

**MINUTES  
PURCELLVILLE TOWN COUNCIL  
SPECIAL MEETING/BUDGET WORK SESSION  
APRIL 5, 2016, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

---

The Town Council Special Meeting/Budget Work Session was convened at 7:00 PM in Council Chambers with the following in attendance:

**PRESENT:** Kwasi Fraser, Mayor  
Joan Lehr, Council member  
Karen Jimmerson, Council member  
Patrick McConville, Council member  
Doug McCollum, Council member  
John Nave, Council member  
Melanie Fuller, Council member

**ABSENT:** None

**STAFF:** Robert Lohr, Jr., Town Manager  
Danny Davis, Assistant Town Manager  
Sally Hankins, Town Attorney  
Alex Vanegas, Director of Public Works  
Elizabeth Krens, Director of Finance  
Chief Cindy McAlister, Police Dept.  
Hooper McCann, Director of Administration  
Paula Hicks, Staff Accountant  
Debbie Capitan, Budget Specialist

**CALL TO ORDER OF REGULAR MEETING:**

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

**FY 2017 BUDGET WORK SESSION:**

Danny Davis noted that a packet was provided to Town Council which included most of the responses for questions asked by Council and that an additional handout was provided which included three additional responses pertaining to IT questions.

a. Discussion of General Fund

Mayor Fraser asked about Mary's House of Hope and where the money would go if the property were sold. Rob Lohr confirmed it would go into Reserves and show as proceeds from property (100-3189905-0000) and an expenditure line to include a budget amendment that showed the

money being transferred into Reserves and used at Council's discretion. Mayor Fraser asked why it would go into that fund instead of wastewater since the old maintenance building is in the same area and allocated to that fund. Rob Lohr noted that this is because of the location of the facilities, and noted staff could look into whether the proceeds could go into wastewater by verifying how it was originally purchased. Vice Mayor McConville asked how this could affect the rates if it could go into the wastewater fund. Rob Lohr noted it would not affect the rates due to the money needed in the fund in the future, and added after the settlement Council could determine where to allocate the proceeds.

Council member Jimmerson talked about the proposed \$15,000 for Fireman's Field rent and asked if that would be removed since an agreement is not in place. Rob Lohr noted this has not yet been resolved due to the extension of the existing agreement with the County.

Council member Jimmerson asked about budget revenues for operating and police revenue being down 32% for the projection and asked what caused that change. Rob Lohr stated this would be discussed with the Chief at the next management meeting and then would provide a response to Council.

Mayor Fraser asked when planning for allocating for police force, asked Chief McAlister about the availability of County officers to augment the Town's officer's services to the community. Chief McAlister stated she does not consider the Sheriff's office in most cases however they do assist with emergencies.

ii. Expenditures

Council member Lehr talked about Town Council making decisions and choosing expenditures that Council feels can be eliminated or provide a number to the Town Manager in order to eliminate expenditures.

Council member Lehr talked about the increase in revenues with over half coming from a two cents tax increase, and added she prefers to keep the taxes at the twenty-two cents even though there will be some fluctuations in some residents tax rates based on assessments. Council member Lehr further discussed ways of saving \$240,000 without increasing taxes and the elimination of a police vehicle and the study for the new police station due to finding the location and figuring out cost first. Chief McAlister talked about the age and mileage on the police vehicles to be replaced as well as the site survey. Alex Vanegas added that the feasibility study cannot be done in house due to the level of expertise needed. Council member Jimmerson talked about the validity with having a study because the best options can be explored as well as estimates and opportunities for future growth. Mayor Fraser talked about the comprehensive plan update and would like to engage the citizens and have them decide where the next police station should be before engaging an outside entity to conduct a study. Mayor Fraser added the Town does not have the means at this time without incurring new debt. Council member McCollum added he feels this can be deferred due to funds available this year. Vice Mayor McConville stated he does not feel this is an immediate need and suggested saving \$10,000 to \$15,000 now for this to use in the future. Council member Nave noted the requirements for a new station have not yet been defined and should be before conducting a study. Danny Davis added that this would be part of the process. Mayor Fraser summarized that Council feels there is not an urgent need and this can be delayed for a year or so. Council member Lehr talked about locations for a future police station and agrees this year may not be the right time and would like

to remove \$35,000 to \$50,000. Council member McCollum talked about the property across from the high school near the safety center as a possible location and does not want to put money aside at this time. Council member Fuller stated she agrees with Council member McCollum about not putting the money aside due to debt. Mayor Fraser confirmed that the full \$50,000 be removed.

Council member Lehr talked about removing one of the police vehicles. Chief McAlister stated her concern with giving up a vehicle is not knowing about repairs over the year. Council member McCollum suggested getting one new vehicle for the police department and keeping the amount in the budget for a vehicle for public works. Alex Vanegas stated he can have staff review the two police vehicles in question and will provide the feedback to Council.

Mayor Fraser asked about the savings with the health insurance plan. Danny Davis confirmed that the provider network would remain the same as well as the out of network, and that the changes to employees include an increase in co-pays and deductibles and added staff is in the process of comparing neighboring jurisdictions. Council member Lehr requested a breakdown of how much savings would be in the general fund and Danny Davis noted he will look into this and report back to Council.

Council member McCollum noted that under Administration he would like to keep the compensation study in the budget in order to determine market rates to make sure staff is being compensated fairly, and would also like to keep the records management consultant which would result in cost savings in the future. Council member McCollum added he feels paralegals are an important part of an effective functional legal department. Council member McCollum stated he would also like to keep the Office Manager in the police department as it has been well justified and would also like to replace one of the police vehicles however would prefer to remove one of the vehicles in the police department as well as the speed display for a savings of approximately \$51,000.

Vice Mayor McConville stated he would like to consider the staffs 3% index rate adjustment to a 2% adjustment to save approximately \$51,000. Rob Lohr added that because Council is considering the change in insurance plans for employees, requested to not adjust anything else pertaining to staff and added in the past few years there have been positions frozen, more work to be done with less staff, and staff went several years with no increases, and asked Council to think about the potential impacts to staff. Council member McCollum stated he would not like to decrease the index rate adjustment to 2% and feels there are room in other places to cut. Council member Nave talked about the requested vehicle in Public Works and after further discussion, Danny Davis noted that that vehicle was previously removed from the budget due to the salary issue in the police department. Council member McCollum stated he would vote to replace the public works vehicle and asked if the vehicle is shared by other departments. Alex Vanegas stated the vehicle is exclusively used by public works.

Mayor Fraser asked about the Assistant Director of Public Works position showing as \$81,000 and the police Office Manager is at \$81,200 per year. Alex Vanegas stated the Assistant Director of Public Works is \$134,000 and recommended it be split between three funds. Danny Davis added that a better approach will be to look at the department after the budget process and reorganize at that time however requested that the budget not be formed around the idea of reorganizing. Council member Lehr stated she would like to leave the Assistant Director position in the budget and if there is a vacant position asked if staff can make that position a part

time position. Rob Lohr requested that Council look at the bigger items and provide staff with direction on what they want the final number to be. Council member McCollum stated he would like to keep the Assistant Director of Public Works position and one vehicle and feels the public works function is too important for one person to handle, and added he would prefer to remove the Maintenance Worker position since it has not been completely justified.

Council member Jimmerson noted she would like the Town Manager to go back to the departments to discuss then provide a recommendation to Council as to what to cut. Council member Fuller noted the budget looks lean however the consensus is to not raise taxes. Mayor Fraser requested that Rob Lohr send to Council an update as to where they stand on reducing the budget by \$240,000. Rob Lohr stated he can provide strong recommendations to Council hopefully by the close of business Friday to allow time for review before the vote the following Tuesday.

Mayor Fraser talked about the profit from Mary's House of Hope, and Rob Lohr asked if Council is willing to sell the facility regardless and if so, it could be added to the budget for the next fiscal year. Mayor Fraser noted he does not feel Council can decide that at this time. Rob Lohr added that because the sale has a contingency that the money is not currently in the budget due to the uncertainty.

Alex Vanegas confirmed via a question from Council that the money from timbering at the reservoir is not included in the budget due to the contract not being in place.

b. Discussion of Special Parks and Recreation Fund

This item was not discussed.

c. Discussion of Water Fund

This item was not discussed.

d. Discussion of Wastewater Fund

This item was not discussed.

e. Discussion of Capital Improvement Programs

This item was not discussed.

f. Tax Rates, Utility Rates, Other Taxes/Rates

This item was not discussed.

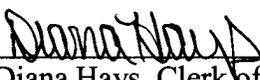
**AMENDMENT/REVIEW OF UPCOMING BUDGET SCHEDULE:**

Danny Davis confirmed that the next regular meeting is scheduled for Tuesday, April 12 which includes a public hearing on the budget and other advertised taxes and fees followed by a budget work session on April 14.

**ADJOURNMENT:**

With no further business to discuss, Council member Fuller made a motion to adjourn at 8:29 PM. The motion was seconded by Vice Mayor McConville and approved unanimously.

  
Kwasi A. Fraser, Mayor

  
Diana Hays, Clerk of Council