Before the

# Colonial Beach Town Council

Held at

Colonial Beach Town Center

22 Washington Avenue, Colonial Beach, VA 22443

**Wednesday, June 20, 2018 at 6:00 p.m.**

## Town Council Regular Meeting

## AGENDA

1. **Call To Order**

2. **Moment of Silence/Pledge of Allegiance**

3. **Roll Call of Members**

4. **Approval of the Agenda**

5. **Approval of Minutes for the June 2, 2018 Work Session and the May 16, 2018 Regular Meeting**

6. **Council Announcements**

7. **Presentations**

   **•Colonial Beach Schools • Westmoreland County Supervisor • Planning Commission • Downtown Colonial Beach • Chamber of Commerce • Colonial Beach Foundation**

8. **Monthly Department Reports** ***(Tab A)***

9. **Old Business**

   • **Res #19-18, Approves and Adopts the Northern Neck Regional Hazard Mitigation Plan** ***(Tab B)***

**10. New Business**

- **Res #20-18, Approves and Adopts Acting Police Chief Employment Agreement** ***(Tab C)***

- **Res #21-18, Amends the By Laws for the Tourism Advisory Council** ***(Tab D)***

- **Ordinance No. 693, Amends Town Code, Section 20-2, "Real Estate Tax"** ***(Public Hearing held on June 2, 2018)*** ***(Tab E)***

- **Res #22-18, Adopts and Appropriates the Fiscal Year 2019 Budget** ***(Public Hearing held on June 2, 2018)*** ***(Tab F)***

- **Res #23-18, Accepts the Property Located at 315 Douglas Avenue from the Colonial Beach School Board** ***(Tab G)***

- **Res #24-18, Amends Fiscal Year 2017-2018 Budget, General Fund and Capital Improvement Fund** ***(Tab H)***

**11. New Business**

**12. Citizen Input**

**13. Closed Meeting**

**14. Adjournment/Recess**

# Tab A

# Tab B

**COUNCIL PAPER**

**At the regular meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

# RESOLUTION #19-18, Approves the Northern Neck Regional Hazard Mitigation Plan 2017 Update

**WHEREAS**, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans to receive certain federal assistance, and

**WHEREAS**, a Local Emergency Planning Committee (LEPC) comprised of representatives from the counties of Lancaster, Northumberland, Richmond, and Westmoreland and the towns of Colonial Beach, Irvington, Kilmarnock, Montross, Warsaw, and White Stone was convened to study the risks from and vulnerabilities to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Northern Neck region; and

**WHEREAS**, a request for proposals was issued to hire an experienced consulting firm to work with the LEPC to update the *Northern Neck Regional Hazard Mitigation Plan 2017 Update*; and

**WHEREAS**, the efforts of the LEPC members and the consulting firm of Dewberry, in consultation with members of the public, private and non-profit sectors, have resulted in an update of the 2011 Northern Neck Regional Hazard Mitigation Plan, including The Town of Colonial Beach.

**NOW THEREFORE, BE IT RESOLVED** by the Town of Colonial Beach that the *Northern Neck Regional Hazard Mitigation Plan 2017 Update* is hereby approved and adopted for the Town of Colonial Beach.

**ADOPTED** by the Town of Colonial Beach this 20th day of June, 2018.

APPROVED:

_____

Eddie Blunt, Mayor

ATTEST:

_____

(Jurisdiction representative)

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Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____

# Tab C

**COUNCIL PAPER**

**At the regular meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

## RESOLUTION #20-18, Approves the terms of Acting Police Chief Bruce Hough's employment agreement

**WHEREAS** the Town of Colonial Beach (the "Town") wishes to retain the services of Bruce Hough as the Acting Police Chief beginning on May 30, 2018; and

**WHEREAS** the Town and the Acting Police Chief wish to set forth the terms of the Acting Police Chief's employment with the Town beginning on May 30, 2018.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

# EMPLOYMENT AGREEMENT

### Section 1. Duties

The Town hereby agrees to temporarily appoint Bruce Hough as the Acting Police Chief of the Town of Colonial Beach beginning on May 30, 2018 to perform the functions and duties specified in the Colonial Beach Town Code, position description (Appendix A), and to perform any and all such other legally permissible and proper duties and functions that the Town Council or the Town Manager (with the Council's approval) may assign. It is understood by the parties that the Acting Police Chief reports to the Town Council and shall coordinate with the Town Manager regarding day-to-day operations of the Police Department.

The Acting Police Chief shall be visible in the community and shall place particular emphasis on community policing. The Acting Police Chief shall also work cooperatively with the Westmoreland County Sheriff and take all necessary and appropriate measures to maintain the accreditation of the Colonial Beach Police Department. The Acting Police Chief shall attend the regular monthly meeting of the Colonial Beach Town Council and provide a monthly report. The Acting Police Chief shall wear a Colonial Beach Police uniform as necessary and appropriate.

### Section 2. Termination

A. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Town Council to terminate the services of the Acting Police Chief at any time, with or without notice. In the event that the services of the Acting Police Chief are terminated, Bruce Hough shall resume his position as Captain with the Colonial Beach Police Department.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Acting Police Chief to resign at any time from his position with the Town.

C. The Acting Police Chief may be terminated for cause by the Town Council. For cause includes but is not limited to:

- Conviction of a crime
- Immoral behavior or activities
- Untruthful conduct
- Failure to report to and/or follow the direction of the Town Manager
- Failure to perform the law-enforcement, supervisory or administrative functions of his position
- Failure to adhere to federal, state and local laws and/or the Town's policies and procedures
- Abuse of power/intimidation
- Failure to preserve the confidentiality of a matter that is confidential
- Failure to represent the Colonial Beach Police Department in a professional and appropriate manner
- An act of favoritism/failure to treat all employees in the same manner and/or failure to apply the same rules, regulations and requirements to all employees

**Section 3. Salary**

Town agrees to pay the Acting Police Chief for his services rendered pursuant hereto his current salary plus a stipend of $ 500 per pay period. The Acting Police Chief shall also receive any and all other benefits that are available to and received by other employees of the Town generally.

**Section 4. Hours of Work**

Invariably the Chief of Police will be required to devote considerable time outside of the normal workweek in the execution of his duties. The position of Acting Chief of Police is an exempt position for purposes of the Fair Labor Standards Act.

The Acting Police Chief shall notify the Mayor or his designee in advance and receive prior approval before being absent from the Town during regular business hours, holidays, an emergency or during any time when an event involving a large number of people (more than fifty) is scheduled in the Town.

**Section 5. Automobile**

The Town will provide access to a vehicle for business use by the Acting Police Chief. The Town will be responsible for paying for liability, property damage, and comprehensive insurance on the vehicle, and for the operation, maintenance and repair of a vehicle. The vehicle is to be used only for official town business within the scope of the Acting Police Chief's employment.

When the town vehicle is not available for use, the Town also agrees to pay mileage for use of a personal vehicle for town business at a rate established in accordance with the Town Personnel Procedures Manual.

**Section 13. Other Terms and Conditions of Employment**

A. The Mayor or his designee shall fix and such other terms and conditions of employment, as he may determine from time to time, relating to the performance of the Acting Police Chief, provided such terms and conditions are not inconsistent with, or conflict with, the provisions of this agreement, the Town Charter, or any other law.

B. The Acting Chief of Police recognizes that the core foundation of the Manager-Chief relationship is the betterment of the entire community achieved through a seamless approach to securing the safety, health and general welfare of all citizens of the Town of Colonial Beach. In an attempt to meet this requirement, both the Town Manager and the Acting Chief of Police agree to manage risk and undertake all measures to reduce the Town's exposure to liability. With this end in mind, the Acting Chief of Police agrees to consult with the Mayor and the Town Manager and gain approval of the Mayor or his designee before committing Town property or Town resources to groups or individuals for any purpose, including but not limited to the use of inmates. In the event that the Acting Police Chief is approached by a citizen or group for services, the Acting Police Chief agrees to direct the requestor to the Town Manager. All policy decisions shall be referred to the Mayor or his designee and the Acting Police Chief acknowledges that he has no authority to make policy decisions on behalf of the Town. The Acting Police Chief may make policy and regulation decisions on behalf of the Police Department in consultation and with the approval of the Mayor or his designee. In addition, the Acting Police Chief agrees and acknowledges that he is part of the town and therefore part of a team, and he agrees to undertake a team approach in terms of the administration and operation of the Police Department.

C. The Acting Chief of Police shall make a monthly report to the Mayor and the Town Manager of any and all gifts received by him, whether monetary or in-kind, from citizens and/or businesses located in the Town of Colonial Beach.

**Section 14: General Provisions**

This Agreement sets forth the entire agreement between the parties relating to the employment of the Acting Police Chief. This Agreement may be amended or modified by the parties provided that any amendment or modification shall be set forth in writing and signed by both parties.

This Agreement shall be binding upon both parties and inure to the benefit of the heirs at law and executors of the Acting Police Chief.

This Agreement shall become effective May 30, 2018.

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

The Town agrees to defend, save harmless and indemnify the Acting Police Chief against any tort, professional liability claim or demand or other legal action arising out of the employment activities of the Acting Police Chief. The Town shall not defend, save harmless or indemnify the Acting Police Chief for any legal action arising outside the scope of the Acting Police Chief's employment or for any act or omission that is grossly negligent or involves a wanton or willful act.

In the event that the Acting Police Chief should be charged with a crime or become the subject of an administrative investigation conducted by the department of social services or similar entity, he shall immediately notify the Mayor or his designee and the Town Manager and provide any and all relevant paperwork.

The Colonial Beach Town Council authorized the execution of this Agreement by the Mayor of Colonial Beach on behalf of the Town Council at a meeting held on _____, 2019 with a properly recorded vote as duly attested by the Town Clerk. This Agreement is executed in duplicate originals.

_____
MAYOR OF THE TOWN OF COLONIAL BEACH

_____
ACTING POLICE CHIEF, BRUCE HOUGH

APPROVED AS TO FORM:

_____
TOWN ATTORNEY

## APPENDIX A

## TOWN OF COLONIAL BEACH, VIRGINA

**Job Description**

Title: **Chief of Police**
Reports to: Town Council and Town Manager
Classification: Exempt
Grade:

I. Primary Function/General Purpose

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the police department. Develops policies and procedures for the department as mandated by law to ensure efficient operations. Collaborates with the Emergency Operations Director and the Coordinator for the Town to ensure the highest level of emergency operations response. Responsible for performance management activities for department employees, to include the administration of timely and effective performance appraisals.

II. Employment qualifications:

- Minimum of 10 years responsible management experience in the field of law enforcement
- Thorough knowledge of Virginia laws, current law enforcement principles, procedures, techniques and equipment
- Thorough knowledge of Town ordinances and department policies and regulations
- Thorough knowledge of and skill in the use of tools provided by the department to its officers
- Ability to train and supervise subordinate personnel
- Ability to perform work requiring good physical condition
- Ability to effectively communicate, both verbally and in writing, as well as the ability to give verbal and written instructions
- Ability to communicate with the public using courtesy, discretion and sound judgment

- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors
- Ability to make independent decisions and judgments which have a positive impact on the organization
- Demonstrated management skills and practices to include budgeting, policy and procedures development (to include emergency preparedness) and personnel supervision
- Valid Virginia driver's license and insurance
- Must have and maintain current standing and certification with a criminal justice academy, to include a current firearms certification.
- BA/BS from an accredited college or university in police science, law enforcement, criminal justice, criminology or a closely related field

III. Essential job functions:

- Plans, coordinates, supervises and evaluates police department operations
- Develops policies and procedures for the department, mandated by law, to ensure efficient operations of the department and to implement directives from the Town Council or Town Manager, in keeping with Virginia laws
- Plans and implements a law enforcement program for the Town in order to better implement the policies and goals of Town Management and Council, in keeping with Virginia laws
- Reviews performance and effectiveness; formulates programs to alleviate observed deficiencies
- Supervises and coordinates the preparation and presentation of an annual budget for the Department, directs implementation of the budget and plans for and reviews specifications for new or replaced equipment
- Handles grievances, maintains departmental discipline and maintains conduct and general behavior of assigned personnel
- Cooperates with county, state and federal law enforcement agencies as appropriate where activities of the police department are involved
- Coordinates activities as necessary with supervisors and other Town departments, exchanges information with officers in other law enforcement agencies, the Commonwealth Attorney's Office and Circuit Court, as well as other government agencies
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained
- Prepares and delivers timely and effective performance evaluations for direct reports

IV. Other job functions:

- Directs investigation of major crime scenes and acts as department spokesperson

- Analyzes and recommends improvements to equipment and facilities as needed
- Performs the duties of subordinate personnel as needed
- Attends or designates personnel to attend conferences to keep abreast of current trends in the field; represents the department at local, county, state and other meetings
- Attends Town Council and other meetings as necessary
- Represents the Town to the Public and other communities in a positive and professional manner

V. Physical demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee will spend some time sitting at a desk, working with a computer and speaking with employees and citizens in person and by phone. This will require that the employee be able to sit for moderate periods, speak and hear. The employee will need to have visual acuity to read a computer screen and the manual dexterity to key at a rate required by this position and be able to manipulate a mouse. The employee is required to stand, walk and occasionally run; use hands and fingers to feel, handle or operate objects, controls or assigned tools and equipment; reach with hands and arms; climb, balance, stoop, kneel, crouch and crawl as well as taste and smell

- The employee must occasionally lift and/or move more than 100 pounds. Likewise, the individual must be able to assist in the physical control and securing of another who may be resistant to these efforts

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

VI. Work environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

- While performing the duties of this job, the employee occasionally works in outside weather conditions, both daytime and nighttime. The employee is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. It is expected that the

individual may be exposed to blood or other potentially infectious materials during the course of his or her duties.

- The noise level in the work environment is usually moderate

Note: This description is intended to indicate the kinds and levels of work difficulty that will be required of the position that will be given the title and shall not be construed as declaring what specific duties and responsibility of any particular position shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties mentioned that are of a similar kind or level of difficulty.

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Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____

# Tab D

**COUNCIL PAPER**

**At the regular meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

## RESOLUTION #21-18, Amends and Adopts the By-Laws of the Colonial Beach Tourism Advisory Council

**BE IT RESOLVED** that the Town Council, meeting in Regular Session, on Wednesday, June 20, 2018 hereby amends and adopts the following amendment to Article III, Section 1, (Membership of the By-Laws of the Colonial Beach Tourism Advisory Council.):

1. The CBTAC shall be comprised of not greater than nine (9) members, all of whom shall be appointed by Town Council. ~~The members shall be citizens and residents of the Town of Colonial Beach.~~

Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____

# Tab E

**COUNCIL PAPER**

**At the Regular Meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

## ORDINANCE NO. 693 AMENDS THE COLONIAL BEACH TOWN CODE, SEC. 20-2, "REAL ESTATE TAX," TO INCREASE THE REAL ESTATE TAX RATE FROM .70 TO .80 PER $100 OF ASSESSED VALUE.

**BE IT ORDAINED** by the Colonial Beach Town Council, that the Colonial Beach Town Code, Chapter 20, "Taxation," Article 1, "In General," Section 20-2, "Real Estate Tax" shall be amended to read as follows:

**"Sec. 20-2. - Real estate tax.**

(a) The amount of real estate taxes shall be 0.80 per one hundred dollars ($100.00) of assessed value.

(b) Installments. The annual tax or levy on real estate shall be paid in installments during the tax year as follows:

(1) One-half (½) of the annual real estate tax or levy shall be due and payable by June 5 of the tax year; and

(2) The remaining balance due of the annual real estate tax or levy shall be due and payable by December 5 of the tax year.

(c) Penalty provisions. A penalty shall be added to such tax for failure to pay any installments on the day after the said installment is due, in the amount of:

| Tax Due | Penalty |
|---|---|
| $0.00--$10.00 | 100% of tax |
| $10.00 -- $100.00 | $10.00 |
| Over $100.00 | 10% of tax |
| | |

Any such penalty shall become a part of the tax.

(d) Interest provisions. Interest shall commence on the first day following the day each such installment is due at a rate of ten (10) percent per annum.

(e) The town council may provide for the waiver of the penalty and interest for failure to pay such tax if such failure was not in any way the fault of the taxpayer.

(f) The provisions set out herein shall be effective for the taxable year of 1983 and subsequent years."

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Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____

# Tab F

**COUNCIL PAPER**

**At the regular meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

# RESOLUTION 22-18, ADOPTION AND APPROPRIATION OF FISCAL YEAR 2019 BUDGET AND ADOPTION AND APPROPRIATION BY CATEGORY OF THE FY 2019 BUDGET FOR THE COLONIAL BEACH SCHOOL BOARD

**BE IT RESOLVED** that the Town Council, meeting in Regular Session on Wednesday, June 20, 2018, hereby adopts and appropriates the Fiscal Year 2019 budget as follows:

**PROPOSED FISCAL YEAR 2019 BUDGET**

| | FY 2018 Tax Rate | FY 2019 Tax Rate |
|---|---|---|
| Real Estate | .70 | .80 |
| Personal Property | 3.20 | 3.20 |
| Mobile Homes | .58 | .58 |
| Farm Machinery | 2.60 | 2.60 |
| Public Utilities | .70 | .70 |
| Boat Tax | .01 | .01 |

*All rates listed above are per $100 of assessed value*

**PROPOSED FISCAL YEAR 2019 BUDGET**

| | FY 2018 (@.70 Tax Rate) | FY 2019 (@.78 Tax Rate) |
|---|---|---|
| Town Government. General Fund 100 | $7,767,556 | $7,006,014 |
| Transfer to School Operating Fund, from General Fund 100 | $2,299,916 | $2,299,916 |
| Sewer & WWTP, Fund 501 | $1,917,490 | $1,867,365 |
| Water, Fund 503 | $ 764,929 | $1,096,960 |

**SECTION 1**

The following amounts are approved by category as set forth in Virginia Code §22.1-115 for the Colonial Beach School Board, subject to the conditions set forth in this Resolution, for the fiscal year beginning July 1, 2018 and ending June 30, 2019, as follows:

| | |
|---|---|
| Instruction, Elementary, Fund 205 | $2,607,871 |
| Instruction, Secondary, Fund 205 | $2,170,557 |
| Administration, attendance and health, Fund 205 | $ 509,966 |
| Pupil transportation, Fund 205 | $ 396,970 |
| Operation and Maintenance/Facilities, Fund 205 | $ 444,607 |
| Federal Grants, Fund 205 | $ 514,972 |
| Debt and Fund Transfers, Fund 205 | $0 |
| Technology, Fund 205 | $ 493,674 |
| Contingency Reserves | $0 |
| Total, Fund 205 | $7,138,617 |
| School food services and other non-instructional operations, Fund 216 | $ 229,651 |
| School CIP, Fund 210 | $0 |
| TOTAL: | $7,368,268 |

*Funds appropriated in FY 2019 for Capital Improvements, including construction in progress, will not lapse at the end of the year, but shall remain appropriated for the life of the project(s) until completion or until the Town Council eliminates the appropriation.*

- *The Town shall reserve the right to review the financial records of agencies who request funding from the Town as a condition of requesting funding and who <u>do not</u> obtain independent annual audits. Said agencies shall provide a financial statement to the Town annually; and,*

- *The Town shall reserve the right to review the financial records of agencies who request funding from the Town as a condition of requesting funding and who <u>do</u> obtain independent annual audits. Said agencies shall provide a financial statement to the Town annually; and,*

- *The Town shall reserve the right to review the Charter, Mission Statement or other defining document of agencies who request funding from the Town as a condition of requesting funding.*

Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____

# Tab G

**COUNCIL PAPER**

**At the regular meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

## RESOLUTION #23-18, Accepts the property located at 315 Douglas Avenue from the Colonial Beach School Board

**WHEREAS** the Colonial Beach School Board has declared the property located at 315 Douglas Avenue surplus; and

**WHEREAS** the Colonial Beach School Board has executed a deed to convey the property located at 315 Douglas Avenue to the Town of Colonial Beach; and

**WHEREAS** Virginia Code § 15.2-1803 requires that the Colonial Beach Town Council approve a Resolution accepting an interest in land.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council at its regularly scheduled meeting on June 20, 2018 that, in accordance with Virginia Code § 15.2-1803, the Colonial Beach Town Council accepts the property located at 315 Douglas Avenue from the Colonial Beach School Board; and

**BE IT FURTHER RESOLVED** that the Town Manager is authorized to execute any and all documents necessary for, or related to, the conveyance, subject to review and approval of the Town Attorney; and

**BE IT FINALLY RESOLVED** by the Colonial Beach Town Council that this Resolution shall be recorded in the land records of the Westmoreland County Circuit Court.

A copy Teste:

_____

Kathleen Flanagan, Clerk of Council

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Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____

# Tab H

**COUNCIL PAPER**

**At the regular meeting held on Wednesday, June 20, 2018 at the Colonial Beach Town Center**

## RESOLUTION #24-18, Amends Fiscal Year 2017-2018 Budget, General Fund and Capital Improvements Fund

**WHEREAS,** the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2017-2018 budget.

**NOW THEREFORE BE IT RESOLVED,** that the Town Council meeting in regular session, Wednesday, June 20, 2018, hereby adopts and appropriates an amendment to Fiscal Year 2017-2018 budget as follows:

| | FY 2017-18 Approved | FY 2017-18 Revised | Change |
|---|---|---|---|
| General Fund | $8,350,306 | $8,351,455 | +$2,990 |
| Capital Improvements Fund | $0.00 | $148,117 | +$148,117 |

1) Increase of $2,990 represents additional funding to the Colonial Beach Volunteer Fire Department from the Virginia Department of Fire Programs through the Aid to Localities effort. The revenue will be recognized in line item 3-100-024020-0001.

2) Increase of $148,117 represents the sale of Town property during Fiscal Year 17-18. The revenue will be recognized as follows:

| | |
|---|---|
| 3-330-041020-0001 | $ 7,406 |
| 3-330-041020-0002 | $ 7,406 |
| 3-330-041020-0003 | $ 14,812 |
| 3-330-041020-0004 | $118,493 |

Moved By _____ Seconded By _____

| | AYE | NAY | | AYE | NAY |
|---|---|---|---|---|---|
| Mayor Eddie Blunt | ___ | ___ | Steve Cirbee | ___ | ___ |
| Dallas Leamon | ___ | ___ | Bill Dellar | ___ | ___ |
| Frank Alger III | ___ | ___ | Burkett Lyburn | ___ | ___ |
| | | | Phil Rogers | ___ | ___ |

Adopted _____ Tabled _____