

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING/BUDGET WORK SESSION
WEDNESDAY, APRIL 18, 2018, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The special meeting/budget work session of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Nedim Ogelman, Vice Mayor
Chris Bledsoe, Council member
Doug McCollum, Council member
Ted Greenly, Council member

ABSENT: Ryan Cool, Council member

STAFF: David Mekarski, Town Manager
Sally Hankins, Town Attorney
Hooper McCann, Director of Administration
Liz Krens, Director of Finance
Connie LeMarr, Assistant Director of Finance
Paula Hicks, Accounting Manager
Tom Angus, Budget Specialist
Dale Lehnig, Capital Projects and Engineering Manager
Shannon Bohince, Director of Information Technology
Lt. Joe Schroeck, Acting Chief of Police
Amie Ware, Division Manager-Parks and Recreation
Diana Hays, Town Clerk

CALL TO ORDER OF SPECIAL MEETING/BUDGET WORK SESSION:

Mayor Fraser called the special meeting/budget work session to order at 7:00 PM. The Pledge of Allegiance followed.

FY 2019 BUDGET WORK SESSION:

A. Discussion of General Fund Revenue, General Fund Departments

Tom Angus reviewed the highlights of the General Fund.

i. General Fund Revenues

a. Cigarette Tax

Tom Angus noted that the proposed increase is ten cents to seventy-five cents per pack, and that this revenue has been decreasing by approximately 2% each year.

b. Right of Way Fees

Tom Angus stated the fee would be increased from \$40 to \$100 and implements additive and inspection fees and reimburses the town for services.

c. Community Development Fees

Tom Angus stated this establishes a flat fee and implements an expense reimbursement for services performed to a developer.

Vice Mayor Ogelman stated he agreed with the fees and for the town to be able to cover their expenses. Vice Mayor Ogelman asked about the increase in the revenue of the cigarette tax and if that meant the demand would remain fixed and flat. Liz Krens confirmed the demand as it stands now and that this would bring the town more in line with other participants of the Northern VA Cigarette Tax Board.

Mayor Fraser referenced revenues and the last financial report and estimated the town was receiving approximately \$10,000 per month based on interest rates. Liz Krens stated the numbers are higher than projected when entered into the VML funds due to interest rate increases. Liz Krens added additional funds have also been added into the investment accounts. Liz Krens noted she would look at the current number.

ii. All Department Enhancements

Tom Angus reviewed the proposed enhancements.

Council member McCollum referenced page four of the Town Manager's Summary and asked about obtaining information from Town's that are more local.

Vice Mayor Ogelman added it would be helpful to have towns listed that the town compares themselves to and why.

iv. Administration

Tom Angus reviewed the revenue, expenditures and proposed enhancements. David Mekarski reviewed the enhancements in further detail and noted that the Assistant Town Manager position will not be part of the budget.

iv. Finance

Liz Krens reviewed the proposed enhancements.

v. Information Technology

Mayor Fraser asked about using Google Suite. Shannon Bohince confirmed that GSuite would not be valuable to the town at this time due to the connectivity issues and talked further about the cost as compared with Microsoft.

Vice Mayor Ogelman asked if there is a way to articulate costs incurred by the town due to connectivity problems. Shannon Bohince stated he could provide that information.

David Mekarski added an enhancement to security to include a cloud backup to potentially avoid a catastrophic issue. Shannon Bohince explained the enhancement.

vi. Public Safety and Police Department

Joe Schroeck reviewed the enhancements and talked in depth about the shortage of officers. Council member Greenly asked about the number provided for shift differential and Lt. Schroeck stated he would provide numbers from other jurisdictions.

Council member McCollum asked the purpose of the vehicle take home program. Lt. Shroeck stated he feels it would be morale enhancement to the department and that the program would be a pilot program. Council member Greenly added that with a take home vehicle an officer would be able to respond to a call with full equipment. Lt. Schroeck noted that one officer lives in town and that some officers prefer not to live in the town where they work. Lt. Schroeck added he would provide more accurate numbers for fuel usage. David Mekarski added that he will be working with the Chief and the Finance Dept. on a cost benefit analysis on leasing vehicles instead of purchasing.

Mayor Fraser asked if there was a way to accelerate the on boarding process for new officers. Lt. Schroeck stated that there are only two academies per year so it would depend on timing of hiring.

vii. Public Works (not utility funds)

Dale Lehnig reviewed the proposed enhancements.

Council member McCollum referenced from last year's budget the vehicle and major equipment purchase/replacement schedule and asked if the vehicles being replaced are included in the schedule. Tom Angus stated there is a five-year vehicle replacement plan and reference page 327 to be discussed during the capital outlay section of the budget.

Dale Lehnig clarified that the 21st Street project includes just the roadway and not the utility and includes from Main Street to about Hirst Road. David Mekarski talked about the importance of the project.

Mayor Fraser requested the quantified amount of miles of road structure and the number of trees in the tree removal project.

Vice Mayor Ogelman talked about chargebacks and stated there needs to be a coherent philosophy for why some monies are being taken and used from some places and used in different ways.

viii. Community Development

Tom Angus stated no new enhancements are being proposed. Mr. Angus mentioned the estimate for the upcoming Transportation Plan. Mayor Fraser asked about design guidelines for the Board of Architectural Review. Tom Angus stated that item is not include in the FY 2019 budget but that it was in the 2018 budget however the funding was used for the completion Comprehensive Plan. David Mekarski stated he would review the possibility of grant or state funds for this project.

ix. Legislative and Non-Departmental

Mr. Angus stated the total budget is \$130,000 with no enhancements.

Council member Bledsoe asked about the item regarding grant funding if there is a time limit on the funds. Tom Angus stated that the funds would expire at the end of the fiscal year. Liz Krens stated the funds have been received from the County and does not feel there is a timeframe associated with it but that the town would try to use the funds this fiscal year.

x. Non-Departmental

Tom Angus referenced the vehicle replacement schedule.

Vice Mayor Ogelman referenced the debt retirement and asked the proportion of the non-departmental budget expenditures from last year's budget that went to debt retirement and if it stays consistent. Liz Krens stated it is fairly consistent but can vary depending on the amortization schedules.

B. General Fund Capital Improvement Program

i. Main & Maple Intersection Phase 2

ii. 32nd and A Street Intersection Phase 2

Tom Angus referenced the five projects added as a supplemental agenda as new funding to support the projects was just received. Dale Lehnig reviewed the projects.

Council member Bledsoe asked if a certain criteria was used to qualify for County funding and referenced the path in the Courts of St. Francis and asked if it may qualify for similar grant funding. Dale Lehnig stated that they are transportation/pedestrian based and that the path in the Courts of St. Francis would be discussed further at a meeting scheduled with Mr. Brownell.

C. Parks & Rec Fund Revenue, Expenditures

Amie Ware reviewed the proposed enhancements.

D. Parks and Rec CIP FY 2019 Projects

Tom Angus reviewed the projects.

DISCUSSION OF COUNCIL QUESTIONS:

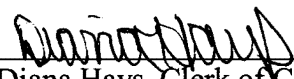
Tom Angus noted that a spreadsheet would be forwarded to Council to submit budget questions to staff.

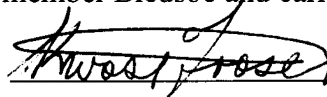
REVIEW OF UPCOMING BUDGET SCHEDULE:

Tom Angus stated that the format for the next budget work session would be to review the utility funds. Mayor Fraser added that the next budget work session is scheduled for May 2.

ADJOURNMENT:

With no further items for discussion, Vice Mayor Ogelman made a motion to adjourn the meeting at 8:53 PM. The motion was seconded by Council member Bledsoe and carried 5-0-1 absent.


Diana Hays, Clerk of Council


Kwasi A. Fraser, Mayor