

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

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/223429>

COUNCIL MEMBERS PRESENT: Mayor Stanley Milan, Vice Mayor Christopher Bertaut (*via remote participation due to illness*), Council members Erin Rayner, Boo Bennett, Mary Jane Williams, Carol Luke

COUNCIL MEMBERS ABSENT: Council member Ron Rise Jr.

STAFF PRESENT: Interim Town Manager John Anzivino, Human Resources Director Sharon Rauch, Director of Finance Liz Krens, Financial Analyst Linda Jackson, Interim Planning Manager/Zoning Administrator Martha Semmes, GIS Coordinator Andrea Broshkevitch, Permit and Code Enforcement Coordinator Brian Roden, Site Inspector Derek Copeland, Asset Management Coordinator Joshua Goff, Facilities Specialist Bob Dryden, 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 the Engineering, Planning and Development including Asset Management Facilities**

(a copy of the presentation is attached)

John Anzivino opened the discussion with an agenda overview.


Mr. Anzivino introduced Linda Jackson who reviewed the overall proposed budget for Engineering, Planning and Development.

Dale Lehnig provided an overview of services the department provides to the town. Andrea Broshkevitch reviewed the strategic partnerships with Loudoun County and the State of Virginia. Joshua Goff reviewed the asset management/facilities division accomplishments and projects.

Mr. Anzivino reviewed the schedule of upcoming budget work sessions. Mayor Milan requested presentation from companies that can provide management for our utilities to include Newterra for Water and Inboden for Wastewater. Mr. Anzivino agreed to reach out about scheduling, and added he has always found it advantageous for a municipality to operate its own utility system in order keep control of the quality of the management and employees, and advised against it. Mayor Milan added this would be fact finding in order to get costs.

ADJOURNMENT:

With no further business, Council member Luke made a motion to adjourn the meeting at 7:50 PM.


Diana Hays, Town Clerk/Executive Assistant


Stanley J. Milan Sr., Mayor



FY24 Proposed Budget

Engineering, Planning, and Development (EPD)

Work Session
April 5, 2023 at 5:30 PM



Agenda

1. Interim Town Manager Comments (John)
2. Engineering, Planning and Development Budget (Linda, Financial Analyst)
3. Engineering, Planning and Development Overview (Dale, EPD Director)
4. Asset Management/Facilities (Joshua, Asset Management Coordinator)
5. Planning & Development (Martha, Interim Zoning Administrator)
6. Engineering, Planning & Development Account Detail (Dale, EPD Director)
7. Budget Work Session Schedule (John)



FY24 Budget

2. Engineering, Planning, and Development (EPD)

- Revenue from Zoning Fees is \$63,709 which funds 4% of the EPD budget and represents 0.5% of the General Fund (GF).
- Proposed Revenue on page 129 of the Budget Book.
- Proposed Expenditure Budget of \$1,645,755 or 12% of the GF.
 - Engineering, Planning, and Development Pay & Benefits is \$1,527,143 or 11% of the General Fund (GF),
 - Operating is \$118,612 or 1% of the GF.
- Funded Enhancements
 - New FTE for Capital Project Manager on page 28.
 - Facilities on page 29-30.
- Unfunded Enhancements
 - New FTE for an Assistant, new FTE for Economic Development Specialist, American Disabilities Act (ADA) Self-Assessment and Transition Plan, Economic Base Analysis, Update to the 2009 Town-wide Transportation Plan on pages 38-39.
 - Facilities on page 32-33; 21st Street General Public Parking Lot, Town Hall HVAC, and Town Hall painting on page 35; Maintenance Facility concrete on page 37; Tabernacle and Fireman's Field on page 40; Wastewater Facilities on pages 41-42.

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FY24 Budget

- Discretionary/Non-Discretionary on pages 14 & 16 of the Account Detail supporting schedules.
- Departmental Narrative on pages 186-196.

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Engineering, Planning, and Development Overview

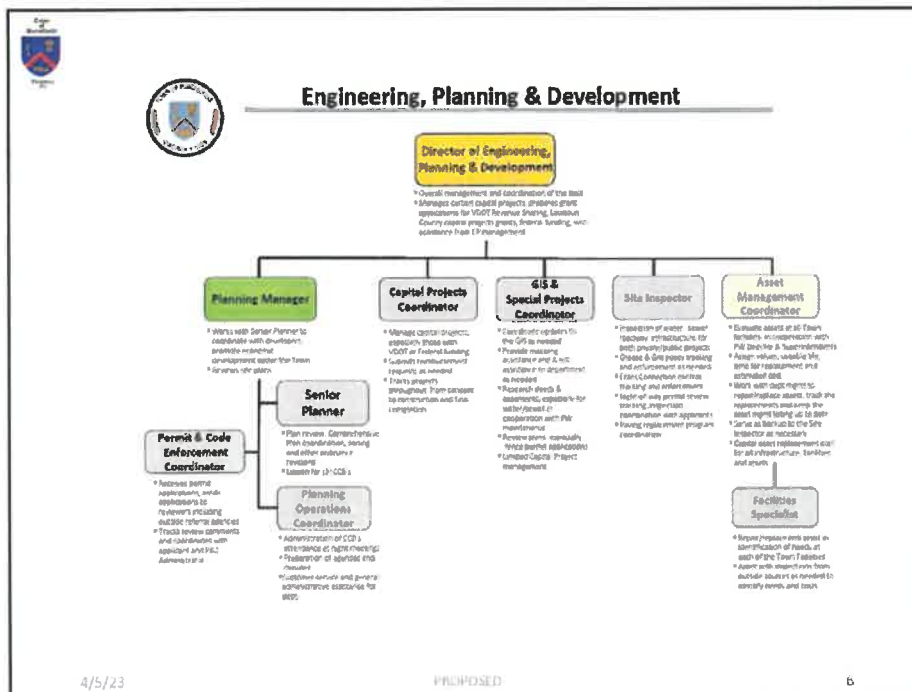
3. Engineering, Planning & Development

- Asset Management & Building Maintenance
- Planning & Development
 - Code Enforcement
- Engineering
 - Upkeep of Utility GIS & Modeling
 - Pavement Management
 - Procurement - Task Order Contracts, Annual Contracts
 - Annual Contracts
 - Water Resources Planning
 - Infiltration/Inflow Studies
 - Cross Connection Prevention
 - Grease/Grit Program
 - Procurement
- Capital Projects (CIP to be discussed on 5/1)
 - Grant Applications for Capital Projects
 - Project Management from inception through construction

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Capital Projects (for 5/1)

- **Grant Applications for Capital Projects**
 - VDOT Revenue Sharing
 - Transportation Enhancement Grants (Federal \$\$)
 - Loudoun County CIP
 - Recreational Trails Grant
- **Procurement**
 - Capital Projects
- **Capital Project Design, Construction, Project Management**
 - Projects in Design Phase
 - Projects in Construction Phase

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EPD Strategic Partnerships

- **Loudoun County**
 - Geographic Information System (GIS) Base Layers
 - Building & Development – Referral Agency for Plan Review
 - Fire & Rescue – Referral Agency for Plan Review
 - Clerk of the Circuit Court
 - Fireman's Field maintenance
 - Site Inspections – Erosion & Sediment Control, Virginia Stormwater Management Program
 - No review charges for Town projects
 - Grants supporting Town CIP (5/1/2023)
- **State of Virginia**
 - Referral Agency for Plan Review
 - Rideable Contracts (for pavement management inspections)
 - Cooperation/collaboration on Capital Project
 - Grants supporting Town CIP (5/1/2023)

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Asset Management & Building Maintenance

4. Asset Management/Facilities

- Asset Management group created May 2020
- Lay the framework to inventory all Town assets and plan for best use, maintenance needs, costs for needs, preventative maintenance
- Initial effort is meeting with each Division in Public Works to assess priority projects associated with buildings. Facilities Maintenance 5-yr plan created.
- Quarterly meetings scheduled with each PW division – Maintenance, Water, Wastewater – to identify needs at those facilities
- Each cost center includes estimate and priority of needs
- Asset Management software options are being evaluated.
- Eventually all Town Properties will be included in Asset Management plan, with all fixed equipment, preventative maintenance schedules, capital asset replacement projects

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Asset Management & Building Maintenance

- Accomplishments
 - Annual Contracts
 - Generator Maintenance Contract
 - HVAC Maintenance Contract
 - Cleaning Contract
 - General Fund: Town Hall, Maintenance Bldg., Public Parking
 - Installed security upgrades to Town Hall
 - Painting Town Hall various locations
 - Maintenance - painted beams in various buildings/installed bird netting
 - All facilities – light replacements
 - Parks & Rec: Train Station, Tabernacle, Fireman's Field, Train Station, Village Case, Bike Park, Trails
 - Install handrail along ramp to restrooms at Train Station
 - Roof painting and various other needed repairs at Train Station
 - Install exterior cameras at Train Station
 - Install interior/exterior cameras at Tabernacle
 - Removal of deteriorating barns at Village Case
 - Coordinate maintenance at Adam's Bike Park
 - Water Plant, Wells, Aberdeen
 - Replacement of doors, roof & gutter repairs
 - Wastewater facilities
 - Mold Remediation
 - Repair/replace Concrete Steps to filter building
 - HVAC replacement
 - Gutter Repairs

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Engineering, Planning, and Development Asset Mgt.

Facilities on pages 430-432

- Facilities by Fund
 - General Fund: Town Hall, Maintenance Bldg., Public Parking, PD Headquarters
 - PD HQ to be discussed during CIP on 5/1.
 - Bush Tabernacle to be discussed during CIP on 5/1.
 - Adam's Bike Park to be discussed during CIP on 5/1.
 - Parks & Rec: Train Station, Tabernacle, Fireman's Field, Train Station, Village Case, Bike Park, Trails
 - Water Plant, Wells, Aberdeen
 - Wastewater facilities
 - Budget Enhancements – funded, on page 29 - 30

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Planning & Development

5. Land Development Applications, Etc.

- Site Plans
 - Site plan review & Approval
 - Inspections for Occupancy
- Boundary Line Adjustments & Consolidations
 - Reviews & Approval; Coordinate with Legal
- Special Exceptions, Special Use Permits, Commission Permits & Appeals
 - BZA, Planning Commission, BAR - Staff liaison
- Deed of Easement and Plats
 - Reviews & Approval; Coordinate with Legal
- Permits – fences, decks, home based business, swimming pools, buildings, signs, interior finishing, residential structures, subdivisions, site plans, associated deeds/plats
- Code Enforcement
- Zoning Administrator
 - Boundaries & buffers, code interpretation & requirements, nonconformities
 - Zoning determinations and BZA staff reports
 - Signatory Authority for all zoning permits
- Architectural Reviews
 - Reviews, staff reports to BAR, approvals/signature

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Engineering, Planning, and Development Account Detail												
6. Engineering, Planning, and Development (Dale)												
• Account Line Detail – Supporting schedule pages 14 and 16.												
• Engineering, Planning, and Development Operating on page 14.												
Discretionary 18180000 420110 Consultants-General	128	5,000	5,000	5,000	5,000	5,000	0	0.0%	0.0%			
Discretionary 18180000 420111 Comprehensive Plan	0	0	0	0	0	0	0	0.0%	0.0%			
Discretionary 18180000 420114 Zoning Ordinance Upd	47,100	0	75,000	75,000	0	0	0	0.0%	0.0%			
Discretionary 18180000 420130 Long Range Planning	0	0	0	0	150,000	0	0	0.0%	0.0%			
Discretionary 18180000 420135 Transportation Study	0	0	0	0	20,000	20,000	22,000	0.0%	0.0%			
Discretionary 18180000 420140 Engineering and Archt	41,528	60,000	64,000	64,000	60,000	60,000	10,000	20.0%	0.0%			
Discretionary 18180000 420141 Plan Review/Field Insp	0	2,000	2,000	2,000	2,000	2,000	0	0.0%	0.0%			
Non-Discretionary 18180000 420400 Software Maintenance	0	1,500	1,500	1,500	1,500	1,500	0	0.0%	0.0%			
Discretionary 18180000 420540 Travel and Training	3,020	12,388	12,330	12,330	26,000	10,811	4,179	31.8%	0.2%			
Discretionary 18180000 420590 General Expenses	1,867	2,500	2,500	2,500	1,000	1,000	11,800	40.0%	0.0%			
Discretionary 18180000 420610 Ours and Subcontract	862	3,000	3,000	3,000	2,800	2,800	11,000	39.6%	0.0%			
Non-Discretionary 18180000 420620 Uniforms	711	1,300	1,300	1,300	1,300	1,300	100	8.5%	0.0%			
Discretionary 18180000 420630 Hardware and Comput	84	0	0	0	0	0	0	0.0%	0.0%			
Discretionary 18180000 420610 Office Supplies	3,630	4,000	4,000	4,000	4,200	4,200	200	5.0%	0.0%			
Discretionary 18180000 420610 Equipment & Tools	1,267	1,000	1,000	1,000	2,000	2,000	1,000	100.0%	0.2%			
Non-Discretionary 18180000 420710 Vehicle Maint	1,968	2,000	2,000	2,000	1,800	1,800	250	25.0%	0.0%			
Non-Discretionary 18180000 420910 Vehicle Fuel	2,549	1,800	1,800	1,800	2,200	2,200	400	22.2%	0.0%			
Subtotal - Engineering, Planning & Dev	104,245	\$5,792	\$5,830	\$5,830	\$5,830	\$5,830	\$11,811	34.3%	2.4%			

- Capital Asset Replacement (Leased Vehicles) on page 16 as discussed on March 29th

7. 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	-
Mon 4/10	Special Mtg/ Budget WS #10	FY24 Budget for Admin (Town Manager; Clerk; Human Resources; Administration); Information Technology; Finance	-

Legend:

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 4/3-7


S/BWS=Special Meeting / Budget Work Session


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Budget Work Session

Council Mtg

 Meetings - FY24 Budget (Subject to Change)			
Date	Meeting/ Work Session	Topics for Discussion/Action	PH Notice
Tue 4/11	Regular TC Meeting	Public Hearing for FY24 Budget	3/23 & 3/30 PH Ad (7 day notice)
Tue 4/11	Regular TC Meeting	Public Hearing 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 Adopt & Appropriate FY24 Budget Town Council to Adopt 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 Adopt & Appropriate FY24 Budget - Fallback date Town Council to Adopt Ordinance for Master Tax & Fees -Fallback date	
Legend: 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 S/BWS=Special Meeting / Budget Work Session			
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 FY24 Agenda Page Reference						
Date	Meeting/ Work Session	Topics for Discussion/Action	Dept. 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, PFP)	34 (COLA, PFP)	-
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	179-185	27	37	10-12, 16
		Fleet Management	428-429			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
Mon 4/10	Special Mtg/ Budget WS #10	FY24 Budget for Admin (Town Manager; Clerk; Human Resources; Administration); Human Resources (HR)	133-144	n/a	35	3, 5
		ARPA	140-143	n/a	35	4
		FY24 Budget for Information Technology	144-152	n/a	n/a	13
		FY24 Budget for Finance	163-169	27	n/a	7
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)
Mon 4/17	Special Mtg/ Budget WS #12	FY24 Budget for General Fund Debt; Non-departmental	201-203			16
		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 Stantec 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)	245-371			-
Wed 5/3	Special Mtg/ Budget WS #17	FY24 General Budget discussion	-	-	-	-
Tue 5/9	Regular TC Meeting	Town Council to Adopt & Appropriate FY24 Budget Town Council to Adopt Ordinance for Master Tax & Fees Fallback date is May 23	-	-	-	-
Tue 5/23	Regular TC Meeting	Town Council to Adopt & Appropriate FY24 Budget - Fallback date Town Council to Adopt Ordinance for Master Tax & Fees -Fallback date	-	-	-	-
Legend-Funds: GF=General Fund PR=Parks & Recreation Fund W=Water Fund WW=Wastewater Fund						
Legend: COLA=Cost of Living Adjustment PFP=Pay for Performance						
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