



Regular Council Meeting
A G E N D A

January 23, 2024

7:00 p.m.

Administrative

Approval of Minutes
Report of Town Manager
Appearance before Council
Council Comments
Report of Council Committees
Revisions to Agenda

Public Hearings

Consent Agenda (roll call)

Old Business

New Business

- | | |
|-----------------|--|
| 1-CC-15-1-1-23 | Request for an Extension - Performance Agreement for Business Class Hotel |
| 2-FIN-2-42-1-23 | Personal Property Tax Write-off for 2018 (roll call) |
| 3-FIN-2-42-1-23 | Electric Bill Write-off for 2015-2018 (roll call) |
| 4-FIN-2-42-1-23 | FY24 Mid-Year Gratitude Bonus (roll call) |
| 5-CC-15-1-1-23 | Bedford Otter Bus – Support for Department of Rail and Public Transportation Grant Application – Phase 3 (roll call) |
| 6-CC-15-1-1-23 | Resolution - Transportation Feasibility Study– DRPT Technical Assistance Grant Application (roll call) |
| 7-CC-15-1-1-23 | The Virginia Freedom of Information Act Training |

Citizens may watch the meeting in real time via the Town of Bedford Live Stream website: <https://www.youtube.com/@townofbedford>

The Town will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. Contact (540) 587-6001 for more information.

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Personal Property Tax Write-off for 2018

DATE OF COUNCIL MEETING: January 23, 2024

DATE: December 26, 2023

PRESENTATION:

According to State Code Section 58.1-3940, collection of local personal property taxes is only enforceable for five years following December 31 of the year for which such taxes were assessed. The Treasurer's Office pursues multiple collection methods including reporting accounts to the State Debt Set-Off Program and by issuing holds through the Virginia DMV. To conform with the State Code, staff is requesting for Town Council to approve the write-off of outstanding 2018 personal property taxes in the amount of \$666.61. The collection rate for 2018 personal property tax was 99.35%.

ACTION REQUESTED:

Town Council is requested to approve the Treasurer's Office to write-off all remaining 2018 personal property bills on the active record.

		YES	NO	OTHER	<u>ROUTING</u>	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	FOREMAN	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HAILEY	()	()	()	ENGINEERING ()	OTHER _____()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	STANLEY	()	()	()	FIRE DEPT. ()	
	UPDIKE	()	()	()	H.R. ()	

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Electric Bill Write-off for 2015-2018

DATE OF COUNCIL MEETING: January 23, 2024

DATE: January 9, 2024

PRESENTATION:

As of December 31, 2023, the electric accounts over five years old and inactive have been deemed uncollectible in the amount of \$76,081.57. All efforts have been made to collect the delinquent electric bills, including submitted them to the state debt set off program for collection. The delinquent listings are available in the Treasurer's office and will be maintained in the event that an opportunity should arise to collect one of these outstanding accounts. The amount to be written off per year and collection rates are included below.

2015: \$4,564.10, Collection Rate 99.98%
 2016: \$17,921.54, Collection Rate 99.92%
 2017: \$24,341.16, Collection Rate 99.90%
 2018: \$29,254.77, Collection Rate 99.88%

ACTION REQUESTED:

Town Council is requested to approve the Utility Billing/Treasurer's Office to write-off all 2015-2018 outstanding electric bills on the active record.

		YES	NO	OTHER	<u>ROUTING</u>	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	FOREMAN	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HAILEY	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	STANLEY	()	()	()	FIRE DEPT. ()	
	UPDIKE	()	()	()	H.R. ()	

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: FY24 Mid-Year Gratitude Bonus

DATE OF COUNCIL MEETING: January 23, 2024

DATE: December 21, 2023

PRESENTATION:

Virginia Code §15.2-1508 provides that any locality may provide for payment of bonuses to its officers and employees. During the FY24 budget process, a second phase of the pay plan was implemented but a cost of living adjustment was not included in the adopted budget. Town Council asked Town staff to review the revenue performance mid-year for any available funding for a compensation adjustment. Based on interest earnings largely outperforming budget expectations, a one-time \$1,500 gratitude bonus is proposed for all current full-time employees to recognize the services rendered by Town employees.

ACTION REQUESTED:

Town Council is requested to approve the attached ordinance including a budget amendment which will appropriate budget to the general ledger accounts listed.

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY.	() I.T. ()
	CARSON	()	()	()	COMM. DEV.	() POLICE ()
APPROVED ()	FOREMAN	()	()	()	ELECTRIC	() PUBLIC SERV. ()
DENIED ()	HAILEY	()	()	()	ENGINEERING	() OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE	()
_____	STANLEY	()	()	()	FIRE DEPT.	()
	UPDIKE	()	()	()	H.R.	()

Ordinance No. _____

ORDINANCE

**AUTHORIZING PAYMENT OF A ONE TIME BONUS
TO ALL FULL-TIME TOWN EMPLOYEES**

WHEREAS, Virginia Code §15.2-1508 provides that any locality may provide for payment of bonuses to its officers and employees; and

WHEREAS, during the Fiscal Year (FY) 2024 budget process, the Town Council asked Town staff to review revenue performance for a mid-year compensation adjustment; and

WHEREAS, after review of the revenue performance by Town staff, the Bedford Town Council deems that it is in its best interests to authorize the payment of a \$1,500 gratitude bonus to all current full-time employees to recognize the services rendered by Town employees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA that a one-time bonus in the amount of \$1,500 per full-time employee hired by February 1, 2024 is hereby authorized to be paid on February 16, 2024 and does hereby approve the budget amendment as shown on the attached budget entry listing.

This ordinance is effective upon enactment.

GENERAL FUND**FROM:**

100011-415102	Interest on Investments	54,671.00
10099140-590001	Contingency	51,584.00
		<hr/>
		106,255.00

GENERAL FUND**TO:**

10011211-511000	Town Manager's Office - Compensation	2,100.00
10011211-521000	Town Manager's Office - FICA	161.00
10011241-511000	Treasurer's Office - Compensation	1,800.00
10011241-521000	Treasurer's Office - FICA	138.00
10011242-511000	Finance Department - Compensation	1,650.00
10011242-521000	Finance Department - FICA	127.00
10011261-511000	IT Department - Compensation	1,500.00
10011261-521000	IT Department - FICA	115.00
10033110-511000	Police Department - Compensation	40,500.00
10033110-521000	Police Department - FICA	3,098.00
10033420-511000	CommDev - Compensation	3,000.00
10033420-521000	CommDev - FICA	230.00
10044110-511000	PW Administration - Compensation	2,700.00
10044110-521000	PW Administration - FICA	207.00
10044120-511000	Highways & Streets - Compensation	9,000.00
10044120-521000	Highways & Streets - FICA	689.00
10044121-511000	VDOT - Compensation	7,425.00
10044121-521000	VDOT - FICA	568.00
10044320-511000	General Properties - Compensation	19,500.00
10044320-521000	General Properties - FICA	1,492.00
10044350-511000	Motor Vehicle Maint. - Compensation	1,500.00
10044350-521000	Motor Vehicle Maint. - FICA	115.00
10088150-511000	Economic Dev. - Compensation	1,500.00
10088150-521000	Economic Dev. - FICA	115.00
10099600-592001	Transfer to Solid Waste Fund	7,025.00
		<hr/>
		106,255.00

SOLID WASTE FUND**FROM:**

170091-451111	Transfer In - General Fund	7,025.00
		<hr/>
		7,025.00

SOLID WASTE FUND**TO:**

17964210-511000	Solid Waste Admin. - Compensation	1,425.00
17964210-521000	Solid Waste Admin. - FICA	109.00
17964230-511000	Refuse Collection - Compensation	3,600.00
17964230-521000	Refuse Collection - FICA	276.00
17964240-511000	Refuse Disposal - Compensation	1,500.00

17964240-521000	Refuse Disposal - FICA	115.00
		<hr/>
		7,025.00

ELECTRIC FUND

FROM:

19989600-590001	Contingency	53,611.00
		<hr/>
		53,611.00

ELECTRIC FUND

TO:

19981910-511000	Supervision & Engineering - Compensation	19,800.00
19981910-521000	Supervision & Engineering - FICA	1,515.00
19981920-511000	Power Generation - Compensation	3,000.00
19981920-521000	Power Generation - FICA	230.00
19981940-511000	Trans. & Distribution - Compensation	19,500.00
19981940-521000	Trans. & Distribution - FICA	1,492.00
19981980-511000	Meter Reading - Compensation	1,500.00
19981980-521000	Meter Reading - FICA	115.00
19981990-511000	Right of Way Crew - Compensation	6,000.00
19981990-521000	Right of Way Crew - FICA	459.00
		<hr/>
		53,611.00

TOTAL BUDGET AMENDMENT ALL FUNDS		166,891.00
		<hr/>

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Bedford Otter Bus – Support for Department of Rail and Public Transportation Grant Application – Phase 3

DATE OF COUNCIL MEETING: January 23, 2024

DATE: January 18, 2024

PRESENTATION:

The Town was awarded two Demonstration Grants from the Virginia Department of Rail and Public Transportation (DRPT) for fiscal years 2023 and 2024 to operate the Bedford Otter Bus for two years. The intent with the Demonstration Grant project was to apply for State fund assistance over three years before considering becoming a Federal transit provider.

Phase 1 Demo grant provided service for three days a week with six hours a day. That grant was closed in November 2023. Phase 2 Demo grant added a day of service and went to eight hours each day. Those funds will be used through July 2024. If awarded, Phase 3 would provide funds from August 2024 through July 2025 for one remaining year of bus operation. A fare structure will be added to offset costs of operation.

The FY23 and FY24 grant awards from the State have paid 80% of the cost of the public transit service. The Bedford Community Health Foundation has paid the match of 20%: \$31,386 for Phase 1 and \$35,112 committed for the second year of the expanded service. The bus made 3,234 stops in calendar year 2022 and 5,560 stops in calendar 2023 at 17 stop locations at no cost to riders.

The current FY25 grant request is to fund the final allowable year of a Demonstration Grant where DRPT would pay 80% of the cost and the Foundation would pay 20% in a project totaling an estimated \$185,456. The intent is to continue to provide public transit access and to implement a payment model for riders that would cover some of the cost of operation to offset the Foundation's 20%.

DRPT requires local governments be the applicant for transit projects. The Town is a pass-through for funding reimbursement from the State back to the Foundation for money it spent. The current application requires Council to provide a letter of commitment for the local match. This match would still be paid by the Health Foundation. Council provided letters of support for the successful FY23 and FY24 applications.

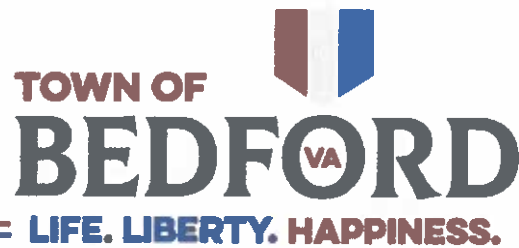
ACTION REQUESTED:

The Town Council is requested to provide a letter of support for the grant application for the Bedford Otter Bus Demonstration Grant Phase 3 that recognizes commitment of the Foundation's match.

Attachment:
Sample Letter

		YES	NO	OTHER	ROUTING		
DATE: _____	BLACK	()	()	()	TOWN ATTY.	()	I.T. ()
	CARSON	()	()	()	COMM. DEV.	()	POLICE ()
APPROVED ()	FOREMAN	()	()	()	ELECTRIC	()	PUBLIC SERV. ()
DENIED ()	HAILEY	()	()	()	ENGINEERING	()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE	()	
_____	STANLEY	()	()	()	FIRE DEPT.	()	
	UPDIKE	()	()	()	H.R.	()	

215 E. MAIN STREET
BEDFORD, VA 24523



(P) 540.587.6001
(F) 540.587.6143

January 23, 2024

Ms. Tiffany Dubinsky
Director of Transit Planning
Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, VA 23219

RE: FY25 DRPT Demonstration Project Grant Application – Bedford Otter Bus Phase 3

Dear Ms. Dubinsky:

As we were able to do in 2022 and 2023, the Town Council of the Town of Bedford is pleased to provide a letter in support of an application for a Virginia Department of Rail and Public Transportation Demonstration Grant for funding of the Bedford Otter Bus. The bus began operating in a successful pilot in September 2021 with funding from the Bedford Community Health Foundation. The operation of the bus was partially funded for FY23 and FY24 with DRPT Demonstration Grant funds to supplement the cost borne by the Foundation.

The Otter Bus has continued to gain ridership over the FY24 year and added days with extended times. The value of the bus in our small town is the connection it provides residents of several residential complexes to goods and services for food, health and recreation. The transit service provided through the Health Foundation with support from the Town should continue as a public service in partnership with the Foundation. The Town recognizes the commitment of the Foundation to provide the 20% match required for the FY25 grant.

Council understood the grant requests for FY23 and FY24 would be part of a three-year plan. Please accept this letter as confirmation of continued support from the Bedford Town Council for an application to request grant funding through DRPT for a final Demonstration Grant for the Bedford Otter Bus. We thank you for your assistance with the previous two awards and favorable consideration of this current request.

Sincerely,

Tim Black
Mayor

TB:maz

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Resolution - Transportation Feasibility Study– DRPT Technical Assistance Grant Application

DATE OF COUNCIL MEETING: January 23, 2024

DATE: January 18, 2024

PRESENTATION:

Town staff, the Bedford Community Health Foundation and Ride Source (Bedford Otter Bus operator) have discussed next steps for the Otter Bus when the State Demonstration Grants end in 2025, assuming a third grant is awarded (separate action item). There is a need to study a) alternatives to the fixed-route bus and b) how to transition the Otter Bus to a Federally-funded 5311 program.

The Virginia Department of Rail and Public Transportation (DRPT) has Technical Assistance (TA) grants that will assist with planning and studies for transportation projects. A TA grant would help pay for a consultant to conduct the study to answer the two questions above. A study would need to be completed in under one year in order to use the results to apply for a new round of funding that would keep the bus in service or start a new transit program, or both.

The estimated cost for a consultant study is \$40,000. The TA program has a match requirement of fifty percent. The Town would need to provide a commitment of \$20,000. If awarded and the Town decides not to pursue a study, Council can decline the award. It is also possible that another DRPT grant program would be able to fund a study at 100%. DRPT would make the decision to move a TA request to that program instead after the Town applies. Moving a TA application to the other program is very possible based on conversations with DRPT staff. The Town cannot directly apply for the other program.

ACTION REQUESTED:

The Town Council is requested to adopt a resolution for the grant application with commitment of fifty percent match.

Attachment:
Resolution

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	FOREMAN	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HAILEY	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	STANLEY	()	()	()	FIRE DEPT. ()	
	UPDIKE	()	()	()	H.R. ()	

**RESOLUTION
OF THE TOWN COUNCIL OF BEDFORD
FOR DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
TECHNICAL ASSISTANCE GRANT FOR TRANSIT FEASIBILITY STUDY**

WHEREAS, the Town of Bedford has been the recipient of two Demonstration grants from the Virginia Department of Rail and Public Transportation (DRPT) to operate the Bedford Otter Bus for two years with the Bedford Community Health Foundation; and

WHEREAS, the Bedford Otter Bus Demonstration grants will end in 2025 with a third application being submitted for FY25; and

WHEREAS, there is a need to study the next steps for public transit in the Town; and

WHEREAS, DRPT has grant programs to assist with planning and feasibility studies to use in determining next steps; and

WHEREAS, one of the grants requires a fifty percent match commitment from the Town for a study that is estimated to cost \$40,000; and

NOW THEREFORE, BE IT RESOLVED that the Bedford Town Council identified and commits local matching funds for fifty percent of the estimated cost of the study.