



Ms. King requested a statement of the amount of revenue the Town receives from the current parking meters.

Ms. King – Discussion regarding eight water leaks and grease in the sewer lines.

Mr. Kennedy – Discussion of repairing the fence around Castlewood Park

- **Public Safety:**

- **Police Department Report**

- (Written report attached)

- Chief Hawkins reported on parking issues at Castlewood Park

- 1. Parking meters
      - 2. Bilingual signs (6 to 8 signs needed at approximately \$60.00 each)
      - 3. Bilingual volunteers
      - 4. Closing time for beaches

Mayor Rummage stated, at \$60.00 for each sign, I would like a consensus of Council for placing bilingual signs at Castlewood Park. Hearing no objections, Mayor Rummage said to go ahead and phase it in. Start in the most problem areas first.

Chief Hawkins stated he has not seen any alcohol on the Beach. There were some grills, but when the officer talked to them, they were removed. The tents appear to be shaded devices.

Mr. Kennedy stated there needs to be more, and larger, trash receptacles in the area.

Mr. Murphy stated the “Streets Budget” has been in a deficit for some time because of certain expenditures taken out of this line item that was not budgeted for last year. This is the line item where the cost of the signs comes from.

Ms. King stated if signage is put up in other languages, it is a courtesy to the people who visit here so they can comply. I would like to think of the signage as a courtesy to all out of town guests.

Mr. Kennedy stated that signage should also be placed at the parking lot near the Riverboat. There is a safety issue there with grills near parked cars.

Ms. Payne - The Zoning Ordinance addresses parking. Also, Mr. Bird did a parking plan for the “Point Area”. We may want to look at that again.

Chief Hawkins – Discussion of hours of closing for the Beach and Parks

Mr. Coombes stated there should be no time limits for people utilizing the beaches or the parks unless we have an enforcement or criminal problem.

Chief Hawkins reported that the Police Department has received several citizen complaints regarding noise on the Beach at night. I will need to meet with the Town Attorney and make sure the “Noise Ordinance” is okay in light of the new Supreme Court decision.

Ms. Erard replied it is not. It is not enforceable.

Chief Hawkins – We will have to redo the Ordinance and buy decibel meters like the Westmoreland County Sheriff's Office has.

Police Department Discussions:

- Golf Cart violations
- Police Officer aggression in writing tickets

**b. Fire Department Report**

There was no report from the Colonial Beach Fire Department

**c. Rescue Squad Report**

Mr. Ridgely reported:

- Calls are up 12% above last year
- Excessive Mutual Aid calls

**CHIEF FINANCIAL OFFICER'S REPORT**

Ms. Grant reported there wasn't anything to add to her report. (Attached)

Mr. Ridgely thanked Ms. Grant for coming in during her vacation

Discussion:

Ms. King – Increase in the number of people coming in to buy decals due to tickets being issued

**PRESENTATION**

There were no Presentations

**V. WORK SESSION ISSUES**

• **Reinstate Council Committees**

Mr. Kennedy reported: I would like to see the Committees reinstated

1. Public Safety
2. Public Works
3. Budget & Finance

Ms. Payne – I have no objections

Mr. Kennedy – Sign up sheet

Mr. Coombes – I am not opposed, but with a 1 year limit

Ms. Erard replied I would be happy to prepare a Resolution reinstating the Committees, as Mr. Kennedy has described, for the June Meeting if you like.

Mayor Rummage replied I would like you to work with the Town Manager on that.

Mayor Rummage stated the Committee policy was changed when I took office. I wanted to see each individual Council Member with a key responsibility and develop an expertise in that area. We tried that, and I thought it was working well; however, some others did not agree with that.

Ms. Payne stated we can work together. If Mr. Kennedy and I are on the Public Works Committee; he has already been focused on the roads, and I have been more focused on the water and sewer. I don't think that would necessarily change. I feel that it would help improve communications.

- **FY 2009/2010 Budget Discussion – (Handout of FY 2010 Budget – Draft)**

Ms. Foulds reported:

**Page 1 – General Fund**

Projected Department Expenses from the General Fund and the deficit at the bottom of the page

**Page 2 – Utility Fund**

Projected Department Expenses from the Utility Fund and the deficit at the bottom of the page

**Page 3 – Revenues**

No changes

**Page 4**

Synopsis of where we are, and options that I see available to us to resolve the deficit issue so we can move on and adopt the budget

**General Fund**

**The current budget shortfall after adjustments**

- Corrected figure - \$254,947

**Institute across the board furloughs of 10 days**

- Savings of \$75,000 – all employees would be furloughed one day a month throughout the next year

**Reduce funding to the School (tuition) to \$67,000**

- Transfer required by the State that we must give to the School includes \$67,000 of tuition

**Sell of one or more pieces of Town owned property to yield a minimum of \$112,947**

**Increase in real estate taxes of 3 cents will generate - \$121,488**

**OR**

**Borrow from reserves to balance budget – \$121,488**

(Least desirable option)

**Last years' operating budget (exclusive of Loan and Grant proceeds of \$8,757,928) - \$15,422,935**

Ms. Foulds stated that Ms. Miller and I talked about guidance on what is the minimum we should have in Reserve. She said twelve to fourteen percent of our Operating Budget is a desirable number. Ms. Miller admitted this is a conservative

number. However, anything that is below the ten percent number will affect our Bond rating.

Ms. Erard – The way the Bond Counsel looks at it is they don't want you to borrow money if you don't have cash.

Mr. Coombes asked what is the percentage figure that we have now?

Ms. Foulds replied we are right at ten percent.

Mr. Rummage asked what do we have in Reserve?

Ms. Grant replied we have \$1.2 million in the General Fund and \$300,000 in the Utility Fund.

Ms. King – There was discussion with Ms. Grant regarding looking for money to make up the deficit in the Budget and how much is in Reserve.

Ms. Grant stated we have never before had a true figure that was fully supported by the auditors until we got this audit.

Mayor Rummage asked that between now and the next meeting can we come up with a ten percent figure, set that aside, and tell us what the balance is. Then we can better address what we should do.

Ms. Grant replied absolutely, I can do that.

Mr. Ridgely stated Ms. Grant and Ms Foulds will be able to provide those figures, now that we have correct audit figures for the first time in history.

Mr. Coombes asked, what is the Reserve amount? Identify the dollar figure for the Reserve and the percentage required by law. We should not touch the Reserve until we know what we have.

Ms. Erard stated we are required by State Law to advertise a budget. There has to be seven days between advertising and the Public Hearing. We cannot adopt the budget the night of the Public Hearing. You will need to set another date for that. That is not including anything like tax increases which has additional public hearing requirements.

Mayor Rummage stated there needs to be Special Meetings. Let us make it for the convenience for all concerned. Doing what we have asked about setting aside the ten percent Reserve, find out exactly where we stand on the balance after we do that, and let us know when the meeting should be.

Ms. King asked if Council has any discussion on the amount of money that we will be able to give to the school. My opinion is that we give the required amount, minus the tuition, and that is it.

Mr. Ridgely – I agree with you; however, we need to get answers to the thirteen questions that were given to them. We cannot operate another year until we have a commitment from them and proper answers to those questions.

Mr. Rummage stated, Mr. Ridgely, I received a call from Mr. Trivett and he said they are feverously working to answer all of the questions. They will be answered in writing and will be delivered to us in a timely manner.

Ms. Erard stated there is a requirement that we adopt a budget and a tax rate by July 1<sup>st</sup>. Adoption of a budget is one thing; appropriation of a budget is another. You can't spend any money until you appropriate it. You should not have to appropriate for the entire year. It would be possible to approve the budget, which can be amended after July 1<sup>st</sup>, and appropriate in the first month, to run the first quarter.

Ms. Payne stated I would propose at the conclusion of this meeting tonight, to continue this meeting until 10:00 a.m. Monday morning, June 1, 2009.

There were no objections.

Ms. Erard stated the schedule of advertising that must follow:

1. Ad to go to newspaper on Monday, June 8<sup>th</sup>
2. To be published on June 11<sup>th</sup> (with option of tax rate increase)
3. Public Hearing will be June 18<sup>th</sup>
4. Adopt the budget on June 25<sup>th</sup>

Mayor Rummage stated raising taxes is my lowest priority. This is the worst time in the world to increase taxes. I would prefer doing it another way. I want the numbers to come out and what we should do is be absolutely certain as to what we are doing is legal, that it is possible, and that we are going to be able to deliver the dollars that we are talking about.

Mr. Coombes stated on Monday, June 1st, we are looking for:

1. A figure known as a Reserve that is available to use in the budget for next year
2. Come to some agreement tonight about the School  
I recommend that \$1,973,420, the minimum amount required by the State, be approved as local funding for the School system in FY 2009-2010.

**Mayor Rummage asked for a vote of consensus from Council on Mr. Coombes' recommendation of:**

- 3. A figure known as a Reserve that is available to use in the budget for next year**
- 4. Come to some agreement tonight about the School  
I recommend that \$1,973,420, the minimum amount required by the State, be approved as local funding for the School system in FY 2009-2010.**

Mr. Ridgely            Aye  
Mr. Coombes           Aye

Ms. Payne            Aye  
Ms. King              Aye

**Mr. Kennedy**      **Aye**  
**Mayor**            **Aye**

**Ms. Burkett**      **Aye**

**The vote was unanimous.**

Mayor Rummage stated this will be communicated to the School as soon as possible.

Ms. Foulds - The rate on the Boat Tax will be \$1.50.

Ms. King - After consensus with the school, the deficit is still \$200,000. On Monday, June 1st, I would like consideration of the sale of some Town properties

Ms. Erard stated there will costs involved in selling lots.

Ms. Foulds replied I have factored in some of those costs in the Town Manager's budget.

Mayor Rummage stated what we have done here today makes me feel a lot better and I hope that our employees will get the word that we are not looking to have them make up any difference that may occur.

Ms. King stated also to let the citizens know that we are trying every avenue we can rather than raise their taxes.

Ms. Foulds stated, on the Expense side, I want to point out:

1. Revenue Sharing Program – Increase of \$50,000
2. Current Revenue stream – Decrease \$2.99 Personal Property Tax to \$1.50 which yields \$57,000

- **Scheduling of special meetings for budget adoption**

Budget meeting schedule discussed above

- **Discussion: Importance of Reverse 911 Implementation**

Ms. Foulds – To get money from the Building & Zoning Budget, salaries line item, for the implementation of the Reverse 911 - \$11,000

- **Retain Miller & Foley as Auditors for another year to evaluate progress quarterly**

Ms. Foulds reported that VML VACO has an accounting service. Their CPA, Sheila Minor, can provide an accounting service at a lower cost through our VML Membership and we can still retain Miller Foley to continue our annual audit service. VML VACO will do the quarterly visits and Miller and Foley will do the next annual audit.

The VML VACO Service can provide:

1. Reconciliation for the prior year's audit
2. Fixed assets
3. Year end accrual interest, account maintenance and cleanup, debt transactions and debt recording and reporting

4. Compensated absences
5. Enterprise funds accounting
6. Documentation for risk assessment
7. Financial Statements

Mr. Coombes asked if the twenty audit findings, both with the Town and in the School, are being addressed appropriately, timely, and are being resolved?

Ms. Foulds replied, yes.

#### **PROGRESS REPORTS:**

- **Chuck Adlon – Pending VDOT**  
Ms. Foulds – still pending VDOT
- **Riverside Meadows Street Paving – (Leave on until VDOT Paves)**  
Ms. Erard reported that she has the plat and has prepared a Deed and will be submitting that to VDOT
- **Sewer Capacity Purchased by County – Outstanding**  
Continuing item
- **Eleanor Trailer Park**  
Ms Foulds we are following through with plan – continuing item
- **Police Building update**  
Ms. Erard – We expect that we are going to have a lease for you to approve at the June meeting

Ms. Foulds – We were working with the owners to install alternate power or generator. On Tuesday of this week they agreed, verbally, to install all of the interior walls so we would not have to incur that expense. They will have something to us in writing by tomorrow morning.

- **Meters at Castlewood Park and Public Boat Ramp**  
Discussed above

#### **OLD BUSINESS:**

- **Res: #34-08 – Management of the Fund Balance for Contingencies & Capital Improvements – Pending Auditors**  
Ms. King – Part of the original projection is that we do a Resolution and that we have a pending contingency

Ms. Foulds stated Ms. King just so you will know, once we get the budget approved, Ms. Grant and I plan to work feverously on written policies that you all can review

#### **TOWN COUNCIL AGENDA – JUNE 11, 2009**

**PUBLIC HEARING – ORD: #572 – Request for Alleyway Vacation between 1605 & 1607 Irving Avenue to 1608 & 1610 Bancroft Avenue**

**RES: #35-09 Proposed Alleyway Vacation from 1605 & 1607 to 1608 & 1610 Bancroft Avenue – Ordinance - #572**

**RES: #36-09 - Reappointment to Tourism Council**

**RES: #37-09 - Appointment to Memorials Committee**

**RES: #38-09 – Reappointment to Planning Commission**

**COUNCIL CONCERNS/INPUT**

There was no Council Concerns/Input

Mr. Kennedy stated that he would find out the name the person who put the Drifter lettering on the water tower so we can pay tribute to him

**CLOSED MEETING**

There were no issues to discuss in closed meeting

*Mayor Rummage called a recess until 7:00 p.m.*

**OTHER MATTERS:**

**7:00 P.M. May 28, 2009 - PUBLIC HEARING – Ordinance - #570 - Dennison Street Vacation**

**Mayor Rummage called the Public Hearing to order at 7:00 p.m., May 28, 2009.**

**ORDINANCE #570 – Transfer of Town Property, Lot 12, Located at the Corner of Taylor Street and Dennison Street to Bryan and Vicki Coffman**

**There were no comments from the public on Ordinance #570.**

**The Public Hearing was closed**

**Mayor Rummage called the Public Hearing Resolution #34-09 on Lot 12 to order**

**There were no comments from the public on Lot 12**

**The Public Hearing was closed**

**MOTION TO RECESS UNTIL 10:00 a.m. Monday June 1, 2009**

There was a motion by Ms. Payne to recess the Town Council Work Session at 7:15 p.m. May 28, 2009, until Monday, June 1, 2009 at 10:00 a.m. Motion was seconded by Mr. Ridgely. There being no objection, the Town Council Work Session was recessed until Monday, June 1, 2009. Motion carried.

Approved By:

Mayor Frederick C. Rummage