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Elizabeth Krens, Finance
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Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

DATE: April 26, 2018

TO: Purcellville Town Council
Sally Hankins, Town Attorney

FROM: Diana Hays, Town Clerk

SUBJECT: Notice of Town Council Special Meeting/Budget Work Session on Wednesday,
May 2, 2018

This is to notify you that, in accordance with the Code of Virginia §15.2-1418, the Mayor has called a Special Meeting on Wednesday, May 2, 2018 at 7:00 PM at Town Hall, 221 S. Nursery Avenue, Purcellville.

The topics of discussion are those items listed on the agenda for the special meeting. A copy of the agenda is attached.

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AGENDA
TOWN COUNCIL SPECIAL MEETING / BUDGET WORK SESSION
MAY 2, 2018, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

- 1. CALL TO ORDER OF SPECIAL MEETING / BUDGET WORK SESSION** (Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION**
- 4. FY 2019 BUDGET WORK SESSION** (Town Council)
 - A. Discussion of New Proposed Enhancements in Parks and Rec Fund
 - i. Staff Enhancements (attachment)
 - a. Parks and Rec Division Manager – Part-time to Full-time
 - b. Part-Time Staff Increase by 4 hours per week
 - B. Discussion of Water Fund Operating Budget
 - i. Revenues (pg. 166)
 - ii. Expenditures (pg. 172-175)
 - iii. Water Fund Enhancements (pg. 21-22)
 - iv. Capital Outlay (pgs. 174 and 326)
 - C. Water Fund Capital Improvement Program (CIP) FY 2019 Funded Projects
 - i. 12th Street Water Main Replacements (pgs. 252-253)
 - ii. Nature Park Wells & Program Logistic Controller (PLC) Upgrades (pgs. 246-247)
 - iii. S. Nursery Ave. Water Main Replacement (pgs. 248-249)
 - iv. Hirst Well Membrane (pgs. 254-255)
 - v. Intake Structure for Hirst Reservoir (pgs. 256-257)
 - vi. Consolidated Well Treatment Facility (pgs. 258-259)
 - vii. Hall Ave. / O St. Water Main Replacement (pgs. 260-261)
 - viii. F St. Water Main Replacement (pgs. 262-263)

- D. Discussion of Wastewater Fund Operating Budget
 - i. Revenues (pg. 176)
 - a) Availability Revenue will be reduced by \$473,450 due to West End Pump Station Oversizing Agreement for 10 availabilities budgeted in FY 2019
 - ii. Expenditures (pgs. 182-184)
 - iii. Wastewater Fund Enhancements (pg. 22)
 - iv. Capital Outlay (pgs. 184 and 326)
- E. Wastewater CIP FY 2019 Funded Projects
 - i. East End Pump Station (pgs. 270-271)
 - ii. Membrane Replacement (pgs. 272-273)
 - iii. West End Pump Station Improvement (pgs. 274-275) - Update
 - iv. Cell Tower (pg. 276-277)
 - v. Reclaimed Water Dispensing Station (pgs. 280-281)

5. DISCUSSION OF COUNCIL QUESTIONS

6. DISCUSSION OF COUNCIL BUDGET CHANGES

7. REVIEW OF UPCOMING BUDGET SCHEDULE (Town Council)

- a. FY 2018 Year-End Budget Amendment tentatively scheduled June 12, 2018
- b. Next steps and Budget Adoption

8. ADJOURNMENT

*Roll Call Votes

**PARKS AND REC FUND ENHANCEMENT
ADDENDUM TO PROPOSED BUDGET**

The Parks and Recreation Division is seeking approval to make the Division Manager a Full-Time position and increase the Events Specialist hours to 24 a week. The work load of this division exceeds what the two current part-time positions can efficiently handle. The current hours required to accomplish these tasks are consistently exceeding our limit to be in compliance with Affordable Care Act (ACA).

Parks and Recreation Division Manager

Below are details of the new and existing responsibilities of the Parks and Recreation Division Manager which justify an increase from the existing 28-hour work week to Full Time:

New Responsibilities

- The Division Manager's duties have significantly increased with the new responsibility of managing the Fireman's Field Concession Contract.
- The Division Manager is the Town's designated Principal Point of Contact under Section 19 of the Concession Contract, a position that requires numerous meetings and frequent interaction between the managing parties and Division Manager.
- The Division Manager will be managing CIP projects approved by the Town Council which may include the Bike Park, installing an outdoor stage in Dillon's Woods, replacing the floor of the Bush Tabernacle, and replacing the lights on Fireman's Field. These projects will include responsibility for seeking additional funding sources, coordinating with other Town Departments and several Town advisory boards and committees, and expanding partnerships.
- The Division Manager is also writing and submitting grant proposals and managing the projects for grants won. The current grant projects include the Virginia Trees for Clean Water Grant and the Visit Loudoun Marketing Leverage Fund Grant. The Keep Virginia Beautiful grant proposal will be submitted by the Manager on April 30, 2018.
- The three committees for which the Division Manager is staff liaison are expanding their initiatives and activities, which also increases the Manager's workload. Some of these **new** efforts include:
 - Bike Park, Purcellville Parks and Recreation Advisory Board
 - Bike Racks and Repair Stations, Purcellville Parks and Recreation Advisory Board
 - Monthly Nature Walks, Purcellville Parks and Recreation Advisory Board
 - NeighborWoods Grant program, Tree and Environment Sustainability Committee
 - Water Quality Day, Tree and Environment Sustainability Committee
 - Greenhouse Gas Emissions Study, Tree and Environment Sustainability Committee
 - Trails and open space enhancements, Tree and Environment Sustainability Committee
 - Cabin Fever Film Festival, Purcellville Arts Council
 - Mural Project, Purcellville Arts Council
 - Art in Public Spaces, Purcellville Arts Council

Existing Responsibilities

- Staff liaison for three committees, which requires attendance at three evening meetings each month as well as assisting with projects the committees pursue. The committees are:
 - Purcellville Parks and Recreation Advisory Board
 - Purcellville Tree and Environment Sustainability Committee
 - Purcellville Arts Council

- Receive and process requests for all special events permits
- Overseeing, coordinating and planning Town events with the Town Event Specialist
- Managing the budget for the Parks and Recreation Division and the three committees for which the manager serves as liaison
- Regularly updating appropriate pages of the Town's website and Facebook pages
- Writing press releases
- Securing volunteers and partnerships for numerous events, projects and activities
- Writing grant proposals and managing the projects and reporting requirements

Parks and Recreation Event Specialist

The Event Specialist for the Town requires an additional four hours a week to manage the responsibilities of this position. These include:

- Planning and managing the Memorial Day Ceremony
- Planning and managing the 9/11 Ceremony
- Coordinating between the Parks and Recreation Advisory Board and the Fireman's Field Concession Contractor for music portions of the annual Purcellville Music and Arts Festival, which includes bands and performers on four stages
- Coordinating between the Purcellville Arts Council and the Concession Contractor for the Art components of the annual Purcellville Music and Arts Festival
- Supporting the Concessionaire Contractor in the planning and management of Town events including the Purcellville Music and Arts Festival and the Purcellville Wine and Food Festival
- Oversee and coordinate with the event management company hired to manage the Purcellville Wine and Food Festival
- Coordinating with the Parks and Recreation Advisory Board to plan and manage the annual Holiday Lights Trolley Tours and the ornament workshop
- Planning and managing the Christmas in Purcellville events which include the annual Town Tree Lighting, open house at Town Hall, and Christmas Parade
- Coordinating with the Volunteer Fire Department to plan and manage the annual Independence Day Parade
- Manage the community garden and events/activities associated with this asset
- Assisting with the implementation of events and activities hosted by committees this division serves; these include Hail to the Trail, Water Quality Day, and monthly nature walks
- Coordinating with other Town Departments, especially Public Works, on the implementation of these tasks
- Tracks and manages budget, procurements, and payments related to events managed by the Town
- Ensures that all event policies/procedures are followed to be compliant with Loudoun County and Town of Purcellville regulations.

Fiscal Impact

- Total increase for both staff enhancements is \$54,544 in FY 2019.
- FY 2019 cost increase from part-time at 28 hours a week (0.7 FTE) to full-time (1.0 FTE) is \$49,790 that includes the additional pay hours and employee benefits.
- FY 2019 cost increase for increasing Part-Time Event Specialist from 20 hours a week (0.5 FTE) to 24 hours a week (0.6 FTE) is \$4,754.