

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
WEDNESDAY, APRIL 26, 2023, 5:30 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/224897>

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: Human Resources Director Sharon Rauch, Director of Finance Liz Krens, Financial Analyst Linda Jackson, Chief Cynthia McAlister, Deputy Chief Dave Dailey, Director of Public Works Jason Didawick, Director of Information Technology Shannon Bohince, Assistant Finance Director Connie LeMarr, Parks and Recreation Division Manager Amie Ware, 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 Changes and Discussion

(a copy of the presentation is attached)

Linda Jackson reviewed the proposed changes submitted by Council member Williams, Council member Bennett and Vice Mayor Bertaut. Council member Rayner reviewed proposed changes.

Council will see a presentation from Stantec on May 1, 2023 and will further discuss budget changes after that presentation.

ACTION ITEMS:

Vice Mayor Bertaut made a motion that the Town Council appoint Glen Adams as Interim Town Manager for the Town of Purcellville in accordance with the agreed upon terms of the contract prepared by the Town Attorney.

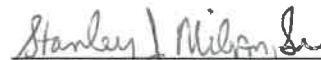
(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

ADJOURNMENT:

With no further business, Vice Mayor Bertaut made a motion to adjourn the meeting at 7:20 PM.



Diana Hays, Town Clerk



Stanley J. Milan Sr., Mayor



FY24 Proposed Budget Summary of Changes



Revenue = Expense

Work Session
April 26, 2023 at 5:30 PM



Agenda

1. General Comments (Liz, Director of Finance)
2. Executive Summary
 - Proposed Budget Book pages 23-24
3. Council Ideas for Budget Changes
 - Summary of Changes (Linda)
 - Revenue
 - Expenditures: Account, Source/Group, Fund, Object
 - Enhancements
 - Funded on Proposed Budget Book pages 27-31
 - Unfunded on Proposed Budget Book pages 32-42
 - Expense Equivalents
4. Council Budget Questions & Discussion
5. Budget Work Session Calendar (Liz)

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8 (03/03/20)

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 FY24 Budget – Expenditures Summary of Changes by Source/Group				
SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY SOURCE As of April 26, 2023 - To be updated upon Adoption				
Group	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed pending	Change pending	Change pending
Mayor Milan	\$0	\$0	\$0	
Vice Mayor Bertaut	\$0	\$0	\$0	
CM Williams	\$192,479	\$153,274	(\$39,205)	-20%
CM Luke	\$0	\$0	\$0	
CM Rise	\$0	\$0	\$0	
CM Bennett	\$0	\$0	\$0	
CM Rayner	\$0	\$0	\$0	
Legal	\$1,185,647	\$1,079,797	(\$105,850)	-9%
CCB	\$0	\$500	\$500	
Staff Request	\$1,609,549	\$1,485,589	(\$123,960)	-8%
Transfer	\$49,500	\$49,500	\$0	0%
	\$0	\$0	\$0	
TOTAL	\$3,037,174	\$2,768,659	(\$268,515)	-9%

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 FY24 Budget – Expenditures Summary of Changes by Fund				
SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURES As of April 26, 2023 - To be updated upon Adoption				
by Fund	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed pending	Change \$ pending	Change %
GL Operating Expenditures Budget	\$1,613,170	\$1,465,559	(\$147,611)	-9%
P&R Operating Expenditures Budget	\$1,600	\$500	(\$1,100)	-20%
W1 Operating Expenditures Budget	\$9,000	\$1,800	(\$7,200)	-20%
WWF Operating Expenditures Budget	\$1,116,704	\$1,294,302	(\$177,598)	-9%
TOTAL	\$3,037,174	\$2,768,659	(\$268,515)	-9%

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 FY24 Budget – Expenditures Summary of Changes by Object						
SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY OBJECT						
As of April 26, 2023 - To be updated upon Adoption						
Object Code	Account Title	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed pending	Change pending	Change pending	
401100	Salary	\$1,114,247	\$808,097	(\$306,150)	-27%	
402100	Social Security Tax	\$1,079	\$0	(\$1,079)	-100%	
402900	Utility Chargeback	\$0	\$0	\$0		
403150	Legal	\$76,000	\$271,500	\$195,500	257%	
403310	Bldg Maint Service	\$42,000	\$39,400	(\$2,600)	-6%	
403700	Waste Disposal	\$0	\$2,600	\$2,600		
404230	Communications	\$0	\$4,600	\$4,600		
405415	Leased Veh.	\$0	\$0	\$0		
405540	Travel and Training	\$4,000	\$2,034	(\$1,966)	-49%	
405800	General Expenses	\$7,500	\$2,900	(\$4,600)	-61%	
405810	Dues and Subscriptions	\$22,500	\$12,500	(\$10,000)	-44%	
405820	General Expenses	\$0	\$0	\$0		
406100	Office Supplies	\$49,300	\$39,440	(\$9,860)	-20%	
408010	Facility Equipment	\$0	\$0	\$0		
409400	Debt Retirement-Interest	\$1,015,049	\$1,010,589	(\$4,460)	0%	
490000	TM Contingency	\$111,000	\$100,000	(\$11,000)	-10%	
490320	Transfer to WWF CIP	\$394,500	\$475,000	(\$119,500)	-30%	
		\$0	\$0	\$0		
TOTAL		\$3,037,174	\$2,768,659	(\$268,515)	-9%	

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 FAQ – Revenue Equivalents						
Revenue Impact	Total	General	P&R	Water	Wastewater	Notes
GOVERNMENTAL						
One-cent Real Estate Tax rate	181,000	181,000				Advertised up to one-cent rate increase for calendar year 2023.
+1% Meals Tax (FY23)	575,000	575,000				No Meals tax increase proposed. Based upon FY23 Estimate.
+1% Meals Tax (FY24)	592,000	592,000				No Meals tax increase proposed. Based upon FY24 Proposed Budget.
Refuse Offset	600,000	600,000				This would create a new revenue & reduce the Use of Reserves.
UTILITIES						
Rate Increase required for every \$100K in additional Expense			4.3%	2.9%	2.9%	Based upon FY23 Adopted Budget.
+1% Usage Rate	57,000	-	23,000	34,000	34,000	Based upon FY23 Adopted Budget.
Rate Increase required for every \$100K in additional Expense			4.3%	3.0%	3.0%	Based upon FY23 Estimate.
+1% Usage Rate	56,000	-	23,000	33,000	33,000	Based upon FY23 Estimate.
+3% Usage Rate	168,000	-	69,000	99,000	99,000	
+5% Usage Rate	280,000	-	115,000	165,000	165,000	
+7% Usage Rate	392,000	-	161,000	231,000	231,000	
+9% Usage Rate	504,000	-	207,000	297,000	297,000	
5/8" Meter Connection (In-Town)	47,354	-	25,794	21,600	21,600	
Usage Rate Equivalent of One 5/8" Connection			1.1%	0.7%	0.7%	

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 FAQ – Expense Equivalents						
Legend: Proposed Requested						
Expenditure Impact for Directional Guidance	Total	CCB	General	P&R	Water	Wastewater
Notes Based on estimated Full-time and Part-time Salaries including vacancies as of 7/1/23 (Updated 3/2/23)						
Salary (Est 7/1/23)	7,593,495	57,425	5,960,326	153,953	733,350	688,441
Impact of 1% of Salary						
1% of Salary	75,361		59,603	1,540	7,333	6,884
FICA Impact	5,765		4,560	118	561	527
Non-FICA Fringe Benefits	9,307		7,361	190	906	850
Fringe Benefit Impact of each % of Salary	15,072		11,921	308	1,467	1,377
Personnel Impact of each % of Salary	90,433		71,524	1,847	8,800	8,261
Assumes 20% for FICA and other Fringe Benefits Salary + FICA + Fringe Benefits						
Recurring Personnel:						
Personnel recurring Increase of 1%	90,433		71,524	1,847	8,800	8,261
Personnel recurring Increase of 2%	180,866		143,048	3,695	17,600	16,523
Personnel recurring Increase of 3%	271,299		214,572	5,542	26,401	24,784
Personnel recurring Increase of 4%	361,731		286,096	7,390	35,201	33,045
Personnel recurring Increase of 5%	452,164		357,620	9,237	44,001	41,306
Personnel recurring Increase of 6%	542,597		429,143	11,085	52,801	49,568
Personnel recurring Increase of 7%	633,030		500,667	12,932	61,601	57,829
Personnel recurring Increase of 8%	723,463		572,191	14,779	70,402	66,090
8.7% SSA COLA	774,460		616,297	16,073	74,485	67,606
Personnel recurring Increase of 9%	813,896		643,715	16,627	79,202	74,352
Recurring Performance Incentive	480,000		377,549	10,040	47,725	44,687
Salary & FICA for increased landing						
Travel & Training						
1.0% of Salary	75,361		59,603	1,540	7,333	6,884
1.5% of Salary	113,041		89,405	2,309	11,000	10,327
2.0% of Salary	150,721		119,207	3,079	14,667	13,769

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 CIP, Discussion Items, and Work Sessions	
4. Council Budget Questions and Discussion	
5. Budget Work Session (Liz)	
Mon, May 1 at 5:30 pm - Stantec Utility Rate Models	

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 Upcoming Meetings - FY24 Budget (Subject to Change)			
Date	Meeting / Work Session	Topics for Discussion/Action	PH Notice
Mon 5/1	Special Mtg/ Budget WS #16	Utility Revenue and Stantec Rate Models (based upon Proposed Budget)	-
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			
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Comparison of Loudoun County Utility Rates and 8,000 gallon bill (Purcellville average residential usage)

Town	BILL	Water Tiers	In Town		Out of Town	Fixed Fee Water	Sewer Tiers	In Town Sewer Rate per 1000 gal.	Out of Town Sewer Rate per 1000 gals.	Fixed Fee Sewer	IN TOWN BILL COMPARISON				Billing Cycle
	MONTHLY		Water Rate per 1000 gallons	Water Rate per 1000 gals							Water Chgs for 8k gal	Sewer Chgs for 8k gals	Fixed Fee W+S	Total Bill	
Lovettsville (950) (10 out of Town Sewer Only)	\$ 196.86	0-2k (min) +2k	\$ 49.20 \$ 9.51	\$ 8.57 \$ 19.13			<-flat \$49.20	\$ 15.10	\$ 39.38	\$ 49.20	\$ 57.06	\$ 90.60	\$ 196.86	Monthly	
Middleburg (500) 495 In Town - 5 Out of Town	\$ 152.00	0-2k (min) +2k	\$ 37.44 min \$ 18.72	\$ 50.59 flat \$ 28.00			0-2k (min) +2k	\$ 38.56 min \$ 19.28	\$ 52.12 flat \$ 26.06		\$ 37.44 \$ 112.32	\$ 38.56 \$ 115.68	\$ 304.00	BI-Monthly	
Purcellville (3029) 2981 In & 21 Out of Town; 27 TOP	\$ 119.24	0-7k 7-14k	\$ 8.12 \$ 14.21	\$ 16.23 \$ 28.43		\$ 15.66	Flat per 1000 gal	\$ 16.87	\$ 33.75	\$ 16.80	\$ 56.84 \$ 14.21	\$ 134.96 \$ 32.46	\$ 238.47	BI-Monthly	
Round Hill (1825) 250 In Town (14%) 1575 Out of Town (83%)	\$ 73.92 \$ 110.92	0-2k (min) +2k	\$ 14.78 \$ 7.39	\$ 22.18 \$ 11.09			0-2k (min) each +1k	\$ 22.18 \$ 11.09	\$ 33.28 \$ 16.64		\$ 14.78 \$ 44.34	\$ 22.18 \$ 66.54	\$ 147.84 \$ 221.84	BI-Monthly	
Hamilton (762) 246 In Town (32%) 464 Out of Town (61%)	\$ 82.36 \$ 105.56	0-8k 8k-12k	\$ 5.71 \$ 12.75	\$ 7.71 \$ 17.21		\$ 19.00	0-8k 8k-12k	\$ 10.88 \$ 26.25	\$ 14.68 \$ 35.44	\$ 13.00	\$ 45.68 \$ 87.04	\$ 87.04 \$ 32.00	\$ 164.72 \$ 211.12	BI-Monthly	
Leesburg (16,452) 52 Out of Town sewer only (7%)	\$ 58.73	0-6k 6k-15k	\$ 5.61 \$ 7.03	\$ 7.92 \$ 9.92		\$ 39.14	0-36k +36k	\$ 7.50 \$ -	\$ 11.40 \$ -	\$ 29.32	\$ 33.66 \$ 14.06	\$ 60.00 \$ 68.46	\$ 176.18	Quarterly	
Loudoun Water (82,387)	\$ 48.48	0-25k 25k-50k	\$ 2.85 \$ 7.92			\$ 38.98	Flat per 1000 gal	\$ 5.59		\$ 38.94	\$ 22.80	\$ 44.72	\$ 77.92	Quarterly	