



**Town of Altavista, Virginia
Meeting Agenda Town Council
Town Council Work Session**

**Tuesday, January 25, 2022
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

- 2.1 FY2023 Budget - Agency / Non-Profit Presentations
Attachment 1. FY2023 Agency's Request Summary
- 2.2 Bid recommendation for Lynch Creek
Attachment 1. Bid Recommendation Lynch Creek.pdf
Attachment 2. Bid Tabulation Lynch Creek.pdf
- 2.3 Overview of Comprehensive Financial Review of the Town of Altavista
Attachment. Altavista (Town of) VA Discussion Memo 1.19.2022.pdf

3. CITIZEN'S TIME (AGENDA ITEMS ONLY)

*Citizens wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that Citizen's Time is **NOT** a question-and-answer session between the public and Council.)*

4. ITEMS REFERRED FROM PREVIOUS MEETINGS

No items from previous meetings were scheduled for this work session.

5. ITEMS FOR DISCUSSION (NEW & UNFINISHED)

- 5.1 FY2023 - 2027 Capital Improvement Plan (CIP)
Attachment 1. Draft CIP FY2023-2027 - Funding Sources - Parks and Recreation
Attachment 2. Draft CIP FY2023 - 2027 - Project Sheets - Parks and Recreation

6. UPDATES/INFORMATIONAL ITEMS

- 6.1 Utility Project Updates
Attachment 1. McMinnis Water Status Update 1-18-22.doc
Attachment 2. Lynch Creek Sewer Status Update 1-18-22.doc
Attachment 3. Peed & Bortz 011822 Altavista Status Report.pdf
Attachment 4. Bi-weekly report (01.18.22) Melinda HPZ.pdf
- 6.2 Town Council Retreat Update

7. PUBLIC COMMENT (NON-AGENDA ITEMS)

Citizens wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this

*purpose. (Please note that the Citizen's Time is **NOT** a question-and-answer session between the public and the Council.)*

8. MATTERS FROM COUNCIL

9. CLOSED SESSION

No Closed Session is scheduled for this meeting.

10. ADJOURNMENT

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARRE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 25, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

RECOGNITIONS AND PRESENTATIONS

Title: FY2023 Budget - Agency / Non-Profit Presentations

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Provide staff direction on the FY2023 Budget Requests

Explanation:

During the annual budget process, Town Council provides an opportunity for local agencies / non-profits to deliver their annual budget request. The order of presentation is below:

- Altavista Area YMCA (Maria McCracken)
- Altavista Area Chamber of Commerce (Grace Mattox)
- Altavista On Track (Reverend Ed Soto)
- Senior Center (Stormi Anderson)
- Small Business Development Center (Stephanie Keener)

Information submitted by each agency is being forwarded to Council under separate cover.

Background:

This is an annual process related to the development of the Town's draft budget. Following the presentations, Council can provide direction to staff concerning these requests and their inclusion in the draft budget. The draft budget will be delivered to Town Council at their Regular Meeting on Tuesday, February 8th. If Council does not provide any direction, staff has typically included the request in the draft budget.

Funding Source(s):

General Fund Revenues

Attachments: *(click item to open)*

[Attachment 1. FY2023 Agency's Request Summary](#)

Town of Altavista
FY2023 Agency Requests



<u>Agency</u>	<u>FY 2023 Request</u>	<u>FY 2022 Approved Request</u>	<u>FY 2021 Audit Submitted</u>	<u>Notes</u>
Altavista Area YMCA	\$ 100,000.00	\$ 100,000.00	No	Will provide audit once complete
Altavista Chamber of Commerce	\$ 30,000.00	\$ 30,000.00	No	Will provide audit once complete
Altavista on Track	\$ 10,000.00	\$ 5,000.00	No	Town also funds 28 hrs/week (70%) of the Main St. Coordinator's position. Will provide audit once complete.
Altavista Senior Center	\$ 1,000.00	\$ 1,000.00	Yes	
Small Business Development Center	\$ 6,000.00	\$ 6,000.00	No; Please refer to question #5 on application	



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 25, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 2.2

RECOGNITIONS AND PRESENTATIONS

Title: Bid recommendation for Lynch Creek

Staff Resource: Tom Fore and Jeff Arthur

Action(s):

Staff recommends awarding the bid to Mendon

Explanation:

The Council approved moving forward with the bidding of this project and the bids were received. The bid tabulation and and engineers recommendation is attached

Background:

The Town Council had previously agreed to the proposed Lynch Creek sewer line replacement project because the line was found to have multiple problems that had created inflow and infiltration problems. This project is the last of several project that were funded by the current borrowing.

Funding Source(s):

This project is being funded through the borrowing that was done know as (SNAP). Staff is evaluating the amount of funding left in the current SNAP account to see if additional funding will be needed and a recommendation will be given at the meeting of what additional funds will be needed if necessary.

Attachments: *(click item to open)*

[Attachment 1. Bid Recommendation Lynch Creek.pdf](#)

[Attachment 2. Bid Tabulation Lynch Creek.pdf](#)



HURT & PROFFITT

Inspired | Responsive | Trusted

January 21, 2022

Mr. Gary Shanaberger, Town Manager
Town of Altavista, Virginia
510 Seventh Street
Altavista, VA 24517

Re: *Town of Altavista
Lynch Creek Sewer Replacement
H&P Project #: 20191198*

Dear Mr. Shanaberger:

Hurt and Proffitt prepared bid documents for the Lynch Creek Sewer Replacement Project and the project was advertised on November 21, 2021. A public bid opening was held at the Town of Altavista office on January 20, 2022 and four bids were received, opened, and read aloud. Below is a summary of the engineer estimate and submitted bids:

Contractor	Base Bid	Responsive
Boring Contractors, Inc.	\$3,999,700.00	Yes
Concrete Foundations, Inc.	\$2,719,683.62	Yes
E.C. Pace Company, Inc.	\$2,772,606.00	Yes
Mendon Pipeline, Inc.	\$2,229,500.00	Yes
Engineer Estimate	\$1,771,385.00	

The lowest bid was above the engineer's estimate. There were math errors with two bidders, Boring Contractors, Inc. and Concrete Foundations, Inc.; these discrepancies did not affect the lowest bidder.

We recommend that the project be awarded to the low bidder, Mendon Pipeline, for the total of the base bid. The difference between the Engineers Estimate and the low bidder is a reflection of the current bidding environment and the cost of materials escalation since that estimate was prepared.

If you concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,
HURT & PROFFITT, INC.

Chad Hodges, PE
Project Manager

Bif Johnson, PE
CEO/President

CC: Tom Fore



Town of Altavista
Lych Creek Sewer Replacement
Bid Tabulation January 20, 2022

				Engineer Estimate		Boring Contractors, Inc.		Concrete Foundations, Inc.		E.C. Pace Company, Inc.		Mendon Pipeline, Inc.	
Item	Description	Quantity	Units	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
Sewer Line													
1	12" SDR 35 Sewer Line	1,130	LF	\$ 95.00	\$ 107,350.00	\$ 250.00	\$ 282,500.00	\$ 157.62	\$ 178,110.60	\$ 167.00	\$ 188,710.00	\$ 175.00	\$ 197,750.00
2	10" SDR 35 Sewer Line	7,415	LF	\$ 90.00	\$ 667,350.00	\$ 225.00	\$ 1,668,375.00	\$ 140.35	\$ 1,040,695.25	\$ 140.00	\$ 1,038,100.00	\$ 115.00	\$ 852,725.00
3	48" Diameter Manholes	365	VF	\$ 600.00	\$ 219,000.00	\$ 825.00	\$ 301,125.00	\$ 468.50	\$ 171,002.50	\$ 509.00	\$ 185,785.00	\$ 550.00	\$ 200,750.00
4	Manhole Frame & Cover (Waterproof)	39	EA	\$ 400.00	\$ 15,600.00	\$ 575.00	\$ 22,425.00	\$ 2,013.34	\$ 78,520.26	\$ 736.00	\$ 28,704.00	\$ 600.00	\$ 23,400.00
5	24" Bore & Jack (N&W Railroad)	267	LF	\$ 800.00	\$ 213,600.00	\$ 1,000.00	\$ 267,000.00	\$ 1,040.76	\$ 277,882.92	\$ 2,090.00	\$ 558,030.00	\$ 1,750.00	\$ 467,250.00
6	24" Bore & Jack Railroad (Rock Allowance)	100	LF	\$ 500.00	\$ 50,000.00	\$ 3,000.00	\$ 300,000.00	\$ 1,875.00	\$ 187,500.00	\$ 1,500.00	\$ 150,000.00	\$ 1,700.00	\$ 170,000.00
7	24" Casing - Open Cut (Lynch Road)	40	LF	\$ 500.00	\$ 20,000.00	\$ 600.00	\$ 24,000.00	\$ 650.75	\$ 26,030.00	\$ 982.00	\$ 39,280.00	\$ 600.00	\$ 24,000.00
8	24" Casing - Open Cut (West Road)	33	LF	\$ 500.00	\$ 16,500.00	\$ 600.00	\$ 19,800.00	\$ 788.00	\$ 26,004.00	\$ 1,087.00	\$ 35,871.00	\$ 600.00	\$ 19,800.00
9	Reconnect Service Laterals	30	EA	\$ 1,000.00	\$ 30,000.00	\$ 3,500.00	\$ 105,000.00	\$ 3,861.64	\$ 115,849.20	\$ 2,838.00	\$ 85,140.00	\$ 1,200.00	\$ 36,000.00
10	Rock Excavation	100	CY	\$ 175.00	\$ 17,500.00	\$ 295.00	\$ 29,500.00	\$ 450.00	\$ 45,000.00	\$ 235.00	\$ 23,500.00	\$ 115.00	\$ 11,500.00
11	Riprap	75	TONS	\$ 250.00	\$ 18,750.00	\$ 65.00	\$ 4,875.00	\$ 200.00	\$ 15,000.00	\$ 154.00	\$ 11,550.00	\$ 115.00	\$ 8,625.00
12	Bypass Pumping	1	LS	\$ 120,000.00	\$ 120,000.00	\$ 200,400.00	\$ 200,400.00	\$ 125,000.00	\$ 125,000.00	\$ 150,000.00	\$ 150,000.00	\$ 20,000.00	\$ 20,000.00
13	Tree Clearing	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 200,000.00	\$ 200,000.00	\$ 90,000.00	\$ 90,000.00	\$ 22,000.00	\$ 22,000.00	\$ 55,000.00	\$ 55,000.00
14	Erosion Control	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 365,000.00	\$ 365,000.00	\$ 188,880.00	\$ 188,880.00	\$ 106,236.00	\$ 106,236.00	\$ 18,000.00	\$ 18,000.00
15	Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 185,000.00	\$ 185,000.00	\$ 129,508.89	\$ 129,508.89	\$ 125,000.00	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00
16	Railroad Permit Fees	1	LS	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00
Estimated Construction Subtotal				\$ 1,610,350.00		\$ 3,999,700.00		\$ 2,719,683.62		\$ 2,772,606.00		\$ 2,229,500.00	
Contingency				10% \$ 161,035.00		\$ -		\$ -		\$ -		\$ -	
Estimated Project Construction Cost				\$ 1,771,385.00		\$ 3,999,700.00		\$ 2,719,683.62		\$ 2,772,606.00		\$ 2,229,500.00	
				Start Date		May 30, 2022		April-May 2022		April 4, 2022		August 1, 2022	
				End Date		May 30, 2022		February-May 2023		March 30, 2023		April 1, 2023	
				Substantial Completion		365		300-365		360		240	



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 25, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 2.3

RECOGNITIONS AND PRESENTATIONS

Title: Overview of Comprehensive Financial Review of the Town of Altavista

Staff Resource: Gary Shanaberger, Tobie Shelton, and Tom Fore

Action(s):

Seeking Councils Input

Explanation:

Staff is seeking Councils input before finalizing the financial analysis from Davenport Public Finances.

Background:

The Council was previously briefed by staff on a financial analysis for the General fund and the Enterprise fund. Council asked if the General fund could be added to analysis.

Staff has met with RT Taylor and the analysis of both funds have begun and Mr. Taylor is now seeking Councils input before finalizing the analysis.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment. Altavista \(Town of\) VA Discussion Memo 1.19.2022.pdf](#)

To: Members of Council
Town of Altavista, Virginia (the “Town”)

From: R.T. Taylor, Vice President, Davenport Public Finance

CC: Gary Shanaberger, Town Manager, Town of Altavista, Virginia
Tobie Shelton, Finance Director / Treasurer, Town of Altavista, Virginia
Tom Fore, Utilities Director, Town of Altavista, Virginia
Ted Cole, Senior Vice President/Co-Manager, Davenport Public Finance
Sam Stewart, Analyst, Davenport Public Finance

Date: January 25, 2022

Subject: Overview of Comprehensive Financial Review

Background

Davenport & Company LLC (“Davenport”), headquartered in Richmond, Virginia, serves as Financial Advisor to a number of Virginia local governments. In our capacity as Financial Advisor, we regularly provide local governments with a Comprehensive Financial Review. This review often serves as a “starting point” for a locality seeking to make critical, multi-year financial decisions. Many of our clients request an annual update/review in conjunction with their Budget Process.

Dating back to 2006, Davenport has been providing Financial Advisory Services to the Town of Altavista (the “Town”) and more recently has been tasked with conducting a Comprehensive Financial Review.

- In 2019, Davenport performed a thorough Comprehensive Financial Review of the Town’s General and Enterprise Funds, as it related to providing perspective and recommendations for Financial Policy Guidelines and the Town’s major Enterprise Fund Capital Needs.
- This 2022 update brings forward some of these same concepts, especially as it relates to the Town’s progress on its major Enterprise Fund Capital Needs. In conjunction with Town Staff, Davenport continues to compile information pertaining to the Town’s Financials, Peer Comparatives, and Identified Projects/Needs.

Goals and Objectives

The purpose of the Comprehensive Financial Review will be to provide the Town with a report that:

- Lays the groundwork for the FY 2023 Budget Process by discussing long-term financial and capital funding in accordance with Best Practices and Rating Agency Criteria.
- Provides the Town with an independent perspective on the Town’s relative financial strengths and possible challenges pertaining to the General Fund and Enterprise Fund by introducing and analyzing the following:
 - Historical Financial Trends;
 - Key Criteria as viewed by the Credit Markets; and
 - Local, Regional and National Peer Comparatives based on various measures (i.e., budget-size, population, among others).
- Analyzes the timing and potential funding approaches available as it relates to the Town’s Identified Capital Needs by:
 - Developing and amending pro forma models that determine if the Town’s current (planned) resources are sufficient to meet its projected needs, or if adjustments may be necessary;
 - Assess the potential need and timing for additional funding related to the Identified Projects.
 - Evaluating potential Capital Funding Scenarios; and
 - Providing Perspective on the Town’s Debt Capacity and Debt Affordability.
- Discusses Next Steps and potential Timeline for refining the analysis and the path forward.

Municipal Advisor Disclosure

The U.S. Securities and Exchange Commission (the “SEC”) has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC (“Davenport”) has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

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TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 25, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: FY2023 - 2027 Capital Improvement Plan (CIP)

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Per Council's discussion

Explanation:

Council has received the Capital Improvement Plan (CIP) project sheets detailing large capital projects and as well as associated funding options for Parks and Recreation. This will be the first opportunity for Council to provide staff input and direction on the working document.

Background:

Annually, the Town is required to adopt a budget prior to July 1st, the beginning of the new fiscal year. During last year's budget process, it was the consensus of Council to receive the draft capital budget much earlier in the budget process to allow more time to review the working document to ensure it reflects changing community needs, priorities, and funding opportunities.

Funding Source(s):

The Town budget utilizes funding in the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. The funding comes from a variety of sources including taxes, user fees, utility billings, and state funds to name a few.

Attachments: *(click item to open)*

Attachment 1. Draft CIP FY2023-2027 - Funding Sources - Parks and Recreation

Attachment 2. Draft CIP FY2023 - 2027 - Project Sheets - Parks and Recreation

Funding Sources

Draft

Capital Improvement Program (CIP)

FY2023 – 2027

- Parks & Recreation

Town of Altavista
DRAFT
FY2023 – 2027 Capital Improvement Plan

<u>PARKS & RECREATION CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
P&R	Walking Biking Trail to Lane Access Road	60,000				
P&R	Painting Eng/Shreve Restrms & Conc. Stand	13,800				
P&R	Painting (2) Gazebos	6,000				
P&R	Dog Park/English Park	70,500				
P&R	Inner Loop Trail	87,000				
P&R	Shade Sails (3)	19,500				
P&R	Overnight RV Campground	10,000	50,000			
P&R	Repaving/Striping Trade Lot Parking Lot		46,400	185,600		
P&R	Connection to YMCA Parking Lot		10,000	62,500		
P&R	Improvements to Pedestrian Bridge Over RR			20,000	130,000	
P&R	Renovations to War Memorial Entrance			35,250		
P&R	Ballfield Lights (SP)			180,000		
P&R	Disc Golf Course				26,100	
<u>PARKS & RECREATION TOTAL</u>		266,800	106,400	483,350	156,100	0
				FY2023-2027 CIP TOTAL:		1,012,650
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		266,800	106,400	348,350	156,100	0
<i>Grants (Research Funding Opportunities)</i>				45,000		
<i>Other - YMCA</i>				90,000		
<u>PARKS & RECREATION TOTAL</u>		266,800	106,400	483,350	156,100	0

Draft Capital Improvement Program (CIP) FY2023 – 2027

Departmental Project Detail Sheets

- Parks and Recreation

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works DIVISION: Recreation

PROJECT NAME: Walking/Biking Trail Connection to Lane Access Road LOCATION: English Park

YEAR: FY 2023 ACCT#: 010-4104-602.82-26

Type of Project: ☒ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Unappropriated Subsequent Years					Future Budget Years
					Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027			
\$ 15,000	\$ 75,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 60,000					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 60,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 60,000

Project Description:

To utilize Lane Access Road as a trail connection by adding signage and marking denoting the industrial access as a designated trail. To make a connection between 3rd Street and Lane Access Road to allow bikes and pedestrians to connect to English Park.

Justification/Linkage:

To expand and enhance the public park system by increasing pedestrian circulation. Project #9 - 2018 Parks & Trails Master Plan.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works DIVISION: Parks and Recreation

PROJECT NAME: Painting English/Shreve Park Restrooms & Concession Stand LOCATION: English Park/Shreve Park/Concession Stands

YEAR: FY 2023 ACCT#: Type of Project: ☐ New ☒ Replacement ☐ Expansion ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	\$ 13,800	\$ -	13,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 13,800					
Other:						
Total Capital Cost Estimate:	\$ 13,800	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ 13,800	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

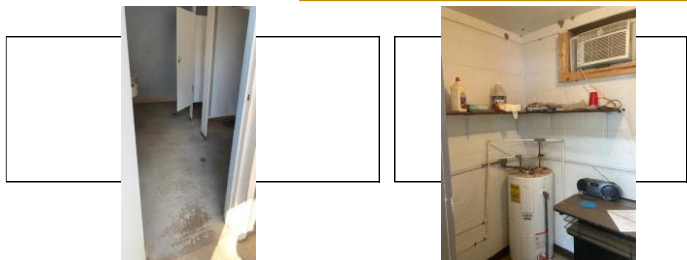
Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 13,800					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 13,800	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 13,800

Project Description: Painting of the restrooms and epoxy flooring at English Park and Shreve Park and painting the inside of the Concession Stand at War Memorial Ballfield.

Justification/Linkage: To enhance various areas of dent, scuff marks and other signs of wear and tear.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation

PROJECT NAME: Painting (2) Gazebos
LOCATION: Broad Street / Campbell Ave.

YEAR: FY 2023
ACCT#:

Type of Project:
☐ New
 ☒ Replacement
 ☐ Expansion
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 6,000					
Other:						

Total Capital Cost Estimate:		\$ -
Total Operating Impact Estimate:		\$ -
Total Expenditure Estimate:		\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 6,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -						\$ -
TOTAL:							\$ 6,000

Project Description:
Gazebos are to be painted the same color which includes being scrapped, primmed, topcoat on ceilings, trimmed and handrails.

Justification/Linkage:
To enhance the Gazebo and protect them.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation

PROJECT NAME: Dog Park
LOCATION: English Park

YEAR: FY 2023
ACCT#: 010-4104-602.82-26

Type of Project:
☒ New
 ☐ Expansion
 ☐ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 70,500	\$ -	\$ 70,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 5,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 5,500					
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 20,000					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 20,000					
Other:	\$ 20,000					

Total Capital Cost Estimate:	\$ 70,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					
Total Expenditure Estimate:	\$ 70,500	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 70,500					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 70,500	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 70,500

Project Description:

The creation of a 1.5 acres off-leash, fenced dog park with separate areas for large and small dogs, plus amenities. The work will include design work, site preparation, fountains, furniture, fixtures, hardscape, plantings, signage and waste stations.

Justification/Linkage:

To expand and enhance the public park system and provide a currently needed recreational opportunity for citizens and visitors; Parks & Trails Master Plan Project #27.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation

PROJECT NAME: Inner Loop Trail
LOCATION: English Park

YEAR: FY 2023
ACCT#: 010-4104-602.81-26

Type of Project:
☒ New
 ☐ Expansion
 ☐ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
				\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 87,000					
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 87,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ 87,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 87,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 87,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 87,000

Project Description:

A gravel path will be added around the large lawn area of English Park to add an additional loop for walkers.

Justification/Linkage:

To expand and enhance the public park system; Project #25 - 2018 Parks & Trails Master Plan.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation
PROJECT NAME: Shade Sails (3)
LOCATION: Leonard Coleman, Bedford, Booker Bldg.
YEAR: FY 2023
ACCT#: 010-4104-602.81-08

Type of Project: ☒ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
				\$ -	\$ -	\$ -	\$ -		

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:	\$ 19,500					

Total Capital Cost Estimate:	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 19,500					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 19,500

Project Description: Install one shade sail at Leonard Coleman Park, one at Bedford Ave. Park, and one at the Booker Building to create shade at the public areas that do not have pavilions.

Justification/Linkage: Enhance the public park system.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Community Development
DIVISION: Recreation
PROJECT NAME: Overnight RV Campground
LOCATION: English Park
YEAR: FY 2023
ACCT#: 010-4104-602.81-26

Type of Project: ☒ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
				\$ 50,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 10,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 5,000				
Permits/Inspections/Misc.						
Building/Utility Construction:		\$ 40,000				
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:		\$ 5,000				
Other:						
Total Capital Cost Estimate:	\$ 10,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ 10,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 10,000	\$ 50,000				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 10,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 60,000

Project Description:

The creation of 5 spaces for overnight parking for recreational vehicles. The project will be in two (2) phases. Phase one will be a feasibility and market analysis to see if the project is needed. Phase 2, if needed will be the design and construction phase to include electricity and water connections and a dump station.

Justification/Linkage:

To expand opportunities to accommodate the lodging needs of tourists.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation
PROJECT NAME: Repaving/Striping Trade Lot Parking Area
LOCATION: Trade Lot
YEAR: FY 2024
ACCT#: 010-4104-602.81-30

Type of ☐ New ☐ Expansion
Project: ☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years						Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027			
	\$ 232,000	\$ -	\$ -	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -		

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 46,400				
Permits/Inspections/Misc.						
Building/Utility Construction:			\$ 185,600			
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate.	\$ -	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 46,400	\$ 185,600			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -
TOTAL:							\$ 232,000

Project Description:

The existing parking lot is not to uniform dimensions and has excess areas that could be reduced to eliminate paving and introduce green space. The use of uniform dimensions would improve the circulation and appearance of the lot without effecting the functionality or available parking spaces. The improvements shown on the plan fit within the existing paved area, and paving could be removed to create this feature.

Justification/Linkage:

To expand and enhance the public park system. Parks & Trails Master Plan #6



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation

PROJECT NAME: Improvements Connecting the Parking Lot to YMCA Building
LOCATION: Trade Lot

YEAR: FY 2024
ACCT#: 010-4104-602.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☐ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 72,500	\$ -	\$ -	\$ 10,000	\$ 62,500	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering		\$ 10,000				
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements			\$ 62,500			
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ 10,000	\$ 62,500	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ -	\$ 10,000	\$ 62,500	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 10,000	\$ 62,500			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 10,000	\$ 62,500	\$ -	\$ -	\$ -
TOTAL:							\$ 72,500

Project Description:

The YMCA is largely separated from Shreve Park, but is a major destination and user of the park facilities. Many people park in the Trade Lot when they go to the "Y". Through planting, creating sidewalk connections and minor improvements, the YMCA could be made to feel more integrated into the park, and vice versa.

Justification/Linkage:

To expand and enhance the public park system; Parks & Trails Master Plan #7.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation
PROJECT NAME: Improve Area at Pedestrian Bridge at RR - English Park
LOCATION: English Park
YEAR: FY 2025
ACCT#: 010-4104-602.81-26

Type of Project: ☐ New ☐ Expansion
☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 150,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 130,000	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering			\$ 20,000			
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements				\$ 130,000		
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 20,000	\$ 130,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 20,000	\$ 130,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund				\$ 20,000	\$ 130,000		
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 20,000	\$ 130,000	\$ -	\$ -
TOTAL:							\$ 150,000

Project Description:

The access to the overpass is through an undefined gravel area that lacks trees or improvements. The downtown streetscape should be extended into the park as if Broad Street was uninterrupted, linking downtown, across the railroad tracks over the pedestrian overpass into the park and to the Booker Building.

Justification/Linkage:

To expand and enhance the public park system; Parks & Trails Master Plan #16.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

Type of Project: ☐ New ☐ Expansion ☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 35,250	\$ -	\$ -	\$ -	\$ 35,250	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements			\$ 35,250			
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 35,250	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 35,250	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund				\$ 35,250			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 35,250	\$ -	\$ -	\$ -
TOTAL:							\$ 35,250

Project Description:

Renovations are needed to the entrance of the War Memorial to enhance and make this area more attractive. An entry would be created that is identifiable as the "front door" to War Memorial Park. The new entry should utilize the existing piers, overhead sign, and memorial with enhancements to make a entry befitting a lovely park and noble cause.

Justification/Linkage:

To expand and enhance the public park system; Parks & Trails Master Plan Project #5.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation

PROJECT NAME: Ballfield Lights
LOCATION: War Memorial Park

YEAR: FY 2025
ACCT#: 010-4104-602.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:			\$ 180,000			
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

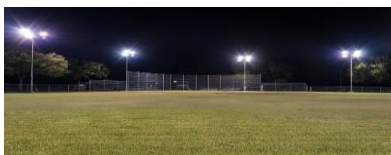
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund				\$ 45,000			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (Research Funding Opport.)				\$ 45,000			
Bonds (List)							
Reserve (List)							
Other (YMCA)				\$ 90,000			
TOTAL	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -
TOTAL:							\$ 180,000

Project Description:

The installation of ballfield lights at War Memorial Park.

Justification/Linkage:

The installation of lights would enable the field to be used during later hours.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Recreation

PROJECT NAME: Disc Golf Course
LOCATION: English Park

YEAR: FY 2026
ACCT#: 010-4104-602.82-26

Type of Project:
☒ New
 ☐ Expansion
 ☐ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2022	Budget Year 2 FY2023	Unappropriated Subsequent Years					Future Budget Years
					Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026			
	\$ 26,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,100	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements				\$ 26,100		
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 26,100	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 26,100	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund					\$ 26,100		
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 26,100	\$ -	\$ -
TOTAL:							\$ 26,100

Project Description:

Build a Disc Golf Course at English Park. The location will need to be decided.

Justification/Linkage:

To expand and enhance the public park system; Parks & Trails Master Plan Project #28.





TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 25, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.1

UPDATES/INFORMATIONAL ITEMS

Title: Utility Project Updates

Staff Resource:

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. McMinnis Water Status Update 1-18-22.doc

Attachment 2. Lynch Creek Sewer Status Update 1-18-22.doc

Attachment 3. Peed & Bortz 011822 Altavista Status Report.pdf

Attachment 4. Bi-weekly report (01.18.22) Melinda HPZ.pdf

**Town of Altavista
Hurt and Proffitt Projects
Status Report**



Date: January 18, 2022

This memo is a status report of Hurt & Proffitt Team's efforts for the McMinnis Water Project

Completed Work Over the Last Week

1. All construction has been completed and the water line has been in use since mid November.

Anticipated Work Over the Next two Weeks

1. Final inspection walk through will be scheduled in the month of January to provide a final punch list of deficiencies, if any.

Outstanding Issues

1. None

Engineer Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$51,250
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$4,460
7. Construction Administration	Contract:	\$24,100	JTD:	\$22,895
8. Inspection	Contract:	\$47,460	JTD:	\$45,087
9. Easement Plats (4 to date)			JTD:	\$2,400

Construction Budget Summary

1. Construction	Contract:	\$1,566,030	JTD:	\$1,437,310*
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* This was a unit price construction contract. The work has been completed and once the final inspection is completed and any deficiencies have been fixed the retainage amount of \$71,865.50 can be paid. The balance between the total contract amount and JTD amount is the difference between estimated quantities and actual quantities, mainly in rock excavation and unsuitable soils.

Submitted by:

Bif Johnson, PE
Project Manager

**Town of Altavista
Hurt and Proffitt Projects
Status Report**



Date: January 18, 2022

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Project is out to bid and we have sent out Pre-Bid Addenda to answer bidder questions and provide clarification.
2. Postponed bid date to Thursday, January 20, 2022 at 3:00 pm due to inclement weather.

Anticipated Work Over the Next two Weeks

1. Prepared to continue answering questions through addendum, if necessary.
2. Bid opening scheduled for January 20, 2022.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$44,720
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$3,000
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE
Project Manager

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: WWTP Phase II/III Electrical Upgrades
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 19-34

Recent Activities: Progress meeting on 5 January. Contractor has started interior work in the buildings. All exterior manholes and primary conduit mains have been installed. Pulled wire for transformer pad to power building. Sump pumps have been installed in all boxes.
Anticipated work over the next two weeks: Continue reviewing shop dwgs. Coordinate with Dominion for new service feed and generator hookup/startup. Install building exterior conduit. Start HVAC work.
Upcoming Tasks: Continue work.

Outstanding Issues:

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed
Schedule Constraints: Contractor reports to be still on schedule for completion per contract times.
Projected Completion: November 2022
Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections
Invoiced To Date: \$241,875
Balance to Complete: \$61,355 + additional inspection

Town Input Required:

Issues Town Should Be Aware Of: Contractor has notified the Engineer & Owner of delays with receiving the MCCs due to the current shipping issues off the west coast. The exact delay cannot be determined at this time but Contractor will update all when able to determine.

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)
Current Paid: \$1,724,658
Balance to Finish plus retainage: \$2,234,242

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: WWTP Aeration System
Project Manager: Keith Lane, PE
Sub-Consultant Masters Engineers
P&B Job Number 19-75

Recent Activities: Engineer met w/ staff on 9 July to discuss details of the project. Engineer is investigation potential for EDA or CARES funding for this project. Engineers will revise the PH II/III contract to omit wiring and the backboard for the aerators. This work will be added to the Aerator project since this project has been pushed back another year. Engineers will coordinate to terminate the electrical service and the layout for the MCCs w/ the Ph II project.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule: TBD Complete design plans and specs
TBD Advertise for Bids (if Town desires)

Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
See note below regarding potential schedule adjustment.

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

Issues Town Should Be Aware Of: The schedule for this project has been adjusted to coincide with the Phase III portion of the overall WWTP electrical improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the aerator work. The design schedule above has been adjusted to reflect delay of the design such that the bulk of the PH III design is completed for coordination purposes.

Town and Engineers will need to coordinate the design construction timing in conjunction with Town's funding schedule.

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: WTP Filter Rehabilitation
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 19-76

Recent Activities: Contractor indicated that manufacturer estimated lead time on valves and actuators is 22 weeks (~150 days) from the time that the submittals were approved (8/31/2021). The agreement includes a substantial completion deadline of 210 days. Notice to Proceed was executed on 1 November 2021. Contractor has indicated that valve and actuator equipment delivery is anticipated in late February. Progress meeting is anticipated in mid-February in advance of site construction beginning. Engineer has received payment application #2 and requested Contractor revise prior to processing.

Anticipated work over the next two weeks: Review and comment on any additional contractor submittals received.

Upcoming Tasks: Commence work

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
1 November 2021 NTP

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$56,000
Invoiced To Date: \$38,000
Balance to Complete: \$18,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$725,305
Current Paid: \$23,750
Balance to Finish plus retainage: \$701,555

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: VDEM Generator Installations
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, Master Engineers, ECS (Geotech)
P&B Job Number 20-51

Recent Activities: Progress meeting held on 1 December. Field review by Master Engineers of McMinnis and Staunton River sites on 11 January. Requested clarification on panel support structure at McMinnis and minor details on Staunton River Structure. Master Engineers will present recommendations on the panel support and structure at McMinnis. Contractor will provide a price to replace degraded panels at McMinnis and Reynolds Springs.

Anticipated work over the next two weeks: Complete remaining minor work prior to delivery of generators.

Upcoming Tasks: Waiting for generator delivery to pull wire.

Outstanding Issues: Owner contacted the generator supplier and generator lead time is now anticipated for delivery in mid March 2022.

Design Schedule: May (Rebid) 2021 Award Contract
June 2021 Notice to Proceed
November 2021 Substantial Completion

Schedule Constraints:

Projected Completion:

Approved Budget: \$43,600

Invoiced To Date: \$37,691

Balance to Complete: \$5909

Town Input Required:

Issues Town Should Be Aware Of: Generator lead time is now anticipated for delivery in mid March 2022.

Construction Contract Price: \$498,500 + (\$12,000) (Change Orders)

Current Paid: \$392,116

Balance to Finish plus retainage: \$91,437

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: SCADA for Generator Sites
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 20-51

Recent Activities: Meeting held with Town staff on August 10th to review preliminary SCADA contract documents. Revising documents per comments received.
Anticipated work over the next two weeks: Complete plans and specifications and submit to Town for review and acceptance.

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$9600
Invoiced To Date: \$2400
Balance to Complete: \$7200

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-08

Recent Activities: Miss Utility ticket cleared for identification of existing area utilities. Engineer field verified located utilities and survey of existing grading features on 29 September. Met w/ Moore's Electric to clarify that all work within the ROW will be performed under Town contract or by Town staff.

Anticipated work over the next two weeks: Provide revised schematic design after incorporation of existing utilities to avoid conflicts

Upcoming Tasks:

Outstanding Issues: Easements

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: Time and materials not to exceed \$23,000

Invoiced To Date: \$3285

Balance to Complete: \$19,715

Town Input Required: Town staff will need to review the sizing of the ditch and easement across private land. The ditch can be widened at the base and side slopes made steeper to reduce the width of the easement if so desired.

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 January 2022

Project Name: Clarion Road Abbott Water Extension
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS
P&B Job Number 18-59

Recent Activities: Initial shop dwgs have been approved. COE NW-58 permit has been approved. JPA permit is not required. Pre-Construction meeting held on 5 January 2022. Contractor reports he can receive pipe sooner than anticipated and plans to commence construction 5 February weather dependent.

Anticipated work over the next two weeks: Assist Contractor in preparing the Agreements for signature. Pre-Construction meeting scheduled for 5 January 2022.

Upcoming Tasks: Notice to Proceed-to be coordinated with material delivery

Outstanding Issues:

Design Schedule: Open Bids 27 October
Award Nov 9
Sign Agreements Nov 23
Start limited construction activities (weather permitting) February 5
Substantial completion June 2022

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000

Invoiced To Date: \$58,200

Balance to Complete: \$9800

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$567,374.00

Current Paid: \$0

Balance to Finish plus retainage: \$567,374.00

Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)

January 18, 2022

This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project

Completed Work Over the Last 2 Weeks

1. Contractor is continuing to install waterline pipe and services.
2. Contractor is starting to work on the pump station.

Anticipated Work Over the Next 2 Weeks

1. Contractor to submit additional shop drawings.
2. Continued review of shop drawings. Contractor is ordering materials as they are approved.
3. Contractor to continue work on the job site.

Scope Changes to Date

1. Waterline was shortened by approximately 300 LF on Avondale Drive.

Outstanding Issues

1. Coordination of the controls and pump station equipment. VFD submittal and approval
2. Some SCADA parts are on back order. AIC will update when they arrive.

Construction Document Schedule Update

1. Notice to Proceed (9/27/2021)
2. Substantial Completion (1/25/2022)
3. Completion (2/24/2022)

Budget Summary

1.	Engineer's Estimate:	\$1,084,240.00
	Town's Budget	\$926,000.00
	Actual Construction Cost & Engineering	\$1,313,920.00
2.	Engineering Bid, CA & SCADA Contract	\$70,220.00
	JTD	\$16,895.00
3.	Construction Contract	\$1,243,700.00
	JTD	\$218,824.74

Input Needed from Town/Others

1. Discrepancies between plans/specifications and Town standards continue to be coordinated. M&C keeping list for updates to Town standards at conclusion of project.

Other Issues/Concerns

1. Contractor worried about schedule due to product and material lead times.
2. Progress Meeting #3 scheduled for 1/18/22 at 10:00 AM.

Submitted by:

A handwritten signature in black ink, appearing to read 'Ryan P. Kincer'.

Ryan P. Kincer, P.E.
Project Manager



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
January 25, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.2

UPDATES/INFORMATIONAL ITEMS

Title: Town Council Retreat Update

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Informational Only

Explanation:

Per Town Council, the Town Manager, Gary Shanaberger, contacted Kimble Payne, with The Berkley Group, and requested his service to facilitate the 2022 Council Retreat, and is awaiting a response from Mr. Payne to confirm he would be available for the June 7th meeting.

The Town Manager received a confirmation that the Altavista Train Station's meeting room was available and had been reserved for Tuesday, June 7th for the Council Retreat.

Background:

Every two years, Town Council holds an extra work session, identified as a "Retreat". This is an opportunity for Council to review if the town's goals and objectives established at their last retreat were being met; and to determine if new goals were necessary to accomplish the town's current needs.

Funding Source(s):

N / A

Attachments: *(click item to open)*