



TOWN COUNCIL

Work Session

Town Hall

March 7, 2013

6:00 p.m.

At approximately 6:00 p.m., Mayor Dora Sullivan, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Sullivan and Wendell. Councilman Godwin and Councilwoman Natali were not in attendance. Also present were Town Manager Heather Arcos, Treasurer Kim Coates and Assistant Town Clerk Amanda Hurley. The other department heads came into the meeting as their department budgets were reviewed. There were three members of the public in attendance.

Mayor Sullivan announced the business for the evening would be to review the proposed departmental operating budgets for FY 2013-2014. The budgets to be reviewed were Code Enforcement, Parks and Recreation, Planning, Legislative, Town Clerk and Finance, however Mayor Sullivan recommended to postpone Town Clerk until the next meeting.

Town Manager Heather Arcos began by reviewing the budget assumptions and highlights and explained the following:

Personnel: i) Proposed merit increases were not included in the salaries and wages. The salaries and wages were reported the same as FY2013; ii) The Planning salary included a two month overlap in position and one month of accrued vacation; iii) A 3% cost of living increase was factored into the personnel costs for both full-time and part-time positions. Last year's budget included a 1% cost of living increase and the 5% increase which was mandated by the State of Virginia to offset the requirement of employees having to pay 5% towards their Virginia Retirement System accounts. The state was applying a 3% increase for employees and the county was following suit; iv) Health benefits were reviewed at the February 28th Retreat and the health care expenses were kept level as last year's benefit; and v) Consideration of the Administrative Assistant/Assistant Town Clerk position becoming a full-time position.

Professional Services: i) All legal fees were allocated in the Town Manager's budget; and ii) A consultant for the Comprehensive Plan would be allocated in the Town Manager's budget.

Other Operating Expenses: i) The Legislative budget included 2014 Election expenses and additional training – VML Legislative Day, the Newly Elected Officials Conference, and the VML Annual Conference; ii) The Town Clerk's budget included the development of a new Town website, conferences and training; iii) The Code Enforcement budget included completion of required certifications for Building Official; iv) The Planning budget included certification for the new Town Planner if needed; and v) The Recreation budget included continuation of the use of VML resources including online university programs.

The operating budgets for the following departments were reviewed: i) Code Enforcement; ii) Recreation; iii) Town Planner; iv) Legislative; and v) Finance.

The Code Enforcement budget included the following: i) Repair & Maintenance included \$5,000 for hiring a demolition contractor for emergency demolition of an unsafe structure; ii) Lot, Lawn Care Code Violations was increased to \$4,000 due to maintenance on the Tavi property. All charges for code violations were reimbursable by the property owner; iii) Third Party Plan Review Fees were not needed as these would be paid directly by the applicant; iv) Repair & Maintenance Supplies was proposed to be cut as it had not been used.

The Recreation budget was reviewed by line item and the significant changes included the following: i) Special Event Movie Night was increased to \$1,200 to add three movies in Central Park as well as drinks and snacks. Due to licensing restrictions admission fees could not be charged, however donations could be accepted to offset the cost. ii) The amount for Leases & Rentals was decreased under equipment due to permanent bathrooms proposed to be constructed in the park. Heather Arcos stated that overlapping construction could continue into the next budget year; iii) Jen Lewis would be purchasing soccer nets this year under Repair & Maintenance Supplies. Sports equipment was replaced as needed; iv) Jen Lewis explained that some line items appeared to be over budget, however the Town received reimbursements from other entities which were included in the revenue and not reflected in the line items; v) Sports Events was budgeted at \$1,500 with revenue estimated at \$1k to offset the cost; vi) July 4th event was budgeted at \$2,500 due to a proposed band or DJ to improve the event, but vendor fees would appear under the revenue to offset the cost.

The Town Planner budget included the following: i) Tom Bonadeo was retiring, so the budget included an overlap in this position for three months at \$5,800 per month for the new Planner. The new employee would not receive health and dental benefits for 90 days; ii) Printing & Binding and Advertising for the Comp Plan were each increased to \$2k. There was much discussion on the Comp Plan regarding outsourcing of the work vs. the work being done in house; iii) Training for the new Planner included Mileage, Gas, Tolls which was decreased to \$1,500, Lodging & Meals which was decreased to \$1,500, and Convention & Education which was decreased to \$500. This fiscal year, the Town had four new Planning Commissioners who were attending training this year.

The Legislative budget included the following: i) Recommendation was made to cut all Mayor and Town Council salaries; ii) Recommendation was made to try to reduce price of chair reupholstering. Only one bid was received and we were awaiting another; iii) Lodging & Meals was increased to \$3,362 and Conventions & Education was increased to \$2,050 due to attendance at VML Legislative Day, the Annual VML Conference and the Newly Elected Officials Conference.

The Finance Department budget included the following: i) \$12,520.20 was budgeted for Computer Consultants/Software Support for Edmunds & Associates Annual Software & Support due to a possible 5% increase; ii) IT Consulting & Website Assistance was increased to \$600 for IT service of department computers; iii) Postage was increased to \$3,500 to account for monthly usage and mailings which included real estate tax, personal property tax, delinquent tax and other taxes as well as golf cart decal notices. Coupon books would also be created and mailed to businesses to help with payments of transient occupancy tax and business licenses; iv) Convention & Education was budgeted at \$250, however additional training was suggested for all three employees in the department; v) Bank Service Charges were increased to \$2,500 due to bank fees, wire fees, returned check fees, credit card terminals and other miscellaneous bank fees; vi) Currently, there were two full time positions and one position had previously been consolidated to include both the accounting and utility billing position. Recommendation was made to reinstate the full time Utility Billing position to maximize productivity. Justification for this proposed position was requested for review at the next meeting.

The next Budget Work Session was scheduled for March 14, 2013 beginning at 3:00 PM.

Motion made by Councilman Sullivan, seconded by Councilman Bennett to adjourn the Town Council Work Session. The motion was approved by unanimous consent.

Mayor Sullivan

Assistant Town Clerk