# 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: <a href="https://purcellvilleva.new.swagit.com/videos/224897">https://purcellvilleva.new.swagit.com/videos/224897</a>

**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.

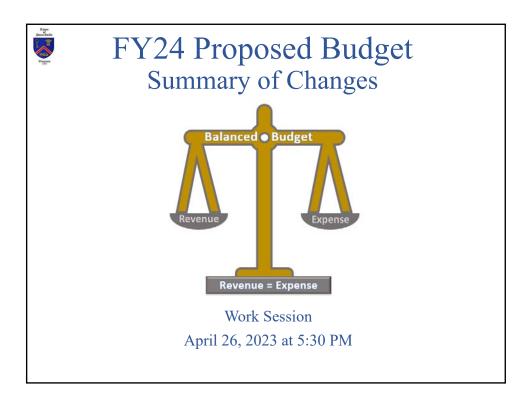
#### **ACTION ITEMS:**

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

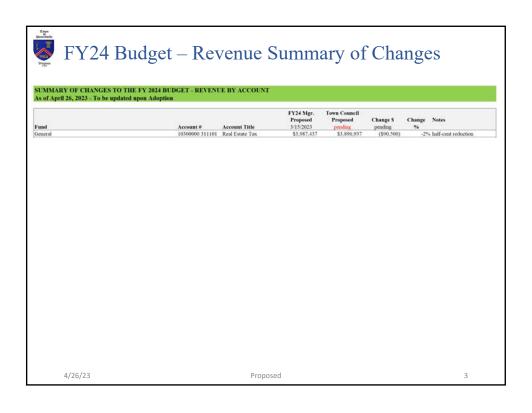


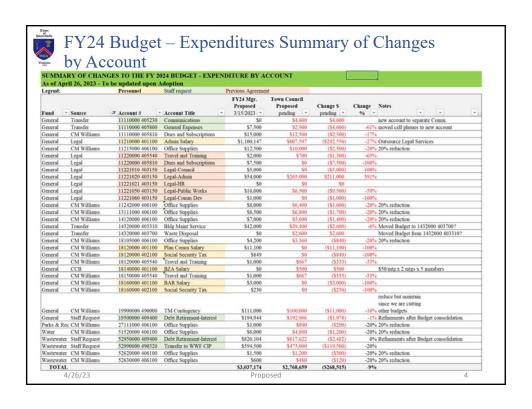


# Agenda

- 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)

5/23 Proposed







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)	-99
CCB	\$0	\$500	\$500	
Staff Request	\$1,609,549	\$1,485,589	(\$123,960)	-89
Transfer	\$49,500	\$49,500	\$0	09
	\$0	\$0	\$0	
TOTAL	\$3,037,174	\$2,768,659	(\$268,515)	-9%

4/26/23 Proposed 5



# 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 S 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%
TOTAL	\$3,037,174	\$2,768,659	(\$268,515)	-9%

4/26/23 Proposed 6



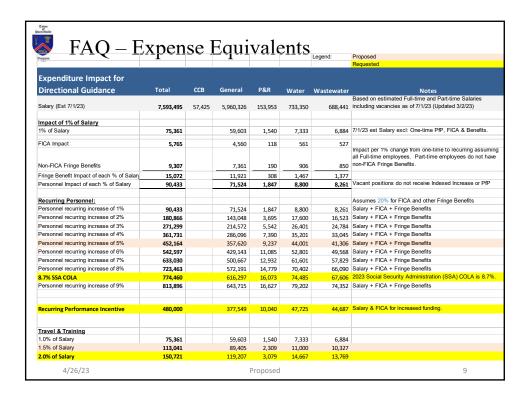
# SUMMARY OF CHANGES TO THE FY 2024 BUDGET - EXPENDITURE BY OBJECT As of April 26, 2023 - To be updated upon Adoption

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)	-279
402100	Social Security Tax	\$1,079	\$0	(\$1,079)	-1009
402900	Utility Chargeback	\$0	\$0	\$0	
403150	Legal	\$76,000	\$271,500	\$195,500	2579
403310	Bldg Maint Service	\$42,000	\$39,400	(\$2,600)	-69
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)	-619
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	
TOTAL		\$3,037,174	\$2,768,659	(\$268,515)	-99



# 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 Budg
Refuse Offset	600,000	600,000				This would create a new revenue & reduce the Use of Reserves.
UTILITIES						
Rate Increase required for every \$100K		xpense		4.3%		Based upon FY23 Adopted Budget.
+1% Usage Rate	57,000	-		23,000		Based upon FY23 Adopted Budget.
Rate Increase required for every \$100K	in additional E	xpense		4.3%	3.0%	Based upon FY23 Estimate.
+1% Usage Rate	56,000	-		23,000	33,000	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	-		25,754	21,600	
Usage Rate Equivalent of One 5/8" Con	nection			1.1%	0.7%	
4/26/23				Prop	osed	8





# 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) Utility Revenue and Stantec Rate Models (based upon Proposed Budget Mon 5/1 Special Mtg/ Budget WS #16 Wed 5/3 Special Mtg/ Budget WS #17 Additional information as needed See 4/11 PH See 4/11 PH Tue 5/9 Regular TC Meeting WS Town Council to Adopt & Appropriate FY24 Budget Town Council to <u>Adopt</u> Ordinance for Master Tax & Fees • Fallback date is May 23 Tue 5/23 Regular TC Meeting WS Town Council to $\underline{\mathsf{Adopt}}$ & Appropriate FY24 Budget - Fallback date Town Council to $\underline{\mathsf{Adopt}}$ Ordinance for Master Tax & Fees -Fallback date <u>Legend:</u> 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 Budget Work Session Council Mtg S/BWS=Special Meeting / Budget Work Session 4/26/23 11

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

5.			In Town	Out of Town	_		In Town	Out of Town		=	IN TOWN BILL COMPARISON	COMPARISO	z	
	BILL		Water Rate per Water Rate	Water Rate	Fixed Fee		Sewer Rate per	Sewer Rate	Fixed Fee	Water Chg	Fixed Fee Water Chgs Sewer Chgs	Fixed	Total	Billing
Town	MONTHLY	Water Tiers	1000 gallons per 1000 gals	per 1000 ga	s Water	Sewer Tiers	1000 gal.	per 1000 gals.	Sewer	for 8k gal	for 8k gals	Fee W+S	Bill	Cycle
Lovettsville (950)		0-2k (min)	\$ 49.20	\$ 8.57	_	<-flat \$49.20	<-flat \$49.20 water & sewer combined first 2k gallons	mbined first 2k	gallons	\$ 49.20				Monthly
(10 out of Town Sewer Only)	\$ 196.86	+2k	\$ 9.51	\$ 19.13			\$ 15.10   \$	\$ 39.38		\$ 57.06	57.06 \$ 90.60		\$ 196.86	
Middleburg (500)		0-2k (min)	\$37.44 min	\$50.59 flat		0-2k (min)	\$38.56 min	\$52.12 flat		\$ 37.44	\$ 38.56			Bi-Monthly
495 in Town - 5 Out of Town	\$ 152.00	+2k	\$ 18.72	\$ 28.00		+2k	\$ 19.28	\$ 26.06		\$ 112.32	\$ 115.68		\$ 304.00	
Purcellville (3029)		0-7k	\$ 8.12	\$ 16.23	\$ 15.66	Flat per	\$ 16.87	\$ 33.75	\$ 16.80	\$ 56.84				Bi-Monthly
2981 In & 21 Out of Town; 27 TOP	\$ 119.24	7-14k	\$ 14.21	\$ 28.43		1000 gal				\$ 14.21 \$		134.96 \$ 32.46	\$ 238.47	
Round Hill (1825)		0-2k (min)	\$ 14.78	\$ 22.18		0-2k (min)	\$ 22.18	\$ 33.28		\$ 14.78	\$ 22.18			Bi-Monthly
250 In Town (14%)	\$ 73.92	+2k	\$ 7.39	\$ 11.09	_	each +1k	\$ 11.09	\$ 16.64		\$ 44.34	\$ 66.54		\$ 147.84	
1575 Out of Town (83%)	\$ 110.92									\$ 88.72	\$ 133.12		\$ 221.84	
Hamilton (762)		0-8k	\$ 5.71	\$ 7.71	19:00	0-8k	\$ 10.88	\$ 14.68	\$ 13.00	\$ 45.68	\$ 87.04	\$ 32.00	\$ 164.72	Bi-Monthly
246 In Town (32%)	\$ 82.36	8k-12k	\$ 12.75	\$ 17.21		8k-12k	\$ 26.25	\$ 35.44						
464 Out of Town (61%)	\$ 105.56									\$ 61.68	\$ 117.44	\$ 32.00	\$ 211.12	
52 Out of Town sewer only (7%)														
Leesburg (16,452)		0-6k	\$ 5.61	\$ 7.92	\$ 39.14	0-36k	\$ 7.50	\$ 11.40	11.40 \$ 29.32	\$ 33.66 \$	\$ 60.00			Quarterly
	\$ 58.73	6k-15k	\$ 7.03	\$ 9.92	-	+36k	- \$	- چ		\$ 14.06		\$ 68.46	\$ 176.18	
Loudoun Water (82,387)		0-25k	\$ 2.85		\$ 38.98	Flat per	\$ 5.59		\$ 38.94	\$ 22.80	\$ 44.72			Quarterly
	\$ 48.48	25k-50k	\$ 7.92			1000 gal						\$ 77.92	\$ 77.92 \$ 145.44	