



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

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DUMFRIES TOWN COUNCIL SPECIAL MEETING BUDGET WORK SESSION MINUTES APRIL 14, 2011, 7:00 PM

Present: Mayor Yohey, Vice-Mayor West, Councilors Barr, Foreman, Forrester, Jurgensen, Toney

Others Present: Kim Alexander, *Town Manager*; Cathy Holtzlander, *Asst. Town Manager*; Chief Taber, *Chief of Police*; Debi Sandlin, *Dir. of Economic Development & Marketing*; Teresa Johnson, *IT Manager*; Catherine Koslicki, *Town Clerk* and 1 citizen.

Mayor Yohey called the meeting to order at 7:05 PM.

The following changes were made to the agenda:

Discussion Items:

Add PWC Public Hearing regarding Dumfries District possible name change as item 3a
Item 3a (Proposed FY12 budgets) becomes item 3b.

Mayor Yohey suggested the Council end the meeting at 9PM.

ACTION ITEMS

a. Consider Resolution in Support of VDOT Revenue Sharing Grant

Ms. Alexander advised the figure on the Resolution Council received has been changed. The new proposed amount for the Revenue Sharing Resolution is \$2,000,000 instead of \$2,500,000. She stated approximately \$200,000 would be used for Tripoli Boulevard Drainage Improvement Project and the remainder of the funds would be for the Main Street Streetscape Project. She advised the bond funds would cover the Town's share and there would be no additional expense.

Council Lady Forrester made a motion to adopt the Resolution in support of the VDOT Revenue Sharing Grant with a second by Vice-Mayor West. On the roll call, the vote was unanimous. Motion passed.

DISCUSSION ITEMS**a. PWC Public Hearing regarding Dumfries District possible name change**

Mayor Yohey stated PWC is holding a public hearing regarding the possibility of changing the name of the Dumfries District to the "Potomac" District. Vice-Mayor West stated the name change was proposed based on the need to redistrict due to the recent census results. She was notified of the issue by a staff member in the PWC Registrar's Office. She is not in favor of the name change. She stated the name "Dumfries" is historic and there are too many "Potomacs" already in the area. She advised Ms. Caddigan stated she was not aware of this issue during the quarterly meeting. The Vice-Mayor advised the public hearing is scheduled for Monday the 18th.

Mayor Yohey stated he is also not in favor of the name change.

Council Lady Jurgensen stated she would be in favor of the name change because of all the negative publicity the name "Dumfries" receives in the local media that is automatically associated with the Town.

Councilman Foreman stated he is also not in favor of the name change. He stated "Dumfries Road" goes to Manassas. The name signifies the whole area not just the Town. He feels the Council has a responsibility to ensure the Town has a positive image in the local media.

Council Lady Barr stated Occoquan kept the district name and people are not confused as to whether or not they live in the town of the district. She stated the Potomac River has always had environmental issues and she would not want the area to be associated with that. She feels changing the name would denounce this history of what the Town and its residents have accomplished. She is not in favor of the name change.

Mayor Yohey suggested the Council adopt a formal resolution against the proposed name change to present a united front at the public hearing. Council Lady Forrester stated she feels it would be more appropriate for each individual to represent themselves if they choose instead of a formal action from Council.

Vice-Mayor West made a motion to adopt a resolution in support of the name "Dumfries" District not "Potomac" District. The resolution should be presented at the public hearing and read into the record. A second was made by Councilman Toney. Ayes: Barr, Foreman, Forrester, Toney, West, Yohey; Nays: Jurgensen. Motion passed, 6-1.

Vice-Mayor West asked if the Mayor would represent the Council and present the resolution at the public hearing. He agreed.

b. Proposed FY12 budgets

Ms. Alexander advised Council the two budgets presented, referred to the "2 cents" and the "4 cents," are the same except for 3 items:

- Real Estate Tax Revenue (10-311-0101)
- Graham Park Road (10-415-4007)
- LGIP (10-491-5600)

Mayor Yohey made a motion to end the meeting at 9PM with a second by Council Lady Forrester. Ayes: Barr, Foreman, Forrester, Toney, West, Yohey; Nays: Jurgensen. Motion passed, 6-1.

Vice-Mayor West stated she went through all three of the budgets (the original proposed by Ms. Alexander and the additional ones received 0 2cents & 4 cents) line by line and her recommended cuts are the same items that the Town Manager cut in the 2cents and 4cents budgets. The only suggested cut she would make in addition to the cuts proposed by the Town Manager is \$500 from Promotional Expenses (10-411-0900) under Governing Body.

Mayor Yohey stated the Council has the option of adding expenditures to the budget, as well as cutting expenditures.

Councilman Foreman had several specific questions regarding the proposed budgets. Below is the full text with responses.

I'd like to see the Annual Town Budget (Report) provided in a more professional manner (appearance and content). The Annual Budget Report is the Town Manager's Report, it is something that is highlighting what you (and your staff) are trying to accomplish.

I'd like to see a more professional report for FY13 and after. Our report looks like it is small town and does not reflect well when potential business owners review it.

Capital Outlay (FY2011 Budget Narrative)

The budget includes the purchase of two new servers – one for the Police department and one for Town Hall. The budget also includes some new equipment for Public works, including a tractor, bobcat, and snow spreaders. Some of these expenses will be offset by auctioned off items.

Q: How much did the Town generate from the items auctioned?

A: Ms. Holtzlander advised approximately \$9,000 was generated.

(FY2012 Budget) 10-443-2301 Equipment Rental

This cost represents the costs to rent supplemental equipment such as front end loaders, bobcats, signs and other equipment required to complete Public Works tasks.

Q: Why are we renting a bobcat if we bought one in the Capital Outlay in FY2011?

A: Ms. Holtzlander advised the item was not purchased in FY11.

Department Goals

Goal #6 in Administration (Dept 412) states, "Consider Staff and/or departmental restructuring to ensure the most efficient, cost-effective service delivery in all areas of Town government." Yet Community Development (Dept 442) had a FY11 budget of \$189,746 and in FY12 after the restructure with the Economic Developer (Dept 413) you are asking for \$208,806.

Q: Where is the “most efficient, cost-effective service delivery?”

A: Ms. Alexander advised the additional requested funding is due to several items:

Increase in Professional Contracts (10-442-6200) for an extensive revision the Comp Plan

The salary for the Dir. of Community Development is skewed for FY11 because the amount does not reflect a full FY

Additional funds were added to Travel/Training (10-442-0500)

Codes & Standards (10-442-0501) line item was added

Uniforms (10-442-0700) line item was added

(Councilman Foreman made comparisons of expenditures for several categories between FY11 and FY12 and asked for justifications for the increases. See chart below.)

<i>Comparisons:</i>	<i>FY11</i>	<i>FY12</i>	
<i>Travel</i>	<i>TOTAL</i>	<i>\$51,037</i>	<i>\$76,740</i>
<i>Ads & Notices</i>	<i>TOTAL</i>	<i>\$9,822</i>	<i>\$14,600</i>
<i>Dues & Subscriptions</i>	<i>TOTAL</i>	<i>\$12,712</i>	<i>\$17,985</i>
<i>Office Supplies & Equipment</i>	<i>TOTAL</i>	<i>\$33,167</i>	<i>\$39,852</i>
<i>Professional Services</i>	<i>TOTAL</i>	<i>\$104,047</i>	<i>\$113,739</i>

Ms. Alexander advised, regarding Professional Services, the category is different for each department. She cited Community Development, IT and the Police Department as examples. She advised, regarding the Dues & Subscriptions, this category includes memberships to professional organizations directly related to positions and subscriptions included professional publications, etc. She stated the proposed funding is directly related to the cost controlled by each organization.

10-414-5800 Capital Outlay (FY2012 Budget Narrative)

This line item is for improvements to the audio/visual system in Council Chambers, to help facilitate better citizen communications. This includes funding to replace four (4) old cameras with four (4) new ones for better clarity, as well as funding for the purchase & installation of a projector and screen for power point presentations, *go to meetings*, and webinar classes.

Q: Why is there travel in this line number?

A: Ms. Alexander asked what travel he was referring to. He stated the narrative stated “go to meetings.” Ms. Alexander advised that refers to a type of webinar called a “go2meeting.” The Capital Outlay would be used for the purchase and installation of a projector and screen to support these.

Q: Where is the Plasma Big Screen that was purchased with Town Monies? When will it be installed?

A: Ms. Holtzlander advised the equipment was purchased with the expectation of grant funds to reimburse the cost. The grant funds were limited and none were available at the time the application was submitted. The equipment was returned for a full refund.

Reduction in Force / Restructuring (FY2012 Budget Narrative)

There is no reduction in force proposed for this fiscal year, however, this budget does provide for restructuring which will affect existing employees. This budget proposes placing the Community Development Staff under the Director of Economic Development. This will likely prove more effective than our current structure, particularly given the need for future “fast track” permitting. There would still be two Staff Members in the Community Development Department who would handle the workload. These two positions would be 1) Building and Property Maintenance Official and 2) Planner/Zoning Administrator.

In FY2010 you justified hiring a Department Head - Community Developer in the FY11 Budget. A Community Developer was hired at approximately \$20,000 over what we budgeted for in FY 11. Now you are restructuring departments and eliminating the Community Developer position.

The Community Developer and Economic Developer provide two different services.

The Economic Developer is one of a very select few who have a contract with the Town. I am recommending that the Economic Developer be given a raise of \$20,000 for the added Department Head responsibilities and that the responsibilities be renegotiated / added into her contract.

Q: We may have a breach of contract

A: Ms. Alexander advised there would be no breach of contract. She advised she has already proposed an increase of \$10,000 for the additional duties. She advised if Council supports the increase suggested by Councilman Foreman (\$20,000) the additional funds could be deducted from Office supplies and Professional Contracts. Ms. Sandlin stated she would be willing to “split the difference” for a total increase of \$15,000 (which would be \$5,000 more than the \$10,000 proposed by the Town Manager for the additional responsibilities). Ms. Alexander stated she would like for Council to enter into Closed Session to discuss this item in detail.

10-441-3300 Materials (FY2012 Budget Narrative)

Materials include all shoulder stone, base stone, Rip Rap, and patching asphalt. We are requesting the same amount to fully stock our supplies .

Q: In FY11 the budget was \$4,500. In FY12 the budget is requesting \$9,000. How is this the same?

A: Ms. Holtzlander advised she is not sure but will get the answer and provide to Council.

Mayor Yohey pointed out the increase in the total budget from FY11 to FY12 is less than 1% which is not a significant number. Ms. Alexander advised the total difference between FY11 and the original proposed FY12 budget is \$27,331. Of that, \$14,012 would be placed in the LGIP, so the actual increase in expenditures is \$13,319.

Council Lady Jurgensen asked for an explanation of the difference between two line items under Economic Development, Travel/Training (10-413-0500) and Tradeshows/Conferences (10413-0600). She stated the narrative explains Travel/Training funds will cover travel expenses to all tradeshows and conferences and is not sure why there would be a separate line item for Tradeshows/Conferences. Ms. Sandlin advised the amount included under Travel/Training covers lodging/meals/direct travel costs for tradeshows/conferences where the Tradeshows/Conferences funds will cover registration fees, booth set up and materials.

CLOSED SESSION

Vice-Mayor West made a motion to enter into closed session under Virginia Code § 2.2-3711A (1) Personnel. Council Lady Jurgensen seconded the motion. On roll call the vote was unanimous, motion carried. Council entered closed session at 8:16 PM.

Vice-Mayor West read the certification to end the closed session and to return to open session. The motion was seconded by Councilman Toney. On roll call the vote was unanimous, motion carried. The Council returned to open session at 8:30 PM. There was nothing to report from closed session.

OPEN SESSION

(Discussion continued regarding Item 3b: Proposed FY12 budgets.)

Council Lady Forrester stated she reviewed the 2cent and 4cent proposed budgets and could see where the salary cuts approved by Council had been implemented. She feels the other areas cut by the Town Manager in these proposed budgets are not appropriate places to cut funding. She cited the Graham Park Road project and the LGIP account as examples. She stated she has a number of recommended cuts that she would like to discuss, but due to time constraints she would discuss them at the next meeting. She stated she would support the \$20,000 increase for the additional duties proposed for Ms. Sandlin; however, she has serious concerns about the Economic Development budget. She cited amounts for Travel/Training and Tradeshows/Conferences as examples. She stated while she would support an increase in salary for additional responsibilities, she is concerned about the time Ms. Sandlin will have to spend on the additional duties. She does not want the extra responsibilities to take away from the main responsibilities she was originally hired for. She stated she does not want Council to be put into a position in the future where they are asked to fund another position because Ms. Sandlin needs help. She would not support that.

Council Lady Forrester asked questions about some of the remaining salary increases proposed by the Town Manager from FY11 to FY12. Ms. Alexander stated the majority of the remaining increases are for those employees making less than \$60,000 to receive up to a 3% merit increase. Other increases in salaries are because some employees were not employed for the full 12 months of FY11. Council Lady Forrester asked if the "true salary" could be provided for all employees for proper calculations. Ms. Alexander agreed. Councilman Foreman advised he had a copy as provided to him in February 2011 for the mid-year review. (Copies were made and distributed to Council). Ms. Alexander advised she would review document and send an update via email.

Vice-Mayor West reminded Council other line items would change with salary changes such as taxes, benefits, pensions, etc.

ADJOURN

Mayor Yohey made a motion to adjourn with a second by Council Lady Forrester. All Ayes.
The meeting adjourned at 9:04 PM.

Minutes submitted by

Approved by

Catherine H. Koslicki
Town Clerk

Fred E. Yohey, Jr.
Mayor