



Louisa Town Council – Special Meeting  
212 Fredericksburg Avenue  
Louisa, Virginia 23093  
**Saturday, January 24, 2026**

**I: Call to Order - 9:00 AM**

**II: Administrative Items:**

1. Invocation
2. Pledge of Allegiance
3. Adoption of the Agenda

**III: New Business:**

1. Goal Setting Meeting
  - a. Welcome and Purpose
  - b. Identify Key Priorities for 2026
  - c. Set Specific Goals
  - d. Action Planning
  - e. Closing and Next Steps

**IV: Comments/Discussion by Members of Town Council**

**V: Adjournment**



## FY25-26 Budget Calendar

<b><u>Scheduled Milestone</u></b>	<b><u>Date</u></b>
1. Goal Setting Special Workshop	January 24, 2026
2. Complete and Deliver Budget Message to Staff with Goals Operating and CIP request form, begin new CIP format	January 30, 2026
3. Begin Revenue forecast	February 2, 20026
4. Discuss with Department Heads operational needs Receive FY24-25 Audit for revenues, expenses and fund balance	
5. Complete Revenue forecast	
6. Complete Expense forecast	
7. Receive and Input Capital Requests into the new CIP	
8. Town Manager to develop a preliminary Operating Budget	
9. Special Workshop to Present to Preliminary Budget to Committees or Council, with Department Heads to discuss requests	
10. Continued Discussion of Operating and Capital Budget	
11. Special Workshop if Needed	
12. Official Presentation of Preliminary Budget in Scheduled Meeting	
13. Budget Adoption	May 1, 2026



## Strategic Needs Assessment

December 16, 2025

The greatest impact we will have on the Town's *present and future* are the structural, strategic items that affect change, requiring long-term planning, **to begin developing now.**

### **I. Infrastructure:**

- 1) Develop partnership with LCWA; update **Water/Sewer Agreement** to ensure adequate water availability and sewer capacity for future development, at a sustainable cost structure.
- 2) Perform analysis of the **Water/Sewer** funds as a Business model (cash flow), to determine current and future revenues, expenses and capital costs **as an ongoing business entity.** Enables Town to determine fees, grants and loans needed, before need arises.
- 3) Write a Long-term **Capital Improvement Program** to include all Water, Sewer, Streets, Sidewalks and Facility upgrade needs, with a *Cash Flow Analysis* to determine the need for grants, state and federal support. Seek grants, NOW, State-Federal \$\$ to pay.
- 4) Perform a **Facilities Space Needs analysis** to determine the highest and best use of Town buildings for Town operational needs; place in CIP for implementation. *Space analysis to include building upgrade needs.*
- 5) Write a **Traffic Management Plan**, with County and VDOT, to manage increased traffic, protecting Town quality of life.

### **II. Economic Development:**

- 1) Write a coordinated **Economic Development** strategy with Town, County, EDA, Main Street, Chamber to promote the right mix of entrepreneurship, small-scale manufacturing, retail, professional services and job creation. This will include economic incentives to be competitive with other small Towns. **Goal: create wealth in community!**
- 2) Write a **Downtown Master Plan** to coordinate parking, traffic, targeted retail mix and events, new railroad, farmers market, as a pedestrian friendly central location, using Main street, VHCDC or CDBG grants.
- 3) Develop a **Downtown Merchants group** in coordination with Main Street.

- 4) Promote the **Main Street** program to a higher level as a Designated Community, to obtain more grant \$\$.
- 5) Organize a **business marketing/outreach** program to recruit the types of retail, entrepreneurial, shopping, grocery, medical services that we want to bring here, *rather than waiting* to see *what shows up*.
- 6) Research and organize an inventory list of **vacant land and available building sites** for investors to pursue.
- 7) Promote the **historical tourist value of the Town**, with its Revolutionary, Civil War history, cemeteries, etc.
- 8) Continue **downtown streetscape, beautification, improved appearance projects**. Flower pots? Gardens? New Clock!
- 9) Write and implement a **Technology Overlay District -- Louisa Industrial Park**.

### **III. Community Development:**

- 1) Write a Town-wide **Pedestrian/Bike Plan** to promote walkable connectivity to downtown, neighborhoods and community events.
- 2) Develop an **Event Plan** in coordination with the Town, County, EDA, Chamber and Historical groups.
- 3) Initiate a **FEMA Flood Management program** and gain entrance into the **FEMA NFIP** (flood insurance) program.

### **IV. Finance/Budget:**

- 1) Write a long-term **Capital Improvement Program** to include the items mentioned in **Infrastructure**, above, vehicles, building upgrades, technology equipment upgrades.
- 2) Forecast a long-range **fiscal capacity (cash flow) projection** to manage debt, fees and project costs, to show the gap needed for Capital items to be funded by grants, State and Federal \$\$, so that we can begin seeking grants now, ***not when projects are scheduled for implementation.***
- 3) Maximize **interest bearing checking/savings** accounts.

- 4) **Improve budget process:** schedule budget planning milestones, meetings etc. to adopt the budget by May 1 each year.
- 5) Write a **Revenue expansion/enhancement** strategy to maximize existing revenues, adding new sources, to obtain more funds, hold taxes down, and diversify our revenues from variable consumer taxes (meals and sale tax) reliance.
- 6) Research, locate and **find more grant, state and federal \$\$\$ for Plans and Capital projects!!**

**V. Operational:**

- 1) Migrate accounting system from BAI to a modern, cloud-based software for more efficient financial record keeping.
- 2) Enhance **information outreach to community:** Develop a website to include live streaming; use phone for prompt **text alerts**, boil water notices, traffic re-routing emergency events such hurricanes. *Eliminate paper notices where appropriate.*
- 3) Develop **appropriate salary & benefit structure** to recruit and retain positions at competitive levels with our region (needs more detailed Revenue Analysis, as per above).
- 4) In order to do all the things outlined above, **consider hiring a Grant Writer/Program Manager/Assistant Manager** to bring in more outside state, federal \$\$ and grants, particularly for large capital projects, pursue special projects such as historical designations, cemetery management, Water/Sewer programs, implement pedestrian plans, coordinate recreational opportunities, FEMA grants, State/Federal grants, business recruitment liaison, coordinating closely with business community County and Chamber for business development, etc.

***Request that these items be considered as an agenda for a January New Year kickoff, special strategy session, as we start the new budget year with clear goals and strategies to pursue in the FY26-27 budget.***