

**MINUTES OF THE MAY 10, 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:

Ellen Richardson, Councilwoman

Staff Present:

Michael T. Tolbert, Town Manager

Call to Order

Chairman Bott called the meeting to order at 7:00 p.m.

Public Comment

There was none.

Agenda Adoption

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

Review of Proposed FY22 Budget Compliance

Town Manager Tolbert reviewed the Budget Compliance Memo and the 3rd quarter estimate. He stated that this is projections based on the end of March. He also stated that the Transient Occupancy Taxes have done well this year. He explained they are increasing expenses to reseal the tennis, basketball, and pickleball courts, along with the Amrien Center parking lot. They have deferred the Cropper Street waterline project to the fall. He advised the surplus also includes the 2nd payment of the ARPA funding. He advised of the staff recommendation of the surplus which is to replace funds in the reserve accounts for: Beach, Recreation, and Tourism Reserve, Boat Ramp Reserve, Property Acquisition Reserve, and Park Equipment Reserve.

He asked the Committee to rename the Playground Equipment fund to Park Equipment fund.

Vice Mayor Bott advised he asked Town Manager Tolbert to create a plan for the surplus and it's up to the Committee to approve it. He stated that Town Manager Tolbert has done a good job.

Councilwoman Bowden likes this and agrees with renaming the account and bringing the property acquisition balance up.

Vice Mayor Bott asked if the surplus would be reallocated at the end of the fiscal year.

Town Manager Tolbert advised it can be reallocated at any time before the end of the fiscal year.

There was further discussion.

Councilwoman Bowden motioned, seconded by Mayor Leonard to rename the Playground Equipment Reserve to Park Equipment Reserve. Unanimously approved.

Mayor Leonard motioned, seconded by Councilwoman Bowden to approve the reallocation of surplus to the designated accounts presented.

Consider FY22 Budget Amendment

Town Manager Tolbert reviewed the FY22 Draft Budget Amendment. He advised that the State Code has specific guidelines for the budget. He explained the detailed list of revenues and expenditures that are over or will be over 1% or greater by the end of the fiscal year. He advised that if the Committee approves the FY22 Budget Amendment, it will go in the paper Friday, advertising it for 7 days and then a public hearing can be held at the workshop meeting. He added that unlike the budget, the amendment approval can be at the same meeting of the public hearing. The Code also allows a summary of each fund for advertisement.

Vice Mayor asked for an asterisk with a statement reminding that part of the surplus is from ARPA funds.

Councilwoman Bowden motioned, seconded by Mayor Leonard to approve the FY22 Budget Amendment advertisement. Unanimously approved.

Committee Members Comments

There were none.

Closed Meeting

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

Mayor Leonard motioned, seconded by Councilwoman Bowden to go into a closed meeting pursuant to §2.2-3711 A,1 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 motioned, 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.

Adjournment

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