



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

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

**Tuesday, March 12, 2019**  
**6:00 p.m. – Council's Chambers**

- 1. Work Session – "Economic Development Strategic Plan" Discussion (6:00 p.m.)**
- 2. Call to Order – Regular Meeting**
- 3. Invocation/Pledge of Allegiance**
- 4. Agenda Adoption**
- 5. Recognitions and Presentations**

**a. Employee Introductions/Recognitions**

**b. Kim Payne, Town Council Retreat Facilitator Introduction**

**6. 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.)*

**7. Consent Agenda**

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

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

**9. New Business**

- a. Jordan Goff – Utility Connection Fee Increase**
- b. Peed & Bortz Proposal – Ridgeway Avenue Drainage Project**
- c. Meals Tax ordinance text amendment**

**10. Unfinished Business**

- a. FY2020 Budget/CIP Follow Up
- b. Economic Development Strategic Plan consideration
- c. Annual Mowing Contract Follow Up

**11. Reports and Communication**

- a. Report from Town Manager
- b. Departmental Reports
- c. Correspondence
- d. Monthly Calendars

**12. Matters from Council****13. Closed Session**

- a. Section 2.2-3711 (A)(1) regarding discussion or consideration of performance or salaries of specific public officers, appointees or employees of any public body.
- b. 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
- c. 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.

**14. Adjournment**

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

March 12, 2019

**ITEM #: 5****ITEM TITLE:**

Introduction of New WWTP Employee and Recognition of Employment “Milestone” Anniversaries and Introduction of Kim Payne (Berkley Group), Facilitator for Council Retreat in April.

**DESCRIPTION:**

The Town welcomes several new employees:

- Mr. Jason Simmons - Public Works - Street Maintenance Specialist
- Mr. Jason Fermanis - Public Works - Maintenance Worker (Bldg & Grounds)

Also, we would like to recognize “Milestone” employment anniversaries:

- David Garrett 5 years Director of Public Works

The Town Council Retreat on Tuesday, April 23, 2019 will be facilitated by Mr. Kimball Payne of the Berkley Group. Mr. Payne is in attendance and would like to make a brief introduction to Council.

ITEM TIT

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Welcome and Appreciation

**ATTACHMENTS:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

March 12, 2019

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

Consent Agenda Items

**DESCRIPTION/ACTION:**

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

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

**7c: Appointment(s):** Approve reappointment of Ann Shelton to the Town's Park & Recreation Committee for a three (3) year term.

**7d: Staunton River Garden Club "Snowflake" Project funding:** Approve purchase of 30 decorations at a total cost of \$6,970. (*Budget amendment will be forthcoming.*)

**7e: Police Department Summer Intern Request:** Approve the Police Department request to utilize a summer intern for six (6) weeks with a \$100 per week stipend.

**7f: Staunton River Regional Industrial Facility Authority (RIFA) funding:** Approve the payment of \$23,000 as the Town's share of the Initial Member Contribution. (*Budget amendment will be forthcoming.*)

**7g: Declaration of Town property as Surplus/Salvage:** Approve the declaration of Town property as surplus/salvage per the list provided in the February Work Session agenda.

**BUDGET/FUNDING:**

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

**POTENTIAL ACTION:**

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

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



## Regular Council Meeting February 12, 2019

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

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

### Council members

#### Present:

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

#### Also present:

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

2. Invocation/Pledge of Allegiance

Rev. Marci Huntsman, Lambs United Methodist Church in Altavista, gave the invocation.

3. Approval of the Agenda

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

Motion carried.

#### VOTE:

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

4. Recognitions and Presentations

- a. Multiple Sclerosis Awareness Month – March
- b. Employee Introductions and Recognitions

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

6. Consent Agenda

a. Approve Council Minutes:

- December 11, 2018 Town Council Regular Meeting

b. Acceptance of Monthly Financial Reports

Mayor Mattox asked if there was any discussion needed for either of the consent agenda items, if not, he requested a motion from Council to approve the consent agenda as presented.

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

Motion carried.

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

7. Public Hearing

a. To Consider the Disposition of Public Property at 1510 Main Street in Altavista (formally the Altavista EMS Building)

Mr. Coggsdale stated the public hearing was required by law for Council to hear any comments or suggestions from citizens regarding the disposition of the 1510 Main Street property.

Mayor Mattox asked Council if they had any questions for staff before opening the hearing.

Mr. Higginbotham asked Mr. Coggsdale if the hearing had been properly advertised, to which Mr. Coggsdale replied that yes it had been.

Mayor Mattox opened the public hearing at 7:08 p.m.

Mrs. Betty Gilliam asked if the 1.9 acres in the building's description was for just the building.

Mr. Coggsdale stated the 1.9 acres is the property in its entirety, including the building.

Mayor Mattox asked if there were any other comments, to which there were none.

Mayor Mattox closed the public hearing at 7:09 p.m. and asked Council if they needed any additional discussion regarding the matter, to which Council had no additional comments.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve of the town to dispose of the property at 1510 Main Street, previously the Altavista EMS building.

Motion carried.

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

## 8. New Business

### a. Consideration of Request to Waive Meals Tax Penalty/Interest

Mr. Coggsdale offered Council a letter from Ms. Donna Hendricks, Peace of Pie business owner, requesting the 10% late penalty be waived for her October meals tax being late, due to her being in the hospital during that time period.

Mr. Higginbotham asked if the amount to be waived was the 10% penalty and interest and if it included the 2% credit.

Mr. Coggsdale stated the total amount to be waived was a sum of \$165.18, which is the 10% penalty Mrs. Hendricks paid with any interest and the 2% credit.

Mrs. Shelton, Town Finance Director, confirmed the amount to be refunded to Mrs. Hendricks was the 10% penalty, including honoring the credit, in the amount of \$165.18.

Mr. Bennett asked if Mrs. Hendricks has paid on time in the past, to which Mrs. Shelton answered yes she had. Mr. Bennett asked if Mrs. Hendrick's late payment for October's meals tax was only due to illness, to which Mrs. Shelton stated yes, to her knowledge.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the request by Mrs. Hendricks and allow staff to refund her the penalty amount she was charged of \$165.18.

Motion carried.

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

b. WWTP Electrical Upgrade Project Update

Mr. Coggsdale introduced Mr. Scott Bortz, Peed & Bortz, to give Council an update on the current phase of the town's Waste Water Treatment Plant electrical upgrade project. Mr. Coggsdale reminded Council the first phase of the project, the electrical system improvements design costing \$42,000, had already been approved at the September 2018 regular meeting.

Mr. Bortz stated the first phase, upgrading the WWTP electrical system, was needed to accomplish future proposed projects, such as upgrading the aeration system and clarifiers. He stated the electrical system is the "backbone" of the entire system and that was why that part of the project had to be done first.

Mr. Bortz showed Council a picture of the WWTP site as a visual to reference when he discussed the proposed locations onsite for the new electrical upgrades and generator.

Mr. Bortz stated the plant currently had six service drops/meter points coming in from Dominion Power, but it was only necessary to have one or two. He stated having only two meter sites on the property, as in the new upgrades, would be more convenient to staff and ultimately be more cost efficient for the town.

Mr. Bortz stated the electrical system and meter already at the main pump station would remain, but be upgraded; and the remaining five meters would be consolidated into one central location to include a power distribution building and a single site generator.

Mr. Bortz stated the location of the new building, beside Clarifier #3, was chosen by looking at a few different factors. He continued stating those factors included (1) the quality of the ground was good for building, (2) the location was close to the two largest service buildings onsite, the Blower Building and the Solids Handling Building, meaning they pull the most electrical load, and (3) the new location would have a minimal impact on any expansion needs the plant may have in the future.

Mr. Bortz also stated the location chosen for the new electrical system already had an access road available for staff and the power company.

Mayor Mattox asked if Council had any questions for Mr. Bortz regarding the plans for phase one of the WWTP electrical upgrades.

Mr. Higginbotham asked if the Water Plant's blower building used the most power other than the pump station.

Mr. Bortz stated the pump station used the most power and was the reason the existing electrical system would remain there and just be upgraded. He continued the Blower Building and the Solids Handling Building were the next two largest buildings in power consumption and played a factor in where to locate the new electrical building.

Mayor Mattox asked Council if there were any further questions for Mr. Bortz, to which there were none.

Mayor Mattox thanked Mr. Bortz for his time and his work.

c. Consideration of English Park Pavilion Roof Replacement Material

Mr. Coggsdale informed Council that staff was preparing to replace the roof on the existing pavilion in English Park. He stated this item was previously funded in FY2018 in the amount of \$8,000 and those funds were earmarked in reserves for use on this project.

Mr. Garrett, Altavista Public Works Director, offered Council a memo with the cost difference between three choices of roof material: metal \$16,000.00, wood shaker \$35,000.00, and architectural Shingles \$7,000.00.

Mr. Coggsdale stated staff would recommend the existing wooden shingle roof be replaced with “architectural” shingles because the cost was closest to the already approved budget for the project. He stated the bathroom building beside of the pavilion currently had regular shingles, but stated it was the intent of staff moving forward for all buildings in the park to have the same roof material for visual continuity.

Mr. Higginbotham asked if there was any possibility the pavilion would be altered in the current playground renovation project.

Mr. Coggsdale stated the pavilion would not be altered in the playground renovation, but the bathroom building beside the pavilion would be altered slightly to house a filtration system. He stated the general contractor on the playground project, Scott DuBois, agreed to replace the bathroom building roof with the same material Council chose for the pavilion.

Mr. Higginbotham asked if the pavilion roof was being replaced because it was leaking, to which Mr. Garrett replied no, the pavilion roof was not leaking, but was old and weathered and starting to have mold and fungus growth on the wooden shingles, so it needs replacing.

Mr. George stated he noticed the roof was starting to look “shabby”.

Mr. Coggsdale stated several pieces of the wooden shingles had come off the roof over time.

Mayor Mattox stated he liked the idea of preventive maintenance and replacing the roof now before the roof showed any more signs of damage and age or started to leak.

Mr. Mitchell asked what type of roof material was on the Booker Building in the park to which Mr. Garrett stated that building had a metal roof. Mr. Mitchell asked if the future Booker Building renovation project would include replacing the roof, to which Mayor Mattox answered no. The Mayor added the roof of the Booker Building was not that visible to the pavilion and bathroom building because of distance and trees.

Mr. Bennett asked what the life expectancy of the architectural shingles were, to which Mr. Garrett answered thirty years. Mr. Bennett also asked what the life of a metal roof would be, to which Mr. Garrett answered thirty to fifty years.

Mr. Coggsdale stated there was discussion among staff regarding using the metal roof material, but found the architectural shingles would be more economical long term.

Mr. Mitchell asked what the life expectancy was for the pavilion structure, to which Mr. Garrett stated approximately thirty to forty years.

Mr. Mitchell stated he felt using the architectural shingles would be a good choice taking into consideration the structure having the same timeframe of life expectancy.

Mayor Mattox asked if there were any other questions for staff, to which there were none.

Mrs. Dalton thanked Mr. Garrett for his time in providing Council with the additional material options and cost for consideration.

Council members were all in consensus to approve staff's recommendation and have staff move forward with replacing the pavilion roof in English Park with architectural shingles.

d. Consideration of Trail Bids

Mr. Coggsdale updated Council on the progress regarding the multi-purpose trail project that would connect Westwood Drive to the passive section of English Park, going along an existing utility easement. He reminded Council this project was previously funded in the FY2018 budget in the amount of \$20,000 and stated the funds are currently earmarked in reserves for use on this project.

Mr. Coggsdale stated staff had issued a request for bids to design and construct the trail, which were due in to the town office on January 3, 2019 by 2:00 p.m.

Mr. Coggsdale shared the "lump sum" bids with Council:

Old Dominion Landscaping	\$17,500
Clay Tomlin Excavating	\$35,000
Best GC, Inc.	\$34,600
Burkhardt's Nursery	\$11,475
Native Enterprises	\$23,625
Kirk Schultz	\$6,640

Mr. Coggsdale stated based on the information acquired, staff recommended the bid be awarded to the lowest/responsible bidder, Kirk Schultz, assuming all conditions of the bid document were met.

Mr. Coggsdale also informed Council that staff, along with the Recreation Committee, would begin working on the following items: a) trail names; b) signage and c) rules and regulations related to the trail development and usage.

Mr. Coggsdale stated if Council approved the bid be awarded to Mr. Schultz for \$6,640, the remaining funds could be used for signage along the trail.

Mr. Emerson asked if there would be distance markers on the trail signs, to which Mr. Coggsdale and Mr. George both agreed could be possible.

Mr. George informed Council of a Boy Scout, Tim Wagner's son, who is trying to obtain his Eagle Scout status and would like to be considered for building the bridges along the trail.

Mr. George stated the Boy Scout had offered to raise the money for the cost of materials to build the bridges by fundraising, but Mr. George stated that would take a considerable longer amount of time and suggested Council approve using funds already in the budget to help cover the cost of lumber for the three bridges needed on the trail.

Mrs. Dalton suggested Council award the trail bid to the chosen contractor first, then consider the use for any extra funds at a later date when applicable.

Mayor Mattox asked Council for a motion to approve the recommendation from staff to award the trail bid to the lowest bidder Kirk Schultz.

Mrs. Dalton, seconded by Mr. Emerson, motioned to award contractor Kirk Schultz the bid for the design and construction of a new nature trail in Altavista beginning at Westwood Drive, connects to a utility easement, then connects to the passive way at English Park.

Motion carried.

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

e. Code Changes Related to Firearms

Mr. Coggsdale stated Mr. John Eller, Town Attorney, would be addressing Council regarding changes that needed to be made to the Town Code for it to be up to date with the state code.

Mr. Eller indicated that several sections of the Town Code need to be updated to be consistent with the State Codes previously amended by the General Assembly. He stated the two updates were related to language dealing with firearms.

Mr. Eller offered Council a copied page from the code book for reference showing Section 46-186: Carrying dangerous weapons to a place of religious worship and Section 50-04: Acts prohibited in town parks. He informed Council the General Assembly had passed a statute prohibiting localities from regulating firearms.

Mr. Eller referenced the entire paragraph of section 46-186 and stated it could be removed entirely from the code book because it was too vague for understanding.

Mr. Eller also referenced a statement in section 50-4 regarding firearms and stated it would need to be removed from the code so the town would not be in violation of the statute.

Mr. Eller stated all signs in the town parks have been changed to no longer read “guns prohibited” keeping the town in regulation with the amended statute.

Mr. Eller stated with his review of the current code book, and considering the current project underway to renovate the English Park playground, he suggested staff and Council review the entire section regarding parks to be certain all codes are up to date and in regulation.

Mayor Mattox asked if there were any questions for Mr. Eller, to which there were none.

Mr. George asked if there was anything in the code regarding no archery allowed.

Mr. Emerson referenced the code 50-4 and stated it does currently read there was no archery allowed in the town parks.

Mr. Eller stated that was his reason for suggesting the review of the entire section for parks, to have the code book updated throughout to keep the town in full regulation of state codes.

Mr. Eller stated the main issue and most pressing code to be changed on that date would be the sections containing firearm regulations.

Mr. Higginbotham reminded Council to also approve the removal of the section of code, 46-186, regarding weapons not allowed in a religious place of worship.

Mr. Emerson, seconded by Mr. George, motioned to amend the town code sections regarding firearms and also remove section 46-186, regarding weapons in a religious place of worship, for the town to be in complete compliance with state code regulations.

Motion carried.

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

## 9. Unfinished Business

### a. Personnel Policy Manual (*Employee Handbook*) Discussion

Mr. Coggsdale referenced the policy manual draft staff had previously provided to Council for review. He stated at that time, staff was seeking direction from Council on the next step agreed upon by Council in moving forward towards adoption of the manual.



Mr. Coggsdale stated the new document was larger than the current employee manual because there were items added that were not relevant for the past document and the document also had items added that were mandated by law.

Mr. Coggsdale stated, after Council's review of the document, they could send him any questions they had regarding the new manual draft and/or any additions they wanted to be added to the draft document. He also stated if any Council member wanted a digital copy of the manual draft to let him know and he would send it to them.

Mayor Mattox stated with the draft document being so large, for Council to please reference the page number and paragraph when sending any questions to Mr. Coggsdale.

Council members were all in consensus to review the personnel policy manual draft document, send any questions or additions to the Town Manager, and have staff schedule time in the next work session for discussion of any changes made to the document.

## 10. Reports and Communications

### **Manager's Report for January 8, 2019 Council Meeting**

Any updates since last meeting are in *Italic* at the end of each item...

**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.*

**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.*

**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.

**Downtown Public Parking Signs and Banners:** Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project. The signs have been delivered, staff will work on having them installed. *Installation scheduled for next week.*

**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.*

**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.*

**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.*

**Melinda Tank Pressure Zone Improvements** *Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review.*

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

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

**WWTP Phase 1 Electrical Design** See Weekly Peed & Bortz Project Status Report

**Ridgeway Avenue Drainage Evaluation** See Weekly Peed & Bortz Project Status Report

**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.*

## 11. Matters from Council

Mayor Mattox asked each Council member if they had any questions or concerns for discussion.

Mr. Higginbotham stated there were baths in the asphalt that needed fixing located at the Bedford Avenue tennis courts. He continued referencing a busted manhole that needs addressing located along Woodland Avenue, the road where the town sewer line runs to the river.

Mr. Fore, Town Utilities Director, answered Mr. Higginbotham regarding the manhole issue, stating his staff would address the issue when the weather and road conditions were better. He stated he did not want to get town equipment stuck while fixing the manhole.

Mr. Higginbotham also informed staff there were sections of road at the Greenhill Cemetery off Bedford Avenue needing to be fixed.

Mr. Coggsdale stated there was already paving scheduled in the spring for other sections of town road and he would have staff identify the cemetery sections needing attention and have those fixed at the same time.

Mr. George asked what the progress was in fixing the drainage issue on Ridgeway Avenue going into Elizabeth Street.

Mr. Coggsdale informed Council there was an old metal pipe in between two homes on Ridgeway Avenue that was in poor shape and had caused some of the drainage problems but public works had

patched the pipe for now and staff was analyzing whether to replace the pipe or reroute the storm water from that point.

Mr. Coggsdale stated Mr. Bortz, Peed & Bortz, was helping staff with the analysis to figure out the best method or option and most feasible for the situation.

Mr. Bennett asked a question regarding the new bridge VDOT is constructing to cross the river and English Park going from Altavista into Hurt. He asked if there was a possibility to have access from the new bridge into English Park.

Mr. Higginbotham stated it might be possible if designed from the lowest elevation of the bridge.

Mrs. Dalton stated the suggestion was a good idea, but the design plan pictures from VDOT for the bridge did not look to have a low enough elevation to suggest such a passageway would be possible.

Mr. Higginbotham stated it would have to be a joint effort with and approved by VDOT, and with the bridge design and construction already underway, it may be too late to suggest the access point.

Mr. Bennett also suggested, at the new bridges completion, to add a sign underneath the bridge visible from the park with an English Park logo or statement.

Mayor Mattox stated he thought such a sign was a good suggestion and he would have staff look in to the idea and its cost for future discussion.

## 12. Closed Session

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

Section 2.2-3711 (A) (1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

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

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

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

Motion carried.

VOTE:

Mr. Wayne Mitchell	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mayor Mike Mattox	Yes

Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mr. Reggie Bennett	Yes

Council went into closed session at 7:43p.m.

Notice was given that Council was back in regular session at 8:16 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. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Upon returning from closed session, the following motions were made by Council:

- i. Appointment of Tim George to the Altavista Planning Commission

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the appointment of Mr. George to the Altavista Planning Commission and allowing his term to run concurrent with his Council term ending December 2022.

Motion carried.

Regular Council Meeting February 12, 2019

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

ii. Appointment of Tim George to the Recreation Committee

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the appointment of Mr. George to the Altavista Recreation Commission and allowing his term to run concurrent with his Council term ending December 2022.

Motion carried.

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

iii. Appointment of Reggie Bennett to the Altavista On Track Board of Directors

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the appointment of Mr. Bennett to the Altavista On Track Board of Directors representing the Town Council and allowing his term to run for three years ending December 2021.

Motion carried.

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

iv. Appointment of Wayne Mitchell to serve as the Alternate on the Staunton River Regional Industrial Facilities Authority - *due to Councilman Higginbotham resigning from the previous appointment as the Alternate.*

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the appointment of Mr. Mitchell as the alternate on the Staunton River Regional Industrial Facilities Authority with a term of four years.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes

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Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mr. Reggie Bennett	Yes

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional concerns from Council.

The meeting was adjourned at 8:18 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## Council Work Session – February 26, 2019

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

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

### Council members

#### Present:

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

#### Also Present:

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

2. Agenda Approval/Adoption

Mayor Mattox informed Council of two additions to the night’s agenda. He stated an Eagle Scout project request by Daniel Wagner would be added to item number three, “Recognitions and Presentations”. He continued stating the town’s mowing service contract award request would be added to item number five, “Items for Discussion”.

Mr. Emerson, seconded by Mr. Mitchell, 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. Tracey Emerson	Yes
Mr. Wayne Mitchell	Yes

3. Recognitions and Presentations

- a. Water Treatment Plant (WWTP) Intern Program

Mr. Fore, Utilities Director, introduced the new WWTP intern from Lynchburg College, Ms. Melinda Taylor, who started with the water plant in late January of this year. He stated Ms. Taylor was doing a good job of learning a lot of information about the water plant and its operation in order to share what she had learned with her college professor and her community. He continued stating Ms. Taylor’s professor had showed interest in visiting Altavista and taking a tour of the water treatment plant.

Mayor Mattox welcomed Ms. Taylor to the Town of Altavista and thanked her for choosing Altavista as the place of study for her internship.

- b. Altavista Economic Development Authority (AEDA) “Strategic Plan” Update –  
Speaker: Mr. Walter Maddy, AEDA Member

Mr. Maddy referenced the newly proposed draft of the “Altavista Economic Development Strategic Plan” recently given to Council for their review.

He thanked Council for their support during the planning process of the plan and also thanked Town Manager, Waverly Coggsdale, AOT Director, Emelyn Light, and Chamber of Commerce Director, Heather Reynolds for their collaboration with AEDA on the plan.

Mr. Maddy conveyed the importance and value of a town’s organizations to participate in the planning process and stated it was AEDA’s intent to maintain its partnership with AOT and the Chamber of Commerce in a continued effort to deliver Altavista the best economic and development plan possible.

Mr. Maddy addressed Council regarding the AEDA’s final draft of the proposed “Strategic Plan” for Altavista. He stated the plan is, at that point, still in draft form and asked Council to review the town assessment and the plan in its entirety. He continued stating if Council had any questions, comments, or concerns regarding the draft, they could contact him directly or any member of the AEDA and those items would be addressed and appropriately reflected in the final draft.

Mr. Maddy stated it was AEDA’s goal to have the plan in its final format by the March 12<sup>th</sup> regular meeting for Council’s approval and direction of priority.

Mr. Maddy stated the AEDA was tasked with finding ways to attract new business and growth to the Town of Altavista. He stated, with the importance of the task, the AEDA retained the expertise of Camoin Associates to help craft a plan that would serve as a road map for the town’s future economic development strategy. He stated Camoin had the resources to obtain an overview of regional economic information Altavista needed to determine the impact surrounding communities would have on the town’s strategic planning.

Mr. Maddy stated the group looked at any possible barriers or challenges the town had for business growth, and also looked at the assets Altavista had to offer new business prospects.

Mr. Maddy informed Council of individual interviews Camoin conducted with several Altavista citizens, consisting of town officials, town business owners, young professionals, and town residents. He stated the information and perspectives obtained from the assembled data was invaluable to the final outcome of the strategic plan.

Mr. Maddy stated, in review of the completed study, there were “key goals” Camoin Associates suggested the town and AEDA should focus on in order to successfully implement Altavista’s Economic Development Plan.

- i. Align Organizational Capacity with Economic Development Goals
- ii. Prioritized Business Growth Initiatives
- iii. Enhance Quality of Place (Parks & Recreation)
- iv. Diversify and Increase Housing Stock
- v. Targeted Marketing (Update Town Website)

Mr. Maddy stated the goals were individually detailed within the draft plan and suggested Council review those goals and be prepared to prioritize and offer direction to the AEDA upon the proposed plan’s approval.

Mr. Maddy stated there was an immediate need required in the next step of the plan’s process. He stated the Town Manager, Waverly Coggsdale, would need to continue analyzing, and possibly revitalizing, the Assistant Town Manager job description in order to ultimately fill the position quickly.



## Council Work Session – February 26, 2019

He continued stating the AEDA would work with Mr. Coggsdale to locate a highly qualified candidate for recommendation to Council that would best fit the town's needs.

Mr. Maddy suggested Council consider an additional meeting for further review and discussion of the drafted economic development plan.

Mr. Coggsdale stated, with the importance of the economic development plan and the timeframe in which the AEDA would like the plan approved in order to move forward, suggested Council review the AEDA's draft plan and also consider scheduling an additional meeting to further discuss the plan before placing it on a consent agenda for approval.

Mayor Mattox agreed an additional meeting would be beneficial for Council to further review the proposed economic development plan for consideration.

Mr. Mitchell asked what the deadline was for a response from Council to the AEDA. Mr. Maddy stated the plan was in its final format, unless Council decided to make changes to the plan, the AEDA would like to have the plan approved at the March 12<sup>th</sup> regular Council meeting.

Mr. Higginbotham asked Mr. Maddy if there was an estimated cost Council needed to budget regarding the proposed plan, to which Mr. Maddy stated there was not a cost analysis for the entire plan as there were a multitude of projects available to the town and all of them could have different cost options.

Mr. Higginbotham also asked Mr. Maddy what his thoughts and suggested solution would be for the town's housing issues. He asked if Altavista needed to focus on the long term possibilities for the elderly or the younger generation's housing availability.

Mr. Maddy stated there was an immediate need for the senior population in order for them to stay in their community, with their families, when retiring. He stated if there was a retirement facility available for senior citizens then it would open up more single housing options for the younger generations. He continued stating a senior residence would also offer more job opportunities in the town.

Mr. Maddy stated the most recent trend with young professionals, students coming out of high school or college, was the idea of a "loft" type residence. He stated the option may be a quicker possibility for the town to produce than the availability of single family homes.

Mr. Higginbotham asked for Mr. Maddy's thoughts regarding the need for additional restaurants in the Town of Altavista.

Mr. Maddy stated there was a section devoted to the restaurant topic in the proposed economic development plan under "Enhance the Quality of Place". He continued stating there was a great need in the downtown area for a central located "high-end" restaurant in order to promote the citizens to walk, purchase goods, and share the experience of what Altavista's downtown area has to offer.

Mr. Higginbotham stated his appreciation to Mr. Maddy and the AEDA for the hard work they did to complete the newly drafted economic development plan.

Mr. George asked if there were any examples available from what other local communities had done to offer incentives to a developer and/or restaurateur to locate in their town that may work as an option for Altavista.

Mr. Maddy stated yes, there were examples for reference of the subject in the economic development plan under "Prioritized Business Growth Initiatives".

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Mr. Bennett thanked Mr. Maddy, the AEDA, and all partners involved for their hard work in the development of the new plan.

Mr. Emerson stated he had read through the proposed plan and was very impressed with the outcome of the town assessment, the interviews conducted, and the overall concept of improvement the plan outlined for the town. He stated the main task ahead of Council would be to prioritize the suggested projects in the plan in order to gain the biggest impact needed for the town and the community.

Mrs. Dalton thanked Mr. Maddy for his leadership involvement in the construction process of the town's new economic development plan. She stated the proposed plan was complex, but held a lot of possibilities for the town and she stated her appreciation to Mr. Maddy for his articulate presentation to Council.

Mrs. Dalton also thanked the Town Manager, Waverly Coggsdale, and AEDA members Dennis Janiak and Bill Gillespie for their work on the plan.

Mrs. Dalton stated her appreciation for the final draft plan not being generic, but being tailored to the specific needs of the Town of Altavista. She continued stating she felt Altavista had a particularly charming environment and was glad to see the plan focus on moving the town to the next level in economic development and in hospitality while keeping that aspect of attraction in mind.

Mayor Mattox thanked the chairman of the AEDA, Mr. Bill Gillespie, and also Mr. Dennis Janiak and Mr. Walter Maddy for their AEDA involvement and work on the newly proposed economic development strategic plan for Altavista. Mayor Mattox continued by thanking Mr. Mitchell and Mrs. Dalton for their work and Council presence on the AEDA board. He also thanked Mrs. Light, AOT, and Mrs. Reynolds, Chamber of Commerce, for their organization's partnership with the AEDA in the development process of the new plan.

Mayor Mattox stated that Altavista was at a "crossroads" at this time and he felt implementing the new economic development strategic plan would move Altavista forward in the right direction.

Mrs. Dalton mentioned two additional members of the AEDA, Mr. Todd Hall and Mr. Leslie "Tyke" Tenney, and also thanked them for their work on the plan.

Mr. Coggsdale stated, with Council only having the proposed plan for a short period of time, asked for Council's direction whether to move forward with adding the item to the March consent agenda, or to schedule an extra meeting for further discussion and consideration of the proposed plan.

Mayor Mattox suggested scheduling an additional meeting to further discuss the proposed plan. He stated he would like to give Council additional time to further review and understand the plan, and he would be more comfortable moving forward after hearing all thoughts and/or concerns from Council regarding the AEDA's proposed plan. He stated he would like all Council members to understand the goals and intent of the plan for Altavista and would like for everyone to agree on the priorities and direction of the plan moving forward.

Council members were all in consensus to schedule an extra meeting to further discuss the proposed plan.

Mr. Coggsdale stated Council could choose the option to arrive an hour early before the regular scheduled March meeting in order to further discuss the plan.

Mayor Mattox and all Council members were in consensus to arrive at 6:00 pm on March 12<sup>th</sup>, before their regular scheduled Council meeting, for an extended discussion regarding the new economic development strategic plan recently proposed by the AEDA.

c. Boy Scout Eagle Project – Daniel Wagner

Mayor Mattox stated it was an honor to introduce a potential Eagle Scout, Mr. Daniel Wagner, and invited Mr. Wagner to come forward and address the Council with his presentation regarding the proposed bridge designs that would potentially be located on the new nature trail that will connect Bedford Avenue and English Park; and also his request to Council to allow him the opportunity to construct the bridges as a Boy Scout project in order to receive his desired Eagle Scout status.

Mr. Wagner stated he was a member of Scout Troop 184. He informed Council that he currently lived in the neighboring town of Evington, but used to live in the Town of Altavista for most of his youth. He continued stating he would like to use Altavista's current need for three bridges on the Bedford Avenue/English Park Connection Trail as an opportunity to give back to the town for his fond childhood memories by donating his labor in the construction process of the three bridges.

Mr. Wagner shared the bridge designs with Council that were researched and proposed by the Altavista Parks and Recreation committee for construction options.

Mr. Coggsdale stated the Bedford Avenue/English Park Connection Trail was currently under construction. He stated Mr. Tim George, Parks and Recreation, had reached out to the Scout Troop and Mr. Wagner to see if the bridge construction project would be a viable option for an Eagle Scout project. Mr. Wagner stated he would definitely be interested in building the three bridges and welcomed the opportunity to use the project to obtain his Eagle Scout status.

Mr. Wagner's presented three different bridge lengths (ten feet, eighteen feet, and twenty feet), proposed to accommodate crossing the creeks on the trail. He also shared with Council the estimated cost of materials, totaling approximately \$3,500, needed to construct the three bridges.

Mr. George asked if the amount of \$3,500 was to cover the materials for all three proposed bridges, to which Mr. Wagner answered yes, it was.

Mr. Higginbotham asked Mr. Wagner where he obtained his material quotes from. Mr. Wagner stated the quotes came from Lowe's, Home Depot, Taylor Brothers, and a local Altavista business, English's Complete Home Center.

Mr. Higginbotham asked if the wood included in the quotes was "pressure treated", to which Mr. Wagner stated it was. Mr. Higginbotham also asked if the dollar amount estimated included the concrete for the bridge's foundation, to which Mr. Wagner stated it did.

Mrs. Dalton asked who designed the blueprints for the bridges.

Mr. Wagner stated the simple "rainbow" arch design was found online and can be constructed onsite at the trail.

Mr. George stated the blueprints were properly reviewed by the Parks and Recreation Committee in consideration of the town's needs. He stated the intent of choosing the arch design was to bring natural character to the trail's visual esthetic.

Mr. George reminded Council of the original \$20,000 budget previously approved for the new trail's construction and that the contractor awarded the project came in under budget at \$6,600. He suggested Council consider using a portion of the remaining budget to fund the material cost needed for the bridge project.

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Mr. Mitchell asked Mr. Wagner how long it would take if he did all of the fund raising himself for the cost of the project's material list, to which Mr. Wagner stated a long time, maybe a year or so.

Mr. Mitchell stated, with the trail already underway in construction, he favored Mr. George's suggestion of Council approving to fund a portion of the bridge's material list in order to speed up the process of the bridges being built.

Mr. Emerson asked what timeframe was given to the contractor for the completion deadline on the new trail, to which Mr. Coggsdale answered ninety days. Mr. Coggsdale stated the trail could be completed ahead of that schedule.

Mr. George stated he recently visited the trail's construction site and agreed the trail looked to already be half way complete.

Mr. Emerson asked if construction of the trail would interfere with the bridge project or if Mr. Wagner would need to wait for the trail's completion.

Mr. George stated the trail would be complete before the bridge project would be ready for construction, so there would be no interference or concerns of safety.

Mr. Higginbotham suggested allowing town staff to help with the initial stage of the project. He stated, with the town owning a mini excavator, they could assist in setting footers for the foundations needed to hold each bridge.

Mr. George suggested also allowing staff to use town equipment to assist in getting the lumber needed for the project as close as possible to each bridge's construction site.

Mayor Mattox asked Mr. Wagner if he was required to do any of the fundraising himself for the bridge project as part of the requirements needed to obtain an Eagle Scout status. Mr. Wagner stated he was only required to fundraise if the funds needed for a project were not already provided or available.

Mr. Mitchell asked how long the project's construction was estimated to take, to which Mr. Wagner answered, if approved, the original scheduled timeline was from May 1<sup>st</sup> to June 1<sup>st</sup> of this year.

Mrs. Dalton stated, due to unpredictable weather, the timeline should not be included in a motion and stated she had confidence in Mr. Wagner to be mindful of his and the town's time and would complete the project as soon as he could.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve Boy Scout Daniel Wagner's request to build the three bridges needed on the new Bedford Avenue/English Park Connection Trail, free of any labor charges, in order to use the project as an opportunity to obtain his Eagle Scout status. The motion also included Council's approval to fund the material list needed for the project, up to, but not to exceed the estimated cost of \$4,000.

Motion carried.

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

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Mr. Higginbotham asked staff to provide Council with a materials list for the bridge project and also for Town Manager, Waverly Coggsdale, to monitor and oversee the cost of the project, to which Mr. Coggsdale agreed to work with Mr. Wagner in order to achieve the desired outcome.

### 4. Public Comments (Agenda Items Only)

Mrs. Betty Gilliam came forward to thank Council for their continued efforts to improve the quality of life for the citizens of Altavista and the surrounding community.

Mrs. Gilliam stated she had enjoyed listening to the report by AEDA member Walter Maddy and was excited to hear the town's intent for economic development and community growth in the upcoming months and years. She stated that everything the town was working on seemed to be very positive and she looked forward to seeing the results of the goals set by the AEDA in the town's new strategic plan.

Mayor Mattox thanked Mrs. Gilliam for her comments and for choosing Altavista as her home.

### 5. Items for Discussion

- a. Staunton River Garden Club (SRGC) – “Snowflake Project”  
Speaker: Linda Janiak

Mrs. Linda Janiak, of the Staunton River Garden Club, came forward to request the town's help in funding their ongoing “decorative snowflake” project in the Town of Altavista. She stated the snowflakes previously purchased were added to decorative light poles in the downtown area of Altavista, but stated it was the club's intent to finish the downtown area on Seventh Street up to Pittsylvania Avenue, in front of the YMCA, and eventually have the snowflakes added to all of the decorative poles on Main Street.

Mrs. Janiak stated the garden club had previously purchased twenty-six snowflakes, with money solely funded by the SRGC and matched by AOT. She stated with seventy-six more snowflakes needed, at \$325 each, it would take the garden club up to ten years to finish the project, but with the town's help, they could possibly have the project completed in as little as two to three years.

Mrs. Janiak informed Council of a current sale on the snowflakes that would cut the total cost by one third. She stated the sale was a “buy two, get one free” option that was offered every year at this time by the company that manufactures the decorative snowflakes, Mosca Designs.

Mrs. Janiak also stated her husband and herself usually travel to the North Carolina facility to pick up the snowflakes in order to save several hundred dollars on the cost of shipping.

Mrs. Janiak informed Council, with any order placed, the funds would not be due until July of that year, but there was a deadline of only two more weeks to have an order placed for the 2019 year.

Mrs. Janiak stated the SRGC held two to three fundraising events annually and all of the proceeds from those events go towards the snowflake project.

Mayor Mattox asked if the garden club had any money currently accrued for this year's snowflake purchase. Mrs. Janiak answered the club currently had \$500 in available funds, but stated the garden club was currently holding a fundraising event that usually raised over \$1,000 in proceeds.

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Mr. Bennett stated the project would need to be increased by four snowflakes in order to cover the additional decorative poles, approved by Council, to be extended down Main Street in front of the new Watson & Stone Barbour Shop.

Mr. Mitchell asked if the sale of the snowflakes was a “one time” event, to which Mrs. Janiak stated Mosca Design has been holding the sales event every year in January, but the garden club had just recently received the sale flyer, so the owner of the company agreed to extend the sale in order to give the club enough time to address Council with its request.

Mrs. Janiak stated that the SRGC started the snowflake project and intended to see the project completed in its entirety, meaning they would continue to fundraise for the snowflakes until the last one was purchased. She stated, the garden club usually ordered a certain amount of snowflakes each year and if Council was agreeable to matching that amount, the project could be completed sooner rather than later.

Mr. George asked what the total cost was for the entire quantity of snowflakes needed to finish the project, and Mrs. Janiak answered approximately \$24,000.

Mr. Emerson asked Mrs. Janiak if the dollar amount included the current sale she mentioned, to which she answered no, it did not. She stated taking the sale price into consideration would lower the total price by an estimated \$8,000.

Mayor Mattox asked if there would be an interest in purchasing enough snowflakes to finish the downtown area first.

Mrs. Janiak stated the garden club had started the snowflake project in the downtown area of Altavista and agreed it would be their choice to finish that area before continuing further into town. She continued stating, with that in mind, any new snowflakes could be placed on the decorative poles of Seventh Street, between Broad Street and Pittsylvania Avenue.

Mr. Emerson asked Mr. Coggsdale, if the request was approved, was there any town funds available for use to help the garden club with their snowflake project.

Mayor Mattox suggested allowing Mr. Coggsdale to investigate whether there are funds available before agreeing to the request by the garden club.

Mr. Emerson reminded Council the deadline for approval was time sensitive.

Mrs. Janiak stated the deadline was only for placing an order, and the funds for the order would not be needed until the order was ready for pickup in August.

Mr. Coggsdale stated, since Mosca Design continued to have an annual sale on the snowflakes around the same time every year, suggested the garden club put together a multi-phase plan in order to spread out the cost of the project, allowing Council, if the request was approved, to budget for the yearly expense and also give the garden club more time to hold fundraisers for the project.

Mrs. Dalton suggested Council approve helping the garden club finish placing the snowflakes in Altavista’s downtown district by funding the remaining cost needed after the garden club had received all available monies from their fundraising efforts.

Mayor Mattox stated the downtown district could be considered “phase one” of the project and could be re-evaluated by Council for potential funding in time for next year’s phase/purchase.

Mr. Higginbotham asked if the downtown area was at least half of the project, to which Mrs. Janiak answered that area was approximately one third of the project.

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Mrs. Janiak stated, when the initial evaluation of the snowflake project was started, it was found that the decorative poles in Altavista's downtown district were closer together than the other areas in town.

Mr. Coggsdale confirmed Mrs. Janiak's comment regarding the pole distance.

Mayor Mattox stated he felt the snowflake project made a good visual impact in the downtown area during the winter season.

Mr. Emerson asked Mrs. Janiak to obtain an exact number of snowflakes needed to finish the downtown district, in order to have a better idea of cost for that area.

Mayor Mattox asked if any other Council member had a question or comment.

Mr. Bennett stated he had previous conversations with town citizens regarding the addition of the snowflakes in the downtown area and all seemed to be in favor of the decorative addition.

Mr. George stated he liked the visual effect the snowflakes had in town and was in favor of Council helping the garden club finish the downtown district with additional snowflakes.

Mr. Higginbotham stated the motion would be for the downtown district only at that point, on Seventh Street from Broad Street to the YMCA on Pittsylvania Ave.

Mayor Mattox asked the decision to only be a consensus by Council, at that time, until a dollar figure could be obtained by the garden club for the final cost associated with completing Altavista's downtown district with the snowflakes. He stated, after a cost was obtained, the request could then be placed on a future consent agenda for Council's official approval.

All Council members were in consensus to approve Mrs. Janiak's and the Staunton River Garden Club's request for the Town of Altavista's assistance in funding the remaining snowflakes needed to complete the project in the downtown district of Altavista.

Mayor Mattox informed Mrs. Janiak the consensus by Council meant that she could move forward with ordering the snowflakes needed for the downtown area. He stated the item would be placed on a consent agenda as soon as she could get the required information back to Mr. Coggsdale.

Mayor Mattox thanked Mrs. Janiak, Mrs. Rogers, and the Staunton River Garden Club for their work on this project and in the Town of Altavista.

b. English Park Improvements Update  
Speaker: Scott Dubois w/Southern Playground

Mr. Dubois addressed Council with updates regarding the previously approved English Park playground improvement project.

Mr. Dubois informed Council the required site survey and erosion and sediment (E&S) samples had been submitted to Campbell County for a standard E&S Review of the property/project site. He stated he was currently waiting for a response from the submission, but was confident he would have the results soon and could move forward in ordering some of the project's materials.

Mr. Dubois stated, during the site survey, it became necessary to make some changes to the project's original plan.

- Splash Pad Area:

Mr. Dubois stated the size of the water feature area would stay the same, but he informed Council the splash pad itself had to be changed from a rectangular shape to an “eyeball” shape. He stated the shape change was partly due to elevation constraints from the existing pavilion and restroom building already at the project's site.

Mr. Dubois continued stating the elevation constraints also had to be taken into consideration when planning for the required ADA accessibility between the two buildings.

Mr. Dubois referenced a “pump-house” for the water feature area and reminded Council of the original plan to add it to the existing restroom building. He stated, because of the same elevation constraints, the pump-house would now be its own separate building.

- Playground Area:

Mr. Dubois stated the lower end of the playground was enhanced with “natural” play areas, which would include large rocks and logs for children to climb and play on. He stated additional landscaping was also added to the playground area.

Mr. Dubois stated he was currently waiting on the E&S approval by the County, and would then move forward with the next step of requesting a town permit to start construction on the playground improvement project.

Mrs. Dalton asked if the changes to the plan had impacted the original budget, to which Mr. Dubois stated the budget had remained the same.

Mr. Dubois stated the only concern he had was the project's desired completion date, which ultimately depended on the weather. He continued stating the playground itself should be complete, but was unsure of the splash pad's completion date because of the weather being an unknown factor.

Mayor Mattox stated he would rather have the playground's equipment operating correctly and safely before opening the playground to the public at the desired date of this year's Uncle Billy's Day Festival.

Mayor Mattox asked if there were any questions or concerns regarding the playground improvement project.

Mrs. Dalton stated the weather was an unpredictable factor in the project's completion and she agreed with Mayor Mattox that Council's top priority would always be the safety of the community, even if that meant the playground would not be opened on the desired date.

Mr. George asked Mr. Dubois if there would be enough dirt onsite to complete the project, to which Mr. Dubois stated, with the recent changes/additions made to the project's plans, there may be a need for more dirt to be brought onto the site.

Mr. Bennett asked what the result was from the request by Council to investigate the possibility of security cameras being at the playground.

Mr. Coggsdale stated staff had briefly discussed the possibility with Mr. Dubois and would continue to evaluate the request.



Mr. Coggsdale stated staff would also investigate if the town could obtain accessibility to adequate internet service at the playground's location in order to properly operate a security system.

Mr. Emerson asked if the intent was for one or more security cameras, to which Mr. Garrett suggested using more than one.

Mr. Higginbotham stated if town staff could install the poles and electricity for the security cameras, the expense should be fairly inexpensive to purchase the cameras. He also stated you would only need a clear "line of sight" for the camera to pick up the signal from the base antenna in order to operate properly.

Mr. Coggsdale stated he would continue to work with Mr. Dubois on locating viable security options for the town's new playground and present the options to Council for their thoughts and consideration.

Mr. Mitchell suggested staff partner with Chief Merricks for his insight on security and what might be the best option for the town to use at its playground.

Mayor Mattox stated his trust in Mr. Dubois to find options that are the most feasible investment and in the best interest for the Town of Altavista. He continued stating he looked forward to reviewing the options he and Mr. Coggsdale find as viable solutions for the security needs of the playground.

Mayor Mattox thanked Mr. Dubois for his continued hard work on the playground improvement project.

c. Ridgeway Avenue Drainage Project Update  
Speaker: Scott Bortz w/ Peed & Bortz

Mr. Bortz addressed Council with a presentation in regards to an evaluation he had been working on with town staff for the drainage issue in the Ridgeway Avenue area of Altavista. He discussed with Council some options for the necessary improvements needed to address the deficiencies in the area.

Mr. Bortz stated there had been complaints from residential homeowners in the Ridgeway Avenue area leading staff to ask for his help in reviewing the situation and offering his insight on possible options for a solution to the drainage issue.

Mr. Bortz shared pictures with Council during his presentation for a visual reference of the issues found to be contributing to some of the homeowners flooding problems.

Mr. Bortz informed Council the homeowner at 1827 Ridgeway Avenue, Mr. Christopher Mitchell, had an existing drain pipe along the side of his driveway that was exposed and in poor condition. He stated Mr. Mitchell was also experiencing flooding issues, mainly because the homeowner's property was not currently part of the existing storm drainage system.

Mr. Bortz stated his company had surveyed the Ridgeway area, at staff's request, in order to obtain more information of the curb and gutter conditions. He stated the information from the survey would be helpful moving forward with any decisions made to improve or replace the drainage system in that area.

Mr. Bortz shared with Council the two options found to be the best solutions for the town's drainage issue in the Ridgeway Avenue area. He stated both options utilized 18" reinforced concrete pipe, which was the standard minimum diameter and typical material used by VDOT for storm pipes.

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- Option 1A (\$51,850): Remove existing pipe on private property and replace with new pipe on newly granted storm drainage easement. Option 1B (\$75,250) replaces additional pipe within Right of Way (ROW).
  - a. Would require property owner to sign easement on private property. The town would be responsible for maintenance of storm pipe.
  - b. Could require another easement on Mr. Kevin Collando's property, 1706 Bedford Avenue, Altavista.
  - c. Potential removal of a 48" in diameter oak tree along existing pipe and other minor trees/shrubs in the area. Mr. Mitchell has indicated to town staff that he understood the tree might not survive any construction in the area. Cost of oak removal was not figured into the estimate, but was estimated to be in excess of \$3,000.
  - d. Estimate includes 80 lf of concrete driveway replacement on private property. Depending on the proposed pipe alignment, the cost could increase or decrease.
- Option 2A (\$90,400): Remove existing pipe on private property and replace with new pipe on ROW down to Bedford Avenue. Option 2B replaces additional pipe within ROW.
  - a. Option 2A is dependent upon the ability to connect into the existing storm inlet on the northwest corner of Ridgeway Avenue and Bedford Avenue. If the existing waterline on Ridgeway Avenue is significantly lower than expected, the design would need to be modified, possibly resulting in cost increases.
  - b. Option 2B includes connecting to a storm system that is not standard as the storm water flows at an angle greater than 90 degrees at the inlet on Bedford Avenue. VDOT approval for the connection may be required.
  - c. Estimates for options 2A & 2B may be reduced by revising the curb & gutter/pavement transition.
  - d. Both options require relocation of the existing water service at 1827 Ridgeway if the existing storm grate inlet is removed/replaced.

Mr. Bortz recommended implementing Option 1B. He stated the option would prevent storm runoff from discharging onto private property while containing it in a town storm sewer system and would also be the less costly than option two.

Mayor Mattox asked Mr. Bortz where the other easement was that he mentioned as being a possible need during the drainage improvement project.

Mr. Bortz answered there was a possibility of needing an easement on Mr. Kevin Collando's property, because it adjoins the lower end of the Mitchell property. He stated, if an easement was expected to be obtained by the town on the Mitchell property leading down to the ditch that meets the Collando property, he felt it would be a good time for the town to acquire an easement to that property as well.

Mr. George asked if the Collando property was the log cabin located on Bedford Avenue below Ridgeway, to which Mr. Coggsdale confirmed it was.

Mr. George asked if the town definitely knew whether or not they did not have an easement between the Mitchell and Collando properties.

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Mr. Bortz stated he had researched the plats for the Mitchell and Collando properties, dated in the 1950's, and there was no easement showing between the two properties in those documents.

Mr. Garrett stated in his recent conversations with Mr. Mitchell regarding the drainage issues on his property, Mr. Mitchell stated he did not think there was an easement between his property and the Collando property.

Mr. Higginbotham asked Mr. Bortz, in regards to the Mitchell property and the drop inlet currently located on the right side of the property owner's driveway, could another inlet be placed on the left side of the driveway. He also suggested, instead of coming across the driveway at a 90 degree angle to connect with the existing location of drainage pipe, placing a culvert driveway pipe parallel to the road for water collection. He stated the culvert pipe addition would minimize the cost of deconstructing and replacing the property owner's concrete driveway.

Mr. Bortz stated, yes, that would be an option for Council to consider within the plan they choose to implement. He continued stating the reason the drop inlet was currently on the right side of the driveway was due to the current drainage system and the only means of keeping water runoff from running down into the homeowner's driveway.

Mr. George asked, after a plan was chosen by Council and implemented, would Mr. Mitchell have a concrete curb in front of his property, to which Mr. Bortz stated he would.

Mr. Emerson asked would the DeBernard's also have a new concrete curb added to their property. Mr. Coggsdale stated all of the proposed plan options would implement collecting any water runoff before it reached the DeBernard property.

Mr. Higginbotham asked Mr. Coggsdale to show the picture associated with the comments he made suggesting an additional drop inlet be installed on the left side of the Mitchell's driveway. He stated, with an additional inlet on the Mitchell property, the option to add a curb to the DeBernard property at a later date would be easier to achieve. Mr. Bortz agreed.

Mayor Mattox asked Council if they had any additional questions or comments regarding the proposed plan options, to which there were none.

Mayor Mattox asked Mr. Coggsdale what was needed from Council at that time. Mr. Coggsdale stated the intent by staff was to offer Council solutions to the Ridgeway Avenue area water drainage issue, give estimated costs for those options, and get Council's input on the proposed options.

Mr. Coggsdale informed Council the Collando property was for sale and the property owners were currently in Europe related to their occupations. He stated, if an easement on their property was needed during the Ridgeway project, it could take some time to acquire, but staff would work on getting one if the easement was found to be needed and/or if Council desired to do so.

Mr. Bortz stated obtaining an easement on the Collando property may not be needed for the current project, but it would be in the town's best interest to have in case it was needed in the future.

Mr. Higginbotham suggested revising the plan options to show using HDP storm pipe instead of the current proposed RCP pipe. He stated the HDP storm pipe was equally as sufficient for the project and at a less expensive price, which could make a difference on which plan Council decided to implement.

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Mr. George asked what the cost would be for Mr. Bortz's recommendation.

Mr. Coggsdale stated the estimated cost for option 1B, recommended by Mr. Bortz, was \$75,250, but could be adjusted with any changes desired by Council.

Mr. Bennett stated all of the proposed options looked to be sufficient and he was looking forward to the project moving forward soon in order to bring a solution for the drainage issues to the homeowners living in the Ridgeway Avenue area.

Mr. George asked if Mr. Mitchell was happy with the town's progress and proposed plans to fix the drainage issues on and around his property, to which Mr. Garrett stated he was.

Mr. Coggsdale informed Council of Mr. Garrett's numerous contacts with Mr. Mitchell, getting his input on the issue and also keeping him up-to-date on the project's progress.

Mr. George asked if Mr. Mitchell was agreeable to allowing the town an easement on his property, to which Mr. Garrett stated he was.

Mr. Garrett stated Mr. Mitchell also informed him he was ok with the oak tree beside his driveway being removed if it was needed to fix the drainage issue.

Mr. George asked if the oak tree was on the Mitchell property or the DeBernard's property, to which Mr. Garrett stated the tree was on Mr. Mitchell's property.

Mr. Higginbotham stated he thought the old drainage pipe beside Mr. Mitchell's driveway could be replaced without having to take down the oak tree.

Mr. Emerson asked if the oak tree on Mr. Mitchell's property was in good health, to which Mr. George stated he passed the tree every day and felt it was.

Mayor Mattox asked if a "release" should be obtained from Mr. Mitchell if the oak tree was not needed to be taken down during the Ridgeway project, to which Mr. Bortz suggested doing so.

Mr. Mitchell (Council) stated if a need to obtain an easement for Mr. Collando's property arose, it could be obtained at that time, therefore, the Ridgeway Avenue project could continue to move forward, to which Mr. Bortz agreed.

Mr. Bortz stated he would revise the recommended plan 1B to show the requested change of placing an additional drop inlet to the left side of Mr. Mitchell's driveway and bring the revision back to staff for Council's consideration.

Mr. Garrett informed Council there were Highway Funds available to help offset the cost of the Ridgeway Avenue project because the town was replacing existing drainage pipes.

Mr. Coggsdale stated there were also "surplus funds" available for use, after Highway Funds are subtracted, in order to cover the project's estimated cost.

Mayor Mattox thanked Mr. Bortz for his time and work on the Ridgeway project.

### d. Police Department – Summer Intern Request Speaker: APD Chief Thomas Merricks

Chief Merricks informed Council of a request by Altavista High School Senior, Bin Yang, to complete a summer internship with the Altavista Police Department. He stated, if approved, the internship would be from June 3, 2019 through July 12, 2019 (6 weeks) and involve a 20-30 hour work week.

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Chief Merricks stated he recently met with Mr. Yang and was impressed with his interest for a career in law enforcement and his desire to learn more about it.

Chief Merricks stated the internship would be part work and part learning. He continued stating Mr. Yang would be able to “ride along” with an officer on some occasions, but only on non-threatening calls, for safety reasons.

Chief Merricks stated Mr. Yang would have an opportunity to shadow police officers and learn what they do on a daily basis.

Chief Merricks stated there were a lot of surplus (old) items in storage that needed to be cataloged and organized in order to have them ready for destruction or auction. He continued stating he would have Mr. Yang help with the project.

Mr. Higginbotham asked how old Mr. Yang was, to which Chief Merricks answered Mr. Yang would be turning eighteen years old in the month of March.

Mr. Higginbotham also asked if there was any liability with VML for the police department to have an intern.

Mr. Coggsdale stated staff would look into the liability requirements further, but was confident the police department could have an intern and, at minimum, provide Mr. Yang with a positive learning environment through his internship.

Chief Merricks stated the internship would be similar to having a “ride-along”, therefore Mr. Yang would be required to sign a liability release form. Chief Merricks stated Mr. Yang would also be required to sign an internship agreement, which would state the Town of Altavista could terminate the agreement at any time, for any reason.

Mrs. Dalton asked if Mr. Yang would be going on 911 calls for emergencies.

Chief Merricks stated, if an initial call was known to be a dangerous situation, Mr. Yang would not be able to ride on those calls. He continued stating if Mr. Yang was already in a police vehicle when a call came in, the officer would not be able to bring Mr. Yang back to the police station. Mr. Yang would be advised to stay in the vehicle during the call. Chief Merricks stated he would inform and prepare Mr. Yang for the possibility of that type of situation.

Mr. Coggsdale stated there was also a request by Chief Merricks to compensate Mr. Yang \$100 per week, for his time and gas spent during the police department internship.

Mayor Mattox asked if the cost of the internship would be a total of \$1,200. Chief Merricks stated the internship would not be for the entire summer, but for a six weeks period, therefore, the total cost for the internship, if approved would be \$600. Mr. Coggsdale informed Council the cost could be covered within the existing budget.

All Council members were in consensus to approve Chief Merrick’s request to allow the Altavista Police Department to host a summer intern and also to allow staff to place the request on the March regular meeting consent agenda.

Mr. Emerson suggested allowing staff to have individual departmental policies to follow regarding specific internships, including the police department. Therefore allowing staff to have the authority whether to approve an internship or not, within reason, without having to come before Council with a request to do so.

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Mr. Coggsdale stated Mr. Yang was the first student to request an internship with the APD. He continued stating the current intern at the WWTP was also the first of its kind.

Mr. Bennett stated allowing internships within town offices/departments was a great opportunity for Altavista to possibly retain some of those students in the town's own community, rather than the students looking for work and housing elsewhere when graduating. He continued stating the program could have an enormous impact on the town's previously mentioned economic growth potential. Mr. Bennett suggested promoting the idea/program to the high school.

Mr. Coggsdale stated staff would review the existing policy and revise or update any changes needing to be made. He stated the police department would have a different policy than the administration or the water plant and public works departments, but staff would make sure there was a general policy available and individual departments could have their own additional attachment for their requirements for an internship.

Mr. Mitchell asked if the police department currently had a "ride along" policy, to which Mr. Coggsdale and Chief Merricks stated they did. Mr. Mitchell conveyed his interest in utilizing the program to ride along with an APD Officer.

Chief Merricks stated he would be glad to have any Council member ride with him on patrol that was interested. He thanked Council for their time and consideration of the police department's summer internship request.

Mayor Mattox thanked Chief Merricks for his work.

### e. Staunton River RIFA Funding Request

Mr. Coggsdale informed staff and visitors, the Staunton River Regional Facilities Authority (RIFA) formation was recently approved by the Commonwealth of Virginia and their first organizational meeting was held February 8, 2019.

Mr. Coggsdale addressed Council regarding the Town of Altavista's obligations as a founding charter member of the RIFA organization, along with the Town of Hurt, Pittsylvania County, and the City of Danville.

Mr. Coggsdale stated in the initial agreement with RIFA, previously approved by Council, regarding cost and revenue sharing, there was an "initial contribution" due from each locality member in accordance with funding for the RIFA organization.

Mr. Coggsdale stated the Town of Altavista had a member share of 23% and accordingly was obligated for \$23,000 of the initial contribution amount of \$100,000, which was currently due. He stated the other locality shares were: Town of Hurt (4%), Pittsylvania County (50%), and the City of Danville (23%).

Mr. Coggsdale stated the monies would be held by the RIFA Treasurer, Pittsylvania County Finance Director Kim VanDerHyde, until needed for any organizational purposes. He stated there had already been some expenses, such as initial legal costs accrued from the organization's formation and approval process.

Mr. Coggsdale stated staff had provided \$25,000 in the proposed FY2020 Budget for Altavista's share of the RIFA funding moving forward.

Mr. Coggsdale stated staff was, at that time, looking for consensus from Council to place the item, of the initial \$23,000 payment to RIFA, on the March consent agenda. He stated there were funds in the 2019 Budget under "economic development" that could be used to cover the initial payment cost.

Mr. Mitchell asked if the town was expected to contribute the same amount of funds annually to the RIFA. Mr. Coggsdale stated the \$23,000 was an initial contribution set forth in the membership agreement and any future contributions would have to be discussed and agreed upon by Council.

All Council members were in consensus to approve the item being placed on the March regular scheduled Council meeting's consent agenda.

Mr. Higginbotham asked if Council was comfortable with how the RIFA organization had been conducting business to date.

Mayor Mattox informed Council the RIFA already had company representation from other states visiting in Altavista. He stated he felt the organization had "big" ideas and had an aggressive attitude in regards to getting those ideas implemented.

Mr. Mitchell agreed and stated he felt the RIFA organization had a great deal of potential with the ideas and prospects they were currently working on.

f. Request for Declaration of Town Property as Surplus/Salvage

Mr. Coggsdale referenced a number of lists attached to the end of their agenda packets provided to him by the heads of staff in the APD, WWTP, & Public Works Departments. He stated each list had items the departments would like to have declared as surplus or salvage, depending on the item's criteria.

Mr. Coggsdale stated staff would also ask for Council's input and/or direction on how to dispose of the property. He stated surplus property could be sold via on-line auction sites (i.e. Gov. Deals) and salvage items would be disposed of, either through a salvage dealer or discarded via landfill or other appropriate methods.

Mr. Coggsdale continued stating any items that were declared surplus, and did not sell within a reasonable amount of time, would then become salvage and disposed of accordingly. He stated staff anticipated some departments would have additional surplus requests before the end of the fiscal year.

Mr. Coggsdale informed Council the monies accrued from any sale of surplus/salvage items would be returned to the appropriate town fund (General or Enterprise).

Mr. Coggsdale stated staff was coming before Council as part of the process required when requesting town property to be salvaged or sold.

Mrs. Dalton asked if the request by town departments was also staff's recommendation, to which Mr. Coggsdale stated it was.

Mr. Higginbotham referenced the list from the police department regarding "surplus" vehicles. He stated, with the vehicles on the list only having between 100,000 and 107,000 miles, asked if it was the police department's intent to always sell a vehicle when it reached 100,000 miles of service. He stated older vehicles would not have lasted as long as current vehicles, but the newer vehicles today should be able to run a great deal further than the 100,000 mile mark.

Mrs. Dalton referenced a previous conversation between staff and Council, and stated if she remembered correctly, the town's criteria for releasing and/or replacing a town vehicle was more than just considering the mileage. She stated the vehicle's service and maintenance records were also taken into consideration before releasing a vehicle from service.

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Mr. Emerson added to Mrs. Dalton's reference stating the choice to release a town vehicle was only considered after the maintenance department (Public Works) evaluated a vehicle, and its maintenance records, and recommended to do so.

Mr. Coggsdale confirmed the process and stated the mileage was just the first "milestone" for a vehicles consideration to be released, not the only one.

Mr. Coggsdale stated the vehicles listed on the police department's surplus list had already been replaced with newer vehicles and were currently sitting in a town lot not being used. He stated by selling the vehicles Altavista would have the opportunity to get back some of the vehicle's cost and increase town funds.

Mr. Higginbotham stated he had made a reference to the vehicle list and their low mileage only to ask Council to consider further discussing whether or not the town was using the correct process/policy in the determination of a vehicle's release. He continued stating Council had an obligation to the citizens of Altavista to spend their tax dollars wisely.

Mayor Mattox asked if there were any additional questions or comments concerning the surplus/salvage request.

Mr. Higginbotham stated he would like for Council to further discuss the current process for the release of town vehicles.

Mr. Coggsdale stated he would be glad to schedule a date and time for Mr. Higginbotham, and any other Council member, to discuss the current process of releasing town vehicles with Public Works Director David Garrett.

Mayor Mattox suggested placing the requested item on the March consent agenda and if there was still an opposition at that time, the item could be moved to the regular agenda for further discussion.

All Council members were in consensus to do so.

### g. Mowing Services Contract Bid Award

Mr. Coggsdale referenced a previous discussion regarding the town's necessity for a new mowing service contract. He stated the process was underway and bids had been received. He stated staff had started reviewing the received bids for consideration.

Mr. Coggsdale shared with Council the four bids received:

Tuckers Lawn & Landscape	\$2,060
Lucks Lawn Care	\$1,666
L&A's Lawn Care	\$1,408
Ace Industries of Virginia	\$1,195

Mr. Coggsdale stated staff welcomed Council's input and direction in moving forward with the process.

Mr. Coggsdale informed Council that Mr. Garrett, Public Works Director, was having issues finalizing the details of a bid submitted by the lowest bidder, Ace Industries. He stated Ace Industries had not been very responsive to Mr. Garrett's attempt at contacting them to further discuss a possible contract.

Mr. Coggsdale stated staff was concerned with the unresponsiveness of Ace Industries and if not being able to contact them consistently now, meant they would not be reliable for the town in the future.



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Mr. Coggsdale stated, if Council approved, staff would continue to evaluate the bidders and if the lowest bidder, Ace Industries, did not seem viable, for Council to allow staff to move forward with contacting the second lowest bidder, L&A Lawn Care. He informed Council there was approximately \$6,000 difference between Ace Industries' annual bid and L&A Lawn Care's annual bid.

Mr. Coggsdale stated, if Council approved of the path staff was taking in moving forward with the mowing service contract reward process, and a negotiation had been reached with one of the two lowest bidders, he requested the item be placed on the March consent agenda for Council's consideration.

Mr. Mitchell asked if previous references were part of a bidder's requirements for a town service submission, to which Mr. Coggsdale stated Mr. Garrett was the staff member that looked at, and investigated, the submitted references.

Mr. Bennett asked Mr. Coggsdale what he meant by "unresponsive".

Mr. Garrett stated he had spoken with Ace Industries once in the past week and told them he would be checking their references, business license, and insurance. He stated the references in their hometown of Radford, VA were very positive, but he had not been able to contact him recently through phone calls or emails.

Mr. Bennett asked if it was possible the business had been affected by the recent set of bad storms and was unable to respond back because of that situation.

Mr. Coggsdale stated staff would give Ace Industries the benefit of the doubt and allow them ample leeway on response time, but if staff did not hear back from them soon, they would have to move on to the next lowest bid contractor.

Mayor Mattox suggested Council allow staff to continue in their efforts of finding a viable mowing service for the town and place the item on the March consent agenda with a staff recommendation for Council's consideration.

All Council members were in consensus to do so.

### h. Presentation of the FY2020 Draft Budget

Mr. Coggsdale addressed Council regarding the proposed FY2020 Draft Budget previously delivered to them on the 19<sup>th</sup> of February. He stated he would briefly go through the budget and Council could ask questions and/or decide how they wanted to proceed in the budget process.

#### FY2020 Budget Draft

○ General Fund Total:	\$4,718,740
<i>(Includes Transfers to Cemetery Fund; Reserve for Fire Dept. Loan and Surplus)</i>	
○ Enterprise Fund Total:	\$4,007,400
○ Highway Fund Total:	\$1,254,650
○ Cemetery Fund Total:	<u>\$75,550</u>
○ TOTAL:	\$10,131,000

#### General Fund Revenues

○ Revenue Total:	\$4,839,450
○ Most Revenue Sources (Flat or slight growth)	
• Property Taxes (Real & Personal)	\$642,000
• Machinery & Tools:	\$1,794,000
• Meals Tax:	\$955,000
• Grants:	\$214,450

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(DCJS, Transit (*Fed. & State*), and Litter Control)

### General Fund Expenditures by Department

#### COUNCIL/PLANNING COMMISSION (Fund 10 – Dept. 1001-400)

- This Department's expenditures cover the stipend for both the Town Council and the Planning Commission; as well as \$5,000 for Misc. Professional Services that may be required at Town Council's direction.
- Budget: \$33,600 (*Operations: \$33,600 and CIP: \$0*)

#### ADMINISTRATION (Fund 10 – Dept. 1101-401)

- This Department covers the Town Administration, Finance Department and the Planning & Zoning Department; as well as expenses for the Town Attorney.
- Budget: \$910,730 (*Operations: \$835,730 and CIP: \$75,000*)
  - *Operations: .71% increase*
  - *CIP: 300% increase*
  - *Overall: 6.54% Increase*
  - *Requested but not included: Town Hall Security (Phase II) CIPproject:25,000*

#### NON-DEPARTMENTAL (Fund 10 – Dept. 9101-801)

- This Department covers the Contributions, Reimbursements and Economic Development Incentives, as well as Transfers Out to other Funds or Reserves.
- Budget: \$679,710
  - (*Transfers Out: \$120,710*)
  - *Cemetery: \$46,050; General Fund Reserves (Surplus): \$9,660;*
  - *General Fund Reserve (Fire Dept. Loan Payback): \$65,000*
  - *Overall decrease of 23.61% from FY2019 Adopted Budget*

#### PUBLIC SAFETY (POLICE) (Fund 10 – Dept. 3101-501)

- This Department covers the Altavista Police Department.
- Budget: \$1,209,280 (*Operations: \$1,098,280 and CIP: \$111,000*)

*(Includes: New position: Investigator and Increased IT Support for new reporting software)*

- *Operations: 9.19% increase*
- *CIP: 23.45% decrease*
- *Overall: 5.08% increase*

*(Requested but not included: Phase II of APD Renovations (upstairs) CIP: Moved from FY2020 to FY2021 \$67,000)*

PUBLIC WORKS (Fund 10 – Dept. 4101-601)

- This Public Works Department includes the Streets Division; Building & Ground Division and the Fleet Division. This department is responsible for Refuse Collection; Leaf Collection; Bulk/Debris Pick Up; Street Maintenance; and maintenance and Repair for Town properties. This Department utilizes the Highway Funds to maintain our streets and misc. items related to streets.
- Budget: \$1,512,680 (*Operations: \$1,033,380 and CIP: \$479,300*)
- *Operations: .59% increase*
- *CIP: 317.42% increase*
- *Overall: 28.38% increase*
- *Included but modified: CIP Funding for Shreve Park Playground Improvements reduced by \$73,500 and the Shreve Park Bridge Replacement was reduced by \$22,500.*

ECONOMIC DEVELOPMENT (Fund 10 – Dept. 7101-405 & 406)

- This Department covers the economic development activities of the town; which includes being the Town's contact with our local industries and assisting with state and local incentive programs. In addition, this year the Main Street position has been transitioned to this department.
- Budget: \$234,700 (*Operations: \$234,700 and CIP: \$0*)
- *Operations: 13.19% increase*  
(*RIFA Funding: \$25,000 and GO Virginia Match \$10,000*)
- (This would bring the Main Street Coordinator, which also includes duties associated with social media/citizen outreach, under the direction of this department head).*

TRANSIT SYSTEM (ACTS) (Fund 10 – Dept. 6101-403)

- This Department is responsible for operation of the town's single deviated fixed route bus service. The majority of the funding comes through federal and state sources (grants) via the Virginia Department of Rail and Public Transportation. The system operates Monday through Friday (8:00 a.m. to 6:00 p.m.) and Saturday (9:00 a.m. to 2:00 p.m.); with hours extended during the summer. The budget contains grant revenue (Federal: \$111,800; and State: \$15,050).
- Budget: \$182,050 (*Operations: \$105,050 and CIP: \$77,000*)
- *Operations: 4.04% Increase*
- *CIP: 2566% Increase (purchase of new bus)*
- *Overall: 75.10% Increase*
- (The Finance Director/Treasurer has taken on expanded financial responsibilities for the Transit and the day-to-day duties and coordinate with DRPT will be handled by a staff member (TBD).)*

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### AVOCA MUSEUM (Fund 10 – Dept. 9105-801)

- This Department is responsible for operation of the town owned AVOCA Museum and its grounds. The museum has a Board of Directors and the employees are town employees.
- Budget: \$76,700 (*Operations: \$68,500 and CIP: \$8,200*)
  - *Operations: 8.56% Increase*
  - *CIP: 117.14% Increase*
  - *Overall: 9.42% Increase*

*Included in the proposed budget is a Salary Grade Change (16 to 17) and a 5% increase; this is based on a comparison with similar jobs per the process established during the Class & Compensation Study.*

### State/Highway Reimbursement Fund

- This fund handles the annual funding from VDOT in regard to the Town assuming maintenance for all Town streets, except Main Street and Bedford Avenue. This is an annual allocation based on lane miles. These funds reimburse the Town for the eligible expenses, including payroll, incurred by the town. (*\$100,000 of Highways funds cover payroll expenses for Public Works employees*)
- Revenue from VDOT: \$730,000
- Transfer In: \$524,650 (for increased paving and CIP items)
- Total: \$1,254,650
- Operations: \$870,500
- CIP: \$384,150
- CIP includes the Chemical Storage Building (salt storage)

### Enterprise Fund Revenues

- Revenue Total: \$4,007,400
- FY2020 Projected revenue increase from the projected FY2019 Revenue figures of \$443,340 (excluding Transfers In).
- The Proposed Budget contains Water/Sewer Rate Increases (year 2) per the Rate Study that set forth a five year plan of funding the short term capital improvements.
- Water: 8% and Sewer 4%
- Transfer In from Reserves (\$5,600) are ‘earmarked’ funds from a previous FY to pay for a capital item.
- The Enterprise Fund has an anticipated Transfer Out to Reserves (Surplus) of \$113,750, which will show up in both the Water and Waste Water budgets as Surplus/Transfer Out (split between each department).
- The Capital Improvement Program (CIP) for FY2020 would require Bond Proceeds of \$3,649,900.
- It has been the plan to borrow up to \$20 million to provide revenue to meet the expenses related to the FY2020-2024 Capital Improvement Program.
- This would result in **new** annual debt service of \$1.4 - \$1.5 million (based on 30 year - 4.58% VRA All-In True Interest Cost) (*Current debt service: \$422,250 – Water Dept.*)

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- In addition, this scenario would require approximately \$2.6 million of cash, over the next few years, to offset the deficit between projected revenue and debt service payments. It is anticipated that implementation of the five year rate structure, as set forth in the Woodard & Curren report, will provide the necessary revenue for debt service during a future FY.
- The FY2020 Proposed Budget includes no debt service payments; it is projected that the debt service payments would begin in FY2021.

### Enterprise Fund Expenditures by Department

#### WATER DEPARTMENT (Fund 50 – Dept. 5001-701)

- This Department is responsible for the operation of the water treatment process; as well as the water distribution system. Also included in the budget are the Administration duties associated with monthly and quarterly bills and associated activities.
  - Budget: \$2,225,200 (*Operations: \$1,812,400 and CIP: \$355,900*) (*Surplus: \$56,900*)
  - *Operations: 3.37% increase CIP: 41.38 decrease (does not include bonded projects) Overall: 8.14% decrease*
  - *Transfer Out to Reserves (Surplus): \$56,900*

#### WASTE WATER DEPARTMENT (Fund 50 – Dept. 5001-701)

- This Department is responsible for the operation of the waste water treatment process; as well as the sewer collection system. Also included in the budget are the Administration duties associated with monthly and quarterly bills and associated activities.
  - Budget: \$1,782,200 (*Operations: \$1,469,800 and CIP: \$255,550*) (*Surplus: \$56,850*)
  - *Operations: 2.74% increase; CIP: 67.33% decrease (does not include bonded projects) Overall: 22.03% decrease*
  - *Transfer Out to Reserves (Surplus) \$56,850*

#### Cemetery Fund

- This fund handles the operation and maintenance of the Town-owned Greenhill Cemetery.
  - Revenue: \$75,550 (\$46,050 is a Transfer in from the General Fund)
  - \$21,050 goes towards Operations and the remaining \$25,000 is the Annual Allocation to the Cemetery Perpetual Maintenance Fund. This fund currently has a balance of slightly over \$670,000.
  - Expenditures: Operations: \$ 50,550 Transfer Out: \$25,000
  - Operations: 37.55% increase CIP: None in FY2020

At his completion of the FY2020 draft budget presentation, Mr. Coggsdale asked Council if they had any questions regarding the proposed budget.

Mr. Emerson asked what the Fire Department Reserves was and did the fund have anything to do with a loan the fire department previously acquired from the town.

Mr. Coggsdale stated the Town of Altavista had previously contributed \$65,000 annually to the Altavista Volunteer Fire Department (AVFD). He stated several years ago, the fire department had a loan they needed help paying, so the town advanced them the money.

## Council Work Session – February 26, 2019

Mr. Coggsdale stated the town was currently not contributing the \$65,000 to the fire department as a form of “payment” for the fire department’s loan.

Mr. Emerson asked how much longer the fire department would be paying back the loan. Mrs. Shelton, Town of Altavista Finance Director, answered the \$65,000 amount would be paid through fiscal year 2020. In fiscal year 2021, the annual contribution from the town to the AVFD would be reduced until the final payment of the loan was paid. She stated in the fiscal year 2022, the town would return to the annual \$65,000 contribution to the fire department.

Mr. Coggsdale stated staff would need direction from Council on a couple of items in the draft budget.

### (1) Renewal of Town Health Insurance

Mr. Coggsdale stated the town’s health insurance policy was currently due for renewal. He continued stating the insurance policy did not have any increased in premium. Mr. Coggsdale asked for Council’s consideration and direction of the item at that night’s meeting because of the deadline for renewal.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve staff’s request to renew the town employee health insurance policy.

Motion carried:

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

### (2) Increase in Employee Salary Ranges by 2%

Mr. Coggsdale stated there would be no monetary impact to the budget, but the increase was a process that occurred every two to three years.

Mayor Mattox asked if town employees would be receiving a 2% salary increase, to which Mr. Coggsdale answered they would not be.

Mr. Coggsdale stated the increase was to salary “ranges” in order to stay equal with the current market. He stated the salary range increase would be beneficial when the town was looking to hire new employees.

All Council members were in consensus to allow the salary range increase.

Mayor Mattox asked if there were any additional question for staff regarding the proposed FY2020 draft budget, to which there were none.

## 6. Public Comment (non-agenda items)

There were no public comments on this date.

## 7. Matters from Council

Mayor Mattox asked if there were any additional questions.

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

## Council Work Session – February 26, 2019

### 8. Closed Session

#### **CLOSED SESSION**

DATE: February 26, 2019

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

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

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

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

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

Council went into closed session at 7:06 P.M.

Notice was given that council was back in regular session 7:11 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. 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

Council Work Session – February 26, 2019

Upon returning from closed session, the following motion was made by Council:

- Appointment to the Staunton River Regional Industrial Facility Authority (RIFA)

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the appointment of Mr. Reginald Bennett and Mr. Wayne Mitchell to the RIFA.

Motion carried.

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

9. Adjournment

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

The meeting was adjourned at 7:14 p.m.

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

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



ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 08/2019  
FROM: 02/01/2019 TO: 02/28/2019

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
38400	39	ALL POINTS EAP & ORGANIZATIONAL	02/01/2019	771.88
38401	4	BOXLEY AGGREGATES	02/01/2019	952.60
38402	12	BRENNTAG MID-SOUTH INC	02/01/2019	2,131.28
38403	427	CENTURYLINK	02/01/2019	1,078.29
38404	28	COLUMBIA GAS	02/01/2019	4,466.60
38405	32	CONTROL EQUIPMENT CO INC	02/01/2019	339.47
38406	9999999	COOK, BETTY H	02/01/2019	82.18
38407	125	CVCJA	02/01/2019	464.70
38408	9999997	DUBRANSKY, KRISTEN L	02/01/2019	34.10
38409	20	J JOHNSON ELLER JR	02/01/2019	2,000.00
38410	122	FEREBEE-JOHNSON COMPANY INC	02/01/2019	99.85
38411	41	FISHER SCIENTIFIC	02/01/2019	569.65
38412	859	FRASCA & ASSOCIATES LLC	02/01/2019	3,500.00
38413	9999997	GOFF, BILLIE JO	02/01/2019	13.05
38414	111	GRAINGER INC	02/01/2019	235.11
38415	622	HEYWARD SERVICES INC	02/01/2019	9,942.38
38416	337	HIGHVIEW MOTORS INC	02/01/2019	115.50
38417	858	PAUL HILL	02/01/2019	89.99
38418	332	HURT & PROFFITT INC	02/01/2019	325.00
38419	566	INTEGRATED TECHNOLOGY GROUP IN	02/01/2019	86.32
38420	533	LYNN KIRBY	02/01/2019	125.00
38421	837	KLM BUILDERS	02/01/2019	3,215.66
38422	411	MANPOWER	02/01/2019	1,124.15
38423	1	MICHAEL ABBOTT	02/01/2019	30.73
38424	218	MINNESOTA LIFE	02/01/2019	95.34
38425	860	MUNICIPAL EMERGENCY SERV DEPOS	02/01/2019	268.98
38426	670	PATRIOT SAFETY SUPPLY	02/01/2019	368.35
38427	358	PHILLIPS EQUIPMENT CORPORATION	02/01/2019	75.90
38428	843	BETTY PICKERAL	02/01/2019	1,000.00
38429	535	RED BUD SUPPLY INC	02/01/2019	1,934.31
38430	857	RIVERSTREET NETWORKS	02/01/2019	363.62
38431	90	TREASURERS ASSOC OF VA	02/01/2019	175.00
38432	92	UNIFIRST CORP	02/01/2019	2,753.65
38433	9999997	WELCH, DAVID E	02/01/2019	42.22
38434	793	XEROX FINANCIAL SERVICES	02/01/2019	382.00
38435	498	ALTAVISTA INSTRUMENTS &CONTROL	02/08/2019	4,172.00
38436	9999997	BALLARD, MADILYN A.	02/08/2019	64.71
38437	103	BEACON CREDIT UNION	02/08/2019	355.00
38438	197	CAMPBELL COUNTY DEPT OF RECREA	02/08/2019	1,000.00
38439	19	CARTER MACHINERY CO INC	02/08/2019	854.20
38440	176	DAVENPORT COMMUNICATIONS INC	02/08/2019	952.50
38441	164	DMV	02/08/2019	125.00
38442	69	PAUL FARMER OIL CO	02/08/2019	458.26
38443	118	FERGUSON ENTERPRISES INC #75	02/08/2019	1,632.81
38444	57	ICMA RETIREMENT TRUST-457 #304	02/08/2019	270.00
38445	566	INTEGRATED TECHNOLOGY GROUP IN	02/08/2019	2,875.00
38446	411	MANPOWER	02/08/2019	1,223.20
38447	9999998	MATHERLY, CANDI	02/08/2019	150.00
38448	182	MID-ATLANTIC WASTE SYSTEMS	02/08/2019	27,077.51
38449	856	BETTY MONROE	02/08/2019	179.50
38450	154	MUNICIPAL CODE CORPORATION	02/08/2019	1,721.81
38451	842	NATIONAL CREDIT SERVICES	02/08/2019	114.37
38452	454	O'REILLY AUTOMOTIVE INC	02/08/2019	227.97
38453	67	ORKIN PEST CONTROL LLC	02/08/2019	301.37
38454	317	POWELL'S TRUCK & EQUIPMENT INC	02/08/2019	207.80
38455	768	RADIO SHACK	02/08/2019	39.99
38456	331	SGS NORTH AMERICA INC	02/08/2019	1,600.00
38457	253	STEVE'S FLORIST INC	02/08/2019	60.00
38458	124	TREASURER OF VA	02/08/2019	400.00
38459	85	TREASURER OF VA /CHILD SUPPORT	02/08/2019	761.16
38460	35	TREASURER OF VA/VITA	02/08/2019	8.26
38461	601	VACORP	02/08/2019	318.45
38462	110	VUPS INC	02/08/2019	74.55
38463	84	ALTAVISTA JOURNAL	02/15/2019	340.02
38464	538	CHIEF SUPPLY CORPORATION	02/15/2019	329.65
38465	526	DAVENPORT ENERGY INC	02/15/2019	302.10
38466	833	DISCOVERY TWO OF ALTAVISTA LLC	02/15/2019	30.78
38467	36	DOMINION VIRGINIA POWER	02/15/2019	47,108.77
38468	122	FEREBEE-JOHNSON COMPANY INC	02/15/2019	491.90
38469	119	FOSTER ELECTRIC CO INC	02/15/2019	1,590.07

38470	50	GRETN A TIRE INC	02/15/2019	798.64
38471	52	HACH COMPANY	02/15/2019	3,870.05
38472	854	HAILEY'S APPLIANCE	02/15/2019	775.98
38473	566	INTEGRATED TECHNOLOGY GROUP IN	02/15/2019	1,506.00
38474	411	MANPOWER	02/15/2019	1,223.20
38475	300	NAPA AUTO PARTS	02/15/2019	625.32
38476	816	PACE ANAYLTICAL SERVICES LLC	02/15/2019	334.20
38477	798	PEED & BORTZ LLC	02/15/2019	21,112.00
38478	765	PRIVIA MEDICAL GROUP LLC	02/15/2019	205.00
38479	467	SONNY MERRYMAN INC	02/15/2019	2,564.32
38480	117	SPS VAR LLC	02/15/2019	6,070.00
38481	186	THE NEWS & ADVANCE	02/15/2019	204.00
38482	756	WAGEWORKS INC	02/15/2019	125.62
38483	9999998	WILSON, BARRY	02/15/2019	150.00
38484	700	WOODARD & CURRAN	02/15/2019	17,500.00
38485	116	XEROX CORPORATION	02/15/2019	250.62
38486	9	AFLAC	02/22/2019	2,582.85
38487	91	ANTHEM BLUE CROSS/BLUE SHIELD	02/22/2019	39,347.00
38488	103	BEACON CREDIT UNION	02/22/2019	355.00
38489	675	BKT UNIFORMS	02/22/2019	586.83
38490	4	BOXLEY AGGREGATES	02/22/2019	1,062.08
38491	294	BUSINESS CARD	02/22/2019	19,250.37
38492	583	CAMPBELL COUNTY PUBLIC LIBRARY	02/22/2019	902.86
38493	145	CHANDLER CONCRETE CO INC	02/22/2019	144.00
38494	754	D L BRYANT HEATING & COOLING	02/22/2019	4,241.66
38495	569	DIAMOND PAPER CO INC	02/22/2019	305.20
38496	283	EECO	02/22/2019	2,007.55
38497	301	ENGLISH'S LLC	02/22/2019	819.34
38498	43	FOSTER FUELS INC	02/22/2019	16,147.87
38499	46	GENTRY LOCKE ATTORNEYS	02/22/2019	150.00
38500	305	HAWKINS-GRAVES INC	02/22/2019	5,327.51
38501	622	HEYWARD SERVICES INC	02/22/2019	4,141.62
38502	332	HURT & PROFFITT INC	02/22/2019	4,177.70
38503	57	ICMA RETIREMENT TRUST-457 #304	02/22/2019	270.00
38504	58	INSTRUMENTATION SERVICES INC	02/22/2019	708.00
38505	1	JASON SIMMONS	02/22/2019	84.23
38506	1	KENNETH MOOREFIELD JR	02/22/2019	280.40
38507	411	MANPOWER	02/22/2019	1,233.82
38508	121	MULTI BUSINESS FORMS INC	02/22/2019	215.00
38509	154	MUNICIPAL CODE CORPORATION	02/22/2019	693.96
38510	608	NORFOLK SOUTHERN RAILWAY CO	02/22/2019	130.00
38511	670	PATRIOT SAFETY SUPPLY	02/22/2019	8,252.08
38512	510	RIVER VALLEY RESOURCES LLC	02/22/2019	436.32
38513	9999998	SANCHEZ, YOHAM	02/22/2019	250.00
38514	778	SPRINT	02/22/2019	1,024.25
38515	85	TREASURER OF VA /CHILD SUPPORT	02/22/2019	761.16
38516	572	TROY & BANKS	02/22/2019	83.65
38517	661	BASS SOD FARM	02/28/2019	250.00
38518	12	BRENNTAG MID-SOUTH INC	02/28/2019	4,163.12
38519	427	CENTURYLINK	02/28/2019	1,078.29
38520	32	CONTROL EQUIPMENT CO INC	02/28/2019	1,830.19
38521	20	J JOHNSON ELLER JR	02/28/2019	2,000.00
38522	50	GRETN A TIRE INC	02/28/2019	1,704.50
38523	566	INTEGRATED TECHNOLOGY GROUP IN	02/28/2019	1,747.97
38524	9999997	JENNINGS, NICOLE	02/28/2019	90.02
38525	9999998	LAMBERT, CONNIE	02/28/2019	150.00
38526	9999997	LOFTON LEASING LLC	02/28/2019	34.10
38527	411	MANPOWER	02/28/2019	1,469.70
38528	1	MATTHEW HICKS	02/28/2019	42.40
38529	218	MINNESOTA LIFE	02/28/2019	95.34
38530	9999997	MOHAMED, MUSTAFA FAYEZ AHMED	02/28/2019	100.90
38531	862	NATIONAL BUSINESS FURNITURE	02/28/2019	3,589.00
38532	608	NORFOLK SOUTHERN RAILWAY CO	02/28/2019	280.00
38533	358	PHILLIPS EQUIPMENT CORPORATION	02/28/2019	374.72
38534	843	BETTY PICKERAL	02/28/2019	1,000.00
38535	80	SOUTHSIDE ELECTRIC COOP	02/28/2019	1,147.22
38536	9999999	TANNER STEPHANIE LORRAINE	02/28/2019	80.88
38537	1	THE EMBERS AGENCY	02/28/2019	500.00
38538	92	UNIFIRST CORP	02/28/2019	2,317.63
38539	96	UNIVAR USA INC	02/28/2019	11,355.00
38540	136	USABLUEBOOK	02/28/2019	239.56
38541	793	XEROX FINANCIAL SERVICES	02/28/2019	382.00
38542	848	ZUERCHER TECHNOLOGIES	02/28/2019	9,765.30

NO. OF CHECKS: 143

TOTAL CHECKS

355,746.67

Town of Altavista  
FY 2019 Revenue Report  
67% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	215,000	215,000	2,870	1	213,764	99	215,000
Public Service - Real & Personal	95,500	95,500	0	0	97,300	102	95,500
Personal Property	230,000	230,000	6,259	3	154,868	67	230,000
Personal Property - PPTRA	100,000	100,000	-43	0	81,159	81	100,000
Machinery & Tools	1,721,750	1,721,750	0	0	1,760,069	102	1,721,750
Mobile Homes - Current	150	150	20	13	176	118	150
Penalties - All Taxes	4,500	4,500	360	8	3,619	80	4,500
Interest - All Taxes	1,700	1,700	359	21	1,595	94	1,700
Local Sales & Use Taxes	165,000	165,000	17,632	11	86,776	53	165,000
Local Electric and Gas Taxes	112,000	112,000	10,984	10	67,157	60	112,000
Local Motor Vehicle License Tax	43,000	43,000	2,773	1	40,162	93	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	75,000	75,000	5,720	8	48,228	64	75,000
Local Meal Taxes	935,000	935,000	75,212	8	556,043	59	935,000
Container Rental Fees	1,100	1,100	-100	-9	1,367	124	1,100
Communications Tax	39,000	39,000	2,933	8	17,577	45	39,000
Transit Passenger Revenue	5,000	5,000	550	11	3,088	62	5,000
Local Cigarette Tax	150,000	150,000	7,706	5	94,894	63	150,000
Mobile Restaurant Permit			25		50		
Business License Fees/Contractors	3,500	3,500	3,359	96	3,400	97	3,500
Business License Fees/Retail Services	55,000	55,000	13,558	25	14,015	25	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	1,322	33	1,322	33	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	1,037	11	1,102	12	9,200
Business License Fees/Wholesale Businesses	500	500	323	65	323	65	500
Business License Fees/Utilities	3,500	3,500	1,572	45	1,572	45	3,500

Town of Altavista  
FY 2019 Revenue Report  
67% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 MTD	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	0	0	1,000
Permits - Sign	500	500	40	8	660	132	500
Fines & Forfeitures - Court	9,000	9,000	1,636	18	9,875	110	9,000
Parking Fines	200	200	-999	-500	185	93	200
Interest and Interest Income	80,000	80,000	4,644	6	32,768	41	80,000
Rents - Rental of General Property	1,200	1,200	0	0	750	63	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	963	32	3,000
Rents - Booker Building Rentals	4,000	4,000	1,000	25	2,400	60	4,000
Rents - Rental of Real Property	68,500	68,500	1,526	2	59,004	86	68,500
Property Maintenance Enforcement	0	0	280	0	980	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,530	100	16,500
State DCJS Grant	82,700	82,700	21,447	26	64,341	78	82,700
State Rental Taxes	900	900	115	13	628	70	900
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	11,941	109	11,000
State/VDOT Contract Services	3,000	3,000	0	0	4,941	165	3,000
VDOT Police Grant for Overtime	0	0	0	0	4,655	0	0
State Transit Revenue	14,400	14,400	0	0	20,826	145	14,400
Campbell County Grants	25,000	25,000	0	0	25,000	100	25,000
Litter Grant	1,900	1,900	1,957	103	1,957	103	1,900
Fuel - Fire Dept. (Paid by CC)	14,000	14,000	0	0	11,818	84	14,000
VDOT TEA 21 Grant	0	0	175	0	20,096	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	2,966	6	41,396	82	50,400
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	0	0	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2019 Revenue Report  
67% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	100	100	4	4	4	4	100
Miscellaneous	25,000	25,000	834	3	80,200	321	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	2,170	0	13,650	0	0
Misc. - State Forfeiture Fund	0	0	4,765	0	4,765	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0		0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0		0	0
Transfer In from General Fund Design. Reserves	0	0	0	0		0	0
	<b><u>4,539,200</u></b>	<b><u>4,539,200</u></b>	<b><u>196,993</u></b>	<b><u>4</u></b>	<b><u>3,679,958</u></b>	<b><u>81</u></b>	<b><u>4,539,200</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
67% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,110,680	7,110,680	431,559	6	3,847,845	54	7,110,680
Debt Service	445,400	445,400	0	0	373,283	0	445,400
CIP	1,876,850	1,876,850	92,973	5	991,834	53	1,876,850
Transfer Out to General Fund Reserve	379,850	379,850	0	0	0	0	379,850
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0		0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>9,902,780</u></b>	<b><u>9,902,780</u></b>	<b><u>524,532</u></b>	<b><u>5</u></b>	<b><u>5,277,962</u></b>	<b><u>53</u></b>	<b><u>9,902,780</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
67% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	28,600	28,600	2,244	8	17,061	60	28,600
Debt Service	0	0	0	0	0	0	0
CIP	8,000	8,000	3,589	0	3,589	0	8,000
Administration - TOTAL:	<u>36,600</u>	<u>36,600</u>	<u>5,833</u>	<u>16</u>	<u>20,650</u>	<u>56</u>	<u>36,600</u>
Administration							
Operations	829,800	829,800	45,500	5	495,170	60	829,800
Debt Service	0	0	0	0	0	0	0
CIP	32,500	32,500	3,317	10	3,317	10	32,500
Administration - TOTAL:	<u>862,300</u>	<u>862,300</u>	<u>48,817</u>	<u>6</u>	<u>498,487</u>	<u>58</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	2,383	0	310,542	33	948,500
Transfer Out to Cemetery Fund	-33,500	-33,500	0	0	0	0	-33,500
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-379,850	-379,850	0	0	0	0	-379,850
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>2,383</u>	<u>1</u>	<u>245,542</u>	<u>52</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>2,383</u>	<u>1</u>	<u>245,542</u>	<u>52</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	78,681	8	613,010	61	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	145,000	145,000	18,017	12	106,475	73	145,000
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,150,800</u>	<u>96,699</u>	<u>8</u>	<u>719,485</u>	<u>63</u>	<u>1,150,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
67% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,048,480	1,048,480	74,036	7	512,832	49	1,048,480
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	<u>158,000</u>	<u>158,000</u>	<u>29,374</u>	<u>19</u>	<u>198,556</u>	<u>126</u>	<u>158,000</u>
Public Works - TOTAL:	<u>1,229,680</u>	<u>1,229,680</u>	<u>103,410</u>	<u>8</u>	<u>734,515</u>	<u>60</u>	<u>1,229,680</u>
Economic Development							
Operations	148,700	148,700	150	0	49,291	33	148,700
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>148,700</u>	<u>148,700</u>	<u>150</u>	<u>0</u>	<u>49,291</u>	<u>33</u>	<u>148,700</u>
Transit System							
Operations	100,970	100,970	6,323	6	69,898	69	100,970
Debt Service	0	0	0	0	0	0	0
CIP	<u>3,000</u>	<u>3,000</u>	<u>618</u>	<u>21</u>	<u>2,473</u>	<u>82</u>	<u>3,000</u>
Transit System - TOTAL:	<u>103,970</u>	<u>103,970</u>	<u>6,942</u>	<u>7</u>	<u>72,371</u>	<u>70</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	4,247	7	34,099	58	58,650
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Main Street - TOTAL:	<u>58,650</u>	<u>58,650</u>	<u>4,247</u>	<u>7</u>	<u>34,099</u>	<u>58</u>	<u>58,650</u>
Avoca Museum							
Operations	0	0	4,572	0	42,134	0	0
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Avoca Museum - TOTAL	<u>0</u>	<u>0</u>	<u>4,572</u>	<u>0</u>	<u>42,134</u>	<u>0</u>	<u>0</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2019  
67% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>GENERAL FUND (FUND 10)</b>							
<b>GENERAL FUND TOTALS</b>							
Operations	3,691,150	3,691,150	218,137	6	2,079,037	56	3,691,150
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	346,500	346,500	54,916	16	314,410	91	346,500
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,060,850</u>	<u>4,060,850</u>	<u>273,053</u>	<u>7</u>	<u>2,416,574</u>	<u>60</u>	<u>4,060,850</u>

Town of Altavista  
Council / Planning Commission  
FY 2019 Expenditure Report  
67% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	13,659	65	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	7,600	495	7	3,402	45	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,000	8,000	3,589	0	3,589	0	8,000
<b>Total Expenditures</b>	<b>36,600</b>	<b>36,600</b>	<b>5,833</b>	<b>16</b>	<b>20,650</b>	<b>56</b>	<b>36,600</b>

Town of Altavista  
Administration  
FY 2019 Expenditure Report  
67% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	470,100	470,100	24,503	5	269,554	57	470,100
Other Employee Benefits	45,400	45,400	368	1	10,570	23	45,400
Services	213,000	213,000	16,830	8	152,349	72	213,000
Other Charges	64,800	64,800	1,915	3	39,189	60	64,800
Materials & Supplies	36,500	36,500	1,884	5	23,507	64	36,500
Capital Outlay	32,500	32,500	3,317	10	3,317	10	32,500
<b>Total Expenditures</b>	<b>862,300</b>	<b>862,300</b>	<b>48,817</b>	<b>6</b>	<b>498,487</b>	<b>58</b>	<b>862,300</b>

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	129,950	129,950	0	0	99,005	76	129,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	78,005	100	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	1,000	100	1,000	100	1,000
Economic Development Incentives	185,500	185,500	0	0	27,500	15	185,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,941	109	11,000
Contribution - Avoca	18,700	18,700	0	0	0	0	18,700
Contribution - Altavista On Track (MS)	10,000	10,000	0	0	3,750	38	10,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>456,150</b>	<b>456,150</b>	<b>1,000</b>	<b>0</b>	<b>218,196</b>	<b>48</b>	<b>456,150</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	15,541	0	0
Fuel - Fire Company	14,000	14,000	1,383	10	11,805	84	14,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>14,000</b>	<b>14,000</b>	<b>1,383</b>	<b>10</b>	<b>27,345</b>	<b>195</b>	<b>14,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>470,150</b>	<b>470,150</b>	<b>2,383</b>	<b>1</b>	<b>245,542</b>	<b>52</b>	<b>470,150</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	33,500	33,500	0	0	0	0	33,500

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
67% of Year Lapsed

	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	379,850	379,850	0	0	0	0	379,850
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>478,350</b>	<b>478,350</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>14</b>	<b>478,350</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>948,500</b>	<b>948,500</b>	<b>2,383</b>	<b>0</b>	<b>310,542</b>	<b>33</b>	<b>948,500</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>470,150</b>	<b>470,150</b>	<b>2,383</b>	<b>1</b>	<b>245,542</b>	<b>52</b>	<b>470,150</b>

Town of Altavista  
Public Safety  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	889,000	889,000	72,264	8	550,751	62	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	456	5	8,058	80	10,050
Other Charges	48,000	48,000	2,700	6	25,325	53	48,000
Materials & Supplies	58,750	58,750	3,261	6	28,876	49	58,750
Capital Outlay	145,000	145,000	18,017	12	106,475	73	145,000
<b>Total Expenditures</b>	<b>1,150,800</b>	<b>1,150,800</b>	<b>96,699</b>	<b>8</b>	<b>719,485</b>	<b>63</b>	<b>1,150,800</b>

Town of Altavista  
Public Works  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	582,100	582,100	42,702	7	319,952	55	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	55,860	2,646	5	19,715	35	55,860
Other Charges	40,150	40,150	4,945	12	30,348	76	40,150
Materials & Supplies	370,370	370,370	23,743	6	142,817	39	370,370
Debt Service	23,200	23,200	0	0	23,127	100	23,200
Capital Outlay	158,000	158,000	29,374	19	198,556	126	158,000
<b>Total Expenditures</b>	<b>1,229,680</b>	<b>1,229,680</b>	<b>103,410</b>	<b>8</b>	<b>734,515</b>	<b>60</b>	<b>1,229,680</b>

Town of Altavista  
Economic Development  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	85,400	85,400	0	0	0	0	85,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	150	1	49,291	197	25,000
Other Charges	31,300	31,300	0	0	0	0	31,300
Materials & Supplies	7,000	7,000	0	0	0	0	7,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>148,700</b>	<b>148,700</b>	<b>150</b>	<b>0</b>	<b>49,291</b>	<b>33</b>	<b>148,700</b>



Town of Altavista  
Transit System  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	76,770	76,770	5,171	7	49,895	65	76,770
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,550	3,550	46	1	7,914	223	3,550
Materials & Supplies	18,600	18,600	1,107	6	11,953	64	18,600
Capital Outlay	3,000	3,000	618	21	2,473	82	3,000
<b>Total Expenditures</b>	<b>103,970</b>	<b>103,970</b>	<b>6,942</b>	<b>7</b>	<b>72,371</b>	<b>70</b>	<b>103,970</b>

Town of Altavista  
Main Street Coordinator  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	56,600	56,600	4,212	7	33,821	60	56,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	35	8	278	62	450
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>58,650</b>	<b>58,650</b>	<b>4,247</b>	<b>7</b>	<b>34,099</b>	<b>58</b>	<b>58,650</b>

Town of Altavista  
Avoca Museum  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	0	0	4,572	0	42,134	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>4,572</b>	<b>0</b>	<b>42,134</b>	<b>0</b>	<b>0</b>

Town of Altavista  
FY 2019 Revenue Report  
67% of Year Lapsed

Enterprise Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,400	4,400	1,722	39	13,389	304	4,400
Water Charges - Industrial	1,256,000	1,256,000	109,127	9	797,894	64	1,256,000
Water Charges - Business/Residential	254,800	254,800	5,728	2	120,041	47	254,800
Water Charges - Outside Community	140,400	140,400	10,709	8	88,797	63	140,400
Water Charges - Water Connection Fees	1,000	1,000	0	0	700	70	1,000
Bulk Water Purchase	5,000	5,000	0	0	1,783	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	132,010	11	806,788	70	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	7,269	3	118,226	50	234,600
Sewer Charges - Outside Community	1,740	1,740	0	0	1,479	85	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	2,000	200	4,100	410	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	18,651	12	94,558	59	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	25	0	3,733	70	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	4,999	18	8,999	33	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	0	0	0	0	75,670
Misc. Cash Discounts	0	0	0	0	7	0	0
Misc. Sale of Supplies & Materials	0	0	549	0	549	0	0
Miscellaneous	25,000	25,000	2,085	8	14,480	58	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	185,000	185,000	0	0	0	0	185,000
Transfer In from Reserves	1,039,860	1,039,860	0	0	0	0	1,039,860
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,573,450</u></b>	<b><u>4,573,450</u></b>	<b><u>294,875</u></b>	<b><u>6</u></b>	<b><u>2,075,523</u></b>	<b><u>45</u></b>	<b><u>4,573,450</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
67% 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	90,788	7	741,991	56	1,331,150
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	607,180	607,180	18,743	3	292,765	48	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>109,531</u>	<u>5</u>	<u>1,384,911</u>	<u>59</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	107,646	8	861,345	60	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	19,315	2	357,212	46	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>126,961</u>	<u>6</u>	<u>1,218,558</u>	<u>55</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	198,434	7	1,603,336	58	2,761,750
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	1,389,500	1,389,500	38,058	3	649,977	47	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>236,491</u>	<u>5</u>	<u>2,603,469</u>	<u>57</u>	<u>4,573,450</u>

Town of Altavista  
Water Department  
FY 2019 Expenditure Report  
67% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	656,800	656,800	48,594	7	406,140	62	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	161,200	4,317	3	39,582	25	161,200
Other Charges	240,950	240,950	13,148	5	118,473	49	240,950
Materials & Supplies	272,200	272,200	24,728	9	177,796	65	272,200
Debt Service	422,200	422,200	0	0	350,155	0	422,200
Capital Outlay	607,180	607,180	18,743	3	292,765	48	607,180
Transfer Out to Reserves	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,360,530</b>	<b>2,360,530</b>	<b>109,531</b>	<b>5</b>	<b>1,384,911</b>	<b>59</b>	<b>2,360,530</b>

Town of Altavista  
Wastewater Department  
FY 2019 Expenditure Report  
67% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>WASTEWATER DEPARTMENT - FUND 50</b>							
Wages & Benefits	807,200	807,200	59,482	7	480,891	60	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	45,800	3,047	7	13,131	29	45,800
Other Charges	356,450	356,450	29,143	8	232,387	65	356,450
Materials & Supplies	221,150	221,150	15,975	7	134,937	61	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	19,315	2	357,212	46	782,320
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,212,920</b>	<b>2,212,920</b>	<b>126,961</b>	<b>6</b>	<b>1,218,558</b>	<b>55</b>	<b>2,212,920</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
67% of Year Lapsed

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	621,030	621,030	14,015	2	149,892	24	621,030
CIP	<u>140,100</u>	<u>140,100</u>	<u>0</u>	<u>0</u>	<u>26,796</u>	<u>19</u>	<u>140,100</u>
State/Hwy Water Department - TOTAL:	<u>761,130</u>	<u>761,130</u>	<u>14,015</u>	<u>2</u>	<u>176,688</u>	<u>23</u>	<u>761,130</u>

	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	36,750	36,750	972	3	15,579	42	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>972</u>	<u>2</u>	<u>16,231</u>	<u>26</u>	<u>62,500</u>



Town of Altavista  
FY 2019 State/Highway Fund  
67% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	700,000	700,000	0	0	366,202	52	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	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL</b>	<b><u>761,130</u></b>	<b><u>761,130</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>366,202</u></b>	<b><u>48</u></b>	<b><u>761,130</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	179	0	8,377	17	48,200
Maintenance - Pavement	316,400	316,400	47	0	2,553	1	316,400
Maintenance - Traffic Control Devices	56,800	56,800	6,016	11	37,440	66	56,800
Engineering - Repairs & Maintenance	10,000	10,000	2,400	24	2,400	24	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	59,630	59,630	2,387	4	28,303	47	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	734	1	20,028	40	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,253	3	50,791	63	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>621,030</u></b>	<b><u>621,030</u></b>	<b><u>14,015</u></b>	<b><u>2</u></b>	<b><u>149,892</u></b>	<b><u>24</u></b>	<b><u>621,030</u></b>
Motor Vehicles- Replc.	4,000	4,000	0	0	0	0	4,000
Machinery & Equip. - Replc.	21,700	21,700	0	0	0	0	21,700
Machinery & Equip. - New	5,000	5,000	0	0	3,278	66	5,000
Improvements Other Than Buildings - New	102,500	102,500	0	0	23,518	23	102,500
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	6,900	6,900	0	0	0	0	6,900
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>140,100</u></b>	<b><u>140,100</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>26,796</u></b>	<b><u>19</u></b>	<b><u>140,100</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>761,130</u></b>	<b><u>761,130</u></b>	<b><u>14,015</u></b>	<b><u>2</u></b>	<b><u>176,688</u></b>	<b><u>23</u></b>	<b><u>761,130</u></b>

Town of Altavista  
FY 2019 Cemetery Fund  
67% 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>
<b>Cemetery Fund - Fund 90</b>							
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	890	6	15,440	103	15,000
Interest/Interest Income	10,000	10,000	29	0	4,957	50	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,100	78	4,000
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	<u>33,500</u>	<u>33,500</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u>62,500</u>	<u>62,500</u>	<u>919</u>	<u>1</u>	<u>23,522</u>	<u>38</u>	<u>62,500</u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	499	5	3,864	40	9,700
Salaries and Wages/Overtime	1,000	1,000	87	9	791	79	1,000
Benefits/FICA	800	800	43	5	335	42	800
Benefits/VRS	1,000	1,000	13	1	118	12	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	77	5	528	34	1,550
Benefits/Group Life	200	200	7	4	54	27	200
VRS Hybrid Employer Contr.			36		261		
ICMA Hybrid Employer Contr.			6		33		
Other Charges/Misc. Reimb.	0	0	0	0	2,330	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	-1,845	-37	634	13	5,000
Opening/Closing Graves	1,500	1,500	500	33	2,080	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	16,000	16,000	1,550	10	4,550	0	16,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	750	750	0	0	652	0	750
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u>62,500</u>	<u>62,500</u>	<u>972</u>	<u>2</u>	<u>16,231</u>	<u>26</u>	<u>62,500</u>

Town of Altavista  
Investment and Deposit Totals  
Balance as of February 28, 2019



### **UNDESIGNATED BALANCES**

#### **General Fund Reserves**

Money Market Account	12,430,750.56	
Certificate of Deposit	2,780,135.05	
LGIP	0.00	
Sub-Total		\$ 15,210,885.61

#### **Enterprise Fund Reserves**

Money Market Account	273,036.62	
Certificate of Deposit	0.00	
LGIP	821,197.44	
Sub-Total		\$ 1,094,234.06

**Total Undesignated** \$ 16,305,119.67

### **DESIGNATED BALANCES**

#### **Highway Fund**

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

#### **Green Hill Cemetery**

Money Market Account	75,447.45	
Certificate of Deposit	596,300.37	
LGIP	0.00	
Sub-Total		\$ 671,747.82

#### **AEDA**

Money Market Account	268,518.76	
Certificate of Deposit	0.00	
LGIP	0.00	
Sub-Total		\$ 268,518.76

#### **Federal Forfeiture Account**

\$ 2,885.82

#### **State Forfeiture Account**

\$ 4,437.84

#### **Operating Cash Account**

\$ 994,823.19

**Total Designated** \$ 2,925,496.97

**Grand Total Investments and Deposits** \$ 19,230,616.64

### **DISTRIBUTION OF UNDESIGNATED FUNDS**

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

**Balance Remaining of Undesignated Funds** \$ 4,806,117.50

### **RESERVE POLICY FUNDS**

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

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

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

March 12, 2019

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

Citizen request to be placed on agenda to discuss the Utility Connection Fee Increase with Council.

**DESCRIPTION:**

Mr. Jordan Goff, 218 Frazier Road, has asked to be placed on the Town Council agenda. Mr. Goff would like to discuss with Council the increase of the Town's Utility Connection Fee and website information.

**BACKGROUND:** The Altavista Town Council adopted new Utility Connection Fees, along with a new base rate and rate increases, as part of their annual budget in June 2018. The new fees/rates became effective December 1, 2018. Mr. Goff recently paid the \$2,000 sewer connection fee for 218 Frazier Road. The next day he contacted Town Hall to indicate that information on the Town's website indicated that this fee was \$500; not \$2000. Staff indicated to him that the fee had changed on December 1<sup>st</sup> and the information he found was old and had erroneously not been removed. Staff reviewed the Town's website and in fact found the old information, as well as the new information included on the Town's "Master List of Fees/Rates" on the same page. At this time, the old information has been removed.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Per discussion and direction of Town Council.

**ATTACHMENTS:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

March 12, 2019

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

Ridgeway Avenue Drainage Project – Approval of Peed & Bortz proposal (*engineering services*).

**DESCRIPTION:**

Peed & Bortz has provided preliminary engineering services to the Town for development of options/alternatives for the Ridgeway Avenue Drainage Project. Mr. Scott Bortz briefed Council on the project at their February Work Session. It was the consensus of Council to have Peed & Bortz to proceed with this project as outlined in Option 1A with the modifications indicated by Council

At this time, staff seeks approval of the Peed & Bortz proposal 18-58 (attached) for the final engineering, bid process, and construction administration as outlined, in the amount of \$9,500. It is anticipated that the project inspections will be done by Town staff.

**BUDGET/FUNDING:**

Use of existing Highway Funds (\$9,500)

**POTENTIAL ACTION:**

Approval of the Peed & Bortz proposal 18-58 for the Ridgeway Avenue Drainage project in the amount of \$9,500.

**ATTACHMENTS:**

Peed & Bortz proposal 18-58

# PEED & BORTZ, L.L.C.

## Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

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March 5, 2019

Mr. David Garrett  
Town of Altavista  
P.O. Box 420  
Altavista, Virginia 24517

Re: Ridgeway Avenue Drainage  
Engineering Services Proposal  
Continuing Design Services  
18-58

Dear Mr. Garrett:

Peed & Bortz is pleased to provide the Town with this proposal for professional engineering services for the continuing design on the above referenced project. Peed & Bortz, LLC will be referred to as the Engineer and the Town of Altavista, Virginia will be referred to as the Owner for this proposal.

Engineer will design plans and specifications for the construction of a drainage system to adequately convey the stormwater from the intersection of Elizabeth Street and Ridgeway Avenue down to the existing storm system in between 1827 and 1829 Ridgeway Avenue. The design will include storm calculations to verify adequacy of the proposed storm system to the discharge point at the rear of the above properties.

### **A. Scope of Services**

Based on our knowledge of the project, Peed & Bortz, LLC proposes the following services.

1. Design drainage improvements per from Elizabeth Street inlet to the discharge point of the existing storm pipe between the two properties. Provide construction level plans, specifications and contract documents to Town staff for review and comment. Revise per Town comments.
2. Assist Town staff with bidding, evaluation of bids, and award of Contract (Secondary Task 1).
3. Assist Town staff with construction administration including payment application review, progress meetings, shop drawing review, site visits, assisting with answering issues as the work proceeds, and general administration of the contract

(Secondary Task 2). Assist Town staff with permitting (Secondary Task 2). The only anticipated permits required are VPDES and Town E&S.

4. Provide inspection during construction (Secondary Task 3). This item **may** be negotiated at a later time dependent upon anticipated schedule as influenced by the construction extents and time of year construction. Due to the limited nature of this construction, it would advantageous for the Town to provide part-time inspection of the work and remove this Task from the contract.
5. Assist Town staff with post-construction administration and provide record drawings as marked up by the Contractor/Inspector (Secondary Task 4).

## **B. Owner Responsibilities**

The Owner will provide the following information and work items for this project:

1. Review design plans and estimates and provide comments, as applicable.
2. Pay any permitting fees associated with the project including E&S permits, VDOT permit, VPDES permit, or permits excluded from the Contractor's responsibility.
3. Pay any costs associated with advertising project for bid.
4. Pay for any legal or recording fees associated with easements. Cost of easement plat is included as a separate line item in the proposal.
5. Contact and negotiation with property owners regarding the final alignment along this property line. Obtain easement signatures from property owners.

## **C. Schedule**

We will complete the design work within 21 days of receipt of the Town staff approval on the finalized alignment between the two properties. Other tasks will be time dependent on the bid and construction processes.

Mr. David Garrett  
March 5, 2019  
Page 3

**D. Compensation**

Our fees to provide the above services are:

<b>Continuing Design Phase</b>	<b>\$6230</b>
Secondary Tasks	
<b>Task 1 Bidding Phase Services</b>	<b>\$890</b>
<b>Task 2 Construction Phase</b>	<b>\$1780</b>
<b>Task 3 Inspection Phase (optional)</b>	<b>\$6000</b>
<b>Task 4 Post Construction Assistance/Record Dwgs</b>	<b>\$600</b>
Total (less optional Inspection)	\$9,500

Monthly invoicing will be based on the percentage of work completed to date.

**E. Approval**

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



Scott Bortz, PE  
Partner

Town of Altavista, Virginia

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

March 12, 2019

**ITEM #: 9c****ITEM TITLE:**

Meals Tax text amendment

**DESCRIPTION:**

John Eller, Town Attorney, has reviewed portions of the Town Code and found that previous Town Council amendments to the Town Code had not be incorporated in the printed versions of the Town Code. He has suggested that we remove the numerical percentage related to the Meals Tax in regard to rate (Sec. 70-42 (a) and in regard to the commission for payment (Sec. 70-46 (d)) and add these items to the Master List of Fees/Rates. This will assist with having one source of information related to a majority of Town fees/rates.

John has indicated that this change does not require a public hearing but would suggest approval by Council of the removal of the numerical reference from the Town Code and insertion of the reference to the Master List.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Approval of the administrative changes to Section 70-42 (a) and Section 70-46 (d) to the Town Change as presented.

**ATTACHMENTS:**

Code Changes (Section 70-42 (a) and 70-46(d))

An Ordinance to repeal, amend and re-ordain Section 70-42 of the Code of the Town of Altavista, 1968, relating to levy of tax (meals tax).

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

1. That Section 70-42 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 70-42. Levy of tax.**

(a) There is imposed and levied by the town on each person a tax at ~~the rate of 5 1/2 percent on a percentage rate~~ of the amount paid for meals purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not. Any fractional cent shall be rounded to the next higher cent. The said percentage rate shall be as set from time to time by the town council and shown on the Town of Altavista Master List of Fees and Charges, hereinafter the "master list" which master list is incorporated herein by reference and made a part hereof and shall be enforceable as if set out herein.

(b) The tax imposed by this article applies to all sales of meals and food by a food establishment which place of business is located within the town, without regard to the locality of delivery or possible use by the purchaser.

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 70-46 of the Code of the Town of Altavista, 1968, relating to report of taxes collected; remittance; preservation of records (meals tax).

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

1. That Section 70-46 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 70-46. Report of taxes collected; remittance; preservation of records.**

(a) It shall be the duty of every seller required by this article to pay to the town the taxes imposed by this article to register with the treasurer providing such information as the treasurer may prescribe.

(b) Every seller required by this article to pay to the town the taxes imposed by this article shall file a report with the treasurer within 20 days after the last day of each calendar month on forms prescribed by the treasurer, signed by such person, reporting all purchases taxable under this article, the amount charged the purchaser for each such purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article. Each such report shall be accompanied by a remittance of the amount of the taxes due thereon for the preceding month.

(c) Such records shall be kept and preserved for a period of five years. The treasurer shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person, for the purpose of administering and enforcing the provisions of this article, and to make transcripts of all or any parts thereof. In such administration and enforcement, the treasurer shall also have the powers set forth in section 70-50.

(d) For the purpose of compensating such persons required by this article to pay the taxes for accounting for and remitting the tax levied under this article, such person shall be allowed a commission of ~~two percent~~ a percentage rate of the amount of tax due and shall be accounted for in the form of a deduction of that amount in submitting ~~his or her~~ such person's monthly report and remittance, provided that the amount paid was not delinquent at the time of payment. The percentage rate of the said commission shall be as set forth in the master list.

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

March 12, 2019

**ITEM #: 10a****ITEM TITLE:**

FY2020 Budget and FY2020-2024 Capital Improvement Program (CIP) Follow Up

**DESCRIPTION:**

Town Council received their draft FY2020 Budget and FY2020-2024 CIP on February 19<sup>th</sup>. Staff gave an introductory overview of the Revenue and Expenditures of all Funds associated with the budget at the February 26<sup>th</sup> Town Council Work Session. Following a brief discussion, Council decided to send any questions or input in regard to the budget/CIP to the Town Manager in preparation for additional review or discussion.

Additional review/discussion of the budget will also be on the March 26<sup>th</sup> Town Council Work Session; the next evening has also been set aside should Council desire to continue the discussion. Staff will need the budget finalized, NO LATER THAN, the April 9<sup>th</sup> Town Council Regular Meeting. The budget/CIP, as well as other related items, will need to be advertised in April and May in order for Town Council to conduct the required Public Hearings at their May 14<sup>th</sup> Regular Meeting. The adoption of the Budget/CIP and related items has been set for the June 11<sup>th</sup> Town Council Regular Meeting.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Per discussion/direction of Town Council.

**ATTACHMENTS:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

March 12, 2019

**ITEM #: 10b****ITEM TITLE:**

Economic Development Strategic Plan consideration

**DESCRIPTION:**

Earlier this evening, Town Council held a Work Session to review and discuss the draft Economic Strategic Plan that was spearheaded by the Altavista Economic Development Authority. If Council has any addition items it would like to discuss and direct staff on to move the document toward ultimate adoption, this is an opportunity to do so.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Per discussion/direction of Town Council.

**ATTACHMENTS:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

March 12, 2019

**ITEM #: 10c****ITEM TITLE:**

Public Works – Annual Mowing Contract follow up

**DESCRIPTION:**

Staff updated Town Council at their February Work Session in regard to the bids and the process of awarding the Annual Mowing Contract. Staff will brief Council again and hopefully have a recommendation on the issue.

**BUDGET/FUNDING:**

Funding is included in the FY2019 Budget for this service and the draft FY2020 Budget has funding as well.

**POTENTIAL ACTION:**

Per discussion/direction of Town Council.

**ATTACHMENTS:**

None

## Manager's Report for March 12, 2019 Council Meeting

RED indicates updates since last meeting.



### **PROJECTS/ITEMS**

**Altavista Park and Trails (APT) Master Planning/ Project Implementation:** Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is due on Tuesday, October 9<sup>th</sup>. Staff is working on the layout/design for the trail off of Westwood Drive. Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session. Council approved the project at their December 11, 2018 meeting. **Based on field conditions the layout/configuration of the English Park Improvements has been modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session.**

**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 working with Boxley to get a target completion date on this project.**

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

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

**Downtown Public Parking Signs and Banners:** Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project. The signs have been delivered, staff will work on having them installed. **Installation has begun in regard to the parking banners and signs.**

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

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

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

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

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

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

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

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

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

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

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

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

## **CAPITAL IMPROVEMENT PROJECTS**

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



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

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

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

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

**Washington Street Sidewalk Project:** COMPLETED

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

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

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

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

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

- Southern Virginia Multi-modal Park – Utility Review

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

March 7, 2019

**Project Name:** Town Standard Specifications

**Project Manager:** Scott Bortz, PE

**Sub-Consultant** none

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

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**Completed Last Week:** Sent email to VDH to see if additional information is required for their review.

**Anticipated work over the next two weeks:** Awaiting comments from VDH review of water portion.

**Outstanding Issues:** none

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

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

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

**Approved Budget:** \$6000

**Invoiced To Date:** \$4800

**Balance to Complete:** \$1200

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**Town Input Required:** None

**Issues Town Should Be Aware Of:** Awaiting VDH comments

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

March 7, 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

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**Completed Last Week:** Discussion and resolution of schematic design for the ductbank alignment to the west. Discussion of replacement of mast and wall mounted lights with Town staff.

**Anticipated work over the next two weeks:** Minor revisions required to adjust the site plan to the ductbank alignment decisions.

**Upcoming Tasks:** Submit final plans and specifications to Town staff.

**Outstanding Issues:** Coordination with switchgear representative anticipated in order to coordinate conduit locations in the building.

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**Design Schedule:** Authorized on September 11, 2018  
Kickoff meeting w/ Town staff on October 2, 2018  
Town Council work session report selected building/generator location on January 8<sup>th</sup>, 2019  
Projected submission of full set on *January 25, 2019*  
Town review of second submittal by February 7, 2019  
Final submission of plans and specifications to Town on February 28th  
**Schedule Constraints:** 90 days post 1<sup>st</sup> meeting for second submittal to Town  
21 days post comments received from Town regarding second submittal

**Projected Completion:** Final submission to Town March 13, 2019

**Approved Budget:** \$42,110

**Invoiced To Date:** \$25,100

**Balance to Complete:** \$17,010

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**Town Input Required:** Town will need to coordinate with switchgear rep similar to generator purchase.

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

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

March 7, 2019

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

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**Completed Last Week:** Submitted revised sketch to Town staff with revised alignment running along property line.  
**Anticipated work over the next two weeks:** Assist Town staff in discussion with Debernard property owner regarding a shared easement along the property line.  
**Upcoming Tasks:** Coordinate easement/alignment with Town staff.  
**Outstanding Issues:**

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**Design Schedule:** Authorized on November 30, 2018  
Miss Utility ticket December 6, 2018  
Field survey of area after Miss Utility tickets clears projected by December 31, 2018  
Provide conceptual designs to Town staff for review projected by February 15, 2019

#### Schedule Constraints:

**Projected Completion:** To be determined after Town input regarding resident comments on easement and alignment.  
**Approved Budget:** \$4200  
**Invoiced To Date:** \$2400  
**Balance to Complete:** \$1800

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**Town Input Required:** Town will need to sign off on Design phase of contract. Town staff will need to provide input on easement and alignment with adjacent property.

#### Issues Town Should Be Aware Of:

**2019 CIP Town of Altavista Projects**

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

**March 7, 2019**

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

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**Completed Last Week:** Town approved survey of property. Miss Utility ticket submitted and completed.

**Anticipated work over the next two weeks:** Field survey. Provide a proposal to develop Design-Build documents and assist the Town in procuring the building.

**Upcoming Tasks:**

**Outstanding Issues:**

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**Design Schedule:** Proposal provided February 14, 2019

**Schedule Constraints:** Cleared Miss Utility Ticket

**Projected Completion:** April 1 for survey portion

**Approved Budget:** \$3450, Task 1 Option 3 only

**Invoiced To Date:** \$0

**Balance to Complete:**

---

**Town Input Required:** None, unless additional tasks are required.

**Issues Town Should Be Aware Of:**

**2019 CIP Town of Altavista Projects**

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

**March 7, 2019**

**Project Name:** GIS pass-through

**Project Manager:** Scott Bortz, PE

**Sub-Consultant** King-Moore

**P&B Job Number** 19-07

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**Completed Last Week:**

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

**Upcoming Tasks:**

**Outstanding Issues:**

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

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** Proposed budget not approved

**Invoiced To Date:** \$0

**Balance to Complete:**

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

**Issues Town Should Be Aware Of:**

**Town of Altavista  
Hurt and Proffitt WWTP Projects  
Status Report**



Date: February 28, 2019

This memo is a status report of Hurt & Proffitt Team's efforts for the Wastewater Plant Clarifier #1 improvement project

Completed Work Over the Last Week

1. Clarifier #1 (HP#20180662)
  - a. None

Anticipated Work Over the Next two Weeks

1. Clarifier #1 (HP#20180662)
  - a. Contractor to submit equipment submittals as necessary.

Outstanding Issues

1. Clarifier #1 (HP#20180662)
  - a. None

Construction Document Schedule Update

1. Clarifier #1 (HP#20180662)
  - a. Contracts Signed 10/15/18
  - b. NTP, submittal approval 10/22/18 – 1/1/19
  - c. Demo, Rehab, Construction 1/1/19 – 6/30/19
    - Estimate Tank Demo/Rehab → April 2019
    - S&L Estimated delivery 20 weeks from 12/13/18 = 5/2/19

Budget Summary

- |                 |           |           |      |          |
|-----------------|-----------|-----------|------|----------|
| 1. Engineering  | Contract: | \$21,000  | JTD: | \$16,225 |
| 2. Construction | Contract: | \$257,000 | JTD: | \$7,000  |

Submitted by:

Mike Wilson, PE  
Project Manager

**From:** Turner Perrow <[tperrow@woodardcurran.com](mailto:tperrow@woodardcurran.com)>

**Sent:** Thursday, February 28, 2019 5:07:10 PM

**To:** Tom Fore

**Cc:** Micah Geyer

**Subject:** Weekly Update - **Altavista FCV and Clarion Tank SCADA** 2/28/2019

**What We Accomplished since last week**

- Internal SCADA panel QA/QC
- Complete FCV design (expected Friday 3/1)

**What We Will Accomplish in the Next Week**

- Issue panel design to Town for review
- Issue FCV design for contractor pricing.
- Submit revised PER to VDH.

**Scope Changes to Date**

- None

**Schedule/Deliverable Status**

- Complete Clarion Tank Panel Design 12/14/2018 (Delayed due to FCV requirements. Early February)
- Begin FCV design 12/17/2018 - Complete
- Submit FCV design to Town 1/31/2019 - Complete
- Submit Final PER to VDH 2/27/2019
- Bid FCV 3/1/2019
- Control Panel Fabrication Complete 3/22/2019
- Start FCV and Clarion SCADA construction 3/25/2019
- FCV and Clarion SCADA complete 4/25/2019

**Budget Status**

- Approved Budget: \$ 45,400
- Invoiced To Date: \$ 13,100
- Balance to Finish: \$ 32,300
- Upcoming Invoice: \$ 3,440

**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

714 Court Street

Lynchburg, VA 24504

Skype: 434-333-7772

Cell: 434-258-5684

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**COMMITMENT & INTEGRITY DRIVE RESULTS**



**From:** Turner Perrow <[tperrow@woodardcurran.com](mailto:tperrow@woodardcurran.com)>

**Sent:** Thursday, February 28, 2019 4:55:31 PM

**To:** Tom Fore

**Cc:** Ron Hidu

**Subject:** Weekly Update - **Altavista Melinda & Avondale HPZ** 2/28/2019

**What We Accomplished in since the Last Week**

- Updated the PER with VDH comments.
- Finalized survey contract
- Requested additional survey design files (some referenced files were missing)

**What We Will Accomplish in the Next Week**

- Authorize survey to proceed
- Provide survey schedule and description of work to the Town.
- Submit revised PER to VDH.

**Scope Changes to Date**

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

**Schedule/Deliverable Status**

- PER submitted to Town 12/7/2018 - Complete
- Submit to VDH 12/17/2018 – Complete 1/3/2017
- PER complete 1/11/2019 (waiting on VDH)
- Submit Final PER to VDH 2/27/2019
- Initiate survey 1/7/2019 – delayed due to cost.
- Initiate final design 2/18/2019 – delayed due to cost.
- Submit to Town 4/12/19
- Submit to VDH 4/29/2019
- Bidding Documents Compete 6/7/2019

**Budget Status**

- Approved Budget: \$85,000
- Invoiced to Date: \$24,000
- Balance to Completion: \$61,000
- Upcoming Invoice: \$5,000

**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

714 Court Street

Lynchburg, VA 24504

Skype: 434-333-7772

Cell: 434-258-5684

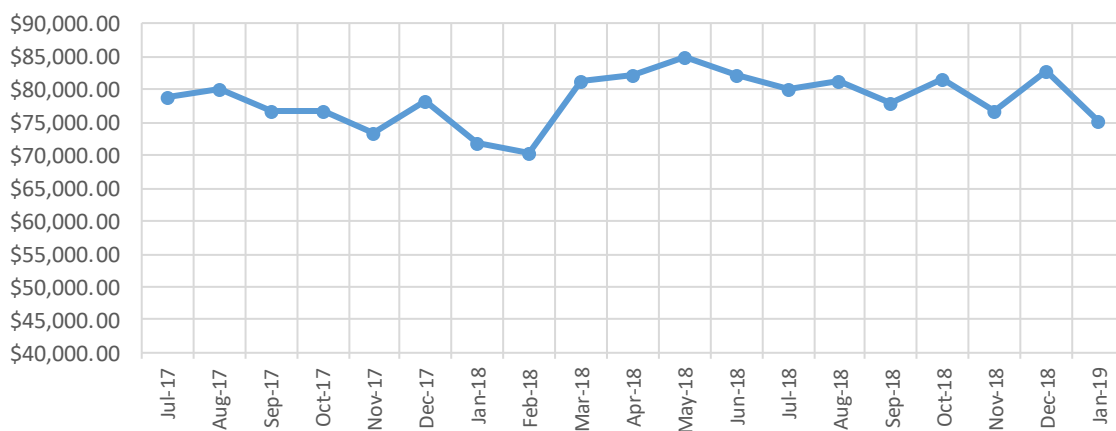
[www.woodardcurran.com](http://www.woodardcurran.com)

**COMMITMENT & INTEGRITY DRIVE RESULTS**

## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		PREVIOUS
Oct-17	\$76,719.67	FY2017	YTD TOTAL (FY) <b>\$951,518.71</b>
Nov-17	\$73,312.11	FY2018	\$936,848.19
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		MTD TOTAL (FY)
Feb-18	\$70,420.81	FY2018	\$535,831.80
Mar-18	\$81,369.00	FY2019	\$556,042.65
Apr-18	\$82,147.00	+/-	\$20,210.85
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		

Meals Tax Collections

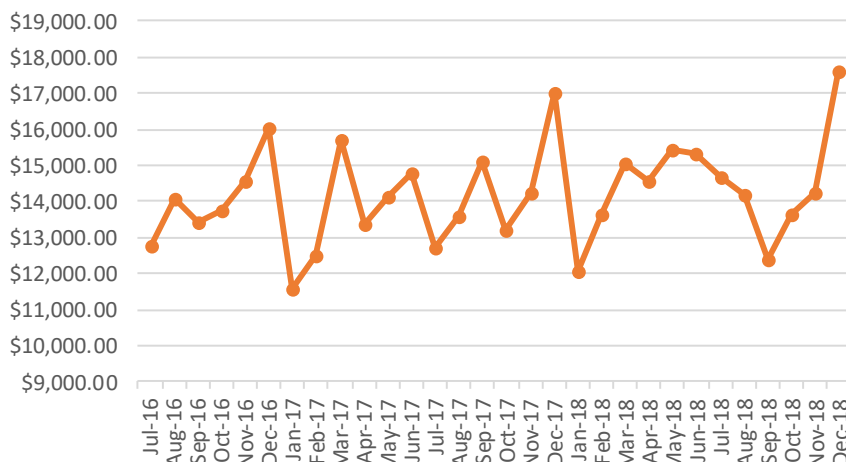


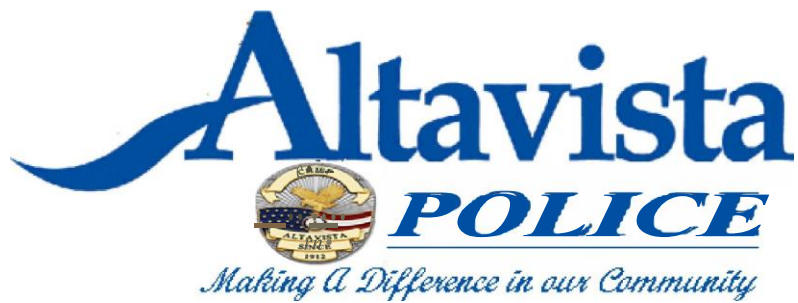
# Town of Altavista

## Local Sales Tax

Jul-16	\$12,782		
Aug-16	\$14,083		
Sep-16	\$13,446		
Oct-16	\$13,776		
Nov-16	\$14,578		
Dec-16	\$16,055		
Jan-17	\$11,598		<b>YTD TOTAL (FY)</b>
Feb-17	\$12,485	FY2017	\$166,834
Mar-17	\$15,699	FY2018	\$171,886
Apr-17	\$13,372	+/-	\$5,051
May-17	\$14,150		
Jun-17	\$14,810		
Jul-17	\$12,712		<b>MTD TOTAL (FY)</b>
Aug-17	\$13,602		
Sep-17	\$15,088	FY2018	\$85,816
Oct-17	\$13,187	FY2019	\$86,776
Nov-17	\$14,237	+/-	\$960
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		
Apr-18	\$14,556		
May-18	\$15,448		
Jun-18	\$15,317		
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		

Local Sales Tax Receipt





**Col. Thomas E. Merricks**  
**Chief of Police**

**Lt. Kenneth W. Moorefield**  
**Deputy Chief**

**Phone: (434) 369-7425    510 Seventh St., P.O. Box 420, Altavista, Va. 24517    Fax: (434) 369-5046**

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### **Summer Intern in Police Department**

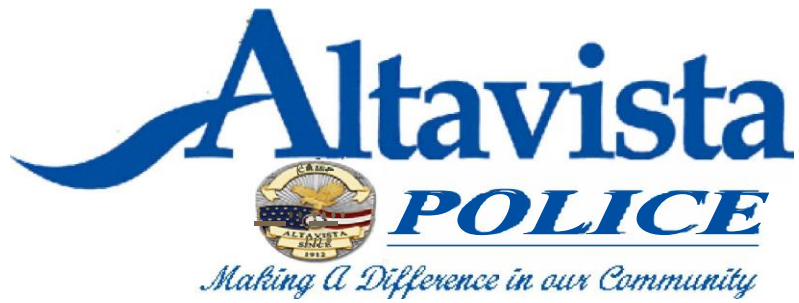
Bin Yang, a student at Altavista Combined School, has contacted the police department about the possibility of him completing a summer internship. I met with Yang in person and was really impressed with him. He is interested in a career in law enforcement and wants to learn as much as he can about it.

Yang would have an opportunity to shadow police officers and learn what they do on a daily basis. I would also assign him a project. There are lots of surplus/old items stored in the fire house. I would ask that he catalog and organize the items to have them ready for destruction or auction.

This internship would last from June 3, 2019 through July 12, 2019. (6 weeks) It would encompass 20-30 hours per week, however the schedule would be flexible. I would propose that we pay Yang a stipend of \$100/week to offset some of his expenses. He would be required to sign an internship agreement which states the town can terminate the agreement at any time for any reason. It would also be a liability release for him while with officers and performing any task under the direction of the Police Department. **At the February 26, 2019 work session, Council approved and directed the PD to establish a policy for interns. The stipend will be absorbed by the salary budget.**

### **National Night Out**

Due to the generosity of Discovery Auto Group, GB Market, Fellers Chevrolet and English Building Supply, We are able to book "The Embers" for National Night Out on August 6, 2019. I am in the process of assembling a community wide committee to work on whatever else we will do that night. It is our hope to be able to provide some food and activities for children during this time. **Contract has been signed with the Embers and PD is in the process of assembling a citizen committee to direct activities at the night out event. Strong Style Wrestling has also agreed to do a fund raising wrestling match for NNO on April 6<sup>th</sup> at the Booker Building. We will begin advertising that and ticket sales will begin.**



**Col. Thomas E. Merricks**  
**Chief of Police**

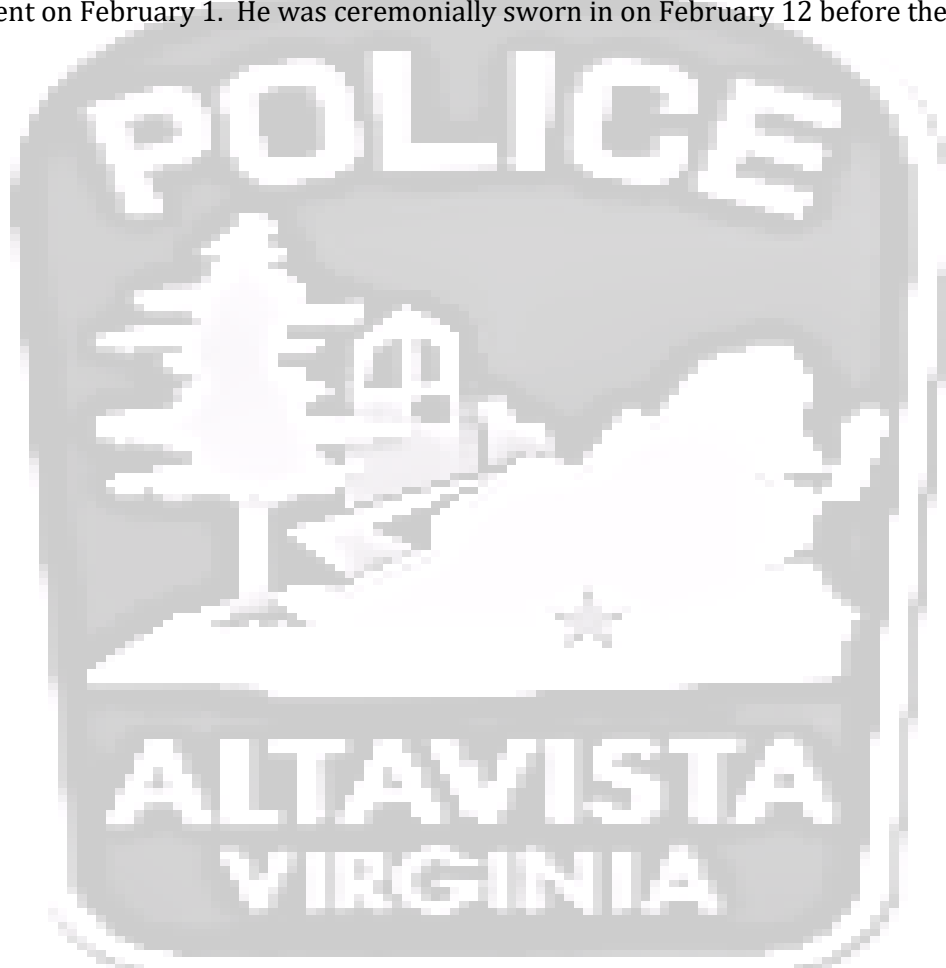
**Lt. Kenneth W. Moorefield**  
**Deputy Chief**

**Phone: (434) 369-7425    510 Seventh St., P.O. Box 420, Altavista, Va. 24517    Fax: (434) 369-5046**

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### **Personnel Changes**

Officer Wayne Duff retired on February 14<sup>th</sup> after 20 years in Law Enforcement. He was presented with a shadow box and retirement badge by the department. Officer John Henderson started with the department on February 1. He was ceremonially sworn in on February 12 before the council meeting.



2019

	January	February	Year to Date
Criminal Arrests "Felony"	5	1	6
Criminal Arrests "Misdemeanor"	15	8	23
Warrant Executed	10	5	15
Uniform Traffic Summons Issued	14	30	44
# Traffic Stops	28	41	69
BOLO'S (Be on Look Out)	6	3	9
DUI	1	1	2
IBR	20	20	40
MVA	1	4	5
Assist Motorist	7	30	37
Calls for Service	229	237	466
Investigation Hours	57	5	62
Alarm Responses	19	30	49
ECO/TDO	1	0	1
ECO/ TDO HOURS	2	0	2
Training Hours	0	3	3
School Check	62	73	135
Court Hours	29	10	39
Community Events	0	0	0
Special Assignment Hours	0	6	6
# Hrs Directed Patrol	286	207	493
Bike Patrol Hours	0	0	0
Citizen Contacts	1,544	1,652	3,196
Businesses, Residences Check "Foot Patrols"	454	567	1,021
Follow Ups	30	35	65

**Patrol Route 29**

3-Feb	Rt 29	0110-0145	Weaver	Radar
7-Feb	29 SB	0130-0150	Rea	BOL/Stop/Warning
7-Feb	29 SB	0130-0155	Weaver	BOL/Located/Traffic Stop
9-Feb	29 SB		Rigney	Wrong Way Driver-Unfounded
12-Feb	29 SB	1035-1107	Osborne	BOL Stolen Truck/Unable to Locate
13-Feb	29 NB	1752-1800	Tosh	Traffic Stop/Summons
13-Feb	Rt 29	1600-1900	Caveness	DUI
14-Feb	29 NB	0800-0805	Tosh	Traffic Stop
17-Feb	Rt 29	0055-0130	Weaver	Radar
20-Feb	29 SB	2030-2100	Weaver	MVA/Assist VSP
20-Feb	29 SB	2030-2100	Rea	MVA/Assist VSP
21-Feb	Rt 29		Caveness	Traffic Stop
21-Feb	29 NB @ Clarion Rd	1320-1340	Osborne	Non-Reportable Accident
22-Feb	29 North	1430-1435	Tosh	Traffic Stop
24-Feb	Rt 29		Caveness	Traffic Stop
24-Feb	Rt 29	1430-1435	Caveness	Traffic Stop
24-Feb	Rt 29	1518-1530	Caveness	Traffic Stop/Summons
24-Feb	29 NB	1430-1435	Tosh	Traffic Stop/Summons

Public Works Monthly Report					
Staff Report B&G					
Date:			3/5/2019		
TO:			Town Manager		
FROM:			David Garrett		
DEPARTMENT:			Building and Grounds		
MONTH:					
# Burials				1	
# of Cremations				0	
# of Labor Hours for Green Hill Cemetary				46	
# of Curbside Brush Stops				90	
# of Brush Loads				10	
# of Curbside Bulk Stops				59	
# of Bulk Tonnage				8.92	
# of Tires Collected				4.00	
Solid Waste Total Tonnage				79	
# of Labor Hours to Maintain Buildings				106.00	
# of Labor Hours to Maintain Parks				306.50	
# of Acres Mowed				0	
# of Acreage Mowed by Contractor				0	
Other Public Works Activities and CIP Projects:					



Streets								
Monthly Staff Report Streets								
<b>Date:</b>			<b>3/5/2019</b>					
<b>TO:</b>			Town Manager					
<b>FROM:</b>			David Garrett					
<b>DEPARTMENT:</b>			Streets					
<b>MONTH:</b>								
# of Lane Miles Mowed by Town				0				
# of Lane Miles Mowed by Contractor				0				
# of Litter Bags Collected				41.5				
# of Weed Control Gallons Applied				0				
# of Swept Lane Miles				36				
# of Weekend Trucks				0				
# of Total Tonnage for Weekend Trucks				0				
# of Total Salt Tonnage Used				0				
# of Leaf Collection Loads				0				
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)					374.5			
Other Streets Activities and CIP Projects:					# Lights Installed			
Install New Decorative Street Light Heads					21			

Fleet Maintenance					
Monthly Staff Report FM					
Date:			3/5/2019		
TO:		Town Manager			
FROM:			David Garrett		
DEPARTMENT:			Fleet Maintenance		
MONTH:					
# of State Inspection					3
# of Preventive Maintenance Work Orders					25
# of Emergency Repair Work Orders					2
# of Services					7
# of General Maintenance/Repair					11
# Troubleshoot/Investigate					3
<b>Other Fleet Maintenance Activities and CIP Projects:</b>					

Monthly Staff Report Water Plant											
DATE:		3/4/2019									
TO:		Town Manager									
FROM:		Tom Fore									
DEPARTMENT:		Water Treatment Plant									
MONTH:		February									
Operation and Production Summary											
The Actual water production line ( filtering of water) for the entire month averaged						15	Hours per day				
which yielded approximately		1,640,000	gallons of water per day.								
Rain	6.161	Snow	0	was measured at the water treatment plant.							
Average Hours per day (week days)				15.4	hrs						
Average Hours per day (weekends)				13.6	hrs						
Average produced (week days)				1,791,000	gallons per day						
Average produced (weekends)				1,573,750	gallons per day						
Total Raw Water Pumped:				48.41	million gallons						
Total Drinking Water Produced:				46.9	million gallons						
Average Daily Production:		(drinking)	1,640,000	gallons per day							
Average percent of Production Capacity:				54.67	%						
Plant Process Water:			1,505,540	(finished water used by the plant)							
Bulk Water Sold @ WTP:			9,700	gallons		Water lost due to leaks		none captured			
Flushing of Hydrants/Tanks/FD use/Town Use				10,200	gallons						
McMinnis Spring											
Total Water Pumped:			6.098	million gallons		average hours per day		12.1			
Average Daily Produced:			217,786	gallons per day		Rain at MC		5.13			
Reynolds Spring								sno	0		
Total Water Pumped:			5.052	million gallons		average hours per day		9.6			
Average Daily Produced:			180,429	gallons per day		Rain at RE		5.18			
Purchased Water from CCUSA			1,433,916	gallons				sno	0		
Sold to Hurt			2,378,200	gallons							
Industrial Use			43,939,655	gallons							
Cross Connection Visits			0								
Comments: Water Plant Activities & CIP Projects:											
Monthly Compliance Reports Completed											
VDH samples completed for compliance											
UCMR4 sampling in February Completed											
To start Cryptosporidium Sampling on March 5th											
ISI Quarterly Calibration Completed											
CCR Report for 2018 Completed, approved and was posted on Website in March											
HACH Quarterly Calibration completed											
CAT Completed Inspection of Generator and changed the oil.											
Water Plant had 2 New computers installed											
Dearing Ford Flow Control valve to Melinda- surveying work to begin											
Melinda High Pressure Zone- PER submitted to Health Department -surveying to begin											
Standard details and specifications submitted to VDH awaiting comments											
Cleaned 2 Basins											
Set up an email tree with Abbott to communicate regarding springs status (out or in service due to rainfall and CCUSA)											
CIP Tank Maintenance/Repair - awaiting painting for Bedford and Melinda interior painting in the summer of 2019											



## Utilities Distribution and Collection

# of Service Connections		0			
# of Service Taps		0			
# of Meters Read	Monthly	101			
	Quarterly	0			
# of Meters Cut Off For Non-Payment		41			
# of Meters Tested		0			
# of Loads of Sludge to Landfill		19			
# of Location Marks made for Miss Utility		48			
# of Meters Replaced		1			
# of Water Lines Repaired		1	# of Sewer Lines Unstopped	1	
Locations:			Locations:		
5th Street and Franklin Ave. - Service			1210 Main Street - Service		
# of Water Valve Boxes Cleaned		15			
# of Blow-Off Valves Flushed		0			
Push Camera Footage	225'	Sewer Main Cleaned		1415'	
Sewer (Root Cutting) Main	790'	Sewer Main Cleaned Manholes		3	
Sewer (Root Cutting) Main Manholes	3	Sewer Right of Way Clearing Footage		1000'	
Sewer Video Footage	1350'	Sewer Service Cleaned		150'	
Sewer Video Manholes	6	Sewer Service Video		0	
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service		70'	
Water Turn Ons and Offs	23	Water Right of Way Clearing Footage		0	
		Sewer Manholes Inspected		204	
# Of Hydrants Flushed		0			
Other Utilities Distribution and Collection Activities & CIP Projects:					
Awaiting Dukes Root Control to restart root control activities when weather dries up.					

Wastewater									
TO:		Town Manager							
FROM:		Steve Bond							
DEPARTMENT:		Wasterwater Plant							
MONTH:		Mar-19							
Average Daily Flow				2.70		MGD			
TSS Reduction				91		%			
BOD Reduction				97		%			
VPDES Violations				0					
Sludge ( Regional Land Fill)				228		tons			
Rain Total		4.89		Inches		Snow Total		Inches	
Other Wastewater Activities and CIP Projects:									
Month: Feb. 2019				Month: Feb. 2019					
Week: 4 <sup>th</sup>				Week: 11 <sup>th</sup>					
<ul style="list-style-type: none"><li>CIP item: Ordered Solids Air Compressor and Dryer</li><li>Repaired Polyblend for thickener and cleaned day tank</li><li>Repaired spray system for thickener</li><li>Trimmed trees in EOP berm</li><li>Replacing lights around basins 1 &amp; 2 (LED)</li><li>Submitted Monthly DMR to DEQ</li><li>Working on 2019 PMP submittal</li><li>Submitted monthly industrial surcharge billing</li><li>Repairing Press plate shifter</li><li>Repairing Main Pump Station Wet Well Ventilation fan (completed)</li><li>Sampled oil in Clarifier #2 (results all positive)</li><li>Submitted National Weather Service rain report</li><li>Repaired UV wipers</li></ul>					<ul style="list-style-type: none"><li>March Schedule posted</li><li>Repaired Polyblend for thickener replaced water solenoid</li><li>Ordered Automatic transfer switch for main lab generator</li><li>Replacing lights in Solids building (LED)</li><li>Replacing lights around basins 1 &amp; 2 (LED)</li><li>Removed #1 press polymer VFD and sent to have load test conducted</li><li>Working on 2019 PMP submittal</li><li>Ordered Press Parts for plate shifter</li><li>Ordered hose for 6in pump for upcoming clarifier project</li><li>As of 2/14/19 All UV Lamps and wipers have been replaced on Bank A</li><li>UV Lamp replacement is now complete on both Banks</li><li>Sampled oil in Clarifier #2 (results all positive)</li><li>Submitted National Weather Service rain report</li><li>Repaired UV wipers</li></ul>				
Month: Feb. 2019				Month: Feb. 2019					
Week: 18 <sup>th</sup>				Week: 25 <sup>th</sup>					
<ul style="list-style-type: none"><li>Charged NPW system</li><li>Ordered Press Polymer Pump 2/21/19</li><li>Changed Oil in blowers 3 &amp; 4 in aeration basin</li><li>Drained condensate off of oil in clarifier #3</li><li>Reinstalled #1 press polymer VFD</li><li>Working on 2019 PMP submittal</li><li>Soda Ash received 2/22/19</li><li>Received Application for Discharge Permit renewal from Schrader-Bridgeport</li><li>Changed heating and AC unit in maintenance office</li><li>Developing new QC control documents for new lab certified filters for Eff. TSS</li><li>Charged NPW system 2/25/19</li><li>Solids Compressor received 2/22/19</li><li>Changed Oil #3 clarifier 2/27/19</li><li>Changed oil in Thickener gear box 2/27/19</li><li>Meeting with Peed and Bortz electrical upgrades 2/26/19</li><li>Working on 2019 PMP submittal</li><li>Replaced thickener totalizer</li><li>Continued replacing lights in solids handling with LED</li><li>Pumped rain water out of basin #1</li><li>Developing new QC control documents for new lab certified filters for Eff. TSS</li><li>BGF visit (2/28/19) wetland survey dump area</li></ul>									

# Main Street Coordinator Report for March 12, 2019

## Council Meeting

RED indicates updates since last meeting.



### PROJECTS/ITEMS

**Business Updates:** Sew Simple moved into 503 7<sup>th</sup> Street (Grand opening TBD).

GB Altavista gas station to opened in previous Sunoco station. I met with new realtor for 525 Main Street and discussed possible incentives for new business owners and façade design improvements.

Home Again Consignment (823 B. Main Street) to close in March. I am working with property owner to help find a new tenant. New business to come in Laurelton Gardens property.

**AOT:** Board meeting was held February 14<sup>th</sup> and welcomed new board member, Katie Lane on board. AOT is reviewing current mission & vision and looking to update. Met with board president and VMS Program Manager, Rebecca Rowe to discuss FY 19-20 and upcoming projects.

**AOT Promotions Committee:** Spring Fling to be held March 15-16<sup>th</sup>. AOT is partnering with Chamber & businesses to market the event on LHOV and social media. Promotions Committee teamed up with SRML and hosted a LOVE Altavista event on Valentine's Day. Promotions committee has met to start planning future events such as a chalk festival and Altavista restaurant week. The committee is also working to collect employer contact information to better communicate with employers on downtown events, promotions, etc... AOT plans to create new employee/resident information packets.

**AOT Design Committee:** Met with engineer to design LOVE sign. Will meet with Design Committee in March to finalize design and plan location.

**Economic Development Strategic Plan (Camoin):** AEDA conducted a Work Session to review the draft document on February 4<sup>th</sup> & 25<sup>th</sup>. AOT has helped in the development/partnership with the EDA and will support the implementation of final plan.

**AOT Children's Museum Committee:** AOT president, Lori & I met up with Scott Lowman to discuss Children's Museum Committee plans and strategic plan. Scott has agreed to help with this project and we are possibly drafting the idea to look more like a children's maker space.

### **Website (on-going)**

- Uploaded PC Agenda & Minutes
- Uploaded Town Council agendas and minutes
- Updated RFP's
- Updated Jobs & Employment
- Uploaded budget & CIP
- Updated Town Contact list
- Updated water & utilities information/ Master List of fees

### **Social Media (on-going)**

- Total of 914 likes
- New employees & milestone employees recognized
- Total reach for month: 9,474 people

### **Town Calendar (on-going)**

- Began working on 2020 calendar design

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### **Up Coming events**

- March 15<sup>th</sup>-16<sup>th</sup> Spring Fling Event – partnership with Chamber & business community
- March 14<sup>th</sup>- AOT board meeting

# March

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
					1	2
3	4 Planning Commission 5pm	5	6	7	8	9
10 <i>Daylight Savings Time Begins</i>	11	12 <u>Town Council</u> Meeting 7pm	13	14	15	16
17	18	19	20	21	22	23
24	25	*26 <u>Council Work</u> Session 5pm	27	**28	29	30
31					Notes : *March 26 <sup>th</sup> AEDA Mtg. 8:15 am	Notes : **March 28 <sup>th</sup> Chamber Legislative Breakfast



# April

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

