

COUNCIL WORK SESSION MARCH 27, 2018

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 27, 2018 at 5:00 p.m.

Council members
present:

- Mayor Michael Mattox
- Mrs. Micki Brumfield
- Mrs. Beverley Dalton
- Mr. Tracy Emerson
- Mr. Timothy George
- Mr. Jay Higginbotham
- Mrs. Tanya Overbey

Also present:

- Mr. J. Waverly Coggsdale, III, Town Manager
- Mr. Daniel Witt, Assistant Town Manager
- Mrs. Tobie Shelton, Finance Director
- Chief Mike Milnor, APD
- Mr. David Garrett, Director of Public Works
- Mr. Tom Fore, Director of Public Utilities
- Mr. John Eller, Town Attorney
- Miss Emelyn Gwynn, Main Street Coordinator
- Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mrs. Dalton, seconded by Mr. George, made a motion to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations
5. Items for Discussion

- a. Band Booster – Request for April 7th Cruise in (Trade Lot)

Mr. Coggsdale advised 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.

Mr. Emerson, seconded by Mrs. Overbey, motioned approval to add an event per the request of the Altavista Band Boosters (Cruise in on Saturday, April 7th from 4:00 p.m. to dark).

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes

Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

b. AOT “ Food Truck” Events-Street Closing Request

Mr. Coggsdale presented Council with a memo detailing Altavista on Track’s (AOT) request 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.

Mr. George asked if the brick and mortar businesses (stores/restaurants) are in on this as well.

Ms. Gwynn advised AOT has prepped the businesses on the event so that they are aware and suggested they do specials to help promote their businesses. She noted the last Food Truck event went extremely well and felt everyone benefited from bringing people to the downtown area.

Mr. George asked if the food trucks pay meals taxes.

Ms. Gwynn responded that they do along with obtaining a business license. AOT is hoping to charge a vendor fee as a fundraiser for AOT.

Mayor Mattox asked if AOT has considered doing a Street Festival.

Ms. Gwynn stated AOT definitely wants community involvement. They are partnering with the Altavista Presbyterian Church to supply more sitting, the Staunton River Memorial Library is considering some “open mic” events during the Food Truck Event.

It was the consensus of Council to place this item on the consent agenda.

c. Bedford Avenue Tennis Courts (LPDA Recommendation)

Mr. Coggsdale advised 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. He presented LPDA’s recommendation regarding the Bedford Avenue tennis courts to Council.

Mr. Higginbotham suggested that Council needs to hear from the public on this matter.

Mrs. Brumfield presented a petition with 70 names on it of people who want to keep the tennis courts in place. She noted one person in her neighborhood suggested keeping one of the tennis courts. These are the only courts that the town owns that someone can play on at any time. The administration at the YMCA does not want it publicly advertised that nonmembers can play on their courts. The High School courts are available when the Tennis team is not using them and cannot be used during the day when school is in session. She noted no repairs have been made to the Bedford Avenue Park courts for at least 12 years.

Mr. Higginbotham asked about the naming of the park.

Mr. Coggsdale responded that he had been in communication with family members who indicated the individual had in writing that he/she didn’t want any

of those things to happen. The family is reviewing and will contact the Town Manager.

Mr. George referred back to the LPDA survey and advised two people out of 123 people were interested in the tennis courts. He stated the price tag for repairs to the tennis courts is high for a small town. He referred to the letter from LPDA which noted *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.* The town's population is 3,500. He noted the courts at the High School are new courts and belong to Campbell County and Mr. Steve Jester, Director of the Altavista YMCA, has stated he is fine with nonmembers using the tennis courts. Mr. George stated he looks at the price tag and what the Town is hoping to accomplish at English Park and wondered what would be done away with to pay for the courts on Myrtle Lane. He noted the price tag for two courts is approximately \$150,000 to \$200,000 according to LPDA.

Mr. Garrett advised when he looked at this project the cost was approximately \$107,000 for both courts.

Mr. George stated he would love to have new courts on Bedford Avenue but did not know if it was in the best interest of the taxpayers.

Mrs. Brumfield noted the people who signed the petition stated they did not know about the park survey.

Mr. Coggsdale asked if there was any information staff could locate and provide for Council to help address this issue.

Mr. Higginbotham suggested waiting until the park is named before making a decision. He did not see the need to tear up the courts and then regret it in a couple of years.

Mr. Emerson suggested sending out a generated phone message in regards to the tennis courts.

Mayor Mattox stated he would like this placed on the April 10th Town Council agenda and have staff gather some public input if possible.

d. FY2019 Budget/CIP Discussion

Mr. Coggsdale advised 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

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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).

Mr. Coggsdale presented Council with the following PowerPoint presentation:

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

Budget As Presented to Town Council on February 19, 2018

• General Fund Total:	\$4,513,700
• Includes Transfers to Cemetery Fund; Reserve for Fire Dept. Loan and Surplus	
• Enterprise Fund Total:	\$4,573,450
• Highway Fund Total:	\$ 788,350
• Cemetery Fund Total:	\$ 62,500
• TOTAL:	<u>\$9,938,000</u>
• Transfer to Cemetery Reserves:	(\$33,500)
• Grand Total:	<u>\$9,904,500</u>

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Revenues

• Revenue Total:	\$4,513,700
• Most Revenue Sources (Flat or slight growth)	
• Property Taxes (Real & Personal)	\$ 613,500
• Machinery & Tools:	\$1,721,750
• Meals Tax:	\$ 935,000
• Grants:	\$185,400 (DCIS, Transit (Fed. & State), Litter, Campbell County)

Staff Changes/Recommendations:

- Based on updated information, staff recommends increasing the following revenue line items: Property Taxes – Real Estate: \$7,000; and Personal Property Taxes: \$20,000.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

COUNCIL/PLANNING COMMISSION (Fund 10 – Dept. 1001-400)

- This Department covers the stipend for both the Town Council and the Planning Commission.
- Budget: \$36,600 (Operations: \$28,600 and CIP: \$8,000)

Staff Changes/Recommendations:

- None

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

ADMINISTRATION (Fund 10 – Dept. 1001-401)

- This Department covers the Town Administration, Finance Department and the Planning & Zoning Department; as well as expenses for the Town Attorney.
- Budget: \$862,300 (Operations: \$829,800 and CIP: \$32,500)
- Includes: COLA (2%); Health Insurance Increase (2.7%); Reorganization for shared position with Police Department (Reduction to Administration budget/Increase to Police budget)

Staff Changes/Recommendations:

- None

Mayor Mattox stated considering a 6% pay adjustment was given last year he did not feel a 2% COLA increase is justified.

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Mrs. Overbey stated she is in favor of the COLA in the budget. Because of the salary study, Council was correcting the course and getting salaries where it needs to be for fair compensation for the employees. She felt if COLA is not given on an annual basis then we will quickly be back in the same situation. Mrs. Overbey noted she is not a self-employed individual and when you don't receive increases to keep up with inflation, it hurts. She felt the Town has an amazing staff that does a tremendous job for the community.

Mr. Emerson stated he agrees with much of what Mrs. Overbey said. He stated the town has 58 employees and felt you don't have two employees doing the same job every year. He is in favor of a merit type raise; put the 2% in a pool giving a percentage to each department and let the department heads decide who should be rewarded.

Mrs. Dalton felt for budget purposes the 2% should stay in the budget. She felt Mrs. Overbey was spot on that what was done last year brought the compensation up to speed and if we want to get into that bind again, Council can ignore indicators such as social security going up, cost of living indexes, etc.

Mayor Mattox indicated for this budget cycle he would like to be a bit more conservative than in the past and the reason is because of the huge funding requirements in the CIP that Council has to start finding ways to pay for; infrastructure and park improvements, rates and taxes. He felt anything that could be saved on the reoccurring side of things will continue to be carried forward in the existence of this community and he would like to look at this closely. He felt the 2.7% increase in health insurance is wonderful.

Mr. Higginbotham stated he agreed with Mayor Mattox.

Mr. George indicated he was in agreement with Mrs. Overbey but also liked Mr. Emerson's idea of the merit increase and asked if the merit type raise has been discussed before.

Mr. Coggsdale advised that it has been discussed; the department heads are working on a document on which to measure people. The problem is this cannot happen until next year. Staff is preparing now to implement some type of merit program next year.

Mr. George stated he has found with his small business if you pay people fairly, they do good work for you and tend to stay. He stated he is for COLA staying in the budget.

Mrs. Brumfield stated she was leaning towards the conservative side. She stated she would not entertain the idea of not giving a raise but maybe skip this year until Council figures out where to put this money and where the money is coming from to do the sewer, water and the parks. She noted the inflation rate is 2.1%. If someone is giving an increase to catch up with inflation, it should be 2.1%. She knows Council did a big jump for everybody and she is in agreement to not give a COLA this year.

Mrs. Dalton felt Council needs to disjoint the COLA issue from all the other; to consider upgrades to utilities and parks on the backs of the employees she felt this was the wrong conversation to have. She felt this was totally unfair; she felt Council is trying to mix two things that do not need to be mixed. There is obligation to utilities, to parks and to the employees and one does not outweigh the other.

Mayor Mattox differentiated between COLA and merit and stated if Council gets away from the COLA, then the employee that doesn't get a merit raise gets no money. If insurance increases, that employee will have less take home pay. He stated he was not going to say this would be on the back of all the employees but the taxpayers, businesses, and industries. Council is here to strike a balance.

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Mr. Higginbotham referred to the health insurance noting private industries have gone to the self-insured as opposed to what we currently have. He asked what the current deductible is.

Mr. Coggsdale stated there is multiple plans with deductibles of \$500 and \$1,000.

Mr. Higginbotham stated this is unheard of and nice that the Town can offer this to the employees. He suggested investigating the possibility of going "self-insured".

Mrs. Brumfield stated she did not want to sound like she was trying to hold a pay raise from anybody. She has looked at the scale and feels people deserve their paychecks. She felt Council did a good job last year of bringing employees up and she is comfortable with skipping this year. She wants to drop back a year and punt; figure out where some of this is coming from.

Mrs. Dalton verified this would be \$62,000.

Mr. Coggsdale stated this amount is correct and includes everything.

Mr. Emerson noted the deductible for Campbell County for a family is \$4,500 and a single person is \$2,500. Campbell County is self-insured. The insurance for the town is remarkable.

Mayor Mattox stated it is a 4 to 3 favor and this item will stay in the budget.

Mayor Mattox indicated we are separately enrolled in Local Government Council and Region 2000. We have representation with Campbell County. Being a part of these organizations cost the town \$8,800. He stated this is not a lot of money but builds up over a period of time. In the past six years, there has been nothing coming from these two organizations.

Mrs. Brumfield asked if we don't profit from these organizations, who does.

Mayor Mattox felt the town already has representation because we are a part of Campbell County. If the town needs something, we can go through Campbell County. This is an easy \$8,800 that can be used elsewhere.

Mr. Coggsdale clarified of the \$8,800 the Local Government Council and Region 2000 gets \$5,400. The Virginia Government Finance Officers Association, Treasurer's Association, VML, Society of Human Resource Management, Virginia Local Mgmt. Assoc. total the remaining dollars.

Mrs. Overbey asked of the listed organizations if you have to be a member to maintain credentials.

Mayor Mattox clarified his request. He is interested in removing the \$5,400 from the budget noting he encourages professional development.

Mr. Higginbotham asked if staff could justify all these as being essential. If the treasurer needs the networking, it is worth it. He asked could staff recommend we stay in the other seven or eight.

Mr. Coggsdale advised with Region 2000 and Local Government Council, there is representation without paying those fees. You would go through the county to get this. This is a policy decision Council would make whether the Town wants a vote at the table or whether Campbell County would carry our vote for us. He stated several years ago, Ms. Kelly Hitchcock with Region 2000, completed a pedestrian study. There are some opportunities that they may be used for. How does Council want to access them; through our own votes or through Campbell County's votes. He stated it would be hard for him to tell where the Town would get the benefit. He stated if Council is looking for value, it is hard to justify. Human resources, the town has a small staff, so any assistances with HR is welcomed.

Mr. George felt the EDA is looking to hire a consultant to look at items similar to this. He noted he visited the Regional Alliance Building a few months ago and Altavista is represented in Lynchburg.

Mrs. Dalton stated her thought is the Town wants to be in all the places it can be, holding our banner and singing our song and this is one such location. It also influences others, if it turns and offers us negative impact, she will be delighted to remove the town from it. If the town is not a part, then we don't know what they are doing or whose name they are doing it in. She felt like for no more money than it is, it is a seat at the table. She suggested passing around the obligation of going.

Mr. Coggsdale felt it important to have persons from these organizations to come periodically to report to Council.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)
General Fund Expenditures By Department

NON-DEPARTMENTAL (Fund 10 – Dept. 9101-801)

- This Department covers the Contributions, Reimbursements and Economic Development Incentives, as well as Transfers Out to other Funds or Reserves.
- Budget: \$748,520
- (Transfers Out: \$278,370) Cemetery: \$33,500; General Fund Reserves (Surplus): \$179,870; General Fund Reserve (Fire Dept. Loan Payback): \$65,000

Staff Changes/Recommendations:

- None



Mr. Coggsdale pointed out the fuel to the Fire Company and the EMS is reimbursed.

Mayor Mattox stated he would like more information on what the Small Business Development Center has done.

Ms. Gwynn advised AOT partners with the Small Business Development Center for business trainings and they hold the Lunch to Learn events at the Altavista Chamber of Commerce office. She noted she communicates with them on a regular basis. Any business that is struggling she recommends them to the Small Business Development Center.

Mr. Higginbotham referred to the Campbell County Revenue Sharing agreement; something that was binding on Town Council 10 years ago. He suggested this agreement be looked at if Council wants to find a source of revenue, this should be considered.

Mrs. Overbey stated being new to Council, it would be helpful to her to know how this came about.

Mr. Coggsdale explained the boundary line adjustment to bring Wal-Mart into the Town of Altavista and the Campbell County Revenue Sharing agreement with the Town of Altavista noting any meals tax collected above \$2.5 million is to be split 50/50 with Campbell County.

Mrs. Overbey stated Campbell County does not collect a meals tax and somewhat has a dislike for collecting a meals tax for a government organization that does not have a meals tax.

Mr. Eller offered there was a boundary adjustment and that is the mechanism for taking in the land and would not have happened if Campbell County did not agree to it. In order for the town to collect any meals tax at all, they had to agree. We would not be receiving any meals tax had Campbell County not agreed.

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Mr. Emerson noted this is not bound to any further Councils either.

Mr. Eller stated it was a Gentlemen's agreement.

Mr. Emerson stated he respects the decision of the ones on Council at that time. He stated there were also agreements in place years ago that Campbell County would give \$50,000 towards the Town's parks which has not been received.

Mrs. Dalton stated there is history to that too which needs to be known.

Mr. Emerson stated the county has been asked for help with the boat ramp. We have the parks, we took over Campbell County's portion of the park. Altavista contributes 80% of the manufacturing taxes in Campbell County. He indicated he was in agreement with Mr. Higginbotham and that this money could be put towards the parks.

Mrs. Dalton advised she was on Council when the Wal-Mart deal came about and the Town has benefited from this deal. She finds it hard to renege on the agreement.

Mayor Mattox stated we currently have a great relationship with the Board of Supervisors and Administration. He stated we are partnering with them on a number of game changing events including some possible growth in industry that revenue would come from. He asked Council to not forget Campbell County gave us the park with no strings attached and they take care of the school here. He felt Council would be cutting their own throats if the relationship with current Board is destroyed. He felt the Board realizes more than ever the value of Altavista and they are willing to do what they can to help Altavista grow. Mayor Mattox stated he too was on Council when the agreement was put into place and he knows what it has brought to the community. Had Council not gone through with the deal, the Town would not have the added revenue.

Mr. Higginbotham advised he was on Council at that time and felt the Town was out negotiated by Mr. David Laurrell. To Mr. Eller's point, Mr. Higginbotham stated we are collecting meals tax but the town gave them sewer. He stated it is not a legally binding agreement, it was a Gentlemen's agreement that was binding on Council as long as that Council is there. He thought a Judge signed off on the "not binding on future Town Councils". The county is providing water for them. Looking for compromise, he did not want to cut throats but one possibility is to reduce the amount to 20%, another compromise is to give the Mayor one year to work with the Board of Supervisors and stop this after this year. He felt the County needs to be told the Town needs help on the boat ramp, the splash park and make it known they are funding other parks in the county.

Mr. George stated he agreed with what has been said. He stated Altavista Combined School is the only school in Campbell County that does not have a ball field. It has been requested that the lights be replaced and Campbell County responded it was not their property. The County has no obligation to pay any maintenance. They give \$25,000 for general funds. Mr. George indicated this was one of his issues. The Town owns the library; a lot of contributions from local businesses and individuals to build the library. The County gave \$100,000 towards the library but did not help with replacement of the roof. Mr. George noted in regards to policing there is only one deputy on duty at any given time south of Route 24 and Wal-Mart has a high volume of calls. Campbell County would need to hire four deputies to handle the calls if not given to Altavista. He noted the County gave the Altavista Armory to the town so they won't have to the maintenance. The County gave the town a water tower and money to tear it down if needed. He said there are some give and takes. He indicated he tends to side with Mayor Mattox and Mrs. Dalton.

Mrs. Brumfield noted there is a new Board of Supervisors and she is hopeful that things will change. She stated she was not that optimistic about it because she grew up in town and watched other schools in the county get things that Altavista Combined did not get. Altavista has paid the taxes that have gone all over the county

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except for here. Mrs. Brumfield stated she didn't want to step on toes but wanted the Board of Supervisors to realize there is somebody down in this end of County. Mrs. Brumfield noted the meals tax went to referendum and was voted down and how is meals tax being paid out there.

Mrs. Overbey asked after listening to other Council members, would this merit a conversation with Campbell County about these frustrations.

Mr. Emerson suggested making Campbell County aware of the Town's need for funds for the park that we received from them.

Mayor Mattox stated he is aware there has been some issues in the past but he is looking forward to the future and thinks a relationship can be built with Campbell County that will be mutually beneficial to all. He felt the future looks bright for Altavista.

Mr. George mentioned another thing the Town does is maintain the Staunton River Memorial Library.

Mayor Mattox noted all the options are open and when he and Mr. Coggsdale meet with the County Administrator and Altavista's representative, they will discuss them all.

It was the consensus of Council to keep this item in the budget.

Mr. Coggsdale noted at the Board of Supervisor's April meeting, they will take under advisement the Town's growth opportunities. There is also discussion of having a joint dinner meeting. He noted another suggestion would be to create a more formal setting periodically where the County and Town meet.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

PUBLIC SAFETY (POLICE) (Fund 10 – Dept. 3101-501)

- This Department covers the Altavista Police Department.
- Budget: \$1,298,050 (Operations: \$1,075,550 and CIP: \$222,500)
- Budget will be reduced by \$7,500 due to a CIP item (Portable Radios) being approved for FY2018 by Council with existing funds.
- Includes: New position: Investigator; Reorganization for shared position with Administration (Increase to Police budget/Reduction to Administration budget)

Staff Changes/Recommendations:

- CIP: Reduce Phase I Renovations from \$60,000 to \$30,000 in FY2019; Remove Phase II Renovations from FY2021 (\$50,000). These renovations are contingent upon the personnel reorganization involving the administrative personnel (shared position between Administration and Police.)

Council went into recess at 6:25 p.m. and reconvened at 6:35 p.m.

Mayor Mattox stated he regrets the Town is losing the Chief of Police and prefers that any additional expenditures for employees be put on hold until the new Chief determines what his organization will be like.

Mr. Emerson stated he is torn but feels the new Chief may have some of his own ideas that he or she may want. He is okay with keeping it in the CIP and whether or not it is done now or not he didn't have a strong opinion.

Mr. Coggsdale clarified the \$30,000 and the Investigator position are not related. It is related to the shared position between Administration and the Police Department.

Mr. Emerson feels the Police Department needs a full time administrative position and a detective but is willing to wait for the new Chief on the detective position.

Mayor Mattox felt the new Chief needs to express his own needs and if he justifies them, he will be supported.

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Mr. Higginbotham indicated he was okay with it. He questioned in 2017 the Police Department spent \$895,000, in 2016, \$903,000 was spent, in 2019 the proposal is \$1,298,000 which is a huge increase.

Mr. Coggsdale noted \$180,000 of this total is CIP items.

Mr. George indicated he was in favor of leaving the budget as is in case the new Chief wants all of these things.

Mrs. Brumfield stated she is in favor of un-sharing and removing the Detective position until the new Chief is in place.

Mr. Coggsdale clarified the consensus of Council is remove the detective position, reduce renovations to \$30,000 and add a full time administrative position to the budget.

Mr. Emerson pointed out the current Chief is retiring, the new Chief may require a different package.

Mr. Coggsdale advised this budget includes benefits for the new Chief.

Mr. Higginbotham referred to the CIP and the classroom for training; he advised he has been in the military for over 30 years and has never gone to a range to do classroom training. He sees no reason to build a building out on the spring site in Pittsylvania County that would need electricity, cleaning and the worry of vandalism.

Chief Milnor noted they qualify twice a year with DCJS standards. He stated the department is blessed to have a range for a department the size of Altavista Police Department, this would be for a full day and full night of training.

Mayor Mattox advised he has spoken with Mr. Emerson and suggested that the town work along with the Sheriff's office if so needed.

Mr. Emerson noted Liberty University firing range is open and the county has some dates that they have been given. They explored the possibility of coming to Altavista and he said they may if it there was a building and it was nicer. Mr. Emerson stated he understands Mr. Higginbotham's point, but the Police Department is lucky to have a firing range and would not want to lose it.

Mr. Higginbotham referred to the line item, Replacement-Motor Vehicles and asked if \$80,000 is for two vehicles. He asked if we are buying two, two, two now. He didn't know what the policy is per vehicle per man.

Mayor Mattox stated the policy is the Town Shop has to determine that the vehicle is unsafe and unreliable.

Mr. Coggsdale stated we are at two, two, two, then back to one. Three years of two to get the fleet back up. We have suffered some losses in the past few years.

Mr. Higginbotham asked what the mileage is.

Mr. Coggsdale advised he has a report that he can share with each Council member.

Mr. Higginbotham questioned the \$75,000 in line item, EDP Equipment.

Chief Milnor advised this for replacement of the IBR system and the CAD system. The Altavista Police Department and Campbell County Sheriff's Office are partnering in the replacement of the software.

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FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

PUBLIC WORKS (Fund 10 – Dept. 4101-601)

- This Department covers the Public Works Department which includes the Streets Division; Building & Ground Division and the Fleet Division. This department is responsible for Refuse Collection; Leaf Collection; Bulk/Debris Pick Up; Street Maintenance; and Maintenance and Repair for Town properties. This Department utilizes the Highway Funds to maintain our streets and misc. items related to streets.
- Budget: \$1,256,910 (Operations: \$1,067,160 and CIP: \$189,750)

Staff Changes/Recommendations:

- Extend the Funding for a new Street Sweeper two additional years; this would reduce General Fund and the Highway Fund allocations each year by \$12,500 in FY2019 and FY2020 and add \$12,500 in FY2021 and FY2022 to each funding source.

FY2019 PROPOSED BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

General Fund Expenditures By Department

PUBLIC WORKS (Fund 10 – Dept. 4101-601) (continued)

Staff Changes/Recommendations:

- Look at option of Renting an Asphalt Roller and Motor Grader, when needed versus purchasing replacement equipment.
- Potential Impact (Asphalt Roller): (\$40,000 total, split 50/50 between General Fund and Highway Fund in FY2019; FY2020 and FY2021). Removes \$6,750 from General Fund but \$1,800 (split between General Fund and Highway Fund) would need to be provided for in the Operating Budget for rental of a unit, when needed. (\$5,850 reduction in FY2019 and FY2020 and \$5,600 in FY2021 in the General Fund; same reduction in the Highway Fund). The Operating Expense for rental would continue each year.
- Potential Impact (Motor Grader): \$100,000 total, split 50/50 between General Fund and Highway Fund in FY2019; FY2020; FY2021; and FY2022. Removes \$12,500 from the General Fund but \$7,250 (split between General Fund and Highway Fund) would need to be provided for in the Operating Budget for rental of a unit when needed. (\$8,875 reduction in General Fund in FY2019 – FY2022; same reduction in the Highway Fund) The Operating expense for rental would continue each year.

Mr. Higginbotham questioned the metal recycling dumpster.

Mr. Garrett advised this dumpster will be used for recycling and the fee is the dumpster fee for it to be picked up.

Mr. Higginbotham advised English Construction gets theirs for free and then gets paid for the steel. He referred to the Salt Shed and the cost.

Mr. Coggsdale advised this is an accumulation of funds over years.

Mr. Higginbotham asked if the building with the concrete walls at Public Works could be used for the Salt Shed.

Mr. Fore advised this building is used to hold sludge because there is no one to haul it on the weekends.

Mr. Higginbotham clarified the Salt Shed needs a concrete slab that can be pushed against when loading the bucket. He questioned the \$217,000 in the budget.

Mr. Garrett stated this is still under review as he is still having conversations with the Highway Department. It is possible the Town could use brine which will be free and will cut the salt purchase in half. This would cut the size of the Salt Shed and the cost.

Mr. Coggsdale stated he keeps in mind how proud the citizens are of how well the Town does with snow removal and keeping the streets clean.

Mrs. Brumfield questioned the 2004 Half ton replacement; \$4,000 from the General Fund, \$8,250 from the Enterprise Fund and \$4,000 from the Highway Fund, which doesn't add up to cost of the vehicle.

Mr. Coggsdale advised this is over four years.

Mrs. Brumfield questioned the \$788,350 with \$100,000 of personnel expenses.

Mr. Coggsdale advised this covers the employees when they are pushing snow and repairing potholes. This is eligible for Highway funds.

COUNCIL WORK SESSION MARCH 27, 2018

6. Public Comments

Mayor Mattox asked if anyone would like to comment on anything not listed on the agenda.

No one came forward.

7. Closed Session

8. Adjournment

Mayor Mattox continued the meeting to Wednesday, March 28, 2018 at 5:00 p.m. The meeting ended at 7:07 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk