



**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, November 12, 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**
  - a. New Town Employees**
    - i. Sharon D. Williams, AICP, Community Development Director**
  - b.**

**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. October 8, 2019 Town Council Regular Meeting**
  - ii. October 22, 2019 Town Council Work Session**
- b. Acceptance of Monthly Financial Reports**
- c. AEDA Appointments**
- d. Adoption of CY2020 Town Council Meeting Schedule**
- e. Adoption of FY2021 Town Budget/CIP Calendar**
- f. Approval of Utility Control Valve Change Order**
- g. Approval of Chemical Storage Building Bid Award**
- h. Approval of WWTP Electrical Upgrades Phase I (Power House Building/Generator Pad)**

**7. Public Hearing(s)**

**8. New Business**

- a. "Innovative Center and Co-worker Space" proposal**
- b. Appointment of Subdivision Agent**

- c. Utility (Enterprise) Fund Capital Improvement Program Funding Update
- d. Financial Policies
- e. EMS Building Sale Proceeds
- f. First Reading – Zoning Ordinance Amendments (M-1)
- g. Rt. 43 Gateway (Streetscape) Project modifications consideration
- h. Request for Administration Intern funding

## **9. Unfinished Business**

## **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:**

November 12, 2019

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

Employee Changes and Recognition of Employment "Milestone" Anniversaries.

**DESCRIPTION:****New Hires:**

Sharon D. Williams - Community Development Director

**Resignations:**

None

**Milestone Employment Anniversaries:**

None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

November 12, 2019

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

Consent Agenda Items

*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*

**DESCRIPTION/ACTION:**

**6a: Approval of Minutes:** Approve the minutes of the October 8, 2019 Regular Meeting; and the October 22, 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. [\(Link\)](#)

**6c: Reappointment of Altavista Economic Development Authority (AEDA) members** [\(Link to information\)](#)

- Motion to reapprove two existing AEDA Board members as presented.

**6d: Adoption of CY2020 Town Council Meeting Schedule** [\(Link to information\)](#)

- Motion to adopt the CY2020 Town Council Meeting Schedule as presented.

**6e: Adoption of the FY2021 Town Budget/CIP Calendar** [\(Link to information\)](#)

- Motion to adopt the FY2021 Town Budget/CIP Calendar as presented.

**6f: Approval of Utility Control Valve Change Order** [\(Link to information\)](#)

- Motion to approve the Utility Control Valve Change Order, as presented.

**6g: Approval of Chemical Storage Building Bid** [\(Link to information\)](#)

- Motion to approve the Chemical Storage Building Bid with appropriation of funds in excess of the budgeted amount, as presented.

**6h: Approval of WWTP Electrical Upgrades Phase I (Power House Building and Generator Pad)** [\(Link\)](#)

- Motion to adopt the FY2021 Town Budget/CIP Calendar as presented.

**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.*



## Council Regular Meeting – October 8, 2019

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on October 8, 2019 at 7:00 p.m.

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

#### Council Members

Present:

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

Mr. Tom Fore, Altavista Utilities Director, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

### 3. Approval of the Agenda

Mayor Mattox asked Council if they had any questions, concerns, or comments regarding the proposed October 8th meeting agenda, to which there were none.

Mrs. Dalton, seconded by Mr. George, 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

### 4. Recognitions and Presentations

#### a. Employee Updates

- Mrs. Kirsten Aherron: AOT Main Street Coordinator – Part-time/Interim

Mr. Coggsdale informed Council of the town's newest employee, Mrs. Aherron, and stated she would be helping fill the vacant Main Street Coordinator position on a part-time, temporary basis.

- Mr. Sean Mahoney: Water Treatment Plant Operator

Mr. Coggsdale informed Council of Mr. Mahoney's recent resignation to the Town of Altavista. He stated Mr. Mahoney had been offered a job closer to his hometown in New Jersey, and would be leaving the town to take that job.

Mr. Fore stated, because of Mr. Mahoney's educational background, the company that offered him the position was willing to pay him three times the salary than he was currently making with the town.

b. Employee Milestone

- Mrs. Cheryl Dudley: 20 year anniversary – Customer Support Specialist

Mr. Coggsdale recognized Mrs. Dudley for her twenty years of service to the Town of Altavista as of September 22, 2019.

Mayor Mattox stated his appreciation for all of Cheryl's continued hard work and dedication to the town.

c. Presentation

- Central Virginia District Planning Commission (CVDPC) - Strategic Direction Roundtable Event

Mr. Dwayne Tuggle, CVDPC Chairman, presented a brief overview regarding the roundtable event to Council. He stated the event was being held to encourage local government officials and stakeholders to engage with similar civic-minded professionals and brainstorm to set a strategic direction for the Central Virginia Planning District by identifying an area of focus that would advance the region.

Mr. Tuggle stated the hope is for Central Virginia to have an identifiable presence in a specific category, meaning something the region could be "known for". He shared examples of Blacksburg and the Roanoke Valley being known for their "greenways", and stated that Northern Virginia was known for their progression in the technology industry.

Mr. Tuggle continued by informing Council of a southwestern town, Saint Paul, being well known for their ATV and UTV trails. He stated certain hotels in Saint Paul have ATV vehicles for their customers to rent.

Mr. Tuggle stated, by the end of the strategic roundtable event, the CVDPC hopes to have some ideas to work with of what Central Virginia can be associated with as an identifiable presence in the region.

As Mr. Tuggle handed out the official invitation to each Council member and reminded them the event would be held at the Lynchburg Regional Business Alliance building on Thursday, October 17<sup>th</sup>, starting at 5 o'clock pm.

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

Mr. Tuggle stated he felt this event was the start of something "big" for the region and he hoped to see a representation of the Altavista Town Council at the upcoming event.

Mayor Mattox thanked Mr. Tuggle for his time and invitation to the CVDPC event.

## Council Regular Meeting – October 8, 2019

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

There were no citizen comments regarding non-agenda items on this date.

### 6. Consent Agenda

- a. Approval of Council Minutes:
  - September 10, 2019 Town Council Regular Meeting
  - September 24, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
  - Revenue and Expenditures
- c. Utility Department FY2020 CIP Projects
  - Approval of staff's recommendation for the Engineer Firm of each individual proposed FY2020 CIP project presented.
  - Approval of "Design Phase" only
- d. WWTP Switchgear Purchase
  - Approval of the switchgear purchase related to the WWTP Electrical Upgrade Project, based on the engineer's recommendation.
- e. FY2019 Budget Carryovers
  - Approval of staff's recommendation regarding FY2019 budget carryovers.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the October 8, 2019 Consent Agenda items.

Mr. Higginbotham asked to remove item #6c, Utility Department FY2020 CIP Project Proposals, off the consent agenda for further consideration and discussion by Council.

All Council members were in consensus to do so.

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

Motion carried.

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

### 7. Public Hearing(s)

There were no Public Hearings scheduled for this date, October 8, 2019.

### 8. New Business

#### a. Altavista Planning Commission – Public Hearing Recommendation

Mr. Coggsdale referenced the Altavista Planning Commission's most recent meeting, which was held on Monday, October 7, 2019 at 5:00 p.m. He stated the Planning Commission scheduled two (2) public hearings for the meeting regarding rezoning and Special Use Permit applications.

Mr. Coggsdale informed Council that Mr. Eller, Town Attorney, had advised it would be more appropriate for the town to change “permitted uses” in the Town Ordinance, rather than changing an Industrial District to a C2 Commercial District for a Special Use Permit.

Mr. Coggsdale stated, accordingly, the Planning Commission would hold a “first reading”, of the proposed text amendments to the “permitted uses” in the M1 Industrial Zoning District, at their November 4, 2019 regular scheduled meeting and requested that Town Council schedule a “first reading” of the proposed text amendments at their November 12<sup>th</sup> meeting for Council’s consideration.

Mr. Coggsdale stated the Planning Commission also requested the Commission and Town Council hold a “joint” Public Hearing regarding the proposed text amendments at Town Council’s regular scheduled meeting on December 10, 2019 at 7:00 pm.

Mr. Coggsdale stated, at this time, staff was seeking direction on whether or not Council desired to accept the Planning Commission’s recommendations.

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

All Council members were in consensus to accept the Altavista Planning Commission’s recommendations to hold a first reading of the proposed text amendments to the “permitted uses” in the M1 Industrial District at their November 12<sup>th</sup> Council Meeting and also to hold a joint Public Hearing with the Planning Commission at their December 10, 2019 Council Meeting regarding this item.

**b. Booker Building – Feasibility Report Presentation**

Mr. Coggsdale referenced Town Council’s recent authorization of Land Planning Design Associates (LPDA) to conduct a “use feasibility” study for the Booker Building facility adjacent to English Park in Altavista. He stated the draft of this report was forwarded to each Town Council member via email for their review.

Mr. Coggsdale stated, at this time, staff was seeking direction from Council on how they would like to proceed. He stated, if Council desired, he could place the item on a future work session for further review and discussion. He stated this would allow Council additional time to read the draft report in depth, and better understand the options proposed by LPDA, before making any decision on how to move forward.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Bennett asked if it was possible to survey the local citizens for “information” regarding their ideas for use of the Booker Building. He stated, if Council could have the public’s input before the item was placed on a work session, it would give Council additional information to review, and also compare with the LPDA report, in order to make the best possible decision for the town and the community.

Mayor Mattox stated that Mr. Bennett’s suggestion was valid, and could be implemented if it was a consensus by Council to do so. He also stated he would hate to be a citizen that offered the town an idea, but not be chosen, so he suggested, if a “survey” was conducted, it be anonymous.

Mr. Coggsdale stated, if Council desired, staff would place a survey for “public input” on the town’s website and social media page. He stated the information would then be given to Council at a future work session to review along with the LPDA report.

Mayor Mattox asked the attending Altavista Journal Representative, Ms. Jen Phillips, when referencing the subject in her article, to state the Altavista Town Council was open to suggestions from its citizens regarding any viable new/additional uses for the Booker Building.

Mr. Coggsdale stated, along with the mentioned survey, staff would also place the LPDA report on the town's website for public review.

All Council members were in consensus to do so.

Mr. Emerson asked, with the facility's age, if the town would qualify for a "historical" grant to help with upgrades/improvements to the Booker Building.

Mr. Coggsdale stated staff would investigate the possibility and inform Council of any information found.

Mr. George referenced the Harvester Center in nearby Rocky Mount, VA, and stated the facility was able to acquire a "Crooked Road" Grant for improvements to the facility.

Mr. Coggsdale stated, if Council desired, he would place this item, regarding the LPDA Booker Building Feasibility Use Study, on their upcoming October work session for further discussion, along with the results of the proposed "public input" survey for their review and consideration.

All Council members were in consensus to do so.

#### 9. Unfinished Business

Mayor Mattox reminded Council of the amended consent agenda and stated Council would be discussing the request by Mr. Higginbotham to continue reviewing the Utility Departments proposed CIP projects for FY2020.

Mayor Mattox stated the original consent agenda item held five different requests/recommendations. He stated three of the original five (#'s 1, 3, & 5) were not opposed and called for an official vote from Council on those three items only.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve three of the Utility Department's five originally proposed FY2020 CIP projects; item #1. Riverview Road Waterline Replacement, item #3. Lynch Road Sewer Line Replacement, and item #5. Water Treatment Plant Filter Improvements. The consent was for the "design phase" only, and the approval of the recommended engineer firm for each project.

Motioned 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

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding either of the other two proposed utility projects.

- McMinnis Spring Water Line Replacement

Mr. Higginbotham shared with Council his reason for not favoring an approval of the McMinnis water line replacement project.

Mr. Higginbotham referenced the “cast iron” water pipe used for the McMinnis line and stated the cast iron material should last well over 100 years. He stated, with the infrastructure being constructed in the late 1940’s, the current water line should last for many more years to come.

Mr. Higginbotham also referenced the cast iron water pipe that the City of Lynchburg was just recently having to replace. He stated the downtown pipeline was installed in the 1873, making it over 145 years old.

Mr. Higginbotham stated, if the McMinnis water line was not continuously having leaks/problems, there was no justification for replacing the line.

Mr. Higginbotham referenced the current interest rate associated with borrowing money to fund town projects and stated the town would lose roughly \$50,000 per year for such a large undertaking. He stated he favored waiting to move forward with the proposed McMinnis water line replacement project.

Mrs. Dalton asked the Town Manager to allow Mr. Fore, Utilities Director, to share with Council his reasoning for placing the McMinnis project on the list of proposed FY2020 CIP projects.

Mr. Coggsdale agreed and shared with Council an excerpt from the Facility Assessment Improvement Plan and also a cost sheet for the FY2020 CIP proposed projects submitted by Mr. Fore.

Mr. Fore referenced the Facility Assessment Improvement Plan and stated, out of the original list that was generated through the assessment, there was approximately \$10,500,000 taken off of the list because of priority reasons. He stated he did that in order to focus on, what he felt, was the most important and pressing issues in Altavista’s utility system.

Mr. Fore stated, McMinnis Spring adds 250,000 to 270,000 gallons of water per day to the town’s water supply and generates approximately \$150,000 per year of town revenue. He stated he feels it is important to keep the McMinnis Spring and water line protected and up-to-date in order for the spring to continue providing the town with revenue and a sustainable water source.

Mr. George asked if the McMinnis Spring water supply was only allocated for the immediate residential area.

Mr. Fore stated McMinnis Spring was the sole supplier of the Bedford Avenue water tank. He stated, when the Bedford tank was full, water then “feeds” into the system to help supply Altavista’s downtown area.

Mr. Fore informed Council, with Abbott Labs in Altavista being the town’s largest water consumer, he shared the Facility Assessment Improvement Plan with their engineer firm, Stanley Engineering. He stated the firm and Abbott were both agreeable with the overall assessment plan.

Mr. Fore shared with Council his concern with waiting to approve the McMinnis Spring Water Line Replacement Project. He stated, if the McMinnis Spring water supply was “down” or unavailable because of a water line issue, the town would lose approximately \$500 per day until the issue was resolved. He stated, if the town had to purchase water during that time, it would also add to the daily cost of the overall downtime.

Mr. Fore continued stating, if a problem did arise with the water line, it would take time for the town to obtain the necessary permits needed to move forward with fixing the issue.

Mr. Fore stated, at this time, staff was only asking for permission to move forward with the “design” of this project, so when the town was ready to approve the water line replacement, or if an issue occurred with the water line, all of the necessary permits, VDA documents, and environmental studies would be complete, therefore, not causing any delay in time with moving forward.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Bennett asked if there had been any issues with the existing pipe of the McMinnis Spring water line.

Mr. Fore stated, prior to coming to the Town of Altavista as the Utilities Director, he would receive calls from Altavista’s Public Works Department asking for his expert advice to help solve some of the town’s previous utility issues. He stated, since he has been with the town and able to monitor the utility system first hand, he has been able to lower pressure points in the system in order to hopefully prevent multiple leaks from happening.

Mr. George asked if there had been any substantial leaks or issues recently with the McMinnis Spring water line.

Mr. Fore informed Council of a leak in the water line, noticed by a hunter on the property the water line runs through, but the leak was small enough that staff was able to fix the leak without it becoming a major issue. He also stated there was an issue with an air release valve on the water line that staff recently had to address.

Mrs. Dalton referenced a previously discussed item regarding additional water entering the “storm intake system”. She asked how much undetectable water was entering the system that could possibly cause an overflow issue.

Mr. Fore answered, during a heavy rainfall of more than 1 inch, the waste water treatment system intakes an additional 400,000 to 600,000 of its capacity.

Mr. Higginbotham stated the town’s main concern was “serviceability” to its utility customers. He stated the existing pipe line for the McMinnis Spring water source should last another 20-50 years, and he felt, if the town was not having substantial issues with the water line, it was unnecessary to design a plan now that may not be needed until that many years ahead.

Mayor Mattox asked if there were any instances that could be “catastrophic” to a water line break at the McMinnis Spring pipe line.

Mr. Fore stated there were a few scenarios that came to mind: (1) if a water line break was substantial enough to cause a bank along the railroad to be washed out, (2) if the McMinnis Spring water supply line under Rt. 29 broke and washed out a portion of the Rt. 29 express way in that area, and (3) if a water line break caused an overflow of “chlorinated” water to enter the river, the DEQ (Department of Environmental Quality) would then address the town regarding the issue.

Mr. Fore stated, the reason he thinks the McMinnis Spring Water Line Replacement Project is so important, was to be proactive in preventing any of the three mentioned issues of occurring.

Mayor Mattox referenced Mr. Higginbotham mentioning earlier the possibility of daily revenue being lost and the town having to purchase water from an outside source if a catastrophic issue were to occur in the McMinnis water line pipe. He asked if there would be any other costs to consider in such an event.

Mr. Fore answered the Mayor stating there would also be the cost of repairs to the water line. He stated the cost to repair a leak in an “emergency” situation would most likely be at a “higher/premium rate” considering the time restraint.

Mrs. Dalton stated her favor in approving Mr. Fore’s request and allowing the Utilities Department to move forward with the design phase of the McMinnis Spring Water Line Replacement Project.

Mr. Emerson stated he trusted Mr. Fore’s expertise and was also in favor of moving forward with the design phase for replacing the McMinnis Spring water line.

Mr. Emerson asked how long permits, regarding a design plan, were good for.

Mr. Fore stated a design plan has a “shelf life” of five (5) years before the Health Department requires the plan to be reviewed again for re-approval. He stated, even then, the time to do so would be less than waiting for a new design plan to be established.

Mr. Mitchell referenced the Facility Assessment Improvement Plan compiled for the town’s Utilities Department by Woodard & Curran, and stated he trusted their expertise, along with Mr. Fore’s recommendation, and was in favor of the town moving forward with the design phase of the McMinnis Spring Water Line Replacement Project.

Mayor Mattox asked Council if they had any additional comments or concerns regarding this item.

Mr. Higginbotham stated he was trying to take the taxpayer’s money into consideration when suggesting this project be put on hold for five or more years, since the town was not currently having any major issues with the McMinnis Spring source pipework.

Mr. Higginbotham suggested, if Council approved the water pipe replacement project, to start with replacing only certain “sections” of the water pipe at a time if they caused an issue to the system. He also stated the existing pipe could be replaced with C900, rather than the current cast iron material. He stated the C900 material would not require as many seams in the pipework and was also less costly.

Mayor Mattox called for a vote on the proposed CIP project.

Mrs. Dalton, seconded by Mr. Mitchell, motioned to approve staff to move forward with the design phase, and recommended engineer firm, for the #2 item of the Utility Department’s proposed list of FY2020 CIP projects, the McMinnis Spring Water Line Replacement Project.

Motion carried.

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

- Waste Water Treatment Plant (WWTP) Aeration System Improvements

Mr. Coggsdale stated this item was requested to be reviewed because there were only two bids submitted for this project.



Mr. Higginbotham suggested the Town of Altavista update/revise their existing “bid” policy. He referenced the recent RFP requests solicited for this project, and it only receiving two bids. He stated he felt the town should always strive to receive at least three bids before moving forward with a new project.

Mr. Higginbotham informed Council that other municipalities use the “three bid” practice and he felt Altavista should do the same.

Mr. Emerson referenced the town’s six “pre-approved” engineer firms, and asked if all six were solicited for RFPs on this project.

Mr. Coggsdale answered they were.

Mr. Mitchell asked Mr. Higginbotham, if only two of the town’s six pre-approved firms submitted a bid proposal for a project, was he suggesting the town then solicit outside of those firms for additional RFP bids.

Mr. Higginbotham stated there is a certain “degree of expertise” needed when working on a water treatment or waste water treatment project. He stated he would first ask the other four solicited engineer firms, why they did not submit a bid proposal. He stated, if the answer was because they didn’t feel qualified enough in waste water treatment applications to do so, then yes, he felt the town would be justified in soliciting other firms for the desired number of proposals.

Mr. Higginbotham continued stating, if the town received a third bid proposal from soliciting other firms, then the extra effort was successful. He stated, if the town did not receive additional bid proposals, and was still left with only two bids, they could be more confident in moving forward with one of the two original options.

Mayor Mattox asked if Council had any additional comments or concern regarding this item.

Mr. Bennett asked, if Council desired for staff to have more than six engineer firms for project consideration, what the process was to do so.

Mr. Coggsdale informed Mr. Bennett, the previous number of town pre-approved engineer firms was three. He stated staff recently requested, and Council approved the request, for three additional firms, which makes up the current six options.

Mr. Coggsdale stated Council always had the alternative option of allowing staff to solicit outside of the six pre-approved firms for projects needing “specific” qualifications.

Mr. Higginbotham suggested the “motion” for this item include a revision that all future town projects require at least three proposals before staff can move forward. He stated most municipalities have that requirement.

Mayor Mattox informed Mr. Higginbotham his suggestion would have to be made in a separate motion.

Mrs. Dalton stated, with staff soliciting six firms and only two responded with a submittal, the other four firms may already have a full work load and not want to take on additional projects. She stated the danger in sending those four firms a second request would be they submit a proposal that is too costly for the town to even consider.

Mr. Emerson stated his favor in staff continuing with their current way of requesting bid proposals for town projects that require an engineer firm’s services, which was to utilize the town’s six pre-approved engineer firms.

Mr. Mitchell stated he understood Mr. Higginbotham’s concern and he also felt it was a good idea for the town to pursue multiple proposals/offers, but stated, in some circumstances, receiving the desired three options was not always possible.

Mrs. Dalton, seconded by Mr. George, motioned to approve staff’s request and allow the Utility Department to move forward with the design phase, and recommended engineer firm, for the #4 item on their proposed list of FY2020 CIP projects, WWTP Aeration System Improvements.

Motion carried.

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

Mr. Higginbotham made a motion for the town to start implementing a “three quote” requirement for all town projects before moving forward with the project. He suggested, if the town only received two quotes for a project, holding those quotes, unopened, until a third could be acquired. He stated, if the town continued to solicit for additional quotes, but did not receive a third quote, they could then open the original two submissions for consideration.

Mr. Coggsdale stated, in the state and local “code” aspect, the town was following protocol with their procurement process.

Mr. Coggsdale referenced the Altavista Town Code and stated the state code was recently changed regarding “a required number of quotes”, and Altavista amended/adopted their code to coincide with the state code.

Mr. Coggsdale informed Council the town code states “small purchases” (any project less than \$100,000) must require at least two quote proposals in order to move forward with the bid process of a project.

Mr. Higginbotham stated he thought the dollar amount was \$30,000.

Mr. Coggsdale stated the dollar amount was previously \$30,000, but was changed by the state to \$100,000 and the town adopted the change in their code.

Mr. Eller, Town Attorney, confirmed Mr. Coggsdale’s statement.

Mr. Coggsdale referenced the Public Works Department and stated, for smaller projects such as grass mowing or sidewalk work, staff has struggled to obtain even two bids for some projects, so requiring them to have three could possibly slow down the progress of a project. He stated, it may be possible, but highly unlikely to achieve such a goal on small projects.

Mr. Fore asked Council to keep in mind, the town was able to utilize any “one” of their six pre-approved engineer firms without using a quote process, as they did with Woodard & Curran for the recent Facility Assessment Improvement Plan. He stated he requested quotes from all six firms for the proposed FY2020 CIP projects in order for staff to consider multiple options for their recommendations to Council.

Mr. Coggsdale confirmed only the procurement of one firm by the town was required by the Professional Services Guidelines. He stated the town’s desire to have multiple (six) options for consideration was their right to do so.

Mrs. Dalton suggested Mr. Higginbotham subtract his motion and request staff to gather additional information from the town code regarding quote requirements pertaining to a project's dollar amount and sharing the information with Council at a later date. She stated the town would like to achieve having a competitive field for quotes while maintaining a viable cost option for its projects.

Mr. Higginbotham agreed to subtract his motion and requested the "quote requirement" information from staff as suggested by Mrs. Dalton.

Mr. Coggsdale stated staff would gather the information requested and place this item on a future Council work session for further discussion. He continued stating he would also investigate things the town could do to help achieve the goal suggested by Mr. Higginbotham.

There were no additional items scheduled or discussed for unfinished business.

## 10. Reports and Communications

### **Town Manager's Report for the October 8, 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. 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 has been delayed due to issue with getting a concrete contractor on site to conduct the required pours. The tentative date for substantial completion of this project is Thursday, September 12<sup>th</sup>; the landscaping items will be delayed approximately 30 days, to allow for cooler weather. *The splash pad and playground improvements opened to the public in mid-September. The splash pad will be closed for this season as of October 6<sup>th</sup>.*

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) in December. Town Staff contacted Boxley and the Contractor is waiting on the temperatures to be above 55 degrees for 24 hours a day before they schedule to complete. Providing that the weather improves, we are anticipating this project will be completed by the end of April. The contractor indicated the surface work was scheduled to begin May 2; it did not occur. Staff is communicating with the contractor for a start date on the work. Staff is working on a layout for the sidewalk that will connect the handicap parking and alley to the front part of the park and playground area. Contractor has been on-site completing the surfacing and lines on the court. Staff is working on a layout for the sidewalk that will connect the handicap parking/alley to the front part of the park/playground area. Council placed the approval of the sidewalk layout (Option 3) on the September 10<sup>th</sup> Regular Council Meeting Consent Agenda. *Staff is receiving bids for this project. The project should be completed by the end of this Fall.*

**Booker Building Evaluation/Visioning Process:** Town Council approved the LPDA proposal at their July Regular Meeting. Staff has met with Tristan Cleveland (LPDA) to go over the Stakeholders interviews and to do a facility visit.

It is anticipated that the initial “visioning input” report will be presented to Council in September. *The LPDA Booker Building use feasibility study report has been distributed to Town Council and staff requests the item be placed on a future Council Work Session for discussion and direction.*

**Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area):**

Staff is coordinating the process with Campbell County and intends to bring the detailed process to Town Council at their February Regular Meeting. County and Town staff are Working together to move this item forward. This item will be discussed in Closed Session at the July Regular Meeting. Both County and Town have conducted their public hearings in August at their respective *Regular Meetings*. Council also conducted a required public hearing for the purchase of the property from Campbell County at their August Work Session meeting. Staff will now work with Campbell County to have the Boundary Line Adjustment Agreement forwarded to the Campbell County Circuit Court for review and approval. *The property is being surveyed for the boundary line adjustment and will then be submitted to the Campbell County Circuit Court.*

**Dalton’s Landing Canoe Launch Project Update:** DCR representative has indicated the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14<sup>th</sup> to begin grant agreement process. DCR has indicated there has been a slow down at the Federal level and we hope to get the grant process going by early December. Staff was notified all funding requests have been approved, awaiting grant documents and scheduling a meeting with DCR representative. Staff met with DCR representative on January 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. Peed & Bortz has submitted the NEPA document submittal to the appropriate agencies; at this time we are awaiting input/response. Staff is working with Peed & Bortz to advertise the necessary “public comment” period and will include a public input period on the June 25<sup>th</sup> Work Session agenda for this item. The Public Comment period ends on July 12, 2019. Peed & Bortz is working with DCR to get approval to move the project to the bidding/construction phase. Scott Bortz updated Council on the on-going issues related to obtaining the NEPA document and based on recommendations, Council has conceded the “habitat assessment” for the Roanoke Log perch and will work with USFWS and the Virginia DCR in regards to the necessary next steps to obtain the NEPA document. This process will take several months and move the start time back on the project. *The U.S. Fish and Wildlife Service has received the FHWA’s request for informal Section 7 consultation. The USFWS had 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (the 135 day period started on September 12<sup>th</sup> of this year).*

**Building Demo/Potential Observation Deck (Eagle Trail)** *Council has requested staff to look at the proper way to demo the building along Eagle Trail (passive section of English Park). At this time, David Garrett is putting this item on the Public Works list of projects; once the first frost comes they will begin removing brush and then the structure.*

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

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

**Rt. 43 Gateway Project (Streetscape/Utilities):**

Federal Concurrence has been received on the Rt. 43 Gateway (Streetscape) Project and the Notice of Award has been forwarded to Virginia Carolina Paving. The project continues to proceed; the project is slated to be finished by the end of June.

The Streetscape portion of the project will begin in July; the Pre-Construction meeting was held on June 5<sup>th</sup> and included the Town, Hurt & Proffitt, Virginia Carolina Paving, and VDOT. The Notice to Proceed has been issued. This project has a 365 day project time period. Council approved a proposed Change Order to insert a commercial entrance at 420 7th Street. *The contractor was in the process of milling/grading and paving 7<sup>th</sup> Street this week and are scheduled to re-open 7<sup>th</sup> Street on Sunday (October 6<sup>th</sup>). For additional information, see the attached Hurt & Proffitt Update.*

**Trail Project (mausoleum area):** Town Council approved the award of the trail design and construction bid related to this project at their January Regular Meeting. The bid was awarded to Kirk Schultz. The agreement is being executed and the beginning date is set for February 1<sup>st</sup> with a timeframe of three (3) months. The project is 2/3 of the way complete. The contractor indicates the project is complete; staff has inspected the project and has provided the contractor a short punch list of items. Staff will work on the entrance to the trail. Boy Scout Daniel Wagner has begun the bridge construction project which will serve as his Eagle Scout Project. *Council recently named the trail the “Greenhill Connector Trail” at their August 27<sup>th</sup> Work Session. Staff is working on getting quotes for the trail signs.*

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

**Ridgeway Avenue Drainage Evaluation** Peed & Bortz (Scott Bortz) provided an update to Town Council at their February Work Session. Approval of the engineering services proposal is on the March Regular Meeting agenda. Project approval by Council with engineer proposal approved.

Staff is re-evaluating another option for this project and will update Council at the April meeting. Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the engineers from VDOT they had the following recommending;

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

Staff is currently working to come up with the budget figures for the above recommendations from VDOT For additional information see the attached Weekly Peed & Bortz Project Status Report. Staff is communicating with the residents and advising them of the proposed work. Once several prices are received for this work, a recommendation will be submitted to Council. Approval of the proposals for this project are included on the Consent Agenda of the July Regular Meeting. *This project is substantially complete.*

**WWTP Emergency Overflow Pond (DEQ):** Town Council discussed several items related to 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. Staff 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 had a phone conversation with Dr. Sowers (2/22/19); information was provided to Dr. Sowers in regard to the EOP’s Supernate. Conversation with LEAF Engineering in regard to the need of design drawings for the pond, which would be required for the issuance of a permit to remove water from the pond per their methods (an added expense).



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

**Staunton River RIFA:** Council has adopted a Resolution seeking withdrawal from the Authority, awaiting approval from the other localities. *Staff is working with legal counsel in regards to the Authority’s request for a new resolution.*

**Brownfields Grant Program:** Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant.

**SolSmart Solar Community Designation:** Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5th. *Staff is working on submitting information for the designation process.*

**Main Street Sidewalk Extension Project (VDOT TAP):** Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT “Transportation Alternatives Program” grant application. *Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project.*

## **CAPITAL IMPROVEMENT PROJECTS**

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

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. Weather has delayed this project-work will resume once the area is dry. *Public Works is currently evaluating an estimated schedule to complete this project.*

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

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

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

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** This is a VDOT project which should begin soon. Town staff's role will be to assist with removal and replacement of the brickwork at the intersection corners (sidewalk area). AOT will work with Town Manager to communicate to downtown businesses and public on street closures and up-to-date project information. Work began the first week in June. *Work is continuing at a slow pace, as the contractor is waiting on some components.*

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

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

**Projects Recently COMPLETED:**

Downtown Public Parking Signs and Banners  
Pavilion (English Park) Roof Replacement  
Hand Rail Replacement (Library and Train Station)  
Washington Street Sidewalk Project  
Meals Tax Audit Notifications  
Economic Development Strategic Plain (Camoin)  
Personnel Policies Manual (Employee Handbook)  
Utility Standard Details & Specifications  
RFQ/P Engineering Services  
7<sup>th</sup> Street Utility Project

The Town Manager, Mr. Coggsdale, gave Council an update on a few items from his report.

- Boundary Line Adjustment:

Mr. Coggsdale updated Council of the progress on this item. He stated Campbell County was currently in the process of surveying the boundary line adjustment area, and once the surveying was complete, the county's attorneys would submit the paperwork to the Campbell County Circuit Court as a final step in completion of this item's process.

- Dalton's Landing Canoe Launch

Mr. Coggsdale referenced the U.S. Department of Fish and Wildlife Service's environmental assessment required for this project concerning the Roanoke Log Perch in the Dalton's Landing area. He stated the town was 30-40 days into the required 135 day waiting period of the assessment.

- VDOT TAP Grant Application

Mr. Coggsdale referenced the Main Street Sidewalk Extension Project and informed Council, with assistance from the Central Virginia Planning Commission, staff has filed the "TAP Grant" application with VDOT.

- English Park's Eagle Trail – Removal of "Old Structure"

Mr. Coggsdale informed Council that Mr. Garrett, Public Works Director, was having difficulty getting contractors to submit quotes on this project.

Mr. Coggsdale stated, after further review and discussion with Mr. Garrett, staff felt the best course of action would be for the Public Works Department to handle the task of removing the foliage around the structure themselves.

Mr. Coggsdale stated, with the weather now being cooler, Public Works would wait 20-30 more days, allowing the leaves to fall from the trees and shrubs, making them easier to cut down and remove from around the structure.

Mr. Coggsdale stated, after completion of phase one of the project (removing foliage), Mr. Garrett would have a clearer advantage to assess the condition of the old structure and how to move forward with its deconstruction.

Council members were all in consensus of staff's plan on how to move this project forward.

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding these items or any other items on his monthly Town Manager Report.

There were no questions or comments from Council regarding the October 2019 Town Manager's Report.

#### 11. Matters from Staff

Mayor Mattox asked staff (department directors) if they had any questions, comments or concerns for discussion with Council, to which there were none.

#### 12. Matters from Council

Mayor Mattox asked Council if they had any additional concerns for discussion.

- Mr. Bennett referenced the FY2021 Budget and asked when Council would be accepting suggestions/recommendations for the next fiscal year's budget.

Mr. Coggsdale stated Council could make suggestions for a future budget at any time. He stated staff was currently working on Council's budget process calendar for their review and he would place the item on the November work session for discussion.

- Mr. George stated, at the Altavista Parks and Recreation meeting held earlier that evening, there was a suggestion made regarding placing park benches along Eagle Trail, at English Park, in the newly paved area.

Mr. George stated the suggestion was for Altavista to allow local businesses and/or citizens to sponsor (pay for) the new park benches, rather than be a cost to the town. He stated, in his recent conversation with the Town Manager regarding the idea, he was informed staff would need permission from Council to move forward with the proposal.

Mr. Coggsdale, Town Manager, stated consideration of the project involved "town policy" and would need to be approved by Council.

Mayor Mattox asked, since Eagle Trail was part of the newer section of English Park, if the project was eligible to be considered for "Jenks" funds.

Mr. George stated the park benches and concrete to set them on could cost approximately \$500, and with the estimated need of six to eight benches on the newly paved section of Eagle Trail, the total cost would be \$4,000.

Mr. George stated the idea could be considered as a project that would be eligible for Jenks funding, but he felt the Jenks Fund should be saved for help with larger projects.



Mr. Emerson stated, while recently visiting English Park, he was approached by a local citizen asking if the town allowed citizens to sponsor park benches because their family was interested in doing so “in memory of” a family member.

Mr. Mitchell stated he felt there needed to be a “continuity” with any new benches allowed to be placed in the town’s parks with all other existing benches in Altavista.

Mayor Mattox suggested placing the item on Council’s next work session for further discussion and consideration.

Mr. George asked that Council allow staff to investigate bench options and their cost to share with Council during the item’s work session discussion.

Mrs. Dalton stated she was not in favor of the town “soliciting” for sponsorship of the proposed benches. She stated, if someone donated funds specifically to be used for placing a bench in the park with their name (or their loved ones name) on it, and Council allowed them to do so, she felt there would be others interested in doing the same and soliciting funds for the proposed benches would not be necessary.

Mr. Bennett referenced a situation involving the City of Lynchburg and the local Coca Cola Company. He stated the company offered to pay for benches, that would have their product logo on them, at Blackwater Creek in Lynchburg, and in return, the Coke Company gave the city free bicycles for visitors to enjoy while at the park.

Mr. Bennett stated he felt the collaboration was a good example of a “public/private” partnership.

Mayor Mattox stated there was “town policy” regarding placing items on public property. He stated, when Council makes their final decision on this item, they would need to take into consideration the outcome of their vote would be setting a “precedent” for all future requests with the same agenda.

Mr. Emerson stated, while riding his bicycle on the Eagle Trail, an older gentleman approached him and stated he liked the newly paved trail, but it was a long walk and he wished there were benches for resting along the trail.

Mr. Emerson stated, since the town added the Eagle Trail to English Park, there were a lot of citizens using the trail. He stated he felt the addition of a park benches on the trail would be a nice asset for the patrons of the park and trail.

Mayor Mattox stated he did not have any issue with someone donating money to fund additional benches to the town’s parks, but he was not in favor of allowing “signage” to be part of the town’s public park benches.

Mr. Coggsdale asked Council for clarification of the information they would like staff to investigate for this item. He asked if there was a particular “standard” Council would like the bench to be.

Mr. Emerson stated any new benches added to the town’s parks should be in unison with all other town benches.

Mr. George stated the suggestion was for Council to allow staff to gather park bench options, the cost for each bench, and investigate information on how the town could allow local citizens and/or businesses to participate in funding the benches for the Eagle Trail at English Park. He stated the request was not for a vote to move forward with the proposed project at that time, but just to “investigate” the possibility.

## Council Regular Meeting – October 8, 2019

Mrs. Dalton suggested any further discussion for this item be held until a future work session when staff could bring Council the requested information for their review and consideration.

All Council members were in consensus to do so.

- Mayor Mattox stated he would like to take the opportunity to “Thank” everyone that was responsible for and helped in making the newly renovated playground and splash pad at English Park a reality. He stated he had visited the area several times recently, and each time the splash pad and playground were full of children enjoying the park.

Mayor Mattox stated he hated that the new playground did not open until late summer, but looked forward to reopening the splash pad for the community next summer.

- Mr. Emerson referenced the recent “community gathering” held in support of APD Detective Tyree, who is currently battling health issues. He thanked Chief Merricks for conducting the gathering and stated he was sure it meant a lot to Detective Tyree and his family for the show of support.

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

### 13. Closed Session

There was no closed session scheduled for the October 8, 2019 Council Meeting.

### 14. 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 8:07 p.m.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk

## Council Work Session – October 22, 2019

The Altavista Town Council’s October Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on October 22, 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  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mr. Wayne Mitchell

Absent: Vice-Mayor Beverley Dalton

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 informed Council of an amendment/addition to the October 22, 2019 Council Work Session Agenda. The addition was to section three, “Recognitions & Presentations”.

- b. APD New Officer(s) – Receipt of Training Completion Certificate

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed October 22<sup>nd</sup> Council Work Session Agenda, to which there were none.

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

Motion carried:

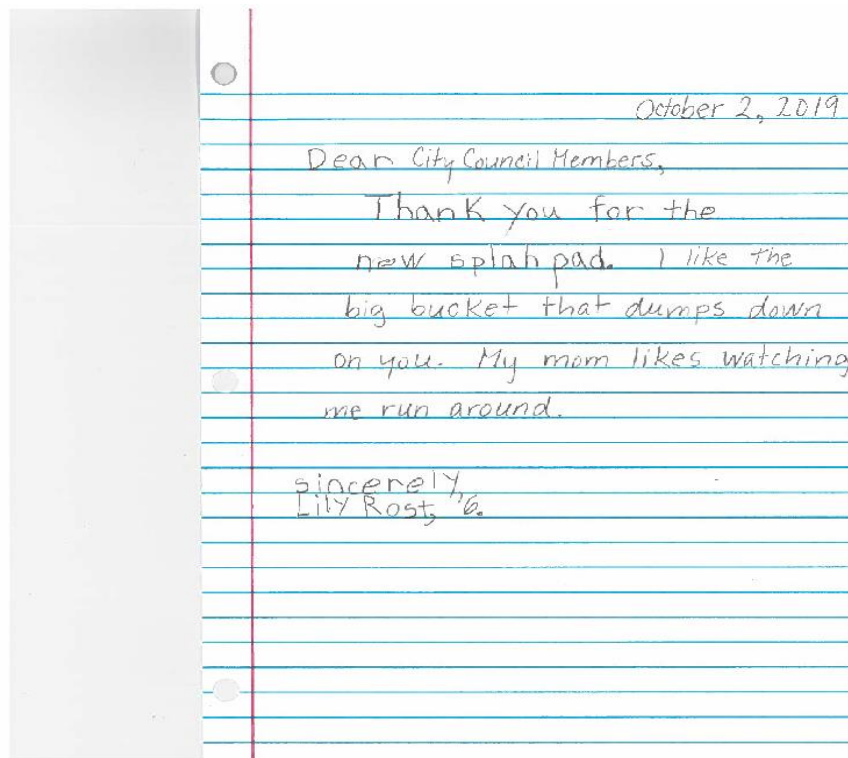
VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

3. Recognitions and Presentations

Mayor Mattox stated he would like to take the opportunity to read aloud a letter recently sent to Council by a six year old resident of Altavista, Miss Lily Rost.

Mayor Mattox asked that the letter be placed in the Council Minutes as recognition of Lily and her letter being received.

Mr. George informed Council that the local newspaper, Altavista Journal, recently did an article that featured additional letters of thanks to the town, from several Altavista Elementary School students, regarding the updated playground equipment and new splash pad at English Park.



a. FY2019 Audit Presentation

Presenter: David Foley – Robinson, Farmer, Cox Associates (RFC)

Mr. Coggsdale introduced Mr. Foley and stated he would be presenting Council with the results of Altavista's FY2019 Financial Audit for their review.

Mr. Foley gave Council a brief overview of the town's FY2019 Financial Report. He stated the report covered the time period between July 1, 2018 and June 30, 2019.

Mr. Foley stated, after an audit, his firm was required to deliver the town two documents: (1) results of the town's audited financials, and (2) a "communication letter" to those charged with governance, which in this case, is the Town of Altavista.

Mr. Foley began his presentation by noting key areas in the audit/financial report.

Mr. Foley stated, as noted in exhibit 3, page 7 of the financial report, the fund balance total of the General Fund for FY2019 was \$17,855,490. He informed Council the General Fund had an excess of revenues over expenditures in the amount of \$926,274 over last year, as indicated on page 9 of the report, (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund). Mr. Foley stated, of that amount, \$401,660 was designated in reserves as follows: \$25,000 Administration, \$20,650 Altavista Police Department, and \$356,010 Public Works/Recreation.

Councilman George asked if the fiscal year-end balance included carryovers from the previous fiscal year, to which Mr. Foley answered it did.

Mr. Foley stated page 59 of the financial report showed a comparison of the General Fund's budgeted figures (\$5.3 million) to the actual revenues received (\$5.8 million). He stated the surplus of funds was due to vacancies in town staff and projects that were budgeted for, but not completed within the 2019 fiscal year.

Mr. Foley continued stating, as noted in exhibit 7, page 11 of the report, the total net position of the Water & Sewer (Enterprise) Fund for FY2019 was \$12,522,864. He informed Council that the Water & Sewer Fund had a loss in net position in the amount of \$177,353 over last year, as indicated on page 12 (Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund).

## Council Work Session – October 22, 2019

Mr. Foley stated the FY2019 Water & Sewer projects that were approved to be carried over, totaled \$527,330 and will be funded out of reserves. The project totals are as follows: \$110,320 Water Treatment Plant, and \$417,010 Wastewater Treatment Plant.

Councilman Higginbotham asked Mr. Foley if the financial report had the Water & Sewer Fund “broken down” into individual items and amounts.

Mr. Foley stated the financial report had water and sewer reported together as one unit, but the town’s internal financial statements had the two items as individual.

Mrs. Shelton, Altavista’s Financial Director, stated, if Council desired, she would send them a copy of the water and sewer financials broken down into two items.

Mr. Foley concluded his presentation by referencing the required “communication letter” from his firm, found on page 1 of the report. He stated it provided an overview of the auditing process and an analysis of the town’s financial condition.

Mr. Foley stated there were very few audit adjustments, which, he felt, reflected highly on the town’s financial team. He stated it was “town management’s” responsibility for preparation and fair presentation of the town’s financial statements to the auditing team/firm and Mrs. Shelton and her staff had done a great job of doing so.

Mr. Foley informed Council, the “unmodified opinion”, issued to the Town of Altavista by his firm, was the cleanest opinion an auditor can give. He stated this meant that the town’s financial statements had been prepared in accordance with accepted accounting principles.

Mayor Mattox asked Council if they had any questions or concerns for Mr. Foley regarding the FY2019 Audit of the Town of Altavista’s financial statements.

- Mr. Bennett asked Mr. Foley if his audit team saw any items Council needed to be concerned with while auditing the town’s financial statements.

Mr. Foley stated there were no concerns from his team regarding the town’s financials. He stated the Town of Altavista was in “sound” (good) financial condition.

- Mr. George asked Mr. Foley if there were any “trends” in the town’s current financial practices that may cause problems, or a deficit, in the future.

Mr. Foley stated he did not see “cause for alarm” with any of the town’s current financial statements or practices. He stated the town’s ability to continue its financial stability would depend on a few different conditions, such as project management and efficient budgeting.

- Mr. Higginbotham referenced page thirteen (13) of the financial audit report. He asked Mr. Foley if he had the “depreciation schedule” for the water and sewer fund.

Mr. Foley stated the town keeps a depreciation schedule for all town assets and, as part of the audit process, his audit team is required to evaluate the documents to make sure they are kept up-to-date and correctly calculated. He stated Council could retrieve a copy of any specific depreciation document from Mrs. Shelton, Town Finance Director.

Mr. Higginbotham asked how the depreciation schedule for the water and sewer, referenced in the audit report, was calculated.

Mr. Foley stated a spreadsheet was created containing the town’s water and sewer capital assets and each asset was given a timeframe for its “useful life expectancy”. He stated the depreciation was calculated using that information.

- Mayor Mattox asked Mr. Foley for his opinion on “revenue vs. expenditures”.

Mr. Foley stated, to eliminate the possibility of future deficit, it was always “best practice” to keep expenditures in line with set revenues/budgets. He stated using funds from “reserve” should only be considered in an emergency situation, in order to keep yourself (the town) in good financial condition.

Mayor Mattox asked if he recommended localities to have financial policies, such as revenue and/or debt policies.

Mr. Foley stated, by a locality having such policies, it helps them keep their financial condition more stable. He stated a financial policy also allows a locality to better prepare for future fiscal year budgets and CIPs.

- Mr. Mitchell referenced Mr. Foley’s associated accounting firm, Robinson Farmer Cox Associates (RFC), and their audit services. He asked Mr. Foley how many other localities does his firm conduct audit services for, and also how many of those localities were the same size as Altavista or if they were larger communities.

Mr. Foley stated his firm, RFC, specializes in auditing services for local governments. He stated RFC services approximately 70% of the counties in the Commonwealth of Virginia, along with multiple cities and townships.

Mr. Foley stated he specifically services ten different localities himself, some of which are similar in size to Altavista, and some are either smaller or larger than the Town of Altavista.

Mr. Mitchell referenced Altavista’s resident population, approximately 3,600, and asked Mr. Foley was the town’s budget size generally common in comparison to the town’s size versus its resident count.

Mr. Foley stated it was.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns for Mr. Foley regarding his firm’s recent audit and results of the town’s financial statements for fiscal year 2019, to which there were none.

Mayor Mattox thanked Mr. Foley and his team/firm for their work and for his presentation of the results of the town’s FY2019 financial statements audit.

Mayor Mattox also thanked the Town Manager, Mrs. Shelton, and town staff for their work towards helping the town’s recent financial audit being a success.

b. APD New Officers – Receipt of Training Completion Certificate

Mr. Coggsdale recognized Altavista Police Chief, Thomas Merricks, and stated he would be conducting the presentation for this item.

Chief Merricks referenced two of the Altavista Police Department’s newest officers, Cory Hammock and Shawn Karr, and them finishing their Police Academy training in June 2019.

Chief Merricks stated he had recently been sent Officer Hammock’s and Officer Karr’s diplomas from the Department of Criminal Justice Service, and he would like to formally present the two officers with their diplomas in front of the Town Council.

Chief Merricks stated Officer Hammock and Officer Karr were the first two police officers he hired when he took office as the Altavista Police Chief, and continued stating he was proud of their accomplishment.

Chief Merricks presented them both with their police academy diplomas and thanked them for the good job they are doing for the Altavista Police Department.

Mayor Mattox congratulated Officer Hammock and Officer Karr and thanked them for their service to the Town of Altavista.

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

Mayor Mattox asked if there was a citizen or citizens wishing to address Council regarding any of the items on the October 22<sup>nd</sup> agenda.

- Mrs. Jane Green, 1304 Bedford Avenue, Altavista, addressed Council regarding the Avondale Drive neighborhood park and its need for some type of “shade structure” (item 6e. on the Agenda).

Mrs. Green stated she had recently observed the number of residents adjacent to the Avondale Park. She stated there are ninety (90) apartments in the immediate vicinity of the park, which have no “yard” for their children to play in. She stated there are ten homes and eight townhomes also in the nearby area and Avondale Park plays a crucial role in all of those residents being able to take their children “outside” to play.

Mrs. Green stated the playground itself was a “lovely” place for children to play, with its flat surroundings, lush grass, and nice play equipment. She continued stating, but the playground area is “hot” during the day in the summer months. She stated the only shade at the park was from trees on the back side of the park’s property, and was only in the early morning hours of the day.

Mrs. Green stated she felt Avondale Park’s surrounding neighborhood would greatly benefit from some type of “shade structure”, such as a gazebo. She stated, to the ninety adjacent apartments, and the families that live in them, the Avondale Park is their “back yard”, and for those without transportation, the only source of outdoor activity.

Mr. Higginbotham asked Mrs. Green what type of shade structure she would rather see at Avondale Park, shade “sails” or a more permanent structure, such as a pavilion.

Mr. Coggsdale shared photos of some possible options that Council would be considering when discussion this agenda item.

Mrs. Green stated she liked the shade sails, but a pavilion with a concrete platform would be more ample to hold picnic tables without worry of bad weather.

Mayor Mattox thanked Mrs. Green for her time and suggestions and for attending the meeting.

- Mrs. Kathy Davis, 1206 Avondale Drive, Altavista, also addressed Council regarding Avondale Park’s need for a “shade structure” for the park’s patrons.

Mrs. Davis informed Council she had lived in the Avondale area of Altavista all of her life. She stated the current location of her business on Avondale Drive, Davis Home, was her parent’s home when she was a child.

Mrs. Davis stated she has seen numerous children playing in the park, in both the summer and fall months, many of which are single mothers with no means of transportation to visit the larger parks in town.

Mrs. Davis shared her favor in a “permanent” structure, like the pavilion option, with picnic tables for families to utilize.

Mr. Higginbotham shared the photo of location options being considered for a shade structure, and asked Mrs. Davis which option she felt would best suit the needs of the park and its visitors.

Mrs. Davis stated having a pavilion at any of the three options would be wonderful, but from a safety aspect, she favored “option A”, because it is the closest from the road front for visibility, which would help the local police department with surveillance of the area.

Mrs. Davis had no additional comments.

Mayor Mattox asked if there were any additional citizens wishing to address Council regarding the October 22<sup>nd</sup> agenda, to which there were none.

#### 5. Public Input – Booker Building “Use Feasibility” Report

Mr. Coggsdale referenced the Town Council’s recent decision to contract Land Planning and Design Associates (LPDA) to conduct an analysis of potential uses for the Booker Building, located adjacent to English Park in Altavista.

Mr. Coggsdale stated the analysis was performed, with input from a small stakeholders group, and a draft report was recently received and distributed to Town Council and the stakeholders for their review.

Mr. Coggsdale stated, it was also Council’s desire to have input from citizens regarding improvements needed and possible future uses of the Booker Building facility for their consideration.

Mr. Coggsdale stated the request for citizen input was published on the town’s website and social media pages. He shared with Council a few emails that were sent to the town from citizens with suggestions regarding the subject.

Mayor Mattox asked if there was anyone present that would like to address Council with input on needed improvements and/or additional uses for the Booker Building facility.

- Mrs. Kathy Davis, 1206 Avondale Drive, addressed Council with her suggestions. She stated she felt the bathrooms needed to be upgraded. She also felt the facility was in need of a small kitchen area and improvements to the (inside) stage.

Mrs. Davis informed Council that she had to rent a different facility because the Booker Building did not offer AC. She suggested adding “central air” to the facility, for when it was used in the summer months.

Mrs. Davis stated the Booker Building was an underutilized facility in the Town of Altavista, but with just a few “upgrades”, the building would be more useful to the community, therefore, more profitable for the town.

- Mr. Bill Gillespie, 155 Quail Ridge Drive, addressed Council regarding the Booker Building Use Feasibility Study.

Mr. Gillespie stated, as Chairman of the Altavista Economic Development Authority (AEDA), the AEDA would like to see the Booker Building upgraded, so that Altavista could utilize the facility more often as an economic resource.

Mr. Gillespie stated the facility would be much more profitable to the town if improvements and upgrades were implemented, and he commended the Town Council for starting the process to do so.

Mayor Mattox asked if there were any additional citizens wishing to address Council with input regarding this item, to which there were none.



## Council Work Session – October 22, 2019

Mr. Coggsdale stated citizens that could not attend the October 22<sup>nd</sup> meeting, but still wished to offer Council their input for the Booker Building “uses” study, could do so by sending a written letter or an email to the town office. He stated the deadline for public input regarding this item was Friday October 25<sup>th</sup>.

Mr. Coggsdale stated, after the end of the public input timeframe, Council would discuss all input and suggestions, and then decide what the best option would be for the town moving forward with this project.

### 6. Items for Discussion

#### a. CY2020 Town Council Meeting Schedule

Mr. Coggsdale referenced the Altavista Town Council’s meeting schedule and stated they currently meet twice a month, except in December. He stated, for the past couple of years, Council had elected not to have a Work Session in December.

Mr. Coggsdale continued stating that Town Council meets on the 2nd Tuesday of each month, at 7:00 p.m., for their Regular Council Meeting, and on the 4th Tuesday of each month, at 5:00 p.m., for Council Work Sessions. He stated the meetings are conducted in the Council’s chambers of the J.R. “Rudy” Burgess Building (Town Hall) located at 510 Seventh Street.

Mr. Coggsdale stated, based on previously approved Council meeting schedules, staff had comprised a proposed CY2020 schedule. He shared the proposed schedule with Council for their review and consideration.

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

Mr. Coggsdale stated, if Council agreed with the proposed CY2020 Council meeting schedule, he would place the item on the November Regular Council Meeting Consent Agenda. He stated, if adopted, Council’s meeting schedule would be published on the town’s website and in the CY2020 Town Calendar.

All Council members agreed with the proposed CY2020 Council meeting schedule and were in consensus to place the item, as presented, on the November Consent Agenda.

#### b. FY2021 Town Budget/CIP Calendar

Mr. Coggsdale shared with Council a draft of the proposed FY2021 Budget/CIP Calendar for their review and consideration.

Mr. Coggsdale stated the calendar was largely the same as last year’s calendar, and continues to feature an option for “continued” budget work sessions, in January, February, and March, on the Wednesdays following each of Council’s regularly scheduled work sessions.

Mr. Coggsdale stated the additional work sessions allow Council ample time to consider items related to the budget and capital improvement plan, without sacrificing time needed for regular on-going town items/issues. He stated the additional continued meetings would only be utilized if Council felt they were necessary to complete the budget process.

Mr. Coggsdale stated, however, the Altavista Community Transit System (ACTS) proposed budget would be considered in December. He stated this was in order for staff to have ample time to prepare the grant application, which is due in January of each new year. He stated staff will be providing Council with a draft of the ACTS budget in mid-November for their review.

Mr. Coggsdale informed Council the budget process would begin in November, which included a “public input” session at their November Council Work Session. He stated this allows citizens an opportunity to offer ideas and/or suggestions for future town projects, for Council’s consideration, before the next fiscal year budget is developed.

Mr. Coggsdale stated there would also be an opportunity at the November Work Session for Council to offer their thoughts and/or ideas for projects they wanted staff to investigate for the FY2021 Budget/CIP. He stated this would give staff a direction to work towards, while moving forward in the budget process.

Mayor Mattox suggested to Council, the November meeting would be a great time for them to bring forth any ideas or suggestions they want to be considered for possible selection as a future CIP item.

Mr. Coggsdale asked Council to keep the “bigger picture” in mind when considering items for future Budgets/CIPs. He stated, on a larger scale, these could be such items as a new program, new policy, or policy change, all of which could affect the town’s overall budget.

Mayor Mattox asked Council if they had any questions regarding the proposed draft for the FY2021 Budget/CIP process schedule, to which there were none.

All Council members were in consensus to place this item, as presented, on the November 12, 2019 Regular Council Meeting Consent Agenda.

c. Utility Control Valve – Change Order(s) Request

Mr. Coggsdale informed Council that Mr. Tom Fore, Altavista’s Utilities Director, would be addressing Council concerning this item.

Mr. Fore gave Council some background information regarding the work being done to the water tank facility located on Clarion Road (the “Clarion Tank”) in Altavista. He stated the work included such items as “valve replacement or additions”, which were needed for the ability, not only to store water in the Clarion Tank for the Dearing Ford Road area, but also for the ability to transfer water from the Dearing Ford “zone” to the Melinda Drive “zone”, if necessary.

Mr. Fore informed Council that Anderson Construction, the contractor for this project, had initially provided the town with a change order of \$22,065.60 for the work to be done outside of Clarion Tank’s control valve “vault”, which would have exceeded the original estimated budget.

Mr. Fore stated, after further review and discussion, staff realized that Anderson did not have to build a “by-pass” around the pinch-valve vault, as staff discovered there was already an existing by-pass. He stated, the deduction in work resulted in a lower cost for the change order, in the amount of \$10,603.53, because a bypass for the pinch valve was not needed.

Mr. Fore stated, after discussion with the project’s engineer firm, Woodard & Curran, they also agreed that would be the town’s best option. He stated staff concurred with Woodard & Curran’s recommendation.

Mr. Fore stated he was bringing this item before Council, not to ask for any additional funds, but for permission to negotiate with the contractor (Anderson) regarding the mentioned credit, as Woodard & Curran recommended.

## Council Work Session – October 22, 2019

Mr. Fore stated, once Anderson Construction corrected their “pay request”, staff would finalize all the paperwork.

Mr. Fore stated, if Council allowed him to negotiate the change order request, the project’s budget would still be under the appropriated amount.

Mr. Coggsdale referenced a letter, staff had just received earlier that day, from the project’s contractor, Anderson Construction, to the project’s engineers, Woodard & Curran. He shared the letter with Council for their review.

Mr. Coggsdale stated the letter suggests the additional work for one item and the removal of another item be considered as “a wash”, and all parties involved agree to retain the original budget allocated for the project in the amount of **\$106,900**.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Higginbotham asked how staff did not know about the pinch valve vault bypass.

Mr. Fore stated there was no indication of the bypass work on any previous plans the town had regarding the vault.

Mr. Fore stated the Utility Department’s new GIS (Geographic Information System) would “footprint” all of the town’s utilities, so this type of situation would not happen again. He stated the GIS system would not only store the location of all town water and sewer lines, but also storm systems, drop inlets, and manholes maintained by the town’s Public Works Department.

Mr. Higginbotham asked if staff was currently “exercising” existing valves as preventive maintenance.

Mr. Fore answered yes they were, on an annual basis.

Mr. Mitchell asked if it was the town’s normal policy to ask for a project’s “red lines” (“as built” project plans), even after a project has been completed, to which Mr. Fore answered it was.

Mr. Fore stated the “red lines” for all current and future projects would also be entered into the town’s new utility GIS database. He stated this would allow staff to view the utilities map in “real time” during routine maintenance and future projects.

Mr. Mitchell asked Mr. Fore who keeps Altavista’s P&IDs.

- A P&ID (Piping and Instrumentation Diagram) is a graphic representation of a process system that includes the piping, vessels, control valves, instrumentation, and other process components and equipment in the system, which in this case would be the Town of Altavista’s utility system. The P&ID is the primary schematic drawing used for laying out a process control system's installation, and/or maintaining an existing one.

Mr. Fore stated P&ID drawings are kept in the maintenance shops of both the Utilities and Public Works Departments. He stated all plans are shared between each department when needed.

Mr. Mitchell asked who was responsible for maintaining the town’s P&IDs, the town, or the town’s engineers.

Mr. Fore answered, the town was responsible for maintaining its own P&ID drawings. He stated, however, staff had an ongoing relationship with Peed & Bortz to help staff with updating the “digital” copies of the town’s P&ID drawings.

Mayor Mattox asked Council if they had any additional questions or concerns regarding staff's request for permission to negotiate the change order request for the Utilities Department's Control Valve Project, to which there were none.

All Council members were in consensus to place this item on the November Regular Council Meeting Consent Agenda.

d. Project Bid Recommendations

Mr. Coggsdale referenced the recent "bid openings" conducted on October 8, 2019 by Peed & Bortz for two of the town's current projects: (1) A Chemical Storage Building at the Public Works facility, and (2) the Waste Water Treatment Plant's Electrical Upgrade – Phase One.

Mr. Coggsdale informed Council that both bids were in excess of the "engineer's opinion of probable cost" and/or the Town of Altavista's budgeted funds for the projects. He stated this was a trend other local governments were also experiencing.

Mr. Coggsdale introduced Mr. Scott Bortz, Peed & Bortz, and stated Mr. Bortz would be giving a brief overview of the received bids and would answer any questions Council may have regarding the subject.

i. Public Works - Chemical Storage Building

Mr. Bortz shared with Council the breakdown of the project's budget and the recommended contractor's estimate.

Town Budget: \$300,000

Engineering (Peed & Bortz):	\$ 32,600
<u>Low Bid (Price Buildings, Inc.):</u>	<u>\$289,600</u>
	\$322,200 (a difference of \$22,200)

Mr. Bortz noted that the "rock/earthwork" bid item totals \$12,800, but may not be needed.

Mr. Coggsdale reminded Council that this project had been budgeted for using the Highway Fund. He informed Council the town could also utilize the Highway Fund Reserves to make up for the deficit in the project's originally allocated budget.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Higginbotham asked Mr. Bortz if he had any idea of why there was such a wide margin between the highest bidder (\$468,600) and the lowest bidder (\$289,600).

Mr. Bortz stated, he felt, the current building climate was very "favorable" to the contractor. He stated, currently, most contractors had full work-loads and that influenced their ability to pick and choose which projects to pursue.

Mr. Bortz stated, after receiving their bid, he called them to confirm they had given the correct numbers and that they did not leave anything out of the bid, to which Price Building confirmed their bid was correct.

Mr. Bortz stated that Price Buildings, Inc. had been in business for almost forty years and they had done buildings for the Virginia Department of Transportation (VDOT) similar to Altavista's proposed storage building.

Mr. Bortz stated that it was Peed & Bortz's recommendation to accept the bid from Price Buildings, Inc. and award them with the Public Works Chemical Storage Building Project.

Mr. Coggsdale stated staff concurred with Peed & Bortz's recommendation.

Mr. Higginbotham referenced the town receiving "three" bids for this project. He asked Mr. Bortz's for his opinion and stated, if the town had only received two bids, should they have been opened, or should the town have waited and re-advertised a bid request.

Mr. Bortz stated he preferred to open all submitted bids. He stated it would then be up to Council whether or not they wanted to accept one of the two submitted bids, or to start the process over and hope for three bids.

Mayor Mattox asked Council if they had any additional questions or concerns regarding the recommendation by Peed & Bortz, along with concurrence from staff, to award the lowest bidder (Price Buildings, Inc.) the Public Works Chemical Storage Building Project, to which there were none.

All Council members were in consensus to place this item on the November Regular Council Meeting Consent Agenda.

ii. Utilities – Waste Water Treatment Plant (WWTP)  
Electrical Upgrade Phase I

Mr. Bortz informed Council there were four bids received at this project's bid opening on October 8, 2019. He stated there was a mathematical error in one of the bid submissions, so they were unable to accept that bid, leaving three remaining options.

Mr. Bortz stated, of the remaining three bid options, Price Buildings, Inc. had the lowest bid submission.

Mr. Bortz stated that it was Peed & Bortz's recommendation to accept the bid from Price Buildings, Inc. and award them the contract for "Phase I" of the WWTP Electrical Upgrade Project.

Mr. Coggsdale stated staff concurred with Peed & Bortz's recommendation.

Mr. Bortz informed Council, this portion of the WWTP Electrical Upgrade Project (construction only) was non-refundable through the DEQ (Virginia Department of Environmental Quality) grant package. He stated he and staff are working together, with DEQ, to insure the new generator and switchgear for this project will be eligible DEQ reimbursement.

Mayor Mattox asked if staff had an update regarding DEQ reimbursement.

Mr. Coggsdale informed Council staff recently had a meeting with DEQ and acquired the information the town needed.

Mayor Mattox asked Council if they had any questions for Mr. Bortz regarding this item.

Mr. Higginbotham asked what the reason was behind the decision not to accept one of the submitted bids for this project.

Mr. Bortz stated the reason was because the contractor forgot to include/carry over five "unit" numbers in their overall bid, so their bid was unable to be accepted. He stated the contractor had been called to confirm the discovery and they conceded to the mistake.

Mr. Coggsdale reminded Council that this was a project the town would be considering borrowing money for. He stated any money borrowed for this project would be reimbursable with Council’s recent approval of the town’s “Reimbursement Resolution”.

Mr. Coggsdale informed Council that a representative from Davenport (a financial advisory firm) would be at an upcoming November Council Meeting to discuss with Council the town’s options for borrowing, such as the Virginia Clean Water Revolving Loan Fund. He stated Davenport would also like input from Council on what type of “mechanism” they would like to use for borrowing.

Mr. Higginbotham asked what the interest rate would be for such a loan, if the town decided to borrow money for this project.

Mr. Fore, Altavista Utilities Director, stated that particular loan had an interest rate of 1.8%, and the town had been pre-qualified at that rate.

Mr. Fore stated the town was not only looking at borrowing funds for Phase One of this project, but also an option to include Phase Two and Three, which would total \$4.6 million.

Mr. Coggsdale stated the 1.8% interest rate was only guaranteed if the town “locked in” a loan in November. He stated the town could secure the 1.8% for Phase One in November, but staff was in discussions to work on the option to carry the 1.8% interest rate to the next two phases of the project.

Mayor Mattox asked Council if they had any additional questions or concerns regarding this item, to which there were none.

All Council members were in consensus to place this item on the November Regular Council Meeting Consent Agenda.

e. Avondale Park – Shade Request Follow-up

Mr. Coggsdale reminded Council of the initial request by citizens for a pavilion, or some type of “shade structure”, for use during the SPARK Summer Reading Program, which utilizes the Avondale Park for during summer break.

Mr. Coggsdale stated, based on the previous discussion regarding this item by Town Council at their September 24th Work Session, staff has gathered shade options for Council’s consideration regarding the request.

Mr. Coggsdale shared with Council the possible placement/location options for a shade structure. He also shared with Council pictures of different “shade sails”, and their cost, for Council’s review and consideration.

o Shade Sails:

Rectangular	15x22	\$3,500
Hexagon	18’ diameter	\$5,500
Cantilever	20x18	\$5,900
Quad Sails	20x20	\$6,600
Sand Dollar	20x20	\$8,200

(The “shade sail” options are a GameTime product and quoted by Cunningham Recreation)

Mr. Coggsdale asked Council to keep in mind the cost shown associated with each sail option was for materials and delivery only. He stated the quotes did not include set up of the equipment or any “concrete work” (a concrete pad/foundation for a pavilion or a shade structure to be built on).

Mr. Coggsdale reminded Council there were no funds allocated in the FY2020 budget for this item, as the request/suggestion was made after the budget was finalized.

Mr. Higginbotham asked if shade sails were permanent or if they could be taken down during winter months.

Mr. Coggsdale referenced the town’s existing shade sails, located at the Gateway entrance to English Park, at the lower end of Broad Street. He stated, the fabric sail(s) are removed before winter, but the structure’s framework remained in place.

Mr. Coggsdale stated, keeping the original discussion on this item in mind, he also had “temporary” options, such as a pop-up tent, for Council’s consideration.

Mayor Mattox stated, he felt Council’s original intent of only offering temporary shade for six weeks out of the year had changed to adding a permanent structure to the park, so the surrounding community could enjoy the park’s amenities all year.

All Council members agreed with Mayor Mattox that a permanent structure would be the best shade option/solution for Avondale Park.

Mr. Bennett asked how many children attended the SPARK program when it was being held at the Avondale Drive Park.

Mrs. Jane Green, SPARK Director, stated there were up to twenty children that participated in the program at that location.

Mr. Bennett stated he was inquiring so Town Council could get an idea of how large of a shade structure was needed at the park. He stated any size structure would be used and appreciated by the community surrounding the park, but if the town was going to spend the money to place a structure there, he felt it should accommodate all the needs of the surrounding community, which included the SPARK Program.

Mr. Coggsdale gave Council an example to reference. He stated the largest pavilion in English Park was a 30’x45’ facility that held ten or twelve tables at that location.

Mayor Mattox asked Council to keep in mind the size of the Avondale Park and how much parking was available.

Mr. Coggsdale agreed and stated the Avondale Drive Park was considered a “neighborhood park”, not a community park like the larger English Park.

Mr. Higginbotham referenced Council’s previous conversation regarding this item and stated the original suggestion was to choose a pavilion size that could accommodate three picnic tables.

Mayor Mattox asked Council if they had any additional comments or questions regarding this item.

Mr. Bennett stated his favor in placing a small pavilion at the Avondale Drive Park, and asked staff to investigate size options that would accommodate Council’s desire for three or four picnic tables at the pavilion.

Mr. George stated he also favored a permanent structure (pavilion) over a shade sail for the shade solution at Avondale Park. He referenced the 20x20 pavilion he sent staff and Council a picture of for consideration, and stated the cost for that particular pavilion would be \$18,000 for materials and delivery.

Mr. George stated the pavilion he suggested was made of cedar, pre-fabricated in Pennsylvania, then disassembled and delivered to Altavista. He stated the proposed 20x20 pavilion could be altered to the town's needs.

Mr. George suggested the town utilize local Boy Scouts, needing a project to acquire their Eagle Scout status, to help build the pavilion.

Mr. Emerson asked Mr. George if the pavilion he suggested had an option for a colored "metal" roof, to which Mr. George stated it did.

Mr. George also suggested Council consider adding shade sails over the playground equipment, to keep it cooler in the summer months for children to play on.

Mr. Emerson suggested, if the town decided to also add shade sails over the playground equipment that the roof of the adjacent pavilion metal and in the same colors of the playground equipment's shade sails.

Mr. Higginbotham stated he did not favor Mr. George's proposal that the pavilion be made of cedar, because of cedar's higher cost over other wood materials. He stated he did, however, favor Mr. George's suggestion to utilize local Boy Scouts for the project.

Mr. Higginbotham suggested staff consult with local Boy Scout troops to find out if there are any scouts needing a project for their Eagle Scout requirement.

Mr. Higginbotham stated he also favored Mr. Emerson's suggestion of using metal for the proposed pavilion's roof. He stated using metal on the roof would save the town time and money on future maintenance costs.

Mr. Higginbotham also stated, if the town was concerned about the "wrong crowd" hanging out at the pavilion after it was completed, they could consider adding a security camera to the park's facility to help deter any unwanted behavior.

Mayor Mattox stated he also favored using metal on the roof of the proposed Avondale Park pavilion. He stated his main goal would be to have a safe environment and a soundly built structure for the Avondale Drive community to enjoy for many years to come.

Mayor Mattox stated, if Council desired, building a pavilion at the Avondale Park location could be "phase one" of this project, and installing shade sails over the park's playground equipment could be "phase two" of the project. He stated having two phases for this project would keep the additions in separate fiscal year budgets.

Mr. Higginbotham referenced a picture shared with Council earlier that suggested there was shade at the park at certain times of the day. He stated he agreed with Mayor Mattox regarding the pavilion being the highest priority and adding shade sails over the playground equipment could be addressed at a later date.

Mr. Emerson referenced the Mayor's and Mr. Higginbotham's comments regarding the town's concerns for safety at the Avondale Drive Park. He stated he felt Council should never base their decisions on whether something may or may not happen.



Mr. Emerson stated he was confident the Altavista Police Department (APD) was equipped to handle any situations that may occur at any of the town's parks.

Mr. Emerson stated he was in favor of the pavilion option for adding shade to Avondale Park. He suggested option A (located on the left side of the park) because it was closest to the park's parking area and easiest for APD surveillance.

Mr. Emerson suggested Council first decide on a size for the pavilion, which would then allow them to determine how many picnic tables the space would hold.

Mr. Emerson stated he also favored adding shade sails over the existing playground equipment, preferably in the same color as the pavilion's proposed metal roof.

Mr. Mitchell stated he agreed with other Council members that a pavilion was the best structure option for adding shade to Avondale Park. He favored a small size pavilion to accommodate three or four picnic tables.

Mr. Mitchell stated he also favored "option A's" location for the pavilion's placement and he favored the suggestion of having a metal roof on the pavilion.

Mr. Mitchell referenced the other shade options mentioned, such as the temporary "pop up tents". He stated, even though Council did not favor those options for Avondale Park, they were good options the town's Parks and Recreation Committee or the SPARK Program could use for special events.

Mr. Mitchell referenced the suggested "shade sails" for the playground equipment at Avondale Park. He asked if there were shade sails over any other playgrounds in town.

Mr. Coggsdale stated shade sails are a newer concept for parks and playgrounds. He stated Shreve Park's playground improvements had the shade sails incorporated into the proposed plan.

Mr. Coggsdale informed Council that he was currently in the process of investigating whether or not shade sails could be "retro-fitted" to the Avondale Park's existing playground equipment.

Mayor Mattox asked Council to confirm they were in consensus to move forward with planning to place a small pavilion, at the "option A" location, at Avondale Park. He stated there also seemed to be a consensus from Council for the pavilion to have a metal roof and concrete pad/foundation for picnic tables.

Mayor Mattox asked staff to continue investigating whether or not shade sails could be added to the playground equipment at Avondale Park and, if so, the cost of doing so. He stated Council could then evaluate the information to decide whether or not the proposed item was feasible to complete at the same time as the pavilion, or if the town would need to place the item in a future CIP Budget.

Mr. Coggsdale reminded Council there were no funds allocated in the current budget for the proposed Avondale Park Pavilion Project. He stated Council would need to decide when they would like to see the project completed.

Mr. Coggsdale stated the project could be placed on FY2021's CIP Budget and construction could start after the CIP Budget goes into effect July 1, 2020. He stated, if Council desired the project to be completed sooner, they would need to approve the allocation of reserved funds.

## Council Work Session – October 22, 2019

Mayor Mattox suggested Council wait for staff to gather the cost of each item for the proposed project, before making a decision on a desired timeframe.

Mr. Higginbotham suggested, if Council desired to complete the project before the next fiscal year budget was implemented (July 1, 2020), allowing staff to move forward with allocating reserve funds. He stated he also favored utilizing a local Eagle Scout candidate to help with the project's construction.

Mr. Bennett suggested adding "insulation board" under the pavilion's metal roof. He stated adding insulation under the roof would help keep the pavilion area cooler.

Mr. Higginbotham stated keeping the gable ends of the roof open would also help keep the pavilion space cooler.

Mr. George asked if any of the park pavilions in town had ceiling fans, to which Mr. Coggsdale answered they did not.

Mr. George stated, from a Parks and Recreation committee member standpoint, he would like to see the project started on before July 1<sup>st</sup> (next fiscal year), so the pavilion could be completed and usable by the start of next summer.

Mr. Emerson agreed with Mr. George that Council should consider approving the Avondale Park Pavilion Project sooner rather than later. He stated he also favored allocating reserve funds to the project in order to move the project forward.

Mr. Coggsdale asked Council what their ideal timeframe would be for the project.

Mayor Mattox stated, and Mr. Emerson agreed, the project should start as soon as possible, and hopefully be completed by spring of next year (2020).

Mr. Higginbotham suggested the concrete pad/floor of the pavilion be larger than the pavilion itself in order to adequately allow for water drainage.

Mr. Coggsdale stated, if Council desired, staff would begin the process of acquiring (at least three) quotes for the Avondale Park pavilion and its concrete work.

Mr. Coggsdale stated he would also contact local Boy Scout troops to see if there was a scout needing an Eagle Scout project to work on.

Mr. Coggsdale asked Council, if the town was unable to acquire the assistance of an Eagle Scout Candidate, did they still want to move forward with the project, or were they willing to wait until one became available.

Mayor Mattox asked Council if they had any additional questions or concerns regarding this item, to which there were none.

### Regarding Avondale Park – Shade Structure Request

There was a consensus of Council for all of the following items related to this project:

- The town would allocate reserve funds for the project.
- The new shade source to be a "small" pavilion.
- The pavilion to be located at "option A" of the three proposed choices (left side of the park from the road view).
- The pavilion to have a metal roof – preferably color.
- The pavilion to have a concrete floor.
- The pavilion to have picnic tables (the number to be determined).
- Desired completion date to be spring/early summer 2020.
- Consensus to move forward with the Avondale Park Pavilion Project, with or without the assistance of an Eagle Scout Candidate.
- Addition of "sun sails" over the playground equipment (if feasible).

f. Recreation Committee Report

Mr. Coggsdale informed Council the following three items had been discussed by the Altavista Parks and Recreation Committee over the past several months. He stated the items were being presented to Council as an update/follow up to those discussions.

i. Shreve Park Improvements

Mr. Coggsdale reminded Council the Shreve Park Playground Improvement Project, which includes replacing the existing playground equipment and construction of a new bridge across the creek adjacent to the playground, was previously approved (\$175,000) and included in the FY2020 CIP and Budget.

Mr. Coggsdale informed Council the design and playground equipment supplier for this project was Cunningham Recreation, a US Community Grant Program affiliate. He stated the GameTime playground equipment proposed for this project was the same equipment used at the newly renovated English Park playground.

Mr. Coggsdale shared photos with Council for a visual review of the playground improvements proposed for Shreve Park. He stated it was staff's goal to move forward with the playground component of the project as soon as possible, but to continue evaluating options for the new bridge.

Mr. Coggsdale stated, although the current photos did not show a sidewalk, the completed project would have a sidewalk connecting the bridge to the playground, and the playground to the large pavilion located at the park.

Mayor Mattox asked Council if they had any questions concerning this item.

Mr. Bennett asked if an ADA (American Disabilities Act) accessible swing could be added to the playground's renovation plan.

Mr. Coggsdale stated staff would research available options and costs for the suggested item and also how an ADA swing could be incorporated into the plan.

Mr. George stated he liked the proposed plan for the Shreve Park playground improvements. He stated he also liked knowing the proposed renovation included sidewalks, making it ADA accessible to the playground and large pavilion because at present time, English Park was the only park in town that had the accommodating feature.

Mr. Higginbotham stated he had concerns regarding the new bridge associated with the Shreve Park improvement plan. He stated he would rather see a steel bridge for function and longevity, rather than "laminated wood" for visual esthetics. He stated he felt a "laminated material" would be higher maintenance for the town, meaning more costly in the long run.

Mr. Higginbotham suggested staff check with local bridge contractors regarding this item.

Mr. Coggsdale stated, since the bridge was an entrance point for patrons of the park, he would like it to be both functional and visually attractive.

Mr. Coggsdale stated staff would continue to investigate bridge options for Council's consideration, and hopefully find an option that would meet all of the town's desired requirements.

Mayor Mattox referenced the creek at Shreve Park where the new bridge would be installed. He stated the creek, at its widest point, was only 8-10 feet wide.

Mayor Mattox suggested the bridge only be wide enough to accommodate pedestrians and a small utility vehicle for park maintenance.

Mr. Coggsdale informed Council, when the town's Public Works Department needed to enter the park, they currently have to drive through the creek.

Mr. Fore stated, from the DEQ's stand point, the town was only allowed to cross the creek in a vehicle once per calendar year.

Mr. Higginbotham asked how many times Public Works needed to enter the park through the creek access.

Mr. Garrett, Public Works Director, stated his department only drives through the creek when there is an emergency situation, but staff has to enter the park every day for upkeep and/or maintenance.

Mr. Coggsdale suggested Council consider having the new bridge accommodate both pedestrians and maintenance vehicles. He stated a wider bridge would also ensure that EMS vehicles would be able to enter the park in case of an emergency, but not having to drive through the creek.

Mr. Emerson stated he was in favor of the proposed plans for the Shreve Park playground improvements.

Mr. Emerson asked if any of Shreve Park's existing playground equipment was "salvageable". He suggested, if so, the equipment be relocated (individually) to some of the riverside and trail rest areas located at English Park.

Mr. George, Council's Parks & Recreation Liaison, favored Mr. Emerson's idea.

Mr. Coggsdale stated staff would have the used playground equipment evaluated for reuse as it was being taken down and removed from Shreve Park.

Mr. Mitchell stated, if the need for a town vehicle to enter the park through the creek only happens once or twice per year, he favored the new bridge to only be wide enough to accommodate pedestrians, bikes, and small utility vehicles.

Mayor Mattox asked Council if they had any additional questions or concerns regarding this item, to which there were none.

ii. Splash Pad – Operational Review/Input

Mr. Coggsdale shared with Council a list of items, created from input by staff and the Parks and Recreation Committee, regarding concerns that need to be reviewed and possibly addressed before the splash pad facility, located in English Park, is reopened in May 2020.

Mr. Coggsdale asked Council to review the list and give staff their input regarding the existing items on the list. He stated this was also a good time for Council to offer their suggestions or voice any concerns they want to see discussed or addressed. He stated they could do so by phone or email to him.

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

Mr. Coggsdale informed Council he would compile all submitted suggestions and place this item on the January 2020 Council Work Session for further review and discussion.

Council members were all in consensus to do so.

iii. Park Amenities – Donation Policy Consideration

Mr. Coggsdale reminded Council that this item was previously discussed at their regular October meeting. He stated staff was directed to bring back additional information on “donation policies” and the cost of different bench options.

Mr. Coggsdale referenced the three samples he shared with Council regarding park amenity donation policies. He stated, if Council desired, they could use the samples as a guideline for how they wanted the donation process and requirements to be initiated for the Town of Altavista.

Mr. Coggsdale also shared with Council the costs for different bench options, such as heavy duty plastic, metal, and wood. He stated any of the options could be engraved or a plaque placed on the bench.

Mayor Mattox suggested Council first consider which policy option they felt would be the best fit for Altavista, before moving forward with considering bench options.

Mayor Mattox stated he favored the “Chesapeake Donation Program” option. He stated the Chesapeake policy focused on individual citizens donating, not businesses. He stated he did not favor allowing businesses to purchase benches, so there would be no advertising signs or logos on Altavista’s park benches.

Mr. Coggsdale stated the Chesapeake Donation Program/Policy stated Management had the final say in the bench donation process, including, but not limited to, the style and location of any bench being placed in the town’s parks.

Mr. Coggsdale stated the policy also designated what could and could not be stated on a bench’s plaque, such as a personal memorial or commemorating an event, not logos or advertisements.

Mr. Higginbotham stated a large plaque would take away from the simplicity and visual esthetic of a park bench. He stated he favored a small plaque, with only two to three lines of writing allowed.

Mr. Mitchell stated he also favored the Chesapeake Donation Program and the restriction option of not allowing Altavista’s town parks to be commercialized with business logos on the park benches.

Mr. Bennett asked, if an individual donated money to the Town of Altavista towards the placement of a park bench with their name on the bench/plaque, for the town to find out later that person was not of “good character”, would the town still have to leave the plaque on the bench, or could it be removed.

Mayor Mattox stated the Chesapeake’s policy stated the donation for a bench plaque was for a ten year term, to which Mr. Coggsdale confirmed.

Mayor Mattox stated, if the situation arose, the decision would be up to Council on whether to remove a bench plaque or not. He stated a plaque was usually done in “memory” of a loved one, so the issue would be unlikely.

## Council Work Session – October 22, 2019

Mayor Mattox stated the town could tailor their policy to include any items Council desired for it to have, such as excluding “living” individuals.

Mr. George asked if Council was suggesting not to allow local businesses to contribute or donate money to be used for town park benches.

Mayor Mattox answered stating not if they were looking to have a plaque with their name on it be part of the bench. He stated, then the parks become commercialized with company logos.

Mr. Higginbotham asked if a local business were interested in donating the money needed to fund the new pavilion suggested for Avondale Park, if the town would turn the money down because it would be advertising that business.

Mr. Coggsdale stated, at that time, the town did not have a policy to say whether they could or couldn't, so it would be in the town's best interest to initiate a donation policy for such reasons.

Mr. George stated he felt the only restrictions in the town's desired amenity donation policy should be not allowing political or religious views to be displayed on bench plaques.

Mr. Coggsdale stated that particular restriction was mentioned in the Chesapeake Donation Program sample policy.

Mr. Emerson asked, if local business, like Abbott Labs, were to donate funds and designated it to be used for benches in Altavista's parks, would the town turn it down because they were a business.

Mr. George stated he was not against corporate sponsors for town amenities.

Mr. Eller referenced one of the other sample policies, from Bolder Colorado, and stated their policy included restrictions on corporate sponsorship depending on what products the company sold, such as tobacco.

Mr. Coggsdale stated Altavista could allow for corporate sponsorship in the town's donation policy, but restrict signage (plaques) for benches to the company name only, not advertisement of their products or services.

Mayor Mattox asked Council if they had any additional questions or comments regarding this item.

Mr. Higginbotham stated, since Council all seemed to favor the Chesapeake Donation Program/Policy, he suggested allowing staff use it as a template, along with Council's suggestions, to compile a “rough draft” policy for Altavista.

Council was in consensus to allow staff to do so.

Mr. Coggsdale stated he would place the item, of Altavista's Park Amenities Donation Policy “rough draft”, on a future work session for Council's review and further discussion.

Mr. George asked if Council needed to decide on a specific bench style now, or if they should wait until the policy process was completed.

Mr. Coggsdale stated it depended on whether or not Council wanted benches placed in the park now, or only when donations were submitted/accepted for that purpose.

## Council Work Session – October 22, 2019

Council was in consensus that the newly paved portion of Eagle Trail, in English Park, was in need of park benches now.

Mr. Coggsdale stated the town could choose to pay for and place park benches on Eagle Trail now and be reimbursed when donations were received for purchasing the bench's honorary or memorial plaques.

There was a consensus by Council members to do so.

Mr. Higginbotham suggested choosing metal benches for the park trail, instead of plastic. He stated metal would be more durable and also help deter vandalism.

Mr. Mitchell stated he favored the "Greenway" bench style from the available options shared with Council, which is metal.

Mr. George referenced the Greenway bench style. He stated the picture of the bench showed a small plaque located in the middle of the bench, which was similar to the desired size mentioned by Council for donation recognition purposes.

Mr. Coggsdale informed Council that benches are available in 4', 6', 8', and 10' lengths and the cost of each would depend on Council's preference in size.

Mayor Mattox suggested staff work with the Altavista Parks and Recreation Committee to determine how many benches were needed on the Eagle Trail and their location placement.

Mr. George stated, if a bench was placed every half mile of the trail, three would currently be needed. He stated if the desired "loop" of the trail was completed in the future, then two more would eventually be needed.

Mayor Mattox asked Council if they had any additional questions or comments regarding this item, to which there were none.

Council was in consensus to allow staff to move forward with placing three new, Greenway style benches, on the newly paved portion of Eagle Trail.

Council was also in consensus to allow staff to work with the Altavista Parks and Recreation Committee to make a decision of the best location along the trail to place the three new benches.

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

Mayor Mattox asked if there was anyone attending the meeting that would like to address Council regarding an item or issue that was not on the October work session agenda.

Mrs. Kathy Davis, 1206 Avondale Drive, Altavista, addressed Council regarding property maintenance.

Mrs. Davis asked Council if the town had a policy in place stating residents were responsible for maintaining their property properly, without becoming a visual nuisance to their neighbors. She asked, if so, was it enforceable if a citizen complained about an adjacent neighbor not complying with the policy.

Mayor Mattox stated the town did have such a policy in place. He stated the town was currently looking into how the policy could be better enforced in order to deter the issue.

Mrs. Davis suggested the town be divided into sections for surveillance and enforcement of the property maintenance policy.

Mayor Mattox assured Mrs. Davis the issue was a “high priority” for the town and it was being investigated/evaluated for a viable solution to the issue.

Mrs. Davis had no additional comments.

Mayor Mattox thanked Mrs. Davis for attending the meeting and her concerns.

## 8. Matters from Council

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

- Mr. Bennett asked that the stop light at the 9<sup>th</sup> Street and Amherst intersection be checked. He stated, during night hours, he felt the light was changing too quickly.
- Mr. George referenced the Eagle Trail at English Park recently being closed. He asked if there was any update on when it will be reopened.

Mr. Garrett stated the trail closure was due to the under face of the railroad trusses, crossing over the trail, needing to be repaired. He stated the loose boards were a safety issue/hazard and the engineers responsible for the project suggested the trail stay closed until the repairs were completed.

Mr. Coggsdale stated it was staff’s goal to reopen the trail as soon as possible. He stated staff would keep Council updated on the progress of the repair work.

- Mr. Higginbotham had no additional comments at that time.
- Mayor Mattox asked Council and staff to continue supporting APD Officer Derek Tyree’s recovery and to keep him in their thoughts and prayers.
- Mr. Emerson had no additional comments or concerns at that time.
- Mr. Mitchell had no additional comments or concerns at that time.

Mayor Mattox asked Council and staff if they had any additional questions or comments.

- Mr. Coggsdale informed Council the sale of the former EMS building, located at North Main Street, had been finalized. He stated he would place the item on a future meeting agenda for Council to discuss appropriating funds from the sale.
- Mr. Coggsdale also informed Council that staff had completed the first phase of removing the “old structure” on Eagle Trail at English Park.

Mr. Emerson asked what the next step was regarding the project.

Mr. George stated the Parks and Recreation Committee would collaborate with staff regarding adding handrails to the remaining structure.

Mr. Garrett stated that one corner of the remaining (concrete) structure had some damage. He recommended placing a four inch finishing slab over the entire structure to ensure the structure’s durability and that the desired handrails could be incorporated into the structure.



## Council Work Session – October 22, 2019

Mr. George referenced a recent discussion between himself and Mr. Garrett, and stated staff and the Parks and Recreation Committee favored having the finished concrete work “stamped” to look like pavers.

Mr. George suggested the finished structure have a “ramp” access instead of stairs.

Mr. George also suggested the town could collaborate with local Boy Scout troops offering the needed ramp as a possible Eagle Scout project.

Mr. Emerson stated there was a beautiful view of the area from the structure and the finished project would be an asset to the trail and the town.

- Mr. Fore informed Council there would be thirty-five (35) EPA representatives visiting Altavista’s Water Treatment Plant on Wednesday, October 23<sup>rd</sup>.

Mr. Fore stated the EPA representatives would be testing the town’s water and water system, as well as evaluating the daily tasks performed by the water plant. He stated they would be offering the town suggestions and/or recommendations for possible improvements.

Mr. Higginbotham asked where the EPA representatives were from, to which Mr. Fore stated they were from Massachusetts, Pennsylvania, New York, and West Virginia.

Mr. Higginbotham asked why the EPA was visiting Altavista’s water plant.

Mr. Fore stated the EPA sends teams of representatives to water treatment facilities across the county to help improve plant operations and the country’s water systems.

Mr. Fore stated the EPA’s financial team, located in Virginia, also helps localities, and their water facilities, with suggestions for projects that can be grant funded.

There were no additional concerns from Council or Town Staff.

Mayor Mattox reminded Council of the upcoming County/Town Annual Dinner and Meeting on Tuesday, November 19<sup>th</sup>. He stated the event was a good opportunity to build relationships between localities/communities.

### 9. Closed Session

There was no closed session scheduled for the October 22, 2019 Council Work Session.

### 10. Adjournment

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

The meeting was adjourned at 7:00 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 04/2020  
FROM: 10/01/2019 TO: 10/31/2019

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
39395	6	ALTAVISTA AREA YMCA	10/04/2019	25,000.00
39396	303	ALTAVISTA CHAMBER OF COMMERCE	10/04/2019	5,000.00
39397	170	ALTAVISTA ON TRACK	10/04/2019	1,250.00
39398	901	ANDERSON CONSTRUCTION INC	10/04/2019	43,394.67
39399	886	AT&T MOBILITY	10/04/2019	267.68
39400	103	BEACON CREDIT UNION	10/04/2019	280.00
39401	16	CAMPBELL COUNTY UTILITIES & SE	10/04/2019	4,133.64
39402	145	CHANDLER CONCRETE CO INC	10/04/2019	765.00
39403	699	CLEARWATER INC	10/04/2019	424.67
39404	9999997	COLINGER, RHONDA W	10/04/2019	82.69
39405	28	COLUMBIA GAS	10/04/2019	175.80
39406	906	CRAMER MARKETING	10/04/2019	190.27
39407	9999998	Davis, Krystal	10/04/2019	150.00
39408	1	DEREK TYREE	10/04/2019	22.00
39409	283	EECO	10/04/2019	1,093.66
39410	394	ELECTRONIC SYSTEMS INC	10/04/2019	58.51
39411	20	J JOHNSON ELLER JR	10/04/2019	2,000.00
39412	41	FISHER SCIENTIFIC	10/04/2019	56.36
39413	9999998	GRAY, ALEXANDRA	10/04/2019	150.00
39414	57	ICMA RETIREMENT TRUST-457 #304	10/04/2019	270.00
39415	566	INTEGRATED TECHNOLOGY GROUP IN	10/04/2019	4,188.76
39416	1	KENNETH MOOREFIELD	10/04/2019	4.24
39417	1	MARY HALL	10/04/2019	15.80
39418	121	MULTI BUSINESS FORMS INC	10/04/2019	1,376.42
39419	860	MUNICIPAL EMERGENCY SERV DEPOS	10/04/2019	863.46
39420	358	PHILLIPS EQUIPMENT CORPORATION	10/04/2019	2,573.84
39421	843	BETTY PICKERAL	10/04/2019	1,000.00
39422	905	RANDALL PATTERSON PAVING/SITE	10/04/2019	136,220.00
39423	884	RESERVE ACCOUNT	10/04/2019	3,000.00
39424	78	SUPERION LLC/CENRALSQUARE CO	10/04/2019	10,000.00
39425	1	TAYLOR THOMPSON	10/04/2019	50.00
39426	872	TIAA COMMERCIAL FINANCE INC	10/04/2019	153.00
39427	85	TREASURER OF VA /CHILD SUPPORT	10/04/2019	1,193.63
39428	35	TREASURER OF VA/VITA	10/04/2019	5.79
39429	9999997	TWEEDY, MELANIE	10/04/2019	83.77
39430	834	ULINE	10/04/2019	361.91
39431	904	VARI SALES CORPORATION	10/04/2019	4,250.00
39432	110	VUPS INC	10/04/2019	74.55
39433	658	WKDE-FM	10/04/2019	110.00
39434	793	XEROX FINANCIAL SERVICES	10/04/2019	382.00
39435	128	ADAMS CONSTRUCTION CO	10/11/2019	513.62
39436	4	BOXLEY AGGREGATES	10/11/2019	1,923.89
39437	12	BRENNTAG MID-SOUTH INC	10/11/2019	2,453.22
39438	693	BUILDING BLOCKS OF VA INC	10/11/2019	380.00
39439	19	CARTER MACHINERY CO INC	10/11/2019	7,659.34
39440	754	D L BRYANT HEATING & COOLING	10/11/2019	603.65
39441	164	DMV	10/11/2019	475.00
39442	36	DOMINION VIRGINIA POWER	10/11/2019	52,611.79
39443	119	FOSTER ELECTRIC CO INC	10/11/2019	607.52
39444	50	GRETN TIRE INC	10/11/2019	1,703.00
39445	274	HAJOCA CORPORATION	10/11/2019	299.07

39446	386	IDS SECURITY	10/11/2019	72.00
39447	1	JASON FERMANIS	10/11/2019	45.00
39448	1	JOHN HENDERSON	10/11/2019	25.00
39449	871	L&A'S LAWN CARE & CLEANING SER	10/11/2019	5,650.00
39450	796	LAND PLANNING AND DESIGN ASSOC	10/11/2019	1,848.75
39451	411	MANPOWER	10/11/2019	164.30
39452	860	MUNICIPAL EMERGENCY SERV DEPOS	10/11/2019	913.00
39453	133	MYERS & RHODES EQUIP CO INC	10/11/2019	162.68
39454	300	NAPA AUTO PARTS	10/11/2019	1,275.47
39455	536	NATIONAL METER & AUTOMATION	10/11/2019	1,308.65
39456	9999998	NEW BEGINNINGS BAPTIST CHURCH	10/11/2019	150.00
39457	67	ORKIN PEST CONTROL LLC	10/11/2019	318.65
39458	816	PACE ANAYLTICAL SERVICES LLC	10/11/2019	751.67
39459	907	POSM SOFTWARE	10/11/2019	500.00
39460	510	RIVER VALLEY RESOURCES LLC	10/11/2019	162.70
39461	857	RIVERSTREET NETWORKS	10/11/2019	369.31
39462	310	SIMPSON, RICKY	10/11/2019	VOID
39463	866	SOUTHERN PLAYGROUND INC	10/11/2019	63,517.00
39464	186	THE NEWS & ADVANCE	10/11/2019	1,746.00
39465	92	UNIFIRST CORP	10/11/2019	2,333.40
39466	900	US BANK EQUIPEMENT FINANCE	10/11/2019	232.66
39467	601	VACORP	10/11/2019	304.56
39468	756	WAGeworks INC	10/11/2019	115.15
39469	9	AFLAC	10/18/2019	3,168.33
39470	84	ALTAVISTA JOURNAL	10/18/2019	339.54
39471	685	ARC3 GASES	10/18/2019	1,023.12
39472	908	JEFFREY ARTHUR	10/18/2019	174.00
39473	103	BEACON CREDIT UNION	10/18/2019	280.00
39474	1	DALE DUNHAM	10/18/2019	12.50
39475	301	ENGLISH'S LLC	10/18/2019	2,050.53
39476	40	FEDERAL EXPRESS CORPORATION	10/18/2019	170.30
39477	118	FERGUSON ENTERPRISES LLC	10/18/2019	7,864.24
39478	332	HURT & PROFFITT INC	10/18/2019	23,985.00
39479	57	ICMA RETIREMENT TRUST-457 #304	10/18/2019	270.00
39480	58	INSTRUMENTATION SERVICES INC	10/18/2019	708.00
39481	349	J L CRAWFORD & SONS INC	10/18/2019	975.00
39482	411	MANPOWER	10/18/2019	657.20
39483	218	MINNESOTA LIFE	10/18/2019	99.06
39484	68	ORKIN PEST CONTROL	10/18/2019	351.44
39485	467	SONNY MERRYMAN INC	10/18/2019	379.66
39486	9999998	SONNY MERRYMAN, INC	10/18/2019	150.00
39487	85	TREASURER OF VA /CHILD SUPPORT	10/18/2019	1,141.63
39488	294	BUSINESS CARD	10/25/2019	13,231.01
39489	427	CENTURYLINK	10/25/2019	1,145.92
39490	32	CONTROL EQUIPMENT CO INC	10/25/2019	10,851.75
39491	1	DEREK TYREE	10/25/2019	238.78
39492	283	EECO	10/25/2019	79.99
39493	119	FOSTER ELECTRIC CO INC	10/25/2019	4,574.23
39494	851	FRIZZELL CONSTRUCTION INC	10/25/2019	31,775.57
39495	52	HACH COMPANY	10/25/2019	4,552.52
39496	622	HEYWARD SERVICES INC	10/25/2019	3,932.50
39497	566	INTEGRATED TECHNOLOGY GROUP IN	10/25/2019	1,774.40
39498	143	KONE INC	10/25/2019	1,883.41
39499	411	MANPOWER	10/25/2019	657.20
39500	80	SOUTHSIDE ELECTRIC COOP	10/25/2019	1,168.46
39501	778	SPRINT	10/25/2019	1,102.09
39502	136	USABLUBOOK	10/25/2019	769.95

39503	128	ADAMS CONSTRUCTION CO	10/31/2019	348.75
39504	91	ANTHEM BLUE CROSS/BLUE SHIELD	10/31/2019	39,183.00
39505	886	AT&T MOBILITY	10/31/2019	267.68
39506	103	BEACON CREDIT UNION	10/31/2019	280.00
39507	12	BRENNTAG MID-SOUTH INC	10/31/2019	1,497.60
39508	9999998	CLIMBING HIGHER MINISTRIES	10/31/2019	150.00
39509	28	COLUMBIA GAS	10/31/2019	185.64
39510	122	FEREBEE-JOHNSON COMPANY INC	10/31/2019	692.22
39511	9999998	HORIZON BEHAVIORIAL HEALTH	10/31/2019	150.00
39512	57	ICMA RETIREMENT TRUST-457 #304	10/31/2019	270.00
39513	9999998	King, Angela	10/31/2019	150.00
39514	411	MANPOWER	10/31/2019	657.20
39515	1	MILLER ELECTRIC LLC	10/31/2019	400.00
39516	860	MUNICIPAL EMERGENCY SERV DEPOS	10/31/2019	933.46
39517	798	PEED & BORTZ LLC	10/31/2019	27,209.00
39518	843	BETTY PICKERAL	10/31/2019	1,000.00
39519	310	SIMPSON, RICKY	10/31/2019	1,420.00
39520	872	TIAA COMMERCIAL FINANCE INC	10/31/2019	153.00
39521	85	TREASURER OF VA /CHILD SUPPORT	10/31/2019	1,141.63
39522	909	WESCO DISTRIBUTION INC	10/31/2019	10,000.00
39523	793	XEROX FINANCIAL SERVICES	10/31/2019	382.00

NO. OF CHECKS: 129

TOTAL CHECKS

610,436.68

Town of Altavista  
FY 2020 Revenue Report  
33% of Year Lapsed

General Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	13,979	7	15,118	7	215,000
Public Service - Real & Personal	97,000	97,000	0	0	0	0	97,000
Personal Property	230,000	230,000	12,514	5	17,205	7	230,000
Personal Property - PPTRA	100,000	100,000	6,694	7	6,686	7	100,000
Machinery & Tools	1,794,000	1,794,000	9,195	1	11,086	1	1,794,000
Mobile Homes - Current	150	150	8	1	14	9	150
Penalties - All Taxes	4,500	4,500	96	2	1,155	26	4,500
Interest - All Taxes	1,700	1,700	927	55	1,836	108	1,700
Local Sales & Use Taxes	165,000	165,000	-19,616	-12	23,176	14	165,000
Local Electric and Gas Taxes	112,000	112,000	-62	0	28,379	25	112,000
Local Motor Vehicle License Tax	43,000	43,000	4,133	1	7,019	16	43,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	75,000	75,000	-1,226	-2	23,847	32	75,000
Local Meal Taxes	955,000	955,000	-7,477	-1	248,846	26	955,000
Container Rental Fees	1,300	1,300	0	0	42	3	1,300
Communications Tax	35,000	35,000	-2,645	-8	5,752	16	35,000
Transit Passenger Revenue	5,000	5,000	706	14	756	15	5,000
Local Cigarette Tax	144,000	144,000	15,188	11	45,544	32	144,000
Mobile Restaurant Permit	150	150	0		25		150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	15	0	677	1	58,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	304	8	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	473	5	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	3,000	3,000	0	0	0	0	3,000

Town of Altavista  
FY 2020 Revenue Report  
33% of Year Lapsed

General Fund Revenue (Continued)	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	850	850	0	0	0	0	850
Permits - Sign	1,100	1,100	100	9	800	73	1,100
Fines & Forfeitures - Court	15,000	15,000	-415	-3	1,842	12	15,000
Parking Fines	200	200	150	75	350	175	200
Interest and Interest Income	285,600	285,600	14,985	5	86,294	30	285,600
Rents - Rental of General Property	1,200	1,200	25	2	325	27	1,200
Rents - Pavilion Rentals	3,000	3,000	275	9	1,363	45	3,000
Rents - Booker Building Rentals	3,000	3,000	125	4	2,275	76	3,000
Rents - Rental of Real Property	80,000	80,000	4,089	5	21,374	27	80,000
Property Maintenance Enforcement	0	0	280	0	840	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	0	0	22,284	26	85,700
State Rental Taxes	1,000	1,000	-115	-12	139	14	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	11,900	0	0	0	0	11,900
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	980	0	5,000
State Transit Revenue	15,050	15,050	0	0	28,913	192	15,050
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	18,000	18,000	-1,769	-10	4,246	24	18,000
VDOT TEA 21 Grant	0	0	-1,391	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	4,286	8	16,610	30	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	286	4	7,870	105	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2020 Revenue Report  
33% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<b>General Fund Revenue (Continued)</b>							
Misc. - Cash Discounts	100	100	0	0		0	100
Miscellaneous	25,000	25,000	5,106	20	29,842	119	25,000
Misc / Canoe Launch Project	0	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	0	0		0	0
Misc. - State Forfeiture Fund	0	0	0	0	197	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0		0	0
Police Challenge Coin	0	0	0		10		0
Donations	0	0	-200	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
Transfer In Designated	30,300	30,300	0				30,300
	<u>4,883,450</u>	<u>4,883,450</u>	<u>58,246</u>	<u>1</u>	<u>683,247</u>	<u>14</u>	<u>4,883,450</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
33% of Year Lapsed

	<b>FY 2020 Adopted <u>Budget</u></b>	<b>FY 2020 Amended <u>Budget</u></b>	<b>FY 2020 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2020 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,726,090	7,726,090	420,226	5	1,974,258	26	7,726,090
Debt Service	445,400	445,400	-47,426	0	206,246	0	445,400
CIP	1,676,100	1,676,100	340,178	20	1,303,209	78	1,676,100
Transfer Out to General Fund Reserve	123,660	123,660	0	0	0	0	123,660
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	<u>113,750</u>	<u>113,750</u>	<u>0</u>	0	0	0	<u>113,750</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>10,175,000</u>	<u>10,175,000</u>	<u>712,977</u>	<u>7</u>	<u>3,548,714</u>	<u>35</u>	<u>10,175,000</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2020  
33% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	33,600	33,600	1,945	6	8,229	24	33,600
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,600</u>	<u>33,600</u>	<u>1,945</u>	<u>6</u>	<u>8,229</u>	<u>24</u>	<u>33,600</u>
Administration							
Operations	835,730	835,730	45,101	5	280,340	34	835,730
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,000</u>	<u>75,000</u>	<u>10,000</u>	<u>13</u>	<u>10,000</u>	<u>13</u>	<u>75,000</u>
Administration - TOTAL:	<u>910,730</u>	<u>910,730</u>	<u>55,101</u>	<u>6</u>	<u>290,340</u>	<u>32</u>	<u>910,730</u>
Non-Departmental							
Operations	793,710	793,710	33,071	4	182,886	23	793,710
Transfer Out to Cemetery Fund	-46,050	-46,050	0	0	0	0	-46,050
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-123,660	-123,660	0	0	0	0	-123,660
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>559,000</u>	<u>559,000</u>	<u>33,071</u>	<u>6</u>	<u>117,886</u>	<u>21</u>	<u>559,000</u>
Non-Departmental - TOTAL:	<u>559,000</u>	<u>559,000</u>	<u>33,071</u>	<u>6</u>	<u>117,886</u>	<u>21</u>	<u>559,000</u>
Public Safety							
Operations	1,098,280	1,098,280	70,525	6	330,095	30	1,098,280
Debt Service	0	0	0	0	0	0	0
CIP	<u>111,000</u>	<u>111,000</u>	<u>2</u>	<u>0</u>	<u>31,527</u>	<u>28</u>	<u>111,000</u>
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1,209,280</u>	<u>70,527</u>	<u>6</u>	<u>361,622</u>	<u>30</u>	<u>1,209,280</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
33% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,010,230	1,010,230	55,340	5	263,300	26	1,010,230
Debt Service	23,150	23,150	0	0	4,089	0	23,150
CIP	479,300	479,300	230,635	48	700,553	146	479,300
Public Works - TOTAL:	<u>1,512,680</u>	<u>1,512,680</u>	<u>285,975</u>	<u>19</u>	<u>967,942</u>	<u>64</u>	<u>1,512,680</u>
Economic Development							
Operations	234,700	234,700	2,340	1	4,386	2	234,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>234,700</u>	<u>234,700</u>	<u>2,340</u>	<u>1</u>	<u>4,386</u>	<u>2</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	4,149	4	27,569	26	105,050
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	0	0	7,000
Transit System - TOTAL:	<u>112,050</u>	<u>112,050</u>	<u>4,149</u>	<u>4</u>	<u>27,569</u>	<u>25</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,500	3,241	0	19,814	0	68,500
Debt Service	0	0	0	0	0	0	0
CIP	8,200	8,200	0	0	0	0	8,200
Avoca Museum - TOTAL	<u>76,700</u>	<u>76,700</u>	<u>3,241</u>	<u>0</u>	<u>19,814</u>	<u>0</u>	<u>76,700</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,945,090	3,945,090	215,710	5	1,051,619	27	3,945,090
Debt Service	23,150	23,150	0	0	4,089	0	23,150
CIP	680,500	680,500	240,637	35	742,080	109	680,500
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,648,740</u>	<u>4,648,740</u>	<u>456,347</u>	<u>10</u>	<u>1,797,788</u>	<u>39</u>	<u>4,648,740</u>

Town of Altavista  
Council / Planning Commission  
FY 2020 Expenditure Report  
33% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 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	6,997	33	21,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	7,600	7,600	195	3	1,231	16	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>33,600</b>	<b>33,600</b>	<b>1,945</b>	<b>6</b>	<b>8,229</b>	<b>24</b>	<b>33,600</b>

Town of Altavista  
Administration  
FY 2020 Expenditure Report  
33% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	489,650	489,650	20,202	4	125,275	26	489,650
Other Employee Benefits	36,330	36,330	505	1	2,328	6	36,330
Services	189,500	189,500	9,781	5	98,311	52	189,500
Other Charges	74,250	74,250	9,578	13	34,822	47	74,250
Materials & Supplies	46,000	46,000	5,035	11	19,603	43	46,000
Capital Outlay	75,000	75,000	10,000	13	10,000	13	75,000
<b>Total Expenditures</b>	<b>910,730</b>	<b>910,730</b>	<b>55,101</b>	<b>6</b>	<b>290,340</b>	<b>32</b>	<b>910,730</b>

Town of Altavista  
Non-Departmental  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	126,950	126,950	5,000	4	99,220	78	126,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	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	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	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>Snowflake Project: Garden Club</i>	0	0	9,730	0	9,730	0	0
<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	0	0	1,000
Economic Development Incentives	296,150	296,150	0	0	25,125	8	296,150
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	50,000	50	100,000
Contribution - Altavista Fire Co.	11,900	11,900	0	0	0	0	11,900
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	2,500	50	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>541,000</b>	<b>541,000</b>	<b>31,250</b>	<b>6</b>	<b>176,845</b>	<b>33</b>	<b>541,000</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	18,000	18,000	1,821	10	6,041	34	18,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>18,000</b>	<b>18,000</b>	<b>1,821</b>	<b>10</b>	<b>6,041</b>	<b>34</b>	<b>18,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>559,000</b>	<b>559,000</b>	<b>33,071</b>	<b>6</b>	<b>182,886</b>	<b>33</b>	<b>559,000</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	46,050	46,050	0	0	0	0	46,050

Town of Altavista  
Non-Departmental  
FY 2020 Expenditure Report  
33% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 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	101,660	101,660	0	0	0	0	101,660
Transfer Out - CIF	22,000	22,000	0	0	0	0	22,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>234,710</b>	<b>234,710</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>234,710</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>793,710</b>	<b>793,710</b>	<b>33,071</b>	<b>4</b>	<b>182,886</b>	<b>23</b>	<b>793,710</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>559,000</b>	<b>559,000</b>	<b>33,071</b>	<b>6</b>	<b>182,886</b>	<b>33</b>	<b>559,000</b>

Town of Altavista  
Public Safety  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	957,000	957,000	60,673	6	274,601	29	957,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	1,543	5	10,998	35	31,430
Other Charges	53,900	53,900	1,583	3	21,463	40	53,900
Materials & Supplies	55,950	55,950	6,726	12	23,032	41	55,950
Capital Outlay	111,000	111,000	2	0	31,527	28	111,000
<b>Total Expenditures</b>	<b>1,209,280</b>	<b>1,209,280</b>	<b>70,527</b>	<b>6</b>	<b>361,622</b>	<b>30</b>	<b>1,209,280</b>

Town of Altavista  
Public Works  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	576,650	576,650	31,910	6	163,287	28	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	2,064	4	14,908	26	56,260
Other Charges	40,350	40,350	2,614	6	14,881	37	40,350
Materials & Supplies	336,970	336,970	18,752	6	70,223	21	336,970
Debt Service	23,150	23,150	0	0	4,089	18	23,150
Capital Outlay	479,300	479,300	230,635	48	700,553	146	479,300
<b>Total Expenditures</b>	<b>1,512,680</b>	<b>1,512,680</b>	<b>285,975</b>	<b>19</b>	<b>967,942</b>	<b>64</b>	<b>1,512,680</b>



Town of Altavista  
Economic Development  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	148,550	148,550	565	0	565	0	148,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	50,000	50,000	0	0	2,047	4	50,000
Other Charges	27,550	27,550	1,774	6	1,774	6	27,550
Materials & Supplies	8,600	8,600	0	0	0	0	8,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>234,700</b>	<b>234,700</b>	<b>2,340</b>	<b>1</b>	<b>4,386</b>	<b>2</b>	<b>234,700</b>

Town of Altavista  
Transit System  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	79,750	79,750	2,427	3	21,452	27	79,750
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,650	3,650	46	1	885	24	3,650
Materials & Supplies	19,600	19,600	1,676	9	5,097	26	19,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
<b>Total Expenditures</b>	<b>112,050</b>	<b>112,050</b>	<b>4,149</b>	<b>4</b>	<b>27,569</b>	<b>25</b>	<b>112,050</b>

Town of Altavista  
Avoca Museum  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	68,050	68,050	3,241	0	19,740	0	68,050
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	0	0	0	0	450
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,200	8,200	0	0	0	0	8,200
<b>Total Expenditures</b>	<b>76,700</b>	<b>76,700</b>	<b>3,241</b>	<b>0</b>	<b>19,740</b>	<b>0</b>	<b>76,700</b>

Town of Altavista  
FY 2020 Revenue Report  
33% of Year Lapsed

Enterprise Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	18,000	18,000	1,641	9	7,378	41	18,000
Water Charges - Industrial	1,520,800	1,520,800	9,879	1	345,308	23	1,520,800
Water Charges - Business/Residential	260,000	260,000	-153	0	67,772	26	260,000
Water Charges - Outside Community	160,600	160,600	10,154	6	48,323	30	160,600
Water Charges - Water Connection Fees	1,500	1,500	0	0	600	40	1,500
Bulk Water Purchase	2,500	2,500	127	0	1,356	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	-9,974	-1	386,351	27	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	-439	0	62,068	26	238,900
Sewer Charges - Outside Community	3,000	3,000	417	14	1,036	35	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	5,300	88	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	-8,272	-6	28,890	19	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	1,606	29	3,299	60	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	-46	0	13,094	26	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	59	0	36,537	30	120,000
Misc. Cash Discounts	0	0	4	0	8	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,245	5	17,165	69	25,000
State Fluoride Grant	0	0	0	0	24,455	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	5,600	5,600	0	0	0	0	5,600
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,007,400</u></b>	<b><u>4,007,400</u></b>	<b><u>6,249</u></b>	<b><u>0</u></b>	<b><u>1,048,940</u></b>	<b><u>26</u></b>	<b><u>4,007,400</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
33% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Water Department							
Operations	1,390,150	1,390,150	93,720	7	393,588	28	1,390,150
Debt Service	422,250	422,250	-47,426	0	202,157	0	422,250
CIP	355,900	355,900	45,679	13	184,728	52	355,900
Transfer Out	56,900	56,900	0	0	0	0	56,900
Water Department - TOTAL:	<u>2,225,200</u>	<u>2,225,200</u>	<u>91,972</u>	<u>4</u>	<u>780,474</u>	<u>35</u>	<u>2,225,200</u>
Wastewater Department							
Operations	1,469,800	1,469,800	92,804	6	455,058	31	1,469,800
Debt Service	0	0	0	0	0	0	0
CIP	255,550	255,550	29,322	11	263,851	103	255,550
Transfer Out	56,850	56,850	0	0	0	0	56,850
Wastewater Department - TOTAL:	<u>1,782,200</u>	<u>1,782,200</u>	<u>122,126</u>	<u>7</u>	<u>718,909</u>	<u>40</u>	<u>1,782,200</u>
ENTERPRISE FUND TOTAL							
Operations	2,859,950	2,859,950	186,524	7	848,646	30	2,859,950
Debt Service	422,250	422,250	-47,426	0	202,157	0	422,250
CIP	611,450	611,450	75,000	12	448,579	73	611,450
Transfer Out	113,750	113,750	0	0	0	0	113,750
ENTERPRISE FUND - GRAND TOTAL:	<u>4,007,400</u>	<u>4,007,400</u>	<u>214,098</u>	<u>5</u>	<u>1,499,383</u>	<u>37</u>	<u>4,007,400</u>

Town of Altavista  
Water Department  
FY 2020 Expenditure Report  
33% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2020 Adopted <u>Budget</u></b>	<b>FY 2020 Amended <u>Budget</u></b>	<b>FY 2020 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2020 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	682,650	682,650	38,983	6	188,322	28	682,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	167,100	167,100	11,702	7	27,817	17	167,100
Other Charges	247,750	247,750	12,544	5	83,638	34	247,750
Materials & Supplies	292,650	292,650	30,491	10	93,811	32	292,650
Debt Service	422,250	422,250	-47,426	0	202,157	0	422,250
Capital Outlay	355,900	355,900	45,679	13	184,728	52	355,900
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
<b>Total Expenditures</b>	<b>2,225,200</b>	<b>2,225,200</b>	<b>91,972</b>	<b>4</b>	<b>780,474</b>	<b>35</b>	<b>2,225,200</b>

Town of Altavista  
Wastewater Department  
FY 2020 Expenditure Report  
33% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>WASTEWATER DEPARTMENT - FUND 50</b>							
Wages & Benefits	800,400	800,400	50,203	6	231,541	29	800,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	46,800	46,800	4,388	9	6,810	15	46,800
Other Charges	372,450	372,450	34,735	9	152,124	41	372,450
Materials & Supplies	250,150	250,150	3,479	1	64,583	26	250,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	255,550	255,550	29,322	11	263,851	103	255,550
Transfer Out	56,850	56,850	0		0		56,850
<b>Total Expenditures</b>	<b>1,782,200</b>	<b>1,782,200</b>	<b>122,126</b>	<b>7</b>	<b>718,909</b>	<b>40</b>	<b>1,782,200</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
33% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	870,500	870,500	15,583	2	65,551	8	870,500
CIP	384,150	384,150	24,540	6	112,550	29	384,150
<b>State/Hwy Water Department - TOTAL:</b>	<u>1,254,650</u>	<u>1,254,650</u>	<u>40,123</u>	<u>3</u>	<u>178,101</u>	<u>14</u>	<u>1,254,650</u>

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	50,550	50,550	2,409	5	8,442	17	50,550
CIP	0	0	0		0		0
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>75,550</u>	<u>75,550</u>	<u>2,409</u>	<u>3</u>	<u>8,442</u>	<u>11</u>	<u>75,550</u>



Town of Altavista  
FY 2020 State/Highway Fund  
33% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	1,711	0	7,425	0	0
Street & Highway Maintenance	730,000	730,000	0	0	183,102	25	730,000
Street & Highway Maintenance/Carry Over	524,650	524,650	0	0	0	0	524,650
Street & Highway Maintenance/Cash Discount	0	0	3.47	0	3.47	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL</b>	<b><u>1,254,650</u></b>	<b><u>1,254,650</u></b>	<b><u>1,715</u></b>	<b><u>0</u></b>	<b><u>190,531</u></b>	<b><u>15</u></b>	<b><u>1,254,650</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,661	3	8,166	17	48,200
Maintenance - Pavement	565,500	565,500	1,204	0	14,041	2	565,500
Maintenance - Traffic Control Devices	56,800	56,800	6,513	11	13,854	24	56,800
Engineering - Repairs & Maintenance	10,000	10,000	77	1	3,153	32	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	471	1	922	2	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,263	7	15,719	31	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,396	3	9,696	12	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>870,500</u></b>	<b><u>870,500</u></b>	<b><u>15,583</u></b>	<b><u>2</u></b>	<b><u>65,551</u></b>	<b><u>8</u></b>	<b><u>870,500</u></b>
Motor Vehicles- Replc.	48,600	48,600	0	0	0	0	48,600
Machinery & Equip. - Replc.	35,550	35,550	0	0	6,780	19	35,550
Machinery & Equip. - New	0	0	0	0	0	0	0
Improvements Other Than Buildings - New	300,000	300,000	24,540	8	105,770	35	300,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal</b>	<b><u>384,150</u></b>	<b><u>384,150</u></b>	<b><u>24,540</u></b>	<b><u>6</u></b>	<b><u>112,550</u></b>	<b><u>29</u></b>	<b><u>384,150</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>1,254,650</u></b>	<b><u>1,254,650</u></b>	<b><u>40,123</u></b>	<b><u>3</u></b>	<b><u>178,101</u></b>	<b><u>14</u></b>	<b><u>1,254,650</u></b>

Town of Altavista  
FY 2020 Cemetery Fund  
33% of Year Lapsed

Cemetery Fund - Fund 90	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,150	8	2,050	14	15,000
Interest/Interest Income	10,500	10,500	485	5	2,817	27	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	1,800	45	3,600	90	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	46,050	46,050		0		0	46,050
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>3,435</b>	<b>5</b>	<b>8,467</b>	<b>11</b>	<b>75,550</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	342	4	1,419	15	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	0	0	1,000
Benefits/FICA	800	800	22	3	99	12	800
Benefits/VRS	1,000	1,000	10	1	35	4	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	26	2	110	7	1,550
Benefits/Group Life	200	200	4	2	20	10	200
VRS Hybrid Employer Contr.	0	0	21	0	103	0	0
ICMA Hybrid Employer Contr.	0	0	2	0	11	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	211	2	10,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	1,980	8	6,435	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>2,409</b>	<b>3</b>	<b>8,442</b>	<b>11</b>	<b>75,550</b>

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



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	1,839,196.80	
Certificate of Deposit	2,863,055.04	
LGIP	8,559,846.24	
Sub-Total		\$ 13,262,098.08

**Enterprise Fund Reserves**

Money Market Account	271,486.23	
Certificate of Deposit		
LGIP	834,397.29	
Sub-Total		\$ 1,105,883.52

**Total Undesignated** \$ 14,367,981.60

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	995,933.73	
Sub-Total		\$ 1,096,033.73

**Green Hill Cemetery**

Money Market Account	25,137.09	
Certificate of Deposit	605,142.27	
LGIP	76,433.65	
Sub-Total		\$ 706,713.01

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,282.58	
Sub-Total		\$ 270,282.58

**Federal Forfeiture Account**

\$2,885.82

**State Forfeiture Account**

\$6,692.42

**Operating Cash Account**

\$ 912,214.50

**Total Designated** \$ 2,994,822.06

**Grand Total Investments and Deposits** \$ 17,362,803.66

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	7,528,533.00
PCB	569,707.59
Accrued Liability	173,549.00
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
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	1,287,740.00
Canoe Launch Site	343,614.90
CIP Items Earmarked for Future Purchase	118,700.00
Park Improvements as designated by Roberta F. Jenks' Estate	261,386.14
Park Improvements	11,300.00
Splash Pad Project	346,010.00
Proceeds from sale of EMS building	300,000.00

**Balance Remaining of Undesignated Funds** \$ 3,155,480.97

**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

# ALTAVISTA ECONOMIC DEVELOPMENT AUTHORITY

## **Re-Appointments**

<u>Name</u>	<u>Length</u>	<u>Term Expiration</u>
William “Bill” Gillespie	4 year term	November 2023
Todd Hall	4 year term	November 2023

## CY 2020 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 7:00 p.m. and the fourth Tuesday (Work Session) at 5:00 p.m. of each month in the Town Hall Council Chambers of the J.R. “Rudy” Burgess Municipal Building, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2020. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 14 <sup>th</sup>
January WS	January 28 <sup>rd</sup>
February RM	February 11 <sup>th</sup>
February WS	February 25 <sup>th</sup>
March RM	March 10 <sup>th</sup>
March WS	March 24 <sup>th</sup>
April RM	April 14 <sup>th</sup>
April WS	April 28 <sup>th</sup>
May RM	May 12 <sup>th</sup>
May WS	May 26 <sup>th</sup>
June RM	June 9 <sup>th</sup>
June WS	June 23 <sup>rd</sup>

Month	Date
July RM	July 14 <sup>th</sup>
July WS	July 28 <sup>th</sup>
August RM	August 11 <sup>th</sup>
August WS	August 25 <sup>th</sup>
September RM	September 8 <sup>th</sup>
September WS	September 22 <sup>nd</sup>
October RM	October 13 <sup>th</sup>
October WS	October 27 <sup>th</sup>
November RM	November 10 <sup>th</sup>
November WS	November 24 <sup>th</sup>
December RM	December 8 <sup>th</sup>
December WS	NO MEETING



## **PROPOSED BUDGET CALENDAR FY 2021 BUDGET PREPARATION**

<b><u>November</u></b>		<b>Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of budget work papers</b>
<b><u>November 26</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Public Input Session for FY 2021 Budget to be held during Work Session</b>
<b><u>December 13</u> (Friday)</b>		<b>Department CIP requests due</b>
<b><u>January 10</u> (Friday)</b>		<b>Department Operating Budget requests due</b>
<b><u>January 13</u> (Monday)</b>		<b>Written requests from outside agencies and non-profits due by this date</b>
<b><u>January 28</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Outside agencies/non-profits requesting funding should attend Council Work Session. CIP and utility rate discussion.</b>
<b><u>January 29</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>February 17</u> (Monday)</b>		<b>Council receives Draft Budget document</b>
<b><u>February 25</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session / CIP Approval</b>
<b><u>February 26</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>March 24</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session</b>
<b><u>March 25</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>April 14</u> (Tuesday)</b>	<b>7:00 p.m.</b>	<b>First Reading of Budget/Designate Public Hearing for May 14<sup>th</sup></b>
<b><u>April 22</u> (Wednesday)</b>		<b>First Public Hearing Advertisement</b>
<b><u>April 29</u> (Wednesday)</b>		<b>Second Public Hearing Advertisement</b>
<b><u>May 12</u> (Tuesday)</b>	<b>7:00 p.m.</b>	<b>Public Hearing on the FY2021 Budget</b>
<b><u>June 9</u> (Tuesday)</b>	<b>7:00 p.m.</b>	<b>Council Meeting to approve FY2021 Budget</b>



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

October 22, 2019

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

Clarion Road Control Valve Change Order Request

**DESCRIPTION:**

Anderson Construction believes that the original scope of work in the vicinity of the control valve vault was to include only that work inside the actual vault. They base the interpretation on the wording of a general note on the drawing set (sheet C-101) which states, "The project generally includes the replacement of valves within an existing valve vault on Clarion Road, south of the Clarion tank..." Anderson's representative further states that their inclusion of this language in their proposal for the work further limited the scope they felt they were bidding on.

Anderson had initially provided a change order of \$22,065.60 for the work outside of the control valve vault, this would have exceeded the budget. After further discussion, it became known that they (Anderson) did not have to build the by-pass around the pinch-valve vault, as staff discovered that there was an existing by-pass. This resulted in a balance of \$10,603.53 due to the bypass for the pinch valve not being required.

Woodard and Curraran recommends as follows: In the interest of expediting this process and retaining a good relationship with an area contractor, they would recommend that the Town and Anderson negotiate a credit somewhere in the range of \$5,000 to 10,603.53 for the project.

Staff concurs with Woodard & Currans recommendation

**BUDGET/FUNDING:**

Project Budget: \$105,900.00. Negotiating a change order in the range of \$5,000.00 to 10,603.53 would still be under the appropriated amount for the project.

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Approval of negotiating the Change Order.
  - Defer action and place on the Council work Session Agenda for additional discussion/review

**ATTACHMENTS:**

- W & C Recommendation E-Mail
- Anderson Const. Control Valve Change Order
- Anderson Const. Pinch Valve Change Order Credit

PEED & BORTZ, L.L.C.  
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

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17 October 2019

Mr. Waverly Coggsdale, III  
Town Manager - Altavista  
P.O. Box 420  
Altavista, Virginia 24517

Re: Chemical Storage Building  
Recommendation to Award  
JN 18-23

Dear Mr. Coggsdale,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced project to Price Buildings, Inc. of Rocky Mount, VA based on their low bid in the amount of \$268,800.00. In addition, Peed & Bortz, LLC recommends exercising Additive Alternate #1 for the addition of lighting to the building at the bid price of \$20,800.00. Total Contract cost would be for \$289,600.00.

Peed & Bortz, LLC contacted the provided references of Masters Engineers, CHA Consulting, and TKA Architects regarding current projects and completed structures. The references provided satisfactory performance reviews for the Contractor's work on the Lot 7 EDA shell building, NRV Waterworks Improvements PH I-Contract 1, and VDOT projects. Based on the references, we believe that Price Buildings, Inc. has the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

We have attached a bid summary, copy of the bid and bid bond.

Please let me know if you have any questions or need any additional information.

Sincerely;



Scott Bortz, P.E.  
Project Engineer

Cc: David Garrett, Town of Altavista Public Works Director



Chemical Storage Building  
Town of Altavista, Virginia

October 8, 2019  
2:00 p.m.

BID TABULATION

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Base Bid</u>	<u>Additive Alt #1 Lighting</u>	<u>Notes</u>
Blair Construction	X	X	\$ 463,000.00	\$ 15,500.00	
Jamerson-Lewis Construction	X	X	\$ 468,600.00	\$ 22,700.00	
Price Buildings, Inc	X	X	\$ 268,800.00	\$ 20,800.00	1
Engineer's Estimate			\$ 241,700.00	\$ 25,000.00	

Notes:  
1. Apparent low bidder

**BID SUMMARY**

**Chemical Storage Building**  
**October 8, 2019**

	Blair Construction				Jamerson-Lewis Construction				Price Buildings, Inc			
<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Chemical Storage Building	1 LS	\$	449,000	\$ 449,000.00	\$ 453,375.00	\$ 453,375.00	\$ 256,000.00	\$ 256,000.00				
Unsuitable Material	50 CY	\$	40	\$ 2,000.00	\$62.50	\$ 3,125.00	\$40.00	\$ 2,000.00				
Rock Excavation	20 CY	\$	200	\$ 4,000.00	\$230.00	\$ 4,600.00	\$300.00	\$ 6,000.00				
Compacted 21A Stone	80 CY	\$	100.00	\$ 8,000.00	\$ 93.75	\$ 7,500.00	\$ 60.00	\$ 4,800.00				
			<b>TOTAL</b>	<b>\$463,000.00</b>	<b>TOTAL</b>	<b>\$468,600.00</b>	<b>TOTAL</b>	<b>\$268,800.00</b>				
Lighting	1 LS	\$	15,500	\$ 15,500.00	\$ 22,700.00	\$ 22,700.00	\$ 20,800.00	\$ 20,800.00				

**BID SUMMARY**

Chemical Storage Building  
October 8, 2019

**Engineer's Estimate**

<u>ITEM</u>	<u>ESTIMATED</u>		<u>UNIT PRICE</u>	<u>BID PRICE</u>
	<u>QUANTITY</u>	<u>UNIT</u>		
Chemical Storage Building	1 LS		\$ 232,000	\$ 232,000
Unsuitable Material	50 CY		\$ 50	\$ 2,500
Rock Excavation	20 CY		\$ 200	\$ 4,000
Compacted 21A Stone	80 CY		\$ 40	\$ 3,200
		<b>TOTAL</b>		<b>\$241,700.00</b>
Lighting	1 LS		\$ 25,000	\$ 25,000

BID BREAKDOWN

PEED & BORTZ, L.L.C.  
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

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17 October 2019

Mr. Waverly Coggsdale, III  
Town Manager - Altavista  
P.O. Box 420  
Altavista, Virginia 24517

Re: WWTP Phase I Electrical Upgrades  
Recommendation to Award  
JN 18-47

Dear Mr. Coggsdale,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced project to Price Buildings, Inc. of Rocky Mount, VA based on their low bid in the amount of \$472,690.00.

Peed & Bortz, LLC contacted the provided references of Masters Engineers, CHA Consulting, and TKA Architects regarding current projects and completed similar structures for VDOT. The references provided satisfactory performance reviews for the Contractor's work on the Lot 7 EDA shell building, NRV Waterworks Improvements PH I-Contract 1, and the VDOT projects. Based on the references, we believe that Price Buildings, Inc. has the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

We have attached a bid summary, copy of the bid and bid bond.

Please let me know if you have any questions or need any additional information.

Sincerely;



Scott Bortz, P.E.  
Project Engineer

Cc: Tom Fore, Town of Altavista Utility Director

## WWTP Phase I Electrical Upgrades

Town of Altavista, Virginia

October 8, 2019

3:00 p.m.

### BID TABULATION

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Bid</u>	<u>Notes</u>
Blair Construction	X	X	\$ 511,176.00	3
Jamerson-Lewis Construction	X	X	\$ 587,391.00	2,3
Price Buildings, Inc	X	X	\$ 472,690.00	1
Waco, Inc.	X	X	\$ 657,400.00	
Engineer's Estimate			\$ 357,000.00	

Notes:

1. Apparent low bidder
2. Note on exterior of envelope noted to add \$11,114.00 to base bid. Base bid does not reflect this addition
3. Bid contained a math error. Corrected bid is reflected.

SUMMARY REBID

**BID SUMMARY**

WWTP Phase I Electrical Upgrades

October 8, 2019

Blair Construction

Jamerson-Lewis Construction

Price Buildings, Inc

<u>ITEM</u>	<u>ESTIMATED</u>		<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
	<u>QUANTITY</u>	<u>UNIT</u>						
Mobilization (limited to 3% of total)	1 LS	\$	10,000	\$ 10,000.00	\$ 17,622.00	\$ 17,622.00	\$ 5,000.00	\$ 5,000.00
Power Building	1 LS	\$	368,131	\$ 368,131.00	\$ 386,252.00	\$ 386,252.00	\$ 353,000.00	\$ 353,000.00
Building HVAC system	1 LS	\$	7,000	\$ 7,000.00	\$6,470.00	\$ 6,470.00	\$7,690.00	\$ 7,690.00
Generator Pad	1 LS	\$	35,545	\$ 35,545.00	\$25,926.00	\$ 25,926.00	\$34,700.00	\$ 34,700.00
Conduit Junction Box/Manhole	1 EA	\$	37,900	\$ 37,900.00	\$72,875.00	\$ 72,875.00	\$26,000.00	\$ 26,000.00
Concrete Sidewalk	100 SF	\$	10	\$ 1,000.00	\$12.00	\$ 1,200.00	\$8.00	\$ 800.00
4" PVC Drain	300 LF	\$	12	\$ 3,600.00	\$50.00	\$ 15,000.00	\$42.00	\$ 12,600.00
Compacted 21A Stone	300 CY	\$	100	\$ 30,000.00	\$150.00	\$ 45,000.00	\$52.00	\$ 15,600.00
Sump pump and piping	1 LS	\$	2,000	\$ 2,000.00	\$1,046.00	\$ 1,046.00	\$1,300.00	\$ 1,300.00
Rock Excavation	80 CY	\$	200.00	\$ 16,000.00	\$ 200.00	\$ 16,000.00	\$ 200.00	\$ 16,000.00
<b>TOTAL</b>				<b>\$511,176.00</b>	<b>TOTAL</b>	<b>\$587,391.00</b>	<b>TOTAL</b>	<b>\$472,690.00</b>
As-read bid				\$ 458,576.00		\$ 587,390.00		
difference				\$52,600.00				

REBID BREAKDOWN

**BID SUMMARY**

**WWTP Phase I Electrical Upgrades**  
**October 8, 2019**

**Waco, Inc.****Engineer's Estimate**

<u>ITEM</u>	<u>ESTIMATED</u>		<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>		<u>BID PRICE</u>
	<u>QUANTITY</u>	<u>UNIT</u>			<u>UNIT PRICE</u>	<u>BID PRICE</u>	
Mobilization (limited to 3% of total)	1 LS	\$	20,000.00	\$	20,000.00	\$ 10,000	\$ 10,000
Power Building	1 LS	\$	267,308.00	\$	267,308.00	\$ 150,000	\$ 150,000
Building HVAC system	1 LS		\$12,517.00	\$	12,517.00	\$ 20,000	\$ 20,000
Generator Pad	1 LS		\$59,895.00	\$	59,895.00	\$ 100,000	\$ 100,000
Conduit Junction Box/Manhole	1 EA		\$224,380.00	\$	224,380.00	\$ 30,000	\$ 30,000
Concrete Sidewalk	100 SF		\$148.10	\$	14,810.00	\$ 30	\$ 3,000
4" PVC Drain	300 LF		\$65.30	\$	19,590.00	\$ 40	\$ 12,000
Compacted 21A Stone	300 CY		\$58.00	\$	17,400.00	\$ 50	\$ 15,000
Sump pump and piping	1 LS		\$5,500.00	\$	5,500.00	\$ 1,000	\$ 1,000
Rock Excavation	80 CY	\$	200.00	\$	16,000.00	\$ 200	\$ 16,000
			<b>TOTAL</b>	<b>\$657,400.00</b>	<b>TOTAL</b>	<b>\$357,000.00</b>	
As-read bid difference							

REBID BREAKDOWN



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

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

Innovative Center and Co-worker Space proposal

**DESCRIPTION:**

Previously, Councilman Mitchell forwarded a “white paper” to each member of Council in regard to a potential project for consideration in the FY2021 Capital Improvement Program (CIP). The “white paper” is attached and Dr. Scott Lowman will provide a brief introduction in regard to this potential project.

**BUDGET/FUNDING:**

Unknown

**POTENTIAL ACTION:**

- Council may decide to:
  - Place this item on a future Work Session agenda for additional review/discussion.
  - Provide alternative direction to staff, based on discussion.
  - Take no action, at this time.

**ATTACHMENTS:**

- “White Paper 10/24/16” Project Title: An Innovation Center and Co-worker Space in Downtown Altavista



## **White Paper 10/24/16**

### **Project Title: An Innovation Center and Co-worker Space in Downtown Altavista**

#### **Overview**

Kate Behncken, of Microsoft Philanthropies, recently stated “As digital technology transforms the economy, people at all stages in their careers will need to acquire new skills, transform their businesses and launch new enterprises”. This proposed project seeks to capitalize on this opportunity by providing a space to foster an ecosystem of innovation and skill development. The two part initiative includes; 1) a coworker space to encourage work from home employees, entrepreneurs, and larger businesses with temporary needs a high quality workspace and meeting rooms and: 2) an innovation center that provides citizens of all ages opportunities to learn new digital skills including robotics, coding, and computer vision that will provided the foundation for future enterprises. This two part initiative is synergistic, and will provide a unique prospect for a small town with outstanding infrastructure, quality of life recreational opportunities, and a mindset from town leaders to take on non-traditional economic development initiatives.

#### **Background**

Historically, the town of Altavista was a hub of economic activity in Campbell County, with a vibrant industrial base and a close nit sense of community. Business and town leaders worked for decades to create a place to live and work with unmatched services and parks. More recently, town leadership has made two unique projects a reality. Construction of the large splash park is underway, and the upstream canoe launch is in its final stages of planning and approval from state agencies. These two investments are indicative of leadership’s forward thinking direction of making Altavista a destination place to live, work and play.

The new economy is presenting solid opportunities for small towns to enhance their appeal to both existing and prospective businesses and citizens alike. As modern businesses of all sizes are embracing new models of work including telecommuting and work from home, digital technology is transforming everyday life. Together, this proposed project seeks to create a facility that can be leveraged to help attract new business and residents, expand existing businesses, and establish Altavista as an innovative place to call home.

After surveying potential space, the old fire station (Figure 1) presented itself as an ideal facility due to its size, proximity to downtown, town ownership, and is need of attention regardless of what its final use may be. The fire station revival could be divided into four distinct components of benefit to the town. The co-worker space and the innovation center are the primary two uses of the space, and other uses such as additional offices for staff and multiuse space would be additional benefits to the town and its citizens. The two primary uses are highlighted below.

## **1) Co-Worker Space**

While exploring various initiatives, the Town Economic Development Authority (EDA) and the Town of Altavista commissioned two studies. The first focused on broadband access and the second was a strategic plan focused on what Altavista could look like in the future, and what it would take to get there. In the second study, the concept of a coworker space was introduced to leadership. This proposed coworker concept seeks to create a space in the center of town and to leverage the new digital economy to drive a different kind of economic development. Beneficiaries of such a space include;

- Space for large regional businesses to house temporary workers and contractors,
- Work from home and telecommuters
- Individual business owners who want to make the next step with expansion
- Entrepreneurs of all types who need a high quality space to bring their ideas to fruition

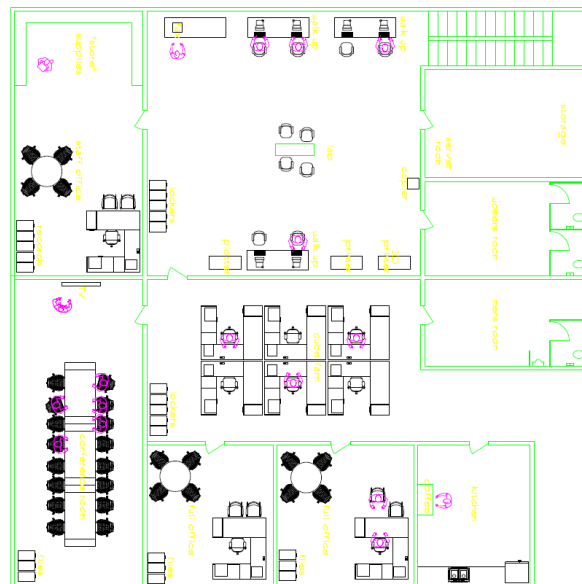
How and where people learn and work are changing dramatically, and thought processes of localities should lead, not follow this trend. Shannon Blevins, at UVA-Wise's Office of Economic Development, recently stated that lots of people who want to stay in rural Virginia are about to get that chance. "So when you kind of think about rural regions being wired and the whole world of having access to the internet and broadband it opens up plenty of opportunities that just didn't exist even 10 years ago," she says. Lots of young people will still head to urban areas she says. But those people who want to stay Southside and in the Southwest will be able to thanks to the expansion of telework and broadband. That means the talent pipeline in Virginia will likely look different 10 years from now.

## **2) Innovation / Maker Space**

A separate but shared innovation space will also be developed to provide resources for the co-worker tenants, along with a flex space used to teach beginner/ children introductory and advanced classes in areas such as robotics, coding, and web design. Curricula for these activities will be adapted from demonstrated successful activities developed at the Institute for Advanced Learning and Research in Danville Va. The space would also be available for group activities with the YMCA, school groups, home schooled students, robotics teams, and many more.



**Figure 1.** Front view of the old fire station located next to town hall



**Figure 2.** Illustration of an upstairs co-worker space layout



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

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

Appointment of subdivision agent for Town of Altavista

**DESCRIPTION:**

Pursuant to Section 66-91 of the Altavista Town Code, the Town's subdivision agent is appointed by the town council. Accordingly, staff requests the appointment of Ms. Sharon D. Williams as the Town's subdivision agent.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to:
  - Appoint Ms. Sharon D. Williams as the Town's subdivision agent.

**ATTACHMENTS:**

- None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

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

Utility (Enterprise) Fund Capital Improvement Program Funding Discussion

**DESCRIPTION:**

The Town's financial advisors, Davenport & Company, will be on hand to begin the discussion with Council related to the funding of the FY2020-2024 Utility Capital Improvement Program. Tonight will be an opportunity for Council to communicate to Davenport any particular goals and objectives they may have in regard to structuring the funding for the projects.

Following tonight's conversation, Davenport will begin work on specific funding strategies for Council's review and consideration. It is anticipated that Council will be provided this information at their December Regular Meeting.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to:
  - Provide direction to Davenport and/or staff in regard to this time.

**ATTACHMENTS:**

- None



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

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

Fiscal Policies (Draft)

**DESCRIPTION:**

During previous discussions, staff was asked to provide a set of draft policies related to fiscal/financial matters of the Town. A draft set of fiscal/financial policies is attached for Council's review and consideration.

Staff would ask that Town Council review this document and set a time at a future Town Council Work Session to discuss this item.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to:
  - Provide staff a meeting date for further discussion on this item.
  - Provide staff with other direction on this item.

**ATTACHMENTS:**

- Fiscal Policy document (DRAFT)

## **Policy A – Fund Balance**

### **General Fund**

#### ***Undesignated Fund Balance***

- The Town of Altavista's Unassigned General Fund Balance will be maintained at a level to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.
- The Town shall not use the Undesignated General Fund Balance to finance recurring operating expenses.
- The Town will maintain an Undesignated General Fund Balance (UGFB) equal to 100% of General Fund Annual Recurring Revenues (based on previous year's Financial Report). In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the Town shall restore the Undesignated General Fund Balance to the minimum of 100% within three years.
- Funds in excess of the targeted 100% fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.

#### ***Committed Fund Balance***

- Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of Town Council. These committed fund balance amounts cannot be used for any other purpose unless Town Council removes or changes the specified use by taking the same action (ordinance or resolution) it employed to previously commit those amounts. Committed fund balance also includes contractual obligations to the extent that existing resources in the fund have been specifically committed to use in satisfying those contractual requirements.

#### ***Assigned Fund Balance***

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by the Town Manager or his designee, in accordance with Council adopted fund balance policy.

#### ***Restricted Fund Balance***

- Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

#### ***Non-Spendable Fund Balance***

- Non-spendable fund balance includes amounts that cannot be spent because they are either not in spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

***Policy on the order of spending resources***

- The Town considers restricted fund balance to be spent when an expenditure is incurred for purposes for which restricted and unrestricted fund balances are available unless prohibited by legal documents or contracts. When an expenditure is incurred for purposes for which committed, assigned or unassigned amounts are available, the Town considers committed fund balance to be spent first, then assigned fund balance, and lastly unassigned fund balance.

**Enterprise Funds*****Utility Fund (Water & Sewer)***

- The Town of Altavista will maintain minimum unrestricted cash balances in the Utility (Water & Sewer) Fund equal to 50% of total water and sewer fund expenditures (based on previous year's Financial Report). In the event the minimum unrestricted fund balance falls below the 50% minimum of operating expenses, the Town Council shall approve and adopt a plan to restore this balance to the target level within three years.
- Unrestricted cash may be maintained at a level higher than this minimum to save for transfer to the Utility (Water & Sewer) Capital Fund for large planned expenses (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility.
- The purpose of establishing minimum unrestricted cash balance level is to maintain a prudent level of financial resources to protect against the need to raise fees (outside of normal rate increases) due to temporary revenue shortfalls or unpredicted one-time expenses.
- Funds in excess of the targeted 100% fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.
- A rate review will be conducted at least every two years.

**Policy B - Budget**

The Town of Altavista encourages the public's input and participation in the budgetary process.

The budget process will be designed in a way that will provide Town Council an opportunity to coordinate major policy issues are identified several months before consideration of budget approval.

**Policies**

- A. Town Council shall adopt a balanced budget in accordance with all legal requirements.
- B. A structured budget preparation and formulation process shall be used for all departments and agencies receiving funding from the Town.
- C. Departmental budgets shall be managed within the total appropriated budget for each fiscal year.
- D. All operating budget appropriations shall lapse at the end of the fiscal year to the extent that they are not expended or encumbered.
- E. The budget shall be adopted by the affirmative majority vote of Town Council.
- F. The Vision and priorities established by Town Council as well as the *Comprehensive Plan* shall serve as the framework for the budget proposed by the Town Manager.



- G. The fiscal year for the Town is July 1 through June 30 as defined by the *Town Code*, section 2-161.
- H. One-time revenues shall be used for one-time expenditures only.

### **Process**

- The Town Manager shall annually prepare a *Proposed Budget* for Town Council's review. The *Proposed Budget* shall serve as a financial plan for the upcoming fiscal year and shall contain the following information:
  - A. A budget message that outlines the proposed revenue and expenditures for the upcoming fiscal year together with an explanation of any major changes from the previous fiscal year. The budget message should also include any proposals for major changes in financial policy.
  - B. Charts indicating the major revenues and expenditures in each major fund (General, Enterprise (Utility), and Highway Maintenance) as well as change in fund balance for all funds.
  - C. Summaries of proposed expenditures by function, department and activity for all funds proposed to be expended in a fiscal year.
  - D. A schedule of estimated requirements for the principal and interest of each bond issue.
  - E. A three-year history of revenues and expenditures to include the prior year actual, current year adopted, revised and proposed budget for each major fund.
  - F. The proposed budget appropriation resolution, including the tax levy.
- The Town Council shall hold a public hearing on the budget submitted by the Town Manager and all interested citizens shall be given an opportunity to be heard on issues related to the proposed budget, including the *Capital Improvement Plan*.
- Following the public hearing on the *Proposed Budget*, Town Council may make adjustments. In instances where Town Council increases the total proposed expenditures, it shall also identify a source of funding at least equal to the proposed expenditures.

### **Capital Improvement Program (CIP)**

- A five year *Capital Improvement Program (CIP)* that serves as the basis for annual capital appropriations and debt financing requirements shall be prepared and updated annually.
- The *CIP* shall include descriptions, timeline, cost estimates, and a schedule of expected expenditures for each project.
- Debt service requirements and funding needs for Town government shall be determined based on the *Adopted CIP*.
- Long-term borrowing shall be confined to major capital improvement and equipment purchases.
- Short-term borrowing shall be limited to bond anticipation notes and equipment leasing, where feasible, with a life of less than 8 years.
- Capital project appropriations shall lapse upon project completion, allowing for an adequate warranty period. Lapsed appropriations shall remain in the Capital Fund for reallocation to other projects.
- Incremental operating costs associated with capital projects shall be funded in the operating budget after being identified and approved in the Capital Improvement Program.
- Pay-as-you-go funding, including State Highway Maintenance Funds, State Revenue Sharing Funds, State and federal grants, and other cash sources, shall not be less than 10%, with a goal of 15%, of the Town's 5-Year CIP.

**Monthly Financial Reporting**

The Town Council will be provided with monthly Revenue/Expenditure reports as part of their monthly Council Meeting Agenda packet.

**Third Quarter Review**

In March, staff will evaluate all expenditures and revenue as compared to budget and make recommendations to Town Council regarding possible budget adjustments. Section 15.2-2507 of the *Code of Virginia* requires that a public hearing be held prior to Town Council action when proposed amendment of the budget exceeds one percent of the total expenditures shown in the currently adopted budget.

**First Quarter Review**

In September, staff will evaluate requests for the carry forward of funds remaining from prior year appropriations and other possible budget adjustments. Section 15.2-2507 of the *Code of Virginia* requires a public hearing be held prior to Town Council action when a proposed budget amendment exceeds one percent of the total expenditures shown in the currently adopted budget.

**POLICY C – Investments****I: Purpose**

It is the policy of the Town of Altavista, Virginia (“the Town”) that the investment and administration of its funds be made in accordance with the Code of Virginia Investment of Public Funds Act, the applicable provisions of any outstanding bond indebtedness, and this policy. The Town shall be in complete compliance with all applicable federal, state and local laws, and other regulations and statutes governing the investment of public funds. Within those parameters, the goal of this policy is to achieve the highest rate of return that is reasonable. This policy will be reviewed on an annual basis. Any changes must be approved by the Town Council.

**II: Scope**

This investment policy applies to all cash and financial investments of various funds of the Town as identified in the Town’s Comprehensive Annual Financial Report, with the exception of those financial assets explicitly excluded from coverage for legal or operational reasons. Bond proceeds shall be invested in accordance with any requirements and restrictions outlined in the bond documents. This policy will apply to any newly created funds unless specifically exempted.

Pooling of funds - Except for cash in certain restricted and special funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be distributed to the various funds in accordance with Town budgetary guidelines.

**III: Objectives**

Funds shall be invested in only those investments permitted by Federal, State and local laws as it relates to public funds, as well as any contractual agreements entered into by the Town.

All of the Town’s funds, regardless of term, shall be invested with the following objectives listed in the order of priority:

1. *Safety* - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the Town will:
  - a. seek to avoid realizing any loss through the sale or disposal of an investment; and
  - b. seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
2. *Liquidity* - The investment portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This shall be accomplished by structuring the portfolio in the following manner:
  - a. The Town will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity.
  - b. A portion of Town Funds will be maintained in cash equivalents, including money market funds, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and
  - c. The portfolio will consist largely of investments with active secondary markets.
3. *Yield* - The Town's investment portfolio shall be designed with the objective of maximizing a fair rate of return consistent with the investment risk constraints and cash flow characteristics of the portfolio. The Investment Official shall establish suitable benchmarks for the measurement of the portfolio's return.

#### **IV: Delegation of Authority**

Authority to manage the Town's investment program is derived from the Code of Virginia. The Finance Director (the Investment Official) is responsible for investment decisions and activities in accordance with established written procedures and internal controls as well as operation of the investment program consistent with this investment policy, under the direction and control of the Town Manager.

Subject to the approval of the Town Council, the Finance Director may employ financial consultants on a contractual basis to assist in the development and implementation of investment procedures and policies, to monitor the effectiveness and continued compliance with such policies and procedures, and to provide guidance in investment matters.

#### **V. Standards of Care**

The standard of prudence to be used by investment personnel shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" standard states:

"Investments shall be made with judgment and care – under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probably income to be derived."

The Finance Director, and those delegated investment authority under this Policy, when acting in accordance with written procedures and this Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an individual's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

**VI: Ethics and Conflict of Interest**

Staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Town Manager any material interest in financial institutions that conduct business with the Town and shall further disclose any large personal financial/investment positions that could be related to performance of the Town's portfolio. Staff involved in the investment process shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

**VII: Internal Controls**

The Finance Director is responsible for establishing and maintaining an internal control structure designed to provide reasonable assurance that the assets of the Town are protected from loss, theft, or misuse. An annual independent review shall be conducted by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following:

- Controls to prevent collusion.
- Separation of transaction authority from accounting and reconciliation activities
- Custodial safekeeping
- Written confirmation of transactions for investment and wire transfers

Clear delegation of authority to subordinate staff members, when necessary.

**VIII: Authorized Investments**

Authorized investments for public funds are limited to those set forth in the Investment Public Funds Act of the Code of Virginia §§ 2.2-4500 through 2.2-4518. Within this permitted statutory framework, the Town limits the investments of assets to the following categories of securities:

- Obligations of the Commonwealth of Virginia - Stocks, bonds, notes, and other evidences of indebtedness of the Commonwealth and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.
- Obligations of the United States – Stocks, bonds, notes, and other obligations issued or guaranteed by the U.S. Government, an agency thereof, or U.S. Government Sponsored Enterprises (GSEs). These securities can be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of a registered money market or mutual fund provided that the portfolio of the fund is limited to such evidences of indebtedness.
- Certificates of deposit and time deposits of Virginia banks and savings institutions - Such instruments must be federally insured to the maximum extent possible and collateralized under the Virginia Security for Public Deposits Act, §§2.2-4400 through 2.2-4411 of the Code of Virginia.

- Repurchase Agreements - Overnight, term or open Repurchase agreements collateralized by U.S. Treasury/Agency Securities. The collateral for overnight or one day repurchase agreements is required to be at least 100% of the value of the repurchase agreement.
- Commercial Paper - Pursuant to § 2.2-4502 of the Code of Virginia, the Town is authorized to invest in commercial paper. Any such investment shall be of “prime quality” with a rating no lower than P-1 by Moody’s and A-1 by Standard and Poor’s, with a maturity of 270 days or less, issued by domestic corporation.
- Commonwealth of Virginia Local Government Investment Pool (LGIP) - This is a special purpose state-administered investment pool offered to public entities for the investment of public funds under the Local Government Investment Pool Act of the Code of Virginia. It is managed by the Investment Division of the Virginia Department of Treasury and its investments are made in accordance with the Investment of Public Funds Act of the Code of Virginia. It is managed similar to a money market fund with objectives of providing safety, liquidity, and return. Funds may be withdrawn on a daily basis.
- VACo/VML Virginia Investment Pool Trust Fund (VIP) - This is a Section 115 governmental trust fund created under the Joint Exercise of Powers Act of the Commonwealth of Virginia. The Cities of Chesapeake and Roanoke each passed an ordinance in 2013 to create the VIP Trust Fund. On September 13, 2013, a trust fund agreement was adopted by a Board of Trustees, the governing body of the VIP Trust Fund. The Board of Trustees is comprised of 12 local government treasurers and chief investment officers, plus two ex officio non-voting members consisting of executive directors of the Virginia Municipal League and the Virginia Association of Counties. The VIP portfolio is a fixed income pooled investment portfolio that invests in assets of government and high-quality corporate securities (defined as having at least AA ratings by Standard & Poor’s and Moody’s) with an average duration of between one and two years. The Investment Pool may invest in the broad range of investments authorized by the Virginia Investment of Public Funds Act (Code of Virginia, 2.2-4500 through 2.2-4519). The maximum maturity of a security in the portfolio will be no more than five years. The portfolio’s benchmark is the Bank of America Merrill Lynch 1 – 3 Year Corporate/Government Index. The objective of the portfolio is to outperform the benchmark over three-year periods and to preserve capital.

No additional funds shall be invested in any investment that is listed on the Moody’s Watchlist, Standard & Poor’s CreditWatch, or Fitch Watch with a short term negative rating.

#### **IX: Investment Diversification**

The Town of Altavista shall diversify its investments within the permitted statutory framework of the “Investment of Public Funds Act” subject to the following limits: The portfolio will be diversified with no more than five percent of its value invested in the securities of any single issuer. This limitation shall not apply to securities of the Commonwealth of Virginia, the U.S. Government, insured certificates of deposit, the LGIP or the VIP.

The maximum percentage of the portfolio permitted in each eligible security type is as follows:

Commonwealth of Virginia Securities	50%
U.S. Government Securities	50%
Certificates of Deposit	75%
Repurchase Agreements	50%

Commercial Paper	25%
Virginia LGIP	100%
VACo/VML VIP	75%

**X: Reporting Requirements**

Periodic reporting of portfolio position and investment performance results will add an element of accountability and discipline to the Town's investment program.

The Finance Director shall prepare an accounting of investment activity to be included in the monthly Council financial report. The report will include details of the portfolio's position at month end and will include current yield, investment income, and comparisons to prior years and to current budget projections.

**Policy D – Internal Controls****I: Purpose**

This policy establishes guidelines for a system of internal controls to safeguard the Town's assets against loss, to promote the accuracy and reliability of its accounting data, to promote operational efficiency and to encourage adherence to rules and regulations.

**II: Scope**

This policy applies to all Town departments.

**III: Policy**

System of Internal Controls - a system of internal controls is designed to provide reasonable assurance that the following have been met:

**1. Safeguard Assets**

Assets include all property of the Town. Examples include buildings, equipment, accounts receivable and cash (including checks payable to the Town).

Extreme care must be exercised in safeguarding cash and items that are easily convertible to cash, such as accounts receivable. Appropriate procedural safeguards must be in place to protect such items. Accordingly, employees who receive and deposit payments on account must not also have the ability to modify the amounts in the accounts receivable records.

Appropriate physical safeguards must also be in place to secure assets. Cash should be locked in a secured facility to deter theft.

**2. Verify the accuracy and reliability of financial data**

On a monthly basis, each department of the Town receives a detailed revenue and expenditure summary of accounts and projects under their purview. It is the responsibility of the department to review the summaries for accuracy and contact the Finance Director to resolve any discrepancies in a timely manner.

The reliability of information contained in the Town's general ledger is dependent upon the accurate recording of transactions. All departments are responsible for forwarding invoices, receipts, personnel and payroll actions, travel expense reimbursements and any other type of financial transaction to the Finance Department in a timely manner to ensure these transactions are recorded in the system.

Financial reports are presented to Town Council each month.

### 3. Safeguard personal financial information

The Town will take all reasonable measure to safeguard protected personally identifiable information and any other information identified as a result of a Federal award as sensitive. In addition, the Town will observe all state and local laws regarding privacy and confidentiality.

### 4. Promote operational efficiency

Operational efficiency is conditioned upon a proper organizational plan coupled with sufficient training of employees. Organizational plans must be designed to ensure proper segregation of duties such that no one employee controls all phases of a transaction. The Town commits to maintaining an effective organizational structure, to the best of its abilities. It is the responsibility of each department to ensure adequate training based on the specific requirements of each position.

### 5. Compliance with all applicable laws and regulations

It is the policy of the Town to comply with all applicable laws, regulations, conditions of grants, debt covenants, and all other types of external restrictions that may be a condition of funding, provided that the Town Council acknowledged and accepted such conditions or restrictions.

## Policy E – Capital Assets

### I: Purpose

The purpose of this policy is to provide general guidance for the proper recording and financial reporting of capital assets. The Town's capital assets primarily take the form of infrastructure, buildings and improvements, vehicles and equipment. Investment in these assets assists the government in providing for the quality of life of its citizenry, promotes economic development, and bolsters the credit worthiness of the Town.

**II: Scope**

This policy applies to all Town of Altavista departments.

**III: Definitions**

Amortization - the systematic allocation of the cost of an intangible asset over its useful life.

Capital Asset - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible and intangible assets that are used in the operations and have initial useful lives extending beyond a single reporting period.

Capital Outlay - The acquisition of tangible personal property items including, but not limited to, furniture, equipment, and vehicles that meet the definition of a capital asset.

Capital Project - The acquisition or construction of major capital equipment or facilities that are typically accounted for in a separate capital project fund.

Capitalization Threshold - The dollar value at which the government elects to capitalize tangible or intangible assets.

Capitalized Costs - The cost of an asset and any other expenditures necessary to place the asset into service.

Depreciation - The systematic allocation of the initial acquisition cost of a tangible asset over its useful life.

Impairment - A significant, unexpected decline in the service utility of an capital asset.

Intangible asset - A nonfinancial asset that lacks physical substance, has an initial useful life that extends beyond a single reporting period, and provides present service capacity. Examples include:

Easements - Interest in land owned by another entity that entitles its holder to the right to use the land for a specific purpose.

Software licenses - The right to use one or more copies of software or an application without violating copyrights.

Internally Generated Intangible Capital Assets - Intangible assets that are either 1) created or produced by the government itself or by an entity contracted by the government; and 2) acquired from a third party, but requires more than minimal incremental effort on the part of the government to begin to achieve the expected level of service capacity.

Operating Costs - Expenditures for goods or services that do not meet the threshold established for capitalization. These costs include expenditures for maintenance and repairs that do not appreciably add to the value of the asset or materially extend the useful life of the asset.

Present Service Capacity - An asset's existing capability to enable the government to provide services, which in turn enables the government to fulfill its mission.



Proffered Assets - Tangible assets (or cash) offered by donation by property owners at the time of a rezoning to help defray the cost of capital facilities associated with the development of the property.

Service Utility - The ability of an asset to provide its intended service to the organization.

Useful Life - The estimated period of which a capital asset provides service.

#### **IV: Policy**

##### **A. Internal Controls**

All Town departments shall establish and maintain internal controls over capital assets to provide reasonable assurance of accountability, timely and accurate financial reporting, and compliance with any applicable laws and regulations. Internal controls should ensure the following:

1. Capital assets are adequately safeguarded from loss or theft.
2. Proper approvals are followed for acquisitions and dispositions.
3. Physical inventory is taken annually and reported to Finance Department.
4. A proper segregation of duties is in place with regard to assets.

##### **B. Accounting and Reporting for Capital Assets and Projects**

1. Funding sources: Capital assets and projects may be funded by local, state and/or Federal revenue, acquired through donation, trade transaction, or purchased with proceeds from a debt transaction or capital lease.

Assets acquired with state and Federal funding will be tracked regardless of capitalization thresholds to ensure compliance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, specifically:

- a. Title of real property and equipment acquired or improved with Federal awards will vest with the Town. Title for federally-owned and exempt property remains vested with the Federal government.
  - b. Insurance coverage for real property and equipment acquired with Federal funds must be at a minimum equivalent to that of other property owned by the Town.
  - c. Real property will be used for the originally authorized purposes as long as needed.
  - d. Instructions for disposition of real property must be obtained from the Federal awarding or pass-through agency.
2. Capital assets will be budgeted and accounted for in the appropriated operating fund using a capital outlay object code (80 series). Capital projects, except those related to proprietary activities, shall be budgeted and accounted for in the Capital Improvement Program (CIP).

##### **C. Valuation of Capital Assets**

1. Acquired by purchase - Capital assets purchased by the Town shall be reported at historical cost. The cost of a capital asset should include ancillary charges necessary to place the asset into its intended location and condition for use. Items to be included in the cost of a capital asset are:
  - a. Original contract or invoice price
  - b. Freight and transportation charges
  - c. Import duties

- d. Handling and storage charges
- e. In-transit insurance charges
- f. Installation charges
- g. Charges for testing and preparation of use
- h. Charges for refurbishing used items when purchased
- i. Parts and labor associated with the construction of equipment
- j. Site preparation costs
- k. Professional fees

Extended warranties, training, and maintenance agreements, which can be separately identified from the cost of the related asset, shall not be capitalized.

2. Acquired by donation or trade transaction - Assets acquired by donation or trade transaction shall be recorded at the fair market value on the date of the transaction. If the fair market value of an item already in service is unavailable at the time of capitalization, then the current estimated replacement cost shall be used. Both fair market value and current estimated replacement costs are subject to the capitalization thresholds detailed in this section.

#### D. Valuation of Capital Projects

1. Only costs directly identified with the project may be capitalized. Costs incurred for capital projects are classified into four stages:
  - a. Preliminary - this phase involves the exploration of opportunities for acquisition or construction.
  - b. Pre-Acquisition/Construction - the acquisition or construction of the asset is probable.
  - c. Acquisition/Construction - the item has been acquired and/or construction has commenced.
  - d. In Service - the asset is substantially completed and/or has been placed in service.

The following table illustrates typical activities associated with each phase and indicates the accounting treatment to be applied to related costs:

Stage	Typical Activities	Treatment
Preliminary	<ul style="list-style-type: none"> <li>• Feasibility studies</li> <li>• Scope development</li> <li>• Preliminary estimates</li> <li>• Utilities analysis</li> <li>• Consideration of alternatives</li> </ul>	Expense
Pre-acquisition/ Construction	<ul style="list-style-type: none"> <li>• Architectural and engineering work</li> <li>• Legal expenses</li> <li>• Closing and titling</li> <li>• Appraisal fees</li> <li>• Surveying</li> <li>• Site preparation/demolition</li> <li>• Soil testing</li> <li>• Vendor selection</li> </ul>	Capitalize

	<ul style="list-style-type: none"> <li>• Planning and design</li> <li>• Scope of definitions</li> </ul>	
Acquisition/ Construction	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Construction</li> <li>• Utility expansion</li> <li>• Insurance premiums during construction</li> <li>• Initial furnishing and fixtures</li> </ul>	Capitalize
In Service	<ul style="list-style-type: none"> <li>• Maintenance and repairs</li> <li>• Upgrades</li> <li>• Improvements</li> </ul>	<p><u>Expense</u> – maintenance and repairs are typically expensed if they do not increase the useful life of the asset.</p> <p><u>Capitalize</u> – additional components, upgrades and renovations that increase the useful life and/or service capacity of asset</p>

#### E. Thresholds for Capitalization

The following table provides guidelines for capitalization of various categories of assets (note that all assets must have a useful life greater than one reporting period):

Asset Category	Useful Life	Threshold
Tangible Assets	Greater than a single reporting period	\$5,000 and greater per individual asset
Intangible assets – software licenses and applications	Greater than a single reporting period	\$10,000 and greater per program/application or for licenses purchased en masse.
Intangible assets – easements	Greater than a single reporting period	\$20,000 and greater per easement
Capital projects	Greater than 5 years	\$50,000 and greater

Asset costs below the established thresholds will be recognized as operating expenses of the reporting period.

#### F. Estimated Useful Life and Methods of Depreciation and Amortization

The estimated useful life of an asset is the period during which that asset provides service. The following factors may assist in determining the useful life on an asset:

1. Quality – similar assets may differ substantially in quality because of differences in materials, design and workmanship
2. Application – the useful life of a given type of capital asset may vary significantly depending upon its intended use
3. Environment – environmental conditions may have an impact on the useful life of an asset.

Estimates of useful life are required for all asset classes except land, intangible assets that have indefinite useful lives, works of art, historical treasures, and similar assets that are exempt from capitalization. Land use rights acquired in a transaction that did not involve the underlying property should be reported as intangible assets.

Industry guidelines are used to estimate the useful lives of capital assets. Any extended life resulting from a major change in the asset must be specified at the time of the change. Upgrades and renovations must add to the useful life of the original asset, if they are to be capitalized as part of a larger asset.

The following ranges are provided for each asset class:

Asset Class	Years
Buildings and improvements	50
Utility plant in service	50
Infrastructure	30 – 50
Furniture, equipment and vehicles	5 – 10
Intangible assets	3 - 5

Depreciation and amortization are calculated and recorded annually to allocate the expense associated with the acquisition of an asset over its estimated useful life, except for assets that have an indefinite useful life. Depreciation is calculated using the straight-line method.

#### G. Asset Impairment

A capital asset is considered impaired when its useful life and/or service utility had declined significantly and unexpectedly. Impairment is often due to one of the following events or changes in circumstances:

1. Physical damage where action would be needed to restore lost service utility
2. Changes in laws, regulations, or other environmental factors that negatively affect service delivery
3. Technological developments that negatively affect service utility or evidence of obsolescence
4. A change in the manner or duration of use of a capital asset that negatively affects its service utility
5. Stoppage of construction

Note that a temporary decline in service utility does not constitute impairment. The definition of impairment requires that the change in service utility be both significant and unexpected. Upon determination that an asset is impaired, the responsible department should provide an estimate of the percentage of lost service utility to the Finance Department so that a corresponding reduction in the asset's book value may be recorded.

## Policy F – Purchasing

### I: Purpose

The purpose of this policy is to provide a manageable and efficient set of guidelines for purchasing goods and services for the Town, while ensuring competition and complying with requirements set forth in the Virginia Public Procurement Act.

### II: Scope

This policy applies to all Town Departments.

### III: Policy

#### A. Purchasing Principles

##### i. Code of Conduct

No elected official or employee of the Town of Altavista, or any member of his or her immediate family shall have any pecuniary interest, either directly or indirectly, in any contract, purchase or purchase order for any supplies, materials, equipment or contractual services used by or furnished to the Town. Nor shall such officials or employees accept or receive, directly or indirectly, from any person or firms to which any contract or purchase order may be awarded, or from whom or which any purchase is made, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation for future reward or compensation. Violation by a supplier shall result in disbarment from future Town purchasing activities. Employee conduct is further detailed in Chapter 12 of the Town's Personnel Policies Manual (August 2018).

Proprietary information from competing vendors shall not be disclosed to the public or to competitors.

##### ii: Ethics in Public Procurement

For clarification, refer to the *Code of Virginia*, Chapter 7, Virginia Public Procurement Act, Article 4, Ethics in Public Contracting. Per Code of Virginia § 2.2-4343 – 9, “any town with a population of less than 3,500, except as stipulated in the provisions of §§ 2.2-4305, 2.2-43008, 2.2-4315, 2.2-4311, 2.2-4330, 2.2-4333 through 2.2-4338, 2.2-4343.1, and 2.2-4367 through 2.2-4377.”

##### iii: Quality vs. Quantity

Quality means suitability. It does not necessarily have to be the best or highest quality, but rather the correct quality for the purpose intended. Quality is not measured by price only. It may be determined by analysis, physical test, measurements, and performance. To secure proper quality, specifications must be developed in cooperation with the using department so that the vendor understands exactly what is desired.

##### iv: Competition

All purchasing transactions, regardless of whether by formal advertising or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum

open and free competition and which avoids placing unreasonable requirements on qualified vendors. In order to insure objective vendor performance and eliminate unfair competitive advantage, a vendor who or which develops or drafts specifications or a request for proposal for a particular purchase may be excluded from competing and supplying the item or service.

v: Specifications

Solicitations of offers, whether by formal advertising or negotiations, shall incorporate a clear and accurate description of the technical requirements for the material, product, or services to be purchased. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of a procurement.

vi: Documentation

The thorough documentation of purchasing activities requires special emphasis in public purchasing due to the nature of most transactions and of the imposition of controls to protect the public interest. Central to the Town's public purchasing regulations is the requirement that purchases in excess of \$5,000 be supported by written documents evidencing that all purchasing regulations have been complied with, or if not, what circumstances justified non-compliance.

vii: Delegation

The Town Manager may delegate the procurement of any goods and services to the Purchasing Agent or other responsible official under the jurisdiction of the Purchasing Agent.

viii: Public Access to Procurement Information

Except as provided below, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall be open to public inspection.
- b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the Town Manager decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.
- c. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the Town Manager decides not to accept any of the proposals and to reopen the contract.

Otherwise, proposal records shall be open to the public inspection only after award of the contract.

- d. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- e. Trade secrets or proprietary information submitted by the bidder, offeror or contractor in connection with a procurement transaction or pre-qualified application submitted pursuant to subsection B of §11-46, Code of Virginia, shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

ix: Employment Discrimination by Contractors Prohibited/Drug Free Workplace

Every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
  - i. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, such notices of nondiscrimination.
  - ii. The contractor, in all solicitation or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. During performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful

manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

x: Methods of Purchasing

Purchases should be made by one of the following methods: small purchase procedures; formal advertising; competitive negotiation or noncompetitive negotiation.

xi: Small Purchase Procedures

Competitive bids are not required for the purchase of materials, equipment, services, or supplies, costing in the aggregate of not more than \$100,000; however, prices shall, whenever practicable, be obtained from three or more qualified vendors. Written documentation shall be maintained showing the price quotations and supporting the final amount of the purchase. This documentation may be in the form of itemized purchase orders, vouchers, bills, sales slips, memoranda or oral price quotation, written proposals, or copies of or references to catalogues or price lists.

xii: Formal Advertising

Bids are publicly solicited and a firm-fixed price order (lump sum or unit price) shall be given to the responsible bidder whose bid conforms most closely to all the terms and conditions of the invitation for bids and is the lowest price.

xiii: Competitive Negotiation

Proposals are requested from known sources of particular goods or services, excluding professional services, as defined. Negotiations are normally conducted with more than one of the sources submitting proposals and either a fixed-price or cost reimbursement agreement is concluded, as appropriate. If competitive negotiation is used, the following requirements apply:

- Proposals, including price, shall be solicited from an adequate number of qualified sources to permit reasonable competition with the nature and requirements of the procurement.
- When price is not the only factor, the request for proposal shall identify all significant evaluation factors.
- Written or oral discussions may be conducted with all responsible offerors who submit proposals, except that the discussions should be omitted where clearly inappropriate, unnecessary, or impracticable.
- The Purchasing Agent and the head of the using department shall review the proposals. Award shall be made to the most responsible offeror whose proposal will be the most advantageous to the Town, price and other factors considered. All contracts shall be awarded by the Town Manager. The Purchasing Agent shall notify unsuccessful offerors promptly. Upon request, unsuccessful offerors shall be informed of the reasons for not receiving the award.
- Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. The Purchasing Agent's records shall include written



statements, prepared by those individuals making such decisions, citing the reasons for not using formal advertising.

xiv: Noncompetition Negotiations

Subject to specific approval by the Town Manager, it may be determined that the Town's interest will be best served by purchasing certain goods and services through noncompetitive negotiations. Such determination shall, after thorough investigation, be supported by one of the following conditions:

1. A good or service may be truly unique and produced or provided only by one vendor.
2. An emergency exists, in which case the emergency purchasing guidelines shall be adhered to.
3. A department may have standardized in the use of a particular material, supply or type of equipment for the purpose of economy in maintenance.
4. Purchases made in joint or cooperative effort between the Town and other governmental bodies may be through noncompetitive negotiation provided that said procurement is otherwise exempted from competitive requirements.
5. The following types of procurement are specifically exempt from any competitive requirements:
  - a. Expert witnesses, and other services associated with litigation or regulatory proceedings.
  - b. An extension of the term of an existing contract for services, to allow completion of any work undertaken but not completed during the original term of the contract.

Noncompetitive negotiation may be used only when a purchase or the award of a contract is infeasible under the methods set forth above. A written statement justifying the use of noncompetitive negotiation and selection of a particular vendor shall be placed on file prior to a purchase negotiated under noncompetitive conditions.

xv: Negotiation with Lowest Responsive Bidder

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the Town may negotiate with the apparent low bidder to obtain a contract price within available funds. Such negotiations may only take place if described in writing and included in the Invitation for Bid.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

**ITEM #: 8e****ITEM TITLE:**

Sale Proceeds – 1510 Main Street

**DESCRIPTION:**

Recently the sale of 1510 Main Street (former EMS building) to Altavista Instrument Controls (AIC) was completed. As you may know, the deed from the owners to the Town in 1981 set forth several restrictions, with one stating, *"In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum."* Staff is seeking direction from Town Council in regard to the method by which this restriction will be carried out.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to:
  - Provide staff direction on this item.
  - Defer action and place this item on a future Town Council meeting for additional discussion.

**ATTACHMENTS:**

- 1981 Deed for Avoca property
- 1989 Deed of Revision and Release

*Mailed June 11 A.M.*

BOOK 573 PAGE 756

1627

*See 6590 p. 165*

THIS DEED, made and entered into this 20th day of June, 1981, by and between LINDLEY M. WINSTON and JOYCE P. WINSTON, his wife, parties of the first part, and THE TOWN OF ALTAVISTA, VIRGINIA, party of the second part.

W I T N E S S E T H:

That as a charitable donation and completed gift, the said parties of the first part do hereby grant and convey unto the said party of the second part with Special Warranty of Title, subject to all restrictions hereinafter set forth running with the land, all that certain tract or parcel of land, with improvements thereon and privileges and appurtenances thereunto belonging, as follows:

See Plat Re-  
Corded in  
PB 26, at  
page 98

Lot 2 containing 10.45 acres fronting on Highway BUSINESS U. S. Rt. 29 and running from said Highway to STATE RTE 711 in the Town of Altavista, Campbell County, Virginia, as shown on attached Map by John D. Jacobs, C.L.S., entitled "CAMPBELL COUNTY VIRGINIA. TOWN OF ALTAVISTA. THREE PARCELS OF LAND SURVEYED FOR LINDLEY M. WINSTON. SURVEYED DECEMBER 16, 1980" and being a part of the real estate obtained by Gladys D. Fauntleroy (later Winston) by deed dated April 16, 1924, recorded in the Office of the Clerk of Campbell County, Virginia, in Deed Book 138, page 444, and by Gladys Fauntleroy Winston by deed dated Nov. 8, 1952, recorded in Deed Book 242, page 473, the said Gladys Fauntleroy Winston having died testate devising this land to Lindley M. Winston by her Will probated July 3, 1980, in the aforesaid Clerk's Office and recorded in Will Book 64, Pages 842 thru 849, RESERVING AND EXCEPTING, nevertheless, the Lynch-Fauntleroy Cemetery as presently located and as shown as "CEMETERY" on the aforesaid map, which shall at all times be shielded and distanced from any and all functions and/or activities on the property herein conveyed, with access to and the use of ways and avenues of ingress, egress and regress to said Cemetery unrestricted to all present and future relatives of a present or future person who has been, or may be, buried in said Cemetery.

The restrictions referred to above as running with the land are as follows:

A. An historical museum is to be maintained on this property, using (but not limited to) the building known as "the old kitchen", to be henceforth known as the Staunton River Museum; collections and displays of the museum will be planned to take account of the natural and cultural history of the valley in the broadest perspective; public signs on the property and in the museum shall make no mention of "Lynch Law", "Lynch's Law", nor of the "Lynch Law Tree"; and distributed literature concerning Col. Charles Lynch shall emphasize his accomplishments to the colonial war effort, making little or no mention of the presumed derivation from his name.

B. A sign will be maintained at the entrance using the word AVOCA along with any other appropriate wording as a name for the area.

C. Plaques will be erected at the entrance and museum indicating that, as a memorial to his parents, Lindley Murray Winston and Gladys Dearing Fauntleroy Winston, a portion of the former Avoca plantation is given by LINDLEY MURRAY WINSTON to the Town of Altavista to further the understanding of the past and the welfare and enjoyment of the present.

D. No absolute restriction is placed on any other uses which the party of the second part may determine, except in case of sale as hereinafter provided, but it is the wish of the donor that the property be used for recreational, educational or other facilities directly serving the people of the area.

E. In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum.

F. In the event that the museum is not developed and open to the public within 5 years of the date of this deed, or that it ceases to be open to the public for a period of 2 years (unless in wartime or due to some other extraneous event), or if it is determined not to establish or maintain a museum, the entire property is to be sold, with the exception of the museum contents, and the proceeds shall be devoted in entirety as provided in sub-paragraph 1 and 2 of this paragraph "F"; or a sum equal to the then-appraised value of the unimproved real property and such of the present buildings as have been preserved shall be devoted in entirety as follows:

(1) For the establishment of a recreational and public use area and Staunton River Museum on another site; or

(2) The proceeds to be divided as follows:

15% to the Public Park Fund of the Town of Altavista.

15% to the Altavista Area YMCA, Inc.

10% to the general funds of the Altavista Library Association.

60% to the Altavista Library Association for the establishment and maintenance of a Staunton River Historical Collection and Display, with the same general scope as designed for the Staunton River Museum referred to in paragraph "A" hereof. Any parts of the collections of the Staunton River Museum which were donated by the donor of the property shall become the property of Altavista Library Association. A plaque shall indicate the original donor's memorial intent.

WITNESS the following signatures and seals:

Lindley M. Winston (SEAL)

Gladys P. Winston (SEAL)

STATE OF VIRGINIA

COUNTY OF CAMPBELL, to-wit:

The foregoing instrument was acknowledged before me this  
20<sup>th</sup> day of June, 1981, by LINDLEY M. WINSTON and JOYCE P. WINSTON,  
his wife.

My commission expires

5/14/85

J. W. Bingham  
NOTARY PUBLIC

Virginia:

In Campbell County Circuit Court, Clerk's Office

This Acad July 20 19 81  
was this day received in this office  
and upon the annexed certificate of acknowledgment admitted  
to record at 8:30 o'clock A. M.

The taxes imposed by SECTION 58-54.1 of the Code have  
been paid in the amount of \$ 2.00

Teste: Henry E. Bennett Clerk

*Mullins v. Mullins*  
THIS DEED OF REVISION AND RELEASE, made and entered into this 22nd day of March, 1989, by and between LINDLEY M. WINSTON and JOYCE P. WINSTON, his wife, parties of the first part and the TOWN OF ALTAVISTA, VIRGINIA, a Virginia municipal corporation, party of the second part.

## W I T N E S S E T H:

WHEREAS, by deed of gift dated June 20, 1981, the parties of the first part conveyed unto the party of the second part, a certain tract of land situate in the Town of Altavista, Virginia, as a charitable gift, said deed of gift being duly recorded in the Office of the Clerk of the Circuit Court of Campbell County, Virginia, in Deed Book 573, page 756; and

WHEREAS, the said deed of gift contained certain restrictions which were deemed to be such as running with the land and the said deed of gift further contained a provision that if there was a breach of the restrictions and provisions of the aforesaid deed, that the entire property conveyed would be sold as provided in said deed of gift, and the proceeds from the sale would be distributed unto certain charitable institutions as provided in said deed; and

WHEREAS, since the transfer of the said property by the deed aforesaid, it is deemed feasible that there be a modification of the said restrictions as to a part of the property conveyed to carry into effect more effectively the original donative intent of the parties of the first part therein, and likewise such modification would enure to the benefit of the general public for whom benefit the original gift was made; and

WHEREAS, the parties of the first part are willing to make modifications to the original deed restrictions, in so far as they have power so to do, as hereinafter alluded to, and the party of the second part is willing to join in this deed to make a binding commitment that it will carry into full force and effect the obligations imposed upon it as hereinafter set forth.

NOW THEREFORE, that for and in consideration of the premises, the parties of the first part and the party of the second part covenant and agree as follows:

1. That all restrictions numbered A, B, C, D and F contained in the aforesaid deed dated June 20, 1981 are hereby forever released as to all of the property conveyed by the aforesaid deed dated June 20, 1981, EXCEPT the following described parcel which is herein described as the "Avoca Plantation Mansion House and Curtilage" which shall include the following described parcel:

All that certain tract or parcel of land located in the Town of Altavista, Campbell County, Virginia, containing 4.87 acres, fronting 326.61 feet on Business U. S. Rt. 29 as shown on Plat dated March 20, 1989 by Mark D. Covington and marked "Avoca Plantation Mansion House and Curtilage", which said Plat is attached hereto, incorporated herein and made a part hereof

2. Paragraph E of the original deed dated June 20, 1981 is amended and revised as follows:

E. In the event that a portion of the property located outside of the "Avoca Plantation Mansion House and Curtilage" parcel as defined in 1 above is sold, all proceeds from the sale will be devoted to the development and maintenance of the Avoca Museum hereinafter referred to in 3 below.

3. That all of the original restrictions contained in the deed of June 20, 1981 as to the parcel hereinbefore described as the "Avoca Plantation Mansion House and Curtilage" are hereby modified and henceforth shall be as follows and shall be deemed as restrictions or covenants running with the land:

- A. An historical museum is to be maintained on this property using (but not limited to) the building known as "the old kitchen; collections and displays of the museum will be planned to take account of the natural and cultural history of the valley in the broadest perspective; public signs of the property and in the museum shall make no mention of "Lynch Law", "Lynch's Law", nor the "Lynch Law Tree", and distributed literature concerning Col. Charles Lynch shall emphasize his accomplishments to the colonial war effort, and making mention of the presumed derivation from the Lynch name only in the context of the full presentation of historical data.
- B. A sign will be maintained at the entrance using the word AVOCA along with any other appropriate wording as a name for the area.
- C. Plaques will be erected at the entrance and museum indicating that, as a memorial to his parents, Lindley Murray Winston and Gladys Dearing Fauntleroy Winston, a portion of the former Avoca Plantation is given by LINDLEY MURRAY WINSTON to the Town of Altavista to further the understanding of the past and the welfare and enjoyment of the present.
- D. No absolute restriction is placed on any other uses which the party of the second part may determine, except in the case of sale as hereinafter provided, but it is the wish of the parties of the first part that the property be used for recreational, educational or other facilities directly serving the people of the area.
- E. In the event that the area reserved specifically for historical, educational or recreational purposes, (The Avoca Plantation Mansion House and Curtilage parcel) ceases for a period of time no less than 2 years to be used for these purposes, or any of such purposes, the entire property less any portion sold under 2 above, shall be sold, or, if intended to be retained for other purposes by the town, appraised,



the proceeds of sale or the appraisal value to be devoted to such similar purposes as the Avoca Commission may determine after a public hearing. It is the wish of the parties of the first part that the Avoca Commission give due consideration that the said proceeds be donated to the Staunton River Library located at Altavista, Virginia, but its decision in this regard shall be final. Such successor project or projects shall continue the memorial to the donor's parents.

- F. If the entire property is sold, any part of the collections of the Avoca Museum which were donated by the parties of the first part, shall become the property of the Staunton River Memorial Library located in the Town of Altavista, Virginia, if the Avoca Commission determines that to be the most appropriate location for their presentation and display. If the Avoca Commission does not determine that to be the appropriate location for their presentation and display, then the Avoca Commission shall place the same at such location most appropriate for their presentation and display. In any event, the Town of Altavista agrees to place a plaque at such location indicating the original donor's intent.

4. For so long as the property is used for historical, educational or recreational purposes as provided in 3 above, the party of the second part covenants and agrees with the parties of the first part as follows:

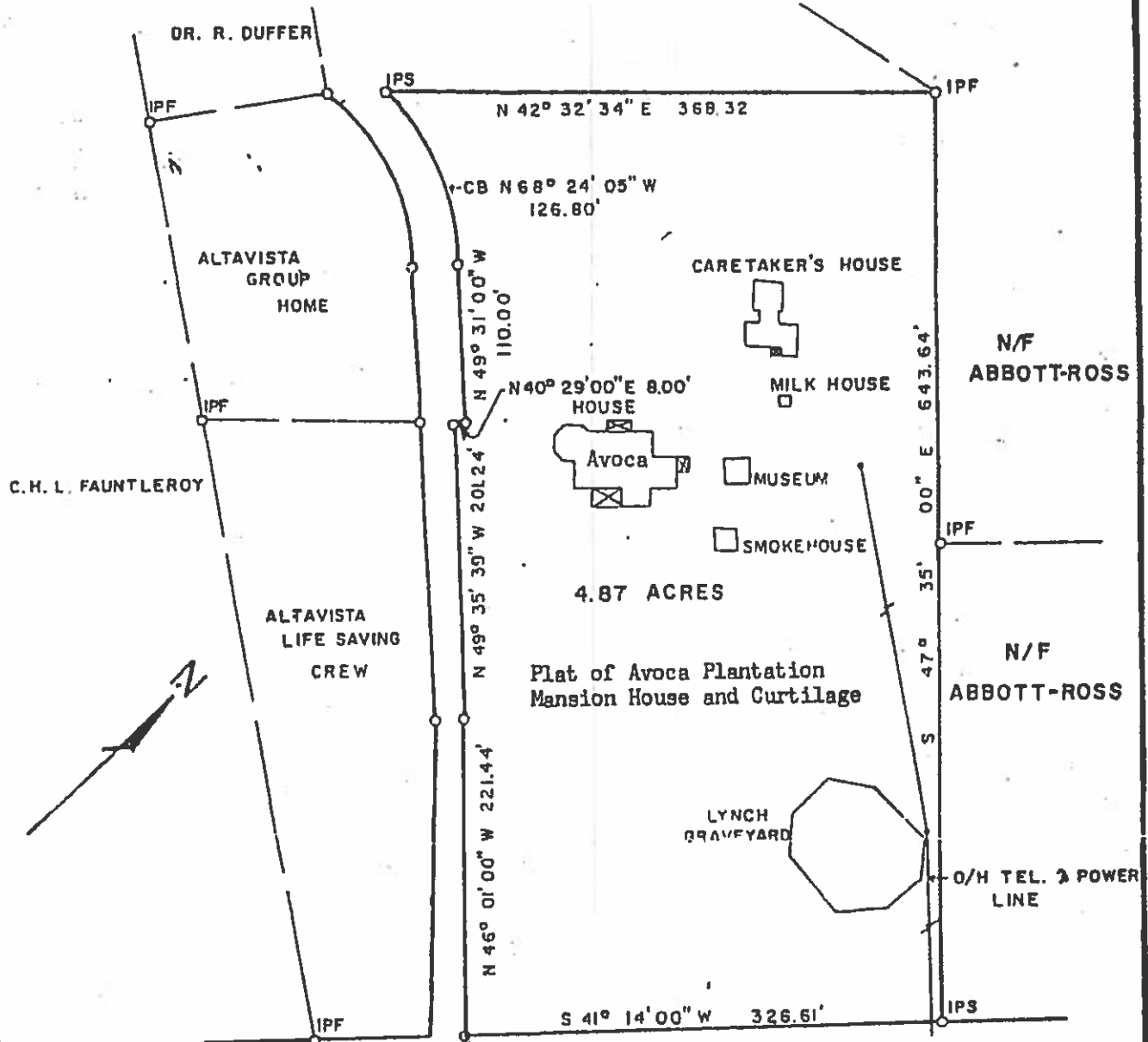
A. That it will continue to sponsor and maintain and govern the Avoca Commission in existence at this time, continuing its present composition with a minority of voting members drawn from the Altavista Town Council and Administration, all appointments to vacancies to be approved by the Avoca Commission.

B. That it will maintain the existing fund to be used for historical preservation and display, to be administered by the Avoca Commission or by a body or bodies to which the Avoca Commission may delegate such responsibility.

5. It is distinctly understood and agreed that nothing contained in this Deed of Revision and Release shall be construed in any way or manner to alter, amend or change the provisions contained in the deed of June 20, 1981 pertaining to the Lynch-Fauntleroy Cemetery located on the property conveyed.

6. The parties of the first part take no responsibility or assume no obligation to the institutions named in Item F of the deed of June 20, 1981, in the event the property or any part thereof is sold as provided therein, or by the terms of this document, and do not intend by this deed to alter their rights as contained therein.





BUSINESS U.S. RTE. 29

SURVEYED FOR TOWN OF ALTAVISTA  
MARCH 20 1989 SCALE 1" = 100'

*Mark D. Covington*  
SURVEYED BY: MARK D. COVINGTON-TOWN OF ALTAVISTA

LAW OFFICES OF  
**J. JOHNSON ELLER, JR.**

P.O. BOX 209  
ALTAVISTA, VIRGINIA 24517

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TELEPHONE (434) 369-5661

FAX (434) 369-5663

ELLERLAW19@GMAIL.COM

November 7, 2019

Michael E. Mattox, Mayor  
Members of the Altavista Town Council  
P.O. Box 420  
Altavista, VA 24517

**RE: Legal Opinion: Disposition of Proceeds of sale of EMS building**

Dear Mayor and Council,

Waverly has requested that I issue an opinion as to the disposition of the proceeds from the sale of the former EMS building which was a part of the Avoca property.

The entire Avoca property containing 10.45 acres was gifted to the Town by Dr. Lindley Winston and his wife Joyce by deed dated June 20, 1981. In that deed Dr. Winston provided a number of conditions many of which were concerned with the establishment and maintenance on the Avoca property of "an historical museum".

Other conditions were included in the deed, the relevant one to this opinion being set out in Paragraph E thereof

"In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum."

Subsequently, by Deed of Revision and Release dated March 22, 1989, Dr. and Ms. Winston released a number of restrictions on all of the property except the "Avoca Plantation Mansion House and Curtilage" containing 4.87 acres, hereinafter ("Avoca House property"). The conditions and restrictions on the Avoca House property contained in the 1981 deed were amended and reimposed.

In the 1989 Deed of Revision paragraph E of the 1981 deed was revised and reimposed as Restriction 2. E. as follows:

"In the event that a portion of the property located outside of the 'Avoca Plantation Mansion House and Curtilage' parcel as defined in 1 above is sold, all proceeds from the sale will be devoted to the development and maintenance of the Avoca Museum..."

The portion of the Avoca property upon which the EMS building is located containing 1.1182 acres comes from the portion of the Avoca property outside of the Avoca House property and is subject to the above-quoted restriction in paragraph E of the 1981 deed and paragraph 2. E. of the 1989 deed.

Accordingly, in the deed from the Town of Altavista to AIC Holdings, LLC dated September 23, 2019, whereby the EMS portion of the property was sold the Town covenants as follows:

“Town covenants that the net proceeds of the sale hereunder shall be held by the Town in a fund to be devoted to the development and maintenance of the Avoca Museum as required in restriction E. of the aforesaid deed dated June 20, 1981 whereby the property was conveyed to the Town and as amended by Restriction 2. in the aforesaid Deed of Revision and Release dated March 22, 1989.”

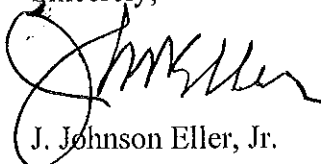
Thus, the net proceeds of the sale which will be a minimum of \$250,000 must be used for the development and maintenance of the museum.

The Winston deeds refer to “maintenance of a museum using (but not limited) the old kitchen”. Paragraph 3. E. of the 1989 Revision deed makes it clear that the museum property is to include the entire Avoca Plantation Mansion House and Curtilage parcel as well as the kitchen. Therefore, the property to which the sale proceeds could be applied is not just the old kitchen building, but the entire 4.82 acre parcel and all the structures located thereon.

In order to implement the covenant/restriction, the funds received from the sale should be segregated on the books of the Town in such a way that all funds expended therefrom can be tracked and traced to items that further the development and maintenance of the museum.

The \$50,000 which is subject to being reimbursed to AIC Holdings as renovations are completed pursuant to the sale agreement should also be separately earmarked as such. At the end of the one year period provided in the agreement any funds not so used would be combined with remaining sale proceeds.

Sincerely,



J. Johnson Eller, Jr.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

**ITEM #: 8f****ITEM TITLE:**

Zoning Ordinance Text Amendment – *“First Reading”*

**DESCRIPTION:**

The Planning Commission conducted a *“First Reading”* on the attached Zoning Ordinance Text Amendments related to “permitted uses” in the M (Industrial) District. The Planning Commission had previously requested that Council conduct their *“First Reading”* on the proposed changes at their November meeting and a Joint Public Hearing be scheduled on the item for Tuesday, December 10, 2019 at 7:00 p.m.

Accordingly, staff requests that Town Council conduct a *“First Reading”* on the proposed Text Amendment and set a Joint Public Hearing, with the Planning Commission, for Tuesday, December 10, 2019 on the item.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to:
  - Set a Joint Public Hearing with the Planning Commission for Tuesday, December 10, 2019 at 7:00 p.m. in regard to the proposed text amendments to the Zoning Ordinance as presented.
  - Defer action and place this item on a future Town Council meeting for additional discussion.

**ATTACHMENTS:**

- Zoning Ordinance Text Amendments

An Ordinance to repeal, amend and re-ordain Section 86-382 of the Code of the Town of Altavista, 1968, relating to permitted uses in the M (industrial) district.

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

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

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

The following uses are permitted by right or by special use permit in the M (industrial) district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*  
(None)

(2) *Residential use types.*  
Home garden

Home occupation—Subject to section 86-454, special use permit required

Keeping of chickens per section 86-515.1

Multi-family dwelling Subject to section 86-458.—Special use permit required—Only when redeveloping or renovating an existing industrial building

(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 section 86-482.1.

Governmental services

Post office

Public maintenance and service facility

Safety services

Utility service, major—Special use permit required.

Utility service, minor

(4) Office use types.

Financial institution—No Guidelines listed in Code

General office

Laboratory

Medical office

(5) *Commercial use types.*

Business support services

Business trade school

Communication services

Construction sales and services

Equipment sales and rental

Mini-storage—Subject to section 86-517.

Restaurant, mobile per section 86-520

Wedding/event facility—Subject to section 86-521

(6) *Industrial use types.*

Automobile repair service, major—Subject to section 86-505

Construction yard

Custom manufacturing—Special use permit required.

Industry, light

Industry, medium

Industry, heavy—Special use permit required.

Recycling center

Resource extraction—Special use permit required.

Transportation terminal

Truck terminal—~~Special use permit required.~~

Warehousing and distribution

(7) *Miscellaneous use types.*

Parking facility, surface/structure—Special use permit required

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

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

Tower—Special use permit required, subject to section 86-545

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

**Sec. 86-451. - Use and design standards.**

- (a) The standards contained in the district regulations in article III shall apply to all of the following use types listed in article IV, unless specifically modified and/or superseded by the use and design standards below.
- (b) The standards listed as general standards in article IV shall apply in all districts in which the use type is permitted by right or permitted subject to approval of a special use permit, as indicated in article III, district regulations.
- (c) Where a specific zoning district is indicated, the standards listed in article IV shall apply to that zoning district, in addition to any general standards listed for that use.

(Ord. of 10-11-2011(3), § 2)

**Sec. 86-505. - Automobile repair services, major.****(a) General standards:**

- (1) All vehicles stored on the premises shall be placed in a storage yard fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.
- (2) Body and fender repair services shall be subject to the following:
  - a. The repair facilities are at least 150 feet from any adjoining residential district.
  - b. Any spray painting takes place within a structure designed for that purpose and approved by the Altavista Fire and EMS Department.
- (3) Exterior display or storage of new or used automobile parts is prohibited.

(Ord. of 10-11-2011(3), § 2)



*Assisted care residence* means an establishment, regulated by the Commonwealth of Virginia, that provides shelter and services which may include meals, housekeeping, and personal care assistance primarily for the elderly. Residents are able to maintain a semi-independent lifestyle, not requiring the more extensive care of a nursing home.

*Automobile dealership, new* means an establishment that uses building, land area or other premise for the display of new and used automobiles, trucks, vans, or motorcycles for sale or rent, including any warranty repair work and other major and minor repair service conducted as an accessory use.

*Automobile dealership, used* means a lot or establishment where three or more used or previously-owned motor vehicles, including automobiles, trucks, and motorcycles are displayed at one time for sale.

*Automobile parts/supply, retail* means retail sales of automobile parts and accessories. Typical uses include automobile parts and supply stores which offer new and factory rebuilt parts and accessories, and include establishments which offer minor automobile repair services.

*Automobile rental/leasing* means rental of automobiles and light trucks and vans, including incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.

*Automobile repair service, major* means repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine and transmission repairs are conducted. This includes minor automobile repairs in conjunction with major automobile repairs. Typical uses include automobile and truck repair garages, transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops and other similar uses where major repair activities are conducted.

*Automobile repair service, minor* means repair of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include tire sales and installation, wheel and brake shops, oil and lubrication services and similar repair and service activities where minor repairs and routine maintenance are conducted.

*Aviation facility, general* means landing fields, aircraft parking, service facilities and related facilities for the operation, service, fueling, repair, storage, charter, sales, and rental of aircraft, including activities directly associated with the operation and maintenance of airport facilities and the provision of safety and security.

*Aviation facility, private* means any area of land used or intended to be used for the landing or taking-off of aircraft for personal use of the tenant or owner of the site, and not available for public use or commercial operations. Aircraft include helicopters, and all fixed wing planes and gliders, including hang gliders.

*Assisted care residence* means an establishment, regulated by the Commonwealth of Virginia, that provides shelter and services which may include meals, housekeeping, and personal care assistance primarily for the elderly. Residents are able to maintain a semi-independent lifestyle, not requiring the more extensive care of a nursing home.

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*Aviation facility, private* means any area of land used or intended to be used for the landing or taking-off of aircraft for personal use of the tenant or owner of the site, and not available for public use or commercial operations. Aircraft include helicopters, and all fixed wing planes and gliders, including hang gliders.

## Sec. 86-451. - Use and design standards.

- (a) The standards contained in the district regulations in article III shall apply to all of the following use types listed in article IV, unless specifically modified and/or superseded by the use and design standards below.
- (b) The standards listed as general standards in article IV shall apply in all districts in which the use type is permitted by right or permitted subject to approval of a special use permit, as indicated in article III, district regulations.
- (c) Where a specific zoning district is indicated, the standards listed in article IV shall apply to that zoning district, in addition to any general standards listed for that use.

(Ord. of 10-11-2011(3), § 2)

## Sec. 86-505. - Automobile repair services, major.

(a) *General standards:*

- (1) All vehicles stored on the premises shall be placed in a storage yard fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.
- (2) Body and fender repair services shall be subject to the following:
  - a. The repair facilities are at least 150 feet from any adjoining residential district.
  - b. Any spray painting takes place within a structure designed for that purpose and approved by the Altavista Fire and EMS Department.
- (3) Exterior display or storage of new or used automobile parts is prohibited.

(Ord. of 10-11-2011(3), § 2)



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

**ITEM #: 8g****ITEM TITLE:**

Rt. 43 Gateway “Streetscape” Project modifications consideration

**DESCRIPTION:**

The Rt. 43 Gateway “Streetscape” Project is progressing well; however there are several areas of curb and gutter that are not scheduled for replacement. Staff assumes this was done based on potential budget concerns during the project development stage. In addition, there are a few other changes that need to be considered.

As Council knows, this project is funded with a VDOT “Transportation Alternative Program” grant, which provides 80% of the funding; the remaining 20% is provided by the Town. Staff is continuing to work with the engineer and contractor on pricing for these items. Staff will also be presenting proposed changes in the cost of the benches included in the project, as there are two different bench designs downtown. Based on the timing of the project, any changes to the curb/gutter work would be time sensitive and require action at this time. The details in regard to the budget, contingency amount and cost for any proposed changes will be presented at the meeting.

**BUDGET/FUNDING:**

Dependent upon actions.

**POTENTIAL ACTION:**

- Council may decide to:
  - Approve some, none, or all of the proposed changes to the Rt. 43 Gateway (Streetscape) Project scope of work. This would result in approval of change orders. This will be based on discussion.

**ATTACHMENTS:**

- None, at this time. Information will be provided at the meeting.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 12, 2019

**ITEM #: 8h****ITEM TITLE:**

Intern funding request - Administration

**DESCRIPTION:**

Recently, an individual pursuing their advanced degree at Liberty University contacted the Town in regard to a potential “internship” opportunity from January to June 2020. After discussion and consideration of potential items that could be accomplished during an internship, staff requests that appropriated funding from the “wages/salaries” line item of the Administration budget be utilized for this purpose. Funds are available due to the Community Development Director position being vacant for the first four months of the FY. It is anticipated that the internship would last for 26 weeks and the individual would be compensated at \$10.00/hour for 40 hours a week. The individual has expressed an interest in the “day to day” operations of town government, along with a focus on economic development and code enforcement.

Over the past year, the Town has utilized internships in other departments, which have worked out well. Staff would like to see funding on an annual basis to promote an “internship” program when needs are identified.

**BUDGET/FUNDING:**

Utilization of previously appropriated funds.

**POTENTIAL ACTION:**

- Council may decide to:
  - Approve staff’s request to fund an intern for the Town Hall Administration as outlined above.
  - Defer action, place on a Work Session agenda.
  - Take no action, at this time.

**ATTACHMENTS:**

- None, at this time.

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

RED indicates updates since last meeting.



## **PROJECTS/ITEMS**

**Altavista Park and Trails (APT) Master Planning/ Project Implementation:** The Splash Pad and Playground improvements opened in mid-September and the Splash Pad closed in early October and will reopen May 2020. Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** Contractor has completed the tennis court portion of this project. Staff has received bids for the sidewalk work as previously discussed with Council and the work is begin scheduled with completion anticipated within 30 days.

**Booker Building Evaluation/Visioning Process:** The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item will be placed on the November Town Council Work Session for further discussion.

**Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area):** The property has been surveyed and all information is being submitted to the Circuit Court for review/approval.

**Dalton's Landing Canoe Launch Project Update:** The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). (LINK)

**Building Demo/Potential Observation Deck (Eagle Trail)** Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps".

**Melinda Tank Pressure Zone Improvements** For the status of this project, see the attached Woodard & Curran Update. (LINK)

**Clarion Road Control Valve Improvements** For the status of this project, see the attached Woodard & Curran Update. (LINK)

**Rt. 43 Gateway Project (Streetscape):** The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled prior to the end of November. For additional information, see the attached Hurt & Proffitt Update. (LINK)

**Trail Project (mausoleum area):** Staff is working on getting quotes for signs.

**WWTP Phase 1 Electrical Design** For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. (LINK)

**Ridgeway Avenue Drainage Evaluation** This project is complete.

**WWTP Clarifier #1 Project** For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (LINK)

**WWTP Emergency Overflow Pond (DEQ):** Staff is working on an update to DEQ.

**Staunton River RIFA:** Staff is working with legal counsel in regard to withdrawal from the Authority.

**Brownfields Grant Program:** Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant.

**SolSmart Solar Community Designation:** Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5<sup>th</sup>. Staff is working on submitting information for the designation process.

**Main Street Sidewalk Extension Project (VDOT TAP):** Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project.

**Lynch Creek Sewer** For the status of this project, see Attached Weekly Hurt & Proffitt Project Status Report. (LINK)

**WTP Filter Rehab Project** For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. (LINK)

**WWTP Aeration Project** For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. (LINK)

**Riverview Sewerline Replacement Project** For the status of this project, see Attached Weekly Dewberry Project Status Report. (LINK)

## **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. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. Phase II will begin in FY2020

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project.

**Chemical Storage Building (Public Works):** For the status of this project, see the Weekly Peed & Bortz Project Status Report. (LINK)

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

**VDOT Rt. 29 Bridge Replacement Project Update:** Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** Work is continuing at a slow pace, as the contractor is waiting on some components.

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

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

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

- Southern Virginia Multi-modal Park – Utility Review

### **COMPLETED PROJECT:**

**Downtown Public Parking Signs and Banners**

**Pavilion (English Park) Roof Replacement**

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

**Washington Street Sidewalk Project**

**Meals Tax Audits Notification**

**Personnel Policies Manual (Employee Handbook) Update**

**Utility Standard Details & Specifications**

**RFQ/P Engineering Services**

**Economic Development Strategic Plan (Camoin)**

**7<sup>th</sup> Street Utility Project**



**2019 CIP Town of Altavista Projects  
Status Report - Peed & Bortz, LLC  
November 7, 2019**

**Project Name:** Dalton's Landing Canoe Launch NEPA  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant**  
**P&B Job Number** 19-13

**Recent Activities:** Town Council voted to concede habitat for Logperch. P&B emailed DCR to notify DCR of concession and to start the clock for this portion of the project. DCR requested additional documentation to include with their reply to FWS on 3 September. P&B provided documentation to DCR on 5 September. FHWA emailed FWS on 12 September regarding formal consultation. Engineer has emailed FWS to verify clock has started on 12 September. FWS has confirmed the start date for 12 September.

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

**Upcoming Tasks:**

**Outstanding Issues:**

**Design Schedule:** Submit draft Environmental Assessment to DCR June 3, 2019  
Advertise for public comments June 2, 2019 (allow 30 days)  
Submit public comments to DCR to finalize NEPA July 15, 2019  
Advertise to bid July 16, 2019  
Award Contract August 21, 2019  
Notice to Proceed September 15, 2019  
**Schedule Constraints:** Review time by SHPO anticipated at 60 days  
Public notification and comment period is 30 days.

**Projected Completion:**

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

**Invoiced To Date:** \$0

**Balance to Complete:**

**Town Input Required:**

**Issues Town Should Be Aware Of:**

## WOODARD & CURRAN

**This memo is a status report of** Woodard & Curran Team's efforts for the Melinda & Avondale High-Pressure Zone Design Project

### **Completed Work Over the Last Week**

1. Facilitated communication between Town staff and Anderson Construction.
2. Reviewed and approved change order requests.
3. Processed payment request.

### **Anticipated Work Over the Week**

1. Meeting with Bernard Proctor (VDH) to discuss the Project.
2. Respond to questions and action items from VDH, as needed.

### **Scope Changes to Date**

1. The Melinda HPZ piping increased by 2,000 feet.

### **Outstanding Issues**

1. None.

### **Construction Document Schedule Update**

1. Initiate survey 1/7/2019 – delayed due to cost. COMPLETE
2. Initiate final design 2/18/2019 – delayed due to missing survey information. Expected 5/13/2019 COMPLETE
3. Submit to Town 4/12/2019 – delayed due to missing survey information. Expected 6/30/2019 COMPLETE
4. Submit to VDH 4/29/2019 – Expected 7/1/2019 COMPLETE
5. Bidding Documents Complete 6/7/2019 – Response comments to VDH by 10/3/2019 COMPLETE
6. Finalize Bidding Documents once we have received final approval by VDH (TBD)
7. Advertisement (TBD)
8. Notice to Proceed (TBD)
9. Substantial Completion (NTP + 6 months)
10. Completion (NTP + 7 months)

### **Budget Summary**

- |  |                        |
|--|------------------------|
| 1. Engineers Estimate: \$(not included in Scope) | Towns Budget \$683,000 |
| 2. Engineering CA Contract: \$45,500 (pending)   | JTD: \$0               |
| 3. Construction Contract: \$TBD                  | JTD: \$N/A             |

### **Input Needed from Town/Others**

1. None.

### **Other Issues/Concerns**

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

## WOODARD & CURRAN

This memo is a status report of Woodard & Curran Team's efforts for the Flow Control Valve Design Project

### Completed Work Over the Last Week

1. No Work was completed over the last week.

### Anticipated Work Over the Week

1. Continue to coordinate with Town and Contractor to resolve Change Order requests.

### Scope Changes to Date

1. Include electrical design – no additional cost to the Town.

### Outstanding Issues

1. The level of coordination required with the Contractor is well beyond our Construction Phase Scope of Work that included shop drawing review, kick-off and substantial completion meetings, and pay application review.

### Construction Document Schedule Update

1. Notice to Proceed 7/8/2019
2. Substantial Completion 9/6/2019 – expected 10/4/2019 COMPLETED
3. Completion 10/6/2019 – expected 10/18/2019 COMPLETED

### Budget Summary

- |                                     |                  |
|-------------------------------------|------------------|
| 1. Engineering CA Contract: \$2,000 | JTD: \$1,000     |
| 2. Construction Contract: \$106,900 | JTD: \$30,730.60 |

### Input Needed from Town/Others

1. None.

### Other Issues/Concerns

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

**Town of Altavista  
Hurt and Proffitt Rt. 43 Gateway (Streetscape) Project  
Status Report**



Date: November 7, 2019

Status report of Hurt & Proffitt Team's efforts for the 7<sup>th</sup> Street Streetscape Project

Completed Work Over the Last Week

1. No streetscape work since last report. Contractor did not work 10/31/19 due to rain.
2. Contractor was on-site Friday primarily cleaning up site.
3. Since VCP was not be on-site Week of 11/4/19 doing streetscape work, H&P inspector was not on-site.
4. Electrical sub was to be working on VDOT components (Bid Form Sections D1 & D2)
5. PR#2 was submitted. Asphalt quantities for BM & IM are based on calculated quantities. Contractor to confirm why installed tonnage was significantly higher than calculated.

Anticipated Work Over the Next two Weeks

1. Complete sidewalk/curb work in Bedford.
2. Evaluate additional curb replacement on south side of Bedford (~240 LF)
3. Determine if Change Order for alternate benches will be accepted
4. Install asphalt SM in 7<sup>th</sup> and Bedford
5. Project submittals

Outstanding Issues

1. Decision on replacement of curbing/sidewalk along Main St. instead of cleaning. VDOT did not want to use large amount of contingency funds this early in project. Considering options.

Construction Document Schedule Update

- |   |                             |
|---|-----------------------------|
| 1. NTP  | 6/10/19                     |
| a. Mobilization                                   | 7/26/19                     |
| b. Traffic Pole                                   | 7/22/19 – 3/30/20           |
| c. N. side of 7 <sup>th</sup>                     | 7/29/19 – 9/20/19           |
| d. S. side of 7 <sup>th</sup> and Bedford to Main | 8/29/19 – 10/21/19          |
| e. Grade & Pave 7 <sup>th</sup>                   | 9/30/19 – 10/8/19 (BM & IM) |
| f. Bedford Ave                                    | 10/9/19 – 11/12/20          |
| g. Main Street                                    | 11/13/19 – 12/18/20         |
| h. Final Paving & Restoration                     | 11/26/19 – 4/28/20          |
| 2. Substantial Completion                         | 4/29/19 – 6/9/20            |
| 3. Completion                                     | 6/9/20                      |

Budget Summary

- |                   |                |              |                                |
|-------------------|----------------|--------------|--------------------------------|
| 1. Contract Time  | 365 Days       | 151 Used     | 41.4% Complete as of 11/7/19   |
| 2. Engineering CA | Contract:      | \$80,800     | JTD: \$43,650, Invoice 10/9/19 |
| 3. Construction   | Bid Contract:  | \$896,698.00 |                                |
|                   | COs #1-2:      | \$4,529.55   |                                |
|                   | Adj. Contract: | \$900,523.00 | JTD: \$421,940.89 PR#2         |

Submitted By

Mike Wilson, PE, Project Manager

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

November 7, 2019

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

-----  
**Recent Activities:** Received generator submittal from Fidelity and sent comments for revise and resubmit.

**Anticipated work over the next two weeks:** Council may vote to accept bids and award to Price Buildings at 12 November Council meeting. Engineer will provide a total cost to do all of the remaining design work for the electrical work in remaining phases. The Town may opt to get construction procured ASAP to take advantage of the DEQ funding.

**Upcoming Tasks:** Notice of Award to Bidder-13 November  
Preparation of Contracts  
Sign contracts-mid November  
Notice to Proceed-late November

**Outstanding Issues:**

-----  
**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:** Final submission to Town March 22, 2019

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

**Invoiced To Date:** \$31,750

**Balance to Complete:** \$10,360

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:** Switchgear procurement has been added to the DEQ application and will require meeting DEQ procurement requirements to be eligible for refund if project is funded through DEQ. When switchgear procurement is finalized, we will need DEQ response regarding switchgear procurement as reimbursable.

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



Date: November 7, 2019

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Continued recon to find manholes, confirm locations and numbers, and determine accessibility
2. Completed manhole inspections on 2 structures
3. Started pipeline CCTV work and observing numerous issues with the pipeline; including significant root intrusion, pipe deflection and deformation, debris

Anticipated Work Over the Next two Weeks

1. Continuing CCTV video work
2. Continuing manhole inspections

Outstanding Issues

1. None at this time

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$0
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$0
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$0
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$0
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$0
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE  
Project Manager

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

November 7, 2019

**Project Name:** WTP Filter Rehabilitation

**Project Manager:** Russell Jackson, PE

**Sub-Consultant**

**P&B Job Number** 19-76

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**Recent Activities:** Town signed Engineering Agreement 18 October 2019

**Anticipated work over the next two weeks:** Begin generation of treatment plant base mapping and investigation of filter control and flow metering options.

**Upcoming Tasks:** Visit WTP site to collect additional details for base mapping completion and coordinate with Town staff regarding existing conditions and staff preferences.

**Outstanding Issues:**

-----  
**Design Schedule:** 17 January 2020 (90 days) Documents to VDH for review

17 March 2020 (60 days) Receive VDH approval

1 April 2020 Advertise for Bids (if Town desires)

**Schedule Constraints:** Town staff may desire to schedule bidding/construction for a certain time of year

**Projected Completion:** TBD

**Approved Budget:** \$56,000

**Invoiced To Date:** \$0

**Balance to Complete:** \$56,000

-----  
**Town Input Required:** Provide current record drawings for wtp filter area (note some plans for filters #1, 3, 4, & 5 were provided by the Town during the proposal phase)

**Issues Town Should Be Aware Of:**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

November 7, 2019

**Project Name:** WWTP Aeration System  
**Project Manager:** Keith Lane, PE  
**Sub-Consultant** Masters Engineers  
**P&B Job Number** 19-75

---

**Recent Activities:** Town signed Engineering Agreement 18 October 2019  
**Anticipated work over the next two weeks:** Fly the site for mapping.  
**Upcoming Tasks:** Visit WWTP site and coordinate with Town staff regarding existing conditions and staff preferences.  
**Outstanding Issues:**  
-----  
**Design Schedule:** 17 March 2020 (150 days) Preliminary memoranda to Town  
15 July 2020 (120 days) Complete design plans and specs  
1 August 2020 Advertise for Bids (if Town desires)  
**Schedule Constraints:** Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades  
**Projected Completion:** 31 October 2021  
**Approved Budget:** \$198,000  
**Invoiced To Date:** \$0  
**Balance to Complete:** \$198,000

-----  
**Town Input Required:** Provide copy of the current WWTP O&M manual (to be coordinated at the site visit).

**Issues Town Should Be Aware Of:**



**Report Date: 11-08-2019**

**Project: Riverview Sewer Line Replacement**

**Completed Work Over the Last Week**

1. Complete Survey field work during week of 10/28-11/01
2. Coordinated with Norfolk Southern (via AECOM) regarding the railroad crossing, and they will require moving the sewer away from the culvert unless there is no other feasible option. Jack and bore under the railroad, parallel to the existing sewer, will be the path forward.

**Anticipated Work Over the Week**

1. Explore requirements to jack and bore under the railroad, including easements and permitting.
2. Send out additional survey team if needed to gather additional spot shots.

**Scope Changes to Date**

1. Jack and bore of sewer in lieu of replace in place.
2. --

**Outstanding Issues**

1. Based on jack and bore pricing and savings associated with elimination of new piers and hangers, this option is expected to achieve a higher reliability installation at no additional cost to the Town. Dewberry will discuss with Norfolk Southern and prepare an exhibit for the Town showing necessary easement adjustment(s) and provide a revised project budget estimate. Design of the bore option will be put on hold until this option is vetted and approved by the Town.
2. --

**Construction Document Schedule Update**

1. Notice to Proceed (July 1, 2020)
2. Substantial Completion (November 1, 2020)
3. Completion (December 1, 2020)

**Budget Summary**

1. Engineers Survey, Design, Bid, Permitting: \$ \_26,200\_ Towns Budget \$ \_\_\_\_\_
2. Engineering Construction Administration CA: \$ \_4,500\_ JTD: \$ \_\_\_\_\_
3. Construction Contract: \$ \_162,000 (Eng. Est.)\_ JTD: \$ \_\_\_\_\_

**Input Needed from Town/Others**

1. Approval of jack and bore option once Dewberry provides Town with easement adjustment exhibit(s).
2. --

**Other Issues/Concerns**

1. None

Submitted by:



R. Scott Ehrhardt  
Senior Associate

**2019 CIP Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**November 7, 2019**

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

---

**Recent Activities:** Presented recommendation letter to award project to Price Buildings to staff and discussed at 22 Oct Council Work session. Engineer recommends exercising the additive alternate item for lighting.  
**Anticipated work over the next two weeks:** Council may vote to accept bids and award to Price Buildings at 12 November Council meeting.

**Upcoming Tasks:** Notice of Award to Bidder-13 November  
Preparation of Contracts  
Sign contracts-mid November  
Notice to Proceed-late November

**Outstanding Issues:**

---

**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:** To be discussed

**Approved Budget:** \$32,300

**Invoiced To Date:** \$18,430

**Balance to Complete:** 13,870

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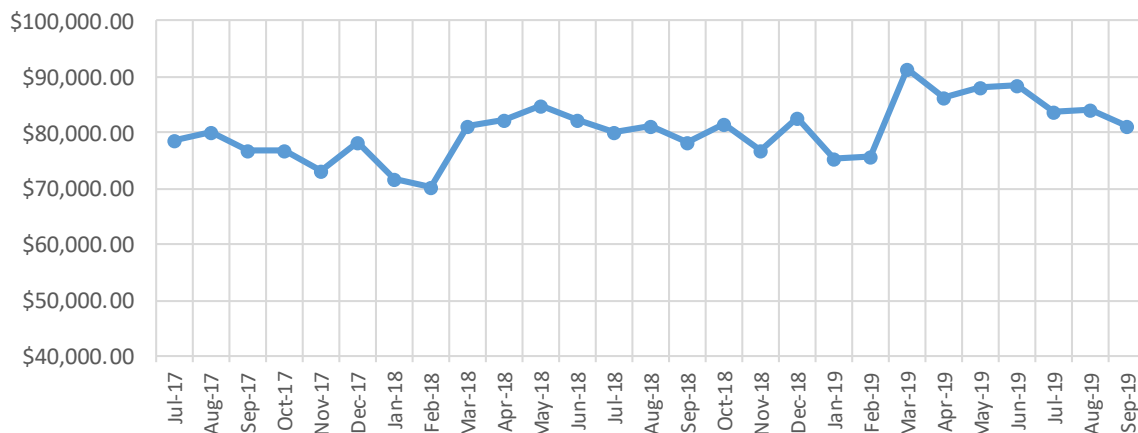
**Town Input Required:**

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

## 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		YTD TOTAL (FY)
Nov-17	\$73,312.11	FY2017	\$951,518.71
Dec-17	\$78,242.59	FY2018	\$936,848.19
Jan-18	\$71,888.68	FY2019	\$986,050.18
Feb-18	\$70,420.81		MTD TOTAL (FY)
Mar-18	\$81,369.00	FY2019	\$239,509.83
Apr-18	\$82,147.00	FY2020	\$249,187.95
May-18	\$84,923.58	+/-	\$9,678.12
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		
Mar-19	\$91,288.78		
Apr-19	\$86,395.06		
May-19	\$88,078.67		
Jun-19	\$88,492.73		
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		

Meals Tax Collections



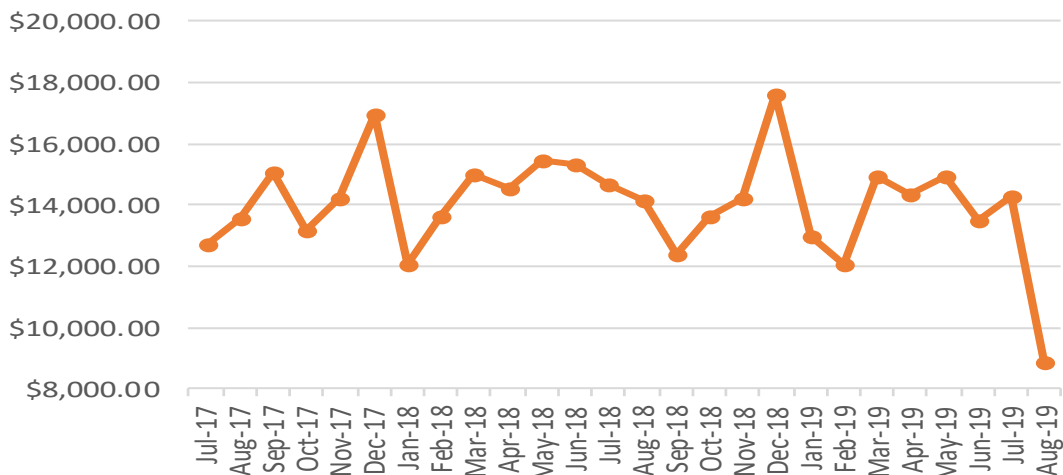
**Town of Altavista  
Local Sales Tax**

Jul-17	\$12,712		
Aug-17	\$13,602		
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	<b>FY2019</b>	<b>\$169,649</b>
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		
Apr-18	\$14,556	<b>FY2019</b>	<b>\$28,866</b>
May-18	\$15,448	<b>FY2020</b>	<b>\$23,176</b>
Jun-18	\$15,317	+/-	-\$5,690
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		
Mar-19	\$14,950		
Apr-19	\$14,324		
May-19	\$14,943		
Jun-19	\$13,540		
Jul-19	\$14,308		
Aug-19	\$8,868		

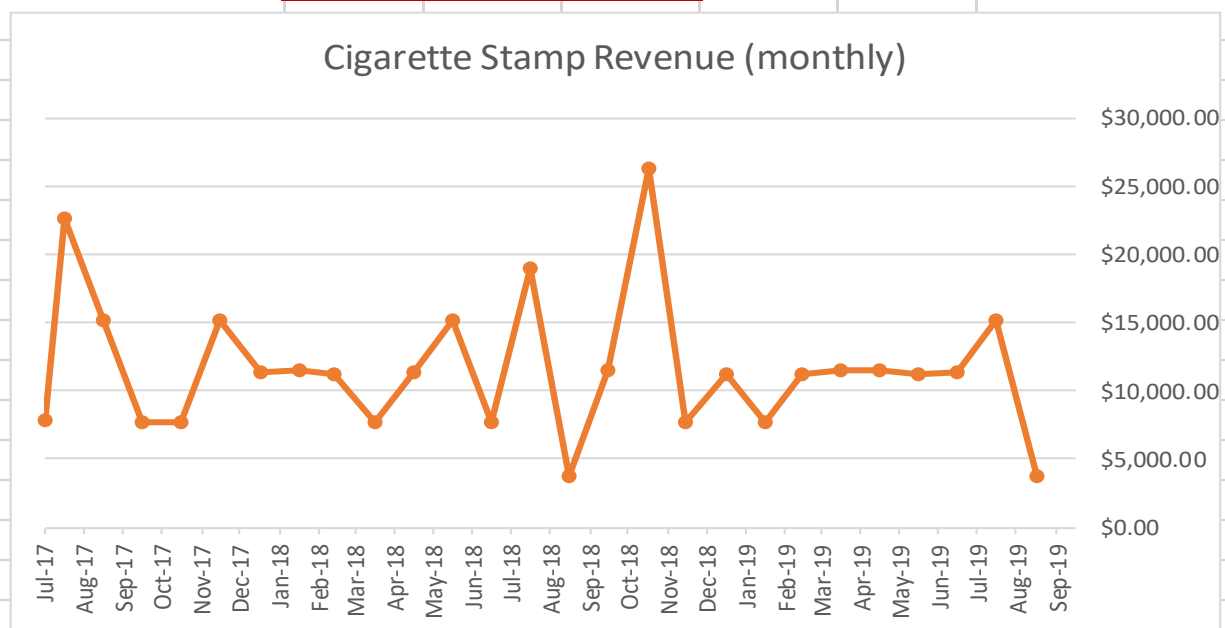
***YTD TOTAL (FY)***

***MTD TOTAL (FY)***

**Local Sales Tax Receipt**



Town of Altavista				
Local Cigarette Tax				
Jul-17	\$7,826			
Aug-17	\$22,706			
Sep-17	\$15,165	FY2017	\$142,991	
Oct-17	\$7,733	FY2018	\$144,668	
Nov-17	\$7,688	FY2019	\$140,288	
Dec-17	\$15,150			
Jan-18	\$11,400			
Feb-18	\$11,438			
Mar-18	\$11,250	FY2019	\$30,469	
Apr-18	\$7,688	FY2020	\$30,356	
May-18	\$11,419	+/-	-\$113	
Jun-18	\$15,206			
Jul-18	\$7,725			
Aug-18	\$18,994			
Sep-18	\$3,750			
Oct-18	\$11,494			
Nov-18	\$26,250			
Dec-18	\$7,725			
Jan-19	\$11,250			
Feb-19	\$7,706			
Mar-19	\$11,250			
Apr-19	\$11,456			
May-19	\$11,438			
Jun-19	\$11,250			
Jul-19	\$11,419			
Aug-19	\$15,187			
Sep-19	\$3,750			



2019

	January	February	March	April	May	June	July	August	September	October	Year to Date
Criminal Arrests "Felony"	5	1	2	1	8	1	4	2	5	7	36
Criminal Arrests "Misdemeanor"	15	8	8	9	6	6	23	13	16	8	112
Warrant Executed	10	5	8	9	4	6	5	10	12	10	79
Uniform Traffic Summons Issued	14	30	43	29	11	10	16	40	87	52	332
# Traffic Stops	28	41	94	35	15	26	74	90	153	100	656
BOLOs (Be on Look Out)	6	3	11	5	6	4	1	10	6	3	55
DUI	1	1	1	1	0	0	3	2	3	0	12
IBR	20	20	28	16	21	17	22	20	17	17	198
MVA	1	4	1	4	3	4	1	4	4	4	30
Assist Motorist	7	30	17	16	19	11	9	7	19	13	148
Calls for Service	229	237	324	211	210	226	249	184	181	220	2,271
Investigation Hours	57	5	5.5	17	81	27	46	13	4	80	335.5
Alarm Responses	19	30	19	19	19	12	2	11	20	17	168
ECO/TDO	1	0	0	2	5	1	2	1	4	6	220
ECO/ TDO HOURS	2	0	0	1.5	3	2	11	2	23	41	85.5
Training Hours	0	3	0	0	3	25.5	13	14.5	48	22	129
School Check	62	73	42	57	67	43	73	99	89	103	708
Court Hours	29	10	31.5	14.5	5	7.5	5.5	5.5	14	8.5	131
Community Events	0	0	0	12	1	2	0	4.5	7	2	28.5
Special Assignment Hours	0	6	0	0	13	0	0	0	0	0	19
# Hrs Directed Patrol	286	207	362	180	172	99	98	125	186	209	1,924
Bike Patrol Hours	0	0	0	0	0	0	0	0	0	0	0
Citizen Contacts	1,544	1,652	2,340	1,543	1,345	1,449	1,093	1,151	1,540	2,018	15,675
Businesses, Residences Check "Foot Patrols"	454	567	655	424	435	606	560	749	511	601	5,562
Follow Ups	30	35	48	35	35	28	31	27	4	13	286

<b>Patrol Route 29</b>				
2-Oct Rt 29	1030-1055	Weaver	Radar	
2-Oct Rt 29	1640-1710	Weaver	Radar	
2-Oct 29 SB/Bedford Ave	1405-1426	Hammock	Traffic Stop	
3-Oct 29 NB	1230-1245	Weaver	Traffic Stop/Summons	
9-Oct Rt 29		Caveness	Traffic Stop	
9-Oct Rt 29		Caveness	Traffic Stop	
10-Oct Rt 29 @ Bedford Ave	2104-2135	Caveness	MVA/Assist VSP	
10-Oct Rt 29		Caveness	Traffic Stop/Summons	
10-Oct Rt 29		Caveness	Traffic Stop	
11-Oct 29 SB/NB	0915-1000	Weaver	Radar	
12-Oct Rt 29	1000-1040	Weaver	Radar	
13-Oct Rt 29	0915-1000	Weaver	Radar	
13-Oct 29 NB	1831-1853	Hammock	Assist Motorist	
14-Oct Rt 29		Caveness	Traffic Stop	
15-Oct Rt 29		Caveness	Traffic Stop/Summons	
15-Oct Rt 29		Caveness	Assist Motorist	
15-Oct Rt 29		Caveness	Traffic Stop	
15-Oct Rt 29/Main St	1130-1215	Tosh	Funeral Traffic	
16-Oct 29 SB	1200-1230	Weaver	MVA/Assist VSP	
17-Oct 29/Pitts. Co		Henderson	Assist Traffic Stop/Arrest/Search	
17-Oct Rt 29	1200-1245	Weaver	Radar	
17-Oct 29 SB/Hurt Exit	2110-2115	Osborne	Traffic Stop/Assisted 1407	
17-Oct 29 SB/Hurt Exit	2235-2309	Osborne	Traffic Stop/Assisted 1407/Arrest Made	
18-Oct Rt 29/Bedford Ave		Caveness	Traffic Stop	
18-Oct Rt 29/Main St	2327-2332	Karr	Traffic Stop/Warning	
18-Oct Rt 29/Main St	2332-2337	Karr	Traffic Stop/Warning	
18-Oct Rt 29/Main St	0102-0134	Karr	Mutual Aid/Disabled Vehicle	
19-Oct Rt 29/Main St	2222-2228	Karr	Traffic Stop/Warning	
20-Oct Rt 29		Caveness	Traffic Stop/ 2 VUS	
21-Oct 29 SB/Discovery	0014-0100	Osborne	Assist VSP with MVA	
21-Oct Rt 29/Lynch Mill	1308-1321	Hammock	Road Hazard	
21-Oct 29 SB/Discovery		Hammock	Assist VSP with MVA	
21-Oct 29 SB/Clarion	1426-1430	Hammock	MVA	
22-Oct 29 SB/Pitts Co		Henderson	Road Hazard	
22-Oct 29 NB/Lynch Mill	1225-1315	Weaver	Check Welfare/Courtesy Ride Home	
22-Oct 29 NB/Bedford Ave	1425-1430	Weaver	MVC/VSP on scene	
22-Oct Rt 29	1535-1600	Weaver	Radar	
22-Oct 29 SB	2332-0021	Bell	Road Hazard	
23-Oct Rt 29		Caveness	Traffic Stop/Summons	
23-Oct Rt 29		Caveness	Traffic Stop/Summons	
24-Oct Rt 29		Caveness	Traffic Stop/Summons	
24-Oct Rt 29		Caveness	Assist Campbell with Suspicious Person	
25-Oct 29 NB/SB	1440-1520	Weaver	Radar	
26-Oct Rt 29/Lynch Mill	1607-1613	Hammock	Traffic Stop	
26-Oct Rt 29/Lynch Mill	1641-1656	Hammock	Traffic Stop	
27-Oct 29 SB/Main St	0920-0930	Weaver	Check Location/Deer on Road	
27-Oct Rt 29	1660-1710	Weaver	Radar	
27-Oct 29 SB	0815-0828	Hammock	Deer	
27-Oct 29 NB/Lynch Mill	1435-1444	Hammock	Traffic Stop	
27-Oct 29 SB	1400-1435	Hammock	BOL	
27-Oct 29 SB/Main St	1435-1455	Hammock	Motorist Assist	
29-Oct Rt 29		Caveness	Traffic Stop/Summons	
29-Oct Rt 29		Caveness	Traffic Stop/Summons	

**STREET DEPARTMENT MONTHLY REPORT**

**DATE:** Wednesday, November 6, 2019

**TO:** TOWN MANAGER

**FROM:** DAVID GARRETT

**MONTH:** October 2019

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken	222
Safety Meetings/Data Entry/ Planning Schedule	124.50
Emergency Call Duty	0
Weekend Trash Truck	3
Street Sweeping	22
Street Sweeping (Gretna)	0
Litter Control	28
Weed Control	7
Town Wide Mowing	134.50
Contractor Mowing Main & Bedford	96
Sign Maintenance	1
Shoulder Repairs	5
Ditch & Drainage Pipe Maintenance	102.50
Curbing Repairs	21.50
Utility Patch Paving Repairs	17
Dead Animal Removal	4.5
Decorative Street Light Repairs	27.5
LED Decorative Street Light Installed	0
Assisting other Crews	39
Trees/ Trimming/ Removal	49
Asphalting	15
Storm Drainage	30.50
Hanging Banner	1.5
Leaf Collection	10
Snow and Ice Control Prep	40.5
Investigating Issues	2
Road Hazard	2
Vehicle Maintenance	9.50
Total Labor Hours for the Month	1015



## **BUILDINGS AND GROUNDS MONTHLY REPORT**

**DATE:** Wednesday, November 6, 2019

**TO:** TOWN MANAGER

**FROM:** DAVID GARRETT

**MONTH:** October 2019

Vacation / Sick / Comp. Leave Taken		12
Meetings / Data Entry / Work Planning		161.75
# of Park Duty Hours		32.50
# Buzzard Control Hours		27.25
# of Assisting other Crews		2
Christmas Lights-Prep		28.25
Green Hill Cemetery		Labor Hours
Grounds Maintenance, Opening & Closings		43.75
Contractor Mowing		110
Solid Waste Collection		Labor Hours
Residential Garbage Collected (Tonnage)	101.10	114
Curbside Brush Collection (Stops)	168	32
Loads of Brush Collected	15.50	
Curbside Bulk Collection (Stops)	77	24
Bulk Collection (Tonnage)	12.29	
Parks		Labor Hours
English Park Maintenance		225
Shreve Park / WMBF Maintenance		89.25
Bedford Park Maintenance		57
Lola Park Maintenance		13.5
Gateway Park Maintenance		10.25
Leonard Coleman Park Maintenance		10.50
Flower Bed Maintenance		1.75
Buildings Facilities		Labor Hours
Town Hall Maintenance		17
Library Maintenance		11
Train Station Maintenance		12.25
Avoca Maintenance		1
Booker Building Maintenance		.50
Brown Building Maintenance		.25
Old Fire Dept. Building Maintenance		.25
EMS Building Maintenance		2
Public Works Building #1 & #2 Maintenance		30
Police Dept. Maintenance		.50
Pump Station Maintenance		2.75
Entrance Sign Maintenance		.50
Campbell Co. Site Maintenance		1
Spring Maintenance		0
Tank Maintenance		1.75
Fire Extinguisher Maintenance		0
Vehicle Maintenance		13
Total Labors Hours for the Month		1088.50

## FLEET MAINTENANCE DEPARTMENT

**DATE:** November 6, 2019

**TO:** TOWN MANAGER

**FROM:** DAVID GARRETT

**MONTH:** October 2019

DESCRIPTION	Labor Hours
Vacation / Sick Leave Taken	17.50
Safety Meetings	10
Work Orders Entry	53.50
Daily/ Weekly/ Planning & Schedueling	4.5
State Inspections	14
Trailer State Inspections	0
Preventive Maintenance	129.5
Full Services	0
General Maintenance Repairs	80.50
Troubleshoot and Diagnostic	4
Training	30.50
Tire Changes & Repairs	2
Building & Grounds	17
Picking Up & Delivery	0
Install Custom Parts	5
Total Labor Hours for the Month	368

## Monthly Staff Report Water Plant

TO: Town Manager  
 FROM: Bryan Mawyer  
 DEPARTMENT: Water Treatment Plant  
 MONTH: October

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 9.52 Hours per day which yielded approximately 951,501 gallons of water per day.

Rain 7.685 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>10.5</u>	hrs
Average Hours per day (weekends)	<u>6.75</u>	hrs
Average produced (week days)	<u>1,117,435</u>	gallons per day
Average produced (weekends)	<u>672,375</u>	gallons per day
Total Raw Water Pumped:	<u>31.08</u>	million gallons
Total Drinking Water Produced:	<u>29.5</u>	million gallons
Average Daily Production: (drinking)	<u>940,000</u>	gallons per day
Average percent of Production Capacity:	<u>31.33</u>	%
Plant Process Water:	<u>1,483,479</u>	(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>15,500</u>	gallons
Flushing of Hydrants/Tanks/FD use/Town Use	<u>8,100</u>	gallons
McMinnis Spring		
Total Water Pumped:	<u>8.03</u>	million gallons
Average Daily Produced:	<u>259,032</u>	gallons per day
Reynolds Spring		
Total Water Pumped:	<u>7.614</u>	million gallons
Average Daily Produced:	<u>245,613</u>	gallons per day
Purchased Water from CCUSA	<u>2,355,452</u>	gallons
Sold to Hurt	<u>2,652,700</u>	gallons
Industrial Use	<u>22,643,986</u>	gallons

average hours per day	<u>14.6</u>
Rain at MC	<u>7.18</u>
snow	<u>0</u>
average hours per day	<u>13.2</u>
Rain at RE	<u>7.06</u>
snow	<u>0</u>

Cross Connection Visits 0

Water lost due to leaks	<u>9,000</u>
Drain Clarion Tank	<u>800,000</u>
Drain Melinda Tank	<u>1,500,000</u>

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 Cryptosporidium Sampling was completed for the month of October on the 1st  
 Start up of Dearing Ford Flow Control valve to Melinda  
 Melinda High Pressure Zone- PER submitted to Health Department -survey complete plans about 80% complete. Comments received from VDH forwarded to Woodard and Curran, comments response received from Woodard and Curran and sent back to the Heath Department Awaiting VDH comments.  
 Fire Extinguishers checked and signed off on  
 Drained and completed scheduled maintenance on Clarion Tank  
 CIP Tank Maintenance/Drained Melinda tank in preparation for scheduled tank maintence Started on October 30th. Bedford tank to be determined depending on weather.  
 Cleaned Basin #5  
 Weed eat, cut down and spray vegetation at McMinni Spring, Clarion Tank, and Dearing Ford Tank ongoing  
 Located overflow drain at McMinnis Spring, additional work will need to be done  
 Filter Upgrade design underway.  
 McMinnis water line design underway.  
 All sample stations in the system have been winterized. All pumps station heaters have been turned on.  
 EPA had a training meeting at the Town's water plant.  
 Finish pump #4 to be purchased and installed.  
 Reed Creek cleaning still to be carried out.  
 Solids mixer to be sent to Tencarva for repair.  
 Had power outage during the month due to high winds.Plant was down for approx. four hours.

**istribution and Collection**

# of Service Connections	0		
# of Service Taps	0		
# of Meters Read	101	Monthly	
	0	Quarterly	
	0		
# of Meters Cut Off For Non-Payment			
# of Meters Tested	0		
# of Loads of Sludge to Landfill	18		
	148.22	Tons	
# of Location Marks made for Miss Utility	67		
# of Meters Replaced	3		
# of Water Lines Repaired	1	# of Sewer Lines Unstopped	1
Locations:		Locations:	
420 Amherst Ave. Emergency Main Repair		809 13th Street	
# of PRV Maintenance	6		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	0	Sewer Main Cleaned	3,289'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	16
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	125'
Sewer Video Footage	3,540'	Sewer Service Cleaned Manholes	0
Sewer Video Manholes	18	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	36	Water Right of Way Clearing Footage	0
		Sewer Manholes Inspected	12
# Of Hydrants Flushed	22		
# of Hydrant Valves Exercised	18		

Other Utilities Distribution and Collection Activities & CIP Projects:  
Lower Dump Maintenance  
Utility Crew Assisted Hurt & Proffit Locating and Inspecting Sewer Manholes

Hydrant Installed at 9th and Broad curb and road repair to occur in October  
Winterized the blowoff on Rt43  
Assisted public works by removing old building on Eagle trail in English park.

**DEPARTMENT:** Wastewater Plant  
**MONTH:** October

Average Daily Flow	1.40 MGD
TSS Reduction	97 %
BOD Reduction	97 %
VPDES Violations	0
Sludge ( Regional Land Fill)	158 tons (estimated)
Rain Total	5.81 Inches
	Snow Total
	0 Inches

#### Other Wastewater Activities and CIP Projects:

Month: October 2019

Week: 7<sup>th</sup>

- September DMR submitted to DEQ
- Submitted Monthly Industrial Billing
- Changed oil in blowers for basin 3 &4
- Reset UV wiper system (A) totalizer 10/7/19
- Installing Main Pump Station meter
- Reset breaker UV system A
- Ordered battery backup for Control room PLC
- Installed battery backup for Control room PLC 10/10/19
- Cleaned Clarifier #3
- Entered Credit card statements
- Inspected UV hydraulic system
- Received UV system hydraulic pump
- Meeting with Utility Director to discuss generator for Facility
- Received Soda Ash
- Entered Lab data
- Normal Plant Operations
- Normal Plant Operations

Month: October 2019

Week: 14<sup>th</sup>

- Reviewed and Submitted Timesheets
- Contractor (Electricians) onsite installing Heat trace on Clarifier water sprays
- Inspected and tested all backflow preventers 10/16/19
- Trouble shooting UV wiper system (A)
- Trojan Inc. checking UV system program for wiper sequences
- Installing Main Pump Station meter
- Conducted tour of facility for DEQ 10/16/19
- Meeting with Peed &Bortz phase II electrical upgrade
- Cleaned around Pole building
- Abbott Plant Shut Down 10/12—10/28/19
- Inspected UV hydraulic system
- Cleaned Blower filters
- Entered Lab data
- Normal Plant Operations

Month: October 2019

Week: 21st

- Changed belts on Blowers 3&4 in Basins 3&4
- Cleaned area around Pole Building
- Ordered Annual Bio Assay testing
- Ordered Annual monitoring Well sampling
- Trouble shooting UV wiper system (A)
- Trojan Inc. checking UV system program for wiper sequences
- Ran All Generators 10/23/19
- Scott Bortz onsite collecting GPS data 10/23/19
- Checked tensions on new blower belts
- Updated Daily Operating Bench Log
- Registered for new Online Data Management System by Pace Analytical
- Mowed around EOP
- Abbott Plant Shut Down 10/12—10/28/19
- Inspected UV hydraulic system
- Cleaned Blower filters
- Entered Lab data
- Normal Plant Operations
- Repaired Influent Sampler Head, unit back in service 7/24/19
- Repairing Press room lights
- Inspected Clarifier #3 (oil and drain condensate)
- Cleaned blower filters
- Installing flow meter at main Pump Station
- Submitted All Personnel Policies Manual Receipts
- Entered Lab data
- Normal Plant Operations

Month: October 2019

Week: 28th

- Reviewed and submitted Timesheets
- Pumped down Clarifier #2 for inspection and repair
- Received Annual Bio Assay testing
- Received Annual monitoring Well sampling
- Repaired pump check at RVPS
- Trojan Inc. checking UV system program for wiper sequences
- Contractor onsite repairing center tub on #2 clarifier
- Refilled Clarifier #2 10/31/19
- Recharged NPW system
- Inspected UV hydraulic system
- Cleaned Blower filters
- Entered Lab data
- Normal Plant Operations
- Cleaned and serviced UV Bank A 7/29/19
- Dr. Sowers from UMBC sampled EOP 7/30/19
- Changed oil in blowers for basin 3&4
- Updated GIS system with EOP grid sampling locations
- Inspected Clarifier #3 (oil and drain condensate)
- Cleaned blower filters
- Installing flow meter at main Pump Station
- Entered Lab data

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

Printed 7-Nov-19

Customer Class		November-18	December-18	January-19	February-19	March-19	April-19	May-19	June-19	July-19	August-19	September	October	
WATER		Units												Average
	Residential Base-IT	1	17	1,237	-	-	1,255	20	20	1,251	17	-	1,338	430
	Commercial Base-IT	27	26	165	26	28	212	12	28	163	22	24	185	77
	Residential Base-OT	-	-	139	-	-	139	2	2	136	-	-	-	38
	Commercial Base-OT	-	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	20	22	13	23	16	21	29	29	20	19	16	19	21
	Dormant Accounts	1	-	4	-	-	-	-	-	-	-	-	-	1
	Industrial	4	5	5	5	4	5	5	5	5	5	5	5	5
	TOTAL	53	71	1,564	55	49	1,633	69	85	1,576	64	46	1,548	571
		Gallons												Total
	Residential Use-IT	1,480	78,420	12,840,509	-	-	12,458,826	29,480	151,160	13,218,593	100,290	-	15,076,285	53,955,043
	Commercial Use-IT	1,925,140	4,858,799	2,347,600	4,321,946	3,903,523	6,357,036	5,893,200	4,080,110	2,607,291	3,565,808	4,383,800	8,660,973	52,905,226
	Residential Use-OT	-	-	1,709,530	-	-	1,131,698	145,160	5,100	1,581,092	-	-	2,028,060	6,600,640
	Commercial Use-OT	3,089,700	3,151,500	3,027,600	3,021,400	2,383,400	2,253,900	2,313,400	2,562,300	2,734,400	2,565,000	2,789,900	2,931,700	32,824,200
	Municipal	257,790	107,910	158,510	356,680	615,140	317,130	317,130	385,920	763,850	242,360	293,170	436,830	4,252,420
	Industrial	47,454,332	52,726,149	41,987,049	42,239,964	37,038,626	47,005,526	43,290,000	39,815,681	44,283,991	51,056,594	43,610,218	45,193,477	535,701,607
	TOTAL WATER SOLD	52,728,442	60,922,778	62,070,798	49,939,990	43,940,689	69,524,116	51,988,370	47,000,271	65,189,217	57,530,052	51,077,088	74,327,325	686,239,136
	NET DELIVERED	65,535,143	61,114,241	59,981,610	58,400,482	59,457,774	61,994,703	61,741,534	63,617,052	67,355,737	66,482,101	66,731,183	47,090,517	739,502,077
	FRACTION BILLED	80%	100%	103%	86%	74%	112%	84%	74%	97%	87%	77%	158%	93%
	Total ( TOA,sold,hydrrnts, etc)	37,850	7,700	55,200	19,900	27,100	30,200	49,600	29,950	77,400	28,400	52,600	23,600	
		Dollars												Total
	Residential Base & Use-IT	11	286	29,702	-	-	28,474	710	480	32,989	295	-	65,078	158,024
	Commercial Base & Use-IT	4,219	14,039	12,637	13,735	12,001	18,344	1,419	12,666	18,081	11,420	13,613	32,091	164,266
	Residential Base & Use-OT	-	-	7,667	-	-	7,278	86	47	7,431	-	-	12,722	35,232
	Commercial Base & Use-OT	10,103	10,305	10,757	10,666	8,413	7,956	8,329	9,045	9,652	9,054	9,848	10,511	114,642
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	101,552	121,797	112,834	97,574	96,990	108,583	100,000	91,974	102,296	117,871	100,740	105,948	1,258,160
TOTAL	115,885	146,427	173,597	121,975	117,405	170,635	110,544	114,213	170,450	138,641	124,201	226,349	1,730,323	

SEWER		Units												Average
	Residential Base-IT	1	16	1,068	-	-	1,010	20	18	1,086	17	-	1,159	366
	Commercial Base-IT	30	29	156	25	24	141	18	23	128	27	21	134	63
	Commercial Base-OT	1	2	2	1	-	1	2	1	1	-	1	1	
	Municipal	3	5	9	9	2	5	9	9	9	4	7	7	
	Dormant Accounts	1	-	2	-	-	-	-	-	-	-	-	-	0
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	40	56	1,241	39	30	1,161	53	55	1,228	52	33	1,305	435
		Gallons												Total
	Residential Use-IT	1,480	64,647	9,497,252	-	-	9,175,374	15,113	151,160	9,696,320	185,690	-	10,598,418	39,385,453
	Commercial Use-IT	1,036,194	1,136,320	2,788,279	1,111,414	774,455	3,464,973	1,081,908	749,675	1,819,908	805,722	803,285	3,714,590	19,286,722
	Commercial Use-OT	110,000	84,500	108,500	220,000	-	247,869	139,200	127,100	194,064	-	180,000	96,500	1,507,732
	Municipal	107,150	107,790	134,734	224,760	-	269,561	110,690	114,180	165,260	41,050	85,170	9,730	
	Industrial	37,750,000	37,250,000	38,720,000	40,150,000	38,770,000	39,920,000	35,760,000	38,891,810	40,490,000	39,760,000	40,150,000	37,740,000	465,351,810
	TOTAL SEWER BILLED	39,004,824	38,643,256	51,248,765	41,706,174	39,544,455	53,077,776	37,106,911	37,106,911	52,365,551	40,792,462	41,218,455	52,159,237	525,531,717
	WWTP EFFLUENT	79,879,400	85,507,400	74,691,900	74,231,500	75,993,700	60,270,400	56,732,700	66,276,700	60,775,600	58,494,700	43,737,000	43,261,000	779,852,000
	FRACTION BILLED	49%	45%	69%	56%	52%	88%	65%	56%	86%	70%	94%	121%	67%
		Dollars												
	Residential Base & Use-IT	5	241	29,490	-	-	29,367	710	678	31,276	299	-	35,551	10,635
	Commercial Base & Use-IT	33,220	3,494	8,778	3,545	2,470	10,448	1,419	2,391	5,876	2,570	2,565	11,122	7,325
	Commercial Base & Use-OT	691	519	692	1,438	-	1,112	888	811	619	-	1,177	15,669	1,968
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	118,880	116,965	126,974	132,010	127,432	131,094	117,491	130,506	132,402	130,015	133,056	124,554	1,521,380
	TOTAL	152,796	121,218	165,934	136,993	129,902	172,021	120,508	134,386	170,173	132,885	136,798	186,896	1,541,308

CURBSIDE														Average
	Curbside-IT STOPS													
	Curbside - Brush	49	36	106	90	142	192	118	232	221	159	111	168	135
	Curbside- BULK	39	27	53	59	76	162	78	80	109	97	92	77	79
	TOTAL	88	63	159	149	218	354	196	312	330	256	203	203	214
														Total
	Curbside-IT	89	76	103	79	81	94	97	89	101	91	80	85	1,065
	Curbside-BULK	7	10	5	9	7	14	12	11	18	18	21	12	143
	TOTAL	96	85	108	88	88	108	109	100	119	109	101	101	1,208

# November

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
<b><u>Notes:</u></b> * Recreation Mtg. 5:30 pm ** AEDA 8:15am					1	2 <b><u>Daylight Savings</u></b> Time Ends @ 12am Saturday Night *turn clocks back 1hr
3	4 <b><u>Planning Commission</u></b> 5pm	5	6	7 Altavista <b><u>Business Expo</u></b> @ YMCA 5-6:30	8	9
10	11	* 12 <b><u>Council Meeting</u></b> 7pm	13	14	15	16
17	18	19 <b><u>County &amp; Town</u></b> Annual Dinner/Mtg.	20	21	22	23
24	25	** 26 <b><u>Work Session</u></b> 5pm	27	28 <b><u>Town Office Closed</u></b> for Thanksgiving	29 <b><u>Town Office Closed</u></b> for Thanksgiving	30

# December

Sunday	Monday	Tuesday	Weds.	Thurs.	Friday	Saturday
1	2 <b>Planning Commission</b> 5pm	3	4	5	6	7 Altavista <u>Christmas Parade</u> 5pm
8	9	* 10  <u>Council Meeting</u> 7pm	11	12	13	14
15	16	17	18	19	20	21
22	23	24 <b><u>Town Office</u> Closed</b>  *NO Council Work Session	25 <b><u>Town Office</u> Closed</b>  Christmas Day	26 <b><u>Town Office</u> Closed</b>	27	28
29	30	31  <b><u>Town Office</u> Closed</b>  New Year's Day			<b><u>Notes:</u></b> * Recreation Mtg. 5:30 pm	



# December

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