

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, May 5, 2020
6:00 PM**

Mayor Diaz called the meeting to order at 6:00 pm and lead the Pledge of Allegiance.

Mayor Diaz asked that we observe a moment of silence.

Roll was called with the following members present remotely:

Mayor Diaz, Vice Mayor Nauman Councilman Bowers, Councilman Fravel, Councilman Hollis,
Councilwoman Swygert-Smith

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Deputy Town Clerk; Steve Rickards, Town
Treasurer; Dave Griffin, Town Attorney; Timothy Vaught, Fire Chief

Guests: Josh Janney, Winchester Star

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. There were no comments from the public.

MINUTES – REGULAR MEETING OF April 7, 2020

Councilor Swygert-Smith moved for approval of the minutes of the regular Town Council Meeting of April 7, 2020. The Motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Absent

TREASURER'S REPORT – Report attached

Town Treasurer Steve Rickards reported that April was a very good month. He also reported that we have had many new residents so we have been very busy setting up new utility accounts.

POLICE REPORT – Report attached

Major Hawkins was absent. Town Manager Mike Majher reported that because of the pandemic there was a light volume of traffic violations. The Police Department has been directed to do their best with social distancing and to limit contact whenever possible. Councilor Swygert-Smith asked if there could be a little more presence on Main Street, with less people on the road there has been a lot more speeding going on.

SCVFD REPORT- Timothy Vaught, Fire Chief-Report attached

Fire Chief Timothy Vaught read his report. He stated that there were some concerns about money. Councilor Nauman asked if the council could be kept informed on the cash flow and the percentages. Chief Vaught said that the County keeps track of that and he would make sure to let council know.

ACTION AGENDA

Recommendation from Finance Committee

Councilman Hollis proposed that the finance committee had approved the budget to be presented to council. He thanked Mike and Steve for their hard work. The committee felt the budget was very fair and lean. Councilman Fravel asked for an explanation on the numbers on the cigarette tax. Councilman Hollis explained that the numbers signified a suspected decrease in volume but the increase in tax.

Councilman Hollis made the motion to move forward on the Public Hearing for the budget. The motion passed with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Absent

Recommendation from Staff to extend Emergency Ordinance

Town Manager Mike Majher requested that Council extend the Emergency Ordinance and that a Public Hearing be held on the 26th.

Councilman Nauman made the motion to Extend the Emergency Ordinance and to hold a Public Hearing on May 26th. The motion passed with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

Scheduling of Public Hearings

Mr. Majher stated that we need to schedule a Public Hearing for the budget, the extension of the continuity of operations ordinance and the amendments to Chapter 19.

Councilman Hollis asked if that could be done remotely. Mr. Griffin had no legal objections to the meeting being held remotely.

Councilman Nauman made the Motion to schedule and hold virtually, according to Virginia Law, a Public Hearing to be held on May 26th. The motion passed with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: No Comments

B. Personnel Committee –Ronald Bowers, Chair

No Meeting: No Comments

C. Public Safety Committee –Jason Nauman, Chair

No Meeting: No Comments

D. Public Works Committee –Tina Stevens, Chair

No Meeting: No Comments

E. Ordinance and Governments Committee- Regina Swygert-Smith Chair

No Meeting: No Comments

F. Parks and Recreation Commission- Ronald Bowers, Chair

No Meeting: No Comments

G. Planning Commission- Linden A. Fravel Jr. Chair

No Meeting: No Comments

H. Newtown Heritage Festival Committee

Meeting: Mayor Diaz reported that the reimbursements to vendors were going out.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilor Swygert-Smith made a Motion to approve the committee minutes. The minutes were approved with a roll call Vote:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

TOWN MANAGERS REPORT

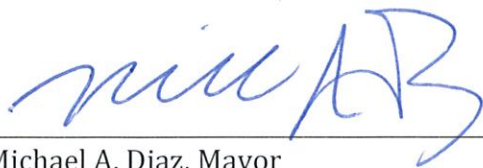
Town manager Mike Majher reported:

1. That things have been quite eventful. We have had more new utility accounts in the past month than we have had in all of his time here.
2. Public works has been very busy keeping up with mowing and trimming on town properties. The absence of the inmates is definitely being felt.
3. The paperwork for the next phase of Mountain Valley Estates and it appears that the pandemic has not impacted our housing development in town.
4. The work on the sidewalk has been completed and really looks great. All are encouraged to take an opportunity to walk down to the park to take a look.


COUNCIL COMMENTS/CALENDAR

Mayor Diaz thanked everyone for being here remotely and asked if there were any comments. Councilwoman Swygert-Smith stated that people were still parking on Mulberry and were not obeying the signs. It was suggested that the town's police officers needed to start writing tickets. Councilman Fravel noted a few mistakes in the proposed amendment to chapter 19, there was some verbiage that needed fixing and there were areas that had been typed and then crossed out. Mr. Griffin thanked him for pointing them out and said he would get those areas fixed. Councilman Nauman recommended that Parks & Rec should move forward with the Memorial Day live stream. Mayor Diaz stated that Donna had lined up the Honor Guard and that a speaker had been found. Mr. Majher wanted to confirm that everyone was available for the May 26th hearing. Councilman Fravel asked if there still needed to be a Planning meeting for the Shumaker Subdivision. Mr. Majher confirmed that planning would have to meet this month. It was noticed that all of the meetings for June needed to be moved, they were a week off.

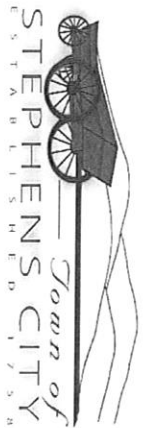
There being no more business Councilman Fravel made a motion to adjourn at 6:33 pm and the motion carried unanimously.



Michael A. Diaz, Mayor



Kelly Thatcher, Deputy Town Clerk



REVENUE

Cigarette Tax
Connection Fees
Restaurant Meals Tax
Lease Property Payments
Veterans Memorial
Lodging Tax
Zoning Permit Fees
Fines, Forfeitures & Finger Prints
Newtown Heritage Festival
Consumption Tax
State Sales Tax
Newton Commons Fee
Miscellaneous Income
Utility - Natural Gas
Total

UTILITIES

Water
Sewer
Penalty
PrePay
Reconnect Fee
Misc
Total

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits
Avail Fees -- Water
Avail Fees -- Sewer

CMTD
05/01/2020 - 05/31/2020

PFME
05/01/2019 - 05/31/2019

\$	3,562.50	\$	3,562.50	⇒	0%
\$	300.00	\$	425.00	⇓	-29%
\$	5,517.82	\$	9,818.18	⇓	-44%
\$	-	\$	100.00	⇓	-100%
\$	-	\$	150.00	⇓	-100%
\$	172.00	\$	273.00	⇓	-37%
\$	450.00	\$	25.00	⇓	1700%
\$	975.89	\$	2,249.96	⇓	-57%
\$	-	\$	4,904.00	⇓	-100%
\$	92.98	\$	123.44	⇓	-25%
\$	14,394.62	\$	13,364.37	⇓	8%
\$	-	\$	200.00	⇓	-100%
\$	-	\$	30.00	⇓	-100%
\$	939.42	\$	1,143.90	⇓	-18%
\$	26,405.23	\$	36,369.35	⇓	-27%

\$	11,526.82	\$	12,350.66	⇓	-7%
\$	26,392.51	\$	26,384.75	⇓	0%
\$	15.24	\$	61.48	⇓	-75%
\$	839.07	\$	57.31	⇓	1364%
\$	50.00	\$	-	⇒	0%
\$	-	\$	182.00	⇓	-100%
\$	38,823.64	\$	39,036.20	⇓	-1%

\$	2,400.00	\$	2,200.00	⇓	9%
\$	39,235.00	\$	-	⇒	0%
\$	87,738.00	\$	-	⇒	0%

Total	\$	129,373.00	\$	2,200.00	⬆️	5781%
Real Estate Tax	\$	6,178.09	\$	10.56	⬆️	58405%
Personal Property Tax	\$	184.76	\$	24.19	⬆️	664%
Business Licenses	\$	346.84	\$	419.25	⬆️	-17%
Vehicle Decals	\$	-	\$	114.25	⬆️	-100%

Commonwealth of VA

Communications Tax	\$	1,916.76	\$	1,984.29	-3%
Total	\$	1,916.76	\$	1,984.29	-3%

EXPENDITURES

Accounts Payable	\$	116,877.83	\$	98,671.41	↑ 18%
Wages	\$	18,839.78	\$	26,214.94	↑ -28%
VRS	\$	8,058.74	\$	11,104.71	↓ -27%
Total	\$	143,776.35	\$	135,991.06	↑ 6%

Total Revenue	\$	203,228.32	\$	80,158.09	↑ 154%
Total Expenditures	\$	143,776.35	\$	135,991.06	↑ 6%
Total Net Position	\$	59,451.97	\$	(55,832.97)	↓ -206%

Bank Balances as of 06/01/2020

Bank of Clarke County	3,156.96		
Capon Valley Bank General Fund	376,934.31	RE Collections: 2017 - 99.39%	PP Collections: 2017 - 92.39%
Capon Valley Bank CIP	117,356.65		
Capon Valley Utility Deposit	140,686.13		
Capon Valley Utility Fund CIP	114,300.42	RE Collections: 2018 - 99.08%	PP Collections: 2018 - 90.14%
Capon Valley Bank Mulberry Account	2,165.64		
Capon Valley Mountain Valley Estate Bond	80,465.20		
BB&T General Reserve Fund	23,090.26	RE Collections: 2019 - 97.34%	PP Collections: 2019 - 87.37%
BB&T Utility Reserve Funds	11,798.81		
BB&T Savings Account	9,564.30		
BB&T CD (Peter B. Stickley)	11,637.17		
Total Bank Fund Balances - Cash On Hand	891,155.85	Total RE Collection: 98.62%	
		Total PP Collection: 86.99%	



REVENUE

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 Connection Fees
 Restaurant Meals Tax
 Lease Property Payments
 Veterans Memorial
 Lodging Tax
 Zoning Permit Fees
 Fines, Forfeitures & Finger Prints
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Total Bank Fund Balances - Cash On Hand		891,155.85			

To: Mayor Mike Diaz
Members of Town Council

From: Interim Chief Steve Hawkins

Date: June 1, 2020

Subject: Police Report for May 2020

The Stephens City Police Department responded to 755 calls for services during the month of May. We assisted the Frederick County Sheriff's Office with 29 calls and the Middletown Police Department with 5 calls.

There were no citations or parking tickets for the month of May.

Courts were closed so there is no court time to report.

We wrote 4 incident reports for the month. A breakdown follows.

- 1 – Threats
- 1 – Lost Property
- 1 – Hit & Run
- 1 - Vandalism

TOWN OF STEPHENS CITY

EMERGENCY ORDINANCE TO CONTINUE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on January 31, 2020, the U.S. Secretary of Health and Human Services declared a public health emergency in response to the spread of the novel coronavirus (COVID-19); and

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic as further refined in Executive Order Fifty-Five Ordering limitations on activities, and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive "any state requirement or regulation" as appropriate; and Executive Order Fifty-Five Ordered citizens to remain at their place of residence, absent certain qualifying conditions.

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on April 7, 2020, the Town of Stephens City Virginia ("Town") confirmed the declaration of local emergency made by the Town Manager acting as the Town's emergency management coordinator; and passed an emergency continuity of government ordinance that was only good for 60 days; and

WHEREAS, the Town finds that COVID-19 constitutes a real and substantial threat to public health and constitutes a "disaster" as defined by Virginia Code §44-146.16 being a "communicable disease of public health threat;" and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months and Stephens City's Charter grants the Town government powers in an emergency; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a Town director of emergency management, or any member of a governing body in his absence, may upon the declaration of a local emergency "proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;" and the Town Council by Resolution granted this power;

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Council may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, nearing the expiration of the 60 day emergency ordinance the Town Council determines that it is in the best interests of its citizens to continue the emergency ordinance for an additional maximum time of four additional months as provided for under Virginia Code Section 15.2-1413 in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Stephens City, Virginia:

1. This ordinance allows for variances from state laws and Town ordinances in order to protect the health, safety, and welfare of residents and employees from the spread of COVID-19 while still providing for government operations to continue during this state of emergency. The operation of Town government includes management of all Town facilities, the work of all local boards, the planning commission, the board of zoning appeals, and any other local or regional board, commission, committee, or authority created by the Town to which the Town Council appoints or recommends for appointment all or a portion of its members, including employees who work for or on behalf of any Public Body.
2. At this time, public health experts recommend against assembling groups of people in confined spaces. Accordingly, this ordinance contains modifications for public meetings which should be followed while it is deemed unwise or unsafe to gather in one location a quorum for any Public Bodies, or to invite members of the public to physically gather together for public meetings.
3. Moreover, the spread of COVID-19 may make it impossible or impractical for government operations to meet all normally imposed deadlines, regulations, and time frames, or to comport, in some instances, with lengthy procedures and processes such as procurement or employment processes.
4. That the COVID-19 pandemic continues to make it unsafe to assemble in one location a quorum for public bodies including the Council, the Public, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the Town or to which the Council appoints

all or a portion of its members, or for such Public Entities to conduct meetings in accordance with normal practices and procedures.

5. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
 - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least three days in advance of the electronic meeting, except for emergency meetings, identifying how the public may participate or otherwise offer comment; and
 - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
 - d. Any such electronic meeting of a Public Entity shall be open to electronic participation by the public and closed to in-person participation by the public; and

e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

f. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, identify members participating, and specify what actions were taken at the meeting. A Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

g. For public hearings and any items for which public comment is permitted, the following rules apply:

1) Normal rules of order apply with respect to requiring the name and home address of the commenter, that comments relate to the hearing or comment topic, that appropriate limits on the number of comments per person per item apply, and that comments be of reasonable length.

2) Public Bodies may allow public comments to be submitted via phone call, e-mail, or in writing, up until a reasonable time before the start of the meeting so long as those comments are provided to the Public Body members prior to any decision on an item.

3) If available, members of the public may provide comments through leaving a voicemail on a dedicated phone number up until a reasonable time before the start of the meeting so long as those comments are then provided to the Public Body members prior to any decision on an item.

4) If available, members of the public may provide comments through telephonic or interactive electronic means (call-in meeting access, social media platform) during the meeting so long as those comments are received by or provided to the Public Body members prior to any decision on an item.

5) The Public Body may choose to receive additional comments through any means for a period of time after the public hearing or public meeting, so long as it announces and publicizes that opportunity and those comments are provided to the Public Body members prior to any decision on an item.

6) All public comments must be made a part of the record of the Public Body either by being summarized in or included with the meeting minutes.

6. Any votes taken during the meeting must be taken by roll call, individually recording each member's name and vote.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by the Town or its Boards or Commission, its officers and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

Figures for 2020-2021 Budget

General Fund Revenues

Total **\$ 1,081,623.00**

General Fund Expenditures

Insurance	\$ 7,897.00
Public Safety	\$ 451,095.00
Fire & Rescue	\$ 35,000.00
Admin	\$ 208,665.00
Professional Fees	\$ 35,620.00
Public Works	\$ 320,042.00
Transfers to Reserves	\$ 10,817.00
General Fund CIP	\$ 12,487.00

Total **\$ 1,081,623.00**

Utility Fund Revenues

Total **\$ 699,500.00**

Utility Fund Expenditures

Insurance	\$ 7,897.00
Water Service	\$ 68,670.00
Sewer Service	\$ 56,895.00
Admin	\$ 191,215.00
Professional Fees	\$ 66,130.00
FCSA	\$ 230,000.00
Transfers to Reserves	\$ 6,995.00
Utility Fund CIP	\$ 71,698.00

Total **\$ 699,500.00**

General Fund Revenue Line Items	2018-19	2019-20	2020-21
Real Estate, Current	176,000.00	181,439.00	232,337.00
Personal Property, Current	120,000.00	120,000.00	-
Personal Property Delinquent	6,000.00	6,000.00	6,000.00
Business Equipment	-	-	19,000.00
Machinery & Tools	5,500.00	5,500.00	5,500.00
SCC Real Estate	5,500.00	7,998.00	5,500.00
Penalty on Taxes	10,000.00	13,832.00	5,600.00
Sales Tax	155,000.00	155,000.00	145,000.00
Business & Professional Licence Tax	70,000.00	78,195.00	65,000.00
Cigarette Tax	71,250.00	57,000.00	128,250.00
Auto Licence Tax (Decals)	44,500.00	44,500.00	44,500.00
Bank Stock Tax	1,000.00	1,200.00	2,000.00
Meals Tax	108,000.00	138,000.00	100,000.00
Lodging Tax	500.00	4,697.00	4,697.00
Communications Tax	25,700.00	25,700.00	25,700.00
Utility Electric Tax	33,000.00	33,000.00	150,000.00
Utility Natural Gas Tax	12,000.00	12,000.00	18,000.00
Utility Consumption Tax	7,000.00	7,000.00	6,000.00
Zoning Permit Fees	1,500.00	1,500.00	3,000.00
Trash and Recycling Cans Fees	-	26,100.00	10,000.00
Fines & Forfeitures	20,000.00	30,000.00	25,000.00
Investment Interest	1,000.00	1,200.00	1,200.00
Newtown Commons Use Fees	1,000.00	1,000.00	1,000.00
Lease Town property	4,700.00	2,200.00	2,200.00
Sale of Property	2,000.00	2,000.00	-
Rolling Stock Tax	1,250.00	1,250.00	1,250.00
Police Grant (599)	34,237.00	34,237.00	36,819.00
VML RISK MANAGEMENT GRANT	-	1,000.00	1,000.00
Litter Control Grant	1,000.00	1,000.00	1,000.00
Fire Dept Flow Through Grant	15,000.00	15,000.00	15,000.00
Fire MarsFee	150.00	150.00	150.00
DMV & other grant	5,000.00	5,000.00	5,000.00
Newtown War Memorial	500.00	100.00	100.00
Hometown Christmas	-	1,000.00	500.00
Newtown Festival Sales	3,000.00	3,000.00	2,000.00
Newtown Vendors	7,000.00	3,500.00	1,320.00
Newtown Heritage Festival	12,000.00	12,000.00	12,000.00
Total	\$ 960,287.00	\$ 1,032,298.00	\$ 1,081,623.00

Utility Fund Revenue Line Items	2018-19	2019-20	2020-21
Earned Interest	1,000.00	2,000.00	2,000.00
Rental Cropping Land	250.00	-	-
Sale of Water	208,000.00	239,200.00	208,000.00
Sale of Sewer	468,000.00	538,200.00	468,000.00
Penalties Utility (W/S)	7,000.00	7,000.00	7,000.00
Service Fees Water	6,000.00	7,000.00	7,000.00
Mail Surcharge	-	7,500.00	7,500.00
Total	\$ 690,250.00	\$ 800,900.00	\$ 699,500.00

Admin General	2018-19	2019-20	2020-21
Salaries	76,214.00	78,500.00	98,257.00
FICA	7,600.00	7,828.00	9,826.00
Retirement	22,840.00	23,525.00	30,336.00
Employee Health Ins.	17,100.00	17,100.00	27,960.00
Worksmans Comp.	386.00	386.00	386.00
Tuition/ Training	250.00	750.00	750.00
Contract Maint.	2,750.00	2,750.00	3,000.00
Repair & Maint.	400.00	400.00	400.00
Advertising	1,000.00	1,250.00	1,250.00
Postal Services	4,000.00	4,500.00	4,500.00
Computers/Software	3,000.00	3,000.00	3,500.00
Telephone/ Internet	2,500.00	3,500.00	3,750.00
Copier Expences	2,000.00	2,000.00	2,000.00
Office Supplies	1,600.00	1,600.00	1,700.00
Auto Expences	600.00	-	-
Other Oper Expen.	2,000.00	1,800.00	1,800.00
Gasoline	500.00	250.00	250.00
Office Heating	500.00	600.00	1,000.00
Decals/ Cig-Stamps	1,000.00	1,000.00	1,500.00
Travel Expen.	750.00	1,500.00	1,500.00
Dues & Subscript	2,500.00	2,500.00	2,500.00
Bank, Credit Card fees	3,000.00	3,000.00	4,000.00
Office Equip (new)	4,000.00	6,000.00	6,000.00
Election Expen.	2,500.00	-	2,500.00
Total	\$158,990.00	\$163,739.00	\$208,665.00

Professional Fees	2018-19	2019-20	2020-21
Attorney	20,000.00	25,000.00	25,000.00
Audit	-	10,500.00	10,500.00
Dues & Subscriptions	120.00	120.00	120.00
Total	\$ 20,120.00	\$ 35,620.00	\$ 35,620.00

Admin Utility	2018-19	2019-20	2020-21
Salaries	76,214.00	78,500.00	98,257.00
FICA	7,600.00	7,828.00	9,826.00
Retirement	22,840.00	23,525.00	30,336.00
Employee Health Ins.	17,100.00	17,100.00	27,960.00
Worksmans Comp.	386.00	386.00	386.00
IT Contract Maint.	2,750.00	2,750.00	2,750.00
Advertising	300.00	300.00	300.00
Office Electric Service	1,200.00	1,200.00	1,200.00
Office Heating Service	1,400.00	1,200.00	1,200.00
Postal Services	4,000.00	4,500.00	4,500.00
Computers/Software	6,000.00	6,000.00	6,000.00
Telephone/ Internet	3,500.00	3,500.00	3,500.00

Bank Service Fees	-	1,500.00	1,500.00
Copier Expences	3,000.00	2,000.00	2,000.00
Office Supplies	1,000.00	1,000.00	1,000.00
Dues & Subscript	500.00	500.00	500.00
Total	\$ 147,790.00	\$ 151,789.00	\$ 191,215.00

Professional Fees	2018-19	2019-20	2020-21
Engineer	10,000.00	20,000.00	20,000.00
Attorney	200,000.00	80,000.00	40,000.00
Audit	-	6,000.00	6,000.00
Dues & Subscriptions	120.00	130.00	130.00
Total	\$ 210,120.00	\$ 106,130.00	\$ 66,130.00

Insurances	2018-19	2019-20	2020-21
Excess Liability	336.00	336.00	336.00
Auto. Liability	2,341.00	2,341.00	2,341.00
Gen. Liability	2,574.00	2,574.00	2,574.00
Property/Fire	2,474.00	2,474.00	2,474.00
Surety Bond	172.00	172.00	172.00
Subtotal	\$ 7,897.00	\$ 7,897.00	\$ 7,897.00
Utility Fund/ 50%			
Excess Liability	336.00	336.00	336.00
Auto Liability	2,341.00	2,341.00	2,341.00
Gen. Liability	2,574.00	2,574.00	2,574.00
Property/Fire	2,474.00	2,474.00	2,474.00
Surety Bond	172.00	172.00	172.00
Subtotal	\$ 7,897.00	\$ 7,897.00	\$ 7,897.00
Total Insurances	\$ 15,794.00	\$ 15,794.00	\$ 15,794.00

Water Service	2018-19	2019-20	2020-21
Salaries	23,198.00	23,894.00	25,114.00
FICA	3,279.00	3,377.00	2,512.00
Retirement	6,410.00	6,602.00	7,000.00
Employ. Health & Dental	5,664.00	5,664.00	6,225.00
Worksmans Comp.	544.00	544.00	544.00
Repair & Maint.	10,000.00	10,000.00	10,000.00
Laboratory Tests	750.00	750.00	750.00
Laboratory Supplies	750.00	750.00	750.00
Vehic. & Equip Maint	1,500.00	1,500.00	1,500.00
Telecommunications	300.00	300.00	300.00
Water Meter Purchase	10,000.00	10,000.00	10,000.00
Gasoline/ Fuel	1,500.00	1,500.00	1,500.00
State water fees	2,200.00	2,200.00	2,200.00
CSX lease	265.00	275.00	275.00
Total	\$ 66,360.00	\$ 67,356.00	\$ 68,670.00

Sewer Serv.	2018-19	2019-20	2020-21
Salaries	23,198.00	23,894.00	25,114.00
FICA	3,279.00	3,377.00	2,512.00
Retirement	6,410.00	6,602.00	7,000.00
Employ. Health & Dental	5,664.00	5,664.00	6,225.00
Worksmans Comp.	544.00	544.00	544.00
Repair & Maint.	10,000.00	10,000.00	10,000.00
Electricity	1,600.00	2,000.00	2,000.00
Vehic. & Equip Maint	1,500.00	1,500.00	1,500.00
Telecommunications	300.00	300.00	500.00
Gasoline/ Fuel	1,500.00	1,500.00	1,500.00
Total	\$ 53,995.00	\$ 55,381.00	\$ 56,895.00

Public Works	2018-19	2019-20	2020-21
Salaries	46,396.00	47,788.00	50,228.00
Part time Salary	-	-	5,460.00
Overtime/on call	1,000.00	750.00	750.00
FICA	6,558.00	6,755.00	7,418.00
Retirement	12,820.00	13,205.00	15,000.00
Employee Health Ins.	11,327.00	11,327.00	12,450.00
Worksmans Comp.	2,486.00	2,486.00	2,486.00
Repair & Maint.	6,000.00	6,000.00	6,000.00
Uniform/Clothing Allowance	500.00	600.00	600.00
Natural Gas heating	1,400.00	800.00	1,000.00
Telecommunications	700.00	700.00	800.00
Janitorial supplies	500.00	-	-
Equip Maint	3,000.00	3,750.00	3,750.00
Gasoline	2,600.00	3,250.00	3,250.00
New Tools & Equip	2,100.00	2,500.00	2,500.00
Build. Improvments.	1,200.00	250.00	250.00
Litter Control	1,000.00	1,000.00	1,000.00
Street Maint.	3,000.00	-	-
Snow Removal	1,000.00	-	1,000.00
Sidewalks	30,000.00	30,000.00	30,000.00
Town Office Electricity	3,000.00	3,000.00	3,000.00
Street Lighting	30,000.00	28,000.00	28,000.00
Street Beautification	2,000.00	3,000.00	3,000.00
Refuse Collection	63,671.00	67,000.00	109,000.00
Recycling Expen.	43,471.00	46,000.00	-
Trash and Recycling Cans	-	26,100.00	10,000.00
Newtown War Memorial	500.00	100.00	100.00
Natural Gas - Park	800.00	1,500.00	1,500.00
Repair and Maint - Park	1,000.00	2,000.00	2,000.00
Newtown Festival	12,000.00	12,000.00	12,000.00
Electricity - Park	2,600.00	3,000.00	4,000.00
HOMETOWN Christmas	-	1,000.00	500.00
Commons Deposit	500.00	500.00	500.00
Parks Improvements	1,600.00	2,000.00	2,500.00
Total	\$ 294,729.00	\$ 326,361.00	\$ 320,042.00

Public Safety / 100%	2018-19	2019-20	2020-21
Salaries	222,464.00	229,138.00	194,436.00
Overtime/on call	3,000.00	3,000.00	3,000.00
Part time non class.	8,672.00	12,932.00	14,037.00
Overtime (DMV) exp.	5,000.00	5,000.00	5,000.00
Payroll Taxes	19,000.00	19,570.00	16,000.00
Retirement	54,526.00	56,162.00	56,683.00
Emp. Health & Dental Ins.	57,210.00	57,210.00	49,800.00
Workmans Compensation	3,702.00	3,702.00	5,520.00
Line of Duty Act Coverage	2,882.00	2,882.00	4,900.00
Professional Health Ins.	500.00	500.00	500.00
Repair & Maint. (Equip.)	6,500.00	6,500.00	14,000.00
Laundry & Dry Clean.	100.00	100.00	100.00
Postal Services	100.00	100.00	100.00
Telecommunications	5,000.00	5,000.00	5,000.00
Tuition/ Training	500.00	3,000.00	3,000.00
Office Supplies & Equip	700.00	700.00	700.00
Auto Expenses	10,400.00	10,000.00	15,000.00
Laptops	-	14,000.00	-
Body Cams	-	3,500.00	7,000.00
Community Outreach	-	500.00	750.00
Radios	-	-	16,000.00
-Car Camera System	-	-	10,000.00
Police Supplies	4,500.00	5,000.00	10,000.00
Uniforms & Equip.	1,500.00	1,800.00	6,319.00
Gasoline	10,000.00	10,000.00	10,000.00
Travel Expen.	500.00	1,000.00	1,000.00
Dues & Subscript	3,000.00	2,000.00	2,250.00
Total Public Safety	\$ 419,756.00	\$ 453,296.00	\$ 451,095.00

Fire & Rescue / 100%	2018-19	2019-20	2020-21
Fire Dept Donations	10,000.00	15,000.00	20,000.00
Fire Flow Thru Fund	15,000.00	15,000.00	15,000.00
Total	\$ 25,000.00	\$ 30,000.00	\$ 35,000.00

TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

Committee: *FINANCE*

Date: *5/27/20*

Time: *4:00 PM*

Attendance: *HOLLIS, FRAVEL DIAZ (VIA ZOOM)*
MAJHER, RICKARDS NAUMANN (VIA ZOOM)
(VIA ZOOM)

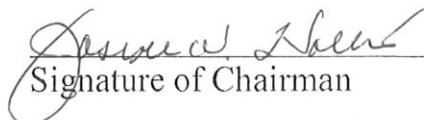
Approval of Minutes from prior meeting:

✓

Purposes/Subjects to be reviewed:
REVIEW CURRENT BUDGET RESULTS
REVIEW 2020-2021 BUDGET, AND CHANGES MADE
IN ANTICIPATION OF COVID-19 IMPACT.

Brief of Committee Actions and Recommendations:

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Signature of Chairman