



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

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

- 1. Call to Order – Regular Meeting**
- 2. Invocation/Pledge of Allegiance**
- 3. Agenda Adoption**
- 4. Recognitions and Presentations**
- 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. June 11, 2019 Town Council Regular Meeting
 - ii. June 25, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Booker Building Use Feasibility Study proposal
- d. 7th Street Utility Project Change Orders
- e. Ridgeway Avenue Drainage project proposals
- f. Utility CIP Financing items

7. Public Hearing(s)

- a. Text Amendment "Wedding/Event Facilities"

8. New Business

9. Unfinished Business

- a. Security Cameras/English Park
- b. AOT Request for Interim Main Street Director

10. Reports and Communication

- a. Report from Town Manager
- b. Departmental Reports

- c. Correspondence
- d. Monthly Calendars

11. Matters from Council

12. Closed Session

- a. *Section 2.2-3711 (A) (1) Discussion, consideration of prospective candidates for appointment to the Altavista Economic Development Authority.*
- b. *Section 2.2-3711(A) (3) Discussion or consideration of the acquisition of real property for a public purpose.*

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:

Consent Agenda

MEETING DATE:

July 9, 2019

ITEM #: 6**ITEM TITLE:**

Consent Agenda Items

DESCRIPTION/ACTION:

6a: Approval of Minutes: Approve the minutes of the June 11, 2019 Regular Meeting; and the June 25, 2019 Town Council Work Session. ([Link to minutes](#))

- *Motion to approve the minutes as submitted/amended.*

6b: Acceptance of Monthly Financial Reports: Approve acceptance of Monthly Financial Reports. ([Link](#))

- *Motion to accept the Monthly Financial Reports as submitted.*

6c: Approval of Booker Building Use Feasibility Study proposal (LPDA) ([Link to information](#))

- *Motion to approve the Town Manager to execute the LPDA proposal, in the amount of \$7,500, for services related to assistance to Town Council in regard to potential reuses for the Booker Building.*

6d: 7th Street Utility Project Change Order ([Link to information](#))

- *Motion to approve the Change Orders submitted by Counts & Dobyns related to the 7th Street Utility Project, as submitted (not to exceed \$27,200).*

6e: Ridgeway Avenue Drainage project proposals ([Link to information](#))

- *Motion to approve the proposals submitted by Goodman's Concrete (\$32,553) and Adams Paving (\$45,850) related to this project.*

6f: Utility CIP Financing Items ([Link to information](#))

- *Motion to approve the use of "cooperative procurement" (Dinwiddie County RFP) for Financial Advisor services with Davenport.*
- *Motion to adopt a Reimbursement Resolution related to the Utility CIP FY2020-2024 Projects.*

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.

Council Regular Meeting – June 11, 2019

The regular scheduled June meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on June 11, 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
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
Mrs. Crystal Hailey, Administration

- 2. Invocation/Pledge of Allegiance

Pastor Marci Huntsman, Lambs United Methodist Church, gave the invocation.

Mayor Mattox led meeting attendees in the Pledge of Allegiance.

- 3. Approval of the Agenda

Mayor Mattox informed Council of an amendment to the June 11, 2019 agenda. He stated “Annual Engineering Service Agreement – Staff Recommendation” would be added to section eight as item #8b.

Mayor Mattox asked Council if they had questions regarding the agenda, to which there were none.

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

Motion carried.

VOTE:

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

- 4. Recognitions and Presentations

- a. Swearing in of Police Academy Graduates and New Officer

Mayor Mattox called upon Altavista’s Police Chief, Tommy Merricks, to assist him with “swearing in” the newest APD Officer and three recent police academy graduates.

Mayor Mattox asked the graduates and new officer to raise their right hand while they accepted the state oath and the responsibility of serving the Town of Altavista.

Mayor Mattox welcomed the new officer and new recruits to the Town of Altavista.

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Chief Merricks introduced them, as each one had a family member come forward to “pin” their Altavista Police Department badge to their uniform.

- New APD Officer:
Derek Tyree
- New APD Recruits:
Jessica Bujtas
Cory Hammock
Shawn Karr

b. Swearing in New Auxiliary Officers

Chief Merricks introduced the town’s two new “auxiliary” police officers, Mr. Barry Creasy and Mr. Dennis Haley.

Mayor Mattox swore in the two auxiliary officers and thanked them for offering their service to the Town of Altavista.

c. Recognition of Promotion

Chief Merricks recognized Altavista Police Officer John Henderson for his recent promotion to APD Sergeant. He stated Sergeant Henderson’s wife was present and would assist in the “pinning” of Sergeant Henderson’s APD Sergeant badge.

Mayor Mattox congratulated Sergeant Henderson on his promotion and thanked him for his service to the Town of Altavista.

d. Introduction of New Town Employees

Town Manager, Mr. Waverly Coggsdale, introduced several new town employees:

- Melinda Taylor, WTP Trainee
- Brandon Bell, Utility Crew
- Michael Dillard, Utility Crew
- Phillip Popek, Public Works
- Jason Fermanis, Public Works
- Jason Simmons, Public Works

e. Employee Milestones

Mr. Coggsdale informed Council of two “service milestones” recently achieved by employees of the Town of Altavista:

- Jason “Jake” Roberts - 15 years of service (05/03/19) Utility Crew Supervisor
- Donald Dowdy - 30 years of service (05/08/19) WWTP Operator In Charge

f. Recognition of Former Chamber of Commerce President

Mr. Coggsdale stated, as Town Manager and on behalf of the Town of Altavista, he would like to express the town’s appreciation for Mrs. Heather Reynolds hard work and service to the community as (former) Chamber of Commerce President.

Mayor Mattox thanked Mrs. Reynolds for supporting the Altavista community during her time as Chamber President. He stated he knows she will be good at her next job opportunity and offered her best wishes.

Mayor Mattox also suggested staff send Mrs. Reynolds a letter from the Town of Altavista as an official “recognition” for her service to the town. It was the consensus of Council to do so.

Mr. Mitchell stated Mrs. Reynolds would be missed as Chamber President, but he was happy for her and her new job opportunity.

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Mr. Emerson stated Mrs. Reynolds had been a good Chamber President and always pleasant to be around. He stated she was a “champion” for Altavista and was sorry to see her leaving as Chamber President, but he was happy for her and her new opportunity.

Mrs. Dalton stated “good opportunities come to those who do good things” and continued stating Mrs. Reynolds had done an excellent job as Chamber President and wished her the best with her new job opportunity.

Mrs. Dalton stated Mrs. Reynolds had set a good example for young girls/women in Altavista and stated appreciation for Mrs. Reynolds’ “mentoring role” she played in the community.

Mr. Higginbotham thanked Mrs. Reynolds for her service as Chamber President. He stated she made the “Chamber’s light shine brighter” because of her good works during her service.

Mr. Higginbotham stated he hoped the Chamber of Commerce would be able to find a replacement, if not better, at least equal to the excellent service she brought to the role.

Mr. George stated Mrs. Reynolds had humor and grace and he enjoyed working with her. He stated she would be missed as Chamber President and would be hard to replace.

Mr. Bennett stated he had only been on Council for a short period of time, but always enjoyed working with Mrs. Reynolds as Chamber President. He thanked her for her service and offered her “good luck” with her new job.

Mayor Mattox concluded Council’s appreciation by stating he was glad Mrs. Reynolds and her husband were local. He stated they were a nice couple and an asset to the community.

Chief Merricks presented Mrs. Reynolds with a plaque as appreciation from the Altavista Police Department in recognition for her work with the APD during the “Shop-With-A- Cop” program and other events. He thanked Mrs. Reynolds for her service.

Mrs. Reynolds thanked Mr. Coggsdale, Council, and Chief Merricks for their kind comments and stated it was her pleasure to serve the Altavista community as former Chamber President.

5. Citizen’s Time (non-agenda items only)

Mayor Mattox asked if there was a citizen attending the meeting with a comment or concern they would like to bring before Council.

Mrs. Linda Spinner, 1034 7th Street, came before Council with a concern regarding the utility rate increase proposed in the FY2020 Budget. She stated there are several senior citizens in the Altavista community on a minimal budget and she felt another rate increase in utilities was unnecessary.

Mrs. Spinner suggested Council to consider not increasing the rate of utilities for residents, but directing the increase to town industry only, since they use the water and sewer system the most.

Mrs. Spinner also asked Council to communicate with town residents whether or not the proposed utility rate increase was due to the upcoming new addition of the splash pad in English Park.

Mayor Mattox thanked Mrs. Spinner for coming to the meeting and for bringing her concerns before Council. He stated he would be glad to discuss those concerns with her at a later time.

Mayor Mattox asked if there was anyone else that wanted to come before Council with comments or concerns of non-agenda items, to which there were none.

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6. Consent Agenda

- a. Approval of Council Minutes:
 - May 14, 2019 Town Council Regular Meeting
 - May 28, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Approval of Proposal for PW Chemical Storage Building Engineering/Design Services
- d. Approval of Finance Matters
 - i. Delinquent Utility Account Write-offs
 - ii. Budget Amendments/Departmental Transfers
- e. Community Development Director Job Description
- f. Water Plant Fluoridation Grant – Virginia Department of Health

Mayor Mattox asked if there was any discussion needed by Council regarding the consent agenda items, to which there were none.

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

Motion carried.

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

7. Public Hearing

There were no public hearings scheduled for the June 11, 2019 Council meeting.

8. New Business

- a. Planning Commission Recommendation Text Amendment – “Wedding Event Facilities”

Mr. Coggsdale informed Council, after receiving several requests from individuals regarding their potential interest in establishing such a business in Altavista, staff reviewed the existing town ordinance and found that a “wedding/event facility” use was not adequately addressed.

Mr. Coggsdale stated, 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.

- 1. Definition set forth in Section 86-32
 - a. *Wedding/Event Facility*: a facility which is utilized by individuals or groups to accommodate private functions including but not limited to, banquets, weddings, celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.
- 2. The use would be listed as a permitted use in the *Commercial Uses* in the following districts:
 - a. C-1 (Local Commercial) District. Subject to Sec. 86-521. Special use permit required.
 - b. C-2 (General Commercial) District. Subject to Sec. 86-521 (by right).
 - c. M (Industrial) District. Subject to Sec. 86-521 (by right).
- 3. Development Standards set forth in Sec. 86-521
 - a. *Noise level*: All weddings and events shall adhere to the Town of Altavista Ordinances and would require a permit issued by the Town.

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- b. *Structural Requirements:* The facility shall meet all requirements of the Virginia Statewide Building Code and meet any Environmental Health requirements for sewage disposal and water supply
- c. *Parking:* Parking surfaces are not required to be paved. The number of parking spaces required will be based on the size of the structure.
- d. *Screening:* The entire perimeter of the facility and area associated with the use shall be screened from adjoining properties by a buffer set forth in Section 86-573.
- e. *Signs:* Signs shall be permitted as provided in Article V of Chapter 86.

Mr. Coggsdale informed Council the Planning Commission conducted a public hearing at their June 3, 2019 meeting and unanimously voted to recommend approval of the text amendments to Town Council.

Mr. Coggsdale stated Council could conduct a “First Reading” of the proposed text amendments as presented and, if desired, they could direct staff to schedule a public hearing for their July 9, 2019 regular Council meeting.

Mayor Mattox asked Council if they had any questions concerning the proposed text amendments to the town ordinance regarding wedding/event facilities.

Mr. Mitchell asked if the item/amendment was for commercial use only or if the amendment also included residential property.

Mr. Coggsdale stated the Planning Commission included residential property in the original discussion, but decided to remove residential use from the proposed text amendments. He stated a citizen could have a wedding at their residence but not as a “business”.

Mayor Mattox asked if Council agreed with the proposed text amendments and to allow staff to schedule a public hearing regarding the item at the July 9, 2019 regular Council meeting. All Council members were in consensus to do so.

b. Annual “On-Call Engineer” Town Service Agreement

Mr. Coggsdale reminded Council of the town issuing a Request for Proposals (RFP) a few months prior for “on-call” engineering firm services. He stated, based on the RFPs received and review of the submittals, staff recommended the following firms for Council’s consideration to award “annual on-call service agreements”:

- Dewberry & Davis
- Engineering Concepts
- Hurt & Proffitt
- Mattern & Craig
- Peed & Bortz
- Woodard & Curran

Mr. Coggsdale stated the selection of firms would give staff multiple choices and provide them an opportunity to gather proposals from “pre-qualified” firms for town projects. He stated having the firms sign an annual service agreement would not obligate any town funds, unless a firm was selected to perform services for the town.

Mayor Mattox asked Council if they had any questions for Mr. Coggsdale regarding the annual engineering service contracts or any of the firms staff recommended, to which there were none.

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Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the recommendation by staff and award the six recommended engineering firms an annual service agreement with the town.

Motion carried.

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

Mr. Higginbotham referenced an item (PW Chemical Storage Building Addition) in the proposed FY2020 Budget, and asked staff if they sought more than one bid for the project.

Mr. Higginbotham stated there was no “state agency” that would award a project contract if there was only one bidder.

Mr. Coggsdale answered staff had asked two out of the three engineering firms currently contracted with the town, and stated the third was not asked because it did not have the necessary background for that particular project. He stated the recommended firm was the lowest of the two and closest to the cost associated with the proposed budget item.

Mr. Mitchell stated he agreed with Mr. Higginbotham regarding the town needing to seek multiple RFP/RFQs for any/all town projects.

Mr. Coggsdale stated by Council approving the six recommended engineering firms for annual service agreements, this would give the town a broader range of opportunities to be successful in acquiring more than one or two bids for future town projects.

Mr. Coggsdale stated staff would continue to build relationships with the selected engineering firms. He stated he felt having multiple firms contracted with the town would keep the firm’s bids more competitive and the town would possibly benefit with lower project costs.

9. Unfinished Business

a. FY2020 Budget and Capital Improvement Program (CIP) FY2020-2024

Mr. Coggsdale reminded Council the recommended FY2020 Budget was submitted to them for consideration on February 18, 2019. He also reminded Council of their meetings on February 26th, March 26th, April 23rd, and May 28th to revise/finalize the budget for adoption.

Mr. Coggsdale informed Council that the FY2020 General Fund Budget was balanced and resulted in a surplus of \$123,660 to be transferred to General Fund Reserves. He continued stated the FY2020 Water & Sewer (Enterprise) Fund Budget was also balanced, and with the increase of water rates of 8% and sewer rates of 4%, resulted in a surplus of \$113,750 to be transferred to Enterprise Fund Reserves.

Mr. Coggsdale stated an adopted budget was the operations guide and financial policy document for the town’s fiscal year and, if approved, the FY2020 proposed budget would take effect July 1, 2019, with the proposed increase in utility rates taking effect December 1, 2019.

Mayor Mattox asked Council if they had any final questions or concerns regarding the proposed FY2020 Budget.

- Mr. Higginbotham referenced the separation of the budget as item #9a, and the utility rate increase as #9b, and stated he thought the utility rate increases were included in the budget.

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Mr. Coggsdale stated the utility rate increase is included in the FY2020 Budget, but he separated the two on the agenda for clarification of the effective dates. He stated the separation was also to show the utility increase individually, so it was not thought to be hidden within the budget.

- Mr. Higginbotham also referenced another item in the proposed budget, the addition of a building to the APD firing range. He asked if the previous request from Council to reduce the cost of \$25,000 for that item had been satisfied.

Mr. Coggsdale answered and stated the cost for the item had not yet been finalized. He reminded Council the item had been discussed by them at a previous meeting and it was decided to leave the item and its cost as it was proposed, and staff would continue to work on keeping the item's cost as low as possible while maintaining a viable option for the building.

Mr. Coggsdale stated staff anticipated there to be a "cost savings" on the budget item and stated staff would bring the chosen option and cost before Council when finalized.

- Mayor Mattox asked for staff's recommendation whether or not the town should continue its yearly contribution of \$6,000 to the Small Business Development Center (SBDC), or if the available county resources would be sufficient for the town's needs.

Mr. Coggsdale stated the SBDC was a federally funded organization, meaning any money received from local governments (like Altavista) was matched dollar for dollar. He stated the \$6,000 from Altavista would then become \$12,000 for them to use in helping their clients.

Mr. Coggsdale stated there were five clients in Altavista the SBDC reported they were currently working with. He stated he did not know what service or "value" the SBDC was offering the five businesses, but could be investigated if Council desired.

Mr. Coggsdale stated it would ultimately be Council's decision if they saw enough of a "return-in-value" from the town's contribution to the SBDC and whether or not the town continued to support the organization moving forward.

Mr. Coggsdale stated the SBDC previously employed two full-time personnel, but recently changed to having one full-time employee and five "advisors" on-call. He stated the five advisors all have different specialties and contribute their expertise to the SBDC for other businesses.

Mr. Coggsdale stated, since the SBDC was a federal program, the Town of Altavista would continue to have the ability to use their service, but it is not known to what degree and/or level of service would be provided without the \$6,000 contribution.

Mayor Mattox asked Council for their desire whether or not to continue the annual \$6,000 contribution to the SBDC.

Mr. Mitchell stated he would like to see a compilation of all town contributions and the return-in investment the town receives from those contributions. He stated he felt the report would give Council a better outlook in the process of consideration for all contributions moving forward for future proposed budgets.

Mr. Higginbotham asked where in Altavista the SBDC offered its services, to which Mr. Coggsdale stated the SBDC utilized the Altavista Chamber of Commerce office (train station) and currently had certain office hours they are present at the Chamber.

Mr. Higginbotham asked Mrs. Heather Reynolds, former Chamber President, if the town's \$6,000 contribution in previous years had been worth the money, to which Mrs. Reynolds stated she felt it was.

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Mrs. Reynolds stated often the SBDC was able to offer local small businesses a service the Chamber of Commerce could not. She stated the SBDC had “business contacts” and access to programs the Chamber did not, and stated those items were sometimes crucial to the start of a small business.

Mrs. Reynolds reminded Council of SBDC’s previous partnership with Altavista On Track (AOT) on a “Pop-Up Program” that offered classes to individuals interested in potentially opening a small business in the Town of Altavista.

Mr. Higginbotham asked Mrs. Reynolds how many businesses had the SBDC helped in the Town of Altavista, to which she answered the number varied each year depending on how many businesses called to ask for their service.

Mrs. Reynolds stated, in her time as Chamber President, when a local business owner called the Chamber for assistance, she stated the SBDC was the first contact she reached out to for information, guidance, and possible assistance for that business.

Mayor Mattox asked Mrs. Reynolds, with Altavista being part of Campbell County and Campbell County funding the SBDC organization, wouldn’t the town still have access to the same services whether they made an annual contribution or not.

Mrs. Reynolds confirmed to Council, being part of Campbell County, the Town of Altavista had access to SBDC services whether they made an annual contribution to the organization or not. She stated, if the town did not contribute to the SBDC, she did not know if the organization would have the funds to continue offering local office hours in Altavista at the Chamber of Commerce office.

Mr. Bennett referenced the \$6,000 Altavista previously contributed annually to the SBDC, and asked if the amount was the town’s choice or mandated by the SBDC, to which Mr. Coggsdale answered the dollar figure was the amount originally requested by the SBDC. He stated Council could decide to change the amount if so desired.

Mr. Emerson stated, if there were individuals interested in starting a new small business within the Town of Altavista, the town should assist them if possible. He stated he was in favor of continuing the town’s contribution to the SBDC.

Mrs. Dalton suggested keeping the item in the currently proposed FY2020 Budget. She stated the time between now and the next fiscal year’s budget approval process would allow Council to investigate whether the level of SBDC services would reduce, if any, if the town decided not to contribute annually to the organization.

Mr. Mitchell referenced the vacant EDA Director and Community Development Director (formerly known as Asst. Town Manager) positions, and suggested when those positions were filled resulting in the town office being fully staffed, one of the two Directors could take on the responsibility of evaluating all town contributions and/or donations for their return on investment. He stated Council would use the information to make a more informative decision on town contribution requests.

Mr. Higginbotham suggested not contributing the \$6,000 to the SBDC, but keeping the same amount of money in yearly budgets and “earmark” it for small business assistance when needed. He suggested the town could collaborate with the Altavista Chamber of Commerce on a “Small Business Fund” program, to which the town would annually contribute funds and the Chamber would disperse the funds as needed.

Mrs. Dalton stated Mr. Higginbotham’s suggestion would keep the contributed funds “in-house” for the town and Chamber’s convenience.

Mr. George stated his favor with keeping the \$6,000 SBDC contribution item in this year’s (FY2020) proposed budget, but for Council and staff to also evaluate all town contributions for whether or not they bring a return on investment to the town in order for Council to consider whether or not to continue supporting each one.

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Mr. Bennett stated he also favored the town evaluating its contributions and whether or not they should continue supporting the organizations/programs moving forward.

Mayor Mattox suggested, when the town looks at ways to help small businesses, they should consider lowering the BPOL (Business, Professional & Occupational License) fee/tax for local business owners. He stated BPOL taxes are a large expense for small businesses.

Mr. Coggsdale referenced a previous request by Council for staff to gather information regarding town contributions to local organizations. He stated, accordingly, staff sent a letter to local organizations in Altavista with a request to answer a few questions regarding their “return on investment” to the town. He continued stating, to date, the Chamber of Commerce was the only letter returned, which had been shared with Council.

Mr. Coggsdale stated staff would continue to communicate with the other organizations and would share the information with Council when received, hopefully in the next 30-60 days. He stated Council could use the information received to evaluate more in-depth their considerations for contributing therefore, being more prepared to have a discussion on the subject before and/or during the next budget review process.

Mayor Mattox asked Council if they had any additional questions or concerns, to which there were none. Council was in consensus to move forward with the budget adoption process.

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution to approve/adopt and appropriate the FY2020 Budget.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mr. Higginbotham, seconded by Mr. Emerson, motioned to adopt a resolution to adopt the FY2020-2024 Capital Improvement Program (CIP).

Motion carried.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to adopt Ordinance 19-06-01: (Master List) tax rates, water and sewer rates, and other charges.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

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Mayor Mattox referenced a previous discussion by Council at their May work session regarding the utility base charge implemented December 1, 2018. He stated Council had taken citizen’s comments and concerns into consideration and were actively seeking options to help senior citizens and/or others with certain criteria that need assistance paying their utility bills.

Mr. Bennett shared with Council a conversation he recently had with a representative from the local DAWN organization. He stated they were in favor of collaborating with the town on a program for utility assistance.

Mayor Mattox stated he was happy DAWN was willing to work with the town on such a program. He suggested placing the item on the next work session agenda for further discussion by Council and staff.

Mr. Coggsdale informed Council he had been in contact with DAWN’s treasurer, Mrs. Lukin, to discuss how their process of assistance works and how DAWN could assist the town with their own utility assistance program.

Mr. Coggsdale stated staff would have the collected information available to Council at their next work session.

b. Adoption of New Utility (Water & Sewer) Rates

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution to adopt the new utility (water & sewer) rates, effective as of December 1, 2019.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

10. Reports and Communications

Town Manager’s Report for the June 11, 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 9th. 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.) in December. Town Staff contacted Boxley and 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 this project will be completed by the end of April. The contractor indicated the surface work was scheduled to begin May 2; it did not occur.

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Staff is communicating with the contractor for a start date on the work. *Staff is working on a layout for the sidewalk that will connect the handicap parking/alley to the front part of the park and playground area. Contractor has been on-site completing the surfacing and lines on the court.*

Booker Building Evaluation/Visioning Process: *Staff has contacted LPDA, the firm that conducted the Town's Park & Trails Master Plan, and they are preparing a proposal for the Booker Building Evaluation/Visioning process.*

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 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 14th to begin grant agreement process. DCR has indicated 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 all funding requests have been approved, awaiting grant documents and scheduling a meeting with DCR representative. Staff met with DCR representative on January 31st to go over the sub-grantee 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. Peed & Bortz has submitted the NEPA document submittal to the appropriate agencies; at this time we are awaiting input/response. *Staff is working with Peed & Bortz to advertisement the necessary "public comment" period and will include a public input period on the June 25th Work Session agenda for this item.*

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 22nd; 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 town staff will begin implementation. *The position of Economic Development Director Has been advertised; first review of candidates is set for June 3rd. The AEDA continues to work And promote the new plan.*

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 for Friday, April 12, 2019. *The next meeting of the SR RIFA has not been 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 the restaurants/businesses subject to the meals tax are being 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 Woodard & Curran update. Council approved the submittal of a loan application for the funding of this project at their March regular meeting. *For additional information, see the Woodard & Curran Update.*

Clarion Road Control Valve Improvements Engineer has submitted draft Preliminary Engineering Report for the Health Department's review. Tom Fore met with Woodard & Curran to review PER for project with 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. Staff is working to finalize some forms and educate 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 25th for distribution to the contractor (Counts & Dobyns). Notice to Proceed (7th Street Utility Project) has been issued to Counts & Dobyns: 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. *The project continues to proceed; the project is slated to be finished by the end of June. The Streetscape portion of the project will begin in July; the Pre-Construction meeting was held on June 5th and include the Town, Hurt & Proffitt, Virginia Carolina Paving; and VDOT. The Notice to Proceed has been issued. This project has a 365 project time period.*

Trail Project (mausoleum area): Town Council approved the award of the trail design and 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 1st with a timeframe of three (3) months. The project is 2/3 of the way complete. *The contractor indicates that the project is completed; staff has inspected the project and has provided the contractor a short punch list of items. Staff will work on the entrance to the trail. Daniel Wagner is beginning the bridge construction project which will serve as his Eagle Scout Service Project.*

Utility Standard Details & Specifications See weekly Peed & Bortz Project Status Report.

WWTP Phase 1 Electrical Design: Steve Bond, Tom Fore, and Paul Hill met with Scott Bortz on Feb. 26th to review the site plan. *For additional information, see Weekly Peed & Bortz Project Status Report.*

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 the April meeting. Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the 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 flow able 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. *Staff is communicating with the residents and advising them of the proposed work. Once several prices are received for this work, a recommendation will be submitted to Council.*

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.) Staff has received a proposal from Dr. Sowers in regards to a "Pilot Study" for removal of water from the EOP, the item is on the April meeting agenda. *Director of Utilities, Tom Fore, continues to work on moving this item forward.*

RFQ/P Engineering Services This item has been published and posted on the Town's website. Proposal are due April 9th. *Proposals have been received and a short list is being created.*

CAPITAL IMPROVEMENT PROJECTS

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 streetlights purchased in FY2019 (Phase 1) was 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 the FY2019 budget are mostly complete. *Phase II will begin in FY2020; after July 1, 2020 if approved in the budget.*

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 \$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; 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. Staff is seeking approval of the Peed & Bortz proposal for engineering and design services at the June Council meeting.*

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. *Project continues to proceed. Town has received the lighting agreement from VDOT related to this project.*

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. *Work began the first week in June.*

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 cost estimate was \$2,370,161.

Main Street Speed Study: *VDOT will be proceeding with the increase in the speed limit on Main Street from Lynch Mill Road to Wood Lane from 25 MPH to 35 MPH.*

Projects Recently COMPLETED:

Downtown Public Parking Signs and Banners
Pavilion (English Park) Roof Replacement
Hand Rail Replacement (Library and Train Station)
Washington Street Sidewalk Project
Meals Tax Audits Notification

Mr. Coggsdale stated he would be glad to answer any questions regarding the monthly report.

Mr. Mitchell referenced the Mausoleum Trail, starting at the Green Hill Cemetery off of Bedford Avenue, and asked how much longer until the trail was completed.

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Mr. Coggsdale stated the contractor for the project, Mr. Kirk Shultz, had finished his portion of the project, except for “trimming back” trees/bushes in a few spots along the trail.

Mr. Coggsdale informed Council staff was now in the process of working on (grading) a recognizable “entrance point” to the trail for visitors and walkers.

11. Matters from Council

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

- Mr. Emerson asked Council if they were still interested in installing a “sun/shade” structure behind the Booker Building in English Park and, if so, suggested Council ask staff to investigate options and the cost associated with such a structure.

Mr. Emerson referenced the recent Uncle Billy’s Day Festival and stated a structure addition would have been nice for visitors to use during the festival.

Mr. Coggsdale stated a structure addition was part of the “vision” analysis for the Booker Building that Council discussed during their recent Council Retreat. He stated staff had been in contact with LPDA (Land Planning and Design Associates) regarding viable options and costs. He stated he would have the information available for further discussion by Council at their next work session on June 25th.

- Mayor Mattox shared with Council a conversation he recently had with the Town Manager and stated he indicated staff was continuing to work on a “budget policy” for the Town of Altavista as previously requested by Council and should have a draft ready for Council’s consideration and/or approval very soon.
- Mr. Higginbotham referenced the APD/Town Vehicle Retirement Criteria Policy recently requested by Council and asked Mr. Coggsdale when he expected staff to have a draft proposal ready for Council’s consideration. Mr. Coggsdale stated a proposed draft should be ready for Council within the next 30-60 days.
- Mr. George referenced a previous conversation by Council at their last work session regarding the possibility of the town staffing the splash pad area of English Park this summer; after renovations were complete and the new playground and splash pad were open to the public in mid-July. He stated, since he was not present at the last work session, he would like to reiterate the recommendation of the Altavista Recreation Committee and stated it was the full consensus of the Recreation Committee to staff the splash pad area for the first initial year, giving the town time to observe whether or not staffing would be necessary moving forward.

Mr. George stated “you only get one chance to make a first impression” and he and the Recreation Committee felt the town should pay the extra cost for staffing the new playground and splash pad area the first year.

Mr. Mitchell stated, at the previous work session, Council and staff had conversations with Chief Merricks and Mr. Garrett, Public Works Director, regarding members of their staff having a heavier presence in the playground area for the couple of months this summer the splash pad would be open to the public. He stated both Chief Merricks and Mr. Garrett agreed it was possible to do so, therefore, no additional staffing was approved at that time.

Mr. Higginbotham reminded Council of the security cameras that were going to be installed at English Park and stated the addition of security cameras would help deter any misconduct around the playground and splash pad. He stated the security camera addition to the park was another reason Council decided not to staff the area at that time.

Mayor Mattox stated it was the consensus of all Council members present at the last work session not to have the area staffed by the town, but to wait and see how the first initial year went before adding the additional cost of staffing the area to the annual budget.

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- Mr. George referenced the “log cabin” property, 1706 Bedford Avenue, Altavista, that was for sale. He suggested Council consider purchasing the property for town use, such as a “visitor welcome center” for Altavista or a parking lot for the town’s new trail system, etc.

Mr. George asked Council to consider allowing staff to investigate the sale price of the property and also acquire a key to the home on the property, in order for Council and/or staff to look around inside and decide if the property was viable/feasible for town use.

Mayor Mattox stated he felt there was nothing wrong with the town investigating the property and stated he would be ok with staff looking into the subject further.

Mrs. Dalton stated she would also be ok with staff/Council investigating the cost of the mentioned property, but stated she had reservations of the town taking on additional projects/properties at that time that may have structural needs, therefore additional costs.

Mr. Higginbotham suggested, instead of acquiring additional property, Council “first” continue working on a plan to update and renovate the Booker Building in English Park.

Mayor Mattox stated he agreed with all of the comments and suggestions related to the log cabin property for sale on Bedford Avenue.

All Council members were in consensus to allow staff to investigate the cost for the home/property for sale at 1706 Bedford Avenue, Altavista.

- Mr. Bennett referenced town taxes (real estate and personal property) and asked Council to consider allowing staff to investigate the feasibility of Altavista offering its citizens the option to pay their taxes twice per year, instead of once.

Mr. Bennett informed Council some surrounding localities were already offering the service; Pittsylvania County, Town of Bedford, and the City of Lynchburg.

Mr. Coggsdale, confirmed by Altavista Finance Director Mrs. Tobie Shelton, informed Council the residents of Altavista are able to pre-pay as much, or as little, on their tax and/or utility accounts as they desire. He stated the prepaid amount would be credited to the citizen’s account until such time as the funds are needed to pay the citizen’s due bill.

Mr. Bennett suggested the prepay option be better communicated to town residents.

Mayor Mattox asked Council if they had a preference regarding the mentioned options for town residents to pay their taxes.

Mr. Mitchell stated he did not have an issue with staff investigating a “twice-per-year” option for town residents to pay their taxes.

Mr. Emerson stated, since the town already offered citizens the option to prepay on their account for town taxes, he did not favor a twice-per-year tax billing.

Mrs. Dalton stated she was ok with staff investigating the twice-per-year option, but she favored keeping the tax billing cycle as it was, but advertising the prepay option to residents.

Mr. Higginbotham shared his appreciation for Mrs. Shelton having the option available for town residents to prepay on their town taxes and also their utility bills. He stated he did agree with other Council members that the prepay options needed to be periodically advertised to citizens.

Mr. Coggsdale stated staff could use the quarterly utility bill mailings as an opportunity to relay the tax and utility prepay option to town residents.

All Council members were in consensus to do so.

- Mr. Emerson referenced Altavista’s annual Uncle Billy’s Day Festival. He stated, with the festival having rain/storm interruption almost every year, he recently had several citizens communicate to him their recommendation to move the festival’s event date to a time later in the year, in hopes there would be less of a chance for it to rain.

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Mr. Mitchell stated the recommendation to move the festival date would have to go through the Uncle Billy’s Day Committee and/or The Chamber of Commerce because they sponsor and schedule the annual event.

Mr. Emerson stated the final decision whether or not to change the event date would ultimately be done by the Chamber of Commerce, but he felt the decision should come from a group discussion between the town (Council) and the Chamber, along with public input.

Mayor Mattox stated the Uncle Billy’s Day Committee, or a representative of, could come before Council, at a future work session, with a recommendation allowing for further discussion.

Mr. Coggsdale referenced the monthly Town Manager’s report regarding the Dalton’s Landing Canoe Launch item. He informed Council that Tuesday June 11th was the first day of a “thirty-day comment period” required for the Environmental Permit the town was seeking for the project. He stated the comment period would conclude on July 12, 2019.

Mr. Coggsdale informed Council a required announcement regarding the project had been advertised, giving interested citizens the opportunity to attend the June 25th Council Work Session and offer any comments or concerns they may have regarding the subject.

Mr. Coggsdale stated Council would still have to conduct a public hearing on the item, but the comment period during their next work session would allow citizens to communicate with Council before an official public hearing was scheduled.

Mayor Mattox asked Mr. Coggsdale would a discussion by Council be scheduled soon regarding their recent Council Retreat, to which Mr. Coggsdale stated the item was on the June 25th Council Work Session Agenda.

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

12. Closed Session

DATE: Tuesday June 11, 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)(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)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

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

The motion was made by Vice-Mayor Dalton and seconded by Mr. Emerson._____.

Motion carried.

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

Council Regular Meeting – June 11, 2019

Council went into closed session at 8:03 p.m.

Notice was given that council was back in regular session 8:35 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. Reginald Bennett	Yes
	Mr. Timothy George	Yes__
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

13. Adjournment

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

The meeting was adjourned at 8:36 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Council Work Session – June 25, 2019

The Altavista Town Council’s June Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on June 25, 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. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell (arrived at 5:50pm)

Absent:

Mr. Tracy Emerson

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
Mrs. Crystal Hailey, Administration

2. Agenda Approval

Mayor Mattox informed Council of three amendments/additions to the July 25, 2019 regular meeting agenda.

- Section Five - Items for Discussion:
 - #5h. AOT Request for Main Street Coordinator Interim
 - #5i. APD Request Permission from Council to Purchase “Used” Vehicle
- Section Eight – Closed Session:
 - 2.2-3711(A)(1) discussion of annual performance of Town Attorney.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed June 25th Council Work Session Agenda, to which there were none.

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

Motion carried:

VOTE:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Mrs. Beverley Dalton	Yes

3. Recognitions and Presentations

- a. Public Comment Period: Virginia Department of Conservation and Recreation (DCR) “Recreational Trails Program” - Grant for Dalton’s Landing Canoe Launch

Mayor Mattox stated, as part of the DCR “Recreation Trails Program” Grant received by the town for the Dalton’s Landing Canoe Launch Project, a 30 day “public comment time” must be provided. He stated the public comment time began on June 12th, and would conclude on July 12th.

Mayor Mattox stated the time period allotted for on the work session agenda was an additional opportunity for the public to have input regarding the project and also the opportunity for their comments to be part of public record.

Mr. Coggsdale confirmed, any comments received would be made part of public record in the official Council Meeting Minutes, but stated the comments would also be forwarded to the Virginia Department of Conservation and Recreation as part of the “public comment period” required during the grant process for the project.

Mayor Mattox asked if there were any citizens attending the meeting that would like to comment on the Dalton’s Landing Canoe Launch Project, to which there were none.

4. Public Comments - Agenda Items Only

There were no public comments regarding agenda items on July 25, 2019.

5. Items for Discussion

a. Proposal for Security Cameras in English Park

Mr. Coggsdale reminded Council of their recent request for staff to work with the town’s IT provider, Integrated Technology Group (ITG), in developing a proposal for the possible addition of security cameras at English Park.

Mr. Coggsdale offered Council ITG’s proposal and stated Mr. Jeff Gordon, an ITG Representative, was present give a brief overview and also answer any questions Council may have regarding the proposal.

Mr. Coggsdale stated ITG’s proposal would require \$8,212.91 in funding, and currently, there were no funds appropriated in the FY2019 or FY2020 budgets for the project.

Mr. Gordon addressed Council and stated, after Council decided at a previous meeting there was a definite need for security cameras at English Park, he worked with staff and Chief Merricks to compile a proposal they felt would be a good option and the most feasible for the town’s current/desired needs.

Mr. Gordon referenced the Security Camera Proposal given to Council and stated ITG recommended housing the security camera’s “cradle system” at the restroom area of the park. He stated the restroom building was in a central location and would allow the town to monitor their three main areas of concern from that point; (1) the splashpad and playground area, (2) the parking lot area next to the playground and adjacent pavillion, and (3) the main entrance of the park from Pittsylvania Avenue. He stated the security camera monitoring the main entrance would be powerful enough to see a vehicle’s license plate information if needed.

Mr. Gordon informed Council the proposal also included a camera to monitor the restroom area, in order to deter any vandalism like on previous occasions.

Mr. Gordon stated the main challenge of the project was how to provide the security system with “network access” and deliver the monitoring coverage the town wanted while still maintaining a cost-friendly budget. He stated the proposal did not include expensive fiber optics, but instead he opted to use a “cradle point” device for network/data access. He continued stating the system would be all wireless and depend solely on cellular service.

Mr. Gordon stated, included in ITG’s proposal, there was a “firewall” added to the system for the protection of the town’s data, and to allow ITG to access the system for updates and maintenance.

Mr. Gordon completed his presentation by informing Council the proposed system was an 8-channel NVR (network video recording system).

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Mr. Gordon stated the current proposal only used four of the eight available ports, so the town could add up to four more cameras in the future if needed.

Mayor Mattox asked Council if they had any questions for Mr. Gordon regarding ITG's security camera proposal for English Park.

Mr. George asked, if another camera was added to the system to monitor the basketball court area, would the clarity be sufficient at that distance.

Mr. Gordon stated the cameras had the capability to view at that distance, but the details would not be as clear for monitoring specific images.

Mr. Bennett stated, in the proposal's visual outline for camera projection, he did not see the playground area being covered completely by the security camera system. He asked if another camera could be added to the system to also monitor the playground area.

Mr. Gordon stated the playground area would be visible with the current proposed cameras, but was also too far away from the cradle-point to offer detailed monitoring capability for the playground, so an additional camera from that point would not be sufficient. He stated the best option would be running fiber-optics to install a camera closer to the playground, but that option was also the most expensive to install.

Mr. Coggsdale asked if there was a security camera available that had a better range for distance, to which Mr. Gordon stated yes, but they were more costly and did not offer the same clarity as the cameras in the proposal.

Mr. George asked if a camera, of the same type proposed, could be added to the system, but mounted to the pavilion roof, which is close to the playground area.

Mr. Gordon stated, yes, it could be done, but additional components would also be needed, which would then increase the project's cost. He stated ITG was trying to stay within a reasonable budget to achieve the town's needs.

Mr. George asked if the total cost for the project would be the proposed \$8,212, to which Mr. Gordon stated it was. He stated the proposed cost included materials and equipment, installation labor, and system monitoring.

Mr. Gordon stated there would be an additional monthly fee of \$50 for ITG's monitoring service and a 5G cellular subscription cost of \$55 per month. He stated, if the town found over time they did not need the "5G" cellular package, it could be lowered to 1G, which would lower the monthly cost to \$30 per month.

Mr. Bennett asked how clear of an image did the proposed cameras offer.

Mr. Gordon stated the cameras proposed were 8 megapixel, which was as good as, if not better than pictures taken by cell phones. He stated the proposed cameras also had the capability of "optical zoom" that offers a clear picture.

Mrs. Dalton asked how the town could look at, or obtain a picture if needed.

Mr. Gordon informed Council of an app available that would allow the town's "designated employees" to view the camera data live. He stated, if the town needed to pull data (pictures or video) from the system, the town would call ITG and they would pull the desired data and send it to the designated person.

Mr. George asked how far back the proposed security camera system could retain data, to which Mr. Gordon answered 30 days with high resolution. He stated data could be retrieved as far back as 60 days if a lower resolution was used, but suggested keeping the resolution at 30 days because of the town's desired clarity.

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Mr. George asked if the security system's data could be stored in "The Cloud" in order for the town to have the capability of retrieving data further back in time.

Mr. Gordon stated the town had the option to do so, but storing data in the cloud was also more costly.

Mayor Mattox asked APD Chief Merricks if he thought adding a security camera system to English Park was a good investment for the Town of Altavista.

Chief Merricks referenced a recent conversation he had with Mr. Gordon regarding his concerns of data clarity. He stated Mr. Gordon assured him the APD would be able to use the camera system to verify information (such as vehicle license plates and facial recognition) of visitors coming into the park. He stated the ability would be crucial for the APD in certain circumstances.

Chief Merricks stated, for the current needs of the town and the police department, he believed the proposal by ITG was sufficient and feasible.

Mayor Mattox asked Mr. Gordon what the life expectancy was of the proposed camera system, to which Mr. Gordon answered the proposed security camera system by ITG had a 3yr warranty. He continued stating, even though the warranty was three years, ITG had previously installed the same type of camera systems that are at least eight years old or more and are still in good condition.

Mr. Coggsdale referenced a previous statement made by Mr. Gordon regarding the two monthly fees associated with maintaining the camera system, \$50 and \$55. He stated he wanted to revisit the conversation to insure Council was aware those fees would be monthly, not a one-time cost. He stated, therefore if Council approved the proposal, there would be an annual operation cost of \$1,260.

Mr. Higginbotham asked could the annual operational fee be lowered.

Mr. Gordon stated, if the town lowered the 5G service to 1G service, the cost would be \$30 per month instead of \$55 per month. He suggested starting at the 5G point and evaluating how much data the town used, and then lower the service if the town found they did not use/need the 5G amount of service.

Mr. Bennett suggested turning the cameras off after the splash pad area was closed for the winter months.

Mr. Gordon stated the cameras system would run continuously on a "live feed" for the town's access. He stated the 5G/1G service option would be based on how much "data usage" the town used or didn't use (example: pulling pictures and/or videos from the system). He stated in the winter months the town would most likely need less data access, so they could choose to have the 1G service option.

Mrs. Dalton asked, if the town chose not to use the system as a "live feed", but to only use the system for recording and then the town could pull data from the cradle point as needed, would the monthly fee be illuminated.

Mr. Gordon stated the camera system would always need the data service in order for it to be maintained by ITG for security and updates. He stated, therefore, there would always be a monthly operational fee.

Mayor Mattox asked could the town choose to run the camera system only during the months of the year the splash pad is in operation. Mr. Gordon stated, with the park being utilized at all times during the year, he suggested running the system continuously due to the possibility of vandalism or misconduct.

Mr. Coggsdale asked, when the splash pad area is closed, could the camera that was used to view the splash pad then be turned to monitor the basketball court.

Mr. Gordon stated, it could be done, but he did not want to confirm the camera's ability to do so, because the possibility was not analyzed in the original scope of work due to distance from the cradle point to the basketball court, clarity would be unlikely.

Mrs. Dalton stated, even though the security camera system would have benefits for the police department, the discussion to install the camera system only evolved with the installation of the splash pad area being added to the park.

Mr. George stated he visits the park frequently and was constantly contacting Mr. Garrett, Public Works Director, regarding vandalism and/or misconduct at the park. He stated he felt having a security system year round in the park would help deter some of the mischievous activities, especially the camera proposed to monitor the entrance of the park.

Mayor Mattox asked Council if they had any additional questions for Mr. Gorgon regarding ITG's proposal for a security camera system installation in English Park, to which there were none.

All Council members were in consensus to move this item to their July regular meeting agenda for further discussion.

b. Council Strategic Retreat: Follow-up Discussion

Mr. Coggsdale referenced Council's Strategic Planning Retreat held on Tuesday, April 23, 2019, and facilitated by Mr. Kimball Payne of the Berkeley Group.

Mr. Coggsdale reminded Council of the retreat notes by Mr. Payne staff recently provided them. He stated the work session was an additional opportunity for Council to review the items discussed at the retreat and also provide staff with direction and/or priorities for the items discussed.

Mayor Mattox asked Council if they had any questions, concerns, or comments regarding the notes by Mr. Payne or the items discussed at the Council Retreat.

- Mr. Bennett stated he did not have any comments concerning specific items. He stated he felt there were some good ideas discussed and wanted to stay focused and move forward with the items discussed at the retreat.
- Mr. George did not have specific comments, but agreed with Mr. Bennett on staying focused and moving forward.
- Mayor Mattox stated he was pleased to see the Booker Building Re-use Proposal Project back on the agenda for discussion, and looked forward to its progress.

Mayor Mattox also stated his appreciation for the work Mr. Coggsdale, Town Manager, had accomplished with Davenport to establish better guidelines on how Council/staff could be more efficient with the budget process.

- Mrs. Dalton stated she felt the Council Strategic Retreat was time well spent. She stated it was always valuable for Council to have additional time to communicate and collaborate on ideas and projects that would improve and/or benefit the town.

Mayor Mattox agreed with Mrs. Dalton and stated he felt the Council Retreat was a positive experience and a good learning tool for new Council members.

- Mr. Coggsdale referenced the retreat notes by Mr. Payne regarding "best opportunities". He stated Altavista's "farmers market" had been discussed at the retreat for re-location possibilities, but had also been discussed at previous Council meetings regarding renovating the structures for better shade for sellers at the market.

Mr. Coggsdale suggested Council first consider whether or not the farmer's market would be relocated before deciding how to renovate the structures at the market. He stated, if the market structures were renovated first, it may result in the relocating of the market being more costly for the town.

Mayor Mattox stated his favor in relocating the farmers market to Altavista's Downtown District; specifically the Rountrey property on the corner of lower Broad and Main (if available). He stated he felt the market would be more visible there.

Mr. Bennett suggested Council allow staff to investigate if the Rountrey property was available or not, in order to know if the location was a possibility when Council was considering relocation options for the farmers market.

Mr. Coggsdale asked for Council's direction on whether or not to continue his efforts in finding options and cost for renovating the market's structures for better shade, or if Council wanted to postpone renovating the structures until such time as they may decide whether or not the farmer's market would be relocated.

Mrs. Dalton stated her favor in postponing the renovation of the shade structures for the sellers until Council decided whether or not to move the farmers market. She suggested staff communicate with the users/farmers of the market and gather their suggestions or input on whether or not the market should be relocated. She stated the information would be valuable for Council's consideration of the subject.

Mr. George referenced a previous time when Altavista's farmers market and trade lot were very busy and full of sellers and customers utilizing the space. He asked for Council's thoughts if the need for a farmers market was still as prominent today as it used to be and if it would be feasible for the town to spend money update the market.

Mr. George stated his favor in renovating/updating the market to entice citizens to utilize the space more and also to appeal to visitors coming into town to patron the market, and therefore possibly the trade lot and other local businesses.

Mayor Mattox agreed with Mr. George that the market space needed to be updated in order for it to be considered a "destination" for locals and also visitors to the town.

Mayor Mattox suggested the idea of offering local musicians the opportunity to play music at the market, which might encourage citizens to buy and/or sell there.

Mr. Bennett shared his recent conversation with a local business owner and their enthusiasm with the possibility of the farmers market being relocated to downtown. He stated, even if the market was not relocated, he felt it was an asset to the town and needed to remain available to the sellers and citizens.

Mayor Mattox asked if Council had any additional comments regarding the farmers market, to which there were none.

All Council members were in consensus to keep the farmers market area of the Altavista Trade Lot open, but not move forward with updating the shade structures until such time as Council decided whether or not the farmers market would be relocated.

Mr. Coggsdale stated, at Council's request, he would communicate with the users/sellers of the farmers market area and gather their suggestions and/or input on whether or not the market should be relocated. He stated he would bring the information to Council for their evaluation and consideration.

- Mayor Mattox referenced another subject from Mr. Payne's Council Retreat notes and asked Council to consider offering "tax abatement" opportunities to anyone interested in developing multi-family residents in the Town of Altavista.

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Mayor Mattox stated he felt offering the tax abatement would be a long-term investment for the Town of Altavista, because after a residential development was complete, it would be an asset to the town through additional taxes and by new citizens utilizing local businesses.

Mr. Coggsdale asked Council if they desired staff to gather more information regarding tax abatement, specifically for multi-family residential development.

All Council members were in consensus to do so.

c. Booker Building: Reuse Feasibility Study Proposal

Mr. Coggsdale referenced the recent Town Council Strategic Planning Retreat. He reminded Council of their decision to allow staff to acquire assistance for the process of determining the desired goals and outcome for adaptive reuse of the Booker Building located in English Park of Altavista.

Mr. Coggsdale shared with Council a proposal from LPDA (Land Planning and Design Associates), the firm that completed the town's Parks and Trails Master Plan. He stated the proposal utilized a "two-step" process, with the second building on the first; (1) "Site conditions and Stakeholder Input", and (2) "Evaluation of Potential Uses".

Mr. Coggsdale stated the proposal had a total fixed fee of \$7,000 and a reimbursable line item of \$500. He stated the \$7,000 fee was divided into two payments; \$3,000 for task one, and \$4,000 for task two.

Mr. Coggsdale continued stating, if the proposal from LPDA was approved, Council would proceed with task one, and once completed, Council could decide to proceed with task two if they deemed it appropriate.

Mr. Coggsdale informed Council the item was not included in the FY2020 Budget, but could be covered from FY2020 Surplus, or funds not expended in the FY2019 Budget. He stated a budget amendment would be required in either case.

Mayor Mattox asked Council if they had any questions or comments concerning the LPDA proposal for a feasibility study regarding the reuse of the Booker Building.

Mr. George and Mr. Bennett both stated they were in favor of the study and would approve the proposal.

Mr. Higginbotham stated his favor of the study, but asked Council to also consider looking at what other event spaces in Altavista offer (example: VTI) so the town did not compete with those locations.

Mrs. Dalton stated she agreed with Mr. Higginbotham. She also stated she felt the cost of the proposal was reasonable and the possibility of utilizing the Booker Building more would be a great asset to the town and worth investing in.

Mayor Mattox asked Council if they had any additional comments regarding the LPDA proposal, to which there were none.

All Council members were in consensus to place the LPDA proposal for a reuse feasibility study of the Booker Building on the July Regular Meeting Consent Agenda.

d. Brownfields Grant Project: Services Agreement

Mr. Coggsdale stated, previously, Council had directed staff to issue a Request for Qualifications (RFQ) for professional consulting services regarding a Brownfields Grant and Program. He stated two (2) responses were received.

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Mr. Coggsdale informed Council the two responses were from Cardno and Hurt & Proffitt. He stated, after evaluation of the qualifications, staff ranked Cardno (Ashland, VA) as the top firm and recommended they be selected as the firm to provide the professional services. He continued stating Cardno had a very strong track record in regard to EPA Brownfields applications, with 8 out of 9 being accepted on the first submittal, and 100% accepted by the second submittal.

Mr. Coggsdale stated, the first step in the process would be to identify sites in the town for Brownfields consideration, and then seek an Assessment Grant in the Fall of 2019. He stated there were no costs associated with the preparation of grant applications with Cardno.

Mr. Coggsdale stated staff was seeking authorization from Council to execute an agreement to work with Cardno and begin the application process for an EPA Brownfields Assessment Grant and/or a Virginia Brownfields Assistance Fund.

Mayor Mattox asked Council if they had any questions concerning staff's recommendation to award Cardno the professional service agreement for the Brownfields Grant application process.

Mr. Higginbotham asked if the Lane Company would be considered as a site for the Brownfields project.

Mr. Coggsdale stated the old Lane property would be the main focus of the project, but there were other properties in town staff would look at as well.

Mr. George, seconded by Mr. Bennett, motioned to authorize the Town Manager to execute an agreement with Cardno in regards to professional services related to a Brownfields Grant Project and application process.

Motion carried:

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

e. 7th Street Utility Project: Change Order

Mr. Coggsdale informed Council that during construction of the 7th Street utility project, the contractor encountered a few unforeseen circumstances:

- 1) Rock under the lower end of 7th Street
- 2) Internal Roof Drains connected to the sewer
- 3) The difference in a tapping valve size.

Mr. Coggsdale stated, accordingly, the contractor had submitted a change order to address the issues, which totaled \$24,195.38. He stated the original contract was \$366,351.96 and the change order would increase the amount to \$390,547.34.

Mr. Coggsdale informed Council the town had a total of \$376,825 budgeted for construction, which allowed for \$10,473.04 in contingencies for the project. He stated, based on the work done to date, some quantities had been modified and others were projected to be lower. He stated, estimating the quantity modifications with the change order, the project was projected to finish within budget with a final cost of \$376,009.91.

Mr. Coggsdale informed Council of an additional change order recently submitted; removing 1" water service and replacing with 2" water service. He stated the additional change order would increase the final cost by approximately \$3,000.

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Mr. Coggsdale stated Mr. Tom Fore, Utilities Director, could answer any questions Council may have regarding the service change order.

Mr. Coggsdale stated the “final cost” of the 7th street utility project would not be known until the project is completed, but the project was still projected to finish close to the original budget.

Mayor Mattox asked, with the project already underway with the original approved budget, were the change orders a necessary part of the project, to which Mr. Coggsdale answered yes, the change orders were necessary to the project. He stated it was staff’s recommendation to approve both change orders allowing the project to continue moving forward.

Mayor Mattox asked Council if they had any questions regarding the change order requests submitted for the 7th Street utility project.

Mr. Higginbotham referenced the water service change order and asked Mr. Fore why the water meter was being changed from a 1” service to a 2” service.

Mr. Fore stated the original plans for the project had a 1” service listed, but when the contractor uncovered the meter, it was for 2” service. He stated the meter would have to be replaced with the same size that was already at the location.

There were no other questions from Council.

All Council members were in consensus to place the “7th Street Utility Project” change order requests on the July Regular Council Meeting Consent Agenda.

f. Ridgeway Avenue Drainage Proposals

Mr. Coggsdale stated staff had been working with Peed & Bortz for several months to evaluate and design the Ridgeway Avenue project. He stated, with Council’s approval, staff has moved the project forward. He presented Council with a project budget, which included the low proposals for each portion of the project.

Mr. Coggsdale shared with Council a breakdown of the project, with Goodman’s Concrete having the low proposal for curb, gutter, and related work; and Adams Paving having the low proposal for milling and paving. He stated, in addition, Public Works staff would be performing several tasks to complete the project.

Mr. Coggsdale stated, after reviewing the project, staff decided to also seek the cost of applying a 2” overlay to both Ridgeway Avenue and Elizabeth Street at the completion of the project, rather than come back at a later date and pave the streets. He shared with Council the proposal from Adams Paving, \$34,375, for the additional paving, which would bring the project’s total to \$92,478.

Mr. Coggsdale informed Council the Ridgeway Avenue project would be funded with VDOT “State Highway Funds”, which are allocated to the Town of Altavista for maintenance on an annual basis.

Mr. Coggsdale stated staff recommended Goodman’s Concrete and Adams Paving for the Ridgeway Avenue Project and requests approval from Council for the submitted proposals from both contractors. He stated Council would need to decide whether or not to include the proposal for a 2” paving overlay on Ridgeway Avenue and Elizabeth Street at the completion of the project or wait until another time.

Mayor Mattox asked Mr. David Garrett, Public Works Director, if all residential parties involved with the project were satisfied with the solution the town was proposing, to which Mr. Garrett stated they were.

Council member Mitchell arrived to the Council meeting at this time, 5:50p.m.

All Council members were in consensus to accept staff's recommendation to award Goodman's Concrete and Adams Paving the Ridgeway Avenue Drainage Project and also to allow the needed paving to be done at the project's completion, rather than at a later date.

Council members were also in consensus to place this item on the July Regular Council Meeting Consent Agenda for approval to move forward.

g. Utility (Water & Sewer) Financing Discussion

Mr. Coggsdale stated, with the adoption of the FY2020 Budget and FY2020-2024 Capital Improvements Program (CIP), staff was evaluating the need to begin the engineering design of several town projects. He stated, as previously discussed with Council, a majority of the Utility (water & sewer) projects that were included in the CIP were planned to be financed by future proceeds from a "borrowing".

Mr. Coggsdale stated, at that time, staff was requesting consideration by Council on items related to this issue:

- **Financial Advisor Services:** Mr. Coggsdale stated, as staff and Council begin the discussion regarding financing the Water and Sewer Capital Improvement Program (FY2020-2024), staff would need assistance from a financial advisor to assess the most advantageous way to go about borrowing funds. He stated staff had worked with Davenport in the past and they are providing financial advisor services to Dinwiddie County and in the procurement process, a provision was made for "cooperative procurement" under Section 2.2-4304 of the Virginia Public Procurement Act (VPPA). He shared the Dinwiddie County executed contract, as well as the original Request for Proposal (RFP) and an excerpt from Davenport's response related to "Non-Binding Cost Estimate".

Mr. Coggsdale stated the Town Attorney, John Eller, had reviewed the initial RFP and regulations and has indicated that it was an acceptable method. Alternately, Council could also issue their own Request for Proposals (RFP) for said services. Staff seeks Council's direction on this item.

- **Reimbursement Resolution:** Mr. Coggsdale stated, in order to begin the process of designing the CIP projects, staff was presenting a "Resolution of Official Intent" to reimburse expenditures with proceeds of a "borrowing". He stated the resolution allows the work to begin and the town upfront the cost, but reserves the right to reimburse itself if a borrowing was conducted.

Mr. Coggsdale stated project specific information would still be brought before Council in regards to proposals to design/engineer the CIP projects and Town Council would make the ultimate decision to fund said projects; and whether to borrow and reimburse itself.

Mr. Coggsdale reminded Council of the estimated \$18.5 million that may be needed to complete the Water & Sewer projects included in the FY2020-20214 Capital Improvements Program (CIP).

Mr. Coggsdale stated, at that time, staff was seeking direction from Council in regards to the procurement of financial advisor services, either through the "cooperative procurement" provision or the issuance of a Request for Proposals.

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Mayor Mattox asked Council if they had any questions concerning staffs request for financial advisory regarding the Utility CIP projects for FY2020-2024.

Mr. Higginbotham referenced the \$18.5 million staff has estimated for the utility projects in the upcoming CIP. He asked if Council would be comfortable borrowing that amount of money, or if the entire amount had to be borrowed all at one time.

Mr. Higginbotham questioned if the utility projects and the \$18 million were a “want or a need”, for the town.

Mayor Mattox stated Mr. Higginbotham had a valid question, but stated the Town of Altavista had been too long without updates to its utility system.

Mayor Mattox stated there are utility pipes in the town over 70-80 years old and it was the town’s responsibility to provide its citizens with a dependable utility service. He stated, if the industries in town had to shut down because of a utility issue, they would lose thousands of dollars. He stated the Town of Altavista would not want to lose an industry because of a utility issue, therefore, the updates and maintenance to the town’s utility system had become a necessity.

Mayor Mattox agreed that \$18 million was a lot of money to borrow, but felt it was an investment for the town’s future.

Mr. Coggsdale stated Council was not committed to borrowing that amount of money at one time, but with the recent adoption of the FY2020-2024 CIP, staff felt it was a good time for Council to look at the financial options available and make a decision on how the town would accomplish the CIP goals.

Mrs. Dalton stated the town had been spending a fair amount of money fixing issues as they arise, but she felt it was time to update the system so the town did not continue spending funds on maintenance fees to “band aid” the problem.

Mrs. Dalton reminded Council, with the many issues the town’s utility system had faced in the past few years because of its need to be updated, staff and Council had already been through the process of evaluating the town’s utility system and establishing goals to accomplish the needed updates. She stated, accordingly, the next step in the process would be looking into the financial options available to the town in order to accomplish those goals. She stated she was in favor to do so.

Mrs. Dalton stated the town’s utility system was a key part in keeping Altavista’s economic development goal a possibility.

Mr. Bennett stated, if an industry was looking for a location, they would be more likely to choose Altavista if the town’s utility system was already in good health and not having to wait for a “future update”.

Mr. Bennett stated, with the age of the town’s utility infrastructure, he also favored moving the process forward by investigating financial options to accomplish the CIP goals for the utility system. He stated he felt it was the town’s responsibility to provide a quality utility system to its citizens, industry, and possible future investors.

Mr. George stated he agreed with a statement previously made by Altavista Utilities Director, Tom Fore that “public safety” was a government’s main priority, and clean, reliable drinking water was a part of public safety. He stated he favored the town spending the necessary money to update its utility system. He also stated he was in favor of staff investigating the town’s financial options in order to do so.

Mr. Fore referenced the recent Facility Assessment Improvement Plan for Altavista’s utility system. He stated the original plan called for \$50 million of improvements.

Mr. Fore stated he evaluated the plan, alongside the town's most needed updates, and took out unnecessary items, which lowered the cost to \$40 million. He stated he would never ask the town for more money than was necessary to complete a project successfully and as efficiently as possible.

Mrs. Dalton stated "to investigate, was to gather knowledge" and that was all staff was requesting Council to consider at that time.

Mayor Mattox asked Council if they had any additional comments concerning staff's request to acquire "financial advisor services", to which there were none.

All Council members were in consensus to approve staff's request to move forward with acquiring Davenport's financial advisory services through a "cooperative procurement process" under section 2.24304 of the Virginia Public Procurement Act. Council was also in consensus to place the item on the July Regular Council Meeting Consent Agenda.

Mr. Coggsdale stated staff also recommended Council approve the "Resolution with Intent" and the placement of the item on the July Regular Council Meeting Consent Agenda. All Council members were in consensus to do so.

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF A BORROWING**

WHEREAS, the Town of Altavista, Virginia (the "Borrower"), intends to acquire, design, construct and equip improvements to its water and sewer systems, including (but not limited to) (a) replacement of water and sewer lines, buildings, pumps, meters, tanks, and filters, and (b) upgrades and improvements to distribution and treatment facilities, (collectively, the "Project"); and

WHEREAS, plans for the Project have advanced and the Borrower expects to advance its own funds to pay expenditures related to the Project (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:

1. The Borrower intends to utilize the proceeds of tax-exempt bonds (the "Bonds") or to incur other debt, in an amount not currently expected to exceed \$18.0 million to pay the costs of the Project.
2. The Borrower intends that the proceeds of the Bonds be used to reimburse the Borrower for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this Resolution. The Borrower reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Borrower.
4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.

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5. The Borrower recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain “de minimis” amounts, expenditures by “small issuers” (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.
6. This resolution shall take effect immediately upon its passage.
Adopted _____ 2019.

h. Altavista On Track (AOT) – Request to Hire Interim Director

Mr. Coggsdale shared with Council correspondence recently sent to staff by Mrs. Lori Johnson, AOT board member. He stated the AOT Board was requesting the town consider hiring an AOT Interim (part-time) to cover the administrative duties of the Main Street Program. He stated the part-time position would consist of approximately ten hours per week.

Mr. Coggsdale reminded Council the director position had been vacant for a couple of months and it was the town’s intent to hire an Economic Development Director first, then assess the needs of the Altavista On Track position. He stated the position was fully funded in the FY2020 Budget.

Mr. Coggsdale asked Council for direction on how to proceed with the request by AOT.

Mayor Mattox asked Mr. Bennett (Council/AOT member) for insight on the request.

Mr. Bennett stated, since the vacant AOT Main Street Coordinator position was town funded, he had suggested to the AOT Board they utilize town staff to cover the part-time duties until such time as the town made a decision on whether or not a fulltime position was still needed.

Mr. Coggsdale stated the town office was helping AOT/Mrs. Johnson when asked with such things as making copies, but would be unable to take on larger projects, such as the Annual Gibley Jog. He shared his favor in authorizing AOT’s request until such time as the town made a decision on a more permanent solution.

Mr. Coggsdale suggested placing the item/request on the July regular meeting agenda for further discussion and consideration by Council.

All Council members were in consensus to do so.

Mr. Coggsdale stated he would contact Mrs. Johnson and asked that she attend the July regular meeting in case Council had any questions concerning AOT’s request.

i. Altavista Police Department (APD) – FY2020 CIP Police Vehicle Replacement

Mr. Coggsdale referenced an item on the FY2020 Capital Improvement Plan (CIP), the replacement of two APD police vehicles. He stated one of the two vehicles needing replacement was a 2010 Dodge Charger driven by the APD Chief.

Mr. Coggsdale shared with Council the “vehicle replacement scorecard” for the Dodge Charger. He stated staff uses the scorecard as a guideline for replacement qualifications of town vehicles.

Mr. Coggsdale informed Council that Chief Merricks had requested permission to replace the Dodge Charger with a 2012 Chevrolet Tahoe, already equipped with a “police package”, and having only 89,189 miles.

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Mayor Mattox asked Chief Merricks to give Council a brief overview of his request.

Chief Merricks stated he had the opportunity to drive/use a Chevrolet Tahoe during previous employment, and stated he felt they were reliable vehicles. He referenced the “police package” the Tahoe has, and stated it would be an overall savings to the town, because a new vehicle having to be equipped with the package would cost twice the amount of money.

Chief Merricks stated the Tahoe also had a lot more storage capacity than the Charger has, which would allow him to carry needed police equipment easier.

Chief Merricks stated he felt the 2012 Chevrolet Tahoe would be a viable solution to the police department’s replacement needs. He stated he was trying to be a “good steward” with town funds.

Mayor Mattox asked Chief Merricks what the actual cost savings would be if Council approved the replacement request, to which Chief Merricks stated the cost difference between a new Tahoe and the suggested replacement was approximately \$25,000.

Mayor Mattox asked Council if they had any additional questions regarding the APD vehicle replacement request, to which there were none.

Mrs. Dalton, seconded by Mr. George, motioned to approve the request by Altavista Police Chief Merricks to replace the “retiring” 2010 Dodge Charger with a 2012 Chevrolet Tahoe.

Motion carried:

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

Mr. Mitchell asked would the vehicle then be considered for regular replacement under the town’s current guidelines, to which Mr. Coggsdale stated it would.

Mr. Higginbotham referenced the “Vehicle Replacement Policy”, previously requested by Council, and asked if staff had been able to complete the policy yet.

Mr. Coggsdale referenced the guidelines previous mentioned during the APD vehicle replacement discussion item. He stated the “scorecard” method was currently being used by staff for vehicle replacement qualification guidelines. He asked Council if they were satisfied with the method or if they wanted something different to be used.

Mayor Mattox asked what the current mileage qualification was for a town vehicle to be considered needing replacement, to which Mr. Garrett, Public Works Director, stated the mileage qualification was currently 100,000 miles. He stated staff was considering raising the mileage criteria to 150,000 miles.

Mayor Mattox asked Mr. Garrett to review the current vehicle replacement guidelines and make a recommendation to Council if any changes needed to be made to the town’s vehicle replacement procedure.

Mr. Coggsdale stated he would send Council the guidelines and scorecard staff currently used for town vehicle replacement qualifications and suggested, after review, Council direct staff on whether they were satisfied with the current system. All Council members were in consensus to do so.

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6. Public Comments (Non-Agenda Items)

Mrs. Evelyn Waller, 813 8th Street, came before Council with her concerns. She informed Council of three issues she was having in her neighborhood:

- Possible drug activity on her block of 8th Street.
- A specific neighbor walking their dog onto her property to use the bathroom, and the neighbor not cleaning up after her dog doing so.
- Multiple stray cats wondering the neighborhood and getting on her vehicle.

Mayor Mattox informed Mrs. Waller she had a right to file a “nuisance report” with the Altavista Police Department regarding her concerns.

7. Matters from Council

Mayor Mattox asked Council if they had any questions, comments, or concerns for discussion.

- Mr. George asked the Town Manager if he was able make contact with the own/owners of the log cabin property for sale on Bedford Avenue.

Mr. Coggsdale stated he had sent the owners an email, but had not yet received a response. He stated he would continue his efforts to communicate with them.

- Mr. Mitchell apologized for being late to the Council meeting. He stated he was out of the state and was traveling all day to make it back to town for the meeting.

Mayor Mattox stated he appreciated Mr. Mitchell’s apology and his efforts to attend the Council meeting.

- Mr. Bennett stated he had been questioned by local citizens to when the road work on 7th Street would be complete. He suggested staff update citizens with a “public service announcement” on the town’s website and social media page in regards to a possible completion date.

Mr. Coggsdale stated staff would be glad to do so. He reminded Council, when the current 7th Street project was completed, the “streetscape” project on 7th and Broad was scheduled to start, therefore, additional road work and traffic patterns. He stated staff would inform the community on current and upcoming projects that would affect the traffic patterns and also give them an estimated completion date.

Mr. Coggsdale asked if Council desired to create a temporary travel surface until the entire 7th and Broad Street projects were completed and the new permanent road surface was installed.

Mr. Higginbotham stated, if asphalt was applied at this stage in the project, it would be removed again in a short period of time, which would be costly to the town.

Mr. George stated the 7th Street stretch of road between Broad and Bedford Avenue was not the only way to get from one side to the other. He stated travelers could also use Main Street to go around the road work.

Mayor Mattox asked for staff to evaluate the situation and bring to Council a recommendation for consideration, which would also include leaving the road uncovered until the road work and streetscape projects are complete. Mr. Coggsdale and Mr. Garrett both agreed to do so.

Council Work Session – June 25, 2019

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

8. Closed Session

CLOSED SESSION

DATE: Tuesday June 25, 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)(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) (6) regarding discussion or consideration of the investment of public funds where competition or bargaining is involved.

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

Motion carried.

VOTE:	Mr. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

Council went into closed session at 6:30 p.m.

Notice was given that council was back in regular session 7:30 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. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

Council Work Session – June 25, 2019

Following Closed Session, the following actions were taken:

Vice-Mayor Dalton, seconded by Councilman Mitchell, motioned to adopt Resolution 19-06-25; “Request to Withdraw from the Staunton River Regional Industrial Facilities Authority (SR DIFA).

Motion carried.

VOTE:	Mr. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

Vice-Mayor, seconded by Councilman George, motioned to appropriate the funds in the FY2020 budget for a 5% salary increase to the Town Manager.

Motion carried.

VOTE:	Mr. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

9. 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 7.32 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 12/2019
FROM: 06/01/2019 TO: 06/30/2019

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
38871	723	AIRABELLA FLOWERS & GIFTS	06/07/2019	80.00
38872	303	ALTAVISTA CHAMBER OF COMMERCE	06/07/2019	21,726.92
38873	12	BRENNTAG MID-SOUTH INC	06/07/2019	638.36
38874	693	BUILDING BLOCKS OF VA INC	06/07/2019	2,410.00
38875	880	CHESAPEAKE ENVIRONMENTAL EQUIP	06/07/2019	1,050.00
38876	32	CONTROL EQUIPMENT CO INC	06/07/2019	2,687.78
38877	161	COUNTS & DOBYNS INC	06/07/2019	114,268.95
38878	783	COUNTY WASTE	06/07/2019	125.00
38879	9999997	DIARRA, NATALIE GRAHAM	06/07/2019	40.62
38880	164	DMV	06/07/2019	925.00
38881	20	J JOHNSON ELLER JR	06/07/2019	2,000.00
38882	119	FOSTER ELECTRIC CO INC	06/07/2019	747.72
38883	851	FRIZZELL CONSTRUCTION INC	06/07/2019	50,001.64
38884	313	GAMETIME C/O CUNNINGHAM RECREA	06/07/2019	84,859.86
38885	50	GRETNA TIRE INC	06/07/2019	1,145.49
38886	52	HACH COMPANY	06/07/2019	612.62
38887	305	HAWKINS-GRAVES INC	06/07/2019	75.36
38888	9999997	HORTON, CRISTA	06/07/2019	86.10
38889	440	INDIAN RIVER EQUIPMENT COMPANY	06/07/2019	485.40
38890	566	INTEGRATED TECHNOLOGY GROUP IN	06/07/2019	2,875.00
38891	1	IT'S SNACK TIME CORPORATION	06/07/2019	6.52
38892	9999997	JOHNSON, KEARSTYN	06/07/2019	42.63
38893	533	LYNN KIRBY	06/07/2019	125.00
38894	9999997	LAYNE, TYNETIA	06/07/2019	45.28
38895	882	MCCORKLE SURVEYING LLC	06/07/2019	500.00
38896	9999997	MCJAS PROPERTIES, LLC	06/07/2019	27.50
38897	300	NAPA AUTO PARTS	06/07/2019	1,268.10
38898	536	NATIONAL METER & AUTOMATION	06/07/2019	1,308.65
38899	816	PACE ANAYLTICAL SERVICES LLC	06/07/2019	620.43
38900	358	PHILLIPS EQUIPMENT CORPORATION	06/07/2019	888.33
38901	843	BETTY PICKERAL	06/07/2019	1,000.00
38902	9999998	PILLOW JR., WALTER & CORI	06/07/2019	150.00
38903	317	POWELL'S TRUCK & EQUIPMENT INC	06/07/2019	148.93
38904	510	RIVER VALLEY RESOURCES LLC	06/07/2019	57.50
38905	9999997	SAGNA, MICHEL	06/07/2019	81.72
38906	299	KIRK SCHULTZ	06/07/2019	3,040.00
38907	1	THOMAS MERRICKS	06/07/2019	46.00
38908	92	UNIFIRST CORP	06/07/2019	3,458.87
38909	96	UNIVAR USA INC	06/07/2019	11,250.00
38910	601	VACORP	06/07/2019	297.79
38911	110	VUPS INC	06/07/2019	70.35
38912	9999997	WILSON, COLLIN DAVID	06/07/2019	125.00
38913	658	WKDE-FM	06/07/2019	110.00
38914	700	WOODARD & CURRAN	06/07/2019	870.00
38915	9999997	POWELL, BIANCA YVETTE	06/07/2019	84.08
38916	9999999	POWELL BIANCA YVETTE	06/07/2019	38.26
38917	103	BEACON CREDIT UNION	06/14/2019	280.00
38918	4	BOXLEY AGGREGATES	06/14/2019	444.53
38919	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/14/2019	902.86
38920	145	CHANDLER CONCRETE CO INC	06/14/2019	153.00
38921	754	D L BRYANT HEATING & COOLING	06/14/2019	1,036.24
38922	36	DOMINION VIRGINIA POWER	06/14/2019	52,692.10
38923	301	ENGLISH'S LLC	06/14/2019	723.28
38924	9999999	ERNESTO M KAROLY ESTATE	06/14/2019	131.60
38925	122	FEREBEE-JOHNSON COMPANY INC	06/14/2019	432.52
38926	118	FERGUSON ENTERPRISES LLC	06/14/2019	20,428.84
38927	652	HAWKINS LOCK & KEY CO INC	06/14/2019	59.00
38928	804	RAYMOND HENSLEY	06/14/2019	3,300.00
38929	57	ICMA RETIREMENT TRUST-457 #304	06/14/2019	270.00
38930	871	L&A'S LAWN CARE & CLEANING SER	06/14/2019	4,687.00
38931	856	BETTY MONROE	06/14/2019	47.25
38932	860	MUNICIPAL EMERGENCY SERV DEPOS	06/14/2019	2,106.75
38933	867	NUTRIEN AG SOLUTIONS INC	06/14/2019	746.50
38934	454	O'REILLY AUTOMOTIVE INC	06/14/2019	31.30
38935	67	ORKIN PEST CONTROL LLC	06/14/2019	318.65
38936	798	PEED & BORTZ LLC	06/14/2019	1,479.00
38937	588	PITNEY BOWES GLOBAL FINANCIAL	06/14/2019	150.00
38938	765	PRIVIA MEDICAL GROUP LLC	06/14/2019	465.00
38939	857	RIVERSTREET NETWORKS	06/14/2019	363.61

38940	625	SAM GREEN VAULT	06/14/2019	500.00
38941	476	SHARP BUSINESS SYSTEMS	06/14/2019	672.00
38942	628	TENCARVA MACHINERY CO	06/14/2019	16,201.00
38943	186	THE NEWS & ADVANCE	06/14/2019	1,256.00
38944	85	TREASURER OF VA /CHILD SUPPORT	06/14/2019	1,141.63
38945	147	US POSTAL SERVICE/POSTMASTER	06/14/2019	150.00
38946	756	WAGeworks INC	06/14/2019	108.55
38947	116	XEROX CORPORATION	06/14/2019	261.33
38948	128	ADAMS CONSTRUCTION CO	06/21/2019	751.78
38949	84	ALTAVISTA JOURNAL	06/21/2019	1,869.91
38950	591	BRAND ACCELERATION INC	06/21/2019	2,030.00
38951	12	BRENNTAG MID-SOUTH INC	06/21/2019	1,457.60
38952	294	BUSINESS CARD	06/21/2019	17,471.38
38953	19	CARTER MACHINERY CO INC	06/21/2019	761.55
38954	736	MARVIN CLEMENTS	06/21/2019	150.00
38955	783	COUNTY WASTE	06/21/2019	353.89
38956	569	DIAMOND PAPER CO INC	06/21/2019	1,472.07
38957	555	DUKE'S ROOT CONTROL INC	06/21/2019	7,123.20
38958	881	DUNCAN-PARNELL INC	06/21/2019	13,270.00
38959	283	EECO	06/21/2019	3,534.99
38960	40	FEDERAL EXPRESS CORPORATION	06/21/2019	298.57
38961	676	TIMOTHY GEORGE	06/21/2019	150.00
38962	332	HURT & PROFFITT INC	06/21/2019	11,622.00
38963	440	INDIAN RIVER EQUIPMENT COMPANY	06/21/2019	6,320.75
38964	58	INSTRUMENTATION SERVICES INC	06/21/2019	1,129.70
38965	564	JOHN JORDAN	06/21/2019	150.00
38966	829	MARIE MITCHELL	06/21/2019	150.00
38967	121	MULTI BUSINESS FORMS INC	06/21/2019	579.14
38968	9999999	PETTY PHILIP	06/21/2019	225.00
38969	759	RISK MANAGEMENT OF VIRGINIA	06/21/2019	150.00
38970	778	SPRINT	06/21/2019	1,068.31
38971	834	ULINE	06/21/2019	60.73
38972	700	WOODARD & CURRAN	06/21/2019	20,500.00
38973	115	JOHN WOODSON	06/21/2019	150.00
38974	848	ZUERCHER TECHNOLOGIES	06/21/2019	6,510.20
38975	128	ADAMS CONSTRUCTION CO	06/27/2019	576.05
38976	9	AFLAC	06/27/2019	2,406.08
38977	661	BASS SOD FARM	06/27/2019	300.00
38978	103	BEACON CREDIT UNION	06/27/2019	280.00
38979	4	BOXLEY AGGREGATES	06/27/2019	1,022.19
38980	12	BRENNTAG MID-SOUTH INC	06/27/2019	383.02
38981	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/27/2019	902.86
38982	427	CENTURYLINK	06/27/2019	1,076.73
38983	28	COLUMBIA GAS	06/27/2019	210.28
38984	1	COMPASS GROUP NORTH AMERICA	06/27/2019	19.13
38985	1	DAVID GARRETT JR	06/27/2019	50.00
38986	122	FEREBEE-JOHNSON COMPANY INC	06/27/2019	115.20
38987	123	FIRE & SAFETY EQUIP CO INC	06/27/2019	1,572.45
38988	49	GERALDINE KAUFFMAN	06/27/2019	3,575.65
38989	50	GRETNA TIRE INC	06/27/2019	1,287.00
38990	347	HARRIS FURN CO INC	06/27/2019	2,281.60
38991	57	ICMA RETIREMENT TRUST-457 #304	06/27/2019	270.00
38992	9999998	HEDGPETH, JUDITH	06/27/2019	150.00
38993	533	LYNN KIRBY	06/27/2019	257.50
38994	531	MAGIC CITY SPRINKLER INC	06/27/2019	1,500.00
38995	218	MINNESOTA LIFE	06/27/2019	95.34
38996	154	MUNICIPAL CODE CORPORATION	06/27/2019	866.84
38997	860	MUNICIPAL EMERGENCY SERV DEPOS	06/27/2019	3,364.63
38998	133	MYERS & RHODES EQUIP CO INC	06/27/2019	1,531.28
38999	816	PACE ANAYLTICAL SERVICES LLC	06/27/2019	1,993.77
39000	1	PETES BODY SHOP LLC	06/27/2019	495.00
39001	467	SONNY MERRYMAN INC	06/27/2019	54.00
39002	80	SOUTHSIDE ELECTRIC COOP	06/27/2019	1,016.18
39003	872	TIAA COMMERCIAL FINANCE INC	06/27/2019	153.00
39004	1	TONY HINES	06/27/2019	26.86
39005	85	TREASURER OF VA /CHILD SUPPORT	06/27/2019	1,141.63
39006	35	TREASURER OF VA/VITA	06/27/2019	7.89
39007	92	UNIFIRST CORP	06/27/2019	2,292.05
39008	95	UNITED WAY OF CENTRAL VA	06/27/2019	105.00
39009	656	WATER MANAGEMENT SOLUTIONS INC	06/27/2019	2,201.62
39010	91	ANTHEM BLUE CROSS/BLUE SHIELD	06/27/2019	39,708.00
39011	866	SOUTHERN PLAYGROUND	06/28/2019	280,119.39
BANK: 00 *****				
NO. OF CHECKS:		141	TOTAL CHECKS	876,761.29

Town of Altavista
FY 2019 Revenue Report
100% of Year Lapsed

General Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	234	0	216,249	101	215,000
Public Service - Real & Personal	95,500	95,500	0	0	97,300	102	95,500
Personal Property	230,000	230,000	630	0	181,878	79	230,000
Personal Property - PPTRA	100,000	100,000	23,851	24	104,941	105	100,000
Machinery & Tools	1,721,750	1,721,750	2,783	0	1,768,238	103	1,721,750
Mobile Homes - Current	150	150	0	0	202	135	150
Penalties - All Taxes	4,500	4,500	168	4	10,265	228	4,500
Interest - All Taxes	1,700	1,700	586	34	4,456	262	1,700
Local Sales & Use Taxes	165,000	165,000	14,323	9	141,166	86	165,000
Local Electric and Gas Taxes	112,000	112,000	9,070	8	105,232	94	112,000
Local Motor Vehicle License Tax	43,000	43,000	577	1	46,899	109	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	171,860	115	150,000
Local Hotel & Motel Taxes	75,000	75,000	6,043	8	74,509	99	75,000
Local Meal Taxes	935,000	935,000	91,789	10	897,557	96	935,000
Container Rental Fees	1,100	1,100	0	0	1,441	131	1,100
Communications Tax	39,000	39,000	2,753	7	28,971	74	39,000
Transit Passenger Revenue	5,000	5,000	20	0	5,006	100	5,000
Local Cigarette Tax	150,000	150,000	11,250	8	140,288	94	150,000
Mobile Restaurant Permit			25		200		
Business License Fees/Contractors	3,500	3,500	0	0	4,694	134	3,500
Business License Fees/Retail Services	55,000	55,000	24,532	45	59,002	107	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	4,665	117	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	25	0	10,373	113	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	452	90	500
Business License Fees/Utilities	3,500	3,500	0	0	2,737	78	3,500

Town of Altavista
FY 2019 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	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>
Business License Fees/Hotels	1,000	1,000	0	0	541	54	1,000
Permits - Sign	500	500	60	12	860	172	500
Fines & Forfeitures - Court	9,000	9,000	1,114	12	14,194	158	9,000
Parking Fines	200	200	50	25	310	155	200
Interest and Interest Income	80,000	80,000	0	0	127,348	159	80,000
Rents - Rental of General Property	1,200	1,200	0	0	1,200	100	1,200
Rents - Pavilion Rentals	3,000	3,000	375	13	2,304	77	3,000
Rents - Booker Building Rentals	4,000	4,000	0	0	3,675	92	4,000
Rents - Rental of Real Property	68,500	68,500	2,276	3	104,160	152	68,500
Property Maintenance Enforcement	0	0	0	0	1,260	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,530	100	16,500
State DCJS Grant	82,700	82,700	21,447	26	85,788	104	82,700
State Rental Taxes	900	900	121	13	923	103	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	455	0	5,110	0	0
State Transit Revenue	14,400	14,400	0	0	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	1,938	14	18,732	134	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	4,276	8	56,552	112	50,400
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	18,820	251	42,706	569	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2019 Revenue Report
100% 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
General Fund Revenue (Continued)							
Misc. - Cash Discounts	100	100	0	0	13	13	100
Miscellaneous	25,000	25,000	3,534	14	95,440	382	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	0	0	15,566	0	0
Misc. - State Forfeiture Fund	0	0	0	0	5,230	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	874,960	0	874,960	0	771,620
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	122,400	0	122,400	0	128,500
	<u>4,539,200</u>	<u>4,539,200</u>	<u>1,240,485</u>	<u>27</u>	<u>5,759,538</u>	<u>127</u>	<u>5,439,320</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
100% of Year Lapsed

	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>
ALL FUNDS TOTAL							
Operations	7,110,680	7,143,070	498,810	7	6,156,401	86	7,036,110
Debt Service	445,400	445,400	0	0	373,283	0	445,400
CIP	1,876,850	2,864,260	336,963	12	1,974,219	69	1,880,437
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
ALL FUNDS - GRAND TOTAL:	<u>9,902,780</u>	<u>10,922,580</u>	<u>835,773</u>	<u>8</u>	<u>8,568,902</u>	<u>78</u>	<u>9,831,797</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
100% 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
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	28,600	30,100	2,695	9	28,338	94	30,040
Debt Service	0	0	0	0	0	0	0
CIP	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>5,087</u>	<u>0</u>	<u>5,087</u>
Administration - TOTAL:	<u>36,600</u>	<u>38,100</u>	<u>2,695</u>	<u>7</u>	<u>33,425</u>	<u>88</u>	<u>35,127</u>
Administration							
Operations	829,800	829,800	42,966	5	682,811	82	829,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>32,500</u>	<u>32,500</u>	<u>0</u>	<u>0</u>	<u>3,317</u>	<u>10</u>	<u>32,500</u>
Administration - TOTAL:	<u>862,300</u>	<u>862,300</u>	<u>42,966</u>	<u>5</u>	<u>686,128</u>	<u>80</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	21,972	2	331,563	35	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 CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>21,972</u>	<u>5</u>	<u>266,563</u>	<u>57</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>21,972</u>	<u>5</u>	<u>266,563</u>	<u>57</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,013,990	83,078	8	945,872	93	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>145,000</u>	<u>145,000</u>	<u>6,510</u>	<u>4</u>	<u>131,436</u>	<u>91</u>	<u>145,000</u>
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,158,990</u>	<u>89,588</u>	<u>8</u>	<u>1,077,307</u>	<u>93</u>	<u>1,150,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
100% 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
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,048,480	1,006,880	75,722	8	878,191	87	1,048,560
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>158,000</u>	<u>1,145,410</u>	<u>111,057</u>	<u>10</u>	<u>518,946</u>	<u>45</u>	<u>164,500</u>
Public Works - TOTAL:	<u>1,229,680</u>	<u>2,175,490</u>	<u>186,779</u>	<u>9</u>	<u>1,420,264</u>	<u>65</u>	<u>1,236,260</u>
Economic Development							
Operations	148,700	148,700	2,581	2	87,512	59	89,430
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>2,581</u>	<u>2</u>	<u>87,512</u>	<u>59</u>	<u>89,430</u>
Transit System							
Operations	100,970	100,970	8,536	8	100,913	100	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>8,536</u>	<u>8</u>	<u>103,386</u>	<u>99</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	35	0	41,834	71	41,830
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>35</u>	<u>0</u>	<u>41,834</u>	<u>71</u>	<u>41,830</u>
Avoca Museum							
Operations	0	63,100	4,625	0	62,500	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>63,100</u>	<u>4,625</u>	<u>0</u>	<u>62,500</u>	<u>0</u>	<u>0</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
100% of Year Lapsed

	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>
GENERAL FUND (FUND 10)							
GENERAL FUND TOTALS							
Operations	3,691,150	3,722,340	242,209	7	3,094,533	83	3,616,580
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	346,500	1,333,910	117,567	9	661,260	50	350,087
GENERAL FUND - GRAND TOTAL:	<u>4,060,850</u>	<u>5,079,450</u>	<u>359,777</u>	<u>7</u>	<u>3,778,920</u>	<u>74</u>	<u>3,989,867</u>

Town of Altavista
Council / Planning Commission
FY 2019 Expenditure Report
100% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	20,656	98	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	9,100	945	10	7,682	84	9,040
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,000	8,000	0	0	5,087	0	5,087
Total Expenditures	36,600	38,100	2,695	7	33,425	88	35,127

Town of Altavista
Administration
FY 2019 Expenditure Report
100% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	470,100	470,100	24,461	5	391,433	83	470,100
Other Employee Benefits	45,400	45,400	298	1	12,324	27	45,400
Services	213,000	213,000	9,686	5	184,660	87	213,000
Other Charges	64,800	64,800	6,321	10	61,958	96	64,800
Materials & Supplies	36,500	36,500	2,200	6	32,436	89	36,500
Capital Outlay	32,500	32,500	0	0	3,317	10	32,500
Total Expenditures	862,300	862,300	42,966	5	686,128	80	862,300

Town of Altavista
Non-Departmental
FY 2019 Expenditure Report
100% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	129,950	129,950	20,000	15	124,005	95	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	55,000	30	185,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	11,000	11,940	0	0	11,941	100	11,940
Contribution - Avoca	18,700	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	10,000	10,000	0	0	5,000	50	10,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	456,150	438,390	20,000	5	296,946	68	438,390
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	15,550	0	0	15,541	0	0
Fuel - Fire Company	14,000	14,000	1,972	14	19,076	136	14,000
NON-DEPARTMENT - ND - TOTAL	14,000	29,550	1,972	7	34,617	117	14,000
NON-DEPARTMENTAL - SUBTOTAL	470,150	467,940	21,972	5	331,563	71	452,390
TRANSFER OUT							
Transfer Out - Cemetery Fund	33,500	33,500	0	0	0	0	33,500

Town of Altavista
Non-Departmental
FY 2019 Expenditure Report
100% 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
<u>NON-DEPARTMENTAL - FUND 10</u>							
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	0	0	65,000
TRANSFER OUT - TOTAL	478,350	478,350	0	0	0	0	478,350
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	948,500	946,290	21,972	2	331,563	35	930,740
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	470,150	467,940	21,972	5	331,563	71	452,390

Town of Altavista
Public Safety
FY 2019 Expenditure Report
100 % of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	889,000	895,370	67,038	7	840,537	94	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,720	577	5	9,633	90	10,050
Other Charges	48,000	50,150	2,414	5	38,902	78	48,000
Materials & Supplies	58,750	57,750	13,049	23	56,799	98	58,750
Capital Outlay	145,000	145,000	6,510	4	131,436	91	145,000
Total Expenditures	1,150,800	1,158,990	89,588	8	1,077,307	93	1,150,800

Town of Altavista
Public Works
FY 2019 Expenditure Report
100% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	582,100	582,100	46,313	8	507,994	87	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	45,830	7,981	17	34,377	75	55,860
Other Charges	40,150	45,480	1,680	4	44,339	97	40,150
Materials & Supplies	370,370	333,470	19,746	6	291,481	87	370,450
Debt Service	23,200	23,200	0	0	23,127	100	23,200
Capital Outlay	158,000	1,145,410	111,057	10	518,946	45	164,500
Total Expenditures	1,229,680	2,175,490	186,779	9	1,420,264	65	1,236,260

Town of Altavista
Economic Development
FY 2019 Expenditure Report
100% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	85,400	23,570	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	86,830	2,581	3	62,514	72	64,430
Other Charges	31,300	31,300	0	0	24,998	80	25,000
Materials & Supplies	7,000	7,000	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	148,700	148,700	2,581	2	87,512	59	89,430

Town of Altavista
Transit System
FY 2019 Expenditure Report
100% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	76,770	76,770	6,142	8	75,002	98	76,770
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,550	3,550	73	2	8,474	239	3,550
Materials & Supplies	18,600	18,600	2,322	12	17,301	93	18,600
Capital Outlay	3,000	3,000	0	0	2,473	82	3,000
Total Expenditures	103,970	103,970	8,536	8	103,386	99	103,970

Town of Altavista
Main Street Coordinator
FY 2019 Expenditure Report
100% of Year Lapsed

<u>MAIN STREET COORDINATOR - FUND 10</u>	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	56,600	56,600	0	0	41,416	73	41,410
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	35	8	418	93	420
Materials & Supplies	1,600	1,600	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	58,650	58,650	35	0	41,834	71	41,830

Town of Altavista
Avoca Museum
FY 2019 Expenditure Report
100% 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
<u>AVOCA MUSEUM - FUND 10</u>							
Wages & Benefits	0	63,100	4,625	0	62,500	0	63,100
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
Total Expenditures	0	63,100	4,625	0	62,500	0	63,100

Town of Altavista
FY 2019 Revenue Report
100% 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	0	0	19,209	437	4,400
Water Charges - Industrial	1,256,000	1,256,000	108,878	9	1,237,254	99	1,256,000
Water Charges - Business/Residential	254,800	254,800	50,556	20	226,652	89	254,800
Water Charges - Outside Community	140,400	140,400	17,847	13	138,861	99	140,400
Water Charges - Water Connection Fees	1,000	1,000	0	0	3,378	338	1,000
Bulk Water Purchase	5,000	5,000	235	0	2,067	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	130,506	11	1,313,311	114	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	47,411	20	221,201	94	234,600
Sewer Charges - Outside Community	1,740	1,740	0	0	2,270	130	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	0	0	4,700	470	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	21,712	14	167,671	105	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	0	0	5,381	101	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	4,358	16	26,777	98	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	35,997	48	72,443	96	75,670
Misc. Cash Discounts	0	0	6	0	18	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	549	0	0
Miscellaneous	25,000	25,000	1,820	7	22,300	89	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	185,000	185,000	30,000	16	30,000	16	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
ENTERPRISE FUND - REVENUE:	<u>4,573,450</u>	<u>4,573,450</u>	<u>449,325</u>	<u>10</u>	<u>3,494,041</u>	<u>76</u>	<u>4,573,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2019
100% 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	113,155	9	1,111,237	83	1,331,150
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	607,180	607,180	77,412	13	430,135	71	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>190,568</u>	<u>8</u>	<u>1,891,526</u>	<u>80</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	117,172	8	1,328,842	93	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	141,983	18	755,277	97	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>259,156</u>	<u>12</u>	<u>2,084,120</u>	<u>94</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	230,328	8	2,440,079	88	2,761,750
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	1,389,500	1,389,500	219,396	16	1,185,412	85	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>449,723</u>	<u>10</u>	<u>3,975,646</u>	<u>87</u>	<u>4,573,450</u>

Town of Altavista
Water Department
FY 2019 Expenditure Report
100% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	656,800	656,800	49,199	7	611,817	93	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	129,600	3,556	3	59,674	46	161,200
Other Charges	240,950	240,950	22,174	9	188,451	78	240,950
Materials & Supplies	272,200	303,800	38,226	13	251,294	83	272,200
Debt Service	422,200	422,200	0	0	350,155	0	422,200
Capital Outlay	607,180	607,180	77,412	13	430,135	71	607,180
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,360,530	2,360,530	190,568	8	1,891,526	80	2,360,530

Town of Altavista
Wastewater Department
FY 2019 Expenditure Report
100% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	807,200	807,200	61,070	8	736,037	91	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	28,800	1,410	5	23,727	82	45,800
Other Charges	356,450	350,450	37,858	11	344,023	98	356,450
Materials & Supplies	221,150	244,150	16,835	7	225,055	92	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	141,983	18	755,277	97	782,320
Transfer Out	0	0	0		0		0
Total Expenditures	2,212,920	2,212,920	259,156	12	2,084,120	94	2,212,920

Town of Altavista
Fund Expenditure Totals
FY 2019
100% 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
State/Hwy Reimbursement Fund (Fund 20)							
Operations	621,030	622,230	23,818	4	597,701	96	621,030
CIP	140,100	140,100	0	0	126,896	91	140,100
State/Hwy Water Department - TOTAL:	<u>761,130</u>	<u>762,330</u>	<u>23,818</u>	<u>3</u>	<u>724,597</u>	<u>95</u>	<u>761,130</u>

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	36,750	36,750	2,455	7	24,088	66	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>
Cemetery Fund - TOTAL:	<u>62,500</u>	<u>62,500</u>	<u>2,455</u>	<u>4</u>	<u>24,739</u>	<u>40</u>	<u>62,500</u>

Town of Altavista
FY 2019 State/Highway Fund
100% 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>
REVENUE							
Street & Highway/Interest Income			0	0	3,438	0	
Street & Highway Maintenance	700,000	700,000	183,101	26	732,404	105	700,000
Street & Highway Maintenance/Carry Over	61,130	61,130	0	0	0	0	61,130
Street & Highway Maintenance/Cash Discount	0	0	0	0	1.75	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	1,200
State/Highway Reimbursement Fund - GRAND TOTAL	<u>761,130</u>	<u>761,130</u>	<u>183,101</u>	<u>24</u>	<u>735,844</u>	<u>97</u>	<u>762,330</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	28,200	8,432	30	19,901	71	48,200
Maintenance - Pavement	316,400	381,400	153	0	380,765	100	316,400
Maintenance - Traffic Control Devices	56,800	58,000	4,082	7	54,230	94	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	4,433	44	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	59,630	34,630	0	0	30,366	88	59,630
Road/Street/Highway - Other Traffic Services	50,000	40,000	8,503	21	45,358	113	50,000
General Admin. & Misc. - Miscellaneous	80,000	70,000	2,610	4	62,648	89	80,000
State/Highway Reimb. Fund - Subtotal:	<u>621,030</u>	<u>622,230</u>	<u>23,818</u>	<u>4</u>	<u>597,701</u>	<u>96</u>	<u>621,030</u>
Motor Vehicles- Replc.	4,000	4,000	0	0	4,000	100	4,000
Machinery & Equip. - Replc.	21,700	21,700	0	0	21,700	100	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	91,018	89	102,500
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	6,900	6,900	0	0	6,900	100	6,900
State/Highway Reimb. Fund - Capital Outlay - Subtotal	<u>140,100</u>	<u>140,100</u>	<u>0</u>	<u>0</u>	<u>126,896</u>	<u>91</u>	<u>140,100</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>761,130</u>	<u>762,330</u>	<u>23,818</u>	<u>3</u>	<u>724,597</u>	<u>95</u>	<u>761,130</u>

Town of Altavista
FY 2019 Cemetery Fund
100% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	1,300	9	21,400	143	15,000
Interest/Interest Income	10,000	10,000	0	0	8,150	82	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,100	78	4,000
Miscellaneous/Misc.	0	0	0	0	75	0	0
Transfer In From General Fund	<u>33,500</u>	<u>33,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>
Cemetery Fund - GRAND TOTAL:	<u>62,500</u>	<u>62,500</u>	<u>1,300</u>	<u>2</u>	<u>32,725</u>	<u>52</u>	<u>62,500</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	354	4	5,803	60	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	1,170	117	1,000
Benefits/FICA	800	800	26	3	503	63	800
Benefits/VRS	1,000	1,000	2	0	194	19	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	46	3	666	43	1,550
Benefits/Group Life	200	200	5	3	79	39	200
VRS Hybrid Employer Contr.			33		364		
ICMA Hybrid Employer Contr.			4		46		
Other Charges/Misc. Reimb.	0	0	0	0	2,330	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	1,985	40	5,802	116	5,000
Opening/Closing Graves	1,500	1,500	0	0	2,580	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	16,000	16,000	0	0	4,550	0	16,000
CAPITAL OUTLAY							
Machinery & Equip. - New	750	750	0	0	652	0	750
TRANSFER OUT							
Transfer Out/To 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>
Cemetery Fund - GRAND TOTAL:	<u>62,500</u>	<u>62,500</u>	<u>2,455</u>	<u>4</u>	<u>24,739</u>	<u>40</u>	<u>62,500</u>

Town of Altavista
Investment and Deposit Totals
Balance as of June 30, 2019



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	3,989,937.59	
Certificate of Deposit	2,836,175.51	
LGIP	8,478,948.68	
Sub-Total		\$ 15,305,061.78

Enterprise Fund Reserves

Money Market Account	273,541.84	
Certificate of Deposit	0.00	
LGIP	826,511.54	
Sub-Total		\$ 1,100,053.38

Total Undesignated \$ 16,405,115.16

DESIGNATED BALANCES

Highway Fund

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	986,521.33	
Sub-Total		\$ 986,521.33

Green Hill Cemetery

Money Market Account	29.98	
Certificate of Deposit	599,200.14	
LGIP	75,711.28	
Sub-Total		\$ 674,941.40

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	268,781.36	
Sub-Total		\$ 268,781.36

Federal Forfeiture Account

\$ 2,885.82

State Forfeiture Account

\$ 6,551.73

Operating Cash Account

\$ 524,274.79

Total Designated \$ 2,463,956.43

Grand Total Investments and Deposits \$ 18,869,071.59

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	627,250.00
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 (\$75,533 +	88,704.00
Avoca HVAC	7,500.00
Splash Pad Project	865,665.00

Balance Remaining of Undesignated Funds \$ 5,136,212.99

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



Land Planning & Design Associates
1006 East Jefferson Street, Suite B
Charlottesville, Virginia 22902
434-296-2108

June 17, 2019

Mr. Waverly Coggsdale III
Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

Re: Scope and Fee for Booker Building Use Feasibility Study

Dear Mr. Coggsdale;

We are pleased to submit our scope and fee document for your review. The document is based on our discussions about the Town's goals for outcomes for the effort.

This AGREEMENT dated this _____ day of _____, 2019, provides as follows:

The parties hereto are defined as follows:

"The Client" means The Town of Altavista its employees and representatives.

"The Project" means the proposed improvements described in the project understanding below

"Consultant" means Land Planning and Design Associates, Inc (LPDA)

"Town" means the Town of Altavista, Virginia

"We" means the collective group of individuals involved in the project.

This AGREEMENT in addition to any contractual documents provided by the Owner shall serve as authorization for the Consultant to provide professional services to the Client for the Project as described below.

Based on our discussions we understand that LPDA will provide the following services:

Project Understandings / Client to LPDA – LPDA to Client:

SCOPE OF SERVICES OUTLINE

Our proposed scope of services will result identification of desired outcomes and goals for the adaptive reuse of the booker building and site, most feasible uses and next steps for moving forward. Uses evaluated may include public, private and joint public/private ventures. Market analysis, proforma analysis, and business and operational planning is not included in this effort. This effort will set up the next steps to move forward with either reaching out to the business community or examining public uses in greater detail.

Task 1 – Site Conditions inventory and stakeholder input

This task will involve documenting site conditions and gathering information from Town stakeholders and interested parties regarding desired outcomes and use ideas. LPDA will visit the site and document building conditions including square footage, clear spans, ADA code, utilities, storage etc. LPDA will

gather stakeholder input on objectives via comment forms and phone interviews. Topics will include objectives to be accomplished (better utilization, revenue generation, tax base, destination, event support etc.) LPDA will gather initial ideas about potential use preferences and ideas (event center, restaurant, brewery, recreation venue/offices etc.). Uses will be categorized into 5-6 use types if possible.

Task 1 Deliverables:

Building conditions documentation
Prepare questionnaire
Conduct phone interview
Summarize results in use tables and brief narrative

Task 2 Evaluate potential uses

This task will involve evaluating each of the potential uses (up to 6 use types) and scoring their compatibility based on how well they meet the stated objectives, their apparent feasibility as compared to market benchmarks and site/building compatibility. LPDA will prepare evaluation matrix and scoring that evaluates each use and scores objectives met and evaluate site fit and constructability. Market feasibility will be evaluated based on existing benchmarks only. (based on benchmarks, existing conditions only, market gap analysis etc. may be part of next steps). LPDA will develop recommendations and next steps (summarize highest and best uses based on objectives, site fit, overall compatibility, recommend next steps for procurement, partnerships etc.)

Task 2 Deliverables:

Prepare evaluation matrix
Evaluate site fit and constructability
Benchmark, evaluate market feasibility
Develop recommendations and next steps

Budgeted Expense Items

Reimbursables

Normal project expenses such as travel, photography, telephone, printing & reproduction of conceptual plans and draft conceptual documents are included in the professional services. Shipping, Reprographic costs, Presentation Materials, Volume printing of reports, master plans, etc shall be billed at actual cost. Estimated reimbursable expenses are not to exceed **\$500.00**. Please refer to the cost template provided in Attachment 'A'. Mileage will be billed at a GSA rate from Charlottesville, Virginia.

Services not included as part of this contract

- Onsite Meetings/presentations with planning commission, ARB, or Council
- Market analysis
- Proforma analysis, business or operational planning
- Meeting attendance beyond those specified above
- Architectural or Engineering services

Services not included and desired by the Client can be negotiated as additional services under separate contract.

Compensation for Services

Task 1	Conditions Inventory and stakeholder input	\$ 3,000
Task 2	Evaluate Potential Uses	\$ 4,000
Total Fixed Fee for Labor:		\$ 7,000

Standard Terms and Conditions

LPDA 2019 Hourly Billing Rates

Name	Title and Position	Hourly Rate
Bill Mechnick, ASLA	President – Landscape Architect	\$175.00
Zachary Lette, ASLA	Vice President / Principal – Landscape Architect	\$175.00
Amie Evans, ASLA	Landscape Architect / Senior Project Manager	\$125.00
Aaron Schwartz, ASLA	Landscape Architect / Senior Project Manager	\$125.00
Jessica Mauzy	Landscape Architect / Project Manager	\$100.00
Tristan Cleveland	Landscape Architect / Project Manager	\$85.00
Jason Owen	Project Designer	\$75.00
David Johnson	Project Designer	\$75.00
Qiuling Chen	Project Designer	\$75.00
Bob Brooks	Project Designer	\$75.00

Process & Deliverables:

The Client shall provide available base information. The Client will provide services as required and outlined above. The Client will be responsible for coordinating and announcing all meetings. The Consultant will advise the Client on time frames in relation to the project schedule. The Consultant shall attend those meetings and site visits required and as outlined above. Concepts are considered approved after Client review and comments are addressed. Changes made after approval due to unforeseen circumstances or changes in program shall be billed as additional services.

All formal comments by the Client to the consultant are required **in writing** in accordance with the schedule outlined above. Delays in receipt of comments may result in delays to the submission of plans and documentation. Likewise, revisions caused by delay in comments from the Client will be considered additional services.

Compensation and Payment Terms:

Client agrees to pay the Consultant for work performed in accordance with this agreement, regardless of the project's viability or success.

Land Planning and Design Associates Inc. reserves the right to hold jurisdictional submittals, issue a stop work order, and/or transmittals of project data to all parties mentioned in this agreement as well as third parties' firms if invoices are overdue past 60 days. Should the Consultant stop work for non-payment at any time during this Scope of Services, compensation and payment terms shall be renegotiated prior to proceeding and shall require additional retainers and/or pre-payment of tasked items.

Should it become necessary to utilize legal or other resources to collect any monies due for services rendered under this agreement, the Consultant shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees associated in seeking payment.

Invoicing:

- a) LPDA shall invoice the Client monthly in arrears for all work performed in connection with each Project.
- b) LPDA shall invoice the Client monthly in arrears for all out-of-pocket expenses incurred in connection with the Project. Proof of expenses for the expense shall accompany all invoices for out-of-pocket expenses, if desired by Client.
- c) Subject to Client's approval of the work accomplished and the invoice, payment from Client shall be due within 33 days of date of invoice. Such Client approval is not to be unreasonably withheld.

Project Schedule:

The project schedule shall occur in accordance with the deliverables above.

Electronic Communication:

Under this contract electronic (email) authorization for notice to proceed, work orders or authorization for use of hourly services shall be considered as final authorization by the Client to the Consultant.

Additional Services:

Additional services may be negotiated at the client's convenience. Current hourly rates may be increased by no more than 5% during the calendar year. Please see the attached schedule for current billing rates.

Termination:

The Client is not obligated to complete all the services described above. Either party may terminate this AGREEMENT within ten days of delivering written notice due to failure of the other party to perform its duties in a responsible and timely manner. Receipt of the signed original proposal shall be our authorization to proceed.

AUTHORIZATION

If this Agreement is satisfactory, please sign in the space provided below and return a signed original Agreement to LPDA by email to: bill@lpda.net and cc deniece@lpda.net

For LPDA

By: _____ Date: June 17, 2019
William Mechnick, President



For Client

(Authorized Representative Name), agrees with this Scope of Services, Compensation, and Terms and Conditions as stated above together constitute the Agreement, between LPDA and Town of Altavista.

By: _____
Printed Name and Title

Date: _____

DOCUMENT 00 63 63 – CHANGE ORDER



Change Order No.

Date of Issuance: _____ Effective Date: 6/20/19
 Owner: Town of Altavista, Virginia Owner's Contract No.: _____
 Contractor: Counts and Dobyns Contractor's Project No.: _____
 Engineer: Hurt & Proffitt, Inc. Engineer's Project No.: 20161577
 Project: Altavista 7th Street Utility Rehabilitation Contract Name: _____

The Contract is modified as follows upon execution of this Change Order:

Description: Larger tapping valve was needed for connection to existing pipe. Rock was excavated to install sanitary sewer and water line at plan grades/locations. Excavated rock was measured. Contractor provided unit cost of \$118.45/cy. Connect roof drains from sanitary to storm sewer

Attachments: See attached documents

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 366,351.96	Original Contract Times: April 1, 2019 Substantial Completion: May 31, 2019 Ready for Final Payment: June 30, 2019 days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ 0.00	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: 0 Ready for Final Payment: 0 days
Contract Price prior to this Change Order: \$ 366,351.96	Contract Times prior to this Change Order: Substantial Completion: May 31, 2019 Ready for Final Payment: June 30, 2019 days or dates
[Increase] [Decrease] of this Change Order: \$ 24,195.38	[Increase] [Decrease] of this Change Order: Substantial Completion: 0 Ready for Final Payment: 0 days or dates
Contract Price incorporating this Change Order: \$ 390,547.34	Contract Times with all approved Change Orders: Substantial Completion: May 31, 2019 Ready for Final Payment: June 30, 2019 days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By:	By: _____	By:	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Proj. Manager</u>	Title: _____	Title: <u>Vice President</u>	Title: _____	Title: _____	Title: _____
Date: <u>6/14/19</u>	Date: _____	Date: <u>6-17-19</u>	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

END OF DOCUMENT 00 63 63 – CHANGE ORDER



CHANGE ORDER REQUEST #1
Tie into existing 10" line

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

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

434-821-2774
434-821-3425 FAX

PROPOSAL SUBMITTED TO:		PHONE	DATE
TWN OF ALTAVISTA ATTN. MIKE WILSON			5/1/2019
STREET		JOB NAME	
510 7th Street		7TH STREET UTILITY IMPROVEMENTS	
CITY	STATE	ZIP	JOB LOCATION
Altavista	VA	24517	Altavista, VA
ARCHITECT		JOB PHONE	N/A
Hurt & Proffitt			
PLANS DATED		Stamped 10-22-18	

** Plans showed 8" X8" Tapping Sleeve & Valve. Field conditions were different from plan. Actual tie in line was a 10" and required a 8" X10" Tapping Sleeve and Valve. Please see below for price difference in material **

	ITEM	QUANT.	UNITS	UNIT PRICE	EXTENSION
1	8" x 8" TAPPING VALVE & SLEEVE MATERIAL	-1	ea	\$ 1,647.23	\$ (1,647.23)
2	8" x 10" TAPPING VALVE & SLEEVE MATERIAL	1	ea	\$ 2,007.27	\$ 2,007.27
TOTAL					360.04
C&D 15% MARKUP					\$ 54.01
TOTAL BID					\$ 414.05

DAYS TO BE ADDED TO CONTRACT END DATE 0

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

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

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

Date of Acceptance: _____ Signature _____

Date of Acceptance: _____ Signature _____

Town of Altavista - 7th Street Utility Improvements

Contractor Excavated Quantities					Contractor removed 5 ft trench width Construction plan typical trench width 3 ft Compromise width of 4 feet for trench box				
Sanitary Sewer					Sanitary Sewer				
depth	width	length	cy		depth	width	length	cy	2.00 Width for MH Install
4/15/2019	1.5	6	6	2.00	4/15/2019	1.5	6	6	13.33
4/17/2019	5	5	18	16.67	4/17/2019	5	4	18	10.37
4/18/2019	5	5	14	12.96	4/18/2019	5	4	14	7.41
4/22/2019	5	5	10	9.26	4/22/2019	5	4	10	20.74
4/23/2019	5	5	28	25.93	4/23/2019	5	4	28	46.22
4/24/2019	4	5	78	57.78	4/24/2019	4	4	78	100.07
Total				124.59	Total				

Waterline					Adjust for 3' trench wide				
depth	width	length	cy		depth	width	length	cy	
5/23/2019	2.5	5	80	37.04	5/30/2019	2.5	4	80	29.63
5/29/2019	2.5	5	80	37.04	5/30/2019	2.5	4	80	29.63
5/30/2019	2.5	5	40	18.52	5/30/2019	2.5	4	40	14.81
Total				92.59	Total				74.07
Total Excavated Rock					174.14				
					\$118.45 /cy				
					Approved Amt \$20,626.88				



CHANGE ORDER REQUEST #6
Tie in unknown storm sewer line

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

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

434-821-2774
434-821-3425 FAX

PROPOSAL SUBMITTED TO: TWO OF ALTAVISTA ATTN. MIKE WILSON	PHONE	DATE 6/11/2019
STREET 510 7th Street	JOB NAME 7TH STREET UTILITY IMPROVEMENTS	
CITY STATE ZIP Altavista VA 24517	JOB LOCATION Altavista, VA	
ARCHITECT Hurt & Proffitt	JOB PHONE N/A	
PLANS DATED Stamped 10-22-18		

ITEM	QUANT.	UNITS	UNIT PRICE	EXTENSION
1 Tie-in two unknown exist. roof drains w/ cleanouts to proposed DI at 424 7th Strret	1	ea	\$ 2,743.00	\$ 2,743.00

TOTAL	\$2,743.00
C&D 15% MARKUP	\$ 411.45
TOTAL BID	\$ 3,154.45

DAYS TO BE ADDED TO CONTRACT END DATE 1

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

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

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

Date of Acceptance: _____ Signature _____

Date of Acceptance: _____ Signature _____



CHANGE ORDER REQUEST #8
Remove exist. 1" water service & place 2" water service

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

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

434-821-2774
434-821-3425 FAX

PROPOSAL SUBMITTED TO: TWON OF ALTAVISTA ATTN. MIKE WILSON			PHONE	DATE 6/24/2019
STREET 510 7th Street			JOB NAME 7TH STREET UTILITY IMPROVEMENTS	
CITY Altavista	STATE VA	ZIP 24517	JOB LOCATION Altavista, VA	
ARCHITECT Hurt & Proffitt			JOB PHONE	N/A
PLANS DATED			Stamped 10-22-18	

	ITEM	QUANT.	UNITS	UNIT PRICE	EXTENSION
1	Labor & equipment for removing 1" water service & placing 2" water service.	1	ea	\$ 2,585.00	\$ 2,585.00

TOTAL	\$2,585.00
C&D 15% MARKUP	\$ 387.75
TOTAL BID	\$ 2,972.75

DAYS TO BE ADDED TO CONTRACT END DATE 1

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

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

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

Date of Acceptance: _____ Signature _____

Date of Acceptance: _____ Signature _____

Ridgeway Drainage Project Budget Estimate

Ridgeway Drainage Improvements Contracted Work		Concrete		Asphalt	
		Goodman's Conctete	Counts & Dobbins	Patterson Brothers	Adams Paving
Concrete Curb & Gutter, Driveway Entrances, Backfill & Seeding		\$32,553.00	35,269.00		
Milling and Patch paving				\$14,500.00	\$11,475.00
Total					

Contractors Cost	\$44,028.00
Town Cost	\$2,600.00
2" Overlay Option	\$45,850.00
Total Cost	\$92,478.00

2" Overlay on Ridgeway & Elizabeth Street				\$32,900.00	\$34,375.00
Total				\$47,400.00	\$45,850.00

Town Street Crew Work Performed in House (Materials Only)	
Demo old drain pipe, Backfill & Seed,	\$500.00
Fill old pipe under pavement with Concrete	\$300.00
Build new DI inlet box on Elizabeth Street	\$1,500.00
Re-grade drainage ditch on West side of Ridgeway Avenue & see	\$300.00
	\$2,600.00

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF A BORROWING**

WHEREAS, the Town of Altavista, Virginia (the “Borrower”), intends to acquire, design, construct and equip improvements to its water and sewer systems, including (but not limited to) (a) replacement of water and sewer lines, buildings, pumps, meters, tanks, and filters, and (b) upgrades and improvements to distribution and treatment facilities, (collectively, the “Project”); and

WHEREAS, plans for the Project have advanced and the Borrower expects to advance its own funds to pay expenditures related to the Project (the “Expenditures”) prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:

1. The Borrower intends to utilize the proceeds of tax-exempt bonds (the “Bonds”) or to incur other debt, in an amount not currently expected to exceed \$18.0 million to pay the costs of the Project.

2. The Borrower intends that the proceeds of the Bonds be used to reimburse the Borrower for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this Resolution. The Borrower reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Borrower.

4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Borrower recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers” (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Borrower intends that the adoption of this resolution confirms the “official intent” within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately upon its passage.

Adopted _____, 2019



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

July 9, 2019

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

Zoning Ordinance Text Amendments – “*Wedding/Event Facilities*”

DESCRIPTION/ACTION:

Tonight Town Council will conduct a public hearing to consider the Planning Commission’s recommendation to amend sections of Chapter 86 “Zoning” of the Town Code. The purpose of the Public Hearing is to receive comments on, to consider, and possibly vote on amendments to: (1) Article II, Section 86-32; (2) Article III, Division 5, Section 86-322; (3) Article III, Division 6, Section 86-352; (4) Article III, Division 7, Section 86-382; and (5) Article IV, Division 1, Section 86-521 of the Zoning Ordinance.

ZO Article and Section	Zoning Ordinance Amendments and Changes
Article II, Section 86-32	1. Adds to the “Definitions” section, “Wedding/Event Facility”.
Article III, Division 5, Section 86-322	1. Adds “ <i>Wedding/Event Facility</i> ” to the C-1 (Local Commercial) District as a permitted use under (5) <i>Commercial use types</i> . Subject to Sec. 86-521 (Development Standards). <i>Special use permit required</i> .
Article III, Division 6, Section 86-352	1. Adds “ <i>Wedding/Event Facility</i> ” to the C-2 (General Commercial) District, as a permitted use under (5) <i>Commercial use types</i> . Subject to Sec. 86-521 (Development Standards).
Article III, Division 7, Section 86-382	1. Adds “ <i>Wedding/Event Facility</i> ” to the M (Industrial) District as a permitted use under (5) <i>Commercial use types</i> . Subject to Sec. 86-521 (Development Standards).
Article IV, Division 1, Section 86-521	1. Adds Development Standards for “ <i>Wedding/Event Facility</i> ”.

The Altavista Planning Commission conducted a public hearing on the proposed Zoning Ordinance Text Amendments at their June 3, 2019 Regular Meeting. Following the hearing, the Planning Commission unanimously voted to recommend approval of the ZO Text Amendments, as presented, to the Altavista Town Council for consideration and approval.

The proposed Zoning Ordinance Text Amendments have been advertised twice in the Altavista Journal pursuant to the local and state requirements.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

Town Council may take one of several actions:

- 1) *Motion to accept the Planning Commission's recommendation and approve the Zoning Ordinance Text Amendments related to "Weddings/Event Facility" as presented or amended.*
- 2) *Defer action on the Zoning Ordinance Text Amendments related to "Wedding/Event Facility" until a future meeting.*
- 3) *Motion to reject the Planning Commission's recommendation related to the Zoning Ordinance Text Amendments related to "Weddings/Event Facility".*

Attachments:

- *ZO Text Ordinance Amendments*

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 "wedding/event facility".

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 wedding/event facility as follows:

Sec. 86-32. Use types.

Wedding/event facility means a facility which is utilized by individuals or groups to accommodate private functions including but not limited to, banquets, weddings, celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.

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 (5) of the Code of the Town of Altavista, 1968, relating to commercial use types in the C-1 district, by adding wedding/event facility.

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

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

Sec. 86-322. Permitted uses.

- (5) *Commercial use types.*
Bed and breakfast. Subject to Sec. 86-507
Business support service
Business/trade schools
Car wash. Special use permit required.
Commercial indoor sports and recreation. Special use permit required.
Communications service
Day care center. Subject to Sec. 86-510
Funeral service
Garden center
Gasoline station. Subject to Sec. 86-513. Special use permit required.
Hospital. Special use permit required.
Microbrewery
Personal improvement service
Personal service
Restaurant, mobile. Subject to Sec. 86-520.
Restaurant, small. Whether in a new or existing shopping strip center. Subject to Sec. 86-32 definitions.
Restaurant, small. As a stand-alone building. Subject to Sec. 86-32 definitions. Special use permit required.
Retail sales. Not exceeding 3,000 gross square feet per use.
Studio, fine arts
Wedding/Event Facility. Subject to Sec. 86-521. Special use permit required.

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 (5) of the Code of the Town of Altavista, 1968, relative to commercial use types in the C-2 district, by adding wedding/event facility.

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

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

Sec. 86-352. Permitted uses.

- (5) *Commercial use types*
 - Adult use—Subject to section 86-502, special use permit required
 - Agricultural service
 - Antique shop
 - Assembly hall
 - Automobile dealership, new. Subject to section 86-503
 - Automobile dealership, used. Subject to section 86-504. Special use permit required.
 - Automobile parts/supply, retail
 - Automobile rental/leasing
 - Automobile repair service, major. Subject to section 86-505. Special use permit required.
 - Automobile repair service, minor
 - Brewpub
 - Business support service
 - Business/trade schools
 - Car wash
 - Commercial indoor amusement
 - Commercial indoor entertainment
 - Commercial indoor sports and recreation
 - Commercial outdoor entertainment
 - Commercial outdoor sports and recreation
 - Communications service
 - Construction sales and service
 - Consumer repair service
 - Convenience store
 - Dance hall. Special use permit required
 - Day car center. Subject to section 86-510

Equipment sales and rental. Special use permit required
Farmers market. Special use permit required
Flea market. Special use permit required
Funeral service
Garden center
Gasoline station. Subject to section 86-513
Hospital
Hotel/motel/motor lodge
Kennel, commercial. Subject to Section 86-515. Special use permit required.
Laundry
Manufactured home sales
Microbrewery
Mini-storage. Subject to section 86-517. Special use permit required.
Modular home sales
Pawn shop
Payday loan establishment
Personal improvement service
Personal service
Recreational vehicle sales and service
Restaurant, small
Restaurant, fast food or drive-thru. Subject to section 86-562
Restaurant, general
Restaurant, mobile per section 86-520
Retail sales. Subject to section 86-519
Studio, fine arts
Transient merchant. Subject to section 86-514 – Itinerant merchant
Travel center. Special use permit required
Veterinary hospital/clinic
Wedding/Event Facility. Subject to Sec. 86-521.

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 (5) of the Code of the Town of Altavista, 1968, relative to civic use types in the M district, by adding wedding/event facility.

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

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

Sec. 86-382. Permitted uses.

- (5) *Commercial use types.*
 - Business support services
 - Business trade school
 - Communication services
 - Construction sales and services
 - Equipment sales and rental
 - Mini-storage. Subject to section 86-517.
 - Restaurant, mobile per section 86-520.
 - Wedding/Event Facility. Subject to Sec. 86-521.

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 86-521 to the Code of the Town of Altavista, 1968, relating to wedding/event facility.

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

1. That a new Section 86-521 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-521. Wedding/Event Facility.

(a) *Noise level:* All weddings and events shall adhere to the Town of Altavista Ordinances and would require a permit issued by the Town.

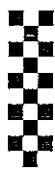
(b) *Structural Requirements:* The facility shall meet all requirements of the Virginia Statewide Building Code and meet any Environmental Health requirements for sewage disposal and water supply.

(c) *Parking:* All parking surfaces are not required to be paved. The number of parking spaces required will be based on the size of the structure.

(d) *Screening:* The entire perimeter of the facility and area associated with the use shall be screened from adjoining properties by a buffer yard as set forth in Section 86-573.

(e) *Signs.* Signs shall be permitted as provided in Article V of this Chapter 86.

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



Jun 12, 2019 4:22 PM

No. 9342 P. 1

I have
received
fax on
6-12-19
will run on
dates requested
Landy Montano

Law Offices of
J. JOHNSON ELLER, JR.
P. O. Box 209
Altavista, Virginia 24517

Telephone: 434-369-5661
Fax: 434-369-5663

FAX TRANSMISSION COVER SHEET

DATE: June 12, 2019
TO: Classified Ad/Legal Notice Department of Altavista Journal (369-6689)
FROM: John Eller
RE: Notice of Public Hearing
NUMBER OF PAGES TO FOLLOW: 1

Attached please find a copy of a Notice of Public Hearing advertisement to be published in the legal notice section in the Journal on June 19, 2019 and June 26, 2019.

Please send the invoice for this publication to the Town of Altavista, P. O. Box 420, Altavista, VA 24517.

Please fax a confirmation (434-369-5663) that you received this notice and it will be run in the Journal on June 19, 2019 and June 26, 2019. Thanks.

John

Please verify that all pages were received and call the sender if there is a discrepancy.

The information contained in this facsimile message is attorney privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U. S. Postal Service. Thank you.

ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARING
AMENDMENTS TO ZONING ORDINANCE

The Altavista Town Council will hold a public hearing on Tuesday, July 9, 2019 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider proposed text amendments to the Town Zoning Ordinance adding provisions governing wedding/event facilities. The specific code sections to be amended and added are as follows:

Amend Sec. 86-32 – Use Types to add a definition for “Wedding/Event Facility”

Wedding/Event Facility would be added to permitted uses in the following zoning districts:

Sec. 86-322. C-1 (Local Commercial) Special Use Permit required

Sec. 86-352. C-2 (General Commercial) as a “by right” use

Sec. 86-382. M (Industrial Districts) as a “by right” use

A new Sec. 86-521 “Wedding/Event Facility” would be added to provide development standards for wedding/event facilities in the town.

The text of the proposed changes may be examined during regular business hours in the Altavista Town Hall. A copy is also available on the Town of Altavista website, www.altavistava.gov, on the “Home” page under the “Altavista Updates” section.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed zoning actions. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

July 9, 2019

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

English Park Security Camera proposal

DESCRIPTION:

At the June Town Council Work Session, Jeff Gordon (ITG) gave a brief presentation on their proposal to Council's request regarding location of security cameras in the pavilion/splash pad area of the park. It was indicated that there would be annual costs associated with the camera, which could total approximately \$1,200. Following discussion, Council asked that this item be placed on the July Regular Meeting agenda.

BUDGET/FUNDING:

Any funding for this project would need to be appropriated (budget amendment); as no funds were included in the FY2020 Budget.

POTENTIAL ACTION:

- Council may decide to authorize staff to proceed with this project; this would require appropriation of funds (budget amendment).

ATTACHMENTS:

- None



Integrated Technology Group

159 Old Dominion Drive
Madison Heights, VA 24572
(434) 455-4949 | (434) 455-0965 (fax)
www.ITGroupVA.com
DCJS# 11-7547



Town of Altavista

We have prepared a quote for you

TOA - Splash Park Camera System

Quote #1000541



(434) 455-4949 | jgordon@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

◆ SoW & Terms

◆ Scope of Work

- Install one (1) 8-channel DVR with 8TB hard drive in restroom middle closet
- Pull Cable to the corner facing the entrance of the splash park and to corner facing actual splash park
- Install three (3) 8 Megapixel 120' IR Varifocal Vandal Dome Cameras (pointing at entrance, splash pad and parking lot)
- Install one 4 Megapixel dome camera between bathrooms
- Provide one (1) UPS for DVR and cameras
- Install and configure Sophos Firewall for security and protection
- Install and configure Cradlepoint device to provide network access
- All equipment will be contained in a NEMA certified enclosure for protection
- Test systems
- Provide one (1) hour owner training on how to access from mobile devices and the recording retrieval process

◆ Terms

75% due at acceptance of proposal with balance due at completion of the installation. It is the understanding of ITG that TOA Public Works will install poles for mounting cameras at the barthroom area. ITG recommends a minimum 2 inch galvanized pipe for this purpose. ITG also recommends a Verizon CradlePoint for internet access and is quoted however the monthly amount for Verizon service is not included in this quote.



(434) 455-4949 | jgordon@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Prepared For
 Town of Altavista
 Tobie Shelton
 510 Seventh St
 Altavista, VA 24517
 tcshelton@altavistava.gov
 (434) 369-5001




Prepared By



Jeff Gordon
 Phone: (434) 455-4949
 Email: jgordon@itgroupva.com




Quote ID: 1000541
Version: 1
Date: 06/03/2019
Expires: 06/30/2019

TOA - Splash Park Camera System

Surveillance		Qty	Price	Ext. Price
Network				
	CradlePoint IBR650C 2 SIM Cellular, Ethernet Modem/Wireless Router - 4G - LTE 1700, LTE 1900, LTE 2100, LTE 700, LTE 850, LTE 600 - LTE, DC-HSPA+, HSPA+, HSPA, UMTS - 1 x Network Port - 1 x Broadband Port - USB - Gigabit Ethernet - VPN Supported	1	\$501.99	\$501.99
	SG 105 TotalProtect 24x7, 3-year SG 105 TotalProtect 24x7, 3-year (US power cord)	1	\$925.98	\$925.98
Camera, Cabling and Recording Device				
	8-Channel Network Video Recorder Supports up to 8.0MP recording resolution Integrated 8-port PoE network switch with 802.3af/at support Built-in PoE switch automatically detects and displays Alibi IP cameras Supports H.265, H.264, and H.264 OVC video compression Linux embedded operating system Features Alibi Power Tools, a collection of powerful utilities designed to streamline and simplify the installation, set-up, and management of your Alibi surveillance system.	1	\$252.99	\$252.99
	8TB Purple HD Designed for the continuous recording needs of security applications Designed for 24x7 surveillance workloads Maintains performance in multi-bay systems Record from up to 64 HD cameras Lower power consumption	1	\$341.54	\$341.54







(434) 455-4949 | jgordon@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Surveillance		Qty	Price	Ext. Price
	4K 8MP STARLIGHT 120' IR H.265+ VARIFOCAL IP DOME CAM High resolution video day or night, with Starlight technology and Full Frame Illumination for clear, bright low light and nighttime images 8.0 megapixel (4K) progressive scan CMOS Auto focus 3840 x 2160 resolution 2.8 – 12 mm motorized varifocal lens offers horizontal FOV of 112° to 46° Starlight Low Light 0.008 lux Full Frame Illumination up to 120' IR distance H.265+ compression Video Analytics IP67 weather-rated with -22°F – 140°F operating temperatures ONVIF (Profile S, Profile G)	3	\$379.49	\$1,138.47
	4MP Varifocal WDR Dome IP Camera Produces up to 4.0 megapixel resolution @ 20 fps Smart IR reduces over-exposure of the IR LEDs at the center of the image Integrated IR LEDs enable the camera to see up to 65' in the dark True WDR and 3D-DNR enhance image quality in variable and low-light conditions H.264 OVC improves image quality and reduces bandwidth requirements 2.8-12 mm motorized manual focus lens 112° (Wide) - 33.8° (Tele) field of view True 3-axis gimbal provides flexible mounting (wall or ceiling) and camera positioning IP66 weather-rated enclosure provides all-weather protection IK10 impact resistance for protection against physical impact ONVIF Profile S compliant and ONVIF Profile G approved PoE (802.3af) Micro SD card slot supports up to 128GB micro SD cards (Memory card sold separately)	1	\$252.99	\$252.99
	Back-UPS 650 VA Desktop UPS - Desktop - 1 Day Recharge - 3 Minute Stand-by - 110 V AC Input - 120 V AC Output - 4 x NEMA 5-15R, 4 x NEMA 5-15R APC Back-UPS 650 VA Desktop UPS - 650 VA/390 W Desktop 3 Minute - 4 x NEMA 5-15R - , 4 x NEMA 5-15R	1	\$94.43	\$94.43





ITG
Integrated Technology Group

(434) 455-4949 | jgordon@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Surveillance		Qty	Price	Ext. Price
	20" x 16" x 11 with 120v Connection The NB201611-10FS is a rugged weatherproof enclosure that is ideal for both indoor and outdoor applications. Constructed from molded halogen free self extinguishing fiberglass reinforced polyester (FRP), it is well suited for high temperature or corrosive environments. The integral mounting flange allows it to be wall mounted as well as on a flat surface without the need for extra mounting hardware. The fully gasketed lid features a stainless steel continuous hinge and stainless steel quick release latches with padlock hasps. The light grey color of the NB201611-10FS is cleaner, cooler and aesthetically pleasing. Users can enjoy the physical benefits of better heat reflection and better UV resistance due to the lighter color. The contoured body provides an attractive and contemporary appearance. Due to the large size of this enclosure, it can accommodate dual sets of most access points.	1	\$843.60	\$843.60
	Hardware and Consumables Hardware and Consumables	1	\$75.00	\$75.00
	Flange for ALI-NS2122VR, ALI-NS2114VR, ALI-NS2118VR Va Alibi Flange for ALI-NS2122VR, ALI-NS2114VR, ALI-NS2118VR Varifocal Dome Cameras	3	\$18.96	\$56.88
	Wall Mount Bracket with J Box Works with most Alibi ALI-IPV/ALI-CD series varifocal dome cameras (See list for compatibility) Conceals and protects camera cables 5.19" x 9.56" x 11.35" Aluminum construction Suited for outdoor use Color: white	3	\$37.94	\$113.82
	CAT5e non plenum cable (Blue) CAT5e UTP non plenum cable used for system keypads and network components.	1	\$91.02	\$91.02
Surveillance Subtotal			\$4,688.71	



(434) 455-4949 | jgordon@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Services		Qty	Price	Ext. Price
	Security Install - Fixed Fee Security System Services shall generally include those services related to complex installation, maintenance or troubleshooting of building security, access control and surveillance systems. Labor for this item will be billed at a fixed fee rate.	28	\$100.00	\$2,800.00
	Engineer Install - FF (Firewall and CradlePoint Setup) Labor for items that generally include those services that involve the data/telecommunications network beyond the workstation or desktop computer. This includes but is not limited to server hardware/software support, network hardware/software support, network printing and enterprise applications running on servers. Labor for this item will be billed at a fixed fee rate.	5	\$135.00	\$675.00
Services Subtotal				\$3,475.00

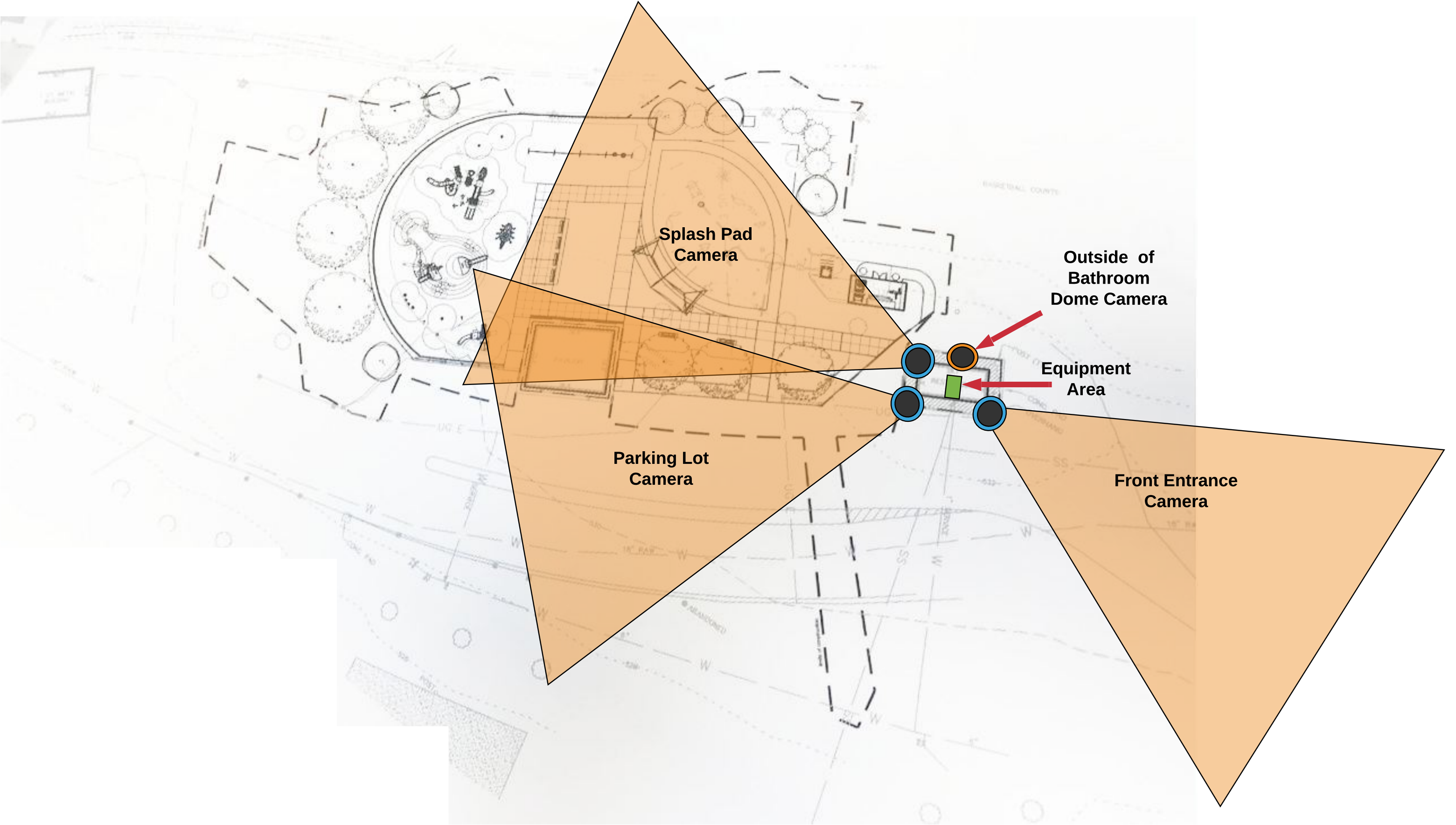
Recap	Amount
Surveillance	\$4,688.71
Services	\$3,475.00
Subtotal	\$8,163.71
Shipping	\$49.20
Total	\$8,212.91

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature _____

Date _____

Town of Altavista - English Park Splash Pad Camera Project





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

July 9, 2019

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

AOT Request for hiring of Interim Main Street Director

DESCRIPTION:

At the June Town Council Work Session, staff presented a memo from Altavista On Track's Board regarding their request that the position of Main Street Director be filled on an Interim/Part-Time basis. Following discussion, Council asked that this item be placed on the July Regular Meeting agenda. Council has requested that the AOT Chair attend the meeting; unfortunately she will be out of town at that time. A memo detailing AOT's response regarding justification for the interim position is attached.

BUDGET/FUNDING:

No Impact; as the position is funded in the FY2020 Budget.

POTENTIAL ACTION:

- Council may decide to authorize staff to proceed with this request, which would require recruitment of the position.

ATTACHMENTS:

- AOT Memo
- Job Description



To: Town Council
From: Altavista On Track
Date: June 27, 2019
Subject: Main Street Director Interim Position Request

Altavista On Track requests a part time interim Main Street Director. At this time I, Lori Johnson am the main contact for Altavista On Track, I cannot attend the July 9, 2019 Town Council session as I am out of Town. I have become extremely overwhelmed with AOT right now, trying to keep up with: AOT emails, financials, reporting, requests from other organizations to meet with AOT or speak with AOT over the phone all during working business hours. As well as coordinating a Lean Canvas training session for DHCD in Altavista, planning the 2019 Giblet Jog 5k, planning the upcoming food truck event all are proving to be bigger projects than myself and the board who volunteer can handle. The Main Street Director is a paid full time position, I have a full time position and cannot meet the demands as a volunteer Main Street Director. The AOT Board Members all have full time jobs and do all they can do to ensure AOT continues to operate accordingly. The board's biggest concern for AOT is missing opportunities for grants or awards, I receive opportunities almost every day, but because I nor the board have time to apply for them we have to pass on applying for these opportunities. The Main Street Director was and is a paid position that is now relaying on volunteers to carry the work load. This Main Street Director position has been vacant since March and I know AOT is missing growth opportunities for itself as an organization as well as the opportunity to help the Town in the full capacity that AOT can. The Main Street Director is the glue to AOT and the link the Town has to the AOT board and vice versa. The longer we are without a Main Street Director the further behind AOT and the Town fall. The Board of Altavista On Track request an Interim Main Street Director be hired on a part time basis until the position is officially filled.

Thank you for your time.

Sincerely,

Lori Johnson & The Altavista On Track Board

ALTAVISTA ON TRACK INTERIM DIRECTOR - POSITION DESCRIPTION

Title: Interim Director, Altavista On Track (AOT)

Altavista on Track is a non-profit 501(c)(3) Main Street organization created to stimulate economic development and historic preservation in a defined downtown area. The Main Street board of directors is comprised of community members nominated by committee and elected by the board. The position is staffed by the Town of Altavista and the director will work closely with the Town Manager with direction by the President of the AOT Board.

Job Characteristics: The Interim Director will manage the daily administrative operations of the organization, and will assist in the coordination of activities relating to the Main Street board and the organizational communications, events, programs, and services.

Special Skills: The Interim Director must be entrepreneurial, energetic, imaginative, well organized, capable of functioning effectively in an independent situation, with a cooperative, collaborative approach, and must have marketing, public relations, and strong communication skills.

General Duties and Responsibilities:

1. Administers all current activities of AOT, this may include event budget management with the executive board, accounting, purchasing, and daily administrative tasks.
2. Assists in the coordination of downtown activities
3. Assists both AOT and the Town of Altavista with event and promotional communications. Responsible for maintaining internet and social media presence.
4. Serves as a liaison among the various local businesses, civic organizations, and city, county, and state agencies involved in the downtown revitalization program.
5. Works with state and local government institutions, private sector institutions, local business interests, and volunteers to facilitate a strong and productive relationship with appropriate public agencies.
6. Works with and maintains effective communications between the Board of Directors, Town Manager, city departments, AOT committee members, volunteers, and other organizational partners.
7. Assists Board of Directors and committees as needed.

MINIMUM QUALIFICATIONS

Training and Experience: A bachelors degree or equivalent experience. Education and/or experience in one or more of the following areas is preferred: historic preservation, economics, finance, public relations, design, planning, business administration, public administration, retailing, marketing, volunteering or non-profit administration, and/or small business development.

Skills:

1. Excellent oral and written communication skills.
2. Organizational skills.
3. Basic accounting and financial skills.
4. Skill in the use of computers and applicable software programs such as social media and keeping website up to date with current and relevant information.
5. Ability to work with state and local government officials, officers, and employees of the city, and general public.

Abilities:

1. Ability to articulate the AOT program, goals, and accomplishments.
2. Ability to problem solve
3. Ability to maintain finances and work with a limited budget.
4. Ability to provide effective administrative assistance to the Board of Directors and committees.
5. Ability to communicate effectively, orally and in writing, as well as on the organizations website and in social media.
6. Ability to prepare required records and reports and to insure that reports are forwarded to required agencies on a timely basis.

ADDITIONAL INFORMATION

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Special Licensing Requirements: Must possess and maintain a valid driver's license

Availability: Must be available for meetings, promotions, special events, and other activities as they occur, including evenings and week-ends.

Hours of Operation: A workweek is considered **10** hours, however, position will include some evening and weekend events. Flexibility in scheduling is needed to perform job duties.

EMPLOYEE BENEFITS

Pay Scale: \$XXX to \$XXX, based upon experience

Cell Phone: ? XXXXX

Vacation: ? XXXXXX

Holidays: ? XXXX

Sick Days: ? XXXXX

Insurance: ? XXXX

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Manager's Report for July 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 9th. 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. The project is underway; delivery of splash pad components and playground equipment has begun; site work/grading is underway. **Project completion is slated for mid-July.**

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. The contractor indicated that the surface work was scheduled to begin on May 2nd; that did not occur. Staff is communicating with the contractor on a start date on the work. **Contractor has been completed the surfacing and lines on the court. Staff is working on a layout for the sidewalk that will connect the handicap parking/alley to the front part of the park/playground area**

Booker Building Evaluation/Visioning Process: Town Council reviewed the LPDA proposal and placed it on the July Regular Meeting Consent Agenda for approval.

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. This item will be discussed in Closed Session at the July 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 14th 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 31st to go over the sub-grantee 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. Peed & Bortz has submitted the NEPA document submittal to the appropriate agencies; at this time we are awaiting input/response. Staff is working with Peed & Bortz to advertisement the necessary "public comment" period and will include a public input period on the June 2th Work Session agenda for this item as well. **The Public Comment period ends on July 1st 2019; staff is working with our team to proceed to the next step.**

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 22nd; 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. The position of Economic Development Director has been advertised; first review of candidates is set for June 3rd. The AEDA continues to work and promote the new plan.

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 has not been scheduled, the last meeting was cancelled. **Council has adopted a Resolution seeking withdrawal from the Authority.**

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). Council approved the submittal of a loan application for the funding of this project at their March meeting. **For additional information, see the attached Woodard & Curran Update.**

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. **Staff has distributed the new manual to each department head and all employees are will submit forms indicating that they have reviewed and are aware of the new policies.**

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 25th for distribution to the contractor (Counts & Dobyns). Notice to Proceed (7th 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. **The project continues to proceed; the project is slated to be finished by the end of June. The Streetscape portion of the project will begin in July; the Pre-Construction meeting was held on June 5th and include the Town, Hurt & Proffitt, Virginia Carolina Paving; and VDOT. The Notice to Proceed has been issued. This project has a 365 project time period.**

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 1st with a timeframe of three (3) months. The project is 2/3 of the way complete. The contractor indicates that the project is completed; staff has inspected the project and has provided the contractor a short punch list of items. **Staff will work on the entrance to the trail. Daniel Wagner is beginning the bridge construction project which will serve as his Eagle Scout Service Project.**

Utility Standard Details & Specifications **See Attached Weekly Peed & Bortz Project Status Report**

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

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 recommendations;

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). Staff is communicating with the residents and advising them of the proposed work. Once several prices are received for this work, a recommendation will be submitted to Council. **Approval of the proposals for this project are included on the Consent Agenda of the July Regular Meeting.**

WWTP Clarifier #1 Project See Attached Weekly Hurt & Proffitt Status Report

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.) 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. **Director of Utilities, Tom Fore, continues to work on moving this item forward.**

RFQ/P Engineering Services This item has been published and posted on the Town's website. Proposal are due April 9th. Proposals have been received and a short list is being created. **Engineer firms were approved by Town Council at the June Work Session.**

CAPITAL IMPROVEMENT PROJECTS

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. **Phase II will begin in FY2020**

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. **The Peed & Bortz proposal was approved at the June Town Council Regular Meeting. For additional information see the Weekly Peed & Bortz Project Status Report.**

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. **Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.**

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. **Work is continuing.**

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.

Main Street Speed Study: **VDOT will be proceeding with the increase in the speed limit on Main Street from Lynch Mill Road to Wood Lane from 25 MPH to 35 MPH.**

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 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: DEQ has released the funding application for the next cycle.

Anticipated work over the next two weeks: Work on DEQ funding application for the next phases of this project. If additional information is required, P&B will send a request to Town staff for updated budget and financial information required as part of the application.
Complete upfront contract documents once funding options are determined. Prepare newspaper ad for advertisement on 1 July 2019. Town has requested an updated construction estimate. Awaiting procurement costs prior to completing the estimate.

Upcoming Tasks:

Outstanding Issues:

Design Schedule: Advertise for bid 1 July 2019
Pre-bid meeting 10:00 am 16 July 2019
Open bids 2:00 pm 1 August 2019
Submit award recommendation to Council 13 August 2019
Complete contracts 30 August 2019
Notice to Proceed 9 September 2019
Substantial Completion 9 January 2020

Schedule Constraints:

Projected Completion: Final submission to Town March 22, 2019

Approved Budget: \$42,110

Invoiced To Date: \$31,750

Balance to Complete: \$10,360

Town Input Required: Town may need to provide additional information for DEQ funding application.
Town will need to submit newspaper ad or give authorization for P&B to submit.

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 2019

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

Recent Activities: Town staff obtained preliminary prices for this construction from a local contractor. Staff provided prices to Council at work session on 25 June 2019. Costs will be reviewed for approval at the 9 July 2019 Council meeting.
Anticipated work over the next two weeks: Attend Council meeting (if requested).
Upcoming Tasks: Award contract
Outstanding Issues:

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)

Town Input Required: We suggest the Town get the local residents to agree with the design as presented prior to signing contracts.

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 2019

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

Recent Activities: Town has signed and processed the contract. P&B executed contract with Virginia A&E. Provided anticipated schedule to staff. Preliminary building plan sent to Staff for comment. Staff provided comments regarding building layout and size.

Anticipated work over the next two weeks: Continue design work.

Upcoming Tasks: Coordinate removal of material at work area with Town staff.
Coordinate geotechnical investigation of site. Provide Town anticipated schedule by early July.

Outstanding Issues:

Design Schedule: To be determined in conjunction with Virginia A&E by early July.

Schedule Constraints:

Projected Completion: To be discussed

Approved Budget: \$32,300

Invoiced To Date: \$0

Balance to Complete:

Town Input Required: Town staff should inform P&B of the schedule to remove the material on the site in order to coordinate geotech.

Issues Town Should Be Aware Of: After discussions with Virginia A&E, the design time and lead time on the construction elements will be sufficient that this project will not be ready for use during the winter of 2019-2020.

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
June 27, 2019

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

Recent Activities: Delivered two copies of the P&B proposal to the WTP on May 17, 2019. Town staff has informed P&B that the proposal has been signed. P&B has informed King-Moore to proceed with work.

Anticipated work over the next two weeks: Dependent upon King-Moore workload

Upcoming Tasks:

Outstanding Issues:

Design Schedule: Proposal provided February 15, 2019

Schedule Constraints:

Projected Completion:

Approved Budget: Running budget

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 2019

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: Public meeting for comments on 25 June 2019. No comments were expressed at the meeting.

Anticipated work over the next two weeks: When 30 day review period expires, send a completed EA to DCR for approval.

Upcoming Tasks: Compile public comments as received. Respond to any DCR comments and provide documentation of public comments to DCR

Outstanding Issues:

Design Schedule: Submit draft Environmental Assessment to DCR June 3, 2019
Advertise for public comments June 2, 2019 (allow 30 days)
Submit public comments to DCR to finalize NEPA July 15, 2019
Advertise to bid July 16, 2019
Award Contract August 21, 2019
Notice to Proceed September 15, 2019

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:

Town Input Required:

Issues Town Should Be Aware Of: P&B did not receive a response email from Fish and Wildlife Service and submitted the draft EA to DCR without their response in order to keep the project on schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 2019

Project Name: English Park Riverbank Stabilization

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-28

Recent Activities:

Site visit on May 16, 2019 to review the recent erosion of the bank downstream of the new VDOT bridge for Rt 29 business. P&B investigated the potential for funding from state and federal agencies for streambank restoration. P&B received a response from DEQ suggesting that VDOT may be the best alternative for funding. P&B has a call into VDOT to determine the route and funding options but one suggestion is to utilize Transportation Alternative funding.

Anticipated work over the next two weeks:

Work with Town staff to determine if funding options are viable option for streambank stabilization efforts. Discuss if this funding may be utilized for recreational improvements as well.

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 2019

Project Name: 12th and 13th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-32

Recent Activities:

Site visit on May 16, 2019 to review the recent drainage concerns of the residents. Discovered a number of covered drainage inlets.

Anticipated work over the next two weeks:

Town staff will monitor the area during the next heavy rains to attempt to determine if there are any additional blocked drainages. P&B will perform a rough drainage analysis and report back to Town staff.

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required: Monitor area during heavy rains to track flows

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

June 27, 2019

Project Name: Town Standard Specifications-COMPLETED

Project Manager: Scott Bortz, PE

Sub-Consultant none

P&B Job Number 18-46

Recent Activities: Received notification through Town staff that the standards are approved by VDH. Delivered three bound sets to WTP and emailed PDF to Town staff

Anticipated work over the next two weeks: None

Outstanding Issues: None

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 1st meeting for second submittal to Town
14 days post comments received from Town regarding second submittal
VDH 1st 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: \$6000

Balance to Complete: \$0

Town Input Required: None

Issues Town Should Be Aware Of: Project is considered closed

**Town of Altavista
Hurt and Proffitt 7th Street Utility Project
Status Report**



Date: June 27, 2019

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

Completed Work Over the Last Week

1. Bacteria tests passed & water services connected.
2. Fire line connected.
3. CIPP liner installed in Main St.
4. Manholes being lined today (6/27/19)
5. Changer Order No. 2 submitted to the Town for signature
6. Punch list provide to contractor
7. Denied contractor request for additional funds for 15" liner.

Anticipated Work Over the Next two Weeks

1. CIPP Laterals
2. Site cleanup and demobilization
3. Pay Request Meeting #3 on July 2, 2019
4. Prepare a final CO to adjust contract quantities (cost) to installed quantities (cost)

Outstanding Issues

1. None

Construction Document Schedule Update

- | | |
|---------------------------|-------------------|
| 1. NTP | 4/1/19 |
| a. Water | 4/1/19 – 6/14/19 |
| b. Sewer | 4/15/19 – 5/2/19 |
| c. Water services | 6/20/19 – 6/26/19 |
| d. Laterals | 5/1/19 – 5/16/19 |
| e. Storm sewer | 6/13/19 – 6/21/19 |
| f. CIPP Mainline | 6/25/19 – 6/26/19 |
| g. CIPP Laterals | 6/28/19 – 7/1/19 |
| h. Restoration | 6/24/19 – 7/1/19 |
| 2. Substantial Completion | 6/20/19 |
| 3. Completion | 7/1/19 |

Budget Summary

- | | | | | |
|-------------------|-----------|--------------|------|--------------|
| 1. Engineering CA | Contract: | \$42,160 | JTD: | \$28,418.00 |
| 2. Construction | Contract: | \$366,351.96 | JTD: | \$188,597.41 |

Submitted by:

Mike Wilson, PE
Project Manager

Subject: Weekly Update - Altavista Melinda & Avondale HPZ 6/26/2019 - Revised

What We Accomplished in since the Last Week

- Reviewed the plan set with the Town.
- Discussed the need for an easement.
- Requested surveyors stake out the Melinda Tank lot property line.
- Requested surveyors develop a plat for the proposed easement.
- Requested proposal from Master Engineers to provide structural plans for the building.
- Initiated profile development.
- Received direction from Bryan Mawyer's meeting with Ms. Bernard regarding the needed easement.
 - Bryan supplied the Town's easement documents for reference.
- Started modifying drawings per the Town's comments.

What We Will Accomplish in the Next Week

- Complete front end specifications.
- Complete technical specifications.
- Complete plans for internal review.
- Contract for structural work (to be included in plans after VDH submission)

Scope Changes to Date

- The Melinda HPZ piping is increasing by 2,000 feet.

Schedule/Deliverable Status

- Initiate survey 1/7/2019 – delayed due to cost. COMPLETE
- Initiate final design 2/18/2019 – delayed due to missing survey information. Expected 5/13 COMPLETE
- Submit to Town 4/12/19 – delayed due to missing survey information. Expected 6/30 COMPLETE
- Submit to VDH 4/29/2019 – Expected 7/1/2019
- Bidding Documents Complete 6/7/2019 – Expected 8/1/2019

Budget Status

- Approved Budget: \$85,000
- Invoiced to Date: \$39,000
- Balance to Completion: \$26,000
- Upcoming Invoice: \$20,000

Input Needed from Client/Others

- None.

Other Issues/Concerns

- If we move to a stick built construction for the building, we'll have to submit to VDH with a prefabricated building while Master's completes the building design (due to their work backlog). This change should not affect VDH's review.

Edgar J. T. Perrow, Jr., P.E.
Associate Principal
Woodard & Curran

Subject: Weekly Update - Altavista FCV and Clarion Tanks SCADA 6/26/19 -Revised

What We Accomplished since last week

- Scheduled pre-construction meeting.
- Developed pre-construction agenda.

What We Will Accomplish in the Next Week

- Receive & review bonding information
- Issue Notice To Proceed
- Order SCADA panel.
- Pre-construction meeting on July 1, 9:00AM, at Town Hall
- Issue pre-construction meeting minutes.

Scope Changes to Date

- Included electrical design – no additional cost to the Town.

Schedule/Deliverable Status

- Complete Clarion Tank Panel Design 12/14/2018 Expected 3/27 COMPLETE
- Submit Final PER to VDH 2/27/2019- COMPLETE 3/15/2019
- Bid FCV ~~3/4/2019~~ 4/19/2019 COMPLETE
- Control Panel Fabrication Complete 7/15/2019
- Start FCV and Clarion SCADA construction 6/17/2019
- FCV and Clarion SCADA complete 7/25/2019

Budget Status

- Approved Budget: \$ 45,400
- Invoiced To Date: \$ 15,320
- Balance to Finish: \$ 29,580
- Upcoming Invoice: \$ 500

Input Needed from Client/Others

- None for now.

Other Issues/Concerns

- None for now.

Edgar J. T. Perrow, Jr., P.E.
Associate Principal
Woodard & Curran

TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

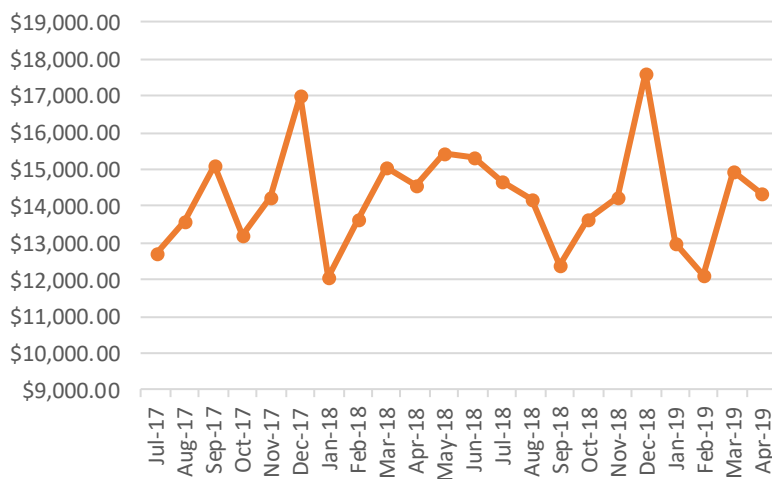
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		PREVIOUS
Oct-17	\$76,719.67	FY2017	YTD TOTAL (FY) \$951,518.71
Nov-17	\$73,312.11	FY2018	\$936,848.19
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		MTD TOTAL (FY)
Feb-18	\$70,420.81	FY2018	\$854,692.19
Mar-18	\$81,369.00	FY2019	\$897,557.45
Apr-18	\$82,147.00	+/-	\$42,865.26
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		
Mar-19	\$91,288.78		
Apr-19	\$86,395.06		
May-19	\$88,078.67		



**Town of Altavista
Local Sales Tax**

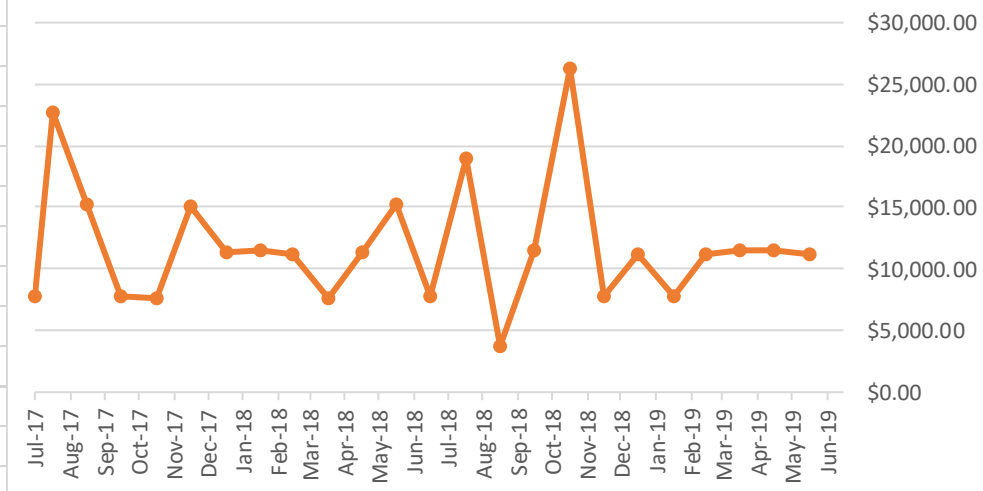
Jul-17	\$12,712		
Aug-17	\$13,602		<u>YTD TOTAL (FY)</u>
Sep-17	\$15,088	FY2017	\$166,834
Oct-17	\$13,187	FY2018	\$171,886
Nov-17	\$14,237	+/-	\$5,051
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		<u>MTD TOTAL (FY)</u>
Mar-18	\$15,040		
Apr-18	\$14,556	FY2018	\$141,121
May-18	\$15,448	FY2019	\$141,166
Jun-18	\$15,317	+/-	\$45
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		
Feb-19	\$12,098		
Mar-19	\$14,950		
Apr-19	\$14,324		

Local Sales Tax Receipt



Town of Altavista				
Local Cigarette Tax				
Jul-17	\$7,826			
Aug-17	\$22,706			YTD TOTAL (FY)
Sep-17	\$15,165	FY2017	\$142,991	
Oct-17	\$7,733	FY2018	\$144,668	
Nov-17	\$7,688		\$1,676	
Dec-17	\$15,150			
Jan-18	\$11,400			
Feb-18	\$11,438			MTD TOTAL (FY)
Mar-18	\$11,250	FY2018	\$144,668	
Apr-18	\$7,688	FY2019	\$140,288	
May-18	\$11,419		-\$4,380	
Jun-18	\$15,206			
Jul-18	\$7,725			
Aug-18	\$18,994			
Sep-18	\$3,750			
Oct-18	\$11,494			
Nov-18	\$26,250			
Dec-18	\$7,725			
Jan-19	\$11,250			
Feb-19	\$7,706			
Mar-19	\$11,250			
Apr-19	\$11,456			
May-19	\$11,438			
Jun-19	\$11,250			

Cigarette Stamp Revenue (monthly)



PUBLIC WORKS MONTHLY REPORT

STREET DEPARTMENT

DATE: WEDNESDAY, July 3, 2019

TO: PUBLIC WORKS DIRECTOR

FROM: CORY JORDAN

MONTH: June, 2019

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken	68
Safety Meetings/Data Entry/ Planning Schedule	109.5
Emergency Call Duty	3.5
Weekend Trash Truck	0
Street Sweeping	14.5
Street Sweeping (Gretna)	4.5
Litter Control	13
Weed Control	15.5
Town Wide Mowing	146
Contractor Mowing Main & Bedford	72
Sign Maintenance	0
Shoulder Repairs	28.5
Ditch & Drainage Pipe Maintenance	236
Pot Holes Repairs	0
Utility Patch Paving Repairs	0
Paving/Prepping	0
Alley Maintenance	8
Dead Animal Removal	3.5
Decorative Street Light Repairs	0
LED Decorative Street Light Installed	83
Assisting other Crews	88
Trees/ Trimming/ Removal	0
Sidewalks Maintenance	37
Mowtrimming	11
Special Events (Uncle Billy's Day)	0
Weed Eating	5.5
Landscaping	0
Road Hazard	3.5
Total Labor Hours for the Month	950.5

PUBLIC WORKS MONTHLY REPORT

BUILDINGS AND GROUNDS

DATE: Wednesday, July 3, 2019

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: June 2019

Vacation / Sick Leave Taken		62
Meetings / Data Entry / Work Planning		104
# of Call Duty Hours		16.5
# of Assisting the Town of Hurt		17
# of Assisting other Crews		11
Green Hill Cemetery		Labor Hours
Grounds Maintenance, Opening & Closings		35
Contractor Mowing		83
Solid Waste Collection		Labor Hours
Residential Garbage Collected (Tonnage)	88.77	95
Curbside Brush Collection (Stops)	232	53.5
Loads of Brush Collected	43	
Curbside Bulk Collection (Stops)	80	24.5
Bulk Collection (Tonnage)	10.59	
Parks		Labor Hours
English Park Maintenance		202.75
Sherve Park Maintenance		71.25
Bedford Park Maintenance		72.25
Lola Park Maintenance		12
Gateway Park Maintenance		9.5
Lenard Coleman Park Maintenance		10
Flower Bed Maintenance		5.75
Buildings Facilities		Labor Hours
Town Hall Maintenance		17
Library Maintenance		9
Train Station Maintenance		10.5
Avoca Maintenance		8
Booker Building Maintenance		0.5
Brown Building Maintenance		4.5
Old Fire Dept. Building Maintenance		0.5
EMS Building Maintenance		4.5
Public Works Building #1 & #2 Maintenance		2.5
Police Dept. Maintenance		5
Pump Station Maintenance		4
Entrance Sign Maintenance		1
Campbell Co. Site Maintenance		1.5
Spring Maintenance		1
Tank Maintenance		3
Fire Extinguisher Maintenance		11
Vehicle Maintenance		10
Total Labors Hours for the Month		978.50

PUBLIC WORKS MONTHLY REPORT

FLEET MAINTENANCE DEPARTMENT

DATE: July 3, 2019

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: June, 2019

DESCRIPTION	Labor Hours
Vacation / Sick Leave Taken	0
Safety Meetings	23
Work Orders Entry	59.5
Daily/ Weekly/ Planning & Schedueling	23
State Inspections	7
Trailer State Inspections	0
Preventive Maintenance	90.5
Full Services	28
General Maintenance Repairs	30
Troubleshoot and Diagnostic	0
Emergency Repairs	25
Tire Changes & Repairs	5
Building & Grounds	2
Picking Up & Delivery	16
Assisting Other Crews	11
Total Labor Hours for the Month	320

July

Sun	Mon	Tues.	Weds.	Thurs.	Friday	Sat.
	1	2	3	4 <u>Independence Day</u> <i>Town Office Closed</i>	5	6
7	8 <u>Planning Commission 5pm</u>	* 9 <u>Council Meeting</u> 7pm	10	11	12	13
14	15	16	17	18	19	20
21	22	** 23 <u>Council Work</u> Session 5pm	24	25	26	27
28	29	30	31			Notes: *Recreation Committee Mtg. 5:30pm **AEDA Mtg. 8:15am

July

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August 2019

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
Notes: *Recreation Mtg. 5:30 pm ** AEDA Meeting 8:15 am				1	2	3
4	5 <u>Planning</u> <u>Commission</u> 5pm	6 <u>APD National</u> Night Out 5:30pm	7	8	9	10
11	12	* 13 <u>Council Meeting</u> 7pm	14	15	16	17
18	19	20	21	22	23	24
25	26	** 27 <u>Council Work</u> Session 5pm	28	29	30	31

August 2019