



**Minutes of the
Colonial Beach Town Council
Special Meeting held on
Tuesday, June 8, 2017 at 10:00 a.m.**

Colonial Beach Town Hall
315 Douglas Avenue
Colonial Beach, VA 22443

Present

Mayor, Eddie Blunt
Vice Mayor, Dallas Leamon
Member, Frank Alger III
Member, Bill Dellar
Member, Phil Rogers
Member, Burkett Lyburn

Absent

All Council Members were present with the exception of Mr. Cirbee.

Also Present

Town Manager, Val Foulds
Town Attorney, Andrea Erard
CFO, Joan Grant
Town Clerk, Kathleen Flanagan
Dir, Public Works, Rob Murphy
Chief, Police Dept, Danny Plott
Zoning Administrator, Brendon McHugh

Call to Order

Mayor Blunt called the meeting to order at 10:00 a.m.

Roll Call of Members

Mayor Blunt noted that all council members were present with the exception of Mr. Cirbee.

All Council Members were present except Mr. Cirbee.

Council Discussion Proposed FY17/18 Budget

Mayor Blunt noted there was distributed a draft budget resolution for Council action on June 21st.

Draft Resolution #30-17

RESOLUTION #30-17, ADOPTION AND APPROPRIATION OF FISCAL YEAR 2017-2018 BUDGET

BE IT RESOLVED that the Town Council, meeting in Regular Session on Wednesday, June 21, 2017, hereby adopts and appropriates the Fiscal Year 2017-2018 budget as follows:

	FY 2017 Tax Rate	FY 2018 Tax Rate	Change
Real Estate	.70	.70	0
Personal Property	3.20	3.20	0
Mobile Homes	.58	.58	0
Farm Machinery	2.60	2.60	0
Public Utilities	.70	.70	0
Boat Tax	.01	.01	0

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

PROPOSED FISCAL YEAR 2017-2018 BUDGET

	FY 2017	FY 2018	Change
General Fund Town Government	\$6,679,251	\$5,468,340	-18.14%
Transfer to School Operating Fund	\$2,299,916	\$2,299,216	-.0003%
Grand Total – General Fund	\$8,979,167	\$7,767,556	-13.5%
Utilities Fund	\$2,666,325	\$2,682,419	+0.07%

Funds appropriated in FY 2018 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 do not 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 do 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.*
-

Ms. Foulds noted there has been a recent transfer of \$150,000 from the Capital Projects Fund for roads and the numbers have been amended.

Ms. Foulds asked if there were preliminary questions.

Mr. Dellar asked how much is there remaining in the Capital Projects Fund?

Ms. Foulds responded she will get that number.

Mr. Dellar asked Ms. Grant about the \$64,000 revenue listed from “use of money,” which has doubled since last year and asked how that came about. Ms. Grant responded that is interest on bank account, bond money, etc. and those monies have significantly increased.

Ms. Foulds noted that at the end of June the balance in the Capital Projects Fund was \$535,899.

Mr. Dellar asked Council consider approving the Capital Improvement Plan at the same time it approves the budget, as it goes hand in hand.

Mayor Blunt noted there are concerns about the information in the CIP.

Mayor Blunt asked what was the percentage of revenue increase or decrease?

Ms. Foulds responded the Town is healthy and in good shape.

Mayor Blunt asked what is increasing revenues? Is it tourism? Is it real estate tax? Is it the cost of doing business?

Ms. Foulds responded tourism is one way.

Ms. Grant responded that collections is important.

Mr. Rogers asked about pier lease money.

Ms. Foulds included \$31,000 in the draft budget for money relating to piers, including construction, leases, etc.

Executive Summary

Ms. Foulds explained the salary variations, saying that when administrative services are provided to, for example, the water service, at the end of the year those hours are credited.

Ms. Foulds noted two new positions have been added: a tourism coordinator and a safety specialist.

Mayor Blunt recommends the Town hire someone who can write grants, understand tourism, and can work with the different volunteer groups in town and who has a strong backbone.

Ms. Foulds then turned to Ms. Grant.

Ms. Grant noted the new Pitney Bowes machine is operational and the Town can now use it to fold and insert mailers into the bills that are sent out. All additional expenses for the lease and supporting software has been included in the draft budget.

Mr. Dellar read from Ms. Fould's summary which stated that the best plan is to keep water rates at level and gather data for one year from the new meters before adjusting the rates.

Ms. Foulds reported that the usage data needs to be in place before increasing cost to the consumer.

Mr. Dellar asked why the town shouldn't increase rates to cover the known costs to install meters. Mr. Dellar suggested direct costing each consumer for the meter in the same manner as the town charges for hook up.

Ms. Foulds responded that she has deferred to the consultant's recommendations – which was to gather data for a year and then set a new rate.

Mr. Rogers noted that the interest cost is only 2-1/2%. Once we get the data, we can recoup that cost.

Ms. Foulds suggested the Town maintain a small base of 'on call' personnel who could fill in if regular employees need time off.

Ms. Foulds noted that quarterly brush collection is now reflected in the new budget.

Mayor Blunt noted that if a tourism person is hired, they would need a budget to be able to adequately perform their job.

Ms. Foulds noted that revenue for that position would come from meals and lodging taxes and from special events.

Ms. Foulds asked Council when they wanted to discuss the Capital Improvement Plan.

Mayor Blunt asked Council Members if there were any remaining outstanding issues on the budget as presented. Mayor Blunt noted there are no proposed tax increases or decreases.

Mayor Blunt further noted there is room to add two new positions, as discussed.

Mr. Lyburn and Mr. Dellar both indicated the budget was okay at this point.

Adjournment/Recess

Mayor Blunt recessed the meeting for lunch until 1:00 p.m.

At 12:17 p.m. the meeting was recessed until 1:00 p.m.

Reconvene

Mayor Blunt reconvened the meeting at 1:00 p.m. All Council Members were present except Mr. Cirbee and Mr. Lyburn.

At 1:00 p.m. the meeting was reconvened.

Council Discussion Con't

Mayor Blunt introduced Mr. Murphy.

Mr. Murphy summarized the revenue expenditures for the current fiscal year and then went over the anticipated revenue for the upcoming fiscal year.

Mr. Murphy noted the boat ramp repair will begin in October.

Mr. Murphy noted there are anticipated funds set aside for design work for drainage on 5th Street and water meters installation is continuing.

Mr. Murphy further summarized projects in process, such as

Mayor Blunt introduced Chief Plott.

Chief Plott summarized the department is in need of two new cars. A local business has providing funding for body cams.

Mayor Blunt introduced Mr. McHugh.

Mayor Blunt and Council Members encouraged Mr. McHugh to meet with Lennar regarding their property across from Wilkerson's.

Adjournment

Mr. Dellar made a motion to adjourn the meeting. Mr. Leamon seconded the motion.

At 2:28 p.m. Mayor Blunt adjourned the meeting.

Kathleen Flanagan