4/5	Special Mtg/ Budget WS #9	FY24 Budget for Engineering, Planning, and Development including Asset Management/Facilities	-
Wed 4/10	Special Mtg/ Budget WS #10	FY24 Budget for Admin (Town Manager; Clerk; Human Resources; Administration); Information Technology; Finance	-

Legend:
 3/29/23 Regular TC Mtg = Regular Town Council meeting on 2nd Tuesday of the month
 Regular TC WS = Regular TC Work Session on the 4th Tuesday of the month
 Spring Break week is 4/9-7
 5/8WS=Special Meeting / Budget Work Session
 Budget Work Session Council Mtg 5

Meetings - FY24 Budget (Subject to Change)			
Date	Meeting/ Work Session	Topics for Discussion/Action	PH Notice
Tue 4/11	Regular TC Meeting	<u>Public Hearing</u> for FY24 Budget	3/23 & 3/30 PH Ad (7 day notice)
Tue 4/11	Regular TC Meeting	<u>Public Hearing</u> for Master Tax & Fee	3/23 & 3/30 PH Ad (5 day notice 2 successive weeks, if changes)
Wed 4/12	Special Mtg/ Budget WS #11	FY24 Budget for Legislative & Advisory; General Fund Debt; Non-departmental;	-
Mon 4/17	Special Mtg/ Budget WS #12	FY24 Budget for Water and Wastewater	-
Wed 4/19	Special Mtg/ Budget WS #13	Utility Revenue and Stantec Rate Models (based upon Proposed Budget); Q&A	See 4/11 PH
Mon 4/24	Special Mtg/ Budget WS #14	Parks and Recreation Revenue and Expense	-
Wed 4/26	Special Mtg/ Budget WS #15	Additional information as needed	-
Mon 5/1	Special Mtg/ Budget WS #16	Capital Improvement Program (CIP)	-
Wed 5/3	Special Mtg/ Budget WS #17	Additional information as needed	-
Tue 5/9	Regular TC Meeting WS	Town Council to <u>Adopt</u> & Approropriate FY24 Budget Town Council to <u>Adopt</u> Ordinance for Master Tax & Fees * Fallback date is May 23	See 4/11 PH See 4/11 PH
Tue 5/23	Regular TC Meeting WS	Town Council to <u>Adopt</u> & Approropriate FY24 Budget - Fallback date Town Council to <u>Adopt</u> Ordinance for Master Tax & Fees -Fallback date	

Legend:
 4/26/23 Regular TC Mtg = Regular Town Council meeting on 2nd Tuesday of the month
 Regular TC WS = Regular TC Work Session on the 4th Tuesday of the month
 5/8WS=Special Meeting / Budget Work Session
 Budget Work Session Council Mtg 5



FY24 Agenda Page Reference

Date	Meeting/Work Session	Topics for Discussion/Action	Budget Narrative	Funded Enhancements Non-Wage	Unfunded Enhancements Non-Wage	Account Line Detail
Wed 3/22	Special Mtg / Budget WS #6	FY24 Budget Drivers and General Fund Revenue	n/a	26 (COLA, PPP)	34 (COLA, PPP)	-
Wed 3/29	Special Mtg/ Budget WS #7	FY24 Budget for Legal services	134-138	n/a	n/a	5 (GF), 22 (W), 27 (WW)
		FY24 Budget for Public Works Fleet Management	179-185 428-429	27	37	10-12, 16 16 (GF), 24 (W), 29 (WW)
Mon 4/3	Special Mtg/ Budget WS #8	FY24 Budget for Police Department	170-178	27	36	9, 16
Wed 4/5	Special Mtg/ Budget WS #9	FY24 Budget for Engineering, Planning, and Development including Asset Management/Facilities	186-196	28	35, 38-39	14
Wed 4/10	Special Mtg/ Budget WS #10	FY24 Budget for Admin (Town Manager; Clerk; Human Resources; Administration); Human Resources (HR)	133-144 140-143	n/a	35	3, 5 4
		ARPA	144-152	n/a	n/a	13
		FY24 Budget for Information Technology	163-169	27	n/a	7
		FY24 Budget for Resilience	153-162	n/a	n/a	6
Tue 4/11	Regular TC Meeting	Public Hearing for FY24 Budget	-	-	-	-
Tue 4/11	Regular TC Meeting	Public Hearing for Master Tax & Fee	-	-	-	-
Wed 4/12	Special Mtg/ Budget WS #11	FY24 Budget for Legislative & Advisory	197-200	-	-	2 (Council), 13 (Arts), 15 (Planning, Econ Devmt, Architectural, Tree, Police)
		FY24 Budget for General Fund Debt; Non-departmental	201-203	-	-	16
Mon 4/17	Special Mtg/ Budget WS #12	FY24 Budget for Water	226-234	30	33	21-24
		FY24 Budget for Wastewater	235-243	31	41-42	25-29
Wed 4/19	Special Mtg/ Budget WS #13	Utility Revenue and Rate Models (based upon Proposed Budget); Q&A	-	-	-	-
Mon 4/24	Special Mtg/ Budget WS #14	Parks and Recreation Revenue and Expense	205-223	29	32, 40	17-20
Wed 4/26	Special Mtg/ Budget WS #15	FY24 General Budget discussion	-	-	-	-
Mon 5/1	Special Mtg/ Budget WS #16	Capital Improvement Program (CIP)	245-271	-	-	-
Wed 5/3	Special Mtg/ Budget WS #17	FY24 General Budget discussion	-	-	-	-
		Town Council to Adopt & Appropriates FY24 Budget	-	-	-	-
Tue 5/9	Regular TC Meeting	Town Council to Adopt Ordinance for Master Tax & Fees	-	-	-	-
		Fallback date is May 23	-	-	-	-
Tue 5/23 (Fallback)	Regular TC Meeting	Town Council to Adopt & Appropriates FY24 Budget - Fallback date	-	-	-	-
		Town Council to Adopt Ordinance for Master Tax & Fees - Fallback date	-	-	-	-
Legend-Funds:			Legend:			
GF-General Fund			COLA-Cost of Living Adjustment			
PR-Parks & Recreation Fund			PIP-Pay for Performance			
W-Water Fund						
WW-Wastewater Fund						

3/22/2023

Subject to change

17