

MINUTES OF THE FINANCE COMMITTEE/BUDGET WORKSESSION OF THE COUNCIL OF THE
TOWN OF WARRENTON HELD ON APRIL 24, 2017

A Finance Committee/Budget Worksession of the Council of the Town of Warrenton was held on April 24, 2017 in the Council Chambers.

Councilmembers present: Mayor Powell Duggan, presiding, Vice Mayor Sunny Reynolds, Councilmembers Sean M. Polster, Jerry M. Wood, Brett A. Hamby, Robert H. Kravetz, and Kevin T. Carter.

The Mayor called the worksession to order.

The Manager noted that all had received copies of the information requested at the April 17 budget worksession, which included an update to the budget summary sheet. He stated that there had been discussion about separating out the difference in operating expense, particularly in the General Fund, from capital expense and the increase proposed over the current year. He noted that all of that had been included at the box at the bottom. Mr. Wood asked how the \$3,125,000 was arrived at since it was originally \$2,620,000. Ms. Miller explained the difference which involved transfers. Mr. Wood questioned the increase over last year's budget noted earlier of 11.7% which is now 8.0%. He stated that the transfers are increased which decreases the bottom line.

The Manager reviewed the justification for the new or upgraded positions. Mr. Wood stated that the increase would be about \$386,000 annually. Mr. Wood also commented that it would include health insurance and merit increases. Mr. Kravetz stated that the decision should not be based on money but on whether the positions are necessary.

Mr. Wood noted that he had no problem with what the Police Department was asking for. Mr. Kravetz asked about the \$152,000 for radios and Chief Battle responded that the amount was not for radios but the Town's portion of what the County is implementing. The Chief stated that the County will be spending \$3.8 million and he felt the Town was getting a fair figure.

Mr. Wood asked about the full time finance position and if they would be doing delinquent taxes and Ms. Miller noted that is correct. She noted that the person would also be doing audit. Ms. Miller explained the duties of the person and how the work is currently handled by part time workers. There was discussion of the positions requested by the Planning Department and the contract person. The duties of the contract and zoning administrator were explained. Mr. Hamby asked if the positions were added could he contract person's hours be reduced. The Manager stated that it would have to be played by ear. Ms. Schaeffer stated that she had looked at Culpeper's planning department and the number of staff. She stated in Culpeper there are 12 people and she noted that Warrenton would be adequately staffed if there were 7.5 to 8 people in relation to the other jurisdictions. The fee schedule was discussed and the need for an increase. There was also discussion of the job demands on the two part time permit techs and the justification for the position moving to full time status.

Ms. Reynolds noted that if the general position of Council is to cut the budget, she would recommend that it be taken out of capital improvements rather than personnel. Mr. Kravetz felt that there was nothing included in the proposed budget that justified cutting and he noted that at the Council retreat good customer service was noted as a priority. Mr. Polster asked what was the five year plan or the strategic vision. He noted the importance of the strategic plan. Ms. Reynolds asked if the current Town Recorder would be staying and the Manager noted that she would be staying and that the recommended position was in addition to her part time position.

The Manager noted that there was a table which justified the capital projects discussed at the April 17 budget worksession. Mr. Wood stated that the first thing he noticed was the Eva Walker fence. Ms. Rice stated that there are problems with vehicles driving into the park but she would leave it up to the Council as to whether or not to replace it. Mr. Kravetz stated that it could be replaced with something other than concrete. There was discussion of the material which was desired in lieu of mulch. Ms. Rice noted that the rubber mulch was safer for children. Mr. Hamby asked about the mast arms on Blackwell Road and Mr. Tucker noted that they had been bid out and if the budget is approved, the contract will be awarded.

There was discussion on lights in some of the parking lots and Mr. Tucker stated that the ornamental lights were about \$2,500 each and they would have to be on separate circuit. For Virginia Power to hang additional lights like on the side streets would cost about \$1,000 each.

The proposed financing of police vehicles was discussed. Chief Battle noted that there would be additional police cars needed next year and the year after. The Chief noted that he was going on the information that the Public Works office had given him and the need for six new vehicles and noted that he would be requesting six vehicles for each of the next two years. Mr. Carter asked if there was anything in the CIP dealing with the recent parking study and the Manager stated that there is something in the CIP for parking lot "E" this year and a parking deck in the fifth out year. Mr. Kravetz noted that the parking study had been referred to the Public Safety/Transportation Committee to review and make recommendations back to the full Council.

Mr. Polster noted that the Council had talked about BPOL rate reduction. He noted that in Culpeper the Council had thrown out the possibility of a BPOL reduction down 10% and then proposed reducing their BPOL rate to 5%. Mr. Wood asked how their rates compare to Warrenton's. Mr. Kravetz asked if anyone knew of businesses which did not come to Warrenton due to the BPOL cost. Mr. Polster noted that anything the Town could do to incentivize a business to come to Culpeper it needed to be reviewed. He said it is something that could be given back to existing businesses or those who want to come to Warrenton. Mr. Kravetz stated that making the Town's customer service friendlier would go a long way. Ms. Reynolds noted that the Town's fee structure should be under what the County charges. Mr. Polster asked if the matter could be brought up at the next meeting. Ms. Reynolds noted that a reduction in BPOL would not be a determining factor to come to Warrenton nor would it come back via economic development. Mr. Wood asked if it was reduced where the money would be found in the budget. Mayor Duggan stated that perhaps a business license could not be required if the businesses gross is below a certain amount.

Mr. Polster noted that there was nothing in the CIP for the Fire Department. Mr. Jason Golden of the Fire Department noted that he had missed the deadline. He noted that two front pumpers would have to be replaced. Mr. Polster noted that Goochland had a new open gov software which showed financial transparency and costs \$8,000. Mayor Duggan noted that at the Liaison Committee meeting the library and the possibility of office space was discussed. He stated that the County would probably be coming forth with a rezoning request. Ms. Reynolds noted that the Town would have to make some kind of financial commitment. She stated that conditions such as they need to keep the library within the Town, on the site noted and the contribution could be made in two year increments. Mr. Wood stated that the matter could be brought up in the Finance Committee meeting. Mr. Godfrey noted that the current year budget could be amended and the amount could be also included in the next two years' budgets. The Manager stated he would put the item on the May Council agenda.

Ms. Reynolds asked about the additional request from the Boys and Girls Club for \$20,000. Mr. John Nettles and Ms. Lynne Richman Bell were present to answer questions. Mr. Kravetz asked how the rate increase had affected the Club's membership Ms. Bell stated that they had seen the total program fall off and there are currently 18 openings and they plan to cap the program. Mr. Nettles stated that the Club is ramping up their fundraising efforts through proper training. He explained the Club's financial situation and noted that they would have a tough decision over the next few months as to whether to put the building up for sale or not. The additional funding will be discussed at the next budget worksession.

Mr. Polster noted that he wanted to put all of the nonprofits on notice this year that Council wants to address the financial analysis and look at implementation of tighter regulations on how nonprofits are funded with public dollars.

Ms. Reynolds asked confirmation that the nonprofits submit an audit currently and Ms. Miller noted they submit an audit if they have one or a copy of the form 990.

It was noted that the May 4 worksession will start at 6 p.m.

There was discussion of the frequency and scheduling of committees. The Manager will prepare some options for consideration.

There being no further business, the meeting adjourned at 8:50 p.m.

Evelyn J. Weimer, Town Recorder