



**Town of Altavista, Virginia**  
**Meeting Agenda**  
**Town Council Work Session**  
**Tuesday, October 27, 2020**  
**5:00 p.m. – Council's Chambers**

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

**AGENDA**

**1. Call to Order**

**2. Agenda Adoption**

**3. Recognitions and Presentations (LINK)**

**A. Maker's Space concept (5 minutes)**

**B. FY2020 Financial Statement (Audit) Presentation (15 minutes)**

**PUBLIC COMMENT (Agenda Items Only) (15 minutes allocated)**

*Citizen's 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.)*

**ITEMS REFERRED FROM PREVIOUS MEETINGS**

**4. Community Development/Housing Analysis discussion (30 minutes) (LINK)**

**NEW ITEMS FOR DISCUSSION/UNFINISHED ITEMS**

**5. APD Budget Amendment Request (5 minutes) (LINK)**

**6. Dalton's Landing (Canoe Launch) Project – Change Order (5 minutes) (LINK)**

**7. CY2021 Town Council Meeting Schedule (5 minutes) (LINK)**

**8. FY2022 Budget/CIP Calendar (5 minutes) (LINK)**

**PUBLIC COMMENT (Non Agenda Items) (15 minutes allocated)**

*Citizen's 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.)*

**MATTERS FROM COUNCIL**

**CLOSED SESSION** *(If needed, a certification of the items to discuss will be presented at the meeting.)*

**ADJOURNMENT**

*THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE 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 AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

October 27, 2020

**ITEM #: 3****DESCRIPTION:**

**ITEM 3A: Maker's Space concept presentation:** Mr. Bobby Hull will give a brief presentation regarding this concept. Councilman Bennett made the request to have this item placed on the agenda.

**ITEM 3B: 2020 Financial Statement (Audit) Presentation:** David Foley with Robinson, Farmer, Cox Associates will be present to deliver a summary of the Town's FY2020 Financial Report (Audit). A memorandum from Tobie Shelton, Town Treasurer/Finance Director, is attached. **(LINK)** A copy of the draft FY2020 Financial Report (Audit) has been provided to Council separately via email.

**RECOMMENDATION:**

Any action will be based on the information received. Council may wish to direct staff on further action or placement of the item(s) on a future agenda.

**BUDGET/FUNDING:**

N/A at this time.

**ATTACHMENTS:**

- Memo (Financial Report) – Treasurer/Finance Director **(LINK)**



DATE: October 22, 2020

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2020 Financial Report (*FY 2020 Financial Report will be forwarded separately*)

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David Foley with Robinson, Farmer, Cox Associates will be attending the October 23<sup>rd</sup> Work Session to present our FY 2020, Financial Report, which covers the period July 1, 2019 through June 30, 2020. He will be able to answer any questions you may have concerning the annual report.

The representation letter found on page 1 of the report provides an overview of the auditing process and analysis of the Town's financial condition. An unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give.

As noted in Exhibit 3, page 7, the fund balance total of the General Fund for FY 2020 was \$17,231,695. The General Fund balance decreased in the amount of \$623,795 as indicated on page 9 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund) over last year.

As noted in Exhibit 7, page 11, total net position of the Enterprise Fund for FY 2020 was \$12,301,240. The Enterprise Fund had a loss in net position in the amount of \$221,624 as indicated on page 12 (Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund) over last year.

The Town continues to show a stable financial position.

Please advise if you have further questions.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items Referred from Previous Meetings

**MEETING DATE:**

October 27, 2020

**ITEM #: 4****ITEM TITLE:**

Community Development & Housing Analysis discussion

**DESCRIPTION:**

Staff previously provided Council with a copy of the draft “Community Development & Housing Analysis” created by Sharon Williams, Director of Community Development. Council took the document under advisement and asked that staff place it on a future Work Session agenda, accordingly the item is on tonight’s agenda. Ms. Williams will give a brief presentation and then Council can provide feedback and direction to staff. A summary of the analysis is attached for your review. **(LINK)** A copy of the full document will be provided to Council separately via email.

Community Development and Housing are two items that are also part of the new refocused Economic Development Strategy that Amie Owens, Assistant Town Manager, will be spearheading.

**RECOMMENDATION:**

Discuss and provide any feedback and/or direction to staff.

**BUDGET/FUNDING:**

No funds are needed, at this time. Any programs or initiatives that need funding will be provided at a future date.

**POTENTIAL ACTION:**

- Per Council’s discussion:
  - Provide direction to staff on any specific items/s that Council would like to see move forward; as well as those that should be omitted or tabled.
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- Community Development & Housing Analysis Summary **(LINK)**

## Town's Options for Addressing Housing and Community Development Needs:

1. Promote home ownership and inform citizens about housing loan choices, including those offered by Virginia Housing (VHDA) and USDA Rural Development-Virginia.
2. Educate the public about funding opportunities for repairs to single-family dwellings, including the Emergency Home and Accessibility Repair Program (EHARP) and Weatherization Assistance Program (WAP). The funding source is the Virginia Department of Housing and Community Development (DHCD) and the program is administered by Lynchburg Community Action Group.
3. Remind historic property owners about the Historic Tax Credit Program.
4. Amend the Zoning Ordinance or Official Zoning Map to clearly define the Downtown Revitalization Overlay District (DRO), as many are not aware that there is an overlay district.
5. Review commercially zoned residential properties to determine if the zoning is appropriate and compatible with the future land use map.
6. Explore the Low-Income Housing Tax Credit Program with an experienced LIHTC developer as an opportunity to provide new multi-family dwelling options.
7. Review large acreage parcels to consider if changes should be made to attract developers and if the Town should explore paying for a Traffic Impact Analysis for those parcels that might require a traffic study.
8. Tackle blight by adopting a property maintenance code and hiring a code official. Continue to explore funding opportunities to address blight.
9. Strengthen incentive package that the town offers to developers, which could include tap fees, shared infrastructure costs, density bonuses, etc.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 27, 2020

**ITEM #: 5****ITEM TITLE:**

APD Budget Amendment Request

**DESCRIPTION:**

Per the attached memorandum, Chief Merricks is seeking approval to utilize State and Federal Forfeiture Funds for purchases that would fall under the "Uniforms and Wearing Apparel" line item of the Public Safety budget. **(LINK)** This request would require approval and a budget amendment. The breakdown in regard to use of funds is State Forfeiture funds: \$1,623.25; and Federal Forfeiture funds: \$646.75.

**RECOMMENDATION:**

Per discussion of Town Council.

**BUDGET/FUNDING:**

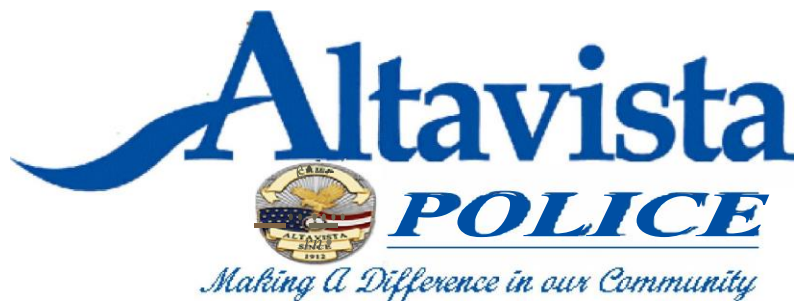
This item would require approval and a budget amendment. The revenue is requested to be taken from the State (\$1,623.25) and Federal (\$646.75) Forfeiture funds.

**POTENTIAL ACTION:**

- Per Council's discussion:
  - Motion to approve the purchase of the items outlined in the memorandum with a budget amendment that would allocate the State and Federal Forfeiture funds as outlined.
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- Memorandum from Chief Merricks **(LINK)**



**Col. Thomas E. Merricks**  
**Chief of Police**

**Capt. Kenneth W. Moorefield**  
**Deputy Chief**

**Phone: (434) 369-7425    510 Seventh St., P.O. Box 420, Altavista, Va. 24517    Fax: (434) 369-5046**

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October 20, 2020

To: J. Waverly Coggsdale III, Town Manager  
From: T E Merricks, Chief of Police  
RE: Request to purchase items with seizure funds

Waverly,

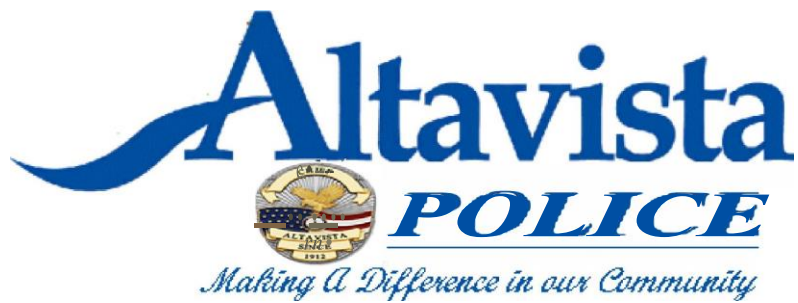
I am requesting to purchase the following with seizure funds for the department.

Vest Carriers for the department- \$925 to come from state seizures

These carriers would allow officers to get items off their belt onto the vest. These carriers are what we are ordering when we get new vests for the officers. I would like to purchase everyone carriers to be uniform in appearance. With the turnover and new officers, the uniform budget is very low this year and using these seizure funds would allow me to purchase everyone a carrier.



I am also requesting to use state seizure funds in the amount of \$698.25 for the pouches, cuff cases flashlight holders etc. for the vests.



**Col. Thomas E. Merricks**  
Chief of Police

**Capt. Kenneth W. Moorefield**  
Deputy Chief

**Phone: (434) 369-7425    510 Seventh St., P.O. Box 420, Altavista, Va. 24517    Fax: (434) 369-5046**

I am requesting to use \$646.75 from federal seizure money to purchases hat badges for the officer's dress hats. It was my understanding that when Mike Jones ordered the hats, they could not find an economically prices hat badge. These are reasonably priced, were voted upon by the officers and will add to the professionalism of the dress uniform.

**STEP 3 BUILD YOUR BADGE**

**QUICK SHIP** ☐

**FINISH** Rhodium

**ENAMEL TYPE** Regular Enamel

**STRIKE SOLID** Yes

**LETTERING FONT** Black/Black

**CIRCLE PANEL** ALTAVISTA

**SEAL STYLE** (No Seal/Embossed)

**ATTACHMENT** Screw Back

**TEXT SEPARATOR** Dots

**CASE** Chrome

**COMMENTS**

**QUANTITY** 1

Not shown Actual Size  
Style 0200: 1.314 (H) x 1.314 (W)

Actual finished badge may vary slightly from the graphic  
resolution shown, including lettering size, spacing, font or  
color

Capable after shipping and sales tax not included

**ESTIMATED PRICING**

Base	\$72.50
Full Color Seal	\$5.00
Badge Total	\$77.50
Quantity	1
<b>Extended Total</b>	<b>\$77.50</b>

**Details**

This data includes a fixed rate price for (subject)

**More Information**

Manufacturer	Blackinton
SKU	000-0002
Product Height	1.314" (1.25")
Product Width	1.314" (1.25")
Manufacturing Time	6 To 8 Weeks
Parted (if Cut Number)	000-0002
Strong Co. Cut Number	000-134
Seal Size	15/16"
Return/Cancellation Policy	No Cancellations / No Returns / No Refunds
Stock Status	Custom Product
Drop Ship From Manufacturer	Drop Shipped from Manufacturer

*Blackinton*

I appreciate your and council's consideration on these matters.

Sincerely,

T E Merricks, Chief of Police.

**ALTAVISTA  
VIRGINIA**





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 27, 2020

**ITEM #: 6****ITEM TITLE:**

Dalton's Landing (Canoe Launch) Project - Change Order

**DESCRIPTION:**

The Dalton's Landing Canoe Launch project broke ground on October 8, 2020. During the preliminary site grading contractors discovered an issue with the soil stability. On October 15, 2020, Troy Williams, Senior Project Engineer with ECS Mid-Atlantic provided a report related to the need to utilize an undercut and geo matting fabric with stone overlay on almost the entirety of the site. The report is attached. [\(LINK TO REPORT\)](#)

Brent Whorley, Counts and Dobyns, provided a change order based on ECS recommendations in the amount of \$54,047.27. The change order is broken down by labor, equipment and materials. ECS has indicated that due to the need to visit the site there will be additional fees for their service which covers three days of remediation work. The increase in fees should not exceed \$3,000. [\(LINK TO CHANGE ORDER\)](#)

Following discussion with Tim Guthrie, Engineer, Gay and Neel, on October 22, every effort is being made to find ways to adequately serve the site while minimizing the cost of the change order. Also, there has been a slight change in the design of the trailer parking area. On the attached design, you will see how the two trailer parking spaces near the end of the lot have been made to be pass through (pull through). There will be no additional charge for the change to the plans as the area is minimal and is balanced and does not affect County regs, permits, etc. would treat as a field change to be noted on the plans. In the interest of due diligence, Brian Stokes from Campbell County was also asked about whether or not there would need to be a change to the permit and he indicated that it would not be necessary. [\(LINK\)](#)

There is currently funding available to cover the cost of the change order within the project budget as Council had previously earmarked funds for the project in the event that grant funds were not made available; these funds have remained designated for this project. The current amount remaining before this change order is close to \$139,500. If the change order is approved, there is approximately \$85,000 remaining. Please note that these remaining funds would be used to provide the amenities (signage, trash cans, etc.) at the site.

**RECOMMENDATION:**

Council to discuss and advise staff.

**BUDGET/FUNDING:**

The funds are already set aside in the project budget

**POTENTIAL ACTION:**

- Per Council's discussion:
  - Motion to approve the recommendation of staff/engineer in regard to this project.
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- Report from ECS [\(LINK\)](#)
- Change Order including breakdown [\(LINK\)](#)
- Revised design for 2 pull through spaces [\(LINK\)](#)



**ECS Mid-Atlantic, LLC**  
7670 Enon Drive, Suite 101  
Roanoke, VA 24019  
5403622000  
5403621202

## LETTER OF TRANSMITTAL

October 15, 2020  
Town of Altavista  
PO Box 420 510 7th Street  
Altavista, VA 24517  
ATTN: Waverly Coggsdale, III

RE: **Dalton's Landing Canoe Launch**  
ECS Job # **12:19109**

Permits:  
Location: **5881 Bedford Highway**  
**Lynch Station, VA 24571**

We are enclosing:	<input checked="" type="checkbox"/>	Field Reports	<input checked="" type="checkbox"/>	For your use	<input checked="" type="checkbox"/>	As requested
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CC:

ENCL:	Field Report # 1	10/15/2020	Pavement SGs
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Troy M. Williams, P.E.  
Construction Materials Dept. Manager

Charles A. Wright  
Team Leader

### Disclaimer

1. This report (and any attachments) shall not be reproduced except in full without prior written approval of ECS.
2. The information in this report relates only to the activities performed on the report date.
3. Where appropriate, this report includes statements as to compliance with applicable project drawings, and specifications for the activities, performed on this report date.
4. Incomplete or non-conforming work will be reported for future resolution.
5. The results of samples and/or specimens obtained or prepared for subsequent laboratory testing will be presented in separate reports/documents.



ECS Mid-Atlantic, LLC  
7670 Enon Drive, Suite 101  
Roanoke, VA 24019  
(540) 362-2000 [Phone]  
(540) 362-1202 [Fax]

## FIELD REPORT

Project **Dalton's Landing Canoe Launch**  
Location **Lynch Station, VA**  
Client **Town of Altavista**  
Contractor **None Listed**

Project No. **12:19109**  
Report No. **1**  
Day & Date **Thursday 10/15/2020**  
Weather **75 % Sunny**  
On-Site Time **1.00**  
Lab Time **0.50**  
Travel Time\* **1.00**  
Total **2.50**  
Re Obs Time **0.00**

Remarks **Pavement SGs**

Trip Charges*	Tolls/Parking*	Mileage* <b>40</b>	Time of Arrival	Departure
Chargeable Items			<b>2:00P</b>	<b>3:00P</b>

\* Travel time and mileage will be billed in accordance with the contract.

Summary of Services Performed (field test data, locations, elevations & depths are estimates) & Individuals Contacted.

The undersigned engineering personnel arrived on site to observe the parking lot and drive lane subgrades.

Please see attached sketch.

The subgrades were proofrolled utilizing a loaded rubber tired loader. The subgrades visually classified as a dark brown alluvial sand, and appeared to have above optimum moisture content. The soils predominantly exhibited minor to moderate pumping during the proofrolling operations. The contractor also excavated 1 to 2 feet below grade to reveal soils of similar nature.

Based on our observations, and the visual evidence of movement, it is our recommendation that the drive lanes be undercut 12 inches, and the parking space areas be undercut 6 inches below proposed subgrade elevation. Once undercut, we recommend that a geofabric such as Mirafi 500x or equivalent be placed on the subgrade soils. After the fabric is placed, we recommend that additional base stone be utilized to backfill the undercut. The stone should be placed in an initial 12 inch lift to allow for bridging, prior to allowing compaction to take place. We suggest that ECS personnel be on site confirm the fabric and stone placement.





ECS Mid-Atlantic, LLC  
7670 Enon Drive Suite 101  
Roanoke, Virginia 24019  
(540) 362-2000 phone  
(540) 362-1202 fax

Project No.:

10109

Project Name:

Dalton's Landing Camp Launch

Subjeet:

SUBGRADES

Date:

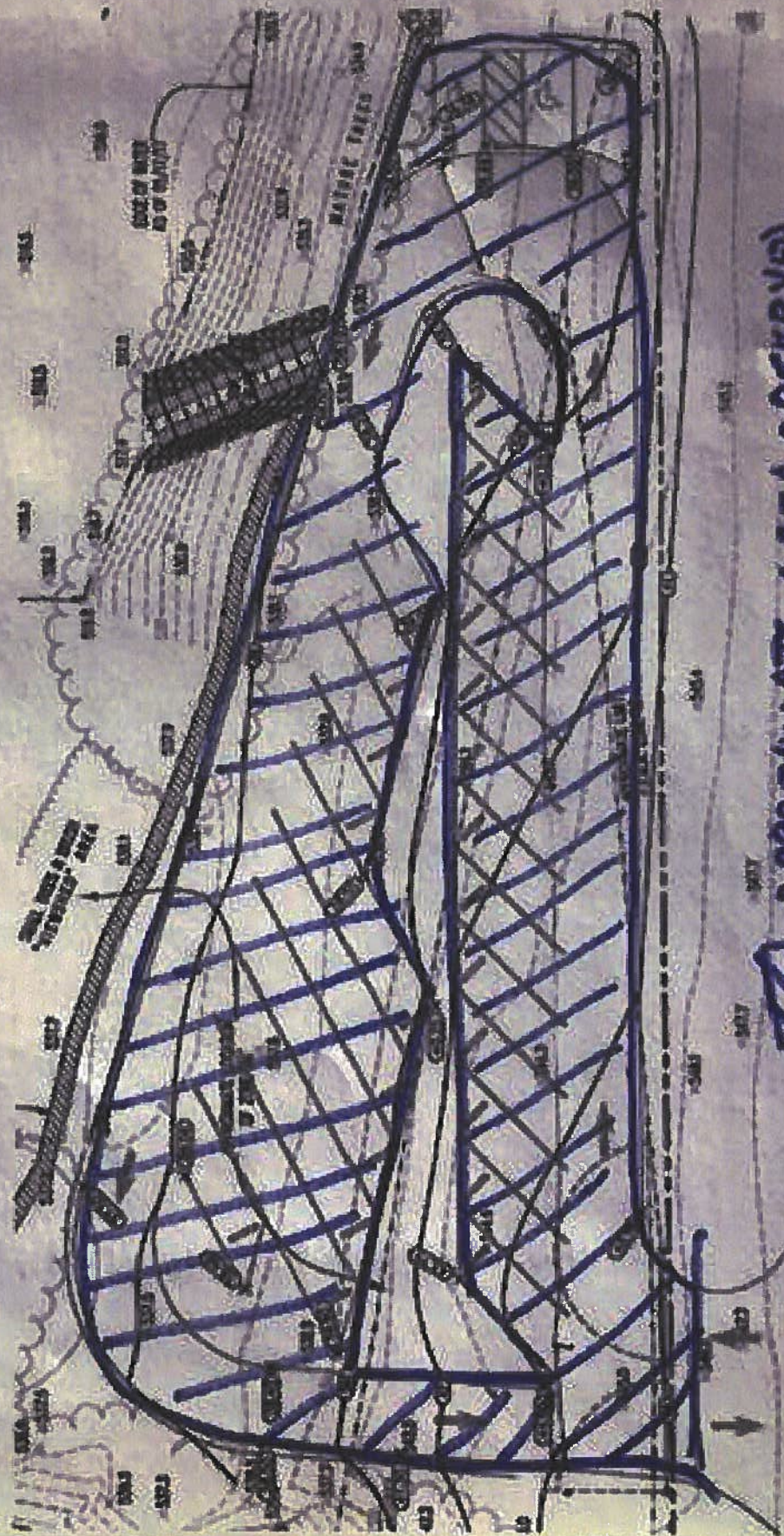
10 15 20

By:

T. WILLIAMS

Work Order #:

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APPROXIMATE AREA OBSERVED





## CHANGE REQUEST #1

COUNTS & DOBYNS, INC.  
37 LELAND RD.  
RUSTBURG, VA. 24588

EXCAVATION, UTILITY & CONCRETE  
VA. CONTRACTOR No. 2701-014388 CLASS A

434-821-2774  
434-821-3425 FAX

PROPOSAL SUBMITTED TO: TOWN OF ALTAVISTA ATTN: AMANDA OWENS EMAIL: AWOWENS@ALTAVISTA.GOV	PHONE	DATE 10/20/2020
STREET	JOB NAME Dalton's Landing Canoe Launch	
CITY STATE ZIP	JOB LOCATION	
ARCHITECT	JOB PHONE	

## PLANS DATED

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING: Undercut Area shown on Field Report from ECS dated 10-15-20

	ITEM	QUANT.	UNITS	UNIT PRICE	EXTENSION
1	Undercut Parking Area Subgrade 6", place Mirafi 500 fabric, backfill with 21-A or B Stone. Approx 1,045 SY	175	CY	\$ 92.49	\$ 16,185.75
	Labor \$ 14.06 CY				
	Equipment \$ 11.95 CY				
	Material \$ 54.43 CY				
	15% Mark Up \$ 12.05 CY				
	\$ 92.49 CY				
2	Undercut Drive Lane Subgrade 12", place Mirafi 500 fabric, backfill with 21-A or B stone. Approx. 1,300 SY	433	CY	\$ 87.44	\$ 37,861.52
	Labor \$ 14.06 CY				
	Equipment \$ 11.95 CY				
	Material \$ 50.03 CY				
	15% Mark up \$ 11.40 CY				
	\$ 87.44 CY				

TOTAL \$ 54,047.27

1) Alternate to use Crushed concrete in place of 21-A or B Stone Deduct \$ (3,786.00)

DAYS TO BE ADDED TO CONTRACT END DATE

5

ALL PREVIOUS CLARIFICATIONS AND EXCLUSIONS FROM PRIOR PRICING APPLY TO THIS CHANGE ORDER  
UNLESS IT IS NOTED BELOW.

Thank you for requesting a quote from us for this project.  
IF you have any question, please advise.  
We reserve the right to refuse award of individual parts of this proposal.

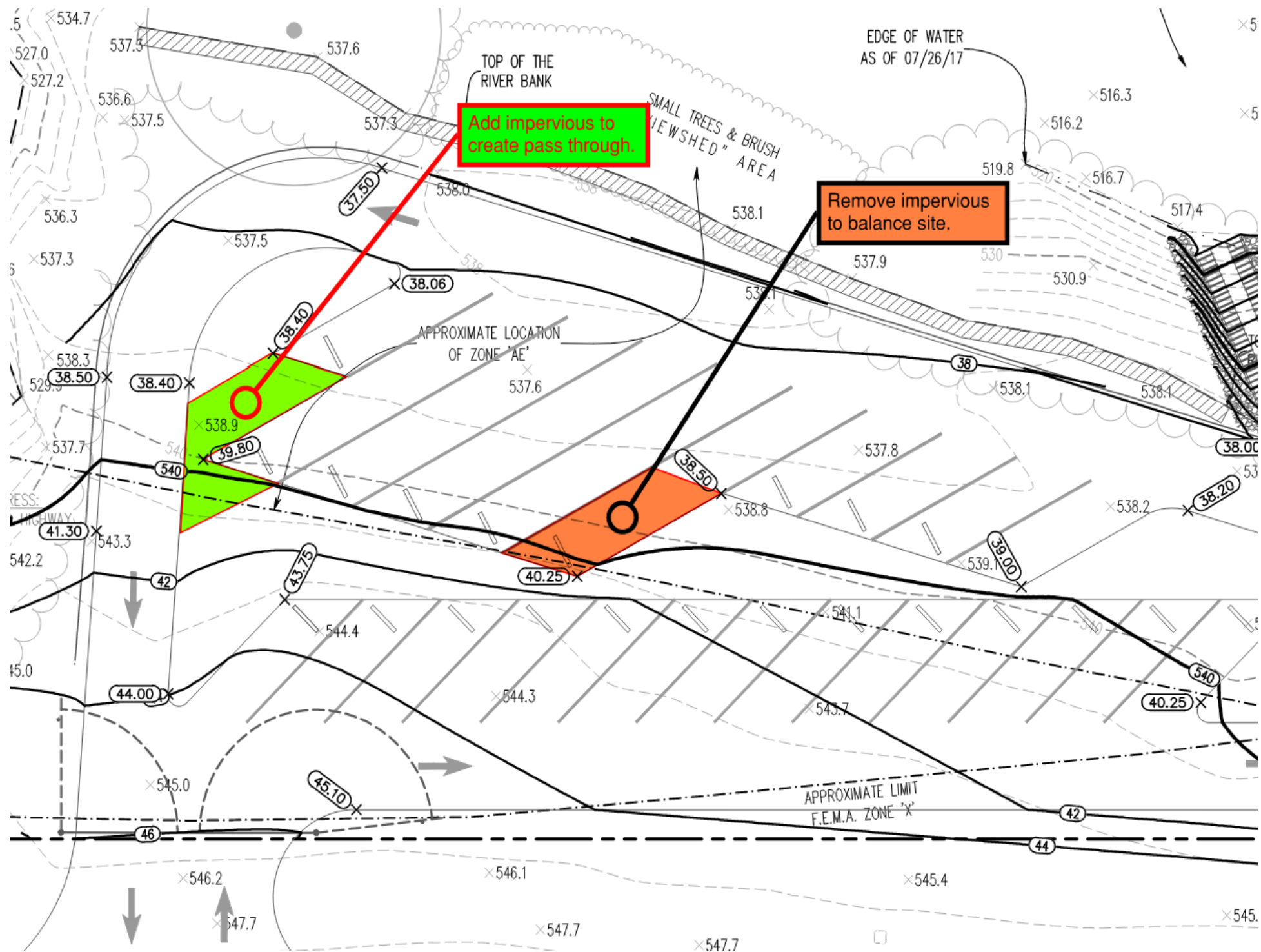
Acceptance of Proposal --- the above prices, specifications and conditions are satisfactory and are hereby accepted.  
you are authorized to do the work as specified. Payment will be as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 27, 2020

**ITEM #: 7****ITEM TITLE:**

CY2021 Town Council Meeting Schedule

**DESCRIPTION:**

The Altavista Town Council currently meets twice a month, except in December. Town Council meets on the 2<sup>nd</sup> Tuesday of each month for their Regular Meeting (6:00 p.m.) and on the 4<sup>th</sup> Tuesday of each month (except December) for their Work Session (5:00 p.m.). The meetings are conducted in the Council's Chambers of the J.R. "Rudy" Burgess Building (Town Hall) located at 510 7<sup>th</sup> Street. Please note that based on past direction, there is no Work Session scheduled for December.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - By Consensus, place the adoption of the CY2021 Town Council Meeting Calendar on the November Regular Meeting Consent Agenda (as presented or modified).
  - Provide alternative direction to staff.

**ATTACHMENTS:**

- CY2021 Town Council Meeting Schedule

## CY 2021 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 6:00 p.m. and the fourth Tuesday (Work Session) at 5:00 p.m. of each month in the Town Hall Council Chambers of the J.R. “Rudy” Burgess Municipal Building, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2021. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 12 <sup>th</sup>
January WS	January 26 <sup>th</sup>
February RM	February 9 <sup>th</sup>
February WS	February 23 <sup>rd</sup>
March RM	March 9 <sup>th</sup>
March WS	March 23 <sup>rd</sup>
April RM	April 13 <sup>th</sup>
April WS	April 27 <sup>th</sup>
May RM	May 11 <sup>th</sup>
May WS	May 25 <sup>th</sup>
June RM	June 8 <sup>th</sup>
June WS	June 22 <sup>nd</sup>

Month	Date
July RM	July 13 <sup>th</sup>
July WS	July 27 <sup>th</sup>
August RM	August 10 <sup>th</sup>
August WS	August 24 <sup>th</sup>
September RM	September 14 <sup>th</sup>
September WS	September 28 <sup>th</sup>
October RM	October 12 <sup>th</sup>
October WS	October 26 <sup>th</sup>
November RM	November 9 <sup>th</sup>
November WS	November 23 <sup>rd</sup>
December RM	December 14 <sup>th</sup>
December WS	NO MEETING





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 27, 2020

**ITEM #: 8****ITEM TITLE:**

FY2022 Budget/CIP Calendar

**DESCRIPTION:**

Attached is the draft FY2022 Budget/CIP calendar for Town Council's review and consideration. The calendar is largely the same as last years and continues to feature an option for continued Budget Work Sessions on the Wednesdays following each Town Council Work Session in January, February and March. This allows Council ample time to consider the items related to the budget and the capital improvement plan if additional time is needed beyond the regularly scheduled Work Sessions that typically deal with on-going town items/issues. The additional continued meetings will only be utilized if Council feels they are necessary to complete the budget process.

As is the case each year, the Altavista Community Transit System (ACTS) proposed budget will be considered in December in order for staff to have ample time to prepare the grant application that is due in January 2021. Staff will provide the ACTS draft budget to Council in mid-November.

**RECOMMENDATION:**

Council may want to provide input or modify the budget calendar to meet their needs for the budget process.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - BY Consensus, place the adoption of the FY2022 Budget/CIP calendar on the November Regular Meeting Consent Agenda (as presented or modified).
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- FY2022 Budget/CIP Calendar [\(LINK\)](#)



## **PROPOSED BUDGET CALENDAR FY 2022 BUDGET PREPARATION**

<b><u>November</u></b>		<b>Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of budget work papers</b>
<b><u>November 24</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Input Session for FY 2022 Budget</b>
<b><u>December 18</u> (Friday)</b>		<b>Department CIP requests due</b>
<b><u>January 8</u> (Friday)</b>		<b>Department Operating Budget requests due</b>
<b><u>January 11</u> (Monday)</b>		<b>Written requests from outside agencies and non-profits due</b>
<b><u>January 26</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Outside agencies/non-profits requesting funding should attend Council Work Session.</b>
<b><u>February 9</u> (Tuesday)</b>		<b>Council receives Draft Budget document</b>
<b><u>February 23</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session / CIP Discussion</b>
<b><u>February 24</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>March 23</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session</b>
<b><u>March 24</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>April 13</u> (Tuesday)</b>	<b>6:00 p.m.</b>	<b>First Reading of Budget/Designate Public Hearing for May 11<sup>th</sup></b>
<b><u>April 21</u> (Wednesday)</b>		<b>First Public Hearing Advertisement</b>
<b><u>April 28</u> (Wednesday)</b>		<b>Second Public Hearing Advertisement</b>
<b><u>May 11</u> (Tuesday)</b>	<b>6:00 p.m.</b>	<b>Public Hearing on the FY2022 Budget</b>
<b><u>June 8</u> (Tuesday)</b>	<b>6:00 p.m.</b>	<b>Council Meeting to approve FY2022 Budget</b>