

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING/BUDGET WORK SESSION
WEDNESDAY, APRIL 12, 2023, 5:30 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/223913>

COUNCIL MEMBERS PRESENT: Mayor Stanley Milan, Vice Mayor Christopher Bertaut, Council members Erin Rayner, Mary Bennett, Mary Jane Williams, Carol Luke, Ron Rise, Jr.

STAFF PRESENT: Administration Director Hooper McCann, Human Resources Director Sharon Rauch, Director of Finance Liz Krens, Director of IT Shannon Bohince, Financial Analyst Linda Jackson, Asset Management Coordinator Joshua Goff, Director of Engineering, Planning and Development Dale Lehnig, Deputy Chief Dave Dailey, Assistant Finance Director Connie LeMarr, Accounting Manager Paula Hicks, Facilities Coordinator 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 Legislative and Advisory, General Fund Non-Departmental, and Parks & Recreation**

(a copy of the presentation is attached)

Linda Jackson reviewed the FY24 Legislative and Advisory proposed budget and Hooper McCann reviewed compensation for the town's committees, commissions and boards.

Based on Council's request, staff will increase the budget for the BZA to \$50 per member for one meeting per year. Council reviewed the line items associated with the Parks and Recreation budget.

Liz Krens reviewed the schedule of upcoming budget work sessions.

ADJOURNMENT:

With no further business, Council member Williams made a motion to adjourn the meeting at 7:45 PM.


Diana Hays, Town Clerk/Executive Assistant


Stanley J. Milan Sr., Mayor



FY24 Proposed Budget

for

Legislative and Advisory,
General Fund Non-Departmental, and
Parks & Recreation

(including Governmental Fund Debt)

Work Session

April 12, 2023 at 5:30 PM



Agenda

1. Interim Town Manager Comments (John, Interim Town Manager)
2. Legislative and Advisory (Hooper, Director of Administration)
 - 2.a. Budget (Linda, Financial Analyst)
 - 2.b. Overview (Hooper)
3. Non-Departmental (Finance)
 - 3.a. Budget (Linda, Financial Analyst)
 - 3.b. Overview
 - 3.c. Debt (Finance)
4. Parks & Recreation (P&R)
 - 4.a. Budget (Linda, Financial Analyst)
 - 4.b. Overview (Amie, Division Manager Parks & Rec)
 - 4.c. Debt (Finance)
5. Account Line Detail
 - 5.a. Account Line Detail for Legislative and Advisory (Hooper)
 - 5.b. Account Line Detail for Non-Departmental (Linda)
 - 5.c. Account Line Detail for Parks & Rec (Amie)
6. Budget Work Session Schedule (John)



FY24 Budget – Legislative & Advisory

2.a. Legislative & Advisory

- Proposed Budget of \$140,295 or 1% of the General Fund (GF).
 - Town Council is \$87,866 or 0.6% of which \$46,666 is Compensation
 - Planning Commission is \$13,099 or 0.1% of which \$11,949 is Compensation
 - Board of Zoning Appeals is \$100 or 0.0%
 - Economic Development Committee is \$8,000 or 0.1%
 - Board of Architectural Review is \$3,230 or 0.1% which is all Compensation
 - Arts Council is \$20,000 or 0.1%
 - Community Policing Advisory Committee (CPAC) is \$0 or 0.0%
 - Tree & Environment Sustainability Committee is \$8,000 or 0.1%
- Funded Enhancements – None.
- Unfunded Enhancements – None.
- Discretionary/Non-Discretionary on pages 2 (Council), 13 (Arts), 15 (Planning Commission, Board of Zoning Appeals, Economic Development Committee, Board of Architectural Review, CPAC, Environmental) of the Account Detail supporting schedules.
- Departmental Narrative on pages 197-200.

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Legislative & Advisory Overview

2.b. *Mission of the Purcellville Town Council*

To provide leadership, stewardship, and policies that produce a vibrant community where residents delight in living, participating, and welcoming visitors.

- The Town Council is the legislative body of the Town of Purcellville, composed of the Mayor and 6 Council members. The Mayor is elected every 2 years, Council members serve staggered 4-year terms. One member is appointed annually, by the Council, to serve as Vice-Mayor. The Council serves the community by providing innovative leadership, looking to the future, expanding community partnerships, the provision of policy guidance, direction to the Town Manager, and legislative action guided by the Strategic Initiatives to provide the best quality of services at the best possible value.
- Compensation: Mayor \$7,025/year; TC Members each \$5,750/year
(The appointed Town Council liaison to the Planning Commission receives an additional stipend of \$1,800/year)

The Town Council's Vision, Mission, Core Values and 2022-2024 Strategic Initiatives are located in the budget on pages 54-58.

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Legislative & Advisory Overview

2.b. Committees, Commissions and Boards:

The Council appoints members of the community to serve in advisory roles on a variety of committees, commissions, and boards. These appointed citizens serve an important role in the life of the community and help to shape Town policies and programs.

- Planning Commission (PC)
- Board of Architectural Review (BAR)
- Board of Zoning Appeals (BZA)
- Arts Council (PAC)
- Community Policing Advisory Committee (CPAC)
- Economic Development Advisory Committee (EDAC)
- Parks & Recreation Advisory Board (PRAB)
- Train Station Advisory Board (TSAB)
- Tree & Environment Sustainability Committee (TESC)

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Legislative & Advisory Board Overview

- **Planning Commission** (*meets twice a month*)
 - Consists of 7 members, appointed by the TC, one may be a member of TC
 - Members shall be Town residents, qualified by knowledge and experience to make decisions on community growth & development
 - Compensation – Chair receives \$2,100/year; Members receive \$1,800/year
 - The PC shall have functions & exercise powers and duties as provided by state law (§ 15.2-2210 – 15.2-2222.1) *Every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § 15.2-2200 the local planning commission shall serve primarily in an advisory capacity to the governing bodies.*
- **Board of Architectural Review** (*meets monthly*)
 - Consists of 5 members, appointed by the TC, representing professions or interests in architecture, landscape architecture, urban or town planning, historic preservation, and include a citizen representative
 - Compensation – Members receive \$600/year
 - The purpose of the BAR shall be to regulate the exterior appearance of buildings, structures, signs and improvements proposed for construction, alteration, or erection within designated architectural control areas and shall be responsible for the review and implementation of design standards for all commercial and overlay districts as approved by the town council
 - The application of the standards shall apply to new construction, exterior renovations, parking areas, signage, streetscapes, street and street intersection design and pedestrian ways

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Legislative & Advisory Board Overview

- Board of Zoning Appeals *(meets as needed)*
 - Consists of no less than 5 nor more than 10 members, all shall be Town residents
 - Compensation – each member receives \$50/meeting
 - The purpose of the BZA shall be to hear and decide appeals from any order, requirement, decision, interpretation, or determination made by an administrative official in the administration and enforcement of the zoning ordinance; hear and decide applications for interpretation of a district; and the review and authorization of a variance from the requirements of the Zoning Ordinance
 - The BZA shall have functions & exercise powers and duties as provided by state law (§ 15.2-2308) *Every locality that has enacted or enacts a zoning ordinance.. shall establish a board of zoning appeals... appointed by the circuit court for the locality.*

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Legislative & Advisory Board Overview

- Economic Development Advisory Committee *(meets monthly)*
 - Consist of no more than 10 members with priority to residents, TC may appoint up to 4 members from outside the Town limits, priority for 3 seats for members who own or manage a business in Town, member of TC shall serve as ex-officio member
 - Compensation - none
 - Town Manager or designee, a member of the Purcellville Business & Professional Association and a member of the Loudoun County Economic Development Department can provide professional & community support to the Board
 - The purpose of EDAC is to make general policy recommendations regarding economic development; identify & pursue sources of funds for local economic development activities; recommend policies for retention & expansion of existing businesses; form community sales team to meet with business prospects; help identify possible enhancements in community services which enhance economic development; assist in the promotion of tourism through coordination with the County's tourism program; assist in development of business prospects; assist in the development of an effective communication system between the Town government and the private business community

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Legislative & Advisory Board Overview

- **Parks & Recreation Advisory Board** (*meets monthly*)
 - Consists of 7 members with priority to residents, TC may appoint up to 2 members from outside the Town, a member of TC shall serve as ex-officio member
 - Compensation - none
 - The Town Manager and a representative of the Loudoun County Parks & Recreation Department can provide professional support to the board
 - The purpose of PRAB is to make general policy recommendations regarding park development & recreation opportunities; identify & pursue grant funding; recommend policies for expansion of the town park system and the provision of an array of active and passive recreation opportunities; help identify possible improvements to community services
- **Purcellville Arts Council** (*meets monthly*)
 - Consists of at least 5, no more than 11, members appointed by the TC with priority to residents, with a member of TC shall to serve as ex-officio member
 - Compensation - none
 - The purpose of PAC is to identify, pursue, obtain, and spend or allocate the spending of, funding grants for art purposes; recommend to TC policies for the expansion of art in Town; provide financial and organizational support to artists and art organizations who provide art programs and events in the community; identify art programs and events that will enhance the community
- **Train Station Advisory Board** (*meets monthly*)
 - Previous designation - Train Station Steering & Oversight Committee
 - Consists of no more than 5 members of the community
 - Compensation - none
 - The purpose of the TSAB is to make recommendations to the TC with respect to operational and maintenance issues related to the Train Station; advise TC on funding sources to defray costs associated with maintenance, etc.

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Legislative & Advisory Board Overview

- **Tree & Environment Sustainability Committee** (*meets monthly*)
 - Developed by merging 2 separate committees – Purcellville Tree and Beautification Commission & Committee on the Environment
 - Consists of at least 5 but no more than 9 members, 5 shall be residents of the Town and one member shall be an arborist, a member of Council, shall serve as ex-officio member, all appointed by TC
 - The purpose of the TESC is to recommend tree preservation and enhancement ordinances that promote environmental sustainability; disseminate information on need for environmental and tree planning & preservation; advise the TC in the development and maintenance of the policies standards & guidelines associated with tree management program; coordinate efforts with HOA's and other community groups; establish partnerships with citizens, business owners and other stakeholders to implement environmentally responsible and sustainable initiatives
- **Community Policing Advisory Committee**
 - Consist of at least 5 but no more than 9 members, all shall be residents of the Town or students, 16 years or older, whose education is occurring in the Town
 - Purpose of CPAC is to advise the TC, Town Manager & Town Police on matters related to police community relations, police training, and police protocols; improve public trust of police by increasing communication and transparency; raise awareness about racial injustices in policing; promote public education on policing matters, and promote the fair and equal treatment of all citizens by the police

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Legislative & Advisory

Administration (Hooper)

- Current TC compensation: Mayor \$7,025/year; TC Members each \$5,750/year
- The appointed Town Council liaison to the Planning Commission receives an additional stipend of \$1,800/year
- Last increase to TC compensation was FY2015 – prior FY 2004 to FY 2014 was Mayor \$5,525/yr; TC each \$4,250/yr

Compensation for Mayor, Town Council, PC, BZA and BAR

Jurisdiction	Population	Mayor	TC Member	PC Chair	PC Member	BZA Chair	BZA Member	BAR Chair	BAR Member	Notes
Purcellville	9040	\$ 7,025	\$ 5,750	\$ 2,100	\$ 1,800	\$50/mtg	\$50/mtg	\$ 600	\$ 600	
Middleburg	670	\$ 6,000	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Holds annual volunteer appreciation reception (food, \$50 gift card to local business)
Leesburg	48,908	\$16,200	\$ 15,600	\$ 3,750	\$ 3,600	\$100/mtg	\$100/mtg	\$3,750	\$ 3,600	
Herrdon	24,339	\$16,000	\$ 15,000		\$ 2,100		\$ 600		\$ 1,200	Proposed increases for FY24: PC \$3,000; BZA \$900; BAR \$3,000
Vienna	16,329	\$ 7,500	\$ 5,000	\$ 2,280	\$ 2,184	\$ 1,200	\$ 1,092			Proposed: Effective 7/1/23 PC Chair and BZA Chair salaries increase \$300/ yr Increases effective 1/1/24: Mayor \$11,250; Council \$7,500
Warrenton	10,109	\$ 9,600	\$ 4,800		\$ 1,800				\$ 900	
Falls Church	14,493	\$11,500	\$ 7,500							

All are annual unless otherwise noted

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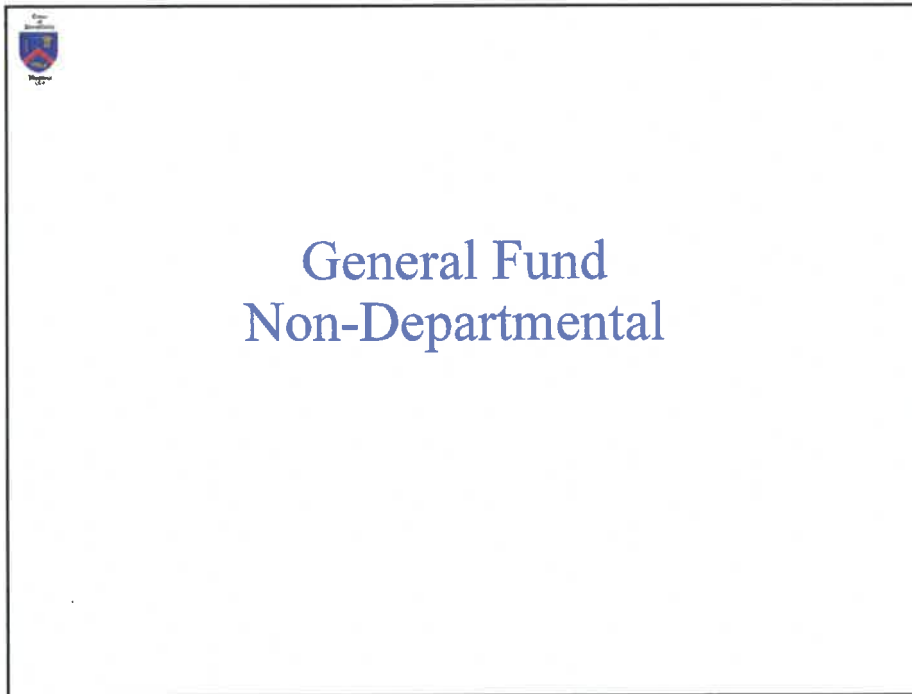
Legislative & Advisory Boards


What is needed for continued success?

- Committee, Commission and Board Handbook
 - To include a welcome message from the Mayor, introduction & background information on the Town, as well as specific orientation information about the CCB's, their duties, meeting days, sample agenda topics, achievements, projects, etc.
 - As a recruitment tool to boost interest in serving
- Collaboration across CCB's
 - Joint Meetings
 - Semi-annual meeting of the Chairs

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FY24 Budget – General Fund Non-Departmental

3.a. Non-Departmental

- Proposed Budget of \$1,175,918 or 9% of the General Fund (GF).
 - Retiree Health Benefit is \$60,644 or 0.4%
 - Capital Asset Replacement (CARP) is \$247,164 or 2%
 - Leased Vehicles of \$235,164 and mower for \$12,000.
 - Leased Vehicles for Police of \$123,764, Engineering, Planning, and Development of \$9,400, and Public Works of \$102,000
 - TM Contingency is \$111,000 or 0.8%
 - Unexpected needs, emergency costs, or Council-directed priorities.
 - Debt Retirement is \$1,310,944 or 10%
 - Utility Chargeback is (\$1,142,134) or (8%)
 - To be discussed on April 24th
 - Transfer to GF CIP is \$588,300 or 4% for Hirst Pond
- Funded Enhancements
 - Public Works mower for \$12,000.
- Unfunded Enhancements
 - Vehicles discussed on March 29th.
 - Facilities discussed on April 5th.

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FY24 Budget – General Fund Non-Departmental (continued)

- Discretionary/Non-Discretionary on pages 16 of the Account Detail supporting schedules.
- Departmental Narrative on pages 201-203.

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General Fund – Debt

3.c. See Budget Book pages 120-122 & pages 435.

- FY24 Debt service - \$1,308,966
- Debt service decreases by \$29,696 in FY25
- Final maturity of current debt is 2034

Summary of Outstanding Bonds


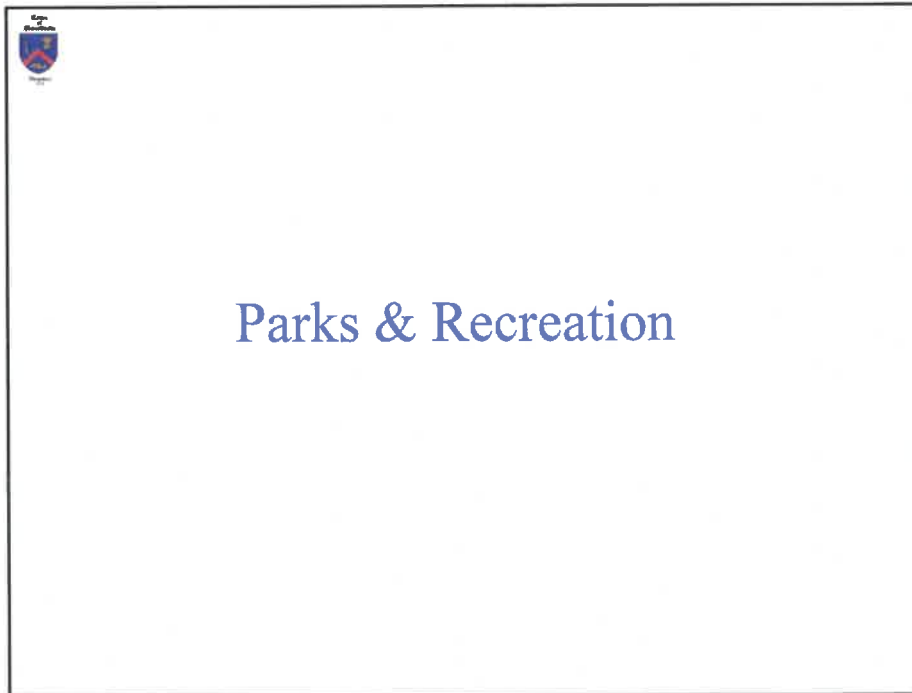
Issue	Interest Rate	Outstanding Balance on July 1, 2023	Fund % Outstanding Debt	FY 24 Debt Payments	Final Maturity Date	Call Date
GENERAL FUND						
General Obligation Bonds						
2013 Refunding Bond	2.00 - 5.00%	1,465,000		801,250	2-1-2034	2-1-2023
2020A Refunding Bond-Key Bank	1.459%	2,939,000		321,880	2-1-2033	Anytime
2023 Refunding Bond-Key Bank	1.578%	5,095,000		185,836	2-1-2034	Anytime
		<u>9,499,000</u>		<u>1,308,966</u>		

Project Summary

Project Summary		Debt % by Fund	Town Wide Debt %
GENERAL FUND			
Transportation	(Maintenance Facility, Downtown Streetscapes, Southern Collector Road, Country Club & 33rd and Various Sidewalk (Town Hall))	48.23%	9.02%
Facilities		39.56%	7.40%
Vehicles/Equipment	(Backhoes, Tractors, Mowers, Trucks and Generators)	8.20%	1.53%
Stormwater	(Stormwater Inventory/Assessment)	2.10%	0.39%
Miscellaneous	(GIS Enhancements)	1.91%	0.36%
		<u>100.00%</u>	<u>18.71%</u>

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FY24 Budget – Parks & Recreation Revenue

4.a. Parks & Recreation Revenue

- Proposed Revenue is \$933,355 comprised of:
 - Special Tax District of \$570,252 or 61%
 - Use of Money and Property of \$52,580 or 6%
 - Programs of \$56,390 or 6%
 - Donations of \$5,000 or 1%
 - Miscellaneous of \$1,525 or 0%
 - Inter-governmental of \$4,834 or 1%
 - Use of Reserves to:
 - balance the Budget of \$136,599 or 15%
 - cash fund Capital Improvement Program of \$106,175 or 11%

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FY24 Budget – Parks & Recreation Expenditures

4a. Parks & Recreation (P&R)

- Proposed Budget of \$933,355.
 - P&R Pay and Benefits is \$258,815 is Pay & Benefits or 28%.
 - P&R Management is \$31,519 or 3%.
 - P&R Advisory Board is \$3,000 or 0%
 - Train Station Kiosk is \$1,200 or 0%
 - P&R Programs is \$99,500 or 11%
 - Parks and Facilities of \$226,080 or 24%
 - Capital Asset Replacement Plan (CARP) is \$86,200 or 9%
 - Contingency is \$14,000 or 2%
 - Non-Departmental
 - Debt is \$106,866 or 11%
 - Cash Funded Capital Improvement Program (CIP) is \$106,175 or 11% (Outdoor Stage).

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FY24 Budget – Parks & Recreation Expenditures

4.a. Parks & Recreation (P&R)

- Funded Enhancements of \$149,200 on page 29.
 - \$5,000 Bike Park recurring maintenance, \$20,000 Bush Tabernacle floor maintenance, \$48,000 Village Case and \$76,200 Fireman's Field batting cage, fence and HVAC.
- Unfunded Enhancements of \$120,000 on pages 32 and 40.
 - \$75,000 Pullen House demolition, \$10,000 Bush Tabernacle HVAC maintenance and \$20,000 for second floor treatment, \$15,000 Fireman's Field maintenance of Storage Shed.
- Discretionary/Non-Discretionary on pages 17-20.
- Departmental Narrative on pages 205-223.

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Parks & Recreation



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Parks & Recreation





Mission

Provide quality park and trail development and enhancements, programs, opportunities, and events for recreation, history, environmental stewardship, and performing and visual arts to build a sense of community and to enhance the quality of life, health, safety, and culture for Purcellville citizens and for visitors.



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Summary

- Plan and manage 34 events and activities
- Coordinate with other departments to manage 8 parks, trails, and facilities
- Propose and manage 5 grant projects totaling \$340,068
- Serve as staff liaison for 4 committees, each meeting monthly
- Process 15 applications for special event permits
- Support senior capstone and scout projects (average of 6 a year)
- Manage volunteer opportunities for community groups, students, and scouts
- Point of Contact for Bush Tabernacle Contract
- Coordinate the work group for Bush Tabernacle RFP



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Events and Activities

Event/Ceremony/Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Cabin Fever Film Festival		X										
2 Rock the Rink			X									
3 Town-wide Clean Up				X								
4 Purcellville Music and Arts Festival w/Purcellville Non-Profit Expo				X								
5 Memorial Day Ceremony					X							
6 Pedal Purcellville, Bike Safety Rodeo, and Public Safety Day					X							
7 Independence Day Parade							X					
8 Purcellville Wine and Food Festival							X					
9 9/11 Remembrance Ceremony									X			
10 Town-Wide Tag Sale										X		
11 Celebrate Purcellville										X		
12 Hail to the Trail										X		
13 Purcellville Artisan Tour											X	
14 Town Tree Lighting												X
15 Holiday Parade												X
16 Holiday Market & Lego Display												X
17 Holiday Lights Tour												X
18 Pictures with Santa												X
19 Ornament Workshop												X
20 Discover Nature's Secrets (monthly)		X	X	X	X	X	X	X	X	X	X	
21 Art Shows in Town Hall (quarterly)		X		X			X			X		

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Parks, Trails, and Facilities

- Adam's Bike Park
- Bush Tabernacle
- Chapman DeMary Trail
- Dillon's Woods
- Fireman's Field
- Purcellville Train Station
- Suzanne R. Kane Nature Preserve
- Village Case/Community Garden



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Grants

- Virginia Recreational Trails Fund (\$328,734)
- Virginia Commission for the Arts (\$4,500)
- Visit Loudoun Marketing Leverage Fund (\$2,000)
- Virginia Department of Forestry Trees for Clean Water (\$3,834)
- Keep Virginia Beautiful (\$1,000)

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Parks & Rec – What do we need to be successful?

- Update the Purcellville Parks and Recreation Master Plan
- More collaboration among committees, commissions, and boards (CCB)
- Collect volunteer hours, especially from CCB members
- Explore and enhance revenue generating opportunities
- Partner with Visit Loudoun to identify methods to measure economic impact of parks and recreation programs and to better market events and parks in Purcellville

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Parks & Rec Fund – Debt

4.c. See Budget Book pages 120-122 & pages 436.

- FY24 Debt service - \$106,866
- Debt service decreases in FY28 to \$86,866
- Final maturity of current debt is 2037

Summary of Outstanding Bonds						
Issue	Interest Rate	Outstanding Balance on July 1, 2023	Fund % Outstanding Debt	FY 24 Debt Payments	Final Maturity Date	Call Date
PARKS & RECREATION FUND						
2006 Notes Payable-Purcellville Vol. Fire Dept.	0.00%	340,000		\$5,000	8/1/2026	Anytime
2017B Refunding Bond	1.49 - 3.35%	700,000		21,866	2/1/2038	2/1/2027
		1,040,000		106,866		

Project Summary	Debt % by Fund	Town Wide Debt %
PARKS & REC SPECIAL REVENUE FUND Recreational Facility (Fireman's Field and Bush Tabernacle)	100.00%	2.05%

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Legislative & Advisory Account Detail

5.a. Legislative & Advisory (Hooper)

- Account Line Detail – Supporting schedule pages 2, 13, and 15.

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General Fund Non-Departmental Account Detail

5.b. General Fund Non-Departmental (Finance)

- Account Line Detail – Supporting schedule page 16.

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Parks and Recreation Fund Account Detail

5.c. P&R Account Detail

- Departmental (Amie)
 - Account Line Detail – Supporting schedule pages 17-20.
- P&R Non-Departmental (Finance)
 - Account Line Detail – Supporting schedule page 20.

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Schedule

6. Budget Work Session Schedule (John)

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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 Spring Break week is 4/3-7

Regular TC WS = Regular TC Work Session on the 4th Tuesday of the month S/BWS=Special Meeting / Budget Work Session

Budget Work Session Council Mtg 34

 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; Parks and Recreation Revenue and Expense	-
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	Indirect Cost Allocation and additional information as needed	-
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> & Appropriate 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> & Appropriate FY24 Budget - Fallback date Town Council to <u>Adopt</u> 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 Budget Work Session Council Mtg			
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 FY24 Agenda Page Reference			
Date	Meeting/Work Session	Topics for Discussion/Action	Account Line Detail
Wed 3/22	Special Mtg/ Budget WS #6	FY24 Budget Drivers and General Fund Revenue	n/a
Wed 3/29	Special Mtg/ Budget WS #7	FY24 Budget for Legal Services	136-138
		FY24 Budget for Public Works	170-185
		Fleet Management	428-429
Mon 4/3	Special Mtg/ Budget WS #8	FY24 Budget for Police Department	170-178
Wed 4/5	Special Mtg/ Budget WS #9	FY24 Budget for Engineering, Planning, and Development Including Asset Management/Facilities	186-196
Mon 4/10	Special Mtg/ Budget WS #10	FY24 Budget for Admin (Town Manager; Clerk; Human Resources; Administration); Human Resources (HR)	133-144
		AWFA	140-143
		FY24 Budget for Information Technology	144-152
		FY24 Budget for Finance	160-169
Tue 4/11	Regular TC Meeting	<u>Public Hearing</u> for FY24 Budget	150-152
Tue 4/11	Regular TC Meeting	<u>Public Hearing</u> for Master Tax & Fee	-
Wed 4/12	Special Mtg/ Budget WS #11	FY24 Budget for Legislative & Advisory	197-200
		FY24 Budget for General Fund Debt; Non-departmental Parks and Recreation Revenue and Expense	201-201
Mon 4/17	Special Mtg/ Budget WS #12	FY24 Budget for Water	205-223
Wed 4/19	Special Mtg/ Budget WS #13	Utility Revenue and Stantec Rate Models (based upon Proposed Budget); Q&A	226-234
Mon 4/24	Special Mtg/ Budget WS #14	FY24 Budget for Indirect Cost Allocation & general Budget discussion	235-243
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	-
Tue 5/9	Regular TC Meeting	Town Council to Adopt & Appropriate FY24 Budget Town Council to Adopt Ordinance for Master Tax & Fees	-
Tue 5/23 (Fallback)	Regular TC Meeting	Town Council to Adopt & Appropriate FY24 Budget - fallback date Town Council to Adopt Ordinance for Master Tax & Fees -Fallback date	-
Legend: G=General Fund P=Parks & Recreation Fund W=Water Fund WW=Wastewater Fund 4/12/23		Legend: C=Council Planning Adjustment PP=Pay for Performance	
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