

# Town of Scottsville

## Agenda

### Town Council Work Session

**Monday, May 13<sup>th</sup>, 2024, 7:00 PM**

**Victory Hall, 401 Valley Street**

### **AGENDA**

1. REPORTS
  - a. Police Chief
  - b. Fire Chief
  - c. Chamber of Commerce
  - d. Architectural Review Board
  - e. Planning Commission
  - f. Government Services
  - g. Emergency Preparedness Committee
  - h. Park & Recreation Committee
  - i. Events Committee
  - j. Treasurer
2. MAYOR AND STAFF REPORTS
  - a. Mayor
  - b. Town Attorney
  - c. Town Administrator
3. CARRY-OVER TOPICS
  - a. Proposed budget: FY 2024-2025
4. ADJOURNMENT

This meeting will be held with both remote and in-person access. The Town provides remote access [online at this link](#) or call 301-715-8592, then enter meeting ID 880 5989 4673 and pass code 1744. The Town of Scottsville is committed to the letter and spirit of the Americans with Disabilities Act. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Scottsville should contact the Town Administrator at 401 Valley Street, Scottsville, VA 24590, telephone 434-286-9267, as soon as possible but no later than 48 hours before the scheduled event

## **Town Administrator's Report – Written 5/9/2024**

### **2c. Town Administrator Report:**

#### **Summary of relevant meetings I have attended since April 16<sup>th</sup>, 2024:**

##### **VDOT Culpeper, District Locality Day April 18<sup>th</sup>, 2024:**

Town Administrator Javier Raudales attended a presentation on the collaboration on grant work between localities in the Culpeper district and VDOT. I had various discussion with VDOT staff, with the first action item to be a discussion with VDOT engineers about the feasibility of future implementation of previous planned VDOT/Scottsville projects, Javier Raudales will follow up with VDOT on their training programs to prepare locality staff for grant applications.

##### **Red Cross Shelter Exercise at Yancy Community Center April 19<sup>th</sup>, 2024:**

Deputy Chief of Emergency Management for Albemarle County John Oprandy invited me to attend a Red Cross sheltering exercise at Yancy Community Center. It was a useful exercise in which the exercise was informative about the involvement needed to set up a shelter and the procedures of a shelter.

##### **Meeting with Albemarle Community Development Department on April 23<sup>rd</sup>, 2024:**

Town Councilor Bill Hyson led coordination on a meeting with Albemarle County Community Development staff, including Kevin McDermot, Acting Director of Planning and Frank Pohl, County Engineer to discuss advice on site plan reviews, specifically related to the Bird Street development. In attendance, in addition to Town Administrator Javier Raudales, Town Councilor Bill Hyson, Government Services Committee member Matthew Holt, and regional resident Lewis Cable.

A useful discussion occurred of the general site plan review process, demarcation of Albemarle and Scottsville responsibilities related to zoning and building approvals, and a few new county staff contacts. Additionally, Albemarle staff recommended that if Scottsville is interested in review of site plans by experts, for example a Phase II Environmental Site Assessment, consultants can be hired by the town, a common municipal practice.

### **3a. Proposed budget for Fiscal Year 2024-2025:**

The Town Council with Town Staff met on May 1<sup>st</sup>, 2024, for a special session of the Town Council. During the meeting a budget scenario was workshopped. On May 1, 2024, the budget scenario included a deficit of \$11,040. The Town Council requested that Town Staff provide recommendations on how to complete the budget process with a

balanced budget, with staff recommendations being presented during the May 13, 2024, work session.

The Town Administrator Javier Raudales with the assistance of Town Clerk Melodye Courter have collaborated and provide a report on recommendations in changes to expenses to achieve a balanced budget with a surplus of \$ 3,945.

Town Administrator Javier Raudales discovered that the budget scenario used on May 1<sup>st</sup>, 2024, included a spreadsheet error that did not calculate expected grant revenue (\$19,000) from the VA DCJS- Justice Assistance Grant (JAG), leading to an underestimate of revenue for FY 2024-2025.

An additional discovery was the over-estimation in previous budget scenarios of expected cost of utilities for government buildings. This includes Victory Hall, the pumphouse building, police station, and our streetlights. Melodye Courter first recommended additional research into utility estimates following the budget scenario presented on March 20, 2024. Melodye Courter with Javier Raudales researched our history of utility bills and included a 3% inflationary increase in estimates for the FY 2024-2025.

Also updated are figures on insurance for the Town as an entity. Insurance line in the Administrative Department was readjusted from \$14,000 to \$7,086 and the line in the Police Department was readjusted from \$3,900 to \$7,222. We previously expected \$17,900 in total expenses for insurance, our currently proposed final contract on insurance totals \$14,308. This was due to a new updated insurance policy proposal received from our current insurance entity.

Additionally, the presented budget includes the budget neutral implementation of the Region 10 Contractual within the Scottsville Police Department, \$13,200 in revenue and expenses for FY 2024-2025.

### **Looking forward into FY 2025-2026**

This is a lean budget. FY 2025-2026 will have to anticipate possible increases in expenses for the repair of our current capital and to address continued needs for cost-of-living adjustments (COLA). The Town Administrator suggests that for FY 2025-2026 we continue discussion of revenue generation for the Town of Scottsville or discuss structural changes to the town's budget itself. A distinct possibility is that without discussion of revenue generation, the town is eventually unable to replace capital or retain staff without a reduction in the reserve funds. I will note that the budget has a small surplus of ~ \$4,000. The Town is prudent in having a reserve, the LGIP Scottsville/Cadwell Funds, that totals around \$500,000. This fund in a dire situation could be used to address unforeseen costs, while this is not desired, it is an option. Financial responsibility will be of continued importance to the town, to achieve the best

utilization of our revenue to provide services to the Town of Scottsville. Additionally, cost of living adjustments (COLA) for future years would require discussion of the topic of revenue generation. Furthermore, large capital expenses would benefit from an annual surplus that could be consolidated over the years into a fund for future capital needs, i.e. a new Police Department vehicle, Maintenance Department vehicle.

**Attached is the proposed budget for the Fiscal Year 2024-2025.**

**Changed from the May 1, 2024, budget scenario include:**

**Reductions in:**

- *Administrative – Insurance:* from \$14,000 to \$7,100:
  - Property, liability, auto, public officials, Cyber, Crime, Workers Comp. etc.
  - Adjustment due to final insurance proposal
- *Farmer's Market – Advertising, Pavilion Maintenance, Payroll (Stipend + FICA), and Internet Hotspot:* from \$10,000 to \$9,325.
  - Split-out line-item for more detail, more accurate estimates of expenses.
- *Flood Control and Emergency Operations - Electricity:* from \$2,900 to \$2,300
  - Improved estimate of lighting/heating bills for pumphouse
- *Flood Control and Emergency Operations – Matching FICA:* from \$485 to \$175
  - Improved estimate of lighting/heating bills for pumphouse
- *Municipal Building – Utilities:* from \$5,500 to \$5,000
  - Improved estimate of Electricity and Water bills for Victory Hall
- *Police Department – Utilities:* from \$1,200 to \$700
  - Improved estimate of Electricity and Water bills for the Police Station
- *Street Department - Street Lighting:* from \$18,000 to \$13,500
  - Improved estimate of street lighting bills
- *Tourism & Economic Development – Events and Tourism Committee:* from \$9,000 to \$7,500.
  - Up from \$6,500 FY 2023-2024
  - Direct costs related to Batteau Festival and 4<sup>th</sup> of July: Bands, A/V, stage, Entertainment.
- *Planning Commission - Certification, Miscellaneous Expenses:* from \$1,000 to \$500.

**Increase expense in:**

- *Administrative – Office Supplies:* from \$1500 to \$1,000
  - Underestimation of cost of office supplies.
- *Administrative – Payroll: Part-Time Administrative Staff:* from \$8000 to \$16,000
  - Provides a \$20 hour/week staff member, see draft of job description.
- *Administrative – Telephone:* from \$7,000 to \$8,750

- Improved estimate of telephone bill and fiber internet.
- Administrative – Clerk Telephone: \$350
  - FOIA best practice is to have professional electronic communication on exclusively work devices.
- Capital Improvements- Bruce Park Improvements: New line item \$3,000.
  - Masonry works to repair walls, new plantings to revitalize park.
  - \$2500 Mason work, \$500 new plantings for park
- *Capital Improvements – Farmer’s Market*: from \$2,500
  - Replacement of Bollard, purchase of gravel to have maintenance staff fill in pothole.
- *Police Department – Insurance*: from \$3,900 to \$7,222
  - *Coverage for Worker’s Comp and Auto*
  - Increase due to more accurate bookkeeping of department expenses.
  - Overall lower cost of insurance is expected for FY 2024-2025 to be lower due to a lower insurance proposal than expected this year.

### **Research into medical marijuana taxation:**

During May 1<sup>st</sup>, 2024, a special session of the Town Council research was requested on the taxation of medical marijuana. The Virginia Municipal League provided me information that sales tax is not collected on pharmaceutical sales and any other taxes would be treated the same as a pharmacy type use. Essentially medical marijuana would only be taxed by the Town of Scottsville as part of their business license.

Recent developments in the General Assembly and Governor’s Mansion have led to the General Assembly deciding that dispensaries are largely exempt from taxation and that’s unlikely to change until recreational dispensaries are legal and operating.

This was confirmed also by municipal staff at Gordonsville and Amherst.

### **Research on entertainment tax:**

Virginia Municipal League informed me that no town in their records has an implemented entertainment tax.

**Draft Job description for a Part-time administrative staff member:** Bill Hyson requested a draft job description for the part-time administrative staff member, I am currently with dilatated eye from an annual eye exam, which has delayed by work on the draft. I will follow up via email with a draft on 5/10/2024.