



Before the  
**Colonial Beach Town Council**  
Held at  
Town Center, 22 Washington Avenue

**Wednesday, September 18, 2019 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. Additions to the Agenda**
- 5. Approval of the Agenda**
- 6. Approval of Minutes for the June 19, 2019 Regular Meeting**
- 7. Council Member Announcements**
- 8. Presentations**
  - **15-year Service Award, Rob Murphy, Deputy Town Manager**
  
  - **Colonial Beach Schools ● Westmoreland County Supervisor ● Planning Commission**
  - **Downtown Colonial Beach ● Chamber of Commerce ● Colonial Beach Foundation**
  - **Colonial Beach Recreation Association**
- 9. Unfinished Business**

**10. New Business**

- Resolution #40-19, Amends Fiscal Year 2018-2019 Budget , School Fund *(Tab A)*
- Resolution #41-19, Amends Fiscal Year 2019-2020 Budget , Food Service *(Tab B)*
- DRAFT Resolution #42-19, Establishes a School Capital Reserve Fund and Policy *(Tab C)*
- DRAFT Resolution #43-19, Amends Fiscal Year 2019-2020 Budget, School Fund *(Tab D)*

**11. Citizen Input**

**12. Closed Meeting (if necessary)**

**13. Adjournment/Recess**

# Tab A

**COUNCIL PAPER**

**At the meeting held on September 18, 2019 at the Colonial Beach Town Center**

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**RESOLUTION #40-19, Amends Fiscal Year 2018-2019 Budget,  
School Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2018-2019 Budget, School Fund.

**NOW THEREFORE BE IT RESOLVED**, that the Colonial Beach Town Council, meeting on Wednesday, September 18th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2018-2019 Budget, School Fund, as follows:

Move From:	Move To:
(1) School Breakfast Lottery Funded (General Funds) \$12,631.00 (Revenue)	School Breakfast Lottery Funded Food Services (Cafeteria Funds) \$12,631.00 (Revenue)
(1) School Lunch Categorical (General Funds) \$3,679.00 (Revenue)	School Lunch Categorical Food Services (Cafeteria Funds) \$3,679.00 (Revenue)
(1) Operations & Maintenance Professional Services \$16,310.00 (Expense)	Food Services Equipment \$16,310.00 (Expense)

1. The above amounts represent the categories of School Breakfast Lottery Funded and Basic School Lunch Funds that were made available to the school division. The adjustments are needed based on recommendations from our previous audits. The action mentioned will not have any impact on the total budget.

Food Service Revenue	Food Service Expense
(2) Increase Appropriation Child and Adult Care Food Program \$7,000.00 (Revenue)	Increase Appropriation Food Services Food Supplies \$7,000.00 (Expense)

2. The above amount of 7,000 represents additional revenue made available to the school division through our Food Service Program. The adjustments are needed based on recommendations from our previous audits. This will change the approved budget for 18-19 SY.

Federal Revenue	Federal Expense
(3) Increase Appropriation Title V Part B Rural & Low Income \$406.82 (Revenue)	Increase Appropriation Title V Part B Rural & Low Income \$406.82 Travel (Expense)
(3) Increase Appropriation IDEA Part B Section 611 \$2,896.66 (Revenue)	Increase Appropriation IDEA Part B Section 611 \$2,730.00 Salaries; \$166.66 FICA (Expense)
(3) Increase Appropriation IDEA Part B Section 619 \$2,102.46 (Revenue)	Increase Appropriation IDEA Part B Section 619 \$2,102.46 Supplies (Expense)
(3) Increase Appropriation Title IV Part B 21 <sup>st</sup> Century Learning \$29,437.87 (Revenue)	Increase Appropriation Title IV Part B 21 <sup>st</sup> Century Learning \$21,812.59 Salaries; \$2,140.19 FICA; \$5,485.09 Supplies (Expense)
(3) Increase Appropriation Title I Part A \$31,332.66 (Revenue)	Increase Appropriation Title I Part A \$6,550.07 Salaries; \$16,123.29 FICA; \$8,659.30 Supplies

3. The funds mentioned above represent additional federal grants made available to the school division during the prior year. The funds were made available in our state financial accounting system account (Omega). The adjustments are needed based on recommendations from our previous audits. This will change the approved budget for the 18-19 SY.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Colonial Beach Town Council, meeting on Wednesday, September 18th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2018-2019 Budget, School Fund, as follows:

	FY 2018-19 Approved	FY 2018-19 Revised
Total	\$7,882,429.00	\$7,955,605.47

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Vicki Roberson	___	___
Steve Cirbee	___	___	Robin Schick	___	___
Pat Ey	___	___			

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

**Colonial Beach Public Schools  
School Board Meeting  
September 11th, 2019**

*Action*

*Agenda Item: Budget Amendment For Federal Programs and Cafeteria*

*Background:*

*Please see the attached resolution for a description.*

*Superintendent recommends approval of this resolution*

*Data Source:*

*Stanley Schoppe*

## Resolution To Amend The Fiscal Year 2018-2019 Budget

**WHEREAS**, the Colonial Beach School Board finds it necessary to make the following amendments to the Fiscal Year 2018-2019 budget.

**NOW THEREFORE BE IT RESOLVED**, that the Colonial Beach School Board meeting on Wednesday, September 11th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2018-2019 budget as follows:

Move From:	Move To:
(1) School Breakfast Lottery Funded (General Funds) \$12,631.00 (Revenue)	School Breakfast Lottery Funded Food Services (Cafeteria Funds) \$12,631.00 (Revenue)
(1) School Lunch Categorical (General Funds) \$3,679.00 (Revenue)	School Lunch Categorical Food Services (Cafeteria Funds) \$3,679.00 (Revenue)
(1) Operations & Maintenance Professional Services \$16,310.00 (Expense)	Food Services Equipment \$16,310.00 (Expense)

1. The above amounts represent the categories of School Breakfast Lottery Funded and Basic School Lunch Funds that were made available to the school division. The adjustments are needed based on recommendations from our previous audits. The action mentioned will not have any impact on the total budget.

Food Service Revenue	Food Service Expense
(2) Increase Appropriation Child and Adult Care Food Program \$7,000.00 (Revenue)	Increase Appropriation Food Services Food Supplies \$7,000.00 (Expense)

2. The above amount of 7,000 represents additional revenue made available to the school division through our Food Service Program. The adjustments are needed based on recommendations from our previous audits. This will change the approved budget for 18-19 SY.

Federal Revenue	Federal Expense
(3) Increase Appropriation Title V Part B Rural & Low Income \$406.82 (Revenue)	Increase Appropriation Title V Part B Rural & Low Income \$406.82 Travel (Expense)

(3) Increase Appropriation IDEA Part B Section 611 \$2,896.66 (Revenue)	Increase Appropriation IDEA Part B Section 611 \$2,730.00 Salaries: \$166.66 FICA (Expense)
(3) Increase Appropriation IDEA Part B Section 619 \$2,102.46 (Revenue)	Increase Appropriation IDEA Part B Section 619 \$2,102.46 Supplies (Expense)
(3) Increase Appropriation Title IV Part B 21 <sup>st</sup> Century Learning \$29,437.87 (Revenue)	Increase Appropriation Title IV Part B 21 <sup>st</sup> Century Learning \$21,812.59 Salaries; \$2,140.19 FICA; \$5,485.09 Supplies (Expense)
(3) Increase Appropriation Title I Part A \$31,332.66 (Revenue)	Increase Appropriation Title I Part A \$6,550.07 Salaries; \$16,123.29 FICA; \$8,659.30 Supplies

3. The funds mentioned above represent additional federal grants made available to the school division during the prior year. The funds were made available in our state financial accounting system account (Omega). The adjustments are needed based on recommendations from our previous audits. This will change the approved budget for the 18-19 SY.

**NOW THEREFORE BE IT RESOLVED**, that the Colonial Beach School Board meeting on Wednesday, September 11th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2018-2019 budget as follows:

	FY 2018-19 Approved	FY 2018-19 Revised
Total	\$7,882,429.00	\$7,955,605.47

Moved By Miss. Seeberz                      Seconded By Mrs. Payne

*Jonathan J. Jewett*  
9-11-2019

# Tab B

**COUNCIL PAPER**

**At the meeting held on September 18, 2019 at the Colonial Beach Town Center**

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**RESOLUTION #41-19, Amends Fiscal Year 2019-2020 Budget, Food Service**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2019-2020 Budget, Food Service.

**NOW THEREFORE BE IT RESOLVED**, that the Colonial Beach Town Council, meeting on Wednesday, September 18th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2019-2020 Budget, Food Service, as follows:

	FY 2019-20 Approved	FY 2019-20 Revised	Change
School Fund	\$7,882,429	\$7,955,605.47	\$100,000 to Food Service Fund (1)

(1) The above amount of \$100,000 represents a Cafeteria Revenue Fund Balance that is available to the Food Services Department for Colonial Beach Public Schools to use during the 2019-2020 school year for program functions, equipment and operation of the Food Service Department.

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Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Vicki Roberson	___	___
Steve Cirbee	___	___	Robin Schick	___	___
Pat Ey	___	___			

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

**Colonial Beach Public Schools  
School Board Meeting  
September 11th, 2019**

**Action**

**Agenda Item: Food Service Fund Balance Resolution**

**Background:**

The above amount of \$100,000.00 represents a Cafeteria Revenue Fund Balance that is available to the Food Services Department for Colonial Beach Public Schools to use during the 2019-2020 school year for program functions, equipment, and operation of the Food Service Department

Superintendent recommends approval of this resolution

**Data Source:  
Stanley Schoppe**

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**Resolution To Amend Fiscal Year 2019-2020 Budget, Food Service**

**WHEREAS**, the Colonial Beach School Board finds it necessary to make the following amendments to the Fiscal Year 2019-2020 budget.

**NOW THEREFORE BE IT RESOLVED**, that the School Board during its scheduled meeting Wednesday, September 11th, 2019 hereby adopts and appropriates and amends Fiscal Year 2019-2020 budget as follows:

	FY 2019-2020 Approved	FY 2019-2020 Revised	Change
School Fund	\$7,774,479.00	\$7,874,479.00	\$100,000.00 to (food-service fund)

1. The above amount of \$100,000.00 represents a Cafeteria Revenue Fund Balance that is available to the Food Services Department for Colonial Beach Public Schools to use during the 2019-2020 school year for program functions, equipment, and operation of the Food Service Department.

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Moved By Miss. Seeber

Seconded By Mrs. Pagne

*Timothy J. Farrell*

9-11-2019

# Tab C

**COUNCIL PAPER**

**At the meeting held on September 18, 2019 at the Colonial Beach Town Center**

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**RESOLUTION #42-19, Establishes a School Capital Reserve Fund and Policy**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to establish a School Capital Reserve Fund and a Policy; and

**WHEREAS**, the procedures for this School Capital Reserve Fund would include a journal entry after year-end whereby fund balances were moved to the Fund and usage of such funds would be based upon School Board request and Town Council appropriation.

**NOW THEREFORE BE IT RESOLVED**, that the Colonial Beach Town Council, meeting on Wednesday, \_\_\_\_\_, 2019, hereby establishes a School Capital Reserve Fund and Policy.

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Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AYE

NAY

AYE

NAY

Mayor Eddie Blunt  
Frank Alger  
Steve Cirbee  
Pat Ey

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Dallas Leamon  
Vicki Roberson  
Robin Schick

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Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

RESOLUTION

ON USES OF SCHOOL YEAR END FUND BALANCES BETWEEN  
THE TOWN COUNCIL AND THE SCHOOL BOARD

**WHEREAS**, the School Board for Colonial Beach Public Schools recognizes that a need exists to adopt a formal long-range plan with the Town Council that addresses the uses of School Year-End Fund Balances; and,

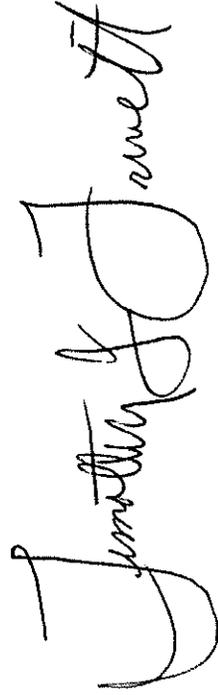
**WHEREAS**, the School Board believes that these balances are achieved as a result of sound and conservative management throughout each year of the funds that are appropriated to the School Division; and,

**WHEREAS**, the Board also believes that these fund balances should be reserved for School Division needs and re-appropriated for certain capital projects (i.e. new or replacement schools or renovations) and equipment (i.e. School buses and other vehicles or computers and textbooks); and,

**WHEREAS**, the creation of a School Capital Reserve Fund by the Town Council could provide the mechanism for reserving school fund balances for school needs; and,

**WHEREAS**, the procedures for this School Capital Reserve Fund would include a journal entry after year-end whereby fund balances were moved to the Fund, and the usage of such funds would be based upon School Board request and Town Council appropriation;

**NOW, THEREFORE, BE IT RESOLVED**, that on a motion of Tara Seber, seconded by Mrs. Payne, the School Board hereby approves this resolution requesting that the Town Council create a School Capital Reserve Fund and establish procedures whereby after each year-end, any school fund balances are moved to the School Capital Reserve Fund and then may be subsequently appropriated for certain school needs in response to specific School Board requests.



9-11-2019

# Tab D

**COUNCIL PAPER**

**At the meeting held on September 18, 2019 at the Colonial Beach Town Center**

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**RESOLUTION #43-19, Amends Fiscal Year 2019-2020 Budget  
School Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2019-2020 budget.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council, at its regular meeting Wednesday, \_\_\_\_\_, 2019 hereby adopts and appropriates and amends Fiscal Year 2019-2020 budget as follows:

	FY 2019-20 Approved	FY 2019-20 Revised	Change
School Fund	\$ _____	\$ _____	(2) _____

1. \$350,366.00 represents the total amount of Fiscal Year 2019-20 unspent funds, School Fund which have been requested by the School Board for return to the School Division.

(2) The amount of \$ to be determined is the total of funds to be returned to the School Board.

The related expenditure account is the newly created School Capital Reserve Fund, line item \_\_\_\_\_.

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Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Vicki Roberson	___	___
Steve Cirbee	___	___	Robin Schick	___	___
Pat Ey	___	___			

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

**RESOLUTION REQUESTING THE TOWN COUNCIL  
OF THE TOWN OF COLONIAL BEACH, VIRGINIA  
TO RETURN TO SCHOOL BOARD  
UNSPENT LOCAL FUNDS FROM FISCAL YEAR 2018**

**WHEREAS**, Section 22.1-100 of the Code of Virginia, requires school divisions to return unexpended local funds to the local governing body at the end of each fiscal year; and

**WHEREAS**, at the end of fiscal year 2018, the School Board of the Town of Colonial Beach (the "School Board") returned \$350,366.00 in unexpended funds to the Town Council of the Town of Colonial Beach; and

**WHEREAS**, Chapter 1, 2018 Special Session I Acts of Assembly encourages localities to allow school boards to carry over any unspent local allocations into the next fiscal year;

**WHEREAS**, the School Board has identified capital improvements and instructional needs for which the unexpended funds would be utilized; and

**NOW, THEREFORE, BE IT RESOLVED:** that the School Board of the Town of Colonial Beach, Virginia (the "School Board") hereby requests, pursuant to Chapter 1, 2018 Special Session I Acts of Assembly, that the Town Council of the Town of Colonial Beach, Virginia (the "Town") return to the School Board its unspent FY2018 local allocation in the amount of \$350,366.00 to be spent in fiscal year 2019 for school division purposes, including but not limited to capital improvements and instructional needs.

**ADOPTED:** 3/13/19  
Date

TOWN SCHOOL BOARD OF COLONIAL BEACH

By: \_\_\_\_\_

*Jonathan J. J. J. J.*

Attest:

Karen D. Camlin  
Clerk

Chair