

**MINUTES OF THE MAY 10, 2023
BUDGET AND PERSONNEL COMMITTEE MEETING
Council Chambers**

Members Present:

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

Other Members Present:

Mr. William T. McComb, Jr., Councilman
Mrs. Ellen Richardson, Councilwoman
Mr. Jay Savage, Councilman

Staff Present:

Michael T. Tolbert, Town Manager
E. Bryan Rush, Director of Emergency Management

Call to Order

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

Public Comment

There was none.

Agenda Adoption

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

Review of FY23 Budget Discipline

Town Manager Tolbert explained that he reviews the budget line by line and projects the expenses to the end of the fiscal year. He reviewed each fund, giving explanations of the overages in expenses.

Consider FY23 End of Year Allocations

Town Manager Tolbert stated that his analysis of the FY23 Budget shows a significant increase in revenues to the General Fund as a result of Meals and Transient Occupancy Tax collections as well as an increase to VDOT Urban Maintenance Funding. The changes in expenditures include reconstruction of the Memorial Park Boat Ramp, and 1% to all Transient Occupancy Taxes dedicated to Public Safety. He reported on the surplus and recommended a transfer to long-term savings. He further explained the projects that didn't take place in the FY23 budget but plans to complete in the FY24 budget year with the surplus from FY23. He listed the projects.

Town Manager Tolbert advised he did not include the FY23 Budget Amendment as he and Finance Director Lewis are still finalizing. He plans to put it in next Friday's paper and Council vote on the amendment at the 1st meeting in June. He asked the Committee for approval of the FY23 Amendment provided it mirrors what he laid out this evening.

Councilwoman Bowden motioned, seconded by Mayor Leonard to approve the FY23 Budget Amendment as explained. Unanimously approved.

Adjournment

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