



Town of Altavista Town Council Work Session Agenda

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

Tuesday, March 27, 2018

5:00 PM Council Work Session

- 1. Call to Order**
- 2. Agenda Amendments/Approval**
- 3. Public Comments –Agenda Items Only**
- 4. Introductions and Special Presentations**
- 5. Items for Discussion**
 - a. FY2019 Budget/CIP Discussion**
 - b. Band Booster – Request for April 7th Cruise in (Trade Lot)**
 - c. Bedford Avenue Tennis Courts (LPDA Recommendation)**
 - d. AOT "Food Truck" Events – Street Closing Request**
- 6. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 7. Closed Session**
- 8. Adjournment**

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, APRIL 10, 2018 @ 7:00 p.m.

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 27, 2018

Agenda Item #: | **5a** |

Attachment #: | **1** |

Agenda Placement: | **Items for Discussion** |

Subject Title: | **FY2019 Budget and FY2019-2023 CIP Discussion** |

SUBJECT HIGHLIGHTS

Town Council will review/discuss and make any necessary changes to the FY2019 Budget and the FY2019-2023 Capital Improvement Program.

Executive Summary: The Proposed Operating Budget and Capital Improvement Plan for Fiscal Year 2019 was presented to Town Council on February 19, 2018. **General Fund:** The proposed FY 2019 General Fund budget totals \$4,513,700 or a 2.0% decrease over the Fiscal Year 2018 Adopted Budget. The Operations portion of the budget increased by 7.27% or \$255,990 and the CIP decreased by 44.61% or (\$367,110). Real Estate and Personal Property Tax revenue remains flat, while Machinery & Tool and Meals Tax revenues are increasing; however the FY2018 budget contained several grants and a Transfer In from General Fund Designated Reserves, which are not included in the FY2019 Revenues. The Operations increase is largely due to proposed staffing increase or changes. The General Fund has a projected surplus of \$179,870. **Enterprise Fund:** The proposed FY 2019 Enterprise Fund budget totals \$4,573,450 or a 6.01% decrease over the Fiscal Year 2019 Adopted Budget. The Operations portion of the budget decreased by 3.35% or (\$110,250) and the CIP decreased by 11.59% or (\$182,210). The Water and Sewer Charges for Service Revenue remains flat, with the exception of Industrial Water charges which is projected to be down with the pending reduction of use by a large user. The Proposed Budget does not include rate increases, as outlined in the Utility Rate Study which was recently presented to Town Council. The Enterprise Fund would require a Transfer In of \$1,245,000 to balance. The **Highway Fund** totaling \$788,350 and the **Cemetery Fund** totaling \$62,500 (including a \$33,500 transfer from the General Fund) complete the Proposed FY2019 Budget. **Capital Improvement Plan:** The FY2019 CIP totals \$2,017,850, with the majority of the funds coming from FY2019 Revenues (\$1,830,450), with the rest being CIP Reserves (\$185,000) and Grants (\$2,400).

Town Council previously adopted a schedule for completion of the FY2019 budget development process. This process began with the February 27th Work Session, and is scheduled to be completed with adoption of the budget on June 12, 2018. The First Reading of the Budget is scheduled for April 10, 2018 and the Public Hearing is scheduled for May 8, 2018.

******* PLEASE REMEMBER TO BRING YOUR BUDGET BINDER *******



Town of Altavista, Virginia Work Session Agenda Form

Council Discussion/Staff recommendation, if applicable: Staff seeks Council's input and direction on the Budget and CIP.

Action(s) requested or suggested motion(s):

Per Council's discussion

Exhibits

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet:



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 27 , 2018

Agenda Item #: | **5b** |

Attachment #: | **2** |

Agenda Placement: | Items for Discussion |

Subject Title: | Band Boosters Trade Lot Request – Cruise In Event April 7th |

SUBJECT HIGHLIGHTS

The Altavista Band Boosters has requested Council's consideration of adding an event to their 2018 Trade Lot schedule. The proposed event would be a Cruise in on Saturday, April 7th from 4:00 p.m. to dark.

The recent amendments to the Trade Lot Agreement allows the Band Boosters to request additional events, subject to review/approval of Council.

Council Discussion/Staff recommendation, if applicable: Staff recommends approval of this event.

Action(s) requested or suggested motion(s):

Due to the proposed date of the event, Council will need to act tonight on this request. A motion to approve this event as presented would be in order.

Exhibits

Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet:



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 27, 2018

Agenda Item #: | **5c** |

Attachment #: | **3** |

Agenda Placement: | **Items for Discussion** |

Subject Title: | **Bedford Avenue Tennis Courts Recommendation from LPDA** |

SUBJECT HIGHLIGHTS

Town Council has previously discussed alternatives in regard to the future of the tennis courts at the Bedford Avenue Park. It was decided to have the Park & Trails consultant, LPDA, review the need for such activity and make a recommendation on the item. Attached is LPDA's recommendation regarding the Bedford Avenue tennis courts.

If it is Council's desire to follow the consultant's recommendation, the Town would need to make a request of the YMCA in regard to use of their courts, as stipulated.

Council Discussion/Staff recommendation, if applicable: Staff seeks Council's input and direction on this matter.

Action(s) requested or suggested motion(s):

Per Council's discussion

Exhibits

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **LPDA's memo/recommendation**



March 6, 2018

Mr. Waverly Coggsdale III
Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

Re: Bedford Ave Tennis Courts

Mr. Coggsdale:

As a component of the Altavista Parks and Trails Master Plan, LPDA was asked to evaluate and make recommendations regarding the two Bedford Avenue Park tennis courts. The Parks and Trails Master Plan was focused on English and Shreve Parks. The three town parks, Bedford Avenue, Avondale, and Leonard Coleman Park have been recently renovated and were not included in the master plan. These parks are in good condition, are nice neighborhood parks, and are not in need of additional work except for the Bedford Avenue Park tennis courts.

The Bedford Avenue Park tennis courts need repair and maintenance. The court surface has cracks in the asphalt, the playing surface is faded and worn, the nets are in poor shape, and the fence around the perimeter needs significant repair or replacement entirely. Photos of the existing condition are included at the end of these recommendations.

As part of the master plan process, the design team conducted a public input session and solicited feedback on the community's use of the parks and trails via an online survey. During the public input session, 2 comments of 123 total were recorded in favor of keeping the Bedford Avenue Park tennis courts. In the public survey period, 10% of respondents said they had used the tennis courts in the past year. Similarly, 70% of the respondents said they did not have a need for additional tennis courts. While tennis is not a high priority community amenity overall, there may be some localized support of these two courts.

The State Department of Conservation and Recreation provides level of service standards (based on National Parks and Recreation Association statics and information) as part of the Virginia Outdoors Plan. The levels of service standards recommend the number of amenities per one thousand people. The recommendation for tennis courts is one court for every two thousand people. Two courts would be recommended for the Town of Altavista's population of approximately 3,500. In Altavista there are an additional 7 courts beside the 2 at Bedford Park: 4 at Altavista High School and 3 at the YMCA. The high school and YMCA courts have some restrictions. The high school tennis courts cannot be used by the public during school hours, and after school the high school teams have priority. They are, however, available during

evenings, weekends, and during the summer. The YMCA tennis courts are technically private, and available only with a membership. However, the YMCA has stated they would be willing to let non-members use the courts at any time, provided members have priority. It should be noted that both the High School and YMCA courts are in significantly better condition than the Bedford Avenue Park courts. The town currently exceeds the recommended level of service for tennis courts, even counting only the YMCA courts. This abundance of tennis courts gives the town the opportunity to evaluate the future use of the Bedford Ave tennis courts.

To properly fix the courts with an overlay of asphalt, to remediate the cracking, new fencing, new court surface, and new fencing we would estimate between approximately \$75,000 and \$100,000 per court, or a total project budget of \$150,000 to \$200,000.

Considering the limited public interest, cost to renovate, and level of service, it is our professional recommendation the courts at Bedford Avenue Park should be removed in favor of lawn for general recreation. We feel an open lawn space is more in keeping with the neighborhood and is a better use of the space.

Sincerely,

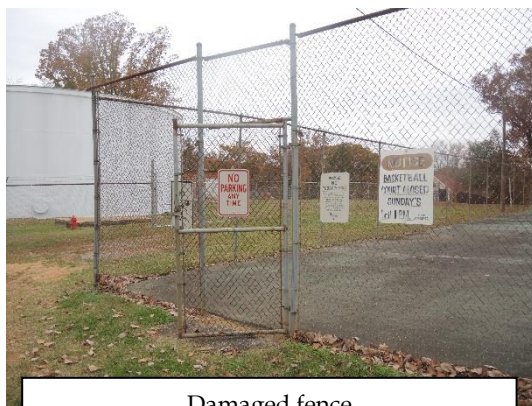


Mark Lieberth, PLA, LEED AP
Land Planning and Design

CC: Mr. Daniel Witt



Broken Nets and cracked court surface



Damaged fence





Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 27, 2018

Agenda Item #: | **5d** |

Attachment #: | **4** |

Agenda Placement: | Items for Discussion |

Subject Title: | AOT Food Truck Event Request – Closing of Town Street |

SUBJECT HIGHLIGHTS

Per the attached memo, Altavista On Track (AOT) is requesting that Broad Street between 7th and Main Streets be closed for Food Truck events on May 11th, July 13th, and September 14th. The street would be closed from 4:00 p.m. to 8:00 p.m.

The memo indicates that AOT will work with the businesses along this stretch of Broad Street. The event's goals will be to increase foot traffic downtown, increase community involvement and serve as a fundraiser for AOT.

Council Discussion/Staff recommendation, if applicable: Staff seeks Council's input and direction on this matter.

Action(s) requested or suggested motion(s):

Per Council's discussion

Exhibits

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **AOT's memo**



Memo

To: Altavista Town Council

From: Altavista On Track

Date: March 21, 2018

Re: Closing Broad Street for Food Truck event

Dear Altavista Town Council,

On behalf of the AOT Board of Directors and the Promotional Committee, we would like to ask for permission to close Broad Street, from the 7th Street intersection to the Main Street intersection, for three separate downtown food truck events that are planned for May 11, July 13, and September 14.

Last year we held our first food truck event in September, and collected school supplies for the Altavista Elementary School and the Altavista Combined Schools. We hosted seven food and dessert trucks on Broad Street, and drew in hundreds of people to our downtown. The event helped increase downtown foot traffic, the businesses who stayed open late received new visibility and increased sales, and we were able to donate two large boxes full of school supplies.

For this year's events, we are hoping to gain even more foot traffic downtown, increase community involvement, and turn the events into a fundraiser for AOT by collecting a vendor fee from the food trucks. The food trucks who participate in the events must have a business license with the town and be current on their meals tax payments. We will alert the Broad Street businesses ahead of time and ask for permission to close down the street by 4:00 P.M. We will place barricades and signs provided by Public Works to close off Broad Street. The event will start at 5:30 P.M. until 8:00 P.M., and we will open the street back up at 8:00 P.M. We would like to set up various tables and chairs from the Booker Building along Broad Street for people to come and eat their food. We are also working with the Altavista Presbyterian Church to supply indoor and air conditioned seating.

We would like to thank the Town of Altavista and the Altavista Town Council for supporting our past events, as we look forward to supporting our downtown area by providing events to increase foot traffic downtown.

Sincerely,

Altavista on Track