

**MINUTES OF THE JULY 12, 2022
BUDGET AND PERSONNEL COMMITTEE MEETING
Council Chambers**

Members Present:

Mr. Christopher Bott, Chairman
Mr. Arthur Leonard, Mayor
Ms. Denise Bowden, Councilwoman

Members Absent:

Others Present:

Mrs. Ellen Richardson, Councilwoman

Staff Present:

Michael T. Tolbert, Town Manager
Robby Fisher, Chief of Police

Call to Order

Chairman Bott called the meeting to order at 6:00 p.m.

Public Comment

There was none.

Agenda Adoption

Councilwoman Bowden, seconded by Mayor Leonard to adopt the agenda as presented. Unanimously approved.

FY 2022 Budget Review

Town Manager Tolbert advised that in May he reported there was an \$800,000 surplus. Council took the recommendations of the Budget and Personnel Committee and moved the surplus to the different reserve accounts. He listed the transfers. He advised that this left about a \$250,000 balance of non-allocated funds. He stated that after review of the current general ledger, the estimate of surplus is more in the line of \$1.4 - \$1.5 million. He advised there are still a few end-of-year transfers to make. Staff is reviewing to ensure transfers have been made. Town Manager Tolbert advised that the 2nd half of the ARPA money has not gone through. He also stated that when they finish proofing the numbers and transfers, he will have an additional recommendation on how to allocate the remainder of the surplus funds. He added that the general rule for surplus is not dedicating it to recurring costs, it should be dedicated to reserve accounts or one-time uses such as capital projects.

Closed Meeting

Closed Meeting pursuant to §2.2-3711 A,1 of the Code of Virginia for discussion of specific personnel issues.

Mayor Leonard, seconded by Councilwoman Bowden to go into a closed meeting pursuant to §2.2-3711 A,1 & 5 of the Code of Virginia for discussion of specific personnel issues.

Unanimously approved.

Certification of Closed Meeting in Accordance with §2.2-3712(D) of the Code of Virginia.

Mayor Leonard, seconded by Councilwoman Bowden to certify that to the best of each Committee Member's knowledge:

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

Unanimously approved.

Councilwoman Bowden motioned, seconded by Mayor Leonard to approve the title change for Mr. Bryan Rush from Emergency Management Coordinator to Public Safety Director.

Unanimously approved.

Adjournment

Mayor Leonard, seconded by Councilwoman Bowden to adjourn the meeting.

Unanimously approved.