



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, January 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. Introduction of Intern

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. December 10, 2019 Town Council Regular Meeting
- b. Acceptance of Monthly Financial Reports

7. Public Hearing(s) – None Scheduled

8. New Business

- a. Request of the Staunton River Garden Club for purchase of additional Snowflake decorations.
- b. Consideration of Fire Department Request for Contribution Advancement for purchase of a new fire truck.

9. Unfinished Business

- a. Main Street Coordinator Staffing Discussion
- b. Donation Policy
- c. Fiscal Policies

10. Reports and Communication

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

10. Reports and Communication (cont'd)

- c. Correspondence
- d. Monthly Calendars

11. Matters from Council

12. Closed Session

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

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 Meeting Agenda Cover Sheet

Agenda Item #: 4a

Recognitions and Presentations

Title: Personnel – Administration and Policy Development Intern

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Welcome George Sandridge.

Background/Explanation:

- George Sandridge began as the Administration/Policy Development Intern for the Town on Monday, January 6, 2020.
- George is a graduate of Virginia Tech and is pursuing his Master's Degree at Liberty University.
- George serves on the Keysville Town Council and Planning Commission.
- He previously interned with the Virginia Municipal League (VML).

Funding Sources:

- General Fund

ATTACHMENTS:



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

January 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:

6a: Approval of Minutes: Approve the minutes of the December 10, 2019 Regular Meeting. [\(Link to minutes\)](#)

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

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

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.

Council Regular Meeting – December 10, 2019

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on December 10, 2019 at 7:00 p.m.

1. Vice-Mayor Dalton called the regular meeting to order and presided.

Council Members

Present: Mr. Reginald Bennett
Vice-Mayor Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell

Absent: Mayor Michael Mattox

Staff present: Mr. J. Waverly Coggsdale III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Absent: Mr. David Garrett, Public Works Director

2. Invocation/Pledge of Allegiance

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

Vice-Mayor Dalton led the meeting in the Pledge of Allegiance.

3. Approval of the Agenda

Vice-Mayor Dalton asked Council if they had any questions or comments regarding the proposed December 10, 2019 Council Meeting Agenda, to which there were none.

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

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Vice-Mayor Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

4. Recognitions and Presentations

a. Altavista Chamber of Commerce – New President

Mr. Gil Ragland, Chamber Chairman, introduced Ms. Lauren Odessa as the new Chamber of Commerce President, as of November 25, 2019.

Mr. Ragland informed Council that Ms. Odessa studied Business Management at Seminole State University and has extensive experience in “special event planning”.

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Mr. Ragland stated Lauren has expressed her love of “small town America” and stated she looks forward to meeting and working with the Altavista community. He stated Ms. Odessa has made it her priority to be active in the community and will use her past experiences to help improve the town’s business community.

Mr. Ragland stated the Chamber of Commerce looks forward to working with Ms. Odessa as she hopes to help the Town of Altavista continue to grow and prosper.

Vice-Mayor Dalton welcomed Ms. Odessa to the Town of Altavista and stated Council looked forward to working with her as well.

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

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

6. Consent Agenda

- a. Approval of Council Minutes:
 - November 12, 2019 Town Council Regular Meeting
 - November 26, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - Revenue and Expenditures
- c. Altavista Community Transit System (ACTS)
 - Adoption of the proposed FY2021 ACTS Budget/CIP
- d. Altavista Public Utilities Department
 - Approval of a request by Utility Director, Tom Fore, to purchase a new CCTV Sewer Camera Head
- e. Town of Altavista
 - Approval of “support” for Campbell County’s Board of Supervisors recent decision to designate Campbell County as a “2nd Amendment Sanctuary County”.

Vice-Mayor Dalton asked Council if they had any questions, comments, or concerns regarding the December 10, 2019 Consent Agenda, to which there were none.

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

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Vice-Mayor Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

7. Public Hearing

- a. Joint Public Hearing with the Altavista Planning Commission
Re: Zoning Ordinance Text Amendment Consideration

Vice-Mayor Dalton informed meeting attendees that Town Council and the Altavista Planning Commission would be conducting a joint public hearing regarding requested text amendments to the Town of Altavista Zoning Ordinance.

Vice-Mayor Dalton stated the joint hearing would start once the planning commission called their members/meeting to order.

Planning Commission Chairman, Mr. John Jordan, called the planning commission members to order.

Altavista Planning Commission members include:

- Mr. John Jordan, Chairman
- Mr. John Woodson, Vice Chairman (absent)
- Mr. Marvin Clements
- Mrs. Marie Mitchell
- Councilman Tim George

Vice-Mayor Dalton stated the hearing was at staff's request and in regards to proposed text amendments to the town's zoning ordinance. She stated the proposed changes were regarding: (1) Section 86-32(5) expanding the list of "permitted uses" in the M (Industrial) Zoning District; and (2) Section 86-382(6), eliminate the requirement for a special use permit for "truck terminals" in the M (industrial) Zoning District.

Vice-Mayor Dalton stated that Altavista's Community Development Director, Sharon Williams, would be sharing a brief background explanation for staff's request.

Ms. Williams informed Council and the Planning Commission that the Staff Report had been revised to reflect the request, including the elimination of a Special Use Permit (SUP) for truck terminals. She stated the legal ad had included both amendments and the Town Attorney had determined the case was legally advertised.

Ms. Williams stated, in August of 2019, staff had begun having conversations with an existing business owner who desired to expand their truck terminal business to include "automotive repair service".

Ms. Williams stated the town's current zoning ordinance did not allow automotive repair (major) in the M (Industrial) Zoning District where the business was located, therefore, the business owner submitted a request to downzone their property to be considered as C-2 (General Commercial) District, which would have permitted the existing and proposed uses with a "special use permit".

Ms. Williams stated, accordingly, the planning commission held a public hearing on the rezoning and special use permit request, applied for by the business owner on October 7, 2019. She stated, after a discussion between staff and the planning commission, it was recommended the special use permit application be withdrawn, and staff proceed with a more suitable option – requesting a text amendment.

Ms. Williams stated that staff had reviewed the definition of "automobile repair service (major)" and Altavista's Zoning Ordinance Statement of Intent for the M (Industrial) Zoning District and determined that a text amendment would be more appropriate.

Automobile repair service, major: defined in the zoning ordinance as the "repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine and transmission repairs are conducted. This includes minor automobile repairs in conjunction with major automobile repairs. Typical uses include automobile and truck repair garages, transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops and other similar uses where major repair activities are conduct".

Statement of Intent: *The M (industrial) DD5istrict is intended to provide areas where the principal use of the land is for light, moderate, and heavy industrial operations where business can be successful and grow in the community. These businesses, industries, and employment centers may create some nuisance effects but will not be detrimental to the environment or the surrounding community. The specific intent is to encourage the construction of and the continued use of the land for industrial and commercial purposes; limit residential use of the land, prohibit any other use which would substantially interfere with the development, continuation or expansion of commercial and industrial uses in the M district.*

Ms. Williams stated each zoning district has a list of enumerated uses permitted in each district. She stated many zoning ordinances contain language that list, not only the uses permitted in a district, but also uses that are allowed from other districts.

Ms. Williams stated it was common within a zoning district to allow all uses that are permitted in the lesser intense district immediately preceding it. She stated the Town of Altavista Zoning Ordinance does not currently contain this provision in the (M) Industrial District.

Ms. Williams stated staff was proposing that Section 86-382 of the Altavista Zoning Ordinance be amended to “allow automobile repair service, major, in the M (Industrial) Zoning District”, upon certain terms and conditions:

- (a) General standards:
- (b) All vehicles stored on the premises shall be placed in a storage yard fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.
- (c) Body and fender repair services shall be subject to the following:
 - i. Repair facilities are required to be at least 150 feet away from any adjoining residential district.
 - ii. Any spray painting will need to take place within a structure designed for that purpose and approved by the Altavista Fire and EMS Department.
- (d) Exterior display or storage of new or used automobile parts is prohibited.

Ms. Williams stated staff was also proposing that Section 86-382 of the Altavista Zoning Ordinance be amended to “eliminate the requirement for a special use permit for truck terminals, in the M (industrial) Zoning District”. (specified with * below)

Industrial use types:

Construction yard

Custom manufacturing—special use permit required

Industry, light

Industry, medium

Industry, heavy—special use permit required

Recycling center

Resource extraction—special use permit required

Transportation terminal

*Truck terminal – ~~special use permit required~~

Warehousing and distribution

Ms. Williams stated staff had analyzed this requirement and concur that a truck terminal is similar to a transportation terminal in terms of land use. She stated the proposed changes are intended to allow business and property owners more flexibility in the use of their property in order to accommodate business needs, while still recognizing that some additional stipulations may be imposed for certain uses.

Ms. Williams concluded by stating, there are times a citizen or local business owner will bring a request forward that was not previously considered, but staff would always strive to make decisions and recommendations that best serve the town and the community.

Ms. Williams informed Council the amendment request was in line with Altavista's newly adopted Economic Development Strategic Plan that suggests recognizing and prioritizing land use for local investment in the community.

Vice-Mayor Dalton asked the planning commission members if they had any questions for Ms. Williams concerning the amendment request, to which there were none.

Vice-Mayor Dalton asked Council if they had any questions for Ms. Williams concerning the amendment request.

Mr. Higginbotham asked for confirmation of the amendment request as being (1) the elimination for the need of a special use permit for a truck terminal in the M Industrial District, and (2) the allowance of "automobile repair service" in the M Industrial District.

Ms. Williams answered Mr. Higginbotham's question and confirmed yes, he was correct.

Mr. Mitchell asked if Altavista's Zoning Ordinance currently had a provision prohibiting such a use from becoming a visual nuisance ("junkyard").

Ms. Williams referenced the amendment's "terms and conditions" and stated there were requirements added to hopefully deter such a potential issue.

Mr. John Jordan, Planning Commission Chairman, recited Section 86-505 from the zoning ordinance amendment requirement and stated "all vehicles stored on such premises shall be placed in a storage yard that is fully screened from public view, and shall be set back at least 100 feet from any adjoining residential district".

There were no additional questions from Council.

Vice-Mayor Dalton opened the hearing to receive public input at 7:12 p.m.

Mr. Coggsdale stated no one had signed up to speak, neither in favor nor in opposition, of the proposed zoning ordinance amendment request.

There were no public comments or concerns for this item.

Vice-Mayor Dalton closed the public hearing at 7:15 p.m.

Vice-Mayor Dalton stated, with there being no further questions, the meeting was turned over to Mr. Jordan, Planning Commission Chairman.

Mr. Jordan referenced the proposed amendment request to the Altavista Zoning Ordinance, Section 86-382. (1) add automotive repair service to the uses allowed in the M Industrial District, with the requirements stated in Section 86-505, and (2) to eliminate the requirement for a special use permit for truck terminal use in the M Industrial District.

Mr. Jordan asked for a vote from the attending Altavista Planning Commission members.

Mr. George, seconded by Mr. Clements, motioned to recommend approval of the proposed zoning ordinance text amendments to Council.

Motion carried.

Vote:	Mrs. Mitchell	Yes
	Mr. Clements	Yes
	Mr. Jordan	Yes
	Mr. George	Yes

Mr. Jordan addressed Council and stated it was the recommendation of the Altavista Planning Commission to Town Council that they approve the proposed zoning ordinance text amendment request.

Mr. Jordan adjourned the meeting of the Altavista Planning Commission at 7:16 p.m.

Vice-Mayor Dalton thanked all of the planning commission members for their time and their input regarding this item.

Vice-Mayor Dalton referenced the planning commission's recommendation regarding the proposed zoning ordinance amendments and asked Council if they had any additional questions concerning this item, to which there were none.

Mr. Mitchell, seconded by Mr. Higginbotham, motioned to approve the Altavista Zoning Ordinance amendment requests and amend Section 86-382 to "include" Automobile Repair Service use and also to "eliminate" the requirement for a special use permit for truck terminal use in the M Industrial District.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Vice-Mayor Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

8. New Business

There were no "new business" items scheduled on the agenda for this date.

9. Unfinished Business

a. Consideration of Avoca Maintenance Funds Allocation

Mr. Coggsdale, Town Manager, reminded Council this item was initially placed on their November 12th regular meeting agenda. He stated, during that meeting, staff provided Council with an update on the recent sale of 1510 Main Street (former EMS Building) and the provisions that were set forth in the deed of the donated property in 1981 to the Town of Altavista.

Mr. Coggsdale referenced an amendment to the deed in 1989, which revised the language to reflect: "In the event that a portion of the property located outside of the "Avoca Plantation Mansion House and Curtilage" parcel is sold, all proceeds from the sale will be devoted to the development and maintenance of the Avoca Museum".

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Mr. Coggsdale stated, during the November 12th meeting, Town Council asked staff to place this item on a future meeting agenda for further discussion.

Mr. Coggsdale reminded Council that, effective July 1, 2018 (FY2019), the town and the Avoca Board agreed the Town of Altavista would fund the personnel costs and the Avoca Board would fund all other operational costs. He stated, in addition, the town would evaluate any capital improvement (CIP) items that were submitted, and based on funds available or feasibility of the request, decide whether or not to fund the item.

Mr. Coggsdale informed Council that the current FY2020 Budget includes \$68,050 for Avoca personnel costs and \$8,200 for the museum's capital improvement costs.

Mr. Coggsdale stated, based on the language of the deed, it would appear the sale proceeds would be utilized for maintenance of the museum. He stated, at this time, the Avoca Board pays for the "day-to-day" maintenance expenses, while the town considers capital improvements, some of which may be considered "maintenance" expenses (i.e. roof replacement, painting, etc.).

Mr. Coggsdale stated, at this time, the Town of Altavista and the Avoca Museum Board will need to decide which items, based on the deed, will be covered by the term "maintenance".

Mr. Coggsdale referenced Mr. Mike Hudson, Avoca Executive Director, Mrs. Joan Woodson, Avoca Board President, and Mr. Morgan Allen, Avoca Secretary/Treasurer, and stated they were all in attendance of the December meeting.

Vice-Mayor Dalton asked the Avoca members if one of them would like to offer any comments or ask questions concerning the Avoca Funds item.

Mrs. Woodson came forward first and thanked Council for the opportunity to address the item.

Mrs. Woodson informed Council the Avoca Board of Directors had discussed this item during their last meeting, in late November. She stated there was no "official" vote on the item, but a couple of the board members did express their input in the matter.

Mrs. Woodson stated there was a consensus of the Avoca Board for the (former EMS) sale proceeds, as mentioned in the deed, be used for "maintenance" of the Avoca property, not be used for capital improvement (CIP) projects.

Mrs. Woodson stated the Avoca Board did not have any current "priorities" for the mentioned funds and all board members expressed their preference to continue working with Council regarding potential Avoca CIP items.

Mr. Allen came forward to address Council regarding the Avoca agenda item.

Mr. Allen stated, on behalf of the Avoca Board of Directors, he would like to thank Council and the Town of Altavista for their continued support of the Avoca Museum. He stated the Avoca Board has full confidence in Council's ability to determine how the sale proceeds will be disbursed and the parameters of the funds use.

Mr. Allen asked Council to consider "investing" the funds from the (former EMS building) sale in order to grow the funds for future/continued use.

Mr. Allen also asked if the allocation decision for the Avoca funds, being made by the current Town Council would continue to be in effect with all future Council board. He stated the Avoca Board had trust in the current Town Council and their decision of allocating the Avoca funds. However, the board would not favor a future Council deciding to reallocate any remaining funds to other needs in the town.

Vice-Mayor Dalton asked for Mr. Eller's (Town Attorney) counsel in the matter.

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Mr. Eller stated the passage of time would not change the town's obligation with the Avoca allocated funds. He stated the deed governs the town's obligation in this matter.

Vice-Mayor Dalton stated, even though the Town of Altavista owns the Avoca Museum/Property, she feels Town Council and the Avoca Board both have a common interest in the continued preservation of the historic property. She stated the museum and property are an asset to the town and Council's goal is to maintain its success.

There were no additional comments from Mr. Allen.

Vice-Mayor Dalton thanked Mr. Allen for his input regarding this matter and his time.

Vice-Mayor Dalton asked Council if they had any additional comments regarding this item.

Mr. Higginbotham referenced the Avoca Museum "house" and stated it is very unique and detailed in its construction and esthetics. He stated he felt Council, with staff concurrence, would set up an "Avoca Fund" to manage the sale proceeds. He stated if the current available funds (sale proceeds) were invested, the Avoca Fund would be available for many years to maintain the house's historic esthetic and value to the town.

Mr. Bennett asked who would be "responsible" for maintaining and allocating funds, Council or the Avoca Board of Directors, for the proposed Avoca Fund.

Vice-Mayor Dalton stated the responsibility would be a "joint effort" between Council and Avoca. She stated, however, the process usually consisted of Avoca requesting/recommending a CIP project, and it would ultimately be Council's decision on whether or not to approve the proposed project at that time.

Mr. Bennett asked Mr. Allen if Avoca needed immediate funds for current projects or would the proposed Avoca Fund be reserved for future projects.

Mr. Allen stated Avoca did not currently have any CIP needs, other than what was already introduced into the next CIP Budget. He stated, therefore, the funds could be used for future CIP project requests.

Mr. George stated, as a current member of the Avoca Museum, he appreciated all of the good work the Avoca Board has done to maintain the museum.

Mr. Emerson referenced the Avoca Property as being town owned. He stated he felt Avoca was an asset to the Town of Altavista and it was currently the town's responsibility to continue its support of the museum.

Mr. Mitchell stated he favored the idea of using the recently obtained sale proceeds as an "investment" opportunity and the town utilizing that investment for use towards future support of the Avoca property.

Mr. Coggsdale referenced Mr. Allen's concern regarding the possible intent of a future Town Council towards the current Council's proposal to place the mentioned sale proceeds in an "Avoca Fund".

Mr. Coggsdale stated, if Council desired, staff could draft a Memorandum of Understanding (MOU) between Town Council and the Avoca Board of Directors. He stated the MOU would serve as a reference to the Avoca property's deed to the Town of Altavista, and any deed provisions, for future Councils and Avoca board members.

Mr. Coggsdale stated the MOU would also serve as a guideline of operations, regarding any subject involving Avoca, for both entities.

Vice-Mayor Dalton stated her favor in the Town Manager's MOU suggestion. She asked that the Memorandum of Understanding not be "cumbersome", but reflect the willingness and flexibility Council and the Avoca Board shared for working together.

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

b. Utility Capital Improvement Financing Update with Davenport

Vice-Mayor Dalton introduced Mr. R.T. Taylor as the speaker for this item. He is a representative from the town's financial advisor, Davenport.

Mr. Taylor referenced the initial conversation for this item on November 12th, at Council's last regular meeting, regarding the town's potential financing options for improvements needed for Altavista's utility system.

Mr. Taylor stated, based on Council's direction, Davenport had revised the initial report, with more specific details and analysis scenarios, and shared a copy of the revised report with each Council member for their review, discussion, and consideration. He also shared the "topics" for the night's discussion:

- Overview of Update
- Existing Enterprise Utility Fund
 - Debt Profile
 - Introduce Key Utility Benchmarks
 - Operations
- Enterprise Utility Fund
 - Potential Funding Sources
- Interest Rate Trends
- Preliminary Capital Funding Analysis
 - Identified Capital Needs
 - Scenarios Analyzed
- Next Steps and Preliminary Timeline

Mr. Taylor informed Council that Davenport had developed additional analyses to provide them with perspective on: (1) Short-term and Long-term Financing options, (2) Minimizing financing costs – and when appropriate, aggregating projects into a single financing, and (3) Current "market" interest rates and potential interest rate movements.

Mr. Taylor stated the Strategic Multi-year Plan of Finance scenarios analyzed in the town's pro forma (financial report) were designed to provide the town with an "order of magnitude" of the potential impact on the town's Enterprise/Utility Fund. He stated the goal of the analysis was to: (1) measure the town's debt capacity and affordability, and (2) assess "striking a balance" between minimizing financing costs and obtaining the required CIP funds needed in order to meet the funding timeline.

Vice-Mayor Dalton asked for confirmation of a previously mentioned debt service timeframe for expenditure of funds borrowed. She asked, when the town decides on an amount of funds to borrow, were those funds required to be used within a specific timeframe.

Mr. Taylor answered stating yes, the town would have to have a "reasonable basis" that any amount of money borrowed would have to be spent/used within a three year window of time from the date borrowed.

Mr. Taylor stated Davenport would continue to work with Town Staff to determine the specific amount the town feels would be advantageous to meeting the required timeline.

Mr. Taylor began his presentation update referencing Altavista's existing Enterprise/Utility Fund debt profile and the fund's key benchmarks for operations. He continued by informing Council of recent interest rate trends and offering potential funding sources/resources, such as DEQ, Virginia Resource Authority (VRA), and the Virginia Pooled Financing Program (VPFP).

Mr. Taylor continued the update by introducing Council to Davenport's analyzed scenarios, with the "key assumption" the fund balance would cover \$19.5 million and

the town would cover the remaining \$2 million, of the current proposed \$21 million Utility CIP for fiscal years 2020-2024.

Vice-Mayor Dalton asked Mr. Taylor what the “life” of the utility loan would be.

Mr. Taylor stated, currently, the assumption was a twenty-five (25) year term, for which Davenport based their “scenarios” on for consideration. He stated, if the town chose to use the VRA as its borrowing source, the loan term could go up to thirty years. He also stated, for bank financing, there was potential to obtain a reasonable interest rate at the twenty year term level.

Mr. Taylor concluded his presentation by discussing the town’s potential “next steps” and informing Council of the CY2020 preliminary financing schedule:

- Early February VRA applications due 2/07/2020
 - VRA “due diligence” calls to follow
 Distribute RFP to banks
- Early March Receive bank proposals
 Conduct comparative analysis of fund sources
- Mid-March Town Council Meeting:
 - Davenport and Town Staff brief Council on the Dual-Track process
 - Council holds Public Hearing and considers approving preferred financing approach
- Late March VRA approves/notifies potential pool participants
 (On or before 3/27)
- Late March Close on direct bank loans (if selected)
- Early April Local approvals due to VRA (NLT 4/3)
- Early May VRA Bond pricing (on or about 5/13)
- Late May Close on VRA financing

Mr. Taylor stated the deadline schedule was very important to keep in mind as Council moves forward in their funding option consideration process. He stated he would meet with Council again in January to continue updating them on interest rates.

Mr. Taylor stated Davenport was trying to offer Council the most viable information and options available concerning the town’s financials and its intended goals for funding the FY2020-2024 Utility CIP. He stated having current interest rates from government funding options, such as the VRA, and also from local banks would give Council the perspective they need to choose the best funding option for the town.

Vice-Mayor Dalton stated, on behalf of Council, they appreciated Davenport keeping them educated and up-to-date in all aspects of the details they need during this process.

Vice Mayor Dalton asked Council if they had any questions for Mr. Taylor at that time.

Mr. Bennett asked how long Council had before having to make their “final” decision on Davenport’s proposed funding options/scenarios.

Mr. Taylor referenced the “preliminary timeline schedule” shared with Council earlier. He stated, using the schedule and the most up-to-date funding information by Davenport, Council would need to make a final decision by mid-March in order to meet the required deadlines by some of the government funding options.

Mr. Bennett asked would staff have the required information ready in time for the February 7, 2020 application deadline to the VRA.

Mr. Coggsdale informed Council that staff was currently working on getting the necessary information to Davenport. He stated, keeping in mind the “three-year window of time” to expend any borrowed funds, staff would narrow down the specific dollar amount that was feasible for the town to borrow and use in that timeframe.

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Mr. Coggsdale asked Mr. Taylor, regarding the three-year window commitment, when did the three-year timeframe begin.

Mr. Taylor stated, if the town decided to utilize the VRA funding program, the VRA closes on its approved bonds in May. He stated May 2020 would be when the town would receive any potential funds for their Utility CIP proposed projects and when the three year timeframe would start, May 2020 to May 2023.

Mr. Higginbotham asked was that timeframe the same for DEQ funding applications.

Mr. Taylor stated the \$4.3 million DEQ Fund application had already been submitted by Town Staff. He stated staff was currently calculating how to divide the \$4.3 million between the proposed fiscal years 2020-2023 utility projects.

Mr. Higginbotham asked would the \$4.3 million DEQ funds be removed from the estimated \$21 million “borrowing” needed for the FY2020-2023 Utility CIP Budget.

Mr. Coggsdale confirmed it would if the DEQ application was approved.

Mr. Taylor stated, outside of the town’s \$2 million contribution to the proposed fiscal years 2020-2023 CIP projects/budget, and the potential \$4.3 million from DEQ funding, the town would be looking to borrow a total of \$15.2 million.

Vice Mayor Dalton asked Council if they had any additional questions for Mr. Taylor regarding this item, to which there was none.

Vice-Mayor Dalton referenced the needed upgrades and improvements needed to Altavista’s utility system, as recognized in the recent Facility Assessment Report. She stated, with the interest rates continuing to remain low, it was a great opportunity for the Town of Altavista to take the “financial risk” off of its utility department and place its security in a more stable environment.

Vice-Mayor Dalton thanked Mr. Taylor for the update and his time. She stated this item’s subject was not something Council takes lightly and they appreciated Davenport’s continued time and detailed information on the matter.

10. Reports and Communications

Town Manager’s Report for the December 10, 2019 Council Meeting

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

Projects/Items

Altavista Park and Trails (APT) Master Planning/ Project Implementation: The Splash Pad and Playground improvements opened in mid-September and closed in early October. The Splash Pad will reopen May 2020. *Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.*

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. *This project has been delayed due to the wetness in the work area.*

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 Council’s November Work Session and Council requested the item be placed on the January Work Session agenda.*

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area): The property has been surveyed and all information was submitted to the Circuit Court for review/approval. *Staff appeared before the Circuit Court on this matter and the agreement has been approved. Closing on this item is set for Friday, December 13th.*

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. The 135 day required period started on September 12th.*

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 Council Work Session to develop the "next steps" for this project. *Staff is seeking a proposal for evaluation of this item from our "on-call" engineers.*

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

Clarion Road Control Valve Improvements: For the status of this project, see the Woodard & Curran Update.

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue. *Final paving in those areas is scheduled for December 9th-11th, 2019. For additional information, see the Hurt & Proffitt Update.*

Trail Project (mausoleum area): *Staff is working on getting quotes for trail signs.*

WWTP Phase 1 Electrical Design: For the status of this project, see the weekly Peed & Bortz Project Status Report.

Ridgeway Avenue Drainage Evaluation: *This project is complete.*

WWTP Clarifier #1 Project: For the status of this project, see the Weekly Hurt & Proffitt Status Report.

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

Staunton River RIFA: *Staff continues to work with legal counsel regarding the town's desire 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). Work is beginning on 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 had 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 the Hurt & Proffitt Project Status Report.

WTP Filter Rehab Project: For the status of this project, see the weekly Peed & Bortz Project Status Report.

WWTP Aeration Project: For the status of this project, see the weekly Peed & Bortz Project Status Report.

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

McMinnis Waterline Replacement Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report.

Capital Improvement Projects

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The FY2019 portion of the project is mostly complete. *Phase II will begin in FY2020.*

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. *Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project.*

Chemical Storage Building (Public Works): For the status of this project, see the Weekly Peed & Bortz Project Status Report.

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.

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

Recently Completed Projects:

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)
Utility Standard Details & Specifications
Update RFQ/P Engineering Services
Economic Development Strategic Plan
7th Street Utility Project
Ridgeway Avenue Drainage Evaluation

Mr. Cogsdale stated himself or staff would be glad to answer any questions Council may have regarding items in the December Town Manager Report.

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

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

12. Matters from Council

Vice-Mayor Dalton asked Council if they had any additional concerns for discussion.

- Mr. Bennett stated, since there was not a work session scheduled for its normal date of December the 24th, he wished everyone a Merry Christmas and Happy New Year.

Mr. Bennett also referenced his one year anniversary on Town Council and thanked his fellow constituents for their guidance and support of him as a new member. He stated he felt Council had accomplished a lot of good things over the last year and he looked forward to the continuation of progress for the community.

Mr. Bennett suggested, moving forward, he would like Council to consider working on projects that would bring additional housing, especially for seniors, into the Town of Altavista, which in turn would help grow the town's economy.

- Mr. George referenced AOT's 2019 Giblet Jog Event that took place on Thanksgiving Day. He stated this year's annual event hosted an estimated five hundred (500) people, with three hundred and eight (308) of those being participants in the race/jog.

Mr. George informed Council there were participants from as far away as California. He stated there was also someone that drove from Charlotte, NC just to participate in the event.

Mr. George gave "kudos" to staff (Public Works) regarding the condition and visual appearance of English Park, where the annual event takes place. He stated he reveled in watching everyone enjoy the park and he was proud to be a part of the event and the Town of Altavista.

Mr. George stated he looked forward to seeing the event grow in future years.

- Mr. Higginbotham referenced the "old structure", located on the back trails at English Park that was recently demolished to its concrete base.

Mr. Higginbotham asked if the town was going to schedule an engineer to look at the remaining part of the structure to determine what type of overlay would be safe to use.

Mr. Coggsdale stated staff requested bids from three of the town's on-call engineers regarding the matter and the lowest bid received was \$900. He stated the service would include "core drilling" to test the concrete base's ability to support the additional weight from a concrete overlay to enhance its visual appearance.

Mr. Higginbotham stated he was not sure the town needed to spend money on having an engineer service tell the town something that could be an easy solution.

Mr. Higginbotham suggested staff recommend to the awarded engineer to place multiple columns, with internal rebar, in the existing concrete base in order to ensure the structure could withstand the additional weight of an overlay.

Vice-Mayor Dalton stated, keeping public safety in mind, she would feel more comfortable having a "professional stamp" on the project.

Mr. Coggsdale assured Council he would convey Mr. Higginbotham's suggestion to the awarded engineer service for consideration.

- Mr. Emerson wished everyone a Merry Christmas. He also recognized Altavista's Police Chief, Tommy Merricks, and wished him a happy birthday.

- Mr. Mitchell wished Chief Merricks a happy birthday.

Mr. Mitchell referenced the concrete base structure, mentioned by Mr. Higginbotham. He stated his vision and preference for the structure would be to have a “wooden deck” rather than a concrete overlay. He stated the wooden deck would also be less weight the base would have to hold.

- Mr. Mitchell also stated he would like to address Council with a concern he has for previously occupied town staff positions, which were currently vacant with no recent discussion for replacement.

Mr. Mitchell stated, only a couple of years back, the town employed an EDA Director, an Assistant Town Manager, and an AOT Main Street Coordinator.

Mr. Mitchell stated he was glad to see the town recently hire a Community Development Director (previously known as an Assistant Town Manager). He stated he understood the town was “suspending” the hire of a new EDA Director at this time.

Mr. Mitchell asked the Town Manager, Waverly Coggsdale, if there were any current plans in the works to fill the vacant AOT Main Street Coordinator position.

Mr. Coggsdale informed Council that it was staff’s intent to first fill the other two positions, and evaluate their skillsets, in order to determine what remaining attributes the Main Street Coordinator would need to “bring to the table”.

Mr. Coggsdale stated, during the process of Council’s last “budget cycle”, it was suggested for staff to evaluate the new Community Development Director and the new EDA Director (when hired) to decide if the third position would be needed, or if one of those two positions could be utilized to cover AOT’s responsibilities moving forward.

Mr. Coggsdale informed Council that he had recently received another request for discussion regarding the subject, therefore the item was placed on Council’s regular scheduled January meeting agenda. He stated, at that time, Council could further review and discuss the item for consideration.

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

13. Closed Session

There was no “closed session” scheduled for the December 10, 2019 Council Meeting.

14. Adjournment

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

The meeting was adjourned at 8:20 p.m.

Beverley Dalton, Vice-Mayor

J. Waverly Coggsdale III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 06/2020
FROM: 12/01/2019 TO: 12/31/2019

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
39633	128	ADAMS CONSTRUCTION CO	12/06/2019	763.64
39634	915	AMERICAN PLANNING ASSOCIATION	12/06/2019	613.40
39635	1	ANDY WYATT	12/06/2019	100.00
39636	886	AT&T MOBILITY	12/06/2019	267.68
39637	583	CAMPBELL COUNTY PUBLIC LIBRARY	12/06/2019	946.20
39638	16	CAMPBELL COUNTY UTILITIES & SE	12/06/2019	316.54
39639	699	CLEARWATER INC	12/06/2019	440.47
39640	833	DISCOVERY FORD	12/06/2019	1,825.32
39641	164	DMV	12/06/2019	175.00
39642	776	EJ USA INC	12/06/2019	409.14
39643	20	J JOHNSON ELLER JR	12/06/2019	2,000.00
39644	9999997	ELLIOTT, SHELBY	12/06/2019	48.87
39645	122	FEREBEE-JOHNSON COMPANY INC	12/06/2019	31.77
39646	119	FOSTER ELECTRIC CO INC	12/06/2019	4,199.29
39647	46	GENTRY LOCKE ATTORNEYS	12/06/2019	320.00
39648	111	GRAINGER INC	12/06/2019	474.47
39649	50	GRETNA TIRE INC	12/06/2019	3,396.13
39650	9999997	HARTLESS, JAMIE LEWIS	12/06/2019	39.50
39651	401	IDEXX DISTRIBUTION INC	12/06/2019	1,416.85
39652	566	INTEGRATED TECHNOLOGY GROUP IN	12/06/2019	4,075.00
39653	9999997	KUNERT, GREGORY	12/06/2019	41.43
39654	411	MANPOWER	12/06/2019	1,182.96
39655	9999998	MOON, SHERRY	12/06/2019	150.00
39656	300	NAPA AUTO PARTS	12/06/2019	385.62
39657	454	O'REILLY AUTOMOTIVE INC	12/06/2019	84.93
39658	67	ORKIN PEST CONTROL LLC	12/06/2019	318.65
39659	734	PEARSON EQUIPMENT CO INC	12/06/2019	468.00
39660	843	BETTY PICKERAL	12/06/2019	1,000.00
39661	9999997	REID, PAMELA H	12/06/2019	84.86
39662	510	RIVER VALLEY RESOURCES LLC	12/06/2019	138.25
39663	9999997	SCOTT, HEIDI	12/06/2019	8.93
39664	872	TIAA COMMERCIAL FINANCE INC	12/06/2019	153.00
39665	35	TREASURER OF VA/VITA	12/06/2019	5.88
39666	92	UNIFIRST CORP	12/06/2019	1,887.92
39667	900	US BANK EQUIPEMENT FINANCE	12/06/2019	232.66
39668	136	USABBLUEBOOK	12/06/2019	423.05
39669	98	VA ASSOC OF CHIEFS OF POLICE F	12/06/2019	3,300.00
39670	601	VACORP	12/06/2019	581.99
39671	110	VUPS INC	12/06/2019	75.60
39672	756	WAGEWORKS INC	12/06/2019	108.55
39673	542	WILLOUGHBY & ASSOCIATES INC	12/06/2019	35.00
39674	793	XEROX FINANCIAL SERVICES	12/06/2019	382.00
39675	498	ALTAVISTA INSTRUMENTS &CONTROL	12/12/2019	592.00
39676	103	BEACON CREDIT UNION	12/12/2019	280.00
39677	4	BOXLEY AGGREGATES	12/12/2019	836.39
39678	12	BRENNTAG MID-SOUTH INC	12/12/2019	5,506.65
39679	1	BRIAN ROACH	12/12/2019	84.24
39680	9999998	BROWN, PATRICK	12/12/2019	150.00
39681	913	BRUMFIELD CONSTRUCTION LLC	12/12/2019	33,965.00
39682	294	BUSINESS CARD	12/12/2019	9,497.55
39683	145	CHANDLER CONCRETE CO INC	12/12/2019	390.00

39684	736	MARVIN CLEMENTS	12/12/2019	150.00
39685	1	CLERK, CIRCUIT COURT	12/12/2019	23.00
39686	32	CONTROL EQUIPMENT CO INC	12/12/2019	2,012.02
39687	36	DOMINION VIRGINIA POWER	12/12/2019	54,506.53
39688	301	ENGLISH'S LLC	12/12/2019	920.22
39689	118	FERGUSON ENTERPRISES LLC	12/12/2019	2,115.33
39690	38	FIRST NATIONAL BANK	12/12/2019	1,000,275.00
39691	43	FOSTER FUELS INC	12/12/2019	15,163.73
39692	676	TIMOTHY GEORGE	12/12/2019	150.00
39693	916	GRANITE TELECOMMUNICATIONS	12/12/2019	1,071.76
39694	305	HAWKINS-GRAVES INC	12/12/2019	352.40
39695	57	ICMA RETIREMENT TRUST-457 #304	12/12/2019	270.00
39696	566	INTEGRATED TECHNOLOGY GROUP IN	12/12/2019	1,007.22
39697	564	JOHN JORDAN	12/12/2019	150.00
39698	871	L&A'S LAWN CARE & CLEANING SER	12/12/2019	900.00
39699	411	MANPOWER	12/12/2019	657.20
39700	138	MID ATLANTIC PRINTERS LTD	12/12/2019	5,714.76
39701	829	MARIE MITCHELL	12/12/2019	150.00
39702	816	PACE ANAYLTICAL SERVICES LLC	12/12/2019	3,375.55
39703	72	PHYSICIANS TREATMENT CENTER	12/12/2019	365.00
39704	588	PITNEY BOWES GLOBAL FINANCIAL	12/12/2019	169.08
39705	1	RANDALL & DONNA SHELTON	12/12/2019	400.00
39706	857	RIVERSTREET NETWORKS	12/12/2019	366.31
39707	625	SAM GREEN VAULT	12/12/2019	500.00
39708	9999997	TOREN, JULIE	12/12/2019	109.10
39709	85	TREASURER OF VA /CHILD SUPPORT	12/12/2019	1,141.63
39710	136	USABBLUEBOOK	12/12/2019	488.48
39711	917	WALMART	12/12/2019	6,375.00
39712	658	WKDE-FM	12/12/2019	110.00
39713	115	JOHN WOODSON	12/12/2019	150.00
39714	877	KENDALL HUNLEY	12/16/2019	1,150.00
39715	9	AFLAC	12/23/2019	3,289.36
39716	918	APPLE FORD	12/23/2019	1,877.44
39717	103	BEACON CREDIT UNION	12/23/2019	280.00
39718	9999998	COX, DEBORAH	12/23/2019	150.00
39719	332	HURT & PROFFITT INC	12/23/2019	6,360.00
39720	57	ICMA RETIREMENT TRUST-457 #304	12/23/2019	270.00
39721	411	MANPOWER	12/23/2019	657.20
39722	218	MINNESOTA LIFE	12/23/2019	99.06
39723	85	TREASURER OF VA /CHILD SUPPORT	12/23/2019	1,069.16
39724	885	VIRGINIA RISK SHARING ASSOCIAT	12/23/2019	33,281.50
39725	91	ANTHEM BLUE CROSS/BLUE SHIELD	12/30/2019	40,321.00

NO. OF CHECKS: 93

TOTAL CHECKS

1,272,154.42

Town of Altavista
FY 2020 Revenue Report
50% of Year Lapsed

General Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	93,123	43	204,123	95	215,000
Public Service - Real & Personal	97,000	97,000	95,430	98	98,699	102	97,000
Personal Property	230,000	230,000	76,607	33	239,472	104	230,000
Personal Property - PPTRA	100,000	100,000	76,820	77	83,507	84	100,000
Machinery & Tools	1,794,000	1,794,000	1,162,235	65	1,821,046	102	1,794,000
Mobile Homes - Current	150	150	44	1	140	93	150
Penalties - All Taxes	4,500	4,500	957	21	2,174	48	4,500
Interest - All Taxes	1,700	1,700	155	9	2,096	123	1,700
Local Sales & Use Taxes	165,000	165,000	14,964	9	43,402	26	165,000
Local Electric and Gas Taxes	112,000	112,000	8,566	8	45,988	41	112,000
Local Motor Vehicle License Tax	43,000	43,000	13,723	1	36,661	85	43,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	75,000	75,000	7,934	11	43,906	59	75,000
Local Meal Taxes	955,000	955,000	77,968	8	411,818	43	955,000
Container Rental Fees	1,300	1,300	0	0	42	3	1,300
Communications Tax	35,000	35,000	2,801	8	11,343	32	35,000
Transit Passenger Revenue	5,000	5,000	608	12	2,013	40	5,000
Local Cigarette Tax	144,000	144,000	7,665	5	60,709	42	144,000
Mobile Restaurant Permit	150	150	0		25		150
Business License Fees/Contractors	4,500	4,500	0	0	75	2	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	692	1	58,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	304	8	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	488	5	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	3,000	3,000	0	0	0	0	3,000

Town of Altavista
FY 2020 Revenue Report
50% 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	20	2	880	80	1,100
Fines & Forfeitures - Court	15,000	15,000	5,217	35	8,746	58	15,000
Parking Fines	200	200	0	0	510	255	200
Interest and Interest Income	285,600	285,600	24,005	8	125,338	44	285,600
Rents - Rental of General Property	1,200	1,200	25	2	375	31	1,200
Rents - Pavilion Rentals	3,000	3,000	50	2	1,413	47	3,000
Rents - Booker Building Rentals	3,000	3,000	25	1	2,725	91	3,000
Rents - Rental of Real Property	80,000	80,000	8,321	10	31,247	39	80,000
Property Maintenance Enforcement	0	0	0	0	840	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	0	0	44,568	52	85,700
State Rental Taxes	1,000	1,000	41	4	239	24	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	11,900	12,565	106	12,565	106	11,900
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	4,533	0	5,513	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	0	0	7,747	43	18,000
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	4,378	8	24,441	44	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	10,688	143	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2020 Revenue Report
50% 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	908	4	33,042	132	25,000
Misc / Canoe Launch Project	0	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	47,537	0	48,351	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>1,747,222</u>	<u>36</u>	<u>3,515,895</u>	<u>72</u>	<u>4,883,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
50% of Year Lapsed

	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>
ALL FUNDS TOTAL							
Operations	7,726,090	7,791,090	475,836	6	3,091,308	40	7,726,090
Debt Service	445,400	445,400	0	0	206,246	0	445,400
CIP	1,676,100	1,676,100	1,008,893	60	2,764,262	165	1,676,100
Transfer Out to General Fund Reserve	123,660	123,660	0	0	0	0	123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>113,750</u>	<u>113,750</u>	<u>0</u>	0	0	0	<u>113,750</u>
ALL FUNDS - GRAND TOTAL:	<u>10,175,000</u>	<u>10,240,000</u>	<u>1,484,729</u>	<u>14</u>	<u>6,126,816</u>	<u>60</u>	<u>10,175,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
50% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,600	33,600	2,724	8	12,902	38	33,600
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,600</u>	<u>33,600</u>	<u>2,724</u>	<u>8</u>	<u>12,902</u>	<u>38</u>	<u>33,600</u>
Administration							
Operations	835,730	835,730	66,446	8	425,822	51	835,730
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,000</u>	<u>75,000</u>	<u>1,000,275</u>	<u>1,334</u>	<u>1,010,275</u>	<u>1,347</u>	<u>75,000</u>
Administration - TOTAL:	<u>910,730</u>	<u>910,730</u>	<u>1,066,721</u>	<u>117</u>	<u>1,436,097</u>	<u>158</u>	<u>910,730</u>
Non-Departmental							
Operations	793,710	793,710	36,201	5	292,949	37	793,710
Transfer Out to Cemetery Fund	-46,050	-46,050	0	0	0	0	-46,050
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-123,660	-123,660	0	0	0	0	-123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>#DIV/0!</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>559,000</u>	<u>624,000</u>	<u>36,201</u>	<u>6</u>	<u>227,949</u>	<u>37</u>	<u>559,000</u>
Non-Departmental - TOTAL:	<u>559,000</u>	<u>624,000</u>	<u>36,201</u>	<u>6</u>	<u>227,949</u>	<u>37</u>	<u>559,000</u>
Public Safety							
Operations	1,098,280	1,098,280	85,922	8	522,717	48	1,098,280
Debt Service	0	0	0	0	0	0	0
CIP	<u>111,000</u>	<u>111,000</u>	<u>1,590</u>	<u>1</u>	<u>37,042</u>	<u>33</u>	<u>111,000</u>
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1,209,280</u>	<u>87,512</u>	<u>7</u>	<u>559,759</u>	<u>46</u>	<u>1,209,280</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
50% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,010,230	1,010,230	68,179	7	418,154	41	1,010,230
Debt Service	23,150	23,150	0	0	4,089	0	23,150
CIP	<u>479,300</u>	<u>479,300</u>	<u>6,360</u>	<u>1</u>	<u>1,091,018</u>	<u>228</u>	<u>479,300</u>
Public Works - TOTAL:	<u>1,512,680</u>	<u>1,512,680</u>	<u>74,539</u>	<u>5</u>	<u>1,513,261</u>	<u>100</u>	<u>1,512,680</u>
Economic Development							
Operations	234,700	234,700	1,732	1	8,004	3	234,700
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>234,700</u>	<u>234,700</u>	<u>1,732</u>	<u>1</u>	<u>8,004</u>	<u>3</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	9,068	9	46,042	44	105,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Transit System - TOTAL:	<u>112,050</u>	<u>112,050</u>	<u>9,068</u>	<u>8</u>	<u>46,042</u>	<u>41</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,500	5,268	8	32,346	47	68,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>8,200</u>	<u>8,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,200</u>
Avoca Museum - TOTAL	<u>76,700</u>	<u>76,700</u>	<u>5,268</u>	<u>7</u>	<u>32,346</u>	<u>42</u>	<u>76,700</u>
GENERAL FUND TOTALS							
Operations	3,945,090	4,010,090	275,541	7	1,693,935	42	3,945,090
Debt Service	23,150	23,150	0	0	4,089	0	23,150
CIP	<u>680,500</u>	<u>680,500</u>	<u>1,008,225</u>	<u>148</u>	<u>2,138,335</u>	<u>314</u>	<u>680,500</u>
GENERAL FUND - GRAND TOTAL:	<u>4,648,740</u>	<u>4,713,740</u>	<u>1,283,765</u>	<u>27</u>	<u>3,836,359</u>	<u>81</u>	<u>4,648,740</u>

Town of Altavista
Council / Planning Commission
FY 2020 Expenditure Report
50% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	10,496	50	21,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	7,600	7,600	975	13	2,406	32	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,600	33,600	2,724	8	12,902	38	33,600

Town of Altavista
Administration
FY 2020 Expenditure Report
50% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	489,650	489,650	45,397	9	209,557	43	489,650
Other Employee Benefits	36,330	36,330	582	2	10,210	28	36,330
Services	189,500	189,500	11,975	6	138,599	73	189,500
Other Charges	74,250	74,250	6,618	9	45,133	61	74,250
Materials & Supplies	46,000	46,000	1,873	4	22,323	49	46,000
Capital Outlay	75,000	75,000	1,000,275	1,334	1,010,275	1,347	75,000
Total Expenditures	910,730	910,730	1,066,721	117	1,436,097	158	910,730

Town of Altavista
Non-Departmental
FY 2020 Expenditure Report
50% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	126,950	126,950	0	0	105,220	83	126,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	9,730	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	296,150	296,150	0	0	25,125	8	296,150
Contribution - YMCA Recreation Program	100,000	100,000	0	25	50,000	50	100,000
Contribution - Altavista Fire Co.	11,900	11,900	0	0	0	0	11,900
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	2,500	50	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	541,000	541,000	0	0	182,845	34	541,000
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	34,433	0	35,497	0	0
Fuel - Fire Company	18,000	18,000	1,768	10	9,607	53	18,000
NON-DEPARTMENT - ND - TOTAL	18,000	18,000	36,201	201	45,104	251	18,000
NON-DEPARTMENTAL - SUBTOTAL	559,000	559,000	36,201	6	227,949	41	559,000
TRANSFER OUT							
Transfer Out - Cemetery Fund	46,050	46,050	0	0	0	0	46,050

Town of Altavista
Non-Departmental
FY 2020 Expenditure Report
50% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	101,660	101,660	0	0	0	0	101,660
Transfer Out - CIF	22,000	22,000	0	0	0	0	22,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	234,710	234,710	0	0	65,000	28	234,710
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	793,710	793,710	36,201	5	292,949	37	793,710
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	559,000	559,000	36,201	6	227,949	41	559,000

Town of Altavista
Public Safety
FY 2020 Expenditure Report
50% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	957,000	957,000	72,064	8	443,968	46	957,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	1,543	5	13,974	44	31,430
Other Charges	53,900	53,900	6,855	13	31,210	58	53,900
Materials & Supplies	55,950	55,950	5,461	10	33,565	60	55,950
Capital Outlay	111,000	111,000	1,590	1	37,042	33	111,000
Total Expenditures	1,209,280	1,209,280	87,512	7	559,759	46	1,209,280

Town of Altavista
Public Works
FY 2020 Expenditure Report
50% of Year Lapsed

PUBLIC WORKS - FUND 10	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	576,650	576,650	45,638	8	272,572	47	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	1,222	2	20,117	36	56,260
Other Charges	40,350	40,350	5,215	13	22,461	56	40,350
Materials & Supplies	336,970	336,970	16,104	5	103,003	31	336,970
Debt Service	23,150	23,150	0	0	4,089	18	23,150
Capital Outlay	479,300	479,300	6,360	1	1,091,018	228	479,300
Total Expenditures	1,512,680	1,512,680	74,539	5	1,513,261	100	1,512,680

Town of Altavista
Economic Development
FY 2020 Expenditure Report
50% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	148,550	148,550	754	1	2,453	2	148,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	50,000	50,000	320	1	2,367	5	50,000
Other Charges	27,550	27,550	613	2	3,139	11	27,550
Materials & Supplies	8,600	8,600	45	1	45	1	8,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	234,700	234,700	1,732	1	8,004	3	234,700

Town of Altavista
Transit System
FY 2020 Expenditure Report
50% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	79,750	79,750	5,938	7	35,468	44	79,750
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,650	3,650	350	10	1,311	36	3,650
Materials & Supplies	19,600	19,600	2,780	14	9,128	47	19,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	112,050	112,050	9,068	8	46,042	41	112,050

Town of Altavista
Avoca Museum
FY 2020 Expenditure Report
50% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	68,050	68,050	5,268	8	32,054	47	68,050
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	0	0	293	65	450
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	8,200	8,200	0	0	0	0	8,200
Total Expenditures	76,700	76,700	5,268	7	32,346	42	76,700

Town of Altavista
FY 2020 Revenue Report
50% of Year Lapsed

Enterprise Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	18,000	18,000	1,451	8	10,267	57	18,000
Water Charges - Industrial	1,520,800	1,520,800	100,789	7	512,624	34	1,520,800
Water Charges - Business/Residential	260,000	260,000	48,972	19	122,595	47	260,000
Water Charges - Outside Community	160,600	160,600	18,599	12	76,463	48	160,600
Water Charges - Water Connection Fees	1,500	1,500	0	0	600	40	1,500
Bulk Water Purchase	2,500	2,500	155	0	1,511	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	140,577	10	618,717	43	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	45,878	19	114,423	48	238,900
Sewer Charges - Outside Community	3,000	3,000	0	0	1,036	35	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	5,300	88	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	14,173	9	43,587	29	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	33	1	3,316	60	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,313	9	21,720	43	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	36,105	30	72,641	61	120,000
Misc. Cash Discounts	0	0	0	0	8	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,234	5	20,309	81	25,000
State Fluoride Grant	0	0	0	0	24,455	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	5,600	5,600	0	0	0	0	5,600
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,007,400</u>	<u>4,007,400</u>	<u>412,279</u>	<u>10</u>	<u>1,649,570</u>	<u>41</u>	<u>4,007,400</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
50% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Water Department							
Operations	1,390,150	1,390,150	79,377	6	571,815	41	1,390,150
Debt Service	422,250	422,250	0	0	202,157	0	422,250
CIP	355,900	355,900	530	0	215,248	60	355,900
Transfer Out	<u>56,900</u>	<u>56,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,900</u>
Water Department - TOTAL:	<u>2,225,200</u>	<u>2,225,200</u>	<u>79,907</u>	<u>4</u>	<u>989,220</u>	<u>44</u>	<u>2,225,200</u>
Wastewater Department							
Operations	1,469,800	1,469,800	108,412	7	710,206	48	1,469,800
Debt Service	0	0	0	0	0	0	0
CIP	255,550	255,550	0	0	297,256	116	255,550
Transfer Out	<u>56,850</u>	<u>56,850</u>	<u>0</u>		<u>0</u>		<u>56,850</u>
Wastewater Department - TOTAL:	<u>1,782,200</u>	<u>1,782,200</u>	<u>108,412</u>	<u>6</u>	<u>1,007,462</u>	<u>57</u>	<u>1,782,200</u>
ENTERPRISE FUND TOTAL							
Operations	2,859,950	2,859,950	187,789	7	1,282,020	45	2,859,950
Debt Service	422,250	422,250	0	0	202,157	0	422,250
CIP	611,450	611,450	530	0	512,504	84	611,450
Transfer Out	<u>113,750</u>	<u>113,750</u>	<u>0</u>		<u>0</u>		<u>113,750</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,007,400</u>	<u>4,007,400</u>	<u>188,319</u>	<u>5</u>	<u>1,996,682</u>	<u>50</u>	<u>4,007,400</u>

Town of Altavista
Water Department
FY 2020 Expenditure Report
50% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	682,650	682,650	48,761	7	301,896	44	682,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	167,100	167,100	355	0	34,196	20	167,100
Other Charges	247,750	247,750	16,206	7	111,389	45	247,750
Materials & Supplies	292,650	292,650	14,055	5	124,334	42	292,650
Debt Service	422,250	422,250	0	0	202,157	0	422,250
Capital Outlay	355,900	355,900	530	0	215,248	60	355,900
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
Total Expenditures	2,225,200	2,225,200	79,907	4	989,220	44	2,225,200

Town of Altavista
Wastewater Department
FY 2020 Expenditure Report
50% of Year Lapsed

	FY 2020	FY 2020	FY 2020	MTD % of	FY 2020	YTD % of	YTD
WASTEWATER DEPARTMENT - FUND 50	Adopted	Amended	MTD	Budget	YTD	Budget	Projections
	<u>Budget</u>	<u>Budget</u>					
Wages & Benefits	800,400	800,400	61,097	8	376,769	47	800,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	46,800	46,800	673	1	8,880	19	46,800
Other Charges	372,450	372,450	41,682	11	224,848	60	372,450
Materials & Supplies	250,150	250,150	4,959	2	99,709	40	250,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	255,550	255,550	0	0	297,256	116	255,550
Transfer Out	56,850	56,850	0		0		56,850
Total Expenditures	1,782,200	1,782,200	108,412	6	1,007,462	57	1,782,200

Town of Altavista
Fund Expenditure Totals
FY 2020
50% of Year Lapsed

	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>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	870,500	870,500	10,147	1	101,806	12	870,500
CIP	<u>384,150</u>	<u>384,150</u>	<u>138</u>	<u>0</u>	<u>113,423</u>	<u>30</u>	<u>384,150</u>
State/Hwy Water Department - TOTAL:	<u>1,254,650</u>	<u>1,254,650</u>	<u>10,286</u>	<u>1</u>	<u>215,228</u>	<u>17</u>	<u>1,254,650</u>

	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>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	2,359	5	13,546	27	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>2,359</u>	<u>3</u>	<u>13,546</u>	<u>18</u>	<u>75,550</u>

Town of Altavista
FY 2020 State/Highway Fund
50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	1,476	0	10,384	0	0
Street & Highway Maintenance	730,000	730,000	183,102	25	366,204	50	730,000
Street & Highway Maintenance/Carry Over	524,650	524,650	0	0	0	0	524,650
Street & Highway Maintenance/Cash Discount	0	0	0	0	3.47	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL	1,254,650	1,254,650	184,578	15	376,591	30	1,254,650
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	692	1	12,823	27	48,200
Maintenance - Pavement	565,500	565,500	1,776	0	17,887	3	565,500
Maintenance - Traffic Control Devices	56,800	56,800	4,436	8	23,150	41	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	3,191	32	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	425	1	1,990	3	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	712	1	18,628	37	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,068	3	24,136	30	80,000
State/Highway Reimb. Fund - Subtotal:	870,500	870,500	10,147	1	101,806	12	870,500
Motor Vehicles- Replc.	48,600	48,600	0	0	0	0	48,600
Machinery & Equip. - Replc.	35,550	35,550	0	0	6,780	19	35,550
Machinery & Equip. - New	0	0	0	0	0	0	0
Improvements Other Than Buildings - New	300,000	300,000	138	0	106,642	36	300,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal	384,150	384,150	138	0	113,423	30	384,150
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	1,254,650	1,254,650	10,286	1	215,228	17	1,254,650

Town of Altavista
FY 2020 Cemetery Fund
42% of Year Lapsed

Cemetery Fund - Fund 90	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	2,850	19	4,900	33	15,000
Interest/Interest Income	10,500	10,500	2,920	28	5,869	56	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	4,500	113	4,000
Miscellaneous/Misc.	0	0	25	0	25	0	0
Transfer In From General Fund	46,050	46,050	0	0	0	0	46,050
Cemetery Fund - GRAND TOTAL:	75,550	75,550	5,795	8	15,294	20	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	690	7	2,557	26	9,700
Salaries and Wages/Overtime	1,000	1,000	51	5	245	24	1,000
Benefits/FICA	800	800	53	7	199	25	800
Benefits/VRS	1,000	1,000	17	2	63	6	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	85	5	234	15	1,550
Benefits/Group Life	200	200	9	5	33	16	200
VRS Hybrid Employer Contr.	0	0	49	0	170	0	0
ICMA Hybrid Employer Contr.	0	0	5	0	19	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	211	2	10,000
Opening/Closing Graves	1,500	1,500	500	33	500	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	900	4	9,315	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	2,359	3	13,546	18	75,550

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



UNDESIGNATED BALANCES

General Fund Reserves

<i>Money Market Account</i>	1,915,151.25	
<i>Certificate of Deposit</i>	2,863,055.04	
<i>LGIP</i>	8,585,272.19	
Sub-Total		\$ 13,363,478.48

Enterprise Fund Reserves

<i>Money Market Account</i>	271,897.08	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	836,875.78	
Sub-Total		\$ 1,108,772.86

Total Undesignated \$ 14,472,251.34

DESIGNATED BALANCES

Highway Fund

<i>Money Market Account</i>	100,100.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	998,892.03	
Sub-Total		\$ 1,098,992.03

Green Hill Cemetery

<i>Money Market Account</i>	25,175.13	
<i>Certificate of Deposit</i>	607,928.81	
<i>LGIP</i>	76,660.70	
Sub-Total		\$ 709,764.64

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	272,717.41	
Sub-Total		\$ 272,717.41

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$6,693.54

Operating Cash Account

\$ 1,179,983.83

Total Designated \$ 3,271,037.27

Grand Total Investments and Deposits \$ 17,743,288.61

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	261,386.14
Park Improvements	11,300.00
Splash Pad Project	346,010.00
Proceeds from sale of EMS building	300,000.00

Balance Remaining of Undesignated Funds \$ 3,101,627.71

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

January 14, 2020

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

Consideration of continued partnership with Staunton River Garden Club in regard to Snowflake decorations.

DESCRIPTION:

Linda Janiak, a member of the Staunton River Garden Club, will be present to request Town Council's consideration of a continued partnership in regard to the purchase of Snowflake decorations that the Town puts out each winter. Currently, the company is having an "after season sale" and she would like to proceed with an order.

BACKGROUND:

For the past several years the Staunton River Garden Club has raised funds for the purchase of Snowflake decorations that are seasonally installed on the light poles in town; primarily in the downtown business district, Main Street and 7th Street. As a partnership, the Town has also placed an order of snowflakes at the same time, and Ms. Janiak has picked the decorations up and delivered them to the town. The Staunton River Garden Club would like to continue these efforts at this time.

BUDGET/FUNDING:

Dependent upon the number of decorations; a previous order was budgeted in the current budget (FY2020). Any additional funds would need to be allocated.

POTENTIAL ACTION:

- Motion to approve staff to order the agreed upon number of decorations.

ATTACHMENTS:

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

January 14, 2020

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

Consideration of Fire Department Request for “advancement of annual contribution” four purchase of a fire engine.

DESCRIPTION:

The Town was approached by The Altavista Fire Company (AFC) in late December 2019 regarding the Town’s willingness to consider advancing multiple years of the Town’s annual contribution to AFC. They are in the process of purchasing a new fire engine and seek \$390,000 from the Town to complete the purchase.

BACKGROUND:

The Town and AFC are currently under a similar agreement that assisted with the paying off of their building. The Town advanced AFC \$505,833.85 with a payback through the withholding of their annual contribution for approximately 8.5 years. The total payback will total \$55,133.85, resulting in \$49,300 of interest, based on a 1.15% interest rate. This agreement will be completed in FY2021 with \$35,133.85 going towards the payback and the remaining balance of the annual contribution going to AFC.

In regard to the current request for an advance of \$390,000, below are two options:

- **#1:** Partial FY2021 contribution (\$29,866.15) utilized; five full year contributions (FY2022-FY2026 and a partial portion of the contribution (\$35,134) in FY2027. This assumes no interest paid to the Town.
- **#2:** Partial FY2021 contribution (\$29,866.15) utilized; five full year contributions (FY2022-FY2026) and a partial portion of the contribution (\$52,000) in FY2027. This assumes an interest rate of 1.73%, which is the current Local Government Investment Pool rate; and calculated annually on the balance.

BUDGET/FUNDING:

- Impact would be on the Town’s Reserves, they would be replenished over time.

POTENTIAL ACTION:

- Motion to approve an agreement per discussion.

ATTACHMENTS:

- ACF email (Jonathan Witt)

On Dec 23, 2019, at 3:14 PM, Waverly Coggsdale III <jwcoggsdale@altavistava.gov> wrote:

Jonathan,

For clarification, the Fire Department may be requesting an advancement of \$390,000 to pay for the new unit. You indicated that the cost of the unit is \$450,000 and the Fire Department was going to put "down" \$150,000; that should leave a balance of \$300,000; not \$390,000. Did I miss something?

Also, will it be the request that the advancement be paid back with no interest?

Thanks,

Waverly

From: Witt, Jonathan E <jonathan.witt@abbott.com>

Sent: Monday, December 23, 2019 1:39 PM

To: Waverly Coggsdale III <jwcoggsdale@altavistava.gov>; memattox@altavista.gov; taemerson@altavista.gov

Subject: Altavista Fire Company Request for Financing New Fire Truck

Hello Gentlemen,

I have spoken to you recently about the possibility of the Town financing the new fire truck we would like to purchase, in a similar way that you helped to finance the payoff of the fire station. If my information is accurate, the fire station "financing" will be paid off in fiscal year 2021 with \$35,134 going towards the fire station and \$29,866 coming to the Fire Company (\$65,000 annual contribution). We would like to propose that the Town consider this same advancement of the annual contribution starting with the fiscal year 2021 balance of \$29,866 until the balance is satisfied.

The truck will have a purchase price of \$450,000 which includes a prepayment discount of \$17,790. The full payment will need to be made soon after we sign the contract in order to obtain the prepayment discount which I hope to be by the end of January to secure current pricing. There is a 10 month lead time to build the truck to delivery. The Fire company will pay down \$150,000 so the amount we ask for financing or advancement of the annual contribution will be \$390,000.

This is a quick summary of the ask. I am sure you will have more questions. Our Fire Company's board meeting is January 6th. I should have the sales contract in hand for their review. I was also tasked with obtaining possible financing options. The board will also have to approve what I have laid out above. I understand the next Town Council meeting is January 14th. If possible I would like this to be on the agenda for that council meeting.

Please contact me with any questions or concerns.

Best Regards,

Jonathan Witt
Treasurer
Altavista Volunteer Fire Company, Inc.
Cell 434-660-4239
Cell 434-259-9004



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

January 14, 2020

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

Altavista On Track (Main Street Coordinator) Staffing Discussions

DESCRIPTION:

Several years ago, the Town took on the position of Main Street Coordinator as part of their Personnel/Classification Plan. This position was previously a part-time position that was not part of the Town although the Town made contributions to AOT to fund the position. The position was made full-time by combining the Main Street functions with Town social media/web site content management, the later was designed to utilize 30% (12 hours) of the position. The position has been vacant for over a year; an Interim MS Coordinator (10 hours per week) is currently assisting Altavista On Track with administrative items.

Town Council was invited to attend a meeting that was held on Thursday, January 9th with the Altavista On Track Board, where a Department of Housing and Community Development representative will be giving a presentation on “What is Main Street”?

BACKGROUND:

The Town began consideration of a downtown development group in 2004 with the formation of the Altavista Community Development Corporation (ACDC) in an effort to leverage grants for downtown revitalization as well as other local purposes. This volunteer group, ACDC, began the process of exploring designation as a Virginia Main Street Program. The group began as an “affiliate” member then become a “full” Main Street community. ACDC opted to utilize the name Altavista On Track (AOT).

In the past year, Town Council has discussed the several existing vacancies (ED Director, Community Development Director, and Main Street Coordinator) and decided to seek to fill the two director jobs first and then decide on the Main Street position, based on the skill sets of the other two positions. The Community Development Director was filled in November 2019; the Economic Development Director position remains unfilled as alternative options are being explored. Both the Main Street Coordinator and the Economic Director positions were included in the FY2020 Budget.

BUDGET/FUNDING:

- FY2020 Budget

POTENTIAL ACTION:

- Provide direction to staff.

ATTACHMENTS:

- Main Street Coordinator job description
- Altavista On Track contribution history

Main Street Coordinator

Dept/Div: Main Street/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work coordinating the Town's Main Street programs, attending meetings, planning events, preparing and maintaining reports and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Town Manager and the Altavista On Track Board.

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

Attends meetings of boards and committees; compiles and prepares agenda packets; sets up meeting room.

Researches and applies for grants to promote the Town, fund events, conduct studies, etc.; maintains grant records; monitors grant funding; prepares required reports.

Manages and coordinates programs and activities to promote and support downtown development and economic revitalization efforts; develops and conducts public awareness and educational programs.

Coordinates the promotion and execution of downtown events; prepares and distributes marketing materials; works with various forms of the media (radio, TV, newsprint) to advertise and promote downtown; creates advertisements and billboards, information brochures, and informational pieces; coordinates event logistics with other departments.

Prepares and distributes news releases and promotional materials on downtown development; updates web pages as pertains to public information.

Develops and maintains information on downtown businesses; maintains demographic, market, and infrastructure needed by prospective businesses, developers, realtors, investors, etc.

Visits businesses in the downtown area and hears and assists with operational concerns and opportunities; informs businesses about events; facilitates communication with small businesses and the small business development center.

Organizes and conducts meetings with various groups, agencies, and individuals for purposes of informing them of program availability, eligibility criteria, rules, and regulations; assists in identifying merchant and consumer needs, resolves problems, and handles difficult merchants/consumers in a courteous and responsive manner.

Delivers presentations regarding downtown revitalization activities; prepares comprehensive reports as required.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment, and secretarial techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of the application process and administration of Federal and State grants; thorough knowledge of social media outlets; thorough knowledge of website content update; general knowledge of advertising practices and methods; ability to develop promotional programs and to carry them to a successful conclusion; ability to attract commercial business for the municipality; ability to record and maintain accurate office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to meet deadlines; ability to prepare clear and comprehensive financial, administrative, commercial, and business reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with associates, downtown businesses, property owners, and the general public.

Education and Experience

Bachelor's degree with coursework in public administration, business administration, marketing, economics, or related field and moderate experience in economic development activities, public relations, marketing, and event planning, 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, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and

Main Street Coordinator

arms and occasionally requires standing, walking, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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 and operating motor vehicles or equipment; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Complete Certified Economic Developers Program within two years of hire.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/31/2016

AOT/MAIN STREET Contributions/Funding				
	Town Contribution	Town Misc.	Personnel (Town)	Other
FY05	\$ 19,780			
FY06	\$ 25,000			\$ 20,000
FY07	\$ 20,000			\$ 5,000
FY08	\$ 35,000			\$ 5,000
FY09	\$ 35,000			
FY10	\$ 35,000	\$ 6,470		
FY11	\$ 35,000	\$ 3,750		
FY12	\$ 35,000	\$ 250		
FY13	\$ 35,000			
FY14	\$ 35,000			
FY15	\$ 27,500			
FY16	\$ 5,000		\$ 29,327.48	
FY17	\$ 5,000		\$ 29,714.11	
FY18	\$ 5,000	\$ 7,000	\$ 28,502.10	
FY19	\$ 5,000		\$ 22,019.52	
FY20	\$ 3,750		\$ 2,489.04	
	\$ 361,030	\$ 17,470	\$ 112,052.25	\$ 30,000
		\$ 378,500	\$ 490,552.25	
	<i>Annual Average FY05-FY20:</i>		\$ 30,659.52	
FY2019 Town funded \$19,814.50 for Social Media/Website portion.				
FY2018 Town funded \$23,909.41 for Social Media/Website portion.				
FY2020 Budget allocated \$30,350 for AOT and \$24,050 for Social Media/Website portion of position. Total Personnel: \$55,400. Also funded \$2,000 for telecommunications and office supplies.				



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

January 14, 2020

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

Donation Policy (Parks)

DESCRIPTION:

Previously Town Council discussed how to accommodate the opportunity for individuals/businesses to donate park related items to the town; the primary focus was benches for the trail system. A main issue that surfaced surrounded how “recognition” would be handled for the donor. A draft policy has been created for Council’s review. Council seeks to create a consistent and formal process by which donations may be considered.

BACKGROUND:

At the request of Town Council, staff provided sample policies related to donation of park items. Based on input from Council, they sought a draft policy that had similar parameters as the City of Chesapeake policy.

BUDGET/FUNDING:

- None

POTENTIAL ACTION:

- Provide input to staff if changes are necessary or make amendments and move forward with adoption of the policy.

ATTACHMENTS:

- Draft Policy



SUBJECT: Park Donation Guidelines & Regulations

POLICY NO:

ADOPTED BY COUNCIL:

EFFECTIVE DATE:

SUPERSEDES:

BACKGROUND:

This policy provides the opportunity for residents and park users to donate and contribute in commemoration of an event or person while supporting Town of Altavista parks in a meaningful way. In order to allow for a coordinated and consistent program, guidelines and policies have been established which are based on best practices of similar policies, the needs and capabilities of the Town of Altavista Parks & Recreation (Public Works Department), and the desire of citizens for commemoration and recognition opportunities.

GENERAL:

- The Town of Altavista Parks guidelines allow for several different types of donation opportunities. We encourage citizens to contact the Town Manager to discuss ideas and locations, however, final items and locations will be dependent on the needs of the department and the planning processes that are or may be underway. Donations may be tax deductible, please consult your tax advisor. The donation must cover the cost of the item; unless it is a larger project that is approved by the Town.
- Donations and commemorations will be accepted in the following categories:
 - Park bench, shelter, playground equipment or other park amenities
 - Trees or other plantings
 - General donations (undesignated) to meet the current needs of the department as determined by the Department Head.
 - From time to time, the department may be accepting donations for a specific project to benefit the department. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.
- While contributions may be acknowledged by a plaque, the plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated item(s). All donated items become property of the Town of Altavista and will be maintained according to the Town and Department policies and priorities.
- The department make all final decisions, including, but not limited to, availability of location, style and type of donated items and plaques.
- Due to unpredictability of weather and staffing demands, we cannot guarantee specific installation dates.
- Complete payment must be processed before any materials are ordered and installed.



- The Town retains the right to relocate a donated item and associated plaque(s) at any time. If relocation is necessary, the Town will attempt to contact the donor with an update on the new location.
- These policies and guidelines do not supersede the regulations or ordinances of any Town of Altavista regulating authority.

Term:

- The commemoration term will be for a 10-year period and will begin on _____ and end on _____ (renewal date). Within this time, the Department will replace the plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. It is solely the donor's responsibility to contact the Department within 30 days prior to the renewal date to make arrangements for renewal if desired. If the commemoration is not renewed, donor understands that the item and any associated plaques may be rededicated by another donor, or may be removed or relocated at the sole discretion of the Department.

Park bench, shelter, playground equipment or other park amenities:

- All park benches, shelters, playground equipment or other park amenities will be purchased or constructed by the Town of Altavista to meet the design and maintenance considerations of the town and the intended location.
- A new bench may only be installed in a new location with approval of the Town or the donor may select a bench from existing undedicated park benches. Plaque location (bench-mounted or ground-mounted) will be determined by the Town.

Trees or Other Plantings

- The Town welcomes specific species requests or suggestions but final determination and approval of tree species and plantings, including all specifications, will be made by the Town based on a landscape design and needs, maintenance considerations and intended location.
- While commemorations and donations are accepted throughout the year, plantings will be made on a seasonal basis based on best practices to allow trees and plantings the best chance for survival and optimal health.
- The Town will provide a one year warranty on donated trees. If the tree dies within one year from the time it is planted, the Town will make every effort to replace the tree with a tree of the same size and species. The warranty does not cover damage and/or destruction due to acts of God (e.g. fire, lightning, high winds, hurricanes, tornadoes, or unstable soil due to heavy rains).

Commemoration Plaques

- A maximum of two (2) lines of text and thirty (30) characters per line is permitted on a amenity-mounted plaque and three (3) lines of text and thirty (30) characters per line is permitted on the ground-mounted plaque. All language used on recognition plaques is subject to Town approval.
- The commemoration plaque is not intended to serve as a memorial marker – birth and/or death dates are not permitted. Messages should be simple statements commemorating the event or



person, where alive or deceased. No logos or advertising of any kind will be permitted; as well as language which could be offensive to the public, or language which would not maintain the town's desire for neutrality on politics and religious issues.

- During the term period, the Town will replace a plaque, at not cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Town.
- Plaque design and location (mounted on the amenity or ground-mounted) will be determined by the Town but under no circumstances will a plaque be mounted directly onto a tree.

DRAFT



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

January 14, 2020

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

Fiscal Policies

DESCRIPTION:

Previously Town Council discussed the need for Fiscal Policies to guide decision-making and to provide structure to some of the Town's financial issues. The Council seeks to create a consistent and formal process by which fiscal issues may be considered and handled.

BACKGROUND:

At the request of Town Council, staff reviewed different "Fiscal Policies" and provided a draft. Based on input from Town Council, they requested that the draft policy show what items were current Town policy; which were Town practices; and which were New policies. The draft policies are attached and below is the key in regard to Current Policy, Town Practices and New Policies:

Current (existing) Policy is highlighted in **Yellow**.

Town Practices are in *Italics*.

New Policies are in **RED**.

BUDGET/FUNDING:

- None

POTENTIAL ACTION:

- Provide input to staff if changes are necessary or make amendments and move forward with adoption of the policy.

ATTACHMENTS:

- Draft Policy

Key: *Italics*: Current practices RED text: New Yellow Highlight: Existing Policy

Policy A – Fund Balance

General Fund

Undesignated Fund Balance

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

Committed Fund Balance

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

Assigned Fund Balance

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

Restricted Fund Balance

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

Non-Spendable Fund Balance

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

Policy on the order of spending resources

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

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

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

Policy B - Budget

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

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

Policies

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

G. The fiscal year for the Town is July 1 through June 30 as defined by the *Town Code*, section 2-161.

H. One-time revenues shall be used for one-time expenditures only.

Process

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

Capital Improvement Program (CIP)

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

Monthly Financial Reporting

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

Third Quarter Review

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

First Quarter Review

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

POLICY C – Investments**I: Purpose**

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

II: Scope

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

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

III: Objectives

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

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

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

IV: Delegation of Authority

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

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

V. Standards of Care

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

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

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

VI: Ethics and Conflict of Interest

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

VII: Internal Controls

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

The internal controls shall address the following:

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

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

VIII: Authorized Investments

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

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

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

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

IX: Investment Diversification

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

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

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

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

X: Reporting Requirements

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

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

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

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

II: Scope

This policy applies to all Town departments.

III: Policy

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

1. Safeguard Assets

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

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

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

2. Verify the accuracy and reliability of financial data

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

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

Financial reports are presented to Town Council each month.

3. Safeguard personal financial information

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

4. Promote operational efficiency

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

5. Compliance with all applicable laws and regulations

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

Policy E – Capital Assets

I: Purpose

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

II: Scope

This policy applies to all Town of Altavista departments.

III: Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV: Policy

A. Internal Controls

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

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

B. Accounting and Reporting for Capital Assets and Projects

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

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

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

C. Valuation of Capital Assets

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

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

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

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

D. Valuation of Capital Projects

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

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

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

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

E. Thresholds for Capitalization

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

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

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

F. Estimated Useful Life and Methods of Depreciation and Amortization

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

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

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

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

The following ranges are provided for each asset class:

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

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

G. Asset Impairment

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

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

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

Policy F – Purchasing

I: Purpose

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

II: Scope

This policy applies to all Town Departments.

III: Policy

A. Purchasing Principles

i. Code of Conduct

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

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

ii: Ethics in Public Procurement

For clarification, refer to the Code of Virginia, Chapter 7, Virginia Public Procurement Act, Article 4, Ethics in Public Contracting. Per Code of Virginia § 2.2-4343 – 9, “any town with a population of less than 3,500, except as stipulated in the provisions of §§ 2.2-4305, 2.2-4308, 2.2-4315, 2.2-4311, 2.2-4330, 2.2-4333 through 2.2-4338, 2.2-4343.1, and 2.2-4367 through 2.2-4377.”

iii: Quality vs. Quantity

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

iv: Competition

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

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

v: *Specifications*

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

vi: *Documentation*

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

vii: *Delegation*

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

viii: *Public Access to Procurement Information*

Except as provided below, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall be open to public inspection.*
- b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the Town Manager decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.*
- c. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the Town Manager decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract.*

- d. *Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.*
- e. *Trade secrets or proprietary information submitted by the bidder, offeror or contractor in connection with a procurement transaction or pre-qualified application submitted pursuant to subsection B of §11-46, Code of Virginia, shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.*

ix: Employment Discrimination by Contractors Prohibited/Drug Free Workplace

Every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - i. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, such notices of nondiscrimination.
 - ii. The contractor, in all solicitation or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. During performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

x: Methods of Purchasing

Purchases should be made by one of the following methods: small purchase procedures; formal advertising; competitive negotiation or noncompetitive negotiation.

xi: Small Purchase Procedures

Competitive bids are not required for the purchase of materials, equipment, services, or supplies, costing in the aggregate of not more than \$100,000; however, prices shall, whenever practicable, be obtained from three or more qualified vendors. Written documentation shall be maintained showing the price quotations and supporting the final amount of the purchase. This documentation may be in the form of itemized purchase orders, vouchers, bills, sales slips, memoranda or oral price quotation, written proposals, or copies of or references to catalogues or price lists.

xii: Formal Advertising

Bids are publicly solicited and a firm-fixed price order (lump sum or unit price) shall be given to the responsible bidder whose bid conforms most closely to all the terms and conditions of the invitation for bids and is the lowest price.

xiii: Competitive Negotiation

Proposals are requested from known sources of particular goods or services, excluding professional services, as defined. Negotiations are normally conducted with more than one of the sources submitting proposals and either a fixed-price or cost reimbursement agreement is concluded, as appropriate. If competitive negotiation is used, the following requirements apply:

- *Proposals, including price, shall be solicited from an adequate number of qualified sources to permit reasonable competition with the nature and requirements of the procurement.*
- *When price is not the only factor, the request for proposal shall identify all significant evaluation factors.*
- *Written or oral discussions may be conducted with all responsible offerors who submit proposals, except that the discussions should be omitted where clearly inappropriate, unnecessary, or impracticable.*
- *The Purchasing Agent and the head of the using department shall review the proposals. Award shall be made to the most responsible offeror whose proposal will be the most advantageous to the Town, price and other factors considered. All contracts shall be awarded by the Town Manager. The Purchasing Agent shall notify unsuccessful offerors promptly. Upon request, unsuccessful offerors shall be informed of the reasons for not receiving the award.*
- *Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. The Purchasing Agent's records shall include written statements, prepared by those individuals making such decisions, citing the reasons for not using formal advertising.*

xiv: Noncompetition Negotiations

Subject to specific approval by the Town Manager, it may be determined that the Town's interest will be best served by purchasing certain goods and services through noncompetitive negotiations. Such determination shall, after thorough investigation, be supported by one of the following conditions:

- 1. A good or service may be truly unique and produced or provided only by one vendor.*
- 2. An emergency exists, in which case the emergency purchasing guidelines shall be adhered to.*
- 3. A department may have standardized in the use of a particular material, supply or type of equipment for the purpose of economy in maintenance.*
- 4. Purchases made in joint or cooperative effort between the Town and other governmental bodies may be through noncompetitive negotiation provided that said procurement is otherwise exempted from competitive requirements.*
- 5. The following types of procurement are specifically exempt from any competitive requirements:*
 - a. Expert witnesses, and other services associated with litigation or regulatory proceedings.*
 - b. An extension of the term of an existing contract for services, to allow completion of any work undertaken but not completed during the original term of the contract.*

Noncompetitive negotiation may be used only when a purchase or the award of a contract is infeasible under the methods set forth above. A written statement justifying the use of noncompetitive negotiation and selection of a particular vendor shall be placed on file prior to a purchase negotiated under noncompetitive conditions.

xv: **Negotiation with Lowest Responsive Bidder**

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the Town may negotiate with the apparent low bidder to obtain a contract price within available funds. Such negotiations may only take place if described in writing and included in the Invitation for Bid.

Manager's Report for January 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.

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.

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). (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.

Melinda Tank Pressure Zone Improvements For the status of this project, see the attached Woodard & Curran Update. (LINK)

Clarion Road Control Valve Improvements For the status of this project, see the attached Woodard & Curran Update. (LINK)

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 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. For additional information, see the attached Hurt & Proffitt Update. (LINK)

Trail Project (mausoleum area): Staff is working on getting quotes for signs.

WWTP Phase 1 Electrical Design 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. (LINK)

WWTP Clarifier #1 Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (LINK)

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

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority.

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

Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. **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. (LINK)**

WTP Filter Rehab Project **For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. (LINK)**

WWTP Aeration Project **For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. (LINK)**

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

McMinnis Waterline Replacement Project **For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (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 will begin in FY2020**

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. **Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project.**

Chemical Storage Building (Public Works): 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 the Weekly Peed & Bortz Project Status Report. (LINK)

VDOT PROJECTS (Non Town Funds)

VDOT Rt. 29 Bridge Replacement Project Update: **Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.**

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): Work is continuing at a slow pace, as the contractor is waiting on some components. 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.

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

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7th Street Utility Project

Ridgeway Avenue Drainage Evaluation

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 2020

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: FWS sent an email request for additional information/clarification on 11 December which was responded to on 11 December by the Engineer. Per communication with DCR, 11 December was the final day for consultation through FWS with a final opinion due on 25 January 2020.

Anticipated work over the next two weeks:

Upcoming Tasks:

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: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 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.

Anticipated work over the next two weeks: Awaiting decision from Town to pursue erosion inquiry.

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: Awaiting decision from Town to pursue erosion inquiry.

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. Delivered Final Review Set of plans and specifications to the Town on 12/31/2019.

Anticipated Work Over the Week

1. After final review and approval by the Town, we will coordinate getting the Project out to bid (anticipated within next couple of weeks).

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 by 12/27/2019
7. Advertisement (TBD)
8. Notice to Proceed (TBD)
9. Substantial Completion (NTP + 6 months)
10. Completion (NTP + 7 months)

Budget Summary

- | | |
|--|------------------------|
| 1. Engineers Estimate: \$(not included in Scope) | Towns Budget \$683,000 |
| 2. Engineering CA Contract: \$45,500 (pending) | JTD: \$0 |
| 3. Construction Contract: \$TBD | JTD: \$N/A |

Input Needed from Town/Others

1. None.

Other Issues/Concerns

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

WOODARD & CURRAN

This memo is a status report of Woodard & Curran Team's efforts for the Melinda & Avondale High-Pressure Zone Design Project

Completed Work Over the Last Week

1. No Work completed over the last week.

Anticipated Work Over the Week

1. After final review and approval by the Town, we will coordinate getting the Project out to bid (anticipated within next couple of weeks).

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 by 12/27/2019
7. Advertisement (TBD)
8. Notice to Proceed (TBD)
9. Substantial Completion (NTP + 6 months)
10. Completion (NTP + 7 months)

Budget Summary

- | | |
|--|------------------------|
| 1. Engineers Estimate: \$(not included in Scope) | Towns Budget \$683,000 |
| 2. Engineering CA Contract: \$45,500 (pending) | JTD: \$0 |
| 3. Construction Contract: \$TBD | JTD: \$N/A |

Input Needed from Town/Others

1. None.

Other Issues/Concerns

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

WOODARD & CURRAN

This memo is a status report of Woodard & Curran Team's efforts for the Flow Control Valve Design Project

Completed Work Over the Last Week

1. Coordinated Project Close-Out with Anderson Construction.
2. Delivered the Notice of (Final) Completion to Anderson Construction for their review and signature.

Anticipated Work Over the Week

1. Will continue coordination with Anderson Construction to obtain outstanding documentation needed for Project Close-Out, including lien waivers and signed Notice of Completion.
2. Will coordinate with the Town as needed.

Scope Changes to Date

1. Include electrical design – no additional cost to the Town.

Outstanding Issues

1. The level of coordination required with the Contractor is well beyond our Construction Phase Scope of Work that included shop drawing review, kick-off and substantial completion meetings, and pay application review.

Construction Document Schedule Update

1. Notice to Proceed 7/8/2019
2. Substantial Completion 9/6/2019 – expected 10/4/2019 COMPLETED
3. Completion 10/6/2019 – expected 10/18/2019 COMPLETED

Budget Summary

- | | |
|-------------------------------------|------------------|
| 1. Engineering CA Contract: \$2,000 | JTD: \$1,000 |
| 2. Construction Contract: \$106,900 | JTD: \$30,730.60 |

Input Needed from Town/Others

1. None.

Other Issues/Concerns

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

WOODARD & CURRAN

This memo is a status report of Woodard & Curran Team's efforts for the Flow Control Valve Design Project

Completed Work Over the Last Week

1. Continued coordination of Project close-out with Anderson Construction.
2. Received signed Notice of (Final) Completion.

Anticipated Work Over the Week

1. Will continue coordination of Project close-out with Anderson Construction as final lien waivers are received for Project records.
2. Will coordinate with the Town as needed.

Scope Changes to Date

1. Include electrical design – no additional cost to the Town.

Outstanding Issues

1. The level of coordination required with the Contractor is well beyond our Construction Phase Scope of Work that included shop drawing review, kick-off and substantial completion meetings, and pay application review.

Construction Document Schedule Update

1. Notice to Proceed 7/8/2019
2. Substantial Completion 9/6/2019 – expected 10/4/2019 COMPLETED
3. Completion 10/6/2019 – expected 10/18/2019 COMPLETED

Budget Summary

- | | |
|-------------------------------------|------------------|
| 1. Engineering CA Contract: \$2,000 | JTD: \$1,000 |
| 2. Construction Contract: \$106,900 | JTD: \$30,730.60 |

Input Needed from Town/Others

1. None.

Other Issues/Concerns

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 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: Received generator submittal from Fidelity and sent comments for revise and resubmit. Contracts have been signed by Owner. Pre-construction meeting held on 19 December at 10:00 am at Town Hall. Engineer has provided a total cost to do all of the remaining design work for the electrical work in remaining phases. Issued Notice to Proceed effective on 15 January 2020. Processed Charge Order #1 resulting in reduction of contract price by \$12,600 for removal of 4" drain. Received additional information on generator stairs & platform.

Anticipated work over the next two weeks: The Town may opt to get construction procured ASAP to take advantage of the DEQ funding.

Upcoming Tasks: Revise generator pad and adjacent sidewalk for selected generator.
Notice of Award to Bidder-13 November
Preparation of Contracts
Sign contracts-3 December
Notice to Proceed-15 January

Outstanding Issues: Contractor to submit shop dwgs for review.
Coordination of testing services.

Design Schedule:

Schedule Constraints:

Projected Completion: Final submission to Town March 22, 2019
Approved Budget: \$42,110
Invoiced To Date: \$37,239
Balance to Complete: \$4871

Town Input Required:

Issues Town Should Be Aware Of: Switchgear procurement has been added to the DEQ application and will require meeting DEQ procurement requirements to be eligible for refund if project is funded through DEQ. When switchgear procurement is finalized, we will need DEQ response regarding switchgear procurement as reimbursable.

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
January 2, 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: Town has signed contracts. Pre-construction meeting held on 19 December at 11:00 at Town Hall. Issued Notice to Proceed on 15 January 2020. Received testing proposal from H&P for Owner required testing services.

Anticipated work over the next two weeks: Coordinate testing with Engineer and Contractor.

Upcoming Tasks: Notice of Award to Bidder-13 November
Preparation of Contracts
Sign contracts-3 December
Notice to Proceed-15 January 2020

Outstanding Issues: Contractor to submit shop dwgs for review.
Coordination of testing services.

Design Schedule:

Schedule Constraints:

Projected Completion: To be discussed

Approved Budget: \$32,300

Invoiced To Date: \$24,540

Balance to Complete: \$7760

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
January 2, 2020

Project Name: GIS pass-through

Project Manager: Scott Bortz, PE

Sub-Consultant King-Moore

P&B Job Number 19-07

Recent Activities: K-M assisted the Town with purchasing a GPS unit, software setup and training for Town staff

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule: Proposal provided February 15, 2019

Schedule Constraints:

Projected Completion:

Approved Budget: Running budget

Invoiced To Date: \$2473

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 2020

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: FWS sent an email request for additional information/clarification on 11 December which was responded to on 11 December by the Engineer. Per communication with DCR, 11 December was the final day for consultation through FWS with a final opinion due on 25 January 2020.

Anticipated work over the next two weeks:

Upcoming Tasks:

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: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
January 2, 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.

Anticipated work over the next two weeks:

Awaiting decision from Town to pursue erosion inquiry.

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: Awaiting decision from Town to pursue erosion inquiry.

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 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
January 2, 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: Drone survey on 12 December. Engineer has reviewed the preliminary survey and requested additional information/tuning of the survey.
Anticipated work over the next two weeks: Receive survey information and commence conduit design throughout the site.
Upcoming Tasks: Preliminary Design
Outstanding Issues:

Design Schedule: Preliminary design to Town staff for review at 120 days past Miss Utility ticket clearing.
Schedule Constraints: Miss Utility ticket
Projected Completion:
Approved Budget: \$81,000
Invoiced To Date: \$22,120
Balance to Complete: \$58,880

Town Input Required:
Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 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

January 2, 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

January 2, 2020

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

Recent Activities: Town signed Engineering Agreement 18 October 2019. Drone survey on 12 December 2019. Town has provided additional drawings for review.
Anticipated work over the next two weeks: Potential site review by Engineer early January. Engineer will review the drawings sent by Owner

Upcoming Tasks: Visit WWTP site and coordinate with Town staff regarding existing conditions and staff preferences.

Outstanding Issues:

Design Schedule: 17 March 2020 (150 days) Preliminary memoranda to Town
15 July 2020 (120 days) Complete design plans and specs
1 August 2020 Advertise for Bids (if Town desires)

Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
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: Provide copy of the current WWTP O&M manual (to be coordinated at the site visit).

Issues Town Should Be Aware Of: The schedule for this project may be 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 Town has been provided a cost for the PH III electrical work to coincide with the PH II design. If accepted, this could necessitate revision of the schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 2020

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Town signed Engineering Agreement 18 October 2019. Measured main floor wall offsets and obtained additional structural drawings of the plan to use for designs.

Anticipated work over the next two weeks: Begin generation of treatment plant base mapping and investigation of filter control and flow metering options. Potential site review by Engineer in early January.

Upcoming Tasks: Visit WTP site to collect additional details for base mapping completion and coordinate with Town staff regarding existing conditions and staff preferences.

Outstanding Issues:

Design Schedule: 17 January 2020 (90 days) Documents to VDH for review
17 March 2020 (60 days) Receive VDH approval
1 April 2020 Advertise for Bids (if Town desires)

Schedule Constraints: Town staff may desire to schedule bidding/construction for a certain time of year

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$0

Balance to Complete: \$56,000

Town Input Required: Provide current record drawings for wtp filter area (note some plans for filters #1, 3, 4, & 5 were provided by the Town during the proposal phase)

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 2020

Project Name: Eagle Trail Overlook Structure
Project Manager: Scott Bortz, PE
Sub-Consultant
P&B Job Number 19-80

Recent Activities: Town staff contacted P&B requesting price to investigate if the existing area is suitable for an elevated platform in the vicinity of the old foundation above the trail. P&B provided a price (\$1500) for an initial investigative letter regarding the probable condition.

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:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 2020

Project Name: Street Paving Schedule

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-81

Recent Activities: Discussed the project with Town staff to determine a course of action to best prepare plans and schedule for repaving. Town staff is in the process of completed a spreadsheet with the whole town road areas.

Anticipated work over the next two weeks: When the spreadsheet is completed, P&B will meet with Town staff to prepare a scope and projection of finished materials (schedule, costs, general areas, etc.)

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: Awaiting Town information regarding street status.

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
January 2, 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: Drone survey on 12 December. Engineer has reviewed the preliminary survey and requested additional information/tuning of the survey.
Anticipated work over the next two weeks: Receive survey information and commence conduit design throughout the site.
Upcoming Tasks: Preliminary Design
Outstanding Issues:

Design Schedule: Preliminary design to Town staff for review at 120 days past Miss Utility ticket clearing.
Schedule Constraints: Miss Utility ticket
Projected Completion:
Approved Budget: \$81,000
Invoiced To Date: \$22,120
Balance to Complete: \$58,880

Town Input Required:
Issues Town Should Be Aware Of:

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



Date: January 2, 2019

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Field survey began on Monday, December 30, 2019, and has completed 1,200 feet of the existing sewer line corridor.

Anticipated Work Over the Next two Weeks

1. Continue with survey field work.
2. Meeting with Tom Fore to review manhole inspection report and CCTV report. Meeting will be scheduled for the week of January 13th.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD: \$0
2. Manhole Inspection	Contract:	\$5,000	JTD: \$0
3. Sewer Line Route Survey	Contract:	\$17,500	JTD: \$0
4. Sewer Line Design	Contract:	\$44,720	JTD: \$0
5. Railroad Permit Coordination	Contract:	\$3,630	JTD: \$0
6. Bid Assistance	Contract:	\$4,460	JTD: \$0
7. Construction Administration	Contract:	\$18,900	JTD: \$0

Submitted by:

Bif Johnson, PE
Project Manager

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 2020

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

Recent Activities: Town signed Engineering Agreement 18 October 2019. Drone survey on 12 December 2019. Town has provided additional drawings for review.
Anticipated work over the next two weeks: Potential site review by Engineer early January. Engineer will review the drawings sent by Owner

Upcoming Tasks: Visit WWTP site and coordinate with Town staff regarding existing conditions and staff preferences.

Outstanding Issues:

Design Schedule: 17 March 2020 (150 days) Preliminary memoranda to Town
15 July 2020 (120 days) Complete design plans and specs
1 August 2020 Advertise for Bids (if Town desires)

Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
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: Provide copy of the current WWTP O&M manual (to be coordinated at the site visit).

Issues Town Should Be Aware Of: The schedule for this project may be 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 Town has been provided a cost for the PH III electrical work to coincide with the PH II design. If accepted, this could necessitate revision of the schedule.

Report Date: 1-2-2019

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. Continued progress on overall design sheets and specifications.
2. Prepared railroad encroachment and E&S permit applications.

Anticipated Work over the Week

1. Continue progress on plans and specifications.
2. Upon Town approval, submit railroad permit application and exhibits to Norfolk Southern for approval. Note that there is a \$2500 application fee that will be required by the Town.
3. Once plans are ready for regulatory review, submit them along with the permit application to Campbell County for review. There is a \$400 permit fee if the project remains under 1 acre of disturbance.

Scope Changes to Date

1. Jack and bore of sewer under railroad in lieu of replace in place.

Outstanding Issues

1. Easement acquisition by the Town for the new sewer route.

Construction Document Schedule Update (no change to date)

1. Notice to Proceed (July 1, 2020)
2. Substantial Completion (November 1, 2020)
3. Completion (December 1, 2020)

Budget Summary

1. Engineers Survey: \$ 3,500 JTD: \$ 3,500
2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ 7,965
3. Permitting: \$ 1,500 JTD: \$ 0
4. Engineering Construction Administration CA: \$ 4,500 JTD: \$ 0
5. Construction Contract: \$ 197,000 (Eng. Est.) JTD: \$ 0
6. Towns Budget \$ _____

Input Needed from Town/Others

1. Approval of jack and bore option.
2. Easements will need to be obtained by the Town for the proposed relocation.

Other Issues/Concerns

1. None

Submitted by:



R. Scott Ehrhardt, PE
Senior Associate

Attachments: N/A

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



Date: January 2, 2020

This memo is a status report of Hurt & Proffitt Team's efforts for the McMinnis Water Project

Completed Work Over the Last Week

1. Obtained old water line plans from Tom Fore, to be used in supplementing the courthouse research in recreating the easement information.

Anticipated Work Over the Next two Weeks

1. Survey field office processing to create base sheets for water line design.
2. Set up Preliminary Engineering Conference (PEC) with the Virginia Department of Health (VDH) to review the project with Bernard Proctor, District Health Engineer.
3. Project Manager and Project Engineer to walk critical portions of alignment, such as road crossings, railroad crossing, river connection points, and tank site, to get a better understanding of design issues related to those areas.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$0
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$0
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$0
4. Water Line Design	Contract:	\$51,250	JTD:	\$0
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$0
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$24,100	JTD:	\$0

Submitted by:

Bif Johnson, PE
Project Manager

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 2, 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: Town has signed contracts. Pre-construction meeting held on 19 December at 11:00 at Town Hall. Issued Notice to Proceed on 15 January 2020. Received testing proposal from H&P for Owner required testing services.

Anticipated work over the next two weeks: Coordinate testing with Engineer and Contractor.

Upcoming Tasks: Notice of Award to Bidder-13 November
Preparation of Contracts
Sign contracts-3 December
Notice to Proceed-15 January 2020

Outstanding Issues: Contractor to submit shop dwgs for review.
Coordination of testing services.

Design Schedule:

Schedule Constraints:

Projected Completion: To be discussed

Approved Budget: \$32,300

Invoiced To Date: \$24,540

Balance to Complete: \$7760

Town Input Required:

Issues Town Should Be Aware Of:

2019

	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Criminal Arrests "Felony"	5	1	2	1	8	1	4	2	5	7	6	2	44
Criminal Arrests "Misdemeanor"	15	8	8	9	6	6	23	13	16	8	8	7	127
Warrant Executed	10	5	8	9	4	6	5	10	12	10	15	12	106
Uniform Traffic Summons Issued	14	30	43	29	11	10	16	40	87	52	33	76	441
# Traffic Stops	28	41	94	35	15	26	74	90	153	100	72	144	872
BOLO'S (Be on Look Out)	6	3	11	5	6	4	1	10	6	3	8	8	71
DUI	1	1	1	1	0	0	3	2	3	0	1	3	16
IBR	20	20	28	16	21	17	22	20	17	17	15	23	236
MVA	1	4	1	4	3	4	1	4	4	4	5	9	44
Assist Motorist	7	30	17	16	19	11	9	7	19	13	10	13	171
Calls for Service	229	237	324	211	210	226	249	184	181	220	146	231	2,648
Investigation Hours	57	5	5.5	17	81	27	46	13	4	80	80	2	417.5
Alarm Responses	19	30	19	19	19	12	2	11	20	17	16	26	210
ECO/TDO	1	0	0	2	5	1	2	1	4	6	2	1	25
ECO/ TDO HOURS	2	0	0	1.5	3	2	11	2	23	41	9	4	98.5
Training Hours	0	3	0	0	3	25.5	13	14.5	48	22	4	80	213
School Check	62	73	42	57	67	43	73	99	89	103	93	88	889
Court Hours	29	10	31.5	14.5	5	7.5	5.5	5.5	14	8.5	13	19.5	163.5
Community Events	0	0	0	12	1	2	0	4.5	7	2	1	10	39.5
Special Assignment Hours	0	6	0	0	13	0	0	0	0	0	0	0.5	19.5
# Hrs Directed Patrol	286	207	362	180	172	99	98	125	186	209	111	177	2,212
Bike Patrol Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Citizen Contacts	1,544	1,652	2,340	1,543	1,345	1,449	1,093	1,151	1,540	2,018	1,008	1591	18,274
Businesses, Residences Check "Foot Patrols"	454	567	655	424	435	606	560	749	511	601	756	772	7,090
Follow Ups	30	35	48	35	35	28	31	27	4	13	10	18	314

Patrol on 29-December				
2-Dec	29 SB	2228-2235	Hammock	Traffic Stop
2-Dec	29 SB	2230-2235	Osborne	Traffic Stop
5-Dec	29 NB/Main St	1359-1403	Tosh	Traffic Stop/Warning
5-Dec	29 NB/Clarion Rd	1408-1409	Tosh	Traffic Stop/Warning
5-Dec	29 NB/Main St	1414-1420	Tosh	Traffic Stop/Warning
5-Dec	29 NB	1524-1734	Tosh	Traffic Stop/Arrest made
5-Dec	Rt 29		Caveness	Traffic Stop
6-Dec	29 NB		Henderson	Traffic Stop
7-Dec	29 NB	0222-0328	Osborne	Assist 1410 w/Traffic Stop
7-Dec	Rt 29	1300-1335	Weaver	Radar
8-Dec	29 NB/Clarion Rd	2149-2158	Hammock	Traffic Stop
8-Dec	29 SB	1906-1952	Hammock	Vehicle Accident
8-Dec	29 SB	2358-0005	Hammock	Traffic Stop
11-Dec	29 SB	1625-1712	Bell	BOLO
11-Dec	Rt 29	1255-1330	Weaver	Radar
11-Dec	29 SB	1625-1710	Weaver	BOLO/Assist VSP
13-Dec	29 NB/Clarion Rd	2031-2046	Hammock	Traffic Stop
13-Dec	29 SB/Bedford Ave	2056-2057	Hammock	Traffic Stop
13-Dec	29 SB/Bedford Ave	2107-2130	Hammock	Traffic Stop
13-Dec	Rt 29/Clarion Rd	2146-2158	Hammock	Traffic Stop
13-Dec	Rt 29/Bedford Hwy	2231-2248	Hammock	Traffic Stop
13-Dec	29 SB/Bedford Ave	2300-2312	Hammock	Traffic Stop
13-Dec	29 SB/Bedford Ave	2332-2337	Hammock	Traffic Stop
13-Dec	29 NB/Lynch Mill Rd	2358-0027	Hammock	Traffic Stop
14-Dec	Rt 29/Clarion Rd	1313-1329	Rigney	MVC/Unfounded
14-Dec	29 SB/Bedford Ave	1956-2013	Hammock	Traffic Stop
14-Dec	29 SB/Bedford Ave	2108-2117	Hammock	Traffic Stop
14-Dec	29 SB/Pitts Co.	2248-2316	Hammock	Traffic Stop
15-Dec	Rt 29		Caveness	Traffic Stop
16-Dec	Rt 29	1730-1800	Weaver	Radar
18-Dec	Rt 29		Caveness	Traffic Stop
17-Dec	Rt 29	1240-1305	Weaver	Radar
18-Dec	29 NB	1330-1400	Tosh	Radar
19-Dec	29 NB	0830-0820	Tosh	Radar
21-Dec	29 SB/Bedford Ave	0034-0040	Hammock	Traffic Stop
21-Dec	Rt 29	1645-1715	Weaver	Radar
22-Dec	29 NB/Clarion Rd	2350-2355	Hammock	Traffic Stop
22-Dec	29 NB/Clarion Rd	0105-0111	Hammock	Traffic Stop
22-Dec	Rt 29	1400-1435	Weaver	Radar
23-Dec	29 NB	1453-1510	Tosh	Traffic Stop/Summons
25-Dec	29 SB	0528-0800	Osborne	Pursuit/Assisted Hammock
25-Dec	29 NB/Clarion Rd	2141-2148	Hammock	Traffic Stop
25-Dec	29 NB	2151-2002	Hammock	BOLO
25-Dec	29 NB/Lynch Mill Rd	0415-0418	Hammock	Traffic Stop
25-Dec	29 SB	0528-0816	Hammock	Pursuit
26-Dec	29 NB	2206-2225	Osborne	Traffic Stop/Summons
26-Dec	29 NB	2206-2225	Hammock	Traffic Stop
26-Dec	Rt 29	1700-1735	Weaver	Radar
27-Dec	29 NB	1854-1927	Karr	Disabled Vehicle
27-Dec	29 NB	1319-1320	Tosh	Traffic Stop/Summons
27-Dec	29 NB	1606-1615	Tosh	Traffic Stop/Summons
27-Dec	29 NB	1655-1705	Tosh	Traffic Stop/Summons
27-Dec	29 NB	1735-1740	Tosh	Traffic Stop/Summons
27-Dec	Rt 29/Main		Caveness	Disabled Vehicle
27-Dec	Rt 29		Caveness	Traffic Stop
28-Dec	Rt 29/Clarion Rd	0936-0941	Tosh	Traffic Stop/Warning
28-Dec	29 NB	1217-1226	Tosh	Traffic Stop/Warning
28-Dec	Rt 29	1320-1321	Tosh	Traffic Stop/Warning
28-Dec	29 SB	1327-1331	Tosh	Traffic Stop/Summons (2)
28-Dec	29 NB	1545-1552	Tosh	Traffic Stop/Summons
28-Dec	29 NB	1616-1618	Tosh	Traffic Stop/Warning
28-Dec	29 NB	0357-0433	Karr	Assist Motorist
29-Dec	Rt 29	1336-1512	Tosh	Funeral Traffic

Report Date: January 7, 2020

Public Works Monthly Report for December 2019



RED indicates updates since last meeting.

PROJECTS/ITEMS

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Due to the wet condition we are planning to start the sidewalk project in early spring.

Spring Paving: Town has completed the spring paving list and are currently working on the Bid Documents. We are planning to advertise and put out to bid the spring paving middle or end of January and have the bid opening in February.

APD Firing Range Improvements (McMinnis Spring area): Town Staff has started to on the tree removal. Currently we have removed 95% of the trees. We are now starting grubbing the stumps and preparing for the grading process. Town staff is preparing to start working on the tree removal and grading the site for the improved firing range area later this month as time allows. We have mobilized equipment on site to begin construction. This is a working progress.

Chemical Storage Building (Public Works): The Contractors will begin Construction on January 15, 2020. Contract Documents have been signed and the Engineer is working the Contractor to set a date to start the construction.

Eagle Trail Overlook Site: 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.

CAPITAL IMPROVEMENT PROJECTS

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.

Streetlight (Decorative) LED Head Conversion Project: The Street Department will be starting removing and replacing the new decorative heads on January 8, 2020. If all goes as planned we should have this completed by April 3, 2020. The Public Works Department has order the year two of the decorative lights. We have received 24 new lights and the Street Department is planning to start installing the new heads in late September.

Shreve Park Playground Equipment Replacement: 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.

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 Manager before presenting to Council. The current status is ongoing.

STREET DEPARTMENT MONTHLY REPORT

DATE: Tuesday, January 7, 2019

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: December 2019

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	153.5
	93.5
Safety Meetings/Data Entry/ Planning Schedule	
Emergency Call Duty	0
Weekend Trash Truck	3
Street Sweeping	16.5
Street Sweeping (Gretna)	0
Litter Control	32.5
Special Event (Christmas Parade)	8.5
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0
Sign Maintenance	11.5
Shoulder Repairs	0
Ditch & Drainage Pipe Maintenance	3
Curbing Repairs	0
Utility Patch Paving Repairs	0
Dead Animal Removal	0
Decorative Street Light Repairs	52.5
LED Decorative Street Light Installed	0
Assisting other Crews	2.0
Trees/ Trimming/ Removal	4
Asphalting (Potholes)	0.5
Storm Drainage	2
Hanging Christmas Lights And Banners	1
Leaf Collection	296
Snow and Ice Control Prep	19.5
Investigating Issues	6
Road Hazard	0
Vehicle Maintenance	3.5
Total Labor Hours for the Month	709

BUILDINGS AND GROUNDS

Monday, January 06, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: December 2019

Vacation / Sick Leave Taken		96.5
Meetings / Data Entry / Work Planning		107.5
# of Call Duty Hours		20
# of Assisting other Crews		1
Holiday		120
Seasonal (Christmas Lights)		15
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	4	57.5
# of Cremations	0	
Cemetery Grounds Maintenance	22	9.25
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	88.78	109
# of Curbside Brush Collected (Stops)	50	23
Loads of Brush Collected	9	
# of Curbside Bulk Collected (Stops)	74	38
Bulk Collection (Tonnage)	10.16	
# of Tires Collected	0	
# of Residential Garbage Citations Issued		
# of Residential Garbage Citations Corrected		
# of Residential Garbage Citations Pending		
Parks		
DESCRIPTION	Month Totals	Labor Hours
# of Park Cleaning	22	107.75
# of Building Maintenance Hours	22	44.75
# of Parks Ground Maintenance Hours	22	88.5
# of Acres Mowed by Town		
# of Acres Mowed by Contractors ****		
Special Projects - PD Range	22	54.25
# of Veh. Maintenance Hours	22	11.5
*** HOURS NOT ADDED		
Total Labors Hours for the Month		903.50

FLEET MAINTENANCE DEPARTMENT

DATE: January 7, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: December 2019

DESCRIPTION	Labor Hours
Vacation	32
Safety Meetings	16.5
Holiday	48
Daily/ Weekly/ Planning & Scheduling	36.5
Sick Leave Used	12
CIP / Budgeting	27
Preventive Maintenance	123.5
Full Services	10
General Maintenance Repairs	15.5
Troubleshoot and Diagnostic	1.5
Training	
Tire Changes & Repairs	3.5
Building & Grounds	12.5
Picking Up & Delivery	10.5
State Inspections	3
Total Labor Hours for the Month	352

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 13.37 Hours per day which yielded approximately 1,370,000 gallons of water per day.

Rain 4.5 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>13.69</u>	hrs		
Average Hours per day (weekends)	<u>12.58</u>	hrs		
Average produced (week days)	<u>1,466,409</u>	gallons per day		
Average produced (weekends)	<u>1,335,445</u>	gallons per day		
Total Raw Water Pumped:	<u>44.28</u>	million gallons		
Total Drinking Water Produced:	<u>1.37</u>	million gallons		
Average Daily Production: (drinking)	<u>1,340,000</u>	gallons per day		
Average percent of Production Capacity:	<u>44.67</u>	%		
Plant Process Water:	<u>1,874,610</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>5,300</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>2,100</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>7.953</u>	million gallons	average hours per day	<u>14.3</u>
Average Daily Produced:	<u>256,548</u>	gallons per day	Rain at MC	<u>3.87</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>7.211</u>	million gallons	average hours per day	<u>11.9</u>
Average Daily Produced:	<u>232,612</u>	gallons per day	Rain at RE	<u>3.80</u>
Purchased Water from CCUSA	<u>69,564</u>	gallons	snow	
Sold to Hurt	<u>2,501,100</u>	gallons		
Industrial Use	<u>32,758,167</u>	gallons		

Water lost due to leaks 0

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 December 3rd
 Melinda High Pressure Zone- PER submitted to Health Department -survey complete plans about 95%, staff is reviewing plans for final set prior to taking to bid
 Fire Extinguishers checked and signed off on
 CIP Tank Maintenance/Drained Melinda tank in preparation for scheduled tank maintenance Started on October 30th. And we started filling on Dec. 6th. BACT taken on the 12th.
 Bedford tank maintenance will have to wait until we fix pressure in zone. Awaiting quotes for needed fittings and valve.
 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 to be purchased and installed. All has arrived but the pump
 Reed Creek cleaning still to be carried out.
 VDH inspection was done on Dec. 10th
 Solids Mixer work completed on Dec. 3rd
 Washed Basin #1 on Dec. 14th and Basin #2 on Dec. 31st
 HACH calibrations completed for the quarter
 RPZ Calibrations completed for the year of 2020
 Completed DEQ Water withdrawal reporting for 2019 on Jan 5th
 CCR draft completed for 2019 , to be reviewd by Tom Fore and Mr. Proctor with VDH
 Clarion Flow contol valve completed, waiting certificate of completion from engineer.
 All WTP evaluations completed.
 Moved all Hypo chemical pumps to the 2nd floor at WTP and installed new chemical lines.

Utilities Distribution and Collection

# of Service Connections	0		
# of Service Taps	0		
# of Meters Read	101 1,718	Monthly Quarterly	
# of Meters Cut Off For Non-Payment	12		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	18 166.09	Tons	
# of Location Marks made for Miss Utility	71		
# of Meters Replaced	5		
# of Water Lines Repaired	2	# of Sewer Lines Unstopped	2
Locations: 817 8th Street - Water Service 1405 Broad Street - Water Service		Locations: 331 11th Street - Blockage 1013 Park Street-Blockage	
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage		Sewer Main Cleaned	
Sewer (Root Cutting) Main		Sewer Main Cleaned Manholes	
Sewer (Root Cutting)Main Manholes		Sewer Right of Way Clearing Footage	1,000
Sewer Video Footage	200	Sewer Service Cleaned	100
Sewer Video Manholes		Sewer Service Video	
Duke Root Control (Contractor)		Sewer (Root Cutting) Service	
Water Turn On and Offs	14	Water Right of Way Clearing Footage	
		Sewer Manholes Inspected	70
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:
Sewer Manhole Maintenance

AEP is running Fiber Optics towns utility have been marking all utility lines
Utilities Specialist B. Bell passed a class A CDL all utilities personnel now CDL certified.

DEPARTMENT: Wasterwater Plant
MONTH: November

Average Daily Flow	1.90	MGD	
TSS Reduction	98	%	
BOD Reduction	98	%	
VPDES Violations	0		
Sludge (Regional Land Fill)	189	tons	(estimated)
Rain Total	2.65	Inches	
		Snow Total	0 Inches

Other Wastewater Activities and CIP Projects:

Month: December 2019
Week: 2nd

- Review and Submit timesheets
- Reviewing night shift employee ratings
- Complete employee evaluations and submit to Director
- Prepared Monitoring wells for sampling
- Completed Annual Monitoring Wells sampling
- Submitted monthly DMR to DEQ
- Completed Monthly Report for Director
- Completed Monthly Industrial Billing
- New Scum beach installed 12/4/19
- Town staff (Paul Hill) modified new scum beach to correct operational issues
- Reset alarm set points on UV Controller
- Inspected UV hydraulic system
- Checked oil and belts on blowers
- Repaired Main PLC programming (AIC)
- Entered Lab data
- Normal Plant Operations

Month: December 2019
Week: 9th

- Review and Submit timesheets
- Reviewing night shift employee ratings
- Conducted All Industrial Inspections
- Conducted Semi-Annual industrial Monitoring
- Reviewed Night shift Evaluations from Supervisor for approval
- Carter Machinery Annual PM on all generators conducted 12/11/19
- Survey crew onsite for upcoming upgrades 12/12/19
- Inspected UV hydraulic system
- Checked oil and belts on blowers
- Entered Lab data
- Normal Plant Operations

Month: December 2019
Week: 30th

- Serviced UV system Bank A
- Serviced NPW system
- Inspected UV hydraulic system
- Submitted National Weather Service Rain data
- Checked oil and belts on blowers
- Entered Lab data
- Normal Plant Operations

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

Printed 6-Jan-20

Customer Class		January-19	February-19	March-19	April-19	May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19	
WATER	Unite	1,237	-	-	1,255	20	20	1,251	17	-	1,338	16	9	Average
	Commercial Base-IT	165	26	28	212	12	28	163	22	24	185	27	41	430
	Residential Base-OT	139	-	-	139	2	2	136	-	-	-	-	-	78
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	38
	Municipal	13	23	16	21	29	29	20	19	16	19	29	30	1
	Dormant Accounts	4	-	-	-	-	-	-	-	-	-	-	-	22
	Industrial	5	5	4	5	5	5	5	5	5	5	5	5	1
	TOTAL	1,564	55	49	1,633	69	85	1,576	64	46	1,548	78	86	5
	Gallons													Total
	Residential Use-IT	12,840,509	-	-	12,458,826	29,480	151,160	13,218,593	100,290	-	15,076,285	52,930	58,950	53,987,023
	Commercial Use-IT	2,347,600	4,321,946	3,903,523	6,357,036	5,893,200	4,080,110	2,607,291	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	52,327,088
	Residential Use-OT	1,709,530	-	-	1,131,698	145,160	5,100	1,581,092	-	-	2,028,060	-	-	6,600,640
	Commercial Use-OT	3,027,600	3,021,400	2,383,400	2,253,900	2,313,400	2,562,300	2,734,400	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	31,811,300
	Municipal	158,510	356,680	615,140	317,130	317,130	385,920	763,850	242,360	293,170	436,830	441,960	555,490	4,884,170
	Industrial	41,987,049	42,239,964	37,038,626	47,005,526	43,290,000	39,815,681	44,283,991	51,056,594	43,610,218	45,193,477	27,225,826	43,631,466	506,378,418
	TOTAL WATER SOLD	62,070,798	49,939,990	43,940,689	69,524,116	51,988,370	47,000,271	65,189,217	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	655,988,639
	NET DELIVERED	59,981,610	58,400,482	59,457,774	61,994,703	61,741,534	63,617,052	67,355,737	66,482,101	66,731,183	47,090,517	59,545,980	56,853,505	729,252,178
	FRACTION BILLED	103%	86%	74%	112%	84%	74%	97%	87%	77%	158%	58%	86%	90%
	Total (TOA,sold,hydrrnts, etc)	55,200	19,900	27,100	30,200	49,600	29,950	77,400	28,400	52,600	23,600	11,000	7,400	412,350
	Dollars													Total
	Residential Base & Use-IT	29,702	-	-	28,474	710	480	32,989	295	-	65,078	550	351	158,628
	Commercial Base & Use-IT	12,637	13,735	12,001	18,344	1,419	12,666	18,081	11,420	13,613	32,091	13,457	7,241	166,707
	Residential Base & Use-OT	7,667	-	-	7,278	86	47	7,431	-	-	12,722	-	-	35,232
	Commercial Base & Use-OT	10,757	10,666	8,413	7,956	8,329	9,045	9,652	9,054	9,848	10,511	9,841	8,940	113,014
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	112,834	97,574	96,990	108,583	100,000	91,974	102,296	117,871	100,740	105,948	64,159	102,641	1,201,611
	TOTAL	173,597	121,975	117,405	170,635	110,544	114,213	170,450	138,641	124,201	226,350	88,007	119,173	1,675,191

SEWER	Units	1,068	-	-	1,010	20	18	1,086	17	-	1,159	14	5	Average
	Commercial Base-IT	156	25	24	141	18	23	128	27	21	134	25	40	366
	Commercial Base-OT	2	1	-	1	2	1	1	-	1	1	-	2	64
	Municipal	9	9	2	5	9	9	9	4	7	7	17	8	1
	Dormant Accounts	2	-	-	-	-	-	-	-	-	-	-	-	0
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	1,241	39	30	1,161	53	55	1,228	52	33	1,305	60	59	435
	Gallons													Total
	Residential Use-IT	9,497,252	-	-	9,175,374	15,113	151,160	9,696,320	185,690	-	10,598,418	44,863	46,283	39,410,472
	Commercial Use-IT	2,788,279	1,111,414	774,455	3,464,973	1,081,908	749,675	1,819,908	805,722	803,285	3,714,590	885,655	1,748,584	19,748,447
	Commercial Use-OT	108,500	220,000	-	247,869	139,200	127,100	194,064	-	180,000	96,500	-	62,900	1,376,132
	Municipal	134,734	224,760	137,450	269,561	110,690	114,180	165,260	41,050	85,170	9,730	119,560	266,560	439,611,810
	Industrial	38,720,000	40,150,000	38,770,000	39,920,000	35,760,000	38,891,810	40,490,000	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	500,146,861
	TOTAL SEWER BILLED	51,248,765	41,706,174	39,681,905	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	734,809,800
	WWTP EFFLUENT	74,691,900	74,231,500	75,993,700	60,270,400	56,732,700	66,276,700	60,775,600	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	68%
	FRACTION BILLED	69%	56%	52%	88%	65%	56%	86%	70%	94%	121%	49%	39%	68%
	Dollars													Total
	Residential Base & Use-IT	29,490	-	-	29,367	710	678	31,276	299	-	35,551	167	158	10,641
	Commercial Base & Use-IT	8,778	3,545	2,470	10,448	1,419	2,391	5,876	2,570	2,565	11,122	2,832	4,934	4,913
	Commercial Base & Use-OT	692	1,438	-	1,112	888	811	619	-	1,177	15,669	-	179	1,882
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	126,974	132,010	127,432	131,094	117,491	130,506	132,402	130,015	133,056	124,554	88,453	73,346	1,447,334
	TOTAL	165,934	136,993	129,902	172,021	120,508	134,386	170,173	132,885	136,798	186,896	91,452	78,616	1,464,770

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	106	90	142	192	118	232	221	159	111	168	154	50	145
	Curbside- BULK	53	59	76	162	78	80	109	97	92	77	81	74	87
	TOTAL	159	149	218	354	196	312	330	256	203	245	235	124	232
	Curbside-IT	103	79	81	94	97	89	101	91	80	85	101	89	Total
	Curbside-BULK	5	9	7	14	12	11	18	18	21	12	6	10	1,090
	TOTAL	108	88	88	108	109	100	119	109	101	101	107	99	143
													1,233	

January 2020

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
Notes : * January 28th <i>AEDA Meeting @ 8:15 am</i>			1 <u>Town Office Closed</u> <i>New Year's Day</i>	2	3	4
5	6 Planning Commission 5pm	7	8	9	10 <i>Department Operating Budget Requests Due</i>	11
12	13 <i>Written Requests Due from Outside Agencies and Non-profits</i>	14 <u>Town Council Meeting 7pm</u>	15	16	17	18
19	20 <u>Town Office Closed</u> <i>Martin Luther King Jr.</i>	21	22	23	24	25 Chamber of Commerce Awards Dinner
26	27	* 28 <u>Council Work Session 5pm</u> <i>CIP & Utility Rate Discussion</i>	29 <i>*Continuation of Council Budget Work Session (if needed)</i>	30	31	

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: * AEDA 8:15am						1
2	3 Planning Commission 5pm	4	5	6	7	8
9	10	11 <u>Town Council Meeting 7pm</u>	12	13	14 <u>Valentine's Day</u>	15
16	17 <u>President's Day</u> Council receives "Draft Budget"	18	19	20	21	22
23	24	* 25 <u>Council Work Session 5pm</u> Budget Work Session & CIP Approval	26 -continue Budget Work Session (if needed)	27	28	29