



**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, May 14, 2019**  
**7:00 p.m. – Council's Chambers**

- 1. Call to Order – Regular Meeting**
- 2. Invocation/Pledge of Allegiance**
- 3. Agenda Adoption**
- 4. Recognitions and Presentations**
- 5. Citizen's Time (Non-Agenda Items Only)**

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

**6. Consent Agenda**

- a. Approval of Council Minutes
  - i. April 9, 2019 Town Council Regular Meeting
  - ii. April 23, 2019 Town Council Retreat
  - iii. April 23, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Altavista On Track – Chalk Festival approval
- d. Rt. 43 "Gateway" (Streetscape) Project funding approval
- e. Declaration of Town Surplus Property
- f. Purchase of GIS Device for Utilities/Public Works

**7. Public Hearing(s)**

- a. Fiscal Year 2020 Budget and Capital Improvement Program (CIP)
- b. Utility (Water & Sewer) Proposed Rate Increases
- c. Zoning Ordinance Text Amendments – "Food Banks, Food Pantry, and similar uses"

**8. New Business**

- a. Request by First Baptist Church – Closure of portion of 10<sup>th</sup> Street
- b. FEMA Grant – Emergency Generators – Local Match commitment
- c. Consideration of development of a "Brownfields Program"

**9. Unfinished Business**

- a. WWTP EOP Grid Sampling Proposal
- b. FY2020 Budget/CIP Discussion

**10. Reports and Communication**

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

**11. Matters from Council**

**12. Closed Session**

**13. Adjournment**

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

May 14, 2019

**ITEM #: 4**

**ITEM TITLE:**

**DESCRIPTION:**

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

**ATTACHMENTS:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

May 14, 2019

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

Consent Agenda Items

**DESCRIPTION/ACTION:**

**6a: Approval of Minutes:** Approve the minutes of the April 9, 2019 Regular Meeting; the April 23, 2019 Town Council Retreat; and the April 23, 2019 Town Council Work Session. ([Link to minutes](#))

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

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

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

**6c: Altavista On Track (AOT) – Chalk Festival Approval** ([Link to information](#))

- *Motion to approve AOT's Request to utilize a portion of the Trade Lot for this event (per the submitted map).*

**6d: Rt. 43 "Gateway" (Streetscape) Project Funding Approval** ([Link to information](#))

- *Motion to approve the award of the bid per the engineer's recommendation; and authorize the Town Manager to proceed with the project in accordance with VDOT's Project Estimate (which would include procurement of Engineering Construction Administration and Inspections Services).*

**6e: Declaration of Town Surplus Property** ([Link to information](#))

- *Motion to declare the submitted list of Town property as surplus and dispose of as indicated.*

**6F: Purchase of GIS Device for Utilities/Public Works** ([Link to information](#))

- *Motion to approve the purchase of the recommended GIS device and have staff draft a budget amendment for this purpose.*

**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 – April 9th, 2019

The regular scheduled April meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on April 9th, 2019 at 7:00 p.m.

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

Council members  
Present:

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

Also present:

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

- 2. Invocation/Pledge of Allegiance

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

- 3. Approval of the Agenda

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

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

Motion carried.

VOTE:

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

Yes  
Yes  
Yes  
Yes  
Yes  
Yes  
Yes

- 4. Recognitions and Presentations

a. Employee Introduction – Mr. Derek Tyree

Mr. Coggsdale informed Council of a new police officer Chief Merricks hired for the Altavista Police Department (APD). He stated Mr. Tyree was unable to attend the Council meeting, but wanted him to be recognized for joining the APD in the meeting minutes.

Mayor Mattox stated he had the honor of swearing in Mr. Tyree as a new APD Officer and continued stating he felt Mr. Tyree would be an asset to the APD and the community.

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

There were no citizen comments on this date.

Regular Council Meeting – April 9th, 2019

6. Consent Agenda

- a. Approval of Council Minutes:
  - March 12, 2019 Continued Work Session
  - March 12, 2019 Town Council Regular Meeting
  - March 26, 2019 Council Work Session
- b. Acceptance of Monthly Financial Reports

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

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

Motion carried.

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

7. Public Hearing

No public hearings were scheduled for the April 9th, 2019 meeting.

8. New Business

- a. Altavista On Track – “LOVE” Sign Request

Mr. Coggsdale stated Mr. Ed Soto, representing the AOT Design Committee, would be giving a presentation regarding the “LOVE” sign they designed; and would also asking be Council for permission to place the sign in English Park.

Mr. Soto referenced photos of the sign’s design, given to Council as a visual reference for their review and approval. He asked Council if they had any questions regarding the sign’s design or the proposed possible location options.

Mr. George stated the proposed LOVE sign design for Altavista was very unique to the community and unlike any other love signs he had seen in other localities.

Mr. George stated the sign would be fabricated of steel blocks by Mr. Mitchell, Alliance Industrial, and the sign faces would be “wrapped” with its design by Bryan Shelton of Creative Edge, Wards Rd. Altavista. He continued stating the sign would be structurally sound enabling the sign to be enjoyed by the community for many years to come.

Mr. George asked Mr. Soto if PCM had agreed to do the concrete work for the base of the sign, to which Mr. Soto answered there was nothing in official writing, but in previous conversations with Mr. Younkin, of PCM, he had a verbal confirmation they would.

Mr. Coggsdale referenced a picture of the proposed/desired locations to place the sign in English Park, and stated the locations were numbered 1-4 by AOT’s preference. He asked Council if they had a preference from the location options or if they had any questions regarding the proposed locations.

Mr. Emerson asked if the area closest to the river, numbered “1”, was a busy area, to which Mr. George answered yes because there is a beach-like area in that location.

Mr. Bennett asked what the chances were for flooding at AOT’s first preference area next to the river. Mr. Coggsdale asked Mr. Fore to weigh in on the question, to which Mr. Fore stated the area next to the river would be the most susceptible to flooding of the four options.

## Regular Council Meeting – April 9th, 2019

Mr. Soto stated when the AOT Committee was picking possible locations for the sign's placement, they chose the river area as one location because of its visual beauty and esthetics when visitors want to take pictures at the sign/structure.

Mr. George stated he had seen other localities place their LOVE sign at or near water features, presumably for the same reason.

Mayor Mattox asked if the LOVE sign and its possible location had been advertised in order to receive public comments on the item. Mr. Soto stated that night was the first time the finished design of the sign structure had been officially introduced to the public.

Mr. Coggsdale stated there was an article in the Altavista Journal newspaper regarding the sign idea when it was in its early design stage.

Mayor Mattox asked if Council wanted staff and AOT to advertise the finished sign design in order to receive public comments before they moved forward with a location decision.

Mrs. Dalton stated she did not feel there was a wrong answer in choosing any of the four options. She stated she saw merit in each option, but was in favor of option four, near the park's trail entrance, because you would see the sign as soon as you drove or walked around the curve from the playground to that area.

Mr. George stated option four was the least favorable of the options because of the "English Trail" sign at that location. He stated he would not want to interfere with the visibility of the trail sign, to which Mrs. Dalton agreed. She stated an area where the LOVE sign could stand alone would ultimately be the best option for placement.

Mr. George stated the sign structure would be very visible at any of the location options. He continued stating the individual blocks were two feet by two feet with two inches in between each block; the blocks would be on an elevated concrete pad with the first block being six inches off of the concrete; above the blocks would be a "roof" with an Altavista flag/sign on the top; making the entire structure approximately ten to twelve feet tall.

Mr. Bennett asked, if there was a chance of flooding to the river area of the first preference, were the blocks removable, to which Mr. George answered they were. Mr. George stated the ability to remove the blocks was also in case the blocks needed repairing.

Mr. Higginbotham stated he had a concern with the sign structure having a concrete base because of the possibility of children climbing on the sign.

Mr. Soto stated the climbing possibility was also a concern for AOT. He stated they tried to address the issue and design the sign with that in mind, by keeping only a two inch gap in between the blocks and adding a slanted roof to the top of the structure.

Mrs. Dalton stated the climbing issue would always be a concern, but the LOVE signs in other localities are famous because of people wanting to take pictures with them and some even at the top of the sign. She stated she felt AOT had done a good job in addressing the concern and possibly keeping the issue to a minimum occurrence.

Mr. Higginbotham stated having a rubber mulch type material would soften the area in case of a fall. Mr. Emerson stated the concrete slab holding the sign could be sunken and the rubber material placed on the top of the concrete, to which Mr. Higginbotham agreed. Mr. Soto agreed with the idea and stated AOT would look into the option and cost.

Mayor Mattox asked if a location decision needed to be made at that meeting.

Mr. Coggsdale asked Mr. Soto what the timeframe was in regards to needing a decision from Council approving the design and the location of the sign placement in English Park.

Mr. Soto asked Mr. Mitchell how long it would take him to fabricate the sign structure, to which Mr. Mitchell answered the final fabrication process would have a six to eight weeks lead time for completion.

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Mr. Soto stated after the blocks for the sign were fabricated, they would then be sent to Creative Edge for the “facing” process. He continued stating the entire process to construct the LOVE sign would take approximately four to six months, allowing for any delays, but he hopes to see the sign finished sooner rather than later.

Mr. Coggsdale stated Council would not need to decide on a location placement of the sign that night, but in the near future in order for AOT to start planning for the sign placement.

Mrs. Dalton stated she favored AOT’s sign design, but felt Council needed more time to review and discuss the sign placement options. She continued stating each Council member may have different opinions and/or concerns regarding the placement options and the extra time would allow Council to hear each member’s thoughts and allow them to make a more informative decision by process of elimination.

Mr. George informed Council that the one design side that looked like bricks was to represent the old Lane Company chimney and the “brick look” was made with individual marble pieces.

Mr. George also informed Council, as a member of the AOT Design Committee, the LOVE sign project was possible through grant monies, to which Mr. Soto confirmed it was. Mr. Soto continued stating, therefore AOT would not be asking the town for any funds towards the sign project, only permission to move forward with the construction of the LOVE sign’s proposed design and permission to place the sign in English Park, with Council’s direction on the placement of the sign.

Mayor Mattox asked for a vote from Council towards approving the LOVE sign design and allowing staff to place the item in the Altavista Journal for public comments/feedback.

Mr. Coggsdale asked the Mayor what type of feedback Council was looking for from placing the item in the newspaper, to which Mayor Mattox answered Council and/or staff would possibly hear comments from citizens regarding a desired location for the LOVE sign that would help Council make a more informative decision on the placement of the sign.

Mr. Mitchell asked if the placement of the sign was the only decision to be made at a future meeting, and wanted to be clear if the sign design and structure were being approved by Council in order for him to know whether or not to move forward with its construction.

Mayor Mattox and Council members were all in consensus to approve the LOVE sign design proposed by AOT and move forward with its construction. Council members were also in consensus to allow AOT to place the sign in English Park upon its construction completion, but to delay the decision of its placement location for a later date, giving Council time to receive public comments from town citizens, and further review the placement options.

### b. Planning Commission Recommendation – Text Amendment

Mr. Coggsdale informed Council of staff receiving a request from an existing organization that provided a “food bank” type service and their need to relocate. He stated staff had reviewed the existing ordinance and found food banks were not adequately addressed as a permitted use. He continued stating staff provided the Planning Commission with a proposed draft text amendment that addressed the use; as well as defined which districts food banks would be permitted in and the corresponding development standards.

Mr. Coggsdale stated the Planning Commission conducted a public hearing at their April 1st, 2019 meeting and unanimously voted to recommend approval of the text amendment to Town Council.

Mr. Coggsdale shared the proposed text amendments with Council for their review and consideration:

#### 1. Definition set forth in Section 86-32

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

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- 2. The use would be listed as a permitted use in the *Civic Uses* in the following districts:
  - a. C-1 (Local Commercial) District. Subject to Sec. 86-482.1 (by right)
  - b. C-2 (General Commercial) District. Subject to Sec. 86-482.1. Special use permit required.
  - c. M (Industrial) District. Subject to Sec. 86-482.1 (by right)
  
- 3. Development Standards set forth in Sec. 86-482.1
  - a. All activities conducted within the building or anywhere on the property shall be consistent with the purpose stated in the charter of the organization operating the food bank.
  - b. No outside storage or equipment of materials.
  - c. All parking shall be off-street with the maximum number of vehicles to be determined by the zoning administrator and in the case of the C-2 district in consultation with the planning commission and provided for in the special use permit.
  - d. Signage shall comply with the following requirements:
    - i. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.
    - ii. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.
    - iii. All lighting must be approved by the zoning administrator prior to installation.
    - iv. Identification signs: 24 square feet maximum
    - v. Temporary banners shall not exceed 40 square feet.

Mr. Coggsdale stated, at this time, staff was asking Town Council to review the proposed text amendments as presented and, if approved, allow staff to schedule a public hearing for the May 14, 2019 Regular Council Meeting.

Mayor Mattox asked Mr. Eller, Town Attorney, if he had any additional comments on the subject, to which Mr. Eller answered he did not.

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

Mr. Higginbotham, seconded by Mr. Mitchell, motioned to approve the recommendation by the Planning Commission for text amendments to the town ordinance in regards to food banks and also to allow staff to schedule a public hearing at the May 14<sup>th</sup>, 2019 regular scheduled Council meeting regarding the subject.

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

c. First Reading of the FY2020 Budget and CIP / Setting Public Hearings

Mr. Coggsdale referenced the March 26th Town Council Work Session, where Council continued their discussion regarding the Fiscal Year 2020 Budget and Capital Improvement Plan (CIP). He stated the Fiscal Year 2020 proposed budget, which included the General Fund, Enterprise Fund, State/Highway Fund, Cemetery Fund, and the Capital Improvement Program (CIP), totaled \$10,231,000.

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Mr. Coggsdale stated the proposed Fiscal Year 2020 budget had a 3.31% increase from the adopted Fiscal Year 2019 budget. He continued stating there were no proposed tax increases in the budget; however the budget did include proposed utility rate increases of 8% (water) and 4% (sewer) and the rate increases would have an effective date of December 1, 2019.

Mr. Coggsdale requested, following Council’s review, consideration, and discussion of the item, they allow staff to schedule the necessary public hearings on the FY2020 Budget; the Capital Improvement Plan (FY2020-2024), and the Utility Rate changes for Tuesday, May 14, 2019 at 7:00 p.m. in the Town Hall of Altavista.

Mayor Mattox asked Council if they had any questions regarding the first reading of the FY2020 Budget and CIP, to which there were none.

Mayor Mattox stated he previously had some concerns regarding the FY2020 proposed budget, but after speaking with the Town Manager on the Friday before the Council meeting, most of his concerns were alleviated. He stated his conversation with Mr. Coggsdale, Town Manager, also brought forth the likelihood of having a “budget policy” in place before the next budget session.

Mayor Mattox asked Council for a motion to allow staff to set a public hearing regarding the proposed FY2020 Budget and CIP.

Mrs. Dalton, seconded by Mr. George, made a motion to allow staff to schedule the necessary public hearings at the May 14<sup>th</sup>, 2019 regular scheduled Council meeting regarding the Fiscal Year 2020 proposed budget, the Capital Improvement Plan, and the utility rate increases to become effective on December 1, 2019.

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

d. Staff Reorganization Plan / Request

Mr. Coggsdale referenced the draft proposal given to Council at their March 26th Town Council Work Session, regarding the Staff Reorganization Plan that would consolidate several positions into the “Office of Community and Economic Development”. He stated the proposed office layout in the “Economic Development Strategy” was very similar to the recent staff proposal, but with a few adjustments.

Mr. Coggsdale stated in order for staff to move forward with filling positions, Council would need to provide staff with direction on the organization/reorganization of the duties and responsibilities that previously had been handled by the Assistant Town Manager, Economic Development Director, and the Main Street Coordinator. He continued stating Council could weigh in on the duties needed and who would be performing those duties.

Mr. Coggsdale offered Council two viable options:

1. “The Status Quo” option would be to fill the vacant positions and restructure the Economic Development Office to include the Main Street Coordinator.
2. The second option would be to follow the Staff Reorganization Plan as previously submitted.

Mr. Coggsdale stated there may be other viable options or hybrids that could be considered, however, in order to begin implementation of the town’s newly adopted Economic Development Strategy, the process of filling the position responsible for that endeavor would need to proceed in the very near future.

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Mr. Coggsdale stated, if Council chose to proceed with the Staff Reorganization Plan (Office of Community and Economic Development), the following staff levels and process would be initiated: the department would ultimately include four full-time employees (FTE) and two part-time employees (PTE), with one of the FTEs currently being on staff. He stated the plan would be to proceed immediately with the advertisement/recruitment of the Community and Economic Development Director, followed shortly thereafter by the Community Development Coordinator position. He stated following the filling of those two positions, the remaining FTE position in the Community Development Division would be assessed by the new Director and/or the Coordinator in regards to the needs of the department.

Mr. Coggsdale informed Council town staff would begin the advertisement of the Event Coordinator position (PTE) at the Avoca Museum/Cultural Division, as that position would become vacant at the end of the current 2019 Fiscal Year. He continued stating staff would also begin the consideration of a Code Compliance Officer (PTE) and, if needed/approved, the advertisement for the position.

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

Mr. Coggsdale reminded Council that funding in the proposed FY2020 Budget would cover either of the Status Quo or the Staff Proposal options.

Mr. Coggsdale stated, after further review and discussion of the town office's current and future needs, he had comprised an additional for Council's review and consideration. He stated the option would divide the Community & Economic Development Director position, previously proposed in option two, into separate parts/duties: Economic Development Director, Economic Development Specialist (Main Street Coordinator), and Community Services Coordinator (Asst. Town Manager). He stated the proposed third option was more of a "status quo" and segregated the Community and Economic Development duties.

Mr. Coggsdale asked for Council's input on the proposed office staff reorganization options and their direction on how they wanted staff to move forward.

Mr. Coggsdale reminded Council of Altavista's newly adopted Economic Development Strategic Plan and the immediate need to fill the Economic Development Director or the Community & Economic Development Director position in order for the town to move forward with the process of implementing the strategic plan.

Mayor Mattox asked Council for their thoughts and comments regarding any of the proposed staff reorganization options.

Mr. Bennett stated he agreed with the town manager that hiring an Economic Development Director was an immediate need in order to "get the ball rolling" with the new Economic Development Strategic Plan and felt filling the position should be the town's top priority.

Mr. George asked if the position of Economic Development Director would replace the position currently known as Assistant Town Manager, to which Mr. Coggsdale answered yes it would because, not only would the director be head of the economic development department, but also the community services division, which was handled by the previously known position of Assistant Town Manager.

Mr. Coggsdale stated most of the duties the previous Assistant Town Manager used to do (zoning, planning commission, etc.) would fall under the duties of either the Community and Economic Development Director or the Community Development Coordinator position, depending on which option Council chose to move forward with. He stated, with Council's input and direction, and the possible abilities of the new Director, the previously known position of Main Street Coordinator may also fall under one of those positions.

Mr. Coggsdale stated the name changes were intended to recognize and coincide with the ever changing needs of the town.

Mr. George stated he agreed an Economic Development Director was the most important position the town needed to currently focus on.

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Mr. George asked Mr. Coggsdale, with the Town Manager currently handling all of the duties the two proposed positions would be handling, whether or not the Community Services Division needed to be a full-time position.

Mr. Coggsdale stated he felt there were at least two full-time positions needed for the town to accomplish its desired goal moving forward with the Economic Development Strategic Plan. He continued stating there would possibly be a third part-time position needed with either option Council chose, Code Compliance Officer, depending on whether or not one of the two new full-time positions would take on those duties.

Mr. Coggsdale stated he was experiencing a higher number of calls lately regarding zoning, codes compliances, etc. and felt there was a definite need for the third part-time position, but the ultimate decision would be made by Council and the new department director.

Mr. George asked if the open positions would be hired all at the same time, to which Mr. Coggsdale stated no they would not. Mr. Coggsdale stated it would depend on which option Council chose; option one, with duties all under one department, staff would start the hiring process at the top position (Community and Economic Development Director) and work its way down from there; option two, with segregated duties, would be to immediately hire an Economic Development Director and a Community Services Director shortly thereafter.

Mr. Higginbotham stated he agreed the town needed to fill the position of Economic Development Director first and in the immediate future. He stated the town needed the person hired to be a motivated “doer” not just hold the position of Director.

Mr. Higginbotham stated he would like to see the Economic Director hired first, allowing that person to be a part of the hiring process for the Community Director. He continued stating it was important for the Economic Development Director to work together with the Community Development Coordinator, not just being the “boss” over the coordinator to delegate duties, but both positions working together to “make things happen” for the town.

Mr. Higginbotham also shared his concern of adding a new position for a Code Compliance Officer to the town staff. He stated he was unsure if the town needed to hire a separate person for that part-time position, or if the duties could be part of another position. He continued stating, if the right person was hired for the Economic Development Director position, he felt all of the other positions/duties would fall into place.

Mr. Coggsdale agreed with Mr. Higginbotham that the Code Compliance Officer position may not be needed. He stated after the Economic Director and the Community Director positions were filled, they would be able to assess whether or not the position was needed.

Mr. Coggsdale stated he did not want to rush Council on making any decision before they are ready to do so, but with the newly adopted Economic Development Strategic Plan ready for implementation, it was very important to “keep the ball rolling” and hire an Economic Development Director.

Mayor Mattox stated he appreciated the effort Mr. Coggsdale had put into bringing Council viable options for consideration regarding the proposed Office of Economic Development. He stated the town’s number one priority was economic development, therefore, the immediate hiring of an Economic Development Director was a big part of that priority.

Mayor Mattox also shared his thoughts on the position previously known as the Main Street Coordinator. He stated he felt if the town hired the right person/persons in the Economic Director and Community Development Director positions, the Main Street Coordinator position may no longer need to be a separate position, but those duties may be able to fall under one of the other positions.

Mayor Mattox also stated he did not favor having a separate position designated for a Code Compliance Officer, or having the town fund the “new” position, but to place those duties under one of the director’s positions.

Mr. Coggsdale stated, with the first option proposed to Council, the three positions available were adequately covered in the current fiscal year’s budget.



## Regular Council Meeting – April 9th, 2019

Mr. Emerson asked what the amount was in the budget for the current staff open positions. Mr. Coggsdale asked Mrs. Shelton, Finance Director, to look up the budget item amount requested by Mr. Emerson. Mr. Coggsdale stated he would be glad to discuss the budget for the open positions with Council after all Council members had a chance to comment on the proposed options.

Mrs. Dalton stated she felt the town manager had offered Council two viable options for the currently needed open staff positions. She stated, it was her understanding, the skill sets of the first two hires would then help staff determine the next step needed, if any, moving forward.

Mrs. Dalton continued stating she was in favor of the town manager immediately proceeding with the hiring process, keeping in mind the top priority being an Economic Development Director, with either option, in order for the town to start the implementation of its newly adopted Economic Development Strategic Plan.

Mrs. Dalton stated she felt the town manager had a well-conceived plan and appreciated his thoughts and concept on how to allow the staff office to “evolve” into the town’s current needs and moving forward. She stated she was in favor of option one.

Mayor Mattox asked for clarification that option one would be for staff to advertise for the Community & Economic Development Director and the Community Development Coordinator positions, to which Mr. Coggsdale confirmed it was.

Mr. Higginbotham suggested hiring the Economic Director first, then allowing that person to be a part of the hiring process for the Community Director, to which the Mayor agreed.

Mr. Coggsdale stated, if Council desired, staff could offset the hiring process for those two positions by thirty to forty days, making it possible for the Economic Director to be a part of the interviewing process for the Community Director position.

Mr. Emerson stated he favored the first option proposal that designated a Community & Economic Development Director. He stated if a person was doing one of those duties, they were essentially doing the other. He felt the first option best suited the town’s needs.

Mr. Mitchell stated he agreed with the other Council members of the town’s immediate need of an EDA/Economic Director. He stated every day without having that position filled was a missed opportunity for the town to move forward with its AEDA strategic plan.

Mr. Mitchell stated he was in favor of option two, simply because finding a person dynamic enough to fill the head position of option one may be difficult.

Mr. Mitchell also stated he was not in favor of the Code Compliance Officer being a part-time position, but the duties being held under a full-time position, whether it be by the Economic Development Specialist or the Community Coordinator. Mr. Mitchell continued stating the more knowledge the hired individual/individuals had regarding town and official codes, the better it would be for the town and its residents.

Mr. Coggsdale reminded Council, with each proposed option, there were three positions needed in order for staff to implement either option Council chose. He stated, unless Council modified or changed an option, funding for those three salaried positions of \$181,000 would be covered under the current budget for either option. He continued stating the amount included health insurance, as with any fulltime open position, staff budgets as if the newly hired employee would be needing a “family plan” for insurance needs.

Mayor Mattox stated, with all Council members agreeing that the first step needed to move forward in the recruitment process was to hire an Economic Development Director, he asked Council to allow staff to move forward with advertising for the position. He stated, if the town were lucky enough to find a person that could handle all of the duties asked of them with the ability to “wear many hats”, then the town manager could take that into consideration when continuing the hiring process for the next position needed.

Mr. Coggsdale stated if Council chose to have staff advertise for the position of Economic Development Director, the existing town job description would still be sufficient, enabling the recruitment process for that position to move forward rather quickly.

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Mr. Coggsdale continued stating the Economic Development Director position was part of option B proposed to Council and it would depend on the skill set of the new Director whether or not Council/staff could continue moving forward with option B or have the ability to transition into option A, if Council desired to do so.

Mayor Mattox stated he was not opposed to either option, as long as the main priority of the choice was to focus on the economic development growth of the Town of Altavista.

Mrs. Dalton stated it would not matter what the name of the department was called because the duties of an Economic Development Director would coincide with the duties of a Community Development Coordinator.

Mrs. Dalton stated a person looking to apply for the Economic Development Director position would have to be aware of and willing to also take on some of the allocated duties of a Community Development Coordinator until such time as one was hired. Mrs. Dalton also stated the new Economic Director would be expected to follow the economic strategic plan recently adopted by Council, and stated the plan was full of community development ideas and potential projects.

Mayor Mattox confirmed to the Town Manager, Mr. Coggsdale, the consensus of Council to allow staff to move forward with the advertisement and recruitment of an Economic Development Director for the Town of Altavista.

### 9. Unfinished Business

#### a. Ridgeway Avenue Drainage Project Follow Up

Mr. Coggsdale referenced the approval by Council, at last month's regular scheduled Council meeting, for staff to move forward with the Ridgeway Avenue Drainage Project based on a preliminary design provided by Peed & Bortz. He stated the proposal by Peed & Bortz to do the final design of the project was also approved.

Mr. Coggsdale informed Council that during an internal meeting, staff continued to discuss/evaluate the ongoing issues of having pipe on private property; as well as the outfall at the terminus of that pipe. He stated staff met with VDOT representatives on-site to further evaluate the existing drainage structures on main street and VDOT had recommended the town consider installing curb along the east side of Ridgeway Drive, from the top of the street at its intersection with Elizabeth Street, and tie it into the existing curb and gutter on Bedford Avenue. He stated the modification would eliminate the need for any other drainage structures; as well as the drainage pipe currently going across private property.

Mr. Coggsdale stated VDOT's proposed option would be less expensive for the town to complete. He continued stating the new option would also eliminate the town from having to maintain underground drainage pipe on private property, as well as the town needing to acquire easement rights from private property owners.

Mr. Coggsdale also informed Council the project was eligible to be funded via VDOT Highway Maintenance Funds.

Mr. Garrett, Public Works Director, stated the new option would also eliminate the possibility of the town having to cut down a large tree in a homeowner's yard in order to replace the existing drainage pipe on the residence.

Mr. Coggsdale stated, while reviewing and evaluating the suggestion by VDOT, staff felt the new option was a better solution for Council to consider.

Mr. Coggsdale stated the new drainage solution option would consist of a plan to cross over two private driveways. He stated Scott Bortz suggested installing a two inch concrete "valley" at the top of each driveway in order to keep rain water from entering the driveway.

Mr. Coggsdale stated the newly proposed drainage solution option was only preliminary and staff would like Council's thoughts and input on the suggestion.

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Mayor Mattox asked Council if they had any questions or concerns regarding the subject.

Mr. Emerson stated, if the expertise of the Public Works Director approved of VDOT's option, then he would also be in favor of the town using the new option to eliminate the drainage issue.

Mr. Mitchell stated he felt adding the "valleys" to the two driveways, in addition to the installation of new curb and gutter drain pipe in the proposed plan by VDOT, would be the town's best option as a whole.

Mr. George asked what would happen to the already existing drainage pipe beside of the homeowner's driveway, to which Mr. Garrett stated the smaller pipe beside the driveway would be removed and the ground repaired and the larger pipe under the driveway would no longer be needed so it would be filled with concrete.

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

Council members were all in consensus to allow staff to "change direction" regarding the Ridgeway Avenue drainage issue project and move forward with the new option suggested by VDOT, to extend curb and gutter drainage pipe further down the street connecting to Bedford Avenue.

### b. WWTP Emergency Overflow Pond – Pilot Study

Mr. Coggsdale stated, with staff previously making Council aware of their concern regarding the increasing water level of the WWTP Emergency Overflow Pond and the negative impacts should there ever be an overflow, and with Council's approval, staff had investigated options that would provide an "emergency operation plan" to mitigate the issue.

Mr. Coggsdale stated staff had looked at three different options and he shared with Council staff's suggested option; a five page "pilot study" proposal from the University of Maryland-Baltimore County (Dr. Kevin Sowers). He stated the town had previously worked with Dr. Sowers on other town projects and valued his expertise.

Mr. Coggsdale stated the proposed pilot study would evaluate a mechanism by which to lower the PCB level so that the water can be discharged back into the Wastewater treatment plant or directly into the discharge stream of the plant (outfall). He stated, based on the proposal, the town would construct the process unit to treat the water and Dr. Sowers' team would provide the necessary treatment materials, pull the necessary samples, and have the samples analyzed.

Mr. Coggsdale stated, if Council desired to move forward with the development of an "emergency plan" of this nature, staff found Dr. Sower's proposal was the most feasible and believes the Department of Environmental Quality (DEQ) would be agreeable to the town using that approach.

Mr. Coggsdale stated, per a conversation the previous week with Mr. Fore, Utilities Director, the water level at the WWTP overflow pond had decreased to 7.8 inches. Mr. Fore stated, as of that date, the water level was still holding at 7.8 inches, which was down approximately four inches from the previous high water level.

Mr. Coggsdale stated, even though the pond elevation had currently decreased, "mother nature" was unpredictable and staff recommended the town have an emergency plan in place in case the pond's possible overflow issue ever happened again.

Mr. Coggsdale stated staff wanted to present a plan to the DEQ they would possibly agree to the town using when needed. He stated staff felt the pilot study was a viable option for that purpose.

Mr. Coggsdale continued stating, unlike other options available, the pilot study would not require the town to obtain a costly permit for the process.

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Mr. Fore confirmed the process would not require a permit because, after the pilot study showed the PCB levels were lowered, the town would be running the water back through its own water plant system. He stated the DEQ would be more agreeable to the pilot study option because of that reason.

Mayor Mattox asked if the proposed study and process could potentially be used for reasons other than emergency use if the study showed results well under the liable limits, to which Mr. Fore answered yes, if the study was found effective, the process could be utilized for other town uses. He stated the process could possibly turn the pond into a “dry bed”, allowing the area to be used for other potential town needs.

Mr. George stated he had reached out to Mr. Scott Lowman for his expertise and input on the subject. He stated Mr. Lowman had asked some question that would be of valuable insight for the town to discuss.

- Will PCBs accumulate in the charcoal filters?  
Mr. Fore answered yes, but the “sediment” chemical in the filters would lower the PCB levels enough for the slurry to be returned to the pond.
- What was the target concentration in the outflow the town hopes to obtain and how does it relate to the acceptable DEQ and EPA standards?  
Mr. Fore stated the amount the town desired to achieve was far lower than what the historical count was from industrial discharge the town was currently receiving. He stated, with the lower amount, there was a greater possibility the DEQ would approve the process. He continued stating the purpose of the pilot study was to show the PCB levels were lower than the concentration of what was coming into the pond.

Mr. Mitchell asked was the pilot study an experiment or a proven process, to which Mr. Fore answered the study had been used in other localities across the country. Mr. Fore stated the town would use the study to “prove” to DEQ the process was successful and could be used for the town’s future emergency needs.

Mr. Mitchell asked if the process was guaranteed to be approved by the DEQ, to which Mr. Fore answered the pilot study process was not guaranteed to be approved, but felt it was the best option available for the town to ask for DEQ’s approval of an “emergency plan”.

Mr. Fore stated, without the town having an emergency plan and if the pond were to ever breach the overflow level, the town would then be under a “consent order” from the DEQ and the town would have to use whatever process the DEQ asked them to use, no matter the cost. He continued stating the proposed pilot study by Mr. Sowers would be the lowest cost to the town at \$23,000 and, if DEQ approved the process, the town would then have their desired emergency plan in place.

Mr. Mitchell asked if there were examples of other surrounding localities using the same process, to which Mr. Fore answered not in the Commonwealth of Virginia. He stated the process was only being used as a study by Colleges/Universities to try and get a handle on the PCB issues facing localities, and the process was still experimental to the DEQ and the Commonwealth of Virginia. He continued stating there was a successful study done by NASA, with EcoSpears, using the same process.

Mr. Fore stated the EcoSpears process was another available option for the town, but was more costly at \$150,000 just to start the study program.

Mayor Mattox asked if the town had to get permission from the DEQ before they could conduct the pilot study at the WWTP pond, to which Mr. Fore answered yes.

Mr. Fore stated step one would be to take the proposed pilot study process to the DEQ and ask permission for the Town of Altavista to conduct the study to see if it would work in their WWTP overflow pond. He stated he would then ask the DEQ, if the process did work, what the numbers were they would consider to be acceptable, and also ask if the town could use the proven process as their emergency plan.

Mayor Mattox asked Council if there were any additional questions for Mr. Fore regarding the pilot study, to which there were none.

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Mayor Mattox asked Mr. Fore if it was staff's intent to take the proposed pilot study to DEQ for permission to use the pilot study process, and if approved by the DEQ, then come back to Council with a budget needed for the study and ask Council for permission to move forward with the process, to which Mr. Fore stated yes, that would be staff's intent.

Mayor Mattox stated he would like to know if the proposed process would work and hoped the DEQ would approve the town to proceed with the pilot study.

Mrs. Dalton stated if the pilot study was approved and the process deemed successful, it would be nice for the town to have the option to use the process in an emergency situation. She stated it was important for the Altavista WWTP to have an emergency plan for the overflow pond, to which Mr. Fore agreed.

Council members were all in consensus to allow staff to have a conversation with the DEQ regarding the proposed pilot study and the possibility of Altavista's WWTP using the process as an emergency plan for their overflow pond.

### 10. Reports and Communications

#### **Town Manager's Report for the April 9th, 2019 Council Meeting**

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

#### **Projects/Items**

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

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

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

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

**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. ***COMPLETED***

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

**Staunton River RIFA:** All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval. Secretary of the Commonwealth's Office has approved this item. The first meeting of the Staunton River RIFA is scheduled for Friday, February 8, 2019 at the Hurt Town Hall. *Next meeting of the SR RIFA is being scheduled for Friday, April 12, 2019..*

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

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

**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 Woodard & Curran Update.*

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

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

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

**Utility Standard Details & Specifications** See 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 Weekly Peed & Bortz Project Status Report (page 2).*

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



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*After reviewing this project with the two engineers from VDOT they had the following recommending;*

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

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

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

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

### **CAPITAL IMPROVEMENT PROJECTS**

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

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

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

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

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

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

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

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

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

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

11. Matters from Council

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

- Mr. Bennett informed Council he had recently received a phone call from a town resident regarding his water bill. He stated the resident asked if the utility increase was only for certain areas in town or if the increase was for everyone living in town. Mr. Bennett stated it was his understanding the utility increase was applied to everyone in town and he asked the town manager to confirm whether that information was correct or not.

Mr. Coggsdale stated the recent utility increase was for every resident within town limits. He stated the increase for each resident would depend on their meter size. He continued stating most single-home town residents had a 5/8 inch meter, so their water bill would now have a base charge of \$6.50 per month/\$19.50 per quarter. He stated larger meter sizes would have a different/higher base charge.

Mr. Coggsdale stated if a resident normally used a high quantity of water, they could cut back on their water usage to help offset the increase.

- Mr. George, as a member of the Altavista Parks and Recreation Committee, referenced a recent discussion they had regarding the desire to add a "sunflower field" to English Park. He stated the sunflower field would cover approximately ten acres in the back area of the park, next to the English Trail.

Mr. George informed Council the committee was currently in the process of gathering quotes for the cost of seeding the sunflower field.

Mr. George also referenced the four new ball fields added to the park when it was owned by Campbell County. He stated the county had tried their best to seed the fields, but they were never adequately done.

Mr. George stated, if Council approved the request to add a sunflower field to the park, they would also consider having the ball fields properly finished while the equipment needed to do so was there for the sunflower project. He stated it may be less costly for the town in the long run to have both projects done at the same time.

Mr. George suggested Council consider the possibility of using some of the Jenks Estate monies to fund both projects.

Mr. George stated the Parks and Recreation Committee would continue to investigate and gather costs for the sunflower field project and the re-seeding of the four ball fields and bring the information back to Council for their review and consideration.



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- Mr. Higginbotham referenced the amount paid to Peed & Bortz, \$4,200, for their preliminary services on the Ridgeway Avenue Drainage Project. He stated VDOT was “free advice” and suggested, moving forward, staff get VDOT involved first on projects that involved the town’s roadways, to possibly save the town money from costly engineer services.

Mr. Garrett, Altavista Public Works Director, stated one of the items staff was required to have Peed & Bortz “sign off on” (engineer approval) was making sure the new design plan would work for the needs of the Ridgeway Avenue project. He stated the engineer calculations and approval would adequately cover the criteria the town would need if there were ever a question regarding the design.

Mr. Higginbotham stated VDOT would also give the same “analysis” if the town requested.

Mr. Fore informed Council he would be meeting with a representative of Abbott Laboratories to discuss the possibility of the plant relocating some of their lines down the hill, on the back side of their property adjacent to Clarion Road. He stated Scott Bortz, Peed & Bortz, had agreed to also be at the meeting to offer his expert opinion on the subject. Mr. Fore stated that Mr. Bortz would not be charging the town for his service at the meeting.

Mr. Coggsdale stated Mr. Bortz had done a lot of “free” work for the town on various projects.

- Mr. Higginbotham also stated his concern of whether or not the town needed to invest in a brine tank at the Public Works facility. He stated, with the town spending so much money on a granule salt mixture to treat the roads in inclement weather, the use of brine was not necessary, therefore the tank would not be needed and could be taken out of the proposed FY2020 budget.

Mr. Higginbotham stated the Public Works Department already did a great job of treating the town roads when needed, so the extra process and cost was unnecessary.

Mayor Mattox asked Mr. Garrett, Public Works Director, if he agreed with the suggestion by Mr. Higginbotham of the town not using brine to treat town roads, and therefore not needing the proposed brine storage tank, to which Mr. Garrett stated he agreed.

Mayor Mattox thanked Mr. Higginbotham and Mr. Garrett for their discussion and review of the subject, which would ultimately save the town money.

- Mayor Mattox reminded Council of their upcoming Strategic Planning Council Retreat, scheduled for April 23<sup>rd</sup> from 11am-4pm, and they would be notified of the destination.

Mr. Coggsdale stated, if Council approved, staff would reserve the Altavista Chamber of Commerce Train Station as the location for the retreat. He continued stating, he would rather have Council already know of the location so they can be prepared. He stated he would advise Council if the train station was not available and the location needed to be changed.

Mayor Mattox and all other Council members were in consensus for their upcoming retreat to be located at the Altavista Train Station.

Mayor Mattox stated he looked forward to working with Council and Mr. Payne, retreat facilitator, at the retreat.

- Mr. Emerson stated he had previously been asked by a few town residents, living in the Bedford Avenue area of Altavista, if the sidewalk lighting could be improved. He stated, with the recent warmer weather, walking was more prevalent and the same citizens are again asking about the lighting issue.

Mr. Emerson stated he had investigated the request and found there was a dimly lit area on Bedford Avenue between Hillcrest, Dale Avenue, and Sunset Drive. He continued stating there are a lot of citizens that walk in the evenings and night; and also, there were several families in that particular area with small children, so he felt it was necessary for the town to look the request of improving the lighting in that area.

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Mr. Coggsdale stated staff would review the area at nighttime and investigate if there were existing light poles that could be update with brighter bulbs or if there was a need to place additional light poles in the area. Mr. Emerson thanked staff for agreeing to address issue.

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

### 12. Closed Session

There was no closed session scheduled for the April 9, 2019 meeting.

### 13. Adjournment

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

The meeting was adjourned at 8:15 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## Council Work Session – April 23, 2019

The Altavista Town Council’s April Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on April 23, 2019 at 5:00 p.m.

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

### Council members

#### Present:

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

#### Also Present:

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

2. Agenda Approval

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed April 23<sup>rd</sup> work session agenda, to which there were none.

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

#### Motion carried:

#### VOTE:

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

3. Recognitions and Presentations

Mayor Mattox recognized in attendance Ms. Sarah Honosky, with The News & Advance.

Ms. Honosky informed Council and meeting attendees that she was a new reporter with the newspaper and would be covering Campbell and Appomattox County events.

4. Public Comments - Agenda Items Only

There were no public comments on this date.

5. Items for Discussion

- a. Altavista On Track (AOT) - Chalk Festival / Request for Use of the Trade Lot

Mr. Coggsdale referenced a memo sent to staff by Altavista On Track (AOT) requesting permission to schedule a “Chalk Festival” proposed for Saturday, June 15, 2019 from 10 a.m. to 2 p.m. at the Altavista Trade Lot.

Mr. Coggsdale shared with Council a map showing the layout of the event; and informed Council the Public Works department had agreed to provide barricades for use to establish a perimeter for the event within the parking lot. He stated the area identified on the map in blue would be designated for the Chalk Festival participants, and parking for the event would be outside of the blue area.



Mr. Coggsdale stated the “green Xs” on the map, within the blue area, were spots designated for food truck vendors. He continued stating the “red circle”, next to the trade lot restrooms, would be the designated area for registration and the only entrance into the event area.

Mr. Coggsdale also stated the yellow arrows were traffic lanes that would be left open for traffic flow, not only for the Chalk Festival, but also for the YMCA facility.

Mr. Coggsdale informed Council of the two AOT members, Ms. Eleanor Hoehne and Mrs. Lori Johnson, attending the meeting and stated they were available to answer any questions Council may have regarding the proposed event.

Mrs. Dalton asked, if a person had never been to a Chalk Festival, what do they need to know and/or expect at the event; and also, what they may need to bring with them to participate in the event.

Ms. Eleanor Hoehne, AOT Promotions Committee, stated AOT was currently in the process of setting up a link on the Altavista On Track website where people wanting to participate in the Chalk Festival could pre-register. She stated there would also be an area at the event for registering that day.

Ms. Hoehne stated the registration fee was \$5 for single participants, but AOT would also be offering a discounted entry fee for large groups to participate.

Ms. Hoehne stated the intent of AOT would be to provide each participant with the chalk supplies needed for the event. She informed Council of a grant that was available through the local Walmart Store, but was unsure if AOT had applied soon enough to receive the grant funds in time for the event. Ms. Hoehne continued stating, if the funds were not available in time for the event, AOT would ask local businesses to help cover the cost of the supplies needed for the Chalk Festival.

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Mrs. Dalton asked if the registration fee also consisted of each participant having their own space to draw in, to which Ms. Hoehne and Mrs. Johnson both stated yes.

Mrs. Lori Johnson, AOT President, stated the Chalk Festival would have rules and regulations each participant would be asked to comply with during the event; such as no profanity, no obscenities, etc.

Mr. Coggsdale stated the event would not be a “rain or shine” event, but only possible in clear weather, as the chalk could be washed away if rain occurred.

Mr. Mitchell asked what type of cleanup would be necessary to remove the chalk after the event; and would AOT be responsible for the cleanup or would they be asking the town for help to do so. Mrs. Johnson answered Mr. Mitchell stating AOT would clear out any supplies used at the event, but the chalk drawings would be left for citizens to enjoy until rain washed them away.

Mr. Garrett stated he had previously attended a similar type of Chalk Festival in downtown Lynchburg, where some of the artwork was done by local artists, and stated it was incredible to watch the artwork being drawn.

Mrs. Dalton asked would the event be for kids only or adults too, to which Mrs. Johnson stated the event would be offered to participants of all ages.

Mrs. Johnson stated Altavista’s first Chalk Festival would be on a smaller scale than some of the Chalk Festivals held in larger cities, but Altavista On Track hoped the new event would grow over the next few years, bringing more visitors into town, and potentially more “foot traffic” to local businesses.

Mayor Mattox asked Council if they had any additional questions regarding AOT’s request, to which there were none.

Mr. Coggsdale stated, if Council approves the request, AOT would ask Council to allow them to start moving forward with advertising the event. He continued stating the formal approval by Council would be placed on the May regular meeting consent agenda.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the request by Altavista On Track for a Chalk Festival to be held at the Altavista Trade Lot on June 15, 2019; and also to allow AOT to move forward with advertising the event, with the item to be placed on the May consent agenda for formal approval.

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

### b. English Park – Camera Discussion

Mr. Coggsdale referenced Council’s previous request for staff to look into the possibility of security cameras being placed at English Park. He stated staff had met with ITG onsite to discuss the town’s request and for ITG to develop the parameters of the project, so a proposal could be developed based on the town’s identified objectives.

Mr. Coggsdale stated the representative from ITG, Mr. Jeff Gordon, was present at the meeting to answer any questions Council may have regarding the camera

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options available and/or any suggestions they have to offer Mr. Gordon to use when he compiled the requested cost proposal options for the project.

Mrs. Shelton introduced Mr. Jeff Gordon as the town's ITG account representative that helps staff maintain the town's network and IT needs.

Mrs. Shelton stated the time with Mr. Gordon that night was intended to be a "scoping" session for Mr. Gordon to take the questions and concerns and/or any suggestions Council may have and use those to develop a proposal best suited for the town's desired needs for the park's security.

Mr. Gordon referenced a meeting he had at English Park with Mr. Coggsdale, Mrs. Shelton, and Chief Merricks. He stated he was informed of the playground updates and addition of the splash pad area currently being constructed at the park and would keep those items in mind when working on his proposal for the town's security camera needs.

Mr. Gordon stated security cameras were a good option for localities to use as a "deterrent" against bad behavior, and also a good resource to have in case there ever was a safety/security issue.

Mr. Gordon informed Council there are camera systems available with the ability to continuously watch the park and, at the same time, record the data in order to share the information with the police department if needed.

Mr. Gordon asked Council for their insight and direction regarding what they were hoping to accomplish with a camera security system at the park; for example, what areas in the park they wished to cover, and what type of cameras they wanted to use for the system (license plate and face recognition, infrared for night time, motion detectors, etc.).

Mr. Emerson suggested using cameras that were able to be manually operated by the user, in order to "zoom in" on a specific area or situation when necessary.

Mr. Gordon stated the type of camera Mr. Emerson was speaking of was known as a PTZ camera, because it had the ability to pan, tilt, and zoom. He continued stating the PTZ cameras are only able to do so on a "live feed". He stated after the data was recorded, the image would then only have the ability to be digitally zoomed, which may degrade the image quality for recognition. Mr. Gordon stated his favor with using the PTZ cameras in some areas of the park.

Mr. Gordon suggested using cameras at the entrances of the park, so the town could know who was coming in and out of the park for security reasons.

Mr. Gordon informed Council of his background with Bedford County as the Operations Manager for their IT department. He stated he worked with Bedford County's Police Department and Fire & Rescue to install security cameras. He continued stating, in his previous experience, the wireless cameras had the possibility of creating a "point of failure" that would be unsuccessful for the town's needs. He recommended the town use a fully wired security system.

Mr. Gordon stated a fully wired security system would require two things; (1) access to power/electricity, and (2) network access. He stated the town already had the power needed, located at the existing restrooms. He continued stating the network access could be obtained from a couple different available options: (1) a wired device that used fiber optics to allow user access from a separate location, or (2) a LTE device used as a "cradle point" for network access. He stated the second option would come with a monthly fee for access availability.

Mr. Gordon stated the second choice would be a lesser cost to the town over a long period of time, because the monthly fees were generally a low cost.

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Mr. Emerson stated the Campbell County Sheriff's Office used a security system similar to option two and the monthly fee was minimal.

Mr. Gordon stated the Town of Altavista was already using a similar system in other areas of the town. He asked Mrs. Shelton what the monthly cost was for that system, to which she answered approximately fifty to sixty dollars per month.

Mr. Bennett shared his concern with potentially not having enough cameras in the park. He asked Mr. Gordon, if Council chose to initially have a certain number of cameras placed in the park, could the number be increased at a later date, to which Mr. Gordon stated it could.

Mr. Gordon stated the town could have as little or as many cameras in the park as they wanted to, it would depend on the amount of money the town wanted to spend on the security system. He stated the town could start small and build on the system in the future as needed.

Mr. George asked how much "memory" the security system would have available, to which Mr. Gordon answered, a system could be customized to suit the town's needs.

Mr. Emerson stated he believed the security system could be "set" to record for any number of days and then the system would record over the data for that many set days, to which Mr. Gordon agreed.

Mr. Gordon stated ITG could customize a security camera system to the town's needs with Council and staff's direction on objectives and details.

Mr. George stated there had previously been vandalism in the park at night and suggested the town incorporate "night vision" cameras for such cases.

Mr. Gordon stated his company could provide cameras with infrared technology in the town's security proposal.

Mayor Mattox asked Council if they had any additional questions for Mr. Gordon regarding the proposed security system in English Park, to which there were none.

Mr. Coggsdale suggested Council give Mr. Gordon their desired parameter within the park, so he could determine the number of cameras needed to fulfill the town's needs and offer Council proposal options for the park's security system.

Mr. Bennett asked if there was a map of English Park readily available Council could use as a visual reference when considering the camera placement locations, to which Mr. Gordon stated, if not, Mr. Coggsdale could use Google Map for a reference to the area.

Mr. Emerson stated he felt four to five cameras would be sufficient for what the town was needing and if necessary, additional cameras could be added to the system later. He suggested cameras be placed at each park entrance, the playground area, and the public restroom building.

Mr. Gordon stated the number of camera options in a self-contained security system would be eight or sixteen, and sometimes more, but he suggested the town start with a sixteen unit system in order to have what the town would currently need and the expansion capability the town may need in the future.

Mr. Emerson asked if that meant the park's new security system would be operating sixteen cameras, to which Mr. Gordon answered the park's system would have the ability to operate "up to" sixteen cameras.

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Mr. George asked, if there were a security camera placed on the Booker Building facing towards the basketball courts and restrooms, would the town be able to zoom in on old footage?

Mr. Gordon answered, yes, but the image would be degraded to the recorded resolution, which would not be as clear as if it were “live” data.

Mayor Mattox asked Chief Merricks, APD, to give his thoughts on the subject.

Chief Merricks stated he favored the suggestion of having cameras at both park entrances. He stated, with the recent issue of citizens entering an “off limits” area in the back of the park, he asked for Council to consider having cameras in that area as well.

Chief Merricks also suggested for all of the cameras to have license plate and facial recognition capability. He stated, if there were ever an emergency situation, the town would be able to identify whoever was at the park in that timeframe. He stated he felt the technology was very important in the town’s ability to offer its citizens added security when using the park.

Mr. Emerson stated, in his law enforcement career, security cameras that were placed too high above ground did not offer the clearest pictures of faces or license plates. He suggested placing the cameras, located at the park entrances, closer to the ground for more accuracy in recognition, to which Mr. Gordon agreed.

Mrs. Dalton asked if lowering the camera positions would make them more vulnerable to vandalism, to which Mr. Emerson stated the cameras could be disguised and hidden from sight in order to help protect them from vandalism.

Mr. Higginbotham left the meeting at 5:16pm and did not return.

Mr. Gordon stated security cameras were traditionally placed high above ground level in order to deter vandalism, but he shared another option for Council’s consideration as a possible solution to the issue. He stated the town could choose to install two different cameras at both parks entrances; still installing them high above ground for their protection, but one camera would offer a wide view of the parameter and the second camera would always be “zoomed in “ at the entrance point for sharper image recognition.

Mr. Emerson stated, with the cameras being installed high above the ground, there would also be less of an issue with vehicle headlights blinding out the camera’s view, which could disturb the accuracy of the image’s recognition capability.

Chief Merricks asked Mr. Gordon if a LPR device would work better than a camera for facial and license plate recognition, to which Mr. Gordon answered an LPR might be more beneficial to the town’s situation for the park entrances and stated he would look into the recording capability of a LPR device to see if it would be a feasible option/addition to the town’s security system proposal.

Mrs. Dalton asked what a “LPR” was, to which Mr. Gordon answered it was a device, like a camera, designed specifically for use with license plate recognition software. He continued stating a LPR system was very advanced in technology and has the capability to record a license plate, look up information on the plate/owner, and send the information and/or alerts to the police department.

Mayor Mattox suggested for Council to consider allowing Chief Merricks to work with Mr. Gordon, and use their expertise and professional judgement to determine where the best places are to locate the cameras for the security system.



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All Council members, with the exception of Mr. Higginbotham's absence, were in consensus to allow Chief Merricks to work with Mr. Gordon (ITG) regarding the security camera placement locations.

Mr. Coggsdale asked Council if they had any specific requests for camera placement locations.

Mayor Mattox referenced the requests stated by Council for cameras to be placed at the public restroom building, the new splash pad/playground area, and the two park entrances off of Pittsylvania Avenue.

Mrs. Dalton suggested also placing cameras in the areas of the park where issues of vandalism had already occurred.

Mr. George suggested, if the addition was not too costly, placing two cameras at the English Trail entrance, near the 29 Business bridge construction site; one facing towards the front of the park, and one facing towards the back of the park.

Mr. Emerson stated the consideration to Mr. George's suggestion would be the high cost of running wire for two cameras to be placed in the back area of the park.

Mr. Coggsdale asked Mr. Gordon if Mr. George's suggested camera placement was obtainable, to which Mr. Gordon answered it was, but any distance over 300 feet would have to be installed with fiberglass wiring (fiber optics), which was more costly than the traditional copper wire used for installations under 300 feet.

Mr. Emerson reminded Council they could designate a smaller area for the initial security system installation, and then choose to invest in additional cameras later.

Mrs. Dalton stated, with cameras being placed at both park entrances, she felt most of the park's visitors would be seen from those points.

Mr. Mitchell asked if there were a possibility the town could use a certain number of "hard-wired" cameras and a certain number of Wi-Fi cameras to accomplish the desired scope of coverage, to which Mr. Gordon stated he did not recommend the town using Wi-Fi (wireless) cameras because they were not as reliable as the hard-wired camera systems and would not supply the accuracy the town desired in its security system.

Mayor Mattox asked Council if they had any additional questions for Mr. Gordon regarding the security camera system to be installed at English Park, to which there were none.

Mayor Mattox thanked Mr. Gordon for attending the meeting and answering Council's questions regarding the security camera system.

### c. Rt. 43 Gateway "Streetscape" Project Bid Award

Mr. Coggsdale referenced the ongoing Rt. 43/Gateway Streetscape Project and stated the town had accepted bids for the project on February 7, 2019. He informed Council there were two "responsive" bids for consideration.

Mr. Coggsdale informed Council, due to the Federal/State funding aspect of the project, staff was required to submit the received bids to VDOT for review and issuance of concurrence before the project could proceed. He stated staff received a "Notice of Concurrence to Award" from VDOT on March 29, 2019, and the project was awarded to the lowest bidder, Virginia Carolina Paving Co. in South Boston, Virginia.

Mr. Coggsdale reminded Council that over the past few years, the Town of Altavista had applied for VDOT "Transportation Alternative Project" grant funds,

## Council Work Session – April 23, 2019

and to date had received a total of \$711,288; with the town's match (20%) being \$177,822. He continued stating the acquired funds had been set aside in Reserves each time a grant award was received.

Mr. Coggsdale stated, after the Rt. 43 Streetscape Project bid showed a projected deficit, staff worked with VDOT and a local Commonwealth Transportation Board Member, Mr. Bert Dodson, and obtained approval for approximately \$88,000 more dollars to cover the deficit for the project. He stated the project would still require an additional \$22,000 in "town matched" funds.

Mr. Coggsdale referenced the VDOT, locally administered, project estimate worksheet given to Council for their review and consideration.

Mr. Coggsdale stated the worksheet indicated a total project estimate of \$997,436. He continued stating the estimate from VDOT included project design, VDOT oversight, construction (bid amount), as well as funds for construction engineering, and inspections.

Mr. Coggsdale informed Council that staff was currently working with the project's engineer, Hurt & Proffitt, to lower their cost for the construction administration and inspection items of the project and bring their cost in line with VDOT's estimated figure of \$80,800 for those items.

Mr. Coggsdale stated the project's budget was based on VDOTS's estimate, and any amount over the estimated cost would be the town's responsibility.

Mr. Coggsdale informed Council there were contingency funds of \$38,000 built into the project's budget, which was important for large projects, but did not suggest the town use those funds to cover the deficit, but to reserve those funds in case they were needed during the project's construction.

Mr. Coggsdale concluded his presentation by recapping the totals for Council's review:

- \$767,820 – construction bid from Virginia Carolina Paving Co.
- \$22,000 – amount needing approval by Council as the town's "match" to the funds received from the Commonwealth Transportation Board

Mr. Coggsdale asked for Council's approval of VDOT's worksheet estimation of the project's budget. He stated the approval would allow him to continue negotiations with the project's engineering firm in order to lower their cost to coincide with the cost allocated in the budget for the items in question.

Mayor Mattox asked Council if they had any questions for the Town Manager, to which there were none.

All Council members were in consensus to approve VDOT's estimated budget for the Rt. 43/Gateway Streetscape Project, and allow the Town Manager to continue his negotiations with the project's engineering firm on lowering the cost of an item in their proposed bid to coincide with VDOT's approved budget estimation.

Council members were also in consensus to allow the item to be placed on the May regular meeting consent agenda for award approval, if the negotiations were final.

### d. Request for Declaration of Town Property as Surplus / Salvage

Mr. Coggsdale shared a list of items with Council that staff was asking for the consideration of being declared surplus or salvage items.

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Mr. Coggsdale stated some of the items were from a room upstairs in the Town Hall building that was previously used by Altavista On Track (AOT). He continued stating some of the items were found in the old Altavista Fire Station building when the Altavista Police Department (APD) had a “clean up day”. He stated the APD currently uses the old fire house building for storage.

Mr. Coggsdale stated, if Council approved staff’s request, the surplus property would be sold via on-line auction; and any salvage items would be disposed of properly, either through a salvage dealer or discarded at the landfill, or other appropriate methods. He continued stating any items that were declared surplus, but did not sell within a reasonable amount of time, would then become salvage and disposed of accordingly.

Mayor Mattox asked Council if they had any questions for the Town Manager regarding the list of surplus and/or salvage items, to which there were none.

All Council members were in consensus to approve staff’s request to declare the list of town property items as surplus or salvage and either sell or dispose of the items. Council also approved the Town Manager to place the item on the May regular meeting consent agenda for final approval.

### e. Request for GIS Device (Hardware/Software)

Mr. Coggsdale stated, with staff’s continued effort to improve the accuracy of the town’s water and sewer collection systems, Mr. Fore, Altavista Utilities Director, was requesting Council’s consideration to acquire a GIS (geographic information system) to create a base map for Altavista’s utilities. He stated the system would include water, waste water, and storm water. Mr. Coggsdale stated, by including “storm water”, the system would also help the Public Works Department.

Mr. Coggsdale stated the GIS system requested by Mr. Fore would allow the town to have a more accurate account of where its utility assets are located. He stated the town could attach additional information to each location; such as size and depth.

Mr. Coggsdale stated the town currently had hard files of easements, plans, and drawings that, when needed, must be manually looked up for the current situation, which was time consuming for staff. He stated those items could also be added to the new GIS system, so when an asset was clicked on, a drop-down menu would provide a list of all attributes associated with the asset, including the easements, plans and drawings.

Mr. Coggsdale informed Council that Mr. Fore had been consulting with Peed & Bortz to evaluate the different options available for GIS hardware and software. He shared with Council the suggested options from Peed & Bortz. He stated Mr. Fore preferred the option from Duncan & Parnell totaling \$12,911 and it was his recommendation for Council’s consideration.

Mayor Mattox asked if there was funding available in the budget for this item.

Mr. Coggsdale informed Council of two potential funding options for consideration.

- Funds in the current proposed FY2020 budget - line items in both the Utilities and Public Works departments, could be redirected and used for the GIS system project.
- Funds are remaining from a previous CIP item (paving at the WWTP) – all areas originally budgeted for were not paved, therefore funds remain in the CIP budget for use on other projects.

Mr. Coggsdale suggested Council consider option two to fund the GIS project, because the funds were already available for use in the utilities budget, instead of redirecting funds from other line items in order to cover the cost of the GIS project.

## Council Work Session – April 23, 2019

Mr. Fore stated he would be glad to answer any questions Council may have regarding the request for the proposed new GIS system for town utilities.

Mr. Emerson asked if the GIS system was a type of “drawing” software that would draw what the town wanted onto a map for reference.

Mr. Fore stated the GIS device would enable staff to gather information and have it in one central location for reference.

Mr. Coggsdale asked Mr. Fore to confirm which mapping system option he favored and recommended for Council’s consideration.

Mr. Fore stated he recommended the “Trimble” GIS System from Duncan & Parnell, estimated at \$12,911, because it had been out longer and was more accurate than other systems available. Mr. Fore also stated the other system options had a higher maintenance cost for operational internet service.

Mr. Fore stated the Trimble GIS System would be a highly technical asset that could be used by all town departments for utility data storage and reference to the town’s utility assets: such as storm sewers, man holes, fire hydrants, etc.

Mayor Mattox asked Council if they had any additional questions for Mr. Fore regarding the request for a new GIS system for Altavista’s utilities, to which there were none.

All Council members were in consensus to allow staff to place the requested item on the May regular meeting consent agenda.

### 6. Public Comments (Non-Agenda Items)

No one came forward with comments on April 23, 2019.

### 7. Matters from Council

Mayor Mattox asked Council if they and any items of concern they wished to discuss.

- Mr. George stated, with the new playground currently under construction, he encouraged Council to consider addressing the parking accommodations around the area and the possibility of reconfiguring the parking area for safety precautions.

Mr. George suggested Council consider changing the traffic flow of the main road within the park to bypass the entire parking lot area near the playground.

Mr. Emerson asked if there had already been a decision made by Council to change the traffic flow at the playground/splash pad area.

Mayor Mattox stated there had been discussion of the possibility, but a decision was made to wait until the project was complete to allow a better visual reference on whether the parking area and traffic flow needed to be changed or not.

Mr. Coggsdale stated the subject was discussed during a recent Recreation Committee meeting. He stated that he and Mr. Garrett, Public Works Director, were investigating the possibilities of the suggestion and would bring any feasible options found before Council at a later date for consideration.

- Mayor Mattox thanked the Altavista Police Chief, Tommy Merricks, for the time he spent one evening walking through the town and visiting with some of the town’s citizens. The Mayor stated he had the opportunity of accompanying the Chief, and it was an honor for him to see first-hand the difference Chief Merricks

## Council Work Session – April 23, 2019

is trying to accomplish in the community by putting “a name with a face” of himself and the other officers in the Altavista Police Department.

Mayor Mattox stated Chief Merricks and he spoke with approximately twenty-five citizens that night and they learned a lot during their visits. He stated he felt Chief Merricks had some great ideas for future activities/events in the town and community.

Mayor Mattox stated the evening was a fun and informative experience and he welcomed the addition of other Council members that would like to accompany the APD officers during future walks and town citizen visits.

- Mr. Mitchell thanked his fellow Council members and staff for the Council Retreat held earlier that day.

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

### 8. Closed Session

There was no closed session scheduled for April 23, 2019.

### 9. Adjournment

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

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

The meeting was adjourned at 5:40 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## Town Council Retreat – April 23, 2019

The Altavista Town Council held a retreat on Tuesday, April 23, 2019 at the Altavista Train Station at 11:00 a.m.

Mayor Mattox called the meeting to order.

Council members Present: Mayor Michael Mattox  
Mr. Reginald Bennett  
Vice Mayor Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mr. Wayne Mitchell

Also present: Mr. Waverly Coggsdale, Town Manager  
Mr. John Eller, Town Attorney  
Ms. Sarah Honosky, News & Advance Reporter

Mr. Kimball Payne served as the facilitator for the session. He explained the purpose of the retreat was to review the goals from the last retreat in fall 2017, to identify town issues and opportunities, and to develop a strategic agenda for Council.

Mr. Payne noted that the retreat was a public meeting and that the public was permitted to attend and listen, although there would be no public comment.

The Altavista Town Council discussed and worked on its strategic agenda (see attached notes).

Council expressed their appreciation to Mr. Payne and indicated that they looked forward to receiving his meeting notes.

Council indicated they would schedule a time to meet on a later date to review Mr. Payne's and their notes and confirm their strategic initiatives. Council would then set priorities, consider implementation responsibilities, and identify required resources to achieve the desired strategic initiatives.

There being no further business, Mayor Mattox declared the retreat adjourned at 3:55 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## Altavista Town Council Planning Retreat

April 23, 2019

Altavista Train Station

### Meeting Notes

11:00 a.m. Call to Order

#### 1. Introduction

*Welcome. Thank you for inviting me back. Recognize two new Council members. Tight schedule. Acknowledge that they are in the middle of the budget process. Focus today is on the longer term.*

- a. Goals
  - *Review progress since the last retreat in August 2017*
  - *Identify priorities for the next 18-24 months*
  - *Consider longer term objectives, beyond 2 years*
  - *Talk about council expectations regarding project implementation and staff workloads*
  - *Discuss financial management strategies to determine if want to pursue development*
  - *Explore the appropriate staffing structure to successfully implement the economic development strategic plan*
- b. Ground rules
  - *Everyone participates*
  - *Engage*
  - *Be honest*
  - *Listen to each other*
  - *Respect different opinions*
  - *No idea is too outlandish*
  - *Seek to understand*
  - *Ask questions*
  - *Seek consensus (formal action at a future Council meeting where majority rules)*
  - *Use the parking lot for issues that may evade consensus or require more background*
  - *Have fun*

#### 2. Ice Breaker Session

- a. Why do you serve on Council?
- b. What legacy do you hope to leave your community?

Council members spoke to what a wonderful community Altavista is, their love for it, and their desire to make it better. Many of them had been challenged by someone already on Council to offer themselves to serve on the Town Council. In terms of leaving a legacy, the following thoughts were offered:

- Parks and recreation facilities, jobs, and a thriving downtown for the younger generation
- More residents, jobs, quality of life, parks
- A better town; economic development; parks and recreation; better policies and procedures and protocols
- Provide a strong foundation for future growth
- Make Altavista a place people want to live
- Keep the town on a sound financial footing
- Financial stability
- Serve as a liaison, an ambassador between the citizens and the government

### 3. Scorecard

a. What are you the proudest of the town accomplishing since the August 2017 retreat?

- The Splash Park
- The Canoe Launch
- Joe Bean's opening
- Business investment in the town
- The Water and Sewer Facilities Assessment
- The Economic Development Strategic Plan
- The Police Department

b. What opportunities were missed, or not fully realized?

- The Booker Building
- Redevelopment of the former Lane Company property
- Housing
- Downtown buildings improvements

c. What are the best opportunities looking forward? (Flip chart sheet #4)

- Continued implementation of the Parks & Recreation Master Plan
- Housing; the Frazier Property
- Development of a "brag sheet" highlighting the positives of Altavista for potential business, industry and residents
- Capturing the expansion of Liberty University for residential development
- Townhomes
- Redeveloping vacant buildings
- Relocating the farmers' market more into the center of town
- Creating a small music venue downtown
- Developing a plan for the future use of the Booker Building

### 4. Develop a Short-Term Work Plan to Address Priorities

a. *What issues need immediate (within FY 2019 or FY 2020) action?*

b. *What three things would you like the Council and staff to accomplish over the next 18-24 months?*

The following initiatives are already underway and will continue to require staff and Council attention:

- Implementation of the Water & Sewer Facilities Plan
- Implementation of the Parks & Recreation Master Plan
- Implementation of the Economic Development Master Plan
- Capital Improvement Plan projects

Council also identified the following actions to be addressed in the shorter term:

- Hire staff – Economic Development Director; Community Development; Main Street
- Examine the Land Use Plan and identify appropriate areas for housing, business, and redevelopment
- Develop an incentives policy to facilitate business and residential development
- Examine treatment capacities in the water and wastewater systems to understand the potential to support future development
- Develop a brag sheet(s) addressing quality of life, low taxes, public safety, education, etc.

Long Term Planning

- *What longer term projects would be beneficial and worth initiating?*
  - *It might require a multi-year commitment of resources.*
  - *The payoff might be further out.*
  - *The impact might be greater and longer lasting.*



What to do with the Booker Building was the main topic of conversation. There was strong consensus on Council to do something, but an acknowledgement that Council didn't have a vision for the use of the building and its immediate surroundings. It was pointed out that the building was not in the Capital Improvement Plan (CIP) because of this shortcoming. Several concepts were discussed to develop a plan for the building's use; including how to garner public input as a part of the decision-making process. At the conclusion of this discussion, Council agreed to procure a consultant to oversee the development of a conceptual plan, with cost estimates, so that rehabilitation/redevelopment of the Booker Building could be included in a future CIP.

## **5. Project Workload and Council Expectations**

- a. Realistic Schedules/Timetables
- b. Communications on Project Status
- c. Staff capacity
- d. Outside Assistance

There was little discussion regarding this specific topic. Council expressed satisfaction with the progress reports that it was getting on the various projects that were underway. There was a short discussion about the length of time it takes for some projects to move from idea into concept and then into design and building. It was pointed out that an idea is not ready to move into the CIP but that it must be further developed into a concept with planned purpose and uses and an estimated cost and timetable. (Some of this discussion used the Booker Building as an example). Moving a project from an idea to a concept may require public input, the services of a consultant, and will have a cost. This could be the first stage to be included in the CIP, with subsequent stages related to design development, bidding, and building. (Flip sheet page #8)

## **6. Financial Management Strategies**

- a. Annual Budget Process and Calendar
- b. Financial Policies and Procedures
- c. Investment Policy

Council discussed the value of having financial management policies to guide the budget process, define appropriate fund balances and reserves, and manage investments. Discussion included the requirement for a balanced budget, forecasting expenditures and revenues, and the process of budget deliberation.

The financial management policies for the City of Lynchburg (attached) were used as one example that may or may not be appropriate for the Town of Altavista. Similar policies from other communities could also be used as templates.

At the conclusion of the discussion, staff was directed to talk with financial advisors Davenport and Company about developing financial management policies.

**3:00 p.m. Opportunity for the EDA to Join the Meeting** (No members of the EDA, other than the two Council members who serve on that body, were present.)

## **7. Discussion of a Staffing Structure for Success in**

- a. Implementing the Economic Development Strategic Plan
- b. Achieving Community Development Goals

The action matrix from the recently approved Economic Development Strategic Plan was referred to during a discussion on how to best fill several vacant positions in economic development, administration (the Assistant Town Manager), planning, and the Main Street program. Much of the plan involves actions that might be more appropriately described as "community development" activities and the need for someone on staff with experience in that area, and with the capability to administer the Zoning Ordinance and other permitting, was acknowledged. Council was challenged to think about what it wanted to see in a Director of Economic Development and how that individual's performance would be evaluated. It was pointed out that a performance expectation that the director would enjoy repeated success in bringing in new projects, with dozens of employees, would probably be disappointed since most increase in economic development measures (employment, tax revenue, etc.) comes from the growth of existing business and industry. This suggests that actions to support and grow existing businesses, understanding and addressing their needs or concerns, and streamlining permitting processes are as important as an active recruitment program outside of the community.

The need for product (appropriately zoned sites and buildings) to attract new business was also acknowledged.

After a lengthy discussion, Council re-affirmed that the town needed an individual with the title of Director of Economic Development and associated responsibilities. It was also open to the idea of, instead of hiring a new Assistant Town Manager, advertising for a Director of Community Development. There was some feeling that a team of the Town Manager, the Director of Economic Development, the Director of Community Development, along with the existing department heads in Public Works and Finance, could be effective in promoting the continued growth and development of Altavista. Council agreed that the Town Manager should use his discretion to fill the vacant staff positions as he saw best.

### **Incentives Policy Principles**

Because the time allowed, the facilitator offered to review some principles that might be considered in the drafting of an incentives policy to facilitate new business and residential development. They included:

- A statement of the purpose of an incentives policy; why it might be appropriate to use public resources to support private development
- The use of incentives to close a deal only; the concept that an incentive should be the last money in, not the first, intended to close a gap that couldn't be addressed through conventional (private) means
- The expectation that the private entity will be transparent and fully disclose its business plan, with all sources and uses of funds, so that the public entity can understand the deal
- The public entity's intention to share as much of the incentive arrangement, its purposes and structure, with the public as possible, while respecting proprietary information regarding the private entity
- A determination of whether the support will be one-time (grants, fee waiver, donation of land or building) or on-going (tax abatement, loans) with time periods
- A description of the security that will be provided to protect the public investment
- An expected return on investment; a 3-5-year period to recoup the investment; a clear description of measures of that return (employment, taxes, etc.)
- The means and expectations for reporting agreed upon measures justifying the incentives (employment, capital investment, revenues, etc.)
- A clawback provision to recapture part or all of the public investment if the private investment is not successful

### **8. Wrap Up**

#### **Action items:**

- ❖ Advertise for an Economic Development Director
- ❖ Prepare a job description and advertise for a Community Development Director
- ❖ Procure a consultant to develop a conceptual plan for the Booker Building
- ❖ Consult with Davenport regarding the development of financial management policies
- ❖ Start work on the development of an incentives policy

**4:00 p.m.**      **Adjourn** -- The retreat concluded at 3:45 p.m.

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 10/2019  
FROM: 04/01/2019 TO: 04/30/2019

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
38643	6	ALTAVISTA AREA YMCA	04/04/2019	25,000.00
38644	303	ALTAVISTA CHAMBER OF COMMERCE	04/04/2019	5,000.00
38645	170	ALTAVISTA ON TRACK	04/04/2019	1,250.00
38646	103	BEACON CREDIT UNION	04/04/2019	280.00
38647	12	BRENNTAG MID-SOUTH INC	04/04/2019	736.28
38648	9999998	BROWN-AUSTIN, KATHERINE	04/04/2019	150.00
38649	583	CAMPBELL COUNTY PUBLIC LIBRARY	04/04/2019	902.86
38650	16	CAMPBELL COUNTY UTILITIES & SE	04/04/2019	308.73
38651	28	COLUMBIA GAS	04/04/2019	1,736.81
38652	874	CORPORATE MEDICAL SERVICES	04/04/2019	180.00
38653	171	DEPARTMENT OF STATE POLICE #42	04/04/2019	21.50
38654	1	DEREK TYREE	04/04/2019	41.50
38655	164	DMV	04/04/2019	755.00
38656	20	J JOHNSON ELLER JR	04/04/2019	2,000.00
38657	122	FEREBEE-JOHNSON COMPANY INC	04/04/2019	562.64
38658	337	HIGHVIEW MOTORS INC	04/04/2019	991.45
38659	57	ICMA RETIREMENT TRUST-457 #304	04/04/2019	270.00
38660	566	INTEGRATED TECHNOLOGY GROUP IN	04/04/2019	2,875.00
38661	1	KACELYN MATA	04/04/2019	50.00
38662	852	WALTER MADDY	04/04/2019	5,525.00
38663	133	MYERS & RHODES EQUIP CO INC	04/04/2019	375.64
38664	873	PATTERSON BROTHERS PAVING INC	04/04/2019	10,900.00
38665	843	BETTY PICKERAL	04/04/2019	1,000.00
38666	317	POWELL'S TRUCK & EQUIPMENT INC	04/04/2019	239.40
38667	1	THOMAS MERRICKS	04/04/2019	124.10
38668	872	TIAA COMMERCIAL FINANCE INC	04/04/2019	161.11
38669	85	TREASURER OF VA /CHILD SUPPORT	04/04/2019	461.16
38670	35	TREASURER OF VA/VITA	04/04/2019	6.69
38671	95	UNITED WAY OF CENTRAL VA	04/04/2019	90.00
38672	601	VACORP	04/04/2019	329.00
38673	793	XEROX FINANCIAL SERVICES	04/04/2019	382.00
38674	128	ADAMS CONSTRUCTION CO	04/10/2019	344,011.39
38675	4	BOXLEY AGGREGATES	04/10/2019	1,947.66
38676	19	CARTER MACHINERY CO INC	04/10/2019	947.58
38677	32	CONTROL EQUIPMENT CO INC	04/10/2019	17,953.60
38678	526	DAVENPORT ENERGY INC	04/10/2019	318.19
38679	394	ELECTRONIC SYSTEMS INC	04/10/2019	379.49
38680	301	ENGLISH'S LLC	04/10/2019	891.33
38681	118	FERGUSON ENTERPRISES INC #75	04/10/2019	936.29
38682	119	FOSTER ELECTRIC CO INC	04/10/2019	2,193.56
38683	851	FRIZZELL CONSTRUCTION INC	04/10/2019	9,500.00
38684	111	GRAINGER INC	04/10/2019	79.45
38685	366	INGERSOLL RAND COMPANY	04/10/2019	9,700.00
38686	58	INSTRUMENTATION SERVICES INC	04/10/2019	1,193.00
38687	1	KEVIN CREASY	04/10/2019	49.60
38688	533	LYNN KIRBY	04/10/2019	125.00
38689	158	KORMAN SIGNS INC	04/10/2019	2,955.30
38690	863	LIBERTY PROCESS EQUIPMENT INC	04/10/2019	6,235.07

38691	149	MAKCO INC	04/10/2019	17,856.20
38692	9999997	MASSIE, SHARON P	04/10/2019	15.21
38693	300	NAPA AUTO PARTS	04/10/2019	1,480.74
38694	454	O'REILLY AUTOMOTIVE INC	04/10/2019	186.32
38695	734	PEARSON EQUIPMENT CO INC	04/10/2019	1,480.00
38696	510	RIVER VALLEY RESOURCES LLC	04/10/2019	3,130.50
38697	857	RIVERSTREET NETWORKS	04/10/2019	363.61
38698	625	SAM GREEN VAULT	04/10/2019	500.00
38699	467	SONNY MERRYMAN INC	04/10/2019	286.68
38700	96	UNIVAR USA INC	04/10/2019	11,285.00
38701	110	VUPS INC	04/10/2019	68.25
38702	756	WAGEWORKS INC	04/10/2019	111.85
38703	415	WOODALL & LANG INC	04/10/2019	6,875.00
38704	9999999	WRIGHT JOHN T & YVONNE W	04/10/2019	30.97
38705	116	XEROX CORPORATION	04/10/2019	245.82
38706	1	YEATTS TRANSFER COMPANY	04/10/2019	87.20
38707	9	AFLAC	04/19/2019	2,582.85
38708	103	BEACON CREDIT UNION	04/19/2019	280.00
38709	294	BUSINESS CARD	04/19/2019	11,263.49
38710	538	CHIEF SUPPLY CORPORATION	04/19/2019	99.75
38711	1	CRYSTAL HAILEY	04/19/2019	50.00
38712	40	FEDERAL EXPRESS CORPORATION	04/19/2019	168.96
38713	332	HURT & PROFFITT INC	04/19/2019	1,911.00
38714	57	ICMA RETIREMENT TRUST-457 #304	04/19/2019	270.00
38715	566	INTEGRATED TECHNOLOGY GROUP IN	04/19/2019	11,992.85
38716	411	MANPOWER	04/19/2019	164.30
38717	9999998	MILLER, DONNIE	04/19/2019	150.00
38718	154	MUNICIPAL CODE CORPORATION	04/19/2019	833.20
38719	536	NATIONAL METER & AUTOMATION	04/19/2019	4,321.82
38720	67	ORKIN PEST CONTROL LLC	04/19/2019	301.37
38721	9999999	ROSAK THOMAS G & HELEN M	04/19/2019	31.46
38722	367	STEVE'S SIGNWORX LLC	04/19/2019	119.00
38723	85	TREASURER OF VA /CHILD SUPPORT	04/19/2019	1,141.63
38724	84	ALTAVISTA JOURNAL	04/26/2019	2,073.95
38725	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/26/2019	37,136.00
38726	427	CENTURYLINK	04/26/2019	1,076.37
38727	9999998	COMPTON, DAWN	04/26/2019	175.00
38728	754	D L BRYANT HEATING & COOLING	04/26/2019	476.50
38729	36	DOMINION VIRGINIA POWER	04/26/2019	31,259.24
38730	122	FEREBEE-JOHNSON COMPANY INC	04/26/2019	59.91
38731	43	FOSTER FUELS INC	04/26/2019	18,408.12
38732	52	HACH COMPANY	04/26/2019	3,822.64
38733	274	HAJOCA CORPORATION	04/26/2019	812.73
38734	305	HAWKINS-GRAVES INC	04/26/2019	2,479.52
38735	531	MAGIC CITY SPRINKLER INC	04/26/2019	600.00
38736	411	MANPOWER	04/26/2019	443.61
38737	1	MARY HALL	04/26/2019	24.60
38738	218	MINNESOTA LIFE	04/26/2019	95.34
38739	1	MIRANDA FARRIS	04/26/2019	150.00
38740	875	MULLEN'S MARKINGS	04/26/2019	10,460.00
38741	816	PACE ANAYLTICAL SERVICES LLC	04/26/2019	1,440.46
38742	9999998	POWELL, BENJAMIN	04/26/2019	150.00
38743	1	REBECCA ROSIER	04/26/2019	100.00
38744	627	SOUTHERN AIR INC	04/26/2019	1,086.36
38745	575	SOUTHERN REFRIGERATION CORP	04/26/2019	204.96
38746	80	SOUTHSIDE ELECTRIC COOP	04/26/2019	1,173.84

38747	778 SPRINT	04/26/2019	1,068.31
38748	117 SPS VAR LLC	04/26/2019	245.00
38749	186 THE NEWS & ADVANCE	04/26/2019	554.00
38750	700 WOODARD & CURRAN	04/26/2019	17,220.00
NO. OF CHECKS: 108		TOTAL CHECKS	674,603.87

Town of Altavista  
FY 2019 Revenue Report  
83% of Year Lapsed

General Fund Revenue	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	157	0	215,557	100	215,000
Public Service - Real & Personal	95,500	95,500	0	0	97,300	102	95,500
Personal Property	230,000	230,000	2,098	1	178,544	78	230,000
Personal Property - PPTRA	100,000	100,000	-20	0	81,094	81	100,000
Machinery & Tools	1,721,750	1,721,750	5,386	0	1,765,455	103	1,721,750
Mobile Homes - Current	150	150	8	5	202	135	150
Penalties - All Taxes	4,500	4,500	3,600	80	9,736	216	4,500
Interest - All Taxes	1,700	1,700	1,301	77	3,551	209	1,700
Local Sales & Use Taxes	165,000	165,000	12,098	7	111,892	68	165,000
Local Electric and Gas Taxes	112,000	112,000	9,855	9	86,874	78	112,000
Local Motor Vehicle License Tax	43,000	43,000	1,366	1	45,125	105	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	2,703	2	150,000
Local Hotel & Motel Taxes	75,000	75,000	8,011	11	61,930	83	75,000
Local Meal Taxes	935,000	935,000	91,289	10	723,084	77	935,000
Container Rental Fees	1,100	1,100	74	7	1,441	131	1,100
Communications Tax	39,000	39,000	2,796	7	23,267	60	39,000
Transit Passenger Revenue	5,000	5,000	768	15	4,465	89	5,000
Local Cigarette Tax	150,000	150,000	11,456	8	117,600	78	150,000
Mobile Restaurant Permit			25		100		
Business License Fees/Contractors	3,500	3,500	736	21	4,679	134	3,500
Business License Fees/Retail Services	55,000	55,000	17,855	32	33,771	61	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	2,620	66	4,594	115	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	8,710	95	10,030	109	9,200
Business License Fees/Wholesale Businesses	500	500	98	20	452	90	500
Business License Fees/Utilities	3,500	3,500	1,165	33	2,737	78	3,500

Town of Altavista  
FY 2019 Revenue Report  
83% 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	541	54	541	54	1,000
Permits - Sign	500	500	40	8	740	148	500
Fines & Forfeitures - Court	9,000	9,000	607	7	12,528	139	9,000
Parking Fines	200	200	0	0	210	105	200
Interest and Interest Income	80,000	80,000	14,005	18	108,077	135	80,000
Rents - Rental of General Property	1,200	1,200	150	13	1,125	94	1,200
Rents - Pavilion Rentals	3,000	3,000	766	26	1,804	60	3,000
Rents - Booker Building Rentals	4,000	4,000	1,000	25	3,400	85	4,000
Rents - Rental of Real Property	68,500	68,500	1,526	2	94,443	138	68,500
Property Maintenance Enforcement	0	0	280	0	1,260	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,530	100	16,500
State DCJS Grant	82,700	82,700	0	0	64,341	78	82,700
State Rental Taxes	900	900	68	8	696	77	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	21,222	147	14,400
Campbell County Grants	25,000	25,000	0	0	25,000	100	25,000
Litter Grant	1,900	1,900	0	0	1,957	103	1,900
Fuel - Fire Dept. (Paid by CC)	14,000	14,000	1,742	12	14,779	106	14,000
VDOT TEA 21 Grant	0	0	0	0	20,096	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,400	50,400	3,252	6	49,513	98	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  
83% of Year Lapsed

General Fund Revenue (Continued)	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	0	0	13	13	100
Miscellaneous	25,000	25,000	2,144	9	88,184	353	25,000
Misc / Canoe Launch Project	0	0	0	0	0	0	0
Reimbursement of Insurance Claim	0	0	0	0	13,650	0	0
Misc. - State Forfeiture Fund	0	0	0	0	4,765	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0		0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0		0	0
Transfer In from General Fund Design. Reserves	0	0	0	0		0	0
	<u>4,539,200</u>	<u>4,539,200</u>	<u>207,573</u>	<u>5</u>	<u>4,152,594</u>	<u>91</u>	<u>4,539,200</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2019  
83% of Year Lapsed

**ALL FUNDS TOTAL**

Operations	7,110,680	7,110,680	813,876	11	5,109,360	72	7,110,680
Debt Service	445,400	445,400	0	0	373,283	0	445,400
CIP	1,876,850	1,876,850	70,504	4	1,119,701	60	1,876,850
Transfer Out to General Fund Reserve	379,850	379,850	0	0	0	0	379,850
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>9,902,780</u>	<u>9,902,780</u>	<u>884,380</u>	<u>9</u>	<u>6,667,344</u>	<u>67</u>	<u>9,902,780</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
83% 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	1,945	7	21,175	74	28,600
Debt Service	0	0	0	0	0	0	0
CIP	<u>8,000</u>	<u>8,000</u>	<u>1,498</u>	<u>0</u>	<u>5,087</u>	<u>0</u>	<u>8,000</u>
Administration - TOTAL:	<u>36,600</u>	<u>36,600</u>	<u>3,443</u>	<u>9</u>	<u>26,262</u>	<u>72</u>	<u>36,600</u>
Administration							
Operations	829,800	829,800	39,083	5	585,696	71	829,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>32,500</u>	<u>32,500</u>	<u>0</u>	<u>0</u>	<u>3,317</u>	<u>10</u>	<u>32,500</u>
Administration - TOTAL:	<u>862,300</u>	<u>862,300</u>	<u>39,083</u>	<u>5</u>	<u>589,014</u>	<u>68</u>	<u>862,300</u>
Non-Departmental							
Operations	948,500	948,500	32,986	3	345,091	36	948,500
Transfer Out to Cemetery Fund	-33,500	-33,500	0	0	0	0	-33,500
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-379,850	-379,850	0	0	0	0	-379,850
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>470,150</u>	<u>470,150</u>	<u>32,986</u>	<u>7</u>	<u>280,091</u>	<u>60</u>	<u>470,150</u>
Non-Departmental - TOTAL:	<u>470,150</u>	<u>470,150</u>	<u>32,986</u>	<u>7</u>	<u>280,091</u>	<u>60</u>	<u>470,150</u>
Public Safety							
Operations	1,005,800	1,005,800	73,719	7	762,049	76	1,005,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>145,000</u>	<u>145,000</u>	<u>11,993</u>	<u>8</u>	<u>122,650</u>	<u>85</u>	<u>145,000</u>
Public Safety - TOTAL:	<u>1,150,800</u>	<u>1,150,800</u>	<u>85,712</u>	<u>7</u>	<u>884,699</u>	<u>77</u>	<u>1,150,800</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
83% of Year Lapsed

	FY 2019 Adopted Budget	FY 2019 Amended Budget	FY 2019 MTD	MTD % of Budget	FY 2019 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,048,480	1,048,480	62,809	6	645,073	62	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>18,577</u>	<u>12</u>	<u>233,806</u>	<u>148</u>	<u>158,000</u>
Public Works - TOTAL:	<u>1,229,680</u>	<u>1,229,680</u>	<u>81,386</u>	<u>7</u>	<u>902,007</u>	<u>73</u>	<u>1,229,680</u>
Economic Development							
Operations	148,700	148,700	5,525	4	82,945	56	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>5,525</u>	<u>4</u>	<u>82,945</u>	<u>56</u>	<u>148,700</u>
Transit System							
Operations	100,970	100,970	6,293	6	83,303	83	100,970
Debt Service	0	0	0	0	0	0	0
CIP	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>2,473</u>	<u>82</u>	<u>3,000</u>
Transit System - TOTAL:	<u>103,970</u>	<u>103,970</u>	<u>6,293</u>	<u>6</u>	<u>85,777</u>	<u>83</u>	<u>103,970</u>
Main Street							
Operations	58,650	58,650	3,875	7	41,764	71	58,650
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Main Street - TOTAL:	<u>58,650</u>	<u>58,650</u>	<u>3,875</u>	<u>7</u>	<u>41,764</u>	<u>71</u>	<u>58,650</u>
Avoca Museum							
Operations	0	0	4,458	0	51,007	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>4,458</u>	<u>0</u>	<u>51,007</u>	<u>0</u>	<u>0</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
83% of Year Lapsed

GENERAL FUND (FUND 10)	FY 2019 Adopted <u>Budget</u>	FY 2019 Amended <u>Budget</u>	FY 2019 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2019 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
GENERAL FUND TOTALS							
Operations	3,691,150	3,691,150	230,694	6	2,553,103	69	3,691,150
Debt Service	23,200	23,200	0	0	23,127	0	23,200
CIP	346,500	346,500	32,068	9	367,334	106	346,500
GENERAL FUND - GRAND TOTAL:	<u>4,060,850</u>	<u>4,060,850</u>	<u>262,761</u>	<u>6</u>	<u>2,943,564</u>	<u>72</u>	<u>4,060,850</u>

Town of Altavista  
Council / Planning Commission  
FY 2019 Expenditure Report  
83% 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	17,157	82	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	7,600	7,600	195	3	4,018	53	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,000	8,000	1,498	0	5,087	0	8,000
<b>Total Expenditures</b>	<b>36,600</b>	<b>36,600</b>	<b>3,443</b>	<b>9</b>	<b>26,262</b>	<b>72</b>	<b>36,600</b>

Town of Altavista  
Administration  
FY 2019 Expenditure Report  
83% 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	24,491	5	332,940	71	470,100
Other Employee Benefits	45,400	45,400	379	1	11,266	25	45,400
Services	213,000	213,000	8,490	4	164,764	77	213,000
Other Charges	64,800	64,800	2,888	4	49,130	76	64,800
Materials & Supplies	36,500	36,500	2,835	8	27,596	76	36,500
Capital Outlay	32,500	32,500	0	0	3,317	10	32,500
<b>Total Expenditures</b>	<b>862,300</b>	<b>862,300</b>	<b>39,083</b>	<b>5</b>	<b>589,014</b>	<b>68</b>	<b>862,300</b>

Town of Altavista  
Non-Departmental  
FY 2019 Expenditure Report  
83% 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	5,000	4	104,005	80	129,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	78,005	100	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	185,500	185,500	0	0	27,500	15	185,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	100,000	100	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	1,250	13	5,000	50	10,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>456,150</b>	<b>456,150</b>	<b>31,250</b>	<b>7</b>	<b>249,446</b>	<b>55</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	1,736	12	15,103	108	14,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>14,000</b>	<b>14,000</b>	<b>1,736</b>	<b>12</b>	<b>30,644</b>	<b>219</b>	<b>14,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>470,150</b>	<b>470,150</b>	<b>32,986</b>	<b>7</b>	<b>280,091</b>	<b>60</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  
83% 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>32,986</b>	<b>3</b>	<b>345,091</b>	<b>36</b>	<b>948,500</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>470,150</b>	<b>470,150</b>	<b>32,986</b>	<b>7</b>	<b>280,091</b>	<b>60</b>	<b>470,150</b>



Town of Altavista  
Public Safety  
FY 2019 Expenditure Report  
83% 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	66,005	7	682,594	77	889,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,050	10,050	291	3	8,816	88	10,050
Other Charges	48,000	48,000	4,323	9	34,648	72	48,000
Materials & Supplies	58,750	58,750	3,100	5	35,990	61	58,750
Capital Outlay	145,000	145,000	11,993	8	122,650	85	145,000
<b>Total Expenditures</b>	<b>1,150,800</b>	<b>1,150,800</b>	<b>85,712</b>	<b>7</b>	<b>884,699</b>	<b>77</b>	<b>1,150,800</b>

Town of Altavista  
Public Works  
FY 2019 Expenditure Report  
83% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	582,100	582,100	40,083	7	402,730	69	582,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	55,860	55,860	1,226	2	22,138	40	55,860
Other Charges	40,150	40,150	3,136	8	40,774	102	40,150
Materials & Supplies	370,370	370,370	18,365	5	179,431	48	370,370
Debt Service	23,200	23,200	0	0	23,127	100	23,200
Capital Outlay	158,000	158,000	18,577	12	233,806	148	158,000
<b>Total Expenditures</b>	<b>1,229,680</b>	<b>1,229,680</b>	<b>81,386</b>	<b>7</b>	<b>902,007</b>	<b>73</b>	<b>1,229,680</b>

Town of Altavista  
Economic Development  
FY 2019 Expenditure Report  
83% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	85,400	85,400	0	0	0	0	85,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	5,525	22	59,933	240	25,000
Other Charges	31,300	31,300	0	0	23,012	74	31,300
Materials & Supplies	7,000	7,000	0	0	0	0	7,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>148,700</b>	<b>148,700</b>	<b>5,525</b>	<b>4</b>	<b>82,945</b>	<b>56</b>	<b>148,700</b>

Town of Altavista  
Transit System  
FY 2019 Expenditure Report  
83% 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	5,396	7	61,038	80	76,770
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,550	3,550	46	1	8,356	235	3,550
Materials & Supplies	18,600	18,600	851	5	13,775	74	18,600
Capital Outlay	3,000	3,000	0	0	2,473	82	3,000
<b>Total Expenditures</b>	<b>103,970</b>	<b>103,970</b>	<b>6,293</b>	<b>6</b>	<b>85,777</b>	<b>83</b>	<b>103,970</b>

Town of Altavista  
Main Street Coordinator  
FY 2019 Expenditure Report  
83% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2019 Adopted Budget</u></b>	<b><u>FY 2019 Amended Budget</u></b>	<b><u>FY 2019 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2019 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	56,600	56,600	3,840	7	41,416	73	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	348	77	450
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>58,650</b>	<b>58,650</b>	<b>3,875</b>	<b>7</b>	<b>41,764</b>	<b>71</b>	<b>58,650</b>

Town of Altavista  
Avoca Museum  
FY 2019 Expenditure Report  
83% 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	4,458	0	51,007	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>4,458</b>	<b>0</b>	<b>51,007</b>	<b>0</b>	<b>0</b>

Town of Altavista  
FY 2019 Revenue Report  
83% 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	2,023	46	17,316	394	4,400
Water Charges - Industrial	1,256,000	1,256,000	109,750	9	1,014,168	81	1,256,000
Water Charges - Business/Residential	254,800	254,800	9,938	4	175,609	69	254,800
Water Charges - Outside Community	140,400	140,400	16,072	11	120,967	86	140,400
Water Charges - Water Connection Fees	1,000	1,000	0	0	1,128	113	1,000
Bulk Water Purchase	5,000	5,000	0	0	1,832	0	5,000
Sewer Charges - Industrial	1,156,400	1,156,400	131,094	11	1,065,315	92	1,156,400
Sewer Charges - Business/Residential	234,600	234,600	9,224	4	171,013	73	234,600
Sewer Charges - Outside Community	1,740	1,740	791	45	2,270	130	1,740
Sewer Charges - Sewer Connection Fees	1,000	1,000	0	0	4,100	410	1,000
Sewer Charges - Sewer Surcharges	160,000	160,000	14,766	9	129,769	81	160,000
Charges for Service - Water/Sewer Penalties	5,350	5,350	1,607	30	5,373	100	5,350
Charges for Service - Base Rate Fee/Monthly	27,230	27,230	6,412	24	20,101	74	27,230
Charges for Service- Base Rate Fee/Quarterly	75,670	75,670	98	0	36,056	48	75,670
Misc. Cash Discounts	0	0	0	0	7	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	549	0	0
Miscellaneous	25,000	25,000	1,825	7	17,700	71	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>303,600</u></b>	<b><u>7</u></b>	<b><u>2,783,271</u></b>	<b><u>61</u></b>	<b><u>4,573,450</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
83% of Year Lapsed

ENTERPRISE FUND (FUND 50)	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>
Water Department							
Operations	1,331,150	1,331,150	85,837	6	903,911	68	1,331,150
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	607,180	607,180	13,696	2	315,375	52	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>99,533</u>	<u>4</u>	<u>1,569,441</u>	<u>66</u>	<u>2,360,530</u>
Wastewater Department							
Operations	1,430,600	1,430,600	105,384	7	1,080,614	76	1,430,600
Debt Service	0	0	0	0	0	0	0
CIP	782,320	782,320	24,740	3	409,545	52	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>130,125</u>	<u>6</u>	<u>1,490,159</u>	<u>67</u>	<u>2,212,920</u>
ENTERPRISE FUND TOTAL							
Operations	2,761,750	2,761,750	191,222	7	1,984,524	72	2,761,750
Debt Service	422,200	422,200	0	0	350,155	0	422,200
CIP	1,389,500	1,389,500	38,436	3	724,920	52	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>229,658</u>	<u>5</u>	<u>3,059,600</u>	<u>67</u>	<u>4,573,450</u>



Town of Altavista  
Water Department  
FY 2019 Expenditure Report  
83% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2019 Adopted <u>Budget</u></b>	<b>FY 2019 Amended <u>Budget</u></b>	<b>FY 2019 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2019 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	656,800	656,800	45,628	7	497,350	76	656,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	161,200	161,200	5,151	3	49,471	31	161,200
Other Charges	240,950	240,950	17,647	7	153,263	64	240,950
Materials & Supplies	272,200	272,200	17,412	6	203,827	75	272,200
Debt Service	422,200	422,200	0	0	350,155	0	422,200
Capital Outlay	607,180	607,180	13,696	2	315,375	52	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>99,533</b>	<b>4</b>	<b>1,569,441</b>	<b>66</b>	<b>2,360,530</b>

Town of Altavista  
Wastewater Department  
FY 2019 Expenditure Report  
83% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2019 Adopted Budget</b>	<b>FY 2019 Amended Budget</b>	<b>FY 2019 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2019 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	807,200	807,200	56,444	7	594,593	74	807,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,800	45,800	972	2	15,055	33	45,800
Other Charges	356,450	356,450	13,898	4	277,537	78	356,450
Materials & Supplies	221,150	221,150	34,070	15	193,429	87	221,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	782,320	782,320	24,740	3	409,545	52	782,320
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,212,920</b>	<b>2,212,920</b>	<b>130,125</b>	<b>6</b>	<b>1,490,159</b>	<b>67</b>	<b>2,212,920</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2019  
83% 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	390,276	63	554,181	89	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>
<b>State/Hwy Water Department - TOTAL:</b>	<u>761,130</u>	<u>761,130</u>	<u>390,276</u>	<u>51</u>	<u>580,976</u>	<u>76</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	1,685	5	17,552	48	36,750
CIP	750	750	0		652		750
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - TOTAL:</b>	<u>62,500</u>	<u>62,500</u>	<u>1,685</u>	<u>3</u>	<u>18,203</u>	<u>29</u>	<u>62,500</u>

Town of Altavista  
FY 2019 State/Highway Fund  
83% 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/Interest Income			1,317	0	1,317	0	
Street & Highway Maintenance	700,000	700,000	0	0	549,303	78	700,000
Street & Highway Maintenance/Carry Over	61,130	61,130	0	0	0	0	61,130
Street & Highway Maintenance/Cash Discount	0	0	0	0	1.75	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL	<u>761,130</u>	<u>761,130</u>	<u>1,317</u>	<u>0</u>	<u>550,622</u>	<u>72</u>	<u>761,130</u>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,308	3	10,353	21	48,200
Maintenance - Pavement	316,400	316,400	376,229	119	380,321	120	316,400
Maintenance - Traffic Control Devices	56,800	56,800	4,452	8	46,440	82	56,800
Engineering - Repairs & Maintenance	10,000	10,000	120	1	4,320	43	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	59,630	59,630	60	0	29,337	49	59,630
Road/Street/Highway - Other Traffic Services	50,000	50,000	5,589	11	27,384	55	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,518	3	56,025	70	80,000
State/Highway Reimb. Fund - Subtotal:	<u>621,030</u>	<u>621,030</u>	<u>390,276</u>	<u>63</u>	<u>554,181</u>	<u>89</u>	<u>621,030</u>
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
State/Highway Reimb. Fund - Capital Outlay - Subto	<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>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>761,130</u>	<u>761,130</u>	<u>390,276</u>	<u>51</u>	<u>580,976</u>	<u>76</u>	<u>761,130</u>

Town of Altavista  
FY 2019 Cemetery Fund  
83% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2019 Adopted Budget</u>	<u>FY 2019 Amended Budget</u>	<u>FY 2019 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2019 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,660	11	18,400	123	15,000
Interest/Interest Income	10,000	10,000	257	3	7,988	80	10,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,100	78	4,000
Miscellaneous/Misc.	0	0	25	0	50	0	0
Transfer In From General Fund	<u>33,500</u>	<u>33,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>62,500</b></u>	<u><b>62,500</b></u>	<u><b>1,942</b></u>	<u><b>3</b></u>	<u><b>29,538</b></u>	<u><b>47</b></u>	<u><b>62,500</b></u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	854	9	4,939	51	9,700
Salaries and Wages/Overtime	1,000	1,000	111	11	902	90	1,000
Benefits/FICA	800	800	71	9	420	53	800
Benefits/VRS	1,000	1,000	32	3	156	16	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	44	3	602	39	1,550
Benefits/Group Life	200	200	11	5	67	34	200
VRS Hybrid Employer Contr.			46		321		
ICMA Hybrid Employer Contr.			5		41		
Other Charges/Misc. Reimb.	0	0	0	0	2,330	0	0
Materials/Supplies & Repairs/Maint.	5,000	5,000	11	0	645	13	5,000
Opening/Closing Graves	1,500	1,500	500	33	2,580	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	16,000	16,000	0	0	4,550	0	16,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	750	750	0	0	652	0	750
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<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><b>62,500</b></u>	<u><b>62,500</b></u>	<u><b>1,685</b></u>	<u><b>3</b></u>	<u><b>18,203</b></u>	<u><b>29</b></u>	<u><b>62,500</b></u>

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



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	3,988,991.45	
Certificate of Deposit	2,836,175.51	
LGIP	8,460,720.30	
Sub-Total		\$ 15,285,887.26

**Enterprise Fund Reserves**

Money Market Account	273,425.73	
Certificate of Deposit	0.00	
LGIP	824,734.67	
Sub-Total		\$ 1,098,160.40

**Total Undesignated** \$ 16,384,047.66

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	984,400.46	
Sub-Total		\$ 984,400.46

**Green Hill Cemetery**

Money Market Account	29.97	
Certificate of Deposit	599,200.14	
LGIP	75,548.51	
Sub-Total		\$ 674,778.62

**AEDA**

Money Market Account	9.81	
Certificate of Deposit	0.00	
LGIP	268,781.36	
Sub-Total		\$ 268,791.17

**Federal Forfeiture Account**

\$ 2,885.82

**State Forfeiture Account**

\$ 6,225.68

**Operating Cash Account**

\$ 801,844.35

**Total Designated** \$ 2,738,926.10

**Grand Total Investments and Deposits** \$ 19,122,973.76

**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** \$ 4,885,045.49

**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

## **Memo**

**To:** Mr. Waverly Coggsdale

**From:** Eleanor Hoehne

**Re:** Chalk Fest

Dear Waverly Coggsdale,

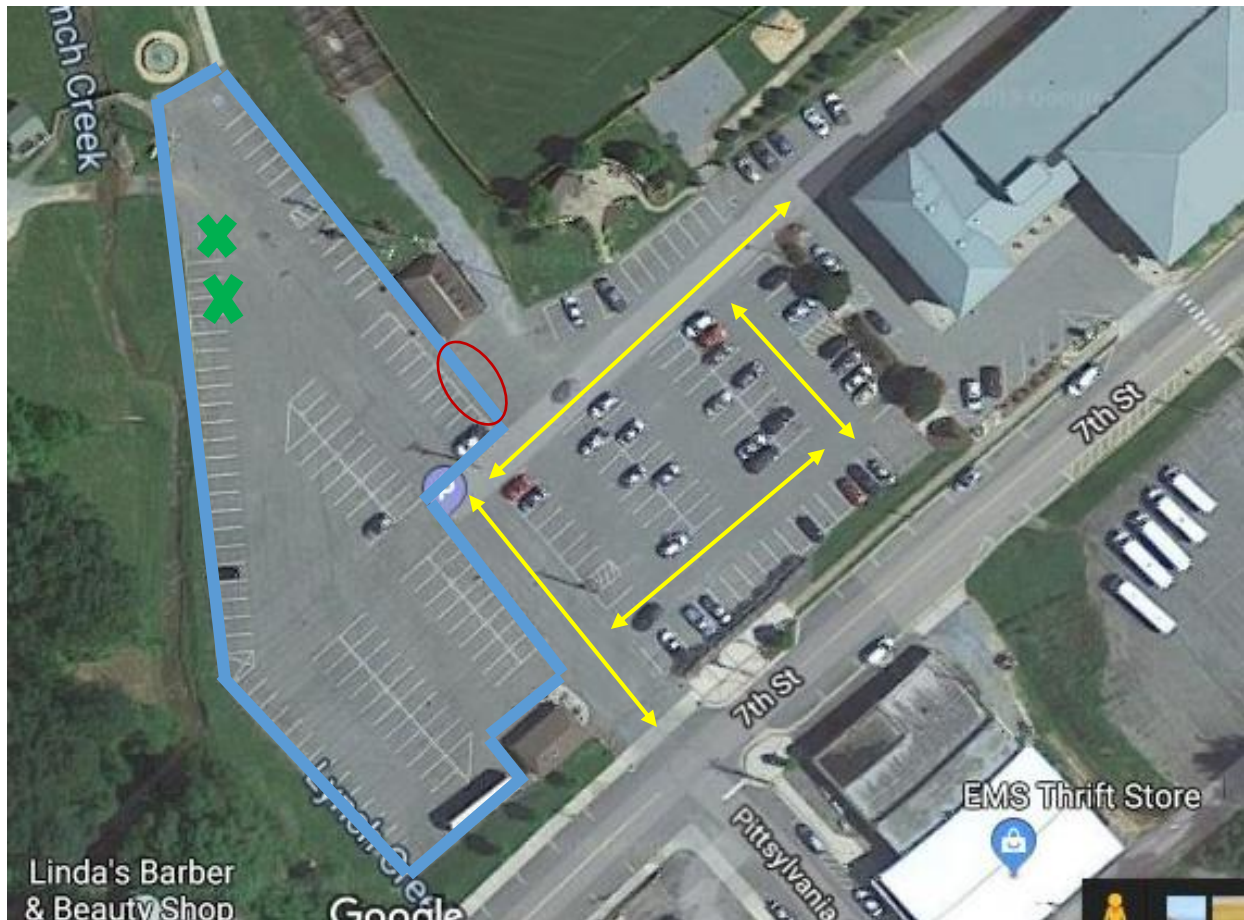
AOT is planning a Chalk Festival to take place June 15<sup>th</sup> from 10 AM-2 PM. We are coordinating the event with the YMCA, and would like to ask for permission to use the Trade Lot parking lot area to host the event.

All ages, abilities and backgrounds are welcome, as we are hosting this event to work with our “Transformation Strategies” in our work plan to promote Altavista as a family friendly community.

AOT will be providing the chalk and supplies. Each participant will have a parking spot to complete his or her design. Awards/prizes will be given for each category, beginner, intermediate, and expert. Registration fee and will be used to pay for supplies.

Sincerely,

Eleanor



## AOT “Chalk Festival” Event Layout Map

BLUE Line represents the Chalk Festival Event Area.

**X** - Food Truck Area

**O** - Entry Point

The Yellow Arrowed Lines are internal driveways that must be kept open, at all times, during the event.





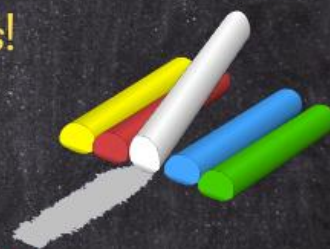
ALTAVISTA ON TRACK PRESENTS

# Altavista Chalk Fest



*a creative event for all ages!*

**JUNE 15, 2019**  
**10AM-2:00PM**  
**ALTAVISTA TRADE LOT**



Join us at the Trade Lot for the first ever Altavista Chalk Fest! Chalk artist of all ages and abilities are welcome to create beautiful masterpieces. There will be three award categories: Beginner, Intermediate, and Advanced. For more information or to sign up, visit [AltavistaOnTrack.com](http://AltavistaOnTrack.com)

## VDOT Locally Administered Project Estimate Worksheet

Project UPC:	
Project Description:	
Locality:	
Estimate Date:	
Date Submitted:	
Performed By:	
Submitted By:	

Milestone for Funding Verification:

Right of Way Authorization

Advertisement

Award

Project Status General Comments:

### Estimate Summary

<b>PE PHASE</b>	
Qualifying Preliminary Engineering Costs (Reimbursable)	
VDOT Oversight	
Non-Qualifying Preliminary Engineering Costs (100% Local Costs)	
<b>PE Sub-Total</b>	
<b>RW PHASE</b>	
Qualifying Right of Way Costs (Reimbursable)	
Qualifying Utility Costs (Reimbursable)	
VDOT Oversight	
Non-Qualifying Right of Way Costs (100% Local Costs)	
Non-Qualifying Utility Costs (100% Local Costs)	
<b>RW Sub-Total</b>	
<b>CN PHASE</b>	
Estimated or Awarded Contract Value (Including In-Plan Utility Work)	
Contingency:	
Tier 1 (Total CN Costs < \$10 mil) – Not to Exceed 5%	
Tier 2 (Total CN Costs > \$10 mil) – Not to Exceed 10%	
Work Orders/Overruns Exceeding Original Award Budget (If Applicable)	
Construction Engineering & Inspections (CEI)	
VDOT Oversight	
Non-Qualifying Construction Costs/Betterment (100% Local Costs)	
<b>CN Sub-Total</b>	

PE Phase Sub-Total	
RW Phase Sub-Total	
CN Phase Sub-Total	
<b>Grand Total</b>	

Select below checkbox and enter CEI budget if Manual CEI Budget Override

#### Suggested CEI Budget

Contract Dollar Value in Millions	Construction Engineering & Inspection Percent
\$0 - \$1	17.50%
Over \$1 up to \$2	17.00%
Over \$2 up to \$3	16.50%
Over \$3 up to \$4	16.00%
Over \$4 up to \$5	15.50%
Over \$5 up to \$6	15.00%
Over \$6 up to \$7	14.50%
Over \$7 up to \$8	14.00%
Over \$8 up to \$9	13.50%
Over \$9 up to \$10	13.25%
Over \$10 up to \$11	13.00%
Over \$11 up to \$12	12.75%
Over \$12	12.50%



**HURT & PROFFITT**

Inspired | Responsive | Trusted

February 8, 2019

Mr. Waverly J. Coggsdale, III  
Town Manager  
Town of Altavista, Virginia  
510 Seventh Street  
Altavista, VA 24517

Re: *Town of Altavista*  
*Route 43 Gateway – Streetscape Project*  
*H&P Project #: 20161577*

Dear Mr. Coggsdale:

Hurt and Proffitt prepared bid documents for the Route 43 Gateway – Streetscape Project and the project was advertised on December 27, 2018. A public bid opening was held at the Town of Altavista office on February 7, 2019 and two bids were received, opened, and read aloud. Below is a summary of the engineer estimate and submitted bids:

Contractor	Base Bid	Responsive
Virginia Carolina Paving	\$896,698.00	Yes
EC Pace	\$1,476,793.55	Yes
Engineer Estimate	\$885,930.11	

As noted above, both bids are considered responsive as they provided the required documentation with their bid. Per VDOT requirements the low bidder must submit additional forms within 10 days. The lowest bid was slightly above the engineer's estimate. Assuming the low bidder supplies all of the required documentation as required, we recommend that the bid be awarded to Virginia Carolina Paving.

If you concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,  
**HURT & PROFFITT, INC.**

Mike Wilson, PE  
Director of Municipal/Government Engineering



## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24501-4801

**Stephen C. Brich, P. E.**  
COMMISSIONER

April 19, 2019

Mr. Waverly Coggsdale  
Town of Altavista  
Town Manager  
P.O. Box 420  
510 Seventh Street  
AltaVista, Virginia 24517

Subject: State Project No.: EN14-162-061; UPC 105958 – Federal Project No.: TAP-5162(112)  
State Project No.: 6043-162-278; UPC 113536 – Federal Project No.: STP-TS03(245)  
Altavista Rte 43/29 Downtown Gateway Project/RTE 43-Signal Pole Replacement at  
7<sup>th</sup> Street (Altavista)  
Notice of Concurrence To Award Contract

Dear Mr. Coggsdale,

The Virginia Department of Transportation (VDOT) has reviewed the bid documents submitted by the Town of Altavista and concurs that the Town has provided sufficient justification for award of the contract to MCC Acquisition, LC dba Virginia Carolina Paving Company, of South Boston, Virginia and that all Civil Rights requirements for this project are included in the submittal. There is a 4% DBE goal for this project. The Town of Altavista may now proceed with the award of this contract.

Please invite representatives from the VDOT District Local Assistance and Civil Rights Sections to attend the preconstruction conference for this project. As a locally administered project, the Sponsor is responsible for providing appropriate project management, quality assurance, testing and on-site inspection. This includes maintaining adequate project records, materials documentation including test reports, materials tickets and Buy America Certifications, as well as appropriate construction inspection to ensure that the project is completed in accordance with the approved plans, specifications and contract. All products and material sources must be from a VDOT approved products list. Projects utilizing federal funds must abide by the Buy America Law which requires all steel and iron products used on the project to be manufactured within the U.S.A. including all manufacturing processes for these products including cutting, welding, powder coating, finishing and packaging. All Buy America Certifications must be submitted to VDOT for approval before the steel or iron products are installed on the project. The Project Sponsor is also responsible for securing any required permits prior to beginning construction activities.

The Project Sponsor should maintain contact with VDOT staff throughout construction as provided for at the preconstruction meeting. This may include but is not limited to: schedule changes, significant construction activities and change orders. Any proposed change order meeting the criteria outlined in Chapter 13.3.3 of the LAP Manual should be submitted to the Department for review prior to execution. If the change order involves changes/improvements to an historic structure or improvements within an historic district, the Department of Historic Resources (DHR) should also be consulted.

In order to keep the Department informed of all on-going construction projects, the Sponsor must notify the Department of all “begin” and “end” dates for active projects. The method most commonly used for accomplishing this is the Form C-5. This form, or a form similar in format created by the Sponsor, should be signed by the Project Sponsor once the contractor’s work begins. The signed form should then be submitted to VDOT Local Assistance staff for appropriate Department distribution. In addition, the County should invite VDOT staff to the monthly progress meetings. Note that VDOT will be conducting monthly reviews of both the construction site as well as the construction documentation to assist the County in ensuring all state and federal requirements are met.

Safety is the utmost importance during construction activities. All construction activities should be in compliance with the Occupational Safety and Health Administration (OSHA) regulations, the Manual of Uniform Traffic Control Devices (MUTCD) guidelines, and the Virginia Work Area Protection Manual as applicable.

Please do not hesitate to contact me if you have any questions or if I can be of any further assistance.

Sincerely,

Bhavesh V. Shah, P.E.,  
Local Assistance Engineer  
VDOT Lynchburg District

CC: Mr. Mike Wilson

Ms. Vanna Lewis, P.E., FHWA  
Ms. Sharon S. White, P.E. C.C.M.  
Ms. Lindsey Hodges, P.E.  
Ms. Phyllis Brice, District Civil Rights Manager  
Mr. Fulton DeLamorton, VDOT Program Manager  
Mr. Chris Winstead, P.E., District Engineer  
Mr. Terry Meadows, P.E., District Construction Engineer  
Mr. Robert Guercia, P.E., District Preliminary Engineering Manager  
Mr. Don Austin, Administrator, Appomattox Residency



**Town of Altavista**  
**Rt 43 Gateway Improvements**  
**Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
<b>Part A - 7th Street (Broad to Bedford)</b>				<b>\$ 387,495.00</b>	
1	Street Removal	2,400	sy	\$ 14.25	\$ 34,200.00
2	Remove Concrete sidewalk	530	sy	\$ 15.00	\$ 7,950.00
3	Remove Concrete Driveway	150	sy	\$ 18.00	\$ 2,700.00
4	Remove Light poles	2	ea	\$ 525.00	\$ 1,050.00
5	Curb & Gutter	700	lf	\$ 57.50	\$ 40,250.00
6	Aggregate Material	2,400	sy	\$ 25.00	\$ 60,000.00
7	Asphalt - BM 25.0A	550	ton	\$ 103.00	\$ 56,650.00
8	Asphalt - IM 9.0D	275	ton	\$ 108.00	\$ 29,700.00
9	Asphalt - SM 9.5D	225	ton	\$ 122.00	\$ 27,450.00
10	Pavement Marking	1	ls	\$ 5,650.00	\$ 5,650.00
11	Stamped Asphalt Crosswalk	40	lf	\$ 165.00	\$ 6,600.00
12	Replace Storm Structures	2	ea	\$ 5,000.00	\$ 10,000.00
13	Concrete sidewalk	530	sy	\$ 66.00	\$ 34,980.00
14	Concrete Entrances	7	ea	\$ 3,965.00	\$ 27,755.00
15	Handicap Ramps	60	sy	\$ 155.00	\$ 9,300.00
16	New Light Poles	3	ea	\$ 3,950.00	\$ 11,850.00
17	New Light Fixtures	3	ea	\$ 750.00	\$ 2,250.00
18	Electrical Conduit for Light Poles	740	lf	\$ 18.00	\$ 13,320.00
19	Landscaping - Trees	7	ea	\$ 470.00	\$ 3,290.00
20	Landscaping - Bench	1	ea	\$ 2,550.00	\$ 2,550.00
<b>Part B - Bedford (RR to Main Street)</b>				<b>\$ 149,490.00</b>	
1	Milling	2,200	sy	\$ 4.00	\$ 8,800.00
2	Remove Concrete sidewalk	195	sy	\$ 15.00	\$ 2,925.00
3	Curb & Gutter	450	lf	\$ 57.50	\$ 25,875.00
4	Asphalt - SM 9.5D	210	ton	\$ 122.00	\$ 25,620.00
5	Pavement Marking	1	ls	\$ 7,250.00	\$ 7,250.00
6	Stamped Asphalt Crosswalk	100	lf	\$ 165.00	\$ 16,500.00
7	Replace Storm Structures	4	ea	\$ 5,600.00	\$ 22,400.00
8	Storm Pipe	10	lf	\$ 200.00	\$ 2,000.00
9	Handicap Ramps	40	sy	\$ 155.00	\$ 6,200.00
10	Light Poles	3	ea	\$ 3,950.00	\$ 11,850.00
11	Electrical Conduit for Light Poles	400	lf	\$ 18.00	\$ 7,200.00
12	Concrete sidewalk	195	sy	\$ 66.00	\$ 12,870.00
<b>Part C - Main Street (Broad to Bedford)</b>				<b>\$ 44,835.00</b>	
1a	Remove Concrete Sidewalk	60	sy	\$ 15.00	\$ 900.00
1b	Remove Brick Sidewalk	40	sy	\$ 17.00	\$ 680.00
2a	Concrete Sidewalk	60	sy	\$ 66.00	\$ 3,960.00

**Town of Altavista**  
**Rt 43 Gateway Improvements**  
**Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
2b	Brick Sidewalk	40	sy	\$ 200.00	\$ 8,000.00
3	Curb & Gutter	80	lf	\$ 57.50	\$ 4,600.00
4	Light Poles	1	ls	\$ 3,950.00	\$ 3,950.00
5	Clean Existing Curb	460	lf	\$ 12.00	\$ 5,520.00
6	Landscaping - Trees	10	ea	\$ 470.00	\$ 4,700.00
7	Landscaping - Shrubs	50	ea	\$ 44.50	\$ 2,225.00
8	Landscaping - Fence	155	lf	\$ 50.00	\$ 7,750.00
9	Landscaping - Bench	1	ea	\$ 2,550.00	\$ 2,550.00
<b>Part D1 - VDOT Ped</b>				<b>\$ 91,335.00</b>	
00098	MOBILIZATION SITE	1.00	ea	\$ 3,500.00	\$ 3,500.00
13220	HYDRAULIC CEMENT CONC. SIDEWALK 4"	2.00	sy	\$ 200.00	\$ 400.00
14440	SAW CUT SIDEWALK	15.00	lf	\$ 15.00	\$ 225.00
24500	REMOVE EXIST. SIDEWALK AND ENTRANCE	2.00	sy	\$ 100.00	\$ 200.00
24825	MODIFY EXIST. CONTROLLER CABINET	1.00	ea	\$ 3,850.00	\$ 3,850.00
50108	SIGN PANEL	25.00	sf	\$ 33.00	\$ 825.00
50900	TRAFFIC SIGN POST STP-1, 2 1/2", 10 GAUGE	18.00	lf	\$ 30.00	\$ 540.00
51030	CONTROLLER	1.00	ea	\$22,500.00	\$ 22,500.00
51212	PEDESTAL POLE PF-2 12'	1.00	ea	\$ 990.00	\$ 990.00
51240	CONCRETE FOUNDATION PF-2	1.00	ea	\$ 1,200.00	\$ 1,200.00
51245	CONCRETE FOUND. CF-1	1.00	ea	\$ 3,925.00	\$ 3,925.00
51248	CONC. FOUNDATION STP-1 TYPE A	2.00	ea	\$ 890.00	\$ 1,780.00
51602	14/4 CONDUCTOR CABLE	3,260.00	lf	\$ 1.75	\$ 5,705.00
51840	HANGER ASSEMBLY SMB-3 (PED) ONE WAY	4.00	ea	\$ 315.00	\$ 1,260.00
51840	HANGER ASSEMBLY SMB-3 (PED) TWO WAY	1.00	ea	\$ 430.00	\$ 430.00
51962	RELOCATE EXISTING UNINTERRUPTIBLE POWER SUPPLY	1.00	ea	\$ 900.00	\$ 900.00
51962	RELOCATE EXISTING UPS CABINET	1	ea	\$ 370.00	\$ 370.00
51963	REMOVE EXISTING JUNCTION BOX OR M.H.	3.00	ea	\$ 340.00	\$ 1,020.00
52002	TRAFFIC SIGNALIZATION ACCESSIBLE PED. PUSH BUTTON (PA-2)	2.00	ea	\$ 315.00	\$ 630.00
52002	TRAFFIC SIGNALIZATION ACCESSIBLE PED. PUSH BUTTON (PA-3)	3.00	ea	\$ 315.00	\$ 945.00

**Town of Altavista  
Rt 43 Gateway Improvements  
Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
52002	TRAFFIC SIGNALIZATION ACCESSIBLE PED. PUSH BUTTON (PA-4)	1.00	ea	\$ 385.00	\$ 385.00
52002	TRAFFIC SIGNALIZATION EXTERNAL 8 BATTERY PACK	1.00	ea	\$ 2,650.00	\$ 2,650.00
52002	TRAFFIC SIGNALIZATION PEDESTRIAN SIGNAL HEAD SP-8	6.00	ea	\$ 1,170.00	\$ 7,020.00
55587	JUNCTION BOX JB-S2	5.00	ea	\$ 1,500.00	\$ 7,500.00
55588	JUNCTION BOX JB-S3	1.00	ea	\$ 2,060.00	\$ 2,060.00
56053	2" PVC CONDUIT	440.00	lf	\$ 5.75	\$ 2,530.00
56054	3" PVC CONDUIT	920.00	lf	\$ 7.50	\$ 6,900.00
56200	TRENCH EXCAVATION ECI-1	120.00	lf	\$ 20.00	\$ 2,400.00
56202	TRENCH EXCAVATION ECI-2	370.00	lf	\$ 23.50	\$ 8,695.00
<b>Part D2 - VDOT Signal</b>				<b>\$ 37,543.00</b>	
00124	Rock Excavation	2	cy	\$ 865.00	\$ 1,730.00
00525	CONCRETE CLASS A3 MISC.	2.00	cy	\$ 375.00	\$ 750.00
51238	CONCRETE FOUNDATION SIGNAL POLE PF-8	16.00	cy	\$ 375.00	\$ 6,000.00
51425	SIGNAL POLE MAST ARM POLE TYPE D	1.00	ea	\$ 9,025.00	\$ 9,025.00
51426	MAST ARM 40'	1.00	ea	\$ 2,325.00	\$ 2,325.00
51614	CONDUCTOR CABLE EMERGENCY PREEMPTION DETECTOR CABLE	285.00	lf	\$ 2.60	\$ 741.00
51840	HANGER ASSEMBLY MAST ARM HANGER ASSEMBLY, SM-3	2.00	ea	\$ 265.00	\$ 530.00
51963	REMOVE EXISTING SIGNAL / PED HEADS	2.00	ea	\$ 193.00	\$ 386.00
51963	REMOVE EXISTING WOOD SIGNAL POLE	2.00	ea	\$ 198.00	\$ 396.00
52002	TRAFFIC SIGNALIZATION AUXILLARY PREEMPTION OPTICAL DETECTOR	1.00	ea	\$ 6,930.00	\$ 6,930.00
52002	TRAFFIC SIGNALIZATION LED LUMINAIRE, POLE MOUNTED (TYPE B)	1.00	ea	\$ 630.00	\$ 630.00
52002	TRAFFIC SIGNALIZATION SIGNAL HEAD SECT, 12" LED GREEN, RTSB	2.00	ea	\$ 250.00	\$ 500.00
52002	TRAFFIC SIGNALIZATION SIGNAL HEAD SECT, 12" LED RED, RTSB	2.00	ea	\$ 250.00	\$ 500.00
52002	TRAFFIC SIGNALIZATION SIGNAL HEAD SECT, 12" LED YELLOW ARROW, RTSB	2.00	ea	\$ 250.00	\$ 500.00
55080	8 CONDUCTOR CABLE	1,050.00	lf	\$ 3.00	\$ 3,150.00
56205	TEST BORE	1	ea	\$ 2,300.00	\$ 2,300.00
59000	LIGHTING LUMINAIRE ARM, 24'	1.00	ea	\$ 1,150.00	\$ 1,150.00



**Town of Altavista**  
**Rt 43 Gateway Improvements**  
**Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
<b>Part E - Other</b>				<b>\$</b>	<b>186,000.00</b>
1	Mobilization	1	ls	\$60,000.00	\$ 60,000.00
2	Traffic Control	1	ls	\$65,000.00	\$ 65,000.00
3	Restoration	1	ls	\$36,600.00	\$ 36,600.00
4	E&S Control	1	ls	\$10,900.00	\$ 10,900.00
5	Construction Surveying	1	ls	\$13,500.00	\$ 13,500.00
<b>Total Project Construction Cost</b>				<b>\$</b>	<b>896,698.00</b>
<b>Other Project Costs</b>				<b>\$</b>	<b>204,515.00</b>
	VDOT Engineering			\$	15,000.00
	VDOT CEI 11-29-18 (Ped Estimate)			\$	20,250.00
	VDOT CEI 11-29-18 (Signal Estimate)			\$	14,380.00
	H&P Engineering Design & Survey			\$	53,425.00
	H&P Environmental Documentation			\$	6,000.00
	Easement Plats (\$1500 removed no plats prepared)				
	H&P Construction Administration (HP 2/13/19 proposal)			\$	39,110.00
	H&P Construction Inspection (HP 2/13/19 proposal)			\$	56,350.00
	Davis Bacon Reporting (By Town)				
<b>Estimated April 12, 2019 Total Project Construction Cost</b>				<b>\$</b>	<b>1,101,213.00</b>
<b>Estimated February 4, 2019 Total Project Construction Cost</b>				<b>\$</b>	<b>1,077,285.11</b>
<b>Difference</b>				<b>\$</b>	<b>(23,927.89)</b>

4-14-2019

To Waverly Coggsdale, Town Manager

From TE Merricks, Chief of Police

RE: Request to declare items surplus

Waverly,

I am requesting the following items be declared surplus:

From upstairs AOT office

Dell tube type monitor\*

Computer keyboard\*

Adler-Royal Typewriter\*

HP Office Jet all in one printer\*

Radio Shack cordless phone\*

Sony VIVO laptop\*

Logitech keyboard (X4) \*

Xircom port \*

Lenovo laptop \*

Computer bag\*

Brother printer\*

4 office chairs\*\*

3 reg. chairs\*\*

5 desks \*\*

2 routers\*

2 flip phones w battery charger\*

3 light timers

Police Department

2 cordless drills w no chargers

Old siren speaker

4 old GE car radios ( 3 are without control head)

1 Shotgun mount  
4 vehicle cd players  
1 interface module  
2 ricochet power supply  
2 Motorola radio  
1 antenna  
8 siren boxes  
1 printer  
3 blue lights  
3 inverters  
4 blue lights  
1 rifle mount  
6 keyboard mounts for chargers  
14 chairs \*\*

\*- these electronic items are obsolete and or non-working and will be recycled per ITG (Salvage items)

\*\* - these items are outdated and or broken/soiled unusable and should be deposited into the landfill.  
(Salvage items)

The items from the police department will be sold in lots on GOV deals. As we get items sold, I will make lots of the many surplus items in the firehouse and sell them once the previous lots are sold.



DATE: 3/29/2019

QUOTE IS VALID 30 DAYS

QUOTATION #: 2208

SALES REP: York Grow

Page 1

## QUOTATION FOR SOLUTIONS

Tom Fore  
Town of Altavista  
510 7th Street  
Altavista, Va 24517

SEND PURCHASE ORDER TO:

Duncan-Parnell, Inc.  
305 Ashcake Rd., Suite K  
Ashland, Va 23005  
PH 804.368.7525  
FAX 804.496.6320

Line	Qty	Product #	Description	Unit Price	Extension
1	1	114819-03	<b>Spectra Precision SP20 - Centimeter</b> SP20 rugged handheld, GNSS multiconstellation with decimeter accuracy, Android v6.0, 5.3" outdoor screen, all day battery, includes two screen protectors, soft carry pouch. Real-time 1-3 centimeter accuracy via Trimble RTX or local VRS subscription. One year warranty.	\$8,595.00	\$8,595.00
2	1	85320	<b>Zephyr Model 3 Antenna</b>	\$2,125.00	\$2,125.00
3	1	116795	<b>SP20 External Antenna Cable</b>	\$85.00	\$85.00
4	1	114823	<b>SP 20 pole bracket</b>	\$150.00	\$150.00
5	1	5125-20	GPS Rangepole, 2 meter, telescoping, aluminum (3 lbs)	\$135.00	\$135.00
6	1	100202	<b>TerraFlex Advanced Subscription</b> Field data collection and inspection app for Windows, Windows Mobile, iOS, and Android. Data synchronization with web server. Internet connection in field not required. Annual subscription, renewal required to continue use. Advanced version allows for update and upload of existing shapefiles and background imagery.	\$400.00	\$400.00
7	1	34520	<b>TerraFlex JumpStart Training</b> WebEx training to get InSphere account setup and workflow recommendations. If using ArcGIS, also includes setup with TerraFlex ArcMap plug-in.	\$375.00	\$375.00
8	1	<b>KeyNet VRS MGIS</b>	<b>KeyNetGPS VRS Annual Subscription MGIS</b> Provides real-time VRS differential correction via internet, subscription per device.	\$1,000.00	\$1,000.00
<b>OPTIONS</b> (not included above):					
9		EWSPN-GNSS3	TPP - Hardware - Spectra GNSS Receiver SP20 Extends the initial year of hardware warranty for an additional year.	\$359.00	

Sub Total	\$12,865.00
Shipping & Handling	46.00
<b>TOTAL</b>	<b>\$12,911.00</b>

Prices do not include sales tax; all major credit cards accepted.  
All accounts are NET 30; past due balances subject to 2% finance charge per month.  
Returned items subject to 20% restocking fee.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Public Hearing(s)

**MEETING DATE:**

May 14, 2019

**ITEM #: 7a&b****ITEM TITLE:**

Hearing #1 FY2020 Budget/FY2020-2024 CIP

Hearing #2: Consideration of Water and Sewer Rate Increases

**DESCRIPTION/ACTION:**

***(NOTE: A time for Town Council to discuss any issues that are brought up by citizens or other items that they would like to discuss about the budget/CIP is provided for later in the agenda.)***

Tonight Town Council will conduct two public hearings in regard to the FY2020 Budget; the first will seek input on the FY2020 Budget and the FY2020 – 2024 Capital Improvement Program (CIP); while the second will seek input on the Proposed Increase in Utility Rates (Water and Sewer).

Tonight will be an opportunity for the public to comment on the proposed FY2020 Budget and Proposed FY2020-2024 Capital Improvement Program (CIP), as well as the proposed Increases to the Utility Rates (Water and Sewer). Following tonight's public hearing, Town Council will have an opportunity to consider the comments before final adoption of the budget and the rate increases. Should Council have items that they need to discuss there is an opportunity later on tonight's agenda, as well as the May 28<sup>th</sup> Town Council Work Session can be utilized for that purpose. Staff will be seeking adoption of the Budget and CIP at the June 11, 2019 Regular Town Council Meeting.

**HEARING #1 (FY2020 Budget and FY2020-2024 CIP):**

Based on past discussion by Town Council, the total advertised budget overview is below:

**Total Budget Breakdown:**

Total Revenue: \$10,231,000	Total Expenditures: \$10,231,000 (includes a Surplus of \$223,410)
General Fund Total:	\$4,939,450 <i>Surplus: \$109,660</i>
Enterprise Fund Total:	\$4,007,400 <i>Surplus: \$113,750</i>
Highway Maintenance Fund:	\$1,254,650
Cemetery Fund:	\$ 29,500

**Capital Improvement Program (FY2020-2024)**

Total CIP FY2020-2024:	\$25,463,750
Total CIP projects for FY2020 (Funded):	\$ 1,746,100
Total CIP projects for FY2020 (Anticipated Bonds):	\$ 3,649,900
Total for FY2021 – FY2024 (Not Funded/Planning Only)	\$20,067,750

CIP Breakdown:

General Fund: \$491,950	Highway Fund: \$28,850	Enterprise Fund: \$584,800
Grants: \$61,600	CIP Reserves: \$323,700	General Fund (Transfer Out): \$166,650
Highway Fund (Transfer Out): \$21,050	Enterprise Fund (Transfer Out): \$67,500	

The Budget provides for the Town's Real Estate Tax Rate to remain at 8 cents (\$0.08) on every One Hundred (\$100.00) of assessed value of Real Estate. The Personal Property Rate will remain at \$2.00 dollars (\$2.00) on every One Hundred (\$100.00) of assessed value. All other Rates/Fees remain the same.

**HEARING #2 (Proposed Water and Sewer Rate Increases):**

The FY2020 Budget includes increases to the Town's Utility Rates; Water (8%) increases and Sewer (4%) increases. Below are the current and proposed rates:

WATER (rates per 1,000 gallons)

- Business & Residential: Current: \$2.35 **Proposed: \$2.54**
- Industrial: Current: \$2.31 **Proposed: \$2.49**
- Out of Town (Hurt): Current: \$3.53 **Proposed: \$3.81**
- Out of Town (B&R): Current: \$4.70 **Proposed: \$5.09**
- Out of Town (Ind.): Current: \$4.62 **Proposed: \$4.98**

Sewer (based on 85% of water consumption)

- Business & Residential: Current: \$3.19 **Proposed: \$3.32**
- Industrial: Current: \$3.27 **Proposed: \$3.40**
- Out of Town (Hurt): Current: \$3.19 **Proposed: \$3.32**
- Out of Town (B&R): Current: \$6.38 **Proposed: \$6.64**
- Out of Town (Ind.): Current: \$6.54 **Proposed: \$6.80**

*(Example: A residential customer that uses 5,000 gallons of water per quarter, would see a \$0.95 increase in water and a \$0.55 increase in sewer on their quarterly bill. A Total increase of \$1.50 per quarter.)*

The proposed Water and Sewer Rates would become *effective* on December 1, 2019.

**BUDGET/FUNDING:**

*The proposed budget allocates the funds for the Fiscal year beginning July 1, 2019 and ending June 30, 2020.*

**POTENTIAL ACTION:**

*Typically, Town Council has adopted the budget/CIP and any other changes needed at their June Regular Meeting. Additional conversation/discussion amongst Council will be scheduled as part of the May 28<sup>th</sup> Town Council Work Session. Approval will be scheduled for Town Council's Regular Meeting on June 11, 2019.*

**Attachments:**

- *Budget/CIP Public Notice*
- *Utility Rate Increase Public Notice*
- *Master List of Fees/Charges*

# **TOWN OF ALTAVISTA**

## **NOTICE OF PUBLIC HEARING**

### **FY 2020 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 14, 2019 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rates for the Fiscal Year 2020

#### **ESTIMATED REVENUE**

<b>General Fund</b>	
Real Estate Tax	221,200
Public Service Corporation Taxes	97,000
Personal Property Taxes	330,150
Machinery and Tools Taxes	1,794,000
Other Local Taxes	1,733,950
Permits and Fees	1,100
Fines and Forfeitures	15,200
Use of Money and Property	405,300
Charges for Service	9,300
Donations, Receipts and Transfers	30,400
Intergovernmental	301,850
<b>General Fund Total:</b>	<b><u>\$4,939,450</u></b>
<b>Enterprise Fund (Water &amp; Sewer)</b>	
Water and Sewer Charges	3,945,800
Interest	18,000
Connection Fees	7,500
Miscellaneous, Grants, & Transfers	30,500
CIP Reserves	5,600
<b>Enterprise Fund Total:</b>	<b><u>\$4,007,400</u></b>
<b>Highway Maintenance Fund</b>	<b><u>\$1,254,650</u></b>
<b>Cemetery Fund</b>	<b><u>\$29,500</u></b>
<b><u>REVENUE GRAND TOTAL:</u></b>	<b><u>\$10,231,000</u></b>

#### **PROPOSED OPERATING EXPENDITURES**

Council / Planning Commission	33,600
Administrative Department	910,730
Police Department	1,209,280
Public Works	1,512,680
Street & Highway Maintenance	1,254,650
Water Department	2,168,300
Wastewater Department	1,725,350
Green Hill Cemetery	50,550
Non Departmental	559,000
Transit Department	182,050
Economic / Community Development	234,700
Avoca	76,700
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves - Fire Department	65,000
Transfer to General Fund Reserves - Surplus	109,660
Transfer to Enterprise Fund Reserves - Surplus	113,750
<b>Total Proposed Operating Expenses</b>	<b><u>\$10,231,000</u></b>

## **PROPOSED CAPITAL OUTLAY**

Water Plant Equipment	355,900
Wastewater Treatment Plant Equipment	255,550
Public Works Department Equipment	479,300
State Highway Funding	384,150
Police Department Equipment	111,000
Council	0
Administration Department Equipment	75,000
Transit Department	77,000
Cemetery	0
Avoca	8,200
<b>Total Proposed Capital Outlay</b>	<b><u>\$1,746,100</u></b>

**FY2020 – 2024 CIP Expenditures:**

**25,463,750**

## **TOWN OF ALTAVISTA CAPITAL IMPROVEMENT PROGRAM (FY2020-2024)**

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 14, 2019 at 7:00 P. M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2020 and projected CIP projects for fiscal years 2021-2024. Following is a summary of the total expenditures covering fiscal years 2020-2024:

Total CIP projects for FY2020 - (Funded Projects)	\$ 1,746,100
Total CIP projects for FY2020 – (Bonded Projects)	\$3,649,900
Total CIP projects for FY2021 - FY2024	\$20,067,750
Total CIP projects for next five (5) years	<b><u>\$25,463,750</u></b>

Funding for the FY2020 CIP projects include \$491,950, General Fund; \$28,850 Highway Fund; \$584,800 Enterprise Fund; \$61,600 Grants; \$323,700 CIP Reserves; \$166,650 General Fund (Transfer Out - Future Year Projects); \$21,050 Highway Fund (Transfer Out – Future Year Projects); \$67,500 Enterprise Fund (Transfer Out – Future Year Projects). The total expenditures for FY2021-2024 are for planning purposes only.

**Toble Shelton /Treasurer**

## **PROPOSED TAX RATE – TOWN OF ALTAVISTA 2019 REAL & PERSONAL PROPERTY**

The 2019 levy on all taxable real estate located in the Town of Altavista shall be 8 cents (\$0.08) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2019 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

**Toble Shelton /Treasurer**





Call (434) 369-6688  
Fax (434) 369-6689  
www.altavistajournal.com  
altjournal@altavistajournal.com

# Altavista Journal CLASSIFIEDS

Deadline & Payment  
For Classified Ads Is  
1 PM ON MONDAY!!



## Help Wanted

Sheltons Heating and Plumbing LLC of Hurt Va. Seeking qualified service technician for hvac, electrical and plumbing. Helper positions available. 434-324-7685. Email your resume to Shelton68@yahoo.com. Pay according to experience. 3.20 rtfm

Help Wanted: Dump truck driver. Brookneal area. No experience necessary. CDL required. Contact Gene Smith 1-423-367-4070. (5-1 2tpcc)

Busy Dental Office seeking full-time dental assistant. Experience preferred, but will train. Send resume to altavistadental1@comcast.net (12-20-tfn)

Interviewing for Convenience store retail associates in Hurt, VA. Ideal candidates must have retail experience and enjoy working with the public. Send email outlining qualifications, experience and contact information to williamrace32@yahoo.com. (5-1 2tpcc)

Part-time cleaning help at Smith Mountain Lake. Must have valid driver's license and clean background. Weekends required. \$10 an hour start pay. 540-875-7618. (4-24-2tb)

Construction Workers Needed. Immediate Openings. Experience not required. Please contact, Construction Solutions & Supplies @ 434-509-7057. (5-1-2tb)

## Help Wanted

Royal Oak Farm is looking for an organized self-motivated, reliable full-time employee to perform Buildings and Grounds Maintenance. Must have small engine experience. Must be physically fit and minimal to no allergies due to the work environment. Must pass a pre-employment drug and alcohol screening. We do offer benefits. If interested, please call Ken at (540) 297-3299 or email at rovaloakfamily@gmail.com (5-1-2tpw)

Condominium Attendant - looking for an on-going, seasonal employee to serve as primary contact for homeowners. Resume to Vpemploy@gmail.com (2.24.3tpol) Smith Mountain

AIRLINES ARE HIRING. Get FAA approved hands on Aviation training. Financial aid for qualified students. Career placement assistance. CALL Aviation Institute of Maintenance SCHEV certified. 877-204-4130. (4-3-1t)

NEED CDL Drivers? Advertise your JOB OPENINGS statewide or in other states. Affordable Print and Digital Solutions to reach truck drivers. Call Landon Clark at Virginia Press Services 804-521-7576. (4-3-1t)

## Services

DIVORCE. Uncontested, \$395 + \$86 court cost. No court appearance. Estimated completion time, 21 days. Hilton Oliver, Attorney (Facebook) 757-490-0126. Se Habla Espanol. BBB Member. https://hiltonoliverattorneyva.com

## Services

**DAVID'S TREE SERVICE**  
Tree & Stump Removal  
Dangerous & Hazardous Tree Removals  
Sick Tree Diagnosis  
Bucket Truck With 65 Foot Reach  
Free Estimates  
434-329-6240

**STUMP MAN INC.**  
Stump Removal  
Stump Grinding  
Stumps, Roots, Bushes, Etc.  
3 AVG Stumps \$50  
10% Off Any Other Estimate With This Ad  
434-665-6535

**TDK PRESSURE WASHING SERVICE**  
We use hot water for the very best quality job in cleaning houses, decks, driveways, sidewalks and heavy equipment. Water-on-board. Call 434-426-2445 for free estimates. Licensed & insured. We accept VISA, MasterCard and Discover. (5-20-4tb)

Handyman, any jobs inside or out. Pressure washing, landscaping, all types of home improvement. No job too small. References available. 434-658-6430 or 434-709-8596. 8-17-rtnu

Elder's Private Detective Agency, 24 hour service & reasonable price. 434-432-0001 Lic. # 11-11597-11-4.3u

Central Boiler outdoor wood stoves, Call Ted Arthur for rebates. Home 434-822-7335 Cell 434-334-8398 4.17.

WANT TO BUY Military Civil War, WWI, WWII, and Vietnam. Also Danville Military Institute (DMI) items, antique flintlock and percussion guns. 434-770-9790.

Multi-Family Yard Sale, Friday 5/3 until Sunday 5/5 @ 569 Riverbend Rd., Altavista. Tools, Antiques, Household etc.

## For Sale

**FEED FOR SALE:**  
Feed wheat 60 lbs., \$7; whole corn 50 lbs. \$6, ground corn 50 lbs., \$7; mixture 50 lbs. \$7; sweet horse feed 50 lbs. \$9; hog feed with minerals 50 lbs. \$7. Earl Owen 434-432-0018. 4.18-rtnu

Square bales of Fall Fescue Hay. Call Kevin Owen 434-441-0254. 3.13. rtnu

**BIG ANTIQUES & Collectibles Show/Sale, May 10-11.** 84<sup>th</sup> Shenandoah Antiques Expo, Fishersville, VA (I-64, Exit 91), 300 dealers, five buildings, & outside. Fri. & Sat. 9-5 www.hertagepromotions.net. 434-846-7452.

## Yard Sales

**MOVING SALE**  
2021 Cody Road  
Gretna 24557  
May 3 and 4  
7am to 5 pm  
both days  
Furniture, antiques, dishware, ladies & men clothing, much more

**HUGE YARD SALE**  
(MAY 2nd-4th)  
Women's 1X-6X Clothing, Toys, Kid's Books, Jewelry & MORE! New stuff daily! 7AM-5PM @ 276 Loose Grip Lane in Tight-squeeze. 4.24.2tp

Multi-Family Yard Sale Saturday, May 4 in front of Ray's Welding and Auto repair shop, 2012 East Gretna Rd., 7:30 am until 5.1.1tp

Multi-Family Yard Sale, Friday 5/3 until Sunday 5/5 @ 569 Riverbend Rd., Altavista. Tools, Antiques, Household etc.

## Real Estate for Sale

**Agnes Dowdy and Associates**  
1003 Main Street, Altavista, VA 24517  
(434) 369-6880 or 369-4224



**NEW LISTING: RANCH STYLE** with living room, big kitchen w/appliances, large den, 2 bedrooms, bath, partial basement and detached garage. This would be an excellent flip house-needs work, but many possibilities. Hardwood floors in some rooms! \$48,000.



**GREAT INVESTMENT! ACREAGE**, in the town of Altavista! 35+ Acres with Frontage on 2 main roads. Great for investment for duplexes or apartments, or to build a home with privacy! Town amenities and convenient Lynch Creek runs through it! \$90,000.

**BRICK BEAUTY** with living/dining with fireplace, 2 car garage and deck on main level. 2.1 acres with orchard! \$170,000



**ALMOST 3000 SQUARE FEET!** This beauty has large Living Room w/FP PLUS a Family Room w/bar, Kitchen w/wholes of cabinets, Dining Room, 4 Bedrooms and 3 Baths! Excellent condition! Includes a shop and metal storage building on almost an acre! \$119,900



**AFFORDABLE LAKE LOT!** This 5.3 wooded acres in Bedford County has lake access and a common area with a dock. Perfect to build your home on or just to have as a weekend getaway! Private subdivision- low traffic count. Finally, an affordable place at the lake! \$25,000

**SOLD!** In a great room design, 3 BRs, 1.5 baths, 2 car garage and deck on main level. 2 BRs and bath on the terrace level!

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**NEW LISTING**  
Totally renovated turn of the century home. Main level has a magnificent entry foyer, formal living and dining room, kitchen with breakfast nook, full bath and laundry. Upper level has 5 bedrooms and 2 baths. Outside

## LEGAL NOTICE

discriminate on the basis of handicap status in admission on access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III  
Town Manager

## TOWN OF ALTAVISTA NOTICE OF PUBLIC HEARING INCREASES IN WATER AND SEWER RATES

The Altavista Town Council will hold a public hearing at its regular meeting on Tuesday, May 14, 2019 at 7:00 P.M. at the Altavista Town Hall.

The purpose of the hearing will be to hear public comment upon the following proposed amendments to the Town Code to be effective on July 1, 2019, with regards to sewer and water charges which are promulgated pursuant to authority contained in Virginia Code Sections 15.2-2119, 15.2-2122 and 15.2-2143 as follows:

**Monthly Consumption Charge:**  
These charges are based on the amount of water/sewer used by the customer.

**Water Rates:**  
Business & Residential - Current charge \$2.35 per 1,000 gallons, proposed new charge, \$2.54 per 1,000 gallons, 8% increase.  
Industrial - Current charge \$2.31 per 1,000 gallons, proposed new rate \$2.49 per 1,000 gallons, 8% increase.  
Town of Hurt Water System-Current charge \$3.53 per 1,000 gallons, proposed new rate \$3.81 per 1,000, 8% increase.  
Business & Residential Customers Outside of Town (other than the Town of Hurt water system) - Current charge \$4.70 per 1,000 gallons, proposed new rate \$5.09 per 1,000 gallons, 8% increase.  
Industrial Outside of Town - Current charge \$4.82 per 1,000 gallons, proposed new rate \$4.98 per 1,000 gallons, 8% increase.

**Sewer Rates (based on 85% of water consumption)**  
Business and Residential-Current charge \$3.19 per 1,000 gallons, proposed new rate \$3.32 per 1,000 gallons, 4% increase.  
Industrial-Current charge \$3.27 per 1,000 gallons, proposed new rate \$3.40 per 1,000 gallons, 4% increase.  
Town of Hurt Sewer System-Current charge \$3.19 per 1,000 gallons, proposed new rate \$3.32 per 1,000 gallons, 4% increase.  
Business & Residential Customers Outside of Town (other than the Town of Hurt water system)-Current charge \$6.38 per 1,000 gallons, proposed new rate \$6.84 per 1,000 gallons, 4% increase.  
Industrial Outside of Town-Current charge \$6.64 per 1,000 gallons, proposed new rate \$6.80 per 1,000 gallons, 4% increase.

There are no changes in the monthly fixed charges for water in the connection fees. All rates, fees and charges will be stated in the Master List as published by the Town.

The text of the proposed changes in the water and sewer charges and information concerning the documentation and justification for the increases may be examined at the Altavista Town Hall during normal business hours

J.W. Coggsdale, III  
Town Manager



# TOWN OF ALTAVISTA FY2020

## PROPOSED MASTER LIST

### FEES, RATES AND CHARGES



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

# TOWN OF ALTAVISTA FY2020

## PROPOSED MASTER LIST

### FEES, RATES AND CHARGES



#### UTILITY FEES

**NOT EFFECTIVE UNTIL DECEMBER 1, 2019**

#### Water

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

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

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

#### Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 ½"	5	\$32.50
2"	8	\$52.00
2 ½"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

#### Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee (Base: \$1,500)	Sewer Connection Fee (Base: \$2,000)	Sewer Availability Fee (Base: \$600)
5/8"	1	\$1,500	\$2,000	\$600
3/4"	1.5	\$2,250	\$3,000	\$900
1"	2.5	\$3,750	\$5,000	\$1,500
1 ½"	5	\$7,500	\$10,000	\$3,000
2"	8	\$12,000	\$16,000	\$4,800
2 ½"	11	\$16,500	\$22,000	\$6,600
3"	15	\$22,500	\$30,000	\$9,000
4"	25	\$37,500	\$50,000	\$15,000
6"	50	\$75,000	\$100,000	\$30,000
8"	80	\$120,000	\$160,000	\$48,000
10"	115	\$172,500	\$230,000	\$69,000

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

#### MISCELLANEOUS CHARGES

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Public Hearing(s)

**MEETING DATE:**

May 14, 2019

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

Zoning Ordinance Text Amendments – “*Food Banks, Food Pantry, and similar uses*”

**DESCRIPTION/ACTION:**

Tonight Town Council will conduct a public hearing to consider the Planning Commission’s recommendation to amend sections of Chapter 86 “Zoning” of the Town Code. The purpose of the Public Hearing is to receive comments on, to consider, and possibly vote on amendments to: (1) Article II, Section 86-32; (2) Article III, Division 5, Section 86-322; (3) Article III, Division 6, Section 86-352; (4) Article III, Division 7, Section 86-382; and (5) Article IV, Division 1, Section 86-482.1 Section 482.1 of the Zoning Ordinance.

<b>ZO Article and Section</b>	<b>Zoning Ordinance Amendments and Changes</b>
<b>Article II, Section 86-32</b>	1. Adds to the “Definitions” section, “Food Banks, Food Pantries or similar uses”.
<b>Article III, Division 5, Section 86-322</b>	1. Adds “ <i>Food bank, food pantry, or similar uses</i> ” to the C-1 (Local Commercial) District as a permitted use under (3) <i>Civic use types</i> . <i>Subject to Sec. 86-482.1</i> (Development Standards).
<b>Article III, Division 6, Section 86-352</b>	1. Adds “ <i>Food bank, food pantry, or similar uses</i> ” to the C-2 (General Commercial) District, as a permitted use under (3) <i>Civic use types</i> . <i>Subject to Sec. 86-482.1</i> (Development Standards). <i>Special use permit required</i> .
<b>Article III, Division 7, Section 86-382</b>	1. Adds “ <i>Food bank, food pantry, or similar uses</i> ” to the M (Industrial) District as a permitted use under (3) <i>Civic use types</i> . <i>Subject to Sec. 86-482.1</i> (Development Standards).
<b>Article IV, Division 1, Section 86-482.1</b>	1. Adds Development Standards for “ <i>Food bank, food pantry, or similar uses</i> .”

The Altavista Planning Commission conducted a public hearing on the proposed Zoning Ordinance Text Amendments at their April 1, 2019 Regular Meeting. Following the hearing, the Planning Commission unanimously voted to recommend approval of the ZO Text Amendments, as presented, to the Altavista Town Council for consideration and approval.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Town Council may take one of several actions:

- 1) *Motion to accept the Planning Commission's recommendation and approve the Zoning Ordinance Text Amendments related to "Food banks, Food pantries, or similar uses" as presented or amended.*
- 2) *Defer action on the Zoning Ordinance Text Amendments related to "Food banks, Food pantries, or similar uses" until a future meeting.*
- 3) *Motion to reject the Planning Commission's recommendation related to the Zoning Ordinance Text Amendments related to "Foods banks, Food pantries, or similar uses".*

**Attachments:**

- *ZO Text Ordinance Amendments*
- *Public Hearing Notice*

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

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

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to add the definition of food bank, food pantry, or similar uses as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

An Ordinance to add a new Section 86-482.1 to the Code of the Town of Altavista, 1968, relating to development standards for food bank, food pantry, or similar uses.

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

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

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

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

(b) No outside storage of equipment or materials.

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

(d) Signage shall comply with the following requirements:

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

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

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

(4) Identification signs: 24 square feet maximum.

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

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

May 14, 2019

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

Request of First Baptist Church to close a portion of 10<sup>th</sup> Street during Vacation Bible School

**DESCRIPTION:**

Each year, First Baptist Church requests that a portion of 10<sup>th</sup> Street be closed during the time that their Vacation Bible School is taking place. The request would involve the portion of 10<sup>th</sup> Street between Bedford Avenue to Commonwealth Drive from June 9<sup>th</sup> through June 12<sup>th</sup> from 5:30 – 9:00 p.m. each evening. The attached map lays out the street closure. The Town would provide the barricades and they would be put into place and removed each evening by church personnel or volunteers.

**BUDGET/FUNDING:**

N/A.

**POTENTIAL ACTION:**

Per discussion.

**ATTACHMENTS:**

- Street closure request map

## First Baptist Church – Street Closing Request

June 9<sup>th</sup> – June 12<sup>th</sup> each evening between 5:30 and 9:00 p.m. for Vacation Bible School



Town would provide the appropriate barricades, which would be set up and taken down by church staff/volunteers.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

May 14, 2019

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

Hazard Mitigation Grant Program

**DESCRIPTION:**

Under the Presidential Disaster Declarations for Hurricane Florence (FEMA-DR-VA-4401) and Tropical Storm Michael (FEMA 4411-DR-VA), all counties in Virginia are eligible to apply for Hazard Mitigation Grant Program Funds (HMGP) for projects that will mitigate loss of life and property. Generator acquisition and installation to protect critical facilities is one of several program priorities.

The Town of Altavista is applying for an HMGP Grant to provide permanent, system-wide, emergency power generators for its water supply. The project will mitigate the loss of power and consequent loss of service associated with storm events such as those that occurred in March 2017 and 2018.

1. In the past, the State has contributed up to 20% of awarded HMGP projects, reducing the Local Share to 5%; however, there is no guarantee and the Local Share must be 25% to survive FEMA review.
2. This program opening is tied directly to the Disaster Declarations for Hurricane Florence and Tropical Storm Michael. If the Town passes on this window, future opportunities will only occur if there are other storms that result in Disaster Declarations that include Campbell County. While that is likely to happen, it may be several years away.
3. The applications that survive State scrutiny will be forwarded to FEMA in September or October. FEMA is likely to take 8 months to obligate funds for State-approved projects; therefore, no expenditure of local funds is likely to be required before next May or June of 2020.

Currently the Utilities CIP request includes \$38,000.00 for Engineering Design for the Staunton River Pump Station, Bedford Pump Station and Reynolds and McMinnis Spring locations. The Grant application deadline is May 30, 2019

**BUDGET/FUNDING:**

The total project cost is estimated to be \$498,000. The Federal share will be 75% (\$373,500) and the Town share will be 25% (\$124,500) unless reduced per State action post-award.

**POTENTIAL ACTION:**

Allow the Manager to execute the necessary application forms

**ATTACHMENTS:**

- None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

May 14, 2019

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

Consideration of a “Brownfields Program” to assist with potential Community Redevelopment Revitalization projects

**DESCRIPTION:**

Staff has explored opportunities that may exist in regard to identification of “Brownfield site” that exist in in our community. A “Brownfield site” is identified as “idled, underutilized, or abandoned industrial or commercial properties where expansion or redevelopment is complicated by real or perceived environmental contamination.” Despite the challenges, remediating brownfield sites has many benefits for a community. Environmentally, redeveloping on a brownfield site saves greenspace, utilizes existing infrastructure, cleans the air and water, and preserves natural habitats. Additionally, since many brownfield properties are neglected eyesores, remediation can have a positive impact on adjacent property values and crime rates while contributing to a sense of community pride.

Staff seeks to begin development of a “Brownfields Program”, with the first step being the issuance of a Request for Qualifications (RFQ) for “Brownfield Services”. Once a consultant is defined, the process of seeking grant funding would begin. By starting the process now, we may be able to submit a VBAF and/or US EPA application this fall; the Virginia problem generally makes awards in the spring of the preceding year while the EPA awards in the next fall.

Cleaning up brownfield sites can be made possible through the US Environmental Protection Agency Brownfield Grants Program and the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund. Both are briefly described below:

**Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF):**

Established pursuant to § 10.1-1237 of the Code of Virginia of 1950, as amended (the Code), to provide either grants or loans to local governments to promote the restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse so that these sites can be effectively marketed to new economic development prospects.

**US EPA Brownfield Grants Program:** Provides funds to local governments and nonprofit organizations on a competitive basis for the assessment and cleanup of brownfield sites. Launched in 1995, the EPA's brownfields initiative helped to distinguish brownfield sites from those more highly contaminated "superfund" sites. The EPA's grant programs are important financial resources for municipalities to plan for and redevelop brownfield sites.

***Staff seeks authorization to develop and advertise a Request for Qualifications (RFQ) for "Brownfield Services". This would be the first step in developing a program and seeking grant funding.***

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

Per discussion. Staff requests permission to proceed with issuance of a Request for Qualifications (RFQ) for "Brownfield Services".

**ATTACHMENTS:**

- *VBAF Guidelines*

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# Virginia Brownfields Restoration & Economic Redevelopment Assistance Fund

Site Remediation Grant  
Guidelines and Application  
FY 19



# **Guidelines for the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund**

## **Purpose:**

The Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) was established pursuant to § 10.1-1237 of the Code of Virginia of 1950, as amended (the Code), to provide either grants or loans to local governments to promote the restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse so that these sites can be effectively marketed to new economic development prospects.

## **Administration:**

The VBAF is administered by the Virginia Resources Authority (VRA).

The Virginia Economic Development Partnership (VEDP) directs the distribution of grants or loans from the VBAF to grant or loan recipients (VBAF Program), in consultation with the Virginia Department of Environmental Quality (DEQ) and based upon the priorities and procedures set forth in these Guidelines.

These Guidelines address the Site Remediation Grants available through the VBAF Program. Site Assessment and Planning Grants also are available through the VBAF Program and managed pursuant to separate guidelines.

It is expected that all awards made under the VBAF Program will be grants.

## **VBAF Program Priorities:**

The VBAF Program is targeted toward projects or phases of work associated with the restoration and redevelopment of brownfield sites that by their completion will generate additional private investment and job creation in the immediate future.

Such projects or phases of work will be evaluated and grants will be awarded based upon meeting one or more of the following priorities:

- **Use or reuse of existing infrastructure** - projects or phases of work that seek to repurpose or redevelop a property currently served by existing infrastructure, rather than property not so currently served.
- **Limited ability to draw on other funding sources** – small communities or communities with a local unemployment rate or poverty rate that exceeds the statewide unemployment rate or poverty rate and have limited ability to draw on other funding sources.

- **Potential for redevelopment and reuse of the site** - sites with significant potential for redevelopment and reuse including demonstrable interest in the property for economic development purposes and appearance in the comprehensive plan of the community in which the property is located.
- **Economic benefits** –projects or phases of work with a specific relationship to a local or regional economic development strategy and where redevelopment could be a catalyst to larger revitalization projects and economic benefits to the surrounding community.
- **Environmental benefits** – environmental issues can be resolved with grants from the VBAF Program and other available funding within a relatively brief period of time and the site redeployed.

### **VBAF Site Remediation Grants:**

Pursuant to § 10.1-1237 of the Code, the VBAF may be used to pay the reasonable and necessary costs associated with the restoration and redevelopment of a brownfield site.

VBAF Site Remediation Grants are to be used to help fill a financing gap for projects or phases of work for such restoration and redevelopment that have not already commenced. The VBAF Site Remediation Grant is not available to reimburse for costs already incurred for a project or phase of work that has begun or is already completed.

VBAF Site Remediation Grants are available, in amounts of up to \$500,000, to assist with the costs of:

- (i) remediation of a contaminated property to remove hazardous substances, hazardous wastes, or solid wastes;
- (ii) the necessary removal of human remains, the appropriate treatment of grave sites, and the appropriate and necessary treatment of significant archaeological resources, or the stabilization or restoration of structures listed on or eligible for the Virginia Historic Landmarks Register; or
- (iii) demolition and removal of existing structures, or other site work necessary to make a site or certain real property usable for new economic development.

VBAF Site Remediation Grant proceeds are to be used only for the necessary and reasonable costs incurred in accordance with the scope of work set forth in an applicant's VBAF Site Remediation Grant Application (Attachment A to these Guidelines) and the performance agreement setting forth the terms and conditions of the VBAF Site Development Grant.

VBAF Site Remediation Grant proceeds may not be used as a substitute for other funding already committed to the project or phase of work or for regularly recurring local fiscal obligations such as personnel, project management, administrative and related costs. Up to five percent (5%) of VBAF Site Remediation Grant proceeds may be used to cover administrative costs specifically associated with a project or phase of work.

The award of a VBAF Site Remediation Grant is subject to the availability of funds in the VBAF and an appropriation of the Virginia General Assembly.

A committee of VEDP and DEQ staff (VBAF Review Committee) has the sole discretion to award grants from the VBAF Program.

### **Eligible Applicants:**

Only political subdivisions of the Commonwealth of Virginia, including counties, cities, towns, industrial/economic development authorities, and redevelopment and housing authorities, may apply for grants from the VBAF Program.

### **Applications:**

The VBAF Review Committee will evaluate VBAF Site Remediation Grant Applications on a competitive basis and will award VBAF Site Remediation Grants based on the highest perceived merit and on the VBAF Program priorities identified in these Guidelines.

The emphasis of the VBAF Program is promoting the restoration and redevelopment of brownfield sites and addressing environmental concerns and obstacles to reuse. Priority will be given to VBAF Site Remediation Grants Applications for remediation of a contaminated property to remove hazardous substances, hazardous wastes, or solid wastes.

An applicant requesting funding for demolition and removal of existing structures should first contact the Virginia Department of Housing and Community Development to determine whether funding is available under the Virginia Industrial Revitalization Fund which emphasizes such activities.

An applicant should submit an application for each project or phase of work. The proceeds of a VBAF Site Remediation Grant may be used for multiple properties so long as such properties are identified in the application.

The property for which a VBAF Site Remediation Grant is sought may be publicly or privately owned as long as the property has public or private redevelopment potential. If privately owned, there should be an option agreement or some other documentation between the applicant and the private owner demonstrating involvement by both parties, such as a commitment to a competitive sale or lease price, monetary contribution to the project or phase of work, an agreement to permit access to the site, and a partnership to market the property for economic development purposes. The more evidence of joint

commitments will cause the VBAF Site Remediation Grant Application to be considered more favorably.

Applications for VBAF Site Remediation Grants in Fiscal Year 2019 (FY19) are due on or before **November 16, 2018**. Awards will be announced in January 2019.

After the initial FY19 round of applications, if uncommitted moneys allocated to FY19 remain in the VBAF, a second round of applications may be solicited for submission.

An applicant will be limited to no more than two VBAF Site Assessment and Planning Grant Applications and one VBAF Site Remediation Grant Application per fiscal year.

**Local Financial Responsibility:**

An applicant must demonstrate a commitment to a project or phase of work and evidence of adequate funding to complete the project for which a grant is made.

A local match of at least 100% is required (Local Match).

A Local Match may be funded from public and/or private sources and must either be:

- (i) cash in the form of actual cash contributions from the applicant or other cash or grants from federal (including EPA Brownfields Grant), other state, local or private sources of funding; or
- (ii) documented reasonable and necessary costs incurred and in-kind contributions for the site where the VBAF Grant proceeds are to be expended that (a) are associated with the project or phase of work, (b) will promote the restoration and redevelopment or (c) will address environmental problems or obstacles to reuse.

Previously awarded grants from the VBAF Program may not count towards such Local Match.

A Local Match in documented reasonable and necessary costs must be specifically identified in an application and may include:

- (i) environmental and cultural resource site assessments;
- (ii) environmental testing;
- (iii) development of a remediation and reuse plan;
- (iv) purchase of a property;
- (v) remediation of a contaminated property to remove hazardous substances, hazardous wastes, or solid wastes; the necessary removal of human remains,

the appropriate treatment of grave sites, and the appropriate and necessary treatment of significant archaeological resources, or the stabilization or restoration of structures listed on or eligible for the Virginia Historic Landmarks Register;

- (vi) engineering; design or architectural activities as well as other costs such as public notices, permit fees and inspections costs (or waivers of such) related to physical activities; or
- (vii) other costs associated with implementation of a remediation and reuse plan.

In-kind contributions must be directly related to the project or phase of work and may include land, equipment and other property or goods.

Up to five percent (5%) of the administrative costs associated with the overall budget for a project or phase of work may be allocated for the Local Match if such use is outlined in a VBAF Site Remediation Grant Application.

A higher Local Match will cause the application to be considered more favorably.

It is the preference that a Local Match not have been paid or incurred any more than five years prior to the date of an application.

#### **Performance Agreement:**

The recipient of a FY19 VBAF Site Remediation Grant will be required to enter into a performance agreement with VEDP, as acknowledged by VRA and DEQ.

If the performance agreement is not executed within a reasonable timeframe, such award may be rescinded. The recipient will be entitled to reapply for a VBAF Site Remediation Grant thereafter, based upon the terms, conditions and availability of funds at that time.

The performance agreement will be subject to negotiation. It is expected that the performance agreement will contain provisions for, among other things, the use of the grant proceeds, the Local Match, potential repayment obligations and the form of reporting, as well as an exhibit outlining the expected scope of work and associated costs.

The performance agreement must be executed before any VBAF grant proceeds will be disbursed to the recipient.

VRA disburses the VBAF Site Assessment and Planning Grant to the recipient. VRA expects that a recipient will provide an Automated Clearing House (ACH) Authorization so that the grant proceeds may be deposited directly into the account designated by the recipient.

VBAF Site Remediation Grant proceeds will be disbursed in installments based on monthly requisition requests made by the recipient with receipts, invoices, statements or other evidence of actual payment made or payment due.

### **Data and Report Requirements:**

The investigation methodology, collection, sampling, laboratory analysis, evaluation, and report development and compilation are expected to be of the quality as would be required for submission to the Virginia Voluntary Remediation Program (VRP) or any environmental regulatory programs which may apply. Phase I work should follow ASTM International's E1527-13 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process." The recipient and its contractor are responsible for quality assurance for the report(s) developed as part of this process.

Enrollment in the DEQ VRP is required for recipients of a VBAF Site Remediation Grant, unless such grant proceeds are to be used for lead paint or asbestos abatement, or if a supported rationale for not enrolling the site is provided.

All tests, analyses, measurements, or monitoring required pursuant to the Commonwealth's air, waste, and water laws and regulations must be certified or accredited by the Virginia Division of Consolidated Laboratory Services (DCLS) Virginia Environmental Laboratory Accreditation Program (VELAP).

Upon conclusion of the performance period set forth in a performance agreement, the recipient of a VBAF Site Remediation Grant will be required to file a grant report that should include, among other things:

- (i) a brief summary of the outcome of the project or phase of work;
- (ii) any adjustments to the scope of work and associated costs;
- (iii) copies of studies performed as a part of the project or phase of work, which will be subject to review and request for further supporting documentation;
- (iv) a statement that data collected reflects certification by the VELAP;
- (v) if the property was not enrolled in the VRP, certification that project or phase of work has met appropriate standards of care for reuse of the property in accordance with the VRP, and that the recipient will maintain all records for facilitating potential future brownfields revitalization of the property, to demonstrate appropriate care, and to facilitate potential future VRP enrollment if necessary;
- (vi) pre- and post-grant assessed property value; and
- (vii) any before and after photographs.

Upon request of the VBAF Review Committee made any time after the filing of grant report, the recipient of a VBAF Site Remediation Grant also will be required to file a status report providing an update on the site including recent economic development activity at the site and surrounding properties since the grant was awarded, additional investment and job creation, and whether the site was successfully marketed to an economic development prospect.

**Questions:**

Please direct general questions regarding the administration of the VBAF Program to:

John Loftus  
Sites and Buildings Manager  
Virginia Economic Development Partnership  
901 E. Cary Street, Suite 900  
Richmond, VA 23219  
804.545.5786 (phone)    jloftus@vedp.org

Please direct questions regarding the environmental or technical aspects of a project or an application to:

J. Meade R. Anderson, CPG  
Brownfields & Voluntary Remediation Program Manager  
Virginia Department of Environmental Quality  
P.O. Box 1105  
Richmond, VA 23218  
804-698-4179 (phone)    j.meade.anderson@deq.virginia.gov

## ATTACHMENT A

### VBAF Site Remediation Grant Application

#### Instructions

Carefully review the VBAF Site Remediation Grant Guidelines and the application requirements before completing and submitting an application.

Applications for VBAF Site Remediation Grants will be evaluated on a competitive basis and will be awarded based on the perceived highest merit and the VBAF Program priorities identified in the VBAF Guidelines.

Applications for VBAF Site Remediation Grants will be accepted on or before **November 16, 2018**.

Only timely-filed, complete applications will be considered.

*Use the Provided Format:* Applicants must use the format provided and respond using a font size of no less than 12.

*Use the Space Provided:* All questions should be answered within the space and/or word limitations provided. Certain questions may require attachments. Such attachments, as applicable, must be placed at the end of the application, and listed in order. In some cases, more than one document may be needed to for a particular attachment. For example, with respect to Part II, 2 Scope of Work, proposals and past studies may be necessary. In this instance, please label the documents Part II 2-A, 2-B, and so forth.

*Application Submittal:* All applications and supporting materials should be submitted **electronically to both:**

John Loftus  
Sites and Buildings Manager  
Research  
VEDP  
vbafe@vedp.org

J. Meade R. Anderson, CPG  
Brownfields & Voluntary Remediation Program  
Manager  
DEQ  
J.Meade.Anderson@deq.virginia.gov

Please submit large documents (over 10MB) via a file transfer protocol (FTP) site or other digital file transfer services such as Dropbox or Google Drive. Any files over 50MB should be broken down in to smaller files prior to submittal.

If electronic submission is not possible, please contact John Loftus, Sites and Building Manager, VEDP, at 804.545.5786 or jloftus@vedp.org.



## **Part I – Applicant**

### **1. Applicant:**

State the name of applicant.

### **2. Site:**

Provide the name, address and locality in which the site is located. Note that additional site identification is required in Part II.

### **3. Prior VBAF Program Grants:**

State whether the applicant previously was awarded a grant from the VBAF Program. Indicate, if applicable, whether (i) that project or phase of work was completed, (ii) the site was successfully marketed to a new economic development prospect and (iii) the site generated any additional private investment and job creation. See Exhibit A for a template to track prior VBAF Program Grants and other previous Local Match Allocations.

### **4. Primary Contact:**

Provide the name and all relevant contact information, including physical and email addresses and contact numbers, of the primary contact for purposes of application and administration of the VBAF Site Remediation Grant. A secondary contact also may be provided.

### **5. Grant Request:**

State the amount of the VBAF Site Remediation Grant request.

### **6. Certification:**

To the best of my knowledge and belief, the information contained in this application is true and correct and the application has been duly authorized by the governing body of the applicant.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Part II – Site (40 points)**

### **1. Site identification (100 words or less):**

Provide the site's tax parcel identification or lot number. Provide a site location map if available. Provide the name of the property owner. Indicate whether the property is publicly or privately owned. Documentation of ownership may be requested. If privately owned, indicate whether there is an option agreement or some other documentation between the applicant and the private owner demonstrating involvement by both parties, such as a commitment to a competitive sale or lease price, monetary contribution to the project or phase of work, an agreement to permit access to the site, and a partnership to market the property for economic development purposes. Attach such documentation, if applicable.

### **2. Site Description (100 words or less):**

Provide a brief physical description of the site on which the project or phase of work is located. Attach any detailed site plan(s). Include any photos available. Provide the site's current assessed or estimated value.

### **3. Community:**

(a) Briefly describe the size of the community where the project or phase of work is located. Indicate whether the locality in which the project will be located has an average unemployment rate above the statewide average unemployment rate **and/or** has an average poverty rate above the statewide average poverty rate. **(100 words or less)**

(b) Briefly describe any unique assets on or near the site and the workforce, associated training and recruiting programs, and infrastructure that will support this property. **(100 words or less)**

### **4. Infrastructure:**

(a) Briefly describe existing utility infrastructure serving the property and whether and to what extent the project or phase of work will make use of such infrastructure. Provide details on location, capacities, and line sizes. Attach map(s) that show the utility infrastructure in relation to the property. If the property is not currently served by a particular utility infrastructure, describe the nearest infrastructure. Describe any utility infrastructure improvements planned for the site. **(100 words or less)**

(b) Briefly describe existing transportation infrastructure serving the property and whether and to what extent a project or phase of work will make use of such infrastructure. Attach map(s) that provide the location of the transportation in relation to the property. If the property is not currently served by a particular transportation infrastructure, describe the nearest infrastructure. Describe any transportation improvements planned for the property. **(100 words or less)**

**5. Environmental Concerns:**

(a) Summarize any known or suspected soil contamination, water contamination, asbestos or other environmental challenges at the property. **(100 words or less)**

(b) Indicate whether the property is currently subject to any federal or state environmental regulatory program. Briefly describe the current status. **(100 words or less)**

**6. Virginia Voluntary Remediation Program (VRP) (100 words or less):**

Indicate whether the property is already enrolled in the VRP or if plans include for it to be enrolled. Briefly describe the current status. Enrollment in the DEQ VRP is required for recipients of a VBAF Site Remediation Grant, unless such grant proceeds are to be used for lead paint or asbestos abatement, or if a supported rationale for not enrolling the site is provided.

**Part III – Project (30 points)**

**1. Project Description (100 words or less):**

Briefly describe the project or phase of work.

**2. Scope of Work Description (200 words or less):**

Describe the scope of work to be performed and for which the VBAF Site Remediation Grant will be used. Attach proposals or other descriptions of the scope of work. Summarize the basic findings of any environmental studies or reports describing environmental conditions (e.g., Phase I and Phase II ESAs, remediation reports) that have been already been performed at the property and document the need for remediation. State the costs of such studies and include any invoices if the expenditures are to be included as part of the Local Match.

Attach any studies or reports. See Exhibit B for a template to outline the scope of work.

**3. Budget:**

Provide the total budget for the project or phase of work, broken down by major category of expense and including sources of funding. Attach estimates and any invoices for expenditures already made. See Exhibit B for a template to outline the budget and sources of funding.

**4. Local Match (100 words or less):**

Describe the type, amount, source, and timing of the Local Match. Attach documentation, including date, of any previously expended funds if applicable. If environmental studies or reports describing environmental conditions (e.g., Phase I and Phase II ESAs, remediation reports) have been already been performed at the property, state the dates and costs of such studies and include any invoices if the expenditures are to be included as part of the Local Match. Include documentation of any EPA funds to be used as part of the Local Match (EPA funds may only be used once for a Local Match; EPA funds used for previous projects or phases of work with VBAF Program Grants may not be counted toward this scope of work). See Exhibit B for a template to outline the Local Match.

**5. Time-Frame (100 words or less):**

Provide the expected time schedule for the scope of work. See [Exhibit C](#) for a template to outline the time-frame.

**6. Virginia Environmental Laboratory Accreditation Program (VELAP) (100 words or less):**

Affirm that all data to be collected and submitted to VEDP and DEQ will reflect certification by the Virginia Division of Consolidated Laboratory Services (DCLS) VELAP.

**Part IV – Potential Redevelopment and Reuse (30 points)**

**1. Potential Redevelopment and Reuse Plans (200 words or less):**

Summarize documented plans for the potential redevelopment and reuse of the property and attach such plans. Discuss the realistic cleanup goals to be obtained

such as commercial or residential reuse and the type of institutional controls (deed restrictions/use limitations) to be placed on the property.

**2. Economic Impact (100 words or less):**

Briefly describe how the restoration and redevelopment of this property for economic development purposes would positively impact the adjacent properties and surrounding area. Indicate how redevelopment could be a catalyst to larger revitalization projects.

**3. Strategic or Comprehensive Plans (100 words or less):**

Briefly describe the local or regional economic development strategic plan(s), including local or regional comprehensive plans, and describe the relationship of the project or phase of work to such plan(s) including the need for the property to meet economic development needs. Attach copies of such plans.

**4. Zoning (100 words or less):**

Provide the current zoning of the property. Describe any changes in zoning that may be required or planned for the property.

**5. Prospects (100 words or less):**

Briefly describe how the property would be successful in attracting local or regional targeted economic development projects. Describe the commitment to marketing the property. Describe past and current interest in the property for economic development purposes and include any relevant documentation.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

May 14, 2019

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

WWTP Emergency Overflow Pond PCB Grid Sampling

**DESCRIPTION:**

Staff was previously directed by Town Council to seek quotes for “grid sampling” of the Town’s WWTP Emergency Overflow Pond. The pond was sampled several years ago and the results showed a marked reduction in the level of PCBs in the sediment of the pond from a previous grid sampling that had been completed 10+ years ago.

Staff has gathered a proposal; Councilman Higginbotham also sought quotes from other sources, all of which are attached for your review. From a staff perspective, the proposals need to be evaluated from a standpoint of what each covers and what responsibility falls to the Town staff in order to have a fair comparison. The proposal from Pace Analytical proposal would be required for the project and would be separate from the other proposals, which would be for the on-site work of “gathering” the sediment at the EOP.

If it is Council’s desire to move forward on the “grid sampling”, staff will need direction from Council in regard to which proposal to accept. A budget amendment may be required.

**BUDGET/FUNDING:**

The FY2019 Budget has \$5,000 appropriated for EOP Sampling.

**POTENTIAL ACTION:**

Dependent upon discussions.

**ATTACHMENTS:**

- Pace Analytical proposal
- Grid Sampling Proposals

**Pace Analytical Services, LLC**225 Industrial Park Road  
Beaver, WV 25813

Phone: 304-255-2500

Fax: 304-255-2572

**Contact Information**

Contact Name	Tom Fore	Quote Number	00059634
Account Name	TOWN OF ALTAVISTA WWTP	Prepared By	Justin Prillaman
Phone	(434) 841-4987	Email	justin.prillaman@pacelabs.com
Email	twfore@altavistava.gov		

**Project Information**

Quote Name	ALT_POND_PCB_05.01.19_JMP	Created Date	5/1/2019
Project Start Date	5/13/2019	Min. Laboratory Charge	Not Applicable
Project Duration	One-Time	Report Level	Level 2 Standard
Project Location	WV	EDD Requirements	No Special EDD required
Turn Around Time	Standard TAT: 10 Business Days	Certification Requirements	VELAP 8082 PCBs

**Address Information**

Quote To Name	Tom Fore	Ship To Name	TOWN OF ALTAVISTA WWTP
Quote To	1200 Lane Access Rd. Altavista, VA 24517		
Bill To Name	TOWN OF ALTAVISTA WWTP		
Bill To	1200 LANE ACCESS RD PO BOX 420 ALTAVISTA, VA 24517		

**Quote Details**

Quantity	Method	Product	Line Item Description	Sales Price	Sub-Total	Total-Price
27.00	EPA 8082	Polychlorinated Biphenyls (PCBs) (soil/solid)	Treatment Pond Sediment/Sludge	\$98.73	\$2,665.71	\$2,665.71
Grand-Total						\$2,665.71

**Additional Pricing Considerations:*****If you have specific questions about any conditions noted below, please contact your Pace Analytical Representative.***

- Proposal expires 60 days from created date above, unless accepted, signed and returned.
- Quoted prices include standard Pace Analytical QA/QC, reporting limits, compound lists and standard report format unless noted otherwise.
- If project specific MS/MSD samples are submitted, they may be billable.
- Volatile soils need to be frozen within 48 hours of collection. To facilitate this, they should be submitted to the lab within 40 hours of collection.
- TAT (Turn Around Time) is in working days unless otherwise specified above.
- To ensure requested TAT is available, please coordinate with your Pace Analytical representative at time of sample submittal.
- Any deviation from the above quoted scope of work, including sample arrival date and volume, may result in adjustment of prices.
- Please include Quote Number on Chain-of-custody to ensure proper billing.
- Pricing includes standard delivery of bottle/sample kits and coolers.
- Charges will apply for non-standard shipping and for projects where shipping exceeds 10% of the total analytical costs of the shipment.



**Pace Analytical Services, LLC**  
225 Industrial Park Road  
Beaver, WV 25813

Phone: 304-255-2500  
Fax: 304-255-2572

## Pace Analytical Terms and Conditions

These Standard Terms (Terms) govern all services that Pace Analytical \_\_\_\_\_ ("Lab") will perform on behalf of \_\_\_\_\_ ("Client"), and supersede any other written provisions (including purchase/work orders) related to the services, as well as all prior discussions, courses of dealing, and/or performance, unless a separate, executed agreement for the same or similar services already exists between the Lab and Client (collectively "the Parties"), or the Parties subsequently agree to terminate or amend these Terms, as allowed in Sections 8 and 10, respectively.

### **1. Definitions:**

**Holding Time:** The maximum amount of time a sample may be stored before being analyzed.

**Sample Delivery Acceptance (SDA):** The date and time when Lab officially receives a sample or Sample Delivery Group, as evidenced by either a notation on the Chain of Custody or an entry in the Lab's information management system (LIMS).

**Sample Delivery Group (SDG):** A set of samples normally shipped and reported to the Lab as a group.

**Turnaround Time (TAT):** The maximum allowable period within which Lab must report out its analytical testing results to Client, calculated from the date of SDA.

### **2. Client's Obligations:**

- a. Client must complete one (1) of the following steps to initiate Lab's services:
  - i. submit a completed (hard-copy) purchase order
  - ii. place a telephone order
  - iii. email a request
  - iv. attach a completed purchase order to an email
  - v. approve Lab's quotation, or
  - vi. place an order for Lab's supplies via Lab's website.
- b. Subject to occasional, mutually agreed-upon exceptions, Client must, for each sample delivered to Lab, provide all of the following information:
  - i. a minimum of five (5) days' prior notice
  - ii. the name of the responsible project manager
  - iii. the name of the person submitting the sample
  - iv. the specific collection site
  - v. the date and time of collection
  - vi. the specific testing being requested, and
  - vii. sufficient details about reporting requirement(s).
- c. Client shall also:
  - i. remain liable for any loss or damage to sample(s) until SDA
  - ii. pay all invoices in full on a net 30 basis or as otherwise agreed in writing
  - iii. notify Lab about any disputed charges or results within 30 days of receiving applicable invoice
  - iv. reimburse Lab for any costs, including attorneys' fees, required to collect delinquent payments
  - v. pay for any services it orders on any sample(s) already analyzed by Lab.
  - vi. obtain Lab's prior written consent before assigning billing or payment of Lab services to any credit-worthy third party, (failure to do so shall mean Client remains responsible for the payment of any outstanding balance)
  - vii. refrain from using any of Lab's supplies (e.g., sample containers) in connection with any non-Lab services
  - viii. ensure that any sample(s) containing any known hazardous substance is (are) labeled, packaged, manifested, transported, and delivered to Lab in accordance with all applicable regulations
  - ix. obtain Lab's prior written consent before publishing Lab's name and/or any data
  - x. reimburse Lab for any out-of-scope services and related expenses (e.g., defending its analytical results or responding to a subpoena for documents and/or expert testimony)
  - xi. excuse Lab for any failure or delay in its performance caused by Client, a person for whom Client is responsible, or other "Force Majeure" event or circumstance beyond Lab's control, such as government shutdowns, natural disasters, labor strikes, or acts of God; and
  - xii. accept responsibility for any claims, damages, losses, expenses, etc. (including reasonable attorneys' fees) to the extent they were caused by Client's: breach of these Terms; negligence or willful misconduct (which expressly includes Client's use of Lab's name and/or data for anything other than the specific purpose for which it was intended); or violation of applicable laws.

### **3. Lab's Obligations:**

Lab shall:

- a. Perform its services in accordance with generally accepted analytical and environmental laboratory practices and professionally recognized standards.
- b. Promptly notify Client of any:





**Pace Analytical Services, LLC**  
225 Industrial Park Road  
Beaver, WV 25813

Phone: 304-255-2500  
Fax: 304-255-2572

- i. missing sample(s) and/or sample(s) received in damaged, contaminated, improperly preserved condition, or
- ii. subpoena or similar legal/administrative order requiring action by Lab so that Client might also take appropriate action.
- c. Assume responsibility for the quality of its services.
- d. Prepare and maintain accurate records.
- e. Obtain or maintain any permit(s), license(s), or certification(s) as necessary for the performance of its services.
- f. Charge its fees on a net 30 basis (unless otherwise agreed), including a one and a half percent (1.5 %) per month late charge on any unpaid balances.
- g. Invoice Client for each sample or SDG as reported.
- h. Assume risk of loss or damage to any Client sample(s) upon SDA.
- i. Initiate analysis within established holding times – so long as SDA occurred within 48 hours of collection or the first half of the maximum allowed holding time.
- j. Indemnify Client for any claims, damages, losses, expenses, etc. (including reasonable attorneys' fees) to the extent they were caused by Lab's: breach of these Terms; negligence or willful misconduct; or the negligence and willful misconduct of persons for whom Lab is legally responsible.
- k. Warrant the results, with the express understanding that this warranty is exclusive and does not extend to any merchantability or fitness for a particular purpose.

#### **4. Lab's Discretionary Actions:**

Lab may:

- a. Cease all services, including any release of data, if Client does not pay as agreed
- b. Reject or rescind any SDA if Lab decides sample poses a risk
- c. Charge or bill Client directly for:
  - i. reasonable attorneys' fees
  - ii. any supplies (including containers) that are not used or returned
  - iii. outbound/return shipping
  - iv. disposal of any air samples that have not been reclaimed within seven (7) days of Lab's SDA thereof
  - v. disposal of any other samples that have not been reclaimed within 30 days of Lab's SDA thereof, or as otherwise required
  - vi. a minimum fee for invoicing and/or handling samples, and
  - vii. any sample that underwent SDA, but was subsequently, at Client's direction, not analyzed.
- d. Return unused portions of samples found or suspected to be hazardous to Client, at Client's cost.
- e. Retain Client's unreleased data and/or cancel Client's web portal access pending payment in full

**5. Confidentiality:** The Parties agree that they will take all reasonable precautions to prevent the unauthorized disclosure of any proprietary or confidential information of each other and that they will not disclose such information except to those employees, subcontractors, or agents who have expressly agreed to maintain confidentiality.

**6. Governing Law:** These Terms shall be construed and interpreted pursuant to the laws of the State of Minnesota without giving effect to the principles of conflicts of law thereof.

**7. Term:** The Parties shall perform the services identified in the applicable purchase order or other agreement until completed or terminated in accordance with Section 8. below

#### **8. Termination:**

- a. Either party may terminate these Terms upon 30 days' prior written notice.
- b. Lab may immediately terminate for any breach by Client, including its failure to pay within 60 days of Lab's dated invoice.

#### **9. Limitation of Liability:**

- a. If a court of competent jurisdiction finds that Lab failed to meet applicable standards and if Client suffers damages as a result, Lab's aggregate liability for its negligence or unintentional breach of contract shall not exceed the total fee paid for its services.
- b. This limitation shall not apply to any Client losses arising from Lab's negligence or willful misconduct, so long as Client:
  - i. Notifies Lab of any issue within thirty (30) days of receiving applicable invoice, and
  - ii. Allows Lab to defend its data, even to a regulatory agency that may have previously rejected same.
- c. Notwithstanding the foregoing, neither Lab nor Client shall be liable to the other for special, incidental, consequential, or punitive damages.

**10. Amendment/Change Order:** Any attempt to modify, vary, supplement, or clarify any provision of these Terms is of no effect unless reduced to writing and signed by both Parties.

**11. Storage of Data:** Following final report issuance, Lab will retain back-up data for up to three (3) years and final reports for up to five (5) years depending upon the applicable requirements.



**Pace Analytical Services, LLC**

225 Industrial Park Road

Beaver, WV 25813

Phone: 304-255-2500

Fax: 304-255-2572

**12. Intellectual Property:** Lab shall retain sole ownership of any new method, procedure, or equipment it develops or discovers while performing services for Client pursuant to these Terms. Lab may, however, grant a license to the Client for its use of same.

**13. Non-competition:** Client shall not solicit or recruit any Lab personnel for at least 12 months following the termination of the services governed by these Terms.

**14. Non-assignment:** Neither party may assign or transfer any right or obligation existing under these Terms without prior written notice to the other party, except that Lab may freely transfer the services to another Lab location or, with Client's permission, subcontract the services to a third-party.

**15. Insurance:** Lab carries insurance with the limits of coverage as indicated below and will, upon Client's request, submit certificates of insurance showing same.

- a. General Liability - \$1,000,000 each occurrence; \$2,000,000 general aggregate;
- b. Personal and Advertising Injury - \$1,000,000;
- c. Automobile Liability - \$1,000,000 combined single limit;
- d. Excess Liability Umbrella - \$5,000,000 aggregate; \$5,000,000 each occurrence;
- e. Worker's Compensation Insurance - statutory limits; and
- f. Professional Liability \$5,000,000 aggregate, \$5,000,000 per claim.

**16. Miscellaneous Provisions:**

- a. In the absence of an executed agreement between the Parties, the SDA will constitute acceptance of these Terms by Client.
- b. The Parties may use and rely upon electronic signatures and documents for the execution and delivery of these Terms and any amendments, notices, records, disclosures, or other documents of any type sent or received in accordance with these Terms.
- c. The Parties are at all times acting and performing as independent contractors; neither one shall ever be considered an agent, servant, employee, or partner of the other.
- d. These Terms shall be binding upon, and inure to the benefit of, the Parties and their respective successors and assigns.
- e. Lab's compliance with a subpoena or other order shall not violate any requirement for confidentiality between the Parties.
- f. If any Term herein is invalidated or deemed unenforceable, it shall not affect the validity or enforceability of the other Terms.

**IN WITNESS WHEREOF,** Client and Lab have executed this Agreement through their duly authorized representatives as of the last date below:

[Client] \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Pace Analytical

By: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

## Collection of Sediment Samples and Re-Characterization of the Town of Alta Vista Waste Water Treatment Pond

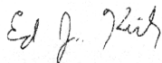
Revised Quote Submitted to:  
Town of Altavista Virginia  
P.O. Box 420  
Altavista, VA 24517  
Mr. Thomas Fore, Director of Public Utilities  
05/01/19

- 6 Transects laid out in pond 100 feet apart using mason's line
- 4-5 Sediment samples collected per transect 50 feet apart
- Twenty-seven (27) actual sediment samples collected & placed in labeled individual glass sampling jars
- Trimble Pro-XRS GPS unit utilized to obtain sub-meter accuracy on location of all collected samples
- Sampler soil probe rinsed thoroughly with DI water and alcohol between samples
- Latex gloves changed in-between samples
- Tyvek full-body suits, hardhats, face shields, gloves, and carbon filter respirator masks utilized by all crew members on the sampling vessel
- Sampling to be conducted from a jon boat provided by Kirk Environmental
- If requested, samples to be delivered by collectors to Pace Analytical's office in Lexington, VA
- Site and sampling photographs to be taken by Kirk Environmental and provided within the report.
- Drone photography to be utilized to provide a more accurate and updated overhead photo of the pond.
- A full report to be written by Kirk Environmental incorporating the data from the 2019 event, and comparing the new (2019) data to the 2015 data analyzed.

NOTE: Kirk Environmental plans to utilize 3 crew members to safely and efficiently obtain the samples. Two persons will be on the sampling vessel, and a third member will be on-shore to assist in relocating the transect lines and rotating crew members out as needed. One full day is anticipated for the actual collection of the sediment samples. Kirk Environmental field samplers are trained in First Aid and CPR, and are comfortable sampling on various water environments. Copies of Liability and Workers Compensation Insurance is available upon request.

**Total cost of collection of twenty-seven (27) sediment samples from the Alta Vista WWTP pond as described above and full report utilizing data provided by Pace Analytical is NOT TO EXCEED: \$ 7,500.<sup>00</sup>**

**Thank you very much for considering to utilize us for your environmental needs!**



General Partner  
Kirk Environmental, LLP  
P.O. Box 14  
Brownsburg, Virginia 24473  
540-570-3149



**HURT & PROFFITT**

Inspired | Responsive | Trusted

April 29, 2019

Mr. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA

**Re: Town of Altavista  
Sanitary Sewer Lagoon Sampling  
H&P Project #: 20190658**

Dear Mr. Coggsdale:

This proposal is in response to a Town request for assistance with sampling of an existing sewage lagoon. We understand that the Town has the necessary equipment (boat, tyvek suites, gloves, life jackets, bottles, etc.) but needs additional manpower to set up a sample grid and collect 27 samples from the sanitary sewage lagoon bottom. Hurt and Proffitt will collect samples, label containers, fill out chain-of-custody forms, and ship the collected samples to Pace Analytical in West Virginia for PCB analysis. The cost of sample analysis is not included in our fee.

Based on our current workload, we project being able to complete the sampling in mid-May. We propose to complete the work on an hourly basis using rates established in the current term contract. For budgeting purposes, we assume that all samples will be collected during one trip and have estimated a fee of \$1,650, assuming:

- Environmental Scientist 10 hr @ \$80
- Environmental Technician 10 hr @ \$60
- Sample shipping 2 large coolers @ \$125/ea.

We appreciate the opportunity to present our proposal for lagoon sample assistance. Please contact us if you have any questions regarding this proposal or if we may be of further assistance.

Sincerely,  
**HURT & PROFFITT, INC.**

Mike Wilson, PE  
Director of Municipal/Government Engineering

ACCEPTANCE OF PROPOSAL: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED SIGNATURE: \_\_\_\_\_



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

May 14, 2019

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

FY2020 Budget/CIP and Proposed Utility Rate discussions

**DESCRIPTION:**

This is an opportunity for additional discussion by Town Council in regard to the FY2020 Budget and Capital Improvement Program (CIP). Earlier in the meeting Town Council conducted a Public Hearing on the FY2020 Budget and Capital Improvement Program (CIP); as well as the Proposed Increases to the Utility (Water/Sewer) Rates.

There are several items that will need to be updated in the budget document, they are:

- Utilize \$22,000 of the General Fund Surplus as additional Match for the "Rt. 43 Gateway (Streetscape) Project, VDOT is providing an additional \$88,000 for this project. *(This item was included on the Consent Agenda)*
- Department of Rail & Public Transportation has notified the Town that the request for funding to replace a bus in the FY2020 Budget was not approved due to mileage/age. The project total was \$70,000; with \$14,000 coming from the Town's General fund as match. The Town funds (\$14,000) will no longer be required as part of the FY2020 Budget, so they can be re-designated as General Fund Reserves. *(NOTE: Staff will discuss with DRPT the possibility of including a bus replacement in the FY2021 Budget.)*

If there are other items related to the Budget/CIP that Council would like to discuss or give staff direction on this would be an opportunity. There will also be an opportunity for additional Budget/CIP discussion at Council's May 28<sup>th</sup> Work Session. Budget adoption is set for June 11<sup>th</sup>.

## Manager's Report for May 14, 2019 Council Meeting

RED indicates updates since last meeting.



### **PROJECTS/ITEMS**

**Altavista Park and Trails (APT) Master Planning/ Project Implementation:** Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is due on Tuesday, October 9<sup>th</sup>. Staff is working on the layout/design for the trail off of Westwood Drive. Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session. Council approved the project at their December 11, 2018 meeting. Based on field conditions the layout/configuration of the English Park Improvements has been modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session. Met with the consultant to discuss the project, there have been several delays and we are revising the project schedule. **The project is underway; delivery of splash pad components and playground equipment has begun; site work/grading is underway. Project completion is slated for mid-July.**

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) hopefully in December. Town Staff contacted Boxley and at this time the Contractor is waiting on the temperatures to be above 55 degrees for 24 hours a day before they schedule to complete. Providing that the weather improves, we are anticipating that this project will be completed by the end of April. **The contractor indicated that the surface work was scheduled to begin on May 2<sup>nd</sup>; that did not occur. Staff is communicating with the contractor on a start date on the work. Staff is working on a layout for the sidewalk that will connect the handicap parking/alley to the front part of the park/playground area.**

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

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

**Economic Development Strategic Plan (Camoin):** Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December. AEDA will be reviewing draft documents in January and working with consultant. AEDA conducted a Work Session to review the draft document on January 22<sup>nd</sup>; they will work on a final draft and anticipate providing it to Town Council at the February Work Session. The Economic Development Strategy (plan) has been accepted by Town Council and the AEDA and staff will begin implementation. **The position of Economic Development Director has been advertised; first review of candidates is set for June 3<sup>rd</sup>. The AEDA continues to work and promote the new plan.**



**Staunton River RIFA:** All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval. Secretary of the Commonwealth's Office has approved this item. The first meeting of the Staunton River RIFA is scheduled for Friday, February 8, 2019 at the Hurt Town Hall. **Next meeting of the SR RIFA is being scheduled for May 17<sup>th</sup>.**

**Meals Tax Audits:** Staff has explored the re-implementation of meals tax audits on local restaurants; based on a conversation with an accountant we will correspond with each restaurant and inform them of their responsibilities and the possibility of audits. **The certified letters (43) to restaurants/businesses subject to the meals tax have been mailed and delivery has been confirmed.**

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

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

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

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

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

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

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

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

1. Abandon the current 12" drainage pipe and install curb and gutter along the entire east side of Ridgeway and tie into the VDOT curb and gutter at Bedford Avenue.

2. Remove existing drainage inlet and daylight pipe to existing ditch.
3. Remove pipe outside of pavement.
4. Fill pipe under pavement with flowable fill.
5. Mill down and lower the intersection at Elizabeth and Ridgeway in effort to create a sloped intersection to keep the water on the West side of Ridgeway Avenue.

Staff is currently working to come up with the budget figures for the above recommendations from VDOT. For additional information see the attached Weekly Peed & Bortz Project Status Report (page 3). **Staff is communicating with the residents and advising them of the proposed work.**

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

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

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

## **CAPITAL IMPROVEMENT PROJECTS**

**Streetlight (Decorative) LED Head Conversion Project:** Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. Several heads have been replaced on the upper end of Broad Street in front of the library. Funding is requested in the FY2020 budget for year two of the project. As of March 1, 2019 the installation of the streetlights purchased in FY2019 (Phase 1) is 68% complete (21 of 31 new heads installed). Phase 1 is tentatively scheduled for completion by June 2019. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. **Phase II will begin in FY2020; after July 1, 2020 if approved in the budget.**

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

**Chemical Storage Building (Public Works):** Town Council discussed this issue at their January Work Session and staff will work on reviewing the procurement methods that will best meet the town's needs. The project estimate is \$300,000 and 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**



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

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

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

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

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

- Southern Virginia Multi-modal Park – Utility Review

## **COMPLETED PROJECT:**

**Downtown Public Parking Signs and Banners**

**Pavilion (English Park) Roof Replacement**

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

**Washington Street Sidewalk Project**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

May 9, 2019

**Project Name:** Town Standard Specifications

**Project Manager:** Scott Bortz, PE

**Sub-Consultant** none

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

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**Recent Activities:** Received notification through Town staff that the standards are approved by VDH.

**Anticipated work over the next two weeks:** Send three bounds sets and digital PDFs to Town staff.

**Outstanding Issues:** None

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

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

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

**Approved Budget:** \$6000

**Invoiced To Date:** \$4800

**Balance to Complete:** \$1200

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**Town Input Required:** None

**Issues Town Should Be Aware Of:**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

May 9, 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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**Recent Activities:** Submitted completed plans and specs to Town staff on March 22, 2019. Prepared draft CTC DEQ form and submitted to Town staff for initial review. Received comments from Town staff to slightly modify the CTC form. Town staff reports no additional comments for the plans/specs. Received Town financials to assist in determining funding options. Discussed potential sources with Town staff. Contact DEQ, Tobacco Commission and VBRSP to discuss funding options. Review options for funding sources.

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

**Upcoming Tasks:** Complete upfront contract documents once funding options are determined. Anticipate bidding the project in early summer to be ready for award after 1 July 2019

**Outstanding Issues:**

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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 22, 2019

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

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

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

---

**Town Input Required:** Town may need to provide additional information to funding agencies once options are determined.

**Issues Town Should Be Aware Of:** Upfront contract documents will not be finalized as funding agencies may have specific requirements that may need to be incorporated into the contract if publically funded.

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

May 9, 2019

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

---

**Recent Activities:** Town staff obtained preliminary prices for this construction from a local contractor. Discussed recent Council comments on the project with Town staff.

**Anticipated work over the next two weeks:** Town staff will coordinate a meeting with the potential contractor and local affected residents. P&B will provide hydraulic information to verify the ditch on the north side and gutter on the south side of Ridgeway will be adequate for the revised project once a plan is agreed upon.

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

**Outstanding Issues:**

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

#### Schedule Constraints:

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

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

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

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

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**Town Input Required:** After more accurate construction costs are determine, Town will need to decide which design to pursue and if/how plans are presented for bidding/construction.

#### Issues Town Should Be Aware Of:

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

May 9, 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

---

**Recent Activities:** Town staff sent an RFP for a design-bid project for the facility. P&B discussed options and has declined to submit a proposal for this work. P&B suggests the Town contract with a firm (A-E or other) that can perform this work without a sub-contractor markup.

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

**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:**

**Issues Town Should Be Aware Of:** P&B will assist the Town as needed but will not provide a marked-up proposal which would cost the Town more than going direct through another design firm.

**2019 CIP Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**May 9, 2019**

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

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**Recent Activities:**

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

**Upcoming Tasks:**

**Outstanding Issues:**

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

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** Proposed budget not approved

**Invoiced To Date:** \$0

**Balance to Complete:**

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

**Issues Town Should Be Aware Of:**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

May 9, 2019

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

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

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

---

**Recent Activities:** P&B submitted and received archives search information. P&B submitted all required letter/emails to the necessary agencies. Received a response from Corps of Engineers. Spoke to Jett Johnson at DCR regarding the potential to speed up this process. Mr. Johnson will speak with his supervisor about directly contacting review agencies to keep the project on track. Contacted Mr. Johnson on May 9 and he stated he will follow-up with DCR staff regarding expediting the process.

**Anticipated work over the next two weeks:** Compile responses from agencies as received. Agencies have 30 days to respond (see note below for FWS).

**Upcoming Tasks:** Compile documentation required for NEPA. Advertise for public comment. Submit to DCR for review.

**Outstanding Issues:**

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

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

**Projected Completion:**

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

**Invoiced To Date:** \$0

**Balance to Complete:**

---

**Town Input Required:**

**Issues Town Should Be Aware Of:** P&B received a response email from Fish and Wildlife Service reporting their review may take as long as 90 days due to the government shutdown earlier this year. P&B has been attempting to contact the DCR grants coordinator (Jett Johnson) for verification of the process and in an attempt to expedite the process.

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



Date: May 9, 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. Contractor on-site to start demolition/rehab of clarifier.
  - b. Discussion about center column replacement. Contractor notes that it was not to be replaced. Town and HP both noted that the purpose of the project was to replace clarifier materials. Rehabilitation of the column (clean, sand blast, prime, and paint) was discussed.
  - c. Message from contractor that S&L equipment delayed until July. Need to understand why and how to get equipment on-site sooner.

Anticipated Work Over the Next two Weeks

1. Clarifier #1 (HP#20180662)
  - a. Get updated deliver date for S&L equipment.
  - b. Contractor to submit documents 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~~ 7/8/19
    - Tank Demo/Rehab 5/6/19 – 5/27/19
    - Tank Delivery 5/20/19 (July??)  
Contractor to confirm schedule.
    - Install Equipment 5/27/19 – 6/17/19 (Update)
    - Substantially Complete 6/24/19 (Update)
    - Final Completion 7/8/19 (Update)

Budget Summary

- |                 |           |           |      |                 |
|-----------------|-----------|-----------|------|-----------------|
| 1. Engineering  | Contract: | \$21,000  | JTD: | \$16,665        |
| 2. Construction | Contract: | \$257,000 | JTD: | \$17,000 (PR#2) |

Submitted by:

Mike Wilson, PE  
Project Manager



## **Weekly Update - Altavista FCV and Clarion Tanks SCADA 5/9/19**

### **What We Accomplished since last week**

- Issued Addendum #2 answering questions regarding the project scope.
- Issued Addendum #3 extending the bid period and providing additional information regarding the electrical connections and SCADA panels.

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

- Receive contractor bids.

### **Scope Changes to Date**

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

### **Schedule/Deliverable Status**

- Complete Clarion Tank Panel Design 12/14/2018 Expected 3/27
- Submit Final PER to VDH 2/27/2019- Complete 3/15/2019
- Bid FCV ~~3/4/2019~~ 4/19/2019 Complete
- Control Panel Fabrication Complete 5/31/2019
- Start FCV and Clarion SCADA construction 5/20/2019
- FCV and Clarion SCADA complete 7/25/2019

### **Budget Status**

- Approved Budget: \$ 45,400
- Invoiced To Date: \$ 15,320
- Balance to Finish: \$ 30,080
- Upcoming Invoice: N/A

### **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

## **Weekly Update - Altavista Melinda & Avondale HPZ 5/9/2017**

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

- Continued base mapping efforts.
- Continued to push surveyor to provide mapping.
- Anticipate receiving the base maps.
- Held internal kickoff meeting with engineer and the new Virginia based

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

- Engineering on hold until the survey and base mapping is complete.

### **Scope Changes to Date**

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

### **Schedule/Deliverable Status**

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

### **Budget Status**

- Approved Budget: \$85,000
- Invoiced to Date: \$39,000
- Balance to Completion: \$46,000
- Upcoming Invoice: N/A

### **Input Needed from Client/Others**

- None.

### **Other Issues/Concerns**

- The surveyor is running behind. I fully expected to have the base maps by now, but I still don't. I've requested and update and will share it with you once received.

Edgar J. T. Perrow, Jr., P.E.  
Associate Principal  
Woodard & Curran  
714 Court Street  
Lynchburg, VA 24504

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



Date: May 9, 2019

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

Completed Work Over the Last Week

1. Contractor continued sewer installation in 7<sup>th</sup> Street.
2. Town has been using camera equipment to help locate laterals that need to be connected.
3. Asphalt patch for Bedford Avenue installed.
4. Wes continues to keep businesses updated with construction progress.

Anticipated Work Over the Next two Weeks

1. Complete sanitary sewer installation.
2. Return to waterline installation

Outstanding Issues

1. None

Construction Document Schedule Update

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

Budget Summary

- |                   |           |              |      |             |
|-------------------|-----------|--------------|------|-------------|
| 1. Engineering CA | Contract: | \$42,160     | JTD: | \$4,212.00  |
| 2. Construction   | Contract: | \$366,351.96 | JTD: | \$68,314.31 |

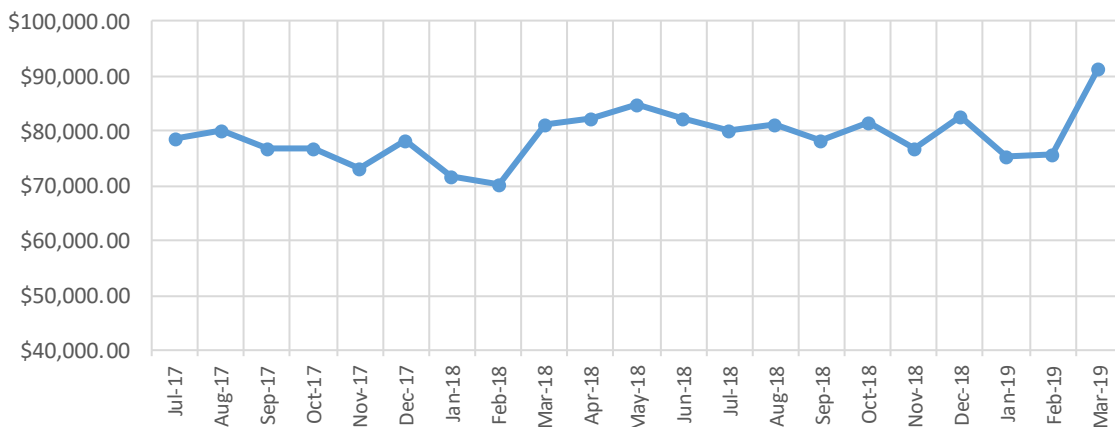
Submitted by:

Mike Wilson, PE  
Project Manager

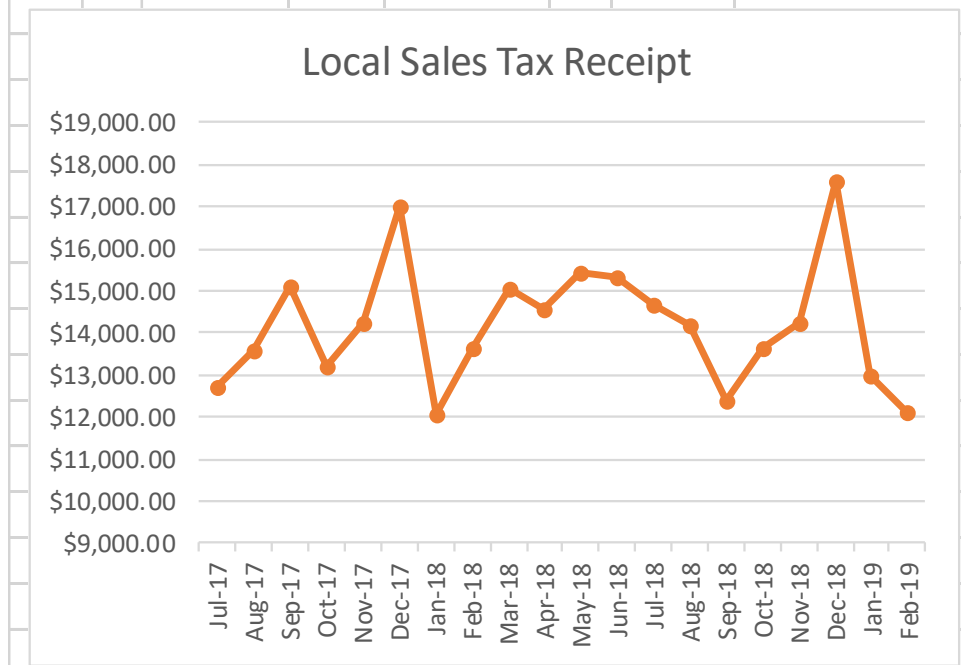
## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		PREVIOUS
Oct-17	\$76,719.67	FY2017	YTD TOTAL (FY) \$951,518.71
Nov-17	\$73,312.11	FY2018	\$936,848.19
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		MTD TOTAL (FY)
Feb-18	\$70,420.81	FY2018	\$687,621.61
Mar-18	\$81,369.00	FY2019	\$723,083.72
Apr-18	\$82,147.00	+/-	\$35,462.11
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		
Mar-19	\$91,288.78		

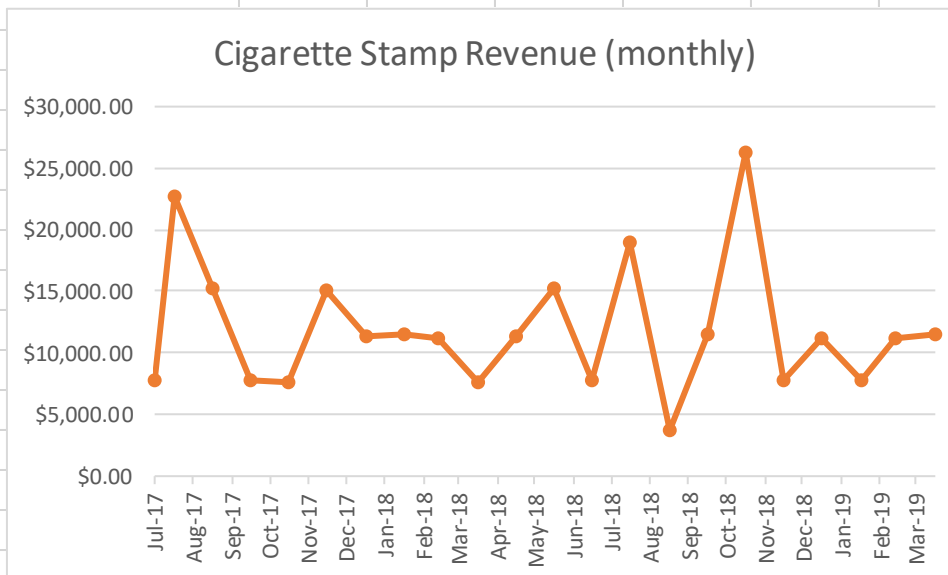
Meals Tax Collections



Town of Altavista			
Local Sales Tax			
Jul-17	\$12,712		
Aug-17	\$13,602		<b><u>YTD TOTAL (FY)</u></b>
Sep-17	\$15,088	<b>FY2017</b>	<b>\$166,834</b>
Oct-17	\$13,187	<b>FY2018</b>	<b>\$171,886</b>
Nov-17	\$14,237	+/-	\$5,051
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		<b><u>MTD TOTAL (FY)</u></b>
Mar-18	\$15,040		
Apr-18	\$14,556	<b>FY2018</b>	<b>\$111,525</b>
May-18	\$15,448	<b>FY2019</b>	<b>\$111,892</b>
Jun-18	\$15,317	+/-	\$367
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		



Town of Altavista			
Local Cigarette Tax			
Jul-17	\$7,826		
Aug-17	\$22,706		YTD TOTAL (FY)
Sep-17	\$15,165	FY2017	\$142,991
Oct-17	\$7,733	FY2018	\$144,668
Nov-17	\$7,688		\$1,676
Dec-17	\$15,150		
Jan-18	\$11,400		
Feb-18	\$11,438		MTD TOTAL (FY)
Mar-18	\$11,250	FY2018	\$118,043
Apr-18	\$7,688	FY2019	\$117,600
May-18	\$11,419		-\$443
Jun-18	\$15,206		
Jul-18	\$7,725		
Aug-18	\$18,994		
Sep-18	\$3,750		
Oct-18	\$11,494		
Nov-18	\$26,250		
Dec-18	\$7,725		
Jan-19	\$11,250		
Feb-19	\$7,706		
Mar-19	\$11,250		
Apr-19	\$11,456		

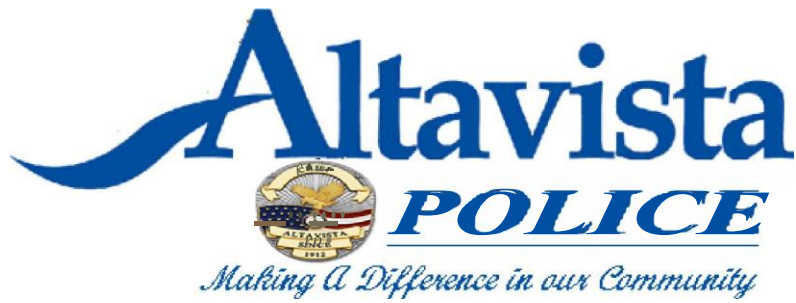


2019

	January	February	March	April	Year to Date
Criminal Arrests "Felony"	5	1	2	1	9
Criminal Arrests "Misdemeandor"	15	8	8	9	40
Warrant Executed	10	5	8	9	32
Uniform Traffic Summons Issued	14	30	43	29	116
# Traffic Stops	28	41	94	35	198
BOLO'S (Be on Look Out)	6	3	11	5	25
DUI	1	1	1	1	4
IBR	20	20	28	16	84
MVA	1	4	1	4	10
Assist Motorist	7	30	17	16	70
Calls for Service	229	237	324	211	1,001
Investigation Hours	57	5	5.5	17	84.5
Alarm Responses	19	30	19	19	87
ECO/TDO	1	0	0	2	3
ECO/ TDO HOURS	2	0	0	1.5	3.5
Training Hours	0	3	0	0	3
School Check	62	73	42	57	234
Court Hours	29	10	31.5	14.5	85
Community Events	0	0	0	12	12
Special Assignment Hours	0	6	0	0	6
# Hrs Directed Patrol	286	207	362	180	1,035
Bike Patrol Hours	0	0	0	0	0
Citizen Contacts	1,544	1,652	2,340	1,543	7,079
Businesses, Residences Check "Foot Patrols"	454	567	655	424	2,100
Follow Ups	30	35	48	35	148

Patrol Route 29					
2-Apr	29 SB	2330-2335	Tosh	Traffic Stop/Warning	
6-Apr	29 N/Gladys	1300-1320	Henderson	Assist with Motorcycle Run	
11-Apr	29 NB	0430-0505	Henderson	Traffic Stop/Citation	
18-Apr	29 SB	0905-0920	Osborne	BOL Reckless Driver/Unable to locate	
18-Apr	29	1445-1520	Weaver	Radar	
19-Apr	29 SB		Henderson	Crash/Rollover	
20-Apr	Rt 29		Caveness	Traffic Stop	
20-Apr	Rt 29		Caveness	Traffic Stop	
20-Apr	Rt 29		Caveness	Traffic Stop	
20-Apr	29 NB/Main	2301-2320	Tosh	Traffic Stop/Vehicle Search/3 Summons	
22-Apr	29 SB	1400-1415	Osborne	Road Hazard/Unable to Locate	
26-Apr	Rt 29	1720-1729	Tyree	Road Rage	
26-Apr	29 NB	1445-1530	Osborne	Funeral Traffic/Assist CCSO	
26-Apr	Rt 29	0205-0240	Weaver	Radar	
28-Apr	Rt 29	0010-0040	Weaver	Radar	





**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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### **National Night Out**

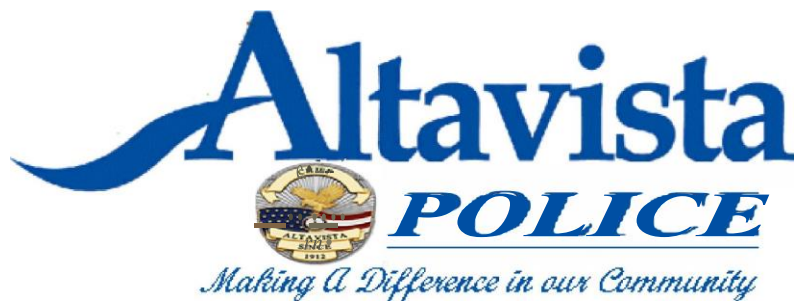
We had a National Night Out Committee meeting on 4-30-19. It was well attended by citizens who are helping to plan the activities. I am pleased to announce that we have received a Wal Mart Community Grant for \$1000 to be applied to the event. We have several organizations who are going to set up tables or informational booths. We also have an anonymous donor who is providing 800 hotdogs and trimmings for the event free of charge (and will prepare them too). Rusty Giles is putting together an informational poster which will be donated by Mid Atlantic. Sarah Mattox Roach is working on a Facebook page for the event. The event is coming together and our next meeting will be on Tuesday June 4<sup>th</sup>.

### **Community Engagement Walk**

On Thursday April 18<sup>th</sup>, we held our first community walk. We were joined by Mayor Mattox, Councilman Bennett and Town Manager Coggsdale. We covered the area from Franklin to Amherst on 8<sup>th</sup>, 9<sup>th</sup>, Park and 10<sup>th</sup> streets. From the feedback provided I feel that it was a huge success. We will continue to do the walks and plan to do one each Wednesday evening. I would certainly encourage anyone on Council or Staff to participate as they could. If multiple council members wish to participate, I will seek guidance from Mr. Coggsdale on how to legally make that happen. I plan to break the town into areas and assign different officers to be responsible for those areas. I feel that this is a great way to establish an open line of communication with the public.

### **Arrest of Fugitive**

On 5-1-19 we were asked for assistance from the US Marshalls task force (Lynchburg) in apprehending a fugitive in the 1100 block of Seventh St. in the town of Altavista. The subject was wanted out of Campbell County on a probation violation and was known to be violent towards law enforcement. The Marshalls took the case because of his violence. They tracked him to the house by social media. He had also made threats to shoot. We assisted them with surrounding the residence and calling out the occupants. The target was arrested and found in proximity to him was a shotgun. Another individual was wanted in Amherst and subsequently arrested. (35 years comeback time) Narcotics were also located in the residence proximal to the two arrested. Officer Tyree is handling the firearm case and we have called ATF to adopt the case because of the individual's violent record. Based on further investigation, this case will lead to prosecution of other felonies which we will assist on. A prime example of what we can accomplish working together.



**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**

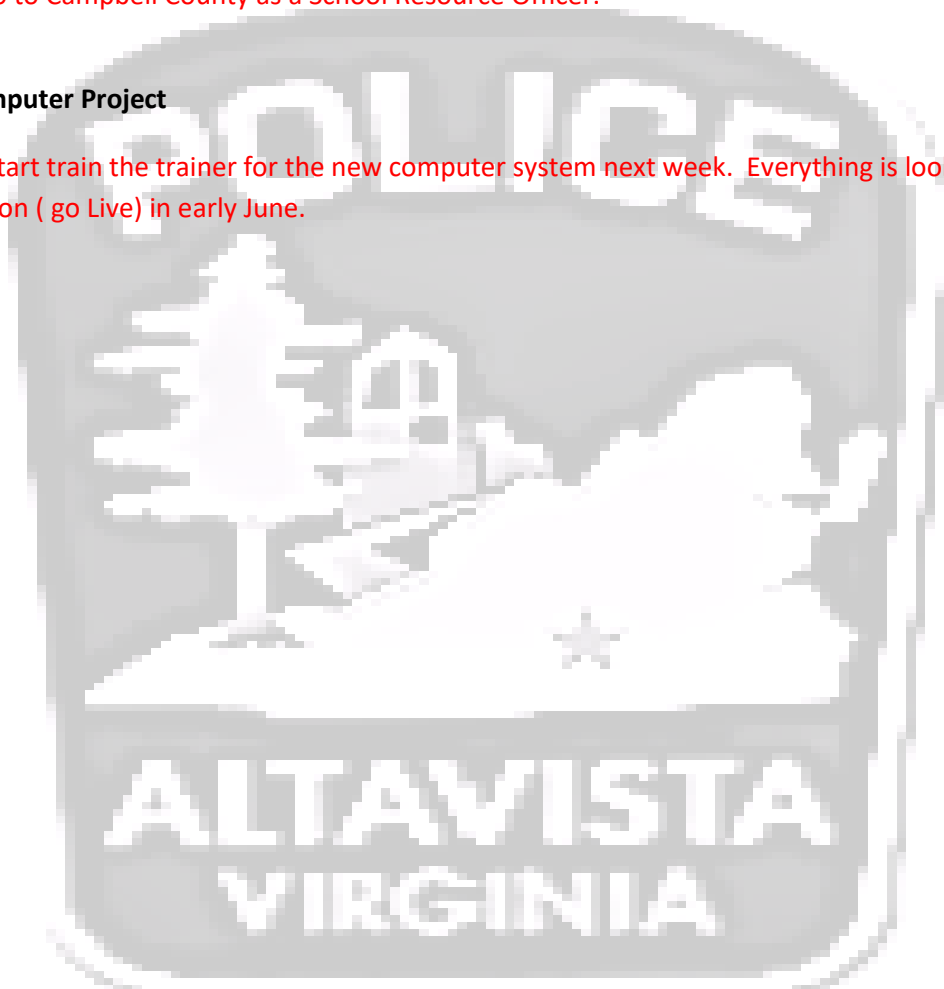
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### **Promotion**

Officer John Henderson was promoted to Sergeant on 5-1-2019. He is replacing Sgt. Allen Williams who resigned to go to Campbell County as a School Resource Officer.

### **Zuercher Computer Project**

Officers will start train the trainer for the new computer system next week. Everything is looking toward implementation ( go Live) in early June.



# PUBLIC WORKS MONTHLY REPORT

STREET DEPARTMENT		
DATE: FRIDAY, MAY 3 2019		
TO: TOWN MANAGER		
FROM: DAVID GARRETT		
MONTH: APRIL, 2019		
DESCRIPTION	Month Totals	Labor Hours
Vacation/Sick Leave Taken		81.5
Meetings/Data Entry/ Planning Schedule		125.5
# of Call Duty Hours	1	2
# of Weekend Trucks Delivered	7	19.5
Weekend Trucks Tonnage Collected	1.51	
Street Sweeping # of Lane Miles	15	4
Street Sweeping (Gretna) # of Lane Miles	0	0
Litter Control # of Bags Collected	21	24.5
Weed Control # of Gallons Applied	320	37
# of Lane Miles Mowed by the Town	63.45	229
# of Lane Miles Mowed by the Contractor	13.53	
# of Sign Repairs/Replacements	3	5
# of Lane Miles Low Shoulder Repairs	1.8	79
# of Ditches and Pipes Cleaned	7	15.5
# of Pot Holes Repaired	3	1.5
# of Utility Patch Paving Repairs	2	25
Paving/Prepping	3	12.5
Alley Maintenance	0	0
Milling and Paving Contractor Inspection		86.5
# of Dead Animals	6	3
Decorative Street Light Repairs	0	0
LED Decorative Street Light Installed	0	0
Cemetery, Paving Planning	0	0
Assisting other Crews ( B&G)		42.5
# of Lane Miles Trees/ Trimming/ Removal	0.3	18
# of Feet Sidewalks maintenance	6	4
Snow Equipment Cleanup	0	0
Led Decorative Street Light Assembled	4	7.5
Mow trimming (Miles)	1.6	5.5
Special Events (Relay For Life)		3
# Of Stops Brush Collection	1	1
Line Striping Inspection		5.5
Storm Drain Investigating		4
# Of Equipment Washed & Cleaned	6	12.5
Remodeling Police Department		28
Weed Eating Train Station Banks		8
Road Hazard (Finding Paved Over Drain )		10
Total Labor Hours for the Month		900.5

# PUBLIC WORKS MONTHLY REPORT

BUILDINGS AND GROUNDS		
DATE: MONDAY, MAY 6, 2019		
TO: TOWN MANAGER		
FROM: DAVID GARRETT		
MONTH: APRIL, 2019		
Vacation / Sick Leave Taken		3
Meetings / Data Entry / Work Planning		103
# of Call Duty Hours	1	0
# of Assisting other Crews	1	31
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	4	39
# of Cremations	0	0
Cemetery Grounds Maintenance	22	5.5
Meetings with Families	0	0
Lay off Graves and Stones	4	3
Maintain Cemetery Records	0	0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	93.66	97.5
# of Curbside Brush Collected (Stops)	192	48
Loads of Brush Collected	17	0
# of Curbside Bulk Collected (Stops)	162	34.5
Bulk Collection (Tonnage)	14.33	0
# of Tires Collected	18	2
# of Residential Garbage Citations Issued	0	0
# of Residential Garbage Citations Corrected	0	0
# of Residential Garbage Citations Pending	0	0
Parks		
DESCRIPTION	Month Totals	Labor Hours
# of Park Cleaning	30	125.5
# of Building Maintenance Hours	22	48.5
# of Parks Ground Maintenance Hours	22	40.5
# of Acres Mowed by Town	114.7	119.5
# of Acres Mowed by Contractors	74.85	145.3
Weed Control # of Gallons Applied	1	3
Special Projects	2	9
# of Veh. Maintenance Hours	2	4
Total Labors Hours for the Month		716.5

# PUBLIC WORKS MONTHLY REPORT

FLEET MAINTENANCE DEPARTMENT		
DATE:	May 8,2019	
TO: TOWN MANAGER		
FROM: DAVID GARRETT		
MONTH: April 2019		
DESCRIPTION	Month Totals	Labor Hours
Vacation / Sick Leave Taken	1.5	13.5
Safety Meetings	27	56
Work Orders Entry	1	58.5
Daily/ Weekly/ Planning & Schedueling	1	29
# of Vehicle State Inspections	3	4.5
# of Trailer State Inspections	0	0
# of Preventive Maintenance Performed	44	68
# of Full Services Performed	6	10
# of Scheduled General Maintenance Repairs	10	43.5
# of Troubleshoot and Diagnostic	0	0
# of Emergency Repairs	0	0
# of Tire Changes - Repairs - Rotate	4	4.5
Cleaning PW Shop An Grounds	1	36.5
Picking Up Parts From Lynchburg	2	4
Pick Up An Delivery Vehicle / Equipment	1	5
Restocking Inventory	1	3.5
Total Labor Hours for the Month		336.5

## Monthly Staff Report Water Plant

DATE: 5/1/2019  
 TO: Town Manager  
 FROM: Bryan Mawyer  
 DEPARTMENT: Water Treatment Plant  
 MONTH: April

### Production Summary

The Actual water production line ( filtering of water) for the entire month averaged		<u>12.88</u> Hours per day
which yielded approximately <u>1,498,600</u> gallons of water per day.		
Rain <u>2.581</u>	Snow <u>0</u>	was measured at the water treatment plant.
Average Hours per day (week days)	<u>13.8</u>	hrs
Average Hours per day (weekends)	<u>10.25</u>	hrs
Average produced (week days)	<u>2,074,483</u>	gallons per day
Average produced (weekends)	<u>1,220,375</u>	gallons per day
Total Raw Water Pumped:	<u>46.859</u>	million gallons
Total Drinking Water Produced:	<u>44.958</u>	million gallons
Average Daily Production: (drinking)	<u>1,498,600</u>	gallons per day
Average percent of Production Capacity:	<u>49.95</u>	%
Plant Process Water:	<u>1,879,563</u>	(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>16,200</u>	gallons
Flushing of Hydrants/Tanks/FD use/Town Use	<u>14,000</u>	gallons
McMinnis Spring		
Total Water Pumped:	<u>8152000</u>	million gallons
Average Daily Produced:	<u>271,733</u>	gallons per day
Reynolds Spring		
Total Water Pumped:	<u>7426000</u>	million gallons
Average Daily Produced:	<u>247,533</u>	gallons per day
Purchased Water from CCUSA	<u>2,217,820</u>	gallons
Sold to Hurt	<u>2,229,800</u>	gallons
Industrial Use	<u>45,177,372</u>	gallons

Cross Connection Visits 0

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 Cryptosporidium Sampling was completed for the month of April on the 2nd  
 Dearing Ford Flow Control valve to Melinda- contractor meeting held with bids due Mid May  
 Melinda High Pressure Zone- PER submitted to Health Department -survey complete expect plans to be complete by Mid June  
 Standard details and specifications approved by VDH  
 Cleaned 1 Basin  
 Re-Set up an email tree with Abbott to communicate actively regarding when the springs are out or in service due to rainfall and CCUSA is on or off  
 CIP Tank Maintenance/Repair - awaiting painting for Bedford and Melinda interior painting in the summer of 2019  
 7th Street Utility Project began April 1st

## Utilities Distribution and Collection

# of Service Connections	3		
# of Service Taps	0		
# of Meters Read	101 Monthly 0 Quarterly		
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	24		
# of Location Marks made for Miss Utility	82		
# of Meters Replaced	22		
# of Water Lines Repaired	4	# of Sewer Lines Unstopped	3
Locations:		Locations:	
Water Main Repair 5 Sourwood Lane		1102 5th Street	
Water Main Repair 320 Ogden Road		1009 10th Street	
Water Main Repair 106 River Road		803 14th Street	
Water Service Repair 106 River Road			
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	850'	Sewer Main Cleaned	0
Sewer (Root Cutting) Main	500'	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	886'	Sewer Service Cleaned	0
Sewer Video Manholes	2	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
<b>Turn On and Offs</b>	47	Water Right of Way Clearing Footage	0
		<b>Sewer Manholes Inspected</b>	0
# 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.

Yearly PM - Sewer Clean & Cut Root-MH 449-450-(A) - Work in progress.

Average Daily Flow		2.00 MGD	
TSS Reduction		93 %	
BOD Reduction		97 %	
VPDES Violations		0	
Sludge ( Regional Land Fill)		238 tons	(estimated)
Rain Total	2.54 Inches	Snow Total	0 Inches

**Other Wastewater Activities and CIP Projects:**

Month: Apr. 2019

Month: Apr. 2019

Week: 1st

Week: 8<sup>th</sup>

- Continue with Employee Ratings
- Ordering annual Lab PT samples (ERA)
- Submitted Monthly DMR 4/1/19
- Contractor onsite weed eating 4/1/19
- Received Boiler/pressure vessel inspection notice
- Replaced tires on Lab vehicle
- Serviced UV system bank A
- Ran all plant generators
- Installing new press cloths (1/3) this week
- Normal Plant Operations

- Continue with Employee Ratings
- Completed Monthly Industrial Wastewater Billing
- Installed new Press Polymer pump
- ITG resolved computer issue at Solids work station
- Received Boiler/pressure vessel inspection notice
- Cleaned lot preparing for paving project
- Paving started 4/11/19
- Changed oil in sludge return pumps 1 & 4
- Ran all plant generators
- Carter Machinery installed new Lab generator transfer switch
- Repaired Scum pump
- Cleaned contact tank and flume
- Troubleshooting Press Feed Pump VFD (faulting out)
- Normal Plant Operations

Month: Apr. 2019

Month: Apr. 2019

Week: 15<sup>th</sup>

Week: 22nd

- Press system repaired (Micah & Andy) 4/13/19
- Replaced wiring on Press Polymer pump
- Ordered replacement Press Polymer pump (new pump damaged)
- Cleaned press VFD and Re-installed unit
- Boiler/pressure vessel inspection 4/16/19
- Paving project completed 4/16/19
- Mav Operator posted
- Dump truck brake issue repaired
- Soda Ash received 4/17/19
- Located sampling grid stacks 4/17/19
- Annual Meter calibration 4/18/19
- Completed Employee ratings and sent to Director for review
- Troubleshooting Press Feed Pump VFD (faulting out)
- Normal Plant Operations

- Annual crane/noist inspection conducted 4/22/19
- **Ordered and received sample containers for annual TCLP analysis on press sludge**
- Installed new replacement Press Polymer pump 4/24/19
- Changed defective coupler on new Press Polymer pump
- Submitted Employee ratings to Director for approval
- Repaired small thickener (Bennett's Mechanical)
- CIP project Pump replacement at RVPS by Syndor
- Arranged for defective press cloths to be returned and replaced
- Troubleshooting Press Polymer Pump VFD (display issues)
- Normal Plant Operations
- Normal Plant Operations

Clarifier rehab to begin May 6th



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

Printed 8-May-19

Customer Class		May-18	June-18	July-18	August-18	September-18	October-18	November-18	December-18	January-19	February-19	March-19	April-19	
<b>WATER</b>	<b>Units</b>													<b>Average</b>
	Residential Base-IT	25	9	1,356	36	19	1,182	1	17	1,237	-	-	1,255	428
	Commercial Base-IT	26	23	155	19	30	195	27	26	165	26	28	212	78
	Residential Base-OT	3	1	148	1	-	136	-	-	139	-	-	139	47
	Commercial Base-OT	-	1	-	1	-	-	-	1	1	1	1	1	1
	Municipal	28	16	28	19	20	20	20	22	13	23	16	21	21
	Dormant Accounts	12	4	4	4	-	4	1	-	4	-	-	-	3
	Industrial	4	4	4	5	5	5	4	5	5	5	4	5	5
	<b>TOTAL</b>	<b>98</b>	<b>58</b>	<b>1,695</b>	<b>85</b>	<b>74</b>	<b>1,542</b>	<b>53</b>	<b>71</b>	<b>1,564</b>	<b>55</b>	<b>49</b>	<b>1,633</b>	<b>581</b>
	<b>Gallons</b>													<b>Total</b>
	Residential Use-IT	165,230	83,510	15,026,026	65,910	65,930	11,844,790	1,480	78,420	12,840,509	-	-	12,458,826	52,630,631
	Commercial Use-IT	3,566,617	4,058,927	2,524,371	2,181,221	4,400,610	7,367,640	1,925,140	4,858,799	2,347,600	4,321,946	3,903,523	6,357,036	47,813,430
	Residential Use-OT	-	6,520	1,946,528	6,700	-	1,666,990	-	-	1,709,530	-	-	1,131,698	6,467,966
	Commercial Use-OT	-	2,898,900	-	3,098,700	-	2,799,700	3,089,700	3,151,500	3,027,600	3,021,400	2,383,400	2,253,900	25,724,800
	Municipal	228,010	94,600	409,970	520,840	257,220	269,640	257,790	107,910	158,510	356,680	615,140	317,130	3,593,440
	Industrial	57,617,465	60,004,650	55,639,000	42,706,176	55,057,854	52,969,733	47,454,332	52,726,149	41,987,049	42,239,964	37,038,626	47,005,526	592,446,524
	<b>TOTAL WATER SOLD</b>	<b>61,577,322</b>	<b>67,147,107</b>	<b>75,545,895</b>	<b>48,579,547</b>	<b>59,781,614</b>	<b>76,918,493</b>	<b>52,728,442</b>	<b>60,922,748</b>	<b>62,070,798</b>	<b>49,939,990</b>	<b>43,940,689</b>	<b>69,524,116</b>	<b>728,676,791</b>
	<b>NET DELIVERED</b>	<b>76,533,924</b>	<b>80,799,152</b>	<b>55,122,399</b>	<b>55,269,369</b>	<b>67,407,586</b>	<b>77,224,417</b>	<b>65,535,143</b>	<b>61,114,241</b>	<b>59,981,610</b>	<b>58,400,482</b>	<b>59,457,774</b>	<b>61,994,703</b>	<b>778,840,800</b>
	<b>FRACTION BILLED</b>	<b>80%</b>	<b>83%</b>	<b>137%</b>	<b>88%</b>	<b>89%</b>	<b>100%</b>	<b>80%</b>	<b>100%</b>	<b>103%</b>	<b>86%</b>	<b>74%</b>	<b>112%</b>	<b>94%</b>
	<b>Total ( TOA,sold,hydrnts, etc)</b>	<b>133,600</b>	<b>80,800</b>	<b>132,300</b>	<b>75,900</b>	<b>31,900</b>	<b>38,100</b>	<b>37,850</b>	<b>7,700</b>	<b>55,200</b>	<b>19,900</b>	<b>27,100</b>	<b>30,200</b>	<b>Total</b>
	<b>Dollars</b>													<b>Total</b>
	Residential Base & Use-IT	566	216	36,332	261	264	27,709	11	286	29,702	-	-	28,474	123,820
	Commercial Base & Use-IT	1,452	12,020	21,434	4,782	12,728	19,676	4,219	14,039	12,637	13,735	12,001	18,344	147,068
	Residential Base & Use-OT	130	28	8,731	29	-	7,520	-	-	7,667	-	-	7,278	31,385
	Commercial Base & Use-OT	-	9,479	-	10,133	-	9,155	10,103	10,305	10,757	10,666	8,413	7,956	86,969
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	123,301	128,410	119,067	91,391	117,824	113,113	101,552	112,834	112,834	97,574	91,391	206,990	1,416,283
	<b>TOTAL</b>	<b>125,450</b>	<b>150,154</b>	<b>185,565</b>	<b>106,596</b>	<b>130,816</b>	<b>177,174</b>	<b>115,885</b>	<b>137,464</b>	<b>173,597</b>	<b>121,975</b>	<b>111,806</b>	<b>269,042</b>	<b>1,805,525</b>
<b>SEWER</b>	<b>Units</b>													<b>Average</b>
	Residential Base-IT	21	7	1,133	17	17	1,021	1	16	1,068	-	-	1,010	359
	Commercial Base-IT	31	23	185	26	32	152	30	29	156	25	24	141	71
	Commercial Base-OT	2	1	2	2	2	2	1	2	2	1	-	1	2
	Municipal	3	5	9	6	4	9	3	5	9	9	2	5	
	Dormant Accounts	12	4	4	4	-	4	1	-	2	-	-	-	3
	Industrial	4	4	4	3	3	4	4	4	4	4	4	4	4
	<b>TOTAL</b>	<b>73</b>	<b>44</b>	<b>1,337</b>	<b>58</b>	<b>58</b>	<b>1,192</b>	<b>40</b>	<b>56</b>	<b>1,241</b>	<b>39</b>	<b>30</b>	<b>1,161</b>	<b>438</b>
	<b>Gallons</b>													<b>Total</b>
	Residential Use-IT	65,648	61,565	10,374,117	50,496	50,520	8,267,502	1,480	64,647	9,497,252	-	-	9,175,374	37,608,599
	Commercial Use-IT	1,304,850	988,573	1,979,691	1,275,407	1,251,763	1,624,861	1,036,194	1,136,320	2,788,279	1,111,414	774,455	3,464,973	18,736,780
	Commercial Use-OT	128,700	310,000	99,500	98,000	86,700	65,900	110,000	84,500	108,500	220,000	-	247,869	1,559,669
	Municipal	78,000	94,600	151,940	134,460	113,820	117,010	107,150	107,790	134,734	224,760	-	269,561	
	Industrial	33,680,000	36,020,000	35,980,000	23,270,000	35,560,000	39,290,000	37,750,000	37,250,000	38,720,000	40,150,000	38,770,000	39,920,000	436,360,000
	<b>TOTAL SEWER BILLED</b>	<b>35,257,198</b>	<b>37,474,738</b>	<b>48,585,249</b>	<b>24,828,363</b>	<b>37,062,803</b>	<b>49,365,273</b>	<b>39,004,824</b>	<b>38,643,256</b>	<b>51,248,765</b>	<b>41,706,174</b>	<b>39,544,455</b>	<b>53,077,776</b>	<b>494,265,048</b>
	<b>WWTP EFFLUENT</b>	<b>74,781,800</b>	<b>61,933,297</b>	<b>43,407,900</b>	<b>63,272,200</b>	<b>77,376,200</b>	<b>70,873,500</b>	<b>79,879,400</b>	<b>85,507,400</b>	<b>74,691,900</b>	<b>74,231,500</b>	<b>75,993,700</b>	<b>60,270,400</b>	<b>842,219,197</b>
	<b>FRACTION BILLED</b>	<b>47%</b>	<b>61%</b>	<b>112%</b>	<b>39%</b>	<b>48%</b>	<b>70%</b>	<b>49%</b>	<b>45%</b>	<b>69%</b>	<b>56%</b>	<b>52%</b>	<b>88%</b>	<b>59%</b>
	<b>Dollars</b>													
	Residential Base & Use-IT	234	195	31,953	179	182	26,089	5	241	29,490	-	-	29,367	9,828
	Commercial Base & Use-IT	4,353	3,040	10,774	3,916	3,488	6,623	33,220	3,494	8,778	3,545	2,470	10,448	7,846
	Commercial Base & Use-OT	790	1,947	10,664	602	532	405	691	519	692	1,438	-	1,112	1,616
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	106,634	114,076	112,977	73,068	111,658	123,904	118,880	116,965	126,974	132,010	127,432	131,094	1,395,674
	<b>TOTAL</b>	<b>112,012</b>	<b>119,258</b>	<b>166,368</b>	<b>77,764</b>	<b>115,861</b>	<b>157,021</b>	<b>152,796</b>	<b>121,218</b>	<b>165,934</b>	<b>136,993</b>	<b>129,902</b>	<b>172,021</b>	<b>1,414,964</b>
<b>CURBSIDE</b>	<b>Units</b>													<b>Average</b>
	Curbside-IT STOPS													
	Curbside - Brush	125	255	174	116	258	274	49	36	106	90	142	192	151
	Curbside- BULK	86	17	71	95	75	99	39	27	53	59	76	162	72
	<b>TOTAL</b>	<b>211</b>	<b>272</b>	<b>245</b>	<b>211</b>	<b>333</b>	<b>373</b>	<b>88</b>	<b>63</b>	<b>159</b>	<b>149</b>	<b>218</b>	<b>354</b>	<b>223</b>
	<b>Dollars</b>													<b>Total</b>
	Curbside-IT	105	82	84	74	84	98	89	76	103	79	81	94	1,049
	Curbside-BULK	12	21	6	13	18	12	7	10	5	9	7	14	134
	<b>TOTAL</b>	<b>117</b>	<b>103</b>	<b>90</b>	<b>87</b>	<b>102</b>	<b>110</b>	<b>96</b>	<b>85</b>	<b>108</b>	<b>88</b>	<b>88</b>	<b>108</b>	<b>1,182</b>

# May

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

# June

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
						1 Uncle Billy's Day Festival
2	3 Planning Commission 5pm	4	5	6	7	8
9	10	* 11 Council Meeting 7pm *Vote to Approve FY2020 Budget	12	13	14	15
16	17	18	19	20	21	22
23	24	** 25 Council Work Session 5pm	26	27	28	29
30						Notes: * Recreation Committee Mtg. 5:30pm ** AEDA Mtg. 8:15am

June

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