

## **Town Administrator Report Addendum - Town Council Work Session April 8, 2024**

**Written by Javier Raudales**

### **2c) Town Administrator report:**

- 1) Office will be closed on April 18<sup>th</sup> for Staff Training. M. Courter will be attending the Municipal Clerk's conference in Charlottesville. J. Raudales will be attending the VDOT Culpeper/Lynchburg Locality Day conference to learn about Locally Administered Projects (LAP).
- 2) Albemarle Park's and Recreation will have contractors begin working on the storm water issue at the Scottsville Community Center (Scottsville Boys & Girls Club and Scottsville Apartment) this week.

### **Recommendations for the improvement of meeting minutes**

- Melodye has been catching up on minutes this last week, she will summarize the prepared minutes as of 4/8/2024.
- We are trying today at this meeting Otter.ai, a software service to see if the transcripts can be usable for our meetings to complete minutes faster.
- A recommendation is to post a video of the meeting with timestamps the day following the TC, PC, ARB meetings.
- Another option is a "recap" email published the following day on the topic discussed. This could be done by the Town Administrator and Clerk.
- A recommendation is that the Planning Commission and ARB appoint a secretary to work on minutes for their respective bodies.
- A recommendation is the use of future summer interns, likely undergraduates to assist with minutes as part of their responsibilities.
- An additional recommendation is to include in the future budget \$500 to hire a student during the school year to work on minutes, this would provide 33 hours of work towards the completion of minutes.

### **3a) Town Administrator research on public notice requirements:**

The Town Administrator recommends that the Town Council direct that the town staff to draft an ordinance that revises Town Code Section 2.66a to require that town staff adhere to the advertising of ordinances and amendments to follow the public notice requirements established in the VA Code, this would reduce the cost incurred on public notices. The established process has been for staff to post once a week in a newspaper for the two preceding weeks prior to an item requiring public hearing. In various instances, this change would reduce the cost of public notice and with staff already scheduling multiple public hearings on the same date we could reduce advertising expenses.

Examples of notice requirements from the VA Code.

Annexation (voluntary)	Published at least once a week for four successive weeks in some newspaper published in such city or town
Budget Adoption	Published once in a newspaper having general circulation in the locality at least seven days prior to the date set for public hearing
Budget Amendment	Published once in a newspaper having general circulation in the locality at least seven days prior to the date set for public hearing
Certain Fees and Levies	Notice must be published once a week for two successive weeks in a newspaper of general circulation and the second publication shall not be sooner than one calendar week after the first publication OR Notice for a public hearing must be published once a week for two successive weeks in a newspaper of general circulation and the public hearing must be held not less than five days or more than 21 days after the second advertisement appears in the newspaper
Charter Amendments	Notice of the public hearing must be published once in a newspaper having general circulation in the locality at least ten days prior to the public hearing
Comprehensive Plan, Zoning Ordinances and Amendments	Published once a week for two successive weeks in some newspaper published or having general circulation in the locality
Franchises or Leases of Public Property > 5 years	Once a week for two successive weeks in a newspaper having general circulation in the city or town.
Tax Increase	Notice of the public hearing must be published in a newspaper having general circulation in the locality at least seven days before the public hearing
Vacating or Altering Public Rights of Way	Notice of the public hearing must be published twice in a newspaper having general circulation in the locality with at least six days elapsing between the first and second publication

The above recommendation could be coupled with an adherence to post these notices on our website in addition to the required posting of agendas at the town bulletin board and Agenda, meeting packets, and notices be available to the public for viewing.

Jim Bowling informed me that starting 7/1/2024, online only publications can start petitioning the circuit court to permit their publication as a valid newspaper for publication of public notices, we should in Fall of 2024 explore if local online-only news sources are available, this would likely be more affordable than the Daily Progress. Additionally,

adherence to the VA Code for publishing would allow town staff to use Cville Weekly, which publishes on Wednesdays, to affordably publish notices for several items listed above.