



**Town of Altavista, Virginia**  
**Meeting Agenda**  
**Town Council Regular Meeting**

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

**Tuesday, April 9, 2019**  
**7:00 p.m. – Council's Chambers**

- 1. Call to Order**
- 2. Invocation/Pledge of Allegiance**
- 3. Agenda Adoption**
- 4. Recognitions and Presentations**

**a. Employee Introductions/Recognitions**

**5. Citizen's Time (Non-Agenda Items Only)**

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and-answer session between the public and the Council.)*

**6. Consent Agenda**

**a. Approval of Council Minutes**

- i. March 12, 2019 Continued Work Session
- ii. March 12, 2019 Town Council Regular Meeting
- iii. March 26, 2019 Work Session

**b. Acceptance of Monthly Financial Reports**

**7. Public Hearing(s) (None Scheduled)**

**8. New Business**

- a. Altavista On Track – "LOVE" sign request
- b. Planning Commission Recommendation – *Text Amendment*
- c. First Reading of FY2020 Budget and CIP/ Setting of Public Hearings
- d. Reorganization plan/Request

**9. Unfinished Business**

- a. Ridgeway Avenue Drainage project follow up
- b. WWTP Emergency Overflow Pond – Pilot Study

**10. Reports and Communication**

- a. Report from Town Manager

**10. Reports and Communication (continued)**

- b. Departmental Reports
- c. Correspondence
- d. Monthly Calendars

**11. Matters from Council****12. Closed Session**

- a. Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body
- b. 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.

**13. Adjournment**

*THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARRE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

April 9, 2019

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

Introduction of New Police Department Employee

**DESCRIPTION:**

The Town welcomes the following new employee(s):

- Mr. Derek Tyree - Police Department - Police Officer

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Welcome and Appreciation

**ATTACHMENTS:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

April 9, 2019

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

Consent Agenda Items

**DESCRIPTION/ACTION:**

**7a: Approval of Minutes:** Approve the minutes of the March 12, 2019 Continued Work Session; March 12, 2019 Regular Meeting and the March 26, 2019 Work Session. ([Link to minutes](#))

**7b: Acceptance of Monthly Financial Reports:** Approve acceptance of Monthly Financial Reports. ([Link to Reports](#))

**BUDGET/FUNDING:**

*Any budget impact is denoted per the particular item/motion.*

**POTENTIAL ACTION:**

*Approval of each of these items will be done with one motion to approve the items on the Consent Agenda.*

*If any Council member would like to remove any item from the Consent Agenda, this should be stated before approval of the Consent Agenda. If an item is removed it will be placed on the Unfinished Business section of the agenda for discussion at that time.*

Regular Council Meeting – March 12, 2019

The regular scheduled Council meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on March 12, 2019 at 7:00 p.m.

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

Council members	
Present:	Mayor Michael Mattox Mr. Reginald Bennett Mrs. Beverley Dalton Mr. Tracy Emerson Mr. Timothy George Mr. Jay Higginbotham
Council absent:	Mr. Wayne Mitchell
Also present:	Mr. J. Waverly Coggsdale, III Town Manager Mrs. Tobie Shelton, Finance Director Police Chief Thomas Merricks, APD Mr. David Garrett, Public Works Director Mr. Tom Fore, Public Utilities Director Mr. John Eller, Town Attorney Ms. Emelyn Light, Main Street Coordinator Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Rev. Dawn Coffman, Mount Herman United Methodist Church, gave the invocation.

3. Approval of the Agenda

Mayor Mattox asked Council if they had any questions regarding the agenda. There were none.

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

Motion carried.		
VOTE:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

4. Recognitions and Presentations

- a. Employee Introductions and Employee Recognition
- Mr. Coggsdale informed Council of two new employees recently hired for the Altavista Public Works Department: Mr. Jason Simmons, Street Maintenance Specialist, and Mr. Jason Fermanis, Building & Grounds Maintenance Worker.
  - Mr. Coggsdale stated Altavista’s Water Plant also had an employee they would like to introduce to Council and Mr. Tom Fore, Utilities Director, would do the introduction.
- Mr. Fore stated the water plant advertised last fall for a potential employee, but was unable to find a suitable candidate, so they hired a recruit from the employment agency Manpower.
- Mr. Fore stated the water plant was fortunate to acquire an excellent recruit from Manpower and had since hired the young man, Mr. Shawn Mahoney, as a full time employee. He introduced Mr. Mahoney to Council and stated would be giving them additional information about himself.

## Regular Council Meeting – March 12, 2019

Mr. Mahoney stated he was happy to attend the meeting to meet Council members and additional staff, which would enable him to “match names with faces”.

Mr. Mahoney shared with Council he had graduated college last fall, Dayton Ohio University, and then signed with a temporary agency, Manpower, but wanted to find something more permanent in his field of study, environmental chemistry. He stated when the position became available at the Altavista Water Plant, he felt it would be a good fit for him and his collegiate background.

Mayor Mattox thanked Mr. Mahoney for attending the Council meeting and welcomed him to the water plant and to the Town of Altavista.

- Mr. Coggsdale recognized Mr. David Garrett for his 5 Year Milestone as the Director of Altavista’s Public Works Department.

Mayor Mattox thanked Mr. Garrett for his service to the Town of Altavista.

### b. Town Council Retreat Facilitator Introduction – Mr. Kimble Payne

Mr. Coggsdale introduced Mr. Payne and stated he had agreed to facilitate the Council Retreat on April 23, 2019, and stated Mr. Payne may have some “homework” (thoughts) for Council to consider for their upcoming retreat.

Mr. Payne introduced himself and thanked Council for having him at the meeting and also for the privilege of facilitating their council retreat in April.

Mr. Payne informed Council that the “homework” Mr. Coggsdale was referring to was in the form of thoughts, ideas, and/or items for discussion they may have for their retreat curriculum. He stated he would be calling each Council member individually to obtain those things in order to compile a cohesive set of goals desired by Council for their retreat agenda.

Mr. Payne stated, with the assistance of Mr. Coggsdale, he would compile a preliminary agenda for Council’s consideration and approval.

Mr. Payne stated, even though the retreat was only scheduled for a five hour time period, he was confident Council would be able to accomplish a desired outcome that would be beneficial to them and the community.

Mr. Payne stated it was his intent, for the first forty-five minutes of the upcoming retreat, to review items from Council’s last retreat and discuss what has been accomplished with those items or if any of the items needed to be addressed further. He stated he had been keeping up with Altavista in the papers and social media, and was impressed with the town’s progress since his last visit at the last Council Retreat in August of 2017.

Mr. Payne continued stating the majority of the retreat’s agenda would focus on items and/or issues Council would like to discuss or work on moving forward. He stated, for example, the Town of Altavista’s newly proposed Economic Development Strategic Plan was an item Council could choose to place on the retreat agenda.

Mr. Payne stated the ultimate goal for the council retreat was to be as productive as possible in the discussions regarding the retreat agenda items. He stated he would do his best to facilitate and assist Council during those discussions.

Mr. Payne thanked Council for their time and stated he looked forward to working with them.

Mayor Mattox asked Council if they had any questions for Mr. Payne regarding the council retreat scheduled for April 23, 2019. There were no questions from Council at that time.

Mayor Mattox thanked Mr. Payne for his time and stated he looked forward to working with him at the retreat.

Regular Council Meeting – March 12, 2019

c. Boy Scout Merit Badge Requirement

Mayor Mattox introduced Mr. Ronald Layne, current Boy Scout Commander.

Mr. Layne recognized the Troop 278 Scout Master in attendance, Mr. Jonathan Dawson, and two Boy Scouts also in attendance, Colby Dawson and Seth Ware.

Mr. Layne stated the two young scouts were in attendance because they were required to attend a public meeting as a part of earning their Boy Scout Communications Merit Badge.

Mr. Layne thanked the Mayor and Council for their time and for allowing him to recognize the Boy Scouts and their efforts in trying to earn their merit badges.

Mayor Mattox commended the Boy Scouts Dawson and Ware on their merit badge efforts.

5. Citizen’s Time

There were no citizen comments on this date.

6. Consent Agenda

- a. Approval of Council Minutes:
  - February 12, 2019 Town Council Regular Meeting
  - February 26, 2019 Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Recreation Committee Appointment – Ann Shelton
- d. Staunton River Garden Club “Snowflake Project” Funding
- e. Altavista Police Department – Summer Intern Request
- f. Staunton River RIFA Funding Request
- g. Declaration of Town Property as Surplus/Salvage

Mayor Mattox asked if there was any discussion needed by Council regarding the consent agenda items. Mayor Mattox requested a motion from Council to approve the consent agenda as presented.

Mrs. Dalton, seconded by Mr. George, motioned to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

7. Public Hearing

No public hearings were scheduled for the March 12, 2019 meeting.

8. New Business

a. Jordan Goff – Utility Connection Fee

Mr. Coggsdale stated Mr. Jordan Goff, 218 Frazier Road, had requested placement on the Town Council Agenda in order to address Council regarding the recent increase of the town’s utility connection fee and also the town’s website information pertaining to the fee.

Mr. Coggsdale informed Council the citizen, Mr. Goff, was not present at the meeting.

Mayor Mattox stated, with Mr. Goff not being present for discussion of his request, Council would move forward to the next item on the agenda.

b. Peed & Bortz Proposal – Ridgeway Avenue Drainage Project

Mr. Coggsdale reminded Council of the preliminary engineering services Peed & Bortz had provided at the February Council Work Session for the development of options regarding the Ridgeway Avenue Drainage Project. He stated it was then the consensus of Council to have Peed & Bortz proceed with Option 1A, with the modifications indicated by Council.

Mr. Coggsdale stated staff was seeking approval of the Peed & Bortz revised proposal of Option 1A for the final engineering, bid process, and construction administration, in the amount of \$9,500; with the anticipation project inspections would be done by the town.

Mr. George asked was the amount for the entire work to be done on Ridgeway Avenue.

Mr. Coggsdale stated the proposal before Council tonight was only for the engineering part of the project’s process.

Mr. Higginbotham asked if the town had already committed to spending a certain amount of money with Peed & Bortz for the Ridgeway Avenue project, or if town staff could do some of the work to lower the project’s total cost projection.

Mr. Coggsdale stated staff was not able to perform the engineering tasks associated with the project, but staff was planning to perform the project’s inspections in order to save costs.

Mr. Coggsdale informed Council there were Highway Funds available to use for the project because the town was replacing existing drainage pipes.

Mayor Mattox asked Council if they had any additional questions, to which there were none.

Mrs. Dalton, seconded by Mr. Bennett, motioned to accept the recommendation from staff to approve the \$9,500 proposal from Peed & Bortz for engineering services associated with the Ridgeway Avenue Drainage Project.

Motion carried.

Vote:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

c. Meals Tax Ordinance Text Amendment

Mr. Coggsdale informed Council that Mr. John Eller, Town Attorney, would be addressing them regarding a meals tax ordinance amendment.

Mr. Eller stated, after recently reviewing Altavista’s Town Code, he found portions of the code previously amended by Council had not been incorporated into the printed version of the town code. He stated staff needed to remove the numerical percentage related to the meals tax rate (Sec. 70-42 (a) and the commission for payment (Sec. 70-46 (d)). He stated the two items were already in the Altavista Master List of Fees & Rates.

Mr. Eller stated since 2017, under Council approval, staff had been removing all references from the town code that pertained to a set fee or rate and placing them in the town’s master fee list. He stated, by doing so, it allowed the town the ability to change a rate without having to go through the lengthy process of amending the ordinance related to the rate.

Mr. Eller stated Altavista’s current master list of fees & rates was up-to-date and included the meals tax rates, but requested Council approve the removal of the numerical reference from the town code. He continued stating the approval would not require a public hearing because the town’s master fee list had already been approved by Council.

Regular Council Meeting – March 12, 2019

Mayor Mattox asked Council if they had any questions for Mr. Eller or Mr. Coggsdale regarding the recommendation to amend the town code by removing the meals tax rate, to which there were none.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request by Mr. Eller and staff to amend Altavista’s Town Code by removing the meals tax rate, keeping the code cohesive and allowing Altavista’s Master List of Fees to contain all rates moving forward.

Motion carried.

Vote:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

9. Unfinished Business

a. FY2020 Budget / CIP Follow Up

Mr. Coggsdale referenced the FY2020 Draft Budget and FY2020-2024 CIP that Council received on February 19<sup>th</sup> and stated staff gave an introductory overview to Council of the revenue and expenditures of all funds associated with the budget at the February 26th Town Council Work Session. He continued stating, following a brief discussion, Council decided to send any input or questions in regards to the budget/CIP to the town manager in preparation for additional review or discussion.

Mr. Coggsdale informed Council there would be an additional opportunity for review and discussion of the budget at their March 26th Town Council Work Session. He stated the next evening, March 27<sup>th</sup>, had also been set aside should Council desire to continue the discussion.

Mr. Coggsdale stated the budget would need to be finalized no later than the April 9th Town Council Regular Meeting, so the budget and CIP related items could be advertised in April and May. He continued stating, the deadline was made in order for Town Council to conduct the required Public Hearings at their May 14th Regular Meeting.

Mr. Coggsdale informed Council the adoption of the FY2020 Budget/CIP had been tentatively set for the June 11th Town Council Regular Meeting.

Mr. Coggsdale asked Council if they had any questions or concerns regarding the FY2020 draft budget.

Mr. Higginbotham asked, since there was an upcoming Council Retreat on April 23<sup>rd</sup>, if Council envisioned any discussion regarding the draft budget while at the retreat.

Mr. Coggsdale stated the timing of this year’s retreat would be too late in the process to discuss any individual items within the FY2020 draft budget, but would be a good time to discuss any items desired for future budgets and/or CIP plans.

Mrs. Dalton stated the Council Retreat would be a good time for Council to discuss the budget process and whether or not Council desired any revisions to the process.

Mr. Coggsdale stated if there are any questions or concerns Council had regarding the proposed FY2020 budget or CIP items, to please let staff know so the items can be discussed and/or addressed at the March 26<sup>th</sup> Council Work Session. He stated waiting until the Council Retreat in April would be too late in the process for the draft budget to be changed.

Mayor Mattox asked all Council members to make a list of any questions and/or concerns they may have, and also any suggested changes regarding the FY2020 draft budget. He stated those items would be discussed by Council at their March work session.

Mayor Mattox thanked Mr. Coggsdale, Town Manager, and Mrs. Shelton, Town Finance Director, for their work on the FY2020 draft budget and for generating a “five year forecast” of the town’s General Fund for Council’s review.

## Regular Council Meeting – March 12, 2019

Mr. Higginbotham stated he was not in favor of the town using an out-of-state service provider (Florida) for “the cloud” upgrade they will be converting to later this year. He suggested staff gather additional quotes from Virginia based providers.

Mayor Mattox stated the request from Mr. Higginbotham was the type of “questions and concerns” staff was asking for Council to relay to them in regards to the draft budget.

Mr. Higginbotham also asked if there was still an investigator position in the FY2020 draft budget, to which Mr. Coggsdale answered there was.

Mr. Higginbotham requested staff and Council should further discuss whether or not there was a current need in Altavista for the position.

Mr. Coggsdale stated staff would investigate any request Council had regarding the draft budget and have the information and/or additional options available at the next work session.

### b. Economic Development Strategic Plan Consideration

Mr. Coggsdale referenced the work session held by Town Council earlier that evening to review and discuss the Economic Development Strategic Plan proposed by the Altavista Economic Development Authority (AEDA). He asked Council if they had any additional items or questions regarding the proposed plan they would like to discuss.

Mr. Coggsdale suggested Council discuss the next step they desired in regards to the proposed strategic plan in order to give staff direction on moving forward.

Mr. Coggsdale stated staff would deliver Council more details in regards to organizing the strategic plan at their March 26<sup>th</sup> Council Work Session.

Mayor Mattox stated he saw value in Altavista having a strategic economic plan and he was in favor of supporting the proposed plan by the AEDA.

Mr. Coggsdale stated Council could choose to show its support of the strategic plan by “accepting” the proposal by the AEDA. He stated accepting the proposal was not the same as adopting the plan, which meant Council agreed to every item in the plan.

Mrs. Dalton stated if Council chose to accept the proposal by the AEDA, it would only be giving staff the direction to move forward in the planning process. She stated it was not a “policy adoption”, which would mandate Council commit to every project within the plan.

Mr. Higginbotham stated, with Altavista already having an Economic Development Director position available, he did not see the need for the town to hire a Community Coordinator as mentioned in the proposed strategic plan. He stated a report he recently studied, Lee Cobb Report, suggested combining the two roles into one.

Mr. Higginbotham stated he was otherwise in favor of the proposed strategic plan by the AEDA and felt Altavista was moving in the right direction regarding economic development.

Mrs. Dalton stated the desired success of the Economic Development Strategic Plan for Altavista would greatly depend on the town’s ability to coordinate all of its organizations (AOT, Chamber of Commerce, etc.) working together as a whole.

Mrs. Dalton stated, even though the Chamber of Commerce was not owned and operated directly by the Town of Altavista, Chamber Director, Heather Reynolds, had conveyed to

Mrs. Dalton the chamber’s willingness to work with the town at any time, on any project. She stated Mrs. Reynolds welcomed the collaboration with Council and the town.

Mrs. Dalton continued stating the Altavista On Track (AOT) organization was always willing to collaborate with other town organizations and using the proposed strategic plan would only enhance their ability to successfully accomplish a collective goal.

Mayor Mattox asked for Council’s consensus to vote on the proposed strategic plan.

Regular Council Meeting – March 12, 2019

Mr. Emerson asked if there were still two town positions available and not yet filled already accounted for in the current budget, to which Mr. Coggsdale answered there were.

Mr. Emerson asked if Council would be discussing whether or not the town needed those two positions or if combining the two would be sufficient for the town’s needs. Mr. Coggsdale stated he would be evaluating the two open positions and making a recommendation to Council at a later date for discussion and/or consideration.

Mrs. Dalton, seconded by Mr. Bennett, motioned to accept the Altavista Economic Development Strategic Plan draft proposal presented by the AEDA.

Motion carried.

Vote:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

c. Annual Mowing Contract Follow-up

Mr. Coggsdale referenced the previous discussion brought to Council at their February work session regarding the request by staff to award an annual town mowing service contract to the lowest bid received for the service. He stated the lowest bidder had been non-responsive to staff attempts to contact him, so staff had to move forward in the process.

Mr. Coggsdale requested Council approve staff’s recommendation to award the annual mowing contract to the second lowest bidder, L&A Lawn Care, for the base bid of \$1,408.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, had received all required documentation needed from the contractor and was ready to move forward with the award.

Mayor Mattox asked if Council had any questions or concerns regarding the request, to which there were none.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the recommendation by staff and award the town’s annual mowing service contract to L&A Lawn Care.

Motion carried.

Vote:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

10. Reports and Communications

**Town Manager’s Report for the March 12, 2019 Council Meeting**  
Any updates since the last Council meeting are in *Italic* at the end of each item...

**Projects/Items**

**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 due on Tuesday, October 9<sup>th</sup>. Staff is working on the layout/design for the trail off of Westwood Drive. Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session. Council approved the project at their December 11, 2018 meeting. *Based on field conditions, the layout/configuration of the English Park Improvements had to be modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session.*

## Regular Council Meeting – March 12, 2019

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) hopefully in December. *Town Staff has been working with Boxley to get a target completion date for this project.*

**Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area):** Staff is coordinating the process with Campbell County and intends to bring the detailed process to Town Council at their February Regular Meeting.

**Dalton's Landing Canoe Launch Project Update:** DCR representative has indicated that the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14<sup>th</sup> to begin grant agreement process. DCR has indicated that there has been a slow down at the Federal level and we hope to get the grant process going by early December. Staff was notified that all funding requests have been approved, awaiting grant documents and scheduling a meeting with DCR representative. *Staff met with DCR representative on January 31<sup>st</sup> to go over the sub-grantee paperwork and to visit the site.*

**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. The signs have been delivered, staff will work on having them installed. *Installation has begun on the parking banners and signs.*

**Economic Development Strategic Plan (Camoin):** Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December. AEDA will be reviewing draft documents in January and working with consultant. *AEDA conducted a Work Session to review the draft document on January 22<sup>nd</sup>; they will work on a final draft and anticipate providing it to Town Council at the February Work Session.*

**Staunton River RIFA:** All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval. Secretary of the Commonwealth's Office has approved this item. *The first meeting of the Staunton River RIFA is scheduled for Friday, February 8, 2019 at the Hurt Town Hall.*

**Meals Tax Audits:** *Staff has explored the re-implementation of meals tax audits on local restaurants; based on a conversation with an accountant we will correspond with each restaurant and inform them of their responsibilities and the possibility of audits.*

**Melinda Tank Pressure Zone Improvements** Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review. *Tom Fore (DPU) met with Woodard & Curran to review the Preliminary Engineering Report (PER) for the project with the VDH (Danville). For additional information, see the Woodard & Curran update.*

**Personnel Policies Manual (Employee Handbook) Update:** Staff discussed with item with Town Council at their January Regular Meeting and it was decided that Town Council would submit their thoughts and comments to the Town Manager. Once this is complete the item will be placed on a future work session agenda.

**Ridgeway Avenue Drainage Evaluation** *Peed & Bortz (Scott Bortz) provided an update to Town Council at their February Work Session. Approval of the engineering services proposal is on the March Regular Meeting agenda. For additional information see the attached Weekly Peed & Bortz Project Status Report (page 3)*

**Rt. 43 Gateway Project (Streetscape/Utilities):** Staff has been working with VDOT and Hurt & Proffitt and the project has been submitted for Federal approval to bid. *The Town has received authorization from VDOT to proceed with advertisement of both projects (Streetscape and Utilities). The bids will be received on February 7, 2019 at 2 p.m. for the Streetscape and 3:00 p.m. for the Utilities.*

**Trail Project (mausoleum area):** Town Council approved the award of the trail design/construction bid related to this project at their January Regular Meeting. The bid was awarded to Kirk Schultz. The agreement is being executed and the beginning date is set for February 1<sup>st</sup> with a timeframe of three (3) months.

**Utility Standard Details & Specifications** See weekly Peed & Bortz Project Status Report (page 1). *Awaiting VDH comments.*

**WWTP Clarifier #1 Project** *See weekly Hurt & Proffitt Status Report (page 1)*

**WWTP Emergency Overflow Pond (DEQ):** Town Council discussed several items related the EOP and the PCB issue. Staff will begin gathering information to submit to DEQ for our annual update. Staff will seek quotes for the grid sampling of the pond, which is included in the FY2019 Budget. Staff will also continue the dialogue with ecoSpears in regard to their interest in a pilot study for remediation purposes. Staff will also work on avenues to address any potential issues in regard to the rising elevation of the pond due to the weather. *Met with Councilman Higginbotham and Tom Fore (DPU) regarding grid sampling and possible alternative way to reduce the water level in the pond with a pilot study. Tom and I has a phone conversation with Dr. Sowers (2/22/19); information was provided to Dr. Sowers in regard to the EOP's Supernate. Ongoing conversations with Dr. Sowers regarding potential pilot study. Conversation with LEAF Engineering in regard to the need of design drawings for the pond which would be required to the issuance of a permit to remove water from the pond per their methods (this would be an added expense.)*

**WWTP Phase 1 Electrical Design** *See weekly Peed & Bortz Project Status Report (page 2)*

**RFQ/P Engineering Services** *This item has been published and posted on the Town's website.*

### **CAPITAL IMPROVEMENT PROJECTS**

**Pavilion (English Park) Roof Replacement:** Town Council approved the use of architectural shingles for the roof replacement project at their January Regular Meeting. *The contractor has indicated that they are planning on installing the new roof the week of March 18 dependent upon the weather.*

**Streetlight (Decorative) LED Head Conversion Project:** Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. Several heads have been replaced on the upper end of Broad Street in front of the library. Funding is requested in the FY2020 budget for year two of the project. *As of March 1, 2019 the installation of the streetlights purchased in FY2019 (Phase 1) is 68% complete (21 of 31 new heads installed). Phase 1 is tentatively scheduled for completion by June 2019. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget.*

### **Hand Rail Replacement Projects (Library and Train Station):**

Railings have been installed; once the wood has cured they will be painted.

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. *Weather has delayed this project, work will resume once the area is dry.*

**Washington Street Sidewalk Project:** **COMPLETE**

**Chemical Storage Building (Public Works):** Town Council discussed this issue at their January Work Session and staff will work on reviewing the procurement methods that will best meet the town's needs. The project estimate is \$300,000 and only \$15,000 will be needed in FY2020 to complete the project's funding. The goal is to have the facility ready for use by winter 2019. *Peed & Bortz is in the process of surveying the Public Works Facility and town staff is working with Virginia A&E on the RFP Design/Build document. For additional information see the Weekly Peed & Bortz Project Status Report (page 4).*

### **VDOT PROJECTS (Non-Town Funds)**

**VDOT Rt. 29 Bridge Replacement Project Update:** VDOT has selected English Construction as the contractor for this project. The Right of Entry/Access agreement between English Construction and the Town has been executed and the Rt. 29 Bridge has been closed. *AOT is working with Town Manager on the possibility to implement signage to support local businesses. I have been in communication with Public Works to communicate trail closures in English Park.*

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** This is a VDOT project which should begin soon. Town staff's role will be to assist with removal and replacement of the brickwork at the intersection corners (sidewalk area).

## Regular Council Meeting – March 12, 2019

*AOT will work with Town Manager to communicate to downtown businesses and public on street closures and up-to-date project information.*

### **Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project):**

This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. *It is anticipated that this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.*

Mr. Higginbotham asked, in reference to the WWTP Overflow Pond item in the Town Manager Report, if staff was still waiting on a response from Mr. Sowers. Mr. Coggsdale stated Mr. Fore was communicating with Mr. Sowers regarding the subject.

Mr. Fore stated he was currently working with Mr. Sowers and his team on a budget quote regarding a small scale study to be done at the town's water plant overflow pond. He stated he should have the information and the quote for Council's review at their March work session.

## 11. Matters from Council

Mayor Mattox asked if any Council member had a question or concern for discussion.

- Mr. Emerson asked when construction would begin on the Dalton's Landing Project.

Mr. Coggsdale stated he recently met with a DCR representative and they are currently working on completing a NEEPA document for the town's boat ramp project. He stated when the document process was complete, staff/town would then move forward with the bidding process for the project.

Mr. Coggsdale informed Council there were restrictions for not entering the river for construction between April and September 15<sup>th</sup>. He stated the plan was to start the project in mid-September.

- Mayor Mattox shared with Council a "thank you" note from Peace of Pie Owner, Donna Hendricks.

*"Thank all of you for letting my penalty be forgiven. I don't remember everything after my surgery, but I do remember asking the nurse if I could come and pay my Meals Tax. They must have thought I was crazy since I was in the ICU. Just know that I had the town on my mind. Thank you again. I am Thankful our town has a soul. Sincerely, Donna Hendricks, Peace of Pie."*

Mayor Mattox stated the town would always work with its citizens and businesses going through hard times in order to resolve a situation for everyone involved.

- Mr. George asked when the town would be starting its Meals Tax auditing.

Mr. Eller answered the town could not start the tax audit process until May (after tax season).

Mr. Bennett asked if the Cigarette Tax would also be part of the mentioned audit.

Mr. Eller stated cigarette taxes would not be included with the Meal Tax audit.

Mr. Coggsdale stated Cigarette Tax audits were easier to accomplish because the town could do "field checks" for stamps on the cigarette packages.

- Mr. Coggsdale informed Council the Altavista Water Treatment Plant has been recognized by the Virginia Department of Health - Office of Drinking Water (ODW). He stated there will be an Open House at the Southeast Rural Community Assistance office in Richmond, Virginia on April 24<sup>th</sup> where the water plant would be receiving an "Excellence in Waterworks Operations and Performance in 2018" award. Mr. Coggsdale stated that Mr. Tom Fore, Altavista Utilities Director, would be at the ceremony to receive the award on the town's behalf.

## Regular Council Meeting – March 12, 2019

Mr. Coggsdale stated Mr. Fore and the water department are doing a great job in providing quality water to the citizens of Altavista's through the town's water system.

Mayor Mattox thanked Mr. Fore and his staff for the excellent work they do for the town.

- Mr. Bennett asked if the town had ever conducted an "energy audit" to determine areas in which the town could help lower the budget regarding its utilities. He referenced examples, such as replacing the lanterns/lightbulbs on the town's decorative light poles all at one time, instead of gradually, in order to reap the cost saving benefits faster. He also suggested changing out the Town Hall florescent lighting to LED lighting, which would save the town in long term utility costs.

Mr. Higginbotham asked if such an audit was something Dominion, the town's energy provider, would perform, or if it would be more feasible to be done "in-house" by the town.

Mr. Fore, Utilities Director, stated the town was headed in the right direction, referencing the recent electrical upgrades to the town's water plant. He stated the town had already seen a significant amount of energy savings from the previous year, before the upgrades were installed.

Mr. Fore stated, it was staff's intent to upgrade electrical systems in all of the town's water plants, (water plant, pump station, and waste water plant), to continue energy saving efforts.

Mr. Coggsdale stated staff would research additional options the town could possibly use to lower its utility costs and ultimately lower the annual utility budget. He stated he would have the information at the March work session for Council's review and consideration.

- Mrs. Dalton commended Mr. Fore for attracting and hiring the new employee, Mr. Shawn Mahoney, to the Altavista Water Plant. She stated Mr. Mahoney had a great opportunity to learn from Mr. Fore's expertise and leadership. She continued stating, with Mr. Mahoney's college background and field of study, he would be an asset to Mr. Fore and the water plant.

Mr. Fore stated staff did a background check and also spoke with some of Mr. Mahoney's previous professors before hiring him permanently, and was very impressed with him. He stated he was very pleased to have Mr. Mahoney working at the Altavista Water Plant.

- Mayor Mattox took the opportunity to thank the Altavista Police Department (APD) Chief, Mr. Tommy Merricks, for his service. He also asked Chief Merricks to convey his appreciation to the entire police department for all of their hard work and service for the Town of Altavista and surrounding community.

Mayor Mattox asked if there were any additional comments or concerns for discussion from Council, to which there were none.

### 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) (1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

Section 2.2-3711 (A) (3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

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.

Regular Council Meeting – March 12, 2019

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

Motion carried.

VOTE:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 7:38 p.m.

Notice was given that Council was back in regular session at 7:57 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, 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.

VOTE:	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Town Manager, Mr. Waverly Coggsdale, informed staff there were no official actions taken in Closed Session on that night.

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional concerns from Council, to which there were none.

The meeting was adjourned at 7:58 p.m.

\_\_\_\_\_  
Michael E. Mattox, Mayor

\_\_\_\_\_  
J. Waverly Coggsdale, III, Clerk

Council Work Session (continued) – March 12, 2019

A continued work session of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on March 12, 2019 at 6:00 p.m. to further discuss an “Economic Development Strategic Plan” for the Town of Altavista.

Mayor Mike Mattox called the work session to order and presided.

Council members

Present:

Mayor Michael Mattox  
Mr. Reginald Bennett  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham

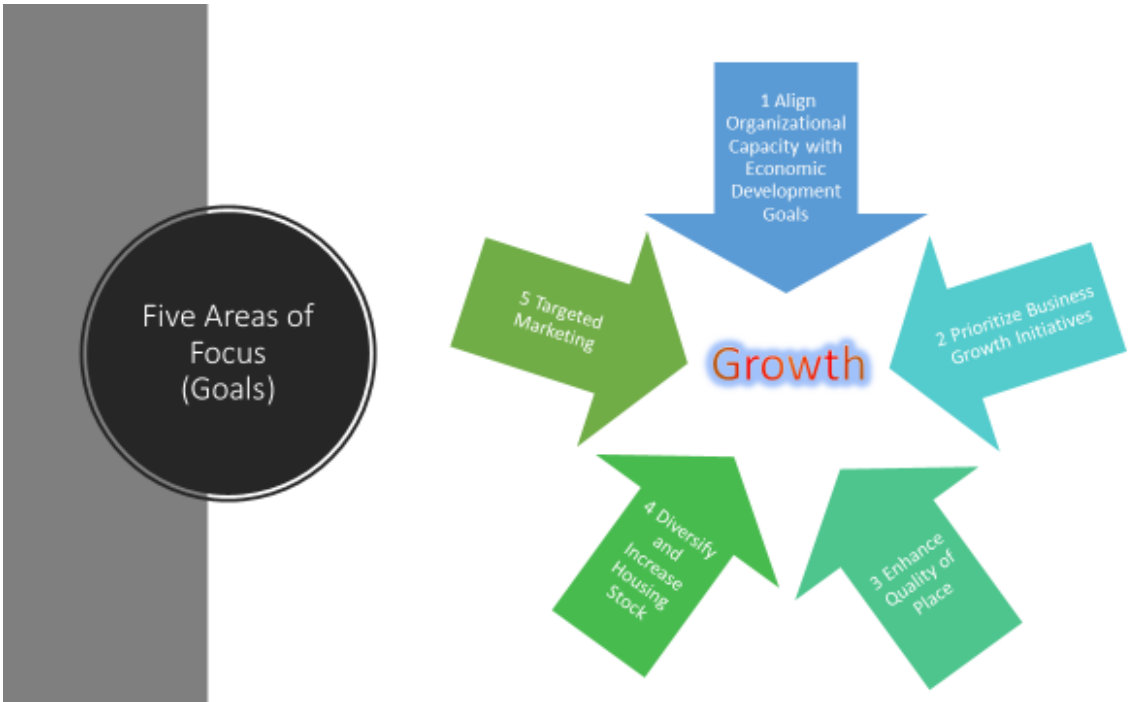
Council Absent: Mr. Wayne Mitchell

Also present:

Mr. J. Waverly Coggsdale, III Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Mr. John Eller, Town Attorney  
Ms. Emelyn Light, Main Street Coordinator  
Mrs. Crystal Hailey, Administration

Mr. Coggsdale referenced the proposed Economic Development Strategic Plan previously presented to Council, by the AEDA, for their review at the February Work Session. He stated the overview being presented by Mr. Maddy that night was for Council to review the plan in more detail and offer comments, questions, and/or direction to the AEDA for any additions or revisions desired by Council.

Mr. Maddy addressed Council on behalf of the AEDA Board. He stated he would go into detail regarding the plan’s suggestions for potential projects that could increase the town’s opportunity for future economic growth.



Goal 1 Align Organizational Capacity With Economic Development Goals

Quick Facts:

- Town has been without director for over year
- Reliance has been placed on regional partners to supplement business attraction
- Great need for someone to coordinate workforce development programs to permanently close worker gap
- New strategic plan sets forth aggressive initiatives that need to be driven

Drivers:

- Open town headcount creates reorganizational opportunity
- Approach to ED needs to include community development
- ED is a competitive environment and constant focus is required

Goal 2 Prioritize Business Growth Initiatives

Quick Facts:

- 47% of jobs within 24517 are manufacturing
- Manufacturing added 300 jobs last five years
- Industry stakeholders identified warehousing as a gap for growth
- 92% of working commute in
- Industry stakeholders identified finding trained workers as a challenge

Drivers:

- National economy driving demand for manufacturing- Altavista projected to add 600 jobs
- Supply of skilled labor will advance business growth
- Local partners have wide exposure across more diverse industries

2 Business Growth Actions

Increase

- **Increase focus on collaboration with local partners**
- Formalize process for obtaining and sharing leads (written if possible)
- Developed shared benchmarks and goals for accountability

Prioritize

- **Prioritize future land use intentions**
- “Think through” grand design of land use and current zoning
- Ensure land use can be accomplished and streamline process
- Promote specific sites to target industries (initially supply chains)

2 Business Growth Actions

Foster

**Foster small business development capitalizing on educational institutes and local knowledge**

- ✓ Form a “Workforce Task Force” to address workforce gap
- ✓ Engage School Board, Employers, County, VTI, WIB
  - ❖ Apprenticeships
  - ❖ Dual enrollment
  - ❖ STEM exposure
  - ❖ Advanced Manufacturing
- ✓ Evaluate manufacturing incubator – targeted businesses

Foster

**Foster small business development- retail and downtown business**

- ✓ Review AOT activities for increasing retail sales and business develop- propose ways in which AEDA could assist
- ✓ Evaluate past utilization of Town incentive programs
  - ❖ Consider additional marketing of programs
  - ❖ Hold educational events

Goal 3  
Enhance  
Quality of  
Place

Quick Facts:

- Known for friendliness, greenspaces and quality of life
- Limited downtown activities, residents traveling out of town for theater, music, restaurants, etc.
- Poor condition of some downtown properties is hindering willingness for investment
- Declining population hinders investment

Drivers:

- Quality of life highly ranked as site selection criteria by companies relocating or building
- Strategic concentrated development supports commercial density downtown and protects greenspace

3 Enhance Quality of Place Actions

Improve

- **Improve and Maintain Appearance of Downtown Properties**
- Review existing code and assess adequacy
- Increase spot checks- focusing on assistance
- Train town representatives on codes and approaches to inspections

Enact

- **Enact incentives and encourage productive use of commercial properties**
- Target grants, incentives, etc. for property improvements
- Offer expedited permitting process and technical consultation support for renovations
- Consider escalating vacant property fees and permit restrictions for chronic property code violators

Build

- **Build out entertainment and recreational amenities to encourage visitation and add to character**
- Identify downtown property for anchor location
- Evaluate use of Booker Building, propose high productivity uses
- Annual review feedback on Park and Trail Master Plan
- Cross promote activities, events and amenities with AOT and Chamber

Goal 4  
Diversify and  
Increase  
Housing Stock

Quick Facts:

- Housing stock lacks diversity in types and price points
- New development stagnant
- Lack of stock relates to loss of higher paying jobs
- 92% of jobs held by in-commuters, 25% from over 50 miles
- 81.3% of town workers commute out, hurting retail
- Town population is aging without suitable housing options

Drivers:

- Greater area expecting jobs and household growth which Altavista can capitalize on
- Altavista expecting growth of 600 jobs- need them here
- Trends show interest in rural communities
- Housing is a top priority for industries considering relocation or development

4 Diversify and Increase Housing Stock-Actions

Stimulate

- **Stimulate mixed use development through incentives, strategic land assembly and partnerships**
- Identify vacant land poised for development, seek proposals
- Review high potential land with Planning Commission and ensure potential uses can be accomplished
- Develop appropriate incentives and streamline process
- Evaluate Town’s potential for involvement as appropriate

Increase, Diversify and Encourage

- **Increase and diversify housing stock and encourage long-term residence**
- Seek professional consultation from VDHCD
- Consider offering incentives for development that support aging- in-place
- Consider time-based incentives for employees to locate in Altavista
- Consider programs directed at local graduates to live and stay in town

Goal 5  
Targeted  
Marketing

Quick Facts:

- Town has great historical legacy to be marketed, but current position an goals are not well known
- ED website hasn't been updated in two years
- Website not projecting development potential
- Great efforts by ATO, Chamber and EDA could be coordinated and consolidated

Drivers:

- Digital media drives behavior, small message changes can produce big results
- More reliance being placed on social media
- Digital media messages constantly change and need management

5 Targeted Marketing Actions

Update

**Update the Town's ED website with current, relevant information and high production imagery**

- ✓ Determine how well it is reaching its audience
- ✓ Compare to competition
- ✓ Make stronger case for target industries
- ✓ Portray local success stories with images or videos and rotate regularly
- ✓ Highlight widely-known small town values
  - ❖ Friendliness
  - ❖ Safety
  - ❖ Quality of life & education
  - ❖ Work-life balance

5 Align Organizational Capacity With ED Goals-Actions

Modify

- **Modify purpose and function of the AEDA to comport with a new direction**
- New vision: **"Be The Community of Choice"**
- New Mission: **"Be The Catalyst for New Ideas and Programs"**

Develop

- **Develop Guiding Principals to Facilitate Decision Making**
- Align with Economic Development Strategic Plan
- Diversify job base for residents
- Advance land use development priorities
- Improve quality of life
- Spur competitive advantage for all Altavista businesses

5 Align Organizational Capacity With ED Goals-Actions

Hire

- **Hire Executive Director of Economic Vitality to Advance the Quality of Life, Community Based, Economic Development Priorities of the Town**
- Conduct audit of existing assistant town manager position for combination with ED position
- Update job description
- Form a search committee and advertise

Hire

- **Hire a Community Development Specialist and reassign Mainstreet Coordinator as Direct Reports to Executive Director of Economic Vitality**
- Based on evaluation of audit of assistant town manager job duties
- Provides additional support to ED Director
- Creates additional focus on preservation of factors that promote town growth

Evaluate

- **Evaluate Governance of the Economic Development Authority**
- *Examine EDA by-laws to determine the need to amend to provide increased focus via memberships, subcommittees or organizational structure*

## Council Work Session (continued) – March 12, 2019

Mr. Maddy concluded the presentation by referencing page seven of the Economic Development Strategic Plan. He stated there was an immediate need for a Director of Economic Development/Vitality and informed Council that Mr. Coggsdale was currently evaluating the position's responsibilities while taking into consideration town and staff needs.

Mr. Maddy also referenced page ten of the strategic plan, which suggested options for future use of properties currently vacant in Altavista. He stated utilizing the properties would be a good opportunity for the town to implement projects for economic growth.

Mr. Maddy stated the goals set forth in the Economic Development Strategic Plan proposed by the AEDA Board should be used every day as a guiding principal for prioritizing, organizing, and implementing the town's vision for their economic growth moving forward.

Mr. Maddy asked Council if they had any questions regarding the proposed Economic Development Strategic Plan.

Mr. George asked Mr. Maddy if there was any precedence for a small town like Altavista to purchase land and offer potential builders incentives to develop the land for such use as a senior community. Mr. Maddy stated he was currently unaware of that particular scenario, but did know of some small towns partnering with businesses with the town to purchase and renovate old or vacant housing in order to offer those houses to incoming employees. Mr. Maddy stated there was a section in the strategic plan that outlined the partnership.

Mr. Maddy stated the Town of Altavista was not the only small town going through an "economic stand still" and/or struggles. He stated Altavista had a lot of great things in its favor to offer its citizens, potential incoming businesses, and the surrounding community that could be used to help the town stimulate growth. Such as its historical legacy, its financial stability, and its continued efforts to give the community a quality way of life.

Mayor Mattox asked Council if they had any questions or comments for Mr. Maddy.

Mr. Bennett asked what the AEDA would need in order to move forward with the plan.

Mr. Maddy stated the goal for that night was to have Council accept the proposed plan, and with acceptance, the AEDA would use the plan to govern their actions moving forward. He continued stating the plan draft was not an "absolute", meaning Council did not have to approve every project within the plan, but it would be the general guidelines used by the AEDA for direction to start implementing the desired goals envisioned for the town.

Mr. George asked if there was a possibility Altavista could use "tobacco grants" for any of the projects outlined in the strategic plan. He stated the neighboring Pittsylvania County had received a large amount of funds for projects in their localities.

Mr. Coggsdale stated the main qualifying factor in receiving a tobacco grant was the tobacco farming and production history of a locality. He stated Pittsylvania County had a significant amount more history in the tobacco industry than Campbell County had.

Mr. Coggsdale stated staff would look for possible grants available that could be used to help implement projects mentioned in the strategic plan.

Mr. Higginbotham suggested helping advertise the Avoca Museum on a wider scale for their wedding venue capability and other events, which would bring more people into town.

Mr. Higginbotham also suggested partnering with local colleges to offer incentives for juniors and seniors to work and live in the Town and Altavista.

Mayor Mattox asked Mr. Maddy if the AEDA had an intent to develop a work plan to measure progress and accountability moving forward, to which Mr. Maddy stated there was a plan within the presented report to do so. He stated everything in the plan was given a priority and a quarterly milestone timeframe.

Council Work Session (continued) – March 12, 2019

Mrs. Dalton thanked Mr. Maddy for his presentation regarding the Economic Development Strategic Plan proposed by the AEDA. She stated the presentation was easy to listen to and follow and the proposed plan was an exciting vision for the Town of Altavista.

Mr. Emerson stated he also enjoyed the presentation and the strategic plan’s potential for economic growth in Altavista.

Mr. Emerson asked if the “stake holders” that were mentioned being interviewed to compile opinion data during the plan’s initial development process were only from the Town of Altavista, to which Mr. Maddy stated they were. Mr. Emerson stated, to have an accurate opinion of the community, the interviews should have included citizens from surrounding areas, such as Hurt, Grit, Lynch Station, and Motley. He stated the Town of Altavista had always considered itself as part of a large community that included those places and its citizens.

Mr. Emerson also stated the importance of the Altavista school system to the town. He stated the Altavista Elementary and Combined Schools are a significant part of the community, not only for their economic value, but also for the value a good school system has in keeping existing families living in town and possibly being a deciding factor for a new family deciding whether or not to live in town or the surrounding area.

Mrs. Dalton stated integrating the school system into the plan would go hand in hand with the town’s goal to offer and enhance the quality of life in the Town of Altavista.

Mr. Maddy stated there was definitely an opportunity for Altavista’s school system to be integrated into the strategic plan.

Mayor Mattox thanked Mr. Maddy for his presentation and the AEDA’s work on Altavista’s Economic Development Strategic Plan. He stated he looked forward to working with Mr. Maddy in the future.

Mr. Coggsdale informed Council they would have another opportunity to ask questions or discuss the strategic plan, stating the subject was also an item on the regular meeting agenda. He stated Council could decide to give the AEDA direction at that time.

There were no additional questions or comments from Council at that time.

Mayor Mattox adjourned the work session at 6:50 pm.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## Council Work Session – March 26, 2019

The Altavista Town Council’s March Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on March 26, 2019 at 5:00 p.m.

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

Council members

Present:

Mayor Michael Mattox  
Mr. Reginald Bennett  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mr. Wayne Mitchell

Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. Tom Fore, Utilities Director  
Mr. David Garrett, Public Works Director  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

2. Agenda Approval

Mayor Mattox asked to amend the agenda item number four, Public Comments, to also include non-agenda items for discussion.

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

Motion carried:

VOTE:

Mr. Wayne Mitchell	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverly Dalton	Yes
Mayor Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mr. Reggie Bennett	Yes

3. Recognitions and Presentations

There were no recognitions or presentations on this date.

4. Public Comments - Agenda Items and Non-Agenda Items

Mr. Lee Stinette, 340 Windsong Drive, Lynch Station, came before Council with a request to place additional flags at the War Memorial Park in Altavista.

Mr. Stinette stated the additional flags would represent the five armed service divisions: Army, Navy, Air Force, Marines, and National Guard. He continued stating the flags, if approved, would be 3’x 5’ in size and the poles would be 25’ tall.

Mr. Stinette informed Council the cost of each individual flag was \$25.50 and the project’s total would be approximately \$3,000. He suggested, if approved, the flags be replaced twice a year for the visual aesthetic of the flags to the park.

Mr. Stinette stated any funds available from the town, to help with the project’s overall cost, would be greatly appreciated.

Mr. Coggsdale informed Council there may be monies remaining in the original War Memorial fund and stated he would have staff check on any fund availability.

## Council Work Session – March 26, 2019

Council members all agreed the armed forces division flags would be a nice addition to the existing war memorial in Altavista.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve Mr. Stinette's request to add the armed forces division flags to Altavista's War Memorial Park. Council also approved allowing staff to inquire if funds were available, for the flag project, in the War Memorial Fund account.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked Mr. Stinette for coming to the meeting and for the flag idea.

### 5. Items for Discussion

#### a. VDH Office of Drinking Water Funding Application Consideration

Mr. Coggsdale informed Council that staff had been working with Woodard & Curran, the project engineer firm on the Melinda /Avondale High Pressure Zone Project, in regards to an application to fund the project. He stated this project was identified during the Facility Assessment Improvement Plan (FAIP) development and was part of the next five year Capital Improvement Plan.

Mr. Coggsdale asked for Council's consideration for staff to submit an application to the Virginia Department of Health's (VDH) Drinking Water State Revolving Fund (DWSRF) for the high pressure zone project, which was due April 1, 2019 in the amount of \$676,000 (project total minus Legal/Misc.). He stated the application submission would not commit the town to accepting the loan, but if awarded, would provide the town with a potential alternative other than using bond proceeds to fund the project.

Mr. Coggsdale stated, if Council chose to use the VDH loan process, the State Revolving Fund listed loan rates of 1.5 – 2.5% for 20 year loans and 2.3 – 3.0% for 30 year loans. He stated staff anticipated the approval notice timeframe would be in late September/early October, and if approved, Council could then make a decision whether or not to use a VDH loan for the high pressure zone project.

Mr. Coggsdale asked for Council's consideration and direction regarding the VDH loan application submission and, if the application submission was approved by Council, requested Council adopt the presented resolution allowing staff to move forward with the submission.

Mayor Mattox asked Council if they had any questions regarding staff's request.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the presented resolution allowing staff to move forward with the VDH loan submission process for the Melinda/Avondale High Pressure Zone Project.

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

## Council Work Session – March 26, 2019

### Town of Altavista "RESOLUTION"

WHEREAS, the Altavista Town Council Altavista is supportive of an application for funding of a drinking water project in the Town of Altavista to improve the infrastructure of the Town's water distribution system; and

WHEREAS, the Melinda/Avondale Drive Pump Station and Pipe Network project was identified in the Town's "Facility Assessment Improvement Plan" (FAIP) and has been included in the draft FY2020 Budget and Capital Improvement Plan; and

WHEREAS, the Town Council has directed the Town Manager to review the project planning material and find that the pre-requirements have been met for submitting a funding application to the Virginia Drinking Water State Revolving Fund (DWSRF).

THEREFORE, BE IT RESOLVED, the Altavista Town Council hereby vote to seek funding from the Office for the following project;

Melinda/Avondale Drive Pump Station and Pipe Network Project     \$676,000

THEREFORE, BE IT FURTHER RESOLVED, that the Town Manager immediately begin to process a funding application for this project and be authorized to sign any and all documents to accept such funding contingent upon review and concurrence by the Altavista Town Council.

Motion by: DALTON

Seconded by: George

Aye 7 Nay 0

Absent 0

<sup>th</sup> day of March 2019

  
J. Waverly Coggsdale, III, Town Clerk

  
Michael E. Mattox, Mayor

#### b. Alley Closure Process Discussion

Mr. Coggsdale informed Council of recent conversations where staff had been contacted by citizens in regards to inaccessible town alleys or “paper streets”; meaning the areas were platted years ago, but had never been deemed necessary, therefore left unattended. He stated the citizens were asking if they had a legal right or permission by the town to “clean up” an inaccessible alley adjoining their property.

Mr. Coggsdale offered Council excerpts from the Code of Virginia for a reference regarding the subject and stated staff was asking for direction from Council on an official response to the citizen’s questions and/or requests.

Mr. Emerson asked what the citizen meant by “cleaning up” the alley. He stated if the request was to only remove brush or debris, he favored letting the citizen do so and not requiring staff to come before Council for the approval.

Mrs. Dalton stated if the citizen wanted to cut down any shrubs or trees in an alley, the citizen should be required to sign a liability waiver relieving the town of any responsibility in case a citizen was injured during their cleanup process. She continued stating if the citizen did not want to sign a liability waiver, the request for cleanup should be denied.

## Council Work Session – March 26, 2019

Mr. Mitchell stated he favored letting staff handle all conversations with citizens regarding the subject when they only want to clear brush or debris, but if a citizen asked to clean up an alley in order to place a structured building (shed) on their property, then the request would need to come before Council.

Mayor Mattox asked Mr. Coggsdale if there had been a lot of calls regarding citizens requesting permission to clean an alleyway adjoining their property.

Mr. Coggsdale stated not over the years, but several in the last few weeks.

Mayor Mattox shared his favor in the requests being handled on a case-by-case basis and allowing staff to handle all requests regarding the subject, unless it involved more than just brush or debris removal, then the request needed to be brought before Council for consideration and/or approval.

Mayor Mattox asked Council if they had any additional questions for staff.

All Council members were in consensus to allow staff to make decisions based on individual circumstances and situations regarding a citizen's request to clean up an inaccessible alley adjoining their property. Council added, the citizen would be required to sign a liability waiver before approval was granted.

### c. FY2020 Budget / Capital Improvement Program (CIP) Discussion

Mr. Coggsdale stated during the recent review and discussion of the FY2020 Draft Budget at the March regular meeting, Council had a few items they asked staff to gather additional information on for further review at the work session.

#### i. Comparison of Purchasing another AS400 Verses Migrating to The Cloud:

Mr. Coggsdale presented Council with an overview of the additional information gathered by Mrs. Shelton, Town Finance Director, regarding the cost comparison between the two hardware options presented to Council for their review and consideration.

Mr. Coggsdale stated there was no overall cost difference between the two options, so the upgrade budgeted for in FY2020 would work for either.

Mr. Higginbotham asked was the upgrade necessary for continued operations or just something staff wanted to do.

Mrs. Shelton stated the life expectancy of an IBM AS400 server was 6-7 years and the current server was already 7 years old. She stated the town had replaced the server three times since its original installation in 1999. She continued stating the current AS400 server was due to be replaced by October of 2019, as IBM announced the end of support for the town's current older model server on that date.

Mrs. Shelton stated an upgrade, to the server or to "the cloud", was needed for continued operations.

Mrs. Shelton stated staff was currently seeking Council's direction and/or decision regarding the budget item, so they can start the planning process for either the replacement for the AS400 or the cloud migration.

Mr. Higginbotham asked what other localities were using in regards to their governmental software.

Mrs. Shelton stated there are a few localities that she knew of using the Naviline software, and others are using a less advanced software, which was Bright. She continued stating Altavista's current governmental software, Naviline, would stay the same and the only upgrade would be to the hardware system.

Mrs. Shelton stated all software functions used by the town would remain the same, the only difference would be the server would be hosted off-site.

Mr. Coggsdale stated staff was only asking for Council's decision, at that time, on the hardware replacement options presented to them in the FY2020 draft budget so the budget process could move forward.

Mr. Higginbotham stated he felt staff should look for other (cheaper) options for the town's governmental software.

Mr. Bennett asked if the town's current in-house hardware had a storage limit and if the cloud migration would have an information storage limit.

Mrs. Shelton answered the current town hardware does have a storage limit, but migrating to the cloud would not have a storage limit.

Mr. Coggsdale informed Council that Mrs. Shelton had taken on the task of managing the town's current hardware (AS400), which included keeping backup tapes, manually implementing updates, scheduling maintenance appointments, etc. He stated if Council chose the cloud migration option over an in-house hardware system, all maintenance and upgrades would be handled by the software vender, Central Square.

Mr. Emerson asked if staff had to continue keeping backup tapes if Council chose the cloud migration option, to which Mrs. Shelton stated no they would not, the information would all be stored on "the cloud" system.

Mrs. Dalton stated with the cost being the same for both options and migrating to the cloud would be more efficient for town staff, she was in favor of the cloud migration.

Mayor Mattox asked Council if they had any additional questions for Mr. Coggsdale or Mrs. Shelton regarding the two information storage options presented to them for consideration, to which there were none.

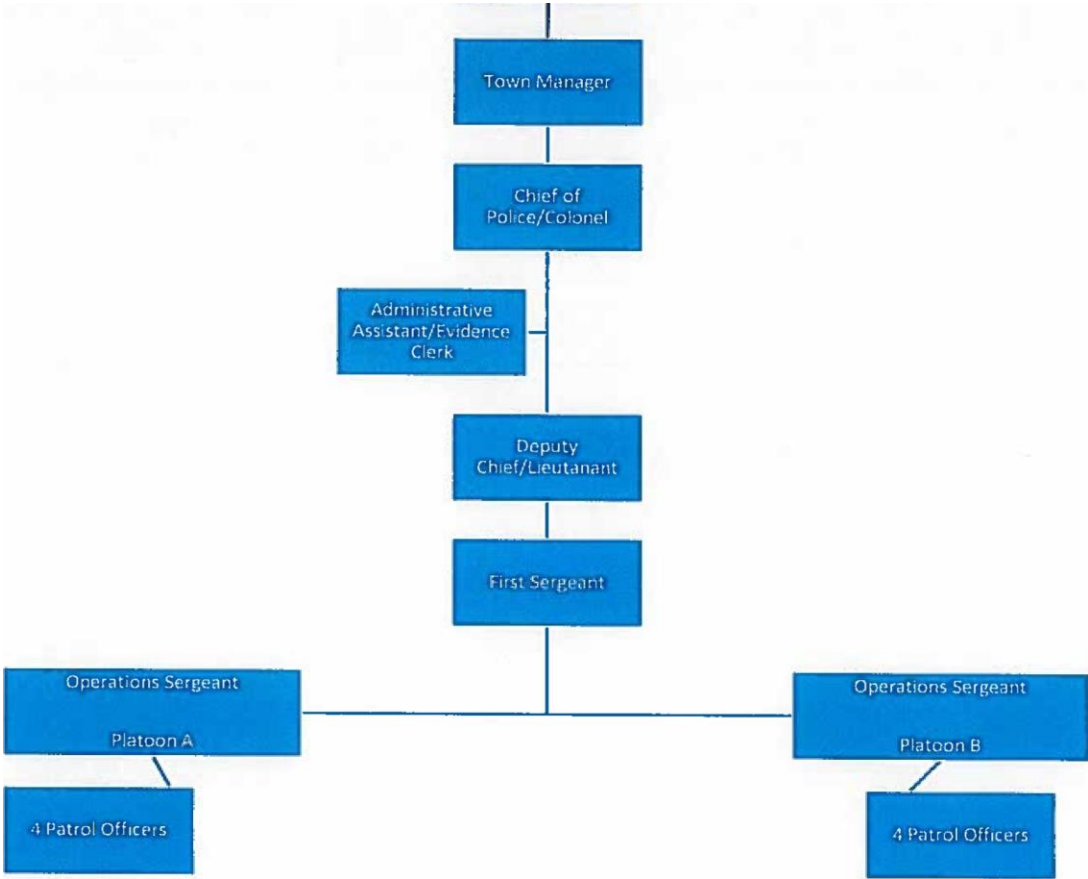
There was a majority consensus by Council to allow staff to move forward with migration of Naviline to the cloud, as allocated in the FY2020 Draft Budget.

ii. Altavista Police Department (APD) Investigator Position:

Mr. Coggsdale referenced a staffing proposal of two investigator positions the former APD Chief Milnor had made during the FY2019 Budget deliberations. He stated upon Chief Milnor's decision to retire, Council removed the funding from the FY2019 Budget and opted to have the "new" Chief, once one was selected, analyze the department's needs and make a proposal if warranted.

Mr. Coggsdale stated, under that precedent, Chief Merricks had requested the consideration by Council of one investigator being added to the police department. He stated the funding had been included in the FY2020 Draft Budget for consideration based on Chief Merrick's request.

Chief Merricks addressed Council and shared with them a structured outline of the current police department positions and an official letter from him stating the reasoning for the request and an overview of the role the investigator would have in the town’s police department.



Col. Thomas E. Merricks  
Chief of Police

Lt. Kenneth W. Moorefield  
Deputy Chief

**Request for Investigator Position FY20**

The major role of local government is to enhance the quality of life within the community. Police agencies contribute to that function through the cooperation and coordination with other government agencies to establish a safe environment so their community and those around them can thrive.

In the upcoming budget, I have requested for one Investigator position to be added to the department. I make this request with much thought and deliberation and also after carefully examining the Altavista Police Department and how it operates. I believe that this would aid us in addressing the aforementioned quality of life issues and deliver better customer service to the citizens of Altavista.

I am aware that my predecessor requested two investigator positons to be added to the department. While I have the deepest respect for Chief Milnor and his running of the Police department, I would have to say that from what I have experienced in the last 5 months, I am comfortable with only asking for one position, which would take on a dual role as a criminal and drug investigator. This would allow us to be a good steward of the towns money and still see return on our investment. I am also asking for minimal funding for this position, as I plan to promote from within the department.

**Role of the Investigator**

The investigator would dually focus on criminal investigation and narcotics investigation within the town. Although the regional drug taskforce works drugs throughout the region, there is no full time drug investigation going on within the town of Altavista. I feel that this is needed. You may ask "do we have a drug problem", to which my answer would be YES. I cite a recent case where a major drug dealer was arrested in the town within two blocks of the department.

## Council Work Session – March 26, 2019

I also cite that recently officers, with some good police work, were able to find a female who had overdosed and they got the ems help that she needed to survive. Her drug partner was going to leave her there presumably to die. Also during the early part of the year, I personally worked with officers to build informants and execute several search warrants within the town.

These warrants were successful, albeit on a small scale, they are proof that drugs do exist within our community and we owe it to the citizens we serve to eradicate this behavior to the best of our ability. The dual role would also allow the investigator to use all their time in a constructive manner.

In 2018 we had 417 total cases within the department. Out of those cases, 205 were cleared by some manner whether arrest or otherwise. A majority of cases require follow up. This follow up is essential to working the case and also keeping the victim apprised of the progress. While this may seem trivial, a victim takes great comfort knowing how their case is progressing.

With the current make-up of the department, and to best distribute our resources, officers work a 12 hour shift. Those shifts usually 2 or 3 days off and 2 or 3 days working. Officers stay on shift (DAYS OR NIGHTS) for 60 days. This schedule makes it hard for the officers to do timely follow-up. Follow Up is essential to successfully working cases and to communicate with our citizens what is being done on their cases. Also with the growing number of fraud cases, numerous search warrants and court orders are needed and an Investigator would be tasked with those white collar crimes as well.

When working cases officers need to also communicate with the commonwealth attorney's office, which can be difficult if an officer is on a "back shift". A full time investigator would be able to not only adjust his/her hours to do follow up but would also be available to meet with the commonwealth attorney to go over strategy/cases.

In a recent homicide case that had not been adjudicated, it is my understanding that a patrol officer was the lead investigator from the Altavista PD and that officer's schedule made it difficult for the officer to keep up with items sent to the lab, photos etc. A full time investigator would negate that.

Communication between agencies is also important, and the investigator would take a lead in facilitating communication between agencies concerning past and future criminal acts (Task Force, sheriff's office, and federal authorities).

In making sure that this position works full potential, I plan to make the investigator a direct report to the Deputy Chief, who would direct and supervise the investigator's work.

### Conclusion

*"I believe in being a good steward of the citizens money, while adding a full time investigator would be a recurring cost, It is my belief that this addition would allow the police Department to serve the Citizens of Altavista in a more efficient and productive manner, I would respectfully request that this item be left in the FY 20 budget."*

Mr. Coggsdale stated direction from Council in regards to the investigator position request by Chief Merricks was needed by staff to continue creating a desired "first reading" for the proposed FY2020 budget at the April Regular Council Meeting.

Mayor Mattox referenced the First Sergeant position shown in the structured outline of the current police department positions. He asked why the First Sergeant was not handling the investigator duties.

Chief Merricks stated the number of officers currently in Altavista was lower than in the past, but the APD had three cadets attending the police academy. He stated the police department had to rearrange schedules and duties of some of the department's staff and the First Sergeant was currently working swing shifts in order to supervise the night shift officers.

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Chief Merricks stated it was extremely important to have only one officer specifically in charge for the investigator role in order for the department to efficiently manage the evidence, reports, and follow-ups that go along with the position.

Mayor Mattox asked when the new police cadets the town recently hired would graduate the police academy. Chief Merricks answered June 2019.

Chief Merricks continued stating the cadets would not be released on their own for town patrol/service until at least two to three months after their graduation because of the additional field training they would need to receive specifically for the Town of Altavista.

Mr. Higginbotham asked if the investigator position could be delegated to the First Sergeant after the new cadets were put into the service rotation. Chief Merricks stated it was a possibility, but his recommendation would be to add an investigator position to the APD.

Mayor Mattox reminded Council the town expenses are currently up by 4%, but the town's revenue had only increased by 1%. He asked Council to take those figures into consideration when reviewing the proposed FY2020 Draft Budget.

Mayor Mattox stated, keeping the budget in mind and with the new cadets scheduled to graduate in the near future, he would like to see the police department use the officers they already have available and promote within the department for the requested investigator position.

Chief Merricks stated as the Chief of Police for the Altavista Police Department, it was his honor and intent to work with the Town Council on every aspect of running the town's police department and he would make it work with any decision Council gave him.

Mr. Emerson stated his favor in approving Chief Merricks' request. He continued stating he knows "first hand" how much extra time and work goes into criminal investigations and how important it is to have one individual/officer stay on top of those duties in order to do the job efficiently and successfully. He also stated he felt Altavista having its own investigator would be an asset to the community.

Mrs. Dalton stated, knowing the previous two Altavista Police Chiefs had also requested an in-house investigator for the town, she believed the position was important to the police department and favored the request.

Mayor Mattox asked Council if they had any additional questions or comments regarding the investigator request by Chief Merricks, to which there were none.

Mayor Mattox asked Council to vote towards a consensus for the request.

Four Council members were in favor of the request by Chief Merricks to keep the investigator position in the FY2020 Draft Budget: Mr. Mitchell, Mr. Emerson, Mrs. Dalton, and Mr. George.

Three Council members opposed the request, and suggested removing the item from the FY2020 Draft Budget and have the police department use an existing officer for the investigator position in order to save on the annual budget: Mayor Mattox, Mr. Higginbotham, and Mr. Bennett.

Mayor Mattox stated "the majority ruled" and the request for an investigator by Chief Merricks was allowed to stay in the FY2020 budget.

iii. APD Firing Range Shelter/Building:

Mr. Higginbotham asked Chief Merricks, referencing an item in the FY2020 Draft Budget regarding a building being placed on the APD firing range, if the police department could save the town money by using only a “cover” structure or a smaller or different type of building for their range.

Chief Merricks stated he tried to be budget friendly with the request and had lowered the budget for this item by \$25,000 from the last proposal.

Mr. Higginbotham stated he did not feel comfortable spending money on a building that costly for the APD firing range that would not be used daily. He suggested staff investigate other, cheaper options.

Mr. Bennett stated there were smaller “storage type” building options that were less expensive and may work for the police department’s needs.

Mr. Emerson stated the Campbell County Sheriff Office recently purchased buildings from Sonny Merryman for the cost of \$2,500 each.

Chief Merricks asked Mr. Emerson what length the buildings were, and Mr. Emerson answered the buildings Campbell County had purchased were twenty feet long.

Chief Merricks stated he felt the police department needed some type of building at the firing range for cover from the natural elements when officers were cleaning their weapons during training. He continued stating he welcomed Council’s input and direction and would continue to investigate less costly options for the proposed APD firing range building.

Mayor Mattox thanked Chief Merricks for his service and hard work for the Town of Altavista. He also thanked him for his willingness to continue working with Council on the item to find a mutual solution.

Mr. Higginbotham also asked Chief Merricks a question not associated with the APD building request. He asked was it necessary for the Town of Altavista’s Police Officers to patrol the Business 29 Highway when there are Virginia State Police Officers to patrol that highway.

Chief Merricks stated the Virginia State Police were not always in the area so it was very important for the town’s officers to “periodically” patrol Hwy 29 in order to show a presence in the area between town limits.

Mayor Mattox asked Chief Merricks how far Altavista Police Officers are allowed to patrol outside of the town limits.

Chief Merricks stated the town officers only patrol inside of the town limits, but are allowed to assist other surrounding localities in emergency situations. He continued stating the APD has a “Mutual Aid Agreement” with the Campbell County Sheriff’s Office to assist them if needed.

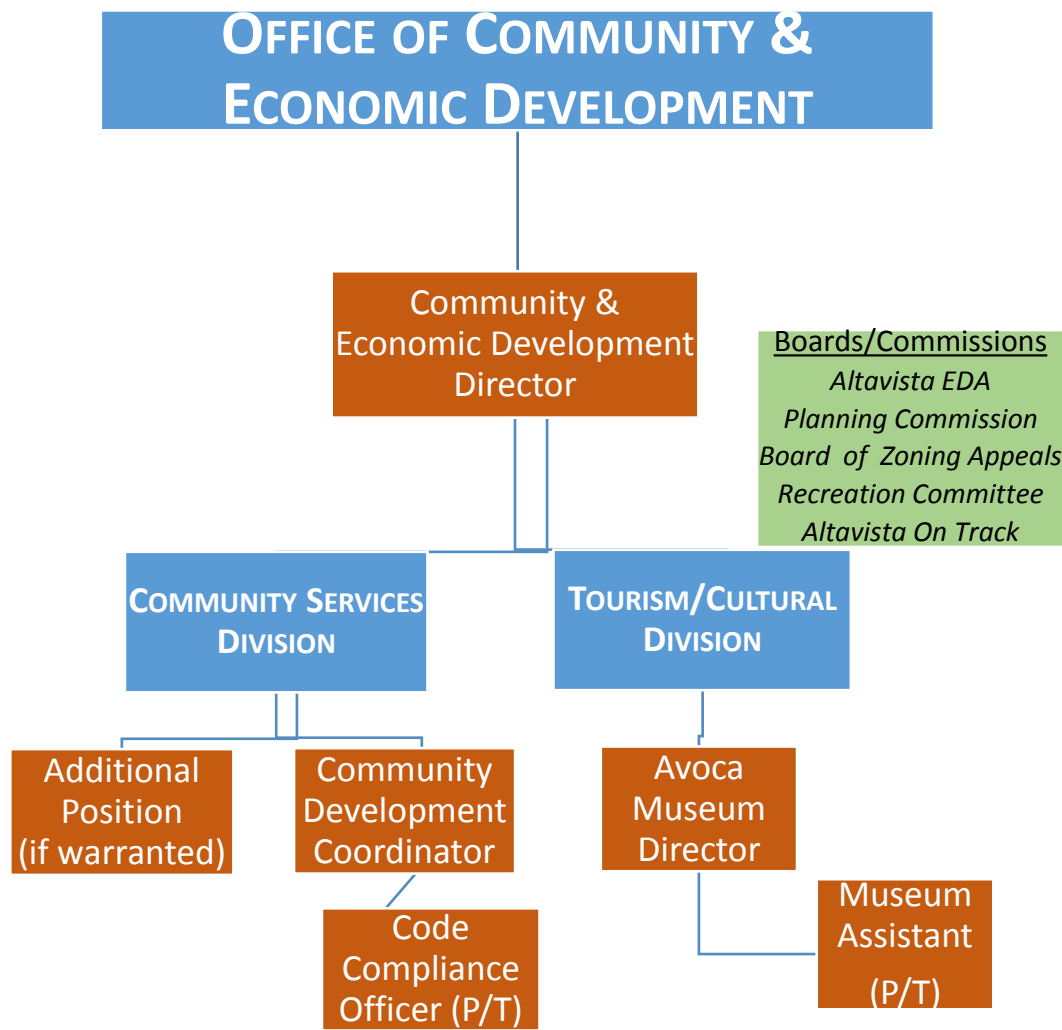
There were no additional questions for Chief Merricks at that time.

iv. Town Manager Request to Restructure and Rename the Current Open Town Positions:

Mr. Waverly Coggsdale, Altavista Town Manager, addressed Council regarding the positions currently open in the town’s administrative office.

Mr. Coggsdale reminded Council, with the recent approval by Council for Altavista’s Economic Development Strategic Plan to move forward, he was tasked by the AEDA to review the open positions and evaluate the duties previously carried out by those roles. He stated Mr. Walter Maddy, AEDA member, believed filling the Assistant Town Manager position would play an essential role in helping the strategic plan move forward.

Mr. Coggsdale stated, while reviewing the duties of each role, he restructured and renamed some of the positions to best suit the current needs of the town moving forward. He shared with Council, for their review and consideration, an overview of his initial concept for reorganizing the open town positions into a structure to be known as The Office of Community & Economic Development.



Mr. Coggsdale informed Council all of the positions in the new “role” structure were already covered in the proposed FY2020 Draft Budget.

Mr. Coggsdale stated the Community & Economic Development Director would be a liaison between the Town Manager and the town’s organizations; the Altavista EDA, Planning Commission, Board of Zoning and Appeals, Recreation Committee, and Altavista On Track. He continued stating the previous Assistant Town Manager position would then be known as the Community Development Coordinator.

Mayor Mattox asked Council if they had any questions for the Town Manager regarding the restructure presentation.

Mr. Mitchell stated he was not in favor of losing the Assistant Town Manager position, to which Mr. Coggsdale answered, the position would still be in place, but with another name for the role. He stated the change was only in name, but the position would take on additional roles in order to cover the growing town curriculum that included the new strategic plan.

Council members were all in consensus to place this item on the April Regular Meeting Agenda for further discussion and consideration.

## 6. Matters from Council

Mayor Mattox asked Council if they and any additional questions or concerns they wished to discuss.

- Mr. Mitchell referenced a previous work session where Council went to the Booker Building in Altavista to discuss possible improvements that could be made in order for the facility to better serve the community. He asked if the item was still a focus for Council, and if so, when would Council be addressing the items deemed to be necessary to upgrade the building for better use.

Mayor Mattox stated, keeping the town budget in mind, the Booker Building was not a top priority, but was approved to move forward with improvements when the time was right and the budget allowed Council to do so.

Mrs. Dalton stated the Booker Building was an asset to the Town of Altavista and Council was keeping the improvement project in mind as a future budget item.

Mr. Coggsdale stated, when Council was ready to move forward with making improvements to the Booker Building, staff would gather any information requested by Council needed for the project's review and consideration.

- Mrs. Dalton stated, with the recent discussions by Council to lower the town's expenses in order to keep a balanced budget, she suggested Council and staff evaluate the town's organizations (AOT, Chamber, EDA, Avoca, YMCA, etc.) to determine whether or not the town was getting a sufficient "return on investment" when funding projects with the organizations.

Mrs. Dalton stated the renovation to English Park's playground was a good example of a "return in investment" because it would bring visitors to the town, which would create additional revenue for the town, but she questioned some of the smaller items/projects the town had and was currently funding.

Mayor Mattox and all other Council members were in consensus to collaborate with staff for an evaluation of the town's funding with its community organizations.

Mr. Coggsdale stated the subject was something Council could discuss at their upcoming council retreat in April. He continued stating staff could meet with Council at any time to review, discuss, and collaborate with Council on any decisions they made regarding the subject.

- Mr. Higginbotham stated he felt the town was paying an excessive amount in "design work" on projects he feels staff could figure out on their own (example: Melinda Drive drainage issue/project).

Mr. Higginbotham asked for the Public Works and Utilities departments to work together more often on projects the town could manage on their own, and asked the departments to be more frugal with the towns "design" dollars.

Mr. Garrett, Public Works Director, and Mr. Fore, Utilities Director, were both present at the meeting and agreed to do so.

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- Mr. Bennett shared with Council an overview of what surrounding localities, including Altavista, were charging their citizens for the Vehicle License tax. He stated Altavista was charging the lowest vehicle license tax/fee of \$15 per year, which was \$10-\$25 less than all the other localities. Mr. Bennett suggested Council consider a possible increase for the tax when reviewing the next budget.

Mrs. Dalton stated, with the recent increase for utilities to town citizens, she stated another increase at that time would not be wise or well received.

She continued stating the suggestion by Mr. Bennett was a good idea, and Council could keep the idea in mind for future budget reviews and considerations. All other Council members agreed with Mrs. Dalton.

- Mr. Bennett also stated he wanted to personally thank the town staff for their service and hard work for the Town of Altavista and the community.

Mayor Mattox asked Council if they had any additional questions or comments. There were no additional questions or concerns from Council at that time.

### 7. Closed Session

#### **CLOSED SESSION**

DATE: Tuesday March 26, 2019

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)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public.

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:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mr. Higginbotham voted yes to approve the motion for a closed session by Council, but then left the meeting at 6:48, not to return to the meeting that evening.

Council went into closed session at 6:49 p.m.

Notice was given that Council was back in regular session 6:52 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.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

After returning from closed session, Council made the following motion...

Mrs. Dalton, seconded by Mr. George, motioned to allow Mr. Coggsdale, Town Manager, along with the assistance and guidance of Mr. Eller, Town Attorney, to handle all procedures in the process of selling the former Altavista EMS building, currently town property.

Motions carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

8. Adjournment

Mayor Mattox asked if there were any additional concerns from Council.

No one came forward with additional concerns, questions, or requests.

The meeting was adjourned at 6:54 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2019  
FROM: 03/01/2019 TO: 03/31/2019

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
38543	103	BEACON CREDIT UNION	03/08/2019	355.00
38544	4	BOXLEY AGGREGATES	03/08/2019	947.27
38545	12	BRENNTAG MID-SOUTH INC	03/08/2019	6,184.39
38546	849	CAMOIN ASSOCIATES INC	03/08/2019	5,117.00
38547	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/08/2019	902.86
38548	16	CAMPBELL COUNTY UTILITIES & SE	03/08/2019	2,293.95
38549	19	CARTER MACHINERY CO INC	03/08/2019	566.75
38550	28	COLUMBIA GAS	03/08/2019	2,900.14
38551	833	DISCOVERY TWO OF ALTAVISTA LLC	03/08/2019	1,365.44
38552	164	DMV	03/08/2019	125.00
38553	301	ENGLISH'S LLC	03/08/2019	1,279.93
38554	122	FEREBEE-JOHNSON COMPANY INC	03/08/2019	59.91
38555	118	FERGUSON ENTERPRISES INC #75	03/08/2019	1,976.92
38556	41	FISHER SCIENTIFIC	03/08/2019	340.82
38557	119	FOSTER ELECTRIC CO INC	03/08/2019	2,779.58
38558	52	HACH COMPANY	03/08/2019	146.78
38559	57	ICMA RETIREMENT TRUST-457 #304	03/08/2019	270.00
38560	566	INTEGRATED TECHNOLOGY GROUP IN	03/08/2019	3,153.42
38561	411	MANPOWER	03/08/2019	1,385.00
38562	1	MEMBER ONE FEDERAL CREDIT UNIO	03/08/2019	789.35
38563	300	NAPA AUTO PARTS	03/08/2019	653.71
38564	759	RISK MANAGEMENT OF VIRGINIA	03/08/2019	150.00
38565	510	RIVER VALLEY RESOURCES LLC	03/08/2019	1,512.44
38566	865	JASON ROBERTS	03/08/2019	64.00
38567	85	TREASURER OF VA /CHILD SUPPORT	03/08/2019	611.20
38568	35	TREASURER OF VA/VITA	03/08/2019	7.35
38569	110	VUPS INC	03/08/2019	48.30
38570	756	WAGEWORKS INC	03/08/2019	119.02
38571	1	BRIAN ROACH	03/15/2019	89.38
38572	294	BUSINESS CARD	03/15/2019	6,396.11
38573	9999998	CRIDER, SHADA	03/15/2019	250.00
38574	1	CVPDC	03/15/2019	12.00
38575	41	FISHER SCIENTIFIC	03/15/2019	3,050.49
38576	9999998	HOWELL, TYLER	03/15/2019	150.00
38577	1	JAMES MOORE	03/15/2019	52.85
38578	533	LYNN KIRBY	03/15/2019	125.00
38579	867	NUTRIEN AG SOLUTIONS INC	03/15/2019	1,027.90
38580	454	O'REILLY AUTOMOTIVE INC	03/15/2019	452.08
38581	798	PEED & BORTZ LLC	03/15/2019	1,800.00
38582	588	PITNEY BOWES GLOBAL FINANCIAL	03/15/2019	150.00
38583	765	PRIVIA MEDICAL GROUP LLC	03/15/2019	385.00
38584	857	RIVERSTREET NETWORKS	03/15/2019	434.80
38585	476	SHARP BUSINESS SYSTEMS	03/15/2019	440.00
38586	211	E WAYNE SLOOP PHD PC	03/15/2019	60.00
38587	467	SONNY MERRYMAN INC	03/15/2019	307.88
38588	866	SOUTHERN PLAYGROUND	03/15/2019	11,875.00
38589	868	STAUNTON RIVER RIFA	03/15/2019	23,000.00
38590	601	VACORP	03/15/2019	317.15
38591	116	XEROX CORPORATION	03/15/2019	257.09
38592	9999998	ADAMS, SALLY J	03/22/2019	150.00
38593	9	AFLAC	03/22/2019	2,582.85

38594	84	ALTAVISTA JOURNAL	03/22/2019	300.00
38595	9999998	BARBOUR, LENA	03/22/2019	150.00
38596	103	BEACON CREDIT UNION	03/22/2019	355.00
38597	675	BKT UNIFORMS	03/22/2019	263.94
38598	4	BOXLEY AGGREGATES	03/22/2019	1,760.78
38599	32	CONTROL EQUIPMENT CO INC	03/22/2019	931.39
38600	754	D L BRYANT HEATING & COOLING	03/22/2019	154.71
38601	9999997	DEMENT, JASON	03/22/2019	32.00
38602	164	DMV	03/22/2019	10.00
38603	36	DOMINION VIRGINIA POWER	03/22/2019	45,549.05
38604	191	EVOQUA WATER TECHNOLOGIES LLC	03/22/2019	10,978.04
38605	40	FEDERAL EXPRESS CORPORATION	03/22/2019	345.28
38606	9999997	FIRST NATIONAL BANK	03/22/2019	13.75
38607	9999998	GOAD, LORI	03/22/2019	150.00
38608	57	ICMA RETIREMENT TRUST-457 #304	03/22/2019	270.00
38609	58	INSTRUMENTATION SERVICES INC	03/22/2019	708.00
38610	566	INTEGRATED TECHNOLOGY GROUP IN	03/22/2019	1,773.15
38611	67	ORKIN PEST CONTROL LLC	03/22/2019	301.37
38612	816	PACE ANAYLTICAL SERVICES LLC	03/22/2019	687.22
38613	778	SPRINT	03/22/2019	1,082.32
38614	9999997	TAYLOR, CARNISHA LANISE	03/22/2019	88.57
38615	85	TREASURER OF VA /CHILD SUPPORT	03/22/2019	461.16
38616	452	VML INSURANCE PROGRAMS	03/22/2019	31,860.25
38617	700	WOODARD & CURRAN	03/22/2019	8,440.00
38618	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/28/2019	37,678.00
38619	427	CENTURYLINK	03/28/2019	1,078.29
38620	1	EMELYN GWYNN	03/28/2019	84.80
38621	1	EUGENE EDMONDS	03/28/2019	75.00
38622	50	GRETN A TIRE INC	03/28/2019	3,758.69
38623	52	HACH COMPANY	03/28/2019	821.11
38624	305	HAWKINS-GRAVES INC	03/28/2019	1,724.21
38625	332	HURT & PROFFITT INC	03/28/2019	2,691.00
38626	386	IDS SECURITY	03/28/2019	72.00
38627	1	JARRETT REA	03/28/2019	127.80
38628	1	JESSICA BUJTAS	03/28/2019	400.00
38629	218	MINNESOTA LIFE	03/28/2019	95.34
38630	860	MUNICIPAL EMERGENCY SERV DEPOS	03/28/2019	863.46
38631	670	PATRIOT SAFETY SUPPLY	03/28/2019	4,182.35
38632	358	PHILLIPS EQUIPMENT CORPORATION	03/28/2019	318.39
38633	76	RYDIN DECAL	03/28/2019	344.44
38634	299	KIRK SCHULTZ	03/28/2019	3,600.00
38635	80	SOUTHSIDE ELECTRIC COOP	03/28/2019	930.01
38636	228	SYDNOR HYDRO INC	03/28/2019	25,950.00
38637	1	TIMOTHY BOLEY	03/28/2019	84.80
38638	92	UNIFIRST CORP	03/28/2019	2,035.17
38639	93	UNITED STATES POST OFFICE	03/28/2019	602.00
38640	869	UOS FEVA	03/28/2019	2,137.50
38641	587	US POSTAL SERVICE (POSTAGE BY	03/28/2019	2,200.00

NO. OF CHECKS: 99

TOTAL CHECKS

287,991.45

Town of Altavista  
FY 2019 Revenue Report  
75% of Year Lapsed

General Fund Revenue	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 MTD <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 YTD <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	215,000	215,000	1,636	1	215,400	100	215,000
Public Service - Real & Personal	95,500	95,500	0	0	97,300	102	95,500
Personal Property	230,000	230,000	21,579	9	176,447	77	230,000
Personal Property - PPTRA	100,000	100,000	-45	0	81,114	81	100,000
Machinery & Tools	1,721,750	1,721,750	0	0	1,760,069	102	1,721,750
Mobile Homes - Current	150	150	18	12	194	129	150
Penalties - All Taxes	4,500	4,500	2,517	56	6,136	136	4,500
Interest - All Taxes	1,700	1,700	655	39	2,250	132	1,700
Local Sales & Use Taxes	165,000	165,000	13,017	8	99,794	60	165,000
Local Electric and Gas Taxes	112,000	112,000	9,862	9	77,019	69	112,000
Local Motor Vehicle License Tax	43,000	43,000	3,597	1	43,759	102	43,000
Local Bank Stock Taxes	150,000	150,000	2,703	2	2,703	2	150,000
Local Hotel & Motel Taxes	75,000	75,000	5,691	8	53,919	72	75,000
Local Meal Taxes	935,000	935,000	75,752	8	631,795	68	935,000
Container Rental Fees	1,100	1,100	0	0	1,367	124	1,100
Communications Tax	39,000	39,000	2,894	7	20,471	52	39,000
Transit Passenger Revenue	5,000	5,000	609	12	3,697	74	5,000
Local Cigarette Tax	150,000	150,000	11,250	8	106,144	71	150,000
Mobile Restaurant Permit			25		75		
Business License Fees/Contractors	3,500	3,500	543	16	3,944	113	3,500
Business License Fees/Retail Services	55,000	55,000	1,901	3	15,915	29	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	652	16	1,974	49	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	218	2	1,320	14	9,200
Business License Fees/Wholesale Businesses	500	500	30	6	353	71	500
Business License Fees/Utilities	3,500	3,500	0	0	1,572	45	3,500

Town of Altavista  
FY 2019 Revenue Report  
75% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	500	500	40	8	700	140	500
Fines & Forfeitures - Court	9,000	9,000	2,047	23	11,922	132	9,000
Parking Fines	200	200	25	13	210	105	200
Interest and Interest Income	80,000	80,000	61,305	77	94,073	118	80,000
Rents - Rental of General Property	1,200	1,200	225	19	975	81	1,200
Rents - Pavilion Rentals	3,000	3,000	75	3	1,038	35	3,000
Rents - Booker Building Rentals	4,000	4,000	0	0	2,400	60	4,000
Rents - Rental of Real Property	68,500	68,500	33,913	50	92,917	136	68,500
Property Maintenance Enforcement	0	0	0	0	980	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,530	100	16,500
State DCJS Grant	82,700	82,700	0	0	64,341	78	82,700
State Rental Taxes	900	900	0	0	628	70	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,941	109	11,000
State/VDOT Contract Services	3,000	3,000	0	0	4,941	165	3,000
VDOT Police Grant for Overtime	0	0	0	0	4,655	0	0
State Transit Revenue	14,400	14,400	396	3	21,222	147	14,400
Campbell County Grants	25,000	25,000	0	0	25,000	100	25,000
Litter Grant	1,900	1,900	0	0	1,957	103	1,900
Fuel - Fire Dept. (Paid by CC)	14,000	14,000	1,219	9	13,037	93	14,000
VDOT TEA 21 Grant	0	0	0	0	20,096	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	4,865	10	46,261	92	50,400
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	0	0	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2019 Revenue Report  
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	9	9	13	13	100
Miscellaneous	25,000	25,000	5,840	23	86,040	344	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	0	0	13,650	0	0
Misc. - State Forfeiture Fund	0	0	0	0	4,765	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0		0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0		0	0
Transfer In from General Fund Design. Reserves	0	0	0	0		0	0
	<u>4,539,200</u>	<u>4,539,200</u>	<u>265,064</u>	<u>6</u>	<u>3,945,022</u>	<u>87</u>	<u>4,539,200</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
75% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,110,680	7,110,680	447,639	6	4,295,429	60	7,110,680
Debt Service	445,400	445,400	0	0	373,283	0	445,400
CIP	1,876,850	1,876,850	57,363	3	1,049,197	56	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	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>9,902,780</u></b>	<b><u>9,902,780</u></b>	<b><u>505,002</u></b>	<b><u>5</u></b>	<b><u>5,782,909</u></b>	<b><u>58</u></b>	<b><u>9,902,780</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
75% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	28,600	28,600	2,170	8	19,230	67	28,600
Debt Service	0	0	0	0	0	0	0
CIP	8,000	8,000	0	0	3,589	0	8,000
Administration - TOTAL:	<u>36,600</u>	<u>36,600</u>	<u>2,170</u>	<u>6</u>	<u>22,819</u>	<u>62</u>	<u>36,600</u>
Administration							
Operations	829,800	829,800	51,444	6	546,613	66	829,800
Debt Service	0	0	0	0	0	0	0
CIP	32,500	32,500	0	0	3,317	10	32,500
Administration - TOTAL:	<u>862,300</u>	<u>862,300</u>	<u>51,444</u>	<u>6</u>	<u>549,931</u>	<u>64</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	1,562	0	312,104	33	948,500
Transfer Out to Cemetery Fund	-33,500	-33,500	0	0	0	0	-33,500
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-379,850	-379,850	0	0	0	0	-379,850
Transfer Out to CIP	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>1,562</u>	<u>0</u>	<u>247,104</u>	<u>53</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>1,562</u>	<u>0</u>	<u>247,104</u>	<u>53</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	75,320	7	688,330	68	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	145,000	145,000	4,182	3	110,657	76	145,000
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,150,800</u>	<u>79,502</u>	<u>7</u>	<u>798,987</u>	<u>69</u>	<u>1,150,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
75% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,048,480	1,048,480	69,432	7	582,209	56	1,048,480
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>158,000</u>	<u>158,000</u>	<u>16,674</u>	<u>11</u>	<u>215,230</u>	<u>136</u>	<u>158,000</u>
Public Works - TOTAL:	<u>1,229,680</u>	<u>1,229,680</u>	<u>86,106</u>	<u>7</u>	<u>820,566</u>	<u>67</u>	<u>1,229,680</u>
Economic Development							
Operations	148,700	148,700	28,129	19	77,420	52	148,700
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>148,700</u>	<u>148,700</u>	<u>28,129</u>	<u>19</u>	<u>77,420</u>	<u>52</u>	<u>148,700</u>
Transit System							
Operations	100,970	100,970	7,112	7	77,010	76	100,970
Debt Service	0	0	0	0	0	0	0
CIP	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>2,473</u>	<u>82</u>	<u>3,000</u>
Transit System - TOTAL:	<u>103,970</u>	<u>103,970</u>	<u>7,112</u>	<u>7</u>	<u>79,484</u>	<u>76</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	3,790	6	37,889	65	58,650
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Main Street - TOTAL:	<u>58,650</u>	<u>58,650</u>	<u>3,790</u>	<u>6</u>	<u>37,889</u>	<u>65</u>	<u>58,650</u>
Avoca Museum							
Operations	0	0	4,414	0	46,549	0	0
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Avoca Museum - TOTAL	<u>0</u>	<u>0</u>	<u>4,414</u>	<u>0</u>	<u>46,549</u>	<u>0</u>	<u>0</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
75% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>GENERAL FUND (FUND 10)</b>							
<b>GENERAL FUND TOTALS</b>							
Operations	3,691,150	3,691,150	243,372	7	2,322,354	63	3,691,150
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	346,500	346,500	20,856	6	335,266	97	346,500
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,060,850</u>	<u>4,060,850</u>	<u>264,228</u>	<u>7</u>	<u>2,680,748</u>	<u>66</u>	<u>4,060,850</u>

Town of Altavista  
Council / Planning Commission  
FY 2019 Expenditure Report  
75% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	15,408	73	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	7,600	420	6	3,822	50	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,000	8,000	0	0	3,589	0	8,000
<b>Total Expenditures</b>	<b>36,600</b>	<b>36,600</b>	<b>2,170</b>	<b>6</b>	<b>22,819</b>	<b>62</b>	<b>36,600</b>

Town of Altavista  
Administration  
FY 2019 Expenditure Report  
75% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	470,100	470,100	38,895	8	308,449	66	470,100
Other Employee Benefits	45,400	45,400	317	1	10,887	24	45,400
Services	213,000	213,000	3,925	2	156,274	73	213,000
Other Charges	64,800	64,800	7,052	11	46,241	71	64,800
Materials & Supplies	36,500	36,500	1,255	3	24,761	68	36,500
Capital Outlay	32,500	32,500	0	0	3,317	10	32,500
<b>Total Expenditures</b>	<b>862,300</b>	<b>862,300</b>	<b>51,444</b>	<b>6</b>	<b>549,931</b>	<b>64</b>	<b>862,300</b>

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	129,950	129,950	0	0	99,005	76	129,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	78,005	100	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	185,500	185,500	0	0	27,500	15	185,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,941	109	11,000
Contribution - Avoca	18,700	18,700	0	0	0	0	18,700
Contribution - Altavista On Track (MS)	10,000	10,000	0	0	3,750	38	10,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>456,150</b>	<b>456,150</b>	<b>0</b>	<b>0</b>	<b>218,196</b>	<b>48</b>	<b>456,150</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	15,541	0	0
Fuel - Fire Company	14,000	14,000	1,562	11	13,367	95	14,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>14,000</b>	<b>14,000</b>	<b>1,562</b>	<b>11</b>	<b>28,908</b>	<b>206</b>	<b>14,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>470,150</b>	<b>470,150</b>	<b>1,562</b>	<b>0</b>	<b>247,104</b>	<b>53</b>	<b>470,150</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	33,500	33,500	0	0	0	0	33,500

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
75% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	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	65,000	100	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>478,350</b>	<b>478,350</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>14</b>	<b>478,350</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>948,500</b>	<b>948,500</b>	<b>1,562</b>	<b>0</b>	<b>312,104</b>	<b>33</b>	<b>948,500</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>470,150</b>	<b>470,150</b>	<b>1,562</b>	<b>0</b>	<b>247,104</b>	<b>53</b>	<b>470,150</b>

Town of Altavista  
Public Safety  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	889,000	889,000	65,839	7	616,590	69	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	467	5	8,525	85	10,050
Other Charges	48,000	48,000	5,000	10	30,325	63	48,000
Materials & Supplies	58,750	58,750	4,014	7	32,890	56	58,750
Capital Outlay	145,000	145,000	4,182	3	110,657	76	145,000
<b>Total Expenditures</b>	<b>1,150,800</b>	<b>1,150,800</b>	<b>79,502</b>	<b>7</b>	<b>798,987</b>	<b>69</b>	<b>1,150,800</b>

Town of Altavista  
Public Works  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	582,100	582,100	42,695	7	362,647	62	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	55,860	1,198	2	20,912	37	55,860
Other Charges	40,150	40,150	7,290	18	37,583	94	40,150
Materials & Supplies	370,370	370,370	18,249	5	161,067	43	370,370
Debt Service	23,200	23,200	0	0	23,127	100	23,200
Capital Outlay	158,000	158,000	16,674	11	215,230	136	158,000
<b>Total Expenditures</b>	<b>1,229,680</b>	<b>1,229,680</b>	<b>86,106</b>	<b>7</b>	<b>820,566</b>	<b>67</b>	<b>1,229,680</b>

Town of Altavista  
Economic Development  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	85,400	85,400	0	0	0	0	85,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	5,117	20	54,408	218	25,000
Other Charges	31,300	31,300	23,012	74	23,012	74	31,300
Materials & Supplies	7,000	7,000	0	0	0	0	7,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>148,700</b>	<b>148,700</b>	<b>28,129</b>	<b>19</b>	<b>77,420</b>	<b>52</b>	<b>148,700</b>

Town of Altavista  
Transit System  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	76,770	76,770	5,747	7	55,642	72	76,770
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,550	3,550	396	11	8,310	234	3,550
Materials & Supplies	18,600	18,600	970	5	12,923	69	18,600
Capital Outlay	3,000	3,000	0	0	2,473	82	3,000
<b>Total Expenditures</b>	<b>103,970</b>	<b>103,970</b>	<b>7,112</b>	<b>7</b>	<b>79,484</b>	<b>76</b>	<b>103,970</b>

Town of Altavista  
Main Street Coordinator  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	56,600	56,600	3,755	7	37,576	66	56,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	35	8	313	70	450
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>58,650</b>	<b>58,650</b>	<b>3,790</b>	<b>6</b>	<b>37,889</b>	<b>65</b>	<b>58,650</b>

Town of Altavista  
Avoca Museum  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	0	0	4,414	0	46,549	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>4,414</b>	<b>0</b>	<b>46,549</b>	<b>0</b>	<b>0</b>

Town of Altavista  
FY 2019 Revenue Report  
75% of Year Lapsed

Enterprise Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,400	4,400	1,903	43	15,293	348	4,400
Water Charges - Industrial	1,256,000	1,256,000	106,523	8	904,417	72	1,256,000
Water Charges - Business/Residential	254,800	254,800	45,630	18	165,671	65	254,800
Water Charges - Outside Community	140,400	140,400	16,098	11	104,895	75	140,400
Water Charges - Water Connection Fees	1,000	1,000	428	43	1,128	113	1,000
Bulk Water Purchase	5,000	5,000	49	0	1,832	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	127,432	11	934,220	81	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	43,563	19	161,789	69	234,600
Sewer Charges - Outside Community	1,740	1,740	0	0	1,479	85	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	0	0	4,100	410	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	20,445	13	115,003	72	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	33	1	3,766	70	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	4,690	17	13,689	50	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	35,958	48	35,958	48	75,670
Misc. Cash Discounts	0	0	0	0	7	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	549	0	0
Miscellaneous	25,000	25,000	1,395	6	15,875	63	25,000
State Fluoride Grant	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,573,450</u></b>	<b><u>4,573,450</u></b>	<b><u>404,147</u></b>	<b><u>9</u></b>	<b><u>2,479,671</u></b>	<b><u>54</u></b>	<b><u>4,573,450</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
75% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Water Department							
Operations	1,331,150	1,331,150	76,082	6	818,074	61	1,331,150
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	607,180	607,180	8,914	1	301,679	50	607,180
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,360,530</u>	<u>2,360,530</u>	<u>84,996</u>	<u>4</u>	<u>1,469,908</u>	<u>62</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	113,884	8	975,229	68	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	27,593	4	384,805	49	782,320
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,212,920</u>	<u>2,212,920</u>	<u>141,477</u>	<u>6</u>	<u>1,360,034</u>	<u>61</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	189,966	7	1,793,303	65	2,761,750
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	1,389,500	1,389,500	36,507	3	686,484	49	1,389,500
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,573,450</u>	<u>4,573,450</u>	<u>226,473</u>	<u>5</u>	<u>2,829,942</u>	<u>62</u>	<u>4,573,450</u>

Town of Altavista  
Water Department  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	656,800	656,800	45,582	7	451,722	69	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	161,200	4,738	3	44,320	27	161,200
Other Charges	240,950	240,950	17,143	7	135,617	56	240,950
Materials & Supplies	272,200	272,200	8,618	3	186,415	68	272,200
Debt Service	422,200	422,200	0	0	350,155	0	422,200
Capital Outlay	607,180	607,180	8,914	1	301,679	50	607,180
Transfer Out to Reserves	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,360,530</b>	<b>2,360,530</b>	<b>84,996</b>	<b>4</b>	<b>1,469,908</b>	<b>62</b>	<b>2,360,530</b>

Town of Altavista  
Wastewater Department  
FY 2019 Expenditure Report  
75% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	807,200	807,200	57,259	7	538,149	67	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	45,800	952	2	14,083	31	45,800
Other Charges	356,450	356,450	31,252	9	263,639	74	356,450
Materials & Supplies	221,150	221,150	24,421	11	159,359	72	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	27,593	4	384,805	49	782,320
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,212,920</b>	<b>2,212,920</b>	<b>141,477</b>	<b>6</b>	<b>1,360,034</b>	<b>61</b>	<b>2,212,920</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
75% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	621,030	621,030	14,013	2	163,905	26	621,030
CIP	140,100	140,100	0	0	26,796	19	140,100
<b>State/Hwy Water Department - TOTAL:</b>	<u>761,130</u>	<u>761,130</u>	<u>14,013</u>	<u>2</u>	<u>190,700</u>	<u>25</u>	<u>761,130</u>

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	36,750	36,750	288	1	15,867	43	36,750
CIP	750	750	0		652		750
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - TOTAL:</b>	<u>62,500</u>	<u>62,500</u>	<u>288</u>	<u>0</u>	<u>16,518</u>	<u>26</u>	<u>62,500</u>

Town of Altavista  
FY 2019 State/Highway Fund  
75% of Year Lapsed

State/Highway 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 <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	700,000	700,000	183,101	26	549,303	78	700,000
Street & Highway Maintenance/Carry Over	61,130	61,130	0	0	0	0	61,130
Street & Highway Maintenance/Cash Discount	0	0	1.75	0	1.75	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL</b>	<b><u>761,130</u></b>	<b><u>761,130</u></b>	<b><u>183,103</u></b>	<b><u>24</u></b>	<b><u>549,305</u></b>	<b><u>72</u></b>	<b><u>761,130</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	669	1	9,046	19	48,200
Maintenance - Pavement	316,400	316,400	1,539	0	4,092	1	316,400
Maintenance - Traffic Control Devices	56,800	56,800	4,549	8	41,988	74	56,800
Engineering - Repairs & Maintenance	10,000	10,000	1,800	18	4,200	42	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	59,630	59,630	973	2	29,277	49	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,767	4	21,795	44	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,715	3	53,507	67	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>621,030</u></b>	<b><u>621,030</u></b>	<b><u>14,013</u></b>	<b><u>2</u></b>	<b><u>163,905</u></b>	<b><u>26</u></b>	<b><u>621,030</u></b>
Motor Vehicles- Replc.	4,000	4,000	0	0	0	0	4,000
Machinery & Equip. - Replc.	21,700	21,700	0	0	0	0	21,700
Machinery & Equip. - New	5,000	5,000	0	0	3,278	66	5,000
Improvements Other Than Buildings - New	102,500	102,500	0	0	23,518	23	102,500
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	6,900	6,900	0	0	0	0	6,900
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>140,100</u></b>	<b><u>140,100</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>26,796</u></b>	<b><u>19</u></b>	<b><u>140,100</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>761,130</u></b>	<b><u>761,130</u></b>	<b><u>14,013</u></b>	<b><u>2</u></b>	<b><u>190,700</u></b>	<b><u>25</u></b>	<b><u>761,130</u></b>

Town of Altavista  
FY 2019 Cemetery Fund  
75% of Year Lapsed

Cemetery Fund - Fund 90	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,300	9	16,740	112	15,000
Interest/Interest Income	10,000	10,000	2,774	28	7,730	77	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,100	78	4,000
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	33,500	33,500	0	0	0	0	33,500
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>62,500</b>	<b>62,500</b>	<b>4,074</b>	<b>7</b>	<b>27,595</b>	<b>44</b>	<b>62,500</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	221	2	4,085	42	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	791	79	1,000
Benefits/FICA	800	800	14	2	349	44	800
Benefits/VRS	1,000	1,000	5	0	123	12	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	29	2	557	36	1,550
Benefits/Group Life	200	200	3	1	56	28	200
VRS Hybrid Employer Contr.			13		275		
ICMA Hybrid Employer Contr.			2		36		
Other Charges/Misc. Reimb.	0	0	0	0	2,330	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	0	0	634	13	5,000
Opening/Closing Graves	1,500	1,500	0	0	2,080	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	16,000	16,000	0	0	4,550	0	16,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	750	750	0	0	652	0	750
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>62,500</b>	<b>62,500</b>	<b>288</b>	<b>0</b>	<b>16,518</b>	<b>26</b>	<b>62,500</b>

Town of Altavista  
Investment and Deposit Totals  
Balance as of March 31,, 2019



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	12,435,972.16	
Certificate of Deposit	2,836,175.51	
LGIP	0.00	
Sub-Total		\$ 15,272,147.67

**Enterprise Fund Reserves**

Money Market Account	273,036.62	
Certificate of Deposit	0.00	
LGIP	822,992.31	
Sub-Total		\$ 1,096,028.93

**Total Undesignated** \$ 16,368,176.60

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	983,083.54	
Certificate of Deposit	0.00	
LGIP	0.00	
Sub-Total		\$ 983,083.54

**Green Hill Cemetery**

Money Market Account	75,447.45	
Certificate of Deposit	599,043.99	
LGIP	0.00	
Sub-Total		\$ 674,491.44

**AEDA**

Money Market Account	268,574.08	
Certificate of Deposit	0.00	
LGIP	0.00	
Sub-Total		\$ 268,574.08

**Federal Forfeiture Account**

\$ 2,885.82

**State Forfeiture Account**

\$ 6,225.13

**Operating Cash Account**

\$ 1,167,261.57

**Total Designated** \$ 3,102,521.58

**Grand Total Investments and Deposits** \$ 19,470,698.18

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	7,528,533.00
PCB	569,707.59
Accrued Liability	170,800.94
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	630,276.00
Earmarked for AOT No Interest Loan Program	40,000.00
"Pop-Up" Altavista Funding	10,000.00
Funds earmarked for items not completed during prior FY	857,350.00
Canoe Launch Site	345,359.50
CIP Items Earmarked for Future Purchase	100,000.00
H & P Engineering Fees for Charlotte Ave. drainage	2,540.00
WWTP Clarifier - Hurt & Proffitt	3,640.00
Park Improvements as designated by Roberta F. Jenks' Estate	261,386.14
Park Improvements	11,300.00
Tennis Court Upgrade	88,704.00
Avoca HVAC	7,500.00
Splash Pad Project	865,665.00

**Balance Remaining of Undesignated Funds** \$ 4,869,174.43

**RESERVE POLICY FUNDS**

**General Fund:** The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11) 5,647,309

**Enterprise Fund:** Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,881,224

**Total Reserve Policy Funds** 7,528,533



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

April 9, 2019

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

Altavista On Track – “LOVE” sign request

**DESCRIPTION:**

Attached please find a memorandum from Reverend Soto, representing the AOT Design Committee in regard to their “LOVE” sign project. You will also find images of the proposed “LOVE” sign; as well as possible locations in English Park for display of the sign. AOT is seeking permission from Town Council in regard to placement of the sign in English Park and the preferred location. Reverend Soto will be present at the meeting.

**BUDGET/FUNDING:**

This project was funded via a grant received by Altavista On Track. Any ongoing cost would be for any required maintenance.

**POTENTIAL ACTION:**

Motion: Authorize Altavista On Track to place the “LOVE” sign in English Park at an agreed upon location.

**ATTACHMENTS:**

- AOT Memo
- LOVE sign faces
- LOVE sign model and suggested locations

## Memo

**To:** Mr. Waverly Coggsdale

**From:** Rev. Ed Soto

**Date:** April 3, 2019

**Re:** Altavista LOVE sign

Dear Mr. Coggsdale,

Over the last year, the AOT Design Committee has worked on a LOVE sign design. The Design Committee consists of Tim George, Kyle Goldsmith, Lauren Harris, Meghan Bolling, Maria Wyatt, myself, and until recently, Emelyn Gwynn. After much consideration and input from the committee, we are happy to present our design to the Altavista Town Council.

The fabrication will be completed by Alliance Industrial, Corp. and the structure will be made from two-foot by two-foot stainless steel cubes. The overall height will be approximately nine-and-a-half feet tall, which includes a six-inch rise above the ground, two inches of space between cubes, and a metal cap with a metal flag. Each cube will be able to rotate on bearings, allowing visitors to mix up the writing. The whole structure will stand on an eight-foot by eight-foot concrete slab.

The design for each cube will be completed by Creative Edge Design. We chose this structure because we have never seen an interactive vertical LOVE sign. We wanted to represent Altavista's manufacturing history, which is why we chose stainless steel. Each design on the block also reflects different attributes to Altavista. On one side, we have the LOVE written in brick echoing the old Lane smoke stack. On another side we have the LOVE representing the Altavista Colonels. On the next side we have the LOVE representing STEM technologies and the new technology jobs that Altavista has and the STEM programs from the schools. On the last side we have the LOVE playing off attracting children at the park.

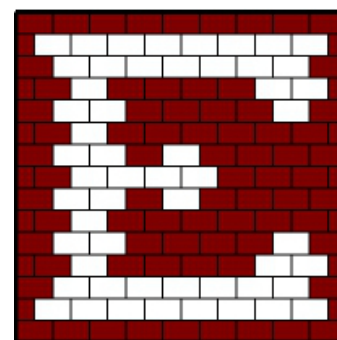
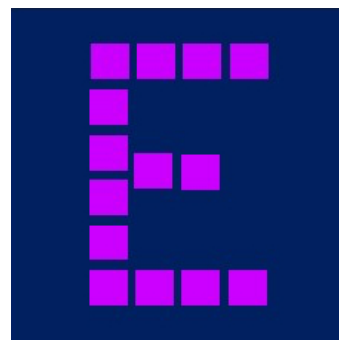
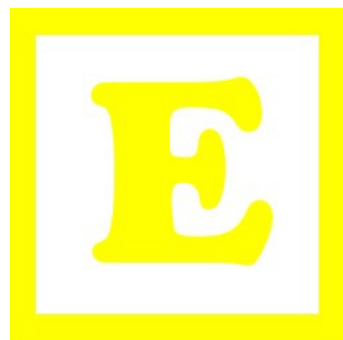
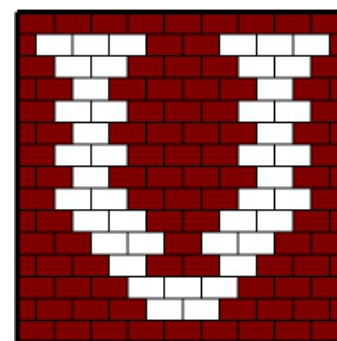
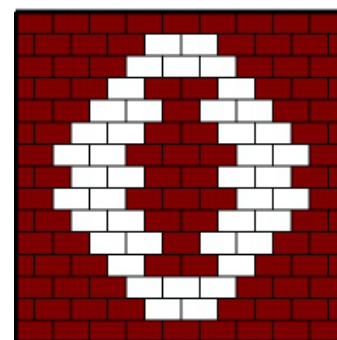
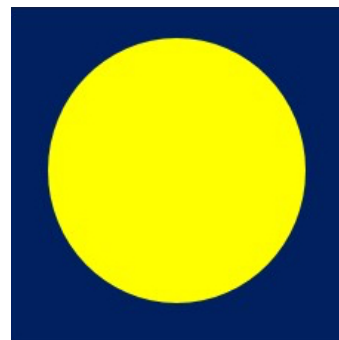
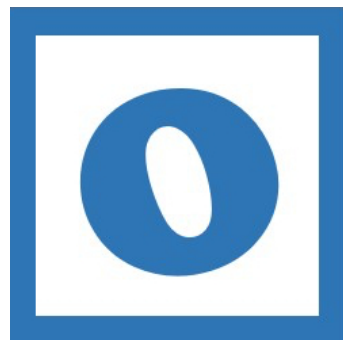
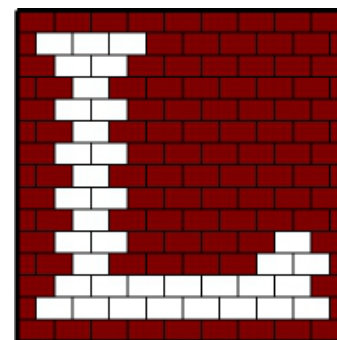
With Town Council's permission, we would like to place this sign in English Park near the picnic area. We have met with David Garrett to discuss the location, and we are hoping to meet with the Staunton River Garden Club to discuss the potential to adding landscaping around the area and flowers. We feel that this is the best possible location for the LOVE sign because the park will serve as a main attraction for visitors and people. We also feel that the placement of the LOVE sign will help mark the beginning of the walking trails, similar to Lynchburg's LOVE sign.

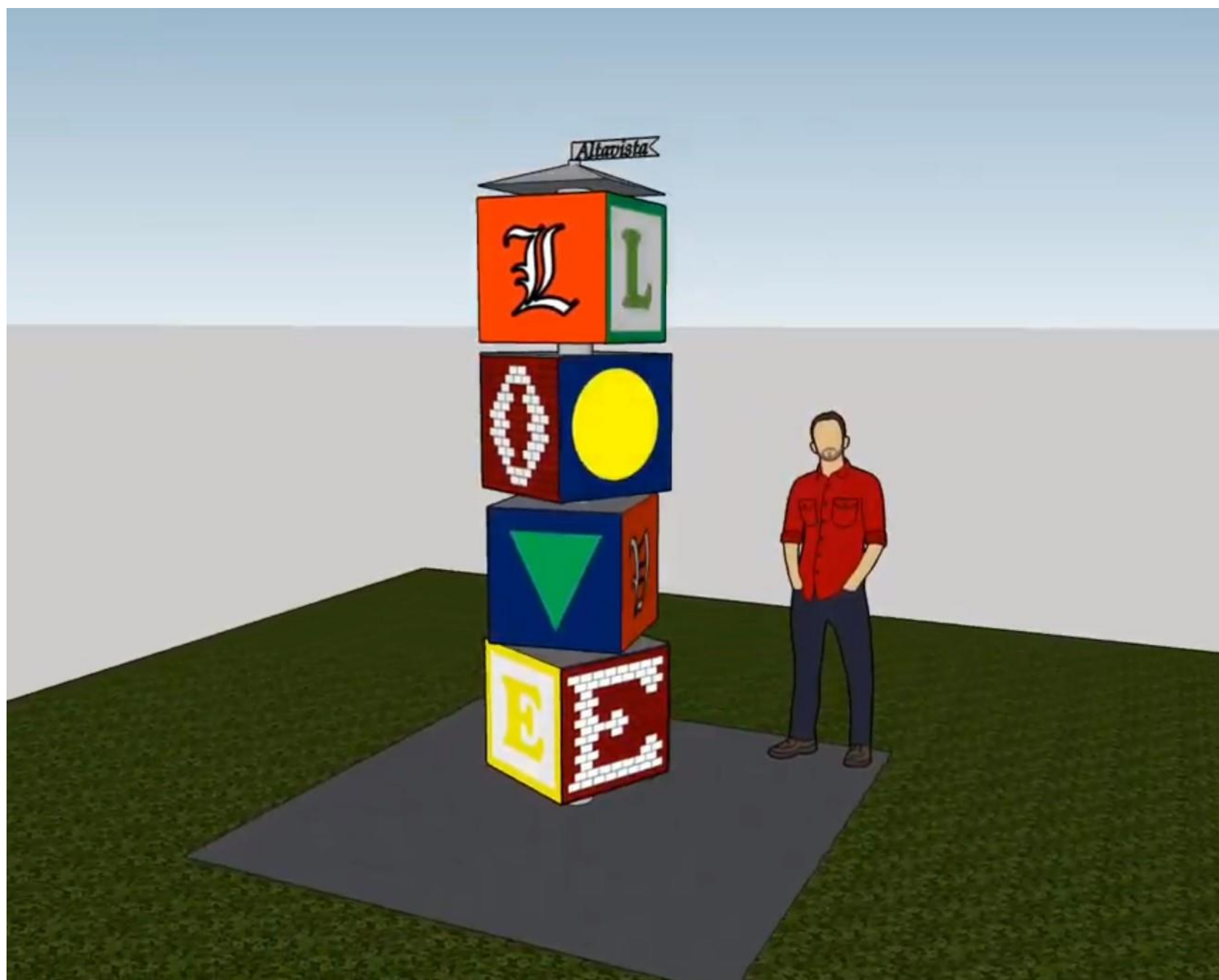
This project was completed with funding from the Powell Grant and the Virginia Tourism Corporation LOVE sign-matching grant.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rev. Ed Soto". The signature is fluid and cursive, with the first name "Rev." and last name "Soto" clearly distinguishable.

Rev. Soto







1. Near benches and river
2. Past Garden Club garden
3. Before Garden Club garden
4. Near trail entrance



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

April 9, 2019

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

Planning Commission Recommendation – Text Amendment “*Food Bank, Food Pantry, or similar use*”

**DESCRIPTION:**

Town staff recommended the proposed text amendments to the Planning Commission after reviewing requests from an existing organization that provided this type of service and their need to relocate. The review of the existing ordinance indicated that the “food banks” were not adequately addressed as a permitted use.

Accordingly, staff provided the Planning Commission with a draft text amendment that addressed the use; as well as defining which districts it would be permitted in and corresponding development standards.

**RECOMMENDED AMENDMENTS:**

The amendments being proposed are as follows:

1. Definition set forth in Section 86-32
  - a. *Food bank, food pantry or similar uses* means a public or charitable institution that collects and/or distributes food or edible commodities to individuals in need. This can include food banks, food pantries, soup kitchens, hunger relief centers or other food or feeding centers similar in nature.
2. The use would be listed as a permitted use in the *Civic Uses* in the following districts:
  - a. C-1 (Local Commercial) District. Subject to Sec. 86-482.1 (by right)
  - b. C-2 (General Commercial) District. Subject to Sec. 86-482.1. Special use permit required.
  - c. M (Industrial) District. Subject to Sec. 86-482.1 (by right)
3. Development Standards set forth in Sec. 86-482.1
  - a. All activities conducted within the building or anywhere on the property shall be consistent with the purpose stated in the charter of the organization operating the food bank.
  - b. No outside storage or equipment of materials.

- c. All parking shall be off-street with the maximum number of vehicles to be determined by the zoning administrator and in the case of the C-2 district in consultation with the planning commission and provided for in the special use permit.
- d. Signage shall comply with the following requirements:
  - i. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.
  - ii. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.
  - iii. All lighting must be approved by the zoning administrator prior to installation.
  - iv. Identification signs: 24 square feet maximum
  - v. Temporary banners shall not exceed 40 square feet.

The Planning Commission conducted their public hearing at their April 1, 2019 meeting and unanimously voted to recommend approval of the text amendment to Town Council. At this time Town Council can conduct a "First Reading" on the proposed text amendments as presented and should they desire can direct staff to schedule a public hearing for the Council's May 14, 2019 Regular Meeting.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Schedule a Public Hearing on the proposed text amendments as recommended by the Planning Commission (Or amended by Council);
  - Defer action and place on a Work Session Agenda for additional discussion/review

**ATTACHMENTS:**

- Zoning Ordinance Text Amendments (*as recommended by Planning Commission*)

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by adding the definition of "food bank, food pantry, or similar uses".

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 add the definition of food bank, food pantry, or similar uses as follows:

**Sec. 86-32. Use types.**

*Food bank, food pantry, or similar uses* means a public or charitable institution that collects and/or distributes food or edible commodities to individuals in need. This can include food banks, food pantries, soup kitchens, hunger relief centers or other food or feeding centers similar in nature.

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

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-322 (3) of the Code of the Town of Altavista, 1968, relating to civic use types in the C-1 district, by adding food bank, food pantry, or similar uses.

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

1. That Section 86-322 (3) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-322. Permitted uses.**

- (3) *Civic use types.*  
Assisted care residence. Regulated by the Commonwealth of Virginia Club. Subject to Sec. 86-473.  
Crisis center. Special use permit required.  
Cultural service  
Educational facilities, college/university. Special use permit required.  
Educational facilities, primary/secondary  
Food bank, food pantry, or similar uses. Subject to Sec. 86-482.1.  
Governmental service  
Guidance service  
Halfway house. Special use permit required.  
Life care facility  
Nursing home  
Park and ride facility  
Post office  
Public assembly. Special use permit required.  
Public parks and recreational areas. Special use permit required.  
Religious assembly. Subject to Sec. 86-479.  
Safety service  
Utility service, major. Special use permit required.  
Utility service, minor

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-352 (3) of the Code of the Town of Altavista, 1968, relative to civic use types in the C-2 district, by adding food bank, food pantry, or similar uses.

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

1. That Section 86-352 (3) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-352. Permitted uses.**

- (3) *Civic use types.*  
Assisted care residence. Regulated by the Commonwealth of Virginia  
Club. Subject to Sec. 86-473  
Correction facility. Special use permit required.  
Crisis center  
Cultural services  
Educational facilities, college/university. Special use permit required.  
Educational facilities, primary/secondary  
Food bank, food pantry, or similar uses. Subject to Sec. 86-482.1. Special use permit required.  
Governmental service  
Guidance service  
Halfway house. Special use permit required.  
Life care facility  
Nursing home  
Park and ride facility  
Post office  
Public assembly  
Public maintenance and service facility. Special use permit required.  
Public parks and recreational areas. Special use permit required.  
Religious assembly. Subject to Sec. 86-479  
Safety services  
Utility service, major. Special use permit required.  
Utility service, minor

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-382 (3) of the Code of the Town of Altavista, 1968, relative to civic use types in the M district, by adding food bank, food pantry, or similar uses.

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

1. That Section 86-382 (3) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-382. Permitted uses.**

- (3) *Civic use types.*
  - Correction facility. Special use permit required.
  - Educational facilities, college/university. Special use permit required.
  - Food bank, food pantry, or similar uses. Subject to Sec. 86-482.1
  - Governmental services
  - Post office
  - Public maintenance and service facility
  - Safety services
  - Utility service, major. Special use permit required.
  - Utility service, minor

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 86-482.1 to the Code of the Town of Altavista, 1968, relating to development standards for food bank, food pantry, or similar uses.

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

1. That a new Section 86-482.1 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 86-482.1. Food bank, food pantry, or similar uses.**

(a) All activities conducted within the building or anywhere on the property shall be consistent with the purposes stated in the charter of the organization operating the food bank.

(b) No outside storage of equipment or materials.

(c) All parking shall be off-street with the maximum number of vehicles to be determined by the zoning administrator and in the case of the C-2 district in consultation with the planning commission and provided for in the special use permit.

(d) Signage shall comply with the following requirements:

(1) Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.

(2) All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.

(3) All lighting must be approved by the zoning administrator prior to installation.

(4) Identification signs: 24 square feet maximum.

(5) Temporary banners shall not exceed 40 square feet.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

April 9, 2019

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

**“First Reading”** – FY2020 Budget and CIP (FY2020-2024)

**DESCRIPTION:**

At the March 26<sup>th</sup> Town Council Work Session, Council continued discussion in regard to the Fiscal Year 2020 Budget and Capital Improvement Plan (CIP).

The Fiscal Year 2020 proposed budget (General Fund, , Enterprise Fund, State/Highway Fund, Cemetery Fund and the Capital Improvement Program (CIP) totals \$10,231,000. The proposed Fiscal Year 2020 budget is a 3.31% increase from the adopted Fiscal Year 2019 budget. There are no proposed tax increases in the budget; however the budget does include proposed utility rate increases of 8% (water) and 4% (sewer). The utility rate increases would have an effective date of December 1, 2019.

Following discussion, staff requests that Council schedule the necessary public hearings on the FY2020 Budget; the Capital Improvement Plan (FY2020-2024) and the Utility Rate Changes for **Tuesday, May 14, 2019 at 7:00 p. m. in Town Hall** (510 7<sup>th</sup> Street, Altavista, VA).

**BUDGET/FUNDING:**

Per the proposed FY2020 Budget.

**POTENTIAL ACTION:**

Motion: Set the necessary public hearings on the FY2020 Budget; FY2020-2024 Capital Improvement Plan and proposed utility rate changes for Tuesday, May 14, 2019 at 7:00 p.m.

**ATTACHMENTS:**

- FY2020 Draft Budget Revenue & Expenditures
- Master List (Fees, Rates, and Charges)
- Budget Changes to Date



## **TOWN OF ALTAVISTA FY 2020 PROPOSED BUDGET**

### **ESTIMATED REVENUE**

#### **General Fund**

Real Estate Tax	221,200
Public Service Corporation Taxes	97,000
Personal Property Taxes	330,150
Machinery and Tools Taxes	1,794,000
Other Local Taxes	1,733,950
Permits and Fees	1,100
Fines and Forfeitures	15,200
Use of Money and Property	405,300
Charges for Service	9,300
Donations, Receipts and Transfers	30,400
Intergovernmental	301,850

**General Fund Total:** **\$4,939,450**

#### **Enterprise Fund (Water & Sewer)**

Water and Sewer Charges	3,945,800
Interest	18,000
Connection Fees	7,500
Miscellaneous, Grants & Transfers	30,500
CIP Reserves	5,600

**Enterprise Fund Total:** **\$4,007,400**

**Highway Maintenance Fund** **\$1,254,650**

**Cemetery Fund** **\$29,500**

**REVENUE GRAND TOTAL:** **\$10,231,000**

### **PROPOSED OPERATING EXPENDITURES**

Council / Planning Commission	33,600
Administrative Department	910,730
Police Department	1,209,280

Public Works	1,512,680
Street & Highway Maintenance	1,254,650
Water Department	2,225,200
Wastewater Department	1,782,200
Green Hill Cemetery	50,550
Non Departmental	559,000
Transit Department	182,050
Economic Development	234,700
Avoca	76,700
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	109,660
<b>Total Proposed Operating Expenses</b>	<b>\$10,231,000</b>

#### **PROPOSED CAPITAL OUTLAY**

Water Plant Equipment	355,900
Wastewater Treatment Plant Equipment	255,550
Public Works Department Equipment	479,300
State Highway Funding	384,150
Police Department Equipment	111,000
Administration Department Equipment	75,000
Transit Department	77,000
Avoca Museum	8,200
<b>Total Proposed Capital Outlay</b>	<b>\$1,746,100</b>
<b>FY2020 – 2024 Expenditures</b>	<b>\$12,487,200</b>

# TOWN OF ALTAVISTA FY2020

## PROPOSED MASTER LIST

### FEES, RATES AND CHARGES



BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE	
	Rate per \$100 of gross receipts
Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$ 0.0425
Financial, Real Estate, & Professional	\$ 0.0425
Personal Services, Repair	\$ 0.0600
Wholesalers	\$ 0.0175
Wholesale Peddlers	\$ 0.0175
Commission Merchant	\$ 0.0600
Direct Sellers (sales under \$4,000)	\$ 0.0175
Direct Sellers (Sales over \$4,000)	\$ 0.0550
Peddlers	\$ 125.0000
Itinerant Merchant (Edible,Perishable Goods)	\$ 25.0000
Itinerant Merchant (Nonperishable Goods)	\$ 125.0000
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$ 500.00
Savings Institutions/State Chartered Credit Unions	\$ 25.00
Photographers, out of town	\$ 15.00
Utilities	\$.0025 of Gross Receipts
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$ 15.00
CEMETERY FEES	
Changing of cemetery Deed	\$ 25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$ 650.00 in town residents - with a minimum of 2 spaces
	\$ 950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$ 650.00 before 12 noon - weekday
	\$ 800.00 after 12 noon - weekday
	\$ 900.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$ 300.00 before 12 noon - weekday
	\$ 350.00 after 12 noon - weekday
	\$ 400.00 weekend or holiday
Disinterment	\$ 1,300.00
RENTALS	
Booker Building Deposit	\$ 150.00
	\$ 250.00 if alcohol is served
Booker Building Rental Fee	\$ 100.00 for each 4 hours
Booker Building Utility Fee	\$ 25.00
Park Pavilion Rentals	\$ 50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$ 25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental ( <i>Town residents/businesses only</i> )	\$ 25.00 standard dump truck - resident
	\$ 50.00 tandem dump truck - resident
	\$ 50.00 standard dump truck - business
	\$ 100.00 tandem dump truck - business
PLANNING & ZONING RELATED	
Zoning Permit	\$ 20.00
Sign Permit	\$ 20.00
Special Use Permit; application fee	\$300 - \$400
Variance	\$ 300.00
Appeal to BZA	\$300 - \$400
Rezoning	\$ 400.00
Subdivision (5 lots or less); fees for examining/approval of plats	\$10.00 and \$1.00 per lot
Subdivision (5 lots or more); fees for examining/approval of plats	\$25.00 and \$1.00 per lot
TRANSIT FEES	
Transit Tokens	\$ 0.50 each
Transit Punch Cards	\$ 10.00 for 3 cards
Transit Monthly Pass	\$ 20.00
TAX RATES	
Real Estate Rate	\$0.08 per \$100 of assessed value
Personal Property Rate	\$2.00 per \$100 of assessed value
Cigarette Tax	\$ 0.27 per pack
Hotel Lodging Tax	5.50% 3% credit for reporting on time
Meals Tax	7% 2% credit for reporting on time
Vehicle License Tax / Automobile	\$ 15.00
Vehicle License Tax / Motorcycle	\$ 5.00
Vehicle License Tax / Trailer	\$ 6.50
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$ 25.00

# TOWN OF ALTAVISTA FY2020

## PROPOSED MASTER LIST

### FEES, RATES AND CHARGES



#### UTILITY FEES

**NOT EFFECTIVE UNTIL DECEMBER 1, 2019**

#### Water

Business & Residential - \$2.54 per 1,000 gallons  
 Industrial - \$2.49 per 1,000 gallons  
 Town of Hurt - \$3.81 per 1,000 gallons  
 Business & Residential Outside of Town - \$5.09 per 1,000 gallons  
 Industrial Outside of Town - \$4.98 per 1,000

#### Sewer (based on 85% of water consumption or metered consumption)

Business & Residential - \$3.32 per 1,000 gallons  
 Industrial - \$3.40 per 1,000 gallons  
 Town of Hurt - \$3.32 per 1,000 gallons  
 Business & Residential Outside of Town - \$6.64 per 1,000 gallons  
 Industrial Outside of Town - \$6.80 per 1,000

#### Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 1/2"	5	\$32.50
2"	8	\$52.00
2 1/2"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

#### Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee (Base: \$1,500)	Sewer Connection Fee (Base: \$2,000)	Sewer Availability Fee (Base: \$600)
5/8"	1	\$1,500	\$2,000	\$600
3/4"	1.5	\$2,250	\$3,000	\$900
1"	2.5	\$3,750	\$5,000	\$1,500
1 1/2"	5	\$7,500	\$10,000	\$3,000
2"	8	\$12,000	\$16,000	\$4,800
2 1/2"	11	\$16,500	\$22,000	\$6,600
3"	15	\$22,500	\$30,000	\$9,000
4"	25	\$37,500	\$50,000	\$15,000
6"	50	\$75,000	\$100,000	\$30,000
8"	80	\$120,000	\$160,000	\$48,000
10"	115	\$172,500	\$230,000	\$69,000

Application for Service / Application Fee	\$	25.00
Security Deposit (Owner)	\$	50.00
Security Deposit (Landlord)	\$	125.00
Cut-Off Charge Fee for Non-payment	\$	35.00
Service request during work hours (7:00 am-3:30 pm M-F)	\$	25.00
Service request after work hours (3:30 pm M-F; Saturday and Sunday)	\$	50.00
Purchase of water at WTP	\$	10.00 for each 1,000 gallons
Disposal Fee Permit for WWTP	\$	50.00

#### MISCELLANEOUS CHARGES

Return Check Charge	\$	35.00
Police Report	\$	5.00
Customer Copies	\$	0.15
Fax	\$	1.25 first page
	\$	0.75 each additional page
Vehicle Withholding Fee (DMV stop)	\$	45.00
Dealers in precious metals; permit required from Chief of Police	\$	200.00
Going out of business permit	\$	25.00



Date: April 1, 2019

To: J. Waverly Coggsdale, III

From: Tobie Shelton

Subject: Changes to FY 2020 Proposed Budget

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Below are changes that have been made to the FY 2020 Proposed Budget and Capital Improvements Plan as a result of discussions held at Council Work Sessions.

<u>Description of Change</u>	<u>Change to FY20 Budget</u>
<b>GENERAL FUND</b>	
Increased Interest Income Revenue	\$ 100,000.00

**TOTAL \$ 100,000.00**



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

April 9, 2019

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

Staff Reorganization Plan – Request to proceed

**DESCRIPTION:**

At the March 26<sup>th</sup> Town Council Work Session, staff presented the “draft” Staff Reorganization Plan that would consolidate several positions into the “Office of Community and Economic Development”. The proposed office layout in the “Economic Development Strategy” is very similar to the recent staff proposal with a few adjustments.

At this time, in order for staff to move forward with filling positions, Council will need to provide direction on the organization/reorganization of the duties/responsibilities that have been previously been handled by the Assistant Town Manager, Economic Development Director and the Main Street Coordinator. Council can weigh in on the duties needed and who will perform those duties.

One option would be the status quo and fill the vacant positions and restructure the Economic Development Office to include the Main Street Coordinator. The second option would be to follow the Staff Reorganization Plan as previously submitted. Of course, there may be other options or hybrids that can be considered; however in order to begin implementation of the Economic Development Strategy, the process of filling the position responsible for that endeavor would need to proceed in the very near future.

Should Council choose to proceed with the Staff Reorganization Plan (Office of Community and Economic Development), the following staff levels and process would be initiated. This department could ultimately include 4 FTEs and 2 PTEs, with one of the FTEs currently being on staff. The plan would be to proceed immediately with the advertisement/recruitment of the Community and Economic Development Director, followed shortly thereafter by the Community Development Coordinator position. Following the filling of these position, the remaining FTE position in the Community Development Division would be assessed by the Director and/or the Coordinator in regard to the needs of the department.

In addition, the Town will begin the advertisement of the Event Coordinator position (PTE) in the Museum/Cultural Division, as that position will become vacant at the end of this Fiscal Year. Staff will also begin the consideration of the Code Compliance Officer (PTE) and the advertisement for this position.

If new positions are created, appropriate job descriptions for each position would be created and become part of the Town's Classification System.

**BUDGET/FUNDING:**

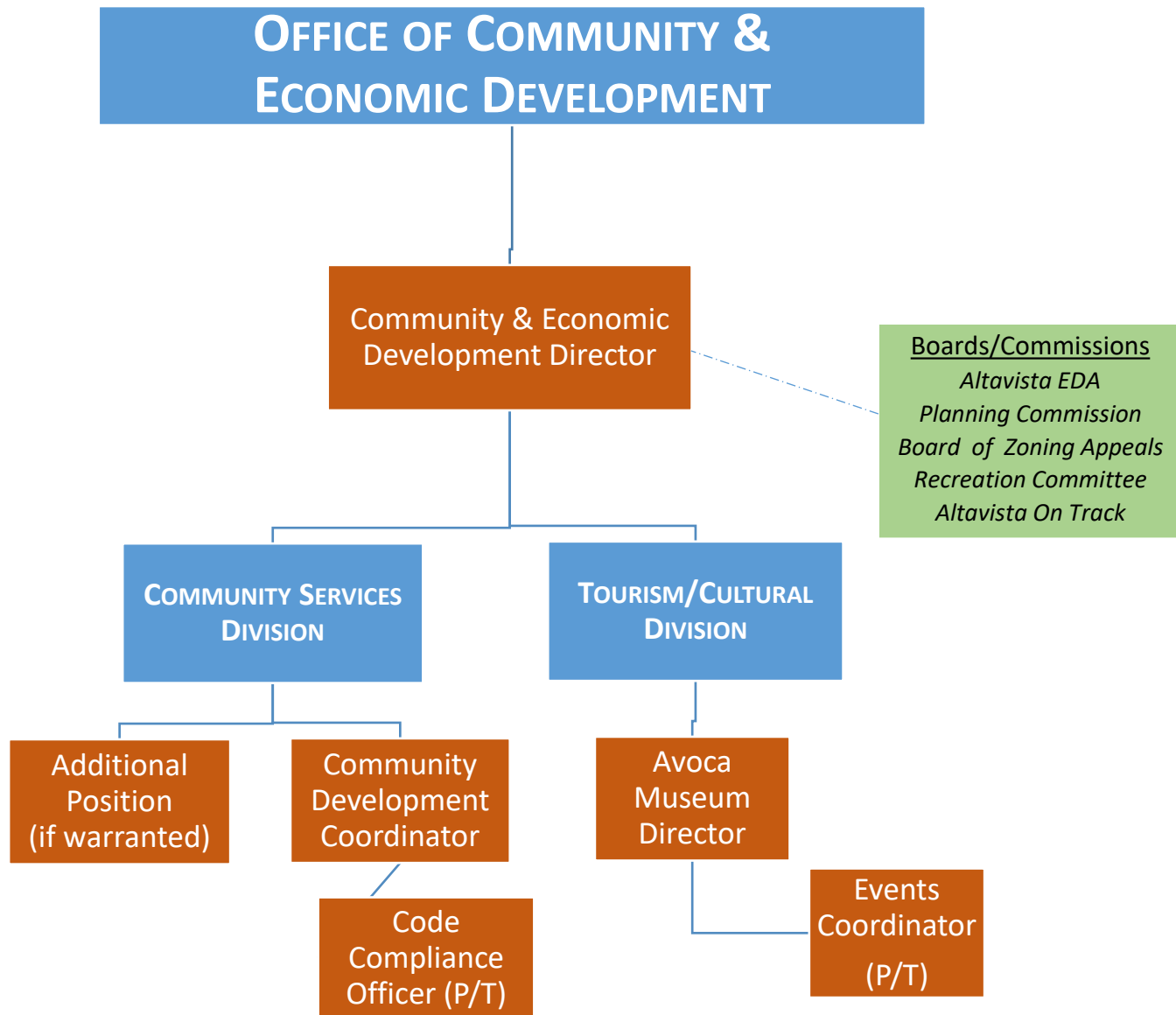
Funding in the FY2020 Budget could should cover the "status quo" or the Staff Proposal.

**POTENTIAL ACTION:**

Per discussion.

**ATTACHMENTS:**

- Staff Reorganization Chart
- Existing Job Descriptions (Assistant Town Manager, ED Director and MS Coordinator



*Community and Economic Development Director (Grade 25)*

*Community Services Coordinator (Grade 17)*

*Avoca Museum Director (Grade 17) \*currently Grade 16, proposed Grade 17 in draft FY2020 Budget*

*Code Compliance Officer (Grade 9 – Part-Time) **NEW POSITION***

*Museum Assistant (Grade 11 – Part-Time)*

*Additional Position (F/T or P/T depends on Job Functions) (Budget would include entry level of Grade 17) **NEW POSITION***

# Assistant Town Manager

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments, overseeing the Town's transit system and planning programs, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Manages the Transit System including daily tracking and monthly reporting to the Department of Rail and Public Transit; prepares and manages FTA grant funding; develops and manages the department CIP and operational budget and prepares submittals for reimbursement.

Receives and resolves citizen issues, concerns, and complaints; coordinates with other departments and/or agencies as needed.

Provides staff support to the Planning Commission, Town Council, Recreation Committee, and other boards and committees; prepares meeting agendas; prepares and presents various reports and research.

Manages and updates the Town's Government Informational TV Channel.

Performs code enforcement for zoning and nuisance matters; issues zoning permits; performs field work to check setbacks and verifies nuisance complaints.

Develops the 5-year Capital Improvement budget; works with Department heads to assist with individual department budgets.

Assists the Town Manager and Finance Director with the development of the operational budget; analyzes department budget requests and prepares budget recommendations; meets with the Town Manager, Finance Director, and Department heads to review and finalize requests.

Serves as Risk Manager Coordinator; plans, implements, and coordinates safety programs and required training; develops loss control policies and safety procedures; ensures compliance with safety requirements and standards; assists with the preparation of reports.

Manages complex projects such as Streetscape and infrastructure development, personnel studies, etc.; prepares grant proposals and manages grant funding for various projects as directed.

Directs and coordinates the resolution of various administrative and policy issues within and among various departments as assigned.

Advertises and sells Town surplus vehicles, equipment, and/or public surplus.

Assists the Town Manager in gathering data and information regarding operation of the Town; researches and resolves issues or problems.

Coordinates and prepares special research reports on various issues.

## Knowledge, Skills and Abilities

Thorough knowledge of public management and organization theories, principles, practices, and techniques; thorough knowledge of the organization, function, and methods of operation of the Town's legislative, executive staff, and operational departments; thorough knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social matters; thorough knowledge of zoning policies, procedures, and regulations as applied to plans review and land use; thorough knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, approval, and administration; thorough knowledge of public personnel administration theories, principles, and practices; thorough knowledge of the methods, procedures, and policies of the assigned departments; thorough knowledge of the laws, ordinances, regulations, and standards pertaining to the specific duties and responsibilities of the position; ability to analyze and develop budget estimates; ability to analyze various complex administrative problems, to make sound recommendations for their solutions, and to prepare working procedures; ability to communicate ideas effectively, both orally and in writing; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working

## **Assistant Town Manager**

relationships with local, State, and Federal officials, associates, industry and business leaders, Town Council members, and the general public.

### **Education and Experience**

Bachelor's degree with coursework in public administration, or related field and considerable experience in municipal government, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and operating motor vehicles or equipment; work occasionally requires exposure to outdoor weather conditions and dead animals; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/31/2016

# Economic Development Director

Dept/Div: Economic Development/N/A

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work planning, developing, initiating, and directing business and industrial development programs and services, assisting existing and potential businesses and industries, preparing and maintaining promotional materials, files, and records, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, organizes, directs, and implements all economic development activities.

Initiates, develops, and maintains programs to encourage businesses to locate, expand, or remain in the Town; markets industrial sites and buildings; develops and prepares marketing packages and provides tours.

Develops and coordinates financial incentive policies and programs along with other appropriate economic development practices.

Provides staff support to various committees and boards including meeting coordination, agenda preparation, budgeting, project management, and attends events.

Attends networking, educational, and planning meetings; prepares and makes presentations.

Maintains department website; maintains Town site information database and communicates property updates to regional and State departments.

Develops, maintains, and updates the economic development strategic plan.

Meets with and surveys Town businesses to obtain information and feedback regarding concerns and opportunities.

Serves as liaison and technical advisor to the local officials, representatives, schools, hospitals, existing business and business-related organizations, real estate and financial representatives, and developers on matters regarding economic development issues, programs, and plans.

Participates in trade shows and marketing events.

Responds to questions and requests from the public regarding economic development programs and operations.

Conducts research on available economic development-related grants; prepares grant applications and manages grant awards to support and advance economic development programs and activities.

## Knowledge, Skills and Abilities

Comprehensive knowledge of modern principles and practices of industrial development; comprehensive knowledge of the principles and practices of public and business administration; thorough knowledge of marketing and advertising principles; ability to attract industry and business for the municipality; ability to manage complex projects and to coordinate with multiple government and nongovernmental agencies and organizations; ability to interpret business plans, engineering data, and census data; ability to prepare clear and comprehensive financial, administrative, and industrial reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with local and State officials, engineers, developers, business community, media, associates, and the general public.

## Education and Experience

Bachelor's degree with coursework in public administration, business administration, economic development, or related field and extensive experience in economic development project management and marketing, or equivalent combination of education and experience. Master's degree preferred.

# **Economic Development Director**

## **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

## **Special Requirements**

Complete Economic Development training through the IEDC within two years of hire.  
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/31/2016

# Main Street Coordinator

Dept/Div: Main Street/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult administrative work coordinating the Town's Main Street programs, attending meetings, planning events, preparing and maintaining reports and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Town Manager and the Altavista On Track Board.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Attends meetings of boards and committees; compiles and prepares agenda packets; sets up meeting room.

Researches and applies for grants to promote the Town, fund events, conduct studies, etc.; maintains grant records; monitors grant funding; prepares required reports.

Manages and coordinates programs and activities to promote and support downtown development and economic revitalization efforts; develops and conducts public awareness and educational programs.

Coordinates the promotion and execution of downtown events; prepares and distributes marketing materials; works with various forms of the media (radio, TV, newsprint) to advertise and promote downtown; creates advertisements and billboards, information brochures, and informational pieces; coordinates event logistics with other departments.

Prepares and distributes news releases and promotional materials on downtown development; updates web pages as pertains to public information.

Develops and maintains information on downtown businesses; maintains demographic, market, and infrastructure needed by prospective businesses, developers, realtors, investors, etc.

Visits businesses in the downtown area and hears and assists with operational concerns and opportunities; informs businesses about events; facilitates communication with small businesses and the small business development center.

Organizes and conducts meetings with various groups, agencies, and individuals for purposes of informing them of program availability, eligibility criteria, rules, and regulations; assists in identifying merchant and consumer needs, resolves problems, and handles difficult merchants/consumers in a courteous and responsive manner.

Delivers presentations regarding downtown revitalization activities; prepares comprehensive reports as required.

## Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment, and secretarial techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of the application process and administration of Federal and State grants; thorough knowledge of social media outlets; thorough knowledge of website content update; general knowledge of advertising practices and methods; ability to develop promotional programs and to carry them to a successful conclusion; ability to attract commercial business for the municipality; ability to record and maintain accurate office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to meet deadlines; ability to prepare clear and comprehensive financial, administrative, commercial, and business reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with associates, downtown businesses, property owners, and the general public.

## Education and Experience

Bachelor's degree with coursework in public administration, business administration, marketing, economics, or related field and moderate experience in economic development activities, public relations, marketing, and event planning, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and

## **Main Street Coordinator**

arms and occasionally requires standing, walking, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Complete Certified Economic Developers Program within two years of hire.  
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/31/2016



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

April 9, 2019

**ITEM #: 9a****ITEM TITLE:**

Ridgeway Avenue Drainage Project follow up

**DESCRIPTION:**

Last month Town Council approved staff to move forward with this project based on a preliminary design provided by Peed & Bortz; in addition the proposal by Peed & Bortz to do the final design of the project was also approved.

During an internal meeting, staff continued to discuss/evaluate the ongoing issues of having pipe on private property; as well as the outfall at the terminus of that pipe. Staff met with VDOT representatives on site to further evaluate the existing drainage structures on Main Street. At that time, VDOT recommended the Town consider installing curb along the east side of Ridgeway Drive from the top of the street at its intersection with Elizabeth Street and tie into the existing curb and gutter at Bedford Avenue. This modification would eliminate the need for other drainage structures; as well as the drainage pipe across private property.

Staff would like to re-evaluate this project and update Council at the April Regular Meeting.

**BUDGET/FUNDING:**

This project is eligible to be funded via VDOT Highway Maintenance Funds.

**POTENTIAL ACTION:**

Dependent upon discussion.

**ATTACHMENTS:**

- None at this time.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

April 9, 2019

**ITEM #: 9b****ITEM TITLE:**

WWTP Emergency Overflow Pond “Pilot Study” for Water Level Reduction

**DESCRIPTION:**

Staff previously made Town Council aware of their concern regarding the increasing water level of the Emergency Overflow Pond and negative impacts should there be an overflow.

In order to address the potential overflow issue, staff investigated options that would provide an “emergency operation plan” to mitigate the issue. Staff looked at three different options and attached is a “pilot study” proposal from the University of Maryland-Baltimore County (Dr. Sowers). This proposal would evaluate a mechanism by which to lower the PCB level so that the water can be discharged back into the Wastewater treatment plant or directly into the discharge stream of the plant (outfall).

Based on the proposal, the Town would construct the process unit to treat the water and Dr. Sowers’ team would provide the necessary treatment materials, pull the necessary samples and have those analyzed.

If it is Council’s desire to move forward on development of an “emergency plan” of this nature, staff finds that Dr. Sower’s proposal is the most feasible and believes that DEQ would be agreeable to this approach.

**BUDGET/FUNDING:**

No funding for this project is included in the FY2019 Budget; the funds “earmarked” in the Reserves for PCB items could be utilized.

**POTENTIAL ACTION:**

Dependent upon discussions.

**ATTACHMENTS:**

- Pilot Study Proposal

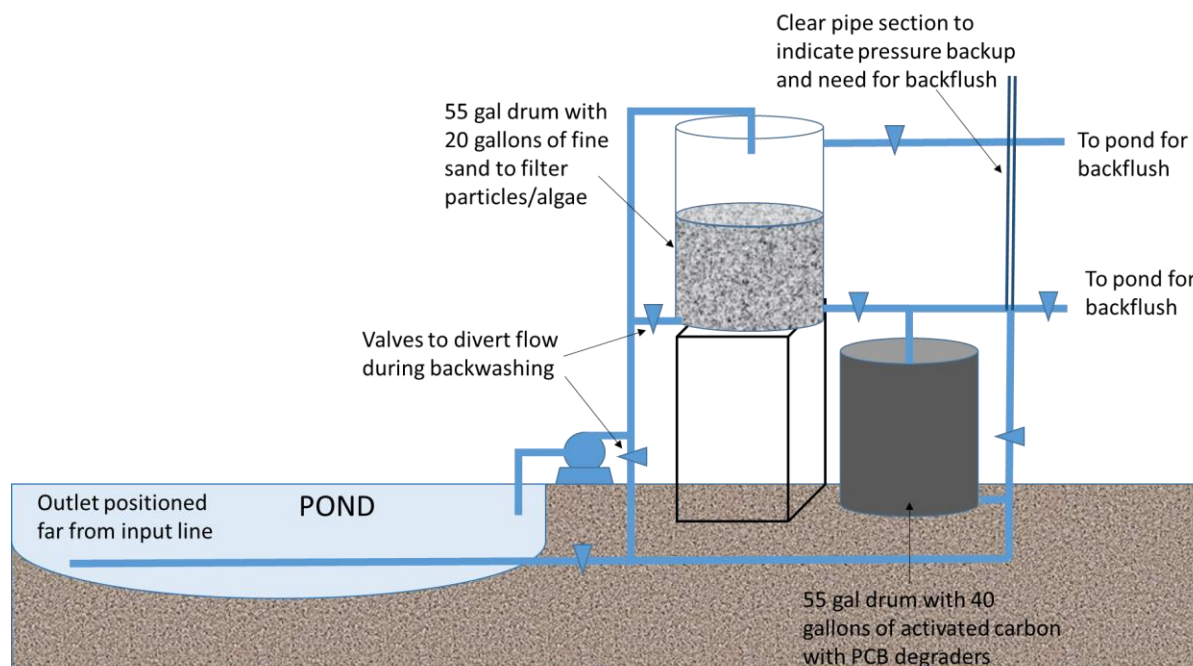
## Proposal for Pilot-Scale Treatment of Water from Altavista Pond containing PCBs

Kevin Sowers and Upal Ghosh

University of Maryland Baltimore County

The Town of AltaVista Waste Water Treatment Pond (WWTP) was previously found to have high levels of PCBs in the sediments. The pond is maintained as a closed system with no release of the PCB containing water. While, the pond capacity is normally maintained through natural evaporation of the water, recent heavy rainfall has raised the possibility of pond overflow. The treatment plant is therefore evaluating options for the treatment of the overlying water to maintain water holding capacity within the pond.

Ongoing pilot demonstration studies at the WWTP are evaluating in-situ technologies to remediate the PCB containing sediments in the pond. One of the technologies being evaluated is the amendment of aerobic and anaerobic PCB degraders with activated carbon as a carrier to both reduce the PCB mass and bioavailability in sediments. Here we propose an analogous biological treatment process along with sorption to activated carbon to treat the overlying water and prevent untreated discharge from leaving the pond. This work follows from decades of studies demonstrating the feasibility of treating wastewater containing PCBs using a bed of active carbon sorbent, and enhancing the life of the activated carbon by colonizing the carbon surface with PCB degrading bacteria (Ghosh et al. 1999; Lin and Weber, 1992).



**Figure 1. Schematic of the proposed pilot-scale treatment plant.**

## **Description of the proposed treatment process**

The pilot-scale unit will consist of two 55-gallon drums. The first 55-gallon drum is designed as a pre-filter to trap suspended particles including algae that may otherwise clog the activated carbon bed. The filter drum will be filled with a layer of coarse gravel in the bottom 6" and fine sand above it. The filtered water would then pass through the second 55-gallon drum filled with granular activated carbon. The carbon will be inoculated with PCB degrading organisms to allow both adsorption and biodegradation processes to occur simultaneously in the bed. Past work by Ghosh et al. (1999) has demonstrated that biologically activated carbon (BAC) beds are efficient in trapping PCBs from both the dissolved and particle-associated phases. The input lines to the sand bed and BAC beds may need a screen to prevent the gravel from backing up into the 2" pipe. As illustrated in the schematic in Figure 1, a pond pump will be used to transfer the pond water to the top of the raised sand drum. The filtered water will then flow through the bottom of the sand bed and onto a drum containing the activated carbon bed. The discharge will be at least 20 ft from the intake line. The sand filter will likely clog up with trapped suspended particulates over time. This will necessitate periodic backwash of the sand filter to regenerate and reduce pressure drop through the filter. Some suspended particles may break through the sand filter and may also clog the BAC drum over an extended period of time. Thus, the BAC drum may also need to be backflushed to remove clogging particles. As shown in Figure 1, valves are placed at several points in the piping to allow convenient switching to a backwash cycle. The effluent from the backwash cycles will be discharged back in to the pond.

## **Proposed specifications of the pilot plant**

- 1) Treatment columns: Two 55-gallon drums with holes drilled for the plumbing as indicated in Figure 1.
- 2) PVC piping: 2" piping about 40 ft length
- 3) 2" PVC pipe fittings and valves as indicated in the diagram
- 3) Water pumps: A range of flowrates as indicated below to allow testing and also backflushing.
- 4) Activated carbon: Calgon Filtrasorb 300 (used successfully in past studies and commonly used in packed beds).
- 5) PCB degrading microorganisms: The bioamendment consist of the anaerobic organohalide respiring bacterium *Dehalobium chlorocoercia* DF1 (DF1) and the aerobic PCB oxidizing bacterium *Paraburkholderia xenovorans* LB400 (LB400). DF1 removed chlorines from highly chlorinated PCBs and the aerobe LB400 then degrades the less chlorinated PCB. The microorganisms occur naturally in the environment, they are non-GMOs and non-pathogenic. The microorganisms will be scaled up to provide  $10^7$  cells/gram AC.
- 6) Flowrate range: The Empty Bed Contact Time (EBCT) for PCB capture is ½ hr based on previous results in Ghosh et al. (1999). Assuming the carbon drum is filled with 40 gallons of

activated carbon bed, the flowrate will be 80 gallons per hr. During the pilot demonstrated, three flowrates will be tested: 40 gallons per hr, 80 gallons per hr, and 120 gallons/hr. Results from these tests will allow fine tuning of the final contact time for the treatment system.

7) Anticipated time for carbon replacement and volume treated. Previous work by Ghosh et al. (1999) demonstrated the treatment efficiency remains greater than 99% in the BAC bed for over 20,000 bed volumes. This would indicate that the single 55-gallon drum with 40 gallon bed of carbon should be able to treat at least 800,000 gallons of water with 99% removal of PCBs. At the target flowrate of 80 gallons per hr, the bed will last for more than a year. These estimates will be tested by operating the pilot plant over a period of 1 year with periodic sampling each month.

8) Anticipated scaleup for treating 1 ft depth of water in the 6 acre pond. The total volume of water that will need to be treated to reduce the pond water height by a ft, is 6 acre-ft or nearly 2 million gallons. Based on the estimated capacity of 800,000 gallons of water per 55-gallon drum, two such units may be able to treat the required volume of water. However, based on the sizing and target flowrates, two of these units will take a little more than a year to treat the water. The pilot study will be able to determine if a higher flowrate is feasible that would allow faster treatment of the water, potentially over 3-4 months of operation.

### **Performance Monitoring Plan.**

- 1) Ease of operation and extent of clogging and requirement of maintenance
- 2) Initial collection of influent and effluent samples from the treatment pond to evaluate treatment performance at 3 different flowrates. 1L water samples will be collected in pre-cleaned glass bottles and kept in a cooler in ice and transported to UMBC for PCB congener analysis.
- 3) Duplicate influent and effluent water samples will be collected every month to track performance over time.
- 4) At the end of 6 months, samples will be collected from the carbon bed to assay the abundance of PCB degrading microorganisms and confirm that the biological activity is ongoing.

### **References**

- Ghosh, U., Weber, A.S., Jensen, J.N., and Smith, J.R. Granular Activated Carbon and Biological Activated Carbon Treatment of Dissolved and Sorbed Polychlorinated Biphenyls. *Water Environment Research*, 71, 232. 1999.
- Lin, W. and Weber, A.S. Aerobic Biological Activated Carbon (BAC) Treatment of a Phenolic Wastewater. *Environ. Prog.* 11. 145. 199.

**Budget**

<b>Project title: Pilot-Scale Treatment of Water from Altavista Pond containing PCBs</b> <b>Project Duration: 2019</b>		<b>Year 1 (2019)</b>			
<b>Labor Costs</b>	<b>Rate</b>	<b>Units</b>	<b>Total</b>	<b>Units</b>	<b>Total</b>
Lead Technical Individual - Upal Ghosh (1 week)	3,325	1.0	3,325		0
Lead Technical Individual - Kevin Sowers (1 week)	3,325	1.0	3,325		0
Ph.D. student		0.0	0		
Undergraduate student		0.0	0		0
Labor Category #3					
<b>TOTAL LABOR COSTS<sup>a</sup></b>			<b>\$6,650</b>		<b>\$0</b>
<b>Indirect Charge #1 (X%) Fringe Benefit @ 34%</b>			<b>2,261</b>		<b>0</b>
<b>Subcontracts and Government Partners</b>					
<b>All federal partners or subcontractors receiving greater than \$50,000 require a separate cost sheet.</b>					
Contractor for site logistics (Brightfields Inc)					\$0
Commercial Analytical Laboratory support					\$0
<b>Total Subcontractors and Government Partners</b>					<b>\$0</b>
<b>Travel Costs:</b>					
Domestic Travel			\$300		
Foreign Travel					
<b>Total Travel</b>			<b>\$300</b>		<b>\$0</b>
<b>Other Direct Costs:</b>					
Contractor Acquired Property (CAP)			\$0		\$0
Materials, Supplies, and Consumables (AC and microorganisms)			\$1,960		
Publication and Report Costs					
PCB assays (1 x water and 6 x passive samplers)			\$4,000		
Quantification of PCB degrading microorganisms by PCR			\$250		
Other					
<b>Total Other Direct Costs</b>			<b>\$6,210</b>		<b>\$0</b>
<b>Subtotal Cost</b>			<b>\$15,421</b>		<b>\$0</b>
<b>Indirect Charge #2 (26%)</b>			\$4,009		\$0
<b>Total Cost Excluding Fee</b>					
<b>Fixed Fee (X%, if applicable) - Excluding Equipment<sup>d</sup></b>					
<b>TOTAL PRICE</b>			<b>\$19,430</b>		<b>\$0</b>

## **Scope of Work**

U. Ghosh and K. Sowers (referred to as UMBC) will arrange shipment of activated carbon and PCB degrading microorganisms to Altavista (referred to as Town)

UMBC will be on site for one day to assist with installation of activated carbon and microorganisms into the filter unit set up by the Town

UMBC will take water influent and effluent samples for analysis after the initial installation and analyze dissolved PCBs (time point 0) at UMBC

UMBC will prepare passive samplers for 6 monthly PCB analyses, which will be deployed by the Town and sent to UMBC for analysis over the course of six months

Final performance report will be submitted by UMBC after monitoring for six months

	<u>Type</u>	<u>Quantity</u>	<u>Cost</u>	<u>Extension</u>
<b>Materials</b>				
55 Gallon Barrels	Each	6	\$ 123.00	\$ 738
Barrel attachments	Each	6	\$ 20.00	\$ 120
Valves	Feet	6	\$ 30.00	\$ 180
Ells	Each	6	\$ 3.50	\$ 21
Tees	Each	6	\$ 5.50	\$ 33
Coupling	Each	12	\$ 4.25	\$ 51
2" PVC Pipe	Each	10	\$ 1.50	\$ 15
Pumps	Each	1	\$ 1,000.00	\$ 1,000
Carbon	Each	1	\$ 920.00	\$ 920
Microorganisms	Each	1	\$ 1,000.00	\$ 1,000
Analysis of water	Each	1	\$ 4,250.00	\$ 4,250
Travel	Each	1	\$ 300.00	\$ 300
Labor Lead Technical Individual (1 Week)	Each	1	\$ 3,325.00	\$ 3,325
Labor Lead Technical Individual( 1 Week)	Each	1	\$ 3,500.00	\$ 3,500
Indirect Charge Fringe Benefits	Each	1	\$ 2,261.00	\$ 2,261
Indirect Charge # 2	Each	1	\$ 4,009.00	\$ 4,009
	Each			\$ -
	Each			\$ -
	Each			\$ -
Table Material for Sand Bed Barrell	Misc	1	\$ 500.00	\$ 500
Sand	Ton	1	\$ 250.00	\$ 250
Seed	pound			\$ -
Straw	Bale			\$ -

**Estimates**

**Total Materials Cost** **\$ 22,473**

**Labor & Equipment**

Air Compressor	hours	\$ 25.00	\$ -
Backhoe	hours	\$ 45.00	\$ -
Dump Truck	hours	\$ 40.00	\$ -
JD Tractor	hours	\$ 30.00	\$ -
Labor 1 Doctor Sowers	hours		\$ -
Labor 2 Upal Ghosh	hours		\$ -
Labor 3	hours		\$ -
Labor 4	hours		\$ -
Labor 5	hours		\$ -
Admin	hours		\$ -

**Labor and Equipment Total** **\$ -**

**Contingency** **\$ 500**

**Total Project Cost** **\$ 22,973**

## Manager's Report for April 9, 2019 Council Meeting

RED indicates updates since last meeting.



### **PROJECTS/ITEMS**

**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 due on Tuesday, October 9<sup>th</sup>. Staff is working on the layout/design for the trail off of Westwood Drive. Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session. Council approved the project at their December 11, 2018 meeting. Based on field conditions the layout/configuration of the English Park Improvements has been modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session. **Met with the consultant to discuss the project, there have been several delays and we are revising the project schedule.**

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) hopefully in December. **Town Staff contacted Boxley and at this time the Contractor is waiting on the temperatures to be above 55 degrees for 24 hours a day before they schedule to complete. Providing that the weather improves, we are anticipating that this project will be completed by the end of April.**

**Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area):** Staff is coordinating the process with Campbell County and intends to bring the detailed process to Town Council at their February Regular Meeting. **County and Town staff are working together to move this item forward.**

**Dalton's Landing Canoe Launch Project Update:** DCR representative has indicated that the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14<sup>th</sup> to begin grant agreement process. DCR has indicated that there has been a slow down at the Federal level and we hope to get the grant process going by early December. Staff was notified that all funding requests have been approved, awaiting grant documents and scheduling a meeting with DCR representative. Staff met with DCR representative on January 31<sup>st</sup> to go over the subgrantee paperwork and to visit the site. **The preliminary grant (engineering) has been executed and a proposal has been received on the NEPA document that is required.**

**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. The signs have been delivered, staff will work on having them installed. Installation has begun in regard to the parking banners and signs. **COMPLETED.**

**Economic Development Strategic Plan (Camoin):** Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December. AEDA will be reviewing draft documents in January and working with consultant. AEDA conducted a Work Session to review the draft document on January 22<sup>nd</sup>; they will work on a final draft and anticipate providing it to Town Council at the February Work Session. **The Economic Development Strategy (plan) has been accepted by Town Council and the AEDA and staff will begin implementation.**

**Staunton River RIFA:** All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval. Secretary of the

Commonwealth's Office has approved this item. The first meeting of the Staunton River RIFA is scheduled for Friday, February 8, 2019 at the Hurt Town Hall. **Next meeting of the SR RIFA is being scheduled.**

**Meals Tax Audits:** Staff has explored the re-implementation of meals tax audits on local restaurants; based on a conversation with an accountant we will correspond with each restaurant and inform them of their responsibilities and the possibility of audits. **The certified letters to restaurants/businesses subject to the meals tax are begin processed and should go out by mid-April.**

**Melinda Tank Pressure Zone Improvements** Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review. Tom Fore (DPU) met with Woodard & Curran to review the Preliminary Engineering Report (PER) for the project with the VDH (Danville). For additional information, see the attached Woodard & Curran Update. **Council approved the submittal of a loan application for the funding of this project at their March meeting.**

**Clarion Road Control Valve Improvements** Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review. Tom Fore met with Woodard and Curran to review PER for project with VDH (Danville). **For additional information, see the attached Woodard & Curran Update.**

**Personnel Policies Manual (Employee Handbook) Update:** Staff discussed with item with Town Council at their January Regular Meeting and it was decided that Town Council would submit their thoughts and comments to the Town Manager. Once this is complete the item will be placed on a Work Session agenda. **Staff is working to finalize some forms and educate the employees on the document.**

**Rt. 43 Gateway Project (Streetscape/Utilities):** Staff has been working with VDOT and Hurt & Proffitt and the project has been submitted for Federal approval to bid. **The Town has received authorization from VDOT to proceed with advertisement of both projects (Streetscape and Utilities). The bids will be received on February 7, 2019 at 2 p.m. for the Streetscape and 3:00 p.m. for the Utilities. Notice of Award provided to the engineer (Hurt & Proffitt) on February 25<sup>th</sup> for distribution to the contractor (Counts & Dobyns). Notice to Proceed (7<sup>th</sup> Street Utility Project) has been issued to Counts and Dobyns and they have mobilized on site. Federal Concurrence has been received on the Rt. 43 Gateway (Streetscape) Project and the Notice of Award has been forwarded to Virginia Carolina Paving.**

**Trail Project (mausoleum area):** Town Council approved the award of the trail design/construction bid related to this project at their January Regular Meeting. The bid was awarded to Kirk Schultz. The agreement is being executed and the beginning date is set for February 1<sup>st</sup> with a timeframe of three (3) months. **The project is 2/3 of the way complete.**

**Utility Standard Details & Specifications** **See Attached Weekly Peed & Bortz Project Status Report (page 1)**

**WWTP Phase 1 Electrical Design** Steve Bond, Tom Fore, Paul Hill met with Scott Bortz on Feb. 26<sup>th</sup> to review the site plan. **For additional information see Attached Weekly Peed & Bortz Project Status Report (page 2)**

**Ridgeway Avenue Drainage Evaluation** Peed & Bortz (Scott Bortz) provided an update to Town Council at their February Work Session. Approval of the engineering services proposal is on the March Regular Meeting agenda. **Project approval by Council with engineer proposal approved. Staff is re-evaluating another option for this project and will update Council at their April meeting. Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the two engineers from VDOT they had the following recommending;**

- 1. Abandon the current 12" drainage pipe and install curb and gutter along the entire east side of Ridgeway and tie into the VDOT curb and gutter at Bedford Avenue.**
- 2. Remove existing drainage inlet and daylight pipe to existing ditch.**
- 3. Remove pipe outside of pavement.**
- 4. Fill pipe under pavement with flowable fill.**

5. Mill down and lower the intersection at Elizabeth and Ridgeway in effort to create a sloped intersection to keep the water on the West side of Ridgeway Avenue.

Staff is currently working to come up with the budget figures for the above recommendations from VDOT For additional information see the attached Weekly Peed & Bortz Project Status Report (page 3)

**WWTP Clarifier #1 Project** See Attached Weekly Hurt & Proffitt Status Report (page 1)

**WWTP Emergency Overflow Pond (DEQ):** Town Council discussed several items related the the EOP and the PCB issue. Staff will begin gathering information to submit to DEQ for our annual update. Staff will seek quotes for the grid sampling of the pond, which is included in the FY2019 Budget. Staff will also continue the dialogue with ecoSPEARS in regard to their interest in a pilot study for remediation purposes. Staff will also work on avenues to address any potential issues in regard to the rising elevation of the pond due to the weather. Met with Councilman Higginbotham and Tom Fore (DPU) regarding grid sampling and possible alternative way to reduce the water level in the pond with a pilot study. Tom and I has a phone conversation with Dr. Sowers (2/22/19); information was provided to Dr. Sowers in regard to the EOP's Supernate. Ongoing conversations with Dr. Sowers regarding potential pilot study. Conversation with LEAF Engineering in regard to the need of design drawings for the pond which would be required to the issuance of a permit to remove water from the pond per their methods (this would be an added expense.) **Staff has received a proposal from Dr. Sowers in regard to a "pilot study" for removal of water from the EOP, this item is on the April meeting agenda.**

**RFQ/P Engineering Services** This item has been published and posted on the Town's website. **Proposal are due April 9<sup>th</sup>.**

## **CAPITAL IMPROVEMENT PROJECTS**

**Pavilion (English Park) Roof Replacement:** Town Council approved the use of architectural shingles for the roof replacement project at their January Regular Meeting. The contractor has indicated that they are planning on installing the new roof the week of March 18 dependent upon the weather. **COMPLETED.**

**Streetlight (Decorative) LED Head Conversion Project:** Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. Several heads have been replaced on the upper end of Broad Street in front of the library. Funding is requested in the FY2020 budget for year two of the project. As of March 1, 2019 the installation of the streetlights purchased in FY2019 (Phase 1) is 68% complete (21 of 31 new heads installed). Phase 1 is tentatively scheduled for completion by June 2019. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. **The portion of the project in FY2019 is mostly complete.**

**Hand Rail Replacement Projects (Library and Train Station):** Railings have been installed; once the wood has cured they will be painted.

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. **Weather has delayed this project, work will resume once the area is dry.**

**Chemical Storage Building (Public Works):** Town Council discussed this issue at their January Work Session and staff will work on reviewing the procurement methods that will best meet the town's needs. The project estimate is \$300,000 and only \$15,000 will be needed in FY2020 to complete the project funding. The goal is to have the facility ready for use by winter 2019. Peed & Bortz is in the process of surveying the Public Works Facility and town staff is working with Virginia A&E on the RFP Design/Build document. **For additional information see the Weekly Peed & Bortz Project Status Report (page 4)**

**Washington Street Sidewalk Project:** **COMPLETED**

## **VDOT PROJECTS (Non Town Funds)**

**VDOT Rt. 29 Bridge Replacement Project Update:** VDOT has selected English Construction as the contractor for this project. The Right of Entry/Access agreement between English Construction and the Town has been executed and the Rt. 29 Bridge has been closed. AOT is working with Town Manager on the possibility to implement signage to support local businesses. I have been in communication with Public Works to communicate trail closures in English Park.

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** This is a VDOT project which should begin soon. Town staff's role will be to assist with removal and replacement of the brickwork at the intersection corners (sidewalk area). AOT will work with Town Manager to communicate to downtown businesses and public on street closures and up-to-date project information.

**Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project):** This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated that this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

## **On-going Items with No New Updates:**

- Southern Virginia Multi-modal Park – Utility Review

**Town of Altavista  
Hurt and Proffitt 7<sup>th</sup> Street Utility Project  
Status Report**



Date: April 4, 2019

This memo is a status report of Hurt & Proffitt Team's efforts for the 7<sup>th</sup> Street Utility Improvement Project

Completed Work Over the Last Week

1. Preconstruction Meeting – 3/28/19
2. Submittals reviewed
3. Contractor provided work schedule
4. Conference call with Contractor/Town/H&P to discuss working with businesses
5. Contractor applied for VDOT permit for work in Bedford
6. Contractor mobilized to site. Stopped work due to MISSDIG not being able to clear the gas line at 7<sup>th</sup>/Broad.

Anticipated Work Over the Next two Weeks

1. Water line installation
2. Sanitary sewer installation

Outstanding Issues

1. None

Construction Document Schedule Update

- |                           |                   |
|---------------------------|-------------------|
| 1. NTP                    | 4/1/19            |
| a. Water                  | 4/1/19 – 4/15/19  |
| b. Sewer                  | 4/15/19 – 5/1/19  |
| c. Water services         | 5/9/19 – 5/20/19  |
| d. Laterals               | 5/21/19 – 5/27/19 |
| e. Storm sewer            | 5/28/19 – 5/30/19 |
| f. CIPP Mainline          | 6/3/19 – 6/5/19   |
| g. CIPP Laterals          | 6/6/19 – 6/7/19   |
| h. Restoration            | 6/10/19 – 6/28/19 |
| 2. Substantial Completion | 5/31/19           |
| 3. Completion             | 6/30/19           |

Budget Summary

- |                   |           |              |      |            |
|-------------------|-----------|--------------|------|------------|
| 1. Engineering CA | Contract: | \$42,160     | JTD: | \$2,496.00 |
| 2. Construction   | Contract: | \$366,351.96 | JTD: | \$0.00     |

Submitted by:

Mike Wilson, PE  
Project Manager

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

March 28, 2019

**Project Name:** Town Standard Specifications

**Project Manager:** Scott Bortz, PE

**Sub-Consultant** none

**P&B Job Number** 18-46

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**Recent Activities:** Received minor comments from VDH on 14 March 2019, Resubmitted bound copy to VDH

**Anticipated work over the next two weeks:** Await approval or additional comments from VDH

**Outstanding Issues:** none

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**Design Schedule:** Authorized on September 11, 2018  
Kickoff meeting w/ Town staff on October 2, 2018  
Submission of full set on 16 November, 2018  
Town review of second submittal on November 30, 2018  
Submit revised PDFs to Town for pre-VDH review *December 21, 2018*  
Submit to VDH for approval *January 10, 2019* after final Town comments  
Receive VDH comments projected for February 1, 2019  
P&B respond to comments and resubmit 5 days after VDH comments *projected* for February 8, 2019

**Schedule Constraints:** 30 days post 1<sup>st</sup> meeting for second submittal to Town  
14 days post comments received from Town regarding second submittal  
VDH 1<sup>st</sup> review-anticipate 60 days review time  
VDH approval review-unknown

**Projected Completion:** Final submission to Town (PDFs) December 21, 2018  
Approval by VDH March 1, 2019 pending VDH review times

**Approved Budget:** \$6000

**Invoiced To Date:** \$4800

**Balance to Complete:** \$1200

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**Town Input Required:** None

**Issues Town Should Be Aware Of:**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

March 28, 2019

**Project Name:** WWTP Phase I Electrical Improvements  
**Project Manager:** Scott Bortz, PE & Russell Jackson, PE  
**Sub-Consultant** Grant Beasley, PE – Master Engineers  
**P&B Job Number** 18-47

---

**Recent Activities:** Revisions to civil site plan to mirror the building & generator pad. Revising electrical and structural plans. Submitted completed plans and specs to Town staff on March 22, 2019.  
**Anticipated work over the next two weeks:** Prepare CTC DEQ form and submit to Town staff for signature. Explore options for other funding mechanisms for this and future work.  
**Upcoming Tasks:** Contact DEQ funding and discuss options. Discuss any issues or revisions with Town staff.  
**Outstanding Issues:** Coordination with switchgear representative anticipated in order to coordinate conduit locations in the building.

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**Design Schedule:** Authorized on September 11, 2018  
Kickoff meeting w/ Town staff on October 2, 2018  
Town Council work session report selected building/generator location on January 8<sup>th</sup>, 2019  
Projected submission of full set on *January 25, 2019*  
Town review of second submittal by February 7, 2019  
Final submission of plans and specifications to Town on February 28<sup>th</sup>  
**Schedule Constraints:** 90 days post 1<sup>st</sup> meeting for second submittal to Town  
21 days post comments received from Town regarding second submittal  
**Projected Completion:** Final submission to Town March 22, 2019  
**Approved Budget:** \$42,110  
**Invoiced To Date:** \$25,100  
**Balance to Complete:** \$17,010

---

**Town Input Required:** Town will need to coordinate with switchgear rep similar to generator purchase. Town comments with final plans & specs.

**Issues Town Should Be Aware Of:** Caterpillar rep will work direct with Masters and Town staff as needed to procure the generator through the procurement site. Switchgear rep will work direct with Masters and Town staff as needed to procure the switchgear as well.

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

March 28, 2019

**Project Name:** Ridgeway Avenue Drainage Improvements  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** Armstrong Surveying  
**P&B Job Number** 18-58

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**Recent Activities:** Town has provided a signed contract for the remaining work. Discussed option for installing the storm completely within ROW. Town staff discussed options with VDOT staff on-site. VDOT suggested discharging the existing storm culvert under Elizabeth Street into the ditch on the north side of Ridgeway Avenue, abandoning the storm on private property and extending curb & gutter along the entire length of the south side of Ridgeway Avenue. P&B would need to certify the north ditch is adequate for this additional water.

**Anticipated work over the next two weeks:** P&B will provide an updated sketch and construction estimate with the VDOT recommendations. Town staff will obtain preliminary prices for this construction from a local contractor.

**Upcoming Tasks:** Develop construction plans when the final design alternative is approved.

**Outstanding Issues:**

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**Design Schedule:** Authorized on November 30, 2018  
Miss Utility ticket December 6, 2018  
Field survey of area after Miss Utility tickets clears projected by December 31, 2018  
Provide conceptual designs to Town staff for review projected by February 15, 2019  
Finalize design work within 21 days of Town approval of the alignment through properties

#### Schedule Constraints:

**Projected Completion:** To be determined after Town input regarding resident comments on easement and alignment.

**Approved Budget:** \$4200 (Concept), \$9500 (Design through Construction)

**Invoiced To Date:** \$4200 (Concept), \$0 (Design through Construction)

**Balance to Complete:** \$0 (Concept), \$9500 (Design through Construction)

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**Town Input Required:** After more accurate construction costs are determine, Town will need to decide which design to pursue.

**Issues Town Should Be Aware Of:**

**2019 CIP Town of Altavista Projects**

**Status Report - Peed & Bortz, LLC**

**March 28, 2019**

**Project Name:** Public Works Salt Dome Building  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** Armstrong Surveying, ECS (geotechnical)  
**P&B Job Number** 18-23

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**Recent Activities:** Discussed issues with Design-Build construction process and recommended that Town pursue a typical Design-Bid process.  
**Anticipated work over the next two weeks:** Town staff will develop an RFP to request prices from engineers for this typical design-bid work.  
**Upcoming Tasks:**  
**Outstanding Issues:**

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**Design Schedule:** Proposal provided February 14, 2019  
**Schedule Constraints:** Cleared Miss Utility Ticket  
**Projected Completion:** April 1 for survey portion  
**Approved Budget:** \$3450, Task 1 Option 3 only  
**Invoiced To Date:** \$0  
**Balance to Complete:**

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**Town Input Required:** Awaiting preliminary RFP to provide recommendations.

**Issues Town Should Be Aware Of:**

**2019 CIP Town of Altavista Projects  
Status Report - Peed & Bortz, LLC  
March 28, 2019**

**Project Name:** GIS pass-through  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** King-Moore  
**P&B Job Number** 19-07

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**Recent Activities:**

**Anticipated work over the  
next two weeks:**

**Upcoming Tasks:**

**Outstanding Issues:**

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**Design Schedule:** Proposal provided February 15, 2019

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** Proposed budget not approved

**Invoiced To Date:** \$0

**Balance to Complete:**

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**Town Input Required:** Awaiting notification of acceptance of proposal

**Issues Town Should Be Aware Of:**

**2019 CIP Town of Altavista Projects**

**Status Report - Peed & Bortz, LLC**

**March 28, 2019**

**Project Name:** Dalton's Landing Canoe Launch NEPA

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

**P&B Job Number** 19-13

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**Recent Activities:** Contacted Mr. Jett Johnson with DCR and received documentation for the NEPA and associated environmental requirements.

**Anticipated work over the next two weeks:** Review the DCR documents and send a proposal to Town staff with time & cost to complete this NEPA.

**Upcoming Tasks:** When approved, submit search requests and compile documentation required for NEPA.

**Outstanding Issues:**

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**Design Schedule:** Undetermined at this time.

**Schedule Constraints:** Review time by SHPO anticipated at 60 days  
Public notification and comment period is 30 days.

**Projected Completion:**

**Approved Budget:** Proposed budget is anticipated at \$2800 with \$300 allowance for fees.  
To be confirmed with proposal.

**Invoiced To Date:** \$0

**Balance to Complete:**

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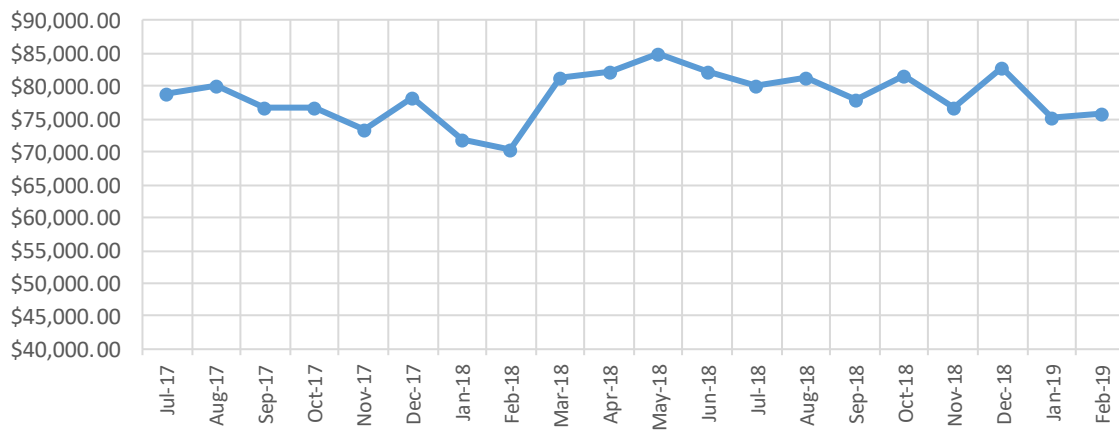
**Town Input Required:**

**Issues Town Should Be Aware Of:**

## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		PREVIOUS
Oct-17	\$76,719.67	FY2017	YTD TOTAL (FY) <b>\$951,518.71</b>
Nov-17	\$73,312.11	FY2018	\$936,848.19
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		MTD TOTAL (FY)
Feb-18	\$70,420.81	FY2018	\$606,252.61
Mar-18	\$81,369.00	FY2019	\$631,794.94
Apr-18	\$82,147.00	+/-	\$25,542.33
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		

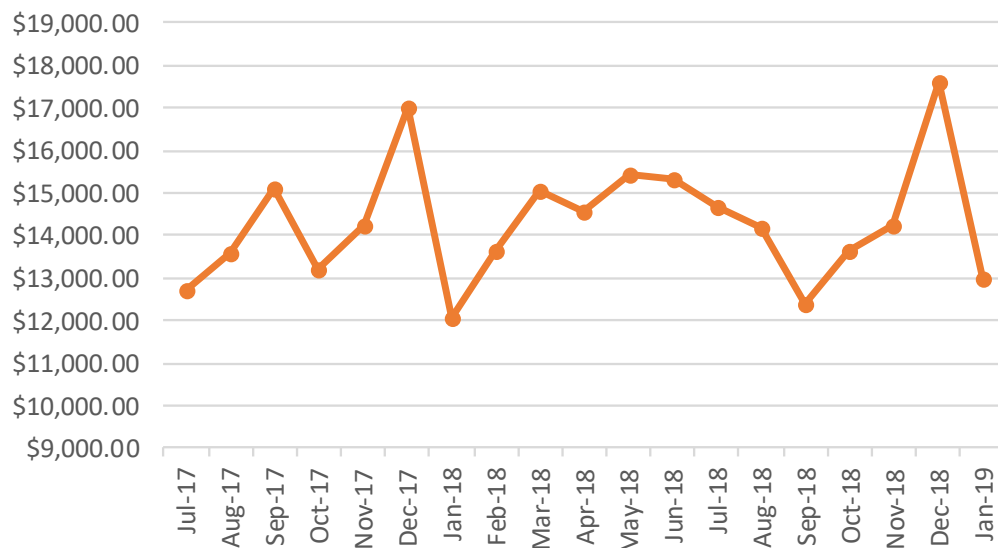
Meals Tax Collections



**Town of Altavista  
Local Sales Tax**

Jul-17	\$12,712		
Aug-17	\$13,602		<b><u>YTD TOTAL (FY)</u></b>
Sep-17	\$15,088	<b>FY2017</b>	<b>\$166,834</b>
Oct-17	\$13,187	<b>FY2018</b>	<b>\$171,886</b>
Nov-17	\$14,237	+/-	\$5,051
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		<b><u>MTD TOTAL (FY)</u></b>
Mar-18	\$15,040		
Apr-18	\$14,556	<b>FY2018</b>	<b>\$97,872</b>
May-18	\$15,448	<b>FY2019</b>	<b>\$99,794</b>
Jun-18	\$15,317	+/-	\$1,922
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		
Jan-19	\$13,018		

**Local Sales Tax Receipt**



**Report Date: April 3, 2019**

## **Public Works Monthly Report for March 2019**



RED indicates updates since last meeting.

### **PROJECTS/ITEMS**

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) hopefully in December. On several occasions, Town Staff has to reach out to Boxley & Tennis Courts, Inc. to get a completions date, as of March 1, 2019 we are still waiting on a response. **Town Staff contacted Boxley and at this time the Contractor is waiting on the temperatures to be above 55 degrees for 24 hours a day before they schedule to complete. Providing that the weather improves, we are anticipating that this project will be completed by the end of April.**

### **Downtown Public Parking Signs and Banners** **COMPLETED**

**Ridgeway Avenue Drainage Evaluation:** Peed & Bortz has completed their evaluation and has submitted recommendations for Council to consider. Peed & Bortz will be presenting the options and recommendation to Council at the February 26, 2019 Council Workshop Meeting. Peed & Bortz is currently working on the constructions plans and bid documents for this project. **Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the two engineers from VDOT they had the following recommending;**

- 1. Abandon the current 12" drainage pipe and install curb and gutter along the entire east side of Ridgeway and tie into the VDOT curb and gutter at Bedford Avenue.**
- 2. Remove existing drainage inlet and daylight pipe to existing ditch.**
- 3. Remove pipe outside of pavement.**
- 4. Fill pipe under pavement with flowable fill.**
- 5. Mill down and lower the intersection at Elizabeth and Ridgeway in effort to create a sloped intersection to keep the water on the West side of Ridgeway Avenue.**

**Staff is currently working to come up with the budget figures for the above recommendations from VDOT.**

### **CAPITAL IMPROVEMENT PROJECTS**

#### **Pavilion (English Park) Roof Replacement:** **COMPLETED**

**Streetlight (Decorative) LED Head Conversion Project:** Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 31 heads this year. Several heads have been replaced on the upper end of Broad Street in front of the library. Funding is requested in the FY2020 budget for year two of the project. As of March 1, 2019, we are at 68 percent complete. Town Staff has installed 21 out of 31 new heads. It is our goal to install two new heads each week and be 100 percent completed by the middle of June, 2019. This process may slow down some weeks because we have some of the lights that will need of the replacement. **As of March 29, 2019, we are at 94 percent complete. Town Staff has installed 29 out of 31 new heads. By the end of April we should be at the 100 percent complete for the year.**

**Hand Rail Replacement Projects (Library and Train Station):** The new railings have been installed and completed on January 23, 2019 at both location. The wood has cured and we are now waiting on the temperatures to rise and a few clear days for the painters to paint. Town Staff is planning to have the railings painted in the Month of March weather permitting. **The Town Staff has contacted the painter and the painting will be completed by the end of April.**

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. The Public Works Department started to clearing and cutting the underbrush with the Skid Steer cutter. However, the rain has set us back on this project. **This project will start back up as soon as the weather permits and it dries out.**

**Washington Street Sidewalk Project:** **COMPLETED**

**Chemical Storage Building (Public Works):** Town Council discussed this issue at their January Work Session and staff will work on reviewing the procurement methods that will best meet the town's needs. The project estimate is \$300,000 and only \$15,000 will be needed in FY2020 to complete the project funding. The goal is to have the facility ready for use by winter 2019. Peed & Bortz is in the process of surveying the Public Works Facility and Town Staff is working with Virginia A&E to draft the RFP Design Build documents. **Peed & Bortz has completed the surveying. Town Staff is now working with the Manager and the Engineer on reviewing our options for the construction design process.**

**Annual Street Paving Project:** The paving contractors started the milling and paving project on March 18, 2018. As of April 1, 2019. We have completed the following Street that were on the paving CIP list.

1. West Road from Bedford Avenue to Lynch Road
2. Franklin Avenue from 7<sup>th</sup> Street to 14<sup>th</sup> Street
3. Park Street from Amherst Avenue to Lola Avenue
4. 7<sup>th</sup> Street from Pittsylvania Avenue to Lola Avenue

Now we are in the process of paving the Alleys and driveway and parking areas around the Wastewater Treatment Plant. We should be complete with this project by the end of April.

## **VDOT PROJECTS (Non Town Funds)**

**VDOT Rt. 29 Bridge Replacement Project Update:** VDOT has selected English Construction as the contractor for this project. The Right of Entry/Access agreement between English Construction and the Town has been executed and the Rt. 29 Bridge has been closed.

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** This is a VDOT project which should begin soon. Town staff's role will be to assist with removal and replacement of the brickwork at the intersection corners (sidewalk area).

**Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project):** This is a VDOT project through the Smart Scale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated that this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

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## **On-going Items with No New Updates:**

- **Southern Virginia Multi-modal Park – Utility Review**

# PUBLIC WORKS MONTHLY REPORT

BUILDINGS AND GROUNDS				
DATE: Wednesday, April 3, 2019				
TO: TOWN MANAGER				
FROM: DAVID GARRETT				
MONTH: MARCH, 2019				
Vacation / Sick Leave Taken		139.5		
Meetings / Data Entry / Work Planning		134		
# of Call Duty Hours	1	3		
# of Assisting other Crews	1	0.5		
Green Hill Cemetery				
DESCRIPTION	Month Totals	Labor Hours		
# of Burials	2	27.5		
# of Cremations	0	0		
Cemetery Grounds Maintenance	21	10		
Meetings with Families	0	0		
Lay off Graves and Stones	2	12.5		
Maintain Cemetery Records		50		
Solid Waste Collection				
DESCRIPTION	Month Totals	Labor Hours		
Residential Garbage Collected (Tonnage)	81.04	101.5		
# of Curbside Brush Collected (Stops)	142	29		
Loads of Brush Collected	13			
# of Curbside Bulk Collected (Stops)	76	29		
Bulk Collection (Tonnage)	6.69			
# of Tires Collected	2	1		
# of Residential Garbage Citations Issued	0	0		
# of Residential Garbage Citations Corrected	0	0		
# of Residential Garbage Citations Pending	0	0		
Parks				
DESCRIPTION	Month Totals	Labor Hours		
# of Park Cleaning	28	133		
# of Building Maintenance Hours		52		
# of Parks Ground Maintenance Hours	21	153		
# of Acres Mowed by Town	0	0		
# of Acres Mowed by Contractors	0	0		
Weed Control # of Gallons Applied	0	0		
Special Projects		2.5		
# of Veh. Maintenance Hours	1	3.5		
Total Labors Hours for the Month			554.5	

# PUBLIC WORKS MONTHLY REPORT

STREET DEPARTMENT					
DATE: Wednesday, April 3, 2019					
TO: TOWN MANAGER					
FROM: DAVID GARRETT					
MONTH: MARCH, 2019					
DESCRIPTION	Month Totals	Labor Hours			
Vacation/Sick Leave Taken		85			
Meetings/Data Entry/ Planning Schedule		137.5			
# of Call Duty Hours	1	2			
# of Weekend Trucks Delivered	7	4			
Weekend Trucks Tonnage Collected	2.9	10.5			
Street Sweeping # of Lane Miles	35.5	12			
Street Sweeping (Gretna) # of Lane Miles	15	5			
Litter Control # of Bags Collected	47	35.5			
Weed Control # of Gallons Applied	19	9.5			
# of Lane Miles Mowed by the Town	0	0			
# of Lane Miles Mowed by the Contractor	0	0			
# of Sign Repairs/Replacements	1	1			
# of Lane Miles Low Shoulder Repairs	2.92	132			
# of Ditches and Pipes Cleaned	41	59			
# of Pot Holes Repaired	10	5			
# of Utility Patch Paving Repairs	0	0			
Paving/Prepping	0.3	49			
Alley Maintenance	3	19			
Milling and Paving Contractor Inspection	10	112.5			
# of Dead Animals	1	0.5			
Decorative Street Light Repairs	13	27.5			
LED Decorative Street Light Installed	29	83.5			
Cemetery, Paving Planning	1	1			
Assisting other Crews ( B&G)	3	18			
# of Lane Miles Trees/ Trimming/ Removal	0.08	15.5			
# of Feet Sidewalks maintenance	200	11.5			
Snow Equipment Cleanup	1	4			
Total Labor Hours for the Month		840			

# PUBLIC WORKS MONTHLY REPORT

<b>FLEET MAINTENANCE DEPARTMENT</b>					
<b>DATE:</b>			<b>Wednesday, April 3, 2019</b>		
<b>TO: TOWN MANAGER</b>					
<b>FROM: DAVID GARRETT</b>					
<b>MONTH: MARCH, 2019</b>					
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>			
Vacation / Sick Leave Taken	1	8			
Safety Meetings	21	10.5			
Work Orders Entry	21	84.5			
Daily/ Weekly/ Planning & Schedueling	21	73.5			
# of Vehicle State Inspections	4	6.5			
# of Trailer State Inspections	0	0			
# of Preventive Maintenance Performed	37	63			
# of Full Services Performed	6	9.5			
# of Scheduled General Maintenance Repairs	5	51			
# of Troubleshoot and Diagnostic	0	0			
# of Emergency Repairs	3	26.5			
# of Tire Changes - Repairs - Rotate	6	3			
<b>Total Labor Hours for the Month</b>		<b>336</b>			

# **PUBLIC WORKS MONTHLY REPORT**

# 2018-19 Water, Sewer & Curbside Refuse Collection Billing History

Printed 3-Apr-19

Customer Class		April-18	May-18	June-18	July-18	August-18	September-18	October-18	November-18	December-18	January-19	February-19	March-19		
WATER	Units	1,240	25	9	1,356	36	19	1,182	1	17	1,237	-	-	Average	
	Residential Base-IT	174	26	23	155	19	30	195	27	26	165	26	28	427	
	Commercial Base-IT	134	3	1	148	1	-	136	-	-	139	-	-	75	
	Residential Base-OT	1	-	1	-	1	-	-	-	1	1	1	1	47	
	Commercial Base-OT	28	28	16	28	19	20	20	20	22	13	23	16	21	
	Municipal	-	12	4	4	4	-	4	1	-	4	-	-	3	
	Dormant Accounts	4	4	4	4	5	5	5	4	5	5	5	4	5	
	Industrial	1,581	98	58	1,695	85	74	1,542	53	71	1,564	55	49	577	
	TOTAL	Gallons	11,990,168	165,230	83,510	15,026,026	65,910	65,930	11,844,790	1,480	78,420	12,840,509	-	-	Total
	Residential Use-IT	5,633,737	3,566,617	4,058,927	2,524,371	2,181,221	4,400,610	7,367,640	1,925,140	4,858,799	2,347,600	4,321,946	3,903,523	52,161,973	
	Commercial Use-IT	1,651,362	-	6,520	1,946,528	6,700	-	1,666,990	-	-	1,709,530	-	-	47,090,131	
	Residential Use-OT	2,451,800	-	2,898,900	-	3,098,700	-	2,799,700	3,089,700	3,151,500	3,027,600	3,021,400	2,383,400	6,987,630	
	Commercial Use-OT	133,200	228,010	94,600	409,970	520,840	257,220	269,640	257,790	107,910	158,510	356,680	615,140	25,922,700	
	Municipal	43,631,951	57,617,465	60,004,650	55,639,000	42,706,176	55,057,854	52,969,733	47,454,332	52,726,149	41,987,049	42,239,964	37,038,626	3,409,510	
	Industrial	65,492,218	61,577,322	67,147,107	75,545,895	48,579,547	59,781,614	76,918,493	52,728,442	60,922,778	62,070,798	49,939,990	43,940,689	589,072,949	
	TOTAL WATER SOLD	71,725,531	76,533,924	80,799,152	55,122,399	55,269,369	67,407,586	77,224,417	65,535,143	61,114,241	59,981,610	58,400,482	59,457,774	724,644,893	
	NET DELIVERED	91%	80%	83%	137%	88%	89%	100%	80%	100%	103%	86%	74%	788,571,628	
	FRACTION BILLED	133,600	80,800	132,300	75,900	31,900	38,100	37,850	7,700	55,200	19,900	27,100	92%		
	Total ( TOA,sold,hydrrnts, etc)	Dollars	28,482	566	216	36,332	261	264	27,709	11	286	29,702	-	-	Total
	Residential Base & Use-IT	6,423	1,452	12,020	21,434	4,782	12,728	19,676	4,219	14,039	12,637	13,735	12,001	123,828	
	Commercial Base & Use-IT	7,451	130	28	8,731	29	-	7,520	-	-	7,667	-	-	135,148	
	Residential Base & Use-OT	8,017	-	9,479	-	10,133	-	9,155	10,103	10,305	10,757	10,666	8,413	31,558	
	Commercial Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-	-	87,029	
	Municipal	96,143	123,301	128,410	119,067	91,391	117,824	113,113	101,552	112,834	112,834	97,574	91,391	-	
	Industrial	146,516	125,450	150,154	185,565	106,596	130,816	177,174	115,885	137,464	173,597	121,975	111,806	1,305,435	
	TOTAL													1,682,999	
	SEWER	Units	1,062	21	7	1,133	17	17	1,021	1	16	1,068	-	-	Average
		Residential Base-IT	164	31	23	185	26	32	152	30	29	156	25	24	364
Commercial Base-IT		3	2	1	2	2	2	2	1	2	2	1	-	73	
Commercial Base-OT		3	3	5	9	6	4	9	3	5	9	9	2	2	
Municipal		-	12	4	4	4	-	4	1	-	2	-	-	3	
Dormant Accounts		4	4	4	4	3	3	4	4	4	4	4	4	4	
Industrial		1,236	73	44	1,337	58	58	1,192	40	56	1,241	39	30	445	
TOTAL		Gallons	8,735,896	65,648	61,565	10,374,117	50,496	50,520	8,267,502	1,480	64,647	9,497,252	-	-	Total
Residential Use-IT		2,716,901	1,304,850	988,573	1,979,691	1,275,407	1,251,763	1,624,861	1,036,194	1,136,320	2,788,279	1,111,414	774,455	37,169,121	
Commercial Use-IT		337,222	128,700	310,000	99,500	98,000	86,700	65,900	110,000	84,500	108,500	220,000	-	17,988,708	
Commercial Use-OT		78,000	78,000	94,600	151,940	134,460	113,820	117,010	107,150	107,790	134,734	224,760	-	1,649,022	
Municipal		33,860,000	33,680,000	36,020,000	35,980,000	23,270,000	35,560,000	39,290,000	37,750,000	37,250,000	38,720,000	40,150,000	38,770,000	430,300,000	
Industrial		45,728,019	35,257,198	37,474,738	48,585,249	24,828,363	37,062,803	49,365,273	39,004,824	38,643,256	51,248,765	41,706,174	39,544,455	487,106,852	
TOTAL SEWER BILLED		61,107,800	74,781,800	61,933,297	43,407,900	63,272,200	77,376,200	70,873,500	79,879,400	85,507,400	74,691,900	74,231,500	75,993,700	843,056,597	
WWTP EFFLUENT		75%	47%	61%	112%	39%	48%	70%	49%	45%	69%	56%	52%	58%	
FRACTION BILLED		Dollars	25,190	234	195	31,953	179	182	26,089	5	241	29,490	-	-	
Residential Base & Use-IT		8,798	4,353	3,040	10,774	3,916	3,488	6,623	33,220	3,494	8,778	3,545	2,470	9,480	
Commercial Base & Use-IT		1,430	790	1,947	10,664	602	532	405	691	519	692	1,438	-	7,708	
Commercial Base & Use-OT		-	-	-	-	-	-	-	-	-	-	-	-	1,642	
Municipal		106,320	106,634	114,076	112,977	73,068	111,658	123,904	118,880	116,965	126,974	132,010	127,432	-	
Industrial		141,738	112,012	119,258	166,368	77,764	115,861	157,021	152,796	121,218	165,934	136,993	129,902	1,370,900	
TOTAL														1,389,730	
CURBSIDE		Curbside-IT STOPS	132	125	255	174	116	258	274	49	36	106	90	142	Average
		Curbside - Brush	77	86	17	71	95	75	99	39	27	53	59	76	146
		Curbside- BULK	209	211	272	245	211	333	373	88	63	159	149	218	65
		TOTAL													Total
		Curbside-IT	82	105	82	84	74	84	98	89	76	103	79	81	1,037
		Curbside-BULK	16	12	21	6	13	18	12	7	10	5	9	7	135
	TOTAL	98	117	103	90	87	102	110	96	85	108	88	88	1,172	

## Monthly Staff Report Water Plant

DATE: 4/1/2019  
 TO: Town Manager  
 FROM: Bryan Mawyer  
 DEPARTMENT: Water Treatment Plant  
 MONTH: March

### 1 Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 12.9 Hours per day which yielded approximately 1,560,000 gallons of water per day.

Rain 3.376 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>14.1</u>	hrs		
Average Hours per day (weekends)	<u>10.2</u>	hrs		
Average produced (week days)	<u>1,736,334</u>	gallons per day		
Average produced (weekends)	<u>1,200,700</u>	gallons per day		
Total Raw Water Pumped:	<u>48.47</u>	million gallons		
Total Drinking Water Produced:	<u>46.74</u>	million gallons		
Average Daily Production: (drinking)	<u>1,510,000</u>	gallons per day		
Average percent of Production Capacity:	<u>50.33</u>	%		
Plant Process Water:	<u>1,710,026</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>14,800</u>	gallons	Water lost due to leaks	<u>20,160</u>
Flushing of Hydrants/Tanks/FD use/Town Use	<u>12,300</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>8.23</u>	million gallons	average hours per day	<u>15.2</u>
Average Daily Produced:	<u>265,484</u>	gallons per day	Rain at MC	<u>3.68</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>7.067</u>	million gallons	average hours per day	<u>11.5</u>
Average Daily Produced:	<u>227,968</u>	gallons per day	Rain at RE	<u>3.31</u>
Purchased Water from CCUSA	<u>148,852</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,404,800</u>	gallons		
Industrial Use	<u>43,816,068</u>	gallons		

Cross Connection Visits 0

### Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed

VDH samples completed for compliance

Cryptosporidium Sampling was completed for the month of March on the 5th

CCR Report for 2018 Completed, approved and was posted on Website in March

Dearing Ford Flow Control valve to Melinda- surveying work to begin

Melinda High Pressure Zone- PER submitted to Health Department -surveying to begin

Standard details and specifications submitted to VDH awaiting comments

Cleaned 2 Basins

Set up an email tree with Abbott to communicate actively regarding when the springs are out or in service due to rainfall and CCUSA is on or off

CIP Tank Maintenance/Repair - awaiting painting for Bedford and Melinda interior painting in the summer of 2019

# Utilities Distribution and Collection

# of Service Connections	0		
# of Service Taps	0		
# of Meters Read	100 Monthly 1,720 Quarterly		
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	18		
Landfill Debris - Hauled to Landfill	76.70 Tons		
# of Location Marks made for Miss Utility	59		
# of Meters Replaced	0		
# of Water Lines Repaired	3	# of Sewer Lines Unstopped	3
Locations:		Locations:	
45 Gibson Road Main		1308 3rd Street	Service
147 Gibson Road Main		715 Main Street	Service
156 Gibson Road Service		1000 Block of 14th Street	Main
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	210	Sewer Main Cleaned	360
Sewer (Root Cutting) Main	200	Sewer Main Cleaned Manholes	1
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	0	Sewer Service Cleaned	0
Sewer Video Manholes	0	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
<b>urn Ons and Offs</b>	17	Water Right of Way Clearing Footage	0
		<b>Sewer Manholes Inspected</b>	26
# Of Hydrants Flushed	0		

Other Utilities Distribution and Collection Activities & CIP Projects:  
Awaiting Dukes Root Control to restart root control activities when weather dries up.

DEPARTMENT: Wasterwater Plant  
MONTH: Mar-19

Average Daily Flow	2.38	MGD	
TSS Reduction		%	Waiting on test results
BOD Reduction		%	Waiting on test results
VPDES Violations	0		
Sludge ( Regional Land Fill)	228	tons	(estimated)
Rain Total	2.66	Inches	
		Snow Total	0 Inches

Other Wastewater Activities and CIP Projects:

Month: Mar. 2019  
Week: 4<sup>th</sup>

Month: Mar. 2019  
Week: 11<sup>th</sup>

- DMR submitted
  - Monthly Industrial Billing completed
  - Dump truck tires repaired 3/4/19
  - Spare dump truck tires received at WWTP
  - Monthly rain data submitted to the National Weather Service
  - Working on 2019 PMP submittal
  - Installing new Air compressor Dryer
  - Installing new electrical service for air compressor Dryer
  - Pumped rain water out of basin #1
  - Press cloth received 3/6/19
  - Scheduling Annual Meter calibration with ABB
- Micah with Woodward and Curran troubleshooting press feed pump issue
  - Tires replaced on Kawasaki mule for lab personnel
  - Polymer shipment received 3/12/19
  - Operator OSHA class 3/15/19
  - Safety training all operators
  - Received Laboratory certification documentation
  - Monthly work schedule
  - Installing new air compressor Dryer
  - Lawn mowers taken to shop for servicing
  - Requisitioned Annual Meter calibration with ABB

Month: Mar. 2019  
Week: 18<sup>th</sup>

Month: Mar. 2019  
Week: 25<sup>th</sup>

- Polymer press pump #1 VFD out for repair
  - Installed polymer press pump #2 VFD in #1 VFD position
  - Polymer shipment received 3/20/19
  - Ran all Generators 3/19/12
  - Safety training all operators
  - Schedules annual meter calibrations with ABB for 4/19/19
  - Installing new air compressor Dryer completed
  - Installing new press cloths (1/3) each week
  - Changed oil in aeration basin blowers 1,3 & 4 3/21/19
  - Repaired press plate shifter Schedule Solids compressor replacement
  - Scheduled Solids compressor replacement 3/28/19
- Reviewing Electrical Upgrade Plans
  - Submitted comments on Electrical Plans
  - Reissued Septic Tank hauler Permits
  - Preparing for Solids Air Compressor replacement
  - Solids Handling Air compressor installation completed 3/28/19
  - Installed repaired Press Polymer pump VFD
  - Serviced small thickener 3/25/19
  - Installing new press cloths (1/3) this week
  - Started Employee Evaluations
  - Annual Laboratory self-inspection completed 3/28/19
  - Normal Plant Operations

# April

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
	1 Planning Commission 5pm	2	3	4	5	* 6
7	8	** 9 <u>Council Meeting</u> 7pm “First Read” of the FY2020 Draft Budget	10	11	12	13
14	15	16	17	18	19	20
21	** 22	*** 23 <u>Council Retreat</u> 11am-4pm <u>Council Work</u> Session 5pm	24	25	26	27
28	29	30	<b>Notes:</b> *April 6 <sup>th</sup> Avoca Opening Day **April 9 <sup>th</sup> Recreation Committee 5:30 pm		<b>Notes:</b> **April 22nd YMCA Health Fair	<b>Notes:</b> ***April 23rd AEDA Mtg. 8:15am

April

# May

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
			1	2	3	4
5	6 Planning Commission 5pm	7	8	9	10	11
12	13	* 14 <u>Council Meeting</u> 7pm Public Hearing on FY2020 Budget	15	16	17	18
19	20	21	22	23	24	25
26	** 27 Memorial Day Town Office Closed	*** 28 <u>Council Work</u> Session 5pm	29	30 Campbell County / Town of Altavista Business Appreciation Luncheon 12:00 noon Hyland Heights Church	31	Notes: *Recreation Committee 5:30 pm **Memorial Service YMCA 11am ***AEDA Meeting 8:15am