



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, April 14, 2020
7:00 p.m. – Council's Chambers

- 1. Call to Order**
- 2. Invocation/Pledge of Allegiance**
- 3. Agenda Adoption**
- 4. Recognitions and Presentations**
 - a. Point Source Audio (Matthew Billings) – Booker Building Improvements**
- 5. Citizen's Time (Non-Agenda Items Only)**

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and-answer session between the public and the Council.)*
- 6. Consent Agenda**
 - a. Approval of Council Minutes
 - i. March 10, 2020 Town Council Regular Meeting
 - ii. March 24, 2020 Town Council Work Session
 - b. Acceptance of Monthly Financial Reports
- 7. Public Hearing(s)**
- 8. New Business**
 - a. Little Library proposal**
 - b. Consideration of FY2020 Paving Bids**
 - c. Request for declaration of Surplus items**
 - d. AOT Request – Use of Façade Loan funds**
 - e. Bank Franchise Fee Payment**
- 9. Unfinished Business**
 - a. FY2021 Budget & CIP – Discussion and First Reading**
 - b. Approval of amended job description (Assistant Town Manager) and Hiring Schedule**
 - c. Approval of Intergovernmental Agreement/ Town of Hurt**
 - d. Utility Connection Fee Waiver Policy Review**

10. Reports and Communication

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

April 14, 2020

ITEM #: 4**ITEM TITLE:**

Presentation by Matthew Billings, Point Source Audio – Booker Building Improvements

DESCRIPTION/ACTION:

Per direction of Town Council at the April 7, 2020 Continued Meeting, staff has worked with Matthew Billings of Point Source Audio in regard to a presentation regarding audio improvements for the Booker Building. Staff is working to set up an audio/visual presentation for Mr. Billings; as he will not be in attendance.

NOTE: Proposals for Adaptive Reuse of the Booker Building are due May 15, 2020.

BUDGET/FUNDING:

Any budget impact would be decided at a later date per Council action.

POTENTIAL ACTION:

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

April 14, 2020

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:

7a: Approval of Minutes: Approve the minutes of the March 10, 2020 Regular Meeting and March 24, 2020 Work Session [\(Link to minutes\)](#) **(NOTE: The minutes are at the end of the agenda packet.)**

- Motion to approve the minutes as submitted/amended.

7b: Acceptance of Monthly Financial Reports: Motion to accept Monthly Financial Reports. [\(Link\)](#) **(NOTE: The Monthly Financial Reports are located at the end of the agenda packet.)**

BUDGET/FUNDING:

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

POTENTIAL ACTION:

Approval of the Consent Agenda items will be done with one motion.

The Items highlighted above are include at the rear of the agenda packet.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

April 14, 2020

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

Consideration of Altavista Outreach and Enrichment (AOE) request to install “Little Libraries” in Town parks

DESCRIPTION:

Per the attached correspondence, Altavista Outreach and Enrichment (AOE) seeks permission to place “Little Libraries” in Coleman Memorial Park, Lola (Avondale) Park, and Bedford Avenue Park. The organization would bear all of the costs associated with the installation of the structures. The Town’s two other parks, English Park and Shreve Park, have Little Libraries that were installed by other organizations/individuals.

Staff recommends approval of this request and that they be allowed to work with AOE to select locations in the parks.

RECOMMENDATION:

Staff recommends approval.

BUDGET/FUNDING:

No impact/request.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Approve request as presented with staff working with AOE to select location.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Altavista Outreach and Enrichment (AOE) Little Library Request*

PROPOSAL FOR “LITTLE LIBRARIES” IN OUR PARKS

By: Altavista Outreach and Enrichment

March 17, 2020

To the Altavista Town Council:

Altavista Outreach and Enrichment (AOE) would like to propose the institution of “Little Free Libraries” at Coleman Memorial Park, Lola Avenue Park, and Bedford Avenue Park for the purpose of supplying the children of our community with more opportunities to have books in their homes. These would be similar to the ones already in place at Shreve and English Parks.

AOE will be responsible for procuring the funding for the book shelters through grants. The permission to build them is necessary to seek funding. We will purchase kits from the Little Free Library organization that we will assemble and place on stands. AOE will also be responsible for the maintenance of both the shelter and the stock of books. If funding allows, we will also offer books that are free to keep.

We hope that you will accept our offer. There is no responsibility for the Town, other than granting AOE the space to place the shelters.

Sincerely,

Jane Green, board Member

Altavista Outreach and Enrichment



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

April 14, 2020

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

FY2020 Paving Bids

DESCRIPTION:

Recently, the Town received bids for the paving list for FY2020. Our engineer has reviewed the bids and makes the recommendation to award the bid to Boxley Materials based on their unit prices; the bid total was \$400,937.50.

The engineer's recommendation and bid tally are attached. In addition, each of the three bids are also included for review. Staff recommends concurrence with the engineer's recommendation to award the bid to Boxley Materials, based on the unit prices included. Based on stated units, the bid is \$400,937.50. The FY2020 Budget appropriated \$565,500 for paving and currently there is a balance of \$539,453.09 in the line item.

RECOMMENDATION:

Staff concurs with the engineer's recommendation to award the paving to Boxley Materials as indicated.

BUDGET/FUNDING:

The FY2020 Budget has a balance of \$539,453.09 for this purpose.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Accept the engineer's recommendation and approve the bid award to Boxley Materials, based on the unit prices.
 - Reject the bids.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Engineer's Recommendation*
- *Bid Tally Sheet*
- *Paving List (provided separately)*
- *Bids (provided separately)*



March 16, 2020

Mr. David Garrett
Public Works Director
Town of Altavista
via e-mail: dtgarrett@altavista.gov

Re: Spring Milling & Paving Project
Engineer's Recommendation of Award

Dear David:

Bids were opened on March 16, 2020 for the above referenced project. Boxley Materials Company is the apparent low bidder. Review of the Contractor Qualification Statement provided by this contractor and reference checks indicate they should be capable of successfully completing this project for the Town of Altavista. Accordingly, Engineering Concepts, Inc. recommends that the Town of Altavista formally accept the bid offered by Boxley Materials Company for the Spring Milling & Paving Project for their bid in the amount of \$400,937.50. The project will be paid for based on unit prices provided with their bid which I have attached.

Following the Town of Altavista's acceptance of the bid, notice of award should be issued, followed by contract execution, and issuance of notice to proceed. If you have any questions, please contact me at 540.473.1253.

Sincerely,
Engineering Concepts, Inc.

A handwritten signature in purple ink that reads "Bobby Wampler". The signature is fluid and cursive, with the first name "Bobby" and last name "Wampler" clearly distinguishable.

Bobby Wampler, PE

Town of Altavista
Spring Milling & Paving Project
Bid-Tabulation

3/16/2020

			Patterson Brothers Paving, Inc.		Boxley Materials Company		Randall Patterson Paving & Site Work LLC	
Item	Units	Quantity	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
Edge Milling	SY	14,450	\$6.75	\$97,537.50	\$2.00	\$28,900.00	\$4.35	\$62,857.50
SM-9.5A Surface Mix	TONS	3,700	\$106.25	\$393,125.00	\$98.25	\$363,525.00	\$107.49	\$397,713.00
Stone Shoulder	TONS	150	\$66.67	\$10,000.50	\$56.75	\$8,512.50	\$73.00	\$10,950.00
			Total Bid:	\$500,663.00	Total Bid:	\$400,937.50	Total Bid:	\$471,520.50



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

April 14, 2020

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

Declaration of Surplus items

DESCRIPTION:

Staff has been working to provide a list of items that need to be declared surplus, so that they can be sold or discarded. Attached are lists of items that are not in use by the Town. It is staff's intent to sell these items via on-line auctions; and if after a reasonable amount of time they do not sell, they would be discarded as scrap.

RECOMMENDATION:

Staff recommends that the items on the attached lists be declared "surplus".

BUDGET/FUNDING:

Any funds realized from the sale of items will be allocated to the annual budget as revenue.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Accept staff's recommendation and declare the items listed as surplus.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *List of Public Works and Police Department vehicles/equipment*
- *List of miscellaneous items*
- *List of Police miscellaneous items*

Surplus List

<u>Public Works</u>				
Rear loader Garbage Truck	2001	Freightliner FL-80 Loadmaster	53,532 miles	\$12,000 (needs repairs estimated at \$7,000)
Loader w/ Attachments	1997	Caterpillar IT14G Loader (1 Regular bucket, 1 4&1 Bucket, and 1 set of forks	7102 hours	\$8,000
<u>Police Department</u>				
Patrol Vehicle	2010	Dodge Charger	87,584	\$3,000 (needs repairs estimated at \$7,000)
Seized Vehicle	2012	Dodge Charger	115,029	\$3,000 Blown motor NOTE: This is a seized vehicle and any proceeds have to be shared with CC Commonwealth Attorney and DCJS.

Freightliner FL-80 Loadmaster



Caterpillar IT14G Loader (with attachments)







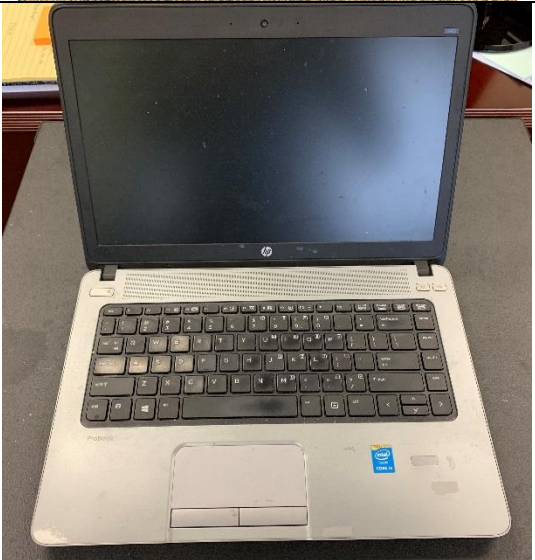

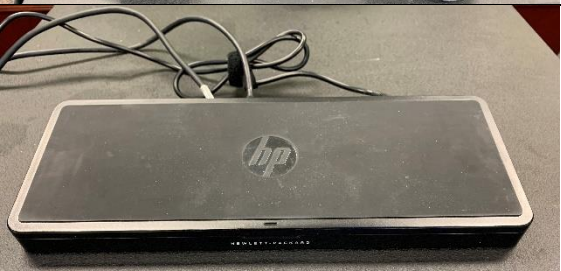
2010 Dodge Charger








2012 Dodge Charger (seized vehicle)


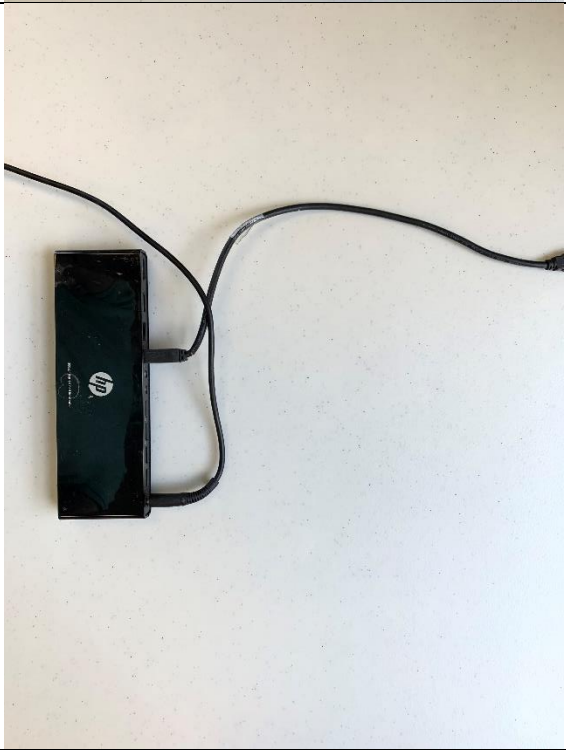




#	Item Name	Qty.	Picture
1	Lockable Network Housing Cabinet	1	
2	Laptop Bags - Black	2	
3	Mesh Rolling Office Chairs	4	



4	Soft-Backed Blue Chairs	16	
5	HP Laptop (<i>bottom is broken</i>)	1	
6	Speaker Set	1	
7	HP Universal Port Replicator	1	



8	HP LaserJet Ink – Black	1	 A black and white box for an HP LaserJet 49A ink cartridge. The box features the HP logo and the text "LASERJET 49A". It also includes a small image of the cartridge and some text in multiple languages.
9	Kodak Slide Carousel	3	 A circular Kodak Slide Carousel with a silver-colored metal frame and a black plastic center. It is shown with a slide of a fish inside. The carousel is resting on a yellow and black patterned surface.
10	iPhone 5c, 5s, & 6s	18	 A collection of 18 iPhone 5c, 5s, and 6s smartphones arranged in a grid on a blue and white patterned surface. The phones are in various colors, including black, white, and silver.

11	Rolling Office Chair	1	
12	Receipt Printer Paper	50 rolls	

13	Dell Keyboard	1	
14	Hp Port Replicator	1	

15	D-Link Network Router	1	
16	Dell Speaker	1	

17	Various A/V Cords & Cables	10	
18	Ithaca Receipt Printer	2	

19	Lenovo Port Replicator	1	
20	Computer Speaker Set		

Waverly,

I am requesting that the following items be declared surplus. Some items could be resold on gov deals however some have no resale value and should be sold for scrap metal or thrown away.



Assorted wire that can be sold as a lot on Gov Deals



These are old car parts off of patrol cars. Most are of no resale value because they don't fit new cars. The parts need to be disposed of and the metal needs to be scrapped. (David has a bin for metal that he recycles)



More used car parts that have no resale value.



Parts that can be salvaged as scrap.



I will attempt to sell the light bars on Gov Deals.



Lights will be attempted to be sold. Partitions will be scrapped as metal.



Computers and monitors ect.



Obsolete lap tops will attempt to sell.



Misc cameras that are obsolete



Outdated vests to be destroyed.



Old uniforms 90% need to be destroyed. We will keep what is usable however uniforms with gold outlined patches are 15-20 years old.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

April 14, 2020

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

AOT Request to use Façade Loan funds for Business Relief Loans

DESCRIPTION:

Following the AOT Board meeting Thursday evening, staff was contacted about placing this item on the agenda. AOT indicated that a plan would be forthcoming prior to the meeting. These funds are the proceeds from the Community Development Block Grant (CDBG) that the town utilized several years ago to promote façade improvement in the earlier Streetscape phases.

Additional information will be supplied at the meeting.

RECOMMENDATION:

Per Council's discussion.

BUDGET/FUNDING:

There are \$40,000 earmarked in the Town's Reserves for the Façade Loan Program, in addition there are \$10,000 earmarked for the AOT "Pop Up" program.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Approve the request of AOT.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

April 14, 2020

ITEM #: 8e**ITEM TITLE:**

Bank Franchise Tax Refund

DESCRIPTION:

Recently the Virginia Department of Taxation corresponded with all localities that were home to Branch Banking and Trust Company (BB&T) regarding filed amended Bank Franchise Tax returns for tax years 2012 through 2014. Based on direction by the Department of Taxation, the Town of Altavista owes BB&T a refund of \$12,944. Attached is a staff memo and Department of Taxation correspondence in regard to this item.

Staff would seek authorization from Town Council to proceed with issuance of a refund check to BB&T as outlined in the attached correspondence. This item may result in a budget amendment, if necessary.

RECOMMENDATION:

Staff recommends payment of the refund to BB&T per the Department of Taxations letter.

BUDGET/FUNDING:

No funds are included in the budget for this item, the amount of \$12,944 will come from unexpended funds in the FY2020 budget or General Fund Reserves.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Approve the item in accordance with staff's request.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Staff memo*
- *Department of Taxation correspondence*



DATE: April 10, 2020

MEMO TO: Mr. Waverly Coggsdale – Town Manager

FROM: Tobie Shelton

RE: Bank Franchise Tax Refund

In a memo from the Department of Taxation, the town, as well as other localities in the state, was directed by the Commonwealth of Virginia to pay Bank Franchise Tax Refunds to Truist Bank (formerly known as Branch Banking and Trust Company (BB&T)) for the years 2012 through 2014.

As stated in the findings letter from the Department of Taxation, BB&T timely filed amended returns for the years 2012 through 2014, reporting a significant increase in its deduction for retained earnings and surplus of subsidiaries and requested refunds for the taxable years. Virginia conducted an audit of the amended returns. The determination was BB&T would be refunded, including applicable interest. Once affected localities were notified of the refund they immediately reached out to their local attorney as well as the Treasurers' Association regarding the interest.

Mr. Eller researched the issue and recommended payment of the face amount only, as our ordinance does not contain a provision for interest on overpayment. This was the finding for most localities. The Treasurers' Association pursued this issue. As a result, Truist Bank agreed to waive all interest due on BB&T's refunds for the years 2012 through 2014.

The amount due, \$12,944 represents the town's liability. Attached please find the summary of refunds due Truist Bank for each locality, including the town's refund. Should Council wish to review the ruling of the audit, I will be glad to provide a copy.

Thank you.



COMMONWEALTH of VIRGINIA

Department of Taxation

TO: Commissioners of the Revenue & Other Local Officials

FROM: C. Keven Wright
Director of Special Taxes and Services

SUBJECT: Bank Franchise Tax Refunds for Branch Banking and Trust Company
Tax Years 2012-2014

DATE: February 27, 2020

I wanted to make you aware of a large refund request that may impact your locality. Branch Banking and Trust Company filed revised Bank Franchise Tax (BFT) returns for tax years 2012 through 2014. Virginia Tax conducted an audit of the amended returns. Branch Banking and Trust Company appealed the audit to the Tax Commissioner. The ruling is attached for your review. The table below indicates the original refunds requested and the approved refunds, exclusive of interest, based on the Determination.

Original Refund Requested	Adjusted Amended Refund
2012 - \$3,906,439	\$3,590,372
2013-\$3 ,569,940	\$3,050,539
2014- \$4,662,551	\$3,679,331
Total- \$12,138,930	\$10,320,242

Attached you will find a Local Tax Apportionment Schedule for 2012 –2014, with the Department's computation of the local refunds.

If you have questions, please contact Becky Akers at rebecca.akers@tax.virginia.gov or at (804) 225-4410.

SUMMARY OF REFUNDS DUE TO BB&T

LOCALITY	2012 REFUND TO BANK	2013 REFUND TO BANK	2014 REFUND TO BANK	TOTAL DUE TO BANK
Accomack County	\$3,425	\$3,214	\$4,176	\$10,815
Albemarle County	\$42,246	\$36,003	\$44,391	\$122,640
Amelia County	\$4,537	\$3,739	\$3,946	\$12,223
Amherst County	\$15,197	\$11,832	\$14,117	\$41,146
Arlington County	\$158,647	\$142,710	\$168,167	\$469,524
Augusta County	\$9,829	\$8,354	\$13,063	\$31,247
Bath County	\$8,855	\$7,616	\$7,544	\$24,015
Bedford County	\$15,643	\$14,601	\$18,136	\$48,380
Bland County	\$9,254	\$7,855	\$9,265	\$26,374
Buckingham County	\$6,482	\$5,424	\$5,596	\$17,502
Campbell County	\$8,822	\$7,450	\$8,895	\$25,166
Carroll County	\$2,994	\$2,637	\$0	\$5,631
Charles City County	\$3,947	\$3,239	\$3,689	\$10,875
Chesterfield County	\$70,433	\$64,154	\$81,011	\$215,599
City of Alexandria	\$52,131	\$49,269	\$57,996	\$159,396
City of Bristol	\$7,093	\$6,158	\$7,748	\$20,999
City of Buena Vista	\$4,543	\$4,267	\$8,635	\$17,446
City of Charlottesville	\$24,895	\$26,411	\$27,675	\$78,981
City of Chesapeake	\$80,870	\$72,711	\$89,443	\$243,023
City of Colonial Heights	\$16,790	\$14,632	\$19,005	\$50,426
City of Covington	\$12,970	\$10,940	\$13,821	\$37,731
City of Danville	\$29,046	\$22,670	\$25,140	\$76,856
City of Emporia	\$11,537	\$10,333	\$11,916	\$33,786
City of Fairfax	\$100,397	\$75,294	\$132,942	\$308,634
City of Falls Church	\$31,101	\$26,705	\$30,354	\$88,159
City of Franklin	\$8,232	\$10,864	\$13,174	\$32,270
City of Fredericksburg	\$72,761	\$60,929	\$66,605	\$200,295
City of Galax	\$7,356	\$5,770	\$6,888	\$20,014
City of Hampton	\$9,855	\$11,697	\$15,840	\$37,392
City of Harrisonburg	\$24,376	\$21,610	\$29,382	\$75,369
City of Hopewell	\$11,516	\$10,242	\$12,664	\$34,422
City of Lexington	\$8,737	\$7,402	\$8,433	\$24,571
City of Lynchburg	\$90,394	\$60,041	\$74,530	\$224,965
City of Manassas	\$59,796	\$47,845	\$56,510	\$164,151
City of Martinsville	\$29,962	\$25,356	\$28,748	\$84,066
City of Newport News	\$21,402	\$20,198	\$24,120	\$65,720
City of Norfolk	\$119,411	\$76,450	\$100,045	\$295,906
City of Petersburg	\$10,408	\$8,560	\$9,940	\$28,908
City of Poquoson	\$9,520	\$8,894	\$10,802	\$29,215
City of Portsmouth	\$31,820	\$27,777	\$34,350	\$93,947
City of Radford	\$5,971	\$5,221	\$6,246	\$17,438
City of Richmond	\$71,455	\$97,105	\$76,924	\$245,484
City of Roanoke	\$24,813	\$22,282	\$26,231	\$73,326
City of Salem	\$20,423	\$16,252	\$19,256	\$55,931

SUMMARY OF REFUNDS DUE TO BB&T

LOCALITY	2012 REFUND TO BANK	2013 REFUND TO BANK	2014 REFUND TO BANK	TOTAL DUE TO BANK
City of Staunton	\$9,941	\$9,020	\$10,393	\$29,355
City of Suffolk	\$40,470	\$29,940	\$33,567	\$103,977
City of Virginia Beach	\$161,162	\$141,347	\$170,923	\$473,432
City of Waynesboro	\$6,358	\$5,112	\$6,198	\$17,667
City of Williamsburg	\$9,372	\$8,136	\$10,823	\$28,330
City of Winchester	\$93,497	\$78,059	\$96,502	\$268,059
Cumberland County	\$2,422	\$2,153	\$2,423	\$6,999
Dinwiddie County	\$2,999	\$2,704	\$3,161	\$8,864
Fairfax County	\$545,843	\$464,315	\$568,435	\$1,578,593
Fauquier County	\$13,128	\$11,310	\$13,828	\$38,267
Fluvanna County	\$11,613	\$9,529	\$11,812	\$32,954
Franklin County	\$21,518	\$16,319	\$20,459	\$58,295
Frederick County	\$22,204	\$19,391	\$21,987	\$63,583
Gloucester County	\$15,836	\$14,101	\$16,491	\$46,429
Greene County	\$6,368	\$5,318	\$6,726	\$18,413
Hanover County	\$42,244	\$38,107	\$42,773	\$123,124
Henrico County	\$144,178	\$123,029	\$161,870	\$429,077
Henry County	\$20,330	\$15,515	\$18,527	\$54,373
James City County	\$3,208	\$4,268	\$4,916	\$12,392
King & Queen County	\$3,261	\$2,965	\$3,102	\$9,329
King George County	\$10,581	\$9,017	\$10,268	\$29,866
Loudoun County	\$57,965	\$53,224	\$67,850	\$179,038
Mecklenburg County	\$3,011	\$2,544	\$3,093	\$8,648
Middlesex County	\$9,517	\$7,963	\$9,532	\$27,012
Montgomery County	\$2,556	\$2,117	\$2,494	\$7,167
Nelson County	\$10,281	\$9,348	\$10,967	\$30,596
Page County	\$9,665	\$8,562	\$9,957	\$28,184
Patrick County	\$3,723	\$3,067	\$3,965	\$10,755
Pittsylvania County	\$6,240	\$5,138	\$6,048	\$17,425
Prince George County	\$6,413	\$5,274	\$6,385	\$18,072
Prince William County	\$86,598	\$77,827	\$94,538	\$258,962
Rappahannock County	\$2,896	\$2,549	\$2,867	\$8,312
Roanoke County	\$17,618	\$15,564	\$19,663	\$52,845
Rockbridge County	\$15,615	\$13,117	\$16,958	\$45,690
Rockingham County	\$4,689	\$3,929	\$4,539	\$13,157
Russell County	\$2,491	\$2,236	\$2,549	\$7,276
Scott County	\$2,751	\$2,108	\$2,439	\$7,298
Smyth County	\$3,329	\$0	\$0	\$3,329
Spottsylvania County	\$26,090	\$22,371	\$27,464	\$75,925
Stafford County	\$38,767	\$34,048	\$41,920	\$114,734
Sussex County	\$2,237	\$2,172	\$2,249	\$6,658
Town of Abingdon	\$35,327	\$7,573	\$8,328	\$51,228
Town of Altavista	\$4,789	\$3,768	\$4,388	\$12,944
Town of Amherst	\$8,739	\$10,714	\$12,824	\$32,277

SUMMARY OF REFUNDS DUE TO BB&T

LOCALITY	2012 REFUND TO BANK	2013 REFUND TO BANK	2014 REFUND TO BANK	TOTAL DUE TO BANK
Town of Appomattox	\$12,503	\$10,204	\$12,269	\$34,976
Town of Ashland	\$19,163	\$16,055	\$18,862	\$54,080
Town of Berryville	\$7,996	\$6,644	\$8,167	\$22,807
Town of Big Stone Gap	\$3,765	\$3,104	\$3,705	\$10,575
Town of Blacksburg	\$6,581	\$5,924	\$7,385	\$19,890
Town of Blackstone	\$4,013	\$3,284	\$7,180	\$14,477
Town of Bluefield	\$9,660	\$9,615	\$11,151	\$30,426
Town of Boones Mill	\$6,378	\$5,336	\$6,226	\$17,940
Town of Bridgewater	\$9,758	\$8,524	\$10,336	\$28,618
Town of Broadway	\$9,412	\$7,956	\$11,919	\$29,287
Town of Brookneal	\$3,567	\$3,376	\$3,554	\$10,497
Town of Buchanan	\$2,748	\$2,325	\$2,534	\$7,607
Town of Chilhowie	\$5,448	\$4,780	\$5,659	\$15,887
Town of Christiansburg	\$5,335	\$4,686	\$6,308	\$16,329
Town of Clifton Forge	\$6,488	\$5,480	\$5,708	\$17,676
Town of Clintwood	\$5,990	\$4,379	\$5,484	\$15,853
Town of Coeburn	\$4,891	\$3,844	\$4,223	\$12,959
Town of Colonial Beach	\$7,878	\$6,420	\$7,896	\$22,193
Town of Courtland	\$4,150	\$0	\$0	\$4,150
Town of Craigsville	\$2,420	\$2,009	\$0	\$4,429
Town of Culpeper	\$10,972	\$9,360	\$9,937	\$30,269
Town of Damascus	\$5,203	\$4,306	\$4,952	\$14,461
Town of Dayton	\$6,319	\$5,441	\$6,570	\$18,330
Town of Dublin	\$3,242	\$3,019	\$3,479	\$9,740
Town of Elkton	\$2,376	\$1,976	\$2,432	\$6,784
Town of Exmore	\$8,454	\$6,890	\$8,108	\$23,453
Town of Farmville	\$12,012	\$11,509	\$13,589	\$37,110
Town of Fries	\$4,521	\$3,400	\$3,578	\$11,500
Town of Front Royal	\$18,725	\$15,250	\$18,192	\$52,167
Town of Gate City	\$1,552	\$1,292	\$1,414	\$4,258
Town of Glasgow	\$3,144	\$2,502	\$0	\$5,646
Town of Gordonsville	\$2,481	\$2,859	\$4,123	\$9,463
Town of Grottoes	\$2,263	\$2,117	\$0	\$4,380
Town of Haymarket	\$10,913	\$9,506	\$12,175	\$32,594
Town of Haysi	\$3,770	\$3,051	\$3,559	\$10,380
Town of Herndon	\$6,310	\$5,504	\$6,944	\$18,758
Town of Hillsville	\$8,026	\$6,736	\$11,320	\$26,082
Town of Honaker	\$3,369	\$2,957	\$0	\$6,326
Town of Kenbridge	\$3,814	\$3,007	\$0	\$6,821
Town of Keysville	\$5,617	\$4,508	\$5,366	\$15,491
Town of Lebanon	\$9,440	\$4,773	\$9,337	\$23,550
Town of Leesburg	\$28,283	\$22,585	\$25,720	\$76,588
Town of Lovettsville	\$9,242	\$7,840	\$9,346	\$26,428
Town of Middleburg	\$9,042	\$5,557	\$6,712	\$21,311

SUMMARY OF REFUNDS DUE TO BB&T

LOCALITY	2012 REFUND TO BANK	2013 REFUND TO BANK	2014 REFUND TO BANK	TOTAL DUE TO BANK
Town of Middletown	\$3,905	\$3,022	\$4,039	\$10,966
Town of Mineral	\$7,525	\$6,204	\$7,526	\$21,255
Town of Mount Jackson	\$8,045	\$6,618	\$7,270	\$21,934
Town of Narrows	\$4,497	\$0	\$0	\$4,497
Town of New Market	\$2,280	\$1,832	\$2,085	\$6,197
Town of Newsoms	\$1,239	\$0	\$0	\$1,239
Town of Nickelsville	\$2,043	\$1,588	\$1,687	\$5,318
Town of Onley	\$8,101	\$7,138	\$8,427	\$23,666
Town of Orange	\$5,942	\$5,142	\$6,025	\$17,109
Town of Pearisburg	\$5,103	\$4,263	\$7,319	\$16,685
Town of Pembroke	\$2,084	\$1,850	\$0	\$3,934
Town of Pocahontas	\$1,827	\$0	\$0	\$1,827
Town of Pound	\$3,626	\$3,057	\$0	\$6,683
Town of Pulaski	\$3,906	\$3,190	\$3,787	\$10,883
Town of Purcellville	\$13,512	\$11,690	\$15,782	\$40,984
Town of Remington	\$3,734	\$3,187	\$3,649	\$10,569
Town of Rich Creek	\$5,464	\$8,025	\$9,483	\$22,971
Town of Richlands	\$19,086	\$15,581	\$18,236	\$52,903
Town of Rocky Mount	\$15,257	\$12,759	\$14,408	\$42,425
Town of Rural Retreat	\$3,799	\$5,790	\$6,324	\$15,912
Town of Saltville	\$13,110	\$9,566	\$9,523	\$32,199
Town of Scottsville	\$9,595	\$8,135	\$9,889	\$27,619
Town of Smithfield	\$7,210	\$5,649	\$8,822	\$21,681
Town of South Boston	\$16,028	\$13,043	\$15,265	\$44,336
Town of South Hill	\$13,747	\$11,404	\$14,058	\$39,210
Town of Strasburg	\$4,658	\$3,857	\$4,560	\$13,076
Town of Stuart	\$13,787	\$11,173	\$12,420	\$37,380
Town of Surry	\$1,638	\$1,445	\$0	\$3,083
Town of Tazewell	\$17,076	\$13,866	\$15,199	\$46,141
Town of Timberville	\$2,245	\$2,028	\$0	\$4,273
Town of Urbanna	\$4,119	\$3,412	\$3,799	\$11,330
Town of Vienna	\$25,613	\$23,161	\$28,643	\$77,417
Town of Vinton	\$6,316	\$5,330	\$6,430	\$18,076
Town of Wakefield	\$5,894	\$5,080	\$6,232	\$17,206
Town of Warrenton	\$40,091	\$33,802	\$39,359	\$113,252
Town of Wise	\$3,407	\$2,844	\$6,458	\$12,708
Town of Woodstock	\$15,977	\$18,426	\$17,830	\$52,233
Town of Wytheville	\$12,297	\$10,116	\$11,650	\$34,064
Warren County	\$237	\$979	\$1,576	\$2,792
Washington County	\$4,551	\$3,579	\$4,276	\$12,406
Westmoreland County	\$3,230	\$3,086	\$3,508	\$9,824
York County	\$13,604	\$12,149	\$14,810	\$40,563



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

April 14, 2020

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

FY2021 Budget and Capital Improvements Program “First Reading”

DESCRIPTION:

Tonight Town Council will conduct a “First Reading” of the FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP). Staff has provided budget sheets that have been updated based on actions/direction of Town Council; as well as items that staff needed to amend. This will be the final opportunity to make changes to the budget prior to the advertisement of the public hearing. The hearing is slated for Tuesday, May 12, 2020 at 7:00 p.m.

The Fiscal Year 2021 proposed budget (General Fund, Enterprise Fund, State/Highway Fund, and Cemetery Fund); including the Capital Improvement Program (CIP) totals \$10,242,580. The proposed Fiscal Year 2021 budget is a .66% increase from the adopted Fiscal Year 2020 budget. There are no proposed tax increases in the budget; however the budget does include proposed utility rate increases of 8% (water) and 4% sewer. The utility rate increases would have an effective date of December 1, 2020. In addition, fees related to “opening and closings” of graves at the Greenhill Cemetery have been increased by approximately 15% across the categories.

There are two items that Council may want to consider before finalizing the budget. The first is creation/implementation of a Utility Discount Program based on the same criteria that exists for Real Estate Tax Relief (elderly, low-income and disabled). Staff has attached a Utility Rate Discount Program chart that shows several different scenarios related to the “monthly fixed fee” that appears on all utility bills. If Council opts to create a Utility Discount Program, the impact to the Enterprise Fund Revenue will be dependent upon the discount selected. The second item is related to the budget for the English Overlook project which is included in the CIP; the budget currently has a \$6,000 cost for this project. Based on an estimate staff received in accordance with the required work, the figure is \$32,500; staff updated this figure in the budget (increase of \$26,500).

Following discussion, staff requests that Council schedule the required public hearings for the FY2021 Budget; the Capital Improvement Plan (FY2021-FY2025) and the Utility Rate Changes for **Tuesday, May 12, 2020 at 7:00 p.m. in Council’s Chambers of Town Hall (510 7th Street, Altavista, VA).**

RECOMMENDATION:

Staff recommends the setting of the required public hearing(s) for Tuesday, May 12th as outlined above.

BUDGET/FUNDING:

Per the proposed FY2021 Budget.

POTENTIAL ACTION:

- Council may decide to do one of the following:

- Conduct the First Reading of the Budget, as presented, and set the required public hearings.
- Conduct the First Reading of the Budget, after any changes, and set the required public hearings.
- Provide alternative direction to staff, based on discussion.
- Take no action, at this time.

ATTACHMENTS:

- *FY2021 Draft Budget Revenue & Expenditures*
- *Master List (Fee, Rates and Charges)*
- *Budget Changes to Date*
- *Utility Discount Program options*



TOWN OF ALTAVISTA FY 2021 PROPOSED BUDGET

General Fund

Real Estate Tax	218,000
Public Service Corporation Taxes	98,700
Personal Property Taxes	360,150
Machinery and Tools Taxes	1,844,000
Other Local Taxes	1,747,850
Permits and Fees	1,100
Fines and Forfeitures	15,300
Use of Money and Property	309,300
Charges for Service	9,300
Donations, Receipts, and Transfers	337,860
Intergovernmental	328,620

General Fund Total: **\$5,270,180**

Enterprise Fund (Water & Sewer)

Water and Sewer Charges	3,879,020
Interest	8,000
Connection Fees	7,500
Miscellaneous, Grants, & Transfers	94,220
CIP Reserves	25,600

Enterprise Fund Total: **\$4,014,340**

Highway Maintenance Fund **\$ 936,810**

Cemetery Fund **\$21,250**

REVENUE GRAND TOTAL: **\$10,242,580**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	44,400
Administrative Department	947,610
Police Department	1,196,040
Public Works	1,869,340
Street & Highway Maintenance	936,810



Water Department	2,210,230
Wastewater Department	1,804,110
Green Hill Cemetery	50,550
Non Departmental	364,010
Transit Department	238,930
Economic Development	260,100
Community Development	157,100
Avoca	73,350
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	0
Total Proposed Operating Expenses:	<u>\$10,242,580</u>

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	229,650
Wastewater Treatment Plant Equipment	131,700
Public Works Department Equipment	752,770
State Highway Funding	231,810
Police Department Equipment	75,250
Council	5,000
Administration Department Equipment	41,000
Economic Development	200,000
Community Development	0
Transit Department	109,800
Cemetery	0
Avoca	5,000
Enterprise Fund Infrastructure Projects	5,265,700
Total Proposed Capital Outlay:	\$7,047,680
Cash Funded	\$1,781,980
Bond Proceeds	\$5,265,700
FY2021 – 2025 CIP Expenditures:	<u>\$29,104,650</u>



Date: April 10, 2020

To: J. Waverly Coggsdale, III

From: Tobie Shelton

Subject: Changes to FY2021 Proposed Budget

Several changes have been made to FY2021 Proposed Budget, since the first draft was presented to Council. Below are the changes that have been made to date in the budget process with the most recent changes highlighted in red.

<u>Date</u>	<u>General Fund Description of Change</u>	<u>Amount</u>
2/25/2020	Council removed \$22,000 from GF regarding replacement of Bucket Truck, as we will purchase a used one instead of a new one.	-22,000
3/9/2020	Staff reduced interest income from \$285,600 to \$190,000 as a result of the downward trend in interest rates	95,600
4/7/2020	Added Assistant Town Manager position to Administration increasing wages and benefits	104,120
4/7/2020	Removed Economic Development Director's position from budget. Transferred funding for this position to Administration to be used to offset the cost of adding Assistant Town Manager position.	-95,200
4/7/2020	Removed proposed position of Code Enforcement Officer from budget. Transferred funding for this position to Administration to be used to offset the cost of adding Assistant Town Manager position.	-48,700
4/7/2020	Received a cost to complete P&R's CIP project of improvements to the river overlook at English Park. This amount was \$26,500 more than the cost of \$6,000 that was proposed in the budget	26,500
4/7/2020	Refinanced existing debt with CB&T and FNB resulting in a lower debt service	-2,720
4/7/2020	Council approved to increase Cemetery opening/closing costs by 15%. Revenue prior to change was \$15,000. The change resulted in an increase of \$2,250 to revenue. Council also approved to remove interest income from the proposed budget in the Cemetery Fund, as a funding source for operations. As a result the transfer in from General Fund to Cemetery Fund will increase.	9,750
The first draft of FY2021 Proposed Budget required a transfer in of \$91,120 to balance the fund. As a result of various changes to the budget, the amount needed to balance the fund is \$158,470. An increase of \$67,350		67,350

Enterprise Fund
Description of Change

3/9/2020	Staff reduced interest income from \$18,000 to \$8,000 as a result of the downward trend in interest rates, therefore reducing the surplus.	-10,000
4/7/2020	First Draft of the proposed budget did not include revenue from Dominion. After reviewing the agreement it was determined we would receive revenue during the fiscal year.	21,800
4/7/2020	The first draft of the proposed budget included a surplus and did not include debt service . Since the distribution of the budget we have closed on a new financing and preparing to close on a refinancing, requiring the use of surplus funds to partially cover debt service.	289,960
4/7/2020	Refinanced existing debt with CB&T and FNB resulting in a lower debt service	18,200
4/7/2020	Debt Service for new financing with Truist in the amount of \$6.4 million for water and sewer improvements.	-339,210
4/7/2020	New Debt (VCWRL) through VRA in the amount of approximately \$4.3 million to fund WWTP electrical improvements.	-43,270
Net Change to Fund (Expenses)		-62,520

Highway Fund
Description of Change

2/25/2020	Council removed \$22,000 from HF regarding replacement of Bucket Truck, as we will purchase a used one instead of a new one.	-22,000
2/25/2020	Council removed Highway Plan from FY2021 Proposed Budget	-25,000
Net Change to Fund		-47,000

Cemetery Fund
Description of Change

4/7/2020	Council approved to increase opening/closing costs by 15%. Revenue prior to change was \$15,000. The change resulted in an increase of \$2,250 to revenue.	2,250
4/7/2020	Council approved to remove interest income from the proposed budget as a funding source for operations.	-12,000
Net Change to Fund		-9,750

TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2021 PROPOSED BUDGET

BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE		
	Rate per \$100 of gross receipts	
Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000	
Retailers	\$	0.0425
Financial, Real Estate, & Professional	\$	0.0425
Personal Services, Repair	\$	0.0600
Wholesalers	\$	0.0175
Wholesale Peddlers	\$	0.0175
Commission Merchant	\$	0.0600
Direct Sellers (sales under \$4,000)	\$	0.0175
Direct Sellers (Sales over \$4,000)	\$	0.0550
Peddlers	\$	125.0000
Itinerant Merchant (Edible,Perishable Goods)	\$	25.0000
Itinerant Merchant (Nonperishable Goods)	\$	125.0000
Carnivals, Circus	\$100 per day; \$500 per week	
Fortunetellers	\$	500.00
Savings Institutions/State Chartered Credit Unions	\$	25.00
Photographers, out of town	\$	15.00
Utilities	\$.0025 of Gross Receipts	
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plust \$0.18	
Minimum License	\$	15.00
CEMETERY FEES		
Changing of cemetery Deed	\$	25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$	650.00 in town residents - with a minimum of 2 spaces
	\$	950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$	750.00 before 12 noon - weekday
	\$	925.00 after 12 noon - weekday
	\$	1,050.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$	350.00 before 12 noon - weekday
	\$	400.00 after 12 noon - weekday
	\$	450.00 weekend or holiday
Disinterment	\$	1,300.00
RENTALS		
Booker Building Deposit	\$	150.00
	\$	250.00 if alcohol is served
Booker Building Rental Fee	\$	100.00 for each 4 hours
Booker Building Utility Fee	\$	25.00
Park Pavilion Rentals	\$	50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$	25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (<i>Town residents/businesses only</i>)	\$	25.00 standard dump truck - resident
	\$	50.00 tandem dump truck - resident
	\$	50.00 standard dump truck - business
	\$	100.00 tandem dump truck - business
PLANNING & ZONING RELATED		
Zoning Permit	\$	20.00
Sign Permit	\$	20.00
Special Use Permit; application fee	\$	300 - \$400
Variance	\$	300.00
Appeal to BZA	\$	300 - \$400
Rezoning	\$	400.00
Subdivision (5 lots or less); fees for examining/approval of plats	\$10.00 and \$1.00 per lot	
Subdivision (5 lots or more); fees for examining/approval of plats	\$25.00 and \$1.00 per lot	
TRANSIT FEES		
Transit Tokens	\$	0.50 each
Transit Punch Cards	\$	10.00 for 3 cards
Transit Monthly Pass	\$	20.00
TAX RATES		
Real Estate Rate	\$0.08 per \$100 of assessed value	
Personal Property Rate	\$2.00 per \$100 of assessed value	
Cigarette Tax	\$	0.27 per pack
Hotel Lodging Tax	5.50%	3% credit for reporting on time
Meals Tax	7%	2% credit for reporting on time
Vehicle License Tax / Automobile	\$	15.00
Vehicle License Tax / Motorcycle	\$	5.00
Vehicle License Tax / Trailer	\$	6.50
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$	25.00

**TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2021 PROPOSED BUDGET**

UTILITY FEES

NOT EFFECTIVE UNTIL DECEMBER 1, 2020

Water

Business & Residential - \$2.75 per 1,000 gallons
Industrial - \$2.69 per 1,000 gallons
Town of Hurt - \$4.13 per 1,000 gallons
Business & Residential Outside of Town - \$5.49 per 1,000 gallons
Industrial Outside of Town - \$5.38 per 1,000

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

Business & Residential - \$3.45 per 1,000 gallons
Industrial - \$3.54 per 1,000 gallons
Town of Hurt - \$3.45 per 1,000 gallons
Business & Residential Outside of Town - \$6.91 per 1,000 gallons
Industrial Outside of Town - \$7.07 per 1,000

Monthly Fixed Charge

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

Water / Sewer Connection & Availability Schedule

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

Application for Service / Application Fee

\$ 25.00

Security Deposit (Owner)

\$ 50.00

Security Deposit (Tenant)

\$ 125.00

Cut-Off Charge Fee for Non-payment

\$ 35.00

Service request during work hours (7:00 am-3:30 pm M-F)

\$ 25.00

Service request after work hours (3:30 pm M-F; Saturday and Sunday)

\$ 50.00

Purchase of water at WTP

\$ 10.00 for each 1,000 gallons

Disposal Fee Permit for WWTP

\$ 50.00

MISCELLANEOUS CHARGES

Return Check Charge

\$ 35.00

Police Report

\$ 5.00

Customer Copies

\$ 0.15

Fax

\$ 1.25 first page

\$ 0.75 each additional page

Vehicle Withholding Fee (DMV stop)

\$ 45.00

Dealers in precious metals; permit required from Chief of Police

\$ 200.00

Going out of business permit

\$ 25.00

	UTILITY DISCOUNT SCENARIOS						
	Based on a % discount to the Monthly Fixed Fee (Base Rate) of \$6.50 (\$19.50 Quarterly) (\$78.00 Annually) - Impact to Utility Revenue.						
			<i>Number of Eligible Accounts</i>				
		Quarterly Fixed Fee Discount Annually/Per Acct.	100	150	200	250	300
% Discount	10%	\$7.80	\$ 780.00	\$ 1,170.00	\$ 1,560.00	\$1,950.00	\$ 2,340.00
	20%	\$15.60	\$ 1,560.00	\$ 2,340.00	\$ 3,120.00	\$3,900.00	\$ 4,680.00
	30%	\$19.50	\$ 1,950.00	\$ 2,925.00	\$ 3,900.00	\$4,875.00	\$ 5,850.00
	40%	\$23.40	\$ 2,340.00	\$ 3,510.00	\$ 4,680.00	\$5,850.00	\$ 7,020.00
	50%	\$39.00	\$ 3,900.00	\$ 5,850.00	\$ 7,800.00	\$9,750.00	\$ 11,700.00
	<i>Monthly Fixed Fee (Base Rate) Annual Charge: \$78.00.</i>						
	<i>Sixty-one (61) Owner Occupied Accounts are eligible via CC Real Estate Tax Relief criteria.</i>						



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

April 14, 2020

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

Consideration of amended job description (Assistant Town Manager) and Hiring Schedule

DESCRIPTION:

Town Council directed staff to include the position of Assistant Town Manager in the proposed FY2021 Budget; utilizing funds from the existing Economic Development Director position (Wages & Benefits) and the proposed Code Enforcement position (Wages & Benefits). This would also include items beyond the personnel costs.

Attached is an amended job description for the position. Below is a proposed hiring timeline, based on an approval date of April 14, 2020.

Estimated Hiring Timeline

Job Approval	April 14, 2020	
Ads	April 19 & 26, 2020	
Application Period Ends	June 3, 2020	45 days
Application Review Period Ends	June 19, 2020	16 days
Interviews Conclude:	July 20, 2020	31 days
Decision/Offer	July 27, 2020	7 days
Notice/Begin Work	August 17, 2020	21 days
TOTAL from Approval Date:		125 days

RECOMMENDATION:

Per Council's discussion.

BUDGET/FUNDING:

Funding is included in the proposed FY2021 Budget for this position.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Approve position and direct staff to proceed with process
 - Approve the position when the FY2021 Budget is approved and timeline would move to a start date of July 1, 2020.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Amended Job Description*

Assistant Town Manager

Dept/Div: Administration/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments, overseeing the Town's transit system ~~and planning programs~~, preparing reports, and related work as apparent or assigned. *The Assistant Town Manager may be assigned the responsibility for providing administrative direction and control over groups of departments (depending on skills and experience) and assists the Town Manager in a variety of broad Town management issues.* Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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

Essential Functions

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

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

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

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

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

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

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

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

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

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

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

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

Possess essential knowledge of a grant application process and develop effective grant proposals and grant reports.

Coordinates and prepares special research reports on various issues.

Knowledge, Skills and Abilities

Thorough knowledge of public management and organization theories, principles, practices, and techniques; thorough knowledge of the organization, function, and methods of operation of the Town's legislative, executive staff, and operational departments; thorough knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social matters; thorough knowledge of zoning policies, procedures, and regulations as applied to plans review and land use; thorough knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, approval, and administration; thorough knowledge of public personnel administration theories, principles, and practices; thorough knowledge of the methods, procedures,

Assistant Town Manager

and policies of the assigned departments; thorough knowledge of the laws, ordinances, regulations, and standards pertaining to the specific duties and responsibilities of the position; ability to analyze and develop budget estimates; ability to analyze various complex administrative problems, to make sound recommendations for their solutions, and to prepare working procedures; ability to communicate ideas effectively, both orally and in writing; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working relationships with local, State, and Federal officials, associates, industry and business leaders, Town Council members, and the general public.

Education and Experience

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

Physical Requirements

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

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 3/26/2020



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

April 14, 2020

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

Adoption of Intergovernmental Agreement with Town of Hurt – *Solid Waste Services*

DESCRIPTION:

Previously during Closed Session, Council authorized staff to negotiate an agreement with the Town of Hurt for the provisions of solid waste collection services. At this time, staff presents the agreement that has been drafted by your staff and agreed to by the Hurt Town Council. The agreement would be effective on July 1, 2020 and be for a four (4) year period.

Staff is requesting that Town Council take action to approve the attached Intergovernmental Agreement with the Town of Hurt in regard to Solid Waste Collection Service.

RECOMMENDATION:

Staff recommends approval of the intergovernmental agreement as presented.

BUDGET/FUNDING:

Costs of the service will be covered by the Town of Hurt, as outlined in the agreement.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Approve the intergovernmental agreement with the Town of Hurt for solid waste collection services as presented.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Intergovernmental Agreement – Town of Hurt Solid Waste Collection Services*

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement, hereinafter “Agreement”, is entered into this the ____ day of _____, 2020, by and between the TOWN OF HURT, hereinafter referred to as “Hurt”, and the TOWN OF ALTAVISTA, hereinafter referred to as “Altavista” both chartered municipalities of the Commonwealth of Virginia.

WITNESSETH:

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to Code of Virginia, 1950, as amended, § 15.2-1300 and to provide for intergovernmental agreements and cooperation; and

WHEREAS, it is deemed in the public interest for the parties hereto to enter into an intergovernmental mutual aid agreement for certain residential solid waste collection services.

NOW THEREFORE, in consideration of the premises and the mutual covenants contained herein, the Parties agree as follows:

For the purpose of this Agreement unless the context shall otherwise require, the terms set forth in this Section whenever capitalized in this Agreement will have the indicated meanings:

Bags – Bags means containers of all types placed outside of the carts.

Bulky Waste - Bulky Waste will mean stoves, refrigerators, water tanks, washing machines, furniture and other waste materials other than Construction Debris, Dead Animals, Hazardous Waste or Stable Matter with weights or volumes greater than those allowed for Containers. *(NOTE: Not allowed for pick up under this agreement.)*

Bundled Items - Bundled items will mean tree, shrub and brush trimmings or newspapers and magazines securely tied together forming an easily handled package not exceeding ten feet in length or 5” inches in diameter. *(NOTE: Not allowed for pick up under this agreement.)*

Construction Debris - Construction Debris will mean waste building materials resulting from construction, remodeling, repair or demolition operations, specifically excluding rock and dirt. *(NOTE: Not allowed for pick up under this agreement.)*

Cart – (Automated Collection Container or Container) The wheeled, lidded trash receptacle with a capacity of 96 gallons in which material can be stored and later placed for curbside collection. These are supplied and owned by Hurt and shall be compatible with Altavista’s equipment.

Dead Animals – Dead Animals means animals or portions thereof that have expired from any cause, except those slaughtered or killed for human use. *(NOTE: Not allowed for pick up under this agreement.)*

Disposal Site – A Refuse depository including but not limited to sanitary landfills, transfer stations, incinerators, materials recycling facilities and waste processing/separation centers licensed, permitted and approved to receive for processing and final disposal of Refuse by all governmental bodies and agencies having jurisdiction and requiring such licenses, permits or approvals.

Hazardous Waste – Any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency or appropriate agency of the State to be “hazardous” as that term is defined by or pursuant to Federal or State law. *(NOTE: Not allowed for pick up under this agreement.)*

Producer - An occupant of a Residential Unit who generates Refuse.

Refuse Collection Vehicle – A refuse collection vehicle shall mean the equipment used by Altavista to pick up the carts and dump them into the vehicle.

Residential Refuse - All solid waste from residential units which normally results from the operation of a household. For the purpose of this Agreement, this does not include Bulky Waste, Bundled Items, Construction Debris, Dead Animals or Hazardous Waste as defined in this section.

Residential Unit - A dwelling within the corporate limits of Hurt occupied by a person or group of persons comprising not more than five dwelling units. A Residential Unit will be deemed occupied when either water or domestic light and power services are being supplied thereto. A condominium dwelling or an apartment complex whether single or multi-level construction, consisting of five or less contiguous or separate dwelling units, will be treated as a Residential Unit, except that each single-family dwelling within any such Residential Unit will be billed separately as a Residential Unit (if applicable).

1. The initial term of this Agreement will commence on July 1, 2020 and end on June 30, 2024 (the “Initial Term”). Extensions of the Agreement beyond this initial term may be requested by either party, in writing, not less than one hundred twenty (120) days prior to the expiration of the Initial Term. The length and terms of any extension will be negotiated as mutually agreed by both parties and embodied in an Extension Agreement. In the absence of such notification and the completion of Agreement for the extended term by the end of the Initial Term this Agreement will terminate effective the end of the Initial Term.

2. Altavista will furnish all personnel, labor, equipment, and trucks, except the carts, necessary to provide Residential Refuse collection as defined above within the corporate limits of Hurt at a price of \$665 dollars per pickup day subject to adjustments provided for herein for 647 carts in Hurt. Altavista will provide curbside collection service for the collection of Residential Refuse to each Residential Unit one (1) time per week. Approved carts will be placed at curbside by 6:00 a.m. on the designated collection day. Residential Refuse must be placed in the ninety-six (96) gallon cart provided by Hurt to be collected by Altavista.

The fees charged in second and subsequent years of the initial term will be increased by 4% annually. In addition to the above, the fees which may be charged by Altavista may be increased at any time upon thirty (30) days' notice to Hurt for additional rate and price adjustments due to any increase of Residential Units, and change in the location of disposal sites. Any change in Altavista's cost of operations as a result of revised laws, ordinances (except Altavista ordinances), or governmental regulations will permit Altavista to negotiate with Hurt for an increase to cover such additional operating expenses.

Altavista will provide an adequate number of Refuse Collection Vehicles for regular collection services. All vehicles and other equipment will be kept in good repair, appearance, and in a sanitary condition at all times. Each vehicle will have clearly visible on each side a designation showing the vehicle is Altavista's vehicle.

Altavista will maintain liability insurance on all Refuse Collection Vehicles operating in Hurt with any appropriate endorsement recognizing the fact that they will be operating in the Town of Hurt and Pittsylvania County.

3. Altavista will bill Hurt for services rendered within ten (10) days following the end of the month and Hurt will pay Altavista on or before the 25th day following the end of such month. Such billing and payment will be based on the rates set out herein with permitted adjustments.

4. Hurt will provide all carts to its citizens for the collection of Residential Refuse herein and only the carts supplied by Hurt will be used for collection. The carts will remain the property of Hurt.

The beginning cart count for this Agreement is 647 carts. Hurt must notify Altavista of any carts that are added or subtracted from collection services prior to the next scheduled collection day. The daily charge set forth in paragraph 1 will increase by \$1.00 per cart per day upon the establishment of a new cart count. Any reduction of carts will not impact the daily charge set forth in paragraph 1.

5. Each cart will be placed at curbside for collection. Altavista may designate the location of the placement of the cart. Curbside refers to the portion of right-of-way fronting the residential dwelling and adjacent to paved or traveled streets. Carts will be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. The cart must be placed so that the Refuse Collection Vehicle can reach and empty the cart from the roadway, without the operator having to leave the vehicle. Further reference is made to Appendix A, Paragraph 7).

6. Hurt agrees to impose the same restrictions and requirements on the citizens of Hurt who are serviced by this Agreement as Altavista imposes on its citizens for Residential Refuse collection as set forth in Appendix A attached hereto which is incorporated herein by reference and made a part hereof. Hurt agrees that it will take all actions necessary to enforce such requirements.

7. Collection of Refuse will not start before 6:00 a.m. or continue after 6:00 p.m. on the same day. Exceptions to collection hours will be effected only upon the mutual agreement of

the respective public works directors of Hurt and Altavista, or when Altavista reasonably determines that an exception is necessary in order to complete collection on an existing collection route due to unusual circumstances.

8. Collection routes will be established by Altavista. Altavista will submit a map designating the collection routes to Hurt for its approval, which will not be unreasonably withheld. Altavista may from time to time propose to Hurt changes in routes or days of collection.

9. Altavista observes certain holidays which may alter the scheduled pick up days. Altavista has the right to alter the scheduled pick up days due to the observance of a holiday. The current holidays include: New Year's Day, Martin Luther King's birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, the day before Christmas Day, Christmas Day, the day after Christmas Day, and as the discretion of the Altavista Town Council other days. Altavista may decide to observe any of all of the above-mentioned holidays by suspension of collection service on the holiday, but such decision in no manner relieves Altavista of its obligation to provide collection service at least once per week. In cases, where collection is set for Friday and the holiday is observed on Friday, Altavista may utilize the following Monday for pick up if deemed necessary, this would count as collection for the previous week. Any changes in collection days will be communicated to Hurt at least one week in advance of the change.

10. The current site for the disposal of Residential Refuse collected hereunder is the Pittsylvania County landfill in Dry Fork. Altavista assumes no responsibility for any charges associated with the cost of disposal at this or any other landfill, all such cost will be the responsibility of Hurt. Hurt agrees to make arrangements with Pittsylvania County to permit Altavista's vehicle to dump at the landfill and for payment of the costs associated with such dumping.

11. Altavista will not pick up Bags, Bulky Waste, Bundled Items, Construction Debris, Dead Animals, and any other trash garbage or items for disposal that are not Residential Refuse. All acceptable Residential Refuse must be contained in the cart provided by Hurt.

12. Apartment complexes or condominiums with more than five (5) units will not be considered residential units and the owners must make their own arrangements for collection and disposal. Altavista will pick up not more than five (5) carts at New Prospect Baptist Church.

13. Altavista shall not be obligated under this Agreement for the collection and disposal of any increased volume resulting from flood, tornado, high winds, electrical storms or other act of God over which Altavista has no control.

14. All complaints by Hurt citizens as to service under this Agreement will be made directly to Hurt Public Works Department at (434) 546-5435 between 8:00 a.m. and 3:00 p.m. Monday through Friday. In the case of alleged missed scheduled collections, Hurt will investigate and, if such allegations are verified, will arrange for the collection of the Refuse not collected within 24 hours after the complaint is received. However, in no event will Altavista be required to collect any item not contained in the cart.

Hurt will notify all of its citizens as to complaint procedures, regulations, and day(s) for scheduled refuse collection by posting such notification on carts and otherwise.

15. Altavista's employees will be the responsibility of Altavista, although nothing herein will be construed to waive any governmental immunity, including such as set forth in the Virginia Tort Claims Act, Code of Virginia Sec. 8.01-195.1 et seq. Appropriate protective clothing or equipment for Altavista's employees is Altavista's responsibility. Altavista employees will deal with Hurt customers and citizens in a courteous manner.

16. Neither party will be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, terrorism, severe weather, thunderstorms, severe wind, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by either party. The party whose performance is affected agrees to notify the other promptly of the existence and nature of any delay.

17. In the event that any provision or portion of this Agreement is found to be invalid or unenforceable, then such provision or portion thereof will be reformed in accordance with the applicable laws. The invalidity or unenforceability of any provision or portion of any of this Agreement will not affect the validity or enforceability of any other provision or portion of this Agreement.

18. Upon the occurrence of an alleged default, or a dispute or disagreement between the parties hereto arising out of or in connection with any term or provision of this Agreement or, the subject matter hereof, or the interpretation or enforcement hereof (the "Dispute"), each party will appoint a designated representative to engage in informal, good faith discussions and attempt to resolve the Dispute. If the parties are unable to resolve the Dispute by such discussions, and in the event that either of the parties concludes in good faith that amicable resolution through continued negotiation with respect to the Dispute is not reasonably likely, then the parties may mutually agree to submit to nonbinding mediation or either party may terminate this Agreement upon 90 days written notice to the other.

19. No amendment to this Agreement will be made except upon written consent of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate original counterparts, each of which constitutes an original.

TOWN OF HURT, VIRGINIA

ATTEST:

Town Clerk

By: _____
Gary Hodnett, Interim Mayor

TOWN OF ALTAVISTA, VIRGINIA

ATTEST:

Town Clerk

By: _____
Michael E. Mattox, Mayor

APPROVED AS TO FORM:

J. Johnson Eller, Jr.
Town Attorney for Hurt and Altavista



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

April 14, 2020

ITEM #: 9d**ITEM TITLE:**

Review of Policy – *Habitat for Humanity Utility Connection Waiver*

DESCRIPTION:

THIS ITEM WAS REFERRED FROM the March 10, 2020 Regular Meeting.

Attached is an excerpt of the minutes from the August 13, 2002 Town Council Meeting, indicating Town Council approved Habitat for up to three standard water and sewer connection fee waivers per budget year.

Time is provided on tonight's agenda for discussion on this item.

RECOMMENDATION:

Per Council's discussion.

BUDGET/FUNDING:

A standard (5/8") water connection fee is \$1,500 and a standard sewer connection fee is \$2,000.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Decide to let the policy remain in place.
 - Reach a Consensus on changing the policy and place on a Regular Meeting agenda for approval.
 - Direct staff on changes they would like to see in regard to the policies.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *August 13, 2002 Town Council Minute excerpts*

6. Committee Reports

August 13, 2002
MINUTES

Mayor Burgess asked if there were any reports from any committees.

Mayor Burgess had been requested to pass out forms regarding Campbell County heritage so that anyone interested could write about their family or town history

7. Town Manager's Report

(a) Mr. Foster recognized employees who have worked with the town for five years:

Ken Walsh, Sergeant in the Police Department

Ricky Stone, Sanitation Lead Person in Public Works Department

Ed Hodges, Equipment Operator in Public Works Department

Clarence Dawson, Director of Public Works, was recognized for completing 35 years service with the town.

(b) Habitat for Humanity Request for Waiver of Water/Sewer Connection Fee

Mr. Foster had a request from Habitat to waive the water and sewer connection fees for two homes under construction on 14th Street. He recommended that council approve the request submitted by Habitat for these two houses. Mayor Burgess stated that Habitat comes to council for every house they build requesting water and sewer connection fees be waived. He suggested that all future requests, other than hookup, be passed by council. Mr. Edwards suggested Habitat be allowed three houses per fiscal year and that the Town Manager incorporate these into the budget process. When Habitat exceeded the three houses within a fiscal year their request would require action by council.

A motion made by Mr. Edwards, seconded by Mr. Eubanks, that Habitat be allowed three houses per budget year and that water and sewer connection fees be waived.

Motion carried.

VOTE:	Mr. Higginbotham	Yes	Mayor Burgess	Yes
	Mr. Eubanks	Yes	Mr. Edwards	Yes
	Mr. Henderson	Yes		

(c) Other Items

Town Manager has received a request from Lynchburg regarding an event to be held at the Merritt Hutchinson Stadium on September 11 organized by BWXT, the City of Lynchburg, and WSET. They are requesting donations from the town to sponsor the event. The dollar amounts start at \$250.00 and range upward to \$5,000.00. Campbell County supervisors have approved \$1,000.00 toward this event. Mr. Edwards stated he would like to see Altavista do something locally for the rescue squad, police and fire departments. Mayor Burgess asked Mr. Steve Hutcherson his thoughts and he said he thought it would be a good idea to hold a local event. Mr. Green reminded council of the motion passed regarding the Woodmen of the World placing a memorial flag at AVOCA on September 11th in the afternoon. He suggested having a local event around that same time at AVOCA so interested parties could also attend the event in Lynchburg if they so wished. Mr. Edwards suggested holding a local event but it doesn't have to be held on September 11.

Manager's Report for April 14, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. **Contractor has indicated to the Director of Public Works that the work on this project will begin in early April.**

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 was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. **The proposals for Reuse Alternatives for the Booker Building are due May 15th.**

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 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. **The Town is awaiting approval of the Construction phase of this project from DCR. For additional information, see page 3 of Peed & Bortz's update. (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". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. **Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated.**

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. (NO UPDATED PROVIDED BY ENGINEER FOR MARCH) (LINK)**

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. **Work continues on this project. For additional information, see the attached Hurt & Proffitt Update. (NO UPDATE PROVIDED BY ENGINEER FOR APRIL) (LINK)**

Trail Project (mausoleum area): Staff is working on getting quotes for signs. **Vendor is working on the design/sample of the signs.**

WWTP (All Phases) Electrical Design Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project,

see Attached Weekly Peed & Bortz Project Status Report. For additional information on Phase I see page1; Phase II see page 6 and for Phase III see page 7 of Peed & Bortz's update (LINK)

WWTP Clarifier #1 Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (NO UPDATED PROVIDED BY ENGINEER) (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. Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement.

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. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received 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.

Lynch Creek Sewer For the status of this project, see Attached Weekly Hurt & Proffitt Project Status Report. (NO REPORT PROVIDED BY THE ENGINEER) (LINK)

WTP Filter Rehab Project For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz's update. (LINK)

WWTP Aeration Project For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz's update. (LINK)

Riverview Sewerline Replacement Project For the status of this project, see Attached Weekly Dewberry Project Status Report. (LINK)

McMinnis Waterline Replacement Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (NO UPDATE PROVIDED BY THE ENGINEER) (LINK)

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.

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 is underway and 8 new decorative heads have been installed.

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. Ongoing.

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report. (LINK)

Farmer's Market Shade Improvements: Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements. Staff has created a pro-type for this and it has been placed at the Trade Lot.

Spring Paving: The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11th and the bid opening will be on March 16th at 2:00 PM at the Town Hall. The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11th Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12th to start working on the bidding documents.

Eagle Trail Overlook Site: The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. We are expecting to have a budget number for consideration at the March 24 Work Session. The Public works department is currently working on designing the slab drawings that will be needed in order to obtain a price from contractors. Town Staff has been working with the Manager to design the concrete slab with hand rails that would be poured on top of the exiting pad. Staff is currently finalizing the conceptual design plans for the Manager.

Gazebo (English Park) Roof Replacement: (COMPLETED) The B&G Division has scheduled to have the new roof installed by March 31, 2020. The Building & Grounds Department is planning to have the new roof installed early in the spring due to lack of response from contractors to obtain three quotes. Project Completed.

Shreve Park Playground Equipment Replacement/Bridge Replacement: (COMPLETED) The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek.

English Park Passive Area (Large Field Trail): Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Manager before presenting to Council. The current status is ongoing.

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. It is the Town's understanding that this project is substantially complete.

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

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7th Street Utility Project

Ridgeway Avenue Drainage Evaluation

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

Main Street Speed Study

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

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:

Due to generator shop dwg revisions and other minor revisions, the Engineer will pull together a change order for all of the work associated with the revised generator pad. This change order is anticipated to be a minor net increase or decrease change order price. All parties have agreed to forego the excavation meeting. Contractor will instead provide weekly anticipated work schedule to be reviewed by the Engineer and Town staff. This schedule will include dealing with storm runoff and keeping the excavations as dry as feasible. All progress meetings will be held with conference calling or other options for non-essential face-to-face meetings.

Anticipated work over the next two weeks:

Contractor will mobilize equipment and commence excavation of the ductbanks.

Upcoming Tasks:

Continue with construction.

Outstanding Issues:

Contractor to submit shop dwgs for review.

Testing services will be performed by H&P as necessary.

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 14 May 2020, Final Completion 13 June 2020

Approved Budget: \$42,110

Invoiced To Date: \$39,899

Balance to Complete: \$2211

Town Input Required:

Issues Town Should Be Aware Of: The schedule will shift accordingly due to weather impacts and virus limitation practices. Engineer anticipates rectifying to-date schedule impacts with the next change order.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

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: Contractor has installed the stone and base course asphalt.
Anticipated work over the next two weeks: Contractor will install the floor liner and top course of asphalt. Building material and subcontractor will be on-site on 16 April to erect the building. Building erection will proceed through Sunday 19 April.
Upcoming Tasks: Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list.
Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 14 May 2020, Final Completion 13 June 2020
Approved Budget: \$32,300
Invoiced To Date: \$28,570
Balance to Complete: \$3730

Town Input Required:

Issues Town Should Be Aware Of: Due to limitations from Coronavirus limiting practices, meetings and site visits may be delayed which impacts overall schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: Received biological opinion from FWS. Revised the EA with integrated biological opinion and sent to FWS/DCR for review, comment or approval

Anticipated work over the next two weeks: Until notified by the Town, no further work is expected at this time

Upcoming Tasks: Incorporate the biological opinion into the Contract documents. Close loan/funding. Bid project

Outstanding Issues:

Design Schedule: Receive final opinion from DCR 25 January 2020.
Coordinate final documents with DCR in order to advance to the construction portion of the project 14 February 2020.

Advertise to bid 1 March 2020

Receive bids 1 April 2020

Award Contract 15 April 2020

Notice to Proceed 15 May 2020

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: \$2879

Balance to Complete: \$0

Town Input Required: Town staff will need to update P&B regarding the schedule.

Issues Town Should Be Aware Of: Town will need to coordinate with DCR in order to lock in the funding and advertise the project for bid.

Until notified by the Town, no further work is expected at this time

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: English Park Riverbank Stabilization

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-28

Recent Activities:

Met w/ Ms. Kelly Hitchcock of CVPDC to discuss funding opportunities for streambank stabilization. Ms. Hitchcock agreed that she did not think the project would qualify well for any funding programs that she is aware of. Ms. Hitchcock suggested discussing the erosion issue with responsible parties. Mr. Garrett has further explored the option of obtaining funds for stabilization and reports the Town may need to re-apply to join a regional entity to pursue river funds for this purpose. Mr. Garrett emailed Ms. Hitchcock to request further information and contacts at Pittsylvania County who may assist with an river study.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of: Until notified by the Town, no further work is expected at this time

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: 12th and 13th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-32

Recent Activities:

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

Anticipated work over the next two weeks:

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

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

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: WWTP Phase II Electrical Upgrades
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 19-34

Recent Activities: Masters met w/ Town staff and further reviewed site building for preliminary layouts. Engineer contacted VRA to request potential interest rate in order to determine amortization of the loan for Town staff.
Anticipated work over the next two weeks: Engineer anticipates a progress plan set submission to Town staff on or about 17 April. Engineer will send a categorical exemption request to DEQ to eliminate the need for a detailed environmental review.
Upcoming Tasks: Review the 17 April progress set on or about 24 April.

Outstanding Issues:

Design Schedule: May 2020 Submit plans and specs to Town staff and DEQ for review
June 2020 Advertise for bids
July 2020 Receive bids
September 2020 Award contracts, lock in loan rate

Schedule Constraints:

Projected Completion: January 2022
Approved Budget: \$81,000
Invoiced To Date: \$52,095
Balance to Complete: \$28,905

Town Input Required: The Town will need comply with the terms and closing requirements that will guide the Town's bond counsel. Town bond counsel will draft the resolution necessary resolution for consideration by the Town council along with other Public Finance Act requirements (notice, public hearing, etc.)
Issues Town Should Be Aware Of: VRA will likely conduct its credit review in March and then issue a Commitment Letter and draft Financing Agreement.
Due to limitations from Coronavirus limiting practices, meetings and site visits may be delayed which impacts overall schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: WWTP Phase III Electrical Upgrades

Project Manager: Scott Bortz, PE

Sub-Consultant Grant Beasley, PE – Master Engineers

P&B Job Number 19-34

Recent Activities:

Masters met w/ Town staff and further reviewed site building for preliminary layouts. Engineer contacted VRA to request potential interest rate in order to determine amortization of the loan for Town staff.

Anticipated work over the next two weeks:

Engineer anticipates a progress plan set submission to Town staff on or about 17 April. Engineer will send a categorical exemption request to DEQ to eliminate the need for a detailed environmental review.

Upcoming Tasks:

Review the 17 April progress set on or about 24 April.

Outstanding Issues:

Design Schedule:

May 2020 Submit plans and specs to Town staff and DEQ for review
June 2020 Advertise for bids
July 2020 Receive bids
September 2020 Award contracts, lock in loan rate

Schedule Constraints:

Projected Completion: January 2022

Approved Budget: \$303,000-\$81,000 (Phase II)

Invoiced To Date: \$

Balance to Complete: \$

Town Input Required:

The Town will need comply with the terms and closing requirements that will guide the Town's bond counsel. Town bond counsel will draft the resolution necessary resolution for consideration by the Town council along with other Public Finance Act requirements (notice, public hearing, etc.)

Issues Town Should Be Aware Of:

VRA will likely conduct its credit review in March and then issue a Commitment Letter and draft Financing Agreement.

Due to limitations from Coronavirus limiting practices, meetings and site visits may be delayed which impacts overall schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: Amherst Ave and 7th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-48

Recent Activities:

Site visit on July 23, 2019 to review the drainage issues between 7th and 8th Streets just east of Amherst Avenue. Field review of probable drainage basin on 15 August 2019. Drainage area above the church parking lot is approximately 3.1 acres. Engineer provided a first pass estimate for storm drainage on 7th Street only and will amend to include curb/gutter on the low side of 8th Street.

Anticipated work over the next two weeks:

P&B will perform a rough drainage analysis for storm flows and report back to Town staff. P&B will provide suggestions for curb/gutter and piping options in this area.

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: Franklin and 10th Street Drainage Issues
Project Manager: Scott Bortz, PE
Sub-Consultant
P&B Job Number 19-74

Recent Activities: Follow-up site survey on 12 December 2019 to review the drainage issues between 9th and 10th Streets just east of Franklin Avenue.
Anticipated work over the next two weeks: P&B will perform a rough drainage analysis for storm flows and report back to Town staff. P&B will provide suggestions for curb/gutter and piping options in this area.

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: WWTP Aeration System
Project Manager: Keith Lane, PE
Sub-Consultant Masters Engineers
P&B Job Number 19-75

Recent Activities: Site review by Engineer on 10 January. Preliminary drawing development (existing conditions) and preliminary design factor summary underway. Initiated contact with select equipment vendors. Obtained additional DMR information from WWTP staff. Site visit on 27 February to continue measurement of existing facilities.

Anticipated work over the next two weeks: Coordination with multiple vendors to begin identification of equipment options and approach alternatives.

Upcoming Tasks:

Outstanding Issues:

Design Schedule: TBD Preliminary memoranda to Town
TBD Complete design plans and specs
TBD 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
See note below regarding potential schedule adjustment.

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$0

Balance to Complete: \$198,000

Town Input Required:

Issues Town Should Be Aware Of: The schedule for this project has been adjusted to coincide with the Phase III portion of the overall WWTP electrical improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the aerator work. The design schedule above has been adjusted to reflect delay of the design such that the bulk of the PH III design is completed for coordination purposes.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Visited WTP site to collect additional details for base mapping completion and coordinated with Town staff regarding existing conditions and staff preferences. Discussion with staff regarding preferences regarding rebuild or install new appurtenances.

Anticipated work over the next two weeks:

Design

Upcoming Tasks: Provide plans/specs to Town staff for comment

Outstanding Issues:

Design Schedule:

20 April 2020 Documents to Town staff for review

30 April 2020 Documents to VDH for review

30 June 2020 (60 days) Receive VDH approval

15 July 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:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

April 9, 2020

Project Name: Booker Building Design Improvements
Project Manager: Scott Bortz, PE
Sub-Consultant Virginia A&E
P&B Job Number 20-07

Recent Activities: Town staff sent the existing report and requested design fees for improvements/repairs to the existing facility. P&B has sent Town staff & Virginia A&E preliminary general scope outline for a base project and improvements to the facility.

Anticipated work over the next two weeks: Clarify and refine scope and design costs for work. Provide design scope and cost to Town staff by 17 February.

Upcoming Tasks: Awaiting Town response regarding the proposal

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget:

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. Received and responded to Bidding Contractor questions.
2. Distributed Addendum #1 postponing the Bid Opening Date until April 21, 2020.
3. Submitted Pre-Bid meeting sign-in sheet and agenda to Town.

Anticipated Work Over the Week

1. We will continue to receive and respond to Bidding Contractor questions.

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 – 3/10/2020 COMPLETE
7. Advertisement – 3/10/2020 COMPLETE
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

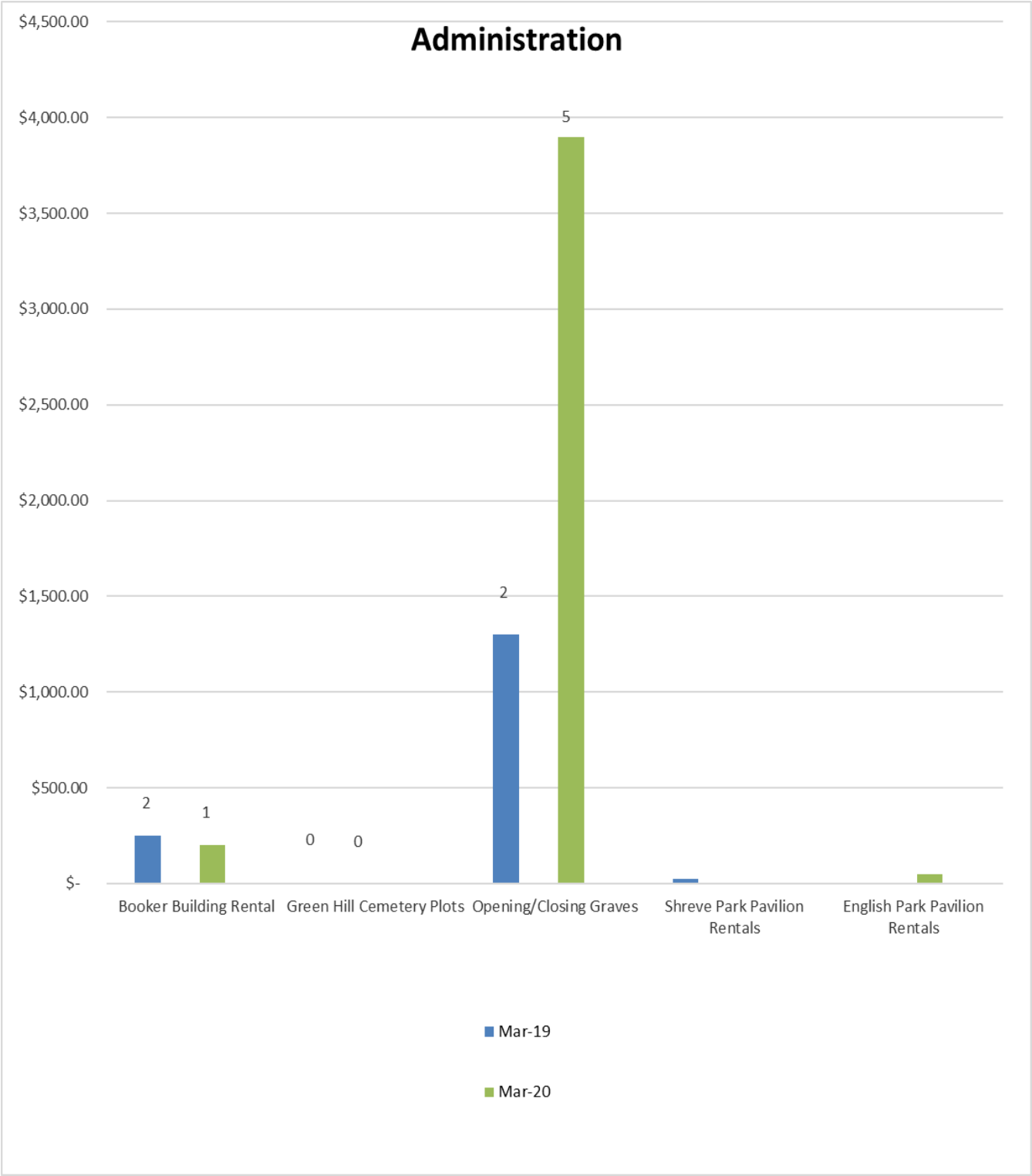
1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager



TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		
Oct-17	\$76,719.67		
Nov-17	\$73,312.11		
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		
Feb-18	\$70,420.81		
Mar-18	\$81,369.00		
Apr-18	\$82,147.00		
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		
Mar-19	\$91,288.78		
Apr-19	\$86,395.06		
May-19	\$88,078.67		
Jun-19	\$88,492.73		
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		

	PREVIOUS
	YTD TOTAL (FY)
FY2017	\$951,518.71
FY2018	\$936,848.19
FY2019	\$986,050.18
	MTD TOTAL (FY)
FY2019	\$631,794.94
FY2020	\$651,445.79
+/-	\$19,650.85



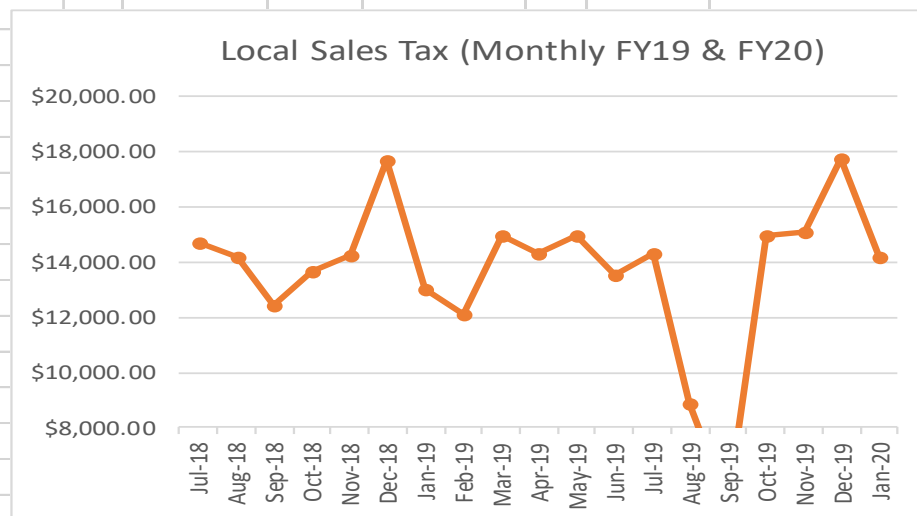
Town of Altavista		
Local Sales Tax		
Jul-17	\$12,712	
Aug-17	\$13,602	
Sep-17	\$15,088	
Oct-17	\$13,187	
Nov-17	\$14,237	
Dec-17	\$16,990	
Jan-18	\$12,056	
Feb-18	\$13,653	
Mar-18	\$15,040	
Apr-18	\$14,556	
May-18	\$15,448	
Jun-18	\$15,317	
Jul-18	\$14,695	
Aug-18	\$14,171	
Sep-18	\$12,414	
Oct-18	\$13,631	
Nov-18	\$14,233	
Dec-18	\$17,632	
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	
Sep-19	\$5,261	
Oct-19	\$14,965	
Nov-19	\$15,058	
Dec-19	\$17,754	
Jan-20	\$14,151	

YTD TOTAL (FY)

FY2017	\$166,834
FY2018	\$171,886
FY2019	\$169,649

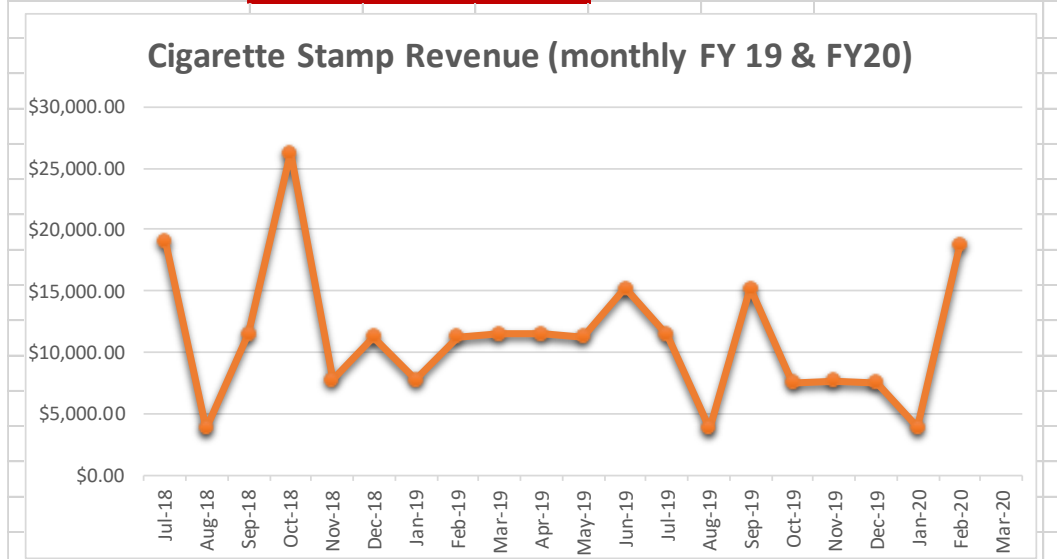
MTD TOTAL (FY)

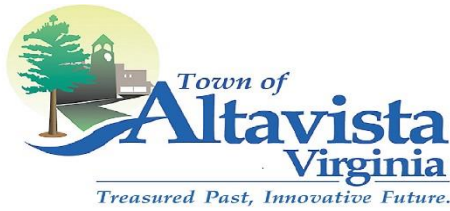
FY2019	\$99,794
FY2020	\$90,365
+/-	-\$9,429



NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

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	\$106,144
Apr-18	\$7,688	FY2020	\$90,840
May-18	\$11,419	+/-	-\$15,304
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	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		





MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

From: Sharon D. Williams, AICP – Community Development Director SDW

Date: April 1, 2020

Re: March 2020 Monthly Report

Permits

There were 7 Zoning Permits issued during the month of March:

Home Occupations:	0
New Business:	3
Signs:	1
Accessory Structures:	0
New Homes or Additions:	3
Zoning Confirmation Letters:	3
Plats:	4

Violations

Staff is working on 21 active code enforcement complaints. There were 7 new code violations reported. One violation was abated in March. The Town Manager and Community Development Director have discussed staying some code enforcement cases due to COVID-19. Staff does anticipate that Town Council may hear 2 public nuisance cases in June.

Planning Commission:

The Planning Commission held its monthly meeting on Monday 4, 2020. The Town Attorney and Community Development Director provided an update on the Town Code changes they are preparing.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in March due to a lack of a quorum.

Recreation Committee

The Recreation Committee held its monthly meeting on March 10, 2020. Town Staff, along with Councilman Tim George and Reverend Ed Soto visited Wayside Park in Hurt to view their hanging bridge, picnic table and park amenities. The Recreation Committee removed the request to have a chalkboard install as park of the overlook project. The Public Work Director provided updates on the projects at the various parks. After discussing the increased price for the overlook at English Park, the Community Development Director explained that as part of an improved CIP process, the Committee should be requesting plans and actual project costs.

Staff Projects/Meetings:

The Community Development Director continues to field calls from people wanting to open Skill Games businesses. Staff is continuing to track legislation, which would rule these types of businesses illegal in Virginia. Staff consulted the Town Attorney on issuing a moratorium on these businesses and was advised it was not a step the Town should take.

The Community Development Director submitted a proposal to the Town outlining ways to include more millennials in the decision-making process.

Staff presented the proposed Altavista Adopt-A-Street program to Town Council on March 10, 2020. The Community Development Director completed the 30-day trash awareness campaign for the town. She has turned the Adopt-A-Street program over to Public Works staff for implementation.

Staff updated the zoning and sign forms to make them more user friendly. They were posted to the web in early March.

The Community Development Director gave WDBJ 7 an interview on the new Adopt-A-Street program, approved by Town Council on March 10, 2020. A new page will be added to the Town's website for the program. Staff continued using social media to inform citizens about the Town's trash policy.

At the recommendation of Planning Commissioner Marie Mitchell, staff contacted AARP to inquire about a shredder coming to Town that would allow citizens to have documents shredded for free. Staff had secured this service, without a fee to the town, as part of the Community Clean Up Day. This has been postponed to the COVID-19.

Work continues the regional Hazard Mitigation Plan. Staff attended a meeting with regional partners on March 19, 2020.

Staff updated its Mobility and Accessible Report for Downtown and presented it to the Town Manager with recommendations for improvements.

Staff worked with the Moose Lodge to approve a cleanup day for the Moose International Heart of the Community event on March 21, 2020. This event was postponed due to COVID-19.

The Community Development Director participated in a training on New Market Tax Credits.

The Community Development Director continues to assist the Town Manager with the Booker Building RFP. At this request, she reached out to several developers to gain interested in the building. No one expressed interest in partnering with the town on a project or leasing space. A couple stated they might reconsider if the building were offered for sale.

The Community Development Director continues to assist AOT with the coworking space feasibility study.

The Community Development Director worked on the USDA Rural Business Development Grant for the coworking and innovation center.

The Town Manager and Community Development Director discussed the Administrative Variance process, as allowed by the Code of Virginia, after she met with a citizen who wanted to add a garage on their property, which would require a Variance. However, due to the slope of the property and the fact that it is a corner lot, siting it on the property is not possible. A garage does not meet the hardship requirement for the Board of Zoning Appeals to grant a Variance. Staff is considering when an Administrative Variance might be appropriate in town and will report back to the Town Manager.

Staff continues to work on the Town's SolSmart application. They have identified text amendments that would be needed to the Zoning Ordinance and met with Campbell County to ensure the request fell within their guidelines.

Staff attended the monthly Transportation Technical Committee meeting on March 12, 2020 at CVPDC. Work continues on the 2045 Candidate List of Projects which includes transportation recommendations from multiple sources, including: 1. 2040 CLRP: Remaining projects from the previous LRTP's Constrained List 2. 2040 Visioning List: Visioning recommendations from the 2040 LRTP 3. Other Projects: Transportation recommendations from other local plans and reports, TIAs and other traffic studies The TTC continues to review this Candidate List of Projects and determine which projects are missing, obsolete or no longer supported. The TTC continues to review known transportation deficiencies and public comments, to determine whether new projects should be included in the Candidate List for evaluation.

The Community Development Director joined a discussion with Lynchburg Regional Small Business Alliance to discuss COVID-19 and the impact on small business on behalf of the Town Manager. The town is continuing to urge businesses impacted to take advantage of the loans and grants being offered by the Small Business Administration. The Town Manager has also shared this with the Chamber of Commerce and Altavista On Track.

Staff attended the organizational meeting for National Night Out at the request of the Chief of Police.

2020

	January	February	March	Year to Date
Criminal Arrests "Felony"	8	9	6	23
Criminal Arrests "Misdemeandor"	18	10	13	41
Warrant Executed	13	18	15	46
Uniform Traffic Summons Issued	97	55	30	182
# Traffic Stops	189	127	64	380
BOLO'S (Be on Look Out)	15	9	15	39
DUI	4	1	2	7
IBR	29	24	19	72
MVA	5	4	6	15
Assist Motorist	6	11	6	23
Calls for Service	248	214	189	651
Investigation Hours	2	5	3	10
Alarm Responses	29	11	8	48
ECO/TDO	3	1	1	5
ECO/ TDO HOURS	10	9	18.5	38
Training Hours	0	0	1	1
School Check	104	56	67	227
Court Hours	35.5	24.5	18	78
Community Events	1	0	0	1
Special Assignment Hours	0	1	8	9
# Hrs Directed Patrol	233	199	186	618
Bike Patrol Hours	0	0	0	0
Citizen Contacts	2048	880	800	3728
Businesses, Residences Check "Foot Patrols"	1211	838	760	2049
Follow Ups	10	18	10	28

Patrol on 29-March				
1-Mar	29 NB	1524-1545	Osborne	BOL Wreckless Driver/Unable to Locate
2-Mar	29 SB/Bedford Ave		Hammock	Traffic Stop
2-Mar	29 SB/Bedford Ave		Hammock	Traffic Stop
2-Mar	29 SB/Bedford Ave		Hammock	Traffic Stop
3-Mar	29 NB/Gladys Rd	0619-0624	Hammock	Traffic Stop
4-Mar	29 NB	0812-0814	Tosh	Traffic Stop/Warning
4-Mar	Rt 29	0200-0230	Weaver	Radar
5-Mar	Rt 29	0400-0445	Weaver	Radar
5-Mar	29 NB	1243-1252	Tosh	Traffic Stop/Warning
6-Mar	29 SB	1023-1033	Bell	Traffic Stop/Summon
6-Mar	29 SB/Lynch Mill		Hammock	Traffic Stop
6-Mar	Rt 29/Lynch Mill		Hammock	Traffic Stop
8-Mar	29 SB	1648-1653	Tosh	Traffic Stop/Warning
9-Mar	29 SB/Lynch Mill	2300-2355	Weaver	Disabled Vehicle
9-Mar	29 SB	2300-2345	Osborne	Disabled Vehicle/Towed
10-Mar	Rt 29	0440-0510	Weaver	Radar
12-Mar	29 NB	0906-0907	Tosh	Traffic Stop/Warning
12-Mar	29 SB/Bedford Ave		Hammock	Traffic Stop
12-Mar	29 NB	1451-1511	Tosh	Traffic Stop/Warning
12-Mar	Rt 29		Hammock	BOLO
15-Mar	Rt 29	1511-1623	Tosh	Pursuit
18-Mar	29 NB	0643-0653	Muffaletto	BOLO
18-Mar	Rt 29/Clarion Rd	0405-0445	Weaver	MVA
18-Mar	29 SB/Clarion Rd	0406-0530	Osborne	MVA
27-Mar	29 NB/Clarion	2025-2125	Weaver	MVA
27-Mar	29 NB/Clarion	2025-2126	Osborne	MVA/Assist VSP
31-Mar	29 NB		Hammock	BOLO

BUILDINGS AND GROUNDS

Tuesday, April 7, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: MARCH 2020

Vacation / Sick Leave Taken	27	30.5
Meetings / Data Entry / Work Planning	27	92.75
# of Call Duty Hours	27	17
# of Assisting other Crews		
Holiday		
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	5	85.25
# of Cremations		
Cemetery Grounds Maintenance	27	8.75
Meetings with Families	27	3
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	22	91.75
# of Curbside Brush Collected (Stops)	72	23.25
Loads of Brush Collected	9	
# of Curbside Bulk Collected (Stops)	107	34.75
Bulk Collection (Tonnage)	14.78	
# of Tires Collected		.75
# of Residential Garbage Citations Issued	22	23.75
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings	22	5
# of Building Maintenance Hours	22	91
# of Park Cleaning	22	159.5
# of Parks Ground Maintenance Hours	22	64.5
# of Acres Mowed by Town	54.01	49.75
# of Acres Mowed by Contractors ****	32.91	62
Special Projects - PD Range		
# of Veh. Maintenance Hours		14
*** HOURS NOT ADDED		
Total Labors Hours for the Month		798.5

STREET DEPARTMENT MONTHLY REPORT

DATE : Friday, April 3, 2020

TO: DAVID GARRETT

FROM: CORY JORDAN

MONTH: March 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	179.5
Safety Meetings/Data Entry/ Planning Schedule	60.75
Special Projects	4
Weekend Trash Truck	6
Street Sweeping	15
Bags Of Litter Streets	17.75
Litter Control	56.5
Bags Of Litter Highway	29
Town Wide Mowing	133.25
No Of Times Contractor Mowing Main & Bedford	2
Sign Maintenance	6.5
Shoulder Repairs	114
Ditch & Drainage Pipe Maintenance	12.75
Shoulder Stone	14
Weekend Truck Tonnage	0.88
Dead Animal Removal	8.75
Decorative Street Light Repairs	70.25
No. Of LED Decorative Street Light Installed	8
Assisting other Crews	18.5
Trees/ Trimming/ Removal	41
Asphalting (Potholes)	17.25
Storm Drainage	13
Hanging Street Light Banners	16.75
Weed Control	6.25
Equipment Maintenance	10
Street Lighting Repairs	5
Traffic Control	0
Total Labor Hours for the Month	809

FLEET MAINTENANCE DEPARTMENT

DATE: April,3, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: March, 2020

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings	12.25
Holiday	0
Daily/ Weekly/ Planning & Scheduling	60.5
Sick Leave Used	8
CIP / Budgeting	22.25
Preventive Maintenance	143.00
Full Services	9.75
General Repairs	28.25
Troubleshoot and Diagnostic	39.5
Restocking Inventory	0
Tire Changes & Repairs	0
Building & Grounds	7
Picking Up & Delivery	17.5
Assisting Other Crews	4
Total Labor Hours for the Month	352

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: March

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 16.05 Hours per day which yielded approximately 1,345,000 gallons of water per day.

Rain 2.95 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>18.2</u>	hrs		
Average Hours per day (weekends)	<u>10.9</u>	hrs		
Average produced (week days)	<u>1,628,637</u>	gallons per day		
Average produced (weekends)	<u>938,667</u>	gallons per day		
Total Raw Water Pumped:	<u>44.275</u>	million gallons		
Total Drinking Water Produced:	<u>1.345</u>	million gallons		
Average Daily Production: (drinking)	<u>1,319,000</u>	gallons per day		
Average percent of Production Capacity:	<u>43.97</u>	%		
Plant Process Water:	<u>2,593,783</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>10,100</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>14,000</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>7.932</u>	million gallons	average hours per day	<u>15</u>
Average Daily Produced:	<u>255,871</u>	gallons per day	Rain at MC	<u>2.125</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>7.996</u>	million gallons	average hours per day	<u>13.7</u>
Average Daily Produced:	<u>257,936</u>	gallons per day	Rain at RE	<u>2.40</u>
Purchased Water from CCUSA	<u>0</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,182,900</u>	gallons		
Industrial Use	<u>36,451,473</u>	gallons		

Water lost due to leaks 130,000

Cross Connection Visits 0

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Cryptosporidium Sampling was completed for the month on March 3,2020
 Melinda High Pressure Zone- Woodard & Curran Pre-bid meeting was held and bids are expected by April 21
 Fire Extinguishers checked and signed off on
 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.
 Finish pump #4 Installation completed.
 Reed Creek cleaning still to be carried out, scheduled for the week of April 6th
 CCR Completed. Next to publish in paper.
 Painting completed on Bedford Tank.
 Washed 3 Basins (3,4,&5)

Utilities Distribution and Collection

# of Service Connections	0	0	
# of Service Taps	2	Addresses:	104 River Road 615 Riverview Drive
# of Meters Read	101 1,724	Monthly Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	22 159.68	Tons	
# of Location Marks made for Miss Utility	55		
# of Meters Replaced	3		
# of Water Lines Repaired Locations: 102 Forest St. Extension (Service) Lakewood Dr. and Ash Lane (Main) 201 River Oaks Drive (Main) 620 Riverview Dr. (Service)	4	# of Sewer Lines Unstopped Locations: 318 10th Street 1014 Main Street	2
# of PRV Maintenance 1283 Main Street	1		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	200'	Sewer Main Cleaned	368'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting) Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	679'	Sewer Service Cleaned	175'
Sewer Video Manholes	0	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	75'
Water Turn On and Offs	21	Water Right of Way Clearing Footage	0
		Sewer Manholes Inspected	8
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:

PRV Maintenance

Assisted with Pump Replacement at Water Treatment Plant

DEPARTMENT: Wasterwater Plant
MONTH: March

Average Daily Flow	1.80	MGD
TSS Reduction	96	%
BOD Reduction	99	%
VPDES Violations	0	
Sludge (Regional Land Fill)	168	tons (estimated)
Rain Total	1.76	Inches
	Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: March 2020
Week: 9th

- Troubleshooting thickener Polymer feed system #5 (does work in Auto)
- Repairing soda Ash feed system
- Submitted Credit card Statements
- Changed oil in thickener polymer feed pumps
- Started changing press cloths
- Changed Oil in Sludge Return Pumps
- Changed Light Fixtures in Main Pump Station
- Posted Sole Source Procurement for Pump replacement
- Cleaned and serviced UV cooling system
- Entered Lab data
- Normal Plant Operations

Month: March 2020
Week: 16th

- COVID -19 Planning
- Implemented Sanitizing procedures for commonly used ares
- Reviewing COVID -19 documents for Utility Director
- Reviewed Electrical upgrade submittals
- Blower Weekly checks
- Continued changing press cloths
- Switched Return pump for #3 clarifier to pump #4
- Ordered Pump replacement for RVPS (continued CIP project)
- Cleaned and serviced UV system bank A 3/19/20
- Replaced UV wiper units (2 units) on Bank A
- Entered Lab data
- Normal Plant Operations

Month: March 2020
Week: 23rd

- COVID -19 Planning
- Implemented Sanitizing procedures for commonly used areas
- Reviewing COVID -19 documents for Utility Director
- Reviewed Electrical upgrade submittals
- Blower Weekly checks
- Continued changing press cloths
- Stop construction and Non-essential people from entering facility
- Changed Oil in Digester Blowers
- Cleaned tanks using water truck 3/27/20
- Started daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: March 2020
Week: 30th

- COVID -19 Planning
- Continue Sanitizing procedures for commonly used areas
- Reviewing COVID -19 documents for Utility Director
- Reviewed Electrical upgrade submittals
- Blower Weekly checks
- Serviced clarifier #3
- Stop construction and Non-essential people from entering facility
- Reviewed timesheets and submitted
- Ran all generators 4/1/20
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

- Normal Plant Operations

WWTP Electrical Upgrade Phase 1 is underway
WWTP Electrical Upgrade Phase 2 and 3 design is underway
Aeration Design is underway
Riverview sewer line replacement design is underway
Lynch Creek Sewer line replacement design is underway

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

Printed 7-Apr-20

Customer Class		April-19	May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20		
WATER	Units	1,255	20	20	1,251	17	-	1,338	16	9	1,259	18	6	Average	
	Residential Base-IT	212	12	28	163	22	24	185	27	41	28	28	27	434	
	Commercial Base-IT	139	2	2	136	-	-	-	-	-	143	-	-	66	
	Residential Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	38	
	Commercial Base-OT	21	29	29	20	19	16	19	29	30	30	30	30	1	
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	25	
	Dormant Accounts	5	5	5	5	5	5	5	5	5	5	5	5	-	
	Industrial	1,633	69	85	1,576	64	46	1,548	78	86	1,466	82	69	5	
	TOTAL	1,633	69	85	1,576	64	46	1,548	78	86	1,466	82	69	570	
	Gallons	12,458,826	29,480	151,160	13,218,593	100,290	-	15,076,285	52,930	58,950	12,323,400	141,148	230	Total	
	Residential Use-IT	6,357,036	5,893,200	4,080,110	2,607,291	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	3,597,148	4,168,430	4,107,816	53,611,292	
	Commercial Use-IT	1,131,698	145,160	5,100	1,581,092	-	-	2,028,060	-	-	1,703,150	-	-	53,627,413	
	Residential Use-OT	2,253,900	2,313,400	2,562,300	2,734,400	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	373,048	2,098,900	6,594,260	
	Commercial Use-OT	317,130	317,130	385,920	763,850	242,360	293,170	436,830	441,960	555,490	262,680	226,200	186,560	28,174,848	
	Municipal	47,005,526	43,290,000	39,815,681	44,283,991	51,056,594	43,610,238	45,193,477	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	4,429,280	
	Industrial	69,524,116	51,988,370	47,000,271	65,189,217	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	39,707,239	496,899,437	
	TOTAL WATER SOLD	61,994,703	61,741,534	63,617,052	67,355,737	66,482,101	66,731,183	47,090,517	59,545,980	56,853,505	55,017,664	56,166,873	56,453,552	643,336,530	
	NET DELIVERED	112%	84%	74%	97%	87%	77%	158%	58%	86%	108%	79%	70%	719,050,401	
	FRACTION BILLED	30,200	49,600	29,950	77,400	28,400	52,600	23,600	11,000	7,400	16,600	24,000	24,100	89%	
	Total (TOA,sold,hydrnts, etc)	Dollars	28,474	710	480	32,989	295	-	65,078	550	351	56,383	815	256	374,850
	Residential Base & Use-IT	18,344	1,419	12,666	18,081	11,420	13,613	32,091	13,457	7,241	12,981	14,583	15,236	Total	
	Commercial Base & Use-IT	7,278	86	47	7,431	-	-	12,722	-	-	17,421	-	-	186,380	
	Residential Base & Use-OT	7,956	8,329	9,045	9,652	9,054	9,848	10,511	9,841	8,940	9,017	9,529	8,159	171,133	
	Commercial Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-	-	44,986	
	Municipal	108,583	100,000	91,974	102,296	117,871	100,740	105,948	64,159	102,641	98,419	99,894	84,381	109,882	
	Industrial	170,635	110,544	114,213	170,450	138,641	124,201	226,350	88,007	119,173	194,221	124,821	108,033	-	
	TOTAL	170,635	110,544	114,213	170,450	138,641	124,201	226,350	88,007	119,173	194,221	124,821	108,033	1,176,907	
		170,635	110,544	114,213	170,450	138,641	124,201	226,350	88,007	119,173	194,221	124,821	108,033	1,689,288	
SEWER	Units	1,010	20	18	1,086	17	-	1,159	14	5	1,096	13	6	Average	
	Residential Base-IT	141	18	23	128	27	21	134	25	40	158	28	26	370	
	Commercial Base-IT	1	2	1	1	-	1	1	-	2	1	1	1	64	
	Commercial Base-OT	5	9	9	9	4	7	7	17	8	14	8	8	1	
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Dormant Accounts	4	4	4	4	4	4	4	4	4	3	3	3	4	
	Industrial	1,161	53	55	1,228	52	33	1,305	60	59	1,272	53	44	439	
	TOTAL	1,161	53	55	1,228	52	33	1,305	60	59	1,272	53	44	439	
	Gallons	9,175,374	15,113	151,160	9,696,320	185,690	-	10,598,418	44,863	46,283	7,894,954	15,376	230	Total	
	Residential Use-IT	3,464,973	1,081,908	749,675	1,819,908	805,722	803,285	3,714,590	885,655	1,748,584	2,663,237	3,568,751	1,298,831	37,823,780	
	Commercial Use-IT	247,869	139,200	127,100	194,064	-	180,000	96,500	-	62,900	230,000	240,000	230,000	22,605,118	
	Commercial Use-OT	269,561	110,690	114,180	165,260	41,050	85,170	9,730	119,560	266,560	94,180	103,720	100,460	1,747,632	
	Municipal	39,920,000	35,760,000	38,891,810	40,490,000	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	36,000,000	36,480,000	35,420,000	429,871,810	
	Industrial	53,077,776	37,106,911	37,106,911	52,365,551	40,792,462	41,218,455	52,159,237	27,880,078	24,554,327	46,882,371	40,407,847	37,049,521	492,048,340	
	TOTAL SEWER BILLED	60,270,400	56,732,700	66,276,700	60,775,600	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	58,924,500	64,614,500	56,998,200	492,048,340	
	WWTP EFFLUENT	88%	65%	56%	86%	70%	94%	121%	49%	39%	80%	63%	65%	690,429,900	
	FRACTION BILLED	Dollars	29,367	710	678	31,276	299	-	35,551	167	158	29,380	22	120	71%
	Residential Base & Use-IT	10,448	1,419	2,391	5,876	2,570	2,565	11,122	2,832	4,934	6,704	3,334	3,951	10,644	
	Commercial Base & Use-IT	1,112	888	811	619	-	1,177	15,669	-	179	1,662	1,726	1,662	4,846	
	Commercial Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-	-	2,125	
	Municipal	131,094	117,491	130,506	132,402	130,015	133,056	124,554	88,453	73,346	123,280	124,066	122,124	1,430,387	
	Industrial	172,021	120,508	134,386	170,173	132,885	136,798	186,896	91,452	78,616	161,025	129,147	127,857	1,448,002	
	TOTAL	172,021	120,508	134,386	170,173	132,885	136,798	186,896	91,452	78,616	161,025	129,147	127,857	1,448,002	
	CURBSIDE	Curbside-IT STOPS	192	118	232	221	159	111	168	154	50	53	71	72	Average
		Curbside - Brush	162	78	80	109	97	92	77	81	74	57	43	107	133
		Curbside- BULK	354	196	312	330	256	203	245	235	124	110	114	179	88
		TOTAL	354	196	312	330	256	203	245	235	124	110	114	179	222
Curbside-IT		94	97	89	101	91	80	85	101	89	95	79	92	Total	
Curbside-BULK		14	12	11	18	18	21	12	6	10	10	3	15	1,092	
TOTAL		108	109	100	119	109	101	101	107	99	105	82	107	151	
	108	109	100	119	109	101	101	107	99	105	82	107	1,243		

April

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
			1	2	3	4 <u>Avoca Museum</u> Opening Day "Canceled"
5	6 <u>Planning Commission</u> "Canceled"	7 ...continued "budget" work session 5pm	8	9	10	11
12 <u>Easter</u>	13	14 <u>Council Meeting</u> 7pm "First Reading of FY2021 Proposed Budget"	15	16	17	18
19	20	21	22 <u>EARTH DAY</u> First "Public Hearing" Advertisement for FY2021 proposed Budget	23	24	25
26	27	* 28 <u>Council Work Session</u> 5pm	29 Second "Public Hearing" Advertisement for the FY2021 proposed Budget	30		<u>Notes:</u> * AEDA Meeting 4/28/20 8:15 am "Canceled"

MAY 2020

Sun

Mon

Tues

Weds

Thurs

Friday

Sat

Notes:

*AEDA Mtg.
May 26th 8:30am
"Canceled"

1
Splash Park
Grand Opening
"Canceled"

3

4
**Planning
Commission**
"Canceled"

5

6

7

8

9

10

Mother's Day

11

12
Council Meeting
7pm
Public Hearing
"FY2021 Budget"

13

14

15

16

17

18

19

20

21

22

**Chamber of
Commerce**
TGIF 6-9pm
"Canceled"

23

24

25
Memorial Day
Town Offices
Closed

* 26

**Council
Work Session**
5pm

27

28

29

30

31

Council Regular Meeting March 10, 2020

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 March 10, 2020 at 7:00 p.m.

- 1. Mayor Mattox called the 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

Staff 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
Ms. Sharon Williams, Community Development Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

- 2. Invocation and Pledge of Allegiance

Pastor Dawn Compton, Mount Herman United Methodist Church, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Agenda Adoption

Mayor Mattox asked Council if they had any questions or comments regarding the proposed March 10, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

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

- 4. Recognitions and Presentations

- a. Resolution/Proclamation – World Water Day (March 22nd)

Mayor Mattox referenced the proclamation request and asked, if approved, that the proclamation be placed in the meeting’s official minutes for recognition.

PROCLAMATION DECLARING MARCH 22, 2020
AS “WORLD WATER DAY”

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, Altavista’s natural resources and diverse ecosystem play a vital role in the water we drink and air we breathe; and

WHEREAS, these resources support life and contribute to Altavista’s wellbeing and prosperity; and

WHEREAS, it is imperative that we increase awareness of the importance of conserving our natural resources in the interest of our health and economic growth; and

WHEREAS, the Town of Altavista is committed to educating our citizens on the importance of water conservation;

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista, do hereby proclaim March 22, 2020 as

WORLD WATER DAY

throughout the Town of Altavista and call upon each citizen and business to help protect our precious resource by practicing water conservation and water saving measures and encourage the residents of Altavista to become more aware of the need to save water.

Adopted this 10th day of March 2020, by the Altavista Town Council.

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

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proclamation declaring March 22nd as the designated day the Town of Altavista would observe World Water Day.

Motion carried.

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

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

Mayor Mattox asked if there was a citizen(s) present wishing to come before Council with a comment or concern that was not on the March 10, 2020 Council Meeting Agenda.

There were no public comments on this date regarding none agenda items.

Council Regular Meeting March 10, 2020

6. Consent Agenda Approval

- a. Approval of Council Minutes
 - February 11, 2020 Town Council Regular Meeting
 - February 25, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - February Revenues and Expenditures
- c. Approval of Citizen Request
 - 328 10th Street – request to utilize town property (encroachment)
- d. Approval of Amendments
 - Altavista Community Transit System – Title VI Plan amendments

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the March 10, 2020 Consent Agenda, to which there were none.

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

Motion carried.

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

7. Public Hearing

Consideration of Ordinance - Authorizing Issuance of General Obligation Public Improvement Bonds, Not to Exceed \$16,000,000.

Mr. Coggsdale referenced Council’s discussion over the past year regarding the consideration of borrowing funds to finance capital improvements needed for the town’s water and sewer systems.

Mr. Coggsdale stated the town had been assisted in analyzing potential borrowing options by their financial advisors, Davenport, and following the public hearing, Mr. R.T. Taylor (Davenport) would provide Council with an update on the “Bank RFP Results” and a comparison analysis for the funding of the aforementioned projects. He stated the presentation would not include the \$4,300,000 that had been committed to the Town of Altavista through the Virginia Clean Water Revolving Loan Fund (VCWRLF).

Mr. Coggsdale shared with Council a chart for their reference regarding funding needs:

Melinda Pump Station & Pipe Network	\$750,000
McMinnis Water Line Project	\$2,000,000
Lynch Creek Sewer Line Project	\$1,725,000
Riverview Sewer Line Project	\$230,500
WTP Filter Improvement Project	\$930,000
WWTP Aeration Improvement Project	\$200,000
WWTP Electrical Upgrade (VCWRLF)	\$4,300,000
WWTP Electrical Upgrade	\$500,000
Total:	\$10,635,000

Council Regular Meeting March 10, 2020

Mr. Coggsdale referenced the project chart and stated it was anticipated the town would seek to borrow a total of \$10.7 million, which includes \$4.3 million through the Virginia Clean Water Revolving Loan Fund (VCWRLF) for the WWTP Electrical Upgrade Project.

Mr. Coggsdale informed Council the adoption of the Bond Issuance Ordinance allows the town to borrow up to \$16 million, but there was no obligation for that amount.

Mr. Coggsdale stated that evening's public hearing was a requirement that would allow Town Council the opportunity to issue general obligation public improvement bonds in an aggregate amount, not to exceed \$16,000,000.

Mayor Mattox opened the public hearing at 7:07 p.m.

There were no citizen questions or comments regarding the public hearing item.

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

Mayor Mattox asked if Council had any questions concerning the town adopting the proposed ordinance authorizing issuance of general obligation public improvement bonds.

Mr. Mitchell stated he was looking forward to hearing Davenport's presentation and was glad the process continues to move forward.

Mr. Higginbotham stated, with the interest rates currently being at a historical low, it was encouraging for Council when having to make such a decision, to be able to utilize the low rates. He stated, however, he felt the town should still stay conservative with the amount of debt service they commit to.

Mr. Mitchell reminded Council the current proposed debt service was \$10.7 million, not the allotted \$16 million. He suggested, if Council was looking to lower the \$10.7 million amount, collaborating with staff and the town's financial officers to establish an amount Council was comfortable with.

Mr. Bennett also referenced the current low interest rates. He stated, if the town has to borrow funds for necessary CIP projects, he felt it was the right time to consider doing so.

Mayor Mattox stated he firmly believed the Town of Altavista should continue to strive to offer its citizens a quality and reliable water (utility) system. He stated, even if that meant having to take on "debt service" for the next few years.

Mayor Mattox stated the Town of Altavista continues to have one of the lowest utility rates in the Commonwealth and he considers its Utilities Department an asset to the community.

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

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the proposed ordinance as presented, authorizing issuance of general obligation public improvement bonds.

Motion carried.

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

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8. New Business

a. Davenport - Bank RFP Results and Comparison Analysis

Mr. Coggsdale informed Council that Mr. R.T. Taylor (Davenport) was present to deliver a presentation regarding the results of the town's recent bank Request for Proposals (RFPs).

Mr. Taylor gave Council a brief overview of Davenport's Comparison Analysis Report related to available financing options for the improvements needed for the town's water and sewer systems. He stated the analysis included the loan rate differences between three banks (Sterling, BB&T, and First National Bank of Altavista) and the VRA (Virginia Resources Authority).

Mr. Taylor stated the loan comparison included, not only the town's "new money" request for needed improvements to the water and sewer systems, but also included an option to refinance the town's existing debt service.

Mr. Taylor informed Council, at that point in time, VRA financing held the lowest interest rate, which would save the town an estimated \$300,000 over a 20 year loan period. He stated, however, the VRA's rate would not be finalized until mid-May, so their rate could possibly increase and not offer the same estimated savings as the current rate shows.

Mayor Mattox asked if the town could request the banks to refresh their offered rates closer to the mid-May VRA timeframe, so the town would have an updated comparison.

Mr. Taylor reminded Council the deadline for committing to VRA financing was April 1st and the VRA's interest rates could possibly increase by then. He also reminded Council the banks had agreed to "hold" their interest rate offers until late March/early April in order to give the town a chance to decide which loan option they preferred. He stated he would bring an updated rate comparison to Council at their March 24th Work Session.

Mr. Higginbotham asked how much the town was allowed to borrow from the VRA.

Mr. Coggsdale stated \$16 million was the town's borrowing limit.

Mr. Taylor confirmed the \$16 million amount, stating the amount the town was allowed to borrow was governed by the amount the town publicly advertised in accordance with the recent adopted ordinance stating "not to exceed \$16,000,000".

Mr. Coggsdale reminded Council the town was currently working with the Virginia Clean Water Revolving Loan Fund (VCWRLF) for \$4.3 million of the needed funds.

Mr. Higginbotham asked what interest rate the VCWRLF loan would have.

Mr. Taylor stated the VCWRLF offered the town an interest rate of 1.8 percent while discussing the town's request last month. He stated he would ask them to refresh/confirm that number and he would give Council an update at their March 24th Work Session.

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

Mr. Mitchell referenced the VRA's loan commit deadline of April 1st. He asked, if Council waits until the March 24th Council Work Session to select a financing option for the town's public utility system improvements, was Council allowed to officially "vote" on the item that night, in order to meet the VRA deadline (if that option was chosen), or would the item have to be placed on a regular meeting consent agenda for approval, which may compromise the decision process.

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Mayor Mattox reminded Council the town policy states that an item could be voted on during a work session, if the item was a “time-sensitive” matter.

Mr. Higginbotham stated, with the recent “Coronavirus” scare causing the stock market to be unstable, the VRA’s interest rates could be higher in two weeks’ time.

Mr. Coggsdale stated Council could select a financing option that night (bank loans or a VRA loan), but there were still items regarding the proposed amount that needed to be discussed. He suggested delaying their decision until the March 24th Council Work Session, when they receive an updated analysis from Davenport.

Mrs. Dalton stated she was in favor of waiting for Davenport’s analysis update at the March 24th Work Session to make a decision of which loan option to use. She stated the VRA’s interest rates were unknown whether the decision was made that night or in two weeks at the work session, because they do not finalize their rates until mid-May.

Mrs. Dalton asked the Town Manager how the town plans to manage the potential \$10.7 million debt service.

Mr. Coggsdale stated the discussed debt service for the town’s utility improvements would be paid for through current and future utility rate increases and also with “reserve” funds.

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

All Council members were in consensus to place this item on the March 24, 2020 Council Work Session Agenda for further review, discussion, and consideration.

Mr. Coggsdale stated both Davenport and staff would have an update for Council at their March 24th Work Session with the most current information available regarding the discussed financing options. He stated Council would need to select a preferred financing approach at that time, in order to meet requirements for time-sensitive deadlines.

b. Booker Building Rental Hours – Extension Request for Non-Profit

Mr. Coggsdale informed Council that representatives of KIDSRUS, a 501c3 organization, had recently approached Town Staff in regards to having two fundraisers in English Park and the Booker Building on the same day. He stated the KIDSRUS organization provides annual events for children in the community, including an annual Easter egg hunt.

Mr. Coggsdale stated the organization was seeking permission to use a portion of English Park for a “Car/Bike Show” for the daytime event. He stated the area requested is the large parking lot, adjacent to the park’s entrance off of Pittsylvania Avenue, as well as the gazebo on the hill. He stated the event would begin at 12 o’clock noon and end at 6:00 p.m., with an estimated 100 vehicles participating in the car show and potentially 250 attendees.

Mr. Coggsdale continued stating the nighttime event would be held at the Booker Building, and was estimated to have around 300 attendees. He stated two (required) off-duty officers would be present at the event because of alcohol being served; and in addition, the organizers were also contracting for private security.

Mr. Coggsdale reminded Council Altavista’s Town Policy states events that extend beyond the normal rental period of 10:00 p.m. require an officer and the approval of the Town Manager and/or Council. He stated Council may want to decide whether or not the request to extend the event until 2:00 a.m. is appropriate.

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Mr. Coggsdale shared with Council the memo from KIDSRUS outlining the details of their request.

Dear Town Council,

KIDSRUS is a 501c3 organization that was founded in 2016. We help children in the community by providing access to enjoyable social events at no cost; which might not otherwise be able to children due to lack of funds.

On March 21, 2020 KIDSRUS desires to hold two (2) events in Altavista to raise funds to the 4th Annual Easter Egg Hunt. This will be a two-part event with activities in the day and during the evening.

The first event will be a classic automobile car show, which will also include motorcycles. The logistics of the event are outlined below, and the designated areas are shown on the attached map:

1. The event will begin at 12:00 pm and end at 6:00 pm
2. The estimated number of cars and automobiles that will participate in the event is 100
3. The number of attendees is expected to be around 250 persons
4. The entrants will be judged during the event with announcements made throughout the day and awards announced at the end of the day over a loudspeaker
5. The loudspeaker will not be used to broadcast continuous music during the event
6. Food will be offered for sale by various vendors and the organization will ask that a percentage of the profits be donated to the nonprofit
7. The organization requests to use the gazebo as a staging area for the event, as it provides an unobstructed view of the facilities and allows the organization to monitor the participants and attendees during event
8. The organization is requesting the use of 50 cones, or as many as may be available, to aid with creating staging and parking areas for the event

The evening festivities will begin at 9:00 pm and the organization is requesting for it to end at 2:00 am. The details of that event are as follows:

1. The event will be restricted to people 25 years of age and up
2. It is anticipated that 300 people will attend
3. IDs will be checked at the door
4. The organization will enforce a policy prohibiting reentry to the event once a guest leaves
5. A smoking area will be provided on the right side of the Booker Building near the double doors
6. The organization is asking the Town to assist with a barricade to clearly define the smoking area
7. Security will be provided at the event with two (2) off-duty Altavista Police Officers hired to work along with private security
8. Alcohol will be sold at the event and the organizations has been in contact with the ABC Board, as recommended by the Chief of Police
9. Food will be served during the event
10. Music will be provided by a local DJ
11. Organizers will utilize the parking near the basketball court and the lower level parking in English Park with security dedicated to this area during the event
12. Cleanup after event will be provided by Central Virginia Cleaning Company

Thank you for your consideration of this request.

Benjamin Powell, President
Eric Coles, Vice President

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Mr. Coggsdale stated, at that time, staff recommends Council review the KIDSRUS request and address any issues or concerns they may have in regards to either event.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, if the town had a precedence for the Booker Building being used/open until 2AM in the morning.

Mr. Coggsdale stated, in the past, there had been a few events that have gone past midnight.

Mr. Coggsdale stated the town policy states a “private event” has to get special approval to continue after 11:00PM, but the policy does not address a time limit for “public” events.

Mrs. Dalton asked why the nighttime event was being proposed with such late hours.

Mr. Coggsdale stated, during an initial meeting with Mr. Powell (President) and Mr. Coles (Vice-President) of KIDSRUS, he shared his concern regarding the 2AM hour.

Mayor Mattox asked if one of the three KIDSRUS representatives attending the meeting could elaborate further on why the proposed hours were chosen for the nighttime event.

Ms. Tori Myers stated the proceeds earned from each fundraiser the group has goes towards the KIDSRUS Annual Easter Egg Hunt, which she stated was growing each year.

Ms. Myers reminded Council the Car Show ends at 6PM, and their team would need time to clear out from that event and still have time to set up for the nighttime event. She stated the proposed timeframe for the nighttime event was to ensure the event lasted long enough to make the desired amount of proceeds needed for their upcoming egg hunt.

Mrs. Dalton asked if the KIDSRUS organization uses proceeds from their fundraisers to fund activities or events other than the egg hunt.

Ms. Myers stated the organization’s main children’s event was the egg hunt, but they have also helped delivered food baskets as well as buy Christmas presents for families in need.

Mr. George asked what the age limit would be for the nighttime event.

Ms. Myers stated the nighttime event was for attendees twenty-five and older. She stated there would be security at each entrance of the Booker Building to check IDs.

Mayor Mattox stated he was in favor of the age limit (25 and up) for entering the nighttime event. He stated he felt it would deter having underage drinking issues.

Mr. Bennett referenced a public event that occurs just across the river from English Park/ the Booker Building. He stated that event also serves alcohol, but the event ends at 12AM.

Mr. Bennett stated he felt a 2AM closure was a little late for a public event.

Mayor Mattox informed Council the Virginia ABC (Alcohol Beverage Control) law does allow alcohol to be served until 2AM at public events.

Ms. Myers stated the organization felt they would have more attendees by leaving the event open until 2AM. She stated the more attendees the event has, the more proceeds the organization would receive to put towards there charity events/activities.

Mr. Bennett asked if there was a fee charged to attend and/or participate in the Car Show.

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Ms. Myers stated there was no fee to attend the Car Show, and she was unsure of an entry fee to participate. She stated the organization would be selling food to gain proceeds from the daytime event, with the main proceeds expected to come from the nighttime event.

Mrs. Dalton asked what other activities, besides serving alcohol, would the nighttime event offer attendees, to which Ms. Myers stated there would be a DJ (music) at the event.

Mayor Mattox asked Altavista's Police Chief, Tommie Merricks, for his thoughts on this matter/request.

Chief Merricks informed Council that he was also in the initial KIDSRUS meeting with the Town Manager, Mr. Powell, and Mr. Coles. He stated he felt the organization was trying to raise money for a good cause (Easter Egg Hunt).

Chief Merricks referenced the proposed nighttime event and alcohol being served at the event. He stated, with the event ending at 2AM, he would request that alcohol stop being served at 1AM, in order to let the event have ample time to "wind down" from the activities.

Ms. Myers stated the organization would be glad to honor Chief Merrick's request.

Mr. Bennett referenced the mentioned DJ and music for the nighttime event. He asked Chief Merricks if the Town of Altavista had a "Noise Ordinance" regarding music.

Chief Merricks stated, confirmed by the Town Attorney and Town Manager, the Town Code states private events that include music should end at 11PM, unless special permission for an extension is granted. He stated the code does not address public events.

Mr. Bennett asked, if the KIDSRUS request was approved, would Council need to make reference to the extended time in their motion/approval.

Mr. Coggsdale stated the town requires an organization to obtain an "event permit" when planning an event such as this one. He stated the event permit would cover any concerning issues, such as serving alcohol and noise restrictions.

Mayor Mattox asked if there were limitations stated on the required event permit regarding what time an event should end.

Mr. Coggsdale answered stating there was not. He stated each permit was tailored for each individual request/event.

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

Mr. George made a motion to approve the KIDSRUS request to hold their fundraiser event at the Booker Building in English Park from 9PM until 2AM. He stated his motion included a provision with Chief Merricks' suggestion, for alcohol to stop being served at 1am if the 2AM end time was approved by Council.

Mrs. Dalton asked Council to consider an amendment to Mr. George's motion. She suggested the KIDSRUS nighttime event run from 9PM until 1AM, with alcohol stop being served at 12 o'clock midnight. She stated she felt those hours were more suitable.

Mr. George stated he was in favor of Mrs. Dalton's suggestion and withdrew his original motion.

Mrs. Dalton, seconded by Mr. George, motioned to approve the KIDSRUS request to have their fundraising event in the Booker Building on March 21, 2020. Council amended the hours originally requested for the event to the approved 9PM until 1AM timeframe, with the sale of alcohol to stop being served at 12 o’clock midnight.

Motion carried.

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

c. Adopt A Spot/Street Program


Mr. Coggsdale informed Council of a new program staff is proposing for consideration, Adopt-A Street/Spot. He stated Mr. George Sandridge, the town’s Administration/Policy Intern, was present that evening to give Council a brief overview of the proposed program.

Mr. Sandridge shared with Council a PowerPoint presentation, for their visual reference, showing some of the key attributes of the proposed Adopt-A-Spot/Street Program.



ADOPT-A-STREET


- Program will allow interested individuals, businesses, and groups to “adopt” various town streets
- Groups required to perform 4 clean-ups per year for 3 years
- At the end of the 3 year term, groups can elect to continue with their current street, choose a new street, or end their contract
- After one year of clean-ups, the town will fabricate and install blue-and-white signs, one at each end of the adopted street, with the name of the adopting group



ADOPT-A-STREET

Process

1. Interested party fills out application/waiver form, located on Town’s website, and submits it to Public Works (DPW)
2. After approval, Public Works contacts group to schedule a clean-up date
3. 5-7 days prior to clean-up date, group leader acquires supplies from DPW (vests, gloves, trash bags, litter sticks, and orange caution sign)
4. Group conducts clean-up, then notifies DPW, who will then dispose of the collected trash
5. Group leader returns unused supplies to DPW office




ADOPT-A-STREET

Initial List of Eligible Streets

Bedford Avenue	Lola Avenue	Clarion Road	Avondale Drive
Frazier Road	Lynch Mill Road	Franklin Avenue	Amherst Avenue
Pittsylvania Avenue	Lynch Road	Main Street	7 th Street

Roads identified as “major needs” by Public Works staff



ADOPT-A-STREET

Supplies	Cost Per Item	QTY.	Total Cost
Start-Up Costs (One-Time)			
Class III Safety Vests	\$15.40 ea.	10	\$154.00
Trash Bags	\$27.50 (box of 50)	5	\$137.50
Litter Sticks – 32"	\$27.62 ea.	10	\$276.20
Work Gloves	\$15.78 (box of 50)	5	\$78.90
TOTAL:			\$646.60
Per Group Costs (Reoccurring)			
18" x 24" Street Sign	\$39.95 ea.	2	\$79.90
TOTAL:			\$79.90

Mr. Sandridge stated he felt the program would support the Town of Altavista’s continued efforts of encouraging “civic pride” in the community.

Mr. Sandridge shared with Council the other staff members involved with this project:

- Ms. Sharon Williams, Altavista Community Development Director
- Mr. David Garrett, Altavista Public Works Director
- Mrs. Teri Anderson, Altavista Public Works Administration
- Mr. Cory Jordan, Altavista Public Works Street Supervisor

Mr. Sandridge stated the team had been working for the past two weeks to produce a program that would be a viable asset to the town, while also keeping the cost feasible.

Mr. Sandridge informed Council of an “informational brochure” they produced, and if the program was approved, the brochure would be available in the lobby of the Town Hall.

Mr. Sandridge stated he would be glad to answer any questions Council may have regarding the proposed Adopt-A-Spot/Street Program.

Mr. Higginbotham referenced the town’s entry/exit ramps. He stated he did not see those areas listed with the initial streets available for “adoption”. He asked, with the entry/exit ramps having recurring trash issues, how would they be addressed under this program.

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Mr. Sandridge stated, if an exit/entry ramp is adjacent to an adopted street, the ramp would be available for that person/group to adopt as an added responsibility, but it was not mandatory. He stated the ramp areas would also be available for adoption individually.

Mr. Bennett suggested, if the program was approved, the informational brochures could be mailed to businesses, churches, and civic organizations in town.

Mayor Mattox agreed with Mr. Bennett and suggested staff consider placing the brochure in with upcoming utility bills for those groups.

Mayor Mattox referenced the program/brochure's slogan, "Improving the Environment Through Volunteering". He asked Mr. Sandridge to consider revising the slogan to read "Improving the *Community* Through Volunteering".

Mayor Mattox stated he favored citizens being encouraged to volunteer in their hometown. He stated he felt this program would be a good asset in the town's continued efforts to promote positive community involvement as well as support beautifying the community.

Mr. Mitchell made reference to the "4 cleanups per year" requirement. He asked, if an individual or group could only get three cleanups complete during one of the three years they committed to, would that breach the contract and forfeit the group's sign placement.

Mr. Sandridge stated he felt there could be some leeway within the contract. He stated, if an issue arose that a person/group could only fulfill three of their four required cleanups one year, they would contact one of the program coordinators for instruction.

Mr. George stated one of the main complaints he often received from town citizens was the issue of roadside trash. He stated he felt the proposed program would help deter violators from throwing their trash on town streets and exit/entry ramps.

Mr. Bennett asked, if approved, when the program would be implemented for Altavista.

Mr. Sandridge informed Council, if approved, the program itself would start immediately, allowing individuals and/or groups to sign up for the program as soon as the next day.

Mr. Sandridge stated it was staff's intent to officially start "cleanup" days on, or around National Earth Day, April 22, 2020.

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

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve staff's recommendation and allow them to implement the proposed Adopt-A-Spot/Street Program in the Town of Altavista.

Motion carried.

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

Mayor Mattox thanked Mr. Sandridge for his presentation. He also thanked the team/staff involved in developing the Adopt-A-Street Program for the Town of Altavista.

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d. AOT Request – to Increase the Work Hours of their Interim Main Street Coordinator

Mr. Coggsdale reminded Council the Main Street Coordinator fulltime position had been vacant for a period of time. He stated the town currently had the position advertised.

Mr. Coggsdale informed Council that Town Staff and AOT representatives had conducted an initial review of the applications received to date, and would continue the process until the fulltime position was filled.

Mr. Coggsdale shared with Council the correspondence from the Altavista On Track (AOT) Board requesting an additional 15 hours per week be allowed for the Interim Main Street Coordinator's work schedule, making the hours per week 25 total.

March 3, 2020

To Town Council of Altavista,

Altavista On Track would like to request 15 additional hours for our Interim Main Street Coordinator until we have hired full time for the position. The additional hours would ensure all Altavista On Track duties are completed. Our current Interim Main Street Coordinator Kirsten Halverson is unable to complete all the necessary tasks of the job in 10 hours a week, the additional hours would provide more time to complete those tasks. Per Town Manager Coggsdale there are funds available for this in the 2019-2020 Budget.

Thank you for your time.

Sincerely,

*The Executive Board of Altavista On Track:
Lori Johnson, President
Edward Soto, Vice-President
Regina Bell, Treasurer
Ashley Halloway, Secretary*

Mr. Coggsdale stated, in preparation of a "fulltime" AOT Coordinator/Director, the position was fully funded in the existing budget.

Mr. Coggsdale stated, at that time, staff recommends that Council approve the request until the AOT position can be permanently filled.

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

Mr. Emerson, seconded by Mr. Mitchell, motioned to approve AOT's request for the Interim Main Street Coordinator's work week hours be extended to 25 hours per week.

Motion carried.

Vote:

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

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e. AOT Request – use of Trade Lot parking area for “ChalkFest”

Mr. Coggsdale informed Council that Altavista On Track (AOT) had once again asked for the town’s permission to hold their ChalkFest event at the Altavista Trade Lot. He stated, if approved, Public Works would again be providing barricades to form a perimeter around event participants. He stated parking would be outside of that perimeter.

Mr. Coggsdale shared with Council a memo from AOT regarding their request:

*To: Mr. Waverly Coggsdale
From: Eleanor Hoehne
Re: Chalk Fest*

*Dear Waverly Coggsdale,
AOT is planning a Chalk Festival to take place May 16th from 10 AM-2 PM. We are coordinating the event with the YMCA, and would like to ask for permission to use the Trade Lot parking lot area to host the event.
All ages, abilities and backgrounds are welcome, as we are hosting this event to work with our “Transformation Strategies” in our work plan to promote Altavista as a family friendly community.
AOT will be providing the chalk and supplies. Each participant will have a parking spot to complete his or her design. Awards/prizes will be given for each category, beginner, intermediate, and expert. Registration will cost \$10 and will be used to pay for supplies.*

*Sincerely,
Eleanor*

Mr. Coggsdale stated Ms. Eleanor Hoehne was present at the meeting to answer any questions or concerns Council may have regarding the AOT event request.

Ms. Hoehne shared with Council this year’s flyer for the AOT ChalkFest event. She stated the event was tentatively scheduled for Saturday, May 16th from 10AM until 2PM.

Ms. Hoehne informed Council that AOT was going to condense the event space this year. She stated Chalkfest participants would be closer to the Altavista Band Booster concession stand/building, in order to ensure the Shreve Park entrance would stay easily accessible.

Ms. Hoehne stated she was working with the Altavista YMCA to ensure the “shared parking” arrangements were agreeable again this year, as they were for last year’s event.

Ms. Hoehne stated she was also working with the Altavista Band Boosters and a couple of Altavista Combined School Teachers to help spread the word to students about the ChalkFest and its participation information.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to approve AOT’s request and allow them to host their ChalkFest event at the Altavista Trade Lot.

Motion carried.

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

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Mayor Mattox thanked Ms. Hoehne for the work AOT continues to do for the community.

Ms. Hoehne thanked Council for their time and consideration. She stated it was AOT's intent to continue the "ChalkFest" as an annual event.

f. Tobacco Region Revitalization Commission (TRRC) – Small Towns Pilot Initiative

Mr. Coggsdale reminded Council that the Tobacco Region Revitalization Commission (TRRC) had recently unveiled a new "Small Towns Pilot Initiative" Program. He informed Council there had been some recent developments with the pilot initiative and stated there may be minimal to no funds awarded from this program that Altavista could depend on to be available for the town's intended use (an Innovative Center/Coworker Space in the old Altavista Fire House).

Mr. Coggsdale stated, accordingly, Town Staff investigated what other options were available to the town for their desired project. He informed Council staff was currently evaluating a USDA Grant, and another option from TRRC, the Southside Economic Development Grant. He stated staff was also looking into the possibility of other local opportunities to help fund the Innovative Center/Coworker Space.

Mr. Coggsdale informed Council that AOT had recently been awarded a \$25,000 Department of Housing and Community Development Grant to be used for a "feasibility study" regarding Altavista's Innovation Center/Coworker Space Project.

Mr. Coggsdale stated, at this time, staff asked that Council consider allowing Town Staff, in collaboration with AOT Staff, to continue investigating available grant opportunities to help Altavista fund an Innovative Center/Coworker Space.

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

All Council members were in consensus to allow staff to continue investigating all available options/grants to fund Altavista's Innovative Center/Coworker Space Project.

g. Town Water Agreements: Review & Considerations – CCUSA and Dominion

Mr. Coggsdale reminded Council, in 2016, the Town of Altavista entered into agreements with both Campbell County Utility Services Authority (CCUSA) and Dominion in regards to the "supplying of water". He stated each agreement had a provision that one year before the agreement term was to end, either party could decide to "opt out" of the agreement.

▪ Campbell County Utility Services Authority (CCUSA)

Mr. Coggsdale informed Council an "opt out" decision by the town concerning the CCUSA Water Agreement has to be determined by the end of March 2020, otherwise the water agreement would renew for another five year period. He stated, if the agreement is not extended, the current agreement expires on March 31, 2021.

Mr. Coggsdale stated, under the CCUSA agreement, the Town of Altavista agrees to purchase 75,000 gallons per day for the months of April through October. He stated Mr. Tom Fore, Director of Public Utilities, was currently in discussions with CCUSA in regards to a potential adjustment to any extended agreement.

Mr. Coggsdale informed Council that Mr. Fore is proposing the minimum purchase amount be lowered to 45,000 gallons of water per day for the same period of months.

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Mr. Coggsdale stated the lower water amount would still allow the town to continue meeting peak demands during the spring and summer months, while decreasing the budget needed to do so.

Mr. Coggsdale stated, at that time, staff was seeking Council's input and direction regarding the proposed amendment to the CCUSA Water Agreement, and/or whether or not to renew the agreement for another five year term.

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

Mr. Higginbotham asked Mr. Fore how low of a water amount could the town request as an amendment to the current CCUSA agreement.

Mr. Fore stated, during his conversations with Frank Davis, CCUSA, the amount could not go under 45,000 gallons per day without causing problems to the system.

Mr. Higginbotham asked if the town "needed" to purchase water from CCUSA.

Mr. Fore stated it was necessary to purchase the extra water from CCUSA during the mentioned peak spring and summer months (April through October) in order to keep the town's water tank levels at a safe and desired capacity.

Mr. Higginbotham asked, if the proposed agreement amendment to lower the water amount the town purchases to 45,000 gallons per day was approved by CCUSA, how much of a cost savings would that potentially be for the Town of Altavista.

Mr. Fore stated the town's current cost to purchase 75,000 gallons of water per day from CCUSA was \$90,000 per year. He stated, in anticipation of the amended CCUSA contract, the Utilities Department reduced the line item to \$75,000 in the proposed FY2021 Draft Budget.

Mr. Fore stated his main goal, through negotiations with CCUSA, was to keep the same "water rate", in order to ensure the town has a minimal budget for this item.

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

All Council members were in consensus to allow staff (Mr. Fore) to continue negotiations with CCUSA in hopes of securing an amendment to the current water agreement; by lowering the amount of water the town currently purchases per day from 75,000 to 45,000, while maintaining the lowest rate per gallon possible.

- **Dominion**

Mr. Coggsdale stated the following update was "informational" only and there was no action required by Council at that time.

Mr. Coggsdale informed Council the agreement between the Town of Altavista and Dominion has a decision date of June 30, 2020 for whether or not to terminate the contract. He stated, if Dominion elects to renew the contract, staff was also in agreement to do so. He continued stating, if the current contract was not extended, the Dominion Water Agreement expires June 30, 2021.

Mr. Coggsdale stated Dominion had utilized the water agreement due to a previous issue with their water intake. He stated, based on a dramatic drop in water usage over the past year, they seem to be transitioning back to their own intake.

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Mr. Coggsdale informed Council that Dominion had until June 30, 2020 to make the town aware of whether or not they would be opting out of the 5 year renewal.

Mayor Mattox thanked the Town Manager for keeping Council up to date on the two mentioned water agreements.

h. VDOT “SmartScale” Project/Application Update

Mr. Coggsdale stated, over the past several years, the Town of Altavista had submitted applications to VDOT for funding regarding improvements needed on Lynch Mill Road, specifically in the Altavista Elementary School area.

Mr. Coggsdale stated the project was developed and designed to address the issue of vehicles and buses sitting on the shoulder of the road during peak drop-off and pick-up times at the school. He stated the project had not been selected, in part due to the high cost of utility relocation in the designated area.

Mr. Coggsdale stated the original project, in 2015, involved the construction of a 250’ right turn lane. He stated, when denied, the project was re-scoped and resubmitted in 2018, involving a road to the East side of the school for parent drop-off traffic, and a turn lane along Lynch Mill Road to the West for bus traffic, but again, the project was not selected by VDOT for funding.

Mr. Coggsdale informed Council it was recently brought to staff’s attention that Dominion Energy was considering a “relocation of the utilities” in the mentioned area, which would then remove that issue/item from the town’s original project plans. He stated, accordingly, now may be a good opportunity for the town to consider resubmitting their desired project to VDOT for funding consideration in the “SmartScale” Program.

Mr. Coggsdale stated, at that time, staff was seeking consideration and direction from Council in regards to resubmitting an application for this project. He stated, if approved, staff would work with the Central Virginia Planning District Commission and VDOT in preparation of the town’s SmartScale Application.

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

Mr. Higginbotham asked why Dominion would be relocating a utility service in that area.

Mr. Coggsdale stated Dominion would be “upgrading” utility lines to a local industry.

There were no additional questions or comments made by Council regarding this item.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve staff’s recommendation and allow Town Staff to move forward in the process of preparing a VDOT SmartScale Program Application for the Town of Altavista’s Lynch Mill Road/Altavista Elementary School Traffic Project, as revised and defined by staff.

Motion carried.

Vote:

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

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9. Unfinished Business

a. FY2021 Budget Discussion

Mr. Coggsdale informed Council there had been some changes in the proposed FY2021 Draft Budget and Capital Improvement Plan.

Mr. Coggsdale shared with Council a memo from Mrs. Tobie Shelton, Altavista's Finance Director, outlining the changes to the draft budget.

Date: March 10, 2020

To: J. Waverly Coggsdale, III

From: Tobie Shelton

Subject: Changes to FY 2021 Proposed Budget

**Below are changes that have been made to the FY2021 Proposed Budget and Capital Improvements Plan as a result of discussions held at previous Council meetings, as well as discussions among Town Staff.*

GENERAL FUND:

- *Staff decreased Interest Income from \$285,600 to \$190,000, due to downward trend in interest rates. (95,600.00)*
- *Consensus of Council to replace the 1997 Bucket Truck with a used bucket truck instead of a new one as proposed. (22,000.00)*
- *TOTAL (117,600.00)*

ENTERPRISE FUND:

- *Staff decreased Interest Income from \$18,000 to \$8,000 due to downward trend in interest rates. (10,000.00)*
- *TOTAL (10,000.00)*

HIGHWAY FUND:

- *Consensus of Council to replace the 1997 Bucket Truck with a used bucket truck instead of a new one as proposed. (22,000.00)*
- *Council removed the 20 Year CIP Paving Plan. (25,000.00)*
- *TOTAL (47,000.00)*

Mr. Coggsdale stated, at that time, staff was seeking direction from Council regarding any new items they would like added or any existing items they would like to be subtracted from the FY2021 Draft Budget; as well as items they would like additional information on.

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

Mr. George suggested Council consider allowing staff to hire an Assistant Town Manager. He stated the staff position was previously removed and replaced with two separate positions: a Community Development Director and an Economic Development Director.

Mr. George referenced the request for a "Code Enforcement Officer" that was currently an item in the proposed FY2021 Draft Budget. He stated the previous position was responsible for code enforcement, Parks and Recreation, the Planning Commission, and the town's transit system (ACTS), which was currently being taken care of by other staff.

Mr. George stated he felt having an Assistant Town Manager would help the town run more efficiently by allowing the staff, currently taking on the additional duties once held by the Asst. Town Manager, to concentrate solely on their own duties/responsibilities.

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Mr. Mitchell also referenced the Code Enforcement Officer position requested in the draft budget. He stated during previous discussions it was determined that position may not need to be considered “fulltime”.

Mr. Mitchell stated the Town Manager already had a “full work load”, which was growing every time Council added another project to his agenda. He stated he favored the town hiring another Assistant Town Manager to help the Town Manger with ever changing, ever growing tasks, projects, and overall responsibilities.

Mrs. Dalton stated she trusted the Town Manager’s ability to structure his work accordingly and/or to realize whether or not he needed assistance in doing so. She stated she would favor whichever decision the Town Manager decided was necessary.

Mr. Higginbotham referenced the improvements needed at the Booker Building facility in English Park that Council had been discussing for many months. He stated he favored using any additional funds available on those improvements in order to move that project forward, unless the Assistant Town Manager position was found to be needed more.

Mr. George asked if the town still had the Assistant Town Manager’s position allocated for in the current in the budget.

Mr. Coggsdale reminded Council the budget for that position was reallocated to fund the new Community Development Director’s position.

Mr. George stated he agreed with Mr. Mitchell and favored using the funds from the proposed Code Enforcement Officer position, and the funds allocated for the Economic Development Director position, which is currently vacant, to be reallocated for use in hiring an Assistant Town Manager.

Mr. Bennett referenced the Town Manager’s Report for March. He stated there were thirty-seven on-going projects in the report, not counting the day-to-day meetings, phone calls, and other duties the Town Manager has to achieve.

Mr. Bennett stated the list of projects and duties would only grow as the town desires to implement new projects and programs. He stated he was also in favor of the town hiring an Assistant Town Manger to help the Town Manager with the increasing responsibilities.

Mayor Mattox stated he had always been an advocate of an Assistant Town Manager position. He stated the Town of Altavista was growing and he felt having an Asst. Town Manager would be an asset to the Town Manager.

Mayor Mattox stated, looking to the “future” of the Town of Altavista, having an Assistant Town Manager would help ensure an easier transition for the town when the time comes to find a successor for the Town Manager.

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

All Council members were in consensus to allow the Town Manager to evaluate the feasibility of hiring an Assistant Town Manager in the new fiscal year (July 2020). Council asked the Town Manager to review the proposed FY2021 Draft Budget for options allowing the town to achieve hiring for the Assistant Manager position.

Mr. Coggsdale stated he would review the proposed budget and bring Council information regarding the requested item to their March 24th Budget Work Session.

10. Reports and Communications

Town Manager's Report for the March 10, 2020 Council Meeting

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

PROJECTS/ITEMS

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. *Contractor has indicated to the Director of Public Works that the work on this project will begin late March/early April.*

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 was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. *The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion.*

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 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. *The Town is awaiting approval of the Construction phase of this project. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. For additional information, see page 3 of Peed & Bortz's update.*

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". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. *Staff is working on the scope of work and plans that can be utilized for bidding of this project.*

Melinda Tank Pressure Zone Improvements For the status of this project, see the current Woodard & Curran Update.

Clarion Road Control Valve Improvements For the status of this project, see the Woodard & Curran Update. *(NO UPDATED PROVIDED BY ENGINEER FOR MARCH)*

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. For additional information, see the Hurt & Proffitt Update. *(NO UPDATE PROVIDED BY ENGINEER FOR MARCH)*

Trail Project (mausoleum area): Staff is working on getting quotes for signs. *Vendor is working on the design/sample of the signs.*

WWTP Phase 1 Electrical Design Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see weekly Peed & Bortz Project Status Report. *For additional information on Phase I see page1; Phase II see page 6 and for Phase III see page 7 of Peed & Bortz's update.*

WWTP Clarifier #1 Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. *(NO UPDATED PROVIDED BY ENGINEER)*

WWTP Emergency Overflow Pond (DEQ): *Staff is working on an update to DEQ.*

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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. *Grant applications have been submitted to the Virginia and EPA programs.*

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.

Lynch Creek Sewer For the status of this project, see Attached Weekly Hurt & Proffitt Project Status Report.

WTP Filter Rehab Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz's update.

WWTP Aeration Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz's update.

Riverview Sewerline Replacement Project For the status of this project, see weekly Dewberry Project Status Report.

McMinnis Waterline Replacement Project For the status of this project, see weekly Hurt & Proffit Status Report.

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.

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 is underway and 8 new decorative heads have been installed.*

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. Ongoing.*

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. *The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. For the status of this project, see the weekly Peed & Bortz Project Status Report.*

Farmer's Market Shade Improvements: Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements. *Staff has created a pro-type for this and it will be placed at the Trade Lot.*

Shreve Park Playground Equipment Replacement/Bridget Replacement: The new playground equipment has been installed. *Several benches and a shade structure will be installed in the next 2 weeks. Staff is working with a consultant in regards to bridge options and issues related to crossing the creek.*

Spring Paving: The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11th Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12th to start working on the bidding documents. *The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11th and the bid opening will be on March 16th at 2:00 PM at the Town Hall.*

Eagle Trail Overlook Site: The Public works department is currently working on designing the slab drawings that will be needed in order to obtain a price from contractors. Town Staff has been working with the Manager to design the concrete slab with hand rails that would be poured on top of the exiting pad. Staff is currently finalizing the conceptual design plans for the Manager. *The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. We are expecting to have a budget number for consideration at the March 24 Work Session.*

Gazebo (English Park) Roof Replacement: The Building & Grounds Department is planning to have the new roof installed early in the spring due to lack of response from contractors to obtain three quotes. *The B&G Division has scheduled to have the new roof installed by March 31, 2020.*

Shreve Park Playground Equipment Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. *(Completed)*

Shreve Park Access Bridge Replacement: Town Staff has met with the engineers and are currently working on the conceptual design for the access bridge. *The Engineers are collecting and putting together information on the two options that will be reviewed by staff and the Town Manager before presenting to Council. The current status is ongoing.*

English Park Passive Area (Large Field Trail): *Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Manager before presenting to Council. The current status is ongoing.*

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. It is the Town's understanding that this project is substantially complete.

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 this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

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Mr. Coggsdale stated he and Town Staff would be glad to answer any questions or concerns Council may have regarding their “monthly reports”, to which there were none.

11. Matters from Council

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

- Mayor Mattox asked the town’s Public Works Director, David Garrett, if it was possible to temporarily utilize the town’s newly acquired property on Dearing Ford Road as a “hay field” for revenue purposes, until a permanent use was determined.

Mr. Garrett agreed to investigate the idea and inform Council its feasibility to the town.

- Mr. Higginbotham stated he was in favor of the Mayor’s idea for the Dearing Ford Property. He suggested the town also consider doing the same thing with the back fields of English Park.
- Mr. Higginbotham also asked staff to schedule time during Council’s upcoming Budget Work Session to discuss proposed budget items regarding the desired improvements to the Booker Building facility/property.
- Mr. George took the opportunity to give Altavista Police Chief, Tommie Merricks, a “Thank You“ for his volunteer service during a recent basketball banquet.

Mr. George also thanked Mr. Garrett, Altavista Public Works Director, for his quick response time in replacing signs at English Park.

- Mr. Bennett asked for an update on a previously proposed/discussed item, “continuing the town’s decorative street lights to Bedford Avenue and further along Seventh Street.

Mr. Coggsdale informed Council of a recent conversation he had with VDOT and Dominion regarding this item. He stated both contacts offered options/avenues for the town to pursue in order to move the proposed project forward.

Mr. Coggsdale referenced the town’s recent submittal for a Transportation Alternative Program Grant. He stated the grant would include items such as sidewalks and decorative lighting.

Mr. Coggsdale informed Council the submitted application was currently being sent to the Commonwealth Attorney’s Transportation Board and the town should be hearing back from the submission soon.

There were no additional comments or concerns from Council.

Mayor Mattox thanked Town Staff for their continued hard work for the town.

Mayor Mattox also thanked Ms. Williams, Altavista Community Development Director, for her time and her suggested ideas during their recent phone conversation.

Council Regular Meeting March 10, 2020

12. Closed Session

CLOSED SESSION

DATE: Tuesday March 10, 2020

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

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

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

Section 2.2-3711 (A)(29) regarding discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

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

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice-Mayor Beverley Dalton	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 8:47 P.M.

Notice was given that council was back in regular session 9:24 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

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

Council Regular Meeting March 10, 2020

13. Adjournment

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

The meeting was adjourned at 9:25 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session March 24, 2020

The Altavista Town Council’s March 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on March 24, 2020 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. Wayne Mitchell

Absent: Vice-Mayor Beverley Dalton
Mr. Jay Higginbotham

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. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Absent: Mr. David Garrett, Public Works Director
Ms. Sharon Williams, Community Development Director

Mayor Mattox recognized there were two Council members absent, but stated the members present established the required quorum (5 out of 7) for voting, so the meeting would continue.

2. Agenda Approval

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed March 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

3. Recognitions and Presentations

- a. Mayor Mattox referenced COVID-19 (coronavirus) and the effect it was having on our local community, as well as the nation, due to the recent mandated quarantines and business shut downs. He stated our parents and grandparents had all been through tough times, such as wars, depressions, and local loss of industry and jobs, and stated it was times like this that everyone needed to stand together and “look out for one another” in order for the community to stay strong.

Mayor Mattox thanked the Town Manager, Town Attorney, Town Staff, and his fellow Council members for working together to help keep the town running as efficiently as possible during this difficult time.

Council Work Session March 24, 2020

b. COVID-19 (aka. Coronavirus)

i. Consideration of a Proclamation Declaring a Local Emergency

Mr. Coggsdale informed Council that Campbell County (Altavista's county affiliate) had recently adopted a proclamation, "Declaring a Local Emergency", related to COVID-19.

Mr. Coggsdale stated, accordingly, staff had also drafted a similar proclamation concerning the Town of Altavista for Council's consideration of adoption. He stated the proclamation adoption was in preparation of a potential "local emergency" and the town needing to seek state and/or federal assistance due to the COVID-19 crisis.

Mayor Mattox asked Council if they had any questions or comments concerning staff's proclamation adoption recommendation, to which there were none.

Mr. Emerson, seconded by Mr. Mitchell, motioned to accept staff's recommendation and approve the adoption of a proclamation "Declaring a Local Emergency" for the Town of Altavista, related to COVID-19.

Motion carried:

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

ii. Staff Update

Mr. Coggsdale gave Council a brief update of items staff was currently reviewing and/or working on in consideration of the recent requirements related to COVID-19.

- Council Meeting Public Availability:

Mr. Coggsdale informed Council that staff was currently working on achieving a "live stream" of all Council meetings in order to offer the public the ability to watch the meetings from their home.

- Meeting Cancellations:

Mr. Coggsdale stated it was staff's recommendation that Council consider canceling all committee meetings (AOT, Parks & Recreation, and AEDA), and advisory board meetings (Altavista Planning Commission) for the next month. He stated this would coincide with the town's continued safety efforts and adhere to the "social distancing" practices required by the Governor, at this point, until April 23rd.

All Council members were in consensus to do so.

- Town Offices – Hours of Operation:

Mr. Coggsdale stated the Town Hall, Public Works, and Utility offices, are all remaining open to the public at this time, with normal business hours. He stated, however, all town employees were limiting their interactions with the public to adhere with "social distancing" requirements due to COVID-19.

Mr. Coggsdale stated the Altavista Police Department (APD), Public Works, and Utility Directors are making their appointments in "common" areas, outside of their offices, to ensure allowance for social distancing.

Council Work Session March 24, 2020

Mr. Coggsdale stated, instead of personal interaction, staff had also been encouraged to use emails and phone calls with their coworkers when possible.

- Town Parks:

Mr. Coggsdale stated it was staff's intent to keep town parks, greenways, and trails open to the public at this time, unless otherwise directed by the Governor.

Mr. Coggsdale referenced the park's playgrounds and public restrooms. He stated, in order to comply with the Governor's mandated "social distancing" requirements, the Altavista would be closing the playground areas of all town parks; and also the public restrooms located in English and Shreve Parks.

- Town-owned Rental Facilities:

Mr. Coggsdale reminded Council of the town's recent decision to temporarily stop all "rentals" of town-owned property, such as park pavilions and the Booker Building facility. He stated the original timeframe for non-rental was through the end of March, but to concur with the #53 Executive Order from the Governor on Monday, March 22, 2020, the town would be extending the non-rental timeframe through the end of April 2020.

Mr. Coggsdale informed Council the Avoca Museum was also closing its facility through April 24th, in order to concur with the executive order.

- Local Resources:

Mr. Coggsdale informed Council staff was currently working to compile a list of resources to provide to Altavista's citizens and small businesses affected by the COVID-19 crisis.

Mr. Coggsdale stated The Lynchburg Regional Business Alliance (LRBA) was offering their assistance to small businesses by creating a "Business Support Task Force". He stated, on Altavista's behalf, he would be attending "virtual internet meetings" (using ZOOM) with other surrounding localities, in order to keep the town up-to-date on the most current support resources available.

Mr. Coggsdale stated the LRBA was also offering an informational webpage (lynchburgregion.org/coronavirus-hub) for the public to utilize for information and resources regarding COVID-19

Mr. Coggsdale stated staff would be glad to work on any additional items Council would like to see addressed regarding COVID-19 citizen/town safety precautions.

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

Mr. Mitchell referenced the town's state funded, low-interest rate loan available to local small businesses for "improvements". He asked if staff knew whether or not the loan could be used for "support" during hardships, rather than only business improvements being allowed.

Mr. Coggsdale informed Council that particular matter had been discussed during the most recent "Business Support Task Force" internet meeting he attended. He stated he would be keeping Council up-to-date on any decisions or new developments that are made during those meetings.

Mr. Coggsdale referenced the town's USDA low-interest rate loan for small businesses that Mr. Mitchell mentioned. He informed Council that staff was currently working towards making the loan (temporarily) available with "no interest". He stated the offer would be intended to help the town's small businesses that were experiencing hardships due to the COVID-19 crisis.

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Mr. Emerson, a Deputy Sheriff of Campbell County, shared with Council and the Town Manager a few of the precautionary measures/procedures the sheriff's office was implementing during the Governor's "social distancing" mandate.

Mr. Emerson stated each employee of the sheriff's office goes through a decontamination station before entering the building for work.

Mr. Emerson also stated the sheriff's office was no longer allowing delivery personnel (such as FedEx and UPS) inside of the building. He stated an officer or employee meets the delivery person outside of the building to receive their packages.

Mr. Coggsdale thanked Mr. Emerson for his input and suggestions.

Mr. George referenced the Town Manager's mention of Altavista's playgrounds and public restrooms being closed. He stated he felt both closures were a necessary safety precaution.

Mr. Coggsdale stated staff was currently working to implement the mentioned closures as soon as possible, and would inform the public accordingly.

Mr. Bennett referenced the recent limitations placed on restaurants in order to help prevent the spread of the COVID-19 virus. He suggested the town compile a list of the eating establishments that have remained open for pickup service, their phone numbers, and their hours of operation; and placing the list on the town's web site and social media page.

Mr. Coggsdale informed Council that Ms. Williams, Altavista's Community Development Director, was currently working with AOT and The Chamber of Commerce to compile the "open businesses" list, and would be sharing the list with the public very soon.

There were no additional questions or comments from Council regarding this item.

Mayor Mattox took the opportunity to thank the Town Manager and Town Finance Director for their continued efforts to achieve a balanced budget for the current fiscal year and the upcoming 2021 fiscal year.

Mayor Mattox stated, with localities starting to show distress from the COVID-19 crisis and the Governor's recent restrictions for restaurants, there was a potential for Altavista to lose meals tax revenue in the next few months.

Mayor Mattox stated he realized a loss in revenue may put a strain on the town's current budget, and asked staff to evaluate the FY2020 Budget/CIP for items that were not considered "vital" and could be postponed if necessary.

Mr. Coggsdale stated staff quickly realized the town's current budget could be impacted by the recent COVID-19 crisis. He stated, using a "projection" for the potential loss of meals tax revenue, Mrs. Shelton and himself reviewed the FY2020 Budget to determine how much, if any, the budget may be affected.

Mr. Coggsdale informed Council there were currently unused funds in the FY2020 Budget that could be reallocated, if necessary, to bridge the gap from a meals tax deficit. He stated he felt confident the town could overcome the potential loss of revenue.

Mr. Coggsdale referenced the upcoming 2021 fiscal year, beginning July 1, 2020. He stated, if the COVID-19 crisis continued, staff would also review the FY2021 Draft Budget for change options that may need to be considered in preparation of the possibility for continued revenue loss.

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

- Mr. Emerson asked, if a national emergency is declared regarding the COVID-19 virus, would Altavista be eligible for government assistance.

Mr. Coggsdale referenced the proclamation Council adopted earlier that evening “Declaring a Local Emergency”. He stated, by adopting the proclamation, the town would be eligible for any assistance the State of Virginia or the US Government offered localities in regards to the COVID-19 virus epidemic.

- Mr. Mitchell referenced the memo shared with Council by Mrs. Shelton, Town Finance Director, regarding recent changes made to the FY2021 Draft Budget. He asked for the changes to be “highlighted” within the draft budget, so Council could easily locate the difference between the original numbers and the changes made.

Mr. Coggsdale stated he would ask Mrs. Shelton do so, and send the revised version to Council.

Mayor Mattox referenced the town’s Reserves Fund. He stated the fund was established for emergency situations and the COVID-19 public crisis could be considered as such.

Mayor Mattox stated, on behalf of Council, if the town needed to utilize the Reserve Fund in order to continue offering its residents “vital services”, he encouraged the Town Manager to do so. He stated he felt it was the Town of Altavista’s responsibility to take care of its citizens and community.

4. Public Comments - Agenda and Non-Agenda Items

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, or any other item of concern.

There were no public comments on this date.

5. Items Referred from Previous Meetings

a. Consideration of Borrowing Options to Finance Utility Improvements (Water & Sewer)

Mr. Coggsdale reminded Council this item was referred from the March 10, 2020 Town Council Regular Meeting, when Mr. R.T. Taylor, Davenport, provided them with the results from the town’s Bank Request for Proposals (RFP) associated with the proposed borrowing for public water and sewer improvements.

Mr. Coggsdale stated, due to the possibility of interest rates fluctuating for the VRA option, Council decided to wait until their March 24, 2020 Work Session before making a decision on whether to utilize a bank borrowing, or apply for funds through the Virginia Resources Authority (VRA). He stated Mr. Taylor was in attendance to provide Council with an update on this matter.

Mr. Coggsdale stated, if Council decided to proceed with borrowing funds for the utility improvements, they would need to commit to one of the two options that evening, due to submission deadlines. He stated the action(s) would also involve the adoption of an appropriate resolution for each (new money and refinancing).

Mr. R.T. Taylor shared with Council Davenport’s updated comparison analysis between the three initial banks chosen for consideration (Sterling, Pinnacle, and Truist Bank) and the Virginia Resources Authority (VRA).

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Mr. Taylor informed Council, since their March 10th meeting, there had been a few changes from the preliminary analysis. He stated Sterling Bank's interest rate had increased from 2.35% (originally the lowest bank offer) to 2.98%; and Truist Bank's (formally BB&T) rate increased from 2.44% to 2.48%. He stated, even with Truist Bank's "minor" increase, they were now the best "bank" option.

Mr. Taylor stated the newest, most recent analysis now reflected Truist Bank's interest rate offer as the town's best borrowing option available, rather than the VRA.

Mr. Taylor stated, if the Town of Altavista was intent on moving forward with their proposed utility improvements, and it was Council's intent to use "borrowing" as a method of funding the improvement projects, it was Davenport's recommendation the town use a bank borrowing, rather than a VRA loan, and accept Truist Bank's offer for financing their new debt service, and 1st National Bank's offer for refinancing the town's existing loan.

Mayor Mattox asked Council if they had any questions for Mr. Taylor regarding this item, or Davenport's rate comparison analysis, to which there were none.

Mr. Emerson, seconded by Mr. George, motioned to accept Davenport's recommendation and approve Truist Bank as the town's financial borrowing agent related to Altavista's current "Capital Improvements" needed for the town's water and sewer systems.

Council also approved adopting a resolution stating the acceptance of Truist Bank's borrowing offer for a 20-year structured loan with an interest rate of 2.48%.

Motion carried:

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

Mr. Emerson, seconded by Mr. Bennett, motioned to accept and approve 1st National Bank's refinancing offer for the town's existing loan with an interest rate of 1.99%.

Council approved adopting a resolution stating the acceptance of 1st National Bank's offer.

Motion carried:

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

Mayor Mattox asked Council and staff if they had any questions or comments regarding these two items/motions, to which there were none.

b. DEQ/VRA - Virginia Clear Water Revolving Loan Fund (VCWRLF)

Mr. Coggsdale reminded Council the town would be utilizing the VCWRLF to fund Altavista's Waste Water Treatment Plant (WWTP) Electrical Upgrade Project.

Mr. Coggsdale informed Council he had recently asked R.T. Taylor (Davenport) to evaluate whether or not the town should consider using a bank to fund the WWTP Electrical Project or continue moving forward with the VCWRLF process for this purpose.

Mr. Taylor confirmed with Mr. Fore, Altavista's Utilities Director, the town's VCWRLF application had been approved for the WWTP Electrical Upgrade Project. He stated he felt the DEQ/VRA loan was the town's best option for this project, because of the interest rate (1-1.8%) this loan offers.

Council Work Session March 24, 2020

Mayor Mattox asked Council if they had any questions for Mr. Taylor regarding this item, to which there were none.

Mayor Mattox thanked Mr. Taylor for his time and for the good work he continues to do for the Town of Altavista.

6. New Items for Discussion

There were no new items discussed by Council on this date, March 24, 2020.

7. Public Comments (Non-Agenda Items)

Mayor Mattox addressed this item earlier in the meeting.

There were no public comments for non-agenda items on this date.

8. Matters from Council

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

- Mr. Mitchell asked, since the March 24th work session agenda had been shortened, when would Council have the opportunity to continue discussing “budget” items/issues.

Mr. Coggsdale reminded Council their April 14th Regular Meeting Agenda included a “First Reading” of the FY2021 Draft Budget/CIP; and was also the designated time to schedule a public hearing on the proposed budget.

Mr. Coggsdale stated, since the draft budget needed to be “set” by the April 14th meeting, Council would need to discuss any potential issues/changes to the budget before then.

Mayor Mattox suggested Council consider adding an additional work session to their meeting schedule, allowing Council the time to discuss “only” the proposed draft budget.

Mr. Coggsdale stated there were two weeks, instead of the usual one week, in between that night’s meeting and the next regular scheduled meeting on the 14th of April. He stated Council could choose to extend that night’s work session, or schedule a new one.

Mr. Mitchell suggested continuing that night’s work session on April 7, 2020.

All Council members were in consensus to continue that night’s work session on Tuesday, April 7th at 5:00 p.m., to discuss the proposed FY2021 Draft Budget/CIP only.

- Mr. Coggsdale asked, with the current distance requirements mandating space between individuals be at least six feet apart, was it Council’s intent to continue using Council Chambers for their meetings and upcoming public hearing, or move to a larger location.

Mayor Mattox stated he was comfortable with the arrangement staff had made to Council Chambers to adhere to the “social distancing” requirements. He asked Council for their thoughts on the matter.

Mr. Mitchell stated he was also ok with keeping Council’s meetings in Council Chambers. He referenced the upcoming FY2021 Budget Public Hearing and suggested staff be prepared to accommodate citizens wanting to speak during the hearing.

Mr. Coggsdale stated citizens would be asked to stay in the lobby area, six feet apart from one another, until called into Council Chambers to speak.

Council Work Session March 24, 2020

Mayor Mattox suggested opening the AEDA office, across from Council Chambers, to allow for additional space for “distancing”, to which Mr. Coggsdale agreed.

Mayor Mattox asked if citizens waiting in the lobby area, or AEDA office, would be able to hear what is being said by Council.

Mr. Coggsdale referenced the “speaker system” located inside Council Chambers. He stated staff would turn on the speakers located in the lobby, so everyone in the lobby area would be able to hear what is being said inside Council Chambers.

Mr. Coggsdale stated, with the Governor’s current regulation for public gatherings to be 10 people or less, staff would re-inform citizens they are welcome to submit a question, comment, or concern to Town Council or Town Staff at any time, by email or regular mail, through the Town Hall office.

Mr. Mitchell stated he favored the idea of submission through mail or email during the gathering restriction timeframe, but stated he preferred having citizens come before Council in person when they have comments or concerns.

Mayor Mattox agreed with Mr. Mitchell.

- Mr. George referenced the recent email sent to Council regarding the General Assembly’s recent approval of the town’s request for permission to initiate a utility assistance program.

Mr. Coggsdale stated he would place this item on Council’s April 7th continued work session agenda with additional information for Council’s review and further discussion.

- Mr. George also asked staff for an update on Council’s recent request for the town to hire an Assistant Town Manager.

Mr. Coggsdale informed Council that he reviewed the original job description for the Assistant Manager position and made “minor” changes, mainly due to the fact the town did not previously have a Community Development Director (CDD) on staff. He stated the CDD now manages some of the tasks previously done by the Assistant Town Manager.

Mr. Coggsdale stated he would share the revised job description with Council at their April 7th continued work session for their review and consideration. He stated, at that time, Council may choose to adopt the new/revised job description, allowing staff to move forward with advertising for the Assistant Town Manager position.

- Mr. Bennett suggested the town develop a “hiring committee” for future town employees. He suggested the interview committee consist of staff and Council, with Council rotating their members, so that every member has a chance to be involved in the hiring process.

Mayor Mattox stated he did not feel Council needed to be involved with hiring “every” new employee. He stated he felt the Town Manager did a great job at managing the town’s hiring process, allowing department directors to hire their own workers/employees.

Mayor Mattox stated, since an Assistant Town Manager would (most likely) be the Town Manager’s successor, he felt it would be appropriate for Council to have input on hiring that position; or any other “key” positions, such as department directors, but they did not need to be involved with hiring all town employees.

Mr. Coggsdale stated he would offer input and/or assistance if asked, but he was confident in the town’s department directors and he was more comfortable having them hire their own employees, rather than himself, because they knew better of what they would be looking for in an employee and what was best for their departments.

All Council members were in consensus for the town’s hiring process to remain as it currently stands, with the exception of Council continuing to have input when hiring a Town Manager, Assistant Town Manager, Town Attorney, and Department Directors.

Council Work Session March 24, 2020

- Mayor Mattox stated, with the current “social distancing” restrictions recently set forth by the Governor of Virginia due to COVID-19, he understood that some government procedures may have to be temporarily altered to adhere to the mandated restrictions.

Mayor Mattox referenced the upcoming election period and stated Altavista’s Town Council would have (4) seats available for election/re-election during that time. He stated he was concerned individuals wishing to become candidates for those seats would not be able to achieve the (125) signatures needed to participate in the election.

Mayor Mattox asked Mr. Eller, Town Attorney, to contact the State Registrar’s office inquiring for direction concerning current guidelines the Town of Altavista would need to adhere to regarding election procedures.

Mr. Emerson stated this was a time-sensitive matter. He reminded staff the mentioned “signatures” had to be submitted by June 2, 2020.

Mr. Eller, Town Attorney, and Mr. Coggsdale, Town Manager, agreed to work together to have an answer to the Mayor’s question as soon as possible.

There were no additional comments from Council on this date.

Mr. Coggsdale informed Council, in order to continue their work session on another date, Council would have to vote on the action to make it official.

Mr. Emerson, seconded by Mr. Bennett, motioned to continue the March 24, 2020 Council Work Session on Tuesday, April 7th at 5:00 p.m., to discuss the proposed FY2021 Draft Budget/CIP only.

Motion carried:

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

9. Closed Session

There was not a closed session scheduled for the March 24, 2020 Council Work Session.

10. Adjournment

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

Mayor Mattox thanked the Town Manager and Town Staff for their hard work for the Town of Altavista and the community during the COVID-19 public crisis pandemic.

The meeting was adjourned at 6:03 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2020
FROM: 03/01/2020 TO: 03/31/2020

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
39974	886	AT&T MOBILITY	03/05/2020	267.68
39975	103	BEACON CREDIT UNION	03/05/2020	280.00
39976	16	CAMPBELL COUNTY UTILITIES & SE	03/05/2020	268.66
39977	28	COLUMBIA GAS	03/05/2020	1,966.98
39978	1	CORY HAMMOCK	03/05/2020	23.00
39979	754	D L BRYANT HEATING & COOLING	03/05/2020	282.08
39980	20	J JOHNSON ELLER JR	03/05/2020	2,000.00
39981	9999998	ENGLISH CONSTRUCTION COMPANY	03/05/2020	150.00
39982	923	JASON FERMANIS	03/05/2020	63.25
39983	1	GRAHAM PETRIE	03/05/2020	100.00
39984	57	ICMA RETIREMENT TRUST-457 #304	03/05/2020	270.00
39985	566	INTEGRATED TECHNOLOGY GROUP IN	03/05/2020	5,863.66
39986	411	MANPOWER	03/05/2020	657.20
39987	9999998	MAYS, KIM	03/05/2020	150.00
39988	608	NORFOLK SOUTHERN RAILWAY CO	03/05/2020	280.00
39989	67	ORKIN PEST CONTROL LLC	03/05/2020	318.65
39990	921	PRICE BUILDINGS INC	03/05/2020	38,570.00
39991	85	TREASURER OF VA /CHILD SUPPORT	03/05/2020	861.15
39992	35	TREASURER OF VA/VITA	03/05/2020	6.10
39993	900	US BANK EQUIPEMENT FINANCE	03/05/2020	232.66
39994	110	VUPS INC	03/05/2020	47.25
39995	202	C W WARTHEN	03/05/2020	528.04
39996	658	WKDE-FM	03/05/2020	315.00
39997	32	CONTROL EQUIPMENT CO INC	03/13/2020	20,196.08
39998	776	EJ USA INC	03/13/2020	997.84
39999	924	ENGINEERING CONCEPTS INC	03/13/2020	6,250.00
40000	122	FEREBEE-JOHNSON COMPANY INC	03/13/2020	179.16
40001	41	FISHER SCIENTIFIC	03/13/2020	484.20
40002	313	GAMETIME C/O CUNNINGHAM RECREA	03/13/2020	82,468.23
40003	916	GRANITE TELECOMMUNICATIONS	03/13/2020	624.19
40004	305	HAWKINS-GRAVES INC	03/13/2020	1,220.89
40005	622	HEYWARD SERVICES INC	03/13/2020	3,154.52
40006	332	HURT & PROFFITT INC	03/13/2020	2,241.00
40007	1	JAMES MOORE	03/13/2020	83.26
40008	411	MANPOWER	03/13/2020	1,437.20
40009	860	MUNICIPAL EMERGENCY SERV DEPOS	03/13/2020	12.50
40010	454	O'REILLY AUTOMOTIVE INC	03/13/2020	106.63
40011	816	PACE ANAYLTICAL SERVICES LLC	03/13/2020	2,201.86
40012	588	PITNEY BOWES GLOBAL FINANCIAL	03/13/2020	169.08
40013	857	RIVERSTREET NETWORKS	03/13/2020	364.65
40014	504	SAFE SPACES LLC	03/13/2020	183.89
40015	476	SHARP BUSINESS SYSTEMS	03/13/2020	256.06
40016	467	SONNY MERRYMAN INC	03/13/2020	223.02
40017	117	SPS VAR LLC	03/13/2020	1,165.00
40018	1	STRAW LAW FIRM PLLC	03/13/2020	242.20
40019	186	THE NEWS & ADVANCE	03/13/2020	729.00
40020	601	VACORP	03/13/2020	309.59
40021	271	VIRGINIA CAROLINA PAVING & GRA	03/13/2020	92,325.78
40022	84	ALTAVISTA JOURNAL	03/20/2020	722.82
40023	103	BEACON CREDIT UNION	03/20/2020	280.00
40024	9999999	BENNETTS MECHANICAL TECHNICIAN	03/20/2020	9,330.88

40025	662	BRASCO INTERNATIONAL	03/20/2020	5,500.00
40026	928	BRC INVESTMENTS LLC	03/20/2020	400.00
40027	294	BUSINESS CARD	03/20/2020	12,028.68
40028	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/20/2020	946.20
40029	19	CARTER MACHINERY CO INC	03/20/2020	5,892.94
40030	526	DAVENPORT ENERGY INC	03/20/2020	244.49
40031	1	DAVID JOHNSTON	03/20/2020	25.00
40032	301	ENGLISH'S LLC	03/20/2020	865.86
40033	40	FEDERAL EXPRESS CORPORATION	03/20/2020	172.93
40034	118	FERGUSON ENTERPRISES LLC	03/20/2020	4,519.36
40035	46	GENTRY LOCKE ATTORNEYS	03/20/2020	440.00
40036	332	HURT & PROFFITT INC	03/20/2020	12,605.00
40037	57	ICMA RETIREMENT TRUST-457 #304	03/20/2020	270.00
40038	566	INTEGRATED TECHNOLOGY GROUP IN	03/20/2020	779.31
40039	433	KONECRANES INC	03/20/2020	755.00
40040	9999998	LITTLE JR., JOHN	03/20/2020	150.00
40041	411	MANPOWER	03/20/2020	657.20
40042	300	NAPA AUTO PARTS	03/20/2020	579.55
40043	798	PEED & BORTZ LLC	03/20/2020	21,098.00
40044	920	PERIMETER ROOFING VA LLC	03/20/2020	1,394.50
40045	1	PHILLIP M POPEK	03/20/2020	50.40
40046	72	PHYSICIANS TREATMENT CENTER	03/20/2020	285.00
40047	510	RIVER VALLEY RESOURCES LLC	03/20/2020	2,775.00
40048	575	SOUTHERN REFRIGERATION CORP	03/20/2020	578.28
40049	778	SPRINT	03/20/2020	1,123.89
40050	85	TREASURER OF VA /CHILD SUPPORT	03/20/2020	253.15
40051	92	UNIFIRST CORP	03/20/2020	1,854.76
40052	271	VIRGINIA CAROLINA PAVING & GRA	03/20/2020	36,717.50
40053	9	AFLAC	03/27/2020	3,289.36
40054	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/27/2020	36,744.00
40055	926	ARMSTRONG & ASSOCIATES INC	03/27/2020	1,545.00
40056	4	BOXLEY AGGREGATES	03/27/2020	1,839.77
40057	1	BRANDON BELL	03/27/2020	100.00
40058	427	CENTURYLINK	03/27/2020	583.55
40059	164	DMV	03/27/2020	130.00
40060	191	EVOQUA WATER TECHNOLOGIES LLC	03/27/2020	10,404.21
40061	119	FOSTER ELECTRIC CO INC	03/27/2020	277.26
40062	50	GRETNA TIRE INC	03/27/2020	304.50
40063	332	HURT & PROFFITT INC	03/27/2020	670.00
40064	386	IDS SECURITY	03/27/2020	72.00
40065	440	INDIAN RIVER EQUIPMENT COMPANY	03/27/2020	1,815.75
40066	58	INSTRUMENTATION SERVICES INC	03/27/2020	708.00
40067	433	KONECRANES INC	03/27/2020	625.00
40068	1	MARY BROWN	03/27/2020	25.00
40069	9999998	MCCAIN, VICKIE	03/27/2020	300.00
40070	218	MINNESOTA LIFE	03/27/2020	99.06
40071	921	PRICE BUILDINGS INC	03/27/2020	76,625.10
40072	759	RISK MANAGEMENT OF VIRGINIA	03/27/2020	150.00
40073	665	SELECT AIR MECHANICAL ELECTRIC	03/27/2020	3,420.82
40074	695	SERVPRO	03/27/2020	1,100.12
40075	476	SHARP BUSINESS SYSTEMS	03/27/2020	491.11
40076	211	E WAYNE SLOOP PHD PC	03/27/2020	120.00
40077	80	SOUTHSIDE ELECTRIC COOP	03/27/2020	1,051.70
40078	1	SUPREME COURT OF VIRGINIA	03/27/2020	120.00
40079	139	WEBB'S OIL CORPORATION INC	03/27/2020	8,380.58

NO. OF CHECKS: 106

TOTAL CHECKS

545,414.78

Town of Altavista
FY 2020 Revenue Report
75% of Year Lapsed

General Fund Revenue	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>
Property Taxes - Real Property	215,000	215,000	2,590	1	210,331	98	215,000
Public Service - Real & Personal	97,000	97,000	0	0	98,699	102	97,000
Personal Property	230,000	230,000	-3,831	-2	247,248	107	230,000
Personal Property - PPTRA	100,000	100,000	12,037	12	95,544	96	100,000
Machinery & Tools	1,794,000	1,794,000	0	0	1,829,753	102	1,794,000
Mobile Homes - Current	150	150	23	1	181	121	150
Penalties - All Taxes	4,500	4,500	1,071	24	5,348	119	4,500
Interest - All Taxes	1,700	1,700	357	21	3,486	205	1,700
Local Sales & Use Taxes	165,000	165,000	14,150	9	90,365	55	165,000
Local Electric and Gas Taxes	112,000	112,000	9,674	9	76,188	68	112,000
Local Motor Vehicle License Tax	43,000	43,000	3,519	1	44,224	103	43,000
Local Bank Stock Taxes	159,000	159,000	3,333	2	3,333	2	159,000
Local Hotel & Motel Taxes	75,000	75,000	5,732	8	61,182	82	75,000
Local Meal Taxes	955,000	955,000	71,915	8	651,446	68	955,000
Container Rental Fees	1,300	1,300	0	0	1,258	97	1,300
Communications Tax	35,000	35,000	2,756	8	19,741	56	35,000
Transit Passenger Revenue	5,000	5,000	557	11	3,807	76	5,000
Local Cigarette Tax	144,000	144,000	18,750	13	90,840	63	144,000
Mobile Restaurant Permit	150	150	25		125		150
Business License Fees/Contractors	4,500	4,500	3,191	71	3,752	83	4,500
Business License Fees/Retail Services	58,000	58,000	4,477	8	9,731	17	58,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	746	19	1,557	39	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	6,021	60	6,909	69	10,000
Business License Fees/Wholesale Businesses	450	450	138	31	153	34	450
Business License Fees/Utilities	3,000	3,000	210	7	225	0	3,000

Town of Altavista
FY 2020 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated			0		73		
Permits - Sign	1,100	1,100	580	53	1,760	160	1,100
Fines & Forfeitures - Court	15,000	15,000	3,938	26	19,301	129	15,000
Parking Fines	200	200	0	0	660	330	200
Interest and Interest Income	285,600	285,600	64,967	23	216,075	76	285,600
Rents - Rental of General Property	1,200	1,200	100	8	612	51	1,200
Rents - Pavilion Rentals	3,000	3,000	100	3	1,363	45	3,000
Rents - Booker Building Rentals	3,000	3,000	200	7	3,800	127	3,000
Rents - Rental of Real Property	80,000	80,000	31,377	39	71,975	90	80,000
Property Maintenance Enforcement	0	0	280	0	1,680	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	66,852	78	85,700
State Rental Taxes	1,000	1,000	77	8	375	37	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	11,900	0	0	12,565	106	11,900
State/VDOT Contract Services	3,000	3,000	715	24	1,875	63	3,000
VDOT Police Grant for Overtime	5,000	5,000	2,380	0	7,893	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	1,558	9	12,982	72	18,000
VDOT TEA 21 Grant	0	0	12,438	0	454,519	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	9,485	17	38,156	68	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	11,263	150	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2020 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	0	0		0	100
Miscellaneous	25,000	25,000	2,533	10	39,184	157	25,000
Misc / Canoe Launch Project	0	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	1,100	0	49,451	0	0
Misc. - State Forfeiture Fund	0	0	0	0	197	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Police Challenge Coin	0	0	0		10		0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0		0	0
Transfer In from General Fund Design. Reserves	0	0	0	0		0	0
Transfer In Designated	30,300	30,300	0				30,300
	<u>4,883,450</u>	<u>4,883,450</u>	<u>289,269</u>	<u>6</u>	<u>4,615,713</u>	<u>95</u>	<u>4,883,450</u>

Town of Altavista
Investment and Deposit Totals
Balance as of March 31, 2020



UNDESIGNATED BALANCES

General Fund Reserves

<i>Money Market Account</i>	1,926,248.18	
<i>Certificate of Deposit</i>	2,907,079.90	
<i>LGIP</i>	8,619,407.30	
Sub-Total		\$ 13,452,735.38

Enterprise Fund Reserves

<i>Money Market Account</i>	272,483.01	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	840,203.16	
Sub-Total		\$ 1,112,686.17

Total Undesignated \$ 14,565,421.55

DESIGNATED BALANCES

Highway Fund

<i>Money Market Account</i>	100,100.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,002,863.62	
Sub-Total		\$ 1,102,963.62

Green Hill Cemetery

<i>Money Market Account</i>	25,229.37	
<i>Certificate of Deposit</i>	611,066.06	
<i>LGIP</i>	76,965.51	
Sub-Total		\$ 713,260.94

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	273,893.29	
Sub-Total		\$ 273,893.29

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$6,695.20

Operating Cash Account

\$ 1,343,753.74

Total Designated \$ 3,443,452.61

Grand Total Investments and Deposits \$ 18,008,874.16

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	7,686,656.00
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	133,491.14
Park Improvements	11,300.00
Splash Pad Project	346,010.00
Proceeds from sale of EMS building	228,750.00

Balance Remaining of Undesignated Funds \$ 3,393,942.92

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) 5,800,233

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) 1,886,423

Total Reserve Policy Funds 7,686,656