

**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.


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Diana Hays, Town Clerk


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Stanley J. Milan Sr., Mayor

 **FY24 Proposed Budget  
Summary of Changes**



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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# FY24 Budget – Revenue Summary of Changes

## SUMMARY OF CHANGES TO THE FY 2024 BUDGET - REVENUE BY ACCOUNT

As of April 26, 2023 - To be updated upon Adoption

Fund	Account #	Account Title	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed <i>pending</i>	Change \$ pending	Change %	Notes
General	10300000 311101	Real Estate Tax	\$3,987,437	\$3,896,937	(\$90,500)	-2%	half-cent reduction

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# FY24 Budget – Expenditures Summary of Changes by Account

## SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY ACCOUNT


As of April 26, 2023 - To be updated upon Adoption

Legend:		Personnel	Staff request	Previous Agreement																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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 <b>FY24 Budget – Expenditures Summary of Changes by Source/Group</b>				
<b>SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY SOURCE</b> <b>As of April 26, 2023 - To be updated upon Adoption</b>				
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	
<b>TOTAL</b>	<b>\$3,037,174</b>	<b>\$2,768,659</b>	<b>(\$268,515)</b>	<b>-9%</b>

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 <b>FY24 Budget – Expenditures Summary of Changes by Fund</b>				
<b>SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURES</b> <b>As of April 26, 2023 - To be updated upon Adoption</b>				
by Fund	FY24 Mgr. Proposed 3/15/2023	Town Council Proposed pending	Change \$ pending	Change %
GF Operating Expenditures Budget	\$1,613,470	\$1,468,757	(\$144,713)	-9%
P&R Operating Expenditures Budget	\$1,000	\$800	(\$200)	-20%
WF Operating Expenditures Budget	\$6,000	\$4,800	(\$1,200)	-20%
WWF Operating Expenditures Budget	\$1,416,704	\$1,294,302	(\$122,402)	-9%
<b>TOTAL</b>	<b>\$3,037,174</b>	<b>\$2,768,659</b>	<b>(\$268,515)</b>	<b>-9%</b>

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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	
405230	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	\$594,500	\$475,000	(\$119,500)	-20%
		\$0	\$0	\$0	
<b>TOTAL</b>		<b>\$3,037,174</b>	<b>\$2,768,659</b>	<b>(\$268,515)</b>	<b>-9%</b>

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## FAQ – Revenue Equivalents

Revenue Impact	Total	General	P&R	Water	Wastewater	Notes
<b>GOVERNMENTAL</b>						
One-cent Real Estate Tax rate	181,000	<b>181,000</b>				Advertised up to one-cent rate increase for calendar year 2023.
+1% Meals Tax (FY23)	575,000	<b>575,000</b>				No Meals tax increase proposed. Based upon FY23 Estimate.
+1% Meals Tax (FY24)	592,000	<b>592,000</b>				No Meals tax increase proposed. Based upon FY24 Proposed Budget.
Refuse Offset	600,000	<b>600,000</b>				This would create a new revenue & reduce the Use of Reserves.
<b>UTILITIES</b>						
Rate Increase required for every \$100K in additional Expense			4.3%	2.9%	Based upon FY23 Adopted Budget.	
+1% Usage Rate	57,000	-	<b>23,000</b>	<b>34,000</b>	Based upon FY23 Adopted Budget.	
Rate Increase required for every \$100K in additional Expense			4.3%	3.0%	Based upon FY23 Estimate.	
+1% Usage Rate	56,000	-	<b>23,000</b>	<b>33,000</b>	Based upon FY23 Estimate.	
+3% Usage Rate	168,000	-	69,000	99,000		
+5% Usage Rate	280,000	-	115,000	165,000		
+7% Usage Rate	392,000	-	161,000	231,000		
+9% Usage Rate	504,000	-	207,000	297,000		
5/8" Meter Connection (In-Town)	47,354	-	<b>25,754</b>	<b>21,600</b>		
Usage Rate Equivalent of One 5/8" Connection			1.1%	0.7%		

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 <b>FAQ – Expense Equivalents</b>							Legend:	Proposed
								Requested
Expenditure Impact for Directional Guidance							Notes	
	Total	CCB	General	P&R	Water	Wastewater	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		
<b>Impact of 1% of Salary</b>								
1% of Salary	75,361		59,603	1,540	7,333	6,884	7/1/23 est Salary excl: One-time PIP, FICA & Benefits.	
FICA Impact	5,765		4,560	118	561	527		
Non-FICA Fringe Benefits	9,307		7,361	190	906	850	Impact per 1% change from one-time to recurring assuming all Full-time employees. Part-time employees do not have non-FICA Fringe Benefits.	
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	Vacant positions do not receive Indexed Increase or PIP	
<b>Recurring Personnel:</b>							Assumes 20% for FICA and other Fringe Benefits	
Personnel recurring increase of 1%	90,433		71,524	1,847	8,800	8,261	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 2%	180,866		143,048	3,695	17,600	16,523	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 3%	271,299		214,572	5,542	26,401	24,784	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 4%	361,731		286,096	7,390	35,201	33,045	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 5%	452,164		357,620	9,237	44,001	41,306	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 6%	542,597		429,143	11,085	52,801	49,568	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 7%	633,030		500,667	12,932	61,601	57,829	Salary + FICA + Fringe Benefits	
Personnel recurring increase of 8%	723,463		572,191	14,779	70,402	66,090	Salary + FICA + Fringe Benefits	
<b>8.7% SSA COLA</b>	<b>774,460</b>		<b>616,297</b>	<b>16,073</b>	<b>74,485</b>	<b>67,606</b>	<b>2023 Social Security Administration (SSA) COLA is 8.7%.</b>	
Personnel recurring increase of 9%	813,896		643,715	16,627	79,202	74,352	Salary + FICA + Fringe Benefits	
<b>Recurring Performance Incentive</b>	<b>480,000</b>		<b>377,549</b>	<b>10,040</b>	<b>47,725</b>	<b>44,687</b>	<b>Salary &amp; FICA for increased funding.</b>	
<b>Travel &amp; Training</b>								
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		
<b>2.0% of Salary</b>	<b>150,721</b>		<b>119,207</b>	<b>3,079</b>	<b>14,667</b>	<b>13,769</b>		

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 <b>CIP, Discussion Items, and Work Sessions</b>	
4. Council Budget Questions and Discussion	
5. Budget Work Session (Liz)	
<ul style="list-style-type: none"> <li>Mon, May 1 at 5:30 pm - Stantec Utility Rate Models</li> </ul>	

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 <h2>Upcoming Meetings - FY24 Budget (Subject to Change)</h2>			
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	
<p><b>Legend:</b>            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</p> <div> <div>Budget Work Session</div> <div>Council Mtg</div> </div> <p>4/26/23 <span style="float: right;">Proposed 11</span></p>			

**Comparison of Loudoun County Utility Rates and 8,000 gallon bill (Purcellville average residential usage)**

Town	BILL MONTHLY	IN TOWN BILL COMPARISON											Billing Cycle	
		Water Tiers	In Town Water Rate per 1000 gallons	Out of Town Water Rate per 1000 gals	Fixed Fee Water	Sewer Tiers	In Town Sewer Rate per 1000 gal.	Out of Town Sewer Rate per 1000 gals.	Fixed Fee Sewer	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 \$ 38.56 min	\$ 39.38 \$52.12 flat		\$ 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	\$ 19.28	\$ 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%) 52 Out of Town sewer only (7%)	\$ 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	\$ 32.00 \$ 32.00		\$ 164.72 \$ 211.12	Bi-Monthly
Leesburg (16,452)	\$ 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		\$ 145.44	Quarterly