



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, June 9, 2020
7:00 p.m. – Council's Chambers

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

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

6. Consent Agenda

- a. **Approval the minutes of the May 12th Regular Meeting and May 26th Work Session**
- b. **Acceptance of Monthly Financial Reports**
- c. **Approval of FY2020 Budget Amendments**
- d. **Approval of Delinquent Account Write-offs**
- e. **Approval of Declaration of Police property as Surplus**

7. Public Hearing(s)

8. New Business

- a. **Proclamation for TRRC grant (Southside Economic Development)**
- b. **"Disposable plastic bag tax" discussion**
- c. **Scheduling of Public Hearing for Rezoning – 3rd Street**

9. Unfinished Business

- a. **Adoption of FY2021 Budget and FY2021 Capital Improvement Program (CIP) and New Utility Rates**
 - i. **Adoption of FY2021 Budget and Appropriation Resolution**
 - ii. **Adoption of FY2021 Utility (Water & Sewer) Rate Increase Resolution**
 - iii. **Adoption of Resolution to Approve the FY2021-2025 Capital Improvement Program (CIP)**

9. Unfinished Business (continued)

- iv. Adoption of Ordinance – Adopting and Re-ordaining the Town’s Tax Rates, Water & Sewer Rates, Fees & Other Charges.**
- b. Melinda Tank High Pressure Zone project discussion**
- c. Altavista On Track (AOT) Letter of Agreement**
- d. COVID-19 Update**

10. Reports and Communication

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

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

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. Consideration of Continuation of Meeting to Thursday, June 11th at 5:00 p.m for a Joint Meeting with the Altavista Economic Development Authority.

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

June 9, 2020

ITEM #: 4**ITEM TITLE:**

Recognitions and Presentations

DESCRIPTION/ACTION:

Kirsten Aherron began as the Town's new Main Street Coordinator on Monday, June 8th. She has previously served on an Interim basis. WELCOME to Kirsten!

George Sandridge has completed his internship with the Town. THANKS to George and Best Wishes!



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

June 9, 2020

Agenda Item#: 6a

Item Title: Approve the minutes of previous Council meetings (May 12, 2020 and May 26, 2020).

(THE MINUTES ARE INCLUDED AT THE END OF THE AGENDA PACKET)

Action(s):

Approve the minutes of the Council's Regular Meeting held on May 12, 2020.

Approve the minutes of the Council's Work Session held on May 26, 2020

Explanation:

- Minutes in draft form are attached for the Council's review (included at the end of the packet) (Links below).
- If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

ATTACHMENTS:

- May 12, 2020 Continued Meeting **(Link)** *Included at end of the packet*
- May 26, 2020 Regular Meeting **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

June 9, 2020

Agenda Item#: 6b

Item Title: Acceptance of the monthly financial reports

(THE MONTHLY REPORTS ARE LOCATED AT THE END OF THE AGENDA PACKET)

Action(s):

Accept the monthly financial reports (Monthly Check Register, Monthly Revenue and Expenditures, and Monthly Investments)

Explanation:

- Monthly financial reports are included for your review and for informational purposes. (Links below)

ATTACHMENTS:

- Check Register **(Link)** *Included at end of the packet*
- Monthly Revenue and Expenditure Reports **(Link)** *Included at end of the packet*
- Monthly Investment Report **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

June 9, 2020

Agenda Item#: 6c

Item Title: Approval of FY2020 Budget Amendments

Action(s):

Approve the budget amendments to the FY2020 Budget.

Explanation:

- This is the final step in the process in regard to previous actions of Town Council regarding budget amendments. Council reviewed this item at their May Work Session and reached Consensus to place the item on the June Regular Meeting Consent Agenda.

Funding Source(s):

Various

ATTACHMENTS:

- Budget Amendments memo ([Link](#))



Date: May 26, 2020
To: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments / Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- Windows 10 Upgrade \$ 7,160
(Council Approval: January 14, 2020)
- VRSA Safety Grant \$ 4,000
(Revenue received through grant)
- Bank Franchise Tax Refund: BB&T \$ 12,940
(Council Approval: April 14, 2020)
- Purchase of Dearing Ford Business Center \$1,000,000
(Council Approval: August 27, 2019)
- DMV Safety Grant \$ 7,880
(Revenue Received through grant)
- State Forfeiture: Seized Funds \$ 200
(Revenue received through seizures)
- Firing Range Extension \$ 310
(Council Approval: October 9, 2018)
- Boy Scout Eagle Trail Project \$ 3,400
(Council Approval: February 26, 2019)
- English Park Playground Improvements: Splash Pad \$ 312,200
(Council Approval: December 11, 2018)
- Canoe Launch \$ 2,300
(Revenue Received through grant)
- Paving Eagle Trail \$ 123,000
(Council Approval: August 13, 2019)

<ul style="list-style-type: none"> • Park Benches; Eagle Trail (Consensus: October 22, 2019) 	\$ 1,660
<ul style="list-style-type: none"> • Remove Debris and Abandoned Structure (Council Approval: August 27, 2019) 	\$ 1,180
<ul style="list-style-type: none"> • English Park Security Cameras (Council Approval: July 9, 2019) 	\$ 9,200
<ul style="list-style-type: none"> • 7th St. Utility Project (Council Approval: February 12, 2019) 	\$ 12,070
<ul style="list-style-type: none"> • AVFC Request (Council Approval: January 14, 2020) 	\$432,000
<ul style="list-style-type: none"> • Fire Grant (Revenue Received through grant) 	\$ 670
<ul style="list-style-type: none"> • Various Insurance Claims (Reimbursable through insurance carrier) 	\$ 40,600
<ul style="list-style-type: none"> • Fluoride Grant (Revenue Received through grant) 	\$ 24,460
<ul style="list-style-type: none"> • Flow Control Valve (Council Approval: May 28, 2019) 	\$108,620
<ul style="list-style-type: none"> • Melinda HPZ Project (Council Approval: September 11, 2018) 	\$ 26,000
<ul style="list-style-type: none"> • Clarifier I Project (Council Approval: September 11, 2018) 	\$167,400
<ul style="list-style-type: none"> • Reallocation of Façade Loan Funds (Council Approval: May 14, 2020) 	\$ 20,000

Also attached are Departmental Transfers (from one-line item to another)

- Various Departments
(Redistribution of funds to cover operational costs – no new funds are required)



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

June 9, 2020

Agenda Item#: 6d

Item Title: Approval of Delinquent Account Write-offs

Action(s):

Approve the Delinquent Account Write-offs as presented.

Explanation:

- Annually staff presents a list of accounts that are eligible to be written-off. This item was provided to Council at their May Work Session, it was Council's Consensus to place this item on the Consent Agenda for approval.

Background:

This is an item that is annually presented to Town Council for their consideration. It assists staff with removing items that have not been collected, for several reasons.

Funding Source(s):**ATTACHMENTS:**

- Delinquent Account Write-off memo ([Link](#))



DATE: May 19, 2020

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

Attached is a listing of delinquent utility accounts which are over five years old. Our efforts to collect the delinquent billings have been unsuccessful. Annually, we request Council to consider writing off and adjusting our financial records.

We have thirteen accounts over five years old totaling \$1,225.15, and five accounts for deceased individuals totaling \$372.77. The total write-off request is \$1,597.92.

I respectfully request Council's approval to write-off, as we would like to clear these outstanding invoices within the current fiscal year.

Thank You.

**PROPOSED WRITE OFF
DELINQUENT WATER & SEWER ACCOUNTS
May 19, 2019**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>	<u>Amount Past Due</u>
Charles T. Ballowe, II	8/11/2014	\$ 20.74
Lisa Marie Blake	12/3/2014	\$ 15.40
Elaine Boxley	5/4/2015	\$ 222.00
Randy Ford	5/6/2015	\$ 21.16
Melisa M. Harrison	11/20/2014	\$ 156.51
Shirley Holland	6/2/2014	\$ 25.71
I Love NY Pizza	5/6/2015	\$ 158.72
Warren S. Moore	11/21/2014	\$ 25.74
Zackary S. Nicely	2/5/2015	\$ 12.98
Ronald C. Paape, II	6/30/2015	\$ 133.99
Donald H. Reynolds	12/30/2014	\$ 31.69
Rebecca Coffe Rosser	5/4/2015	\$ 213.28
Katrina L. Stone	5/6/2015	\$ 187.23
SUB TOTAL		\$ 1,225.15

DECEASED INDIVIDUALS

<u>Name</u>	<u>Date Account Closed</u>	<u>Amount Past Due</u>
Willard C. Bentley	11/20/2019	\$ 37.00
Terry L. Ewing	3/25/2019	\$ 104.08
Joseph T. Fauver	4/4/2019	\$ 77.11
Joan Thacker	4/24/2020	\$ 36.25
Roger Towler	1/24/2020	\$ 118.33
SUB TOTAL		\$ 372.77
TOTAL		\$ 1,597.92



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

June 9, 2020

Agenda Item#: 6e

Item Title: Approval of Declaration of Surplus Property (Police Dept.)

Action(s):

Approve the items submitted by the Police Department, so they can be properly disposed of by the Town staff.

Explanation:

- Periodically staff presents a list of items that need to be declared as surplus; this allows staff to dispose of them in a legal manner. This item was provided to Council at their May Work Session, it was Council's Consensus to place this item on the Consent Agenda for approval.

Background:

This is the process to sell/discard items that are no longer used by the Town.

Funding Source(s):

Any funds received are recorded in the Miscellaneous Revenue line item of the Administration budget.

ATTACHMENTS:

- Police Department memo ([Link](#))

Request that the following items be declared surplus as they are no longer used by the police department.

Seven (7) Motion computing tablets with DC power cords. These were the first in car computers purchased by the police department.



One (1) Panasonic tough book - this was formerly the motor carrier unit computer. It is obsolete.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

June 9, 2020

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

Tobacco Region Revitalization Commission Grant Resolution – *Innovation, Accelerator, and Coworking Space Project*

DESCRIPTION:

In March 2020, Council adopted a resolution allowing staff to apply to the Tobacco Region Revitalization Commission (TRRC) to become a participant in their “Small Towns Pilot Initiative”. That initiative would have allowed the town to seek funding to develop an innovation center and coworking space in the vacant fire station located next to Town Hall. Since that time, the TRRC has chosen not to fund that program. However, it has been determined that the town is eligible to apply for the TRCC “Southside Economic Development Program”.

The purpose of the Commission’s Southside Economic Development Program is to promote economic growth and development in tobacco-dependent communities in an equitable manner throughout the Southside region of the Commonwealth in order to assist such communities in reducing their dependency on tobacco and tobacco-related business.

The Commission provides support in the form of grants and/or loans to governmental entities and IRS-designated non-profits to assist in up to 50% of costs to implement projects that measurably expand the local and regional economy and result in job creation and taxable private capital investment. Grants and loans are awarded subject to the availability of funds that are “allocated” to Southern Virginia tobacco region localities, based on a formula that includes several tobacco-related economic measures.

The amount of funding available to Campbell County is \$184,306. Staff has spoken with the county to discuss the project and they have expressed support. The Board of Supervisors will be asked to adopt a resolution supporting the project, which will be included in the town’s application, at their June 16, 2020 meeting.

The FY2021 Southern Economic Development Program Guidelines and Application are attached. This information can also be found on their website at <https://www.revitalizeva.org/grant-loan-program/grant-programs/southwest-and-southside-economic-development-grant-program/>.

Applications will be accepted through July 16, 2020.

RECOMMENDATION:

Staff recommends that Council adopt the resolution and authorize the submittal of a TRRC Southside Economic Development Program application for the Altavista Innovation, Accelerator, and Coworking Project.

BUDGET/FUNDING:

A dollar-for-dollar match for the grant must be provided. No more than 25% of the required matching funds can be provided from in-kind project contributions.

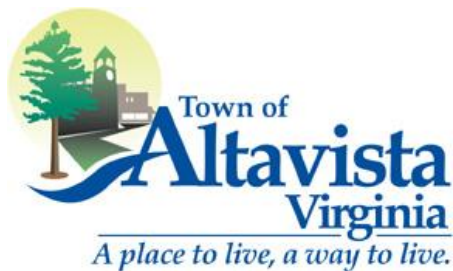
The town has allocated \$200,000 towards this project in the Capital Improvement Plan (CIP). Staff applied for a USDA Rural Business Development Grant in the amount of \$60,000 for furniture and fixtures for the facility and expects to learn this month if funds will be awarded.

POTENTIAL ACTION:

- Adoption of Resolution

ATTACHMENTS:

- Resolution ([LINK](#))
- TRRC Application ([LINK](#))
- TRRC Grant Guidelines ([LINK](#))



**RESOLUTION APPROVING AN APPLICATION TO THE TOBACCO REGION
REVITALIZATION COMMISSION SOUTHSIDE ECONOMIC DEVELOPMENT
PROGRAM FOR A BUSINESS INCUBATOR, ACCELERATOR, AND COWORKING
CENTER**

WHEREAS, the Tobacco Region Revitalization Commission's (TRRC) Southside Economic Development Program was created to promote economic growth and development in tobacco-dependent communities throughout the Southside region of the Commonwealth, in order to assist such communities in reducing their dependency on tobacco and tobacco-related business; and

WHEREAS, the TRRC provides support in the form of grants to governmental entities to assist in up to 50% of costs to implement projects that measurably expand the local and regional economy and result in job creation and taxable private capital investment; and

WHEREAS, the Town seeks to pursue efforts to create a Business Incubator, Accelerator, and Coworking Space (IAC) to assist its citizens and businesses; and

WHEREAS, the Town desires to apply for a TRRC Southside Economic Development Grant for the aforementioned project; and

WHEREAS, the amount requested is \$184,306 and dollar-for-dollar local match is required.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE TOWN OF ALTAVISTA, VIRGINIA, THAT:**

1. The submittal of an application to Tobacco Region Revitalization Commission by the Town for a Southside Economic Development Grant, in an amount not to exceed \$184,306 to be used to develop the facility, is hereby authorized.
2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed TRRC Southside Economic Development Grant.

Adopted this 9th day of June 2020.

Mike Mattox, Mayor

ATTEST: _____
Waverly Coggsdale, III
Clerk of Council

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Organization and Contact Information

Organization: Altavista, Town of

Contact Instructions

In the boxes below, please select the:

- Organization Signatory - The Chief Elected or Administrative Official (This is the person who has the authority to sign any resulting grant agreements and bears the ultimate responsibility for the project);
- Programmatic Contact - The Project Leader (This is the person who has day to day responsibility for the project and should be contacted by Tobacco Commission staff with any questions related to the project); and
- Fiscal Contact - If applicable, this is the person we should contact in regards to payments and fiscal management of the project.

If you do not see the contact listed in the box, add the contact in your organization profile or enter the contact's name, title and e-mail address in the boxes below.

Organization Signatory: J. Coggsdale

Alternate Organization Signatory

If a person outside of your organization is the organization signatory, enter the name, e-mail address and title here.

Programmatic Contact: Sharon Williams

Alternate Programmatic Contact

If a person outside of your organization is the programmatic contact, enter the name, e-mail address and title here.

Fiscal Contact: Waverly Coggsdale

Alternate Fiscal Contact

If a person outside of your organization is the fiscal contact, enter the name, e-mail address and title here.

Beneficiary Information

Beneficiary Company

Beneficiary Name

Provide the name of the company beneficiary as it should appear on the grant agreement. DO NOT write the project name in this field.

Address 1:

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Address 2:

City:

State: -- Select One --

Zip Code:

What type of entity is the beneficiary?: Please Choose...

State of Incorporation: -- Select One --

NAICS Code:

Federal Employer Identification Number:

Beneficiary Primary Contact Information

This is the person at the company who has day-to-day responsibility for the project and should be contacted by Tobacco Commission staff with any questions related to the project.

Prefix: Please Select

First Name:

Middle Name:

Last Name:

Suffix: Please Select

Title:

Is the beneficiary contact address the same as the beneficiary organization address?: Please Choose...

Phone:

Phone Extention:

E-mail Address:

Project Information

Project Title - This will be public information

Project Title Should be succinct and not exceed 10 words.

Total Requested Amount:

\$0.00

Matching Funds:

Proposed Project Budget:

\$0.00

Project Start Date:

Project End Date:

Project Term (Months):

Requested Grant

Amount:

Project Location

This is the location of the project - specifically the locality(ies) where the grant money will be spent.

In addition to the locality(ies) in which project funds will be spent, are there any other tobacco region localities that will directly benefit from the proposed project via partnership/revenue sharing, local residents served, etc.

Please Choose...

Have you received prior funding from TRRC for this project?

Please Choose...

Do you anticipate a future request for additional funding from TRRC for this project?

Please Choose...

Resolution of the Governing Body Responsible for this Grant

Attach a signed resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization and execute all grant-related documents. If the resolution is not available at time of application, please attach a statement on your organization's letterhead indicating the expected available date or an unsigned copy of the resolution. Upon receipt of the original resolution, please forward to our Richmond office.

Project Description

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Project Description

- Describe the proposed project in layman's terms, suitable for distribution to the public (do not include proprietary information).
- The summary should provide a clear and concise description of the proposed project, and should clearly indicate the uses/purposes for which Commission funds will be used.
- Avoid using this space for lengthy, general discussions of trends that have led to this point, and focus on specific steps that will be taken to address economic needs and opportunities.
- The total of all attachments should not exceed 50 pages in length.

Executive Summary

Provide a clear and concise summary of the proposed project. This should convey your project concept(s) assuming no prior knowledge of the project. The executive summary should be suitable for distribution to the public and may be published by the Tobacco Commission.

Economic Development Strategic Priority

Explain why this request for funding is a stated strategic economic development priority. How does this priority rank with respect to your other strategic economic development priorities?

Regional Participation

Are two or more tobacco region localities participating in the governance and financing of this project?

Please Choose...

Problem Opportunity or Need

Describe the problem, opportunity or need the proposed project will address. Include specific details such as what created the need or problem; the magnitude of the problem, need or opportunity; and how the opportunity was recognized.

Proposed Solution

Describe how the proposed project will address the problem, opportunity or need described above.

Potential Economic Impact

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Clearly and concisely explain the general, direct economic impact of the proposed project. You will be asked to provide more detailed results in the next section(s), so use this space to provide an overview of the direct economic impact. (e.g. development of a 100 acre site could aid in the attraction of targeted industries and result in measurable employment and private capital investment)

Additional Attachments

Additional Project Description

If needed, additional project description of approximately 3-5 pages may address project need, objectives, impact, outcomes, tasks, budget narrative and timetable for implementation, etc. Do not repeat information provided in the Project Summary Section.

Biographical Sketches

Attach brief bios and summaries of qualifications for staff in key leadership roles. These should be a maximum of 1-page in length per staff member. Please combine all bios into one .PDF file. DO NOT attach CV's.

Feasibility Study

If applicable, attach one or more feasibility studies here.

Letters of Support

Please combine all letters of support into one .PDF file before uploading.

Project Location Map and Other Relevant Graphics

If a physical site or facility is to be developed, a map, rendering or diagram showing the location and layout should be provided. Other relevant graphics such as site plans, building renderings and/or photos of the project site are also encouraged.

Other Supporting Documents

Attach other supporting documents such as MOU's project partners, education providers, etc.

Results & Accountability Matrix

Milestones & Deliverables

Milestones and Deliverables

Describe the major milestone(s), associated deliverable(s) and anticipated completion dates by which progress can be measured for consideration of future funding. Progress towards milestones must be reported with each quarterly request for reimbursement and disbursement may be withheld if promised milestones are not met. Interim milestones required to achieve major milestones are encouraged to be reported with each quarterly request for reimbursement.

Milestones and Deliverables		
Milestones	Deliverables	Anticipated Completion Date

Results

Data Management and Projection Methodology

Describe the methodology used and source of the projected results entered below. In addition, describe how you intend to manage the collection of the data for reporting actual versus anticipated results. Make sure to include who will be responsible for data management.

By which year do you anticipate your project will be fully operational?

Please Choose...

In this section you are required to provide baseline data. What year will you use for your baseline data?

Please Choose...

Baseline:

Anticipated:

Net New: 0

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Jobs Worksheet

Use the worksheet below to enter information about the direct jobs at your site in the baseline year and the 1st year your project is fully operational.

Jobs Worksheet			
	Baseline	Anticipated	Net New
# of Jobs			
Average Salary (Only include wages. Do not include benefits.)			

Other Results Worksheet

The commission requires that each applicant submit clearly defined, quantifiable results that will be achieved by the first year in which the project is fully operational/complete. The Commission has developed results it expects for each project type; however, the commission recognizes the need for flexibility in supporting its strategic plan. Since you have selected "Other Economic Development" as your project type, you are required to develop clearly defined, quantifiable results yourself.

Other Results Worksheet		
Describe Annual Result (Annually, how many _____ will _____.)	Unduplicated Annual Quantity (Baseline)	Unduplicated Annual Quantity (Anticipated)

Engineering: TRRC \$ Requested

Engineering: Describe the proposed engineering activities

Financial Information

Required Budget Documents

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Please click [here](#) to see a description of where costs should be budgeted according to the State Chart of Accounts.

Please review our [Funding Policies for Grant Awards](#) to ensure your proposal is aligned with eligible uses of funds.

Budget Worksheet

You are required to submit a budget worksheet summarizing your funding source information.

Please click [here](#) to download the budget worksheet and instructions.

Please note: Use of the Commission’s budget worksheet is mandatory. Upload and attach the completed budget worksheet below.

Line Item Detailed Budget

If you are requesting operating support attach a line item budget below. Include line items as shown in the main Budget Worksheet (Personal Services, Contractual, etc.), annual detail on specific positions, itemized Contractual and Continuous expenses, etc.

If you need a template for your line item budget, **please click [here](#) to download the line item budget template.**

Operating Budget

You are required to submit an operating budget to demonstrate how operating costs will be supported and how the program will be sustained. Include both the revenue and expenditures sides of the budget. If you have multiple sub-programs in this request, the detailed operating budget should clearly indicate the amount and use of Commission and matching funds for each sub-program.

If you are ONLY requesting funding for equipment and/or construction attach a general annual operating budget for the facility and/or program for which funds are requested.

Indicate items supported by the Commission versus matching funds.

Construction Budget and Timeline

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

If you are planning any building construction and/or renovation, land improvements, or physical infrastructure construction, please attach a detailed, itemized construction budget and a detailed construction timeline. Cost estimates from an A&E firm can be used in addition to or in lieu of a detailed itemized construction budget. Please submit additional supporting documents including PER, Engineering Documents, Building Plans, etc.

Indicate items supported by the Commission versus matching funds.

Equipment List

If you are planning to purchase equipment for the proposed project, you must attach an itemized list of the proposed equipment.

Indicate items supported by the Commission versus matching funds.

Commitment of Matching Funds from Each Funding Source

Attach letters that demonstrate the commitment of matching funds for the proposed project. If some or all matching funds are not committed at time of application, please attach a detailed list describing from what entity and when the matching fund commitments are anticipated.

Other Budget Documents

Other: TRRC \$ Requested

Other: Describe other proposed activities and uses of funds.

Is the applicant organization the payee/fiscal agent for this project?

Please Choose...

Next Steps & Certification

Next Steps

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

- TRRC Staff will begin its review of your proposal and may contact you for additional information. A staff report will be published on our website in advance of the Committee meeting, with recommendations for each proposal.
- The Committee will meet in public session, typically 6-8 weeks after applications are submitted, to consider proposals and adopt funding recommendations. Your named project leaders will be notified of the meeting date and site, and are encouraged to be present to answer any questions Commissioners may have about your proposal. Presentations from applicants are NOT expected at the Committee meeting.
- The Committee's funding recommendations will be reported at the next meeting of the full Commission for final action to approve grant proposals. This is also a public session, and while you are welcome to attend, please be aware that most Committee reports are typically approved in a matter of minutes with little or no discussion about individual proposals.
- After the Commission approves grants, you will be notified by e-mail when the award documents are available in your portal, the documents will include a grant agreement, fiscal documents and instructions for working with your regional TRRC Grant Administrator to access funds as your project gets underway. Please be aware that project expenses incurred before the date of Commission approval will not be eligible for reimbursement from grant funds.

Certifications

I have read the [Program Guidelines](#) and [Current Funding Policies for Grant Awards](#). This application complies with said guidelines and policies and if funding is awarded, this organization agrees to comply with said policies and guidelines.

Please Choose...

Certification Name

By entering my full name in the space provided below, I hereby certify that the information contained herein is true and that I am authorized to submit this application on behalf of the Organization, Organization Primary Contact and Application Primary Contact listed in this application. Please enter your full name in the space provided below:

Certification Statement

Click [HERE](#) to download the Certification Statement and instructions. Attach a signed copy of the completed certification statement here.



FY2021 Southern Economic Development Program Guidelines and Call for Proposals

Proposal Due Date – July 16, 2020

Program Objective: The purpose of the Commission’s Southside Economic Development Program is to promote economic growth and development in tobacco-dependent communities in an equitable manner throughout the Southside region of the Commonwealth in order to assist such communities in reducing their dependency on tobacco and tobacco-related business. The Commission provides support in the form of grants and/or loans to governmental entities and IRS-designated non-profits to assist in up to 50% of costs to implement projects that measurably expand the local and regional economy and result in job creation and taxable private capital investment. Grants and loans are awarded subject to the availability of funds that are “allocated” to Southern Virginia tobacco region localities, based on a formula that includes several tobacco-related economic measures.

Funding Priorities: Applications submitted to this program should fall into one of the categories the Commission has focused upon as critical for the economic renewal of the [TRRC Southern Virginia region](#). Additional information about the Commission’s funding priorities can be found in the Program’s Logic Models in the [Strategic Plan](#) on the Commission’s website. Applicants are strongly encouraged to review the [Funding Policies for Grant Awards: Information for Grantees and Applicants](#) document which is also available on the website.

- Building and utility infrastructure creation or improvements for economic development sites, including acquisition and/or development of land and physical improvements.
- Programs and facilities to provide workforce training.
- Support of new opportunities for economic diversification, such as new industry and employment clusters, and entrepreneurial development. This may include regional partnerships to implement direct marketing strategies for targeted recruitment of back-office jobs to existing available commercial properties (including downtowns) in localities.
- Enhancements to regional tourism infrastructure that demonstrate ability to attract measurable visitor revenues from outside the tobacco region.

Loans for projects: Applicants should be aware that any project which, when in full operation, will generate revenues such as user fees or other income, will be reviewed for eligibility for a loan (rather than a grant) to be funded by the Commission in partnership with the Virginia Resources Authority. For more information on TRRC-funded loans, please see our website and contact Commission staff.

Low Priorities: The Commission’s General Funding Policies state that requests for projects involving non-basic economic development, including but not limited to the following, are low priorities:

Community Centers	Housing	Studies
Hospital/Wellness Centers	K-12 education	4-H centers
Childcare Facilities	Art/Cultural/Historic	Airports and other transportation
Retail Development	Preservation	

Applications for projects such as these will be accepted and processed with a Staff recommendation of no award. For additional clarification on Low Priorities please contact the Commission’s Staff.

Outcome Measures: Applicants are expected to describe and be prepared to measure the anticipated ROI (e.g. private sector capital investment, employment and wage outcomes, tax benefits) in relation to proposed Commission investments.

Program Budget and Value of Awards: The only funding available for this grant cycle is the local allocations carried forward from previous fiscal years as reflected in the Allocation Summary dated May 15, 2020. (The FY21 funding approved for the Southern Virginia Committee will follow new guidelines to be established and will not be awarded during this grant round.) There is no stated minimum grant amount, and requests must not exceed the allocation available for the specific locality where the project will be implemented. See the [available allocations](#) on the program's webpage. The number of awards and grant or loan award amounts are subject to the quality and quantity of proposals received and other applicable considerations (see the Evaluation Criteria on the following page).

Matching Fund Requirement: Language adopted in Code of Virginia in 2015 requires dollar-for-dollar matching funds for all grants (i.e. at least 50% of the Total Project Costs to be provided from non-TRRC funds), unless otherwise approved by a two-thirds majority of Commissioners. No more than 25% of the required matching funds can be provided from in-kind project contributions. Staff will not recommend funding for any project that does not propose dollar-for-dollar match, and/or proposes more than 25% in-kind match. Matching funds are NOT required for loan requests, as the TRRC funds will be re-paid to the Commission.

Application Deadline: On-line applications must be submitted by the **Thursday, July 16, 2020** application deadline, using the "Grants Portal" on the Commission's homepage www.revitalizeva.org.

Start Date: It is anticipated that the Commission will make final funding decisions at its meeting in late-**September 2020**. Proposals should therefore plan for TRRC-funded project activities to start no earlier than October 1, 2020.

Pre-applications and Technical Assistance: An optional pre-application is available on the TRRC website for applicants who wish to obtain feedback from Commission Staff on potential projects, prior to submitting a full application. For technical assistance, or to discuss a pre-application, please contact Sarah Capps in the TRRC Southern office (scapps@revitalizeva.org), or Grants Director, Mike Kaestner in the TRRC Richmond office.

Required Budget Documents for Funding Request: Depending on the proposed use(s) of funds, different supporting documents with line-item details on the uses of TRRC funds are required. Requests for the acquisition, construction or equipping of long-lived physical assets must provide written cost estimates from independent qualified professional sources. Requests for start-up operating costs must provide a line item detail with a clear breakdown on the proposed use of funds, along with an operating pro forma as described below.

- **Construction Budget** – If the project involves any building construction and/or renovation, land improvements, or physical infrastructure construction, a detailed, itemized construction budget is required. Cost estimates must be provided from a licensed architecture and/or engineering firm or from a licensed contractor.
- **Equipment List** – If Commission funds will be used to purchase equipment, an itemized equipment list is required. Quotes from product vendors must be provided for purchases of all long-lived assets.

- **Detailed Line Item Budget** – Requests for operating funds should include a line-item detailed budget showing specifically how funds from the Commission and required Matching funds will be used.

Other Program Guidelines/Requirements: Depending on the project type, additional information in the form of attachments is required to provide details critical to the evaluation of the application. Failure to submit all required information may result in a recommendation of no award.

- **Operating budget** – *Required for Workforce Development Centers, Tourism, and Other Projects* – Applications for these project types are required to submit an operating budget to demonstrate how operating costs will be supported and how the project will be sustained beyond a start-up period of no more than 3-years (the maximum time period typically allowed for support from Commission funds).
- **Marketing Plan** – *Required for Tourism Projects* – A marketing plan to describe the project’s target market and the plan to capture that market must be described in the application.
- **Cash Flow Analysis** – *Required for Water/ Sewer Infrastructure Projects* – For projects that will generate revenues, applicants must provide a detailed cash flow analysis that shows the effect of this project on revenues and expenditures. The analysis should include a baseline of your current operations and demonstrate how the TRRC funded infrastructure will impact revenues and expenditures.
- **Rate Structure** – *Required for Water/ Sewer Infrastructure Projects* – For revenue generating projects a current rate structure for existing customers must be provided. Proposed or planned changes to the utility rate structure that will result from and/or is necessary to support the project requested for support from the Commission should be identified either in the Cash Flow Analysis or with the information on the Rate Structure.
- **Construction Documents** – Additional supporting documents including Preliminary Engineering Reports, other A&E Documents, Building Plans, etc. should also be submitted with the application.
- **Real estate acquisitions** – if real estate is to be acquired with Commission funds or proposed as matching funds, the applicant must provide an independent appraisal completed within the previous year.
- **Letters of Support** – Applicants are asked to provide letters from project partners, beneficiaries and others that demonstrate the commitment of resources to the project or document the project’s need.
- **Multiple & Multi-faceted proposals** – Multiple proposal submissions and proposals that involve multiple projects should provide a priority ranking of the initiatives so that the Commission may focus its primary consideration on the applicant’s stated #1 priority.
- **Additional Requirements for Applicants** (*Utility Infrastructure, Regional Partnerships, Use of Funds by For-Profit Entities, etc.*) – All applicants should review Section III of the [Funding Policies for Grant Awards: Information for Grantees and Applicants](#) for details concerning other specific information that may be required.

Southside Economic Development Program

Evaluation Criteria

All projects competing for funding must fall within one of the categories recognized by the Commission *and* meet the criteria for approval as detailed in the Program guidelines. Funding recommendations will be based, in part, upon the following criteria used to evaluate proposals.

Technical Merit:

- The significance and strategic fit of the project to the community, as demonstrated by assessment of needs or opportunities, and evidence of community support
- Evidence of the project's readiness for immediate implementation
- The feasibility of the project reaching a successful conclusion; qualified and committed leadership of the project
- The soundness of the proposal's budget; leveraging of the Commission's funds with other appropriate sources of funds
- The ability of the proposal to serve as a model for other applicants or regions
- Sustainability of the program beyond the term of the grant funding
- The ability to clearly demonstrate or evaluate the proposal's effectiveness

Economic Development Potential:

- Number of potential jobs created by the project.
- Salaries of potential jobs.
- Project's ability to increase income and revenues in the region (vs. outmigration of local dollars)
- Long-term nature of the projects' employment abilities
- Activities that improve the economic competitiveness of a community or region
- Moves region toward recruitment of targeted economic opportunity
- Project activities increase skills of region's workforce
- Needs assessment of such a project in the community; in the case of industrial parks, a full accounting of how many other parks exist in the region and at what capacity they are operating.

Significance to Commission's Mission:

- Activities include one or more of the categories outlined in the Instructions.
- Strategic fit with the Commission's [Strategic Plan](#) and the Program's objective.
- Regional cooperation and/or financial collaboration for this project (multiple localities).



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

June 9, 2020

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

“Disposable Plastic Bag tax” information/update

DESCRIPTION:

In the 2020 Session of the Virginia General Assembly, bills were put forth in regard to implementation of a tax for disposable bags. The original bills included paper and plastic and indicated that any locality could adopt such a tax. However the final adopted bill only include plastic and specifically stated “county and city” as the localities which could adopt such a tax. Based on a review by the Town Attorney, it has been indicated that the Town does not have the authority to adopt such a tax.

Council may decide to do one of the following:

- Inquire about the County’s interest on this item.
- Request our local legislators to introduce a bill to include towns or specifically Altavista as having the authority to implement such a tax.
- Defer for future discussion.
- Do nothing.

RECOMMENDATION:

Based on Council’s discussion, provide direction to staff.

BUDGET/FUNDING:

The bill indicates that *“all revenue accruing to the county or city from a tax imposed shall be appropriated for the purposes of environmental cleanup, providing education programs designed to reduce environmental waste, mitigating pollution and litter, or providing reusable bags to recipients of Supplemental Nutrition Assistance Program (SNAP) or Women, Infants, and Children Program (WIC) benefits.”*

POTENTIAL ACTION:

- Direct staff on how Council would like to proceed on this item.

ATTACHMENTS:

- *Virginia Code Section 58.1-1745 – 1748 (Virginia Acts of Assembly –2020 Session Chapter 1023)*

VIRGINIA ACTS OF ASSEMBLY -- 2020 SESSION

CHAPTER 1023

An Act to amend the Code of Virginia by adding in Chapter 17 of Title 58.1 an article numbered 12, consisting of sections numbered 58.1-1745 through 58.1-1748, relating to a local disposable plastic bag tax.

[S 11]

Approved April 10, 2020

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Chapter 17 of Title 58.1 an article numbered 12, consisting of sections numbered 58.1-1745 through 58.1-1748, as follows:

Article 12.

Disposable Plastic Bag Tax.

§ 58.1-1745. Disposable plastic bag tax.

A. Any county or city may, by duly adopted ordinance, impose a tax in the amount of five cents (\$0.05) for each disposable plastic bag provided, whether or not provided free of charge, to a consumer of tangible personal property by retailers in grocery stores, convenience stores, or drugstores.

B. Any tax imposed under this section shall be collected by the retailer, along with the purchase price and all other fees and taxes, at the time the consumer pays for such personal property. All revenue accruing to the county or city from a tax imposed under the provisions of this article shall be appropriated for the purposes of environmental cleanup, providing education programs designed to reduce environmental waste, mitigating pollution and litter, or providing reusable bags to recipients of Supplemental Nutrition Assistance Program (SNAP) or Women, Infants, and Children Program (WIC) benefits.

C. Each local ordinance imposing the tax shall provide for the tax to become effective on the first day of any calendar quarter; however, in no event shall any tax imposed pursuant to this article become effective before January 1, 2021. The county or city shall, at least three months prior to the date the tax is to become effective, provide a certified copy of such ordinance to the Tax Commissioner.

§ 58.1-1746. Exemptions.

Any tax imposed pursuant to the provisions of this article shall not apply to the following:

1. Durable plastic bags with handles that are specifically designed and manufactured for multiple reuse and that are at least four mils thick;

2. Plastic bags that are solely used to wrap, contain, or package ice cream, meat, fish, poultry, produce, unwrapped bulk food items, or perishable food items in order to avoid damage or contamination;

3. Plastic bags used to carry dry cleaning or prescription drugs; and

4. Multiple plastic bags sold in packages and intended for use as garbage, pet waste, or leaf removal bags.

§ 58.1-1747. Retailer discount.

A. Beginning January 1, 2021, and ending January 1, 2023, every retailer that collects a tax imposed by a county or city under this article shall be allowed to retain two cents (\$0.02) from the tax collected on each disposable plastic bag.

B. Beginning January 1, 2023, every retailer that collects a tax imposed by a county or city under this article shall be allowed to retain one cent (\$0.01) from the tax collected on each disposable plastic bag.

C. Any retailer that retains a discount pursuant to this section shall account for it in the form of a deduction when submitting its tax return and paying the amount due in a timely manner.

§ 58.1-1748. Administration.

The Tax Commissioner shall collect, administer, and enforce this tax in the same manner that he collects, administers, and enforces the retail sales and use tax under Chapter 6 (§ 58.1-600 et seq.), *mutatis mutandis*. However, the dealer discount provided under § 58.1-622 shall not be allowed and the revenues from the tax authorized under this section, after reimbursement of direct costs incurred by the Department in administering, enforcing, and collecting this tax, shall be distributed by the Comptroller to the respective county or city imposing the tax as soon as practicable after the end of each month for which the tax is remitted. The Tax Commissioner shall develop and make publicly available guidelines implementing the provisions of this article. Such guidelines shall be exempt from the provisions of the Administrative Process Act (§ 2.2-4000 et seq.).



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

June 9, 2020

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

Scheduling of Public Hearing to Consider Planning Commission's recommendation – Third Street Rezoning

DESCRIPTION:

The Altavista Planning Commission held a public hearing on Monday, June 1, 2020 on a Rezoning request of Habitat for Humanity to conditionally rezone eight parcels in the 1300 block of 3rd St from Industrial (M) to Multi-Family Residential (R-2). The Planning Commission recommended that rezoning request be approved.

Staff is requesting Town Council set a public hearing to consider the Planning Commission's recommendations on the item at their July 14, 2020 Regular Meeting.

RECOMMENDATION:

Set public hearing on the rezoning request for Tuesday, July 14, 2020 at 7:00 p.m.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Motion to set a public hearing on the Habitat for Humanity rezoning application and consideration of the Planning Commission's recommendation for Tuesday, July 14, 2020 at 7:00 p.m.

ATTACHMENTS:

- *None*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

June 9, 2020

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

Adoption of FY2021 Budget and FY2021 – 2025 Capital Improvement Program (CIP); Adoption of Town Taxes, Water and Sewer Rates, Fees and Other Charges

DESCRIPTION:

Over the past several months, Town Council has reviewed and commented on the proposed FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP). The proposed budget totals \$10,084,110; which includes the General Fund, Enterprise Fund, Cemetery Fund and Highway Maintenance Fund.

Water and Sewer rates are proposed to increase by 8% and 4% respectively, with an effective date of December 1, 2020.

The FY2021 Budget would take effect on July 1, 2020.

RECOMMENDATION:

Approval of the appropriate resolutions relating to the Budget, Capital Improvement Program (CIP), Water & Sewer rate increases and all other Taxes, Fees and Charges as outlined under Potential Action listed below.

BUDGET/FUNDING:

The adopted budget is the operations guide and financial policy document for the fiscal year (July 1, 2020 through June 30, 2021).

POTENTIAL ACTION:

- Adoption of the Following Ordinances and/or Resolutions
 - Motion to approve the Resolution Adopting and Appropriating the FY2021 Budget;
 - Motion to approve the Resolution Adopting the New Utility (Water & Sewer) Rates effective December 1, 2020;
 - Motion to approve the Resolution Adopting the FY2021-2025 Capital Improvement Program (CIP); and
 - Motion to approve the Ordinance Amending and Re-Ordaining the Town's Tax Rates, Water and Sewer Rates; and other Fees and Charges.

ATTACHMENTS:

- *Resolution Adopting and Appropriating the FY2021 Budget*
 - *Budget Summary*
 - *Changes to FY2021 Proposed Budget to date.*
- *Resolution Adopting the New Utility (Water & Sewer) Rates*
- *Resolution Adopting the FY2021-2025 Capital Improvement Program (CIP)*
- *Ordinance Amending and Re-Ordaining the Town's Tax Rates, Water and Sewer Rates; and other Fees and Charges*

TOWN OF ALTAVISTA, VA

FISCAL YEAR 2021 BUDGET & APPROPRIATION RESOLUTION

A RESOLUTION TO APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED REVENUES FOR FY 2020-2021 FOR THE OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF ALTAVISTA, VIRGINIA

WHEREAS, pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council of Altavista, Virginia must approve for informative and fiscal planning purposes a budget that contains a complete and itemized classified plan for all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2020 and ending June 30, 2021 (“**FY2021**”); and

WHEREAS, the Town Manager prepared for FY 2021 a budget entitled *Proposed Operating Budget and Capital Improvement Plan for Fiscal Year 2021* ” (“**FY2021 Budget**”), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

WHEREAS, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2021 Budget, which changes are set forth in a document entitled *Changes to FY 2021 Proposed Budget (memo, dated 06/03/2020)*.

NOW THEREFORE, the Council of the Town of Altavista, Virginia hereby resolves:

SECTION I. The FY 2021 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Changes to FY 2021 Proposed Budget*. The FY 2021 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$4,992,410**; Enterprise “Utility” Fund (Water & Sewer), **\$4,014,340**; Highway Maintenance Fund, **\$936,810**; Cemetery Fund, **\$75,550**; **and** Transfer to General Fund Reserves (Fire Department loan repayment) **\$65,000**. Included in these funds is **\$1,683,510** for Capital Outlay.

SECTION II. Amendments to the adopted FY 2021 Budget may be enacted by the Town Council by resolution from time to time.

SECTION III. The Town Manager may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION IV. The Town Manager may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION V. All outstanding encumbrances in the capital projects fund at June 30, 2020 shall be an amendment to the adopted budget and shall be reappropriated to the FY2020-2021 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements. Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Manager may approve transfers between funds to enable capital projects to be accounted for properly. Upon completion of a capital project, the Town Manager is authorized to close out the project and transfer any remaining balances to the original funding source. The Town Manager is authorized to approve transfers among capital projects as long as funding sources are consistent and total appropriations is not increased. If the actual contract amount for a project is less than the appropriations, the Town Manager may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION VI. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION VII. All appropriations are declared to be maximum.

SECTION VIII. No department, agency or individual receiving appropriations under the provision of this Resolution shall exceed the amount of its or his appropriation, except with the prior approval of, and appropriation by, the Town Council.

SECTION IX. All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

SECTION X. If any provisions of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

SECTION XI. This Resolution shall be effective on and after July 1, 2020.

PASSED THIS _____ DAY OF _____, 2020.

Michael E. Mattox, Mayor
Town of Altavista

ATTEST:

J. Waverly Coggsdale, Clerk



TOWN OF ALTAVISTA FY 2021 PROPOSED BUDGET

General Fund

Real Estate Tax	218,000
Public Service Corporation Taxes	98,700
Personal Property Taxes	360,150
Machinery and Tools Taxes	1,844,000
Other Local Taxes	1,747,850
Permits and Fees	1,100
Fines and Forfeitures	15,300
Use of Money and Property	309,300
Charges for Service	9,300
Donations, Receipts, and Transfers	179,390
Intergovernmental	328,620

General Fund Total: **\$5,111,710**

Enterprise Fund (Water & Sewer)

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

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

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

Cemetery Fund **\$21,250**

REVENUE GRAND TOTAL: **\$10,084,110**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	44,400
Administrative Department	947,610
Police Department	1,196,040
Public Works	1,720,870
Street & Highway Maintenance	936,810



Water Department	2,210,230
Wastewater Department	1,804,110
Green Hill Cemetery	50,550
Non Departmental	364,010
Transit Department	238,930
Economic Development	250,100
Community Development	157,100
Avoca	73,350
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	0
Total Proposed Operating Expenses:	<u>\$10,084,110</u>

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	229,650
Wastewater Treatment Plant Equipment	131,700
Public Works Department Equipment	654,300
State Highway Funding	231,810
Police Department Equipment	75,250
Council	5,000
Administration Department Equipment	41,000
Economic Development	200,000
Community Development	0
Transit Department	109,800
Cemetery	0
Avoca	5,000
Enterprise Fund Infrastructure Projects	5,265,700
Total Proposed Capital Outlay:	\$6,949,210
Cash Funded	\$1,683,510
Bond Proceeds	\$5,265,700
FY2021 – 2025 CIP Expenditures:	<u>\$29,006,180</u>



Date: June 3, 2020

To: J. Waverly Coggsdale, III

From: Tobie Shelton

Subject: Changes to FY2021 Proposed Budget and CIP

Several changes have been made to the FY2021 Proposed Budget and Capital Improvements Plan (CIP) since the first draft was presented to Council. Below are the changes that have been made throughout the budget process.

<u>Date</u>	<u>General Fund Description of Change</u>	<u>Amount</u>
2/25/2020	Council removed \$22,000 from GF regarding replacement of Bucket Truck, as we will purchase a used one instead of a new one.	-22,000
3/9/2020	Staff reduced interest income from \$285,600 to \$190,000 as a result of the downward trend in interest rates	95,600
4/7/2020	Added Assistant Town Manager position to Administration increasing wages and benefits	104,120
4/7/2020	Removed Economic Development Director's position from budget. Transferred funding for this position to Administration to be used to offset the cost of adding Assistant Town Manager position.	-95,200
4/7/2020	Removed proposed position of Code Enforcement Officer from budget. Transferred funding for this position to Administration to be used to offset the cost of adding Assistant Town Manager position.	-48,700
4/7/2020	Received a cost to complete P&R's CIP project of improvements to the river overlook at English Park. This amount was \$26,500 more than the cost of \$6,000 that was proposed in the budget	26,500
4/7/2020	Refinanced existing debt with CB&T and FNB resulting in a lower debt service	-2,720
4/7/2020	Council approved to increase Cemetery opening/closing costs by 15%. Revenue prior to change was \$15,000. The change resulted in an increase of \$2,250 to revenue. Council also approved to remove interest income from the proposed budget in the Cemetery Fund, as a funding source for operations. As a result the transfer in from General Fund to Cemetery Fund will increase.	9,750
4/14/2020	Council approved to reduce funds for paving alleys by 50%	-50,000
4/14/2020	Council approved to reduce funds related to travel/conventions/training associated with the position of Economic Development by \$10,000	-10,000
4/14/2020	Council approved to defer restroom improvements / porta-potty at English Park for one year.	-90,000
4/14/2020	Council approved to reduce the number of lights being upgraded to LED heads and/or bulbs by 25%	-8,470
The first draft of FY2021 Proposed Budget required a transfer in of \$91,120 to balance the fund. As a result of various changes to the budget, the amount needed to balance the fund increased to \$158,470. At the 4/14/2020 meeting, Council approved a few reductions to line items in order to balance the budget without a transfer in from reserves. Total changes to the budget to date.		-91,120

Enterprise Fund
Description of Change

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

Highway Fund
Description of Change

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

Cemetery Fund
Description of Change

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

TOWN OF ALTAVISTA, VA

FISCAL YEAR 2021 UTILITY (WATER AND SEWER) RATES INCREASE RESOLUTION

AN UNCODIFIED ORDINANCE SETTING THE UTILITY (WATER & SEWER) RATES FOR FY2021

1. **BE IT ORDAINED** that by the Town Council of the Town of Altavista, Virginia, meeting in regular session this 9th day of June 2020, that the Town's utility (water & sewer) rates will be as follows effective December 1, 2020:

- a. **Water**

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

- b. **Sewer (based on 85% of water consumption or metered consumption)**

Business & Residential - \$3.45 per 1,000 gallons
Industrial - \$3.54 per 1,000 gallons
Town of Hurt - \$3.45 per 1,000 gallons
Business & Residential (Outside of Town Limits) - \$6.90 per 1,000 gallons
Industrial (Outside of Town Limits) - \$7.08 per 1,000 gallons

- c. **All other Utility Rates, Fees and Charges will remain unchanged.**

- d. **These changes will be incorporated into the Town of Altavista FY2021 Master List for Fees, Rates and Charges.**

2. This rates will take effect on December 1, 2020.

PASSED THIS _____ DAY OF _____, 2020.

Michael E. Mattox, Mayor
Town of Altavista

ATTEST:

J. Waverly Coggsdale, Clerk

TOWN OF ALTAVISTA, VA

RESOLUTION TO APPROVE THE 2021 – 2025 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, the Town Manager presented a draft FY2021-2025 Capital Improvement Program, as part of the budget entitled *Proposed Operating Budget and Capital Improvement Plan for Fiscal Year 2021*, which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

WHEREAS, as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2021 Budget and Capital Improvement Program, which changes are set forth in a document entitled *Changes to FY 2021 Proposed Budget (memo, dated 06/03/2020)*.

WHEREAS, a Public Hearing was held on May 12, 2020 to receive public comment; now therefore

BE IT RESOLVED, that the FY2021-2025 Capital Improvement Program for the Town of Altavista, as modified in work session held during March, April and May 2020, is hereby approved.

Voting for: _____

Against: _____

Adopted: _____

Town Clerk

TOWN OF ALTAVISTA, VA

ORDINANCE NO: 20-06-01

PRESENTED: June 9, 2020

ADOPTED: _____

AN ORDINANCE: ADOPTING AND RE-ORDAINING THE TOWN'S TAX RATES, WATER AND SEWER RATES, FEES, AND OTHER CHARGES

The Town Council of the Town of Altavista, Virginia hereby ordains:

SECTION I. That all tax rates, fees and other charges for the Town of Altavista are hereby adopted and re-ordained as set forth in Appendix A to this Ordinance, "Master List Rates, Fees and Charges".

SECTION II. That all tax rates, water and sewer rates, and fees adopted under this Ordinance shall supersede any conflicting tax rate, water and sewer rates, fee or charge previously adopted.

SECTION III. That the "Master List, Rates, Fee and Charges" adopted and re-ordained under this Ordinance shall be incorporated by reference in the Town Code of Altavista, Virginia, as necessary.

SECTION IV. That if any portion of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any part or provisions thereof, other than the part so decided to be invalid.

SECTION V. That this Ordinance shall be effective July 1, 2020.

PASSED THIS _____ DAY OF _____, 2020.

Michael E. Mattox, Mayor
Town of Altavista

ATTEST:

J. Waverly Coggsdale, III, Town Clerk

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



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

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



UTILITY FEES

NOT EFFECTIVE UNTIL DECEMBER 1, 2020

Water

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

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

Business & Residential - \$3.45 per 1,000 gallons
 Industrial - \$3.54 per 1,000 gallons
 Town of Hurt - \$3.45 per 1,000 gallons
 Business & Residential Outside of Town - \$6.90 per 1,000 gallons
 Industrial Outside of Town - \$7.08 per 1,000

Monthly Fixed Charge

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

Water / Sewer Connection & Availability Schedule

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

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

MISCELLANEOUS CHARGES

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

June 9, 2020

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

Melinda Tank High Pressure Zone Improvements

DESCRIPTION:

Last month staff presented this item to Council for their consideration. As indicated, only one bid was received and it was substantially higher than funds allocated to the project. Council request staff to further review this project and bring back a recommendation.

Staff consulted with one of the town's on-call engineering firms to review the bid that had been received. Based on the firms review in regard to quantities and project scope, the bid that was received appears to be high. The base bid was \$1,441,175 and Alternate "A" bid was \$359,495; which totals \$1,800,670. The recent review indicated that an estimate for this project would be \$905,000 for the base bid and Alternate "A" bid of \$179,240; which totals \$1,084,240. The recent borrowings allocated \$683,000 to this project, which includes \$65,500 for engineering/SCADA; this would leave \$567,500 for construction. In addition, the reviewing firm feels there are some potential contract modifications that could improve costs. ([LINK: Engineer's Letter/Estimate](#))

Based on the firm's review, staff recommends that the existing bid be rejected and the project be rebid in 6 to 8 months. This is based on the new estimate and conversation with contractors in regard to their current workload being a reason for not submitting a bid on this project.

RECOMMENDATION:

Staff recommends that the existing bid be rejected and the project be rebid in 6 to 8 months.

BUDGET/FUNDING:

The recent borrowing allocated \$683,000 for this project; which includes \$65,500 for engineering/SCADA; \$567,500 remains for construction. If the project is higher, as estimated, funding would need to come from other projects that would be covered under the borrowing. We have approximately 2 to 3 years to expend the borrowing proceeds.

POTENTIAL ACTION:

- Accept staff's recommendation and reject the existing bid and establish a timeframe for rebidding of the project; or
- Award the existing bid and utilize funding (bond proceeds) that would have been dedicated to the Lynch Mill Sewer Line Replacement Project to offset the difference between existing fund and bid price.

ATTACHMENTS:

- *Mattern & Craig Cost Estimate*
- *May 12, 2020 Town Council Agenda item (with attachments)*

Michael S. Agee
Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)

June 3, 2020

Mr. Tom Fore
Town of Altavista
P.O. Box 420
Altavista, VA 24517

Re: Melinda Tank Pressure Zone
Improvements – Cost Estimate
M&C Commission No. 4065

Dear Tom:

In accordance with your request our firm has reviewed the bid documents titled "Melinda Tank Pressure Zone Improvements" (dated December 2019) and prepared a cost estimate for the project. The estimate is attached and represents what our firm believes are current market conditions. We have observed a significant increase in utility bidding prices in recent months, primarily due to Contractors' backlog of workload in the market. Our estimate utilized some unit prices from recent bid tabulations in an effort to capture current market conditions.

The unit costs we utilized for the waterlines include restoration costs like asphalt repair, sidewalk repair/replacement, and seeding. The unit costs also include abandonment of existing waterlines and water service lines. The estimate also applied a unit cost to the rock excavation quantities in the bid documents. We did not estimate different rock quantities. Overall, we think our estimate is slightly conservative.

Our firm also agreed to provide you with contract modification suggestions to improve costs without compromising the project integrity. Our suggestions are as follows:

1. Consider a packaged pump station (skid-mounted or similar) to reduce building size and complexity.
2. Consider reducing building size from 24' x 24' to a smaller size (24' x 20') to utilize pre-cast building manufacturer's standard sizes. This might reduce pipe to wall clearances somewhat.

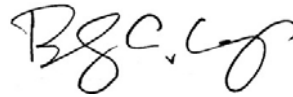
I:\4065 Melinda Tank Pressure Zone Improvements- Cost Estimate\Clerical\TFore-Ltr 060320.docx

Mr. Tom Fore
June 3, 2020
Page 2 of 2

3. Consider placing the waterline along Avondale Drive in the pavement instead of under the sidewalk. The costs to repair sidewalk appear to be significantly higher than pavement.

We appreciate the opportunity to assist the Town on this project. Let us know if you have any questions.

Very truly yours,
MATTERN & CRAIG, INC.

A handwritten signature in black ink, appearing to read 'B.C. Craig', with a stylized flourish at the end.

Bradley C. Craig, P.E.
President

BCC/pml

Enclosures: As noted

Altavista

Melinda Tank Pressure Zone Improvements - Cost Estimate

ITEM DESCRIPTION	TOTAL QTY.	UNIT	UNIT COST	TOTAL ITEM COST
Pump Station				
Mobilization	1	LS	\$40,000	\$40,000
Site Clearing/Prep	1	LS	\$10,000	\$10,000
Under Slab Piping	1	LS	\$5,000	\$5,000
Footing/Slab	30	CY	\$1,000	\$30,000
Pre-Cast Building	1	LS	\$75,000	\$75,000
Compacted Stone	30	TN	\$30	\$900
Interior Piping	1	LS	\$25,000	\$25,000
Pumps	2	EA	\$8,000	\$16,000
Pump Supports	2	EA	\$1,500	\$3,000
6" Gate Valve	10	EA	\$1,500	\$15,000
6" Check Valve	3	EA	\$2,000	\$6,000
Piping Accessories	1	LS	\$5,000	\$5,000
Fittings	16	EA	\$500	\$8,000
2" Meter	1	LS	\$3,000	\$3,000
Air Release Valves	2	EA	\$1,000	\$2,000
Electrical	1	LS	\$100,000	\$100,000
Pressure Tank	1	LS	\$2,000	\$2,000
Transducers	2	EA	\$3,500	\$7,000
Pressure Gauges	5	EA	\$300	\$1,500
12" x 6" Tap. Sleeve & Valve	1	EA	\$8,000	\$8,000
Generator Pad	1	LS	\$3,000	\$3,000
Chain Link Fence	1	LS	\$12,000	\$12,000
12' Double Gate	2	EA	\$3,000	\$6,000
4" Drain	1	LS	\$2,000	\$2,000
6" Suction Line	80	LF	\$90	\$7,200
Emergency Generator	1	LS	\$60,000	\$60,000
PS HVAC	1	LS	\$25,000	\$25,000
CONSTRUCTION SUB-TOTAL				\$477,600
Waterline				
Mobilization	1	LS	\$30,000	\$30,000
4" Waterline	2200	LF	\$80	\$176,000
6" Waterline	420	LF	\$90	\$37,800
4" Gate Valve	8	EA	\$900	\$7,200
6" Gate Valve	2	EA	\$1,200	\$2,400
Air Release Valve	1	EA	\$3,500	\$3,500
Blow-Off Valve	1	EA	\$3,500	\$3,500
Flushing Hydrant	4	EA	\$4,000	\$16,000
Water Service (Near)	18	EA	\$500	\$9,000
Water Service (Far)	12	EA	\$1,500	\$18,000
Water Meter	38	EA	\$800	\$30,400
Rock	520	CY	\$180	\$93,600
CONSTRUCTION SUB-TOTAL				\$427,400
Additive Alternate #1				
Mobilization	1	LS	\$12,000	\$12,000
4" Waterline	1343	LF	\$80	\$107,440
Water Service (Near)	9	EA	\$500	\$4,500
Water Service (Far)	3	EA	\$1,500	\$4,500
Water Meter	14	EA	\$800	\$11,200
Rock	220	CY	\$180	\$39,600
CONSTRUCTION SUB-TOTAL				\$179,240
CONSTRUCTION TOTAL				\$1,084,240



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

May 12, 2020

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

Melinda Tank Pressure Zone Improvements Bid

DESCRIPTION:

For several years, the Town Council and staff have been discussing improvements to the distribution network in the Melinda Drive and Avondale Drive area to improve low pressure issues to customers. The Town awarded the engineering/SCADA design portion of the project to Woodard & Curran in 2019 at a cost of \$65,500.

A bid opening for this project was held on April 21, 2020, with only one bid being received. The sole bidder was Counts and Dobyns, Inc. with a base bid of \$1,441,175 and Alternate "A" Bid of \$359,495. The construction portion of this project was estimated at \$617,500 in the Facility Assessment and Improvement Program several years ago. Based on their review of the bid, Woodard and Curran is recommending that "the price is reasonable for the proposed Scope of Work and are recommending award of the project to Counts and Dobyns, assuming the Town is able to reprioritize other projects in the CIP to reallocate funds." A complete copy of the engineer's letter of recommendation is attached.

The funds for this project would come from the recent borrowing and \$683,000 (which includes \$65,500 for engineering/SCADA) was allocated for this project. The base bid would require an additional \$823,575; while Alternate A would require an additional \$359,495 for a total of an additional \$1,183,070.

There are several issues related to this project that staff requests direction from Town Council. First, with the receipt of only one bid, is this acceptable, if so then you may consider award of the bid; if not, then Council would need to reject the bid and rebid at a later date. Secondly, if one bid is acceptable, funding would need to be identified as it exceeds the amount in the borrowing that was allocated to this project. Staff would suggest that we take time (up to 90 days from bid) to evaluate the project and funding.

RECOMMENDATION:

Staff recommends additional review (up to 90 days from bid receipt date) to analyze the funding of the project, if Council is agreeable with the receipt of only one bid.

BUDGET/FUNDING:

The project bid is in excess by \$823,575 (Base Bid) or \$1,183,070 (with Alternate A) of the allocated funds (\$617,660) from a recent borrowing.

POTENTIAL ACTION:

- Accept Staff's recommendation,
- Accept the engineer's recommendation to award the bid to Counts & Dobyns, Inc. and decide whether it would include Alternate A and how what would be funded.
- Defer Action and place on a future agenda for discussion.
- Take No Action.

ATTACHMENTS:

- *Engineer's Recommendation Letter*

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

One Merchants Plaza | Suite 501
Bangor, Maine 04401
www.woodardcurran.com

T 800.426.4262
T 207.945.5105
F 207.945.5492



April 27, 2020

Tom Fore
Director of Public Utilities
Town of Altavista
Town Hall
510 Seventh Street
Altavista, VA 24517

Re: Melinda Tank Pressure Zone Improvements Project
Contract Award Letter of Recommendation

Dear Tom:

We have reviewed the General Contractor bid submitted to the Town of Altavista on April 21, 2020 for the Melinda Tank Pressure Zone Improvements Project. The sole bidder was Counts and Dobyns, Inc. (C&D) of Rustburg, VA with a Base Bid of \$1,441,175 and Alternate A Bid of \$359,495. Of the total Base Bid, \$1,324,695 is the subtotal of the Pump Station and Waterlines, while the remaining \$116,480 is the price for Rock Removal that may not be necessary if ledge is not encountered. A copy of the Counts and Dobyns, Inc. Bid has been included with this letter for your reference.

We have reviewed this Bid and determined the price submitted by C&D is reasonable for the final scope of the Project. The submitted price for the Base Bid booster station, stand-by generator, site work, and yard piping is \$702,795, or approximately \$1,200/square foot of building. For reference, a nearly identical project Woodard & Curran completed in 2019 to expand a water booster station with new pumps, emergency power and very similar building utilities and site Work was completed for a cost of over \$2,000/square foot and the Contractor was selected after a review of multiple competitive bids received. The submitted price for the Base Bid water main, including water services and all site restoration, is \$621,900, or approximately \$145/linear foot for the estimated quantity of water main and services in the Project scope. This price is within expected ranges considering both the pipe material and that the price includes all excavation, pavement repair, valving, hydrants, traffic control, testing and all other Work required to provide a fully functional water distribution system.

We compared the C&D Bid price to the estimate for the Work provided in the Town's Facility Assessment and Improvement Plan (FAIP) and Capital Improvement Plan, and have concluded the final designed scope of the Project as placed out to bid was expanded from the scope of the conceptual design included in the FAIP. The conceptual design assumed a smaller building constructed of less durable building materials, no emergency generator, and did not fully appreciate the extent of site Work that would be required. Regarding the water main and services, it was assumed in the concept development phase that alternate materials such as HDPE pipe would be considered, and the extent of pavement repair was unknown since the final alignment of the water main had yet to be determined. While the cost of the C&D Bid is considerably higher than the budget in the Town's CIP, the current scope of the Project provides for a building sized and configured to meet the long-term needs of the Town and constructed of durable materials that have a long life span and require low maintenance. The installation of emergency power and the extent of site improvements will provide the Town with the reliable, secure and robust system that will serve the residents of the Project area with consistent and adequate domestic water pressure and fire protection.

In summary, we believe the current scope of the Project provides the Town with the infrastructure to reliably meet the drinking water and fire protection needs of the customers served by the system improvements. The materials of construction will reduce operations and maintenance costs and will not



require replacement for many decades. The C&D Bid price is reasonable for the proposed Scope of Work, therefore based on our review and previous project experience on projects of similar size and scope, we are recommending the Contract be awarded to Counts and Dobyns, Inc. assuming the Town is able to reprioritize other projects in the CIP to reallocate funds to the Melinda Tank Pressure Zone Improvements Project. Whether the Town is also able to award Alternate A Bid in addition to the Base Bid depends on whether enough funds are available in the CIP to fund the additional cost.

We have attached a copy of the Notice of Award for execution following Project approval by the Town.

If you require additional information or have any questions, please feel free to call me at 207-558-4231 or email me at nmclaughlin@woodardcurran.com. We appreciate the opportunity to have worked with the Town on the design phase of the Project and look forward to seeing this Project through construction.

Sincerely,

WOODARD & CURRAN

Nathan T. McLaughlin, P.E.
Senior Project Manager

NTM/jeh

Enclosures: Counts and Dobyns, Inc. Bid
 Notice of Award

PN: 229783.29

From: Turner Perrow <tperrow@perrowconsulting.com>
Sent: Friday, May 8, 2020 7:24 AM
To: Tom Fore <twfore@altavistava.gov>
Cc: Nate McLaughlin <nmclaughlin@woodardcurran.com>
Subject: Melinda Tank improvement contractor comments and suggestions

Tom,

Good morning. I've heard back from both F. L. Showalter and Littleton & Associates regarding their decision to not bid on the Melinda Tank pressure zone project. I have not heard back from Virginia Site Works (Anderson Construction).

The responsive contractors both indicated the lack of crew availability in October and their concern that the work could be completed before that time. One of the contractors had one crew available, but they believed two crews were needed to complete the work in the Contract Time. Their suggestion was to allow a Contract Time extension tied to rock removal. Therefore one crew could complete the job, both the pump station and the piping, but it may take longer if significant rock was encountered. This concern was based on their employees recalling excavating in the Melinda Tank area before and encountering significant rock.

Concern was also expressed over the budget, especially the cost of the pump station. Contractors believed the project would not be awarded to due budget limitations.

One of the contractors noted that they recently declined to bid the Amherst County Services Authority line project for similar reasons. That project was recently awarded with only one bid received from Prillaman & Pace.

If the town decides to rebid the project, I would recommend investing in some drilling to locate rock. If you desire, I can get pricing for drilling to auger refusal at 100 to 300 foot increments along the route. This would provide new data to the contractors and eliminate some of the risk for both the contractors and the town. Would you like for me to develop some pricing to coordinate the drilling activity and to modify the plans showing bore holes with auger refusal depth above the maximum line depth (5'-6')? I'm assuming this would be through W&C's existing contract.

Regards,
Turner

Edgar J. T. Perrow, Jr., P.E.
President
Perrow Consulting Services, LLC
(434) 258-5684



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

June 9, 2020

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

Altavista On Track / Town Letter of Agreement

DESCRIPTION:

Last month staff provided to Council the proposed amendments submitted by Altavista On Track in regard to the draft Letter of Agreement. Following discussion, Council decided to place this item on tonight's agenda for additional discussion/consideration.

Attached please find the May Work Session Agenda Item including the Altavista On Track Memo with the proposed changes. The original version that the Town submitted to AOT for their consideration was previously forwarded to Council.

RECOMMENDATION:

Per Town Council's discussion.

BUDGET/FUNDING:

Annually the Town provides funding for a full-time person and contributes \$5,000 to AOT for their general use.

POTENTIAL ACTION:

- Accept the Agreement in its original version;
- Accept any or all changes suggested by Altavista On Track
- Provide alternate direction to staff, based on discussion.
- Place the item on a future agenda for additional discussion.
- Take no action, at this time.

ATTACHMENTS:

- *May Work Session Agenda item (with attachments)* **([LINK](#))**
- *Memo from AOT with proposed changes* **([LINK](#))**



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

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

Altavista On Track/Town of Altavista Agreement

DESCRIPTION:

Staff provided a draft Agreement, in regard to Altavista On Track and the Town's mutual relationship to the Town Council at their April 28, 2020 Work Session. This agreement was based on a draft provided by AOT and revisions by the Town based on examples of existing agreements provided by the Department of Housing and Community Development, the state agency that oversees the Virginia Main Street program. Council requested to clarify the language in regard to measurable goals and a process by which to engage each business located in the district about being involved with the organization and/or interest in serving on the board.

Staff sought additional input from the AOT Board; the item was placed on their May Board meeting. Attached is a memo detailing proposed changes to the document. The April 28th Work Session minute excerpts relative to this issue are attached. Staff seeks input from Council on the AOT proposed changes.

Currently the Main Street Coordinator position is a town funded position and the individual is part of the Town's personnel system.

RECOMMENDATION:

Review the proposed AOT changes and provide input to staff.

BUDGET/FUNDING:

Annually the Town provides funding for a full-time person (approximately 75% of the employee's time is devoted to Main Street activities = \$42,950) and \$5,000 contribution for general use in their budget.

POTENTIAL ACTION:

- Council may do one of the following:
 - Accept the Agreement and staff will submit it to the AOT Board for final review/comment.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *April 28th Town Council Work Session minute excerpts*
- *Memo from AOT with proposed changes*

April 28th Town Council Work Session Minute Excerpts

b. AOT/Town of Altavista Draft Agreement

The Town Manager, Mr. Coggsdale, reminded Council of their request for staff to work on an agreement that would set forth the relationship between Altavista On Track (AOT), the Town's Main Street Program, and the Town of Altavista.

Mr. Coggsdale stated the intent of the agreement was to formalize the relationship between Altavista On Track and the Town of Altavista, and to provide a mechanism for annual evaluation of the program and its work plan.

Mr. Coggsdale informed Council an initial draft agreement had been submitted to Town Staff by AOT and staff had provided input to the draft agreement.

Mr. Coggsdale stated, accordingly, Town Staff had presented the draft agreement to Council for their review. He stated, at that time, staff was seeking input and/or direction from Council before returning the draft agreement to the AOT Board for one final review.

Mr. Coggsdale stated, if AOT makes any additional changes, staff would present the proposed changes to Town Council for final review and approval consideration.

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

Mr. Bennett stated he looked over the draft agreement and felt the document was in order. He stated he was in favor of moving forward in the agreement process.

There were no additional comments from Council.

Mayor Mattox questioned why the draft agreement did not require AOT to have a certain "percentage" of the Downtown District's businesses represented on AOT's Board of Directors.

Mr. Coggsdale informed Council the draft agreement does state that Altavista On Track would establish a goal of 50% for having Downtown District representation.

Mayor Mattox stated he felt there should be a larger number of "stakeholders" (business owners, property owners, and downtown employees) on the AOT Board, in order to have an accurate portrayal and feedback of what is needed in that area.

Mr. Emerson stated he felt the percentage/number of stakeholders on the AOT Board would ultimately be determined by their willingness to participate. He stated there had not been many to do so in the past.

Mayor Mattox recommended Council consider requiring AOT to visit each business, organization, and property owner currently in the Downtown District to offer them a place on the AOT Board and encourage their participation in AOT monthly meetings. He stated this should be done each time a new business comes to the Downtown District.

Mayor Mattox stated, by actively participating in the AOT organization, it would mean additional representation and a stronger presence for a business or property owner in the Town of Altavista and throughout the community.

Mr. Bennett stated, by offering a business or property owner the opportunity to be an AOT Board Member, it encourages them to be a part of shaping their on future.

All Council members were in consensus to accept the Mayor's recommendation.

Mayor Mattox again referenced the draft agreement between Altavista On Track and the Town of Altavista in regards to the agreement's mention of the organization's Annual Work Plan. He stated the agreement only mentioned AOT having "goals" for their Annual Work Plan, but he felt AOT should have "measurable" goals and/or plans to hold them accountable.

Mr. Higginbotham agreed the AOT organization should have "measurable" goals and/or plans.

Mr. Coggsdale stated, if a goal or plan was too broad/vague, it would be hard to measure. He stated the draft agreement mentions a requirement for the AOT organization to hold at least one meeting "annually", where all Altavista Downtown District Businesses are invited to attend. He stated the "measureable" aspect of that requirement would be how many businesses were represented by participation.

Mayor Mattox stated he felt one of Altavista On Track's main priorities should be economic development. He stated helping the town fill empty buildings with businesses should be an item for measurable accountability.

Mr. Coggsdale stated "economic development" was a part of AOT's Annual Work Plan in the draft agreement.

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

All Council members were in consensus to amend the draft agreement to require Altavista On Track and the Main Street Program to have measurable goals/plans.

All Council members were in consensus to send the amended draft agreement to AOT for their final review in order to move forward with the agreement process.



To: Town Council
From: Altavista On Track
Date: May 18, 2020
Subject: Altavista on Track and Town of Altavista Letter of Agreement

Altavista On Track (AOT) requests of the Altavista Town Council the review of the attached proposed edits to Town of Altavista/Altavista On Track Letter of Agreement.

AOT values the continued support of the Town of Altavista, and the work that has gone into clarifying the organization's and the town's relationship. Altavista On Track also appreciates the clarification added to the letter by Town Council.

The attached AOT edits offer some additional clarification to the document. Of tantamount importance to the board is clarifying, though the Main Street Coordinator is a town employee and subject to town personnel guidelines, he/she is first and foremost the director of AOT, a non-profit, and needs to have structures in place in the agreement to allow him/her to appropriately carry out the wishes of the AOT board, when those wishes do not affect town operations. Too much oversight and unclear boundaries between the town and AOT operations was a factor in the previous director seeking new employment. We would not wish for that to happen again.

Thank you again for the opportunity to work with the Town of Altavista, and we look forward to creating a wonderful downtown together.

Thank you for your time.
Sincerely,
Lori Johnson & The Altavista On Track Board

Legend:

Original text in unformatted black.

Town edits in *red italics*.

AOT additions in black underline.

AOT subtractions in ~~striketrough~~.

Rational in unformatted blue.

Town Section

1. Support the aforementioned program by continuing to be a financial partner, including the salary and benefits of the Main Street Coordinator *based on the current duty breakdown of 28 hours Main Street and 12 hours Town social media. The ~~employee~~ Main Street Coordinator will report to the Town Manager or his/her designee, be considered a Town employee, and be subject to the Town Personnel Policy.*

Rationale: redundant statement.

4. Recognize AOT as an independent non-profit organization with its own governing body, therefore, the main street coordinator will remain uniquely beholden to the Board of Directors, additionally, AOT may pursue other interests not in conflict with those listed herein, and deemed to preserve the goals of the organization taking into consideration the Town's goals for the downtown district; with the understanding that the Town's priorities for the downtown district are a primary goal of AOT;

Rationale: The MSC, though a town employee, is not beholden to the Town to the same degree as to the BOD. The MSC should not feel pulled between two opposite forces.

AOT Section

6. Maintain and leverage its 501(c)(3) status to encourage donations and grants for town projects related to the downtown district;

Rationale: consolidate this point with No. 18.

8. Attend all regular Town Council meetings, without unexcused absences;

Rationale: This puts in writing that excused absences are appropriate.

~~15. Publish and coordinate an annual calendar of downtown events, promotions, shows and festivals for the calendar year;~~

Rationale: Only a few AOT events and promotions are planned a year in advance (i.e. Gibley Jog, Chalk Fest) while many others are planned only months in advance (grants, food fests, art installations, etc.). Additionally, this is seen to in the above point No. 9. Moreover, the compiling and editing of the Town's community calendar should not fall under the duties of the Main Street Coordinator, but may be in the duties of the "social media coordinator" and therefore under that contract and not this one.

~~16. Communicate with the town manager, or his or her designee, Request conciliar approval with respect to activities which shall occur downtown and may require town assistance and give advance reasonable and appropriate notice to the relevant (sic.) departmental contact person of such activities, it being understood by AOT that failure to give reasonable advance notice may preclude assistance from the relevant town department;~~

Rationale: Town's wording makes it sound as if every AOT project, publication, or event needed to be reviewed by the town manager or designee. My wording allows the Main Street director, as the head of a

non-profit, to be free to publish, arrange, and execute projects that do not occur downtown or require town assistance, while at the same time requiring coming before council to approve activities that involve other municipal departments.

~~18. Maintain 501(c)(3) status from the IRS, failure to maintain such status shall make this agreement immediately voidable in the discretion of Town Council;~~

Rationale: Seen to in amended No. 6, above. Also, language is very aggressive and conveys distrust.

~~21. Provide to the Town Manager, or his or her designee, its Present AOT's budget request from the municipality for Town Council's consideration based on a budget schedule adopted by Town Council;~~

Rationale: Since a majority of AOT's funds come from fundraisers and grants, only the portion from the town should be requested at the appropriate time while maintaining a level of liberty with respect to AOT's budget.

~~23. Establish a goal of fifty percent (50%) of AOT Board Members being connected to the district served; either property owners, business owners or employees of businesses/organizations of the district.~~

Rationale: This is seen to in our Databananza (Self-Assessment survey) and part of our Main Street accreditation, and therefore a redundancy.

~~24. Submit all nominees for the Board of Directors to the Altavista Town Council for approval.~~

Rationale: This is not a best practice and creates a conflict of interest situation. Such a situation can erode trust in both the Town and AOT's integrity.

25. Evaluate, semiannually, the performance and conduct of the Main Street Coordinator in conjunction with the town manager or his/her designee.

Rationale: We felt it was important that both the Board of Directors and town manager jointly reviewed and evaluated the MSC.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

June 9, 2020

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

COVID-19 Update

DESCRIPTION:

Based on the ongoing developments and the transition to Phase Two of the Commonwealth's Reopening Blueprint as of Friday, June 5th, staff will provide an update to Council. Staff continues to review and evaluate the next steps of the town; as well as any potential financial impact.

RECOMMENDATION:

May be presented at the meeting.

BUDGET/FUNDING:

Staff continues to analyze the potential impact on the current year as well as the upcoming fiscal year.

POTENTIAL ACTION:

- Dependent upon discussion.

ATTACHMENTS:

- *None at this time. (information will be provided at the meeting)*

Manager's Report for June 9, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

COVID-19 Pandemic response: Staff continues to participate in a variety of responses; including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible.

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin in early April. Contractor is on site and sidewalk is being laid out and poured. Completion date for this project is May 29, 2020. **The sidewalk has been completed; the only remaining item is the planting of shrubs along Woodland Avenue (alley); this will be completed in the fall based on more favorable planting times.**

Booker Building Evaluation/Visioning Process: The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15th. **Council has provided direction to staff in regard to floor improvements, when quotes are received they will be presented to Council for their consideration. In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage.**

Dalton's Landing Canoe Launch Project Update: The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. **The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd.**

Personnel Recruitment: Main Street Coordinator: Staff is working with AOT representatives to move this process forward to the interview stage. **Kirsten Aherron has accepted the position and begins full time on Monday, June 8th.** Assistant Town Manager: Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position. **First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee.**

Eagle Trail Overlook (Observation Deck): Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of

work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. **Councilman Higginbotham reaching out to local Boy Scout troops.**

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. **Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8th. For additional information, see the attached Hurt & Proffitt Update. (LINK)**

Trail Project (mausoleum area): Staff is working on getting quotes for signs. **Vendor is working on the design/sample of the signs. This item has been delayed due to unforeseen circumstances, staff is working to address the situation.**

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

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

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

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement. Greg Haley has provided staff with a settlement agreement that will be discussed with Council at their May 12, 2020 meeting. **Information in regard to Council's approval of the settlement agreement has been provided to the SR RIFA's legal counsel.**

Brownfields Grant Program: Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. **Staff is completing the paperwork associated with the grants.**

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. **The SolSmart application for "Bronze Designation" has been submitted.**

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. See page 11 of Peed & Bortz's update. (LINK)

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

Riverview Sewer line 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 is underway and 8 new decorative heads have been installed.

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

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14 May 2020, Final Completion 13 June 2020. For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report. (LINK)

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

Spring Paving: The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11th and the bid opening will be on March 16th at 2:00 PM at the Town Hall. The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11th Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12th to start working on the bidding documents. Town Council rejected the recent bids and directed staff to re-bid due to gas/oil prices. Staff has re-bid this item and will present a recommendation to Council at the May 12, 2020 meeting. Paving is schedule to begin on Monday, June 8th.

Town of Hurt Solid Waste Collection Services: Town Council approved the agreement and weekly service will begin on Friday, July 3rd. Town staff is working with Hurt in regard to collection route. Service will begin on July 3rd.

Utility Financing: Town staff has completed the bank loans for the utility financing. Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark.

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021.

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

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

VDOT PROJECTS (Non Town Funds)

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

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town's understanding that this project is substantially complete.

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

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners
Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7th Street Utility Project

Ridgeway Avenue Drainage Evaluation

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

Main Street Speed Study

English Park Gazebo Roof Replacement

Report Date: 6-4-2020

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. Pre-bid meeting was held on June 2nd at the Riverview Pump Station. 5 contractors were in attendance.
2. Prepared minutes from the pre-bid and began addressing contractor comments to be clarified via Addendum.

Anticipated Work over the Week

1. Issue Addendum #1, including the pre-bid minutes, current bidder list, and contractor questions to date.

Scope Changes to Date

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

Outstanding Issues

1. N/A

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: \$ 18,020
3. Permitting: \$ 1,500 JTD: \$ 1,500
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. N/A

Other Issues/Concerns

1. N/A

Submitted by:



R. Scott Ehrhardt, PE
Senior Associate

Attachments: N/A

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 Two Weeks

1. Coordinated review of Counts & Dobyns' evaluation of other elements of their Bid for cost savings.

Anticipated Work Over the Week

1. Town staff are reviewing the finances of the Project and will be evaluating current market costs in order to make a recommendation to the Town Council on how to proceed with Award of the Contract.
2. Receive direction from the Town on how to proceed with Contract award.

Scope Changes to Date

1. The Melinda HPZ piping increased by 2,000 feet.

Outstanding Issues

1. None.

Construction Document Schedule Update

1. Initiate survey 1/7/2019 – delayed due to cost. COMPLETE
2. Initiate final design 2/18/2019 – delayed due to missing survey information. Expected 5/13/2019 COMPLETE
3. Submit to Town 4/12/2019 – delayed due to missing survey information. Expected 6/30/2019 COMPLETE
4. Submit to VDH 4/29/2019 – Expected 7/1/2019 COMPLETE
5. Bidding Documents Complete 6/7/2019 – Response comments to VDH by 10/3/2019 COMPLETE
6. Finalize Bidding Documents once we have received final approval by VDH – 3/10/2020 COMPLETE
7. Advertisement – 3/10/2020 COMPLETE
8. Notice to Proceed (TBD)
9. Substantial Completion (NTP + 6 months)
10. Completion (NTP + 7 months)

Budget Summary

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

Input Needed from Town/Others

1. None.

Other Issues/Concerns

1. None.

Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 2020

Project Name: WWTP Phase I Electrical Improvements
Project Manager: Scott Bortz, PE & Russell Jackson, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 18-47

Recent Activities: Due to generator shop dwg revisions and other minor revisions, the Engineer will pull together a change order for all of the work associated with the revised generator pad. This change order is anticipated to be a minor net increase or decrease change order price. All parties have agreed to forego the excavation meeting. Electrical subcontractor has mobilized to the site.
Met with contractors and staff on-site on 6 May to discuss conduit installation and excavations.
Contractor is continuing with the installation of conduit ductbanks.

Anticipated work over the next two weeks: The vault is expected to arrive on-site the week of 15 June

Upcoming Tasks: Continue with construction.

Outstanding Issues: Contractor to submit shop dwgs for review.
Testing services will be performed by H&P as necessary.

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion August 2020, Final Completion September 2020

Approved Budget: \$42,110

Invoiced To Date: \$39,899

Balance to Complete: \$2211

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 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: Replacement fabric is being installed to be completed by the end of this week. Building has been approved by Campbell County Building Inspector.

Anticipated work over the next two weeks: Asphalt topping anticipated next week.

Upcoming Tasks: Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 15 June 2020, Final Completion 30 June 2020

Approved Budget: \$32,300

Invoiced To Date: \$28,570

Balance to Complete: \$3730

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 2020

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: Revised construction schedule per Town staff input.

Anticipated work over the next two weeks: Anticipate approval from DCR for agreement for construction funding

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

Outstanding Issues:

Design Schedule: Coordinate final documents with DCR in order to advance to the construction portion of the project 1 May 2020.
Advertise to bid 15 May 2020
Receive bids 15 June 2020
Award Contract 15 July 2020
Notice to Proceed 1 August 2020
Complete Construction 1 April 2020

Schedule Constraints:

Projected Completion:

Approved Budget: Proposed budget is anticipated at \$2800 with \$300 allowance for fees.
To be confirmed with proposal.

Invoiced To Date: \$2879

Balance to Complete: \$0

Town Input Required:

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

Town staff should make all DCR documentation available to the bidding Engineer to incorporate documents into contract documentation. Engineer will need to incorporate DCR typical requirements into contract docs as well.

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 2020

Project Name: English Park Riverbank Stabilization

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-28

Recent Activities:

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 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

4 June 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: Categorical exclusion request letter was approved by DEQ on 20 April 2020. Progress plan set submitted to Town staff on 17 April. Town staff has reviewed and responded with comments. Town staff and Engineer reviewed the progress plans in an on-line meeting 14 May. Schedule revised as noted below

Anticipated work over the next two weeks: Review and revise per Town comments.

Upcoming Tasks: Revise and submit plans to DEQ for review.

Outstanding Issues:

Design Schedule: 26 June 2020 Submit plans and specs to Town staff and DEQ for review
20 July 2020 Receive comments from DEQ
25 July 2020 Advertise for bids
September 2020 Receive bids
October 2020 Award contract

Schedule Constraints:

Projected Completion: March 2022

Approved Budget: \$81,000

Invoiced To Date: \$52,095

Balance to Complete: \$28,905

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

Issues Town Should Be Aware Of: **In discussions with DEQ and Town staff, revised schedule will include removing the SCADA portion of the work from the DEQ PH II/III funding in order to close the loan with the electrical work only. SCADA, aerator improvements and Lynch Mill Road sewer will be submitted for a future funding cycle as three separate projects.**

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 2020

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

Recent Activities: Categorical exclusion request letter was approved by DEQ on 20 April 2020. Progress plan set submitted to Town staff on 17 April. Town staff has reviewed and responded with comments. Town staff and Engineer reviewed the progress plans in an on-line meeting 14 May. Schedule revised as noted below
Engineer has sent a request for additional information regarding SCADA to Town staff for review.
Anticipated work over the next two weeks: Review and revise per Town comments.

Upcoming Tasks: Revise and submit plans to DEQ for review.

Outstanding Issues:

Design Schedule: 26 June 2020 Submit plans and specs to Town staff and DEQ for review
20 July 2020 Receive comments from DEQ
25 July 2020 Advertise for bids
September 2020 Receive bids
October 2020 Award contract

Schedule Constraints:

Projected Completion: March 2022

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

Invoiced To Date: \$

Balance to Complete: \$

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

Issues Town Should Be Aware Of: **In discussions with DEQ and Town staff, revised schedule will include removing the SCADA portion of the work from the DEQ PH II/III funding in order to close the loan with the electrical work only. SCADA, aerator improvements and Lynch Mill Road sewer will be submitted for a future funding cycle as three separate projects.**

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 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

4 June 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

4 June 2020

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

Recent Activities: Continued coordination with vendors to develop equipment alternatives and obtain budgetary pricing. Coordinated with Town staff related to one of the Basin #2 aerators that is now out of service. Engineers sent a draft technical memo related to major equipment options and recommendations. Engineer has requested additional information regarding alternatives and a short meeting to discuss.

Anticipated work over the next two weeks:

Upcoming Tasks: Meet w/ staff on site to discuss.

Outstanding Issues:

Design Schedule: TBD Complete design plans and specs
TBD Advertise for Bids (if Town desires)
Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
See note below regarding potential schedule adjustment.
Projected Completion: 31 October 2021
Approved Budget: \$198,000
Invoiced To Date: \$0
Balance to Complete: \$198,000

Town Input Required:

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

This project will be added to a subsequent year funding request.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 2020

Project Name: WTP Filter Rehabilitation
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 19-76

Recent Activities: Met w/ Town staff on 13 May to review plans
Anticipated work over the next two weeks: Revise plans to incorporate comments from previous plan review. Revisions will include adding replacement of existing filter effluent and backwash pump electric actuators, as existing units are 21 years old.
Upcoming Tasks: Submit revised documents to Town staff for review.

Outstanding Issues:

Design Schedule: June 2020 Documents to VDH for review
August 2020 (60 days) Receive VDH approval
September 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: \$4950
Balance to Complete: \$51,050

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

4 June 2020

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

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

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

Upcoming Tasks: Awaiting Town response regarding the proposal

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget:

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

AOT Monthly Report to the Town of Altavista May 2020

Downtown Update:

- Blum Skin Care will be moving to where Vintage on Broad is. They will be moving there in August (previously in June).
- Parker productions will move to where Blum Skin Care previously was on Main.
- Many businesses are beginning to reopen, including restaurants.

Small Business Grant:

- 54 \$500 checks were awarded to Altavista businesses.
- Kirsten will be working in June on beginning to gather initial reports on how people used the money.

Relationship Building:

- The Main Street Coordinator has called all downtown businesses.
- Because VA will soon be entering Phase 2 opening, the Main Street Coordinator will begin weekly in-person visits to downtown businesses.
- The Main Street Coordinator and board members are beginning to call businesses further along Main Street and asking the following questions:
 - Have you heard of AOT?
 - What do you know about AOT?
 - What do you think would make Main Street better?
 - What kinds of services would help you be a more successful business?
 - Would you be interested in serving on a committee, or possibly the board of AOT?
 - What do you love about Altavista, and why do you do business here?

Monthly Newsletter:

- AOT has launched an e-newsletter. Please sign up to receive the newsletter at www.altavistaontrack.net. The June newsletter will be published June 5th.

New Resident and Employee Welcome Package

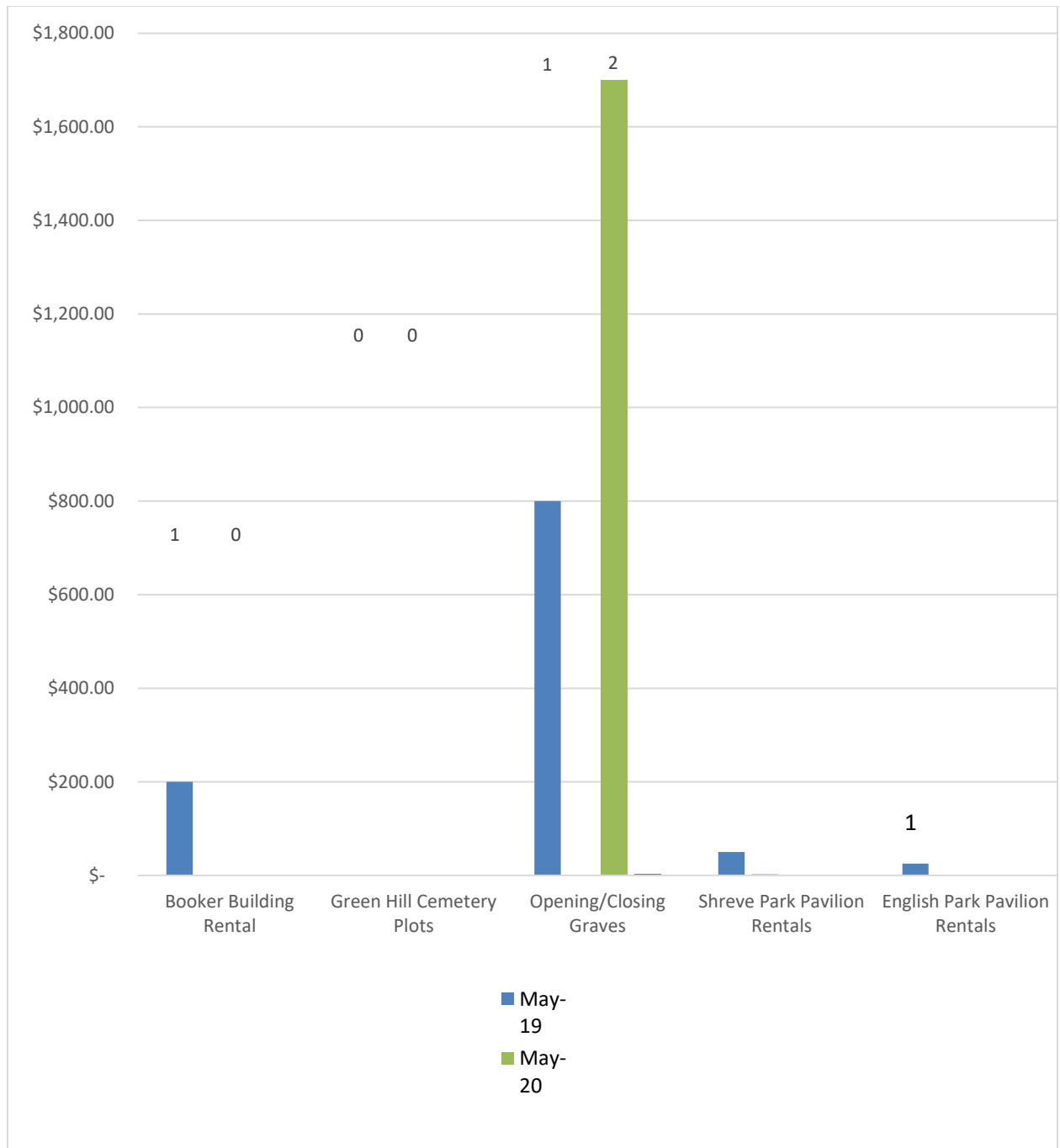
- AOT has created an updated general brochure promoting Altavista. The grant has been closed out, and packets will be ready to distribute mid-June.

Co-working Feasibility Study

- AOT hosted Craig Wilson from Summit Design and engineering on June 3rd, 2020. He toured the vacant fire station building, the town, interviewed the town manager, and attended a meeting to discuss the town's application to the Tobacco Commission Southside Economic Development grant.
- Craig Wilson will provide building specifications for the TRRC grant, as well as an interim feasibility report.
- The final feasibility study will be finalized by September 1, and will include building use feasibility, designs, construction cost estimates, a regional market study, and an organizational and funding plan.

AOT's next board meeting is June 11th, 2020 at 5:15. Whether it is in person, or via Zoom is to be determined.

ADMINISTRATION



TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		
Oct-17	\$76,719.67		
Nov-17	\$73,312.11		
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		
Feb-18	\$70,420.81		
Mar-18	\$81,369.00		
Apr-18	\$82,147.00		
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		
Mar-19	\$91,288.78		
Apr-19	\$86,395.06		
May-19	\$88,078.67		
Jun-19	\$88,492.73		
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		

PREVIOUS YTD TOTAL (FY)

FY2017	\$951,518.71
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FY2018	\$936,848.19
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FY2019	\$986,050.18
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MTD TOTAL (FY)

FY2019	\$809,478.78
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FY2020	\$802,676.79
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+/-	-\$6,801.99
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Budgeted:	\$955,000
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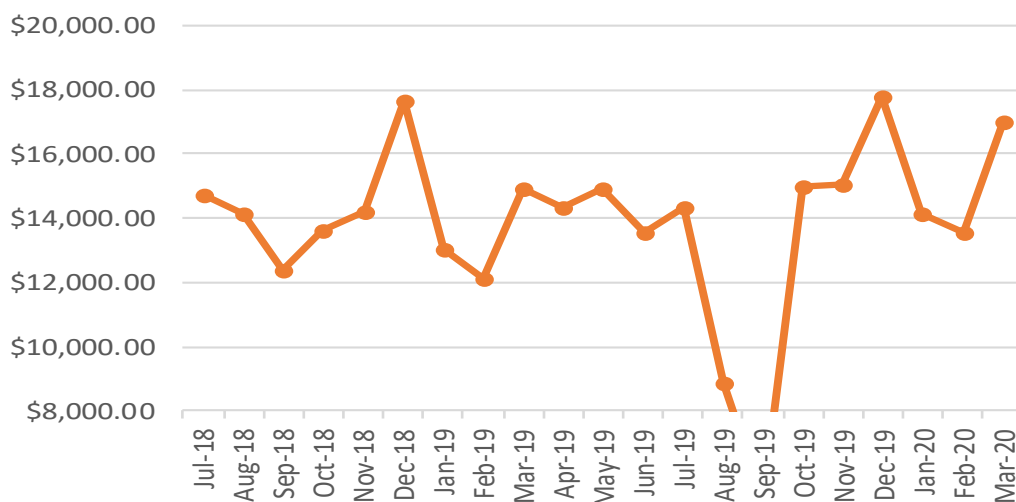
**Town of Altavista
Local Sales Tax**

Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414	FY2017	\$166,834
Oct-18	\$13,631	FY2018	\$171,886
Nov-18	\$14,233	FY2019	\$169,649
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		
Mar-19	\$14,950		
Apr-19	\$14,324	FY2019	\$126,842
May-19	\$14,943	FY2020	\$120,946
Jun-19	\$13,540	+/-	-\$5,896
Jul-19	\$14,308		
Aug-19	\$8,868		
Sep-19	\$5,261		
Oct-19	\$14,965		
Nov-19	\$15,058		
Dec-19	\$17,754		
Jan-20	\$14,151		
Feb-20	\$13,558		
Mar-20	\$17,023		

YTD TOTAL (FY)

MTD TOTAL (FY)

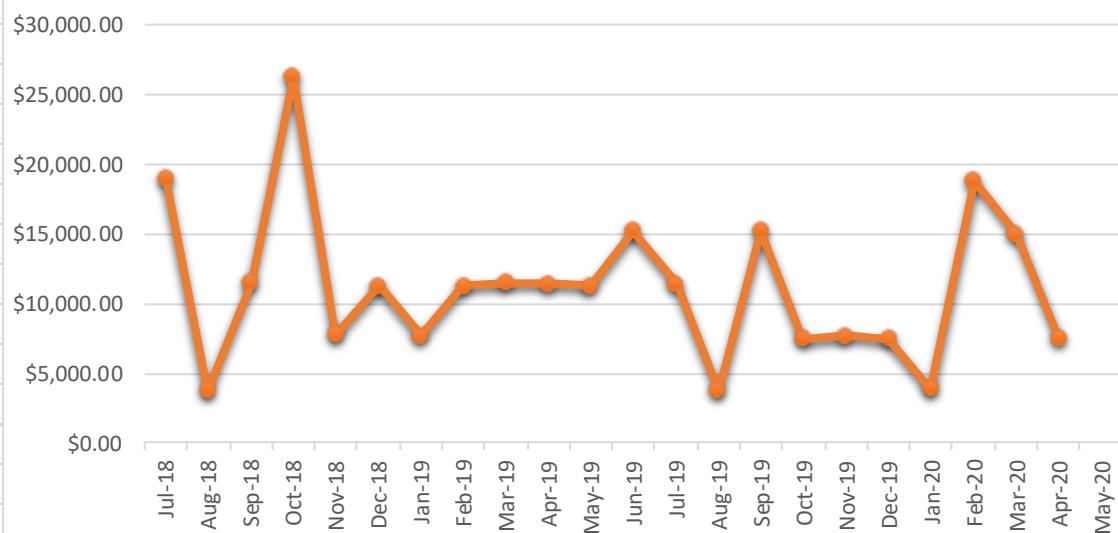
Local Sales Tax (Monthly FY19 & FY20)

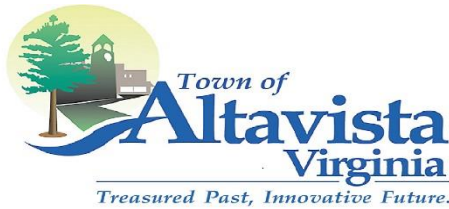


NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

Town of Altavista			
Local Cigarette Tax			
Jul-18	\$7,725		
Aug-18	\$18,994		FISCAL YEAR TOTAL
Sep-18	\$3,750	FY2017	\$142,991
Oct-18	\$11,494	FY2018	\$144,668
Nov-18	\$26,250	FY2019	\$140,288
Dec-18	\$7,725		
Jan-19	\$11,250		
Feb-19	\$7,706		MTD TOTAL (FY)
Mar-19	\$11,250	FY2019	\$129,038
Apr-19	\$11,456	FY2020	\$113,385
May-19	\$11,438	+/-	-\$15,653
Jun-19	\$11,250		
Jul-19	\$15,187	Budgeted:	\$144,000
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		
Apr-20	\$15,000		
May-20	\$7,545		

Cigarette Stamp Revenue (monthly FY 19 & FY20)





MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

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

Date: June 1, 2020

Re: May 2020 Monthly Report

Permits

There were 6 Zoning Permits issued during the month of April:

Home Occupations: 1
New Business: 2
Signs: 0
Accessory Structures: 2
New Homes or Additions: 1
Zoning Confirmation Letters: 0
Plats: 0

Violations

Staff is working on eighteen (18) active code enforcement complaints. There were eleven (11) new code violations reported. There were fourteen (14) violations abated in May. Staff anticipates that Town Council may hear a public nuisance case in July for 1004 10th St for a shed located in the front yard setback, an inoperable vehicle, and general property nuisances (junk).

Planning Commission:

The Planning Commission did not meet in May due to the coronavirus. They will meet in June to hold a public hearing on a rezoning request of Habitat for Humanity.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in May due to the coronavirus. They anticipate meeting in June to hold their 2020 Organizational Meeting and election of officers.

Recreation Committee

The Recreation Committee did not meet in May due the coronavirus.

Staff Projects/Meetings:

Work continues the FEMA Regional Hazard Mitigation Plan. Staff has submitted updates to the Central Virginia Planning District Commission. A public meeting will be held on June 25, 2020 at 5:30 p.m. via Zoom.

The Community Development Director continues to work with UDSA on the Rural Business Development Grant for equipment, furniture and fixtures for the Incubator, Accelerator, and Coworking (IAC) space in the vacant fire station adjacent to Town Hall. The town has requested \$60,000 and no match is required.

Administration continues to work on creating code enforcement flyers to educate citizens about various town codes and have posted them to the town website. They are updating a previously used "Courtesy Notice" that can be used by all employees in the field.

The Community Development director participated in the monthly Central Virginia Transportation Technical Committee meeting, where they discussed their recommendation to TPO Policy Board of CVTPO Unified Planning Work Program (UPWP) for Fiscal Year 2020-21, recommendation to Central VA Planning District Commission of CVPDC Rural Work Program (UPWP) for Fiscal Year 2020-21, received an overview of Long Range Transportation Plan (LRTP) Progress, and discussed the LRTP Public Engagement during COVID-19 Pandemic.

Staff had a kickoff meeting with Summit Partners on the feasibility study and market analysis for the Incubator, Accelerator, and Coworking Project in the vacant fire station next to Town Hall. The study is being funded by a grant obtained by Altavista on Track (AOT) from the Virginia Department of Housing and Community Development (DHCD).

Community Development and Administration are completing the work needed to gain the required number of points to be designated as a bronze SolSmart community.

The Community Development Director participated in the Virginia Tobacco Region Revitalization Commission's Southern Economic Committee meeting and Full Commission meeting in preparation for the town's grant application for the Incubator, Accelerator, and Coworking project.

Work continues with the Complete Count for the US Census. The town worked with Abbott and BGF to provide our Census Partnership Specialist with contacts at each facility to assist with outreach. The response rate for Campbell County as of May 31, 2020, was 64.3%. The response rate for Virginia was 65.7%, which is ranked 7th in the country. Nationally, the response rate is 60.6%.

Staff worked with Central Virginia Planning District Commission (CVPDC) to create a new map for the Downtown Revitalization Overlay District (DRO). It has been added to the town's website, to make it easily accessible to the public.

The Community Development Director participated in a demonstration given by iWorQ Systems on permitting software. The Campbell County Department of Community Development launched an online portal for citizens on May 27, 2020.

Staff participated in the AOT monthly meeting to provide an update on various town initiatives.

2020 Daily Activity						
	January	February	March	April	May	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	42
Criminal Arrests "Misdemeanor"	18	10	13	15	18	74
Warrant Executed	13	18	15	16	12	74
Uniform Traffic Summons Issued	97	55	30	6	12	200
# Traffic Stops	189	127	64	10	23	413
BOLO'S (Be on Look Out)	15	9	15	9	12	60
DUI	4	1	2	0	0	7
IBR	29	24	19	43	54	169
MVA	5	4	6	4	7	26
Assist Motorist	6	11	6	13	13	49
Calls for Service	248	214	189	261	185	1097
Investigation Hours	2	5	3	30	47	87
Alarm Responses	29	11	8	8	11	67
ECO/TDO	3	1	1	3	0	8
ECO/ TDO HOURS	10	9	18.5	19	0	56.5
Training Hours	0	0	1	0	0	1
School Check	104	56	67	83	71	381
Court Hours	35.5	24.5	18	1	0	79
Community Events	1	0	0	0	1	2
Special Assignment Hours	0	1	8	1	0	10
# Hrs Directed Patrol	233	199	186	181	81	880
Bike Patrol Hours	0	0	0	0	0	0
Citizen Contacts	2048	880	800	515	488	4731
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	4535
Follow Ups	10	18	10	32	55	125

Patrol on 29-May 2020					
6-May	29 SB/Dearing Ford	0805-0835	Harmon	Bol/Stolen Vehicle	
6-May	29 NB/Gladys Rd	0545-0600	Harmon	Assist Campbell w/Traffic Stop	
10-May	29 NB	0345-0350	Osborne	Traffic Stop/TTL had rear door open	
12-May	Rt 29	1335-1345	Yeaman	Patrol	
12-May	Rt 29	0300-0310	Harmon	BOL/Wrong Direction	
19-May	29 NB	0021-0031	Clark	Traffic Stop/Warning	
22-May	29 SB		Henderson	Traffic Stop/Arrested	
22-May	29 SB	1230-1500	Bell	Traffic Stop/Arrested	
24-May	29 SB/Main	1950-2050	Weaver	MVC/Worked by State Police	
26-May	Rt 29/Lynch Mill	1942-1950	Harmon	Disabled Vehicle	
27-May	29 SB	2100-2110	Weaver	Deer Carcass in Road	

BUILDINGS AND GROUNDS

Thursday, June 4, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: MAY, 2020

Vacation / Sick Leave Taken		45
Meetings / Data Entry / Work Planning		12.25
# of Call Duty Hours		
# of Assisting other Crews		39
Holiday		32
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	2	16
# of Cremations		
Cemetery Grounds Maintenance		2.5
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	93.41	86
# of Curbside Brush Collected (Stops)	260	
Loads of Brush Collected	23	49.75
# of Curbside Bulk Collected (Stops)	119	
Bulk Collection (Tonnage)	13.24	26.50
# of Tires Collected	1	1
# of Residential Garbage Citations Issued		0
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		5.50
# of Building Maintenance Hours		51.75
# of Park Cleaning		49.75
# of Parks Ground Maintenance Hours		95.25
# of Acres Mowed by Town	160.41	152.75
# of Acres Mowed by Contractors ****	47.19	150
Special Projects - PD Range		0
# of Veh. Maintenance Hours		19.5
*** HOURS NOT ADDED		
Total Labors Hours for the Month		684.50

STREET DEPARTMENT MONTHLY REPORT

DATE: Thursday, June 4, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: May 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	74
Safety Meetings/Data Entry/ Planning Schedule	40.50
Emergency Call Duty	2.5
Weekend Trash Truck	20
Street Sweeping	16
Street Sweeping (Gretna)	0
Litter Control	17
Assisting Other Crews	159.50
Town Wide Mowing	246.50
Contractor Mowing Main & Bedford	3 Times
Sign Maintenance	1
Shoulder Repairs	5.50
Ditch & Drainage Pipe Maintenance	61
Shoulder Stone	.50
Asphalt Paving And Patching	0
Dead Animal Removal	1.50
Decorative Street Light Repairs	0
No. Of LED Decorative Street Light Installed	0
Equipment Maintenance	12
Trees/ Trimming/ Removal	5.75
Asphalting (Potholes)	0
Storm Drainage	0
Hanging Street Light Banners	0
Weed Control	10.75
Road Hazards	29.50
Bags Of Litter	14
Street Lighting Repairs	0
Traffic Control	.50
Total Labor Hours for the Month	704

FLEET MAINTENANCE DEPARTMENT

DATE: June 4, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: May 2020

DESCRIPTION	Labor Hours
Vacation	21.50
Safety Meetings	1.5
Holiday	8
Daily/ Weekly/ Planning & Scheduling	2.75
Sick Leave Used	0
CIP / Budgeting	0
Preventive Maintenance	90.75
Full Services	1.75
General Repair's	31.75
Troubleshoot and Diagnostic	2.50
Training	0
Tire Changes & Repairs	1
Building & Grounds	5.25
Picking Up & Delivery	1
State Inspections	.25
Total Labor Hours for the Month	168

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 16.08 Hours per day which yielded approximately 1,490,000 gallons of water per day.

Rain 6.5575 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>17.49</u>	hrs		
Average Hours per day (weekends)	<u>13</u>	hrs		
Average produced (week days)	<u>1.7004760</u>	gallons per day		
Average produced (weekends)	<u>1.1383</u>	gallons per day		
Total Raw Water Pumped:	<u>48.604</u>	million gallons		
Total Drinking Water Produced:	<u>47.09</u>	million gallons		
Average Daily Production: (drinking)	<u>1.49</u>	gallons per day		
Average percent of Production Capacity:	<u>0.00</u>	%		
Plant Process Water:	<u>1,993,419</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>114,750</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>6,400</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>6210000</u>	million gallons	average hours per day	<u>13.5</u>
Average Daily Produced:	<u>238,846.2</u>	gallons per day	Rain at MC	<u>6.625</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>6142000</u>	million gallons	average hours per day	<u>12.7</u>
Average Daily Produced:	<u>236,230</u>	gallons per day	Rain at RE	<u>5.275</u>
Purchased Water from CCUSA	<u>2,605,284</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,418,600</u>	gallons		
Industrial Use	<u>40,917,042</u>	gallons		
			Water lost due to leaks	<u>300,000</u>

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 May 5th, 2020
 Melinda High Pressure Zone- Woodard & Curran Pre-bid meeting was held and only one bid was received and provided to the Town manager.
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis 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. 50% plans were reviewed by plant manager. Onsite meeting to be scheduled.
 McMinnis water line design underway. Four easements were found during May
 CCR Completed. Scheduled to publish in paper on May the 15th.
 Washed Basin 3
 ISI Quarterly Calibrations completed.
 Spoke to Vendors every Monday to verify that Deliveries would not be delayed on chemicals needed for treatment.
 Reported to Abbott and Health Department each Monday on health of employees and chemical inventory
 Emergency Response Plan for the water plant is in the drafting stage. Federally required by July 2021
 Resiliency Accessment is in the reviewing stage. Also Federally required by July 2021
 Reviewing the Source Water Protection Draft
 Reed Creek was operatedon May 17th

Utilities Distribution and Collection

# of Service Connections	0		
# of Service Taps	0	Addresses:	
# of Meters Read	101	Monthly	
	0	Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	20		
	209.76	Tons	
# of Location Marks made for Miss Utility	108		
# of Meters Replaced	6		
# of Water Lines Repaired	3	# of Sewer Lines Unstopped	1
Locations:		Locations:	
1503 Main Street		1028 7th Street	
Pittsylvania Ave. (Fire Line Rage Plastics)			
Main St. and Bedford Ave. - Assisting English Construction			
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	175'	Sewer Main Cleaned	4,075'
Sewer (Root Cutting) Main	120'	Sewer Main Cleaned Manholes	17
Sewer (Root Cutting) Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	2,675'	Sewer Service Cleaned	75'
Sewer Video Manholes	13	Sewer Service Video	50'
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	17	Water Right of Way Clearing Footage	0
		Sewer Manholes Inspected	13
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:

Water overflow line located - McMinnis Spring
PRV (Pressure Reducing Valve) Maintenance and Repair
ARV (Air Relief Valve) Maintenance and Repair
Sample Station Maintenance

DEPARTMENT: Wasterwater Plant
MONTH: April

Average Daily Flow	2.26	MGD
TSS Reduction	94	%
BOD Reduction	94	%
VPDES Violations	0	
Sludge (Regional Land Fill)	231	tons (estimated)
Rain Total	5.26	Inches
	Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: May 2020
Week: 4th

- Continue Sanitizing procedures for commonly used areas
- Submitted Monthly DMR
- ITG worked on file issues
- Repaired NPW system
- Removed light pole from construction site
- CIP ticket for Blower submitted
- Daily staff health check
- Contractors onsite for Phase I electrical upgrades
- Submitted April rain data to National Weather Service
- Town staff marked water lines in construction site
- Submitted Monthly Industrial Billing
- Submitted Credit Card statements
- Entered Lab data
- Normal Plant Operations

Month: May 2020
Week: 11th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and submitted timesheets
- ITG worked on file issues with Naviline
- Prepared June Operator schedule
- CIP blower installed for basins 3 &4 (blower #2)
- Daily staff health check
- Electrical Engineer onsite for Phase I electrical upgrades process inspection 5/15/20
- Ran all generators
- Meeting with Engineers to discuss phase II upgrades (Zoom) 5/14/20
- Discussions with BGF concerning sampling during COVID-19
- Entered Lab data
- Normal Plant Operations

Month: May 2020
Week: 18th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and submitted timesheets
- Reset RVPS PLC
- Greased headworks and Main Pump Station
- Checked blower belts basins 3 &4 (blower #2)
- Daily staff health check
- CIP: installed Press Feed #2 5/19/20
- RVPS PLC high water alarm out. AIC scheduled to repair
- Plant flooding High water stage 5/22/20
- Entered Lab data
- Normal Plant Operations
- Repairing Stationary Aerator in basin 2
- Ordered yearly PT samples for Lab certification
- Reviewed COD results with Abbott
- Entered Lab data
- Normal Plant Operations

Month: May 2020
Week: 25th

- Continue Sanitizing procedures for commonly used areas
- Reset UV Bank A after high water event (Saturday 5/23/20)
- Reset UV system Intensity after high water event
- Cleaned Algae from #3 clarifier
- Distributed mask to employees if needed
- Daily staff health check
- F-250 and F-150 pickup trucks PM and yearly Inspection conducted
- Ran New Press Feed Pump 5/29/20
- Drained condensate from #3 clarifier
- Entered Lab data
- Normal Plant Operations
 - NPW system down for repair
 - Entered Lab data
 - Normal Plant Operations

Phase 1 at WWTP electrical upgrade construction is continues.
Awaiting Lynch Creek 50% design drawings from Hurt and Profit
Pre-bid meeting for Riverview Sewer Line Project scheduled for June 2

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

Printed 3-Jun-20

Customer Class		June-19	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20	May-20	Average
WATER	Residential Base-IT	20	1,251	17	-	1,338	16	9	1,259	18	6	1,265	16	435
	Commercial Base-IT	28	163	22	24	185	27	41	28	28	27	188	43	67
	Residential Base-OT	2	136	-	-	-	-	-	143	-	-	144	-	39
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	29	20	19	16	19	29	30	30	30	30	30	30	26
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	5	5	5	5	5	5	5	5	5	5	4	4	5
	TOTAL	85	1,576	64	46	1,548	78	86	1,466	82	69	1,632	94	572
														Total
	Residential Use-IT	151,160	13,218,593	100,290	-	15,076,285	52,930	58,950	12,323,400	141,148	230	11,903,400	169,120	53,195,506
	Commercial Use-IT	4,080,110	2,607,291	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	49,746,648
	Residential Use-OT	5,100	1,581,092	-	-	2,028,060	-	-	1,703,150	-	-	1,593,550	-	6,910,952
	Commercial Use-OT	2,562,300	2,734,400	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	28,521,648
	Municipal	385,920	763,850	242,360	293,170	436,830	441,960	555,490	262,680	226,200	186,560	289,680	338,300	4,423,000
	Industrial	39,815,681	44,283,991	51,056,594	43,610,218	45,193,477	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	498,103,993
	TOTAL WATER SOLD	47,000,271	65,189,217	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	640,901,747
	NET DELIVERED	63,617,052	67,355,737	66,482,101	66,731,183	47,090,517	59,545,980	56,853,505	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	710,190,878
	FRACTION BILLED	74%	97%	87%	77%	158%	58%	86%	108%	79%	70%	117%	91%	90%
	Total (TOA,sold,hydrnts, etc)	29,950	77,400	28,400	52,600	23,600	11,000	7,400	16,600	24,000	24,100	81,900		376,950
														Total
	Residential Base & Use-IT	480	32,989	295	-	65,078	550	351	56,383	815	256	57,244	830	215,270
	Commercial Base & Use-IT	12,666	18,081	11,420	13,613	32,091	13,457	7,241	12,981	14,583	15,236	20,129	8,427	179,927
	Residential Base & Use-OT	47	7,431	-	-	12,722	-	-	17,421	-	-	11,191	-	48,812
	Commercial Base & Use-OT	9,045	9,652	9,054	9,848	10,511	9,841	8,940	9,017	9,529	8,159	9,862	9,185	112,645
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	91,974	102,296	117,871	100,740	105,948	64,159	102,641	98,419	99,894	84,381	109,049	118,058	1,195,431
	TOTAL	114,213	170,450	138,641	124,201	226,350	88,007	119,173	194,221	124,821	108,033	207,474	136,500	1,752,084
SEWER	Residential Base-IT	18	1,086	17	-	1,159	14	5	1,096	13	6	1,129	16	380
	Commercial Base-IT	23	128	27	21	134	25	40	158	28	26	174	42	69
	Commercial Base-OT	1	1	-	1	1	-	2	1	1	1	8	8	2
	Municipal	9	9	4	7	7	17	8	14	8	8	8	8	
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	4	4	4	4	4	4	4	3	3	3	3	3	4
	TOTAL	55	1,228	52	33	1,305	60	59	1,272	53	44	1,322	77	454
														Total
	Residential Use-IT	151,160	9,696,320	185,690	-	10,598,418	44,863	46,283	7,894,954	15,376	230	7,899,210	83,292	36,615,794
	Commercial Use-IT	749,675	1,819,908	805,722	803,285	3,714,590	885,655	1,748,584	2,663,237	3,568,751	1,298,831	3,574,527	479,568	22,112,332
	Commercial Use-OT	127,100	194,064	-	180,000	96,500	-	62,900	230,000	240,000	230,000	741,842	382,900	2,485,306
	Municipal	114,180	165,260	41,050	85,170	9,730	119,560	266,560	94,180	103,720	100,460	106,930	75,130	
	Industrial	38,891,810	40,490,000	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	432,301,810
	TOTAL SEWER BILLED	37,106,911	52,365,551	40,792,462	41,218,455	52,159,237	27,880,078	24,554,327	46,882,371	40,407,847	37,049,521	50,732,509	40,720,889	493,515,241
	WWTP EFFLUENT	66,276,700	60,775,600	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	58,924,500	64,614,500	56,998,200	58,512,100	69,575,000	701,513,900
	FRACTION BILLED	56%	86%	70%	94%	121%	49%	39%	80%	63%	65%	87%	59%	70%
	Residential Base & Use-IT	678	31,276	299	-	35,551	167	158	29,380	22	120	29,706	351	10,642
	Commercial Base & Use-IT	2,391	5,876	2,570	2,565	11,122	2,832	4,934	6,704	3,334	3,951	10,707	4,803	5,149
	Commercial Base & Use-OT	811	619	-	1,177	15,669	-	179	1,662	1,726	1,662	3,375	1,936	2,401
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	130,506	132,402	130,015	133,056	124,554	88,453	73,346	123,280	124,066	122,124	136,000	134,980	1,452,782
	TOTAL	134,386	170,173	132,885	136,798	186,896	91,452	78,616	161,025	129,147	127,857	179,788	142,070	1,470,975
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	232	221	159	111	168	154	50	53	71	72	304	260	155
	Curbside- BULK	80	109	97	92	77	81	74	57	43	107	89	119	85
	TOTAL	312	330	256	203	245	235	124	110	114	179	393	379	240
														Total
	Curbside-IT	89	101	91	80	85	101	89	95	79	92	101	93	1,096
	Curbside-BULK	11	18	18	21	12	6	10	10	3	15	15	13	153
	TOTAL	100	119	109	101	101	107	99	105	82	107	116	107	1,249

AOT Monthly Report to the Town of Altavista May 2020

Downtown Update:

- Blum Skin Care will be moving to where Vintage on Broad is. They will be moving there in August (previously in June).
- Parker productions will move to where Blum Skin Care previously was on Main.
- Many businesses are beginning to reopen, including restaurants.

Small Business Grant:

- 54 \$500 checks were awarded to Altavista businesses.
- Kirsten will be working in June on beginning to gather initial reports on how people used the money.

Relationship Building:

- The Main Street Coordinator has called all downtown businesses.
- Because VA will soon be entering Phase 2 opening, the Main Street Coordinator will begin weekly in-person visits to downtown businesses.
- The Main Street Coordinator and board members are beginning to call businesses further along Main Street and asking the following questions:
 - Have you heard of AOT?
 - What do you know about AOT?
 - What do you think would make Main Street better?
 - What kinds of services would help you be a more successful business?
 - Would you be interested in serving on a committee, or possibly the board of AOT?
 - What do you love about Altavista, and why do you do business here?

Monthly Newsletter:

- AOT has launched an e-newsletter. Please sign up to receive the newsletter at www.altavistaontrack.net. The June newsletter will be published June 5th.

New Resident and Employee Welcome Package

- AOT has created an updated general brochure promoting Altavista. The grant has been closed out, and packets will be ready to distribute mid-June.

Co-working Feasibility Study

- AOT hosted Craig Wilson from Summit Design and engineering on June 3rd, 2020. He toured the vacant fire station building, the town, interviewed the town manager, and attended a meeting to discuss the town's application to the Tobacco Commission Southside Economic Development grant.
- Craig Wilson will provide building specifications for the TRRC grant, as well as an interim feasibility report.
- The final feasibility study will be finalized by September 1, and will include building use feasibility, designs, construction cost estimates, a regional market study, and an organizational and funding plan.

AOT's next board meeting is June 11th, 2020 at 5:15. Whether it is in person, or via Zoom is to be determined.

Department Report – Avoca Museum (May, 2020)

Buildings and Grounds

A poplar tree near the family cemetery was recently toppled in one of the recent storms seen in this area. Also, a large branch fell from the yellow poplar tree at the edge of the Victorian Garden. It barely missed the Sue M. Jackson Visitor's Center. Both trees were safely and completely removed by Wisecarver Tree Service.

The old garden shed is scheduled to be taken out when the ground hardens enough for the trucks to be brought in.

The Board of Directors has been informed that their proposal concerning the metal roof replacement has been approved by Council. The work is set to begin around June 21, weather permitting. So far, the area's increased rainfall has caused the project to be delayed by one week.

Our contractor that handles our mowing has informed that there will be a rate increase for this year. Four bids from the community were sought and I learned that our current mowing contractor still has the lowest rates, by far. A typical visit that mows the back lawn, main lawn, Arboretum, and trims in the family cemetery will be \$200 from the month of May forward. That is up from \$115 last year. Note: Avoca Museum pays its own landscaping costs independent of the Town of Altavista.)

A volunteer group of about ten students and one professor from Liberty University's Department of History came to Avoca Museum on May 26 to volunteer by planting, weeding, trimming hedges, and spreading mulch in the flower beds and gardens of the main lawn. They labored with Sarah and me for nearly the entire day and the result is beautiful. I have written to the University to recognize and thank them for the excellent work they performed. Their community spirit saved us a fortune in landscaping costs.

Personnel

Larisa Neilson has completed her internship. We certainly hope that her experiences in grant writing, archiving, and exhibit planning have been valuable to her. We are certain that her contributions to Avoca Museum have been significant in those areas and we wish her all the best on her future in historic site work.

Sarah Peed has been working from home on designing the second version to the children's game/educational activity *Operation:Hourglass*. After several years of use, the first version of the program has been experienced by many local families and now a second installment of the popular learning game is being designed at home by Sarah. She is also working on booking wineries and craft vendors for September's wine festival. I have also asked her to take on some research projects to ensure that she receives the hours she needs while completing tasks based upon a legitimate museum goal.

Community Engagement:

A member has approached staff with the idea of Avoca hosting a "garden party" of sorts in which people on the front lines of the COVID-19 fight (medical personnel, first responders, custodians, etc.) would be recognized and celebrated. The Board of Directors has decided to ponder the matter this spring.

Museum staff has submitted a draft of the museum's Reopening Plan to Mr. Coggsdale to ensure that it correctly interfaces with Commonwealth and Town policies.

Fundraising

Mr. Hudson is busily writing grant proposals to help the museum obtain critical operating funds.

Avoca Museum's membership drive has shattered the former all-time record of \$22,360 and currently stands at a new record-setting total of \$25,740! The fact that we were able to achieve this outcome in the same year as a major pandemic is simply incredible. Fortunately, most of these funds were secured before the outbreak. This windfall came along when it was needed most.

The funds the museum put forward to cover the repairs of the pigeon's perches (\$1,700) has been reimbursed by Town Council and the funds were drawn from the EMS Building sale fund.

Mr. Dan McLaughlin has donated an astounding \$3,000 to Avoca Museum in memory of his late wife, Pat. We are humbled that her memory has been honored in this way.

We have won a grant from W. C. English Foundation in the amount of \$2,500. Fortunately, these funds may be used where they are most critically needed – operating expenses.

Museum staff will be scaling back considerably on energy usage and landscaping costs in the coming months since our operating funds will not be as strong as they have been in years past. COVID-19 is putting the museum in a difficult situation, but we are still in much better shape than many museums and historic sites. Our big challenge right now is to meet our operating expense needs. I have discussed this matter with Treasurer Morgan Allen and we acknowledge that lean times are ahead.

The Board of Directors approved an outlay of \$2,500 to pay for a new exhibit highlighting the role of Col. Charles Lynch's faith in his decision to manumit (free by decree) enslaved people. This project is funded entirely by a grant from the Bernard B. & Minnie Lane Foundation.

It appears that the museum will be winning a \$5,000 grant from Greater Lynchburg Community Foundation and the funds must be used to assist in the implementation of outdoor lighting. This amount can be combined with the \$4,800 we won from Moore's Charitable Foundation to provide us with a very useful and attractive outdoor lighting arrangement. At this time, the Board has decided to wait until members feel safer meeting at the museum and to discuss the next step in this process.

Visitation

Due to COVID-19 precautions, Avoca Museum was closed in the month of May in accordance with Governor Northam's directive.

Tours

Due to COVID-19 precautions, Avoca Museum was closed in the month of May in accordance with Governor Northam's directive. No tours were given to the public.

Events

At this time, state and local government facilities are expected to be closed until at least June 10. That date might be changed by a future executive order from the Governor.

Plans for educational offerings such as History Quiz Bowl and Jane Andrews Student Event Day have been cancelled due to the closing of Virginia schools.

Plans for the annual Harvest Jubilee & Wine Festival and Night at the Museum Lantern Tours are continuing as per usual.

JUNE 2020

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
	1 <u>Planning Commission</u> 5pm	2	3	4	5 <u>Uncle Billy's Day</u> Canceled	6 <u>Uncle Billy's Day</u> Canceled
7	8	9 <u>Council Meeting</u> 7pm	10	11 <u>Joint Meeting w/AEDA</u> (tentatively) time and location TBD	12	13
14 Flag Day	15	16	17	18	19	20
21 Father's Day	22	* 23 <u>Council Work Session</u> 5pm	24	25	26	27
28	29	30			Notes: * AEDA Mtg. 8:15am	

JUNE 2020

July 2020

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
			1	2	3 <u>Town Offices Closed</u> in observance of 4th of July	4
5	6 <u>Planning Commission</u> 5pm	7	8	9	10	11
12	13	14 <u>Council Meeting</u> 7pm	15	16	17	18
19	20	21	22	23	24	25
26	27	* 28 <u>Council Work Session</u> 5pm	29	30	31	<u>Notes:</u> * AEDA Mtg. 8:15am

Council Regular Meeting May 12, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on May 12, 2020 at 7:00 p.m.

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

Council Members

Present:

Mr. Reginald Bennett
Vice-Mayor Beverley Dalton (by phone)
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Staff present:

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

2. Invocation and Pledge of Allegiance

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

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Agenda Adoption

Mayor Mattox informed Council there were two amendments to the May 12th Agenda:

- Section #8 New Business: Use of Town Property Requests – COVID-19 Restrictions
- Section #9 Unfinished Business: RIFA - “withdrawal” Settlement Agreement

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed May 12, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

Vote:

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

Council Regular Meeting May 12, 2020

4. Recognitions and Presentations

- a. Employee Milestone: Mrs. Jo Ann Myers, Human Resources/Accounting Specialist

Mr. Coggsdale informed Council, as of May 1st, 2020, Jo Ann Myers had been with the Town of Altavista for twenty years as an Accounting Specialist (Administration/Finance).

Mayor Mattox thanked Mrs. Myers for her continued service to the town.

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

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not on the May 12, 2020 Council Meeting Agenda.

There were no public comments or questions on this date regarding a non-agenda item.

6. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes
- April 7, 2020 Budget Work Session continued from March 24th
 - April 14, 2020 Council Regular Meeting
 - April 28, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports
- April 2020 Revenue and Expenditures
- c. Assistant Town Manager Job Description Amendment
- d. Avoca Museum – Roof Quote/Use of Proceeds from Sale of Former EMS Building
- e. Adoption of Resolution
- Allowing the Town of Altavista's Department of Utilities to Acquire Membership with The Virginia Water/Wastewater Aid Response Network (VA WARN)

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the May 12, 2020 Consent Agenda, to which there were none.

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

Motion carried.

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

7. Public Hearing(s)

Mayor Mattox informed meeting attendees the Town Council would be holding three public hearings that evening in regards to (1) FY2021 Budget, (2) FY2021-2025 CIP, and (3) proposed utility rate increases for water and sewer.

Mayor Mattox stated the hearings were an opportunity for Town Council to hear citizen input or any concerns citizens may have regarding the three subject matters.

Council Regular Meeting May 12, 2020

Mr. Coggsdale stated, due to the ongoing restrictions related to the COVID-19 pandemic, the town had encouraged interested parties to submit their comments to the Town Manager via email, in written form via the drop box at Town Hall, or by using the U.S. postal service by 5:00 p.m. on Monday, May 11th. He stated any comments received would be provided to Town Council and read into the “minutes” of the meeting, as if the individual was present.

Mr. Coggsdale stated, following the public hearings, Town Council would have an opportunity to consider any submitted comments before entering into the final budget adoption process. He stated, should Council have items they need to discuss regarding the three public hearing topics, there would be an opportunity later in the night’s agenda, as well as utilizing the May 26th Town Council Work Session for that purpose.

Mr. Coggsdale reminded Council that staff would be seeking adoption of the FY2021 Budget and FY2021-2025 CIP at the June 9, 2020 Regular Town Council Meeting.

- FY2021 Budget with Altavista’s proposed Tax Rates and Master Fee List:

Mr. Coggsdale stated the proposed FY2021 Budget was submitted to Council as a “balanced budget”, with revenue estimated at \$10,084,110 and expenditures also estimated at \$10,084,110.

Mayor Mattox opened this public hearing at 7:06PM.

There were no public comments regarding the proposed FY2021 Budget.

Mayor Mattox closed this public hearing at 7:07PM.

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

- FY2021-2025 Capital Improvement Program (CIP)

Mr. Coggsdale stated the total CIP cost for fiscal years 2021-2025 being submitted to Council was \$29,006,180. He stated that number included \$1,683,510 for fiscal year 2021’s proposed improvement plan (CIP).

Mayor Mattox opened this public hearing at 7:08PM.

There were no public comments regarding the proposed FY2021-2025 CIP.

Mayor Mattox closed this public hearing at 7:09PM.

Mayor Mattox asked Council if they had any questions or comments regarding the proposed FY2021-2025 CIP Plan/Budget.

Mr. Mitchell referenced the CIP “funding breakdown”, specifically the \$64,880 being covered by “Grants”. He asked the Town Manager how the Town of Altavista could obtain a higher amount of grant funding.

Mr. Coggsdale stated grant funding was only available for certain items and at different times. He stated staff had always been dedicated to obtaining all grant funds available to the town, but would be focusing on the subject even stronger moving forward with the addition of a new Assistant Town Manager, which was currently a vacant position.

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- Utility (water & sewer) Proposed Rate Increases

Mr. Coggsdale reminded Council the FY2021 Budget included the proposed utility rate increases of 8% water and 4% sewer. He stated the proposed water and sewer rates would become effective on December 1st, 2020, but would not show on a (quarterly) residential utility bill until April 2021.

Mayor Mattox asked Council if they had any questions or comments regarding the proposed utility rate increases.

Mr. George asked the Town Manager for an update on Altavista's new Utility Relief Program that Town Council recently approved.

Mr. Coggsdale stated, per Council's previous discussions and direction to staff, Mr. Sandridge, Town Administrative Intern, was currently in the process of creating the application form for the program.

Mr. Coggsdale informed Council the program is attentively scheduled to go into effect December 1st, 2020. He stated the date would coincide with town resident's utility cycle for the first quarter of 2021 (usage from December 2020 through February 2021 – bill will be mailed and due in April 2021).

Mr. Coggsdale stated it was staff's intent to advertise the new Utility Relief Program in the fall of this year (2020), and include a notice with each October utility bill.

Mayor Mattox opened this public hearing at 7:10PM.

There were no public comments regarding the proposed utility rate increases.

Mayor Mattox closed this public hearing at 7:14PM.

Mayor Mattox encouraged town citizens to reach out to the Town Manager or a Town Council member, if they have a question or concern regarding any of the three public hearing subjects from that evening.

8. New Business

- a. Melinda Tank Pressure Zone Improvements – Project Bids

Mr. Coggsdale stated, for several years, Town Council and Town Staff have been discussing improvements to the distribution network in the Melinda Drive and Avondale Drive area in order to address and improve the low pressure issues customers were having.

Mr. Coggsdale reminded Council the construction portion of this project was originally estimated at \$617,500 in the Facility Assessment and Improvement Program several years ago. He stated, in 2019, the Town of Altavista awarded the engineering/SCADA design portion of this project to Woodard & Curran (for a cost of \$65,500).

Mr. Coggsdale continued and stated a "bid opening" for this project was held on April 21, 2020, with only one bid being received. He stated the sole bidder was Counts and Dobyns, Inc. with a Base Bid of \$1,441,175 and an Alternate "A" Bid of \$359,495.

Mr. Coggsdale stated, based on their review of the bid, Woodard and Curran concurred "the price was reasonable for the proposed scope of work", and were recommending award of the project to Counts and Dobyns.

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Mr. Coggsdale stated the “award” was recommended with the assumption the town is able to re-prioritize other projects in the CIP to reallocate funds to this project. He stated, originally, funds for this project were to come from the recent borrowing and \$683,000 (which included \$65,500 for engineering/SCADA) were allocated for this project.

Mr. Coggsdale stated the base bid from Counts and Dobyns would require an additional \$823,575; and “Alternate A” would require an additional \$359,495, for a total amount of \$1,183,070 needed if their bid was accepted.

Mr. Coggsdale stated, at that time, staff was requesting direction from Council on a couple of issues related to this project:

- (1) With the receipt of only one bid, Mr. Coggsdale asked Council if receiving only one bid was acceptable. He stated, if so, Council may consider award of the bid to Counts and Dobyns; if not, Council would need to reject the one bid and rebid at a later date.
- (2) Secondly, if one bid is acceptable, additional funding would need to be identified, as the bid exceeds the amount in the borrowing that was originally allocated to this project.

Mr. Coggsdale stated Town Staff was suggesting Council take time (up to 90 days allowed from receipt of bid) to evaluate the project and consider funding options.

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

Mr. Higginbotham stated, since there was only one bid received for this project, he suggested Council authorize staff to negotiate with Counts and Dobyns for a lower bid.

Mr. Coggsdale informed Council the engineer and contractor had discussed the submitted bid and a few “modifications” were realized for a savings to the town of \$50,000-\$60,000 off the original bid.

Mr. Mitchell asked who estimated the original cost of \$617,500 for this project.

Mr. Coggsdale stated the Melinda Tank Pressure Zone Project was part of the Facility Assessment and Improvement Program (FAP) for Altavista’s utility systems documented six years ago by the engineer firm Woodard and Curran.

Mr. Coggsdale reminded Council Woodard and Curran is the same firm that was awarded the engineering/SCADA design portion of this project. He stated Woodard and Curran concur the submitted bid was “reasonable” for the Scope of Work for this project.

Mr. Coggsdale also stated, over the years, the project had been modified as needed and subsequently, cost of materials and services had increased since the original estimate.

Mr. Fore stated, during a preliminary study for this project, additional homes were identified as needing to be a part of this project that were not in the original assessment. He stated the addition increased the project’s cost by \$359,000 and increased the number of homes that would be affected by the improvements to approximately eighty (80).

Mr. George asked Mr. Fore if he was comfortable with Counts and Dobyns submitted bid and with Woodard and Curran’s award recommendation.

Mr. Fore informed Council, as part of his initial process for new projects, he solicits input from multiple engineers. He stated the recent input from four engineers and their cost estimates were in line with the submitted bid and concurred with Woodard and Curran’s cost evaluation for the Melinda Tank Pressure Zone Improvement Project.

Mr. Bennett stated he felt the completion of this project was “long overdue”. He shared his favor with accepting the bid from Counts and Dobyns and moving this project forward.

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Mayor Mattox referenced his time growing up on Melinda Drive, and stated he was familiar with the low water pressure issues some of his former neighbors are experiencing.

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

All Council members were in consensus to allow Town Staff to continue their review of the submitted bid by Counts and Dobyns, for the Melinda Tank Pressure Zone Improvement Project, for an additional thirty days; and place this item on the June 9th, 2020 regular meeting agenda for further discussion and potential approval.

b. FY2020 Town Paving Bids (Re-bid)

Mr. Coggsdale reminded Council, at their April 14, 2020 regular meeting, Town Council considered the recommendation for the bid award regarding the town's FY2020 Paving Project. He stated, at that time, Council decided to "reject" all bids received and rebid the project due to the current market conditions related to decreasing gas/oil prices.

Mr. Coggsdale stated, per direction from Council, staff reached out to four local paving contractors and bids were due on Friday, May 8, 2020. He stated staff had received the bids and a town consultant had reviewed them.

Mr. Coggsdale reminded Council this project would be awarded based on "unit price". He informed Council, during the consultant's review of the submitted bids, the lowest bidder, Boxley Materials, had made a mistake on their submission regarding unit price. He stated the contractor's unit price did not coincide with the "total" estimated quote.

Mr. Coggsdale stated the town's consultant contacted Boxley in regards to the mistake and asked for their intention regarding the matter. He stated Boxley concurred they had made the mistake and stated they would "honor the bid as submitted".

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

Mr. George referenced the "mistake" made by Boxley and asked, if Boxley was awarded the project as the lowest bid submitted, how much of a cost savings that would mean for the town.

Mr. Coggsdale stated, if the project was awarded to Boxley and they honor their bid to include their mistake, the town would stand to save approximately \$25,000-28,000.

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

Mr. Higginbotham, seconded by Mr. Emerson, motioned to authorize Town Staff to award Altavista's FY2020 Paving Project to the lowest bid submitted by Boxley Material, with the contingency the contractor honor their bid submission with the (unit price compared to the total estimate discrepancy) mistake included totaling \$375,037.50.

Motion carried.

Vote:

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

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c. Altavista Police Department (APD) Proposal - Officer Recruitment/Retention

Mr. Coggsdale informed Council of a recent proposal by APD Chief Thomas Merricks regarding “recruitment and retention of officers” for the Altavista Police Department. He stated, in his memo regarding the proposal, Chief Merricks pointed out “the APD had experienced considerable turnover in the last year”, and stated the town needed to find proactive measures to combat the issue.

Mr. Coggsdale stated, based on Chief Merricks’ proposal, one position in the police department would be eliminated and the funds retained from that position would fund both the proposed increases to existing officer salaries, as well as the starting salary of new officers. He stated the proposal offered the town a potential for an overall annual savings.

- Current FY2021 APD Salary Allocation: \$673,463.98
- Proposed FY2021 APD Salary Allocation: \$656,295.20
- Potential Annual Savings estimated: \$17,169

Mr. Coggsdale stated staff had discussed this subject with Chief Merricks and was seeking Council’s input regarding the proposal or other possible solutions. He stated, if Council desired, staff would place Chief Merricks’ proposal on their next work session agenda, in order to allow Council further discussion and consideration regarding the matter.

Mr. Coggsdale stated, due to time constraints, Chief Merricks may need to know more quickly whether or not Council was agreeable to him sending two new recruits to the July 2020 training program at the Central Virginia Police Academy in Downtown Lynchburg.

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

Mr. Higginbotham shared his favor in placing the item on the next Council work session.

Mayor Mattox asked Chief Merricks to come before Council and elaborate on his reasons for proposing an increase to APD salaries.

Chief Merricks stated the Altavista Police Department was not facing anything different than other police departments. He stated, however, with Altavista being a small locality, it greatly effects the town when the police department is short one or two officers at a time.

Chief Merricks reminded Council the APD currently has four vacant officer positions. He stated the department may be facing a fifth vacant position in the near future, but he was unsure of that situation at that time.

Chief Merricks informed Council he was currently in the negotiation process with two “Certified” officers to potentially occupy two of the vacant APD positions. He stated he would know the outcome of those negotiations within the next couple of months.

Chief Merricks also informed Council of two individuals he would potentially like to send through the next police academy training program in July 2020. He stated he had completed both of their background checks and felt the two individuals would be good candidates for the Altavista Police Department’s other two vacant positions.

Chief Merricks stated he felt his proposal to remove one of the vacant APD positions from the budget in order to increase salaries for existing officers, and also to increase the starting pay for newly hired officers, would help, not only with recruitment, but with the retention of the good officers Altavista already employs. He stated the increase of APD salaries would bring Altavista more “inline” with other surrounding locality pay scales, which he felt would deter existing APD officers from seeking other employment.

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Mr. Mitchell asked Chief Merricks what part of his proposal needed immediate attention and what part/parts could Council continue to discuss and consider at a later date.

Chief Merricks stated, due to the close timeframe for admission, he would need to know whether or not Council would allow him to send two recruits/potential APD candidates to the July 2020 police academy training program.

Mr. Mitchell asked, if Council approved the proposed salary increase, would the two new recruits be starting under the increased pay scale.

Chief Merricks answered stating it would ultimately be Council's decision. He stated, under current APD departmental guidelines, the two new recruits would not receive the proposed pay increase until they successfully completed their police academy training.

Mr. Mitchell asked Chief Merricks, if his proposal was approved by Council, how he intended to fill/cover the (40) man hours lost by deleting one of the APD vacant positions.

Chief Merricks stated he intends to get "creative" with officer scheduling to make the proposed plan work for the department. He stated, for example, the APD Investigator would become a "hybrid" position; meaning, along with regular duties, that person would help cover shift work as well.

Mr. Emerson stated he was impressed with Chief Merricks' proposal and his creativeness in offering a solution to an unforeseeable problem (multiple APD vacancies). He stated he liked that the plan not only supported retention of the department's existing officers, but also addressed (pay) hurdles faced when recruiting new officers.

Mr. Emerson stated, in order to get and/or keep "good officers", a department needs to be competitive with its wages. He stated most surrounding localities had already increased their starting pay for new officers to the amount in Chief Merricks' proposal.

Mr. Emerson shared his favor with Council voting on Chief Merricks' proposal that evening in order to move this item forward. He stated this would allow the APD to send needed recruits to the police academy sooner (July 2020) rather than later (January 2021).

Mr. Higginbotham referenced the proposal by Chief Merricks and shared his favor in allowing him to move forward with sending two recruits to the July 2020 police academy. He stated, but he would rather place the other portion of the proposal on the next work session, allowing for Council to have further discussion and consideration on the proposal.

Mr. Emerson stated, with four vacant officer position currently in the Altavista Police Department, and possibly five in the near future, he felt this matter was "time sensitive" and stated the town would be better served by Council voting on this item that evening.

Mrs. Dalton stated she appreciated Chief Merricks taking into consideration the "fiduciary responsibility" Council holds when considering a proposal/item. She applauded him for "thinking outside the box" for a solution to the problem that was currently affecting his department, and that the solution required no additional funds from the town/budget.

Mrs. Dalton stated she felt Chief Merricks' proposal was viable to both the APD and the Town of Altavista, and she shared her favor in voting on the proposal that evening.

Mr. George asked if Lynchburg's police academy would be open for training by July 2020.

Chief Merricks stated, as far as he was aware at that time, the academy would be open.

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Mr. Emerson informed Council he had recently been in contact with the Director of the Central Virginia Police Academy in Lynchburg. He confirmed the academy would remain open due to the training program being “essential” to new police officers.

Mr. Bennett referenced the mention of the APD possibly being without a “fifth” position in the near future. He asked Chief Merricks if it would be beneficial for the APD to send three recruits to the academy, rather than two.

Chief Merricks stated he was unsure at that time to whether the mentioned officer would definitely be leaving the APD. He stated he was prepared with a plan either way.

Mr. Bennett referenced a study recently announced regarding “the safest towns in Virginia” and stated Altavista was number thirteen (13) on the list in the study.

Mr. Bennett shared his favor with Council voting on this item that evening and allowing Chief Merricks to move forward with his recruitment/retention plan for his department.

Mr. Mitchell thanked Chief Merricks for bringing Council “solutions instead of problems”.

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

Mayor Mattox stated his appreciation for Chief Merricks’ intent to have “quality over quantity” in regards to the police officers of the Altavista Police Department.

Mayor Mattox stated he felt Chief Merricks does outstanding work for the Town of Altavista and thanked him for the continued accomplishments he brings to the community.

Mr. Emerson, seconded by Mr. George, motioned to accept Altavista Police Chief, Thomas Merricks, Retention and Recruitment Proposal for the Altavista Police Department as presented. The approval allows Chief Merricks to send two new APD recruits to the Central Virginia Police Academy in July 2020. The approval also allows the APD to increase the salaries of its existing police officers for “retention” purposes.

Motion carried.

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

d. Use of Town Property Request(s) – During COVID-19 Shutdown

Mr. Coggsdale stated this item held two separate requests for Council’s consideration; one from Vista Fitness and one from the Altavista Band Booster Club. He gave Council a brief overview of each request.

▪ Vista Fitness Center – Request to Use a Portion of English Park for Fitness Classes:

Mr. Coggsdale informed Council of a request the town recently received from Vista Fitness Center, located on the corner of Broad and 7th Streets. He stated the request was in regards to the use of a (undesignated) portion of English Park for fitness classes.

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Mr. Coggsdale stated the request followed the Governor’s recent “easing of certain temporary restrictions” related to the COVID-19. He shared with Council an excerpt from the Governor’s most recent Executive Order, which states: *“fitness and exercise facilities may reopen for outdoor activities, only as long as the business complies with the Guidelines for All Business Sectors and the sector-specific guidelines for fitness and exercise facilities”*.

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

Mr. Mitchell stated he had no objection with the fitness center temporarily using a small portion of English Park for “outdoor fitness classes”, as long as they adhere to the Governor’s guidelines for doing so.

Mr. Emerson stated other localities were allowing their gyms to temporarily utilize their local parks during this restricted (COVID-19) timeframe. He stated he felt it was a great idea and was in favor of approving Vista Fitness’s request.

Mr. Higginbotham stated he had no objection to Vista Fitness’s request, but suggested, if the request was approved, the owner of the fitness center coordinate with the town’s Public Works Director, David Garrett, regarding where in the park the fitness classes will be taking place and when. He stated, for safety reasons, the location of the classes needs to be known by and acceptable for the town.

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

Mr. Emerson, seconded by Mr. Bennett, motioned to approve the request by Vista Fitness allowing them to temporarily hold fitness classes at English Park.

The Town Attorney, John Eller, stated it was Council’s responsibility to practice “due diligence” regarding the public’s safety in both request under this item.

Mr. Eller recommended Council add a contingency to the request approvals. He stated, to protect the public’s safety and the town from any potential liabilities, the motions should state the requesting parties are required to adhere to the safety precautions and “Phase I” opening guidelines mandated in the Governor’s recent Executive Order #61.

Mr. Higginbotham, seconded by Mr. Mitchell, motioned to amend Mr. Emerson’s motion for the approval of Vista Fitness’s request to include the requirement the fitness center adhere to the Governor’s Executive Order #61 and any orders thereafter.

Motion carried.

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

▪ Altavista Band Boosters (ABB) Club – Request to Open Altavista Trade Lot:

Mr. Coggsdale stated the Altavista Band Boosters had indicated to Town Staff their intent to open their monthly “First Saturday” at the Trade Lot on Saturday, June 6th.

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Mr. Coggsdale stated the Altavista Trade Lot could be categorized as a “Farmer’s Market” type business, which allows it to be open if all Governor mandated COVID-19 guidelines/precautions are met and followed.

Mr. Coggsdale stated, accordingly, the ABB plans to have one open space (9ft) between each vendor. He stated they will be requiring all Band Booster volunteers to wear face covers (masks) while prepping and/or serving food. He stated the trade lot vendors would also be required to wear face covers and offer hand sanitizer.

Mr. Coggsdale stated, in addition, the Altavista Band Booster Director, Andy Hicks, inquired if the restrooms, located in the trade lot parking lot, could be opened for the volunteers (and potentially the vendors) working that day.

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

Mr. Mitchell stated he had no objection to the Altavista Trade Lot opening on June 6th, as long as the ABB adheres to the Governor’s Phase I guidelines for doing so.

Mr. Mitchell stated he felt the bathrooms at the trade lot should only be open for the “First Saturday” event and then closed again from public use until further directed by the state/Governor.

Mr. Emerson stated, since the event would be considered a “farmers market”, he was also in favor of allowing the Altavista Band Boosters to open the trade lot on June 6th.

Mr. Emerson referenced the ABB request for use of the trade lot bathrooms during the First Saturday event. He suggested allowing the ABB to have a key to the bathrooms, under the contingency they are responsible for cleaning the facility during the event and at the end of the event before returning the key to the town.

Mr. Higginbotham agreed with Mr. Emerson’s suggestion for the ABB to be responsible for the bathroom key and cleaning of the facility during their event.

Mr. George suggested staff review the Governor’s most recent Executive Order to investigate whether or not there were restrictions related to opening public bathrooms. He stated there may be guidelines in the order that would help or hinder the ABB request.

The Town Manager, Mr. Coggsdale, agreed to investigate the matter.

Mr. Bennett referenced all of the public bathrooms located in the Town of Altavista’s public parks. He stated he felt it was important to the community to have the bathrooms reopened as soon as possible.

Mr. Bennett stated, if the Governor’s Phase I guidelines allowed for the bathrooms to be open, if properly cleaned and in a timely manner, he suggested the town hire a janitorial service to clean the bathrooms on the weekends when Town Staff was not available to do so.

Mr. Coggsdale stated, if the bathroom is used even once, the facility is no longer “clean”. He stated it would not be feasible for the town to have someone sanitize the bathroom after every use.

Mayor Mattox reminded Council that large department stores and restaurants do not clean their bathrooms after “every use”, but rather they have a set cleaning schedule.

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Mrs. Dalton, considering the Town Attorney's recommendation, suggested any approval of the Altavista Band Booster's request (to have the public bathrooms, located at the trade lot, be open during their First Saturday Event) include the contingency the ABB place a sign on both bathroom doors stating the "times" the bathrooms have been cleaned/sanitized. She also suggested having a sign reading "Use at Your Own Risk".

Mr. Higginbotham shared his favor with Mrs. Dalton's suggestion. He also suggested the Band Boosters be the responsible party for cleaning the bathrooms during their event. He suggested they be cleaned every hour the bathrooms are open/available.

Mr. Emerson stated he recently had a conversation with Andy Hicks, Director for Altavista Band Boosters, regarding their request. He stated he felt they would be willing to be responsible for sanitizing the bathrooms during their event.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the Altavista Band Booster request allowing them to open the Altavista Trade Lot on June 6, 2020 for a First Saturday Event. The motion included allowing the public bathrooms, located at the trade lot, to be open for this event, with the ABB responsible for cleaning/sanitizing the bathrooms every hour they are open that day (7:00am-3:00pm). The ABB will also be responsible for placing a sign on the bathrooms to read "Use at Your Own Risk".

This approval includes a contingency the Altavista Band Boosters, and all vendors participating in the "First Saturday" event, adhere to the safety guidelines mandated by the Governor's #61 Executive Order, and any/all subsequent orders thereafter.

Motion carried.

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

Mr. Coggsdale asked Council for their input and direction regarding earlier mention of Altavista opening all public bathrooms located in the town's parks.

Mr. Higginbotham suggested placing this item on a future agenda for further consideration. He stated this would allow staff time to investigate whether or not opening public bathrooms were prohibited, or if the most recent executive order allowed localities to open them, but with specific guidelines for doing so.

All Council members were in consensus to place this item (opening public bathrooms) on a future agenda for further discussion and consideration.

9. Unfinished Business

a. FY2021 Budget and FY2021-2025 Capital Improvement Program Discussion

Mr. Coggsdale stated this time had been allocated in the agenda to give Town Council an opportunity to further discuss item(s) related to the public hearing, conducted earlier that evening, pertaining to the proposed FY2021 Budget and the FY2021-2025 Capital Improvement Program (CIP).

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Mr. Coggsdale stated, this was also an opportunity for Council to discuss or give staff direction on any other items related to the proposed budget/CIP. He informed Council there would also be a time allocated during Council's May 26th Work Session for further discussion of this item.

Mr. Coggsdale reminded Council the potential "budget adoption" is scheduled for Tuesday, June 9th at Council's Regular Meeting.

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

b. Staunton River Regional Industrial Facilities Authority (RIFA)
- Town of Altavista Withdrawal Settlement Agreement

Mr. Coggsdale, Town Manager, reminded Council of their previous direction to staff to seek a "settlement agreement" with the Staunton River Regional Industrial Facilities Authority (SR RIFA), with the assistance of Greg Haley (Gentry Locke).

Mr. Coggsdale stated the SR RIFA had adopted a resolution in October 2019 that stated the Town of Altavista, per the Cost and Revenue Sharing Agreement, owed SR RIFA \$56,000 in general dues for 2019-2020 and 2020-2021.

Mr. Coggsdale stated, per Altavista's decision to withdraw from the authority, the town made a substantially lower offer several months ago. He stated, earlier that week, Mr. Haley indicated the SR RIFA's attorney responded to the town's offer with a "settlement agreement" in the amount of \$15,000.

Mr. Coggsdale stated, if Town Council accepts the offer, they will need to authorize the Town Manager to execute the settlement agreement and pay \$15,000 to the Staunton River Regional Industrial Facilities Authority.

Mr. Coggsdale reminded Council there were already funds in the budget allocated for the town's "annual dues" to the SR RIFA from the original agreement. He stated those funds could be utilized to cover the \$15,000 cost of Altavista's withdrawal settlement.

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

Mayor Mattox asked the Town Manager how much money the town would be saving by withdrawing from the SR RIFA.

Mr. Coggsdale stated, after all debts were paid associated with this item, the town would save an estimated \$33,000 from the original \$56,000 agreement amount.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to authorize the Town Manager to execute the Town of Altavista's Withdrawal Settlement Agreement with the Staunton River Regional Industrial Facilities Authority (SR RIFA), to include a settlement payment to the authority in the amount of \$15,000.

Motion carried.

Vote:

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

10. Reports and Communications

Town Manager's Report for the May 12, 2020 Council Meeting

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

PROJECTS/ITEMS

COVID-19 Pandemic response: Staff continues to participate in a variety of responses; *including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town Staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible.*

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin early April. *Contractor is on site and sidewalk is being laid out and poured. Completion date is projected May 29, 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. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. *The proposals for Reuse Alternatives for the Booker Building are due May 15th.*

Dalton's Landing Canoe Launch Project Update: The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. *DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents.*

Personnel Recruitment:

Main Street Coordinator: *Staff is working with AOT representatives to move this process forward to the interview stage.*

Assistant Town Manager: *Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position.*

Eagle Trail Overlook/Observation Deck: Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. *Councilman Higginbotham is reaching out to local Boy Scout troops pertaining to participation with this project.*

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

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

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Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. *Substantial Completion Inspection scheduled for Friday May 8th. For additional information, see the current Hurt & Proffitt Update.*

Trail Project (mausoleum area): Staff is working on getting quotes for signs. Vendor is working on the design/sample of the signs. *This item has been delayed due to unforeseen circumstances. Staff is working to address the situation.*

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

WWTP Clarifier #1 Project For update, see the current Hurt & Proffitt Status Report.

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

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement. *Greg Haley has provided staff with a settlement agreement that will be discussed with Council at their May 12, 2020 meeting.*

Brownfields Grant Program: Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. *Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps.*

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. *Town Staff continues to work on completing all necessary steps and 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 current Hurt & Proffitt Status Report.

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

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

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

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

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

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. *Phase II is underway and 8 new decorative heads have been installed.*

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

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. *Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14th of May 2020, Final Completion June 13, 2020. For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report.*

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

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

Town of Hurt Solid Waste Collection Services: *Town Council approved the agreement and weekly service will begin on Friday, July 3rd, 2020. Town staff is working with Hurt in regard to collection route.*

Utility Financing: Town staff has completed the bank loans for the utility financing. *Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark.*

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. *The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021.*

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

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

VDOT PROJECTS (Non-Town Funds)

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

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town's understanding that this project is substantially complete.

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

Mr. Coggsdale gave Council a brief update on a couple of items in his May report:

- **Brownfields Grant Program:**

Mr. Coggsdale informed Council the Town of Altavista was awarded a \$300,000 Grant (Virginia Brownfield Assistance Fund Planning Grant) from the Environmental Protection Agency (EPA). He stated staff was currently "finishing up" paperwork with the EPA in order to complete the grant process.

Mr. Coggsdale stated staff continues to collaborate with Cardno, Inc., an Environment Consultant Service, regarding the town's Brownfields Assessment Project.

Mr. Higginbotham asked how the town could use the EPA grant funding.

Mr. Coggsdale stated Altavista was required to use the \$300,000 EPA Grant for assessment purposes only regarding their Brownfields Project. He stated, once the initial assessment was complete, and a remediation plan was formed, the town could then apply for "remediation funding/grants" from the EPA for this project.

- **Dalton's Landing Canoe Launch Project:**

Mr. Coggsdale informed Council the town recently received an approval from the Federal Highway Administration (FHWA) for this project. He stated the approval was the town's final step needed in order to move forward with bidding this project. He stated staff has been in contact with Gay & Neel (project's engineering firm) to start the bid process.

Mr. Coggsdale stated he and Town Staff would be glad to answer any questions Council may have regarding the presented "monthly reports", to which there were none.

11. Matters from Council

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

- Mr. Mitchell asked the Town Manager, Mr. Coggsdale, if VDOT had "fixed" the rough groove in the road located along the Main Street and Lynch Mill Road intersection.

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Mr. Coggsdale stated VDOT had “patched” the area, as best they could, until the road can be fully paved at the end of their construction project in that area.

- Mr. Higginbotham referenced the River Overlook Project located on a trail in English Park. He informed the Town Manager he has contact information from Mr. Tim Wagner, a local Boy Scout Troop Leader, regarding a potential Eagle Scout the town could utilize for the project.

Mr. Coggsdale thanked Mr. Higginbotham and stated he would contact him to obtain the Troop Leader and Eagle Scout’s information.

- Mr. George referenced the three (3) new park benches located on the English Park Trail. He thanked Altavista’s Public Works Department for doing such a good job installing the benches and on the placement locations.

Mr. George asked the Town Manager how much it would cost a citizen, business, or organization to donate a park bench.

Mr. Coggsdale stated he would send a copy of the town’s newly revised and adopted Donation Policy to each Council member for reference to the cost of the park benches.

Mayor Mattox referenced the current 2020 fiscal year’s budget. He stated, with the current budget’s fiscal year coming to an end soon, there was a possibility the town would end the year with a “surplus” in funds.

Mayor Mattox asked Council, if the town was fortunate enough to end the 2020 fiscal year with a fund surplus, for Council to consider not placing the funds in Reserves as the town usually would, but instead, re-allocating the funds to be used towards projects that were delayed or deleted from the FY2021 Budget, due to the potential loss of revenue pertaining to the current COVID-19 pandemic.

Mayor Mattox referenced such projects as “bathroom options” for the English Park Trails, and the FY2020 Paving Project that had the number of streets reduced. He stated these projects would be an asset to the community if they could be completed as originally intended by the town.

All Council members were in consensus to place this item on a future agenda, after the end of the 2020 fiscal year, for further discussion and consideration.

There were no additional comments or concerns from Council.

Mayor Mattox thanked his fellow Council Members, Town Staff, and Town Employees for their continued hard work for the Town of Altavista.

Mayor Mattox thanked all citizens attending the May 12, 2020 Council Meeting through the newly available electronic means. He encouraged citizens to call or email the town office if they had any questions or comments they would like to share with Council.

12. Closed Session

CLOSED SESSION

DATE: Tuesday May 12th, 2020

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

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

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

A motion was made by Councilman Higginbotham, seconded by Councilman Emerson.

Motion carried.

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

Council went into closed session at 8:07p.m.

Notice was given that council was back in regular session 9:02p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Councilman Higginbotham, seconded by Councilman Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

<i>VOTE:</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>
	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Vice-Mayor Beverley Dalton</i>	<i>*left meeting @8:15p.m.</i>
	<i>Mayor Mike Mattox</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>
	<i>Mr. Timothy George</i>	<i>Yes</i>
	<i>Mr. Reggie Bennett</i>	<i>Yes</i>

13. Adjournment

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

The meeting was adjourned at 9:03 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session May 26, 2020

The Altavista Town Council's May 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on May 26, 2020 at 5:00 p.m.

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

Council members

Present:

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

Also Present:

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

2. Agenda Approval

Mayor Mattox informed Council that number six (#6) of the agenda had been amended to include item 6h., AEDA Request for a Joint Meeting with Town Council.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed May 26, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

3. Recognitions and Presentations

There were no recognitions or presentations scheduled for Council's May Work Session.

Mayor Mattox asked Mr. Tom Fore to give an invocation for the meeting, to which he did.

Mayor Mattox thanked the Town Manager, APD Chief Merricks, and Town Staff for the collective efforts and work they contributed to the safety of Altavista during the recent flood event.

4. Public Comments - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there had been none.

Council Work Session May 26, 2020

5. Items Referred from Previous Meetings

a. FY2021 Budget and Capital Improvement Program (CIP)

Mr. Coggsdale asked Town Council to consider the allotted time for this item as an opportunity for Council to provide any last minute direction to staff regarding the FY2021 Budget and/or FY2021-2025 Capital Improvement Program.

Mr. Coggsdale reminded Council the proposed budget and CIP would be on their June 9th agenda for consideration of adoption/approval.

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

Mr. Higginbotham asked the Town Manager for an update on the estimated impact to the town's revenue, from both Sales Tax and Meals Tax, due to the COVID-19 pandemic.

Mr. Coggsdale reminded Council that Sales Tax Revenue is received each month from a business's sales collected two months prior to the tax due date. He stated the full effect of COVID-19's impact to Sales Tax Revenue would not be known until possibly July.

Mr. Coggsdale, confirmed by Mrs. Shelton (Town Finance Director), stated that Meals Tax is collected each month for the previous month of business. He stated the town had just received April's Meals Tax (due by May 20th). He continued stating the total COVID-19 impact to the town's Meals Tax revenue would not be known for a couple more months.

Mayor Mattox asked staff to update Council on this matter before the scheduled adoption date for the proposed FY2021 Budget.

Mr. Coggsdale agreed to do so when all data is available.

Mr. Bennett stated his favor in Mr. Higginbotham's request for an update on the town's FY2020 Budget before adopting the proposed FY2021 Budget on June 9th. He stated the update should include any impact COVID-19 may have had on the town's budget resources (such as Sales and Meals Tax) in the past couple of months.

There were no additional comments from Council on this matter.

Mayor Mattox reminded Council that Altavista's large industries are currently working/operating under a normal schedule. He stated, even though some businesses in town are not working full-time hours, most of them are operating at some capacity.

Mayor Mattox stated he felt the Town of Altavista was a very "resilient" community and would find a way to make it through this unprecedented pandemic event (COVID-19).

All Council members were in consensus to move forward and place this item on the June 9th Council Meeting Agenda for further consideration and subsequently adoption approval.

6. New and Unfinished Items for Discussion

a. Booker Building Re-use Proposals

Mr. Coggsdale reminded Town Council, at the January 28, 2020 Work Session, they reached a "consensus" to allow staff to conduct certain actions; one of which was to issue a Request for Proposals (RFP) regarding interest for additional uses of the Booker Building. He stated this action was in hopes of receiving new ideas and/or partnership opportunities for the town to consider when finalizing the facility's potential "uses" moving forward.

Mr. Coggsdale stated the RFP was issued with a submission due date of Friday, May 15th. He informed Council there were no official proposals submitted/received.

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Mr. Coggsdale stated, secondly, Town Council provided additional direction to the Town Manager regarding the Booker Building. He stated Council asked the Town Manager to gather cost and design information pertaining to the proposed Shade Sail Project, which would be located behind the Booker Building, in the space adjacent to the exterior stage.

Mr. Coggsdale stated Town Staff reported back to Council with information for their consideration relative to a 120' x 38' shade structure, with a quoted price of \$75,179.

Mr. Coggsdale stated, thirdly, was Council's request for staff to obtain proposals by engineering firms providing cost estimates for the items identified in the LPDA Booker Building Use Feasibility Study (provided to Council at an earlier date) as needing improvements.

Mr. Coggsdale referenced the February 25th Council Work Session, when staff presented Council with the engineer proposals for their review and consideration. He stated, after some discussion, Council decided to ask the Town Manager to contact a local contractor to acquire cost estimates for the floor, interior/exterior stages, and bathroom improvements. He stated the task had been completed and the report was presented to Council at their April 7th Council Work Session (continued from the March work session).

Mr. Coggsdale stated, at the April 7th work session, Council decided to invite Mr. Billings, of Point Source Audio, Inc., to give a presentation at the April 14th regular meeting regarding possible audio/visual improvements that could be associated with the facility being used as a multi-purpose "event and performing arts" venue. He stated the estimates could be utilized by Council as a budget number should Council opt to pursue this path.

Mr. Coggsdale stated, in addition, Town Council recently requested staff to inquire with USDA (United States Department of Agriculture) as to whether a feasibility grant for the Booker Building was available. He stated staff checked with the USDA and was informed the earliest the Town of Altavista could apply for the grant would be in spring of 2021.

Mr. Coggsdale stated, at that time, staff was seeking guidance and direction from Town Council as to the "next step" in determining (1) the ultimate use of the Booker Building, and (2) the desired improvements to the building they wanted implemented first.

Mayor Mattox asked Council if they had any questions or comments pertaining to this matter.

Mr. Mitchell shared his desire in the Booker Building becoming a "Town Square" for the Altavista community. He stated he felt, if the building was updated, it would be used more often than it is now.

Mr. Mitchell stated, no matter what the Booker Building is used for, he felt the facility needed HVAC, updated bathrooms, and the interior floor improved/renovated.

Mr. Emerson stated, with the 2020 Uncle Billy's Day being canceled, he felt the town could wait on addressing "shade structures" for the back area of the Booker Building.

Mr. Emerson shared his favor in moving forward with improvements the facility is definitely in need of, such as bathroom upgrades, HVAC, and renovating the interior floor. He agreed with Councilman Mitchell that the facility would be used more often if updated.

Mr. Higginbotham suggested Council first decide how much money the town will be spending on each "phase" of improvements. He shared his favor in starting the renovation process with the interior floor, which would not affect, but improve any use of the facility.

Mr. Higginbotham stated the lowest cost option for renovating the Booker Building floor was also the option that offered the least amount of future maintenance.

Mr. Higginbotham referenced the facility's bathrooms. He stated, while they were in need of being updated, they were still in operating order, so the town could choose to wait on renovating them until a later date if necessary, possibly in "Phase II" of renovations.

Mr. Higginbotham also referenced the exterior stage of the Booker Building. He stated pouring concrete to fix the exterior stage issue would be relatively inexpensive, but with large gatherings currently at a halt (due to COVID-19) the project/improvement could also wait until further along in the facility's intended renovations.

Mr. George shared his favor in the presented "two Phase" process. He stated he would like to see this project moved forward with the implementation of Phase I, and the addition of HVAC to the facility.

Booker Building Improvements – Phase I (estimates)	
Interior Floor	\$27,445 - 47,476
Bathrooms	\$55,419
Exterior – Stage	\$28,000
<u>Exterior - Shade Structure</u>	<u>\$76,000</u>
Total Estimate for Phase I	\$186,864 - \$206,895
(total <i>price depends on floor option selected</i>)	

Booker Building Improvements – Phase II (estimates)	
Audio/Stage Upgrades – interior	\$72,980 - 87,537
Acoustic Treatment – interior	\$33,260 – 45,180
Lighting – interior	\$15,270
<u>Outdoor PA system – rear exterior</u>	<u>\$172,922</u>
Total Estimate for Phase II	\$481,296 – \$527,804
(Phase II may involve a "redesign", which would involve relocating the bathrooms)	

Mr. George asked if the "shade structure" mentioned in Phase I was for a permanent structure, or were the sails removable as the other, similar shade sails in town.

Mr. Coggsdale stated the shade structure quoted in Phase I of the proposed improvements was for a permanent frame, with removable sails. He stated the sails in other locations of town were removed before each winter to preserve their appearance and longevity.

Mr. Bennett shared his belief in the proposed "shade structure" being an important part of the Phase I improvements. He stated, because of the recent COVID-19 pandemic, more and more families were engaging in outdoor activities. He stated he felt the shade structure would be utilized, not only during the annual Uncle Billy's Day Festival, but all throughout the year, for such events as music concerts, art exhibits, etc.

Mayor Mattox suggested Council have a definite "vision" realized for how the Booker Building would be utilized moving forward, before committing to spend funds for any proposed improvements.

Mayor Mattox referenced the USDA Grant, mentioned earlier in the meeting, the town could apply for in spring of 2021. He stated his favor in waiting for the completed study, which would help determine whether or not a use, such as a "music venue" (similar to the Harvester in Rocky Mount), would be financially feasible for the Town of Altavista to pursue for its community.

Mayor Mattox asked Council if they had any final thoughts or comments on this matter.

The overall consensus of Council was to move this project forward by implementing the most minimal improvements options that would not impose on any future decided use(s).

Mr. Mitchell stated he felt all Council members had a vision for the Booker Building, however, the group as a whole did not agree on which vision/use to settle on.

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Mr. Mitchell suggested Council allow staff to form a “committee” of appropriate members to bring forth to Council a report of viable information that would support the possibility of a “music venue” being a potential use of the Booker Building. He stated the proposed committee could inquire from the community whether or not such a use of the facility would be well received.

Mr. Mitchell stated, hopefully, the additional information would help move the project forward and offer Council a direct path to pursue if the vision/use was deemed feasible for the town.

Mr. Mitchell referenced the recent LPDA Study Council approved and received. He stated he felt waiting for the spring 2021 USDA Grant to perform another feasibility study was a waste of time.

Mr. Mitchell shared with Council his favor in setting a “timeframe/deadline” for Council to make a final decision regarding the use(s) of the Booker Building moving forward.

Mr. Emerson referenced Altavista’s Parks and Recreation Master Plan. He reminded Council the Booker Building facility was mentioned in the plan as being “high priority” for needing updates/renovations.

Mr. Emerson also reminded Council of wedding venues in the area and how much they cost compared to renting the Booker Building. He stated the Booker Building facility was a better economic choice for multiple other events, which the facility was currently being utilized for, but he felt it would be used even more if updated.

Mr. Emerson stated, while Council continues to work through the process of deciding on the facility’s “best use(s)”, the interior floor could be fixed/renovated, and would not jeopardize any idea for future uses.

Mayor Mattox stated he did not agree the bathrooms need to be renovated any time soon, but rather to wait on that portion of the project in case the bathrooms needed to be moved to a different location inside the facility because of a possible use decision.

Mr. Emerson made a motion to move forward with renovating the Booker Building’s interior floor.

Mayor Mattox asked for thoughts from Council regarding the motion.

Mr. Higginbotham stated, if he had to pick one improvement to start the process of renovating the Booker Building, it would be fixing/refurbishing the interior floor.

Mr. George stated he was also in favor of starting the process with renovating the floor.

Mr. George also shared his favor with moving the exterior “shade sail project” forward. He stated installing a shade structure would not hinder any future use of the building, but would act as an asset for the Booker Building facility and English Park.

Mr. Bennett shared his support with moving forward with the shade structure project.

Mrs. Dalton asked the Town Manager where the money to fund the two proposed Booker Building projects (bathroom updates and floor renovation) would come from.

The Town Manager, Mr. Coggsdale, reminded Council there were no funds allocated in the FY2021 Budget for improvements to the Booker Building.

Mr. Coggsdale stated, if Council approved an improvement to be implemented, the town would have to, either remove a project to make room for the proposed Booker Building project, or pull funds from the town’s Reserve Fund to cover the cost of this project.

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Mr. Mitchell referenced the previously approved “Booker Building Exterior Painting Project” currently in the FY2021 Budget/CIP. He stated, since there had been no definite decision regarding the ultimate “use” of the Booker Building, and the building was not in dire need of painting, he suggested Council keep that project in mind if there became a need to remove a project from the FY2021 Budget in order to make room for the recently proposed Booker Building floor renovation.

Mayor Mattox reminded Council there was a “motion” open regarding renovating the Booker Building interior floor. He stated Council could continue the discussion pertaining to “shade structures” after the current motion was concluded.

Mr. Coggsdale reminded Council, when voting on the proposed floor renovation, Council decide which renovation “option” to move forward with. He stated there had been four (4) proposed options given to Council for consideration; ranging from \$27,445-\$47,476.

Mr. Emerson, seconded by Mr. Higginbotham, motioned to allow Town Staff to move forward with a request for RFP’s regarding renovation of the Booker Building interior floor. He stated the approval was for “Option 1” (costing \$27,445) of the proposed four.

Motion carried:

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

Mayor Mattox stated finding funds for this project could be discussed during a later meeting. He stated he was hopeful the fiscal year 2020 would end in a “surplus” and those funds could be utilized to help cover the cost of this project.

Mr. Coggsdale stated he would place this funding discussion on a future agenda, after the end of the current fiscal year (2020). He stated the later date would give Town Staff a better idea of whether or not the town would potentially have a surplus of funds available to help assist in funding the Booker Building Floor Renovation Project.

Mrs. Dalton reminded Council of a previous discussion they had regarding placing items/projects on a CIP list in the “spare of the moment”. She suggested Council stick to their original premise of placing an item in the Budget/CIP when funds were available, not at the last minute, which forces Council and staff to “find” funding for those projects.

There were no additional comments from Council regarding this matter.

At that time, Mayor Mattox resumed the discussion regarding whether or not to move forward with adding a shade structure/sails to the rear exterior of the Booker Building.

Mr. George, seconded by Mr. Bennett, made a motion to approve the town moving forward with adding a shade structure to the rear grass area of the Booker Building.

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

Mr. Mitchell shared his concern with the “cost verses the need” for this project.

Mr. Mitchell stated he felt this item needed to be evaluated and discussed further before Council makes a final decision on the matter.

Mr. Emerson stated he was not opposed to adding a shade structure to the park area behind the Booker Building, but stated he did agree with Mr. Higginbotham that the structure needed to be permanent, not the proposed “shade sail” option.

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Mr. Emerson referenced the \$76,000 cost estimated for the proposed shade sails. He stated he felt a permanent structure would, not only require less maintenance, but it could potentially have a lower cost, therefore making it a better investment for the town.

Mr. Emerson stated he would like staff to research additional options, including permanent structures and their cost, for Council to consider and discuss further at a later date.

Mrs. Dalton also shared her favor in this project being discussed further at a later date.

Mrs. Dalton stated, taking into considering a “financial aspect”, she liked the idea of Council allowing Town Staff time to evaluate the potential impact the current COVID-19 pandemic may have on the town’s revenue resources, before possibly adding another item/project to the proposed FY2021 Budget/CIP.

Mr. Higginbotham stated, with the uncertainty of the impact the COVID-19 pandemic will have on the town’s revenue, he reiterated his favor in postponing the shade structure project until another time best suited to move forward.

Mr. George stated he was not certain a “permanent structure” would be less costly than the proposed shade sail option, but he would support Council allowing staff to investigate additional shade options for this project, including permanent ones, and the cost of each.

Mr. Bennett stated he would not be opposed to waiting to discuss this project further, when staff had more options available to share with Council for consideration.

Mayor Mattox reminded Council there was a “motion” open. He asked Mr. George, after discussing the matter further, did he still intend to keep the motion active.

Mr. George withdrew his motion, in favor of discussing this item further at a later date.

Since Mr. Bennett seconded Mr. George’s original motion, Mayor Mattox asked Mr. Bennett if he concurred with the withdrawal of that motion, to which he did.

Mr. Coggsdale asked Council, regarding the additional shade options they requested, was there a specific guideline, in reference to size, he needed to stay within.

Mr. Emerson suggested not having the shade structure any larger than the exterior stage of the Booker Building. He stated his favor in a permanent structure with the same color metal roof as the Booker Building, for a more visually pleasing aesthetic.

Mrs. Dalton suggested, if any Council member sees a structure they think would be a viable option for this project, take a picture of the structure and send it to the Town Manager.

Mrs. Dalton referenced the “tent option” previously mentioned by the Mayor. She suggested Council consider allowing Town Staff to rent a tent for a weekend. She stated this would give Council cost information for consideration of this option, while offering staff the opportunity to evaluate the task of setting up and taking down a large tent.

Mr. Bennett stated, if it was the town’s intent to only have a “shade structure” for use during Uncle Billy’s Day, then he would understand choosing the tent option, but he felt a permanent shade structure would be utilized by the community all year.

Mr. Mitchell stated the “shade structure project” was being considered for the rear of the Booker Building as an asset to that property. He reminded Council the town’s annual Uncle Billy’s Day Festival was the responsibility of the Altavista Chamber of Commerce, so renting a tent for that event should not be considered as part of Booker Building project.

There were no further comments from Council regarding this item.

b. AOT/Town of Altavista Letter of Agreement

The Town Manager, Waverly Coggsdale, reminded Council of Town Staff providing them with a draft agreement, at their April 28, 2020 Work Session, regarding Altavista On Track's and the Town of Altavista's mutual relationship to Town Council.

Mr. Coggsdale informed Council the agreement was a draft provided by Altavista On Track (AOT), and revised by Town Staff. He stated it was based on examples of existing agreements used by the Department of Housing and Community Development (the state agency that oversees the AOT/Virginia Main Street program).

Mr. Coggsdale stated, at the April 28th Work Session, Council requested the agreement be revised to include "measurable goals" for AOT; also to include a process by which AOT would engage each business located in Altavista's Downtown District about being involved with the organization and offering them the opportunity to serve on the board.

Mr. Coggsdale stated Town Staff had sought additional input from the AOT Board and the item was placed on AOT's May meeting agenda for review of Council's revisions.

Mr. Coggsdale shared with Council a memo he received from AOT detailing their most recent proposed changes to the document. He stated, at that time, Town Staff was seeking input and direction from Council regarding AOT's recently proposed changes and any final thoughts they had pertaining to the matter/agreement.

Mr. Coggsdale reminded Council the Main Street Coordinator position is currently a town funded position and the individual was considered part of the town's personnel system.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the Draft AOT/Town Agreement and/or any of the revisions recently proposed by AOT.

Mr. Mitchell shared his concern with how the new agreement may affect Council's expectations of AOT and their responsibility to the town regarding economic development. He reminded Council that AOT is "limited" to the downtown district.

Mr. Mitchell stated there were several things that could come into play when determining whether or not AOT fulfills their required duties/obligations as outlined in the agreement as "measurable goals". He stated the current COVID-19 pandemic is one of those things.

Mr. Mitchell stated he would hate to see this agreement, if not done correctly, contribute to Altavista On Track being deemed as not being a valuable organization for the town. He stated he felt AOT was an asset to the Town of Altavista, with such attributes as community events and bringing grants to downtown businesses.

Mr. Mitchell also questioned the current "hourly breakdown" in salary of the AOT Director/Main Street Coordinator's position. He asked, since the responsibility was currently being handled by other Town Staff, would the new Main Street Coordinator still have the duty of maintaining the town's website and social media page.

Mr. Coggsdale reminded Council the previous Main Street Coordinator was responsible for those duties due to AOT wanting the position to be "full-time". He stated the position was then broken down into AOT functions (28) and town functions (12) accordingly.

Mr. Coggsdale stated, whether or not the AOT position's salary division remained the same would ultimately be the decision/policy of Council.

Mayor Mattox referenced Council's recent approval to continue its funding support of Altavista On Track. he stated he felt the AOT/Town Agreement was an important part of continuing that relationship.

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Mayor Mattox also referenced the organization's current need to fill the vacant AOT Director/Main Street Coordinator position. He stated, since the individual in this position would be holding town events and visiting local businesses to maintain good "public relations" in the Town of Altavista, he felt the position should be occupied by a citizen of the town/local community.

Mr. Bennett referenced the draft agreement between the Town of Altavista and Altavista On Track. He stated the agreement was decided upon in order to hold AOT "accountable" for its duties and responsibilities to the town.

Mr. Bennett stated, as Council's Ex Officio with the current AOT Board, he felt the organization had a good group of board members that were innovative in thinking and had great ideas for the Town of Altavista moving forward.

Mr. Bennett stated the Town of Altavista needed to work harder at increasing the town's industry and economic growth. He stated he felt it was not only AOT's and The Chamber of Commerce's responsibility, but also Council's responsibility to work together to build a stronger town and community. He encouraged Council to strive to find new and/or better ways to make that happen.

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

Mrs. Dalton suggested the item be considered further at a "regular" meeting.

All Council members were in consensus to place this item on the June 9th Regular Council Meeting Agenda for further discussion and consideration.

c. Town Financial Matters

The Town Manager informed Council that Mrs. Shelton, Altavista's Finance Director, would be addressing Council in regards to these two items.

i. FY2020 Budget Amendments:

Mrs. Shelton referenced a list of budget amendments approved by Council during the 2020 fiscal year. She reminded Council that staff needed to complete the required paperwork for the budget amendments to be finalized.

Mrs. Shelton stated, at that time, staff was recommending this item be placed on the June 9th Consent Agenda in order to complete the approval process of the fore mentioned budget amendments.

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

Mr. Higginbotham, seconded by Vice-Mayor Dalton, motioned to accept staff's recommendation and approve the placement of the fiscal year 2020 budget amendments on the June 9th Council Meeting Consent Agenda for final approval.

Motion carried:

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

ii. Delinquent Utility Account Write-offs

Mrs. Shelton reminded Town Council that each year staff presents Council with a request to write-off delinquent utility accounts (accounts that are five years old or older) or an account where the account holder is deceased.

Mrs. Shelton informed Council that this year there were a total of eighteen (18) accounts totaling \$1,597.92. She stated, at that time, Town Staff was asking for Council's consideration to allow them to write-off these accounts and adjust the town's financial records accordingly.

Mrs. Shelton stated, if Council accepted, staff recommended placing this item on the June 9th Consent Agenda for final approval.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept staff's recommendation and approve the placement of the specified delinquent accounts on the June 9th Council Meeting Consent Agenda.

Motion carried:

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

d. Parks and Recreation – Bridge Projects

Mr. Coggsdale reminded Council that Town Staff had been working with Hurt & Proffitt to evaluate bridge projects in the town's two community parks, Shreve and English.

i. Shreve Park:

Mr. Coggsdale reminded Council the improvement project for Shreve Park was included in the FY2020 Budget and CIP, with replacement of the existing playground equipment (\$125,000) and installation of a new bridge (\$50,000).

Mr. Coggsdale informed Council that the playground equipment replacement portion of this project had been completed and a balance of \$42,500 remains under the playground equipment line item in the budget.

Mr. Coggsdale stated, while the primary use of the new bridge at Shreve Park would be for pedestrians, it would be an asset to also have it accommodate town vehicles for maintenance purposes.

Mr. Coggsdale informed Council that several different bridge/culvert types were reviewed by Hurt & Proffitt for this project, and the estimated costs range from \$81,380 to \$138,800.

Mr. Coggsdale stated, if the balance from the playground project and the allocated bridge funding were combined, a total of \$92,500 would be available for this project.

Mr. Coggsdale reminded Council that this is an existing, previously approved, project. He stated staff recommended moving this project forward by Council selecting a "bridge type" for this location. He stated, if Council approved, staff would seek "bids/quotes" for completion of this project, based on the \$92,500 of available funds.

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

Mr. Emerson asked the Town Manager, Waverly Coggsdale, when the work on the two bridge projects were due to be completed.

Mr. Coggsdale stated Shreve Park was part of a Park Renovation Project, with funds allocated in the FY2020 Budget/CIP for new playground equipment and a new bridge.

Mr. Coggsdale stated the bridge connecting the small field to the large field located in the “English Trails” area of the park is a CIP line item in the proposed FY2021 Budget.

Mayor Mattox asked why the pedestrian bridge at Shreve Park was being replaced.

Mr. Coggsdale stated the current bridge was not ADA user friendly, as it winds back and forth across the creek.

Mr. Bennett stated he visits Shreve Park periodically and he felt the existing pedestrian bridge was in “rough shape” and in desperate need of replacing.

Mr. Higginbotham asked the Town Manager if it was staff’s intent to have the new bridge also be accessible to vehicles.

Mr. Coggsdale stated, since the town is responsible for mowing the park, it was staff’s desire that the new bridge be accessible to their maintenance vehicles.

Mr. Bennett asked, if a pedestrian/vehicle bridge was approved, would the vehicle portion of the bridge be prohibited to everyone except town maintenance vehicles.

Mr. Coggsdale stated, if approved, it would be staff’s intent to regulate the vehicle side of the bridge to be accessible only to town vehicles and EMS response vehicles.

Mr. Emerson referenced the original bridge that offered access to Shreve Park over the creek from the Trade Lot Parking area. He stated the original bridge was two culvert pipes with concrete poured over them to form a road access. He stated he felt the original version of the bridge would still be sufficient access into the park.

Mr. Coggsdale stated a culvert bridge had been listed as an option by Hurt & Proffitt.

Mayor Mattox asked how much a culvert bridge would cost.

Mr. Coggsdale stated a culvert bridge was the least costly of the offered options, with an estimated cost of \$81,000.

Mayor Mattox asked for clarification of why a “vehicle” bridge was being considered.

Mr. Coggsdale stated the thought process behind having a vehicle bridge option was, if the town was already needing to replace the existing (pedestrian) bridge, to consider including an option allowing town maintenance and emergency vehicles the ability to enter the park without having to drive through the creek to do so.

Mr. Coggsdale stated it was ultimately Council’s decision of whether or not to have the park access bridge be pedestrian only, or to also include vehicle access.

Mr. Higginbotham stated he felt Shreve Park’s existing “wood” bridge was, not only an asset for access to the park, but it also carried an aesthetic value. He shared his favor in replacing the existing (pedestrian) wood bridge with something similar, but updating it to make it ADA compatible.

Mr. Higginbotham stated he did not feel the limited use by EMS and town vehicles was justification enough for the town to spend almost \$100,000 to include vehicle access for Shreve Park’s new replacement bridge.

Mayor Mattox agreed with Mr. Higginbotham. He shared his favor in replacing Shreve Park's existing pedestrian bridge with a new "wooden" bridge with ADA accessibility.

Mr. Emerson suggested moving the new bridge back to its original location (over the "make-shift road" crossing the creek – a few feet from the existing bridge).

Mr. Higginbotham suggested Council allow the Town Manager to investigate additional pedestrian bridge options that are wood or wood decked.

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

Mr. Higginbotham suggested Council also allow the Town Manager to consult with a local contractor with bridge building experience for additional insight on the Shreve Park Bridge Project.

Mr. Coggsdale stated, if Council desired, he would be glad to do so.

All Council members were in consensus to allow the Town Manager to investigate additional options regarding the replacement for Shreve Park's access bridge. The additional options are to be pedestrian (in order for Council to compare them to the list of vehicle options they already have); the bridge options are to be wood or wood decked, to be ADA compatible, and all to include bridge specifications wide enough to drive a town mower across it for maintenance purposes.

ii. English Park-Passive Trails:

Mr. Coggsdale reminded Council this was a "proposed" project included in the FY2021 Proposed Budget and CIP. He stated it is a project for the development of passive trails, off the existing paved trail, in the passive section of the park.

Mr. Coggsdale stated the proposed funding for this project is \$150,000 with the remaining balance of the Jenk's Fund (\$12,490) being allocated, and the balance coming from the General Fund.

Mr. Coggsdale stated the proposed bridge would connect the small field to a larger field, both of which would feature mown trails. He stated, in addition, a culvert would be planned to create access from the large field to the existing trail that could also be utilized by maintenance vehicles (i.e. repairs, mowing, etc.).

Mr. Coggsdale stated several different bridge types were reviewed by Hurt & Proffitt as possible options for this project, with estimated costs ranging from \$89,300 to \$142,430 for the connection between the small and large field, however, costs for the culvert were still being finalized.

Mr. Eller, Town Attorney and Executor of the Jenks Estate, referenced the town's "Jenks Fund" (a fund specifically designated for use on projects in the back area of English Park known as English Trails). He informed Council there would be an estimated \$20,000 being added to the Jenks Fund in the near future.

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

Mr. Higginbotham asked if the town could use a culvert pipe to join the two fields.

Mr. Coggsdale stated the location of the proposed bridge involved a deep ravine that would be best resolved by the use of a bridge to connect the two fields.

Mr. Higginbotham asked if the proposed bridge would be allowing vehicle traffic.

Mr. Coggsdale stated the bridge proposed to join the small and large field in the rear area of English Park would be for pedestrians only.

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

e. Town Hall Access/Security CIP Project

Mr. Coggsdale referenced the Town Hall's Security Project previously approved by Council as a CIP item in FY2018 & FY2019. He reminded Council Phase I (FY2018) included improvements to the lobby's front counter for security purposes.

Mr. Coggsdale stated the current item was Phase II (FY2019) of the original two-phase project, but the project had been delayed for various reasons over the past couple of years.

Mr. Coggsdale stated, in addition, the Altavista Police Department (APD) had a renovation project (FY2019 CIP) that has been completed in the past two fiscal years, with the final component being access control for their portion of the building.

Mr. Coggsdale reminded Council that funds are earmarked in "reserves" for this project. He stated, based on Council's past approval of this project to be included in the Capital Improvement Program (CIP), Town Staff recommends moving forward and awarding the project to the "lowest bidder".

Mayor Mattox asked the Town Manager if he felt additional security was needed at the Town Hall.

Mr. Coggsdale referenced a previous discussion between Council and staff regarding "advancements" to Town Hall Security. He stated, with a safety glass being added to the front counter in 2018, this would be the next step in security improvements.

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

Mr. Higginbotham asked if the proposed security access "key" would be implemented to all twenty-eight doors of the Town Hall or just the exterior entrances to the facility.

Mr. Coggsdale stated, currently, Town Hall employees, including the APD, have to carry multiple keys to access entry doors and different "sets" of office doors in the Town Hall.

Mr. Coggsdale informed Council, by having the proposed security access system in place, it would allow all Town Hall employees to only need one "key fob" to access their designated areas (approved by Administration) within the municipal building.

Mayor Mattox asked if a key fob would be specific to each employee.

Mr. Coggsdale stated each Town Hall/APD employee would receive a key fob specific to that individual. He stated Town Administration would be able to program the key fobs for specific areas designated to that individual's approved access.

Mr. Coggsdale stated the security system would allow Town Administration the ability to "track" entry/exit for each Town Hall area.

Mr. Coggsdale stated the system would also benefit Administration when employees leave Town Hall/APD employment. He stated there would be no worry about getting keys back from the ex-employee, but rather their key fob would be deactivated and ready for reuse.

Mr. Emerson referenced his employer, Campbell County Sheriff's Department, having the same security system. He stated he felt the security system was an asset to a locality.

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

All Council members were in consensus to approve Town Staff's request to move forward with implementing the proposed security system, which was Phase II of the previously approved APD/Town Hall Security Upgrade/Improvement Project in the FY2020 CIP.

f. Town Property (Dearing Ford Business Park) – Mowing Substitute Proposal Follow-up

Mr. Coggsdale reminded Council of their request for staff to evaluate the feasibility of “cutting the fields” by Town Staff, versus the cost of allowing a local farmer to prep, plant, and harvest hay from the site.

Mr. Coggsdale stated there was approximately 16 acres of the site that could be utilized for hay. He shared with Council the cost estimated by a local farmer for this proposal:

- Prep: Cut the fields as close as you can to the ground, spray the fields to kill the vegetation, come back and do a “no till” to re-seed with fescue, and fertilize and lime the fields.
- Cost estimated: \$1,200.00 to \$1,500.00 per acre
 - 16 Acres @ \$1,200.00 = \$19,200.00
 - 16 Acres @ \$1,500.00 = \$24,000.00

Mr. Coggsdale also shared with Council the cost staff estimated for Town Staff to mow the Dearing Ford Road property:

- In-house: Cut the 17 acres twice a year - \$1,000 annually
- Outsourced: Bush hog twice a year - \$3,400 annually

Mr. Coggsdale stated, based on the cost to prep and plant the field versus the town's cost to mow the field, the “break-even” point would be between 19 – 24 years at current rates.

Mr. Coggsdale stated it was staff's recommendation to allow Altavista's Public Works Department (Town Staff) to provide the mowing for this site. He stated, if Council approved, the item would be added to Public Works existing schedule for town-owned property maintenance items.

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

Mr. Higginbotham asked, in regards to the consideration of using the property for hay, if staff had asked the local farmer to estimate the cost for only mowing the hay without having to reseed the property.

Mayor Mattox stated the Public Works Director, David Garrett, confirmed there was only “broom straw” currently in the fields of the Dearing Ford Business Park. He stated the property would have to be prepped and seeded for hay to be used as proposed.

Mr. Coggsdale stated the concern was the possibility of losing money if someone came into the business park after the fields had been planted. He stated the effort would then be costly to the town or the local farmer, whichever planted the hay.

Mayor Mattox reminded Council he had requested this cost comparison. He stated the Public Works Department has requested to hire two new employees in their proposed FY2021 Budget. He stated the justification for their request was due to additional “mowing” projects being added to their maintenance schedule.

Mr. Mitchell asked why the conversation had changed from “mowing options for the Dearing Ford Road Business Park” to Public Works' request for new employees.

Mayor Mattox referenced the fact that the Dearing Ford Business Park was only scheduled to be cut twice per year. He answered Mr. Mitchell stating, he had asked for further details regarding the “additional mowing projects recently added to Public Works”, in order to clarify the justification of Public Works’ employee(s) request.

Mr. Coggsdale stated the Public Works’ request for two new employees was not only for mowing the fields of the Dearing Ford Road property. He stated the Altavista’s Public Works Department had several items added to its maintenance list recently, such as the English Park Splash Pad area.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, was present to answer any questions Council may have regarding his request.

Mayor Mattox thanked the Town Manager and staff for investigating his request for the mowing cost comparison. He stated he would talk to Mr. Garrett at a later time regarding this matter, so the meeting could continue with the item being discussed.

The Town Manager stated, when it comes to information requests by Council, “if you don’t ask, you don’t know”. He stated he was happy to investigate any requests Council may have, in order to help them make an informative decision regarding agenda items.

There were no additional comments from Council regarding this agenda item.

g. Altavista Police Department – Surplus Request

Mr. Coggsdale shared with Council information relative to town property the Altavista Police Department (APD) would like to declare as “surplus”.

Mr. Coggsdale stated it was staff’s recommendation to declare the APD list of property as surplus. He stated any funds from the sale of surplus property is recorded as revenue in the appropriate fund.

Mayor Mattox asked Council if they had any questions or concerns regarding APD’s surplus request, to which there were none.

Mr. Higginbotham suggested the item be placed on the June 9th consent agenda.

All Council members were in consensus to place this request/item on the June 9, 2020 Town Council Regular Meeting Consent Agenda.

Mr. Coggsdale stated it was his intent to establish a process for when Town Staff would approach Town Council regarding surplus items. He suggested twice a year, at Council’s September and March Work Sessions, for this purpose in the future.

All Council members were in favor of the proposed schedule.

h. AEDA Request for a Joint Meeting with Town Council

The Town Manager, Waverly Coggsdale, informed Council of a recent request by Bill Gillespie, Chairman of the Altavista Economic Development Authority (AEDA), to have a joint meeting with Town Council.

Mr. Coggsdale stated, at their recent board meeting, AEDA board members felt the two entities needed to meet and discuss Altavista’s AEDA Strategic Plan. He stated it was the AEDA’s intent to evaluate the current focus of the town and whether or not any changes needed to be made to the current focus and/or plans moving forward.

Mr. Coggsdale stated Mr. Gillespie had requested he place the request on that evenings agenda for Council’s consideration of a joint meeting with the AEDA.

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Mayor Mattox asked the Town Manager, if Council approved, could the requested joint meeting be placed on the June 23rd Work Session Agenda.

Mr. Coggsdale stated, since this would be considered a “joint meeting” that may last up to an hour, he suggested Council consider allowing staff to schedule the joint meeting at a separate time from any other Council meeting.

All Council members were in consensus to have a separate “work session” for the requested joint meeting with the AEDA. Council was also in consensus for the fore-mentioned meeting to begin at 5:00 P.M. on a specified day within the next month (June).

Mr. Coggsdale stated he would consult with AEDA’s board members regarding a preferred date and inform Council of when the meeting will be scheduled.

Mayor Mattox referenced a previous request by Council for consideration to schedule a meeting for them to further discuss Town Reserves and Town Financial Policies.

Mr. Coggsdale stated, if Council desired, staff could schedule that meeting as well. He suggested, because the subject matter may make for a “lengthy” discussion, Council may also want to consider conducting the meeting as a separate or extended work session.

All Council members were in consensus to do so.

Mr. Coggsdale stated he would evaluate the possibility of adding the subject as an agenda item to Council’s June Work Session, with an extended timeframe placed before the meeting.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the May 26th Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

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

- Mr. Emerson asked when the trail system at English Park would be reopened to the public.

Mr. Coggsdale, confirmed by Mr. Garrett, Public Works Director, informed Council the English Park Trails were reopened to the public as of that morning, May 26th.

- Mr. George referenced the new commercial business, as part of the Rage Plastics Cooperation, opening another factory at the old Klopman Mills location site in Hurt, Va., just across the river from Altavista. He asked staff if Altavista (specifically the old Lane property) had been considered for the business.

Mr. Coggsdale stated the possibility had been discussed during a conversation he had last year with the company’s site manager and Mike Davidson, Campbell County Economic Development Director.

Mr. Coggsdale stated the determining factor, for Altavista not receiving the mentioned business, was due to “rail” access (railroad), or lack of, at any of Altavista’s potential property options for the businesses desired locations. He stated, the former Klopman Mills location already had railroad access required by the business.

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There were no further comments or concerns from Council.

Mayor Mattox thanked all members of the community for continuing to look out for one another. He stated he looked forward to the time when citizens were, once again, able to attend Council meetings in person.

9. Closed Session

DATE: Tuesday May 26th, 2020

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

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or 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.

A motion was made by Vice-Mayor Dalton, and seconded by Councilman Emerson.

Motion carried.

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

Council went into Closed Session at 6:45 P.M.

Notice was given that Council was back in regular session at 7:56 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Vice-Mayor Dalton, seconded by Councilman Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

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

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10. Adjournment

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

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

Mayor Mattox adjourned the meeting at 7:57 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40185	9	AFLAC	05/01/2020	3,169.14		00	OUTSTANDING	
40186	723	AIRABELLA FLOWERS & GIFTS	05/01/2020	78.98		00	OUTSTANDING	
40187	886	AT&T MOBILITY	05/01/2020	305.92		00	OUTSTANDING	
40188	839	AXON ENTERPRISE INC	05/01/2020	1,113.00		00	OUTSTANDING	
40189	103	BEACON CREDIT UNION	05/01/2020	280.00		00	OUTSTANDING	
40190	12	BRENNTAG MID-SOUTH INC	05/01/2020	816.93		00	OUTSTANDING	
40191	28	COLUMBIA GAS	05/01/2020	387.61		00	OUTSTANDING	
40192	32	CONTROL EQUIPMENT CO INC	05/01/2020	1,498.26		00	OUTSTANDING	
40193	20	J JOHNSON ELLER JR	05/01/2020	2,172.00		00	OUTSTANDING	
40194	49	GERALDINE KAUFFMAN	05/01/2020	1,070.00		00	OUTSTANDING	
40195	52	HACH COMPANY	05/01/2020	3,748.25		00	OUTSTANDING	
40196	804	RAYMOND HENSLEY	05/01/2020	2,600.00		00	OUTSTANDING	
40197	622	HEYWARD SERVICES INC	05/01/2020	583.83		00	OUTSTANDING	
40198	332	HURT & PROFFITT INC	05/01/2020	1,474.25		00	OUTSTANDING	
40199	9999997	GILBERT, SHANDRA	05/01/2020	4.20		00	OUTSTANDING	
40200	57	ICMA RETIREMENT TRUST-457 #304	05/01/2020	270.00		00	OUTSTANDING	
40201	871	L&A'S LAWN CARE & CLEANING SER	05/01/2020	4,322.00		00	OUTSTANDING	
40202	863	LIBERTY PROCESS EQUIPMENT INC	05/01/2020	10,434.18		00	OUTSTANDING	
40203	218	MINNESOTA LIFE	05/01/2020	99.06		00	OUTSTANDING	
40204	1	PHILLIP M POPEK	05/01/2020	60.11		00	OUTSTANDING	
40205	358	PHILLIPS EQUIPMENT CORPORATION	05/01/2020	156.15		00	OUTSTANDING	
40206	872	TIAA COMMERCIAL FINANCE INC	05/01/2020	153.00		00	OUTSTANDING	
40207	85	TREASURER OF VA /CHILD SUPPORT	05/01/2020	253.15		00	OUTSTANDING	
40208	136	USABLUEBOOK	05/01/2020	189.45		00	OUTSTANDING	
40209	271	VIRGINIA CAROLINA PAVING & GRA	05/01/2020	12,598.56		00	OUTSTANDING	
40210	793	XEROX FINANCIAL SERVICES	05/01/2020	382.00		00	OUTSTANDING	
40211	9999996	BELINSKI PAINTING	05/06/2020	15.00		00	OUTSTANDING	
40212	9999996	BIG DOG TREE SERVICE	05/06/2020	15.00		00	OUTSTANDING	
40213	9999996	CHARLES SMITH	05/06/2020	15.00		00	OUTSTANDING	
40214	9999996	COOK & MINNIS	05/06/2020	40.60		00	OUTSTANDING	
40215	9999996	CVS PHARMACY #7525	05/06/2020	500.00		00	OUTSTANDING	
40216	9999996	CYCLIN' NUTZ LLC	05/06/2020	15.00		00	OUTSTANDING	
40217	9999996	ECOATM	05/06/2020	15.00		00	OUTSTANDING	
40218	9999996	FLASH WIRELESS, LLC	05/06/2020	15.00		00	OUTSTANDING	
40219	9999996	H & H LAWN SERVICE LLC	05/06/2020	15.00		00	OUTSTANDING	
40220	9999996	IVY ACRES INC	05/06/2020	24.48		00	OUTSTANDING	
40221	9999996	LE'S NAILS	05/06/2020	36.00		00	OUTSTANDING	
40222	9999996	MCDONALD'S	05/06/2020	500.00		00	OUTSTANDING	
40223	9999996	ROUNTREY'S INC	05/06/2020	141.19		00	OUTSTANDING	
40224	9999996	SEW SAVANNA	05/06/2020	24.00		00	OUTSTANDING	
40225	9999996	SHELTON TRUCK & TRAILER REPAIR	05/06/2020	60.00		00	OUTSTANDING	
40226	9999996	SIMPLE BLESSINGS, INC.	05/06/2020	74.82		00	OUTSTANDING	
40227	9999996	SWEET SPOT SOUTHERN BAKERY	05/06/2020	15.00		00	OUTSTANDING	
40228	9999996	THE DEHEAVENLY HOME	05/06/2020	15.00		00	OUTSTANDING	
40229	9999996	TOM FORE WATER & WASTE WATER C	05/06/2020	15.00		00	OUTSTANDING	
40230	9999996	ZAKIYA'S NEW IMAGE	05/06/2020	15.00		00	OUTSTANDING	
40231	9999996	ANTHONY AND GEORGE LTD INC	05/06/2020	46.65		00	OUTSTANDING	
40232	9999996	BAIRD DRYWALL & ACOUSTIC, INC	05/06/2020	15.00		00	OUTSTANDING	
40233	9999996	BETTY'S CLEANING SERVICE	05/06/2020	15.00		00	OUTSTANDING	
40234	9999996	BRENDA M. ELLIOTT, DDS	05/06/2020	293.04		00	OUTSTANDING	
40235	9999996	CHARTER FOODS	05/06/2020	372.20		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40236	9999996	ELLIOTT ELECTRIC OF DANVILLE,	05/06/2020	15.00		00	OUTSTANDING	
40237	9999996	FISHER AUTO PARTS	05/06/2020	92.46		00	OUTSTANDING	
40238	9999996	FLAIR FOR HAIR	05/06/2020	31.20		00	OUTSTANDING	
40239	9999996	GRANITE TELTCOMMUNICATIONS, LL	05/06/2020	61.21		00	OUTSTANDING	
40240	9999996	HODGES PIZZA LLC	05/06/2020	25.00		00	OUTSTANDING	
40241	9999996	K & D DAWGS ETC	05/06/2020	25.00		00	OUTSTANDING	
40242	9999996	LANEY COMMUNICATIONS	05/06/2020	63.47		00	OUTSTANDING	
40243	9999996	LIN CHINA WOK SUPER BUFFET LLC	05/06/2020	212.50		00	OUTSTANDING	
40244	9999996	LINDA'S BARBER & BEAUTY	05/06/2020	23.16		00	OUTSTANDING	
40245	9999996	MASTEC	05/06/2020	15.00		00	OUTSTANDING	
40246	9999996	SHELTON'S HEATING & PLUMBING L	05/06/2020	15.00		00	OUTSTANDING	
40247	9999996	SHORTT AUCTION & REALTY	05/06/2020	115.09		00	OUTSTANDING	
40248	9999996	SIMPSON'S TAX SERVICE INC	05/06/2020	148.65		00	OUTSTANDING	
40249	9999996	VSC FIRE & SECURITY INC	05/06/2020	15.00		00	OUTSTANDING	
40250	9999996	WOOD LANE ANTIQUES & CRAFTS	05/06/2020	15.00		00	OUTSTANDING	
40251	9999996	ADVANCE AMERICA CASH #4402	05/06/2020	87.88		00	OUTSTANDING	
40252	9999996	AIG VIRGINIA LLC DBA: APPL	05/06/2020	368.07		00	OUTSTANDING	
40253	9999996	BECKY'S HOUSE OF STYLE	05/06/2020	15.00		00	OUTSTANDING	
40254	9999996	CCBCC OPERATIONS LLC	05/06/2020	152.20		00	OUTSTANDING	
40255	9999996	COINSTAR ASSET HOLDINGS, LLC	05/06/2020	125.12		00	OUTSTANDING	
40256	9999996	COLONIALWEBB CONTRACTORS COMPA	05/06/2020	75.00		00	OUTSTANDING	
40257	9999996	DENNIS' AUTO REPAIR	05/06/2020	29.02		00	OUTSTANDING	
40258	9999996	GOODWILL INDUSTRIES	05/06/2020	154.07		00	OUTSTANDING	
40259	9999996	GR CHEVROLET, INC.	05/06/2020	125.00		00	OUTSTANDING	
40260	9999996	IKE MONROE	05/06/2020	15.00		00	OUTSTANDING	
40261	9999996	J R AUTO CARE	05/06/2020	284.03		00	OUTSTANDING	
40262	9999996	KELLY NAILS & SPA	05/06/2020	21.54		00	OUTSTANDING	
40263	9999996	MAMA CROCKETT'S CIDER DONUTS	05/06/2020	25.00		00	OUTSTANDING	
40264	9999996	MILLER & WOLF FAMILY DENTISTRY	05/06/2020	494.45		00	OUTSTANDING	
40265	9999996	RALPH M FARMER	05/06/2020	77.30		00	OUTSTANDING	
40266	9999996	STEVE FARMER AUTO SALES	05/06/2020	351.11		00	OUTSTANDING	
40267	9999996	STYLING BOUTIQUE	05/06/2020	73.86		00	OUTSTANDING	
40268	9999996	THE TIMBERED TOUCH	05/06/2020	15.00		00	OUTSTANDING	
40269	9999996	TRIPLE C PIZZA LLC	05/06/2020	285.63		00	OUTSTANDING	
40270	9999996	WATSON & STONE'S BARBER SHOP	05/06/2020	22.80		00	OUTSTANDING	
40271	9999996	ALL -N- ONE AUTO SALES	05/06/2020	21.25		00	OUTSTANDING	
40272	9999996	APEX EYE CARE	05/06/2020	15.00		00	OUTSTANDING	
40273	9999996	B'S LANDSCAPING	05/06/2020	15.00		00	OUTSTANDING	
40274	9999996	BPJ CONSTRUCTION LLC	05/06/2020	15.00		00	OUTSTANDING	
40275	9999996	C & W HAIR SALON	05/06/2020	15.00		00	OUTSTANDING	
40276	9999996	CARDINAL CAR WASH	05/06/2020	23.14		00	OUTSTANDING	
40277	9999996	CARDINAL LAZER WASH	05/06/2020	19.42		00	OUTSTANDING	
40278	9999996	CRYSTAL BAY ENTERPRISES/RADIO	05/06/2020	292.26		00	OUTSTANDING	
40279	9999996	KONA ICE OF LYNCHBURG	05/06/2020	25.00		00	OUTSTANDING	
40280	9999996	L & A'S LAWCARE AND CLEANING	05/06/2020	22.62		00	OUTSTANDING	
40281	9999996	MEDITRANS SOLUTIONS LLC	05/06/2020	36.00		00	OUTSTANDING	
40282	9999996	NAPA AUTO PARTS OF ALTAVISTA,	05/06/2020	299.01		00	OUTSTANDING	
40283	9999996	O'REILLY AUTO PARTS #2226	05/06/2020	441.24		00	OUTSTANDING	
40284	9999996	PINK FASHION & BEAUTY	05/06/2020	76.80		00	OUTSTANDING	
40285	9999996	RIVER VALLEY RESOURCES LLC	05/06/2020	343.87		00	OUTSTANDING	
40286	9999996	SARGENT CORPORATION	05/06/2020	120.38		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40287	9999996	SPRINT	05/06/2020	18.86		00	OUTSTANDING	
40288	9999996	ULTRA EDGE	05/06/2020	15.00		00	OUTSTANDING	
40289	9999996	USCOC OF VIRGINIA RSA #3 INC.	05/06/2020	149.01		00	OUTSTANDING	
40290	9999996	WELLS FARGO ADVISORS LLC	05/06/2020	365.54		00	OUTSTANDING	
40291	9999996	ADVANCE AUTO PARTS #2650	05/06/2020	433.34		00	OUTSTANDING	
40292	9999996	CHEF'S DRIVE-IN	05/06/2020	203.24		00	OUTSTANDING	
40293	9999996	CNM PAWN	05/06/2020	192.01		00	OUTSTANDING	
40294	9999996	CURTIS L THORNHILL, ESQ	05/06/2020	51.00		00	OUTSTANDING	
40295	9999996	DOLLAR TREE #4055	05/06/2020	499.06		00	OUTSTANDING	
40296	9999996	FADE MASTERS BARBER SHOP	05/06/2020	20.76		00	OUTSTANDING	
40297	9999996	FELLER'S CHEVROLET	05/06/2020	1,063.68		00	OUTSTANDING	
40298	9999996	FINCH & FINCH INC	05/06/2020	450.92		00	OUTSTANDING	
40299	9999996	HAILEY'S APPLIANCE	05/06/2020	454.08		00	OUTSTANDING	
40300	9999996	HRB TAX GROUP INC	05/06/2020	69.08		00	OUTSTANDING	
40301	9999996	JOHN ROBBINS	05/06/2020	33.48		00	OUTSTANDING	
40302	9999996	PCM INC	05/06/2020	235.00		00	OUTSTANDING	
40303	9999996	PIZZA HUT #4475	05/06/2020	265.50		00	OUTSTANDING	
40304	9999996	PLUMB-RITE PLUMBING SERVICE IN	05/06/2020	77.60		00	OUTSTANDING	
40305	9999996	ROSES EXPRESS #669	05/06/2020	482.97		00	OUTSTANDING	
40306	9999996	SCHWAN'S HOME SERVICE INC	05/06/2020	125.00		00	OUTSTANDING	
40307	9999996	SCOOPS	05/06/2020	55.01		00	OUTSTANDING	
40308	9999996	STEVE'S FLORIST	05/06/2020	42.50		00	OUTSTANDING	
40309	9999996	VISTA MOTOR SPORTS	05/06/2020	51.19		00	OUTSTANDING	
40310	9999996	WITT BUILDERS	05/06/2020	101.18		00	OUTSTANDING	
40311	9999996	A MARKET LLC	05/06/2020	132.07		00	OUTSTANDING	
40312	9999996	ANGELA & CO.	05/06/2020	29.68		00	OUTSTANDING	
40313	9999996	COMCAST BROADBAND SECURITY LLC	05/06/2020	15.00		00	OUTSTANDING	
40314	9999996	COMCAST BUSINESS CLASS SECURIT	05/06/2020	15.00		00	OUTSTANDING	
40315	9999996	DAIRY FREEZE	05/06/2020	314.20		00	OUTSTANDING	
40316	9999996	DAVID SHREVE, ATTY	05/06/2020	191.17		00	OUTSTANDING	
40317	9999996	DR. DAVID A. WEST	05/06/2020	202.17		00	OUTSTANDING	
40318	9999996	FRAZIER 102	05/06/2020	15.00		00	OUTSTANDING	
40319	9999996	GREENLEAF PLANTSCAPING	05/06/2020	15.00		00	OUTSTANDING	
40320	9999996	KENT & KENT PC	05/06/2020	72.20		00	OUTSTANDING	
40321	9999996	MAJOHN MINISTRIES LLC	05/06/2020	75.58		00	OUTSTANDING	
40322	9999996	NATL ENTERTAINMENT NETWORK LLC	05/06/2020	87.50		00	OUTSTANDING	
40323	9999996	OWEN'S HIGH END DETAIL & CAR W	05/06/2020	15.00		00	OUTSTANDING	
40324	9999996	RHONDA CUNDIFF	05/06/2020	15.00		00	OUTSTANDING	
40325	9999996	ROBINSON'S PLUMBING & BACKHOE	05/06/2020	15.00		00	OUTSTANDING	
40326	9999996	SOUTHEAST SALONS LLC	05/06/2020	60.71		00	OUTSTANDING	
40327	9999996	TASTE OF ITALY	05/06/2020	230.65		00	OUTSTANDING	
40328	9999996	TERESA HOGAN	05/06/2020	15.00		00	OUTSTANDING	
40329	9999996	THE RHYTHM COMPANY DANCE STUDI	05/06/2020	19.45		00	OUTSTANDING	
40330	9999996	THE WASH HOUSE	05/06/2020	74.48		00	OUTSTANDING	
40331	9999996	ADAMS CONSTRUCTION	05/06/2020	93.55		00	OUTSTANDING	
40332	9999996	ALTAVISTA INSTRUMENTS & CONTRO	05/06/2020	500.00		00	OUTSTANDING	
40333	9999996	AUTUMN CARE CORPORATION	05/06/2020	500.00		00	OUTSTANDING	
40334	9999996	BENNETT'S MECHANICAL	05/06/2020	455.93		00	OUTSTANDING	
40335	9999996	BODDIE NOELL/HARDEES	05/06/2020	500.00		00	OUTSTANDING	
40336	9999996	C. A. T. FOODS ALTAVISTA INC	05/06/2020	500.00		00	OUTSTANDING	
40337	9999996	DOLLAR GENERAL STORE #3689	05/06/2020	500.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40338	9999996	ELBA BUTCHER SHOPPE	05/06/2020	500.00		00	OUTSTANDING	
40339	9999996	ENGLISH'S THE COMPLETE HOME CE	05/06/2020	500.00		00	OUTSTANDING	
40340	9999996	GORDMANS #6382	05/06/2020	500.00		00	OUTSTANDING	
40341	9999996	GPM APPLE LLC	05/06/2020	500.00		00	OUTSTANDING	
40342	9999996	GPM APPLE MARKET #515	05/06/2020	500.00		00	OUTSTANDING	
40343	9999996	KAITLIN'S HAIR ART	05/06/2020	15.00		00	OUTSTANDING	
40344	9999996	LENDMARK FINANCIAL SERVICES	05/06/2020	500.00		00	OUTSTANDING	
40345	9999996	MOORE'S ELECTRICAL & MECHANICA	05/06/2020	500.00		00	OUTSTANDING	
40346	9999996	PAUL FARMER OIL CO	05/06/2020	500.00		00	OUTSTANDING	
40347	9999996	SOUTHERN AIR INC	05/06/2020	122.67		00	OUTSTANDING	
40348	9999996	WAL*MART #3768 GAS STATION	05/06/2020	500.00		00	OUTSTANDING	
40349	9999996	WALMART SUPERCENTER #3768	05/06/2020	500.00		00	OUTSTANDING	
40350	1	AIRABELLA FLOWERS & GIFTS LLC	05/06/2020	500.00		00	OUTSTANDING	
40351	1	ALLURE SALON LLC	05/06/2020	500.00		00	OUTSTANDING	
40352	1	ALTAVISTA ALARM CO	05/06/2020	500.00		00	OUTSTANDING	
40353	1	BACKWOODS AUCTION & ARTIFACTS	05/06/2020	500.00		00	OUTSTANDING	
40354	1	BLUM SKINCARE	05/06/2020	500.00		00	OUTSTANDING	
40355	1	BRENDA M ELLIOTT DDS	05/06/2020	500.00		00	OUTSTANDING	
40356	1	C AND W HAIR SALON	05/06/2020	500.00		00	OUTSTANDING	
40357	1	CLAIRE PARKER FOUNDATION	05/06/2020	500.00		00	OUTSTANDING	
40358	1	CYCLIN NUTZ LLC	05/06/2020	500.00		00	OUTSTANDING	
40359	1	D L BRYANT HEATING & COOLING I	05/06/2020	500.00		00	OUTSTANDING	
40360	1	DJ BROADCASTING INC DBA WKDE	05/06/2020	500.00		00	OUTSTANDING	
40361	1	EL CAZADOR	05/06/2020	500.00		00	OUTSTANDING	
40362	1	EL CERRITO MEXICAN RESTAURANT	05/06/2020	500.00		00	OUTSTANDING	
40363	1	FADE MASTERS BARBERSHOP	05/06/2020	500.00		00	OUTSTANDING	
40364	1	FINCH & FINCH FUNERAL & CREMAT	05/06/2020	500.00		00	OUTSTANDING	
40365	1	FLAIR FOR HAIR	05/06/2020	500.00		00	OUTSTANDING	
40366	1	JERRICA MOORE MASSAGE THERAPY	05/06/2020	500.00		00	OUTSTANDING	
40367	1	JOY GARCIA MASSAGE THERAPY	05/06/2020	500.00		00	OUTSTANDING	
40368	1	KB BOOKKEEPING AND TAX SERV	05/06/2020	500.00		00	OUTSTANDING	
40369	1	MAIN ST BUFFETT	05/06/2020	500.00		00	OUTSTANDING	
40370	1	MILLER & WOLF FAMILY DENTISTRY	05/06/2020	500.00		00	OUTSTANDING	
40371	1	OWEN HIGH END DETAIL	05/06/2020	500.00		00	OUTSTANDING	
40372	1	PALMER CHIROPRACTIC CENTER INC	05/06/2020	500.00		00	OUTSTANDING	
40373	1	PRETTY PLEASE ON BROAD BOUTIQU	05/06/2020	500.00		00	OUTSTANDING	
40374	1	PROVING WHAT'S POSSIBLE LLC	05/06/2020	500.00		00	OUTSTANDING	
40375	1	SEW SIMPLE STUDIO	05/06/2020	500.00		00	OUTSTANDING	
40376	1	STAUNTON RIVER OUTDOORS	05/06/2020	500.00		00	OUTSTANDING	
40377	1	STEVE FARMER AUTO SALES INC	05/06/2020	500.00		00	OUTSTANDING	
40378	1	STEVE'S FLORIST INC	05/06/2020	500.00		00	OUTSTANDING	
40379	1	THRIFTY FIREMAN LLC	05/06/2020	500.00		00	OUTSTANDING	
40380	1	ULTRA EDGE SHARPENING	05/06/2020	500.00		00	OUTSTANDING	
40381	1	VITAL EDGE	05/06/2020	500.00		00	OUTSTANDING	
40382	1	WATSON AND STONES BARBER SHOP	05/06/2020	500.00		00	OUTSTANDING	
40383	4	BOXLEY AGGREGATES	05/08/2020	395.50		00	OUTSTANDING	
40384	9999997	COFFER, TYLER	05/08/2020	84.41		00	OUTSTANDING	
40385	874	CORPORATE MEDICAL SERVICES	05/08/2020	192.00		00	OUTSTANDING	
40386	1	DALE & LISA MOORE	05/08/2020	1,000.00		00	OUTSTANDING	
40387	569	DIAMOND PAPER CO INC	05/08/2020	53.00		00	OUTSTANDING	
40388	164	DMV	05/08/2020	700.00		00	OUTSTANDING	

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40389	1	E & E BANDA ENTERPRISES	05/08/2020	25.00		00	OUTSTANDING	
40390	394	ELECTRONIC SYSTEMS INC	05/08/2020	60.08		00	OUTSTANDING	
40391	247	ENGINEERED SYSTEMS & PRODUCTS	05/08/2020	13,795.88		00	OUTSTANDING	
40392	41	FISHER SCIENTIFIC	05/08/2020	2,338.62		00	OUTSTANDING	
40393	119	FOSTER ELECTRIC CO INC	05/08/2020	621.92		00	OUTSTANDING	
40394	9999997	GIBSON, VIRGINIA W.	05/08/2020	13.75		00	OUTSTANDING	
40395	50	GRETNA TIRE INC	05/08/2020	4,207.26		00	OUTSTANDING	
40396	566	INTEGRATED TECHNOLOGY GROUP IN	05/08/2020	4,075.00		00	OUTSTANDING	
40397	149	MAKCO INC	05/08/2020	14,868.80		00	OUTSTANDING	
40398	9999997	MORAN, JESSICA J	05/08/2020	85.03		00	OUTSTANDING	
40399	67	ORKIN PEST CONTROL LLC	05/08/2020	318.65		00	OUTSTANDING	
40400	843	BETTY PICKERAL	05/08/2020	1,150.00		00	OUTSTANDING	
40401	9999997	RUSSELL, VERNETTA	05/08/2020	43.77		00	OUTSTANDING	
40402	1	SCHEWELS FURNITURE CO	05/08/2020	500.00		00	OUTSTANDING	
40403	476	SHARP BUSINESS SYSTEMS	05/08/2020	384.65		00	OUTSTANDING	
40404	467	SONNY MERRYMAN INC	05/08/2020	502.08		00	OUTSTANDING	
40405	78	SUPERION LLC/CENRALSQUARE CO	05/08/2020	22,942.46		00	OUTSTANDING	
40406	1	THE EXPRESS LANE	05/08/2020	500.00		00	OUTSTANDING	
40407	1	THE MEDICINE SHOPPE PHARMACY	05/08/2020	500.00		00	OUTSTANDING	
40408	124	TREASURER OF VA	05/08/2020	45.00		00	OUTSTANDING	
40409	35	TREASURER OF VA/VITA	05/08/2020	7.26		00	OUTSTANDING	
40410	92	UNIFIRST CORP	05/08/2020	1,875.91		00	OUTSTANDING	
40411	900	US BANK EQUIPEMENT FINANCE	05/08/2020	232.66		00	OUTSTANDING	
40412	601	VACORP	05/08/2020	311.42		00	OUTSTANDING	
40413	110	VUPS INC	05/08/2020	157.50		00	OUTSTANDING	
40414	128	ADAMS CONSTRUCTION CO	05/15/2020	458.54		00	OUTSTANDING	
40415	84	ALTAVISTA JOURNAL	05/15/2020	3,896.95		00	OUTSTANDING	
40416	103	BEACON CREDIT UNION	05/15/2020	280.00		00	OUTSTANDING	
40417	4	BOXLEY AGGREGATES	05/15/2020	863.73		00	OUTSTANDING	
40418	12	BRENNTAG MID-SOUTH INC	05/15/2020	4,789.33		00	OUTSTANDING	
40419	294	BUSINESS CARD	05/15/2020	9,431.85		00	OUTSTANDING	
40420	16	CAMPBELL COUNTY UTILITIES & SE	05/15/2020	4,040.54		00	OUTSTANDING	
40421	19	CARTER MACHINERY CO INC	05/15/2020	761.55		00	OUTSTANDING	
40422	1	CENTRA MEDICAL GROUP	05/15/2020	500.00		00	OUTSTANDING	
40423	145	CHANDLER CONCRETE CO INC	05/15/2020	284.00		00	OUTSTANDING	
40424	32	CONTROL EQUIPMENT CO INC	05/15/2020	10,333.28		00	OUTSTANDING	
40425	164	DMV	05/15/2020	20.00		00	OUTSTANDING	
40426	36	DOMINION VIRGINIA POWER	05/15/2020	52,030.75		00	OUTSTANDING	
40427	301	ENGLISH'S LLC	05/15/2020	134.15		00	OUTSTANDING	
40428	118	FERGUSON ENTERPRISES LLC	05/15/2020	3,262.63		00	OUTSTANDING	
40429	916	GRANITE TELECOMMUNICATIONS	05/15/2020	621.67		00	OUTSTANDING	
40430	305	HAWKINS-GRAVES INC	05/15/2020	2,925.87		00	OUTSTANDING	
40431	57	ICMA RETIREMENT TRUST-457 #304	05/15/2020	270.00		00	OUTSTANDING	
40432	149	MAKCO INC	05/15/2020	7,328.50		00	OUTSTANDING	
40433	929	MESSICK'S	05/15/2020	6,765.64		00	OUTSTANDING	
40434	300	NAPA AUTO PARTS	05/15/2020	1,308.92		00	OUTSTANDING	
40435	1	NATIONAL ENTERTAINMENT NETWORK	05/15/2020	21.46		00	OUTSTANDING	
40436	816	PACE ANAYLTICAL SERVICES LLC	05/15/2020	842.21		00	OUTSTANDING	
40437	798	PEED & BORTZ LLC	05/15/2020	24,143.00		00	OUTSTANDING	
40438	510	RIVER VALLEY RESOURCES LLC	05/15/2020	562.43		00	OUTSTANDING	
40439	857	RIVERSTREET NETWORKS	05/15/2020	363.95		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40440	1	TERI ANDERSON	05/15/2020	100.00		00	OUTSTANDING	
40441	186	THE NEWS & ADVANCE	05/15/2020	1,191.00		00	OUTSTANDING	
40442	85	TREASURER OF VA /CHILD SUPPORT	05/15/2020	253.15		00	OUTSTANDING	
40443	136	USABLUEBOOK	05/15/2020	231.01		00	OUTSTANDING	
40444	756	WAGeworks INC	05/15/2020	136.09		00	OUTSTANDING	
40445	9	AFLAC	05/22/2020	3,135.20		00	OUTSTANDING	
40446	91	ANTHEM BLUE CROSS/BLUE SHIELD	05/22/2020	36,830.00		00	OUTSTANDING	
40447	1	ARON DILLARD	05/22/2020	10.44		00	OUTSTANDING	
40448	1	AUSTIN FIELDER	05/22/2020	111.80		00	OUTSTANDING	
40449	11	AVOCA	05/22/2020	1,700.00		00	OUTSTANDING	
40450	4	BOXLEY AGGREGATES	05/22/2020	578.37		00	OUTSTANDING	
40451	12	BRENNTAG MID-SOUTH INC	05/22/2020	628.14		00	OUTSTANDING	
40452	1	BRIAN ROACH	05/22/2020	2.11		00	OUTSTANDING	
40453	197	CAMPBELL COUNTY DEPT OF RECREA	05/22/2020	1,000.00		00	OUTSTANDING	
40454	145	CHANDLER CONCRETE CO INC	05/22/2020	785.00		00	OUTSTANDING	
40455	1	ELIZA PUCKETTE	05/22/2020	100.00		00	OUTSTANDING	
40456	40	FEDERAL EXPRESS CORPORATION	05/22/2020	433.33		00	OUTSTANDING	
40457	52	HACH COMPANY	05/22/2020	3,051.97		00	OUTSTANDING	
40458	332	HURT & PROFFITT INC	05/22/2020	8,418.25		00	OUTSTANDING	
40459	58	INSTRUMENTATION SERVICES INC	05/22/2020	708.00		00	OUTSTANDING	
40460	218	MINNESOTA LIFE	05/22/2020	99.06		00	OUTSTANDING	
40461	133	MYERS & RHODES EQUIP CO INC	05/22/2020	642.50		00	OUTSTANDING	
40462	931	PALLETONE INC	05/22/2020	3,358.00		00	OUTSTANDING	
40463	798	PEED & BORTZ LLC	05/22/2020	600.00		00	OUTSTANDING	
40464	72	PHYSICIANS TREATMENT CENTER	05/22/2020	268.00		00	OUTSTANDING	
40465	778	SPRINT	05/22/2020	1,120.21		00	OUTSTANDING	
40466	533	STIMULUS, LLC	05/22/2020	380.00		00	OUTSTANDING	
40467	848	TRITECH SOFTWARE SYSTEMS	05/22/2020	3,162.00		00	OUTSTANDING	
40468	498	ALTAVISTA INSTRUMENTS &CONTROL	05/25/2020	28,750.00		00	OUTSTANDING	
40469	103	BEACON CREDIT UNION	05/25/2020	280.00		00	OUTSTANDING	
40470	57	ICMA RETIREMENT TRUST-457 #304	05/25/2020	270.00		00	OUTSTANDING	
40471	173	MILLERS PLUMBING REPAIR/BOBCAT	05/25/2020	16,748.00		00	OUTSTANDING	
40472	85	TREASURER OF VA /CHILD SUPPORT	05/25/2020	253.15		00	OUTSTANDING	
40473	128	ADAMS CONSTRUCTION CO	05/29/2020	179.70		00	OUTSTANDING	
40474	1	BRANDON BELL	05/29/2020	6.96		00	OUTSTANDING	
40475	427	CENTURYLINK	05/29/2020	583.07		00	OUTSTANDING	
40476	28	COLUMBIA GAS	05/29/2020	313.82		00	OUTSTANDING	
40477	1	FOOD LION #2539	05/29/2020	500.00		00	OUTSTANDING	
40478	332	HURT & PROFFITT INC	05/29/2020	27,098.00		00	OUTSTANDING	
40479	1	LATOYA HALL	05/29/2020	25.00		00	OUTSTANDING	
40480	358	PHILLIPS EQUIPMENT CORPORATION	05/29/2020	732.52		00	OUTSTANDING	
40481	921	PRICE BUILDINGS INC	05/29/2020	128,630.95		00	OUTSTANDING	
40482	80	SOUTHSIDE ELECTRIC COOP	05/29/2020	983.04		00	OUTSTANDING	
40483	872	TIAA COMMERCIAL FINANCE INC	05/29/2020	153.00		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS: 299

CHECKS OUTSTANDING

570,500.24 ***

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ACCOUNTING PERIOD 11/2020

REPORT NUMBER 45

FREE ONE MONTH TRIAL

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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OUTSTANDING CHECKS:	299	RECONCILED CHECKS:		VOID CHECKS:	
	570,500.24		.00		.00

PREPARED 06/01/2020, 8:35:48

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 *****

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 05/01/2020 TO: 05/31/2020

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ACCOUNTING PERIOD 11/2020

REPORT NUMBER 45

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	299	TOTAL CHECKS	570,500.24	***				
OUTSTANDING CHECKS:	299	RECONCILED CHECKS:						
	570,500.24		.00	.00				.00

Town of Altavista
FY 2020 Revenue Report
92% of Year Lapsed

General Fund Revenue	<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>
Property Taxes - Real Property	215,000	215,000	1,043	0	212,282	99	215,000
Public Service - Real & Personal	97,000	97,000	0	0	98,699	102	97,000
Personal Property	230,000	230,000	2,876	1	252,994	110	230,000
Personal Property - PPTRA	100,000	100,000	0	0	95,540	96	100,000
Machinery & Tools	1,794,000	1,794,000	137	0	1,829,890	102	1,794,000
Mobile Homes - Current	150	150	0	1	186	124	150
Penalties - All Taxes	4,500	4,500	392	9	6,272	139	4,500
Interest - All Taxes	1,700	1,700	334	20	4,118	242	1,700
Local Sales & Use Taxes	165,000	165,000	17,023	10	120,946	73	165,000
Local Electric and Gas Taxes	112,000	112,000	9,172	8	94,730	85	112,000
Local Motor Vehicle License Tax	43,000	43,000	948	1	46,796	109	43,000
Local Bank Stock Taxes	159,000	159,000	174,183	110	177,516	112	159,000
Local Hotel & Motel Taxes	75,000	75,000	7,079	9	76,290	102	75,000
Local Meal Taxes	955,000	955,000	70,737	7	802,677	84	955,000
Container Rental Fees	1,300	1,300	58	4	1,397	107	1,300
Communications Tax	35,000	35,000	2,851	8	25,424	73	35,000
Transit Passenger Revenue	5,000	5,000	449	9	4,675	94	5,000
Local Cigarette Tax	144,000	144,000	7,545	5	113,385	79	144,000
Mobile Restaurant Permit	150	150	25		150		150
Business License Fees/Contractors	4,500	4,500	0	0	2,291	51	4,500
Business License Fees/Retail Services	58,000	58,000	4,440	8	37,526	65	58,000
Business Licnese Fees/Financial/RE/Prof.	4,000	4,000	456	11	2,195	55	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	5,912	59	10,000
Business Licenses 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
92% of Year Lapsed

General Fund Revenue (Continued)	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	850	850	84	10	84	10	850
Vending - Coin Operated			0		73		
Permits - Sign	1,100	1,100	100	9	1,900	173	1,100
Fines & Forfeitures - Court	15,000	15,000	1,956	13	25,202	168	15,000
Parking Fines	200	200	0	0	660	330	200
Interest and Interest Income	285,600	285,600	5,486	2	228,916	80	285,600
Rents - Rental of General Property	1,200	1,200	200	17	987	82	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	1,363	45	3,000
Rents - Booker Building Rentals	3,000	3,000	0	0	3,800	127	3,000
Rents - Rental of Real Property	80,000	80,000	1,572	2	78,923	99	80,000
Property Maintenance Enforcement	0	0	280	0	2,240	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	0	0	66,852	78	85,700
State Rental Taxes	1,000	1,000	93	9	529	53	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	11,900	0	0	12,565	106	11,900
State/VDOT Contract Services	3,000	3,000	0	0	1,875	63	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	7,893	0	5,000
State Transit Revenue	15,050	15,050	0	0	28,913	192	15,050
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	18,000	18,000	962	5	14,844	82	18,000
VDOT TEA 21 Grant	0	0	241,746	0	696,265	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	0	0	41,196	74	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	8,175	109	19,520	260	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2020 Revenue Report
92% 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 Revenue (Continued)							
Misc. - Cash Discounts	100	100	0	0		0	100
Miscellaneous	25,000	25,000	2,322	9	66,225	265	25,000
Misc / Canoe Launch Project	0	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	0	0	49,451	0	0
Misc. - State Forfeiture Fund	0	0	0	0	197	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Police Challenge Coin	0	0	0		10		0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	299,520	0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	30,300	30,300	0		0		30,300
Transfer from CIF			17,500		17,500		
	<u>4,883,450</u>	<u>4,883,450</u>	<u>580,224</u>	<u>12</u>	<u>5,698,145</u>	<u>117</u>	<u>4,883,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
92% 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	7,726,090	599,509	8	6,229,540	81	7,726,090
Debt Service	445,400	445,400	0	0	464,372	0	445,400
CIP	1,676,100	1,676,100	226,751	14	3,991,439	238	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>10,175,000</u>	<u>826,259</u>	<u>8</u>	<u>10,750,351</u>	<u>106</u>	<u>10,175,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
92% 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	1,949	6	23,070	69	33,600
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,600</u>	<u>33,600</u>	<u>1,949</u>	<u>6</u>	<u>23,070</u>	<u>69</u>	<u>33,600</u>
Administration							
Operations	835,730	835,730	60,849	7	723,899	87	835,730
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,000</u>	<u>75,000</u>	<u>22,942</u>	<u>31</u>	<u>1,033,217</u>	<u>1,378</u>	<u>75,000</u>
Administration - TOTAL:	<u>910,730</u>	<u>910,730</u>	<u>83,792</u>	<u>9</u>	<u>1,757,117</u>	<u>193</u>	<u>910,730</u>
Non-Departmental							
Operations	793,710	793,710	52,648	7	799,416	101	793,710
Transfer Out to Cemetery Fund	-46,050	-46,050	0	0	0	0	-46,050
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-123,660	-123,660	0	0	0	0	-123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>65,000</u>	<u>-100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>559,000</u>	<u>559,000</u>	<u>52,648</u>	<u>9</u>	<u>864,416</u>	<u>155</u>	<u>559,000</u>
Non-Departmental - TOTAL:	<u>559,000</u>	<u>559,000</u>	<u>52,648</u>	<u>9</u>	<u>864,416</u>	<u>155</u>	<u>559,000</u>
Public Safety							
Operations	1,098,280	1,098,280	96,366	9	925,470	84	1,098,280
Debt Service	0	0	0	0	0	0	0
CIP	<u>111,000</u>	<u>111,000</u>	<u>186</u>	<u>0</u>	<u>38,969</u>	<u>35</u>	<u>111,000</u>
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1,209,280</u>	<u>96,551</u>	<u>8</u>	<u>964,439</u>	<u>80</u>	<u>1,209,280</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
92% 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	71,238	7	790,580	78	1,010,230
Debt Service	23,150	23,150	0	0	324,900	0	23,150
CIP	479,300	479,300	3,422	1	1,523,845	318	479,300
Public Works - TOTAL:	<u>1,512,680</u>	<u>1,512,680</u>	<u>74,660</u>	<u>5</u>	<u>2,639,326</u>	<u>174</u>	<u>1,512,680</u>
Economic Development							
Operations	234,700	234,700	2,767	1	16,590	7	234,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>234,700</u>	<u>234,700</u>	<u>2,767</u>	<u>1</u>	<u>16,590</u>	<u>7</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	9,229	9	82,867	79	105,050
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	5,500	79	7,000
Transit System - TOTAL:	<u>112,050</u>	<u>112,050</u>	<u>9,229</u>	<u>8</u>	<u>88,367</u>	<u>79</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,500	6,959	10	59,792	87	68,500
Debt Service	0	0	0	0	0	0	0
CIP	8,200	8,200	0	0	6,842	83	8,200
Avoca Museum - TOTAL	<u>76,700</u>	<u>76,700</u>	<u>6,959</u>	<u>9</u>	<u>66,633</u>	<u>87</u>	<u>76,700</u>
GENERAL FUND TOTALS							
Operations	3,945,090	3,945,090	302,005	8	3,486,684	88	3,945,090
Debt Service	23,150	23,150	0	0	324,900	0	23,150
CIP	680,500	680,500	26,550	4	2,608,373	383	680,500
GENERAL FUND - GRAND TOTAL:	<u>4,648,740</u>	<u>4,648,740</u>	<u>328,555</u>	<u>7</u>	<u>6,419,957</u>	<u>138</u>	<u>4,648,740</u>

Town of Altavista
Council / Planning Commission
FY 2020 Expenditure Report
92% 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	19,243	92	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	199	3	3,827	50	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	1,949	6	23,070	69	33,600

Town of Altavista
Administration
FY 2020 Expenditure Report
92% of year Lapsed

<u>ADMINISTRATION - 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	489,650	489,650	46,914	10	402,538	82	489,650
Other Employee Benefits	36,330	36,330	511	1	13,184	36	36,330
Services	189,500	189,500	9,232	5	181,711	96	189,500
Other Charges	74,250	74,250	2,432	3	81,752	110	74,250
Materials & Supplies	46,000	46,000	1,760	4	44,713	97	46,000
Capital Outlay	75,000	75,000	22,942	31	1,033,217	1,378	75,000
Total Expenditures	910,730	910,730	83,792	9	1,757,117	193	910,730

Town of Altavista
Non-Departmental
FY 2020 Expenditure Report
92% 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>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	126,950	126,950	0	0	115,220	91	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	1,000	100	1,000	100	1,000
Economic Development Incentives	296,150	296,150	27,500	9	52,625	18	296,150
Contribution - YMCA Recreation Program	100,000	100,000	0	25	100,000	100	100,000
Contribution - Altavista Fire Co.	11,900	11,900	0	0	444,565	3,736	11,900
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	17,000	340	22,000	440	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	541,000	541,000	45,500	8	735,410	136	541,000
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	6,000	0	46,602	0	0
Fuel - Fire Company	18,000	18,000	1,148	6	17,405	97	18,000
NON-DEPARTMENT - ND - TOTAL	18,000	18,000	7,148	40	64,007	356	18,000
NON-DEPARTMENTAL - SUBTOTAL	559,000	559,000	52,648	9	799,416	143	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
92% 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	0	0	65,000
TRANSFER OUT - TOTAL	234,710	234,710	0	0	0	0	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	52,648	7	799,416	101	793,710
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	559,000	559,000	52,648	9	799,416	143	559,000

Town of Altavista
Public Safety
FY 2020 Expenditure Report
92% 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	86,772	9	804,116	84	957,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	4,788	15	25,562	81	31,430
Other Charges	53,900	53,900	1,307	2	43,939	82	53,900
Materials & Supplies	55,950	55,950	3,499	6	51,854	93	55,950
Capital Outlay	111,000	111,000	186	0	38,969	35	111,000
Total Expenditures	1,209,280	1,209,280	96,551	8	964,439	80	1,209,280

Town of Altavista
Public Works
FY 2020 Expenditure Report
92% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	576,650	576,650	48,249	8	492,815	85	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	325	1	33,974	60	56,260
Other Charges	40,350	40,350	1,783	4	39,206	97	40,350
Materials & Supplies	336,970	336,970	20,881	6	224,586	67	336,970
Debt Service	23,150	23,150	0	0	324,900	1,403	23,150
Capital Outlay	479,300	479,300	3,422	1	1,523,845	318	479,300
Total Expenditures	1,512,680	1,512,680	74,660	5	2,639,326	174	1,512,680

Town of Altavista
Economic Development
FY 2020 Expenditure Report
92% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - 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	148,550	148,550	2,732	2	9,141	6	148,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	50,000	50,000	0	0	3,847	8	50,000
Other Charges	27,550	27,550	36	0	3,353	12	27,550
Materials & Supplies	8,600	8,600	0	0	249	3	8,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	234,700	234,700	2,767	1	16,590	7	234,700

Town of Altavista
Transit System
FY 2020 Expenditure Report
92% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</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>
Wages & Benefits	79,750	79,750	8,128	10	66,173	83	79,750
Services	2,050	2,050	25	1	185	9	2,050
Other Charges	3,650	3,650	46	1	1,940	53	3,650
Materials & Supplies	19,600	19,600	1,029	5	14,568	74	19,600
Capital Outlay	7,000	7,000	0	0	5,500	79	7,000
Total Expenditures	112,050	112,050	9,229	8	88,367	79	112,050

Town of Altavista
Avoca Museum
FY 2020 Expenditure Report
92% 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	6,896	10	58,967	87	68,050
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	36	8	623	138	450
Materials & Supplies	0	0	27	0	202	0	0
Capital Outlay	8,200	8,200	0	0	6,842	83	8,200
Total Expenditures	76,700	76,700	6,959	9	66,633	87	76,700

Town of Altavista
FY 2020 Revenue Report
92% 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	564	3	19,738	110	18,000
Water Charges - Industrial	1,520,800	1,520,800	116,206	8	1,035,740	68	1,520,800
Water Charges - Business/Residential	260,000	260,000	6,989	3	193,893	75	260,000
Water Charges - Outside Community	160,600	160,600	9,021	6	129,369	81	160,600
Water Charges - Water Connection Fees	1,500	1,500	1,500	100	2,100	140	1,500
Bulk Water Purchase	2,500	2,500	1,760	0	3,584	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	135,932	9	1,257,101	87	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	6,500	3	184,561	77	238,900
Sewer Charges - Outside Community	3,000	3,000	0	0	1,998	67	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	4,600	77	16,500	275	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	22,274	15	133,191	89	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	0	0	5,065	92	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,423	9	43,726	87	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	546	0	109,428	91	120,000
Misc. Cash Discounts	0	0	0	0	15	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,085	4	26,222	105	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:	4,007,400	4,007,400	311,399	8	3,186,686	80	4,007,400

Town of Altavista
Fund Expenditure Totals
FY 2020
92% 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
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,390,150	1,390,150	110,760	8	1,129,545	81	1,390,150
Debt Service	422,250	422,250	0	0	139,472	0	422,250
CIP	355,900	355,900	18,021	5	397,933	112	355,900
Transfer Out	56,900	56,900	0	0	0	0	56,900
Water Department - TOTAL:	<u>2,225,200</u>	<u>2,225,200</u>	<u>128,781</u>	<u>6</u>	<u>1,666,949</u>	<u>75</u>	<u>2,225,200</u>
Wastewater Department							
Operations	1,469,800	1,469,800	124,253	8	1,361,708	93	1,469,800
Debt Service	0	0	0	0	0	0	0
CIP	255,550	255,550	53,877	21	601,550	235	255,550
Transfer Out	56,850	56,850	0	0	0	0	56,850
Wastewater Department - TOTAL:	<u>1,782,200</u>	<u>1,782,200</u>	<u>178,129</u>	<u>10</u>	<u>1,963,258</u>	<u>110</u>	<u>1,782,200</u>
ENTERPRISE FUND TOTAL							
Operations	2,859,950	2,859,950	235,012	8	2,491,253	87	2,859,950
Debt Service	422,250	422,250	0	0	139,472	0	422,250
CIP	611,450	611,450	71,898	12	999,483	163	611,450
Transfer Out	113,750	113,750	0	0	0	0	113,750
ENTERPRISE FUND - GRAND TOTAL:	<u>4,007,400</u>	<u>4,007,400</u>	<u>306,910</u>	<u>8</u>	<u>3,630,207</u>	<u>91</u>	<u>4,007,400</u>

Town of Altavista
Water Department
FY 2020 Expenditure Report
92% of Year Lapsed

WATER DEPARTMENT - FUND 50	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>
Wages & Benefits	682,650	682,650	67,054	10	564,501	83	682,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	167,100	167,100	7,240	4	56,039	34	167,100
Other Charges	247,750	247,750	14,537	6	275,711	111	247,750
Materials & Supplies	292,650	292,650	21,929	7	233,293	80	292,650
Debt Service	422,250	422,250	0	0	139,472	0	422,250
Capital Outlay	355,900	355,900	18,021	5	397,933	112	355,900
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
Total Expenditures	2,225,200	2,225,200	128,781	6	1,666,949	75	2,225,200

Town of Altavista
Wastewater Department
FY 2020 Expenditure Report
92% of Year Lapsed

WASTEWATER 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	800,400	800,400	83,265	10	702,730	88	800,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	46,800	46,800	179	0	15,558	33	46,800
Other Charges	372,450	372,450	36,753	10	462,132	124	372,450
Materials & Supplies	250,150	250,150	4,056	2	181,288	72	250,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	255,550	255,550	53,877	21	601,550	235	255,550
Transfer Out	56,850	56,850	0		0		56,850
Total Expenditures	1,782,200	1,782,200	178,129	10	1,963,258	110	1,782,200

Town of Altavista
Fund Expenditure Totals
FY 2020
92% 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	60,988	7	220,877	25	870,500
CIP	<u>384,150</u>	<u>384,150</u>	<u>128,302</u>	<u>33</u>	<u>383,583</u>	<u>100</u>	<u>384,150</u>
State/Hwy Water Department - TOTAL:	<u>1,254,650</u>	<u>1,254,650</u>	<u>189,290</u>	<u>15</u>	<u>604,460</u>	<u>48</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	1,504	3	30,727	61	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>1,504</u>	<u>2</u>	<u>30,727</u>	<u>41</u>	<u>75,550</u>

Town of Altavista
FY 2020 State/Highway Fund
92% 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	574	0	15,757	0	0
Street & Highway Maintenance	730,000	730,000	0	0	549,306	75	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	15.14	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	574	0	565,078	45	1,254,650
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	3,090	6	20,092	42	48,200
Maintenance - Pavement	565,500	565,500	17,650	3	47,894	8	565,500
Maintenance - Traffic Control Devices	56,800	56,800	3,605	6	44,486	78	56,800
Engineering - Repairs & Maintenance	10,000	10,000	638	6	4,021	40	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	0	0	6,110	10	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	14,632	29	41,331	83	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	21,372	27	56,944	71	80,000
State/Highway Reimb. Fund - Subtotal:	870,500	870,500	60,988	7	220,877	25	870,500
Motor Vehicles- Replc.	48,600	48,600	0	0	0	0	48,600
Machinery & Equip. - Replc.	35,550	35,550	0	0	14,632	41	35,550
Machinery & Equip. - New	0	0	0	0	0	0	0
Improvements Other Than Buildings - New	300,000	300,000	128,302	43	368,950	123	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	128,302	33	383,583	100	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	189,290	15	604,460	48	1,254,650

Town of Altavista
FY 2020 Cemetery Fund
92% 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	800	5	16,370	109	15,000
Interest/Interest Income	10,500	10,500	58	1	9,837	94	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	9,650	241	4,000
Miscellaneous/Misc.	0	0	25	0	50	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	883	1	35,907	48	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	1,143	12	6,696	69	9,700
Salaries and Wages/Overtime	1,000	1,000	22	2	1,080	108	1,000
Benefits/FICA	800	800	85	11	526	66	800
Benefits/VRS	1,000	1,000	12	1	122	12	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	109	7	759	49	1,550
Benefits/Group Life	200	200	10	5	80	40	200
VRS Hybrid Employer Contr.	0	0	58	0	429	0	0
ICMA Hybrid Employer Contr.	0	0	8	0	60	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	57	1	7,194	72	10,000
Opening/Closing Graves	1,500	1,500	0	0	500	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	0	0	13,280	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	1,504	2	30,727	41	75,550

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



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	1,924,924.64	
Certificate of Deposit	2,907,079.90	
LGIP	7,631,234.49	
Sub-Total		\$ 12,463,239.03

Enterprise Fund Reserves

Money Market Account	272,797.22	
Certificate of Deposit		
LGIP	555,914.83	
Sub-Total		\$ 828,712.05

Total Undesignated \$ 13,291,951.08

DESIGNATED BALANCES

Highway Fund

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	1,004,265.21	
Sub-Total		\$ 1,104,365.21

Green Hill Cemetery

Money Market Account	25,258.46	
Certificate of Deposit	611,401.15	
LGIP	77,073.07	
Sub-Total		\$ 713,732.68

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	274,433.30	
Sub-Total		\$ 274,433.30

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$6,695.75

Operating Cash Account

\$ 2,201,590.34

Total Designated \$ 4,303,703.10

Grand Total Investments and Deposits \$ 17,595,654.18

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	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	20,000.00
Funds earmarked for items not completed during prior FY	1,287,430.00
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	118,700.00
Park Improvements as designated by Roberta F. Jenks' Estate	136,361.14
Park Improvements	11,300.00
Splash Pad Project	346,010.00
Proceeds from sale of EMS building	265,050.00

Balance Remaining of Undesignated Funds \$ 2,081,244.25

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