

AGENDA ALTAVISTA TOWN COUNCIL

Tuesday, September 11, 2018 – 7:00 p.m.

- 1. Call to Order
- 2. Invocation/Pledge of Allegiance
- 3. Approval of the Agenda
- 4. Recognitions and Presentations
 - a. YWCA/Frannie's House Resolution and Request (Attachment #1)
- 5. Citizen's Time

Comments should not be directed to Public Hearing items.

Citizens wishing to address the 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.

- 6. Consent Agenda
 - a. Approve Council Minutes (Attachment #2)
 - i. August 14, 2018 Regular Meeting
 - ii. August 28, 2018 Work Session
 - b. Acceptance of Monthly Finance Reports (Attachment #3)
 - c. Approve FY2019 Utility Project Engineering Proposals (Attachment #4)
 - d. Approve AOT Request to Use English Park for Giblet Jog (Attachment #5)
 - e. Adopt English Park Improvements Procurement Determination (Attachment #6)
 - f. Approve Delinquent Tax List advertising/Write off request (Attachment #7)
 - g. Approve Rt. 43 Gateway (Streetscape) Project Engineering Proposal Increase (Attachment #8)
- 7. Public Hearing(s) (none scheduled)

8. New Business

- a. Consideration of Zoning Ordinance Text Amendments First Reading
 (Attachment #9)
 - i. Mobile Restaurants
 - ii. Keeping of Horses in Residential Districts
- b. Consideration of WWTP Clarifier #1 Bids (Attachment #10)
- c. Consider EMS Building Proposals process (Attachment #11)
- d. Consideration of Habitat for Humanity "Blitz Build" Parking Request

 (Attachment #12)
- 9. Unfinished Business
- 10. Reports and Communications (Attachment #13)
- 11. Matters from Council
- 12. Closed Session, If one is called, the Code Section(s) allowing the Code Section will be cited in the motion.
- 13. Adjournment

Next Scheduled Town Council Work Session: Tuesday, September 25, 2018 @ 5:00 p.m. Next Scheduled Regular Town Council Meeting: Tuesday, October 9, 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 Council Meeting – Item Number: 4 a. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue/Item: YWCA/Frannie's House "October – Domestic Violence Awareness Month"

Requests

Background: Attached is correspondence from the YWCA/Frannie's House in regards to October

being "Domestic Violence Awareness Month". They have requested that a Proclamation be adopted to proclaim October 2018 as "Domestic Violence Awareness Month" and that they be able to string lights on decorative light poles on Main Street for their "Purple Night Lights" campaign. The request is detailed

in the letter.

Requested Action: Adoption of the Proclamation declaring October 2018 as "Domestic Violence

Awareness Month". Council can consider the "Purple Night Lights" request and

direct staff.

ATTACHMENTS:

- YWCA/Frannie's House correspondence
- Proclamation



September, 2018

Dear Altavista Town Council Members:

"Domestic Violence Has No Place In Our Community"

1 in 4 women and 1 in 7 men experience abuse by an intimate partner. 3 to 4 million children in the U.S are exposed to domestic violence. In 2017 the YWCA/Frannie's House answered 8,334 hotline calls, sheltered 183 victims, held 288 support groups sessions and assist victims to court 852 times.

In 1989, Congress proclaimed October as the National Domestic Violence Awareness Month, therefore we are asking to hold a campaign in the town of Altavista called "Purple Light Nights". We would like to place a banner on the street and strings of purple lights on every other light pole on both sides of Main Street starting at the corner of Main and Board St. to Main and Lola St. We will be provide the lights if you could have them put up and turned on at night. Date will be October 1 thru October 31, 2018. Whatever nights you can provide this serve will be appreciative.

Our goal is to continue increasing the awareness of domestic violence and the effect it has on healthy family relationships. We want to **REMEMBER** the victims who lost their lives from domestic violence, **SUPPORT** the survivors as they rebuild their lives and give **HOPE** to those that still live in the abuse.

Thank you for allowing the YWCA/Frannie's House for being part of such a caring community as Altavista, Virginia.

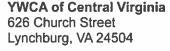
Sincerely,

dean Brooks

Frannie's House Manager

YWCA of Central Virginia

P: 434-369-9176 C: 203-1316



T: 434-847-7751 F: 434-528-3449



JOIN YWCA OF CENTRAL VIRGINIA FOR A

DOMESTIC VIOLENCE CANDLELIGHT VIGIL

eliminating racism empowering women

ywca

Central Virginia

THURSDAY- OCTOBER 11, 2018
6:00PM - 7:00PM
CAMPBELL COUNTY COURTHOUSE
732 VILLAGE HWY
RUSTBURG, VA 24588

Let us join together to REMEMBER those who lost their lives from domestic violence, SUPPORT those who survived, and bring HOPE for those still being abused.

Domestic Violence has no place in our community, therefore let us create the change that we need to protect our future generations

SPONSORED BY YWCA OF CENTRAL VIRGINIA FRANNIE'S HOUSE PROGRAM.
FOR MORE INFORMATION PLEASE CALL: 1-434-369-9176



PROCLAMATION DECLARING OCTOBER AS "DOMESTIC VIOLENCE AWARENESS MONTH"

WHEREAS, home should be a place of warmth, unconditional love, tranquility, and security, and for most of us, home and family can indeed be counted among our greatest blessings. Tragically, for many Americans, these are blessings that are tarnished by violence and fear; and

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, genders, and income levels; and domestic violence is widespread and affects over four million Americans each year; and

WHEREAS, women are not the only targets; young children and elderly also are counted among the victims, and sadly, emotional scars are often permanent; and children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only coordinated community effort will put a stop to this heinous crime; and law enforcement officials, those involved in shelters and hotline services, health care providers, the clergy and other concerned citizens are helping in the effort to end domestic violence. We must recognize the compassion and dedication of these volunteers and professionals and applaud their efforts and increased public understanding of this problem; and

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services, and assistance to victims; and

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim October 2018 as

DOMESTIC VIOLENCE AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the tragedy of domestic violence, supporting those who are working toward its end and participating in community efforts as the Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Domestic Violence.

Adopted this the 11th day of September 2018 by the Altavista Town Council.

Mike Mattox, Mayor	
Town of Altavista	



Town Council Meeting – Item Number: 6 a. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Approval of Council Minutes

Background: Attached are the minutes for the August 14th Town Council Regular Meeting and

the August 28th Town Council Work Session.

Requested Action: Approval of the minutes as presented/amended.

ATTACHMENTS:

• August 14th Regular Meeting Minutes

• August 28th Work Session Minutes

The meeting 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 August 14, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

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 Deputy Chief Kenneth Moorefield, APD Mr. David Garrett, Public Works Director Mr. Tom Fore, Public Utilities Director

Mr. John Eller, Town Attorney

Ms. Emelyn Gwynn, Main Street Coordinator

Mrs. Mary Hall, Administration

2. Invocation/Pledge of Allegiance

Rev. Eduardo Soto, Jr., Altavista Presbyterian Church, gave the invocation.

3. Approval of the Agenda

Mayor Mattox asked if there were any questions or changes to the agenda.

Vice-Mayor Dalton, seconded by Mr. Emerson, motioned to approve the agenda as presented.

Motion carried:

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

4. Recognitions and Presentations

Mrs. Shelton shared with Council the changes within the Administrative Staff of the Town Office. Mrs. Hall will no longer be sharing her time between the two offices of the Town Hall and the Police Department, but as of July 1st of 2018, will now be full-time with the Police Department. Miss Kayla Donigan has been promoted from a part-time Office Assistant, to Mrs. Hall's previous full-time administrative position. Mrs. Crystal Hailey has been hired as the part-time Administrative Assistant to help with these transitions, so that the Town Administration Office may continue to run efficiently. Mrs. Shelton stated that she feels all of the new changes will assist in better serving our offices and the community.

5. Citizen's Time

No one came forward on this date.

6. Consent Agenda

- a. Approval of Council Minutes—July 10th Regular Meeting and July 24th Work Session
- b. Acceptance of Monthly Finance Reports
- c. Appointment Board of Zoning Appeals
 Approved Mr. Wilson Dickerson's re-appointment to the BZA Board
 for another five-year term (ending August 2023).
- d. Approval of Proposal for Bedford Avenue Tennis Court Reconstruction-Council approved awarding this project to Boxley Materials in the amount of \$75,533.
- e. Approve *Altavista Advantage* Guidelines Modification-Council approved amendments.
- f. Approve Declaration of Surplus-ACTS Bus-Council declared the 2011 Ford bus as surplus.
- g. Approve FY2018 Budget Amendments-Council approved the FY2018 Budget Amendments as presented.
- h. Approve (retroactive) HVAC Quotes for Avoca Office—Council approved the quote of Select Air for the replacement of the Avoca Office HVAC unit.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the consent agenda as presented.

Motion carried:

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

7. Public Hearing

None scheduled for this date.

8. New and Unfinished Business

a. Consider Avoca Request for Digital Sign Placement

Mr. Coggsdale stated the information concerning this request is in tonight's agenda packets for the Council members to reference.

The first item of information is a copy of the email from Mr. Morgan Allen, a member of the Avoca Board of Directors, with the request for consideration and permission from Council to place a digital sign near the Main Street entrance of the Avoca property.

Mr. Coggsdale reminded Council that the request comes to them as the Avoca property is owned by the Town of Altavista. Therefore, all revisions and/or construction to the property can be planned and discussed by the Avoca Board members, but must be brought to the Council for permission and approval.

The second item to reference concerning this request is a picture of the proposed sign as it will look in its completion if permission is granted.

Mr. Mike Hudson, Director of Avoca, came forward to speak on the benefits of the sign, not only for Avoca, but also for the community because of local organizations being able to also use the sign.

Mr. Hudson shared the cost for the sign as \$25,000, which will come out of Avoca's own funding, not requiring funds from the Town.

Mr. Hudson requested that any monies acquired from the sponsorships/usage of the sign by community organizations other than Avoca be put back into Avoca's own individual account to help recover cost of the sign. Mr. Hudson states this account's funds are acquired by functions and fund raising by Avoca to be used for such investments.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve the request for the sign's construction and placement.

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

b. Consider AEDA's Recommendation in Regards to Economic Development Strategic Planning Services

Mr. Coggsdale opened with a summary of the time and work that has gone into considering the services of and entering into a contract with a Planning Service for the Town of Altavista's economic growth and development.

In the summary, Mr. Coggsdale reminded Council of the AEDA Chairman Bill Gillespie's update at the July work session regarding the consideration of these services.

Mrs. Dalton elaborated on Mr. Coggsdale's comments, stating that the AEDA spent considerable time and consideration investigating not only the need for this service, but also which consulting company to choose to best suit the needs of the unique town of Altavista and this community, which brought the EDA to its choice of Camoin Associates.

Mr. Coggsdale continued with a focus on the cost of the proposed services being \$51,170, with an additional cost for a temporary Project Manager to oversee the process, not to exceed \$20,000. Funds for this service will be designated in the FY2019 EDA budget.

Mr. Coggsdale relays that Camoin Associates Group has given the proposed services an estimated time of completion at approximately 6 months from start date of services.

Motion by Beverly Dalton to accept the plan was seconded by Micki Brumfield.

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

c. Consider Planning Commission Recommendations—Zoning Ordinance Amendments

A presentation was given by Assistant Town Manager, Dan Witt, regarding (1) the ability to fairly regulate Mobile Restaurants (Food Trucks) and (2) the allowance of horses on certain properties within the zoning districts.

Mr. Witt speaking as a representative of Altavista's Planning Commission, informed Council that the Commission held two public hearings on August 6, 2018 for the consideration of the amendments to the zoning ordinance of the two mentioned recommendations. The Commissioners all voted in favor of the amendments and to move forward with a recommendation to Town Council to consider the adoption of the amendments.

(1) Regulation of Mobile Restaurants:

These types of "Food Trucks" have become very popular in the Town of Altavista as well as surrounding communities. The Planning Commission felt it necessary to be proactive on how to fairly regulate these businesses operating in our town. Research was done by staff and legal counsel on how other localities are regulating the mobile restaurants, keeping in mind the goal is to have an ordinance that is business friendly, fair, and enforceable. A draft was prepared and given to the Commissioners for review of the zoing ordinance amendments. The proposed amendments included the addition of the word "Mobile" to the restaurant definition section of the zoning ordinance. This will help the town's ability to regulate the operation of the food trucks wanting to do business in the Town of Altavista. The drafted amendments also include the requirments, restrictions, and allowances for the food trucks in operation. All Commissioners voted in favor of the amendments and to move forward with asking the Town Council to consider the proposed amendments.

Mr. George making reference to the mobile restarants recommended the trucks be subject to a Meals Tax, the same as "brick and mortor" restaurants. Mr. George also suggested a one-time start fee of \$50.

(2) Allowance of horses to be kept on private parcels/lots in Altavista within the R1 and R2 zoning districts:

Planning Commissioners directed staff and legal counsel to draft an ordinance amendment for consideration that would permit horses on private property. The zoning amendments included such issues as acreage allowance of 5 acres, distance from other residents being no closer than 300 feet, and cleanliness and upkeep of the pastures. This type of property usage would require a Special Use Permit. All Commissioners approved the amendments and the recommendation to ask the Town Council for consideration of these amendments.

Mayor Mattox suggested to Council, since per Mr. Witt this is not a pressing issue, the consideration of these amendments be placed on the next work session agenda on August 28, 2018.

9. Unfinished Business

Nothing to be reported at this time.

10. Reports and Communications

a. Town Manager's Monthly Report

Manager's Report for August 14, 2018 Council Meeting

Staunton River RIFA

Documents have been submitted by the Town in regard to the Revenue Sharing Agreement and the adoption of the ordinance creating the RIFA. Waiting for the other localities to submit their documents to the attorney.

<u>Southern Virginia Multi-modal Park – Utility Review</u>

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work. Staff continues to work on this project with the engineers and VDOT, as necessary.

Altavista Park and Trails (APT) Master Planning/ Project Implementation

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is being finalized.

Dalton's Landing Canoe Launch Project Update

DCR grant application was submitted prior to the July 19th deadline. Notification is expected in September.

VDOT Rt. 29 Bridge Replacement Project Update

VDOT has indicated that this project will go out to bid in September 2018. The bid could be awarded later this year with construction covering a two year span (completed by December 2020).

Bedford Avenue Park Tennis Court Replacement and Sidewalk

Staff is requesting award of this project by Council at the August 14th Regular Meeting. Budget amendment will be needed, Council previously approved the project concept.

Downtown Public Parking Signs and Banners

Staff is working on design and prices for signs and banners to designate Public Parking in the downtown area. Council previously approved this project.

WWTP Clarifier #1 Project

Staff conducted a pre-bid meeting on August 8, 2018.

11. Matters from Town Council

-Regarding the Altavista Broadband Planning Report:

This report was previously presented to the Council by Mr. Cohill, President of Design Nine, a research company, as requested by the Council for research purposes in consideration for the usage of broadband by the Town of Altavista, starting with Downtown Main Street.

Mrs. Overbey asked Mr. Coggsdale if there has been any update on the previous request by Council for some extended research into the size of contract options and cost for start-up, distribution, and usage of broadband in the town.

Mr. Coggsdale replied he has reached out to a representative with Lumos, one of the companies the town may use as a provider if the matter is approved, but has not yet received the information he requested.

Mr. Coggsdale also stated that he contacted someone locally that has worked in the broadband field to get some additional insight. The gentleman will be getting back with Mr. Coggsdale with feedback after he reviews the initial report.

Mayor Mattox, referring to a study that Campbell County had also approved for the research of Broadband, suggested to Mr. Coggsdale that he contact one of the Campbell County Board of Supervisors for access to that study hopefully resulting in additional insight on the subject that the Council can use for reference and possible relevance.

Mr. Coggsdale told Council that he is researching possibilities for development programs and grants on the Broadband subject.

-Regarding Dalton's Landing Canoe Launch:

Town Council recently authorized staff to proceed with an application for assistance with the construction of the boat ramp project. A grant application was then submitted, by the July 19th deadline, to the DCR (Department of Conservation and Recreation).

Mr. Emerson asked Mr. Witt when the expected response would be from that submission.

Mr. Witt stated that the DCR has given an expected response date of sometime in September.

-Regarding the removal of a very large tree that had fallen across the road during a severe storm near the Lynch Mill Road area:

Mayor Mattox asked that the Town Council recognize a citizen for going above and beyond his civic duty for the safety of our community. The citizen and his friends were able to remove the tree off the road as to prevent a possible accident. The men did this during the storm. The said citizen encountered poison ivy while cutting up and moving the tree and ended up in the hospital because of the ivy. The Police Department and Public Works Department were both called to the scene, but the men had worked diligently, so the tree had already been removed from the road by the time these departments arrived on the scene.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, to write a letter thanking the citizen for his good work and selfless act for his community.

Council were all in approval of the letter being sent and Mr. Coggsdale agreed to write the letter for Mayor Mattox and himself to sign.

-Regarding concern of employment turnover within the Public Works and Water Plant:

Mr. George asked Mr. Fore and Mr. Garrett, if there is an issue with employment turnover within their two departments?

Mr. Fore, for the Water Plant, replied there had recently been an employee turnover at the Plant. Leaving an open spot in employment, which when filled internally, leaves another position to fill. Mr. Fore told Council it is just a matter of filling all the spaces.

Mr. Garrett, for Public Works, stated this is the same instance within his department, and that it is common to see turnover because it is hard to fill entry levels positons in his department.

12. Closed Session:

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

A motion was made by Mrs. Dalton and seconded by Mr. Emerson.

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

Council went into closed session at 7:30 P.M.

Notice was given that council was back in regular session at 7:49 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried: VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

13. Adjournment:

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 7:50 p.m.

	Michael E. Mattox, Mayor
	_
J. Waverly Coggsdale, III, Clerk	

The work session meeting of the Town Council of Altavista was held on August 28, 2018 at 5pm.

The first part of the meeting started onsite of the Booker Building, at 400 Broad Street, Altavista.

1. Mayor Mattox called the meeting to order and presided.

Council members present:

Mayor Mike Mattox Mrs. Michelle Brumfield Mrs. Beverley Dalton Mr. Tracey 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 Mr. David Garrett, Public Works Director Mr. Tom Fore, Public Utilities Director Ms. Emelyn Gwynn, Main Street Coordinator Mrs. Crystal Hailey, Administration

3. Booker Building "Visioning Session"

Mr. Coggsdale started the session with asking Council to look around the building's facilities and offer suggestions of any maintenance or upgrades thought to be necessary for the building and property. Mr. Coggsdale assured Council that the Town's main goal is to have the Booker Building upgraded so there could be more uses offered to the community, while still keeping with the building's historic value in the town.

Mr. Coggsdale stated the Town of Altavista currently rents the facilities for such uses as birthday parties, class/family reunions, and the back stage being used for bands playing at the Uncle Billy's Day festival every year. For reference, Mr. Coggsdale presented to Council a report of the revenue generated in the past five years from such rentals.

Mr. Coggsdale suggested when Council is considering each individual renovation, for them to weigh the cost of the upgrade with the possible return on investment and noted there are "Feasibility Grants" available if Council wants to investigate the possible returns for certain upgrades and/or additions to the building.

Mrs. Overbey began the comments from Council with her suggestion to preserve the interior ceiling of the building, stating its rustic charm would add to the desired atmosphere, while still keeping the original historic look of the building.

Mrs. Overbey also liked the idea of keeping the original garage doors for their historic value.

Mrs. Overbey relayed her interest in seeing a front vestibule (lobby) at the entrance of the building for use as a visitor center with such items available as the town maps and local restaurant menus.

Mr. George, as did all Council members, agreed with Mrs. Overbey on preserving the look of the building's original ceiling and offered insight on how the process could be achieved.

Mr. George disagreed with Mrs. Overbey on keeping the garage doors functional, stating he felt no need for that side of the building to have an entrance point and that it may be harder to heat or cool the facility with them being operable.

Mr. George suggested upgrading the floor of the building using an epoxy application and stated the cost of that type of flooring is usually lower than other flooring options for a job the size of the Booker Building.

Mr. George stated he likes the idea of a small kitchen being added to the premises and thinks it would serve well for the current uses as well as any future events the town and community may have at the building.

Mr. George added a suggestion for consideration of blackout curtains being installed that can be helpful with light filtering and noise reduction.

Mr. George also agreed with Mrs. Overbey on the need for a front lobby to the building that could serve for multiple purposes.

Mrs. Dalton started her suggestions with her hopes that even with any renovations or upgrades the Council approves for the Booker Building, community members would still be able to afford the use of the facilities, while still giving the Town of Altavista the ability to expand on events being held on the premises.

Mrs. Dalton felt the Booker Building's most immediate needs would be attention to the floor, the upgrades to its bathrooms, and the addition of an HVAC system for cooling the building during rental functions and community events.

Mrs. Dalton commented on the need for a "shade system" on the back stage area of the building, where music events take place. She suggested using the same system as the Gateway Park entrance because it is just across the railroad tracks adjacent to the Booker Building property and with doing so the two areas would nicely coincide with one another.

Mrs. Dalton agreed with keeping the garage doors. She continued by saying the doors could be changed out to a different style, like wooden "barn" doors, to coincide with the rustic look of the ceiling.

Mrs. Brumfield added to the conversation for shade needed on the outside stage, stating she strongly agrees with the need for some type of covering to that area. She stated not only for shade, but also for the covering and safety of bands that are playing and the safety of their equipment.

Mrs. Brumfield elaborated stating she was present at a previous music event in which a band lost a piece of equipment due to it getting wet from rain.

Mrs. Brumfield encouraged Council to put the shade/covering at the top of the upgrade list, hopefully to be accomplished before the next Uncle Billy's Day.

Mr. Emerson started his suggestions by agreeing the original look of the ceiling should be kept. Adding he thinks the rustic look adds to the building's character and charm.

Mr. Emerson is also agreed with Mrs. Dalton as one of the first necessities being the addition of an HVAC system for cooling the facility. He shared with Council his knowledge of a type of "black duct" that can be used in the ceiling area allowing the integrity of the original rustic look of the ceiling to stay intact.

Mr. Emerson continued by agreeing the floors should be on the list of upgrades, not only for the look of the facility, but also for the comfort of standing on the floor when hosting an event lasting over a couple of hours. He stated in its current state, the concrete floors are bad for your back and legs if standing on for long periods of time.

Mr. Emerson suggested using an engineered flooring with padding underneath for better comfort. He felt the "wood look" achieved by engineered flooring would give the desired rustic look the Council also likes in the original ceiling.

Mr. Emerson added the epoxy may not stick to the large surface area of the floor as wanted and could potentially be a continuous project of cleanup and remodeling costs.

Mr. George later replied to Mr. Emerson's statement regarding the floor covering choices as both being good options with the need to check on the cost efficiency of both. Mr. George added an interest in the possibility of using both types of floor coverings for visual purposes.

Mr. Emerson agreed the facility's bathrooms need to be upgraded/remodeled. He continued by stating the addition of a small kitchen being a good asset to the building for future events. He offered a suggestion for the addition of the kitchen to be located on the opposite side of the building as the bathrooms, as to mirror the look of the building from the outside.

Mr. Emerson continued by stating he agreed with the addition of the outside sun shades on the back stage of the building being needed. He felt the addition of the coverings would add to the facility being an enjoyable event site for the community's usage in evening hours. He reminded Council, if the same coverings are used as in the Gateway Park area, of the ease in taking down the coverings in the winter months.

Mr. Emerson ended by agreeing with Mrs. Dalton regarding the garage doors being kept for historic value. He stated that if at least one of the garage doors can be kept operable, the building's footprint could be extended on that side of the building for little cost to have an "outdoor space" for seating.

Mr. Higginbotham stated he agreed with the suggestions made by Council, but feels the floor upgrades and the outside stage covering are the top necessities to be focused on.

Mr. Higginbotham's suggestion for the facility's bathrooms is to do minor upgrades, like wall painting and replacing the toilet seats.

Mr. Higginbotham liked the idea of keeping the original garage doors, as the name of the historic building is original to the Town of Altavista as "Booker's Garage", now the Booker Building. He is ok with any usage of the doors being open or closed as long as the doors stay onsite.

Mr. Higginbotham questioned the look and efficiency of adding an HVAC system. He suggested acquiring a utilities cost assessment to go along with the usage reference from the past five years supplied by staff. Mr. Higginbotham also feels it is necessary to check into the utility costs if the new system is added to the building.

Mr. Emerson re-entered the conversation by stating there is a real need for the HVAC system because citizens were less likely to rent the facility in the summer months without the system.

Mrs. Dalton suggested checking on the cost of a geothermal unit because it allows at least a 10 degree air difference in the cool and hot months and would be the most efficient over time.

Mr. Higginbotham ended his comments by agreeing the Booker Building needs to be remodeled so additional events can be offered to the community. His suggestion was to start with the most needed and phasing in all of the remodels under consideration.

Mayor Mattox ended the conversation by stating he thought everyone had great ideas; Adding the building needs some visual and immediate necessary upgrades.

Mayor Mattox asked if there were any public comments concerning the Booker Building only.

Citizen Reggie Bennett, of 704 10th Street, Altavista, came forward stating he agreed with Mr. George that the building is a great asset to the town for usage as a music venue. Mr. Bennett continued by stating if used for music on the inside of the building, the addition of sound barrier curtains or walls would be necessary.

Mr. George added to the conversation stating he agreed with the need of some type of sound reduction system/barrier for the inside of the building. He told Council when movies are played at the facility, the sound effect is not the best quality.

Mr. Bennett also stated if the building is to be offered for evening hour events, the addition of extra lighting might also be needed.

Mr. Bennett felt there is good potential for the building and agreed with Council on all of the upgrades said to be needed.

Citizen Patricia Connor, of 1103 Broad Street, Altavista, came forward with her comments and suggestions regarding the Booker Building. She asked Council to consider the occupancy of the building, now 400, being affected when making certain changes to the building, which then in turn may cause a drop in revenue for ticketed events.

Mrs. Conner stated she agreed with the need for an interior cooling system to be used during summer events, saying "the more people inside the building will also raise the inside temperature of the space".

Ms. Gwynn voiced her opinion regarding the name of the facility, stating she felt the name should always stay "The Booker Building" because of its history relating to the town.

Mayor Mattox called for a recess at 5:38 p.m. and advised the meeting would be reconvened in Council Chambers at 6:00 p.m.

Mayor Mattox reconvened the work session at 6:00 pm in Council Chambers.

2. Agenda Amendments Approval

Mayor Mattox asked for a motion to approve the following changes to the agenda:

- Item c., the special events policy discussion, to be removed from today's date and added to a work session for discussion at a later date.
- Adding for discussion to tonight's agenda regarding the request from H&P engineering services of additional funds for services already rendered in the Rt. 43/Gateway streetscape project.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the agenda with the changes presented.

Motion carried:

Vote:	Mayor Mattox	Yes
	Mrs. Overbey	Yes
	Mr. Emerson	Yes
	Mrs. Dalton	Yes
	Mr. Higginbotham	Yes
	Mr. George	Yes
	Mrs Brumfield	Vac

4. Public Comments for Agenda Items Only

Citizen comments regarding the Booker Building were made onsite of the facility during the "Visioning Session" for the building's upgrading needs.

There were no introductions on this date.

5. Introductions and/or Special Presentations

There were no introductions on this date.

6. Items for Discussion

a. Melinda Pressure Zone Project

Town Manager, Mr. Waverly Coggsdale, opened the conversation by stating tonight's presentation is a direct action from Council's previous request for a study and plan to be acquired for consideration of the necessary actions needed to rectify the Melinda Drive issue of low water pressure. Council had approved the preliminary study in the 2019 CIP and budget.

Mr. Fore stood to introduce Mr. Ron Hidu, Woodard and Curran, who would present the study's findings and the proposed actions.

Mr. Fore reminded Council the supporting information for this study is in the Facility Assessment Plan acquired from Woodard and Curran in 2017.

Mr. Hidu referenced pictures of the proposed site area while giving his presentation. Council was given the pictures and project plan in written form, and it was also shown on the overhead monitors for them to reference while Mr. Hidu was explaining the proposed plan.

Mr. Hidu started the presentation with background information regarding the project and continued with pros and cons of choosing the proposed plan.

Mr. Hidu stated to Council, with the 35 houses at the top of Melinda and Avondale Drive not receiving adequate water pressure, the first stage of the plan would be the installation of a booster pump station. This improvement not only covers the water pressure issue to the houses, but also the adequate water pressure needed for fire safety usage in that area.

Mr. Hidu continued by saying adequate psi numbers start at a minimum of 35 psi, but the area in reference is only receiving approximately 22 to 24 psi, which is a legal minimum but generally inadequate for a household.

Mr. Higginbotham asked Mr. Hidu to give a definition of what he is calling the "booster system" installation.

Mr. Hidu explained to Council the components of the booster system would include an individual pump station and small pipe work from the existing tank to service only the Melinda Drive and top of Avondale area.

Mr. Hidu continued by giving a description of how the additional pipe system layout would be installed to cover that area.

Mr. Higginbotham then asked what the possible benefit would be in adding an additional tank to the top of Melinda Drive.

Mr. Hidu replied stating findings in the study show the cons of adding an additional tank at the top of that hill would be more work and therefore more costly to the town, when the pump stations are a sufficient solution.

Mr. George asked Mr. Hidu if the existing plan had any other use other than rectifying the Melinda Drive issue. Mr. Hidu responds by saying no it does not, but utilizing the existing tank and adding a booster system for Melinda Drive would give the best possible outcome for the issue in that local area.

Mayor Mattox asked Mr. Hidu if the addition of a generator would be necessary.

Mr. Hidu stated a generator could be added to the pump station site, but the addition would be more costly than useful considering the need for the generator would not be frequent and the noise would be a nuisance to the surrounding neighborhood since the generator would have to run on a scheduled cycle.

Mrs. Dalton commented the need for a generator would be rare and she didn't feel the cost of the additions would be justifiable.

Mayor Mattox agreed with Mrs. Dalton and asked Mr. Hidu to continue with his presentation.

Mr. Hidu continued with offering insight on the future water disbursement need, after the Melinda Drive booster system is in place, if there is significant growth in the areas surrounding Melinda Drive. Those areas being Beverly Heights, North Gate, and Holly Hills.

Mr. Hidu referenced pictures given to Council of the current water pressure conditions of those areas and the possible future water conditions of the same areas if there is significant growth to the area.

Mr. Hidu stated that within the current study compiled, this issue was also addressed. He relayed to Council the possible need for additional pump stations to be added to the surrounding area at a later date to keep all households at the minimum recommended 35psi, but only if significant growth occurs.

Mr. Hidu offered Council the cost relating to the possible usage of the Dearing Ford Road tank which is three miles away from the area in discussion. He stated the cost for a new pump station and three miles of pipe to cover the distance and water pressure needed would be approximately \$3,000,000.00 (three million dollars).

Mr. Hidu stated the more costly plan would not give the needed area any higher numbers in water pressure and the plan would also come with other problems, such as the regular routine of flushing out the system to keep the best quality of water. He continued with stating how the study finds the first plan of adding a pump station to Melinda Drive being sufficient to what the town is looking for to cover the immediate water pressure need of that area.

Mayor Mattox asked Mr. Hidu what the cost would be for the proposed project.

Mr. Hidu replied stating the cost of the plan in its entirety totals \$1.2 million dollars. He added the cost for just the Melinda Drive portion of the plan being approximately \$750,000.00, which includes the pump station and the pipework needed for that area.

Mr. Higginbotham asked if the possibility of using Campbell County's water source has been investigated.

Mr. Hidu replied stating the usage of that source might be possible, but the planning and process for doing so is far more costly and time consuming than the current proposed plan. Mr. Hidu stated the current plan to fix the Melinda Drive water pressure issue is only the first step in the overall plan. In the Facility Assessment Plan, the next step would be to paint the inside of the main water storage tank, which Mr. Fore said is long overdue. The tank cannot be painted without the completion of the initial proposed booster system in place.

Mr. Higginbotham asked if the possibility of using the Hurt water tank had been investigated.

Mr. Coggsdale stated that a different firm, other than Woodard and Curran, had been contracted to do so.

Mr. Hidu stated that if the Hurt tank is available, the consideration of using the tank would depend on the tank's elevation.

Mrs. Dalton stated through previous investigation, the Hurt water source was not available for the Town of Altavista.

Mr. Higginbotham stated that his continued questions come from his concerns of the potential domestic and industrial growth in the referenced area and the effects of that growth on the water system.

Mr. Hidu assured Council the proposed plan for the Melinda Drive area is not only necessary for the current issue, but would also be a first step needed in any future plan if the need of additional pump stations occur from domestic and industrial growth.

Mr. Fore addressed Council stating the main goal of the night's presentation was to give Council more information regarding the water pressure issue and also the necessity for painting the water tank interior. This would allow Council to make a more informed decision on moving forward with the proposed plan.

Mr. Fore also stated he felt all citizens living in Altavista deserve the same service as their neighbors and he would like the ability to give them the best possible service available.

Mr. Fore asked Council for direction on the matter and to acknowledge, if Council thinks this is still a top priority for the town, to come to a consensus on moving forward with the adoption of the proposed plan.

Mr. Coggsdale added the issue of the Melinda Drive area water pressure had been investigated and studied for the past six years and the presentation at tonight's work session was previously asked for and approved by Council. He added the presentation was to give Council the information needed to make the best possible decision on moving forward with the proposed plan.

Mayor Mattox asked for a future conversation to take place between Mr. Hidu, Mr. Fore, and any Council Member that had further questions regarding the proposed plan in its entirety.

Mayor Mattox asked Council if the proposed plan is still a top priority to them, for Council to come to a consensus with moving forward on the adoption of the initial Melinda Drive portion of Woodard and Curran's proposed plan by placing the topic on the September Regular Council Meeting Consent Agenda.

All Council members, except for the concern of Mr. Higginbotham, were in consensus to put the proposed plan on the September Agenda for approval.

b. Utility Project Proposal – Staff Recommendations

Mr. Fore asked Council for a consensus to move forward with approval of the 2019 CIP Engineering Projects Budget previously presented for consideration.

- Projects this coming year to include a pressure reducing valve/switch being placed on the Dearing Ford Road water line.
- This valve installation will allow for the necessary lower water pressure needed at the main tank so the tank can be painted on the inside which Mr. Fore said is long overdue.
- Mr. Fore stated the installation of the valve will also improve the water pressure on Melinda drive approximately 4%.

Mr. Higginbotham asked what the cost of painting the inside of the tank would be.

Mr. Fore stated the approximate cost of painting the inside of a tank that size would cost approximately half a million dollars, but reminds Council of the 10 year maintenance plan the town is already a part of that will cover the cost of painting the tank once the pressure switch has been installed.

Mayor Mattox asked for the consensus of Council to move the 2019 CIP Engineering Project Budget to the consent agenda for approval at the next regular town council meeting.

All Council members consented to the request.

c. Special Events Policy Discussion

This item was removed from tonight's discussion.

d. Zoning Ordinance Text Amendments

Mr. Coggsdale asked Council to consider the previous request at last month's regular meeting to review and consider the proposed updates and amendments to the zoning ordinance for food truck regulations and the allowance for horses being kept on private property.

Mr. Coggsdale asked if the proposed amendments cover any and all issues the Council wants to address, that Council move forward with placing the amendments on the next regular meeting consent agenda for discussion and/or approval. This will allow advertising for public hearings at next month's meeting for the zoing ordinance text amendments.

Mrs. Overbey, referenced the ordinance already in affect stating a mobile restaurant has to have prior approval from Council to operate in the town. She asked if the proposed ordinance can be amended to have approval responsibility given to the town staff, not Council.

Council consented to take Mrs. Overbey's recommendation to amend the ordinance to state the approval for allowance be at staff level.

Mrs. Overbey also brought to Council's attention the verbiage stated in the current ordinance for sign usage, not allowing signs to be used if not attached to the truck/mobile restaurant. She stated in her experience the food trucks usually use free standing signs for their menus.

Mr. George agreed with Mrs. Overbey on the allowance of free standing signage if kept at a certain size for safety of the surrounding space.

Mr. Coggsdale suggested for Council to consider amending the ordinance to allow the food trucks the capability of using the same "A frame" signs as is allowed in the downtown area of Altavista. Mr. Emerson suggested any amendments made to the food truck ordinances be "user friendly" to the owners, stating the allowance of mobile trucks are becoming popular in the surrounding areas and the town would benefit from having the trucks operate in our community as well.

Mrs. Dalton asked if there had been any problems with the mobile trucks operating in the town.

Mr. Witt replied by saying there has not yet been an issue. He stated there is no ordinance in place at the present time to allow for the town to regulate the food trucks in operation.

Mayor Mattox asked if the owners of the mobile trucks have to give prior notice to when and where they will be in operation within the town.

Mr. Coggsdale stated they do not.

Mr. Witt followed by saying the prior notice consent could also be added to the permit part of the process.

Mr. Witt continued by stating the ordinance amendments would allow the town to have better regulation of the trucks operating in our community.

Mayor Mattox stated he agreed with the necessity for regulations of the food trucks.

Mayor Mattox also felt the need to better monitor the meals tax being turned in from the operations of the food trucks.

Mr. Coggsdale stated there is a contract presently being worked on that will help in better monitoring of the meals taxes being turned in.

Mayor Mattox asked if there were any comments from Council concerning the keeping of horses on personal property, which is also under consideration for ordinance amendments.

Mr. George stated there was a discussion at the last Planning Commission meeting and also a public hearing concerning the updates. He stated the amendments had been addressed and put in position for approval. Mayor Mattox called for a consensus to place the amendments for consideration on the September Council meeting agenda.

All of Council was in consensus.

e. AOT Request for Use of English Park

The representative for AOT, Ms. Gwynn, left the meeting earlier so Mr. Coggsdale stepped in to ask for this request.

Mr. Coggsdale stated the Altavista on Track Association holds an annual "Giblet Job" on Thanksgiving Day. The event has been held at English Park in Altavista in the past and the AOT requests the permission to use the park again this year, 2018.

Mr. Coggsdale stated the consent usually comes from Campbell County, but with the addition of the back section of the park being the town's responsibility, the consent now falls on the approval from Council.

Mr. Higginbotham suggested, since the event is annual, for Council to also consider giving a continuous approval, unless there are any changes to the event needing to be considered.

Mayor Mattox asked council for consensus to put the approval consideration on the September Agenda.

All Council members were in consensus.

f. English Park Improvements Procurement

Mr. Coggsdale referenced the attachment given to Council for consideration today...

Town Council Work Session – Item #: 6f.
August 28, 2018
English Park Improvements - Procurement
Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Town Council directed staff to proceed with the implementation of several projects include in the newly adopted "Parks and Trails Master Plan".

At this time, staff is working on the procurement for goods and services related to three of the projects, all of which tie together. The projects include the construction of a splash pad; replacement of the playground; and the construction of a shade structure in English Park. These projects are planned to be located in the area where the existing playground is located (behind the existing pavilion) and will encompass the open grass area from the basketball courts to the service drive to the maintenance building.

Pursuant to Section 2.-262 (a), "Upon a determination made in advance by the town council set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination." Written Basis for Determination to Utilize Competitive Negotiation Based on the vast nature of the components and features that are available for inclusion in the splash pad, playground and shade structure projects specifically bidding out this project is not practicable and the ability to negotiate for such goods and services should enhance the Town's ability to design a project within the budget.

Mr. Coggsdale stated staff is presently seeking Council's approval of a determination in regards to using the Competitive Negotiation process rather than the Competitive Sealed Bidding process for these projects and in moving forward with the RFPs being issued/advertised within the next two weeks.

Mayor Mattox asked Council for consensus in placing this consideration on the September Consent Agenda.

All Council members were in consensus.

g. Delinquent Tax Listing

Mrs. Tobie Shelton, Town Finance Director, referenced the attachment given to Council at tonight's meeting regarding this subject.

Mrs. Shelton stated that each year the staff submits to Council a list of delinquent taxpayers as defined by Section 70-3 of the Town Code. In the attachments presented the delinquent tax report is listed.

Mrs. Shelton gave Council this year's outstanding tax total of \$23,934.95, which she stated is a decrease of almost \$2,900.00 from last year's list.

She stated that delinquent personal property taxes account for most of the total, being \$22,000.00, which consists mostly of vehicle taxes and the rest of the total being from outstanding real estate taxes.

Mrs. Shelton offered Council the totals to review for the write-off lists in question. She stated the delinquent personal property list for deceased individuals totaled \$1,323.70; the delinquent personal property and real estate taxes in amounts under \$20 totaled \$100.71; and uncollectible Public Service taxes in the amount of \$131.15.

Mrs. Shelton continued with an additional list necessary for write-off because of the statute of limitations regarding personal property taxes. She stated the delinquent personal property taxes from the Year 2013 total \$2,642.71 are due to be written off and requested Council's approval to do so with the continuation of collection efforts being made through June of next year, 2019.

Mrs. Shelton requested from Council the consensus to add these matters to the September Agenda for approval to publish the list as well as the consideration of approving the write-off of the delinquent tax lists.

Mayor Mattox asked Council for a consensus to place this request on the September consent agenda.

All Council members were in consensus to do so.

h. Rt.43 Gateway Streetscape Project

Mr. Coggsdale asked for this matter to be added to tonight's agenda, but the Assistant Town Manager, Mr. Witt, gave the presentation on the matter at hand.

Mr. Witt referenced an email sent from Mr. Mike Wilson of the Hurt and Proffit Engineering Service used in the Gateway streetscape project.

The email stated Mr. Wilson has requested additional money for services related to this project. Due to unanticipated and unknown expectations from VDOT, Hurt and Proffit has had to undertake additional tasks, meetings and redo components of the design. The request is for an additional \$6,500, which will be part of the TAP Grant and an 80/20% match or a \$1,300 cost to the Town.

The email also stated that FTA is requiring stricter compliance and record keeping from VDOT, which is the pass through organization for federal funding (TAP Grant). VDOT is in turn passing these requirements on to the grant recipients and there will be an adjustment period going forward.

Mr. Witt requested Council put this matter on the September consent agenda for approval of additional funds being given to Hurt and Proffit for services added by VDOT to the original contract, stating the services have already been completed.

Mayor Mattox asked Council if all members were in consensus of this matter being added to the September consent agenda.

Council members all answered yes in consensus.

i. New Updated Employee Handbook

Mr. Coggsdale and Mr. Witt offered Council a draft copy of the proposed updated employee handbook for review.

Mr. Witt commented the current handbook is 15 years old and in desperate need of an update.

Mr. Witt continued by stating the proposed draft copy has been developed with current policies and procedures to be in compliance with state regulations. He stated missing from the draft copy are forms that will be added to the back of the handbook for staff to reference.

Mr. Witt asked Council to review the handbook for any corrections or additions they felt necessary. He asked for this item to be placed on a future work session for consideration.

Mr. Coggsdale asked Council if they have a question on the handbook between sessions, to email Mr. Witt or himself and they would be glad to answer their questions. Adding, Council can take its time in reviewing the proposed handbook if necessary because the request for adoption can be put on any future work session for discussion. Mrs. Dalton asked if the proposed new handbook needed to be voted on or a consensus made for adding it to the next work session.

Mayor Mattox stated it is not necessary for voting at this time because Council will need time to review the handbook before moving forward.

7. Council Member Items

- Mrs. Brumfield stated to Council that as of October 6th, she will be resigning her seat on Council. She continued by saying she sold her house to the new Police Chief of Altavista and is moving to another town to be closer to family.

Mrs. Brumfield ended by saying she has enjoyed her time as a Council member.

Mayor Mattox replied to Mrs. Brumfield by relaying Council's appreciation for her good work while holding her Council seat.

- Mayor Mattox addressed Council by relaying his thoughts on being prepared for the Council meetings and work sessions.

Mayor Mattox suggested Council members thoroughly read the agenda, minutes, and attachments so the members can be more prepared and in turn help the Council meetings and sessions run more efficiently.

8. Public Comment

Citizen Alexander "Butch" Hamlet, of 309 Rocky Ridge Road, Gladys, came forward with a concern regarding the proposed food truck ordinance amendments.

Mr. Hamlet stated he has operated his food truck business in the town of Altavista for the past 11 years and came to today's meeting to ask if he would still be in compliance with the town ordinance when the proposed amendments are implemented.

Mr. Witt addressed the citizen by stating amendments are still being discussed by Council and not yet finalized.

Mr. Coggsdale added when the ordinance has been amended according to Council's approval, the town will send letters out to all mobile businesses with the updates.

9. Adjournment

Mayor Mattox asked if there was any other items for Council's review.

No additional items were brought forward for discussion.

Mayor Mattox adjourned the meeting at 7:32 pm.

	Michael E. Mattox, Mayor
J. Waverly Coggsdale, III, Clerk	



Town Council Meeting – Item Number: 6 b. September 11, 2018

Agenda Memorandum

Submitted by: Tobie Shelton, Finance Director

Issue: Acceptance of Monthly Finance Reports

Background: Attached are the Monthly Finance Reports.

Requested Action: Acceptance of the reports as presented.

ATTACHMENTS:

• Check Register

• Monthly Revenues and Expenditures Report

• Monthly Investment & Reserve Report

	VENDOR		CHECK	CHECK
NO	NO	NAME	DATE	AMOUNT
		ANTHONY, TAKILA LENORA	08/03/2018	87.47
37749	9999998	BARBOUR, ELLA	08/03/2018	250.00
37750	12	BRENNTAG MID-SOUTH INC	08/03/2018	9,190.50
37751	9999997	BRUNBAUER, HANNES	08/03/2018	86.57
37752		CAMPBELL COUNTY UTILITIES & SE		2,627.28
37753	9999997	CATRON, KYLE	08/03/2018	34.96
37754		CENTURYLINK	08/03/2018	1,079.35
37755		COLUMBIA GAS	08/03/2018	181.79
37756		CONSOLIDATED COMMUNICATIONS	08/03/2018	362.71
37757		J JOHNSON ELLER JR	08/03/2018	2,000.00
		MATTHEW HICKS	08/03/2018	100.00
		HOCKADAY, DAVID G.	08/03/2018	107.26
37760		HURT & PROFFITT INC	08/03/2018	3,955.75
37761		INTEGRATED TECHNOLOGY GROUP IN		3,713.22
37762		KONE INC	08/03/2018	624.72
		LINDA BLESSARD	08/03/2018	19.00
37764		MICHAEL ABBOTT	08/03/2018	260.45
37765		MUNICIPAL CODE CORPORATION	08/03/2018	413.80
		PEERMAN, SHERRIE	08/03/2018 08/03/2018	53.58 14.89
37768		RABON, STEPHEN & KRISTI SOUTHERN REFRIGERATION CORP	08/03/2018	92.64
37769		SYDNOR HYDRO INC	08/03/2018	29,800.00
37770		TREASURER OF VA	08/03/2018	448.62
		TREASURER OF VA/VITA	08/03/2018	6.25
37772		DALE TYREE JR	08/03/2018	2,400.00
37773		VIRGINIA EMPLOYMENT COMMISSION		3,370.00
		WINGFIELD, DAVID	08/03/2018	105.38
37775		XEROX FINANCIAL SERVICES	08/03/2018	382.00
37776		ZHENG, MING	08/03/2018	58.36
37777	665	SELECT AIR MECHANICAL ELECTRIC	08/06/2018	3,384.88
37778	128	ADAMS CONSTRUCTION CO	08/10/2018	242.63
37779	103	BEACON CREDIT UNION	08/10/2018	325.00
37780	461	KATHI BOGERT	08/10/2018	862.68
37781	4	BOXLEY AGGREGATES	08/10/2018	1,902.12
37782	125	CVCJA	08/10/2018	159.73
37783	754	D L BRYANT HEATING & COOLING	08/10/2018	100.00
37784		DMV	08/10/2018	410.00
37785		ENGLISH'S LLC	08/10/2018	1,237.45
37786		GRETNA TIRE INC	08/10/2018	3,216.54
37787		HACH COMPANY	08/10/2018	3,105.85
37788		HEYWARD SERVICES INC	08/10/2018	1,542.00
37789		PHILLIP W HUNLEY	08/10/2018	1,185.00
37790		ICMA RETIREMENT TRUST-457 #304	08/10/2018	675.00
37791		INSTRUMENTATION SERVICES INC	08/10/2018	1,353.50
37792		INTEGRATED TECHNOLOGY GROUP IN	08/10/2018	2,297.09
37793		LYNN KIRBY	08/10/2018	VOID
37794		NAPA AUTO PARTS	08/10/2018	277.24
37795		O'REILLY AUTOMOTIVE INC	08/10/2018	1,097.87
37796 37797		PRIVIA MEDICAL GROUP LLC RIVER VALLEY RESOURCES LLC	08/10/2018 08/10/2018	375.00 95.08
37798		SHARP ELECTRONICS CORP	08/10/2018	276.29
31130	-1/0	OTHER PERCENCENT CO.	55, 10, 2010	210.23

37799		BOBBY L THURMAN	08/10/2018	120.28
37800	9999999	TOYOTA LEASE WAY	08/10/2018	66.70
37801	124	TREASURER OF VA	08/10/2018	100.00
37802	85	TREASURER OF VA /CHILD SUPPORT	08/10/2018	553.15
37803	147	US POSTAL SERVICE/POSTMASTER	08/10/2018	225.00
37804	787	VIRGINIA TECHNICAL INSTITUTE	08/10/2018	1,709.00
37805		WAGEWORKS INC	08/10/2018	129.49
37806		XEROX CORPORATION	08/10/2018	256.03
37807		BKT UNIFORMS	08/17/2018	706.85
37808		BUSINESS CARD	08/17/2018	15,289.29
37809		CAI	08/17/2018	67.00
37810		CAMPBELL COUNTY PUBLIC LIBRARY	08/17/2018	2,708.58
37811		CAROTEK INC	08/17/2018	11,338.00
37812		CHANDLER CONCRETE CO INC	08/17/2018	152.88
37813		FERGUSON ENTERPRISES INC #75	08/17/2018	3,606.76
37814		FISHER SCIENTIFIC	08/17/2018	2,484.48
37815		HAWKINS-GRAVES INC	08/17/2018	10,069.02
37816		INSTRUMENTATION SERVICES INC	08/17/2018	708.00
37817		JEFFREY ARTHUR	08/17/2018	100.00
37818		MASON'S TREE SERVICE	08/17/2018	6,800.00
37819	154	MUNICIPAL CODE CORPORATION	08/17/2018	950.00
37820	67	ORKIN PEST CONTROL LLC	08/17/2018	451.37
37821	9999997	SCHWOCHOW, ROBIN K.	08/17/2018	54.98
37822	186	THE NEWS & ADVANCE	08/17/2018	1,043.00
37823	92	UNIFIRST CORP	08/17/2018	2,819.38
37824		UTILITY SERVICE CO INC	08/17/2018	198,581.08
37825		VACORP	08/17/2018	257.15
37826		VUPS INC	08/17/2018	64.05
37827		WOODARD & CURRAN	08/17/2018	18,445.00
37828		AFLAC	08/23/2018	2,146.16
37829		ALTAVISTA JOURNAL	08/23/2018	830.10
37830		BEACON CREDIT UNION	08/23/2018	300.00
37831		BRENNTAG MID-SOUTH INC	08/23/2018	4,816.27
37832		CENTRAL VA IRRIGATION & LANDSC	08/23/2018	125.00
		CONTROL EQUIPMENT CO INC	08/23/2018	
37833		-		899.87
37834		DOMINION VIRGINIA POWER	08/23/2018	40,997.19
37835		DOOR MEDIC	08/23/2018	8,335.70
37836		GRAINGER INC	08/23/2018	60.54
37837	_	HACH COMPANY	08/23/2018	2,884.08
37838		HURT & PROFFITT INC	08/23/2018	1,902.50
37839		ICMA RETIREMENT TRUST-457 #304	08/23/2018	675.00
37840		INDIAN ROCK TACTICAL	08/23/2018	227.88
37841		INTEGRATED TECHNOLOGY GROUP IN	08/23/2018	765.70
37842		LYNCHBURG REGIONAL BUSINESS AL	08/23/2018	6,000.00
37843	411	MANPOWER	08/23/2018	476.00
37844	1	MICHAEL ABBOTT	08/23/2018	87.50
37845	218	MINNESOTA LIFE	08/23/2018	140.88
37846	250	OVERHEAD DOOR COMPANY	08/23/2018	1,066.00
37847	816	PACE ANAYLTICAL SERVICES LLC	08/23/2018	473.44
37848	778	SPRINT	08/23/2018	1,020.81
37849	124	TREASURER OF VA	08/23/2018	9,027.00
37850		TREASURER OF VA /CHILD SUPPORT	08/23/2018	553.15
37851		ULINE	08/23/2018	1,966.86
37852		UNIVAR USA INC	08/23/2018	9,904.40
37853		WILLOUGHBY & ASSOCIATES INC	08/23/2018	70.00
37854		ANTHEM BLUE CROSS/BLUE SHIELD	08/30/2018	36,638.00
37855		CAMPBELL COUNTY PUBLIC SAFETY	08/30/2018	18,142.38
0.000	000		10,00,2010	10,112.00

37856	427	CENTURYLINK	08/30/2018	1,071.79
37857	28	COLUMBIA GAS	08/30/2018	199.58
37858	569	DIAMOND PAPER CO INC	08/30/2018	1,884.12
37859	1	HAILEY'S APPLIANCE	08/30/2018	208.95
37860	533	LYNN KIRBY	08/30/2018	125.00
37861	411	MANPOWER	08/30/2018	1,540.00
37862	536	NATIONAL METER & AUTOMATION	08/30/2018	3,072.00
37863	80	SOUTHSIDE ELECTRIC COOP	08/30/2018	837.57
37864	484	TOWN GUN SHOP INC	08/30/2018	1,442.00
37865	124	TREASURER OF VA	08/30/2018	45.00
37866	35	TREASURER OF VA/VITA	08/30/2018	6.60
37867	92	UNIFIRST CORP	08/30/2018	2,165.14
37868	587	US POSTAL SERVICE (POSTAGE BY	08/30/2018	3,000.00
37869	793	XEROX FINANCIAL SERVICES	08/30/2018	382.00
NO.	OF CH	ECKS: 122	TOTAL CHECKS	532,571.18

Town of Altavista FY 2019 Revenue Report 17% of Year Lapsed

General Fund Revenue	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	1,048	0	1,280	1	215,000
Public Service - Real & Personal	95,500	95,500	0	0	0	0	95,500
Personal Property	230,000	230,000	2,773	1	3,797	2	230,000
Personal Property - PPTRA	100,000	100,000	2,503	3	2,389	2	100,000
Machinery & Tools	1,721,750	1,721,750	0	o	0	0	1,721,750
Mobile Homes - Current	150	150	9	6	9	6	150
Penalties - All Taxes	4,500	4,500	493	11	682	15	4,500
Interest - All Taxes	1,700	1,700	429	25	550	32	1,700
Local Sales & Use Taxes	165,000	165,000	15,316	9	30,764	19	165,000
Local Electric and Gas Taxes	112,000	112,000	35,770	32	45,439	41	112,000
Local Motor Vehicle License Tax	43,000	43,000	1,152	1	1,715	4	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	75,000	75,000	9,247	12	16,968	23	75,000
Local Meal Taxes	935,000	935,000	80,123	9	164,623	18	935,000
Container Rental Fees	1,100	1,100	33	3	33	3	1,100
Communications Tax	39,000	39,000	2,995	8	5,967	15	39,000
Transit Passenger Revenue	5,000	5,000	0	0	0	0	5,000
Local Cigarette Tax	150,000	150,000	18,994	13	26,719	18	150,000
Business License Fees/Contractors	3,500	3,500	0	0	41	1	3,500
Busines License Fees/Retail Services	55,000	55,000	0	0	456	1	55,000
Business Licnese Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	0	0	66	1	9,200
Business Licenses Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,500	3,500	0	0	o	0	3,500

Town of Altavista FY 2019 Revenue Report 17% of Year Lapsed

	FY 2019	FY 2019					
	Adopted	Amended	FY 2019	MTD % of	FY 2019	YTD % of	YTD
General Fund Revenue (Continued)	Budget	Budget	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Business License Fees/Hotels	1,000	1,000	o	o	0	0	1,000
Permits - Sign	500	500	160	32	240	48	500
Fines & Forfeitures - Court	9,000	9,000	1,440	16	3,569	40	9,000
Parking Fines	200	200	20	10	30	15	200
Interest and Interest Income	80,000	80,000	3,561	4	7,230	9	80,000
Rents - Rental of General Property	1,200	1,200	225	19	400	33	1,200
Rents - Pavilion Rentals	3,000	3,000	450	15	713	24	3,000
Rents - Booker Building Rentals	4,000	4,000	200	5	400	10	4,000
Rents - Rental of Real Property	68,500	68,500	4,387	6	8,775	13	68,500
Property Maintenance Enforcement	0	O.	0	0	140	o	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	7	O	16,500
State DCJS Grant	82,700	82,700	0	0	0	0	82,700
State Rental Taxes	900	900	90	10	251	28	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	0	0	11,000
State/VDOT Contract Services	3,000	3,000	0	o	0	0	3,000
VDOT Police Grant for Overtime	0	o	1,190	0	1,190	0	0
State Transit Revenue	14,400	14,400	0	0	20,826	145	14,400
Campbell County Grants	25,000	25,000	0	0	0	0	25,000
Litter Grant	1,900	1,900	o	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	14,000	14,000	8,573	61	8,573	61	14,000
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	o	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	0	o	0	0	50,400
Federal/Byrne Justice Grant	o	0	0	o	0	0	o
Misc Sale of Supplies & Materials	7,500	7,500	0	o	0	0	7,500
Misc Sale of Supplies & Materials/Transit	0	0	0	0	o	o	0

Town of Altavista FY 2019 Revenue Report 17% of Year Lapsed

	FY 2019 Adopted	FY 2019 Amended	FY 2019	MTD % of	FY 2019	YTD % of	YTD
General Fund Revenue (Continued)	Budget	Budget	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
Misc Cash Discounts	100	100	0	0	0	o	100
Miscellaneous	25,000	25,000	7,186	29	11,599	46	25,000
Misc / Canoe Launch Project	0	o	0	0	0	0	o
Reimbursement of Insurance Claim	0	0	0	0	5,387	0	0
Misc State Forfeiture Fund	0	o		0		0	0
Misc Federal Forfeiture Fund	0	0		0		0	0
Donations	0	0		0	200	0	0
Transfer In from General Fund (C.I.P.)	0	o	==	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0		0		0	O
Transfer In from General Fund Design. Reserves	o	0		0		0	0
	4,539,200	4,539,200	198,369	<u>4</u>	371,028	<u>8</u>	4,539,200

	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD Projections
ALL FUNDS TOTAL							
Operations	7,110,680	7,110,680	446,361	6	865,001	12	7,110,680
Debt Service	445,400	445,400	0	0	252,776	0	445,400
CIP	1,876,850	1,876,850	279,489	15	299,809	16	1,876,850
Transfer Out to General Fund Reserve	379,850	379,850	0	0	0	0	379,850
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0		0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0		0	25,000
Transfer Out to Enterprise Fund Reserve	<u>o</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	9,902,780	9,902,780	725,849	7	1,417,586	<u>14</u>	9,902,780

	FY 2019	FY 2019					
	Adopted	Amended	FY 2019	MTD % of	FY 2019	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
Council / Planning Commission							
Operations	28,600	28,600	1,945	7	4,114	14	28,600
Debt Service	0	o	o	0	o	0	o
CIP	<u>8,000</u>	<u>8,000</u>	<u>o</u>	<u>o</u>	<u>0</u>	<u>0</u>	<u>8,000</u>
Administration - TOTAL:	<u>36,600</u>	<u>36.600</u>	<u>1.945</u>	<u>5</u>	<u>4.114</u>	11	<u>36.600</u>
Administration							
Operations	829,800	829,800	49,373	6	161,095	19	829,800
Debt Service	0	o	o	0	o	0	0
CIP	<u>32,500</u>	<u>32,500</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>32,500</u>
Administration - TOTAL:	<u>862.300</u>	<u>862.300</u>	<u>49,373</u>	<u>6</u>	<u>161.095</u>	<u>19</u>	<u>862,300</u>
Non-Departmental	***						
Operations	948,500	948,500	15,840	2	47,090	5	948,500
Transfer Out to Cemetery Fund	-33,500	-33,500	o	0	0	0	-33,500
Transfer Out to Enterprise Fund	0	o	o	0	0	0	o
Transfer Out to General Fund Reserve	-379,850	-379,850	O	0	0	0	-379,850
Transfer Out to CIF	0	o	0	0	o	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>470.150</u>	<u>470.150</u>	<u>15,840</u>	<u>3</u>	<u>47.090</u>	<u>10</u>	<u>470.150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470.150</u>	<u>15.840</u>	<u>3</u>	<u>47.090</u>	<u>10</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	71,984	7	147,050	15	1,005,800
Debt Service	o	О	0	0	o	0	О
CIP	<u>145,000</u>	<u>145,000</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>145,000</u>
Public Safety - TOTAL:	<u>1.150.800</u>	<u>1.150.800</u>	<u>71,984</u>	<u>6</u>	<u>147.050</u>	<u>13</u>	<u>1,150,800</u>

	FY 2019	FY 2019					
	Adopted	Amended	FY 2019	MTD % of	FY 2019	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Public Works		1		I 1	· · ·		1
Operations .	1,048,480		66,884		112,997		1,048,480
Debt Service	23,200		0	0	4,278		23,200
CIP	<u>158,000</u>		10,854		<u>21,014</u>		<u>158,000</u>
Public Works - TOTAL:	<u>1.229.680</u>	<u>1,229.680</u>	<u>77.738</u>	<u>6</u>	<u>138,289</u>	<u>11</u>	<u>1,229.680</u>
Economic Development				'		1	
Operations	148,700	148,700	0	1 1	0	0	148,700
CIP	<u>.</u> <u>0</u>	의	<u>o</u> l	<u>0</u>	<u>o</u>	<u>0</u>	의
Economic Development - TOTAL:	<u>148,700</u>	<u>148.700</u>	<u>Q</u>	<u>0</u>	<u>Ω</u>	Q	<u>148.700</u>
Transit System				!		1	
Operations	100,970	100,970	8,477	8	15,191	15	100,970
Debt Service	0	0	0	0	0	0	0
CIP	<u>3,000</u>		<u>o</u>	<u>0</u> <u>8</u>	<u>o</u> /	<u>0</u> <u>15</u>	<u>3,000</u>
Transit System - TOTAL:	<u>103.970</u>	<u>103,970</u>	<u>8.477</u>	<u>8</u>	<u>15.191</u>	<u>15</u>	<u>103,970</u>
Main Street						'	
Operations	58,650	58,650	4,246	7	8,476	14	58,650
Debt Service	o	0	0		o/	0	0
CIP	<u>의</u>	<u>o</u>	<u>O</u> '	0	<u>0</u>	<u>0</u>	<u>o</u>
Main Street - TOTAL:	<u>58.650</u>	<u>58.650</u>	<u>4.246</u>	<u>Z</u>	<u>8.476</u>	<u>14</u>	<u>58.650</u>
Avoca Museum					1	- 1	
Operations	0	0	5,285		9,324		0
Debt Service	O)	o	0'	0	0	0	0
CIP	oj	o	5 205	0	0 324	<u>0</u>	0 0 <u>0</u> <u>0</u>
Avoca Museum - TOTAL	≗	¥	<u>5,285</u>	<u>Q</u>	<u>9.324</u>	<u>0</u>	꼬

GENERAL FUND TOTALS
Operations
Debt Service
CIP
GENERAL FUND - GRAND TOTAL

				1	1	
3,691,150	3,691,150	224,034	6	505,336	14	3,691,150
23,200	23,200	0	0	4,278	3 0	23,200
346,500	346,500	10,854	3	21,014	6	346,500
4,060,850	4,060,850	234,888	<u>6</u>	530,629	<u>13</u>	4,060,850

Town of Altavista Council / Planning Commission FY 2019 Expenditure Report 17% of year Lapsed

COUNCIL / PLANNING COMMISSION - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	3,499	17	21,000
Other Employee Benefits	1		o	0	o	0	
Services	0	0	o	0	o	0	o
Other Charges	7,600	7,600	195	3	616	8	7,600
Materials & Supplies	0	o	0	0	o	0	0
Capital Outlay	8,000	8,000	0	0	0	0	8,000
Total Expenditures	36,600	36,600	1,945	5	4,114	11	36,600

Town of Altavista Administration FY 2019 Expenditure Report 17% of year Lapsed

ADMINISTRATION - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	470,100	470,100	29,496	6	72,617	15	470,100
Other Employee Benefits	45,400	45,400	257	1	1,029	2	45,400
Services	213,000	213,000	9,515	4	67,563	32	213,000
Other Charges	64,800	64,800	6,388	10	16,094	25	64,800
Materials & Supplies	36,500	36,500	3,717	10	3,793	10	36,500
Capital Outlay	32,500	32,500	0	0	o	0	32,500
Total Expenditures	862,300	862,300	49,373	6	161,095	19	862,300

Town of Altavista Non-Departmental FY 2019 Expenditure Report 17% of Year Lapsed

NON-DEPARTMENTAL - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
CONTRIBUTIONS - OTHER CHARGES	_		_				_
Other Charges - Misc.	129,950	129,950	6,000	5	11,000	8	129,950
Campbell County Treasurer	78,000	78,000	О	0	0	0	78,000
Property Maintenance Enforcement	5,000	5,000	О	0	0	0	5,000
Business Development Center	6,000	6,000	6,000	100	6,000	100	6,000
Altavista Chamber of Commerce	20,000	20,000	О	0	5,000	25	20,000
Dumpster Reimbursement	600	600	О	0	0	0	600
Uncle Billy's Day Funding	20,000	20,000	o	0	0	0	20,000
Christmas Parade Liablity Insurance	350	350	О	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	
Contribution - Senior Center	1,000	1,000	0	. 0	0	0	1,000
Economic Development Incentives	185,500	185,500	0	0	0	0	185,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	0	0	11,000
Contribution - Avoca	18,700	18,700	0	0	o	0	18,700
Contribution - Altavista On Track (MS)	10,000	10,000	0	0	1,250	13	10,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	456,150	456,150	6,000	1	37,250	8	456,150
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	8,336	0	8,336	0	0
Fuel - Fire Company	14,000	14,000	1,505	11	1,505	11	14,000
NON-DEPARTMENT - ND - TOTAL	14,000	14,000	9,840	70	9,840	70	14,000
NON-DEPARTMENTAL - SUBTOTAL	470,150	470,150	15,840	3	47,090	10	470,150
TRANSFER OUT							
Transfer Out - Cemetery Fund	33,500	33,500	o	0	o	0	33,500

Town of Altavista Non-Departmental FY 2019 Expenditure Report 17% of Year Lapsed

NON-DEPARTMENTAL - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Tranfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	
Transfer Out - General Fund Reserve	379,850	379,850	0	0	0	0	379,850
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
TRANSFER OUT - TOTAL	478,350	478,350	0	0	0	0	478,350
DEBT SERVICE							
Debt Service - Principal	o	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	o	0	O O	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	948,500	948,500	15,840	2	47,090		5 948,500
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	470,150		15,840		47,090	10	

Town of Altavista Public Safety FY 2019 Expenditure Report

17% of Year Lapsed

PUBLIC SAFETY - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	889,000	889,000	63,869	7	132,042	15	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	381	4	3,659	36	10,050
Other Charges	48,000	48,000	1,328	3	4,868	10	48,000
Materials & Supplies	58,750	58,750	6,406	11	6,481	11	58,750
Capital Outlay	145,000	145,000	0	0	0	0	145,000
Total Expenditures	1,150,800	1,150,800	71,984	6	147,050	13	1,150,800

Town of Altavista Public Works FY 2019 Expenditure Report 17% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	582,100	582,100	42,208	7	81,634	14	582,100
Other Employee Benefits	0	0	O	0	0	0	0
Services	55,860	55,860	236	0	620	1	55,860
Other Charges	40,150	40,150	1,764	4	5,277	13	40,150
Materials & Supplies	370,370	370,370	22,676	6	25,466	7	370,370
Debt Service	23,200	23,200	0	0	4,278	18	23,200
Capital Outlay	158,000	158,000	10,854	7	21,014	13	158,000
Total Expenditures	1,229,680	1,229,680	77,738	6	138,289	11	1,229,680

Town of Altavista Economic Development FY 2019 Expenditure Report 17% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	85,400	85,400	o	0	0	0	85,400
Other Employee Benefits	0	0	o	0	o	0	0
Services	25,000	25,000	0	0	0	0	25,000
Other Charges	31,300	31,300	0	0	o	0	31,300
Materials & Supplies	7,000	7,000	0	0	0	0	7,000
Capital Outlay	0	O'	0	0	0	0	0
Total Expenditures	148,700	148,700	0	0	0	0	148,700

Town of Altavista Transit System FY 2019 Expenditure Report 17% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	76,770	76,770	6,003	8	12,263	16	76,770
Services	2,050	2,050	0	0	0	0	2,050
Other Charges	3,550	3,550	96	3	523	15	3,550
Materials & Supplies	18,600	18,600	2,378	13	2,404	13	18,600
Capital Outlay	3,000	3,000	0	0	0	0	3,000
Total Expenditures	103,970	103,970	8,477	8	15,191	15	103,970

Town of Altavista Main Street Coordinator FY 2019 Expenditure Report 17% of Year Lapsed

MAIN STREET COORDINATOR - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	56,600	56,600	4,212	7	8,407	15	56,600
Other Employee Benefits	0	0	o	0	o	0	0
Services	0	0	o	0	o	0	0
Other Charges	450	450	35	8	69	15	450
Materials & Supplies	1,600	1,600	o	0	o	0	1,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	58,650	58,650	4,246	7	8,476	14	58,650

Town of Altavista FY 2019 Revenue Report 17% of Year Lapsed

	FY 2019	FY 2019					
	Adopted	Amended	FY 2019	MTD % of	FY 2019	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Interest/Interest Income	4,400	4,400	1,560		3,104	71	4,400
Water Charges - Industrial	1,256,000	1,256,000	108,345	9	190,695	15	1,256,000
Water Charges - Business/Residential	254,800	254,800	13,889	5	14,165	6	254,800
Water Charges - Outside Community	140,400	140,400	19,519	14	19,434	14	140,400
Water Charges - Water Connection Fees	1,000	1,000	0	0	0	0	1,000
Bulk Water Purchase	5,000	5,000	0	0	1,398	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	74,449	6	188,431	16	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	11,762	5	13,260	6	234,600
Sewer Charges - Outside Community	1,740	1,740	o	0	1,199	69	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	1,000	100	1,000	100	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	15,294	10	39,511	25	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	17	0	1,199	22	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	0	0	o	0	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	0	, O	0	0	75,670
Misc. Cash Discounts	0	0	7	0	7	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	o	0	0
Miscellaneous	25,000	25,000	2,480	10	4,036	16	25,000
State Fluoride Grant	0	o	0	0	0	0	o
Transfer In from Fund 50 (CIP Designated Res)	185,000	185,000	0	0	0	0	185,000
Transfer In from Reserves	1,039,860	1,039,860	0	0	0	0	1,039,860
Transfer in From General Fund	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>0</u>	<u>o</u>
		7		_	_	_	1
ENTERPRISE FUND - REVENUE:	<u>4.573.450</u>	<u>4.573.450</u>	<u>248.322</u>	<u>5</u>	<u>477.438</u>	<u>10</u>	<u>4.573.450</u>

FY 2019

FY 2019

	112015 112015	
	Adopted Amended	F١
ENTERPRISE FUND (FUND 50)	Budget Budget	
Water Department		
Operations	1,331,150 1,331,150	
Debt Service	422,200 422,200	
CIP	607,180 607,180	
Transfer Out	<u>o</u> <u>o</u>	
Water Department - TOTAL:	<u>2,360,530</u> <u>2,360,530</u>	
Wastewater Department		
Operations	1,430,600 1,430,600	
Debt Service	0 0	
CIP	782,320 782,320	
Transfer Out	<u>o</u> <u>o</u>	
Wastewater Department - TOTAL:	<u>2,212,920</u> <u>2,212,920</u>	
ENTERPRISE FUND TOTAL		
Operations	2,761,750 2,761,750	ı
Debt Service	422,200 422,200	
CIP	1,389,500 1,389,500	
Transfer Out	<u>o</u> <u>o</u>	
ENTERPRISE FUND - GRAND TOTAL:	<u>4,573,450</u> <u>4,573,450</u>	:

F1 2013	F1 2013					
Adopted	Amended	FY 2019	MTD % of	FY 2019	YTD % of	YTD
Budget	Budget	MTD	Budget	YTD	Budget	Projections
3						
1,331,150	1,331,150	100,057	8	170,835	13	1,331,150
422,200	422,200	0	0	248,498	0	422,200
607,180	607,180	232,363	38	232,363	38	607,180
<u>o</u>	0	<u>0</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>o</u>
2,360,530	2,360,530	332,420	<u>14</u>	651,695	<u>0</u> 28	2,360,530
		500 E				
1,430,600	1,430,600	108,183	8	164,864	12	1,430,600
0	o	0	0	0	0	o
782,320	782,320	35,620	5	45,780	<u>6</u>	782,320
<u>o</u>	<u>0</u>	<u>o</u>		<u>o</u>		<u>0</u>
2,212,920	2,212,920	143,803	<u>6</u>	210,644	<u>10</u>	2,212,920
2,761,750	2,761,750	208,240	8	335,699	12	2,761,750
422,200	422,200	0	0	248,498	0	422,200
1,389,500	1,389,500	267,983	<u>19</u>	278,143	<u>20</u>	1,389,500
<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
4 572 450	4 573 450	476 222	10	863.340	10	4 572 450
4,573,450	4,573,450	476,223	<u>10</u>	862,340	<u>19</u>	4,573,450

Town of Altavista Water Department FY 2019 Expenditure Report 17% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
							
Wages & Benefits	656,800	656,800	46,291	7	91,644	14	656,800
Other Employee Benefits	0	o	0	0	0	0	0
Services	161,200	161,200	7,461	5	8,586	5	161,200
Other Charges	240,950	240,950	14,125	6	24,366	10	240,950
Materials & Supplies	272,200	272,200	32,181	12	46,238	17	272,200
Debt Service	422,200	422,200	o	0	248,498	0	422,200
Capital Outlay	607,180	607,180	232,363	38	232,363	38	607,180
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,360,530	2,360,530	332,420	14	651,695	28	2,360,530

Town of Altavista Wastewater Department FY 2019 Expenditure Report 17% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50		FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits		807,200	807,200	55,121	7	107,315	13	807,200
Other Employee Benefits		0	0	0	0	o	0	0
Services		45,800	45,800	183	0	183	0	45,800
Other Charges		356,450	356,450	35,164	10	39,342	11	356,450
Materials & Supplies		221,150	221,150	17,714	8	18,024	8	221,150
Debt Service		0	0	0	0	0	0	0
Capital Outlay	- 3	782,320	782,320	35,620	5	45,780	6	782,320
Transfer Out		0	0	0		0		0
Total Expenditures		2,212,920	2,212,920	143,803	6	210,644	10	2,212,920

State/Hwy Reimbursement Fund (Fund 20)	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD Projections
Operations CIP State/Hwy Water Department - TOTAL:	621,030 140,100 761,130	621,030 140,100 761,130	12,334 <u>0</u> 12,334	2 <u>0</u> <u>2</u>	21,439 <u>0</u> 21,439	3 <u>0</u> <u>3</u>	621,030 <u>140,100</u> <u>761,130</u>
Cemetery Fund - (Fund 90)	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD Projections
Cemetery - Operations - Total: CIP Transfer Out - Cemetery Reserve	36,750 750 <u>25,000</u>	750	1,753 652 <u>0</u>	5 <u>0</u>	2,527 652 <u>0</u>	7 <u>0</u>	36,750 750 <u>25,000</u>
Cemetery Fund - TOTAL:	62,500	62,500	2,404	<u>4</u>	3,178	<u>5</u>	<u>62,500</u>

Town of Altavista FY 2019 State/Highway Fund 17% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended Budget	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	700,000	700,000	0	0	0	0	700,000
Street & Highway Maintenance/Carry Over Street & Highway Maintenance/Cash Discount	61,130 0	61,130 0	0	0	0 0	0	61,130
Street & Highway Maintenance/Cash Discount	ő	0	0	0	0	0	
State/Highway Reimbursement Fund - GRAND TOTAL:	761,130	761,130	0	<u>o</u>	0	<u>0</u>	761,130
EXPENDITURES	1	1	ı	1	1		1
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,114	2	1,453	3	48,200
Maintenance - Pavement	316,400	316,400	70	0	77	0	316,400
Maintenance - Traffic Control Devices	56,800	56,800	5,962	10	6,778	12	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0 0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	59,630	59,630	٥	0	0	0	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,373	7	9,192	18	50,000
General Admin. & Misc Miscellaneous	80,000	80,000	1,815	2	3,939	5	80,000
State/Highway Reimb. Fund - Subtotal:	621,030	621,030	12,334	2	21,439	3	621,030
Motor Vehicles- Replc.	4,000	4,000	0	0	0	0	4,000
Machinery & Equip Replc.	21,700	21,700	o	0	o	0	21,700
Machinery & Equip New	5,000	5,000	0	0	0	0	5,000
Improvements Other Than Buildings - New	102,500	102,500	0	0	0	0	102,500
Engineering - New	o	0	0	ō	o	0	0
Motor Vehicles- Replc.	6,900	6,900	0	О	o	0	6,900
State/Highway Reimb. Fund - Capital Outlay - Subtota	140,100	140,100	0	0	0	0	140,100
Transfer Out - Highway Fund Reserve	o	0	0	0	o	0	o
State/Highway Fund - GRAND TOTAL:	761,130	761,130	12,334	2	21,439	<u>3</u>	761,130

Town of Altavista FY 2019 Cemetery Fund 17% of Year Lapsed

Cemetery Fund - Fund 90	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of Budget	FY 2019 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE			_				
Permits/Burials	15,000		0	0	3,950	26	15,000
Interest/Interest Income	10,000	10,000	2,605	26	2,788	28	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	1,300	33	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer in From General Fund	<u>33,500</u>	<u>33,500</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>
Cemetery Fund - GRAND TOTAL:	62,500	62,500	3,905	<u>6</u>	8,038	13	62,500
EXPENDITURES		_					
Salaries and Wages/Regular	9,700	9,700	591	6	1,136	12	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	60	6	1,000
Benefits/FICA	800	800	43	5	85	11	800
Benefits/VRS	1,000	1,000	64	6	120	12	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	47	3	111	7	1,550
Benefits/Group Life	200	200	8	4	16	8	200
Other Charges/Misc. Reimb.	0	О	0	0	0	0	o
Materials/Supplies & Repairs/Maint.	5,000	5,000	1,000	20	1,000	20	5,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
CONTRACTUAL SERVICES							l 1
Mowing Contract	16,000	16,000	o	0	0	0	16,000
CAPITAL OUTLAY							
Machinery & Equip New	750	750	652	0	652	0	750
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	<u>0</u>	<u>o</u>	0	<u>0</u>	25,000
		3		<u> </u>	_		
Cemetery Fund - GRAND TOTAL:	62,500	62,500	2,404	4	<u>3,178</u>	<u>5</u>	62,500

	of all Investments and Deposits f August 31, 2018	\$ 17,402,485.60	Non-Specific			
	Green Hill Cemetery	668,457.31				
	General Fund Reserves Capital Improvement Program Reserves		3,594,197.87			
	Altavista EDA Funding	267,913.01 *				
		267,913.01				
	Enterprise Fund Reserves					
	Capital Improvement Program Reserves		514,241.10			
	PCB Remediation	569,707.59				
	Highway Fund	983,083.54				
	Police Federal	2,885.82				
	Police State	4,435.60				
	Dublic Funda Manay Maduat Assaurts		0.007.044.40			
	Public Funds Money Market Accounts Operating Checking Account (Reconciled Balance)	970,349.30	9,827,214.46			
	Operating Checking Account (Neconciled Balance)	370,343.30				
	DESIGNATED FUNDS	3,466,832.17	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\			
	Reserve Policy Funds (This figure changes annually w/audit)		13,935,653.43 -7,204,264.00	Policy \$	General Enterprise 5,358,577 1,845,687	Total 7,204,264
	UNDESIGNATED FUNDS		6,731,389.43			
NOTES:	Earmarked for Final Downtown Map-21 Project	t	-166,226.00			
	ED rem balance of \$35,000(website and marketing)		-6,240.00			
	Earmarked for AOT No Interest Loan Program		-40,000.00			
	"Pop-Up" Altavista Funding		-10,000.00			
	Accrued Liability	<i>'</i>	-170,800.94			

-323,600.00 -338,359.50

-100,000.00

-2,540.00

-3,640.00

-216,831.68

-11,300.00 5,341,851.31

Funds earmarked for items not completed during prior FY

H & P Engineering Fees for Charlotte Ave. drainage

VDOT ROW / Bridge Proj. Easement Payment UNDESIGNATED RESERVE FUND BALANCE

Budget

2/14/2017 9/12/2017

1/3/2018

1/9/2018

CIP Items Earmarked for Future Purchase

WWTP Clarifier - Hurt & Proffitt

Roberta F. Jenks donation

Canoe Launch Site



Town Council Meeting – Item Number: 6. c. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: FY2019 Utility Project Engineering Proposals

Background: There are several projects in the FY2019 Budget/CIP that require engineering

design. Per Tom Fore's recommendation at the August Work Session and after discussion, Council directed staff to place this item on the September 11th Regular Meeting Consent Agenda for approval. The attached document indicates staff's

recommendation on the award of work to the respective engineering firm.

Requested Action: Approve staff's recommendation and award the engineering design work for the

listed projects in accordance with the proposals submitted by the engineering firms.

ATTACHMENTS:

• Work Session Agenda Item – Proposals Award Recommendation



Town Council Work Session – Item #: 6b August 28, 2018 Engineering Proposal Quotes - FY2019 CIP Items

Agenda Memorandum Submitted by: Thomas W. Fore Utilities Director

Discussion:

The 2019 CIP items that require engineering design for upcoming projects that were listed in the Facility Assessment and Improvement Plan (FAIP) were provided to the Town's approved list of Engineers for proposal quotes on the upcoming projects.

	2019 CIP ENG	INEERING PRO	DJECTS	
PROJECT	CIP Budget	Hurt & Proffitt	Peed & Bortz	Woodard & Curran
Standard Specifications and Details	\$30,000.00	\$50,200.00	\$6,000.00	No Quote
Flow Control Valve (Dearing Ford to Melinda Tank)	\$70,000.00	No Bid	\$7,400.00 For Design of valve and SCADA	\$45,400.00 For Design and SCADA Design & construction of SCADA Improvements to new valve & Clarion Tank Site.
Melinda and Avondale Drive Pump Station and Pipe Network	\$76,000.00	No Bid	\$67,300.00 to \$77,300.00	Quote is on all Projects combined.
Beverly Heights Pump Station	\$28,000.00	No Bid	\$14,300.00	
Northgate Holly Hills Pump Station	\$28,000.00	No Bid	\$100,300.00	\$108,000.00
Total for Melinda Zone	\$132,000.00			
WWTP Electrical Upgrade Phase 1	\$110,000.00	No Bid	\$42,100	\$105,000.00

The Engineering firms were provided information from the Facility Assessment and Improvement Plan (FAIP). In order to provide the above listed quotes to the Town for our consideration.

Recommendation:

In reviewing all quote information from the engineering firms and to ensure that the Town has the best deliverables at the end of the project designs my recommendation is to award the projects as follows:

PROJECT	CIP Budget	Firm Awarded	Quote
Standard Specifications and Details	\$30,000.00	Peed & Bortz	\$6,000.00
Flow Control Valve (Dearing Ford to Melinda Tank)	\$70,000.00	Woodard & Curran	\$45,400.00
Melinda and Avondale Drive, Beverly Heights, Holly Hills Pump Stations and Pipe Network (All three projects	\$132,000.00	Woodard & Curran	\$108,000.00
WWTP Electrical Upgrade Phase 1	\$110,000.00	Peed & Bortz	\$42,100.00

ATTACHMENTS:

• None



Town Council Meeting – Item Number: 6. d. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: AOT's Request to Use English Park for Annual Giblet Jog

Background: Pursuant to the attached information that was considered at the August Town

Council Work Session, Council directed staff to place approval of this item on the September Regular Meeting Consent Agenda. Staff was further directed that this

item, without significant changes, can be approved by staff annually.

Requested Action: Approve AOT's request as outlined.

ATTACHMENTS:

• Work Session Agenda Item – Giblet Jog approval



Town Council Work Session – Item: #6e August 28, 2018 AOT's Request to Use English Park for Giblet Jog 5k Race

Agenda Memorandum Submitted by: Emelyn Gwynn, Main Street Coordinator

Discussion:

Altavista On Track would like to request permission from Town Council to use English Park on Thanksgiving Day, November 22, 2018 for the 12th Annual Giblet Jog 5K Run from 6:30 a.m. - 11:30 a.m. AOT and race day volunteers will start out in the Booker Building by registering last minute runners and handing out race day packets to runners. The race will start at 8:30 a.m. near the playground/pavilion. Runners will run the loop that circles the playing fields, and then follow the trail that goes under the bridge. Once runners reach the end of the end of the trail, they will circle back and cross the finish line where they started, near the playground/pavilion. Each year, AOT works with the Town, Public Works and the Police Department to insure that the gates are unlocked at English Park and that the electricity is working near the pavilion and Booker Building. AOT also notifies Campbell County EMS about the race and an EMS is usually present at the race if available.

Requested Action:

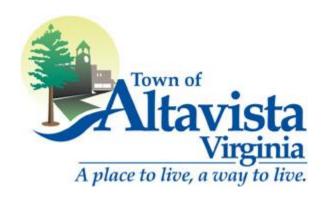
Consensus of Town Council to place approval of this item on the September 11th Consent Agenda.

ATTACHMENTS:

- Map of race route
- MOU between AOT & Town of Altavista

AOT'S GIBLET JOG ROUTE MAP





Memorandum of Understanding

This Memorandum of Understanding will serve as a contract between the Town of Altavista and the party listed below.

Dates of Use: <u>English Park on Nove</u>	ember 22,2018 6:30am until 11:30 am
Facility: English Park & Park T	rail in county section
Responsible Party:Emelyn Gwyn	n
Organization:Altavista On Tra	<u>ck</u>
Address: 510 7th Street Altay	vista, VA 24517
Phone:: _(434) 369-5001	
This contract lists the responsibilities of parties.	f the Town of Altavista and the above-named party or
Responsibilities of the Town of Altavis Trail around ball fields in the Riversic playground area of the park. Use of Pavilion near playground Use of Booker Building Use of Parking lots on all park Responsibilities of the Organization & Release Town of Altavista and their agen	de Section of English Park— begin and end near the Responsible Party
Leave the property clean with all trash re Remove the any tents, tables etc.	
Responsible Party:	Date:
Town of Altavista Representative:	Date:



Town Council Meeting – Item Number: 6. e. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: English Park Improvements Procurement Determination

Background: Pursuant to the attached information that was considered at the August Town

Council Work Session, Council directed staff to place approval of this item on the

September Regular Meeting Consent Agenda.

Requested Action: Approve staff's request and establish the written determination as required.

ATTACHMENTS:

• Work Session Agenda Item – English Park Improvements Procurement



Town Council Work Session – Item #: 6f. August 28, 2018 English Park Improvements - Procurement

Agenda Memorandum Submitted by: Waverly Coggsdale, Town Manager

Discussion:

Town Council directed staff to proceed with implementation of several projects include in the newly adopted "Parks and Trails Master Plan".

At this time, staff is working on the procurement for goods and services related to three of the projects, all which tie together. The projects include the construction of a splash pad; replacement of the playground; and the construction of a shade structure in English Park. These projects are planned to be located in the area where the existing playground is located (behind the existing pavilion) and will encompass the open grass area from the basketball courts to the service drive to the maintenance building.

Pursuant to Section 2.-262 (a), "Upon a determination made in advance by the town council set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination."

Written Basis for Determination to Utilize Competitive Negotiation

Based on the vast nature of the components and features that are available for inclusion in the splash pad, playground and shade structure projects specifically bidding out this project is not practicable and the ability to negotiate for such goods and services should enhance the Town's ability to design a project within the budget.

Staff is seeking Council's approval of a determination in regard to use of the Competitive Negotiation process rather than the Competitive Sealed Bidding process. The RFP would be issued/advertised within the next two weeks.

ATTACHMENTS:

None



Town Council Meeting – Item Number: 6. f. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Delinquent Tax list advertising/Write-off request

Background: Pursuant to the attached information that was considered at the August Town

Council Work Session, Council directed staff to place approval of this item on the

September Regular Meeting Consent Agenda.

Requested Action: Approve staff's request to advertise the Delinquent Tax list and to Write-off the

requested accounts, as outlined.

ATTACHMENTS:

• Work Session Agenda Item – Delinquent Tax List advertising/Write-off request



Town Council Work Session August 28, 2018 Delinquent Tax List

Agenda Memorandum

Submitted by: Tobie Shelton / Finance Director

Discussion:

Each year, staff submits to Town Council the list of delinquent taxpayers as defined in Section 70-3 of the Town Code. Attached is a staff memo and the delinquent tax list. Staff will present the request to publish the Delinquent Taxpayers' Listing, as well as several Delinquent Tax lists that need to be written off.

ATTACHMENTS:

- Memo to Council
- Delinquent Tax Listing



TO:

Mayor Mattox and Members of Council

FROM:

Tobie Shelton

DATE:

August 28, 2018

RE:

Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town

Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
- 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
- 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
- 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection

 (a) (4) or (5) of this section.
- 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
- 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

Mayor Mattox and Members of Council August 22, 2017 Page 2

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2012 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES DECEASED INDIVIDUALS

August 22, 2018 (Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
Barksdale, Todd	10832	\$	9.98
Barksdale, Todd	10830	\$	6.26
Barksdale, Todd	57831	\$	39.54
Barksdale, Todd	59529	\$ \$	40.36
Barksdale, Todd	68401	\$	26.99
Barksdale, Todd	68241	\$	60.78
Brown Elburn	66813	\$	20.90
Brown, Elburn	66815	\$	66.48
Callands, Tardie Bill	11138	\$ \$	17.60
Callands, Tardie Bill	11140		17.60
Doss, Lawrence	52875	\$	17.60
Hubbard, Wendell Estate	69057	\$	5.87
Johnson, Janice	12628	\$	17.60
Laronda, John	67933	\$	17.60
Laronda, John	67935	\$	290.12
Laronda, John	69287	\$	68.78
Laronda, John	69291	\$	20.54
Laronda, John	70963	\$ \$	92.27
Laronda, John	70965	\$	98.66
Laronda, John	7 0967	\$	69.19
Laronda, John	70969	\$	90.58
Pannell, David L	61227	\$	36.85
Pannell, David L	62727	\$	22.11
Pannell, David L	62729	\$	36.85
Pannell, David L	62731	\$	36.85
Payne, Herman William	17102	\$	17.60
Shelton, Frederick	54811	\$	31.91
Shelton, Frederick	68575	\$	46.23

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES UNDER \$20.00

August 22, 2018

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
Austin, Brendon Devon	71469	\$	5.87
Campbell, Crystal Jones	71517	\$	6.25
Blanks, Thomas Ashley	70425	\$	0.47
Chevalier, Mark Raymond	67913	\$	0.59
Conopco Inc	51745	\$	10.46
Cox, Gregory	51653	\$	0.23
Dillard, Dakota	69963	\$	5.87
Dishnet Satellite	71549	\$	10.79
Elam, Christie Broggin	71227	\$	2.68
Hale, Layne Andrew	61915	\$	2.82
Hall, Joseph James	69943	\$	8.21
Hall, Joseph James	69945	\$	2.35
Hamlett, Michael Overholt	61617	\$	0.32
Harmon, Vickie B	68343	\$	0.37
Haymore, Herbert	57283	\$	0.94
Hubbard, Wendell T	69057	\$	5.87
King, Heather	61897	\$	0.52
King, Heather	67589	\$	0.60
Pannell, Burt Lavon	68669	\$	1.49
Pannell, Titus Andrew	67307	\$	0.16
Robbins, Deborah	58921	\$	0.12
Stump, Kailey Elizabeth	71301	\$	1.40
Westbrook, Susan	70869	\$	0.07
Worsham, Michael	69277	\$	0.14

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES August 22, 2018

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
Andrews, Ronnie & Delene	45537	\$	29.48
Andrews, Ronnie & Delene	45539	\$	21.21
Ashwell, William & Gracie	44623	\$	87.96
Booth, Regina	46725	\$	76.25
Collado, James/Hannah	46665	\$	59.33
Cook, Frances D	45173	\$	88.35
Gill, Deedee Kay	45727	\$	76.50
Grasty, Gabriel/Florence	45909	\$	39.62
Gregory, Marcellus Preston	47535	\$	47.66
Gregory, Marcellus Preston	45927	\$	149.22
Hamer, Jeston	46553	\$	67.78
Hamer, Jeston	46555	\$	47.03
Hamer, Jeston	46557	\$	94.34
Harris Joshua/Stephanie	46015	\$	82.13
Kershner, Darl & Shirley	46363	\$	396.69
Little, Sheila Exec	45755	\$	201.04
Little, Sheila Exec	45757	\$	24.56
Minnis, Earl & Odessa	46745	\$	175.10
Stovall, Diane/Maxine	47785	\$	10.13
Stovall, Diane/Maxine	47787	\$	118.88
Thomasville Retail	46411	\$	102.78

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES

August 22, 2018 UNDER \$20.00

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
Clay, Landon	45055	\$	11.26
Clay Ollie Etals	45067	\$	11.26
Dishnet Wireline	71547	\$	0.10
Minnis J F Estate	46751	\$	0.57
Pugh, Harold	47243	\$	3.29
Wells Fargo Bank	69883	\$	2.82
Wells Fargo Bank	48181	\$	2.82

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES August 22, 2018

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
A & A Syndicate/Grab-n-Go	69965	\$	88.00
Adams, Valerie Lee	59475	\$	35.26
Adams, Valerie Lee	68353	\$	82.25
Adkins, Gerald Douglas Jr	62469	\$	30.98
Adkins, Gerald Douglas Jr	64071	\$	11.15
Adkins, Gerald Douglas Jr	65429	\$	62.19
Adkins, Gerald Douglas Jr	68317	\$	34.50
Adkins, Gerald Douglas Jr	68319	\$	41.65
Alexander, Vernon Louis	62225	\$	59.26
Anderson, John Jeffrey	69283	\$	36.49
Anderson, John Robert 2nd	69711	\$	34.38
Anderson, John Robert 2nd	71093	\$	46.23
Anderson, Nicole	56537	\$ \$	37.31
Anderson, Nicole	68635	\$	17.60
Anderson, Nicole	70331	\$	35.67
Andrews, Duncan Ewart	18010	\$	57.75
Andrews, Duncan Ewart	55237	\$ \$	57.75
Andrews, Duncan Ewart	61569	\$	98.14
Annas, Deborah David	66023	\$	35.08
Annas, Jeremy David	67459	\$	17.60
Annas, Jeremy David	70697	\$	65.82
Annas, Jeremy David	70699	\$	17.60
Anthony, Thomas Julian	15896	\$	62.70
Anthony, Thomas Julian	15898	\$	62.70
Armistead, Franchesca Nicole	67677	\$	108.74
Armistead, Franchesca Nicole	70861	\$	33.21
Arnold, Hilda Dalton	67425	\$	19.25
Arnold, Mary Paggans	68981	\$	80.02
Arnold, Mary Paggans	68983	ф	69.30
Aubrey, Mark John	70937	ф Ф	29.80
Bailess, Karen Lynn	66309	\$ \$ \$	56.55 36.85
Barnard, Robert Glenn Jr	69415	Φ	
Barnwell, Bronson Jermale Barnwell, Bronson Jermale	62569 65501	\$ \$	36.61
Barnwell, Bronson Jermale			35.67
Barnwell, Bronson Jermale	68403 70123	\$ \$	33.84 15.26
Barnwell, Bronson Jermale	70125	\$	23.94
Barnwell, Laquienta	66459	\$	60.01
Barnwell, Laquienta	66461	\$	65.28
Bennett, Michael David	68137	\$	65.47
Bennett, Michael David	71007	\$	17.60
Berger, Tavio Scopefield	71259	\$ \$	49.87
Berger, Willie Carl Jr	68809	\$	32.85
Bertiz, Rafeal	67939	\$	20.90
Bogert, Abbey Marie	65051	\$	34.38
Dogert, Abbey Maile	00001	Ψ	04.00

D	07574	•	00.05
Bogert, Kyler Charles	67571	\$	38.95
Bogert, Kyler Charles	69063	\$	23.11
Bolen, Brenda Jo	66551	\$	77.27
Boley, Dennis Franklin	67445	\$	17.60
Boley, Dennis Franklin	68947	\$	17.60
Bradner, Melanie Nicole	70467	\$	59.02
Bradner, Melanie Nicole	70469	\$	17.60
Bradner, Melanie Nicole	70471	\$	32.74
Bradner, Michael Edward	68767	\$	41.89
Broadhurst, Elizabeth	68923	\$	65.99
Brown, Shana Matirs	58659	\$	80.30
Brown, Shana Matirs	58661	\$	80.30
Brown, Shana Matirs	58663	\$	80.30
Brown, Timron Debae	69505	\$	19.25
Bruce, Jonathon	68937	\$	66.45
Brumfield, Candace Nicole	64957	\$	22.55
Brumfield, Candace Nicole	64959	\$	144.52
Bryant, Jonathan	67925	\$	77.72
Burgess, Benjamin K	65741	\$	68.46
Burroughs, Ashley	69747	\$	44.40
Burroughs, Ashley	71121	\$	34.03
Burton, Callie Starr	70845	\$	33.21
Cabell, Patricia Reynolds	69551	\$	33.33
Cabell, Patricia Reynolds	69553	\$	38.14
Callands, Kenneth Lewis	69055	\$	319.85
Calloway, Crystal	65431	\$	30.15
Calloway, Crystal	68329		75.68
Calloway, Crystal	68331	\$ \$	17.60
Calloway, Gwendolyn	70753	\$	17.60
-	70753	φ \$	17.60
Calloway, Michael		φ \$	
Cantarero, Carol Frances	71485	Ф \$	40.95
Carr, William Robert	67639		57.75
Castillo, Isidro	60345	\$	34.66
Catron Jamie Fitzgerald	60181	\$	33.40
Chambers, James Junior	70973	\$	26.40
Chauncey F Hutter/Pro Tax	51693	\$	151.86
Chavis, Lisa Ann	69763	\$	29.35
CJL Enterprises Inc	59093	\$	133.82
Clay, Emily Nicole	68039	\$	37.54
Clerval, Dennis Martin Jr	66647	\$	43.45
Clerval, Dennis Martin Jr	67877	\$	3.65
Cole, Vincent Ethan	65173	\$	22.55
Cole, Vincent Ethan	65175	\$	73.32
Collier, Jillian D	69417	\$	53.15
Collins, Alice Morris	67281	\$	38.58
Collins, Larry Boyd Jr	65033	\$	80.60
Comer, Joshua Reuben	68055	\$	24.25
Cook, Joseph	60821	\$	93.87
Cook, Susan Viola	70813	\$	57.85
Cox, James Allen	69377	\$	19.25
Cox, James Allen	69379	\$	38.74
Cox, James Allen	69381	\$	19.25

Cox, Travis Cody	70915	\$	28.28
Creasy, Ronnie Thomas	71403	\$	17.60
Crider, Joann Denise	67881	\$ \$	41.55
Crider, Joann Denise	67883	\$ \$	20.90
Crider, Joann Denise	69267	\$	33.33
Crider, Joann Denise	69269	\$ \$	19.25
Crider, Shamica Nicole	60393	\$ \$	40.42
Crider, Shamica Nicole	69043	\$ \$	56.83
Dalton, Dennis Lee	68743	Ф \$	87.59
Dalton, Jennifer Danielle	70541	э \$	31.91
Dalton, Jillian Devereaux	71205	Ф \$	
•		\$ \$	32.74
Davis, Deshawn Davis, Donald R	69841	Ф \$	17.60
·	69743 69745	Ф \$	96.67
Davis, Donald R			36.21
Davis, Erica Latrice	68087	\$	65.18
Davis, Jacqueline	66421	\$	42.79
Davis, Jeremy Maurice	63691	\$	80.30
Davis, Jeremy Maurice	63693	\$	135.37
Davis, Martha Jo	58251	\$	44.47
Davis, Taneshia	63459	\$	42.83
Devercelly Ashley Kay	65029	\$	40.15
Devercelly, Ashley Kay	66235	\$	64.69
Devercelly, Ashley Kay	69147	\$	38.14
Dews, Mary Dianna	69625	\$	30.51
Dickerson, Brittany Leschae	67895	\$	81.18
Dickerson, Brittany Leschae	70797	\$	42.24
Dino's Sportsbar & Grill	66775	\$	133.84
Dominique, Warren Anthonio	65059	\$	22.55
Dominique, Warren Anthonio	65061	\$	22.55
Doss, Crystal June	68107	\$	142.87
Doss, Crystal June	70999	\$	82.84
Doss, Crystal June	71001	\$	90.35
Drew, Rebecca Darlene	69423	\$	39.19
Dunn, Jessica Mayhew	67679	\$	141.97
Easley, Frank James	67721	\$	20.90
Elawady, Ahmed Elsayed	68149	\$	338.69
Elliott, Richard Terrell	62183	\$	12.33
Emerson, Woodrow Jr	67489	\$	36.85
Emerson, Woodrow Jr	70713	\$	17.60
English, Richard Martin Sr	71147	\$	9.98
English, Richard Martin Sr	71149	\$	73.57
English, Richard Martin Sr	71151	\$	17.60
English, Richard Martin Sr	71153	\$	31.56
Erk, Patrick Hughes	62265	\$	142.19
Everhart, Beth Renea	70707	\$	32.27
Farrakhan Haji Ali	71361	\$	35.67
Fauver, Joseph Timothy	57417	\$	39.66
Fauver, Joseph Timothy	57511	\$	36.96
Fauver, Joseph Timothy	68995	\$	17.60
Ferlise, Nicholas Wayne	67857	\$	74.06
Ferlise, Nicholas Wayne	70951	\$	27.46
Fitzgerald, Sara Salgado	69669	\$	36.85
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Fitzgerald, Sara Salgado	69671	œ.	26.05
Fitzgerald, Sara Salgado Fitzgerald, Sara Salgado	71073	\$ \$	36.85
Fitzgerald, Shanice Lynette	67927	\$ \$	37.66 34.74
Ford, Randy	64621	Φ \$	54.74 54.12
Francis, Rodney Lee	70515	φ \$	22.41
Francis, Rodney Lee	70515 70517	φ \$	
· · · · · · · · · · · · · · · · · · ·		Ф \$	30.62
Francis, Rodney Lee	70519	ъ \$	27.81
Frazier, Greg S	66793		24.97
Freeman, Frank William	69487	\$	46.92
Freeman, Hannah Grace	69725	\$	90.96
Fulsom, Paula Melton	64609	\$	28.63
Gaillard, Lawrence	67929	\$	33.91
Gatewood, Joshua Ryan	71069	\$	39.07
Glass, Michael Doyle	65283	\$	34.66
Goggins, Jasmine Michelle	67859	\$	30.51
Goodman, James Robert Jr	51719	\$	428.28
Graves, Clarence	69313	\$	35.32
Graves, Clarence	69315	\$	32.74
Graves, Earl Levar	68791	\$	34.73
Graves, Kiara Marie	66213	\$	50.05
Graves, Lindsey Alphonzo	59183	\$	22.55
Graves, Lucy Mitchell	68933	\$	19.25
Graves, Lucy Mitchell	68935	\$	36.85
Graves, Lucy Mitchell	70669	\$	34.26
Graves, Margaret M	64251	\$	84.77
Greene, Christopher	69699	\$	36.85
Greene, William Henry Jr	66005	\$	44.53
Greene, William Henry Jr	66007	\$	47.53
Greer, Margaret Catherine	71391	\$	30.51
Hall, Lora Mae	69627	\$	34.03
Hall, Lora Mae	71075	\$	17.60
Hall, Lora Mae	71077	\$	28.39
Hall, Lora Mae	71079	\$	28.39
Hall, Trevor Wayne	69427	\$	193.12
Hancock, Charlie Dante	69677	\$	46.62
Hancock, Charlie Dante	69679	\$	31.80
Hancock, Charlie Dante	71081	\$	30.98
Harris, Joshua William	66073	\$	64.06
Harris, Robert L Jr Estate	67251	\$	27.17
Harris, Robert L Jr Estate	68775	\$	27.81
Haynes, Brian Eugene	66689	\$	36.85
Haynes, Brian Eugene	66691	\$	79.31
Hill, Lisa Gayle	67327	\$	33.44
Hogan, Bobby Wade Jr	67775	\$	41.77
Hogan, Edwin L	56295	\$	69.93
Holland, John Thomas	70831	\$	30.98
Holland's Asphalt Sealing	60383	\$	62.70
Hostetter, Caitlyn Lynn	71233	\$	32.74
Hudson, Neah Denise	67901	\$	31.33
Hudson, William Raymond 3rd	67789	\$	36.85
Hudson, William Raymond 3rd	59241	\$	90.59
Hunt, Kayla Nicole	71507	\$	71.81
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Hunt, Norman Wade Sr	66261	\$	17.60
Hunt, Raleigh Lee	61479	\$	60.04
Hunt, Raleigh Lee	65889	\$	58.96
Hunt, Shantia Marie	66407	\$	37.28
Hunt, Wesley Leon	65307	\$	36.85
Hunt, Wesley Leon	66337	\$	36.85
Hunter, Gary Patrick	68015	\$	15.33
Hunter, Gary Patrick	68017	\$	11.85
Hunter, Gary Patrick	68019	\$	14.63
Hunter, Gary Patrick	68021	\$	28.15
Hunter, Gary Patrick	68023	\$	20.90
Hunter, Gary Patrick	68025	\$	20.90
Huss, Neil Alvin	71339	\$ \$	40.36
Hyman, Jerome Terrill	66339	3	193.47
Hyman, Jerome Terrill	66341	\$	129.36
Jackson , Shavonne Renee	70491	\$	49.51
Jefferson, Jamie Shakeira	71439	\$	29.45
Jefferson, Jamie Shakeira	71441	\$	17.60
Johnson, Elaine Ann	71341	\$	41.54
Johnson, Jeffrey Marlando	66639	\$	63.47
Johnson, Sharmia Danielle	60653	\$	51.10
Johnson, Sharmia Danielle	64903	\$	75.95
Johnson-Myers Lavinia Fay	70941	\$	31.91
Jones, Karen Miranda	69363	\$	17.60
Jones, Stephanie Lynnette	58757	\$	49.22
Jordan, Marissa	69797	\$	141.05
Kershner, Darl K Jr	65147	\$	71.98
Kershner, Kevin Ray	63385	\$	22.55
Kershner, Kevin Ray	66191	\$	62.70
Kershner, Kevin Ray	67611	\$	32.52
Klein, Zora B	64125	\$	34.04
Klekotka, Teresa Lynn	66609	\$	43.45
Klemm, Adam Robert	65125	\$	80.30
Knowles, Elizabeth Stacey	70993	\$	32.03
Knowles, Kristin Darnell	67529	\$	76.54
Lambert, Elizabeth Danele	70785	\$	68.05
Lambert, Larry Roger Jr	71307	\$	66.06
Lear, Marianne	69231	\$	30.93
Lear, Marianne	69233	\$	39.22
Lee, Shelby Grace	68807	\$	36.85
Lee, Todd Wayne	62301	\$	60.64
Lee, Todd Wayne	71115	\$	88.12
Lindsay, Melissa Sophia	69265	\$	24.64
Little, James William	71535	\$	17.60
Little, James William	71537	\$	33.32
Logwood, Jessica	68209	\$	163.93
Lomotey, Michael	66499	\$	275.93
Lomotey, Michael	66501	\$	80.30
Maltz, Barry Lee	68921	\$	36.85
Mangum, Jeffrey Philip	71039	\$	74.86
Marshall, April L	66225	\$	36.23
Martin, Charles Bea	12900	\$	17.60

Markin Obardan Dan	50010	•	47.00
Martin, Charles Bea	56319	\$	17.60
Martin, Charles Bea	65617	\$	27.46
Martin, Charles Bea	66995	\$	17.60
Martin, Charles Bea	68509	\$	55.38
Martin, Charles Bea	68511	\$	42.24
Martin, Charles Bea	70219	\$	52.92
Martin, Tina Renee	67761	\$	63.95
Mattox, Dustin Brice	66119	\$	54.38
Maulbeck, Rebecca Lynne	71155	\$	39.19
McCabe, Harry Michael	71309	\$	44.47
McClain, Robert Rogers	67531	\$	94.73
McCuen, Teresa Anders	62133	\$	71.09
McCuen, Teresa Anders	64861	\$	70.31
Melvin, Shannon Charisse	65983	\$	224.90
Melvin, Shannon Charisse	67353	\$	135.54
Millner, Estelle Mae	68095	\$	45.38
Minnis, Tristan Obryan	70579	\$	59.25
Miracle Outreach Deliverance	56841	\$	83.42
Mitchell, Destinee	71051	\$	34.61
Monroe, Debra Lenette	70375	\$	71.81
	67867	\$ \$	55.38
Monroe, Jeffrey Darnell		Ψ \$	
Monroe, Jennifer Lynn	67363		93.63
Monroe, Jennifer Lynn	68429	\$	67.94
Monroe, Reginald Gregory 2nd	70815	\$	71.34
Moon, Cindy A	13144	\$	57.75
Moore, Heather Ann	69139	\$	36.33
Moore, Shuntae Lamon	69201	\$	33.21
Moorman, Darnell A	68851	\$	93.92
Moorman, Darrell Lee	64969	\$	36.85
Morgan, Callie Rebecca	71343	\$	60.90
Morris, Rita Ann	63615	\$	44.13
Myers, Archie Matthew	66253	\$	17.60
Myers, Archie Matthew	69163	\$	68.64
Myers, Iuwanti Kendra	63205	\$	43.45
Myers, Iuwanti Kendra	66071	\$	45.18
Myers, Jasmine Cartika	66411	\$	110.40
Myers, Jasmine Cartika	69221	\$	43.78
Myers, Marian Yvette	66505	\$	28.04
Nelson, Shawntae P	70795	\$	49.87
Newman, Sherrie Lynn	66267	\$	67.68
Nguetchang, Donna	69847	\$	30.51
Paggans, Robert William	63009	\$	45.52
Pannell, Mario Lamar	71369	\$	49.75
Payne, John C	56083	\$	80.30
Payne, John C	62537	\$	80.30
Payne, Marquita Lara	67267	\$	41.18
Pennix, Rhonda Evon	71235	\$	32.15
Perkins, Silvy	64013	\$	88.00
Perkins, Silvy	68291	\$	88.00
Petty, Virginia Harris	71415	\$	32.85
Pfeffer, Samantha	67763	\$	66.04
Piercy, Suzanne Michelle	69343	\$	36.85

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Poindexter, Antonio Keith	71347	\$	28.86
Poindexter, Antonio Keith	71349	\$	36.14
Pool, Samantha Gwen	71269	\$	17.60
Powell, Benjamin Carroll	69607	\$	63.60
Powell, Benjamin Carroll	69609	\$	79.52
Powell, Benjamin Carroll	69611	\$	42.10
Powell, Benjamin Jonathan	68181	\$	79.18
Powell, Benjamin Jonathan	71019	\$	19.81
Power, Annette O	67197	\$	58.12
Power, Jessica Lynn	63405	\$	43.86
Power, Jessica Lynn	68035	\$	31.91
Pritchett, James Edward	53327	\$	80.30
Quishpe, Sanchez Javier	69571	\$	150.28
Reid, Pamela Hunt	70885	\$	46.82
Reynolds, Annie Keesee	65007	\$	88.55
Reynolds, Erma W	70121	\$	53.50
Rhodes, Kelly Marie	70553	\$ \$	28.51
Rice, Krystal Lee	70705	φ.	31.09
Rice, Matthew William	69561	\$ \$	36.82
Robbins, Stephen Eugene 3rd	70975	\$	30.02
Robertson, Davon Lamarr	69435	\$	42.71
Robinson, Dionta Lemar	69409	\$	36.85
Robinson, Dionta Lemar	71371	\$ \$	35.43
Robinson, Sharon Teresa	68847	\$ \$	17.60
Robinson, Sharon Teresa			
· ·	70601	\$	33.21
Rodriguez, Chemkiah Marie	70599	\$	23.00
Rogers, Joyce Edwards	65923	\$	76.15
Rosser, Jennifer Anne	65189	\$	36.85
Rowland, Catherine Frances	68897	\$	38.84
Russell, Vernetta Deniece	68787	\$	90.57
Sanitate, Joseph James Jr	60643	\$	22.55
Saye, Shelly Andrea	71289	\$	92.81
Schwochow, Robin Kaye	71373	\$	17.60
Shelton, Angela D	70101	\$	17.60
Shelton, Wendy Dawn	66415	\$	39.07
Shields, Dwayne E	10534	\$	41.49
Shields, Jeremy Lynn	56781	\$	80.30
Shields, Jeremy Lynn	56783	\$	80.30
Shields, Jeremy Lynn	65939	\$	22.55
Shorey, Brady J	69637	\$	46.58
Simpson, Wanda Francis	65197	\$	19.09
Slayton, Raven Sheree	62215	\$	93.08
Smith, Shaneisha Tiara	69189	\$	74.30
Smith, Shawona Dshea	71143	\$	37.90
Snead, Jennifer Grove	69437	\$	32.61
Snively, Philip	67701	\$	35.26
Southernland, Samantha Lee	71087	\$	36.61
Spidle, Michael William II	69623	\$	17.60
Spidle, Michael William II	71059	\$	61.01
Spradlin, Pauline R	66369	\$	69.09
Spradlin, Pauline R	70923	\$	67.70
Stegall, Willie Ben Jr	59961	\$	22.55
	00001	Ψ	22.00

Stawart Jacob Daniel	71000	•	00.54
Stewart, Jacob Daniel Stewart, James Darrell Jr	71099	\$	23.54
Stone, Germaine Monroe	66613	\$	17.60
Stone, Kenneth Wade	61787	\$	22.55
•	71375	\$	75.21
Stone, Marcus Dean	55977	\$	22.55
Stone, Phillip Anthony Jr	61865	\$	20.90
Stovall, William Jr	67381	\$	40.15
Strouth, Jerry Francis	58445 67170	Ф Ф	38.33
Stump, Amy Daniel	67179	\$ \$ \$	41.65
Stump, Amy Daniel	70403 52729	Ф Ф	34.26
Sutphin, Joel Wayne Sr Sutphin, Joel Wayne Sr		\$ \$	61.90
	53225 65711	Ф Ф	24.63
Sutphin, Joel Wayne Sr		\$	81.21
Symmes, Tracy Elizabeth	67873	\$	62.37
Tavarez, Vargas	67993	\$	31.65
Thacker, Janet Scruggs	58467	\$	42.27
Thomas, Adettra A Thomas, Adettra A	59417	\$	92.90
•	69801	\$	221.38
Thomas, Vicky L	64529	\$	47.99
Thornhill, Caniqua Simone	71223	\$	30.74
Thornhill, Caniqua Simone	71225	\$	38.37
Thornhill, Paige Amber	71447	\$	40.48
Thurman, Randi Gayle	70595	\$	17.60
Towler, Jamie Lee	68701	\$	70.73
Towler, Jamie Lee	68703	\$	58.86
Towler, Jamie Lee	68705	***	36.85
Towler, Roger L	62811	Þ	42.01
Trent, Brenda Marsh	69115	Ф Ф	35.79
Trent, Christopher Michael	70693 70695	Ф Ф	27.81
Trent, Christopher Michael Triplett, Kevin W	71003	ቅ ድ	31.33
Triplett, Kevin W	71005	Đ C	33.79 51.74
Tucker, Amanda Denise	71497	\$ \$	
Tucker, Angela Eloise Myers	67019	Ψ \$	30.86 42.12
Tucker, Angela Eloise Myers	68963	\$ \$	87.88
Tucker, Courtney Ladawn	69563	\$ \$	35.13
Tucker, Gloria Dalton	55061	\$	32.16
Tucker, Kenneth W	66895	\$	20.90
Tucker, Raven Dawn	67779	¢	32.52
Unroe, Judith	61051	\$	22.55
Vennable, Bernard Lee	67889	\$	66.29
Vennable, Shanice Alicia	66599	\$	142.36
Walker, Irene	67289	\$	28.63
Waller, Alen Augustus	69641	š	36.85
Waller, Bertha Mae	60665	Š	17.60
Waller, Bertha Mae	69079	š	37.78
Waller, Jasmine Desire	67909	Š	56.43
Waller, Karrissa Reshod	66323	Š	22.55
Waller, Kerry Wayne	59881	****	29.45
Waller, Kerry Wayne	59883	Š	17.60
Waller, Kerry Wayne	65813	\$	39.89
Waller, Kerry Wayne	70411	\$	52.92
,		*	

69773	\$	43.65
70819	\$	27.22
71083	\$	72.86
71401	\$	77.44
67345	\$	20.90
70671	\$	61.60
68825	\$	19.25
70575	\$	17.60
70419	\$	17.60
69643	\$	40.95
69645	\$	26.99
68653	\$	16.10
66695	\$	63.87
69325	\$	85.89
	70819 71083 71401 67345 70671 68825 70575 70419 69643 69645 68653 66695	70819 \$ 71083 \$ 71401 \$ 67345 \$ 70671 \$ 68825 \$ 70575 \$ 70419 \$ 69643 \$ 69645 \$ 68653 \$ 66695 \$

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES August 22, 2018

2013 TAX YEAR

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMO	<u>TNUC</u>
Anthony, Thomas Julian	15896	\$	24.20
Anthony, Thomas Julian	15898	\$	24.20
Austin, Charles Thomas	57747	\$	15.17
Austin, Charles Thomas	57749	\$	24.20
Austin, Charles Thomas	62473	\$	8.07
Brooks, Teri Kelly	60135	\$	13.72
Brooks, Teri Kelly	64703	\$	71.25
Brown, Shana Matirs	58659	\$	24.20
Brown, Shana Matirs	58661	\$	24.20
Brown, Shana Matirs	58663	\$	24.20
Brown, Virginia Catherine	61825	\$	40.17
Brumfield, Candace	64957	\$	24.20
Brumfield, Candace	64959	\$	46.99
Cadogan, Brandon Andrew	59031	\$	24.20
Canada, Tallulla	59549	\$	24.20
Castillo, Isidro	60345	\$	37.85
Chambers, Gregory Paul	64995	\$	24.20
Chambers, Gregory Paul	64997	\$	24.20
CJL Enterprises	59093	\$	40.33
Coles, Carrissa	60313	\$	65.44
Coles, Carrissa	62107	\$	41.92
Davis, Jeremy	63691	\$	24.20
Davis, Jeremy	63693	\$	41.62
Davis, Karlton	64823	\$	38.72
Dickerson, Brittany	61941	\$	45.39
Easley, Quintin Matthew	55515	\$	24.20
Elliott, Richard Terrell	62183	\$	6.59
Ford, Randy	64621	\$	63.99
Glass, Michael Doyle	65283	\$	37.85
Graves, Lindsey Alphonzo	59183	\$	24.20
Graves, Preston Oshea	65105	\$	47.14
Gregory, Marcella Pearl	17256	\$	34.51
Hendricks, Terri Lynn	63695	\$	44.82
Hensley, Jason Brian	63713	\$	80.39
Hunt, Shantia Maria	65323	\$	38.43
Jennings, James Junior	64743	\$	24.20
Johnson, Sharmia	60653	\$	60.21
Johnson, Sharmia	64903	\$	94.76
Jordan, Junior	51257	\$	24.20
Jordan, Junior	58505	\$	24.20
Kershner Darl K Jr	65147	\$	47.27
Lewis, Joshawa Dale	64555	\$	37.12
Mattox, Dustin Brice	63257	\$	58.90
Miller, Charles Joseph	60183	\$	39.88

Miller, Charles Joseph	61705	\$ 24.20
Miller, Charles Joseph	61707	\$ 24.20
Myers, Deandre	65205	\$ 58.75
Myers, luwanti	63205	\$ 50.04
Myers, luwanti	64777	\$ 46.13
Paape Ronald Charles 2nd	53907	\$ 24.20
Paggans, Robert W	63009	\$ 13.72
Patrick, Dorothy Marie	62737	\$ 72.56
Patrick, Dorothy Marie	64335	\$ 58.04
Payne, John C	56083	\$ 24.20
Payne, John C	62537	\$ 24.20
Pittman, Kimberly	62909	\$ 38.72
Power, Jessica Lynn	63405	\$ 48.44
Pritchett, James Edward	53327	\$ 24.20
Reynolds, Albert McLinden	64487	\$ 24.20
Robertson, Lindsey Gayle	65277	\$ 24.20
Sanitate, Joseph James Jr	60643	\$ 24.20
Shields, Dwayne E	10534	\$ 22.15
Shields, Jeremy Lynn	56781	\$ 24.20
Shields, Jeremy Lynn	56783	\$ 24.20
Smith, Mitzi Marie	63519	\$ 92.00
Stone, Germaine Monroe	61787	\$ 24.20
Stone, Marcus Dean	55977	\$ 24.20
Strouth, Jerry Francis	58445	\$ 41.62
Tucker, Gloria Dalton	55061	\$ 34.80
Unroe, Judith	61051	\$ 24.20
Vaughn, Whitney	65267	\$ 6.97
Vaughn, Whitney	65269	\$ 39.16
Wimbush, Erika Denise	61863	\$ 46.71
Woodruff, Sharon	64611	\$ 24.20

TOWN OF ALTAVISTA UNCOLLECTED TAXES AMOUNTING TO LESS THAN \$20.00 FOR WHICH NO BILLS WERE SENT AS OF AUGUST 22, 2018

REAL ESTATE TAXES
None

PERSONAL PROPERTY TAXES
None

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES August 22, 2018 (RECOMMENDED WRITE-OFF)

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
Devon Mobile Communications	48543	\$	131.15



Town Council Meeting – Item Number: 6. g. September 11, 2018

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Rt. 43 Gateway (Streetscape) Project Engineering Proposal Increase Request

Background: Pursuant to the attached information that was considered at the August Town

Council Work Session, Council directed staff to place approval of this item on the

September Regular Meeting Consent Agenda.

Requested Action: Approve staff's request to increase the fee amount associated with this item, not to

exceed \$6,500, as outlined.

ATTACHMENTS:

• Work Session Agenda Item – Rt. 43 Gateway (Streetscape) Project Engineering Proposal Increase Request



Town Council Work Session August 28, 2018 Engineering Services Contract H&P Streetscape #7 and Infrastructure Projects

Agenda Memorandum

Submitted by: Dan Witt, Assistant Town Manager Daw

Discussion:

Mike Wilson, Engineer with Hurt and Proffitt, has requested additional money for services related to the two projects listed above. Due to unanticipated and unknown expectations from VDOT, H&P has had to undertake additional tasks, meetings and redo components of the design. The request is for an additional \$6,500, which will be part of the TAP Grant and an 80/20% match or a \$1,300 cost to the Town.

The FTA is requiring stricter compliance and record keeping from VDOT, which is the pass through organization for federal funding (TAP Grant). VDOT is in turn passing these requirements on to the grant recipients. There will be an adjustment period going forward.

Requested Action: Staff requests that Council approves Mike Wilson's request for an additional \$6,500 for H&P's engineering services contract.

ATTACHMENTS:

Email dated August 28, 2018 from Mike Wilson

Dan,

As we discussed, there have been multiple meetings, extended correspondence sessions, and other work completed and/or in progress during the design of this project. Hope this helps. If you have any questions or need more information let me know.

Meetings

- 4/25/17 kick off meeting at VDOT w Town & HP
- 8/31/17 Predesign meeting at Town with VDOT & HP
- 12/12/17 site meeting w VDOT/Town/HP discussed sidewalk, VDOT signalization, signal pole placement, and bridge replacement project
- 2/23/18 meeting w VDOT/Town/HP to review plan submittal
- 5/23/18 Site meeting w VDOT/Town/HP regarding sidewalk/crosswalk
- Meetings with HP/Town to discuss construction plan development, costs, schedule, etc.
- Meeting with HP/HDLA to discuss plan development

Sidewalk/crosswalk Correspondence

• 3/29/18 to 5/23/18 - emails/sketches/correspondence about sidewalk/crosswalk location and ramps. The original design for 7th Street was to keep the sidewalk & curb from the DI structures to Bedford Avenue intact. During the February meeting, VDOT requested that the ramps be reconfigured for the crosswalk and suggested options for the crosswalks at 7th & Bedford. Over the next 1.5 months, H&P developed several scenarios for discussion with VDOT to meet the ADA requirements while working with constraints of existing structures and R/W. Finally, in a late May a meeting was held onsite to look at the constraints in the field and resolve the location.

Other

- After submitting a combined PDF for preliminary review, VDOT requested each sheet of the VDOT preliminary submittal be separated from the combined PDF and given an individual file name.
- Added storm sewer and revised DI structure at 7th Street & Bedford due to crosswalk configuration.
- Develop Quality Assurance Plan

Mike Wilson, PE
Director of Municipal/Government Engineering

HURT & PROFFITT

INSPIRED | RESPONSIVE | TRUSTED

2524 Langhorne Rd, Lynchburg, VA 24501

Phone: 434-522-7665 - Fax: 434-847-0047 - Mobile: 434-546-6156

E-mail: <u>mwilson@handp.com</u> - Web: <u>www.handp.com</u>



Town Council Meeting – Item Number: 8.a. September 11, 2018 Text Ordinance Amendments (Zoning)

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Recommendation from Planning Commission to amend several sections of the

Town's Zoning Ordinance.

Background:

Staff previously briefed Town Council on the Planning Commission's review of two requested uses that have been previously undefined in the Town's Zoning Ordinance (Chapter 86). The two items are related to 1) Mobile restaurants; and 2) Keeping of horses on Residential zoned property. After review, the Planning Commission requested draft text amendments to the ordinance addressing both items and subsequently conducted public hearings on both items.

At this time, Town Council will consider the draft text amendments and conduct a "First Reading" on this item and may decide to set public hearings on the items.

Staff has attached a copy of the text amendments with "tracked" changes, per Council's input/direction, related to the Development Standards for Mobile Restaurants. Also attached is the complete text amendments as presented by the Planning Commission. Following Council's discussion, they have the following options for both proposed text amendments:

- 1) Conduct the First Readings on the text amendments (with or without modifications) and direct staff to schedule public hearings on the amendments for the Tuesday, October 9th Regular Town Council meeting;
- 2) Defer action until a later date.

(NOTE: Council can/may decide to take different action on each text amendment.)

Discussion:

<u>Mobile Restaurants:</u> This proposed text amendment creates a definition for the use, establishes it as a permitted use in the Commercial (C-1) and (C-2) zoning districts, as well as the Residential (R-1) and (R-2) zoning districts, and sets forth Development Standards (Article IV.) outlined in Section 86-520.

Keeping of horses in R-1 and R-2 Districts: This proposed text amendment redefines "Agriculture" under Section 86-32 Use Types, establishes it as a permitted use in the Residential (R-1) and (R-2) zoning districts with the issuance of a Special Use Permit, and sets forth Development Standards (Article IV.) outlined in Section 86-515.2.

Financial Impact: None.

Recommended Action:

If the draft ordinance language is satisfactory to Town Council, staff would recommend the setting of public hearings on these items at the Town Council's Regular Meeting on Tuesday, October 9, 2018 at 7:00 p.m.

ATTACHMENTS:

- Draft Zoning Ordinance Text Amendments "Mobile Restaurants Development Standards" from Planning Commission (with tracked changes suggested by Town Council and/or staff.
- Planning Commission' Report/Recommendation
- Complete original Planning Commission Text Amendments, includes both "Mobile Restaurant" and "Keeping of horses in R-1 & R-2 district and all related changes.

An Ordinance to add a new Section 86-520 to the Code of the Town of Altavista, 1968, relating to restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-520 be added to the Code of the Town of Altavista,

1968, as follows:

Sec. 86-520. Restaurant, Mobile.

- (a) Mobile restaurants in the R-1 and R-2 Districts may operate only when sponsored for a specific event by a church or other non-profit organization holding an exemption letter from the Internal Revenue Service and with prior approval by Town Council designated town staff. The mobile restaurant shall obtain a temporary mobile restaurant permit and provide evidence of such sponsorship including a description of the event and duration thereof. Mobile restaurants shall be subject to all of the requirements of Subsections (b) and (c) below as they are applicable.
 - (b) Requirements for mobile restaurants.
- (1) Mobile restaurants must obtain a mobile restaurant permit. The permit shall not be transferable to a new owner of the unit. The permit is valid for 12 months January to December. The permit fee shall be as stated in the Town of Altavista Master List, Rate Fees and Charges. (*Initial recommended fee \$50.00- to be placed in Master List.*)
- (2) Mobile restaurants must maintain a valid business license issued by the Town and a valid health permit issued by the Virginia Department of Health. These must be displayed at all times the restaurant is open for service.
- (3) Mobile restaurants shall be required to collect and remit the Town of Altavista Meals Tax as provided in Town Code Sec. 70-41, *et seq.*
 - (c) General Standards.
- (1) A mobile restaurant may operate on private property but must obtain written permission from the property owner and provide when seeking a zoning permit. The mobile restaurant owner must give the Town prior notice of when they will be operating in the town limits.
- (2) No items shall be sold other than food and non-alcoholic beverages and items incidental to food and its consumption.
 - (3) No music shall be played that is audible outside of the vehicle.
- (4) Mobile restaurant vehicles must park in locations or areas as approved in the mobile restaurant permit, and shall not block (i) the main entry drive aisles or affect pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, driveway entrances, alleys and handicapped parking spaces.
- (5) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. No mobile restaurant shall operate past 9:00 p.m. A mobile restaurant and all materials associated with the business shall be removed from the location by 9:30 p.m. each day.

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- (6) When open for business, the mobile restaurant operator, or his or her designee, must be present at all time, except in cases of an emergency.
- (7) No outdoor seating shall be permitted. If space is available, one covered table is permitted to provide condiments to patrons.
- (8) Temporary A-frame or T-frame signs may be displayed only when the mobile restaurant is open. The size of these signs is per Section 86-641 (a) (3). No Stigns may be displayed except those permanently affixed to the vehicle. No signs intended to move with air/wind shall be allowed (such as streamers, sails or wings or feather flags). No signs may be displayed except those permanently affixed to the vehicle.
- (9) Trash receptacles shall be provided by and at the mobile restaurant and all trash, refuse, or recyclables generated by the use shall be properly disposed of in them. Trash, refuse or recyclables must be removed with the mobile unit and may not be placed in any public receptacle or public trash can on a street or public dumpster.
 - (10) No liquid wastes shall be discharged from the mobile restaurant.
- (11) No mobile restaurant shall locate within 50 feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant's foundation) unless permission of the restaurant owner is provided in writing. This standard shall not apply when an established, active restaurant is closed or outside its normal operating hours or when the mobile restaurant is part of a town sanctioned event.
- (12) No mobile restaurant shall locate within 50 feet of a single family or multi-family residential structure (determined by measuring from the edge of the mobile restaurant to the edge of the structure).
- (13) Mobile restaurant vehicles may be otherwise limited by the Town depending on the location or other details of the mobile restaurant permit application.
- (14) A mobile restaurant may operate on public property at any town sanctioned event, including, but not limited to the First Saturday Trade Lot, Uncle Billy's Day, TGIF, Annual Harvest Jubilee & Wine Festival, and AOT's Food Truck Rally.
- (15) The operation of the mobile restaurant or use of a generator may not be loud enough to be plainly audible at a distance of one hundred (100) feet from the mobile restaurant. Excessive complaints about vehicle or generator noise will be grounds for the Zoning Administrator to require that the mobile restaurant vendor change location on the site, to move to another property or the permit may be revoked at that location.
- (16) Mobile restaurant permit may be revoked by the Zoning Administrator at any time due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the Board of Zoning Appeals.
- 2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

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Commissioners

John Jordan, Chairman John Woodson, Vice Chairman Marie Mitchell Marvin Clements Tim George



Town Planning Staff

Daniel Witt Cheryl Dudley

Town of Altavista Planning Commission 510 Seventh Street, PO Box 420 Altavista, VA 24517 (434) 369-5001 phone (434) 369-4369 fax

The Planning Commission held two public hearings at its August 6, 2018 meeting to consider amendments to the zoning ordinance that would (1) regulate mobile restaurants and (2) allow for horses on certain parcels within the R1 and R2 zoning districts. All members were present at the meeting.

Public Hearing 1- Mobile Restaurants

Mr. Clements made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, 86-322, 86-352, 86-427, 86-382, and 86-520 regulating mobile restaurants.' The motion was seconded by Tim George. All members voted in favor of the recommendation with none opposing.

Public Hearing 2- Horses

Mr. Woodson made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, and 86-515.2 regulating horses.' The motion was second by Mr. Clements. All members voted in favor of the recommendation with none opposing.

Attachments:

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by amending the definition of "agriculture" and by adding the definition of "restaurant, mobile".

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to amend the definition of agriculture and add the definition of restaurant, mobile as follows:

Sec. 86-32. Use types.

Agriculture means the use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. The keeping of a cow, pig, sheep, goat, male chicken (rooster) or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. The keeping of female chickens in compliance with section 86-515.1 shall not constitute agriculture. The keeping of horses in compliance with section 86-515.2 shall not constitute agriculture. A garden accessory to a residence shall not be considered agriculture (see definition for Garden, home).

Restaurant, mobile means a readily movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and/or selling of food and operated at temporary locations. This definition shall include food trucks, food trailers, and food carts and shall not apply to ice cream trucks, "meals on wheels" or food home delivery services.

All other use type definitions in Sec. 86-32 remain unchanged.

An Ordinance to repeal, amend and re-ordain Section 86-132 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-1 low-density residential district.

Be it ordained by the Town Council of the Town of Altavista:

 That Section 86-132 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-132. - Permitted uses.

- (a) Only one building and its accessory buildings may be erected on any lot or parcel of land in the R-1 low-density residential district.
- (b) The following uses are permitted by right or by special use permit in the R-1 low-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.
 - (1) Agricultural use types.
 (None)
 - (2) Residential use types.

Accessory apartment-Subject to Sec. 86-453

Community garden-Special use permit required.

Family day care home-Subject to Sec 86-477. Special use permit required.

Group home-Subject to Code of Virginia § 15,2-2291

Home garden

Home occupation-Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

Manufactured home, emergency-Subject to Sec. 86-455

Single-family dwelling, detached-Subject to Sec. 86-596

Temporary family health care structures-Subject to Sec. 86-460

(3) Civic use types.

Community recreation Subject to Sec. 86-474

Cultural service

Educational facilities, primary/secondary Special use permit required

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Public parks and recreational areas Special use permit required.

Religious assembly Subject to Sec. 86-479. Special use permit required.

Safety service

Utility service, minor

(4) Office use types. (None)

(5) Commercial use types.

Bed and breakfast-Subject to-Sec.-86-507—Special-use-permit required.

Restaurant, mobile per Sec. 86-520

(6) Industrial use types. (None)

(7) Miscellaneous use types.

Amateur radio tower Subject to Sec. 86-542.

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally Subject to Sec. 86-544.

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-192. - Permitted uses.

The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

- (1) Agricultural use types. (None)
- (2) Residential use types.

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

Manufactured home, emergency. Subject to Sec. 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units. Subject to Sec. 86-458. Special use permit required.

Single-family dwelling, attached. Subject to Sec. 86-459

Single-family dwelling, detached. Subject to Sec. 86-596

Temporary family health care structures. Subject to Sec. 86-460; b2,

Townhouse—Subject to section 86-461

(3) Civic use types.

Assisted care residence. No Guidelines listed in Code – regulated by State of Virginia.

Cemetery. Special use permit required.

Club. Subject to Sec 86-473. Special use permit required.

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

Religious assembly. Subject to Sec. 86-479. Special use permit required.

Safety service.

Utility service, minor.

(4) Office use types.

(None)

(5) Commercial use types.

Bed and breakfast. Subject to Sec. 86-507. Special use permit required.

Day care center. Subject to Sec. 86-510. Special use permit required.

Golf course. Special use permit required.

Personal service business. Subject to Sec. 86-483. Special use permit required.

Restaurant, mobile per Sec. 86-520

(6) Industrial use types.
Recycling center. Special use permit required.

(7) Miscellaneous use types.

Amateur radio tower. Subject to Sec. 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally.

Satellite dish antenna in excess of one meter in diameter or measured diagonally. Subject to Sec. 86-544.

An Ordinance to repeal, amend and re-ordain Section 86-322 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-322 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-322. Permitted uses.

(5) Commercial use types.

Bed and breakfast*

Brewpub

Business support service

Business/trade schools

Car wash (S)

Commercial indoor sports and recreation (S)

Communications service

Day care center*

Funeral service

Garden center

Gasoline stations (S)*

Hospital (S)

Microbrewery (S)

Personal improvement service

Personal service

Restaurant, mobile per Sec. 86-520

Restaurant, small-whether in a new or existing shopping strip center*

Restaurant, small--As a stand-alone building (S)*

Retail sales—Not exceeding 3,000 gross square feet per use

Studio, fine arts

All other text in Sec. 86-322 remain unchanged.

An Ordinance to repeal, amend and re-ordain Section 86-352 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-352 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-352. Permitted uses.

(5) Commercial use types. Adult use (S)* Agricultural service Antique shop Assembly hall Automobile dealership, new* Automobile dealership, used (S)* Automobile parts/supply, retail Automobile rental/leasing Automobile repair service, major (S)* Automobile repair service, minor Brewpub Business support service Business/trade schools Car wash Commercial indoor amusement Commercial indoor entertainment Commercial indoor sports and recreation Commercial outdoor entertainment Commercial outdoor sports and recreation Communications service Construction sales and service Consumer repair service Convenience store Dance hall (S) Day care center* Equipment sales and rental (S) Farmers market (S) Flea market (S) Funeral service

Garden center
Gasoline station*

Hospital

Hotel/motel/motor lodge Kennel, commercial (S)* Laundry Manufactured home sales Microbrewery Mini-storage (S)* Modular home sales Pawn shop Payday loan establishment Personal improvement service Personal service Recreational vehicle sales and serviced Restaurant, small Restaurant, fast food or drive-thru* Restaurant, mobile, per Sec. 86-520 Restaurant, general Retail sales* Studio, fine arts Transient merchant* Travel center (S) Veterinary hospital/clinic

All other text in Sec. 86-352 remain unchanged.

An Ordinance to repeal, amend and re-ordain Section 86-427 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-427 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-427. Permitted uses.

(5) Commercial use types.

Antique shop

Assembly hall (S)

Automobile repair service, minor (S)

Bed and breakfast (S)*

Brewpub

Business support service

Business/trade schools (S)

Commercial indoor entertainment (S)

Commercial indoor sports and recreation (S)

Communications service (S)

Consumer repair service

Convenience store

Dance hall (S)

Day care center (S)*

Farmers market (S)

Flea market (S)

Funeral service (S)

Hotel/motor lodge (S)

Microbrewery

Pawn shop (S)

Payday loan establishment (S)

Personal improvement service

Personal service

Restaurant, small

Restaurant, fast food or drive-thru (S)*

Restaurant, general

Restaurant, mobile per Sec. 86-520

Retail sales

Studio, fine arts

All other text in Sec. 86-427 remain unchanged.

An Ordinance to repeal, amend and re-ordain Section 86-382 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-382 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-382. Permitted uses.

(5) Commercial use types.

Business support services

Business/trade school

Communication services

Construction sales and services

Equipment sales and rental

Mini-storage*

Restaurant, mobile per Sec. 86-520

All other text in Sec. 86-382 remain unchanged.

An Ordinance to add a new Section 86-520 to the Code of the Town of Altavista, 1968, relating to restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-520 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-520. Restaurant, Mobile.

- (a) Mobile restaurants in the R-1 and R-2 Districts may operate only when sponsored for a specific event by a church or other non-profit organization holding an exemption letter from the Internal Revenue Service and with prior approval by Town Council. The mobile restaurant shall obtain a temporary mobile restaurant permit and provide evidence of such sponsorship including a description of the event and duration thereof. Mobile restaurants shall be subject to all of the requirements of Subsections (b) and (c) below as they are applicable.
 - (b) Requirements for mobile restaurants.
- (1) Mobile restaurants must obtain a mobile restaurant permit. The permit shall not be transferable to a new owner of the unit. The permit is valid for 12 months January to December. The permit fee shall be as stated in the Town of Altavista Master List, Rate Fees and Charges. Initial recommended fee \$50.00.
- (2) Mobile restaurants must maintain a valid business license issued by the Town and a valid health permit issued by the Virginia Department of Health. These must be displayed at all times the restaurant is open for service.
- (3) Mobile restaurants shall be required to collect and remit the Town of Altavista Meals Tax as provided in Town Code Sec. 70-41, et seq.
 - (c) General Standards.
- (1) A mobile restaurant may operate on private property but must obtain written permission from the property owner and provide when seeking a zoning permit.
- (2) No items shall be sold other than food and non-alcoholic beverages and items incidental to food and its consumption.
 - (3) No music shall be played that is audible outside of the vehicle.
- (4) Mobile restaurant vehicles must park in locations or areas as approved in the mobile restaurant permit, and shall not block (i) the main entry drive aisles or affect pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, driveway entrances, alleys and handicapped parking spaces.
- (5) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. No mobile restaurant shall operate past 9:00 p.m. A mobile restaurant and all materials associated with the business shall be removed from the location by 9:30 p.m. each day.
- (6) When open for business, the mobile restaurant operator, or his or her designee, must be present at all time, except in cases of an emergency.

- (7) No outdoor seating shall be permitted. If space is available, one covered table is permitted to provide condiments to patrons.
- (8) No signs may be displayed except those permanently affixed to the vehicle. No signs intended to move with air/wind shall be allowed (such as streamers, sails or wings or feather flags).
- (9) Trash receptacles shall be provided by and at the mobile restaurant and all trash, refuse, or recyclables generated by the use shall be properly disposed of in them. Trash, refuse or recyclables must be removed with the mobile unit and may not be placed in any public receptacle or public trash can on a street or public dumpster.
 - (10) No liquid wastes shall be discharged from the mobile restaurant.
- (11) No mobile restaurant shall locate within 50 feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant) unless permission of the restaurant owner is provided in writing. This standard shall not apply when an established, active restaurant is closed or outside its normal operating hours or when the mobile restaurant is part of a town sanctioned event.
- (12) No mobile restaurant shall locate within 50 feet of a single family or multi-family residential structure (determined by measuring from the edge of the mobile restaurant to the edge of the structure).
- (13) Mobile restaurant vehicles may be otherwise limited by the Town depending on the location or other details of the mobile restaurant permit application.
- (14) A mobile restaurant may operate on public property at any town sanctioned event, including, but not limited to the First Saturday Trade Lot, Uncle Billy's Day, TGIF, Annual Harvest Jubilee & Wine Festival, and AOT's Food Truck Rally.
- (15) The operation of the mobile restaurant or use of a generator may not be loud enough to be plainly audible at a distance of one hundred (100) feet from the mobile restaurant. Excessive complaints about vehicle or generator noise will be grounds for the Zoning Administrator to require that the mobile restaurant vendor change location on the site, to move to another property or the permit may be revoked at that location.
- (16) Mobile restaurant permit may be revoked by the Zoning Administrator at any time due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the Board of Zoning Appeals.
- 2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add a new Section 86-515.2 to the Code of the Town of Altavista, 1968, relating to keeping of horses in R-1 and R-2 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-515.2 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-515.2. Keeping of horses in R-1 and R-2 District.

- (a) Minimum contiguous fenced acreage is 5 acres with a minimum of two fenced acres per horse.
- (b) Horses must be stabled or penned no closer than 300 feet of the residence of any other person and such horses may be permitted to graze no closer than 100 feet from the residence or any other person.
- (c) Owner shall keep the pasture and barn cleaned so as to prevent accumulation of manure.
- (d) By special use permit, Town Council may place such other conditions upon such keeping and grazing of horses deemed necessary to prevent the creation of a nuisance and/or disturbance to the reasonable peace and comfort of neighboring residents as well as other requirements per the special use permit process.
- 2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

10/TA/O-Sec. 86-515.2 Keeping of horses in R-2 District 062818



Town Council Meeting – Item Number: 8.b. September 11, 2018 Consideration of WWTP Clarifier #1 Rehabilitation Project Bids

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Consideration of WWTP Clarifier #1 Rehabilitation Project Bids.

Background: A bid opening for the Wastewater Clarifier #1 Rehabilitation Project was held on August 28, 2018 at 2:00 p.m. at Town Hall. The project was duly advertised. This

project was approved in the FY2019 Utility Capital Improvement Plan. The

construction budget is \$325,000.

The project was designed by Hurt & Proffitt. A total of four bids were received for this project. The bid tabulation is attached. Hurt & Proffitt has evaluated the bids and has deemed two of the bidders as being "non-responsive". Accordingly, Hurt & Proffitt recommends that the bid be awarded to the J.S. Haren (third lowest, but first responsive bidder) in the amount of \$305,000. J.S. Haren was awarded the contract for rehabilitation of Clarifier #2 last year and has performed satisfactorily according to the engineers.

At this point, Council needs to consider Hurt & Proffit's recommendation and decide whether to proceed with the award as outlined or consider other options.

Discussion: Council may need legal counsel on this item in regard to making a decision as to

the bid award.

Financial Impact: FY2019 Budget is allocated \$325,000 for this project. The difference in the bids is

noted in Hurt & Proffitt's recommendation letter.

Recommended Per Council's discussion.

ATTACHMENTS:

- Hurt & Proffitt Recommendation Letter
- Project Addendum #1
- Excerpts from the "Contract Documents and Technical Specifications"



Mr. Thomas W. Fore, Director of Public Utilities Town of Altavista, Virginia 510 Seventh Street Altavista, VA 24517

Re: Town of Altavista Wastewater

Clarifier #1 Rehabilitation H&P Project #: 20180662

Dear Mr. Fore:



Hurt and Proffitt prepared bid documents for the rehabilitation of clarifier #1 at the Altavista WWTP and the project was advertised on August 19, 2018. A public bid opening was held at the Town of Altavista office on August 28, 2018 and four bids were received, opened, and read aloud. Below is a summary of the engineer estimate and submitted bids:

Contractor	Bid	Responsive
Frizzell Construction	\$257,000	No, Addendum not acknowledged
Anderson	\$275,000	No, bid form not signed
JS Haren	\$305,000	Yes
Waco	\$326,970	Yes
Engineer Estimate	\$325,000	

As noted above, the two lowest bids are considered non-responsive due to the omission of required bid documentation. Of the responsive bidders, one bid was significantly below the engineer estimate while the other was slightly above. We recommend that the bid be awarded to the #3 bidder, J.S. Haren Company. J.S. Haren Company is currently working on the rehabilitation of clarifier #2 and has performed satisfactorily.

If you concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If not, the Town can rebid the project and H&P will work with you to develop the appropriate documents.

If you have any questions, please do not hesitate to contact me.

Sincerely,

HURT & PROFFITT, INC.

Mike Wilson, PE

Director of Municipal/Government Engineering

Addendum #1

Date: August 9, 2018

To: All Project Bidders and Holders of Project

Subject: Addendum #1

H&P Project # 20180662

Altavista Wastewater Clarifier #1 Replacement

Altavista, Virginia

All contractors, subcontractors, suppliers, and vendors submitting Proposals on or related to this project shall incorporate in their proposals all items as described herein, and further, shall acknowledge on the Bid Proposal Form, the receipt of this Addendum.

Item One: Pre-bid Meeting Minutes

The pre-bid meeting minutes and attendance list are attached to this addendum.

End of Addendum 1

Altavista Wastewater Clarifier #1 Replacement Pre-Bid Conference Agenda

August 8, 2018 9:00 am



1. Welcome and Introductions

Project Personnel

Hurt and Proffitt, Inc. → Mike Wilson

→ Matt Gross

Town of Altavista → Tom Fore

→ Steve Bond

o Attendance List

This is a non-mandatory pre-bid meeting. Please complete the sign-in sheet. The list will be provided with Addendum 1.

o Agenda

Available

Minutes

Minutes will be distributed to those on sign up sheet as part of an Addendum 1.

2. Scope of Work

- Mechanical replacement and rehabilitation of secondary clarifier #1 at the Altavista
 Wastewater Treatment Facility.
- The concrete is in good condition but some concrete rehabilitation will be necessary to address minor cracks, etc.
- The project bid will be lump sum based on the combined unit item prices noted on the Bid Form.
- Project is self-funded by the Town of Altavista. No Davis Bacon wage rates or AIS requirements are required.

3. Schedule:

- All questions must be submitted in writing or email to H&P (Matt Gross or Mike Wilson) no later than Tuesday, August 21, 2018 by 5:00 pm. Only questions submitted in writing (letter or email) will be considered and addressed in any addenda.
- o A Bid Bond equal to 5% of the bid is required with all bids.
- o Bid submittal is **Tuesday**, **August 28**, **2018 by 2:00 pm**. Submit bids to:

Town of Altavista 510 7th Street Altavista, VA 24517

- It is the responsibility of the Bidder to ensure that the Town of Altavista receives the submittal
 by the proposal due date and time. No submittals or modifications to submittals will be accepted
 after the proposal due date and time.
- o Bids will be opened publically **Tuesday**, **August 28, 2018 at 2:00 pm** at same location.
- o Issue Notice of Award is expected to be given on or by September 7, 2018.
- Due to the lengthy lead time of the equipment, submittals will be processed before the Notice to Proceed date. Both Smith and Loveless and Envirodyne Systems have indicated a 4-5 month manufacturing period.
- Bidder agrees that the work will be substantially complete within 150 days of issue of Notice to Proceed. Final completion will be 180 calendar days after substantial completion. Contract time is calendar days.

Altavista Wastewater Clarifier #1 Replacement Pre-Bid Conference Agenda

August 8, 2018 9:00 am



4. Construction stakeout, materials testing, and inspection:

- Hurt and Proffitt will provide construction administration services.
- o Town will provide day-to-day inspection.
- o Hurt and Proffitt will be available for periodic inspection
- Contractor markups will be required from the contractor before final payment is issued. Markups to be submitted to the engineer.

5. Work:

- The proposed work is to be completed in accordance with the construction plans and specifications.
- Contractor is responsible for damage to existing facilities and grounds resulting from construction activity.
- Contractors must have someone on-site for deliveries of all equipment, materials, and supplies needed to complete the project
- Contactor to provide storage trailers, boxes, etc. as necessary to protect materials, supplies, and tools.
- Demo equipment and materials that will not be re-used shall be disposed of off-site. Coordinate disposal within a week of removal.

6. Staging area:

o The Town will identify a staging area at the WWTP.

7. Erosion and sediment control:

o All erosion control measures shall be installed before any work starts, and installed and maintained in accordance with the Virginia Erosion and Sediment Control Manual.

8. Permitting

- o Campbell County E&S permit is not required.
- No building permits are anticipated

9. Property

- Work will occur at an active WWTP.
- o Contractor to coordinate work with WWTP staff.
- o The tank will be off-line but we want to avoid any interruption to other plant operation.
- o Town will drain sump prior to construction, but a sump pump might be needed to keep dewatered

10. Required coordination:

- o H&P will be the contact between the Contractor and the Owner.
- o All necessary communication should go through the Engineer to prevent any

11. Restoration

- It is preferred by the Owner that restoration is performed daily, but weekly restoration may be acceptable.
- o Restoration should be to as good or better condition as original.

12. Addendum

o Meeting minutes and any questions will be provided in Addendum 1. Addendum will be sent on or before Monday, August 13, 2018.

Altavista Wastewater Clarifier #1 Replacement Pre-Bid Conference Agenda

JH)

August 8, 2018 9:00 am

Questions – General Questions/Discussion

1. Bid for notes 10 SF of crack repair. How was the area determined?

Response → The WWTP was constructed with two clarifiers. The area is based on the condition and repair work performed for Clarifier #2.

2. What concrete painting work is required?

Response → The walls of the clarifier. The tank bottom does not need paining.

3. What is the tank depth?

Response → Approximately 13 feet.

4. Does this project have more or less work than Clarifier #2?

Response → The project includes two items not included in the other project

- Repair of brushes
- Scum mechanism to be replaced or rehabbed.
- 5. How long did it take for equipment delivery of clarifier #2?

Response → Equipment delivery is scheduled for mid-August, which was approximately 4-5 months after approved submittals.

6. What will happen if the crack repair quantity is different than the bid form?

Response → The bid quantity is a unit price item and will be paid by the quantity installed. A unit of 10 SF is used to compare bids. .

Altavista Wastewater Clarifier #1 Replacement Pre-Bid Conference Agenda August 8, 2018 9:00 am

Name	Representing	Phone	F - 11
Mike Wilson	Hurt and Proffitt, Inc	434-522-7665	Email
Matt Gross	Hurt and Proffitt, Inc	540-443-0438	mwilson@handp.com
Tom Fore	Town of Altavista	434-841-4978	mgross@handp.com
Tom Fore	Town of Altavista	434 841-0184	twfore@altavista.gov
Jay Nosh	WALD, INC.	540-962-5161	shond@altavista.gov
Stephen Bond	Town of Altausta	434-841-0184	jNAShewacoine. NET sbonde altavistava.
W. D. Anderson		434 2594913	
Mouan miller	1)	434-271-7534	Markerson Coustico
Donald Jones	17	434-6653979	mmiller & Undersor
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06/28/2018

DOCUMENT 00 21 13 - INSTRUCTIONS TO BIDDERS

ARTICLE 1 - DEFINED TERMS

- 1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:
 - A. Issuing Office The office from which the Bidding Documents are to be issued.

ARTICLE 2 - COPIES OF BIDDING DOCUMENTS

- 2.01 Complete sets of the Bidding Documents may be obtained from the Issuing Office in the number and format stated in the advertisement or invitation to bid.
- 2.02 Complete sets of Bidding Documents shall be used in preparing Bids; neither Owner nor Engineer assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.03 Owner and Engineer, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not authorize or confer a license for any other use.

ARTICLE 3 - QUALIFICATIONS OF BIDDERS

- 3.01 To demonstrate Bidder's qualifications to perform the Work, after submitting its Bid and within five (5) days of Owner's request, Bidder shall submit written evidence establishing its qualifications such as financial data, previous experience, and present commitments, and such other data as may be called for below.
- 3.02 Bidder is advised to carefully review those portions of the Bid Form requiring Bidder's representations and certifications.

ARTICLE 4 – SITE AND OTHER AREAS; EXISTING SITE CONDITIONS; EXAMINATION OF SITE; OWNER'S SAFETY PROGRAM; OTHER WORK AT THE SITE

4.01 Site and Other Areas

A. The Site is identified in the Bidding Documents. By definition, the Site includes rights-of-way, easements, and other lands furnished by Owner for the use of the Contractor. Any additional lands required for temporary construction facilities, construction equipment, or storage of materials and equipment, and any access needed for such additional lands, are to be obtained and paid for by Contractor.

4.02 Existing Site Conditions

- A. Subsurface and Physical Conditions; Hazardous Environmental Conditions
 - 1. The Supplementary Conditions identify:
 - a. those reports known to Owner of explorations and tests of subsurface conditions at or adjacent to the Site.
 - b. those drawings known to Owner of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities).
 - c. reports and drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site.
 - d. Technical Data contained in such reports and drawings.

- 2. Owner will make copies of reports and drawings referenced above available to any Bidder on request. These reports and drawings are not part of the Contract Documents, but the Technical Data contained therein upon whose accuracy Bidder is entitled to rely, as provided in the General Conditions, has been identified and established in the Supplementary Conditions. Bidder is responsible for any interpretation or conclusion Bidder draws from any Technical Data or any other data, interpretations, opinions, or information contained in such reports or shown or indicated in such drawings.
- 3. If the Supplementary Conditions do not identify Technical Data, the default definition of Technical Data set forth in Article 1 of the General Conditions will apply.
- B. Underground Facilities: Information and data shown or indicated in the Bidding Documents with respect to existing Underground Facilities at or contiguous to the Site are set forth in the Contract Documents and are based upon information and data furnished to Owner and Engineer by owners of such Underground Facilities, including Owner, or others.
- C. Adequacy of Data: Provisions concerning responsibilities for the adequacy of data furnished to prospective Bidders with respect to subsurface conditions, other physical conditions, and Underground Facilities, and possible changes in the Bidding Documents due to differing or unanticipated subsurface or physical conditions appear in Paragraphs 5.03, 5.04, and 5.05 of the General Conditions. Provisions concerning responsibilities for the adequacy of data furnished to prospective Bidders with respect to a Hazardous Environmental Condition at the Site, if any, and possible changes in the Contract Documents due to any Hazardous Environmental Condition uncovered or revealed at the Site which was not shown or indicated in the Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work, appear in Paragraph 5.06 of the General Conditions.

4.03 Site Visit and Testing by Bidders

- A. Bidder shall conduct the required Site visit during normal working hours, and shall not disturb any ongoing operations at the Site.
- Bidder is not required to conduct any subsurface testing, or exhaustive investigations of Site conditions.
- C. On request, and to the extent Owner has control over the Site, and schedule permitting, the Owner will provide Bidder access to the Site to conduct such additional examinations, investigations, explorations, tests, and studies as Bidder deems necessary for preparing and submitting a successful Bid. Owner will not have any obligation to grant such access if doing so is not practical because of existing operations, security or safety concerns, or restraints on Owner's authority regarding the Site.
- D. Bidder shall comply with all applicable Laws and Regulations regarding excavation and location of utilities, obtain all permits, and comply with all terms and conditions established by Owner or by property owners or other entities controlling the Site with respect to schedule, access, existing operations, security, liability insurance, and applicable safety programs.
- E. Bidder shall fill all holes and clean up and restore the Site to its former condition upon completion of such explorations, investigations, tests, and studies.

4.04 Owner's Safety Program

A. Site visits and work at the Site may be governed by an Owner safety program. As the General Conditions indicate, if an Owner safety program exists, it will be noted in the Supplementary Conditions.

4.05 Other Work at the Site

A. Reference is made to Article 8 of the Supplementary Conditions for the identification of the general nature of other work of which Owner is aware (if any) that is to be performed at the Site by Owner or others (such as utilities and other prime contractors) and relates to the Work contemplated by these Bidding Documents. If Owner is party to a written contract for such other work, then on request,

Owner will provide to each Bidder access to examine such contracts (other than portions thereof related to price and other confidential matters), if any.

ARTICLE 5 - BIDDER'S REPRESENTATIONS

- 5.01 It is the responsibility of each Bidder before submitting a Bid to:
 - examine and carefully study the Bidding Documents, and any data and reference items identified in the Bidding Documents;
 - B. visit the Site, conduct a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfy itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
 - become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work;
 - D. carefully study all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings;
 - E. consider the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs;
 - F. agree, based on the information and observations referred to in the preceding paragraph, that at the time of submitting its Bid no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents;
 - G. become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents;
 - H. promptly give Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Engineer is acceptable to Bidder;
 - 1. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work; and
 - J. agree that the submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 6 - PRE-BID CONFERENCE

A pre-Bid conference will be held at the time and location stated in the invitation or advertisement to bid. Representatives of Owner and Engineer will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference. Engineer will transmit to all prospective Bidders of record such Addenda as Engineer considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective.

ARTICLE 7 – INTERPRETATIONS AND ADDENDA

7.01 All questions about the meaning or intent of the Bidding Documents are to be submitted to Engineer in writing. Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all parties recorded as having received the Bidding Documents. Questions received less than seven days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

7.02 Addenda may be issued to clarify, correct, supplement, or change the Bidding Documents.

ARTICLE 8 - BID SECURITY

- 8.01 A Bid must be accompanied by Bid security made payable to Owner in an amount of five percent of Bidder's maximum Bid price (determined by adding the base bid and all alternates) and in the form of a certified check, bank money order, or a Bid bond (on the form included in the Bidding Documents) issued by a surety meeting the requirements of Paragraphs 6.01 and 6.02 of the General Conditions.
- 8.02 The Bid security of the apparent Successful Bidder will be retained until Owner awards the contract to such Bidder, and such Bidder has executed the Contract Documents, furnished the required contract security, and met the other conditions of the Notice of Award, whereupon the Bid security will be released. If the Successful Bidder fails to execute and deliver the Contract Documents and furnish the required contract security within 15 days after the Notice of Award, Owner may consider Bidder to be in default, annul the Notice of Award, and the Bid security of that Bidder will be forfeited. Such forfeiture shall be Owner's exclusive remedy if Bidder defaults.
- 8.03 The Bid security of other Bidders that Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of seven days after the Effective Date of the Contract or 61 days after the Bid opening, whereupon Bid security furnished by such Bidders will be released.
- 8.04 Bid security of other Bidders that Owner believes do not have a reasonable chance of receiving the award will be released within seven days after the Bid opening.

ARTICLE 9 - CONTRACT TIMES

9.01 The number of days within which the Work is to be substantially completed and ready for final payment are set forth in the Agreement.

ARTICLE 10 - LIQUIDATED DAMAGES

10.01 Provisions for liquidated damages, if any, for failure to timely attain Substantial Completion, or completion of the Work in readiness for final payment, are set forth in the Agreement.

ARTICLE 11 - SUBSTITUTE AND "OR-EQUAL" ITEMS

11.01 The Contract for the Work, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents without consideration during the bidding and Contract award process of possible substitute or "or-equal" items. In cases in which the Contract allows the Contractor to request that Engineer authorize the use of a substitute or "or-equal" item of material or equipment, application for such acceptance may not be made to and will not be considered by Engineer until after the Effective Date of the Contract.

ARTICLE 12 - SUBCONTRACTORS, SUPPLIERS, AND OTHERS

12.01 The apparent Successful Bidder, and any other Bidder so requested, shall within five days after Bid opening, submit to Owner a list of the Subcontractors or Suppliers proposed for the Work. If requested by Owner, such list shall be accompanied by an experience statement with pertinent information regarding

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similar projects and other evidence of qualification for each such Subcontractor, Supplier, or other individual or entity. If Owner or Engineer, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, Owner may, before the Notice of Award is given, request apparent Successful Bidder to submit an acceptable substitute, in which case apparent Successful Bidder shall submit a substitute, Bidder's Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution, and Owner may consider such price adjustment in evaluating Bids and making the Contract award.

- 12.02 If apparent Successful Bidder declines to make any such substitution, Owner may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, or other individuals or entities. Declining to make requested substitutions will constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor, Supplier, individual, or entity so listed and against which Owner or Engineer makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner and Engineer subject to subsequent revocation of such acceptance as provided in Paragraph 7.06 of the General Conditions.
- 12.03 Subsequent to the submittal of the Bid, Owner may not require the Successful Bidder or Contractor to retain any Subcontractor, Supplier, or other individual or entity against which Contractor has reasonable objection.

ARTICLE 13 - PREPARATION OF BID

- 13.01 The Bid Form is included with the Bidding Documents.
 - A. All blanks on the Bid Form shall be completed in ink and the Bid Form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each section, Bid item, alternate, adjustment unit price item, and unit price item listed therein.
 - B. If the Bid Form expressly indicates that submitting pricing on a specific alternate item is optional, and Bidder elects to not furnish pricing for such optional alternate item, then Bidder may enter the words "No Bid" or "Not Applicable."
- 13.02 A Bid by a corporation shall be executed in the corporate name by a corporate officer (whose title must appear under the signature), accompanied by evidence of authority to sign. The corporate address and state of incorporation shall be shown.
- 13.03 A Bid by a limited liability company shall be executed in the name of the firm by a member or other authorized person and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
- 13.04 A Bid by an individual shall show the Bidder's name and official address.
- 13.05 A Bid by a joint venture shall be executed by an authorized representative of each joint venturer in the manner indicated on the Bid Form. The official address of the joint venture shall be shown.
- 13.06 All names shall be printed in ink below the signatures.
- 13.07 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.
- 13.08 Postal and e-mail addresses and telephone number for communications regarding the Bid shall be shown.
- 13.09 The Bid shall contain evidence of Bidder's authority and qualification to do business in the state where the Project is located, or Bidder shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach such covenant to the Bid. Bidder's state contractor license number, if any, shall also be shown on the Bid Form.

ARTICLE 14 - BASIS OF BID

14.01 Unit Price

- A. Bidders shall submit a Bid on a unit price basis for each item of Work listed in the unit price section of the Bid Form.
- B. The "Bid Price" (sometimes referred to as the extended price) for each unit price Bid item will be the product of the "Estimated Quantity" (which Owner or its representative has set forth in the Bid Form) for the item and the corresponding "Bid Unit Price" offered by the Bidder. The total of all unit price Bid items will be the sum of these "Bid Prices"; such total will be used by Owner for Bid comparison purposes. The final quantities and Contract Price will be determined in accordance with Paragraph 13.03 of the General Conditions.
- C. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

ARTICLE 15 - SUBMITTAL OF BID

- 15.01 A copy of the Bid Form is to be completed and submitted with the Bid security and the other documents required to be submitted under the terms of Article 7 of the Bid Form.
- 15.02 A Bid shall be received no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in a plainly marked package with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted), the name and address of Bidder, and shall be accompanied by the Bid security and other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED." A mailed Bid shall be addressed to the person and location noted in the Advertisement or Invitation to Bid.

ARTICLE 16 - MODIFICATION AND WITHDRAWAL OF BID

- 16.01 A Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder.
- 16.02 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid, and the Bid security will be returned. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

ARTICLE 17 - OPENING OF BIDS

17.01 Bids will be opened at the time and place indicated in the advertisement or invitation to bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.

ARTICLE 18 - BIDS TO REMAIN SUBJECT TO ACCEPTANCE

18.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

ARTICLE 19 – EVALUATION OF BIDS AND AWARD OF CONTRACT

19.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner will reject the Bid of any Bidder that Owner finds,

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- after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Bidding Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the Owner will reject the Bid as nonresponsive; provided that Owner also reserves the right to waive all minor informalities not involving price, time, or changes in the Work.
- 19.02 If Owner awards the contract for the Work, such award shall be to the responsible Bidder submitting the lowest responsive Bid.
- 19.03 In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 19.04 In evaluating whether a Bidder is responsible, Owner will consider the qualifications of the Bidder and may consider the qualifications and experience of Subcontractors and Suppliers proposed for those portions of the Work for which the identity of Subcontractors and Suppliers must be submitted as provided in the Bidding Documents.
- 19.05 Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents
- 19.06 Article 6 of the General Conditions, as may be modified by the Supplementary Conditions, sets forth Owner's requirements as to performance and payment bonds and insurance. When the Successful Bidder delivers the Agreement (executed by Successful Bidder) to Owner, it shall be accompanied by required bonds and insurance documentation.

ARTICLE 20 - SIGNING OF AGREEMENT

20.01 When Owner issues a Notice of Award to the Successful Bidder, it shall be accompanied by the unexecuted counterparts of the Agreement along with the other Contract Documents as identified in the Agreement. Within 15 days thereafter, Successful Bidder shall execute and deliver the required number of counterparts of the Agreement (and any bonds and insurance documentation required to be delivered by the Contract Documents) to Owner. Within ten days thereafter, Owner shall deliver one fully executed counterpart of the Agreement to Successful Bidder, together with printed and electronic copies of the Contract Documents as stated in Paragraph 2.02 of the General Conditions.

END OF DOCUMENT 00 21 13 - INSTRUCTIONS TO BIDDERS



Town Council Meeting – Item Number: 8.c. September 11, 2018 Consideration of Proposals for Reuse of the former Altavista Life Saving Crew Building (1510Main Street)

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Consideration of Proposals for Reuse of the former Altavista Life Saving Crew

Building (1510 Main Street)

Background: Previously, the Town issued a Request for Proposals (RFP) in regard to

organizations interested in possible reuse alternatives for the former Life Saving Crew building located at 1510 Main Street. Proposal were due on August 30th and three (3) proposals were received. A packet with each proposal will be distributed

to Council at the meeting.

The criteria for evaluation of the proposals was set forth in the RFP, at this time staff is seeking direction from Council on how they would like to proceed with this

evaluation. A copy of the RFP is attached for your review.

Discussion: Council may provide direction on how they would like to proceed with evaluation

of the proposals.

Financial Impact: Unknown at this time.

Recommended Per Council's discussion.

ATTACHMENTS:

• Request for Proposal (RFP)

Town of Altavista, Virginia

REQUEST FOR PROPOSALS (RFP)

Notice of Development/Reuse Opportunity

Former Altavista Life Saving Crew Building

1510 Main Street, Altavista, VA 24517

Proposal Due Date: Thursday, August 30, 2018 no later than 2:00 p.m.



Town of Altavista P.O. Box 420/510 7th Street Altavista, VA 24517

INTRODUCTION

The Town of Altavista is soliciting proposals for the redevelopment of the *Former Altavista Life Saving Crew Building and Property (1510 Main Street)*. Sealed proposals will be received at the Altavista Town Hall until, but no later than **2:00 p.m. on Thursday, August 30, 2018**. All proposals shall be addressed to Waverly Coggsdale, Town Manager, P.O. Box 420 Altavista, VA 24517. (Packages sent by UPS or FedEx or hand delivered should be addressed to "510 7th Street' in lieu of the Post Office box.

The Town's objective is to continue a vibrant use of this property. The site can accommodate a myriad of creative uses.

Primarily, the proposed use must reflect a thorough review of the resources, character, and demographic needs of the community and result in a creative, adaptive, reuse of the site. The proposal may or may not utilize the existing structure and layout. In this sense, there are no constraints to the proposal. This process is intended to allow the Town to offer the property for sale or lease and redevelopment.

The proposal is subject to local land use and state building code rules and regulations.

A non-mandatory walkthrough of the facility will be held on site on Thursday, August 16, 2018 at 2:00 pm.

SUMMARY OF PROPERT DESCRIPTION

General: The real property is comprised of an approximate 45,800 square feet site located in Altavista. The site is shown as part of Tax Map/Parcel #: 69-4-2- 1A and Tax ID#: 800041520 in the Campbell County Real Estate Records. There is one vacant building (one story) occupying the portion of the site includes in this RFP.

The building was built in 1980 to serve as the Altavista Life Serving Crew facility. The building has approximately 10,600 square feet under roof; with 4,000 being office type space; 5,400 being enclosed bays with drive through doors; and 1,200 of open shelter (fuel area) and enclosed storage. The property is zoned Industrial (M-1) and is bordered on three sides by Industrial zoned property (M-1) and by Commercial (C-2) across Main Street.

A "Property Condition Report", completed by Town staff, for 1510 Main Street is available. This report will cover the components of the building in additional detail.

Request of Proposal 2

PROPOSAL REVIEW AND PROPOSAL CONTENTS INFORMATION

A written proposal should include descriptive narratives, images, graphics, and schematics as required. Proposals shall include:

- A cover letter including the candidate's contact information: name, address, phone and email and signature of an authorized person.
- Description of your vision for the proposal and a description of the proposals benefit to the community to include:
 - The impact(s) of the use on the adjacent neighborhood; natural environment;
 - Type of proposed use;
 - Intended user(s);
 - Time frame to implement proposed use:
 - Detailed description of proposed physical modifications;
 - Detailed information demonstrating the proven ability to financially support and sustain a comprehensive, long-term maintenance effort of the facility (this should include whether the developer/user intends to lease or seek to purchase the property); and
 - Ability to sustain long-term occupancy and use of the property.
 - A description of municipal services required, is any, to service the new development/reuse.

Proposals will be evaluated based on the following:

- What is the candidate's past record of performance in proposal development and/or management;
- What is the capacity and capability of the candidate to complete the proposal successfully;
- Completeness of the candidates response to the requirements or questions asked;
- Does the candidate make the case that the proposal is feasible? Sustainable?
- Is the proposal compatible with adjacent land use and consistent with the Town of Altavista Comprehensive Plan for the area?
- Will the proposal enhance the economic health of the community?

Request of Proposal 3

SUBMISSION REQUIREMENTS

Proposals must be received by the Town of Altavista Town Manager's Office no later than 2:00 p.m. on Thursday, August 30, 2018. One (1) original and three (3) copies of all proposals must be submitted in a sealed envelope clearly marked, <u>"Former Altavista Life Saving Crew Building RFP"</u>.

If forwarded by mail, the sealed envelope must be addressed to "Town Manager, Town of Altavista, P.O. Box 420, Altavista, VA 24517"; if by courier it must be addressed to "Town Manager, Town of Altavista, 510 7th Street, Altavista, VA 24517". Proposals must be at the office of the Town Manager by the time of the Public Proposal Due Date. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.

Proposals are considered valid for ninety (90) days after proposals are opened. Candidates may not withdraw, cancel or modify their proposals for a period of ninety (90) days after proposals are opened.

Proposals must be signed by an authorized person representing the legal entity of the Candidate.

The Altavista Town Council reserves the right to reject any and all RFD's received, and to accept an RFD which they believe is most consistent with their long-term vision for the betterment of Altavista. It is the Town's policy not to award proposals to those who owe the Town of Altavista prior year(s) property taxes.

Contact Information:

Questions should be submitted in writing to the Town Manager, 510 7th Street, Altavista, VA 24517 or email jwcoggsdale@altavistava.gov. All questions and answers will be posted on the Town's website: www.altavistava.gov

Request of Proposal 4



Town Council Meeting – Item Number: 8. d. September 11, 2018

Agenda Memorandum

Submitted by: Dan Witt, Assistant Town Manger

Issue: Habitat for Humanity's Request to Utilize Town Property (parking for Blitz

Build)

Background: Habitat has requested the use of the field at the corner of 14th Street and Avondale

for parking during a blitz build on the weekend of October 13-14. This field has been used multiple times for this same purpose and Mr. Eller drafted the attached release for this purpose. Staff has updated the release for this specific request.

Discussion: N/A

Financial Impact: NONE

Recommended Council approval of the request to use the field for parking for Habitat's blitz build.

Action:

ATTACHMENTS:

- Map showing Blitz Build area and requested parking area
- Release of liability for use of town property.

Campbell County, VA

Legend

- County Boundary Street Names Lot Numbers
- Parcels
 HiddenRoadCenterline



0 100 200 300 400

DISCLAIMER. This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

P-PARKING

#- Habitat "Blitz Build"

SITE

RELEASE OF LIABILITY

TOWN OF ALTAVISTA

Town Facility: Recreation field 14th Street in the Town

Type of Event: Parking for Habitat Blitz Build on Street

Date and Hours of Use: October 13-14, 2018

Party Using Facility (User): Name: Habitat for Humanity

Address: 2187 Lynch Mill Road, Altavista, VA

Telephone Number: (434) 309-2688

WITNESSETH:

WHEREAS, the Town of Altavista has given its permission for User to use the abovenamed Town facility with the understanding that the town is to have no liability for any problems arising or injuries resulting from the event being conducted at the facility.

NOW THEREFORE FURTHER WITNESSETH:

User understands and agrees that the sole role of the Town of Altavista in the event is that the Town has given its permission for User to use the facility. The Town of Altavista is not sponsoring the event in any way.

By his/her execution of this document User agrees not to hold the Town of Altavista responsible for injury of any kind which may occur to any person as a result of his/her use of the facility and User further indemnifies and holds the Town of Altavista harmless from any and all loss, damage, suit or claim arising from said User's use of the facility for the event.

witness the following signatures a	and seals this day of September, 2018.
TOWN OF ALTAVISTA	USER:
By: Its:	Habitat for Humanity
	By: Its:



Town Council Meeting – Item Number: 10 September 11, 2018 Reports and Communications

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Issue: Monthly Reports and Communications

Background: The following items are attached:

- Town Manager's Monthly Report
- Recreation Committee Monthly Report
- Departmental Monthly Reports
- Calendars (September and October)

Requested Action: None

Manager's Report for September 11, 2018 Council Meeting



Staunton River RIFA

Documents have been submitted by the Town in regard to the Revenue Sharing Agreement and the adoption of the ordinance creating the RIFA. Waiting for the other localities to submit their documents to the attorney.

Southern Virginia Multi-modal Park - Utility Review

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work. Staff continues to work on this project with the engineers and VDOT, as necessary.

Altavista Park and Trails (APT) Master Planning/ Project Implementation

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is being finalized.

Dalton's Landing Canoe Launch Project Update

DCR grant application was submitted prior to the July 19th deadline. Notification is expected in September.

VDOT Rt. 29 Bridge Replacement Project Update

VDOT has indicated that this project will go out to bid in September 2018. The bid could be awarded later this year with construction covering a two year span (completed by December 2020).

Bedford Avenue Park Tennis Court Replacement and Sidewalk

This project is slated to begin in October and completed in November. Budget amendment will be needed, Council previously approved the project.

Downtown Public Parking Signs and Banners

Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project.

WWTP Clarifier #1 Project

Bids were received, this item is on the September meeting agenda.

Town of Altavista Recreation Committee

Committee Members

Ann Shelton (Chairman)
Tim George (Town Council)
Victoria Mattox
Doris Cousins
Pat Conner

Ex-Officio Members

Steve Jester (YMCA)
Dan Witt (Town Staff)
David Garrett (Town Staff)

MEETING NOTES Tuesday, August 14, 2018 @ 5:30PM Town Hall Large Conference Room

1. Call to Order- Present at the meeitng were Ann Shelton, Tim George, Pat Connor, David Garrett, and Dan Witt. (Waverly Coggsdale) Not present, Steve Jester, Doris Cousins, and Victoria Mattox.

2. *Update*

- DCR RTP Grant Application Dan
 - o Notifications of award should made by the end of September.
- FY2019 CIP Recreation Projects- Dan
 - Waverly and David updated the committee on the meeting with Southern Playground and their thoughts for our site for the splash park and new playground. Waverly is working on and RFP for this site to include splash pad and playground. Two other projects for this area include the traffic calming/parking improvement and the pavilion or sail shade structure.
 - Dan and David plan to mow an 8' wide swath along the river to begin the process of laying out this trail. This trail project will include paving of the road to the old water treatment plant.
 - Tim ask about what it would take to have the Mausoleum trail completed since the money was budgeted two years ago and the Master Plan is completed. Dan agreed to mark the trail, measure the linear footage and begin the process to have this trail developed. Tim suggested that a Scout troop and or volunteers could help. Waverly suggested that and Eagle Scout project could be to build the two bridges at the creek crossings.

3. New Business

- Master Plan Implementation- Dan
 - Staff passed out copies of the CIP plan to initiate the discussion for prioritizing the projects. Staff pointed out these are not all the projects but the plan only extends for 5-years.

- O Mr. George suggested that the plan to relocate the existing practice fields to the new section of the park be moved up in the schedule. Staff suggested that if this is the desire of the committee, the timing with the completion of the Route 29 bypass bridge needed to be taken into consideration. The bridge is scheduled to be completed and reopened by December 2020.
- Mr. George suggested that bathrooms be built near these relocated fields and requested staff investigate a cost. David reported that utilities are readily available with the exception of electricity, which is run overhead to the pump station.
- Preliminary discussion for the wet lands and options were provided but more research needs to be done to determine the best option.
- The committee would like to see the 3rd Street entrance completed in the near future, possibly in FY2020.
- Mr. George and other committee members would like to see the parking lot paved at the DGIF boat ramp.

4. <u>Matters of the Committee</u>

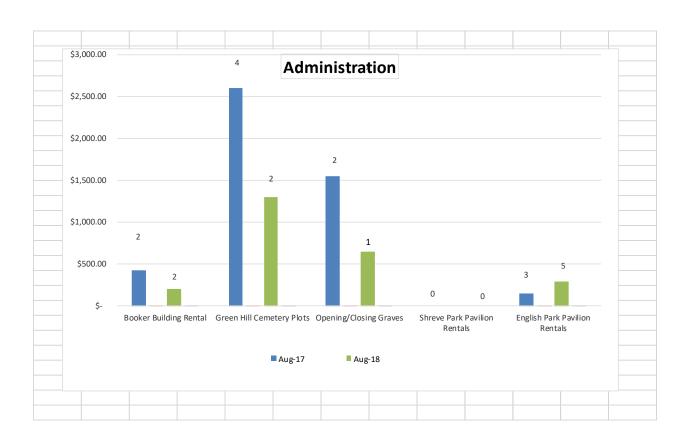
 Matters from the committee were discussed at part of the MP implementation discussion.

Meeting adjourned at 6:35.

Next meeting is September 11, 2018 at 5:30 p.m.

ADMINISTRATION

Rentals and Charges



Monthly Report to Council

Date: September 11, 2018

To: Town Council

From: Dan Witt, Assistant Town Manager

Re: August 2018 Reporting

1. **Zoning/Code Related Matters:**

DATE	PERMIT	# APPLICANT NAME & ADDRESS	REASON FOR PERMIT
8-Aug	40-18	Gregory Hawley, 1028 8th Street	Home occupation mobile notary office
10-Aug	42-18	Yolanda Stone, Long Island VA	Proving What's Possible, LLC Counceling Center 621 Broad St.
14-Aug	43-18	Barry Rosser for Rania Chaillan- 809 10th St	28'x30' addition on the rear of the home
21-Aug	44-18	Kenneth Shirley- 301 Myrtle Lane	Home occupation- office for Handyman business
24-Aug	45-18	Christine Seaholtz 207 Ogden Rd.	8'x6' shed in the side yard
31-Aug	46-18	Michael Hudson 1514 Main Street	New monument sign at Avoca

- A total of 23 grass notices were sent out in August.
- Final notices for several dumpster locations were sent out and of the 8 sent out 5 sites have been corrected.

2. Site Plans Reviewed and/or Approved:

• 2

3. Planning Commission (PC) Related:

• No meeting for September.

4. **AOT Related**

• Nothing noted.

5. **ACTS Related**

- Validated daily ridership and revenue for bus system (August) see bus report.
- Completed monthly reporting to DRPT via OLGA (online reporting).
- Staff attended a Pittsylvania County BOS meeting to hear a report from Marc with Danville Transit. There are moving forward with expansion of their system into Pittsylvania County with a scheduled stop at the Hurt Medical Center. ACTS could be a point of contact at that location as it is already an approved location for the bus to deviate to. This would allow TOA citizens to get to the Gretna Medical Center or Danville and also allow Pittsylvania County residents to come it Altavista.
- Staff's grant for a Rural Transportation Assistance Program (RTAP) for the purchase of a driver training module for the drivers was approved and is awaiting final signature. This training program, called TAPTCO, is comprised of DVD's and written materials and costs \$6,600. The grant would pay 100% of the cost.
- The surplus bus was sold to a local church for \$4,999. Three bids were submitted and a random draw was done to determine who would get the bus. The proceeds were used for the Town's match for the new bus and the balance put in reserves for future CIP projects for ACTS.

6. **Projects and Administrative Related:**

- Updated GIC.
- Certified June bank statements.
- Attended Assistants bimonthly luncheon.
- Staffed Recreation Committee meeting.
- No proposals submitted janitorial contract for cleaning Town Hall that was advertised in News Advance.
- Staff issued 14 urban archery permits, 5 to TOA residents, 2 to employees, 7 to county residents.
- Worked on transition document for Town Manager.

•

• Route 43 Streetscape and Utility Project

- H&P has is working on the revisions suggested by VDOT to Quality Assurance Plan (QAP).
- VDOT has provided feedback and H&P is working on the suggested revisions.
- Staff has not heard about the status of the R/w with Otter River Resources but this is being handled by VDOT.
- A bid package is planned to be completed and ready for advertising in the fall of this year.

• Canoe Launch Site

 Staff has been contacted by DCR on two occasions this month to provide additional information related to the RTP grant application.
 Both sets of questions were answered satisfactorily and the application process is still moving forward with a notification still scheduled for later in the month of September.

• Personnel Policy Manual

 Staff provided Council with a final draft for review at their August work session.

• VDOT Main Street Bridge Replacement

No changes from this update from Brian Casto with VDOT: 'The project will be advertised in September with a 2 month advertisement. With bids coming in November I don't see the contractor mobilizing until after the holidays at the earliest.'

• VDOT Smart Scale Applications

 Staff has been working to complete corrections and amended/recommended changes by VDOT to the two applications submitted on the Town's behalf on August 7, 2018.

TOWN OF	ALTAVISTA				
MEAL TAX	COLLECTIONS				
<u>Month</u>	Collections				
Jul-16	\$77,934.00				
Aug-16	\$79,415.00				
Sep-16	\$78,369.00		PREVIOUS		
Oct-16	\$77,843.00		YTD TOTAL (FY)		
Nov-16	\$76,293.74	FY2017	\$951,518.71		
Dec-16	\$80,126.95	FY2018	\$936,848.19		
Jan-17	\$71,669.47				
Feb-17	\$74,876.88				
Mar-17	\$82,040.84		MTD TOTAL (FY)		
Apr-17	\$86,217.44	FY2018	<i>\$78,740.00</i>		
May-17	\$84,409.32	FY2019	\$80,123.16		
Jun-17	\$82,323.07	+/-	\$1,383.16		
Jul-17	\$78,740.00				
Aug-17	\$80,189.69				
Sep-17	\$76,739.06				
Oct-17	\$76,719.67				
Nov-17	\$73,312.11				
Dec-17	\$78,242.59				
Jan-18	\$71,888.68				
Feb-18	\$70,420.81				
Mar-18	\$81,369.00				
Apr-18	\$82,147.00				
May-18	\$84,923.58				
Jun-18	\$82,156.00				
Jul-18	\$80,123.16				



	Town	of Altavista		
	Local	Sales Tax		
	Jul-16	\$12,782		
	Aug-16	\$14,083		
	Sep-16	\$13,446		
	Oct-16	\$13,776		
	Nov-16	\$14,578		
	Dec-16	\$16,055		
	Jan-17	\$11,598		MTD TOTAL (FY)
	Feb-17	\$12,485	FY2017	\$166,834
	Mar-17	\$15,699	FY2018	\$171,886
	Apr-17	\$13,372	+/-	\$5,051
	May-17	\$14,150		
	Jun-17	\$14,810		
	Jul-17	\$12,712		
	Aug-17	\$13,602		
	Sep-17	\$15,088		
	Oct-17	\$13,187		
	Nov-17	\$14,237		
	Dec-17	\$16,990		
	Jan-18	\$12,056		
	Feb-18	\$13,653		
	Mar-18	\$15,040		
	Apr-18	\$14,556		
	May-18	\$15,448		
	Jun-18	\$15,317		
3,000.00		Local Sales Tax	Receipt	
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0,000.00				
9,000.00				

ALTAVISTA POLICE DEPARTMENT 2018

2018	January	February	March_	April	May	June	July	August	Year to Date
Criminal Arrests "Felony"	14	4	1	4	2	14	2	3	44
Criminal Arrests "Misdemeandor"	27	16	12	12	25	24	16	9	141
Warrant Executed	28	17	16	6	23	21	13	11	135
Uniform Traffic Summons Issued	26	26	41	32	18	30	23	42	238
# Traffic Stops	119	148	159	74	85	136	126	99	946
BOLO'S (Be on Look Out)	8	8	10	4	6	10	15	8	69
DUI	5	2	1	0	1	1	1	0	11
IBR	40	29	36	28	24	47	42	18	264
MVA	8	2	3	1	6	3	2	3	28
Assist Motorist	22	13	13	12	17	12	28	17	134
Calls for Service	419	354	_378	399	337	492	400	320	3,099
Investigation Hours	71	52	47	46.5	33.5	44	38	10	342
Alarm Responses	28	10	23	14	9	26	13	20	143
ECO/TDO	2	2	3	0	0	0	0	1	8
ECO/ TDO HOURS	10.5	7.5	7	0	0	0	0	4.5	29.5
Training Hours	46.5	65	1	91.5	95.5	51.5	28	15.5	394.5
School Check	60	42	50	54	41	36	31	41	355
Court Hours	38	22.25	34.5	19.25	34.5	22.25	9	21	200.75
Community Events	3	3.25	4	9	3	0	0	0	22.25
Special Assignment Hours	27	1	0	0	10	26.5	0	0	64.5
# Hrs Directed Patrol	564	481	589	459.5	471.5	450	497	389	3,901
Bike Patrol Hours	0	0	0	0	0	18.5	0	0	18.5
Citizen Contacts	3383	3312	3730	3437	3465	3990	3142	2828	27,287
Businesses, Residences Check "Foot Patrols"	576	590	698	733	683	634	541	494	4,949
Follow Ups	55	55	67	72	25	46	67	30	417

1-Aug 29 NB	1400-1420	Tosh	Traffic Stop/Warning
1-Aug 29 NB	1520-1535	Tosh	Traffic Stop/Warning
1-Aug 29 @ Clarion	1118-1130	Caveness	Traffic Stop/VUS Issued
1-Aug 29 @ Clarion	1605-1615	Caveness	Traffic Stop/VUS Issued
2-Aug 29 NB	1500-1505	Tosh	Traffic Stop/Warning
3-Aug Rt 29	0945-1040	Weaver	Radar
3-Aug 29 SB	0955-1005	Weaver	Disabled Vehicle
3-Aug 29 NB	1010-1025	Weaver	Traffic Stop/VUS Issued
4-Aug 29 NB	2330-2345	Rea	Stop/Warning
5-Aug 29/Clarion Rd	1735-1755	Williams	Assisted
5-Aug Rt 29	0700-1100	Duff	Radar
6-Aug 29 \$B	0445-0500	Wyatt	Traffic Stop/Warning
6-Aug Rt 29	0345-0445	Rea	Radar
6-Aug Rt 29	0445-0510	Rea	1408 Stop
11-Aug Rt 29	0842-0852	Caveness	Traffic Stop
11-Aug Rt 29	0917-0927	Caveness	Traffic Stop
11-Aug Rt 29	0112-0122	Caveness	Traffic Stop
11-Aug Rt 29	1546-1600	Caveness	Traffic Stop
12-Aug Rt 29	0930-0940	Caveness	Traffic Stop
12-Aug Rt 29	1700-1740	Weaver	Radar
13-Aug 29 NB	1440-1455	Rea	Stop/Warning
14-Aug 29 NB	0900-1000	Rea	Radar
14-Aug 29 NB	1005-1025	Rea	Stop/Issued
14-Aug 29 NB	1020-1030	Weaver	Traffic Stop/Backed 1412
16-Aug 29 NB	1730-1745	Tosh	Traffic Stop/Warning
16-Aug 29 NB	1800-1815	Tosh	Traffic Stop/Summons
20-Aug 29 NB	1530-1540	Tosh	Traffic Stop/Warning
20-Aug 29 NB	1600-1615	Tosh	Traffic Stop/Warning
22-Aug 29 NB	1345-1415	Rea	Radar
23-Aug 29 NB	1115-1125	Weaver	Traffic Stop/VUS Issued
23-Aug 29 \$B	1355-1430	Weaver	Assisted CCSO
23-Aug Rt 29	1115-1130	Rea	1409 Stop
23-Aug 29 SB	1315-1330	Rea	Check Welfare
23-Aug 29 NB	1545-1600	Rea	Stop/Warning
23-Aug 29 NB	0000-0045	Osborne	Radar/Completed
23-Aug 29 NB	0045-0050	Osborne	Traffic Stop/Warning
23-Aug Rt 29	1545-1930	Huff	Highway Interdiction-Traffic Stop
24-Aug 29 SB	0923-0930	Tosh	- · · · · · · · · · · · · · · · · · · ·
24-Aug 29 NB	1010-1016	Tosh	Traffic Stop/Warning
25-Aug Rt 29	1100-1222		Traffic Stop/Warning
25-Aug		Caveness	Drug Arrest
26-Aug Rt 29	1050-1400	Tosh	Traffic Stop/Arrest
26-Aug Rt 29	1140-1156	Caveness	Traffic Stop 98/65
27-Aug 29 NB	1400-1415	Caveness	Traffic Stop 88/65
•	2050-2140	Weaver	Assist Motorist
29-Aug 29 NB/Clarion	1130-1140	Tosh	Traffic Stop/Warning
29-Aug 29 NB/Main	1319-1329	Tosh	Traffic Stop/Warning
29-Aug 29 NB/Main	1350-1357	Tosh	Traffic Stop/Warning
29-Aug 29 NB	1521-1526	Tosh	Traffic Stop/Warning
29-Aug 29 NB	1555-1559	Tosh	Traffic Stop/Summons
29-Aug 29 NB	1640-1650	Tosh	Traffic Stop/Warning
29-Aug Rt 29	1646-1656	Caveness	Traffic Stop/VUS Issued
30-Aug Rt 29	1314-1322	Caveness	Traffic Stop/VUS Issued
30-Aug 29 NB	1353-1357	Caveness	Traffic Stop/Warning
30-Aug 29/Gladys Road	1425-1426	Caveness	Traffic Stop/Warning
31-Aug Rt 29	1300-1800	Caveness	Traffic Stop/VUS Issued (5x)

				Mont	hly Staff Repo	ort Water F	Plant				
DATE:		9/1/2018			,,						
TO:		Town Manag									
FROM:		Tom Fore									
DEPARTM	ENT:	Water Treat	ment Plant								
MONTH:		August									
					Operation	n and Prod	uction Sun	nmary			
The Actual	l water pro	oduction line	(filtering o	of water) f	or the entire i	month ave	raged	15.2	Hours per	day	
which yiel					water per da						
					ured at the w		ment plant				
		lay (week day	vs)		15.6	hrs					
	•	lay (weekend			14.1	hrs					
	•	week days)				gallons pe	er dav				
		weekends)			1,740,000	gallons pe					
Total Raw					58.21	million ga	-				
		•			55.95	million ga					
		r Produced:	(drinkina)								
Average D	-		(drinking)		-	gallons pe	er day				
		Production Ca	apacity:		60.00	% (C: .:.ll			 		
Plant Proc					2,257,701		water used				
Bulk Wate			/-		13,100	gallons		Waterlos	st due to le	aks	43,200
		s/Tanks/FD us	se/Town Us	e	19,600	gallons					
McMinnis											
Total Wate					7.255	million ga			nours per d	ay	13.8
Average D	•	iced:			234,032	gallons pe	er day	Rain at M	1C		5.00
Reynolds S											
Total Water Pumped:											
					5.6586	million ga		average h	hours per d	ay	11.4
Total Wate Average D					5.6586 182,536	million ga gallons pe		average h		ay	11.4 7.15
	Daily Produ	uced:						_		ay	
Average D	Daily Produ Water fro	uced:			182,536	gallons pe		_		ay	
Average D Purchased	Daily Produd Water frour Ourt	uced:			182,536 2,628,472	gallons pe		_		ay	
Average Description Purchased Sold to Hu	Daily Produd Water frour Ourt	uced:			182,536 2,628,472 2,867,000	gallons pe gallons gallons		_		ay	
Average Description Purchased Sold to Hu	Daily Produ d Water fro ort Use	uced: om CCUSA	10		182,536 2,628,472 2,867,000	gallons pe gallons gallons		_		ay	
Average C Purchased Sold to Hu Industrial	Daily Produ d Water fro ort Use	uced: om CCUSA	10		182,536 2,628,472 2,867,000	gallons pe gallons gallons		_		ay	
Average Description Purchased Sold to Hu Industrial Cross Coni	Daily Production of the Control of t	uced: om CCUSA		jects:	182,536 2,628,472 2,867,000	gallons pe gallons gallons		_		ay	
Average Description Purchased Sold to Hu Industrial Cross Coni	Daily Production of the Control of t	uced: om CCUSA sits		jects:	182,536 2,628,472 2,867,000	gallons pe gallons gallons		_		ay	
Average E Purchased Sold to Hu Industrial Cross Coni	Daily Product Water from the Use nection Views: Water P	uced: om CCUSA sits	s & CIP Pro		182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average Description of the Purchased Sold to Hu Industrial Cross Constitution Comments Brown's M	Daily Product Water from the Use nection Views: Water Parkers Water Parkers was a chine should be should b	uced: om CCUSA sits	s & CIP Pro		182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average Description of the Purchased Sold to Hu Industrial Cross Comments Comments Brown's MVDH samp	Daily Product Water from the Use nection Views: Water Parachine sholes compl	sits lant Activitie	s & CIP Pro		182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average E Purchased Sold to Hu Industrial Cross Conn Comments Brown's M VDH samp ISI Quarter	Daily Product Water from the Use nection Vi ss: Water P Machine sholes completly calibrate.	sits lant Activitie op measured eted for com	s & CIP Pro	eate mixe	182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average E Purchased Sold to Hu Industrial Cross Conn Comments Brown's M VDH samp ISI Quarter	Daily Product of Water from Vince of Water Park and I can be something of the State	sits lant Activitie op measured eted for com tion complete mo to see wh	s & CIP Pro	eate mixe	182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average Description of the Average Description o	Daily Product of Water from Vince of Water Park of Water P	sits lant Activitie op measured eted for com tion complete mo to see wh	to try to cr pliance ed at is new ir	eate mixe	182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average Description of the Average Description o	Daily Product Water from the Use Interest Water Products: Water Products and the Use Interest Water Products and Interest Products and Interest Water Machine Shakin # 1 and Ill mixer more water wate	sits lant Activitie op measured eted for com tion complete mo to see wh	to try to crypliance ed at is new ir	eate mixe	182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons		_		ay	
Average Department of the process Constant of the proc	Daily Product Water from the Use Interest Water Products: Water Products and I pump der Basin # 1 and II mixer mosodium hy	sits lant Activitie op measured eted for com tion complete mo to see wh ad # 2 otors and bas po door com	to try to crepliance ed at is new ir es.	eate mixe	182,536 2,628,472 2,867,000 49,779,275	gallons pe gallons gallons gallons	er day	Rain at RI	E		7.15
Average E Purchased Sold to Hu Industrial Cross Conn Comments Brown's M VDH samp ISI Quartet Had a skid Cleaned B Painted al Repair to s To resolve to get it av	Daily Product Water from the Use Interest Water Production Vince Interest Water Production # 1 and Interest Water Production # 1 and Interest Water Production # 1 and Interest Water Wate	sits lant Activitie op measured eted for com tion complete mo to see wh id # 2 otors and bas po door com screpency wi he T	to try to crepliance ed at is new in es. pleted.	eate mixe the indus	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons pe gallons gallons gallons	er day	Rain at RI	E		7.15
Average E Purchased Sold to Hu Industrial Cross Conn Comments Brown's M VDH samp ISI Quartet Had a skid Cleaned B Painted al Repair to s To resolve to get it av	Daily Product Water from the Use Interest Water Production Vince Interest Water Production # 1 and Interest Water Production # 1 and Interest Water Production # 1 and Interest Water Wate	sits lant Activitie op measured eted for com tion complete mo to see wh ad # 2 otors and bas po door com screpency wi	to try to crepliance ed at is new in es. pleted.	eate mixe the indus	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons pe gallons gallons gallons	er day	Rain at RI	E		7.15
Average C Purchased Sold to Hu Industrial Cross Comments Brown's M VDH samp ISI Quarter Had a skid Cleaned B Painted al Repair to s To resolve to get it av CIP Staunt	Daily Product Water from the Use Machine sholes complication from the Use Machine sholes complication from the Use Machine sholes complication from the Use Machine should be meter displayed from the Use Machine should be used to the Use Machine from the Use Mac	sits lant Activitie op measured eted for com tion complete mo to see wh id # 2 otors and bas po door com screpency wi he T	I to try to crepliance ed at is new ir es. pleted. ith Abbott v	eate mixe the indus	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons pe gallons gallons gallons	er day	Rain at RI	E		7.15
Average C Purchased Sold to Hu Industrial Cross Comments Brown's M VDH samp ISI Quarter Had a skid Cleaned B Painted al Repair to s To resolve to get it av CIP Staunt HACH quar	Daily Product Water from the Use Machine sholes complication with the Use Machine sholes complication was assin # 1 and I mixer mosodium hy emeter did way from the Use Machine should be meter did way from the Use Machine should be meter did way from the Use Machine should be meter did way from the Use Machine should be meter did way from the Use Machine should be used to the Us	sits clant Activitie op measured eted for com tion complete mo to see wh ad # 2 botors and bas po door com screpency wi che T	to try to crepliance ed at is new ir pleted. ith Abbott v	eate mixe the indus	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons pe gallons gallons gallons	er day	Rain at RI	E		7.15
Average C Purchased Sold to Hu Industrial Cross Com Comments Brown's M VDH samp ISI Quarter Had a skid Cleaned B Painted al Repair to s To resolve to get it av CIP Staunt HACH quar Generator	Daily Product Water from the Use nection Vi as: Water P Machine sholes completely calibrate the Sodium hy the May from the ton River Pertely calibrate ton spection in spection.	sits clant Activitie op measured eted for com tion complete mo to see wh ad # 2 cotors and bas po door com screpency wi che T cump Station rations comp	to try to crepliance ed ed es. pleted. ith Abbott v	eate mixe the indus vater meta	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons pe gallons gallons gallons	er day	Rain at RI	E		7.15
Average C Purchased Sold to Hu Industrial Cross Conn Comments Brown's M VDH samp ISI Quartel Had a skid Cleaned B Painted al Repair to s To resolve to get it av CIP Staunt HACH qual Generator Team effo	Daily Product Water from the Use Machine sholes complication from the Use Basin # 1 and I mixer more sodium hy elemeter di way from the Use Trely calibrate in spection ort on new	sits lant Activitie op measured eted for com tion complete mo to see wh ad # 2 otors and bas po door complete screpency wi the T cump Station rations comp n by CAT com	to try to crepliance ed ed es. pleted. ith Abbott v	eate mixe the indus vater meto	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons pe gallons gallons gallons	piece mad	Rain at RI	E		7.15
Average Department of the process Constant of the proc	Daily Product Water from the Court Use Interest of the Court of the Co	sits Plant Activitie op measured eted for com tion complete mo to see wh ad # 2 otors and bas po door complete screpency with a T Pump Station rations comp m by CAT com Meter Sprea- nrty complete	es & CIP Pro l to try to cre pliance ed aat is new ir es. pleted. ith Abbott v Fencing sta leted apleted dsheet com ed. Will sta	eate mixe the indus vater mete rted upleted rt on main	182,536 2,628,472 2,867,000 49,779,275 r tops.	gallons per gallons gallons gallons dule in Sep	piece mad	Rain at RI	E		7.15

	WasteW	ater Monthl	y Report				
TO:			Town Man	ager			
FROM:			Steve Bond	ł			
DEPARTM	ENT:		Wasterwat	er Plant			
MONTH:			Aug-18				
Average D	aily Flow				2.00	MGD	
TSS Reduc	tion				Est. 98	%	
BOD Redu	ction				Est. 98	%	
					_		
VPDES Vid	olations				0		
CL 1 / D		1 =:11)			200		
Sludge (R	egional La	nd Fill)			203	tons	
Rain Total		E 00	Inches			Snow Total	Inches
Naiii iOtai		3.00	inches			Show rotal	inches
Other Wa	stewater A	ctivities and	CIP Project	's:			
•		Init installed			ce		
•		rators exerci	•				
•				ator, due	to a battery f	ault	
•		ank and NP\			,		
•	Polybleno	d for press s	ystem repa	aired (blo	ckage)		
•		Belts on Dig					
•		Belts on Slu					
•		Hoses for P					
•	•	new effluer	•	•			
•		loyee for Dr	•		en		
•	Grounds	-					
•		#2 Parts Del	ivered				
•		fume Hood		lab			
	перапса	Tarric 1100u	. all ivialli				

# of Service Connections	2				
# Of Service Connections					
# of Service Taps	1				
# Of Service Taps					
# of Meters Read	98	Monthly			
iii oi weters wedd	30	ivioritiny			
# of Meters Tested	0				
# of Loads of Sludge to Landfill	22				
# of Location Marks made for Miss Utility	/ 74				
# of Meters Replaced	16				
# of Water Lines Repaired	1	# of Sewer	# of Sewer Lines Unstopped		
Locations:		Locations:			
205 River Oaks Dr.		Timberlake	Subdivision - CCUSA		
		904 Lola Av	re.		
Push Camera Footage		Sewer Main Cleaned		4020'	
Sewer (Root Cutting) Main	2,175	Sewer Main Cleaned Ma	nholes	17	
Sewer (Root Cutting) Main Manholes		Sewer Right of Way Clea	ring Footage	0	
Sewer Video Footage		Sewer Service Cleaned		0	
Sewer Video Manholes	5	Sewer Root Cutting Serv		0	
		Water Right of Way Clea	ring Footage	0	
Water Turn Ons and Offs	72				
Cut Offs For Non-Payment	42				
# Of Hydrants Flushed	0				
Other Utilities Distribution and Collection	on Activities &	CIP Projects:			
Replacing Water Line to Chamber on Wa	shington Stree	et.			

P	ublic Works Mon	thly Report		
	Monthly Staff Re	port B&G		
Date:		9/1/2018		
TO:		Town Mana	_	
FROM:		David Garre	ett	
DEPARTMENT	Γ:	Building an	d Grounds	
MONTH:		August		
# Burials			1	
# of Crematio	ons		0	
# of Labor Ho	urs for Green Hill (Cemetary	14.00	
# of Curbside	Brush Stops		116	
# of Brush Loa	ads		13	
# of Curbside	Bulk Stops		95	
# of Bulk Toni	nage		13.08	
Solid Waste T	otal Tonnage		74.14	
# of Labor Ho	urs to Maintain Bu	ildings	84.00	
# of Labor Ho	urs to Maintain Pa	rks	305.5	
# of Acres Mo	wed		189.99	
# of Acreage I	Mowed by Contrac	ctor	9.25	
Other Public	Works Activities	and CIP Proie	cts:	

		Streets				
Monthly S	Staff Repo	rt Streets				
Date:			9/1/2018			
TO:			Town Mana	nger		
FROM:			David Garre	ett		
DEPARTM	IENT:		Streets			
MONTH:			August			
# of Lane	Miles Mow	ed by Town			62.51	
			_			
# of Lane	Miles Mow	ed by Contra	actor		0	
# of Littor	Dage Calle	at a d			24	
# Of Litter	Bags Colle	cteu			24	
# of Weed	d Control G	allons Applie	-d		100	
# of Swep	t Lane Mile	es			39	
# of Week	end Trucks	5			6	
# of Total	Tonnage fo	or Weekend	Trucks		3.15	
-		Sign, Dead A			538.5	
(Shoulder	r Work, Dra	innage, Tree	Removal)			
A a sa le sa la T					7.04	
Asphalt To	otals:				7.01	
Other Str	ents Activi	ties and CIP	Projects:			
Other Stre	CCG ACTIVI	acs and CIF	i iojecis.			

	Fleet Mainte	enance			
Monthly Staff R	eport FM				
Date:		9/1/2018			
TO:		Town Mana	ager		
FROM:		David Garre	ett		
DEPARTMENT:		Fleet Main	tenance		
MONTH:		August			
# of State Inspec	tion			6	
# of Preventive N	Maintenance	Work Orders	ork Orders		
# of Emergency F		1			
Other Fleet Mai	ntenance Act	ivities and CIP	Projects:		

ACTS RIDER TALLY August 2018 Ridership Report

DATE		CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERAL	LL Cash	Daily Miles 1	otal Miles
1-Aug						118	118	118		192	192
2-Aug						89	89	207		195	387
3-Aug						98	98	305		188	575
4-Aug						68	68	373		115	690
6-Aug						115	115	488		195	885
7-Aug						84	84	572		196	1081
8-Aug						95	95	667		194	1275
9-Aug						114	114	781		192	1467
10-Aug						71	71	852		194	1661
11-Aug						54	54	906		113	1774
13-Aug						169	169	1075		198	1972
14-Aug						110	110	1185		193	2165
15-Aug						84	84	1269		195	2360
16-Aug						89	89	1358		194	2554
17-Aug						102	102	1460		195	2749
18-Aug						37	37	1497		112	2861
20-Aug						92	92	1589		194	3055
21-Aug						105	105	1694		194	3249
22-Aug						92	92	1786		195	3444
23-Aug						87	87	1873		198	3642
24-Aug						89	89	1962		194	3836
25-Aug						74	74	2036		111	3947
27-Aug						81	81	2117		197	4144
28-Aug						78	78	2195		193	4337
29-Aug						85	85	2280		192	4529
30-Aug						78	78	2358		189	4718
31-Aug						87	87	2445		192	4910
M Hours	304	Total Ride	ers to date:	<u>4,445</u>	<u>.</u>			Counter Sa	ales		
YTD Hours	584	Total Rev	enue to Date	\$ -				Total Month Revenue	<u>e</u> \$	-	
		Days Run-	30.4	Average o	daily riders	80.4					
<u>T</u>	otal days	run	58.4					Average daily riders YTD		76.1 TOTAL MILES	9,401

Annual Ridership Tally FY2013—FY2019

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	Nov	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	Yearly Total
FY2011							391	590	481	495	551	1,617	<u>4,125</u>
FY2012	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	13,211
FY2013	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<u>16,376</u>
FY2014	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	20,230
FY2015	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	24,449
FY2016	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	21,848
FY2017	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	22,759
FY2018	1,772	1,915	1,928	1,558	1,351	1,412	1,292	1,440	1,403	1,397	1,504	2,612	19,584
FY2019	2,000	2,445											4,445

Main Street Coordinator August Monthly Report



Meetings and Conferences

- Attended August Town Council and August Work Session
- Attended monthly business meeting to discuss upcoming events

Business Updates

- Rhythm Company Dance Studio will be opening at 517 Main Street in September; their ribbon cutting is 9/10 at 5:30.
- Met with business owner, Proving What's Possible, who will be opening at 621 B Broad St. later this year.
- Working with property owner and prospective businesses on 600 Broad Street property.
- Will be collaborating with Chamber & DHCD to bring "Hospitality Training" workshop on Sept. 11th.
- Businesses and organizations will be hosting "Autumn in Altavista" promotional event to coincide with 100 mile Yard Sale, McCormick's Tractor Pull, and Scarecrow Stroll.

AOT

Held Monthly AOT board meeting

- Held final meeting with consultant on Children's Museum Study,
- Held Promotions Committee meeting to discuss food truck event planning for September 14th, Scarecrow Stroll, and Autumn in Altavista event.
- Continued to finalize quotes and designs for downtown parking signs.
- Met with Giblet Jog committee and race registration is now LIVE. The Standard is the Title Sponsor.
- Downtown Parking signs were ordered and will be installed by next month
- AOT will be collaborating with the Staunton River Garden Club to purchase more snowflakes for Main Street.
- Updated AOT's website to update events section & updated Giblet Jog race registration website.

- Continue to work with Bennett's to discuss LOVE sign designs.
- Working with Dolan to complete AOT audit.

✓ August	▲ August October ▶										
Sun	Mon	Tue	Wed	Thu	Fri	Sat 1 First Saturday @ Trade Lot Band Booster's Classic Car Cruise In @ Trade Lot					
2	3 Labor Day Town Offices Closed No ACTS Bus	4 Planning Commission 5:00 PM	5	6	7	8					
9 National Grandparent's Day	10	11 Town Council Regular Meeting 7:00 PM	12	13	14 Broad Street Food Truck Roundup 5:30 pm to 8:00 pm	15					
16	17	18	19	20	21	22					
23	24	25 AEDA Meeting 8:15 AM Town Council Work Session 5:00 PM	26	27	28	29 Avoca's 19th Annual Harvest Jubilee & Wine Festival					
30			'		,						

■ September			October 2018			November ►
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 National Manufacturing Week Begins Scarecrow Stroll Begins	Planning Commission 5:00 PM	3	4	5	First Saturday @ Trade Lot Band Booster's Classic Car Cruise In @ Trade Lot
7	8 Columbus Day	9 Town Council Regular Meeting 7:00 PM	10	11	12	13
14	15	16	17	18	19 Avoca Night at the Museum Lantern Tours	20 Avoca Night at the Museum Lantern Tours
21	22	23 AEDA Meeting 8:15 AM Town Council Work Session 5:00 PM	24	25	26	27
28	29	30	31 Townwide Trick or Treat 3:00-5:00 PM	Town Taxes maile	ed in the month of	October.