

Town of Altavista, Virginia Meeting Agenda Town Council Regular Meeting

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

Tuesday, March 10, 2020 7:00 p.m. - Council's Chambers

- 1. Call to Order
- 2. Invocation/Pledge of Allegiance
- 3. Agenda Adoption
- 4. Recognitions and Presentations
 - a. Resolution World Water Day (March 22nd)
- 5. Citizen's Time (Non-Agenda Items Only)

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

6. Consent Agenda

- a. Approval of Council Minutes
 - i. February 11, 2020 Town Council Regular Meeting
 - ii. February 25, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Approval of Citizen's (328 10th St.) Request to Utilize Town Property/Encroachment
- d. Approval of amendments to the Altavista Community Transit System (ACTS) Title VI Plan

7. Public Hearing(s)

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

8. New Business

- a. Davenport "Bank RFP Results and Comparison Analysis"
- b. Booker Building Rental Hours Extension Request for Non-Profit Fundraiser
- c. Adopt A Spot/Street Program
- d. AOT Request to Increase Main Street Coordinator hours

Town Council Meeting March 10, 2020

8. New Business (continued)

- e. AOT Request for use of Trade Lot parking for "Chalkfest"
- f. Tobacco Region Revitalization Commission (TRRC) "Small Towns Pilot Initiative
- g. CCUSA & Dominion Water Agreements
- h. VDOT "SmartScale" project update

9. Unfinished Business

a. FY2021 Budget Discussion

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

Section 2.2-3711 (A)(3) 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

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

13. Adjournment

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



Town of Altavista

Town Council Meeting Agenda Cover Sheet

Agenda Item #: 4

Recognitions and Presentations

1) Proclamation: Recognizing Observance of March 22nd as "World Water Day" (LINK to Proclamation)

Action(s):

1) Approval of the Proclamation – March 22nd "National Water Conservation Day"

Funding Sources:

• N/A

ATTACHMENTS:

• Proclamations for items 1.



PROCLAMATION DECLARING MARCH 22, 2020 AS "WORLD WATER DAY"

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

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

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

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

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

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

WORLD WATER DAY

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

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

	Mike Mattox, Mayor	
	Town of Altavista, VA	
Waverly Coggsdale, III	_	
Clerk of Council		
Town of Altavista, VA		



10 Tips for Conserving Water in the Home:

- 1. **Check Faucets and Pipes for Leaks.** Even a tiny drip can waste 20 gallons a day. Get in touch with a local plumbing expert to get these fixed immediately.
- 2. **Don't Use the Toilet as a Waste Basket.** Each tissue you flush is 5-7 gallons of water.
- 3. **Check Toilets for Leaks.** Put a few drops of food coloring in your tank, if the color begins to appear in the bowl before flushing, you have a leak. Call your plumber!
- 4. **Install Low Flow Faucets and Showerheads.** These are inexpensive, relatively easy to install yourself (although a plumber can also easily do this) and use 2.5 less gallons of water per minute!
- 5. **Insulate Your Water Pipes.** Easy to install insulation allows you to get hot water quickly and stop wasting water while you wait for it to warm up.
- 6. **Cut Down Your Shower Time.** Be mindful of your time spent in there. Even turn the water off while you are soaping up or shaving. A four-minute shower uses 20-40 gallons of water.
- 7. **Turn off that Faucet!** While brushing your teeth, washing your hands, shaving or cleaning dishes there is no need to let the water run down the drain with no purpose! Turn off the water while brushing or soaping up hands and dishes. If you need to rinse your razor while shaving do so in a stopped sink with a few inches of water. Each of these small efforts saves huge amounts of water.
- 8. **Make Sure you have a Full Load.** Be certain to only use a washing machine or dishwasher when each is full to capacity. Also consider replacing your appliances with Energy Star products that can use 35-50% less water and 50% less energy.
- 9. **Ease Up on the Garbage Disposal.** These use a lot of water to operate and can cause damage to your septic system. Consider starting a compost pile as an alternative to disposing of food waste.
- 10. **Keep Cold Drinking Water in the Fridge.** Rather than standing at the faucet waiting for the water to get cold always keep water in the fridge for drinking. Skip the plastic bottles and consider a filtering container so that you always have clean, ice-cold water at your fingertips.

If you have additional questions, please contact the Water Treatment Plant at 434-324-725.

Department of Public Utilities P. O. Box 420 Altavista, VA 24517



AGENDA LOCATION: MEETING DATE: ITEM #: 6

Consent Agenda March 10, 2020

ITEM TITLE:

Consent Agenda Items

If any Council member would like to remove any item from the Consent Agenda, this should be stated before approval of the Consent Agenda. If an item is removed, it will be placed on the Unfinished Business section of the agenda for discussion at that time

DESCRIPTION/ACTION:

<u>7a: Approval of Minutes:</u> Approve the minutes of the February 11, 2020 Regular Meeting and February 25, 2020 Work Session (Link to minutes) (NOTE: The minutes are at the end of the agenda packet.)

Motion to approve the minutes as submitted/amended.

<u>7b: Acceptance of Monthly Financial Reports:</u> Motion to accept Monthly Financial Reports. (Link) (NOTE: The Monthly Financial Reports are located at the end of the agenda packet.)

7c: Approval of Citizen's Request (328 10th Street) to Utilize Town Property/Encroachment: Motion to allow the owner/occupant of 328 10th Street to encroach on the town's right of way (paper street) to erect a fence with the execution of a Permissive Use Agreement. (Link)

<u>7e: Approval of amendments to the Altavista Community Transit System (ACTS) Title VI Plan:</u> Motion to approve the submitted amendments to the Altavista Community Transit System (ACTS) Title VI Plan for submittal to the Department of Rail and Public Transportation (DRPT). (Link)

BUDGET/FUNDING:

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

POTENTIAL ACTION:

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



AGENDA LOCATION: MEETING DATE: ITEM #: 6b

Items For Discussion February 25, 2020

ITEM TITLE:

Consideration of Citizen's Request to Use Town Property

DESCRIPTION:

The Town has received a request from a citizen in regard to utilizing Town right-of-way for erection of a privacy fence. This request on 10th Street is next door to the same type of request that was approved for the property next door in November 2012.

Ms. Sharon Williams, AICP, Community Development Director will present this item.

RECOMMENDATION:

Staff recommends that Town Council approve the request, as this is a paper alley that is not used. There are no records of any complaints about the fence since it was erected. The Public Works Department (DPW) has stated there is no future use proposed for the alley and have no objections to a fence being installed.

Staff is of the opinion that the most appropriate way to handle these types of request in the future would be through a petition to close the paper street/alley, if the Town has no foreseeable use of the property.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Reach consensus on Approval of the Request and place final Approval on the March 10, 2020
 Regular Meeting (Consent Agenda); which would include execution of a Permission Use Agreement.
 - Place this item on a future meeting agenda for additional discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- Staff Report
- Request of Citizen (email)
- Maps
- Pictures
- Permissive Use Agreement format
- Excerpt of November 2012 TC Meeting regarding Use of Right of Way/Permissive Use Agreement

Town Council Staff Report Encroachment Request – 328 10th St February 25, 2020 Work Session

Request:

The applicant proposes to use a portion of a paper street adjacent to 328 10th Street to erect a fence.

Summary:

At its November 13, 2012 Regular Meeting, Town Council approved a request for Jeff Janiak at 326 10th Street, to construct a privacy fence on the right of way that existed next to his property. There was a chain link fence that encroached on a town paper street. The paper street was unused and led to a deep ravine. Mr. Janiak's request was to remove the chain link fence and replace it with a privacy fence.

The Town entered into an agreement with Mr. Janiak granting permission for the fence to be erected in the Town right-of-way, as long at the paper street was unneeded for public use. The agreement also stated that the Town was not liable for injury or damage for the structure on the Town property.

The Town has received a request from the adjacent property owner, Michelle Ellett at 328 10th Street, to construct a privacy fence from her property, which would attach to the privacy fence that was erected by Mr. Janiak at the front and rear of her property.

There are two (2) easements in the right-of-way (power and utility). The fence(s) may need to be removed if work even needs to occur in the easement.

Staff Recommendation:

Staff recommends that Town Council approve the request, as this is a paper street that is not used. There are no records of any complaints about the fence since it was erected. The Public Works has stated there is not future use proposed for the street and have no objection to a fence being installed.

Staff is of the opinion that the most appropriate way to handle these types of request in the future would be through a petition to close the paper street/alley, if the Town has no foreseeable use of the property.

From: Sharon Denise Williams
To: Waverly Coggsdale III
Subject: FW: 328 10th St fence request
Date: Friday, February 21, 2020 3:10:34 PM

From: michelle ellett <mellett34@yahoo.com> Sent: Wednesday, February 12, 2020 8:11 AM

To: Sharon Denise Williams <sdwilliams@altavistava.gov>

Subject: 328 10th St fence request

Ms. Williams

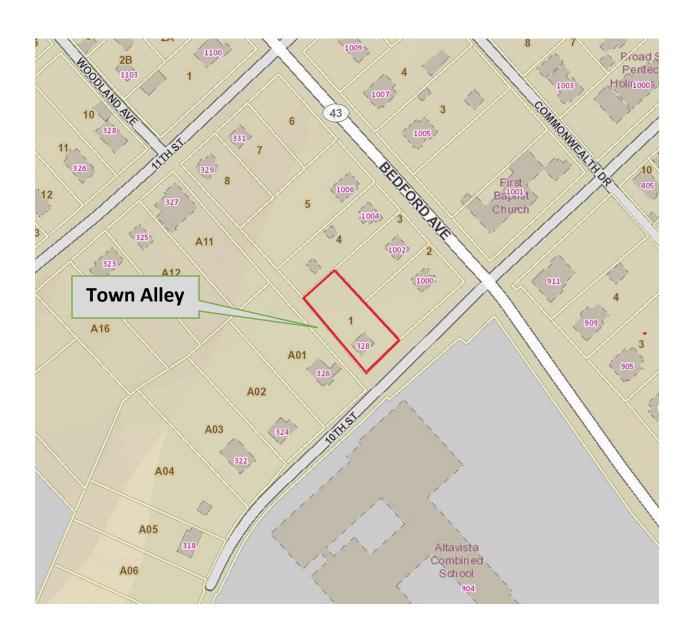
I would like to request installing a fence that would attach to the neighbors that would cross the alley that was drawn up in 1957 but had never been used for said purpose.

Thank you for your time in this matter.

Michelle Ellett 328 10th Street

Sent from Yahoo Mail on Android

Consideration of Request to Use Town Property – 328 10th Street (Use of alley to install a fence)



328 10th Street – Request to install fence in right-of-way



326 10th St fence in ROW Approved by Town Council November 13,2012

328 10th St Request to erect fence and attach to fence at 326 10th St THIS PERMISSIVE USE AGREEMENT, made and entered into this _____ day of (Month/Year) by and between THE TOWN OF ALTAVISTA, a Virginia municipal corporation, hereinafter "Town" and (Citizen), hereinafter (Citizen).

WHEREAS, (Citizen) has requested that he/she be permitted to use a portion of the alley adjacent to the property occupied by (Citizen) at (Physical Address) and to erect a privacy fence thereon; and

WHEREAS, Town is willing to permit said use on the conditions set forth herein.

WITNESSETH:

In consideration hereof, Town does hereby agree to allow (Citizen) to use a portion of the alley adjacent to (Citizen's) property being ten feet in width as shown on the attached Exhibit A the boundaries of said area of use being highlighted on the said Exhibit A.

Town and (Citizen) agree that (Citizen) may erect a fence of his/her choosing not to exceed 6' in height which fence may, in (Citizen) discretion, be placed anywhere within the area of use. (Citizen's) sole use of the said property shall be as an extension of the lawn on his adjacent property and no permanent structures shall be permitted thereon.

(Citizen) understands and agrees that the alley in question is the Town's property and that the use of such property as provided herein may continue only so long as Town deems said property to be unneeded for public use.

Accordingly, it is agreed that Town may terminate said use at any time for any reason upon 30 days written notice to (Citizen) and upon said notice (Citizen) shall vacate the property and remove any fencing which he has erected. Should (Citizen) elect to terminate

his use of the property he shall notify the Town in writing of the date of his cessation of use and vacate the same including removal of the fencing.

As consideration for the permissive use of said property, (Citisen) agrees to keep the property mowed and in a neat and safe condition.

As consideration for the permissive use of said property, (Citizen) hereby agrees that the Town shall not be liable for any injury or damage of any kind or nature suffered by (Citizen) or any of his/her family members, invitees or others while on the said property and (Citizen) hereby indemnifies and holds Town harmless from any loss, damage or expense of every kind that Town may incur as a result of injuries or damage to (Citizen), his/her family members, invitees or others. (Citizen) further agrees to maintain public liability insurance on the said property as part of his adjacent property.

WITNESS the following signatures and seals:

	THE TOWN OF ALTAVISTA, V	THE TOWN OF ALTAVISTA, VIRGINIA		
	ByMichael E. Mattox, Mayo	r (SEAL)		
ATTEST:				
Clerk				
	Citizon	(SEAL)		

a. Citizen Request/Construct Fence on Town Property

Mr. Witt advised of a request from Mr. Jeff Janiak, 326 10th Street, to construct a privacy fence on the right of way that exists next to his property. There is a chain link fence that encroaches on a town alley; this alley goes to nowhere with a deep ravine. Mr. Janiak's request is to remove the chain link fence and replace with a privacy fence.

Mayor Burgess felt the town should keep the right of way but allow Mr. Janiak permission to use it.

Mr. Witt noted there are two easements on this property, the power line and the sewer line. He suggested the fence not go beyond the 10 foot line.

Mr. Janiak addressed Council stating the reason he is requesting the variance is he is doing the work himself and is planning to use the holes from the existing fence.

A motion was made by Mayor Burgess, seconded by Mrs. Dalton, to grant Mr. Janiak, 326 10th, permission to construct a privacy fence on the right of way that exists next to his property.

Mr. Eller clarified this would be a permissive use agreement between the town and Mr. Janiak that if the alley were opened, the fence would have to be removed.

Motion carried:

VOTE:	Mr. Rudy Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Abstained



AGENDA LOCATION: MEETING DATE: ITEM #: 6c

Items For Discussion February 25, 2020

ITEM TITLE:

Consideration of Altavista Community Transit System (ACTS) Title VI Plan adoption

DESCRIPTION:

Pursuant to the memorandum of Tobie Shelton, Finance Director, staff is seeking Council's consideration of the Altavista Community Transit Systems (ACTS) Title VI Plan Update. As noted, this is a Department of Rail and Public Transportation (DRPT) requirement every three years for compliance with the Federal Transit Authority's (FTA) guidelines. The only changes are administrative in nature.

Staff is requesting Town Council to approve the updates to the ACTS Title VI Plan, as presented, and authorize the Mayor to sign the document. This item can be placed on the March 10, 2020 Town Council Regular Meeting Consent Agenda for final approval.

BUDGET/FUNDING:

Unknown, at this time.

POTENTIAL ACTION:

- Council may do one of the following:
 - o Request staff to place this item on the March 10, 2000 Regular Meeting Consent Agenda for approval.
 - Request staff to place the item on the March 10, 2020 Regular Meeting Agenda for additional discussion.
 - o Provide input to staff in regard to direction on this item.
 - Provide alternative direction to staff, based on discussion.

ATTACHMENTS:

- Staff memorandum
- Amended ACTS Title VI Plan



To: Waverly Coggsdale, Town Manager

From: Tobie Shelton

Date: February 21, 2020

Re: ACTS Title VI Program

Every 3 years the Department of Rail and Public Transportation (DRPT) requires an update of the Title VI document to bring it in compliance with the Federal Transit Authority's (FTA) guidelines.

The only change made to the attached document, is replacing Mr. Dan Witt as the Title VI Manager with Mrs. Tobie Shelton.

DRPT requires adoption of this document by the elected body in the form of a resolution containing the following language:

The Altavista Town Council hereby acknowledges the receipt of the *ACTS* Title VI Implementation Plan 2020-2023. Council has reviewed and approves the Plan. Council is committed to ensuring that no person is excluded from participation in, or denied the benefits of *ACTS's* transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.

Mayor, Town of Altavista DATE

Town of Altavista, Altavista Community Transit System



AGENDA LOCATION: MEETING DATE: ITEM #: 7a

Public Hearing(s) March 10, 2020

ITEM TITLE:

Consideration of Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds in an Aggregate Principal Amount Not To Exceed \$16,000,000.

DESCRIPTION:

Over the past year, Council has been considering the borrowing of funds to finance capital improvements related to the Town's water and sewer systems. The Town has been assisted in analyzing potential borrowing options by their financial advisors, Davenport.

At this time, Town Council will conduct a required public hearing to allow the Town Council to have the opportunity to issue general obligation public improvement bonds in an aggregate amount not to exceed \$16,000,000. Based on continued discussions, staff has developed the chart below in regard to possible funding needs:

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

¹ Design Only (Additional Funds needed for project: \$3,004,500)

Currently it is anticipated that the Town will seek to borrow a total of \$10.7 million, which includes the \$4.3 million through the Virginia Clean Water Revolving Loan Fund (VCWRLF) for the WWTP Electrical Upgrades Project. The adoption of the attached ordinance allows the town to borrow up to the \$16 million figure; however there is no obligation at this point.

² Remaining Balance of Project not covered under the VCWRLF borrowing.

Following the public hearing, Davenport will provide an update on the "Bank RFP Results and Comparison Analysis" for the funding of the aforementioned projects. This presentation will not include the \$4,300,000 that has been committed to the Town through the Virginia Clean Water Revolving Loan Fund.

Staff recommends that staff approve the attached Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in an Aggregate Principal Amount Not To Exceed \$16,000,000. As indicated earlier, this action does not commit the Town to borrow any funds, it is a legal requirement should you decide to borrow said funds.

BUDGET/FUNDING:

Budget impact will be decided once an amount and the rates are decided upon.

POTENTIAL ACTION:

Motion to adopt the attached Ordinance Authorizing the Issuance of General Obligation
 Public Improvement Bonds in an Aggregate Principal Amount Not To Exceed \$16,000,000.

POSSIBLE MOTION(s):

 "I move that the Altavista Town Council adopt the attached Ordinance related to the potential issuance of General Obligation Public Improvement Bonds Not to Exceed \$16,000,000."

ATTACHMENTS:

- Ordinance
- Notice of Public Hearing

COVERING CERTIFICATE FOR ORDINANCE

The undersigned Town Clerk of the Town of Altavista, Virginia (the "Town"), certifies as follows:

- 1. Attached hereto is a true, correct and complete copy of an ordinance entitled "ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF ALTAVISTA, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$16,000,000" (the "Ordinance"). The Ordinance was adopted at a regular meeting of the Council of the Town (the "Council") held on March 10, 2020, by a majority of all members of the Council by a roll-call vote.
- 2. The Council meeting at which the Ordinance was adopted was held at the time and place established by the Council for its regular meetings.
- 3. The minutes of such meeting reflect the attendance of the members and their votes on the Ordinance as follows:

Member	Attendance	Vote
	(Present/Absent)	(Aye/Nay/Abstain)
Reggie Bennett		
Beverley Dalton		
Tracy Emerson		
Tim George		
James H. Higginbotham		
Michael E. Mattox		
Wayne Mitchell		

full for	4. The Ordinance has not been repealed, revoked, rescinded or amended and is in ce and effect on the date hereof.
March,	WITNESS my signature and the seal of the Town of Altavista, Virginia this day of 2020.
(SEAL	Town Clerk, Town of Altavista, Virginia

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF ALTAVISTA, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$16,000,000

WHEREAS, the Town of Altavista, Virginia (the "Town"), desires to finance capital improvements related to the Town's water and sewer systems (the "Project");

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:

- 1. It is determined to be necessary and expedient for the Town to finance the Project and to borrow funds for such purpose and issue the Town's general obligation public improvement bonds to obtain such funds.
- 2. Pursuant to the Public Finance Act of 1991 and the Town Charter, there are authorized to be issued general obligation public improvement bonds of the Town in an aggregate principal amount not to exceed \$16,000,000 to provide funds, together with other available funds, to finance the Project.
- 3. The bonds shall bear such date or dates, mature at such time or times not exceeding 40 years from their date or dates, bear interest at such rate or rates, be in such denominations and form, be executed in such manner and be sold at such time or times and in such manner as the Council of the Town may hereafter provide by appropriate resolution or resolutions.
- 4. The bonds shall be general obligations of the Town, and its full faith and credit shall be irrevocably pledged to the payment of principal of and premium, if any, and interest on such bonds.
- 5. The Town Clerk, in collaboration with the Town Attorney, is authorized and directed to see to the immediate filing of a certified copy of this Ordinance in the Circuit Court of Campbell County, Virginia.
 - 6. This Ordinance shall take effect immediately.

NOTICE OF PUBLIC HEARING

On Tuesday, the 10th day of March, 2020, the Council of the Town of Altavista, Virginia (the "Town"), will conduct a public hearing on the proposed issuance of general obligation public improvement bonds of the Town, in one or more series, in the estimated maximum amount of \$16,000,000 for the purpose of financing capital improvements related to the Town's water and sewer systems.

The public hearing will be conducted at 7:00 p.m. in the Town Council Chamber of the Town Hall, 510 Seventh Street, Altavista, Virginia. Interested persons may appear at such time and place and present their views.

J. Waverly Coggsdale, III Town Manager Town of Altavista, Virginia

[Town to arrange publication in local newspaper of general circulation, once a week for 2 successive weeks – no later than February 25 and March 3; publication scheduled for February 19 and February 26]



AGENDA LOCATION: MEETING DATE: ITEM #: 8a

New Business March 10, 2020

ITEM TITLE:

Bank RFP and Comparison Analysis (Davenport)

DESCRIPTION:

Mr. R.T. Taylor (Davenport) will be present to deliver the results of the recent Bank Request for Proposals and Comparison Analysis related to the funding options for the public improvements to the Town's water and sewer systems. This item is a follow up to the Public Hearing subject matter and will lay out the options that are available to the Town in regard to funding the improvements.

As previously discussed, the Town is considering borrowing funds to complete the public improvements (water and sewer) in the amount of \$10,635,000. In addition the bank proposals included a refinancing of our existing debt in Public Works and Water departments to analyze potential annual debt service savings. Based on the analysis of issuance of new debt and refinancing existing Water debt, the total debt service in the Utility Fund would be an estimated \$966,150. Currently the Utility Fund Budget has \$422,000 dedicated to debt service, which would be coupled with the projected Enterprise Fund surplus of \$289,000 for a total of \$711,000 leaving a deficit of \$255,150 in FY2021. During the financial discussion and rate study, it was envisioned that up to \$2,000,000 would be needed to bridge the gap between existing revenues and planned rate increases.

Discussion materials provided by Davenport will be distributed separately and a hard copy of said materials will be provided at the meeting. Staff will provide a budget/rate impact presentation at the meeting.

BUDGET/FUNDING:

Dependent upon amount borrowed and funding option.

POTENTIAL ACTION:

 No action at this time. Staff recommends that Council wait until their Tuesday, March 24, 2020 Work Session meeting to decide on a funding option (bank or VRA). This will give Davenport two additional weeks to determine the VRA rate trend compared to known bank rates.

POSSIBLE MOTION(s):

None at this time.

ATTACHMENTS:

- Project List for Borrowing (not VCWRLF
- Davenport materials (provided under separate cover, hard copies will be provided to Council at the meeting.

UTILITY PROJECT BORROWING ASSESSI	MENT		
Project Name	Design	Construction Estimate	Total
Melinda PS & Pipe Network	\$ 150,500	\$ 683,000	\$ 833,500
McMinnis Water Line Project	\$ 104,940	\$ 1,883,950	\$ 1,988,890
Lynch Creek Sewer Line Project	\$ 130,210	\$ 1,582,240	\$ 1,712,450
Riverview Sewer Line Project	\$ 33,500	\$ 197,000	\$ 230,500
WTP Filter Improvement Project	\$ 56,000	\$ 870,000	\$ 926,000
WWTP Aeration Imrpovement Project ¹	\$ 198,000		\$ 198,000
WWTP Electrical Upgrade ²		\$ 500,000	\$ 500,000
	\$ 673,150	\$ 5,716,190	\$ 6,389,340
¹ Design only.			
² Funding not covered under VCWRLF			



AGENDA LOCATION: MEETING DATE: ITEM #: 8b

New Business March 10, 2020

ITEM TITLE:

KIDSRUS Fundraiser Requests

DESCRIPTION:

Representatives of KIDSRUS, a 501c3 organization, recently approached the town staff in regard to having several fundraisers in English Park and the Booker Building on the same day. The organization provides events for children in the community, including an Annual Easter Egg Hunt.

Per the attached submittal, the organization is seeking permission to use a portion of English Park for a "Car/Bike Show" for the day time event. The area in question is the large parking lot adjacent to the entrance off of Pittsylvania Avenue at the boat ramp, as well as the gazebo on the hill. This event would begin at 12:00 p.m. and end at 6:00 p.m., with approximately 100 vehicles and 250 attendees.

The night time event would be held at the Booker Building and feature a DJ. It is anticipated that this event would have 300 attendees. There would be a charge at the door; as well as alcohol would be served. Two off-duty officers would be required; in addition the organizers are also contracting for private security. Events that extend beyond the normal rental period of 10:00 p.m. requires an officer and Council may decide if the extension until 2:00 a.m. is appropriate.

Based on staff review, items that Council may want to consider:

- Rental and placement of two (2) Porta-Potties for the day event (due to distance from park bathrooms);
- Insurance provided for the events, with Town named as "additional insured";
- Food vendors be required to obtain any required permits or insurance;
- Park area utilized be cleaned up and the trash be disposed of by the user, not placed in park receptacles unless normal trash.

BUDGET/FUNDING:

Not applicable

POTENTIAL ACTION:

O Staff recommends that Council review this request and address any issues or concerns that they may have in regard to either event.

POSSIBLE MOTION(s):

O Dependent upon discussion.

ATTACHMENTS:

- KIDSRUS request submittal
- Map of event area
- Non-profit paperwork

Dear Town Council,

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

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

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

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

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

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

Thank you for your consideration of this request.

Benjamin Powell, President and Eric Coles, Vice President

Area Staging Area Campbell County, HiddenRoadCenterline E9-1-1 Addresses County Boundary Street Names Lot Numbers Parcels Legend

SEA

Title: KidsRUs Event

DISCLAIMER. This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Date: 3/5/2020

Evening Parkt

含

Feet

Date of this notice: 02-04-2020

Employer Identification Number:

84-4572076

Form: SS-4

Number of this notice: CP 575 A

KRU KIDS-R-US 1723 EUDORA LN ALTAVISTA, VA 24517

For assistance you may call us at: 1-800-829-4933

IF YOU WRITE, ATTACH THE STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 84-4572076. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

04/15/2021

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, Accounting Periods and Methods.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, Entity Classification Election. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, Election by a Small Business Corporation.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, Electronic Choices to Pay All Your Federal Taxes. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is KRUK. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

(IRS USE ONLY) 575A 02-04-2020 KRUK B 999999999 SS-4

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 A

9999999999

Your Telephone Number Best Time to Call DATE OF THIS NOTICE: 02-04-2020 EMPLOYER IDENTIFICATION NUMBER: 84-4572076 FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE CINCINNATI OH 45999-0023 KRU KIDS-R-US 1723 EUDORA LN ALTAVISTA, VA 24517



AGENDA LOCATION: MEETING DATE: ITEM #: 8c

New Business March 10, 2020

ITEM TITLE:

Proposed Adopt a Spot/Street Program Presentation

DESCRIPTION:

The Altavista Adopt-A-Street/Adopt-A-Spot program will allow interested individuals, groups, businesses, and civic organizations to "adopt" a particular Town street for a period of 3 years. During that timeframe, groups will be responsible for conducting 4 or more cleanups per year. In recognition of their dedication and hard work, the Town will fabricate 2 blue-and-white signs with the group's name and install them at each end of the adopted street.

Background:

Altavista, unlike a large portion of towns and cities in Virginia, does not currently have an Adopt-A-Street/Adopt-A-Spot program. In January 2020, the Community Development Director directed staff to explore the possibility of instituting a program in the Town of Altavista. Specifically, staff was asked to determine the feasibility and process of starting a program in Town. A meeting was held on January 31st, 2020 at Altavista Public Works with staff from Administration and Public Works to discuss the proposed AAS program. David Garrett (Public Works Director), Teri Anderson (Public Works Administrative Assistant), and Cory Jordan (Public Works Street Supervisor) worked with Sharon Williams, AICP (Community Development Director) and George Sandridge (Administration/Policy Development Intern) to develop key points and important guidelines for the proposed program.

BUDGET/FUNDING:

- Estimated initial cost of the program is \$646.60. The cost breakdown is on page 4 of the staff report. NOTE: Cost is subject to change depending on supply inventory at Department of Public Works.
- Staff identified Highway Maintenance Funds as the primary funding source for this project.

POTENTIAL ACTION:

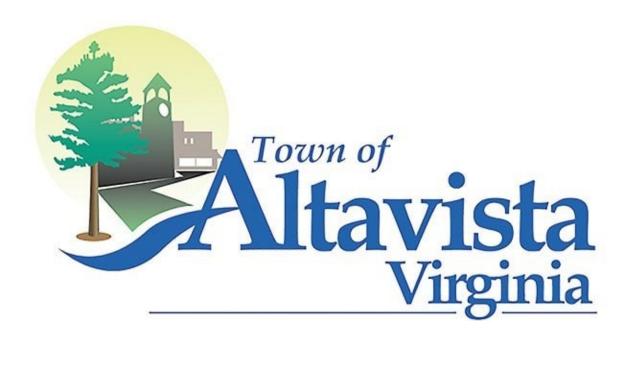
- O Town may decide to take one of the following actions:
 - Approve the implementation of the proposed program, as submitted or amended.
 - Defer action and place the item on a future meeting agenda for additional discussion/consideration.
 - Take No Action.

POSSIBLE MOTION(s):

o "I move that the Adopt a Spot/Street program be adopted and implemented."

ATTACHMENTS:

- Staff Report
- Informational Brochure (draft)
- Program Guidelines



Report on Proposed Altavista Adopt-A-Street/Adopt-A-Spot Program

February 2020

Prepared By:

Sharon D. Williams, AICP – Community Development Director
David Garrett – Public Works Director
George Sandridge – Administration/Policy Development Intern
Teri Anderson – Public Works Administrative Assistant
Cory Jordan – Public Works Street Supervisor

Background and Issues:

Altavista, unlike a large portion of towns and cities in Virginia, does not currently have an Adopt-A-Street/Adopt-A-Spot program. In January 2020, the Community Development Director directed staff to explore the possibility of instituting a program in the Town of Altavista. Specifically, staff was asked to determine the following:

- Cost of starting/maintaining program
- Eligible/ineligible streets and spots
- Signage for adopted streets/spots (cost and size of signs)
- Application, liability waiver, and guidelines

A meeting was held on January 31st, 2020 at Altavista Public Works with staff from Administration and Public Works to discuss the proposed AAS program. David Garrett, Teri Anderson, and Cory Jordan worked with Administration staff to develop key points and important guidelines for the proposed program.

Sample Localities:

The following localities were contacted regarding their Adopt-A-Street program. These localities provided staff with individual application and waiver forms.

- City of Petersburg
- City of Lynchburg
- City of Roanoke
- City of Charlottesville
- Town of South Boston

Eligible/Ineligible Streets

DPW and Administration staff concluded that all streets would be eligible for adoption, but main roads would be the initial focus of the program. The following streets, listed in *Table 1-A*, would be eligible for adoption first. The Town will need to provide a way for interested organizations to identify streets that are open for adoption. This can either be a map or list published on the website.

Table 1-A.

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

Analysis:

Supplies:

To adequately run an Adopt-A-Street program, Altavista will need to provide each organization with safety vests, gloves, trash bags, and litter sticks. These supplies can be purchased in bulk by Public Works. A proposed supply budget is listed in *Table 2-A* under the *Cost* section. In addition, Altavista will need to supply each organization with two orange roll-up signs with the words "Litter Clean-Up Crew." The adopting organization will be responsible for setting up these signs on the day of the clean-up and will need to remove and return the signs to DPW within 48 hours. DPW currently owns two orange roll-up signs, so the initial cost to the town is reduced.

Signage:

After an adopting group completes four litter pick-ups in the first calendar year of adoption, the town will furnish two blue-and-white signs with the organization's name. The signs will be placed at each end of the adopted street and will be maintained by DPW. After consultation with DPW staff, it was determined that the size of the sign should be no bigger than 18 inches in height and 24 inches in length. An example sign is pictured in the Appendix under *Item A-1*. The cost for the aforementioned sign is listed in *Table 2-A* under the *Cost* section. Signs can be purchased from a variety of local, regional, and national vendors.

Application, Waiver, and Guideline Sheet:

The application covers the basics of the organization, such as name, contact information, and number of members participating. In addition, the application includes a waiver paragraph that absolves the Town of Altavista from any issues that may arise during a litter pick-up. Finally, a guideline sheet will be provided to all organizations that explains

the rules and procedures for the Adopt-A-Street program. Such guidelines will also need to be easily accessible on the Town's website for interested parties to examine.

Cost:

The following table shows an estimated budget breakdown for the necessary supplies, including two blue-and-white Adopt-A-Street signs. The quantity and total cost are subject to change but is given as a rough estimate for planning purposes. The final calculations depend on current inventory at Public Works, as well as initial interest in the program.

Table 2-A.

Supplies	Cost Per Item QTY.		Total Cost
	Initial Costs		
Class III Safety Vest	\$15.40 ea.	10	\$154.00
Trash Can Liners	\$27.50 (box of 50)	5	\$137.50
Litter Sticks – 32"	\$27.62 ea.	10	\$276.20
Work Gloves	\$15.78 (box of 50)	5	\$78.90
	\$646.60		
	Per Group Cost		
18" x 24" Street Sign	\$39.95 ea.	2	\$79.90
	\$79.90		

Funding:

DPW has identified Altavista's Highways Maintenance Fund as the primary funding source for this project.

Administration of Program:

DPW will be responsible for administering the Adopt-A-Street/Adopt-A-Spot Program.

Approximate Program Start Date:

Staff recommends allowing groups to sign up immediately preceding the March 10th council meeting. Groups would not be allowed to begin clean-ups until Earth Day 2020, which is April 22nd.

Partnership with Keep Virginia Beautiful:

Tracey Leverty with Keep Virginia Beautiful headquartered in Richmond, Virginia stated that the organization would be willing to help the Town of Altavista with promoting the Adopt-A-Street/Adopt-A-Spot program and possible Town of Altavista Earth Day event.

Recommendation:

It is the recommendation of staff that the Town of Altavista proceed with the Adopt-A-Street/Adopt-A-Spot program.

Appendix

Item A-1.



Adopt-A-Street Program

Who can Participate?

- ▼ Individuals
- ▼ Civic Associations
- × Families
- ▼ Greek Organizations
- ▼ Service Organizations
- Businesses
- Neighborhood Groups

What are the Volunteers' Responsibilities?

- ➤ Adopt a segment of roadway for a minimum of 3 years.
- Remove litter at least four times a year
- ➤ Report to the Town each time your organization has conducted a cleanup.

What are the Town's Responsibilities?

- Provide trash bags for collection of litter and debris
- ▼ Provide disposal service of filled bags
- ➤ Install Adopt-A-Street signs on both ends of adopted segment, recognizing the organization's efforts

Contact Adopt-A-Street

www.altavistava.gov/adopt-a-street tanderson@altavistava.gov

Town of Altavista
Department of Public Works
1311 3rd Street
Altavista, VA 24517
(434)-369-6045

THANKS!

Your volunteer efforts protect our environment, encourage positive community involvement and keep Altavista clean! Thank you for your commitment to improve the quality of life in our beautiful town!







Adopt -A-Street



Improving the Environment Through Volunteering

Program Overview

The Adopt-A-Street Program recognizes the commitment of volunteers to keep our Town's roadways free from litter and debris.

Individuals, community groups, business owners, schools, churches and service clubs are invited to participate. Volunteers who adopt a Town street and conduct litter pick-up at least four times a year will receive recognition on two Adopt-A-Street signs posted on each end of the adopted street segment. The Town provides trash bags to collect de-bris and will pick up filled bags.

Organizations are required to participate for at least three full years and adoption is renewable at the end of the three years, given that program requirements are met.

How to Adopt

- 1. Visit www.altavistava.gov/adopt-a-street to print and complete the application and mail to:
 Altavista Public Works
 ATTN: Adopt-A-Street
 1311 3rd Street
 Altavista, VA 24517
- 2. Once your application forms have been received and approved, you will be notified that you may begin cleanups.
- **3.** Contact us <u>each time</u> you have picked up litter along your adopted street segment to report the date of cleanup and the number of filled bags of litter disposed of.

Call (434)-369-6045 or Email tanderson@altavistava.gov

FAQs

■ What type of commitment must I make?

- We require that organizations participate for at least one full year. Adoptions are renewable every three years, given that program requirements are met.
- Conduct Cleanup (litter removal) of the adopted street segment at least 4 times per year.
- Keep the Town informed of your cleanups

★What supplies and support will the Town provide if I adopt a street?

- Trash bags, vests, gloves, and litter sticks
- · Pick up and disposal of the filled bags.
- Adopt-A-Street signs placed on each end of the adopted street segment, recognizing the volunteers efforts.

▼ Where do I get bags to collect litter?

 Trash bags can be picked up from the Public Works Department at 1311 3rd Street

*How do I dispose of the trash that I have collected?

 When a cleanup has been completed, call (434)-369-6045 to report the number of bags and arrange for pickup.

× Can I use my own trash bags to collect litter and debris and dispose of them myself?

 Yes, though if you use your own bags and disposal, we do require that you call Public Works at (434)-369-6045 and inform us of each time your organization picks up litter along your adopted street segment.



RECYCLE!

Collect recyclable materials in separate bags and take them to the nearest recycling center to benefit your organization and our community!

REMEMBER!

If your organization intends to use your own trash bags and disposal service, we require that you keep us informed of when you complete litter pick-up days.

Call (434)-369-6045
Or email tanderson@altavistava.gov
to report when you have picked up litter, and how
many filled bags of liter were disposed of.

Think Safety

- ▼ Wear light or bright-colored clothing
- Wear heavy gloves
- Wear proper clothing for the season
- Face oncoming traffic
- Stay clear of any construction projects
- Stop work in inclement weather
- Be alert for holes and obstacles
- Watch footing when working on slopes
- Be alert for snakes, etc. in summer
- Avoid overexertion
- Have water or other refreshments handy while working
- Avoid contact with noxious weeds
- Avoid areas where pesticides or herbicides have been applied (ponded water or browning vegetation)
- Provide at least one adult supervisor per four children
- Keep children in sight at all times
- If items indicating illegal activity, such as syringes, are found continually in one place, please call (434)-369-7425
- Wear leather boots or shoes when using litter pick-up sticks
- Have a first-aid kit readily available
- **★** Have transportation readily available

Bag It, Move It or Leave It?

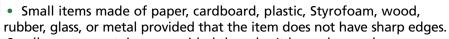


Adopt-A-Street instructions for handling roadside litter

If you've ever wondered what to do with something you've found on the roadside, consult the list below to find out whether it is an item you should bag, an item you should move and stack alongside your stacked bags or an item you should leave where you found it. Make a note of any item you are leaving and mark it with a trash bag if you think Public Works would have trouble finding it.

Bag It

These items may be placed in a bag:



Small, empty containers provided they don't have sharp edges.

Move It

These items should be placed alongside your stacked bags at the edge of the shoulder:

- Items with dull, pointed edges that might tear a bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
- Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

If in doubt, leave it alone!

Leave It

These items should be left where found without taking further action:

- Sharp, large, or heavy items that could cause physical injury if moved.
- Any item in an unsafe location (within six feet of a traffic lane, on unstable ground, etc.).

Report these items to the Altavista Public Works office that day, or on the next working day, during normal business hours.

- Items you are not permitted to bag or move that will **not be easily visible** to the crew collecting your filled bags. If possible place a filled bag near to the item to mark its location.
- Securely close items containing hazardous substances.*

Report these items to the Altavista Public Works office that same day. If you are unable to speak directly with a town employee, call 911 to report the item:

- Any item that you cannot identify and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances.*

Call 911 if you find the following kinds of items. If you do not have access to a cell phone then someone other than your group leader must leave the site to make a call. Then, unless advised to leave the area, the leader must stay at the site until a law enforcement officer or town representative arrives.

- Items with a hazardous material label.*
- Items that could pose an immediate danger.*
- Items that could be crime-scene evidence.*
- Items emitting a strong odor.

^{*} Keep a safe distance away from the item and do not disturb it in any way!

Items of Concern

Item	Leave It	Leave It and Call DPW After Pickup	Leave It and Call DPW Immediately	Leave It and Call 911 Immediately
Miscellaneous Items				
Broken glass				
Any item you cannot identify and suspect of being hazardous				
Hazardous Substances				
Spills of liquid and powdery substances				
Fuels		(If securely contained)	(If opened and leaking)	
Motor oils, transmission fluid, petroleum products		(If securely contained)	(If opened and leaking)	
Antifreeze		(If securely contained)	(If opened and leaking)	
Batteries		(If securely contained)	(If opened and leaking)	
Flares		/		
Paint		(If securely contained)	(If opened and leaking)	
Aerosol can (not empty)		✓		
Human urine, feces, blood waste (gauze, etc.)		(If securely contained)	(If opened and leaking)	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		<i>'</i>		
Animal carcasses		/		
Extremely Hazardous Items /	Possible	e Crime Scene Evid	ence	
Bloody items that may be crime scene evidence				<i>V</i>
Explosives, possible bombs (capped pipes, wrapped packages, etc.)				•
Weapons (guns, knives, etc.) unspent ammunition				/
Items with hazardous material labels				<i>\</i>
Unlabeled medicines or medicine bottles, marijuana, drug parapher- nalia				V
Animals that may have been poached				V
Propane gas tanks				<u> </u>
Full cat litter bags				<u> </u>
Containers of acid			<u> </u>	
Items put together with duct tape				
Containers with tubing attached				V
Closed tool boxes or coolers				



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8d

New Business March 10, 2020

ITEM TITLE:

AOT Request to Increase Main Street Coordinator's hours

DESCRIPTION:

AS you know, the Main Street Coordinator has been vacant for a period of time and the Town currently advertised for the position. Town staff and representatives have conducted an initial review of applications received to date and will continue the process.

Attached is correspondence from the Altavista On Track (AOT) Board requesting that an additional 15 hours per week be provided for the work of the interim Main Street Coordinator. This would provide 25 hours weekly. The position is fully funded in the existing budget.

BUDGET/FUNDING:

Funds are available in the FY2020 Budget.

POTENTIAL ACTION:

Staff recommends that Council approve this request until the position is filled permanently.

POSSIBLE MOTION(s):

 "I move that the interim Main Street Coordinator position be increased from 10 hours per week to 25 hours per week until the position if filled permanently".

ATTACHMENTS:

- AOT correspondence
- Town Council minutes excerpts (July 2019 meeting)



March 3, 2020

To Town Council of Altavista,

Altavista On Track would like to request 15 additional hours for our Interim Main Street

Coordinator until we have hired full time for the position. The additional hours would ensure all

Altavista On Track duties are completed. Our current Interim Main Street Coordinator Kirsten

Halverson is unable to complete all the necessary tasks of the job in 10 hours a week, the

additional hours would provide more time to complete those tasks. Per Town Manager

Coggsdale there are funds available for this in the 2019-2020 Budget.

Thank you for your time.

Sincerely,

The Executive Board of Altavista On Track Lori Johnson-President Edward Soto-Vice-President Regina Bell-Treasurer Ashley Halloway-Seceretary

b. Altavista On Track (AOT) - Request for Interim Director/Main Street Coordinator

Mr. Coggsdale referenced the June Town Council Work Session, and reminded Council of Altavista On Track's Board requesting Council to consider their request for an AOT Director (aka Main Street Coordinator) on an interim/part-time basis, until such time as a full-time person could be hired. He stated, following Council's discussion, they elected to place the item on the July Regular Council Meeting Agenda for further consideration.

Mr. Coggsdale stated Council had requested the AOT Chair, Mrs. Lori Johnson, attend the July meeting, but he stated she was out of town at that time. He stated there were two other AOT members in attendance that could answer any questions Council may have. He also shared with Council a memo from AOT's Board detailing their response regarding Council's request for justification of the interim position.

Mayor Mattox asked Council if they had any questions or comments for the attending AOT members regarding AOT's request for an interim director.

Mr. Mitchell stated it was Council's original intent to hire a Community Development Director first, then evaluate whether or not the town still needed a separate position for Main Street Coordinator, or if those duties could also fall under the Community Development Director.

Mr. Mitchell referenced the AOT Director/Main Street Coordinator job description shared with Council and stated, with the multiple duties and responsibilities expected of the director, he was in favor of approving AOT's request, but suggested Council consider hiring a full-time person to fill the position, instead of hiring a part-time person now, and still having to evaluate a full-time position later.

Mrs. Dalton referenced discussions previously had by Council in regards to the amount of money the town spends on funding local organizations; and whether or not those funds were a good "return on investment" for the town. She stated, with an organization, such as AOT, being without its full-time (paid) director, it was a good time for Council to evaluate whether or not the organization was a benefit to the Town of Altavista.

Mrs. Dalton stated she was not in favor of the town hiring a full-time person for the AOT position at this time.

Mayor Mattox referenced the Altavista Chamber of Commerce and stated they too are without their lead position/President. He stated the Chamber was currently in the process of reevaluating its goals and mission statement for its place in the community.

Mayor Mattox stated, with the Town of Altavista currently in the process of hiring a Community Development Director and Economic Director, he suggested Council put a "pause" on hiring any additional full-time positions, until the need for those positions were evaluated by Council, staff, and the new directors.

Mayor Mattox stated now would be a good time for Council to evaluate, consider options, and decide on what they wanted to achieve with the community development plan, how the town would interact with the Chamber of Commerce, and also the town's expectations for the AOT program.

Mayor Mattox stated there was always the possibility the Chamber of Commerce or new Community Development Director would decide to take on the duties of the current AOT program, so he felt it was unnecessary to hire a full-time director for AOT at that time.

Mayor Mattox stated it was Council's responsibility to help set direction and goals for the community organizations that promote the Town of Altavista.

Mr. George referenced the many achievements AOT had accomplished over the past few years. He stated the AOT program and Chamber of Commerce were the equivalent to advertising and felt both were valuable assets to the town and community.

Mr. George concluded his thoughts stating he felt AOT was a good "return on investment" and worth the town's continued investment. He stated he favored hiring a full-time replacement for the vacant Main Street Coordinator/AOT Director.

Mr. Bennett referenced his position on the AOT Board. He reminded Council all of the board members had fulltime jobs and were only volunteers for AOT. He stated the

volunteers all worked hard for AOT and the Town of Altavista, but he felt the program needed a fulltime leader because, with the absence of a Coordinator/Director, the organization was missing out on a lot of opportunities, such as available grants.

Mr. Bennett stated he favored the Community Development Director (CDD) also taking on the duty of AOT Director because the goals for both positions were similar. He stated, not knowing if the new Community Development Director would be able to take on the responsibility, he would be in favor of hiring a "part-time interim" to fill the AOT position until such time as a CDD was hired and the AOT position was evaluated further as either a full-time or part-time necessity.

Mrs. Dalton asked AOT Board Member Mr. Ed Soto to come before Council for questioning regarding AOT's interim request.

Mrs. Dalton asked Mr. Soto to share with Council any upcoming AOT events and how having an interim director would help AOT with those events.

Mr. Soto referenced the "Lean Canvas" training session mentioned in the board's letter to Council, and stated the DHCD (Virginia Department of Housing and Community Development) had asked AOT to coordinate a session to be held in Altavista. He stated the event was a time consuming project and needed more attention than what a volunteer could provide, so having an interim AOT Director would be a great benefit.

Mrs. Dalton asked what a Lean Canvas training session consisted of, to which Ms. Eleanor Hoehne, AOT Board Member, answered stating Lean Canvas was a program designed by DHCD to offer individuals the guidance they needed when starting their own business.

Mr. Soto referenced another event AOT hosts, Altavista's annual "Giblet Jog". He stated the event was, not only a fundraising event for AOT, but also a major "draw" to the town and community. He stated the event draws visitors in to Altavista from other areas, which in turn, helps the town's economy.

Mr. Soto stated the previous "Food Truck Rally" events AOT held in the downtown district of Altavista were also very successful and well received by the community, and AOT hoped to continue hosting the events.

Mr. Soto stated the activities mentioned were the top three focuses of AOT in the upcoming months, but there were additional opportunities and responsibilities that are just as important that having an AOT Director/Main Street Coordinator would be beneficial for, such as researching and obtaining grants and available funds for the Town of Altavista. Mr. Soto stated those duties are very challenging to do without a full-time AOT leader. He stated even a part-time interim, as requested, would be helpful in accomplishing the multiple duties of AOT. He stated the interim could dedicate time to communicate with government agencies for available grant opportunities.

Mrs. Dalton asked Mr. Soto for confirmation of the AOT program being the town's link to the "Main Street Program", to which Mr. Soto answered it was. He stated the Main Street Program was a government/state organization and having them as a contact was very beneficial to the town regarding grant opportunities.

Mr. Bennett asked how long Altavista had been part of the Main Street Program, to which Mr. Coggsdale answered thirteen years.

Mr. Mitchell referenced a memo sent to Council by AOT Chair Lori Johnson, and stated if Altavista chose to terminate the AOT program, the town would lose its accreditation with the Virginia Main Street Program.

Mr. Mitchell referenced his seat on the AEDA Board and stated he felt the AOT program was an essential part of Altavista's overall economic development plan and goals. He shared with Council a recent collaboration the AEDA had with AOT, and stated AOT helped the AEDA with a feasibility grant application that would have otherwise not been available to them without the help of the AOT organization.

Mrs. Dalton asked Mr. Coggsdale what the cost would be for a part-time interim director as AOT had requested. Mr. Coggsdale consulted/confirmed with Mrs. Shelton and stated, if Council approved AOT's request, the interim Main Street Coordinator's salary would be no more than \$19 per hour, at 10 hours per week. He stated the amount could be less, depending on the qualifications and experience of an applicant.

Mayor Mattox asked Council their thoughts on accepting AOT's request, but limiting the interim's employment duration to 6 months. He stated Council could then evaluate/review the town's needs at that time.

Mr. Soto stated he did not feel 6 months was enough time to carry out the current needs of AOT, and suggested Council extend their consideration to a 12 month period.

Mrs. Dalton stated she felt having the twelve month period would be beneficial for Council to review the town's need for an AOT Director/Main Street Coordinator. She stated, at the end of the twelve month period, Council could then decide whether or not the duties should be the responsibility of the new Community Development Director. She continued stating the time would also allow Council to reevaluate the town's needs for the AOT program, or if the town could accomplish the same things in other ways.

Mr. Bennett asked the Town Manager how close the town was to hiring a new Community Development Director. Mr. Coggsdale stated the AOT Director/Coordinator position and duties would fall closer to the duties of the vacant Economic Director position.

Mr. Bennett suggested, if Council approved AOT's request, making the interim/part-time position subject to review after an Economic Director was hired.

Mr. Coggsdale stated, before the AOT Board's request, it was discussed at a previous meeting Council's intent to wait until an Economic Director was hired before reviewing and considering the town's need to continue the now vacant AOT (Main Street Coordinator) position.

Mayor Mattox stated, if Council chose to approve the request, he would like the motion to reflect the position's employment timeframe and Council's intent to review.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the Altavista On Track Board's request for a part-time, 10 hour per week, interim director, subject to review by Council for necessity in twelve months.

Motion carried.		
Vote:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

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

Mayor Mattox thanked Mr. Soto, Ms. Hoehne, and all of the AOT board members for the work they do for the Town of Altavista and community.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8e

New Business March 10, 2020

ITEM TITLE:

Altavista On Track (AOT) Chalk Festival Request

DESCRIPTION:

Attached is a memo from Altavista On Track (AOT) in regard to a proposed "Chalk Festival" on Saturday, May 16, 2020 in the Trade Lot. Also attached is a map showing the layout of the event; Public Works would provide barricades for use to provide a perimeter for the event. The area identified on the map would be for the Chalk Festival participants, parking would be outside of this area.

Attached is the request from AOT, as well as the map. (LINK)

BUDGET/FUNDING:

N/A

POTENTIAL ACTION/PROPOSED MOTION:

Staff recommends approval of this item. Staff also recommends that AOT communicate with the YMCA in regard to any "Y" activities that may be happening that day.

ATTACHMENTS:

- AOT Memo
- Event layout map

Memo

To: Mr. Waverly Coggsdale

From: Eleanor Hoehne

Date:

Re: Chalk Fest

Dear Waverly Coggsdale,

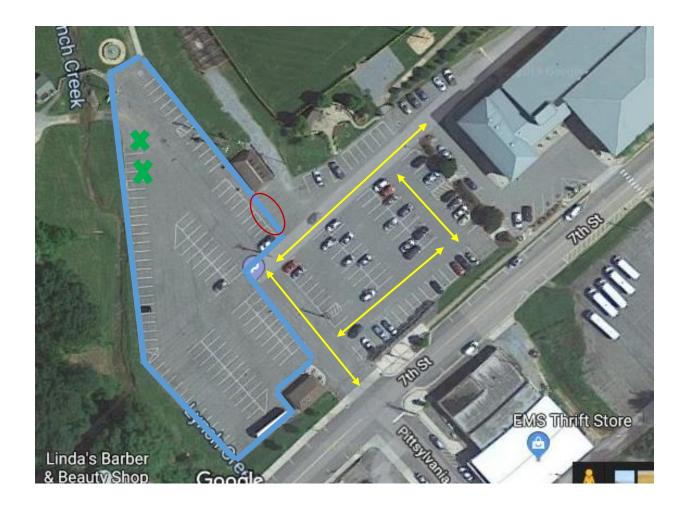
AOT is planning a Chalk Festival to take place May 16th from 10 AM-2 PM. We are coordinating the event with the YMCA, and would like to ask for permission to use the Trade Lot parking lot area to host the event.

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

AOT will be providing the chalk and supplies. Each participant will have a parking spot to complete his or her design. Awards/prizes will be given for each category, beginner, intermediate, and expert. Registration will cost \$10 and will be used to pay for supplies.

Sincerely,

Eleanor



AOT "Chalk Festival" Event Layout Map

BLUE Line represents the Chalk Festival Event Area.



- Food Truck Area



- Entry Point

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8f

New Business March 10, 2020

ITEM TITLE:

Tobacco Region Revitalization Commission (TRRC) "Small Towns Pilot Initiative"

DESCRIPTION:

Recently, the Tobacco Region Revitalization Commission (TRRC) unveiled the new "Small Towns Pilot Initiative". Attached is information from the TRRC's website that details the program and what it seeks to accomplish. Below is information from the email that announced the program:

The objective of this program is to demonstrate successful economic development strategies for the creation of higher paying jobs and the attraction of skilled workers to rural downtown commercial districts. Small towns will generally be defined as incorporated communities with populations under 5,500 that also demonstrate high vacancy rates in the downtown commercial districts. Strategies that can be considered include development of a coworking space, entrepreneurial support and business incentives, building improvements, and business recruitment/marketing.

TRRC Small Town Initiative Guidelines and the **Small Towns Application** (Word file) are attached. This information is also available on the TRRC website, https://www.revitalizeva.org/trrc-small-towns-pilot-initiative/.

Letters of Interest and applications for pilot projects will be accepted by the April 10, 2020 deadline.

Towns/communities selected for the pilot program will be invited to develop full applications for funding. Potential eligible uses of grant funds are detailed in the guidelines.

Attached is additional information in regard to the program.

BUDGET/FUNDING:

Matching funds will be required.

POTENTIAL ACTION:

O Staff recommends that Council authorize the submittal of a TRRC "Small Towns Pilot Initiative" grant application for the Altavista Innovation Center/Co-working space project.

POSSIBLE MOTION(s):

o "I move that staff be authorized to prepare and submit a TRRC "Small Towns Pilot Initiative" application/Letter of Interest with assurance that the Town will provide any match, if required."

ATTACHMENTS:

• TRRC Small Towns Pilot Initiative Guidelines and Call for Letters of Interest

TRRC Small Towns Pilot Initiative

Guidelines and Call for Letters of Interest

Deadline April 10, 2020

Application Form

Objective:

To demonstrate successful economic development strategies for the creation of higher paying jobs and the attraction of skilled workers to rural downtown commercial districts. Small towns will generally be defined as incorporated communities with populations under 5,500 that also demonstrate high vacancy rates in the downtown commercial district. Ideally, communities will have strong community-led interest and committed capacity from public and private leaders to address opportunities for economic revitalization and growth.

Statement of Need:

The rural towns in the Tobacco Region serve as important community focal points and economic centers. These rural communities have faced acute economic challenges in recent decades as transportation and economic patterns have changed. The economic challenges of a rural small town are often reflected in extremely low-to-medium household incomes, lack of good-paying job opportunities, high rates of out-commuting by the workforce and high building vacancy rates.

Goals of the Small Towns Pilot Initiative:

- Coordinate and collaborate with state and local agency partners including but not limited to DHCD, VTC, VCC, VDACS, DSS, VEDP, local planning district commissions, federal partners including USDA RD, and other local and regional economic development partners.
- 2. Identify and serve needs not currently served by other partners' programs, and determine the feasibility of complementing existing programs with additional TRRC resources.
- 3. Support the creation and expansion of technology and businesses services sector jobs (including in-demand remote/teleworking jobs), and small scale production/manufacturing businesses.
- 4. Encourage occupancy of vacant, underutilized privately-owned buildings in order to generate additional local tax revenue, and public buildings providing for increased job opportunities.

Strategies

- Coworking Assist in the creation of cowork spaces where there is demonstrated need, through improvements to public and private buildings and high speed broadband access to small office/business locations to assist individuals with start-up businesses or remote/teleworking jobs.
- Entrepreneurial Identify and provide match for programs such as Community Business Launch, cost-share incentives for equipment needs for small scale production and technology companies, and other support resources for entrepreneurial start-up assistance and expansion, including support for small business growth.
- Building Improvements Target incentives to encourage private capital investment in towns with high downtown vacancy rates, high out-commuting and low-to-medium household income levels where prospects are committing to job creation.
- Recruitment Professional service contracts to assist with marketing of available buildings, recruitment of small job creators, and promotion of targeted downtown spaces for satellite and back offices.
- Other Strategies identified by the Community Should other strategies be suggested or discovered during the pilot process, these strategies will be considered by Commission staff.

Potential Eligible Uses of Tobacco Commission Funds:

During the course of the pilot program, the list of eligible uses will be refined and made specific to each small town. Potential possible uses and budgets for specific activities are identified below – no one of these potential uses are guaranteed, nor can any be applied for in specific: these are the sorts of support that may be offered after a determination of the specific needs of the pilot community.

Capital Investments in Downtown Properties

<u>Publically Owned or Nonprofit Owned Property Developed for Mixed Use and/or Coworking</u> —

Funding can be used for up to 50% of the cost (up to \$250K) of renovations/up-fit of publically owned buildings to be used as professional office space for individuals and small businesses, for technology or business services sector satellite offices, and for small scale production/manufacturing businesses. Any identified properties must include or attract a tenant sufficient to keep the property revenue-positive after the pilot ends.

Building Improvement Incentives (Up to \$30,000 grant)

Where public benefits can be measured when assisting private property owners, TRRC will consider using a "cost-share" approach to support up to 25% of capital costs, for a maximum of \$30,000 of grant/loan funds, for privately owned buildings where there is a significant identified need for office space for individuals and/or small office location interests, with commitments for new job creation. Attention to be given to projects targeted to communities with lower than average medium household incomes and/or higher than average unemployment rates.

Loans for Existing or New Company Expansions

Below market rate loan assistance (\$250K and up) for major capital funding needs by individual companies (e.g. small satellite offices/back office operations, small scale producers, etc.).

Entrepreneurial / Business Support Strategies

TRRC will, at the conclusion of the pilot period, consider offering:

- Small Business Development Incentives Grant funds may be requested to
 provide the required local Match for the \$45,000 Community Business Launch
 grants from DHCD; and to support additional incentives for qualifying small scale
 production businesses or other identified prospects during the pilot period that
 exceed other available CBL funding.
- Equipment Cost-Share for Growing Businesses Incentives for small businesses that are growing jobs, by providing an equipment cost-share incentive (up to 25% of capital costs) to encourage companies to locate and grow their business in a downtown area. Incentives may be offered for technology and production equipment, or for furnishing of new or expanding office spaces (e.g. coworking/maker spaces, commercial kitchens, small scale producers, etc.).
- Access to Consulting Support When town businesses could benefit, the Commission may provide cost-free or reduced-cost access to consulting services from state partners.

Planning and Recruitment Activities

TRRC grants to public and non-profit organizations for these activities require a dollarfor dollar match.

 <u>Small Business Recruitment</u> – Support for up to 50% of costs to conduct targeted marketing strategy development and implementation for recruitment of professional employment opportunities. This includes the recruitment of satellite offices and back office locations to the Tobacco Region. <u>Feasibility Studies & Market Assessments for Coworking/Collaborative Work Spaces</u> – Support for up to 50% of costs to conduct market assessment and feasibility studies to identify community interest in – and demand for – a coworking/collaborative work space. Eligible activities include data analysis on commuter and community occupations; implementation of surveys and other data collection tools to identify interest/demand within the community; and feasibility studies and design concepts for development of potential properties for coworking.

Selecting Pilot Communities

Pilot Process and Timeline

TRRC staff has announced a process to solicit letters of interest (LOIs) from Tobacco Region communities. LOIs and applications addressing all questions in the TRRC Small Towns Application must be submitted to info@revitalizeva.org no later than Friday, April 10, 2020.

Two pilot communities – one in Southern Virginia and one in Southwest Virginia – will be selected by staff, with input and advice from partner agencies, in May 2020 for the pilot phase of the Initiative. Pilot communities will be eligible to receive TRRC assistance for such projects TRRC staff identify – including a to-be-determined amount of financial assistance – for a period of two to three years.

Upon completion of the pilot, TRRC staff and partner agencies will evaluate the results and determine if a model has been created that might serve to be routinized and made available for more small towns.

For additional input and information

Please contact the TRRC grants staff for additional input on program design and implementation.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8g

New Business March 10, 2020

ITEM TITLE:

Water Agreements: Campbell County Utility Services Authority and Dominion

DESCRIPTION:

In 2016, the Town entered into agreements with both Campbell County Utility Services Authority (CCUSA) and Dominion in regard to the supplying of water. Each agreement has the provision that one year before the agreement term is to end either party can decide to opt out. The decision on the CCUSA agreement has to be addressed prior to the end of March 2020 should the Town decide to opt out, otherwise the agreement renews for a renewal period of five years.

Under the CCUSA agreement, the Town of Altavista agrees to purchase 75,000 gallons per day for the months of April through October. The current budget has \$90,000 for this purpose, while the draft FY2021 Budget has been reduced to \$75,000. Currently Tom Fore, Director of Public Utilities is in discussions with CCUSA in regard to a potential adjustment to any extended agreement. Mr. Fore is proposing that any renewal term of the contract lower the minimum purchase amount of gallons per day to 45,000 per day with the same period of months. If not extended the current agreement expires March 31, 2021. Staff is seeking Council's input and direction on their wishes in regard to renewal of the agreement.

The second agreement is between the Town of Altavista and Dominion and has a decision date of June 30, 2020 of whether to terminate the contract. If Dominion opts to renew the contract, staff is in agreement to do so. If not extended the current agreement expires June 30, 2021. Dominion was utilizing this agreement due to a situation with their water intake, based on usage over the past year they are transitioning back to their intake; accordingly their use of water has dropped dramatically. Dominion has until June 30, 2020 to opt out of the 5 year renewal period.

BUDGET/FUNDING:

Dependent upon agreement.

POTENTIAL ACTION:

Staff recommends that Council authorize staff to work with CCUSA to seek an agreement and that it be considered at the March 24, 2020 Work Session.

POSSIBLE MOTION(s):

None needed at this time; a Consensus of Council to have staff work on this item should suffice.

ATTACHMENTS:

• Email (Tom Fore)

From: Tom Fore
To: Frank Davis

Subject: Current Water Purchase Contract

Date: Thursday, March 5, 2020 3:41:01 PM

Attachments: <u>image002.png</u>

Frank,

It was good talking to you this afternoon.

I appreciate the conversation as to why the Authority needs to turn the water over in the 16" water line to Altavista to try to maintain Disinfection-by-Products below the MCL at your current sampling site near Dearing Ford Tank.

The Current Contract requires the Town of Altavista to notify CCUSA by certified mail, return receipt requested on or before the last day of the fourth year of the Term or any Renewal Term. This is what has prompted me to make this request.

I will be bringing this up to the Town Manager for presentation to the Town Council as to whether to renew the Contract or not.

The reason behind the Town wanting this contract with CCUSA back in 2016 was to be able to meet peak demand needs of Dominion Energy back when the Town negotiated the current contract with CCUSA.

The Town has a mirrored contract with Dominion Energy that will be expiring and Dominion Energy may not want to renew their contract with the Town.

The purpose of this e-mail is to request a renegotiated contract with the CCUSA that allows the Town to maintain all the current contract requirements but lowers the minimum purchase amount down to a lower gallons per day instead of the current 75,000 gallons per day during the April- October time frame. (This would allow for the Town to meet peak demands during the spring and summer months)

The Contract Renewal with CCUSA stipulates in Section II. TERM(S); NOTICE TO TERMINATE.

- A. Term: Renewal Term (s). The initial term of this Contract shall be for a period of five years, beginning on April 1, 2016 and ending March 31, 2021 ("Term"). The Contract shall automatically renew under its existing terms and conditions for an additional five year periods (each a "Renewal Term") unless terminated Pursuant to section II. B.
- B. **Notice Required to Terminate.** On or before the last day of the fourth year of the Term or any Renewal Term, either party can notify the other, in writing, by certified mail, return receipt requested, that it does not intend

to renew the Contract. The effect of such notice would be that the Contract would not automatically renew for a Renewal Term at the end of the then-current Term or Renewal Term. Such notice is effective if sent by certified mail, return receipt requested on or before the last day of the fourth year of the Term or any Renewal Term. If neither party receives such notice from the other on or before the last day of the fourth year of the then-current Term or any Renewal Term, the Contract will automatically renew in accordance with the terms and conditions of this Section II, subject to its existing terms and conditions.

Also in Section III.

C. **75,000 Gallons Per Day Minimum.** The Town must purchase from the Authority a minimum of 75,000 gallons of potable water per day during the period from April 1 to October 31 of each calendar year of the thencurrent Term or Renewal Term. The Town shall have no obligation to purchase from the Authority any minimum amount of potable water per day during the period from November 1-March 31 of each calendar year during the then-current Term or Renewal Term.

Please let me know if you need additional information.

Respectfully,

Tom

P.O. Box 420 Altavista Virginia 24517 Phone # 434-369-5001 Ext. 161





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8h

New Business March 10, 2020

ITEM TITLE:

VDOT "SmartScale" Application: Lynch Mill Road (Altavista Elementary School)

DESCRIPTION:

Over the past several years, the Town has submitted applications in regard to improvements on Lynch Mill Road at Altavista Elementary School. The project was designed to address vehicles and buses sitting on the shoulder of the road during peak drop-off and pick-up times at the school. The project was not selected, at least in part, due to the high cost of utility relocation. The original project in 2015 involved the construction of a 250' right turn lane. The project was re-scoped and the last project, submitted in 2018, involved a road to the east side of the school for parent drop-off traffic and a turn lane along Lynch Mill Road to the west for bus traffic. The project was not selected for funding.

At this time, it is the Town's understanding that Dominion Energy is considering relocation of the utilities in this area. Accordingly, now may be a good opportunity to resubmit this project for funding in the VDOT "SmartScale" program. Staff seeks direction from Council in regard to submitting an application for this project. Staff would work with the Central Virginia Planning District Commission and the VDOT in preparation of the application.

BUDGET/FUNDING:

Funds are being sought through the VDOT "SmartScale" program.

POTENTIAL ACTION:

• Staff recommends that Council direct staff to move forward with the process to prepare the "SmartScale" project, as defined.

POSSIBLE MOTION(s):

No formal action required at this time.

ATTACHMENTS:

- Site map showing Concept 3: Right Service Road for Parents
- 2018 VDOT "SmartScale" project application

Concept 3: Right Service Road for Parents









SMART SCALE Application

Altavista Elementary School Transportation Improvements

Project Status: Scored Organization: Altavista Town

Project ID: 3745

General

Point of Contact Information

Project Point of Contact Name Point of Contact Email Point of Contact Phone

Daniel Witt dnwitt@altavistava.gov (434) 369-5001

Project Information

Project Title Principal Improvement

Altavista Elementary School Transportation Highway

Improvements

Project Short Description

Turn Lane improvements on Lynch Mill Road to better assist school bus movements to include closure of main school entrance. Construction of new access road adjacent to school to serve as main access and to better assist student drop off and pick up.

Does this project include any improvements to non-VDOT maintained roadways?

Application Program VDOT District Requested Lynchburg

No District Grant

Project ID: 3745 Page 1 of 9

Project Detailed Description

NOTE: While not maintained by VDOT, funds are provided by VDOT to the Town of Altavista to maintain Lynch Mill Road, SR 714. This project would involve the extension of the right turn lane into the school bus parking and drop off lot to 250' with minimal taper length and the construction of a 375' service road with 24' pavement. The r/w would be donated by the locality; however, the sign for the school will need to be relocated and/or reconstructed. Lynch Mill Road has a functional classification of 'major collector' and the school is located at the intersection with Frazier Road and near Clarion Road. The combination of truck, and bus traffic at these intersections in combination with the number of students being dropped by in cars, creates an unsafe travel corridor and the right turn lane for buses combined with the vehicle service access road would help alleviate this safety concern by providing a safe area to store passenger vehicles waiting to pick up students and allow easier flow for buses. Additionally, the turn lane and service access road would allow for through traffic on Route 714 to continue moving, especially during the high traffic flow times in the morning and mid-afternoon. No sidewalk facilities will be constructed or improved with this project.



VTRANS Needs Categories Requested

Safety (non-CoSS)

Districts Served MPOs Served PDCs Served

Jurisdictions Served

 Altavista Town Region 2000 Lynchburg



Highway Improvements		
Widen Existing Lane(s) (No New Lanes)	Construction of new 375' long service road to the east of the school with 24' pavement. This project would extend past the parking lot entrance to the lower right of the school. Current AADT on Lynch Mill Road at Altavista Elementary School is 4,102. There are 548 students and 57 faculty and staff at the school. A school of this size equates to 707 daily tips with a PM peak total of 82 trips (ITE Trip Generation Report).	
Shoulder Improvement(s)	Shoulder improvements include widening LMR and creating a turn lane. Shoulders would be widened from an existing 2' to 6' paved/ 2' graded.	
Turn Lane Improvement(s)	Extension of right turn lane to 250' with paved 6' shoulders and 12' lane width specifically for the buses into the school bus parking lot with minimal taper length.	
Access Management	Closure of the existing parking lot entrance where the proposed turn lane improvement would be located.	

Right-of-Way and Utilities		
Right-of-Way/Easements acquisition required	2 properties will be affected with 0 total takes.	
Includes Utility Relocations	Utility impacts: Electrical aerial distribution: 5 poles, electrical distribution underground: 300', aerial telephone copper wires: 5 poles, underground telephone copper wires: 500', underground fiber optics: 500' type 144 and 500' type 48, telephone manholes: 6, aerial CATV: 5 poles, water line: 1,000' of 8 inch pipes, sewer line: 1,000' of 8 inch pipes, and 600' of 8 inch gas line.	

Project ID: 3745 Page 3 of 9



Accessibility

Accessibility	Response	Supporting Information
Project includes transit system improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.	Yes	The ACTS bus passes through the Frazier/Lynch Mill Road intersection on an hourly basis. This improvement with assist with both safety and efficiency of the transit system.
Project includes improvements to existing or new HOV/HOT lanes or ramps to HOV/HOT.	No	
Project provides real-time traveler information or wayfinding specifically for intermodal connections (access to transit station or park and ride lot).	No	
Provides traveler information or is directly linked to an existing TMC network/ITS architecture.	No	

Environment

Environment	Response	Supporting Information
Project includes bus facility improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.	Yes	The ACTS transit bus utilizes this intersection every hour, 6 days each week. The improvements with the flow of traffic on Lynch Mill Road will make this a safer and more efficient route for both the public transit bus and the school buses.
Project include special accommodations for hybrid or electric vehicles, or space or infrastructure for electric vehicle parking/charging).	No	
Project includes energy efficient infrastructure or fleets, including: hybrid or electric buses, electronic/open road tolling, alternative energy infrastructure (e.g., roadside solar panels).	No	

m Delivery/Funding

Project Delivery Information

Project Planning Status

Project Administered By		Proje	ect Delivery Method
VDOT		Not determined	
VDOT%	Locality%		Consultant%
100	0		0

Project ID: 3745 Page 4 of 9

Phase Estimate and Schedule

Phase Milestone		Status	
PE (Survey, Environme	ntal, Design)	Not Started	
Percent Complete	Cost Estimate	Start Date	End Date
0	\$358,625	2023-08-15	2026-10-29
Phase Milestone		Status	
RW (Right of Way and Relocation)	Easement Acquisition, Utility	Not Started	
Percent Complete	Cost Estimate	Start Date	End Date
0	\$829,521	2026-10-29	2027-12-14
Phase Milestone		Status	
CN (Construction, Ove	rsight, Contingencies)	Not Started	
		Start Date	End Date
Percent Complete	Cost Estimate	Otait Date	Liid Date

Total Cost Estimate: \$2,680,995

Project Funding Sources

Project UPC/DRPT Project ID	UPC Description	VDOT / DRPT (\$)	

Total SYIP: \$0

Other Committed Funds

Other Funds Committed to Project	Description of Fund Type	Amount
•		

Total Other Committed Funds: \$0

Cost Estimate

Project ID: 3745 Page 5 of 9

SMART SCALE Request

Total SYIP Allocations	\$0
Total Other Committed Funds	\$0
Total SMART SCALE Requested Funds	\$2,680,995
Total Project Funding	\$2,680,995
Total Cost Estimate	\$2,680,995

Economic Development Sites

Is this transportation project referenced in local Comprehensive Plan, local Economic Development Strategy or Regional Economic Development Strategy ? Yes

Lynch Mill Profession Park

Site Name	Building square footage	Category of Property
Lynch Mill Profession Park	260358	Zoned Only

Development project lacks an approved or submitted conceptual or detailed site plan but is consistent with local comprehensive plan's future land use or zoning map and/or zoning code/ordinance. To be eligible, a zoned-only site must have primary access to the project or be directly adjacent to the project.

Existing

Access Provision

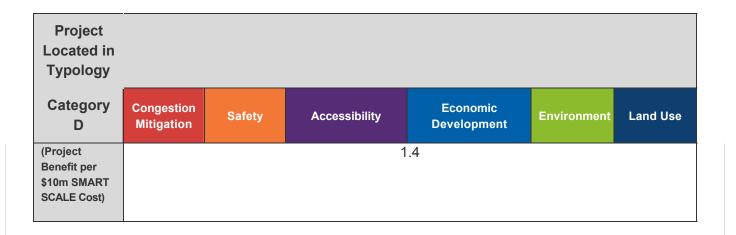
Project provides new direct access to the site or improves existing access to the site (site must be physically adjacent to the project). In case of capacity enhancement to limited access facility, new or improved interchange, transit rail capacity improvement, or new transit rail station zoned properties within 0.5 miles of the adjacent interchange(s) or rail station(s) qualify as receiving improved direct access.

Description	Attachment Type	File Name	
Site Map	Development Project Zoning/Proffer Reference	Lynch Mill Professional Park, LLC.pdf	



Project	t
Located	in

Typology														
Category D	Conge Mitig		Saf	ety	Accessibility			Economic Development			Environment		Land Use	
Measure	Increase in Peak Period Person Throughput	Reduction in Peak Period Delay	Reduction in Fatal and Injury Crashes	Reduction in Fatal and Injury Crash Rate	Increase in Access to Jobs	Increase in Access to Jobs for Disadvantaged Populations	Increase in Access to Multimodal Travel Choices	Sq. Ft. of Commercial and Industrial Dev. Supported	Tons of Goods Impacted	Improvement to Travel Time Reliability	Potential to Improve Air Quality	Other Factor Values Scaled by Potential Acreage Impacted	Future Transportation-Efficient Land Use	Increase Transportation-Efficient Land Use
Measure Value	0.0 persons	0.0 person hrs.	0.3 EPDO	148.9 EPDO/ 100M VMT	jobs per resident	jobs per resident	o.o adjusted users	249,291.1 thousand adj. sq. ft.	thousand adj. daily tons	adj. buffer time index	adjusted points	0.3 scaled points	access * pop/emp density.h	access * pop/emp density change
Normalized Measure Value (0-100)	0.0	0.0	0.1	0.3	0.0	0.0	0.0	1.3	0.0	0.0	0.0	0.9		
Measure Weight (% of Factor)	50%	50%	50%	50%	60%	20%	20%	60%	20%	20%	50%	50%		
Factor Value	0	.0	0.	.2	0.0			0.8			0.5			
Factor Weight (% of Project Score)	10)%	6 30% 15%			35%			10%		N/A			
Weighted Factor Value	0	.0	0.	.1	0.0 0.3 0.0		.0							
Project Benefit							O).4						
SMART SCALE Cost		\$2,680,995												
SMART SCALE Score														





Current Attachments

Description	Attachment Type	File Name				
Traffic Engineering Study	Planning Study/Safety Study	Traffic Engineering Study - Altavista - Lynch Mill Road - Updated 3-3- 05.pdf				
Future Land Use Map- TOA	Local Comprehensive Plan	FLUM.jpg				
Comp Plan Chapter IV Transportation	Local Comprehensive Plan	CHAPTER VII MOVING PEOPLE.docx				
Council Resolution July 2018	Governing Body Resolution of Support	Council Resolution Smart Scale July 2018.pdf				
PCES Sheet	Detailed Cost Estimate	LMR_AES PCES_07-16-18.pdf				
Project Narrative and Cost Summary	Detailed Cost Estimate	LMR_AES Narrative & Budget.pdf				
LGC Resolution July 2026	MPO Required Resolution of Support	LGC Resolution July 2018.pdf				
Altavista Elementary School Improvements Sketch	Project Sketch	Altavista Elementary School Improvements Sketch.png				

Virginia Department of Rail and Public Transportation 600 East Main Street, Suite 2102 Richmond, VA 23219 (804) 786-4440 VDOT Central Office 1401 East Broad Street Richmond, VA 23219 (804) 367-7623 (toll-free) 711 (hearing impaired)

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Project ID: 3745 Page 9 of 9



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 9a

Unfinished Business March 10, 2020

ITEM TITLE:

FY2021 Budget Discussion

DESCRIPTION:

Time is provide on tonight's agenda for Council to provide additional input/direction on the FY2021 Budget and FY2021-FY2025 Capital Improvement Plan (CIP) in advance of the March 24, 2020 Town Council Work Session.

Councilman George indicated that he would like to discuss a staffing issue.

BUDGET/FUNDING:

Dependent upon direction and ultimate adoption of the budget.

POTENTIAL ACTION:

• Council may provide direction to staff in regard to items they would like to see added to or subtracted from the budget; as well as items they would like additional information on.

POSSIBLE MOTION(s):

No official action at this time.

ATTACHMENTS:

• None at this time.

Manager's Report for March 10, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

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

Booker Building Evaluation/Visioning Process: The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion.

<u>Dalton's Landing Canoe Launch Project Update:</u> The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. The Town is awaiting approval of the Construction phase of this project. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. For additional information, see page 3 of Peed & Bortz's update. (LINK)

<u>Building Demo/Potential Observation Deck (Eagle Trail)</u> 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.

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

<u>Clarion Road Control Valve Improvements</u> For the status of this project, see the attached Woodard & Curran Update. (NO UPDATED PROVIDED BY ENGINEER FOR MARCH) (LINK)

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

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

<u>WWTP Phase 1 Electrical Design</u> 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 page 1; Phase II see page 6 and for Phase III see page 7 of Peed & Bortz's update (LINK)

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

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

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. **Brownfields Grant Program:** Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. **Grant applications have been submitted to the Virginia and EPA programs.**

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

<u>Main Street Sidewalk Extension Project (VDOT TAP):</u> 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 Sewerline Replacement Project For the status of this project, see Attached Weekly Dewberry Project Status Report. (LINK)

<u>McMinnis Waterline Replacement Project</u> For the status of this project, see Attached Weekly Hurt & Proffit 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.

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

<u>Chemical Storage Building (Public Works):</u> Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and

should be delivered in late March. For the status of this project, see the Weekly Peed & Bortz Project Status Report. (LINK)

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

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

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

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

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

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

The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020.

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

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

VDOT PROJECTS (Non Town Funds)

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

<u>Main Street & Broad Street Pedestrian Accommodations (VDOT Project):</u> 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

RFO/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

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: Progress Meeting 1 on 27 February. Revised generator pad and adjacent

sidewalk for selected generator has been sent to Contractor for pricing. Town has reviewed extent of sidewalk & stone under platforms. Due to generator shop dwg revisions, the layout of the building, generator pad and junction box will shift slightly to the south. Master has revised the ductbank in the area of the shift. Relocation of an existing light pole will be required as well. Due to reduction in the amount of ductbank, the revision is not anticipated to increase the cost of the project. After on-site discussion, excavation is not anticipated until 1 April in order to have adequate material on-site to excavate and backfill during this time of year.

Anticipated work over the

next two weeks:

Contractor will mobilize and start excavation when weather dries. Engineer will send the revised locations of building, generator and

junction box to Contractor.

Upcoming Tasks: Continue with construction.

Outstanding Issues: Contractor to submit shop dwgs for review.

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

Design Schedule:

Schedule Constraints:

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

Approved Budget: \$42,110 **Invoiced To Date:** \$37,239

Balance to Complete: \$4871

Town Input Required:

Issues Town Should Be Aware Of: Due to the wet February, the Contractor has been unable to

commence excavation/construction. The schedule will most

likely shift accordingly due to weather impacts.

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: Progress meeting on 27 February. Excavated for building footers.

Discovered groundwater seepage into footer excavation. Town and Contractor installed a footer drain to dewater the footer. Substantial rain has occurred over the past weeks. 2/3 of the footer concrete was poured on 28 February. Contractor has continued work on the remaining footer

steel and forming up the walls for the poured footer area.

Anticipated work over the

next two weeks:

Plan to pour the remainder of footers and existing footer area walls on 6 March. Anticipate pouring the remainder of the building walls the week

of 10 March weather permitting.

Upcoming Tasks: Continue with construction. Contractor has subcontracted the installation

of the steel and the fabric. Subcontractor has allocated 3 working days to complete the steel and fabric installation. Anticipated steel & fabric the

1st week of April.

Outstanding Issues: Contractor to submit shop dwgs for review.

Design Schedule:

Schedule Constraints:

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

Approved Budget: \$32,300 **Invoiced To Date:** \$24,540 **Balance to Complete:** \$7760

Town Input Required:

Issues Town Should Be Aware Of: Minor subsurface water was found in the excavations for footer.

Excavations will be monitored but no additional measures are anticipated to be required at this time. Contractor has informally requested a contract extension due to the wet weather this February resulting in the inability to pour the footers. Campbell County Building Inspector needs to approve the subgrade and steel for footers. Town has H&P performing an independent inspector of this work as well. H&P has approved all subgrade to this point and can provide a sealed statement if necessary to obtain Campbell County approval.

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: Received biological opinion from FWS. Revised the EA with integrated

biological opinion and sent to FWS/DCR for review, comment or

approval

Anticipated work over the

next two weeks:

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

Upcoming Tasks: Incorporate the biological opinion into the Contract documents. Close

loan/funding. Bid project

Outstanding Issues:

Design Schedule: Receive final opinion from DCR 25 January 2020.

Coordinate final documents with DCR in order to advance to the

construction portion of the project 14 February 2020.

Advertise to bid 1 March 2020 Receive bids 1 April 2020 Award Contract 15 April 2020 Notice to Proceed 15 May 2020

Schedule Constraints: Review time by SHPO anticipated at 60 days

Public notification and comment period is 30 days.

Projected Completion:

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

To be confirmed with proposal.

Invoiced To Date: \$2879

Balance to Complete: \$0

Town Input Required:

Issues Town Should Be Aware Of: Town will need to coordinate with DCR in order to lock in the

funding and advertise the project for bid.

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

time

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 reapply to join a regional entity to pursue river funds for this purpose.
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 Awa	Of: Until notified by the Town, no further work is expected at this time

12th and 13th Street Drainage Issues **Project Name: Project Manager:** Scott Bortz, PE **Sub-Consultant P&B Job Number** 19-32 Site visit on May 16, 2019 to review the recent drainage concerns of the **Recent Activities:** residents. Discovered a number of covered drainage inlets. Town staff will monitor the area during the next heavy rains to attempt to Anticipated work over the determine if there are any additional blocked drainages. P&B will next two weeks: 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

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: Town Council preliminary approval of the Ph III design contract at

January work session meeting. Town has approved and signed on the Ph III engineering agreement. Engineers met with Town WWTP staff on 27 February to discuss the work extents and process for change over services during the work period. Additional Ph II/III meetings are planned for the

hour prior to the Ph I construction progress meetings.

P&B has sent a preliminary alignment and profiles of the ductbanks to

Town staff for review.

Anticipated work over the

next two weeks:

Engineers will field review the preliminary alignments at the next PH I

progress meeting.

Upcoming Tasks: Preliminary Design

Outstanding Issues:

Design Schedule: 26 March 2020 Field review preliminary conduit alignment with Town

staff

April 2020 Submit plans and specs to Town staff and DEQ for review

June 2020 Advertise for bids July 2020 Receive bids

September 2020 Award contracts, lock in loan rate

Schedule Constraints:

Projected Completion: January 2022

Approved Budget: \$81,000

Invoiced To Date: \$22,120

Balance to Complete: \$58,880

Town Input Required:

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: Town Council preliminary approval of the Ph III design contract at

January work session meeting. Town has approved and signed on the Ph III engineering agreement. Engineers met with Town WWTP staff on 27 February to discuss the work extents and process for change over services during the work period. Additional Ph II/III meetings are planned for the

hour prior to the Ph I construction progress meetings.

P&B has sent a preliminary alignment and profiles of the ductbanks to

Town staff for review.

Anticipated work over the

next two weeks:

Engineers will field review the preliminary alignments at the next PH I

progress meeting.

Upcoming Tasks:

Preliminary Design

Outstanding Issues:

Design Schedule: 26 March 2020 Field review preliminary conduit alignment with Town

staff

April 2020 Submit plans and specs to Town staff and DEQ for review

June 2020 Advertise for bids July 2020 Receive bids

September 2020 Award contracts, lock in loan rate

Schedule Constraints:

Projected Completion: January 2022

Approved Budget: \$81,000

Invoiced To Date: \$22,120

Balance to Complete: \$58,880

Town Input Required:

Project Name:	Amherst Ave and 7 th 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 7 th and 8 th 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 7 th Street only and will amend to include curb/gutter on the low side of 8 th 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:	

Franklin and 10th Street Drainage Issues **Project Name:** Scott Bortz, PE **Project Manager: Sub-Consultant** 19-74 P&B Job Number Follow-up site survey on 12 December 2019 to review the drainage issues **Recent Activities:** between 9th and 10th Streets just east of Franklin Avenue. P&B will perform a rough drainage analysis for storm flows and report Anticipated work over the back to Town staff. P&B will provide suggestions for curb/gutter and next two weeks: piping options in this area. **Upcoming Tasks: Outstanding Issues: Design Schedule: Schedule Constraints: Projected Completion: Approved Budget:** None, investigative phase \$0 **Invoiced To Date: Balance to Complete:**

Town Input Required:

Project Name: WWTP Aeration System

Project Manager: Keith Lane, PE

Sub-Consultant Masters Engineers

P&B Job Number 19-75

Recent Activities: Site review by Engineer on 10 January. Preliminary drawing

development (existing conditions) and preliminary design factor summary underway. Initiated contact with select equipment vendors. Obtained additional DMR information from WWTP staff. Site visit on 27 February

to continue measurement of existing facilities.

Anticipated work over the

next two weeks:

Coordination with multiple vendors to begin identification of equipment

options and approach alternatives.

Upcoming Tasks:

Outstanding Issues:

Outstanding Issues.

Design Schedule: 17 March 2020 (150 days) Preliminary memoranda to Town

15 July 2020 (120 days) Complete design plans and specs

1 August 2020 Advertise for Bids (if Town desires)

Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide

with WWTP Electrical upgrades

See note below regarding potential schedule adjustment.

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$0

Balance to Complete: \$198,000

Town Input Required:

Issues Town Should Be Aware Of: The schedule for this project may be adjusted to coincide with

the Phase III portion of the overall WWTP electrical

improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the

aerator work.

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Visited WTP site to collect additional details for base mapping

completion and coordinated with Town staff regarding existing conditions

and staff preferences. Discussion with staff regarding preferences

regarding rebuild or install new appurtenances.

Anticipated work over the

next two weeks:

Design

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

Outstanding Issues:

Design Schedule: 13 March 2020 Documents to Town staff for review

1 April 2020 Documents to VDH for review 1 June 2020 (60 days) Receive VDH approval 1 July 2020 Advertise for Bids (if Town desires)

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

time of year

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$0

Balance to Complete: \$56,000

Town Input Required:

Project Name: Booker Building Design Improvements **Project Manager:** Scott Bortz, PE **Sub-Consultant** Virginia A&E **P&B Job Number** 20-07 Town staff sent the existing report and requested design fees for **Recent Activities:** 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. Clarify and refine scope and design costs for work. Provide design scope Anticipated work over the and cost to Town staff by 17 February. next two weeks: **Upcoming Tasks: Outstanding Issues: Design Schedule: Schedule Constraints: Projected Completion: Approved Budget:** \$0 **Invoiced To Date: Balance to Complete:**

Town Input Required:

Town of Altavista Hurt and Proffitt Projects Status Report



Date: February 27, 2020

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

Completed Work Over the Last Week

- 1. Office processing of field data is complete for the vertical and horizontal alignment of the sewer line.
- 2. Property data is being entered for finalizing the base sheet information.
- 3. Base sheets have been set up and are ready for design work.

Anticipated Work Over the Next two Weeks

1. Schedule meeting with Tom in February to discuss design approach advantages and disadvantages of rehabilitation and lining versus total replacement.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1.	CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2.	Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3.	Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$10,000
4.	Sewer Line Design	Contract:	\$44,720	JTD:	\$0
5.	Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$0
6.	Bid Assistance	Contract:	\$4,460	JTD:	\$0
7.	Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE Project Manager



Report Date: 2-27-2020

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. The town has sent payment to AECOM for permit application.

Anticipated Work over the Week

1. Dewberry will submit remaining items to AECOM for Railroad application.

Scope Changes to Date

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

Outstanding Issues

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

Construction Document Schedule Update (no change to date)

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

Budget Summary

- 1. Engineers Survey: \$ 3,500 JTD: \$ 3,500
- 2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ <u>10,600</u>
- 3. Permitting: \$ 1,500 JTD: \$ 0
- 4. Engineering Construction Administration CA: \$ 4,500 JTD: \$ 0
- 5. Construction Contract: \$\(\frac{197,000}{\) (Eng. Est.) JTD: \$\(\frac{0}{2}\)
- 6. Towns Budget \$

Input Needed from Town/Others

- 1. Approval of jack and bore option.
- 2. Notification to proceed with permit applications. A \$2500 check for the railroad application and a \$400 check for E&S will be required.
- 3. Easements will need to be obtained by the Town for the proposed relocation.

Other Issues/Concerns

1. None

Submitted by:

R. Scott Ehrhardt, PE Senior Associate

Attachments: N/A

Town of Altavista Hurt and Proffitt Projects Status Report



Date: February 27, 2020

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

Completed Work Over the Last Week

1. Preliminary Engineering Conference with Bernie Proctor, District Engineer with the Virginia Department of Health has been set up for February 27th.

Anticipated Work Over the Next two Weeks

- 1. Preliminary Engineering Conference (PEC) will occur on February 27th.
- 2. Project Manager and Project Engineer to walk critical portions of alignment, such as road crossings, railroad crossing, river connection points, and tank site, to get a better understanding of design issues related to those areas.

Outstanding Issues

1. Town Attorney to review documentation and courthouse data to determine easements at terminal end of the project, inside the Town limits.

Construction Document Schedule Update

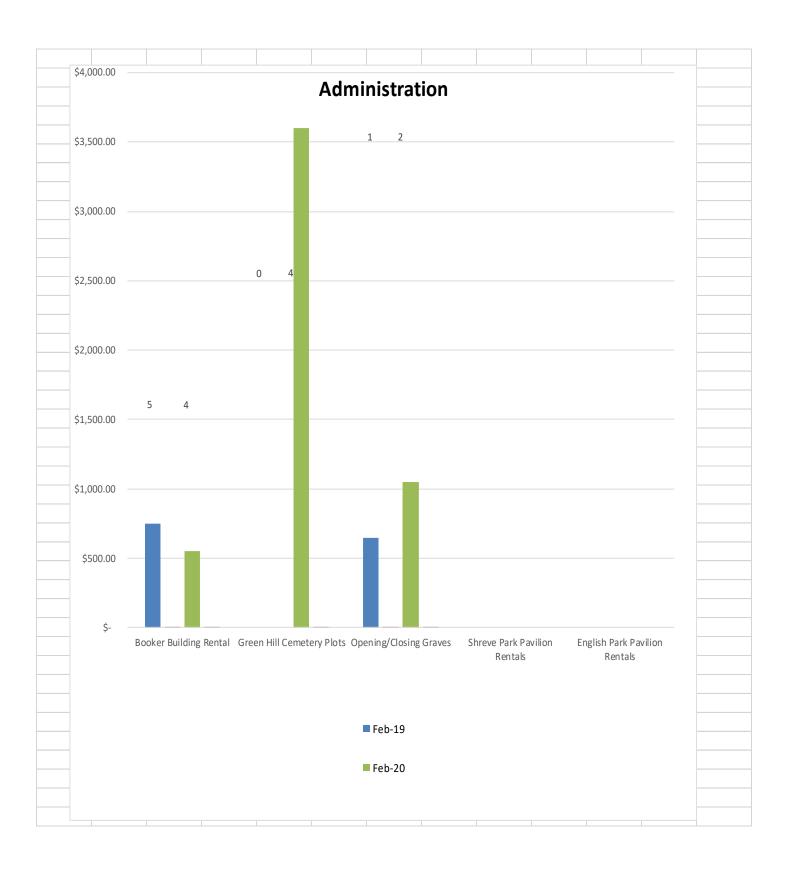
1. Not applicable at this time

Budget Summary

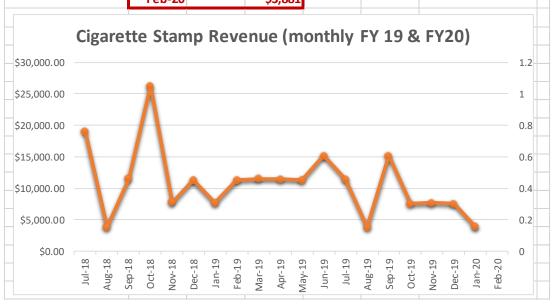
1.	Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2.	Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3.	Water Line Route Survey	Contract:	\$18,000	JTD:	\$16,000
4.	Water Line Design	Contract:	\$51,250	JTD:	\$0
5.	Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$0
6.	Bid Assistance	Contract:	\$4,460	JTD:	\$0
7.	Construction Administration	Contract:	\$24,100	JTD:	\$0

Submitted by:

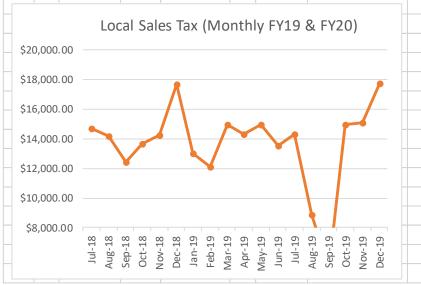
Bif Johnson, PE Project Manager



Town of A	Town of Altavista		
Local Ciga	rette Tax		
Jul-17	\$7,826		
Aug-17	\$22,706		FISCAL YEAR TOTAL
Sep-17	\$15,165	FY2017	\$142,991
Oct-17	\$7,733	FY2018	\$144,668
Nov-17	\$7,688	FY2019	\$140,288
Dec-17	\$15,150		
Jan-18	\$11,400		
Feb-18	\$11,438		MTD TOTAL (FY)
Mar-18	\$11,250	FY2019	\$94,894
Apr-18	\$7,688	FY2020	\$72,090
May-18	\$11,419	+/-	-\$22,804
Jun-18	\$15,206		
Jul-18	\$7,725		
Aug-18	\$18,994		
Sep-18	\$3,750		
Oct-18	\$11,494		
Nov-18	\$26,250		
Dec-18	\$7,725		
Jan-19	\$11,250		
Feb-19	\$7,706		
Mar-19	\$11,250		
Apr-19	\$11,456		
May-19	\$11,438		
Jun-19	\$11,250		
Jul-19	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		



Town of A			
Local Sa	les Tax		
Jul-17	\$12,712		
Aug-17	\$13,602		YTD TOTAL (FY)
Sep-17	\$15,088	FY2017	\$166,834
Oct-17	\$13,187	FY2018	\$171,886
Nov-17	\$14,237	FY2019	\$169,649
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		MTD TOTAL (FY)
Mar-18	\$15,040		
Apr-18	\$14,556	FY2019	\$86,776
May-18	\$15,448	FY2020	\$76,214
Jun-18	\$15,317	+/-	-\$10,562
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		
Mar-19	\$14,950		
Apr-19	\$14,324		
May-19	\$14,943		
Jun-19	\$13,540		
Jul-19	\$14,308		
Aug-19	\$8,868		
Sep-19	\$5,261		
Oct-19	\$14,965		
Nov-19	\$15,058		
Dec-19	\$17,754		
	7=1,151		



TOW	N OF ALTA	VISTA		
MEAL	TAX COLLI	ECTION	S	
Jul-17	\$78,740.00			
Aug-17	\$80,189.69		PREVIOUS	
Sep-17	\$76,739.06		YTD TOTAL (FY)	
Oct-17	\$76,719.67	FY2017	\$951,518.71	
Nov-17	\$73,312.11	FY2018	\$936,848.19	
Dec-17	\$78,242.59	FY2019	\$986,050.18	
Jan-18	\$71,888.68		MTD TOTAL (FY)	
Feb-18	\$70,420.81	FY2019	\$556,042.65	
Mar-18	\$81,369.00	FY2020	\$579,530.63	
Apr-18	\$82,147.00	+/-	\$23,487.98	
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			





MEMORANDUM

To: J. Waverly Coggsdale, III - Town Manager

From: Sharon D. Williams, AICP - Community Development Director & W

Date: March 1, 2020

Re: February 2020 Monthly Report

Permits

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

Home Occupations: 1
New Business: 0
Signs: 4
Accessory Structures: 0
Zoning Confirmation Letters: 0

Other: Staff approved a group home as regulated by §15.2-2291 of the Code of Virginia

Violations

Staff is working on 19 active code enforcement complaints. There were 14 new code violations reported. Two (2) violations were abated in February.

Planning Commission:

The Planning Commission held its monthly meeting on Monday, February 6, 2020.

Board of Zoning Appeals:

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

Staff Projects/Meetings:

Staff completed its work on the Altavista Adopt-A-Street program and will present it to Town Council on March 10, 2020.

Staff completed its work on the downtown mobility study and submitted recommendations to the Town Manager.

Community Development and Altavista on Track (AOT) prepared and submitted a grant application to the Department of Housing and Community Development for \$25,000 to prepare a feasibility study for a coworking/innovation space for the vacant fire station located at 508 7th St.

Staff prepared an RFP seeking proposals from developers interested in the partnering with the town on the adaptive reuse/rehabilitation of the Booker Building. Request will be received through May 15, 2020.

The Town Manager, Public Works Director and Community Development Director prepared the amended Recreation Capital Improvement Program request for FY21-FY25.

The Community Development Director attended the Ash Wednesday Lent Service of Second Helpings at Altavista Presbyterian Church to begin to meet the Town's homeless in order to explore ways to assist with supportive services and to ensure that they are counted in the 2020 Census.

The Community Development Director attended the regional Planners meeting hosted by the Central Virginia Planning District Commission (CVPDC).

Staff updated the Zoning Permit, Sign Permit and Variance Permit to make them more user friendly. They will be posted to the web in early March.

Community Development and Public Works created a reminder flyer to reeducate citizens about residential trash collection policies. They will also post reminders to social media. Staff is working on standardizing the Notice of Violation and updating the trash collection brochure to distribute to new residents.

Community Development, Police and Public Works are exploring ways to tackle the litter problem on the on ramp of US-29 near Exxon. Every Tuesday morning, the ramp has been littered with household waste.

The Community Development Director and Town Attorney met to discuss various sections of Town Code that should be considered for amendments.

The Campbell County Building Official and Community Development Director began having discussions on mechanisms to improve property maintenance issues including adoption of a property maintenance code and a vacant building registry.

Altavista, Campbell County, and Brookneal staff met with the CVPDC and consultants to discuss the local component of the Regional Hazard Mitigation Plan.

	January	February	Year to Date
Criminal Arrests "Felony"	8	9	17
Criminal Arrests "Misdemeandor"	18	10	28
Warrant Executed	13	18	31
Uniform Traffic Summons Issued	97	55	152
# Traffic Stops	189	127	316
BOLO'S (Be on Look Out)	15	9	24
DUI	4	1	5
IBR	29	24	53
MVA	5	4	9
Assist Motorist	6	11	17
Calls for Service	248	214	462
Investigation Hours	2	5	7
Alarm Responses	29	11	40
ECO/TDO	3	1	4
ECO/ TDO HOURS	10	9	19
Training Hours	0	0	0
School Check	104	56	160
Court Hours	35.5	24.5	60
Community Events	1	0	1
Special Assignment Hours	0	1	1
# Hrs Directed Patrol	233	199	432
Bike Patrol Hours	0	0	0
Citizen Contacts	2048	880	2928
Businesses, Residences Check "Foot Patrols"	1211	838	2049
Follow Ups	10	18	28

Patrol on 29-February

1-Feb 29 NB/Clarion Rd 1808-1823 Bell MVA 2-Feb 29 SB/Hurt 0833-0836 Bell Traffic Stop/Hurt 5-Feb 29 NB 1540-1610 Weaver MVA 5-Feb Rt 29 1745-1820 Weaver Radar 5-Feb 29 SB 2031-2032 Tosh Traffic Stop/Warning 5-Feb Rt 29 0415-0500 Tosh Radar 7-Feb 29 NB 2253-2308 Henderson Traffic Stop/Summons 7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar 13-Feb 29 NB/Clarion Rd 2118-2126 Hammock Traffic Stop	
5-Feb 29 NB 1540-1610 Weaver MVA 5-Feb Rt 29 1745-1820 Weaver Radar 5-Feb 29 SB 2031-2032 Tosh Traffic Stop/Warning 5-Feb Rt 29 0415-0500 Tosh Radar 7-Feb 29 NB 2253-2308 Henderson Traffic Stop/Summons 7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
5-Feb Rt 29 1745-1820 Weaver Radar 5-Feb 29 SB 2031-2032 Tosh Traffic Stop/Warning 5-Feb Rt 29 0415-0500 Tosh Radar 7-Feb 29 NB 2253-2308 Henderson Traffic Stop/Summons 7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
5-Feb 29 SB 2031-2032 Tosh Traffic Stop/Warning 5-Feb Rt 29 0415-0500 Tosh Radar 7-Feb 29 NB 2253-2308 Henderson Traffic Stop/Summons 7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
5-Feb Rt 29 0415-0500 Tosh Radar 7-Feb 29 NB 2253-2308 Henderson Traffic Stop/Summons 7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
7-Feb 29 NB 2253-2308 Henderson Traffic Stop/Summons 7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
7-Feb 29 SB 0102-0119 Karr BOLO 9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
9-Feb 29 NB/Main 1543-1546 Hammock Traffic Stop 10-Feb Rt 29 0335-0410 Weaver Radar	
10-Feb Rt 29 0335-0410 Weaver Radar	
12 Eab 20 NP/Clarion Pd 2119 2126 Hammack Traffic Ston	
13-Feb 29 NB/Clarion Rd 2118-2126 Hammock Traffic Stop	
13-Feb 29 NB/Lynch Mill 2342-2346 Hammock Traffic Stop	
13-Feb 29 NB 0901-0904 Tosh Traffic Stop/Warning	
14-Feb 29 SB 0054-0108 Tosh Traffic Stop/Warning	
14-Feb 29 SB/Bedford Ave 2020-2031 Hammock Traffic Stop	
14-Feb 29 SB/Bedford Ave 2041-2048 Hammock Traffic Stop	
14-Feb 29/Bedford Ave 2302-2317 Hammock Traffic Stop	
15-Feb 29 NB 2246-2253 Tosh Traffic Stop/Summons	
15-Feb Rt 29 1745-1815 Weaver Radar	
16-Feb 29 SB/Bedford Ave 1452-1459 Hammock Traffic Stop	
17-Feb 29 SB 2354-2356 Tosh Traffic Stop/Warning	
17-Feb 29 SB 0013-0014 Tosh Disabled Vehicle	
17-Feb 29 SB 0127-0128 Tosh Traffic Stop/Warning	
17-Feb 29 SB 0135-0136 Tosh Traffic Stop/Warning	
19-Feb Rt 29 1210-1245 Weaver Radar	
20-Feb 29 NB 1055-1057 Osborne 911 Hang up/Contact Made	
22-Feb 29 SB/Bedford Ave 2027-2031 Hammock Traffic Stop	
23-Feb 29 NB/Lynch Mill 0054-0106 Hammock Traffic Stop	
24-Feb Rt 29 1615-1700 Weaver Radar	
25-Feb Rt 29 1340-1420 Weaver Radar	
25-Feb 29 NB 0132-0137 Tosh Check Location	
28-Feb 29 NB 2002-2014 Hammock Traffic Stop	
28-Feb 29 SB/Bedford Ave 2047-2058 Hammock Traffic Stop	
28-Feb 29 SB/Bedford Ave 2114-2131 Hammock Traffic Stop	
28-Feb 29 NB/Lynch Mill 2258-2315 Hammock Traffic Stop	
28-Feb 29 NB/Clarion Rd 2346-2356 Hammock Traffic Stop	
29-Feb 29 SB 0116-0120 Tosh Traffic Stop/Warning	

BUILDINGS AND GROUNDS

Wednesday, March 4, 2020, 2020 TO: TOWN MANAGER

TO: TOWN MANAGER FROM: DAVID GARRETT MONTH: February 2020

MONTH: February 2020		
Vacation / Sick Leave Taken		63.5
Meetings / Data Entry / Work Planning		123.50
# of Call Duty Hours	29	19.5
# of Assisting other Crews		13.75
Holiday		
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	1	22
# of Cremations	0	
Cemetery Grounds Maintenance	20	9.5
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month	Labor
	Totals	Hours
Residential Garbage Collected (Tonnage)	79.24	99.25
# of Curbside Brush Collected (Stops)	71	23.75
Loads of Brush Collected	7	
# of Curbside Bulk Collected (Stops)	43	22
Bulk Collection (Tonnage)	3.13	
# of Tires Collected		
# of Residential Garbage Citations Issued	388	
Parks	1	1
DESCRIPTION	Month	Labor
	Totals	Hours
Landscaping Buildings	20	35.0
# of Building Maintenance Hours	20	66.50
# of Park Cleaning	20	130.75
# of Parks Ground Maintenance Hours	20	175
# of Acres Mowed by Town		
# of Acres Mowed by Contractors ****		
Special Projects - PD Range		00.7
# of Veh. Maintenance Hours	20	22.5
*** HOURS NOT ADDED		
Total Labors Hours for the Month		826.50

STREET DEPARTMENT MONTHLY REPORT

DATE: Wednesday, March 4, 2020

TO: DAVID GARRETT FROM: CORY JORDAN MONTH: February 2020

DESCRIPTION	Labor
J = 001 11011	Hours
Vacation/Sick Leave Taken/Holiday	176
Safety Meetings/Data Entry/ Planning	101
Schedule	_
Special Projects	5
Weekend Trash Truck	10
Street Sweeping	9.25
Bags Of Litter Streets	13
Litter Control	42.75
Bags Of Litter Highway	30.5
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0
Sign Maintenance	2.5
Shoulder Repairs	9.5
Ditch & Drainage Pipe Maintenance	40.5
Shoulder Stone	1
Weekend Truck Tonnage	3.18
Dead Animal Removal	1.25
Decorative Street Light Repairs	95
No. of LED Decorative Street Light Installed	8
Assisting other Crews	1.5
Trees/ Trimming/ Removal	35.5
Asphalting (Potholes)	8.5
Storm Drainage	42.75
Hanging Street Light Banners	1
Snow And Ice Removal	24
Snow and Ice Control Prep	15
Investigating Issues	4
Street Lighting Repairs	3
Traffic Control	3
Total Labor Hours for the Month	640

FLEET MAINTENANCE DEPARTMENT

DATE: March,4, 2020

TO: TOWN MANAGER FROM: DAVID GARRETT MONTH: February, 2020

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings	14.25
Holiday	0
Daily/ Weekly/ Planning & Scheduling	25.25
Sick Leave Used	96
CIP / Budgeting	14
Preventive Maintenance	118.25
Full Services	18.5
General Repairs	
Troubleshoot and Diagnostic	2
Training	0
Tire Changes & Repairs	.5
Building & Grounds	9.5
Picking Up & Delivery	18
State Inspections	6.5
Total Labor Hours for the Month	322.75

Monthly Staff Report Water Plant

FROM: Bryan Mawyer DEPARTMENT: Water Treatment Plant MONTH: February **Operation and Production Summary** The Actual water production line (filtering of water) for the entire month averaged 16.29 Hours per day which yielded approximately 1,511,273 gallons of water per day. 4.725 was measured at the water treatment plant. Rain Snow 0 17.9 Average Hours per day (week days) hrs Average Hours per day (weekends) 13.110 Average produced (week days) gallons per day 1.637.650 Average produced (weekends) 1,230,500 gallons per day Total Raw Water Pumped: million gallons 45.821 million gallons Total Drinking Water Produced: 43.827 Average Daily Production: (drinking) 1,483,000 gallons per day Average percent of Production Capacity: 49.43 Plant Process Water: 1,978,343 (finished water used by the plant) gallons Bulk Water Sold @ WTP: 12,200 Flushing of Hydrants/Tanks/FD use/Town Use 11,800 gallons McMinnis Spring Total Water Pumped: 6.694 million gallons average hours per day Average Daily Produced: 230,828 gallons per day Rain at MC 6.00 Reynolds Spring 0 snow Total Water Pumped: 6.210 million gallons average hours per day 12.3 gallons per day Average Daily Produced: 230.000 Rain at RE 5.90 Purchased Water from CCUSA 150,348 gallons snow 0 Sold to Hurt 2,357,300 gallons gallons Drained Bedford for painting Industrial Use 38,183,175

Water lost due to leaks

392,000

Comments: Water Plant Activities & CIP Projects:

Town Manager

Monthly Compliance Reports Completed

Cross Connection Visits

TO:

VDH samples completed for compliance

Cryptosporidium Sampling was completed for the month on February 3,2020 $\,$

 $\label{lem:melinda} \textbf{Melinda High Pressure Zone-Woodard \& Curran in final review of plans to bid in March}$

Fire Extinguishers checked and signed off on

 $\hbox{\bf Built Bedford Pump Station Flow Control Valve}\\$

Tested new FCV installed at Bedford for 24 hours. All went well.

Weed eat, cut down and spray vegetation at McMinni Spring, Clarion Tank, and Dearing Ford Tank ongoing

Located overflow drain at McMinnis Spring, additional work will need to be done

Filter Upgrade design underway.

Mcminnis water line design underway.

Finish pump #4 to be purchased and installed. All has arrived but the pump which should be shipped in March

Reed Creek cleaning still to be carried out.

CCR draft completed for 2019, awaiting VDH comments

Painting has begun on Bedford Tank.

3 people interviewed for WTP trainee position.

	Distribution and Co	ollection		
# of Service Connections	0			
# of Service Taps	0			
# of Meters Read	101 0	Monthly Quarterly		
# of Meters Cut Off For Non-Payment	48			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	28 220.68	Tons		
# of Location Marks made for Miss Utility	44			
# of Meters Replaced	1			
# of Water Lines Repaired Locations: 52 Gibson Road	1	# of Sewer Lines U Locations: 816 Park Street 1004 Bedford Ave. 913 5th Street 1013 8th Street		4
# of PRV Maintenance	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
Push Camera Footage Sewer (Root Cutting) Main Sewer (Root Cutting) Main Manholes Sewer Video Footage Sewer Video Manholes Duke Root Control (Contractor) Water Turn On and Offs	2,695' 2	Sewer Main Cleaned Sewer Main Cleaned Manholes Sewer Right of Way Clearing Footage Sewer Service Cleaned Sewer Service Video Sewer (Root Cutting) Service Water Right of Way Clearing Footage Sewer Manholes Inspected	255' 150'	
# Of Hydrants Flushed # of Hydrant Valves Exercised	0 0			

Other Utilities Distribution and Collection Activities & CIP Projects:

Sewer Manhole Maintenance

MONTH: February 2.23 MGD Average Daily Flow TSS Reduction 97 % BOD Reduction 96 % **VPDES Violations** 0

Sludge (Regional Land Fill) 238 tons (estimated) Rain Total 5.46 Inches Snow Total Inches

Other Wastewater Activities and CIP Projects:

Replaced #2 Wasting Pump

Normal Plant Operations

DEPARTMENT:

Month: February 2020 Month: February 2020 Week: 3rd Week: 10th

Wasterwater Plant

• Ordered expansion valve on Basin Blowers

- Dump Truck out for repair Dump Truck returned from repairs
- Reviewed timesheets Contractor for new generator Pad onsite 2/7/20
- Submitted Monthly DMR to DEQ Ran All Generators

Ordered expansion valve for Basin Blowers

Repaired Hoist at Main pump Station

- Submitted Monthly Rain Data to National Weather Service Resampled Schrader-Bridgeport for Zinc Cleaned NPW tank 2/7/20 Repairing Air Relief valve on RVPS force main
- Recharging NPW system 2/7/20 Replaced PRV for Main Lab Building 2/14/20
- Submitted Monthly Industrial Billing Heavy Rain Event 2/11/20
- Annual Pollution Minimization Plan (PMP) Repairing Air Relief valve on RVPS force main
- Heavy Rain Event 2/6/20 Entered Lab data
- Annual Pollution Minimization Plan (PMP) Normal Plant Operations Entered Lab data
- Month: February 2020 Month: February 2020 Week: 17th Week: 24th
 - Received expansion valve for Basin Blowers • Troubleshooting Polymer feed system #1 for press feed rate issues
 - Reviewed and submitted timesheets Construction Meeting 2/27/20 electrical upgrades Contractor for electrical upgrade onsite with equipment and supplies Resealed duct system at RVPS
 - Repaired force main from RVPS (Utility Crew) Continued clearing fence line around facility (Utility Crew)
 - Notified DEQ with 24hr and 5Day update on incident Repaired leaking water line in Main Lab
 - Drained condensate off of #3 clarifier
 Installed new air relief on RVPS force main 2/21/20 Requested Quote for Pump Replacement at RVPS (constant speed IP6) Polymer delivery 2/27/20 (4)

 - Greased equipment at Main Pump Station. Headworks and Main gate at plant Requisitioned CIP item (Blower replacement for basin)
 Requested vendor quote for Pump replacement at RVPS Troubleshooting brush system on #2 clarifier Entered Lab data Normal Plant Operations

 - Submitted Annual Pollution Minimization Plan (PMP)
 - Entered Lab data Normal Plant Operations

2018-19 Wate	2018-19 Water, Sewer & Curbside Refuse Collection Billing History								Printed 4-Mar-20				
Customer Class	March-19	April-19	<u>May-19</u>	<u>June-19</u>	<u>July-19</u>	August-19	September-19	October-19	November-19	December-19	January-20	February-20	
B. Charles B. C. IT		4.055		00	4.054			1 000	10		1.050	10	A
Residential Base-IT Commercial Base-IT	28	1,255	20 12	20 28	1,251	17 22	24	1,338	16 27	9 41	1,259	18	
	28	212			163	22	24	185	21	41	28	28	
Residential Base-OT		139	2	2	136	- ,	1	-			143 1		
Commercial Base-OT	1	1 21	1	1 29	1	1 19		1	1	1 30		1	
Municipal	16	21	29	29	20	19	16	19	29	30	30	30	
Dormant Accounts	- 4	- 5	-	5	- 5	- 5	5	-	_	5	5	-	
Industrial TOTAL	49	1,633	69	85	1,576	64	46	1,548	78	86	1,466	82	
TOTAL	45	1,033	09	85	1,576	04	40	1,340	76	80	1,400	02	
Residential Use-IT		12,458,826	29,480	151,160	13,218,593	100,290		15,076,285	52,930	58,950	12,323,400	141,148	53
Commercial Use-IT	3,903,523	6,357,036	5,893,200	4,080,110	2,607,291	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	3,597,148	4,168,430	53
Residential Use-OT	3,903,523	1,131,698	145,160	5,100	1,581,092	3,303,808	4,363,600	2,028,060	3,944,170	2,201,031	1,703,150	4,100,430	6
Commercial Use-OT	2,383,400	2,253,900	2,313,400	2,562,300	2,734,400	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	373,048	28,
Municipal	615,140	317,130	317,130	385,920	763,850	242,360	293,170	436,830	441,960	555,490	262,680	226,200	4
Industrial	37.038.626	47.005.526	43.290.000	39.815.681	44.283.991	51.056.594	43.610.218	45.193.477	27,225,826	43.631.466	38.968.142	39.504.783	500
TOTAL WATER SOLD	43,940,689	69,524,116	51,988,370	47,000,271	65,189,217	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	647
<u> </u>													
NET DELIVERED FRACTION BILLED	59,457,774 74%	61,994,703 112%	61,741,534 84%	63,617,052 74%	67,355,737 97%	66,482,101 87%	66,731,183 77%	47,090,517 158%	59,545,980 58%	56,853,505 86%	55,017,664 108%	56,166,873 79%	722
Total (TOA,sold,hydrnts, etc)	74% 27,100	112% 30,200	49,600	74% 29,950	97% 77,400	87% 28,400	77% 52,600	23,600	58% 11,000	7,400	108% 16,600	79% 24,000	
Total (TOA,Solu,flydffils, etc)	21,100	30,200	49,000	29,900	11,400	20,400	32,000	23,000	11,000	7,400	10,000	24,000	
Desidential Page 9 Lt IT		00.474	74.0	400	20.000	205		05.070	550	054	FC 000	045	
Residential Base & Use-IT	12,001	28,474	710	480	32,989	295	-	65,078	550	351	56,383	815	
Commercial Base & Use-IT	12,001	18,344	1,419	12,666 47	18,081	11,420	13,613	32,091	13,457	7,241	12,981	14,583	
Residential Base & Use-OT	-	7,278	86		7,431	·		12,722		-	17,421		
Commercial Base & Use-OT	8,413	7,956	8,329	9,045	9,652	9,054	9,848	10,511	9,841	8,940	9,017	9,529	
Municipal	-	- 1	-	-	-	-	-	-	-	-	-	-	
Industrial TOTAL	96,990	108,583	100,000	91,974	102,296 170,450	117,871 138,641	100,740	105,948	64,159 88,007	102,641	98,419	99,894	1,
TOTAL	117,405	170,635	110,544	114,213	170,450	130,041	124,201	226,350	00,007	119,173	194,221	124,821	1,
<u> </u>			-	1	1				1		1	1	
Residential Base-IT		1,010	20	18	1,086	17		1,159	14	5	1,096	13	
Commercial Base-IT	24	141	18	23	128	27	21	134	25	40	158	28	
Commercial Base-OT		1	2	1	1		1	1		2	-		
Municipal	2	5	9	9	9	4	7	7	17	8	14	8	
Dormant Accounts	-		-			-							
Industrial	4	4	4	4	4	4	4	4	4	4	4	4	
TOTAL	30	1,161	53	55	1,228	52	33	1,305	60	59	1,272	53	
<u> </u>													
Residential Use-IT	-	9,175,374	15,113	151,160	9,696,320	185,690	-	10,598,418	44,863	46,283	7,894,954	15,376	37
Commercial Use-IT	774,455	3,464,973	1,081,908	749,675	1,819,908	805,722	803,285	3,714,590	885,655	1,748,584	2,663,237	3,568,751	22
Commercial Use-OT	-	247,869	139,200	127,100	194,064	-	180,000	96,500	-	62,900	-	-	1.
Municipal	137,450	269,561	110,690	114,180	165,260	41,050	85,170	9,730	119,560	266,560	94,180	103,720	
Industrial	38,770,000	39,920,000	35,760,000	38,891,810	40,490,000	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	36,000,000	36,720,000	433
TOTAL SEWER BILLED	39,681,905	53,077,776	37,106,911	37,106,911	52,365,551	40,792,462	41,218,455	52,159,237	27,880,078	24,554,327	46,652,371	40,407,847	494
WWTP EFFLUENT	75,993,700	60,270,400	56,732,700	66,276,700	60,775,600	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	58,924,500	64,614,500	709
FRACTION BILLED	52%	88%	65%	56%	86%	70%	94%	121%	49%	39%	79%	63%	
_													
Residential Base & Use-IT	-	29,367	710	678	31,276	299	-	35,551	167	158	29,380	22	
Commercial Base & Use-IT	2,470	10,448	1,419	2,391	5,876	2,570	2,565	11,122	2,832	4,934	6,704	3,334	
Commercial Base & Use-OT	-	1,112	888	811	619	-	1,177	15,669	-	179	-	-	
Municipal	-	-	-	-	-	-	-	-	-	-	-	-	
The state of the s													
1			117,491	130,506	132,402	130,015	133,056	124,554	88,453	73,346	123,280	124,066	1,
Industrial	127,432	131,094		404.000	170,173	132,885	136,798	186,896	91,452	78,616	159,364	127,421	1
· ·	127,432 129,902	131,094 172,021	120,508	134,386									
Industrial			120,508	134,386									
Industrial TOTAL			120,508	134,386									
Industrial TOTAL Curbside-IT STOPS	129,902	172,021											
Industrial TOTAL Curbside-IT STOPS Curbside - Brush	129,902	172,021	118	232	221	159	111	168	154	50	53	71	
Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside - BULK	129,902 142 76	172,021 192 162	118 78	232 80	109	97	92	77	81	74	57	43	
Industrial TOTAL Curbside-IT STOPS Curbside - Brush	129,902	172,021	118	232									
Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside - BULK	129,902 142 76	172,021 192 162	118 78	232 80	109	97	92	77	81	74	57	43	
Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside- BULK TOTAL	129,902 142 76 218	172,021 192 162 354	118 78 196	232 80 312	109 330	97 256	92 203	77 245	81 235	74 124	57 110	43	
Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside- BULK TOTAL Curbside-IT	129,902 142 76 218	172,021 192 162 354	118 78 196	232 80 312	109 330 101	97 256 91	92 203 80	77 245 85	81	74 124 89	57 110 95	43	:
Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside- BULK TOTAL	129,902 142 76 218	172,021 192 162 354	118 78 196	232 80 312	109 330	97 256	92 203	77 245	81 235	74 124	57 110	43 110	

March 2020

Sun	Mon	Tues \	Weds T	hurs Fri	day Sa	at
1	Planning Commission 5:00pm	3	4	5	6	7
8 Daylight Savings Time	9	10 Council Meeting 7pm	11	12	13	14
15	16	17 St. Patrick's Day	18	19	20	21
22	23	* 24 <u>Council "Budget"</u> <u>Work Session</u> 5pm	*continuation of work session (if needed)	26 <u>Chamber of</u> <u>Commerce</u> Legislative Breakfast	27	28
29	30	31				Notes: 3/24 - AED Meeting 8:15am

April

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
			1	2	3	4 Avoca Museum Opening Day
5	Planning Commission 5:00 pm	7	8	9	10	11
12 <u>Easter</u>	13	Council Meeting 7pm "First Reading of FY2021 Proposed Budget"	15	16	17	18
19	20	21	EARTH DAY First "Public Hearing" Advertisement for FY2021 proposed Budget	23	24	25
26	27	* 28 Council Work Session 5pm	Second "Public Hearing" Advertisement for the FY2021 proposed Budget	30		Notes: * AEDA Meeting 4/28/20 8:15 am

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 February 11, 2020 at 6:30 p.m.

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

Council Members

Present: Mr. Reginald Bennett

Vice-Mayor Beverley Dalton

Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Staff present: Mr. J. Waverly Coggsdale III, Town Manager

Mrs. Tobie Shelton, Finance Director Police Chief Thomas Merricks, APD Mr. David Garrett, Public Works Director Mr. Tom Fore, Public Utilities Director

Ms. Sharon Williams, Community Development Director

Mrs. Crystal Hailey, Administration

Staff Absent: Mr. John Eller, Town Attorney

Mayor Mattox informed attendees the "starting time" for the February 11, 2020 Council Meeting had been moved forward, from 7:00 p.m. to 6:30 p.m., in order to give Council additional time to review the town's FY2021-FY2025 draft Capital Improvement Plan (CIP).

2. Invocation/Pledge of Allegiance

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

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Approval of the Agenda

Mayor Mattox asked Council if they had any questions or comments regarding the proposed February 11, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

Vote:

Mr. Reggie Bennett

Mr. Timothy George

Yes

Mr. Jay Higginbotham

Yes

Mayor Mike Mattox

Yes

Mrs. Beverley Dalton

Yes

Mr. Tracy Emerson

Yes

Mr. Wayne Mitchell

Yes

4. Capital Improvement Program (CIP) Review

Mr. Coggsdale gave a brief overview of the process for reviewing a Capital Improvement Plan (CIP). He stated a locality's CIP contains all of the individual capital projects, equipment purchases, and major studies for a local government, which helps local officials think through complex infrastructure development and financial decisions.

Mr. Coggsdale stated a Capital Improvement Program commonly covers a five year period, starting with the next budget year, and are updated annually. Accordingly, Town Staff prepares a "draft" CIP for Council's review and consideration.

Mr. Coggsdale presented Council with a PowerPoint presentation covering each of Altavista's departments and the items/projects that were included in the proposed draft CIP for fiscal years 2021-2025, starting with the upcoming FY2021.

Mr. Coggsdale asked Council to consider the presentation as a "first look" of the proposed CIP, as they would receive a more itemized version of the "Draft CIP/Budget" on February 17th, with additional information and details for their review.

Mr. Coggsdale then started his presentation of the draft CIP and stated he could pause at any time if Council had questions concerning a particular item/project.

Council					
COUNCIL CIP BY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
CO Meeting Software	5,000				
CO Replacement of tablets		10,000			
COUNCIL TOTAL	5,000	10,000	0	0	(
			FY2021-2025	CIP TOTAL:	15,00
FUNDING SOURCES	FY2021	FY2022	FY2023	FY2024	FY2025
General Fund	5,000	10,000			
COUNCIL TOTAL	5,000	10,000	0	0	(

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

ADMINISTRATION CIP BY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
ADM Website Redesign	20,000				
ADM Replacement of IBM printer	7,500				
ADM Replacement of Main Network Server	13,500				
ADM Replacement of VPN/Firewalls				6,300	
ADM Replacement of Exchange Server				17,000	
ADM Replacement of Carpet					20,000
ADMINISTRATION TOTAL	41,000	0	0	23,300	20,000
			FY2021-2025 CIP TOTAL:		84,300
FUNDING SOURCES	FY2021	FY2022	FY2023	FY2024	FY2025
General Fund	41,000			19,100	20,000
Enterprise Fund (W)				2,100	

There were no questions from Council regarding "Administration" draft CIP items.



There were no questions from Council regarding Avoca's draft CIP items.

ACTS (TRANSIT) CIP BY YEAR	
	Y2025
ACTS Mobile Radio System 3,500	
ACTS Replacement of Bus 106,240 110,000	
ACTS Replacement of Support Vehicle 28,000	
ACTS (TRANSIT) TOTAL 109,740 0 138,000 0	0
FY2021-2025 CIP TOTAL:	171,500
FUNDING SOURCES FY2021 FY2022 FY2023 FY2024 F	Y2025
General Fund 44,860 27,600	
Grants (List) 64,880 110,400	
ACT TOTAL 109,740 0 138,000 0	0

There were no questions from Council regarding the ACTS draft CIP items.

POLICE DEPARTME	:NT				
OLICE DEPARTMENT CIP BY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
PD Replacement of Body Cameras	25,250				
PD Transition from 40 cal. Glock to 9mm Glock	3,000				
PD Vehicle Replacement	47,000	47,000	47,000	90,000	50,000
PD Replacement of Mobile Data Terminals				40,000	
OLICE DEPARTMENT TOTAL	75,250	47,000	47,000	130,000	50,000
			FY2021-2025	CIP TOTAL:	388,250
UNDING SOURCES	FY2021	FY2022	FY2023	FY2024	FY2025
General Fund	72,250	47,000	47,000	130,000	50,000
Other (List)	3,000				
OLICE TOTAL	75,250	47,000	47,000	130,000	50,000

Council had questions for Chief Merricks regarding the Altavista Police Department's (APD) draft CIP proposal.

• Mr. Mitchell referenced the APD's request to replace their current police body cameras and taser equipment. He asked Chief Merricks to convey to Council the "value" of the police department using body cameras.

Chief Merricks reminded Council the APD already uses body cameras, but stated they were old and the computer system the video footage is stored on was not reliable.

Chief Merricks informed Council the police department was required to share their video footage with the Commonwealth Attorney when requested for an active case/file. He stated the new body camera system the APD is requesting would allow them to share video footage more efficiently and with better quality.

Chief Merricks stated the requested body camera system was made by Axon, the company that developed the electroshock weapon people know as "taser", which was the first manufacturer of a taser weapon and the company's original name. He informed Council the new system had an asset to where the body cameras automatically turn on when an officer's taser is un-holstered.

Chief Merricks stated a "body camera system" keeps officers "honest" and the Altavista Police Department accountable to the town and its citizens.

 Mr. Higginbotham referenced the APD's request to transition from using 40 caliber Glock handguns to using 9mm Glock handguns. He asked what the "reasoning" was for the request.

Chief Merricks stated the primary reason for switching over to using a 9mm handgun was the cost of ammunition for a 9mm handgun was less expensive than the ammunition used for a 40 caliber handgun. He stated, with current technology and manufacturing capabilities, a 9mm handgun was just as efficient of a weapon as a 40 caliber handgun.

Mr. Higginbotham asked how old the current 40 caliber handguns are.

Chief Merricks stated the 40 caliber handguns currently being used by the APD were approximately five (5) years old. He stated the old handguns would be "traded in" when any new handguns are purchased.

Chief Merricks stated it would be his intent to use funds from the State Forfeiture Account towards the purchase of the proposed new handguns.

• Mr. Higginbotham referenced APD's request to add an additional vehicle to the department's patrol fleet. He asked how many vehicles the APD currently had.

Chief Merricks answered Mr. Higginbotham and stated the Altavista Police Department currently has eight (8) vehicles in its fleet; one used by himself, the Chief of Police, one used by the Deputy Chief, one used by the town's Investigator, and five patrol vehicles.

Mayor Mattox asked Council if they had any additional questions for Chief Merricks regarding the Altavista Police Department's FY2021-FY2025 draft CIP, to which there were none.

Mr. Coggsdale continued his presentation with the Public Works (PW) Department's proposed draft CIP for FY2021-2025.

0	JBLIC WORKS D		11/11-11			
	DEIG WOTHING D		IVILIN	1		
PUBLIC	WORKS CIP BY YEAR					
		FY2021	FY2022	FY2023	FY2024	FY2025
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000
PW	Replacement of Bucket Truck	104,000				
PW	Replacement of Tractor Mower	89,000				
PW	15 Foot Flex Wing Rotary Cutter	19,000				
PW	Replacement of Rotary Lift	8,000				
PW	Streetlight Upgrades (LED)	32,500	32,500	32,500	32,500	
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000
PW	20 Year Paving Plan	60,000				
PW	Message Boards	17,000	17,000			
PW	Upgrade Fuel System	10,000				
PW	Removal of SR 2 Oil Tanks	10,000				
PW	Painting of Train Station & Caboose	18,000				
PW	Painting of Booker Building (Int & Ext)	15,000				
PW	Replacement of Street Sweeper		203,000			
PW	Replacement of 3/4 Ton Pickup Truck		47,000			
PW	Replacement of 3/4 Ton Utility Truck		47,000			
PW	Replacement of 1/2 Ton Pickup Truck		100,000			
PW	Replacement of Knuckle boom Truck		160,000			
PW	Replacement of Peterbilt Refuse Truck				350,000	
PW	Replacement of 1 Ton Dump Truck				65,000	
PW	Replacement of Pickup Truck					40,000
PW	Replacement of 1 Ton Dump Truck					65,000
UBLIC	WORKS TOTAL	462,500	686,500	112,500	527,500	185,000
				FY2021-2025 C	IPTOTAL:	1,974,000

Council had questions for Mr. Garrett, Public Works Director, regarding his department's FY2021-2025 draft CIP proposal.

• Mr. Higginbotham referenced the Public Works request for "(residential) waste can replacement". He asked what the cost was for each waste can.

Mr. Garrett stated the cost for each waste can was between \$52 and \$55 each, depending on how many waste cans were purchased at one time. He stated the town usually purchases between fifty (50) and one hundred (100) cans at one time.

Mr. Garrett stated the waste cans the town uses usually has an approximate "shelf life" of ten years. He stated, at that point, the cans start to become "brittle", making them unsafe and unusable for service.

Mr. Higginbotham asked what effects the waste cans to make them become "brittle".

Mr. Garrett answered the natural elements, such as long-term sun exposure, eventually wears on the cans making them unusable.

Mayor Mattox asked if the waste cans were being replaced through a "cycling" process or by need.

Mr. Garrett stated the town's waste cans are continuously monitored for defects and only replaced when found to be broken/unusable.

• Mr. Higginbotham referenced the Public Works replacement request for a "bucket truck". He asked what the mileage is on the town's current bucket truck.

Mr. Garrett stated the town's current bucket truck, a 1997 Ford, was twenty-three years old, with an estimated 177,000 miles. He stated the old bucket truck, and its lift, were in need of repairs, totaling an estimated \$25,000.

Mr. Higginbotham asked how often the town uses its bucket truck.

Mr. Garrett answered Mr. Higginbotham and stated the town uses its bucket truck between twenty (20) and thirty (30) hours per month.

Mr. Garrett stated, while investigating the options of replacement for the bucket truck, he and Mr. Fore, Utilities Director, evaluated the cost between a used bucket truck and a new one. He stated, using a thirty year investment calculation, it would be more feasible for the town to purchase a new bucket truck rather than a used one.

Mr. Mitchell asked, if Council approved PW's request for a new bucket truck, did the town's old bucket truck have enough value to consider selling it.

Mr. Garrett stated it did, but would only bring a return between \$5,000 and \$8,000.

• Mr. Higginbotham referenced the tractor mower replacement requested by Public Works in FY2021 and asked how many miles the tractor had on it.

Mr. Garrett informed Council the town's current tractor mower was a 1988 model 2150 and had 7,173 miles.

Mr. Higginbotham asked if the town's current, older model, tractor mower would be sold, to which Mr. Garrett answered it would be.

• Mr. Garrett referenced a requested item on Public Works FY2021 draft CIP, a "Flex Wind Rotary Cutter". He stated the cutter would be a "new" piece of equipment the town does not currently have.

Mr. Garrett stated the wider cutting range would allow staff to cut the fields in English Park and the town's newly acquired Industrial Park more efficiently, with less man (labor) hours.

Mr. Higginbotham referenced a multi-year item/project listed on the Public Works draft CIP, "Streetlight Head Replacements/Upgrades". He asked were the streetlight heads staying the same cost each year.

Mr. Garrett informed Council the new streetlight heads had increased in cost since the initial start of this project, therefore, the project was extended an additional year to ensure the project's completion.

Mr. Bennett stated he felt the streetlight project was esthetically pleasing in the locations the project currently covers. He stated, with their new LED head replacements, the decorative streetlights also offered a lot of "lighting" to the town's sidewalks, which helped offer additional safety. He stated he would like Council to consider extended the project in the future to also cover the Bedford Avenue area.

Mr. Garrett referenced the "Paving Plan" item/project in Public Work's draft CIP.
 He gave Council a brief description of the proposed multi-year paving plan.

Mr. Higginbotham shared his opposition towards the proposed paving plan. He stated, if a street starting cracking or breaking up, the town would need to resurface the street as soon as possible, not wait until the year the said street is on the paving plan's list to complete.

Mr. Higginbotham stated he was opposed to "pre-planning" which streets would be paved in a given year, and he would rather see the town use the requested money to pave a couple of the town's streets, rather than towards a paving plan.

Mayor Mattox asked if the requested money would be allocated from the town's Highway Funds, to which Mr. Garrett stated it would.

Mayor Mattox asked the Town Manager if the town had enough surplus in its Highway Fund to cover this request by Public Works.

Mr. Coggsdale, Town Manager, stated there was currently a surplus in Altavista's Highway Fund. He stated, if Council approved, the unused funds (surplus) could be allocated for Public Works' paving plan request.

Mr. Coggsdale informed Council that staff would be paving more streets this year than in previous years, in order to try and use all of the contribution awarded annually to the town by the state for its Highway Fund.

Mayor Mattox asked Mr. Garrett if he knew of any other localities that used such a paving plan as Altavista's Public Works had proposed.

Mr. Garrett stated he did not know the names of the localities, but when he spoke to a couple of the town's on-call engineers, Peed & Bortz and Hurt & Proffit, they relayed to him that they had worked on similar paving plans for "other localities".

Mayor Mattox asked Council if they had any additional questions for Mr. Garrett regarding the Public Works Paving Plan item requested in the FY2021 draft CIP, to which there were none.

All Council members were in consensus to "earmark" this item for further discussion and consideration during their next Budget/CIP work session.

 Mayor Mattox referenced a Public Works draft CIP item, "Upgrade Fueling System". He asked if the town's current fueling system was broken or if staff was having problems with the old system.

Mr. Garrett informed Council that the town's current fueling system was operated by Windows 7 computer software, which was outdated and as of January 2020 was no longer being supported/serviced.

Mrs. Shelton, Finance Director, confirmed Mr. Garrett's statement. She also stated the town's current fueling system was not compatible with the newest version of Windows software (10), and therefore the requested upgrade was a necessary item.

 Mr. Higginbotham referenced a Public Works draft CIP item, "Removal of SR2 Oil Tanks". He asked whether or not the oil tanks were full or contained any oil.

Mr. Garrett stated the SR2 Oil tanks were mostly empty. He stated they were previously used to contain an asphalt oil the town no longer uses for paving. He stated, not only were the tanks esthetically displeasing, but the tanks also contained hazardous material and therefore needed to be removed from town property.

• Mayor Mattox referenced the Public Works draft CIP item, "Painting the Booker Building". He suggested, since the facility was also a part of another agenda item that evening, if Council would rather consider discussing this request at that time.

All Council members were in consensus to do so.

Mayor Mattox stated, at that time, Council would "pause" their review of the FY2021 Draft CIP and continue this item during discussion of "Unfinished Business" on the agenda.

5. Recognitions and Presentations

a. Portrait Presentation of Former Mayor, J.R. "Rudy" Burgess

Mr. Coggsdale referenced Altavista's Municipal Building and stated it had been named after the former Mayor, Mr. Rudy Burgess, in 2007.

Mr. Coggsdale informed Council that some of Mr. Burgess's family members were present that evening to dedicate a portrait of him to be displayed in the Town Hall.

Mrs. Jane Hudgins, daughter of Mr. Burgess, addressed Council. She stated it was an honor for her family to present the portrait of her father in recognition of his service.

Mrs. Hudgins stated her father was a Councilman for forty (40) years, with twenty-four (24) of those years acting as Mayor. She stated there was nothing her father loved more than his family and having the privilege to serve as a Councilman and as Mayor of the Town of Altavista.

Mayor Mattox thanked Mrs. Hudgins and the Burgess family for the portrait of former Mayor Rudy Burgess. He stated it would be an honor to have the portrait displayed in the Town Hall that was named after Mr. Burgess for his dedication and many years of service to the Town of Altavista.

b. Proclamation – February "Black History Month"

Mayor Mattox recognized Ms. Tywanna Whorley, Public Service Librarian at Altavista's Staunton River Memorial Library (SRML), as being in attendance that evening to except the town's proclamation for recognizing February 2020 as "Black History Month" in the Town of Altavista.

Mayor Mattox stated the proclamation would hereafter be displayed at the SRML in recognition of Altavista proclaiming February 2020 as Black History Month.

Mayor Mattox read the proclamation aloud, signed the document, and presented the proclamation to Ms. Whorley to display at the Staunton River Memorial Library.

PROCLAMATION DECLARING FEBRUARY AS "BLACK HISTORY MONTH"

WHEREAS, Altavista is strengthened and enriched by the diversity of cultures and traditions that are an integral part of this great town; and

WHEREAS, African Americans have played significant roles in the history of Altavista's economic, cultural, spiritual and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, As a result of determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to the Town of Altavista, Campbell County, Commonwealth of Virginia and United States, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience; and

WHEREAS, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities;

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

"BLACK HISTORY MONTH"

throughout the Town of Altavista; and urge our community, government leaders, policy makers, business people, educators, and all residents of Altavista to celebrate their history and recognize the contributions of African Americans to our town, county, state, and nation.

Adopted this 11th day of February, 2020 by the Altavista Town Council.

c. Proclamation – March "Heart Health Awareness Month"

Mayor Mattox stated the Town of Altavista was proclaiming March 2020 as "American Heart Month". He signed the document and asked that the proclamation document be placed in the meeting's "minutes" for recognition.

PROCLAMATION DECLARING MARCH AS "AMERICAN HEART MONTH"

WHEREAS, heart disease is the leading cause of death in the United States; and

WHEREAS, heart disease and conditions that lead to it, can happen at any age;

WHEREAS, unhealthy lifestyle choices, combined with rising obesity rates in both kids and adults, have hindered progress fighting heart disease; and

WHEREAS, March is American Heart Month, a time the nation turns its attention to keeping families and communities free from heart disease; and

WHEREAS, heart disease not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, individuals can take action to protect their heart health and prevent heart disease by taking steps to prevent and control the risk factors for the disease; and

WHEREAS, keeping our communities healthy and promoting awareness of health issues including heart disease, is an important responsibility and depends on the actions of many organization and groups in our community; and

WHEREAS, heart health remains a priority for families, communities, and government, and our commitment to keeping our citizens healthy is stronger than ever.

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

"AMERICAN HEART MONTH"

throughout the Town of Altavista, and urge all citizens to observe this month by living a healthy lifestyle and choose healthier foods and drinks, get regular physical activity, manage weight, and stop smoking and vaping. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent heart disease.

Adopted this 11th day of February 2020 by the Altavista Town Council.

d. Proclamation - March "Multiple Sclerosis Awareness Month"

Mayor Mattox stated the Town of Altavista was also proclaiming March 2020 as "Multiple Sclerosis Awareness Month".

Mayor Mattox read the proclamation aloud, signed the document, then presented the proclamation to Ms. Denise Ellis, representing the Multiple Sclerosis (MS) Alliance of Virginia and a "patient advocate" for the Multiple Sclerosis Society.

<u>PROCLAMATION DECLARING MARCH 2020 AS</u> "MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH"

WHEREAS, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and

WHEREAS, it typically strikes young adults in the prime of life – in their 20's to 40's. Women are more likely to have multiple sclerosis by about 3:1. Symptoms can begin as simply as tingling and progress to near paralysis; and

WHEREAS, March of 2020 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying live – to benefit themselves, their caregivers and families, and the overall community; and

WHEREAS, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and

WHEREAS, the symptoms of multiple sclerosis may be mild such as numbness in the limbs, or severe, such as paralysis or loss of vision; and

WHEREAS, every hour of every day, someone is newly diagnosed with multiple sclerosis; and

WHEREAS, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and

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

"MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH"

throughout the Town of Altavista; and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face on a daily basis, supporting those who are working toward its end and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.

Adopted this 11th day of February 2020 by the Altavista Town Council.

Ms. Ellis thanked Mayor Mattox and the Town of Altavista for its continued support and awareness efforts of Multiple Sclerosis.

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

Mayor Mattox asked if there were any citizens present wishing to come before Council with a comment or concern that was not on the February 11, 2020 Council Meeting Agenda, to which there were none.

7. Consent Agenda

- a. Approval of Council Minutes:
 - January 9, 2020 Called Meeting
 - January 14, 2020 Town Council Regular Meeting
 - January 28, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports
 - January 2020 Revenue and Expenditures
- c. Altavista Planning Commission
 - Acceptance of PC Annual Report
- d. WWTP Electrical Project Phase III
 - Acceptance of Peed & Bortz Design Proposal
- e. Public Works Department
 - Approval of the Town's Spring 2020 Paving List

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the February 11, 2020 Consent Agenda, to which there were none.

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

Motion carried.

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

8. Public Hearing(s)

There were no public hearings scheduled for the February 11, 2020 Council Meeting.

9. New Business

a. Campbell County Emergency Operations Plan (EOP) - Resolution Consideration

Mr. Coggsdale informed Council that the Campbell County Public Safety Office periodically reviews and updates the information contained in their Emergency Operations Plan (EOP). He stated the EOP includes the Town of Altavista and accordingly, with each revision the town is requested to adopt a "Resolution" in regards to adoption of the newly revised plan.

Mr. Coggsdale informed Council the county's EOP was rather large, so it was not included as an attachment in their Council packets, but could be requested for individual review and inspection through the Town Manager's Office, located at Town Hall.

Mr. Coggsdale stated Town Staff had reviewed the revised document and recommends Town Council adopt a resolution stating the town concurs with the revised plan, which would be included in the EOP.

ADOPTION OF THE CAMPBELL COUNTY ALL HAZARDS, ALL DICIPLINES PLAN / "EMERGENCY OPERATIONS PLAN (EOP)"

WHEREAS, the Town Council of the Town of Altavista, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS, the Town Council has a responsibility to provide for the safety and well-being of its citizens and visitors, and

WHEREAS, the Town of Altavista recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.

NOW, THEREFORE, BE HEREBY PROCLAIMED by the Town Council of the Town of Altavista, Virginia that this Emergency Operations Plan as revised December 2019 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before the Altavista Town Council and/or Campbell County Board of Supervisors.

Adoption occurred at the regular meeting of the Altavista Town Council held on the 11th day of February, 2020, at the Altavista Town Hall located at 510 7th Street, Altavista, VA 24517.

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

Mrs. Dalton, seconded by Mr. Bennett, motioned to accept staff's recommendation to adopt a resolution related to the Town's Adoption of the Campbell County Emergency Operations Plan (EOP).

Motion carried.

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

10. Unfinished Business

a. Booker Building Update

Mr. Coggsdale referenced Council's previous decision to hire Land Planning & Design Associates (LPDA) to conduct a "Use Feasibility Study" for the Booker Building facility located in English Park. He reminded Council of their discussions regarding the LPDA Study at their November 2019 and January 2020 Work Sessions.

Mr. Coggsdale stated, at the January 2020 Work Session, Council provided staff with direction regarding the Booker Building and were in consensus to move forward on three specific items:

- 1) Create and Issue a "Request for Proposal" seeking "adaptive/reuse" development proposals for the facility.
 - Mr. Coggsdale stated the RFP would be advertised later that week and has a 90 day window to receive proposals (deadline mid-May);
- 2) Request proposals from the Town's "on-call" engineers to provide services to evaluate and provide estimated costs for the improvements listed in Appendix A of the LPDA Study.
 - Mr. Coggsdale stated it was anticipated the proposals will be provided for Council's consideration at their February 25th Work Session; and
- 3) Evaluate shade needs to rear of the building, off the stage area, and provide designs and costs to Town Council.
 - Mr. Coggsdale stated it was also anticipated staff will have this information for Council at their February 25th Work Session.

Mr. Coggsdale stated this information was being provided as "information only" at this point, with follow up anticipated at the February 25th Work Session on items 2 & 3.

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

b. Splash Pad Operations Review and Recommendations

Mr. Coggsdale referenced a discussion Council had last month regarding the 2019 "operations" of the new splash pad attraction in English Park. He stated, during that discussion, Council approved staff to move forward with some improvements and also requested staff to provide them with recommendations on several other items/issues related to the splash pad.

Mr. Coggsdale stated, accordingly, staff will be moving forward with additional signage, installation of "baby changing stations" in the restrooms, and reviewing the traffic pattern of the area adjacent to the splash pad for possible improvements.

Mr. Coggsdale stated, based on Council's previous discussion, the splash pad will open on Friday, May 1st, with a "Grand Opening" at 5:30 p.m. hosted by Town Council.

Mr. Coggsdale offered Council additional staff recommendations for their consideration:

- Ribbon Cutting/Grand Opening: Friday, May 1st at 5:30 p.m.
- Splash Pad Season:

Open first Saturday of May/Close last Sunday in September

Hours of Operation:

Daily: 9:00 a.m. to 8:00 p.m.

(NOTE: This is a change in the days prior to Memorial Day and after Labor Day (previously weekends only) and an extension of the daily hours from 10:00 a.m. to 7:00 p.m. to the proposed 9:00 a.m. to 8:00 p.m.)

• Facility Rentals:

Pavilion - No rental of the large pavilion in English Park during the splash pad's season of operation.

■ Misc. Item:

If feasible, route the town bus (ACTS) into English Park, with a stop at the sign (across from the side of the Booker Building) every hour when the Splash Pad is operational.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding this item or staff's recommendations.

Mr. George referenced one of staff's recommendations, "Bus stop at English Park". He asked if the bus pick-up for the park would be Town Hall.

Mr. Coggsdale stated a bus rider would be taken to the park from any location on the bus route. He stated the park stop would be at the end of the route, so the earlier a rider is picked up on the route, the longer they would have to wait to get to the park bus stop.

Mr. Mitchell asked, if the town decided to make English Park a stop on the ACTS bus route, did the town have to add a "shelter" to that bus stop area.

Mr. Coggsdale informed Council it was not mandatory for the town to place "shelters" at every stop on the ACTS bus route, so the decision would be up to Council whether or not to add one at that particular bus stop.

Mr. Coggsdale also stated the only requirement the town would have, if they made English Park a stop on its ACTS bus route, would be to have signage visible with the bus's route time of pick-up for that stop.

Mr. Mitchell suggested Council consider closing the splash pad attraction during special events, such as the Uncle Billy's Day Festival held annually at English Park.

Mr. Mitchell referenced the splash pad's water filtration system and the sign at the attraction that states any patrons of the splash pad are required to have on swimwear, rather than regular clothing. He stated, with the additional visitors in the park during special events, it may be difficult to monitor that requirement.

Mr. Emerson stated it may be difficult to close the splash pad area, unless some type of "fencing" was used to do so.

Mr. George referenced the "ornamental" fencing currently being added to the splash pad/playground area. He stated the addition of that fencing may be helpful if the town decided to close off the area during special events.

Mr. Mitchell, seconded by Mr. George, motioned to accept staff's recommendations, with the addition of closing the splash pad during special events in the park.

Mayor Mattox asked if Council had any additional comments or concerns before voting on this item.

Mr. Higginbotham stated he did not agree with closing the splash pad at any time during the summer months. He suggested having the Police Department monitor the splash pad area more during special events to hopefully deter any unwanted behavior.

Mr. Bennett agreed with Mr. Higginbotham and stated the town could also consider having additional "staff" monitoring the splash pad area during special events.

Mr. Bennett stated he felt the new splash pad and renovated playground would be an added attraction during special events, which was a benefit to the town when marketing/advertising the events.

Mrs. Dalton stated she felt there would be a "general expectation" to the public that the splash pad would be available after opening for the summer, even during events.

Mr. Mitchell stated the intent of his suggestion/motion was to protect the town's investment for the splash pad and its equipment.

Mr. Coggsdale stated that Mr. Mitchell was correct regarding the town requiring patrons of the splash pad to have "proper swimwear". He stated the dyes from regular clothing can cause damage to the splash pad's equipment/filtration system over time.

Mayor Mattox stated, with the Uncle Billy's Day Festival bringing an additional 6,000 visitors each year into the park, he also had a concern whether or not the town should allow the splash pad to be open during such a large event.

Mrs. Dalton suggested allowing staff evaluate the issue and determine whether or not it would be necessary for the town to close the splash pad area during special events, or whether to just have staff monitor the area.

Mrs. Dalton stated other localities with splash pads may have the same concerns, and the way they handle those concerns would be informative and helpful to Council's consideration and decision on this matter.

Mr. Coggsdale informed Council they did not have to decide that evening on whether or not to close or monitor the splash pad attraction during special events, but could revisit the suggestion at a future work session.

Mr. Emerson stated the splash pad was not built to deter, but to attract people/visitors to the park and to the Town of Altavista. He stated he felt the town should be trying to promote the splash pad as an asset to the town.

Mr. Emerson stated he favored leaving the splash pad open all summer, even during special events, but having the splash pad monitored by Town Staff.

Mr. Mitchell stated he was withdrawing the addition to his motion regarding his suggestion to close the splash pad during special events, in order to give Council additional time for discussion and consideration of his suggestion.

Mr. George also withdrew his "second" to Mr. Mitchell's original motion.

Mr. Mitchell, seconded by Mr. George, motioned to accept staff's recommendations regarding the splash pad's grand opening, hours and months of operation, no rentals at the large pavilion at English Park during the splash pad's season of operation, and also adding a bus stop at English Park, to the town's ACTS bus route, during the splash pad's season of operation.

Motion carried.

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

c. Continued Review and Discussion of FY2021-2025 Draft CIP (#4 agenda item)

Mr. Coggsdale continued his presentation of the proposed Capital Improvement Plan for fiscal years 2021-2025 for Council's review and consideration.

Mr. Coggsdale continued by referencing Altavista's Parks & Recreation Committee and their proposed FY2021 draft CIP.

PARKS & RECREATION CIP BY YEAR						
	FY2021	FY2022	FY2023	FY2024	FY2025	Future
P&R Gateway Park Shade Sail Replacement	10,000					
P&R Disc Golf Course	26,100					
P&R River Overlook at English Park	6,000					
P&R Dog Park/English Park	70,500					
P&R Walking/Biking Trail Connection	15,000	60,000				
P&R Improve Entrance to English Park	11,600	46,400				
P&R Parking/Circulation Imp. to Boat Parking		127,500				
P&R Picnic Table Replacement/English Park	10,000	,				
P&R Inner Loop Trail	87,000					
P&R Improvements to Picnic & River Area		50,750				
P&R River Access at Boat Ramp		159,500				
P&R Passive Lower Trail/Stream Crossing	150,000					
P&R Overnight Campground			10,000	50,000		
P&R Repaving/Striping Trade Lot Parking Lot			46,400	185,600		
P&R Connection to YMCA Parking Lot			10,000	62,500		
P&R Improvements to Pedestrian Bridge Over	er RR		20,000	130,000		
P&R Parking Circulation Improvement			50,000			
P&R Renovations to War Memorial Entrance				35,250		
P&R New Fields (EP)				25,000	1,418,750	1,418,75
P&R Ballfield Lights (SP)					180,000	
PARKS & RECREATION TOTAL	418,200	444,150	136,400	488,350	1,598,750	1,418,75
			FY2021-2025 CI	P TOTAL:		4,804,60

• Mr. Higginbotham referenced the Parks & Rec. item, "Gateway Shade Sail Replacement". He asked if staff gathered more than one quote for replacing the sails.

Mr. Garrett stated the given quote was from the company that installed the original shade sails.

Mr. Higginbotham suggested getting additional quotes from other (local) companies for this item.

Mr. Coggsdale stated, with the original company already having the template for the current shade sails, whether another company would be able to "fit" the existing sail structures as well as the original company.

Mr. Coggsdale stated staff would investigate the cost and compatibility of replacing the shade sails from additional companies.

Mr. Mitchell asked how long the existing shade sails have been at Gateway.

Mr. Coggsdale answered stating at least ten (10) years.

• Mr. Higginbotham referenced the Parks & Rec. item, "English Park-River Overlook". He suggested the town collaborate with local Boy Scouts to help with this project. He stated he felt it would make the community feel more involved with this project and what is being done in that area of the park.

Mr. George stated he was in favor of Mr. Higginbotham's suggestion. He offered, if Council approved using Boy Scouts, Mr. Tim Wagner and/or Mr. Jeremy Funderburk as two Scout Masters the town could contact in regards to this project.

Mr. Mitchell stated he was not opposed to using Boy Scouts on any town project, but doing so for the "river overlook" item may delay the project's completion timeframe, as potential scouts would be in school until summer and the town hoped to have this item completed by then.

Mr. Emerson referenced the "large" rocks located beside and near the river overlook. He suggested the town use the rocks for this project in some way (steps, walkway, etc.).

• Mr. Coggsdale referenced the Parks and Recreation Committee's proposed CIP for FY2021. He informed Council, during their last meeting, Parks & Rec. had decided to move three of its proposed FY2021 items/projects to FY2023; Disc Golf Course, Dog Park, and Inner Loop Trail.

Mr. Coggsdale informed Council of the Parks and Recreation Committee's three new projects to be considered for their draft FY2021 Capital Improvement Plan (CIP); bathrooms added to the newer (back) section of English Park, re-seeding the back fields of the park, and repaying the two parking lots closest to the back fields of the park.

Mr. George reminded Council the "reseeding" and "paving" items were started a few years ago when that part of the part was owned by the County, so it would not be as costly to finish the two projects.

Mrs. Dalton asked if there were quotes available for the three additional proposed projects for Council's review as part of their consideration.

Mr. George stated, since the three items were just recently added to the Parks & Rec. draft FY2021 CIP, staff was still working on getting quotes for those items.

Mr. Emerson stated, the more updates (such as trail paving and restoring the river overlook) the town does to the back area of the park, the consideration of adding amenities would be inevitable.

Mr. Emerson suggested, if approved, having smaller bathrooms than what is currently located near the playground and splash pad in the park. He referenced the "concrete bathrooms" used by national parks (such as the bathroom located at Leesville Dam) and stated he felt that type of bathroom would be sufficient for that area of the park.

Mr. Higginbotham agreed with Mr. Emerson. He stated the type of bathroom facility to be placed along the trails, adjacent to the back fields in English Park, did not need to be as large as the current bathroom facility located near the playground area of the park.

Mayor Mattox suggested this item be placed on a future Council Work Session, allowing Council additional time to review and consider the revisions to the Parks and Recreation Committee's portion of the Public Works draft FY2021 CIP.

Mr. Coggsdale suggested Council accept the Parks & Rec. request to remove the mentioned three items to FY2023, and allow staff to have a "place holder" in the draft budget for the requested three new CIP items. He stated, since they were for the same area of the park, the three new projects could be grouped together as one item.

All Council members were in consensus to do so.

Mr. George reminded Council, since some of the items in the Parks & Rec. draft CIP were pertaining to the new, back portion of English Park, there were monies still available in the Jenks Fund that could be used towards those projects.

• Mr. Coggsdale continued and referenced the Parks & Rec. draft CIP item, "English Park Entrance Improvements". He pointed out that only the "planning and design" portion of this item was scheduled for FY2021, with the construction part of the item being scheduled for FY2022.

Mayor Mattox suggested, during the design process of this project, adding a proposal to enlarge the entrance sign to the park. He stated he felt the current signage was not visible enough to visitors of the town.

Mr. Coggsdale stated staff would investigate options for new and/or additional signage for the park's entranceways.

Mayor Mattox also suggested having a sidewalk on the right side of the entrance (coming from Main Street), and staff investigating the possibility of it continuing all the way down the road that enters the park.

Mr. Coggsdale stated there was a proposed sidewalk in the draft design that would run along the right side of Pittsylvania Avenue leading up to the first entrance of the park. He stated there was also consideration in the draft design for the first road from Main Street to be "entrance only", and the second road to remain an enter/exit flow of traffic.

Mr. Coggsdale stated staff would have to confirm with VDOT before a final decision could be made on the traffic flow portion of the design.

Mr. Coggsdale stated, if VDOT approved the proposed traffic flow, the "entrance only" road leading into the park could have a pedestrian/bike lane, which would cover the suggestion of having a sidewalk alongside that road.

Mr. Bennett asked if there was anything prohibiting the town from implementing the change in traffic flow now, rather than later.

Mr. Coggsdale reminded Council there was a business located on the road that could potentially be changed to a "one way" street, therefore the traffic flow reconfiguration request would have to be reviewed and approved by VDOT before the town could move forward with this item.

Mr. Emerson referenced the Parks & Rec. CIP item, "Picnic Table Replacement". He stated he felt the splash pad area of the park was in need of additional shade and picnic tables with umbrellas would be a nice option to help the issue.

Mr. Emerson suggested, while evaluating the cost and how many new picnic tables to purchase for the town's pavilions, staff could also evaluate the feasibility of placing picnic tables to the area around the splash pad.

Mrs. Dalton stated she felt having umbrellas for staff to put up and take down daily would not be a viable option.

Mr. Coggsdale stated, with the large pavilion not being available for rental during the season of the splash pad's operation, there would be more picnic tables available for patrons of the splash pad to sit and utilize the pavilion's shade.

Mr. Bennett asked staff to make sure there will be adequately visible signage at the large pavilion regarding the rental/no rental change.

Mr. Coggsdale stated staff would make sure the large pavilion's new signage would be "clear" to the public regarding the new rental changes. He stated the signage would also convey a "first come/first serve" rule for the pavilion's daily use.

Mr. Bennett also asked staff to elaborate on the "Overnight Campground" item in the Parks & Rec. draft CIP for both FY2023 and FY2024.

Mr. Coggsdale stated the proposed campground would be located in the parking lot of English Park, below Mid-Atlantic, and would for campers only, not tents.

Mr. Bennett suggested, with the new improvements and attractions being implemented at the park, the town should consider moving the campground's completion date forward on the CIP timeline, in order to better serve the needs of visitors to the town.

Mr. George reminded Council that VDOT travels through the parking lots closest to the boat ramp to move their heavy equipment in and out of their work zone. He informed Council the proposed paving and campground items associated with those parking lots had been placed further out on the draft CIP in order to allow the new Rt. 29 Business Bridge to be completed before moving forward with those items.

Mr. Coggsdale concluded the Parks and Recreation Committee's portion and moved forward with the Economic Development portion of the PW FY2021-2025 draft CIP.



There were no questions from Council regarding this portion of the FY2021 draft CIP.

Mr. Coggsdale continued his presentation with the Utilities Department's portion of the proposed FY2021-FY2025 draft CIP.

ITILITIES (WATER) CIP BY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
JT(W) Tank Maintenance	38,300	38,300	38,300	38,300	38,300
JT(W) Water Line Replacement Project	705,000	705,000	705,000	705,000	705,000
JT(W) Filter Improvements	870,000				
JT(W) Emergency Power (PS and Springs)	590,000				
JT(W) Chemical Pump Replacement	22,000				
JT(W) Sedimentation/Solids Handling Imp.	200,000	2,186,000			
JT(W) SCADA for Springs	130,000				
JT(W) Raw Inline Turbid meter		25,000			
JT(W) Stream and Current Monitor		25,000			
JT(W) Raw Water Pump Replacement		35,000			
JT(W) Wash Pit for Trucks and Equipment		5,000			
JT(W) Raw Water Control Valve			60,000		
JT(W) Midsize Excavator			210,000		
JT(W) Water Plant Security			196,000		
JT(W) WTP & Tank Electrical & SCADA Imp.			434,000		
JT(W) Sweeper with Hopper Attachment				8,000	
JT(W) Water Plant Truck with Lift Gate				65,000	
JT(W) Grapple Bucket & Brush Cutter Head				15,000	
JT(W) Meter Truck Replacement				30,000	
JT(W) Utilities Truck				120,000	
JT(W) Solids Tank Pump Replacement				30,000	30,000
JT(W) WTP Heat Pump Replacement				20,000	

Mr. Higginbotham referenced the Utilities/Water items, "Tank Maintenance" and "Water Line Replacements". He asked staff to specify which areas (tanks and streets) were having maintenance done in which fiscal year on the budget being presented to Council on February 17th.

Mr. Coggsdale confirmed staff would add Council's requested "specified references" to the Utilities Department draft CIP.

Mr. Coggsdale continued with the Sewer (Utilities) portion of the proposed draft CIP.

ITILITIES (SEWER) CIPBY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
UT(S) 40 hp Pump Replacement/Main PS	33,000				
UT(S) WWTP Electrical Upgrade	1,542,200	1,431,200			
UT(S) Sewer Line Root Removal	10,000	10,000	10,000		
UT(S) Sewer Line Replacement / Rehab	709,500	709,500	709,500	709,500	709,500
UT(S) Aeration Rehab	653,500	2,351,000			
UT(S) Replacement of Hydraulic Ram	18,000				
UT(S) 60 hp Digester Blower	18,000		18,000		
UT(S) Feed Pump Replacement		27,500		28,500	
UT(S) 40 hp Pump Replacement/Riverview PS					
UT(S) Truck Replacement		36,000			
UT(S) Main Pump Station Upgrade		51,000	862,000		
UT(S) Replacement of Lab Scales			5,000		
UT(S) Riverview Pump Station Upgrade			20,000	289,000	
UT(S) Mobile Pump (6")			55,000		
UT(S) SCADA Improvements			171,000		
UT(S) Auger Attachment (Skid Steer)			6,000		
UT(S) Secondary Clarifiers				124,000	1,873,000
UT(S) Brush Cutter Head Attachment				11,000	
UT(S) Truck Replacement				50,000	
UT(S) Trencher Attachment					6,000
UT(S) Commercial Water Truck					200,000
UT(S) Heat Pump Repl in Lab and Office					30,000

Mr. Higginbotham referenced the Utilities/Sewer items, "Sewer Line Root Removal" and "Sewer Line Replacements", and asked staff to also specify these areas (streets) of maintenance, for which fiscal year, in the draft budget.

There were no additional questions, comments, or requests from Council regarding the Utilities/Water and Utilities/Sewer draft CIP.

Mr. Coggsdale concluded his presentation by offering Council a reference of the town's potential "Funding Sources" for the proposed FY2021 CIP.

CIP FUNDING SOURCES FOR FY2021	
Funding Source	
General Funds (FY2021 Projects)	778,330
Highway Funds (FY2021 Projects)	197,950
Enterprise Funds (FY2021 Projects)	297,200
Transfer In From Reserves (Earmarks for FY2021 Projects)	244,690
Grants	67,880
General Funds / Transfer Out (Future Year Projects)	165,420
Highway Funds / Transfer Out (Future Year Projects)	73,060
Enterprise Funds / Transfer Out (Future Year Projects)	33,550
FY2021 Funds - Subtotal	<u>1,918,080</u>
Bond Proceeds	5,265,700
CIP TOTAL	7,113,780

Mr. Coggsdale stated he and staff would be glad to answer any questions Council may have regarding the proposed FY2021-FY2025 Capital Improvement Plan, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for their work on the draft CIP.

11. Reports and Communications

Town Manager's Report for the February 11, 2020 Council Meeting

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

Projects/Items

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020.

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.*

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.*

Building Demo/Potential Observation Deck (Eagle Trail) Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project.

<u>Melinda Tank Pressure Zone Improvements</u>: For the status of this project, see the current Woodard & Curran Update.

<u>Clarion Road Control Valve Improvements:</u> For the status of this project, see the current Woodard & Curran Update.

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

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

WWTP Phase 1 Electrical Design Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. *For the status of this project, see Weekly Peed & Bortz Project Status Report.*

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

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

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

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

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

<u>Main Street Sidewalk Extension Project (VDOT TAP)</u>: 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 weekly Hurt & Proffitt Project Status Report.

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

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

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

<u>McMinnis Waterline Replacement Project</u>: For the status of this project, see weekly Hurt & Proffit Status Report.

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

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

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

<u>Chemical Storage Building (Public Works):</u> "Notice to Proceed" issued, with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see the Weekly Peed & Bortz Project Status Report.

Farmer's Market Shade Improvements: Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements.

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

VDOT PROJECTS (Non Town Funds)

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

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

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

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

On-going Items with No New Updates:

Southern Virginia Multi-modal Park - Utility Review

Recently Completed Projects:

Downtown Public Parking Signs and Banners
Pavilion (English Park) Roof Replacement
Hand Rail Replacement Projects (Library and Train Station)
Washington Street Sidewalk Project
Meals Tax Audits Notification
Personnel Policies Manual (Employee Handbook) 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)

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding items from his February Town Manager's Report.

Mr. Emerson referenced an item in the report, Dalton's Landing Canoe Launch. He asked the Town Manager if there was an estimated completion date.

Mr. Coggsdale reminded Council the engineer on the project, Scott Bortz, indicated a possible "early summer" completion.

Mr. Higginbotham asked when the project was scheduled to "go out for bid".

Mr. Coggsdale reminded Council staff had received the biological opinion letter from the USFWS and they are working with town consultants to get the new "language" incorporated into the bid documents; after that, the bid process would move forward. He stated he felt the bid process would be moving forward soon.

Mr. Coggsdale stated he would continue to work with the engineers on this project to pinpoint a more precise timeframe.

Mayor Mattox asked Council if they had any additional questions or comments regarding the February 2020 Town Manager's Report, to which there were none.

11. Matters from Staff

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

Matters f	from (Council
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Mayor Mattox asked Council if they had any concerns or additional items for discussion, to which there were none.

13. Closed Session

There was no closed session scheduled for the February 11, 2020 Council meeting.

14. Adjournment

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

The meeting was adjourned at 8:01 p.m.

Micha	ael Mattox, Mayor
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J. Waverly Coggsdale III, Clerk

The Altavista Town Council's February 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on February 25, 2020 at 5:00 p.m.

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

Council members

Present: Mayor Michael Mattox

Mr. Reginald Bennett

Vice-Mayor Beverley Dalton

Mr. Tracy Emerson Mr. Timothy George Mr. Jay Higginbotham Mr. Wayne Mitchell

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager

Mrs. Tobie Shelton, Finance Director Police Chief Thomas Merricks, APD Mr. Tom Fore, Utilities Director

Mr. David Garrett, Public Works Director

Ms. Sharon Williams, Community Development Director

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

2. Agenda Approval

Mayor Mattox informed Council the agenda had been amended in Section Three to include a proclamation consideration.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed February 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. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

3. Recognitions and Presentations

a. Proclamation Consideration

Mayor Mattox shared with Council a proclamation "honoring" Altavista High School Alumni, Juan Thornhill, and his accomplishments, not only as a citizen of Altavista, but also in his professional career.

Mayor Mattox asked Council to consider approving the proclamation and asked for the document to be placed in Council's official minutes as recognition of the proclamation.

Mr. Coggsdale stated, if approved, it was his intent to frame the "signed" document before presenting the proclamation to Mr. Thornhill.

Mr. Emerson offered his assistance to staff in framing the proclamation.

Mr. Emerson, seconded by Mr. Bennett, motioned to accept Mayor Mattox's request and approve the proclamation for Mr. Thornhill.

Motion carried:

VOTE:

Mr. Reggie Bennett

Mr. Timothy George

Yes

Mr. Jay Higginbotham

Yes

Mayor Mike Mattox

Yes

Mrs. Beverley Dalton

Yes

Mr. Tracy Emerson

Yes

Mr. Wayne Mitchell

Yes

<u>A Proclamation Konoring</u> <u>Juan Thornhill</u>

WHEREAS, Juan Thornhill was a 2015 graduate of Altavista Combined School, a recipient of an athletic scholarship to play football for the University of Virginia, and subsequently a second round pick of the Kansas City Chiefs in the 2019 NFL Draft; and

WHEREAS, while attending Altavista Combined School, Juan was a team leader and a member of five State Championship teams (two in football and three in basketball) under the tutelage of Coach Sharnus and Coach Cartalaro; and

WHEREAS, Juan played for the University of Virginia football team from 2015 to 2018, earning many different accolades including 2018 All ACC First Team, 2018 Associated Press All ACC First Tea and All-Bowl Game to name a few; and

WHEREAS, Juan was selected by the Kansas City Chiefs in the second round (63rd overall) of the 2019 NFL Draft. He finished his impressive rookie campaign with 3 interceptions and 42 tackles. The Kansas City Chiefs went on to win Super Bowl LIV against the San Francisco 49ers 31-20; making Juan Thornhill a "World Champion"; and

NOW AND THEREFORE BE IT RESOLVED by the Altavista Town Council of 2020 that the Council hereby honors and praises

JUAN THORNHILL

for his many accomplishments while being a great role model for those who emulate him and aspire to a similar level of athletic and academic greatness. The Altavista Town Council wishes to express their high regard, respect and appreciation for his dignified and proud representation of our entire Town of Altavista.

IN WITNESS WHEREOF, I, Mayor Mattox, have hereunto set my hand and caused the Seal of the Town of Altavista, Virginia to be affixed, this 25th day of February, year 2020.

4. Public Comments (Agenda Items Only)

Mayor Mattox asked if any citizen(s) attending the meeting wished to address Council regarding an item on Council's February Work Session Agenda, to which there were none.

5. Items Referred from Previous Meetings

- a. Booker Building Follow-up Discussion
 - i. Consideration of Proposals/Quotes for Improvements

Mr. Coggsdale reminded Council that this item was referred from the January 14, 2020 Regular Meeting.

Mr. Coggsdale stated, with Council's direction and their desire to review possible cost estimates for the improvements/items identified in Appendix A of the LPDA Booker Building Use Feasibility Study, staff has sought proposals from the town's "on-call" engineering firms. He informed Council there were two proposals received, out of the five requested, and shared them for Council's review.

Mr. Coggsdale stated both proposals addressed items that were outside of what the town was seeking services for (such as schematic design and/or layout of proposed uses), as Council had not yet decided on the use of the building at that time.

Mr. Coggsdale stated, at that time, staff was seeking the authority to "negotiate" with the selected firm in regard to refining the services requested by Council.

Mr. Coggsdale also reminded Council the Request for Proposals (RFP) for "Adaptive Reuse/Rehabilitation of the Booker Building" had been advertised; and proposals are due in by May 15, 2020 (90 day period).

Mayor Mattox asked Council if they had any questions or comments in regards to this item.

Mr. Higginbotham referenced a local contractor, Mr. Robert Lee, and shared with Council, and staff, Mr. Lee's substantial background history of employment in regards to building and remodeling houses. He informed Council that Mr. Lee has graciously volunteered his expertise for staff to utilize during the "consideration and planning" process of this project.

Mr. Higginbotham stated the town was fortunate to have a citizen offer their expert advice, at no charge to the town, and stated he was in favor of Council authorizing staff to utilize Mr. Lee's expertise, rather than pay an engineer for the same service.

Mr. Mitchell asked which improvements to the Booker Building Mr. Lee would be qualified to offer his expertise on.

Mr. Higginbotham stated that Mr. Lee could offer expert suggestions on multiple items on the suggested improvement list; such as refurbishing or replacing the existing floor, the desired bathroom upgrades, and renovating the exterior stage.

Mr. Bennett referenced the RFP proposals Council had requested, regarding "Adaptive Reuse/Rehabilitation of the Booker Building", due by May 15, 2020. He stated, since Council will be waiting for the RFPs to come in before making a final decision on the use(s) of the facility, he suggested also waiting until that time to finalize any design plans/improvements proposed for the building as well.

Mr. Higginbotham stated having "commercial" flooring was sufficient for most of the uses the facility would be utilized for. He stated he felt refinishing the existing floor was a viable option of improvement.

Mr. Bennett stated he did not want to see the town spend money on refinishing the existing floor if one of the decided uses for the facility required a different type of flooring, such as carpet. He stated he was in favor of waiting on that item until definite uses of the facility had been defined by Council, hopefully in May.

Mrs. Dalton shared her favor in Mr. Higginbotham's suggestion of utilizing Mr. Lee for his expert advice. She stated she felt Mr. Lee would be a good resource for the town/staff to gain additional perspective from regarding this project.

Mrs. Dalton also shared her favor in waiting until the requested RFPs are received in May before making any decisions regarding additional uses for the Booker Building facility. She stated, likewise, any designs and/or improvement plans should be postponed until then as well.

Mrs. Dalton requested estimated costs for each proposed/suggested improvement.

Mr. Higginbotham stated Mr. Lee could help staff get estimates for a few of the improvement items.

Mr. Mitchell stated he liked the idea of utilizing local talent when possible, and since Mr. Lee was offering the town his expertise, he was in favor of Mr. Higginbotham's suggestion to use Mr. Lee as a resource on this project.

Mr. Mitchell referenced the LPDA Booker Building Use Feasibility Study, specifically the "Business Compatibility Model" within the study. He stated the study showed the Booker Building facility would be best utilized for "public" use, rather than private, in areas such as "event space", "rental", and "parks and recreation".

Mr. Mitchell stated, with the facility already being used currently for two out of the three suggestions, he felt the town should start with improvements that would be beneficial to any use of the facility, such as updating the bathrooms and renovating the interior and exterior stage areas.

Mayor Mattox stated he agreed with Mr. Bennett that Council should wait for the RFP deadline (May 2020) to see if the town receives any viable "use" proposals before moving forward with improvement items for the Booker Building.

Mr. Higginbotham suggested Council allow the Town Manager, Mr. Coggsdale, to move forward with contacting Mr. Lee and acquiring cost estimates for the floor, interior/exterior stage, and bathroom improvements. He stated this would allow Council to be ready to implement one or more of these desired improvements when the time arose to do so (potentially in May 2020 - after the 90 day RFP deadline).

Mr. George asked if the shade sail addition to the exterior stage area was still being considered as a "necessary" improvement item to be done sooner rather than later.

Mr. Coggsdale informed Council the consideration of options for "shade sails" for the rear yard of the Booker Building was a separate item on the agenda from the LPDA list of suggested improvements. He stated Council and staff would be discussing the shade sail/structure item next on the night's agenda.

Mrs. Dalton reminded Council the town currently rents the Booker Building a few times throughout the year, but stated she felt the building's rental potential would increase with even the smallest amount of improvements to the facility.

Mr. Emerson stated he agreed with Mrs. Dalton that even the smallest improvements would make a big difference in the facility's rental potential.

Mr. Emerson stated he did not feel the building should be rented out in its current condition. He stated, at the least, the bathrooms and floor needed to be renovated.

Mayor Mattox asked staff for an estimate of the Booker Building's annual revenue.

Mrs. Shelton, Town Finance Director, answered the Mayor stating the projected annual revenue for FY2021 was approximately \$3,000.

Mayor Mattox suggested Council wait on moving forward with any improvements to the Booker Building until the requested RFPs are received in May.

All Council members were in consensus to do so.

Mayor Mattox referenced Mr. Lee's offer to assist the town on this project with his expertise. He suggested, while waiting on RFPs, Council authorize staff to work with Mr. Lee and gather "rough estimates" on refinishing the floor, updating the bathrooms, and renovating the stage area of the Booker Building facility.

Mayor Mattox stated, by having a rough estimate cost for each of the three desired "first step" improvement items, Council would be better prepared to move forward with one or more of the items when the time came to do so (potentially in May).

All Council members were in consensus to authorize staff to work with Mr. Lee.

ii. Consideration of Shade Structure Options

Mr. Coggsdale stated, as requested by Council, staff has been working on obtaining shade sail/shade structure options with potential layouts for the rear of the Booker Building (off the exterior stage, in the lawn area) for Council's review.

Mr. Coggsdale reminded Council that the exterior stage of the Booker Building has an angle to it. He stated this was something for Council to take into consideration for whether or not the exterior stage would need to be "squared up" before a shade structure was installed, or to leave the stage as it currently is and the shade structure be installed to accommodate for the offset stage angle.

Mr. Coggsdale asked Council, when deciding how much of the lawn a shade sail/structure would cover, to keep in mind the size of the entire lawn area, and to remember there were trees previously planted in the rear area of the said lawn.

Mr. Coggsdale offered Council a picture of the exterior stage and lawn area. He stated the area between the stage and the basketball courts was 120 feet, and the area between the basketball courts and the Booker Building restrooms was 55 feet.

Mr. Coggsdale shared with Council one option that had been submitted to him by the "contact" he uses to obtain price quotes on this item. He stated the structure would come in two sections and would cover a total 60'x120' area of the lawn. He informed Council the 60'x120' structure(s) would cost approximately \$250,000.

Mr. Bennett stated he did not like the first option because he felt it would obstruct too much of the stage's view from citizens sitting on the lawn.

Mr. Coggsdale stated the first option was only one of the many options available. He also shared with Council multiple other photos of shade sail options for their consideration.

Mr. Coggsdale stated, at that time, he did not have costs for the other options, but asked Council to share their opinions and he would gather a cost for each of their favorites from the shade options he shared with them.

Mr. George stated he felt most of the activities centered around using the Booker Building's exterior stage area would be in the late afternoon/evening hours of the day, when the sun is lower in the sky and in the "sightline" of the people (band members) on the stage.

Mr. George suggested Council consider shade options that would be affective at that time of the day/evening.

Mr. Higginbotham suggested Council consider extending out the existing roof over the stage, which would help, not only in blocking the stage from the sun, but would also help keep rain away from the stage area (band members and band equipment). Mayor Mattox referenced Altavista's annual Uncle Billy's Day Festival and the APD National Night Out. He asked how many times per year, other than those two events, was the exterior stage area of the Booker Building used.

Mr. Emerson stated, for now, only those two events utilize the exterior stage of the facility. He reminded Council it was the town's desire to have the stage area/facility be used more often, which was the reasoning behind the proposed updates and improvements to the Booker Building property were being considered.

Mr. George suggested not using a "permanent" structure for shade, but to rent "event style" tents for the purpose of shade coverage during Uncle Billy's weekend and the National Night Out events.

Mr. Bennett referenced the Carrington Pavilion located in Danville. He stated their shade structure was similar to what he felt Council had in mind for the Booker Building Shade Sail Project and suggested allowing staff investigate the option.

Mr. Coggsdale stated he recently visited Carrington's website, but was unable to find a picture of the shade structure Mr. Bennett mentioned. He stated he would continue to investigate the suggestion/option.

Mayor Mattox asked Council if they had any additional questions or comments for staff regarding the "shade sail/structure" project proposed for the rear/exterior stage area of the Booker Building.

Mrs. Dalton stated she felt the proposed 60'x120' span for the shade sails was excessive and suggested Council consider covering a smaller area.

Mrs. Dalton also stated, if shade sails were attached to the existing building, there would be fewer installation poles needed, which could obstruct a visitors view.

Mr. Higginbotham agreed with Mrs. Dalton's concept. He stated, if the sails were "angled down" moving away from the stage, it would also address the issue of sun being in a band member's eyes while performing on the stage during evening hours.

Mayor Mattox asked Council to give staff direction on how they wanted to move forward with this item.

All Council members were in consensus for staff to consider Council's recent suggestions and/or concerns and continue investigating viable options for the shade coverage desired for the exterior stage area of the Booker Building. Council also asked that staff have estimated costs for each viable option.

6. New Items for Discussion

a. FY2021 Budget and Capital Improvement Plan (FY2021-2025)

Mr. Coggsdale referenced the FY2020/2021 Draft Budget that was delivered to each Council member on Monday, February 25th.

Mr. Coggsdale gave Council a presentation on the draft budget, which included a brief summary of revenues and expenditures for both the General and the Enterprise Funds.

Draft Budget Presentation

Fiscal Year 2020/2021

July 1, 2020 through June 30, 2021

TOWN COUNCIL WORK SESSION
TUESDAY, FEBRUARY 25, 2020 @ 5:00 P.M.



Estimated Revenues for FY2020/2021

Total General Fund Revenues - \$5,028,020 Total Highway Fund Revenues - \$ 730,000 Total Cemetery Fund Revenues - \$ 31,000 Total Utility (Enterprise) Revenues - \$3,914,420

Total FY2020/2021 Revenue - \$9,703,440

General Fund Estimated Expenditures

Operations (Includes Personnel, Operations & Debt Service:	\$ 4,004,560
General Fund Revenues (Without Transfers)	\$ 5,028,020
General Fund (Surplus/Deficit) After Operations:	\$ 1,023,460
Transfer(s) Out	
Fire Department Loan Reimbursement	(\$65,000)
Cemetery (Deficit/Perpetual Fund)	(\$44,550)
General Fund Balance:	\$ 913,910

Estimated General Fund Expenditures

General Fund Balance • After Operations and Transfer(s) Out: • General Fund Capital Improvements:	\$ 913,910 \$1,184,320
Deficit:	(\$270,410)
 Transfers In: 	
 Designated GF Designated Reserves 	\$ 176,290
 Forfeiture Acct (PD CIP item) 	\$ 3,000
• Deficit	(\$91,120)
 Transfer In to Balance: 	\$ 91,120

General Fund Departmental Expenditures

\$44,400 (CIP: \$5,000) Administration: \$843,490 (CIP: \$41,000)

Non-Departmental: \$473,560 (Transfers Out: \$109,550)

Public Safety: \$1,196,040 (CIP: \$75,250) Public Works: \$1,867,560 (CIP: \$748,270) Economic Development: \$355,300 (CIP: \$200,000)

Community Development (includes Main Street position): \$205,800 (CIP: \$0)

Transit (ACTS): \$238,930 (CIP: \$109,800) Avoca Museum: \$73,350 (CIP: \$5,000)

General Fund

Health Insurance Increase: 4.7%

Virginia Retirement System (VRS) Decrease: 10.01% to 9.80% Merit (Performance) Pool: 2% (distributed based on performance evaluations)

Three new positions (PW: 2 B/G and CD: 1 CE)

CIP: \$1,184,320

Deficit of \$91,120. (Reserve Funds used to balance)

Highway Fund Estimated Revenues/Expenditures

Total Highway Fund Revenues: \$730,000 Total Highway Fund Expenditures: \$983,810

Transfer In from Reserves (Highway Fund): \$253,810

Includes \$100,000 of Personnel Costs for Public Works. Includes \$278,810 for Capital Improvements (CIP).

Utilities Fund Estimated Expenditures

Operations (Includes Personnel, Operations & Debt Service:

Utility Fund Revenues (Without Transfers) \$ 3,914,420 Transfer In (CIP Reserves)

Utility Fund (Surplus/Deficit) After Operations: Utility Fund Capital Improvements:

Utility Fund Balance (Surplus/Deficit): (Surplus funds would be used for debt service.) \$ 3,288,710

\$ 25,600 \$ 651,310

\$ 361,350

289,960

Enterprise Departmental Expenditures

Water: \$2,173,280 (CIP: \$229,650) Sewer: \$1,766,740 (CIP: \$131,700)

Cemetery Fund Estimated Revenue/Expenditures

Total Cemetery Fund Revenues: \$31,000 Total Cemetery Fund Expenditures: \$75,550 Transfer In (General Fund): \$44,550

Includes \$25,000 Annual Contribution to Perpetual Fund.

FY2021 Budget Timeline

Budget Work Session: Tuesday, March 24, 2020
First Reading of FY2021 Budget and CIP: Tuesday, April 14, 2020
Public Hearing on the FY2021 Budget/CIP: Tuesday, May 12, 2020
Adoption of the FY2021 Budget/CIP: Tuesday, June 9, 2020

Additional discussion/consideration of the Budget/CIP may be determined and set by Town

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding the FY2020/2021 Draft Budget.

• Mr. Higginbotham asked why the Cemetery Fund was showing a "deficit".

Mr. Coggsdale informed Council that the cost of cemetery operations/expenditures (mowing, maintenance, and personnel) exceeds the annual revenue generated by the cemetery.

Mr. Bennett asked how many unsold plots remained at the Greenhill Cemetery.

Mr. Garrett stated his department was in the process of calculating that number, and he would bring the information back to Council when the number is confirmed.

Mr. Bennett asked the cost of a cemetery plot in Greenhill Cemetery.

Mrs. Shelton informed Council the cost of a plot in Greenhill Cemetery is currently \$650 for in-town residents and \$900 for out of town residents.

Mr. Bennett asked if Altavista's Greenhill Cemetery plot and burial costs were "in-line" with other cemeteries in the surrounding area.

Mr. Coggsdale stated, and Mr. Garrett confirmed, the Greenhill Cemetery currently has lower burial costs than the nearby Altavista Memorial Park (Cemetery), but neither were sure of the plot costs or burial fees of other cemeteries in the area.

Mr. Bennett suggested increasing the plot and burial costs for Greenhill Cemetery, in order to help lower the deficit being accrued in the Cemetery Fund each year.

Mayor Mattox asked Council for their thoughts and/or comments regarding Mr. Bennett's suggestion.

All Council members were in consensus to allow staff to investigate what plot costs and burial fees (opening and closing) were in other localities (surrounding Altavista).

• Mayor Mattox referenced the "estimated General Fund expenditures". He asked the Town Manager to confirm the \$91,120 deficit balance.

Mr. Coggsdale confirmed the FY2020-2021 Draft Budget "balance" was correct. He stated the costs for the proposed FY2021 CIP items would exceed the town's estimated FY2021 revenues, which would result in a deficit.

• Mr. Mitchell referenced the Economic Development category under "General Fund Departmental Expenditures" in the draft budget. He asked if that category included the salary for an Economic Development Director (EDD).

Mr. Coggsdale confirmed Mr. Mitchell's question. He stated the \$355,300 earmarked in the draft budget for Economic Development included operation costs, an EDD salary, and a \$200,000 CIP item (proposed Innovative Center).

Mr. Mitchell referenced the Economic Development Director's position currently being vacant. He asked, if the position did not get filled during the 2021 fiscal year, would that money be taken off of the budget's deficit balance.

Mr. Coggsdale confirmed it would, but stated it was the town's intent to hire an Economic Development Director as soon as possible.

Mr. Mitchell stated he referenced the Economic Development item as an example to remind Council of the possibility the current draft budget's deficit could be reduced if a proposed budget item or project is not implemented.

Mr. Coggsdale reminded Council the estimated revenues in a draft budget are traditionally based on "historic" numbers. He stated calculating an ending balance of a proposed budget is not an "exact science", due to the potential of items and/or projects not being implemented, as pointed out by Mr. Mitchell.

Mr. Coggsdale stated, if an item is removed from a draft budget or draft CIP and not placed in a later fiscal year for consideration, but dismissed altogether, then those funds are returned to the General Fund.

Mr. Coggsdale continued stating, if an item is not able to be implemented during its original proposed fiscal year, the item is moved to the next fiscal year; the item's allocated funds are also "deferred" to the next fiscal year's budget for when the item is due to be implemented/completed.

Mrs. Dalton referenced the town's financial history for the past three years and asked the Town Manager, Mr. Coggsdale, if the town's budget ended with a surplus within those three years.

Mr. Coggsdale stated the General Fund ended with a "surplus" in all of the past three years, which was confirmed for each of those years, during the town's annual audit, by Robinson Farmer Cox Associates.

• Mr. Higginbotham referenced an item under the General Fund section of the presentation, "Health Insurance Increase". He asked for the monetary amount associated with the mentioned 4.7% insurance increase.

Mr. Coggsdale confirmed with Mrs. Shelton, Town Finance Director, the total cost for employee health insurance in fiscal year 2021 was estimated to cost the town \$410,000, which included the 4.7% increase of \$20,400.

Mrs. Shelton informed Council the total cost was considered an "estimate" because it included insurance for positions currently vacant. She stated those positions could require family coverage, rather than single coverage health insurance, so the town budgets for the higher of the two.

• Mayor Mattox referenced an item under General Fund Expenditures, "Community Development". He asked staff to itemize the \$176,300 allocated for wages and benefits under that item.

Mr. Coggsdale informed Council the proposed \$176,300 was for three positions: Community Development Director, Code Enforcement Official, and Main Street Coordinator/Director. He stated the amount included wages and benefits for all three positions.

Mayor Mattox asked if the Code Enforcement Official would be full-time or part-time.

Mr. Coggsdale stated the position was currently proposed as full-time.

Mr. George asked what the salary would be for the Code Enforcement Official.

Mr. Coggsdale stated the code enforcement position had a proposed salary of \$31,949, which included a \$15.36 hourly rate, employee health insurance, and employee expense to the town, such as workman's compensation insurance.

• Mayor Mattox referenced the two new "building and grounds" positions being requested by the Public Works Department. He asked the Town Manager to elaborate on the need for those two positions.

Mr. Coggsdale stated Public Works would be needing additional employees to help with the recent increase in park duties; and also to help maintain the grounds/property at the Industrial Park recently acquired by the town.

Mr. Coggsdale stated the proposed building and grounds workers were fulltime, entry level positions. He stated the annual salary for each position was \$27,602, and to include employee benefits and town expenses for each position would total \$44,173 annually. Mayor Mattox referenced a Public Works item from the proposed FY2021 CIP Draft Budget, "(5 year) Highway Paving Plan". He asked staff was the \$60,000 amount an estimate.

Mr. Coggsdale informed Council the proposed amount for the Highway Paving Plan CIP item had been reduced to \$25,000.

Mr. Higginbotham stated he did not feel that it was feasible to have a set plan for each street to be paved, because asphalt deterioration cannot be predicted.

Mayor Mattox stated he agreed with Mr. Higginbotham and he would rather spend the proposed funds on actual asphalt for the streets that do need paving.

Mayor Mattox asked for Council's thoughts on this item.

Mr. Bennett stated he would rather use town funds to pave streets rather than to "plan" for paving streets.

Mr. George asked Mr. Garrett, Public Works Director, what the benefit would be to have a "paving plan".

Mr. Garrett stated a paving plan would show the total dollar amount needed to pave every street in the Town of Altavista. He stated that information would allow Public Works to divide the town into sections and calculate how much money was needed to pave each section.

Mr. Garrett stated having a five year paving plan already calculated would be helpful to him/his department as a reference during the annual budget process.

Mr. Emerson stated he respected staff's reasoning for the paving plan request, but felt the Public Works Department has historically done a great job at keeping up with the town's paving needs. He stated his favor in removing the proposed item from the FY2021 CIP draft list of items.

Mr. Mitchell stated he was also in favor of removing the proposed paving plan item from the FY2021 CIP Draft Budget.

All Council Members were in consensus to remove the Highway Paving Plan item from the proposed FY2021 CIP Draft Budget.

Mayor Mattox stated, even though this item was removed from the proposed FY2021 list of CIP items, he encouraged staff and all department directors to continue exploring new ideas and/or learning new ways for the town to grow, which will ultimately benefit and prosper the community.

Mrs. Dalton stated she felt the actions of Council regarding this item reflects the trust they have in Mr. Garrett, Public Works Director, and his ability to continue making the best, and most viable, decisions concerning the town.

 Mayor Mattox referenced another Public Works item from the proposed FY2021 CIP Draft Budget, "New Bucket Truck Purchase". He asked staff for an update on this item.

Mr. Coggsdale reminded Council there was \$60,000 in "reserves", between both the General Fund and the Highway Fund that had previously been earmarked for this item.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, would be able to answer any questions they may have concerning this item.

Mr. Garrett informed Council the price of a new bucket truck was \$104,000, a difference of \$44,000, which was the amount being requested in the FY2021 CIP Draft Budget.

Mr. Garrett stated, the town could purchase a used bucket truck from \$45,000 to \$65,000, but stated the truck's equipment would need to be "certifiable" for safety assurance.

Mayor Mattox stated the safety of the town's employees was his top priority, and he favored purchasing a new bucket truck.

Mayor Mattox asked Council for their thoughts on this item.

Mr. Bennett asked what makes a "used" truck not safe for consideration.

Mr. Garrett stated, if the truck's hydraulics or the boom of the truck had been damaged and needed repairing, then the safety aspect would be questionable.

Mr. Bennett asked staff to confirm that a used truck can be "certified" safe.

Mr. Garrett confirmed to Council that a used truck could be tested and certified that it is safe for operation.

Mr. Bennett stated he favored the Public Works Department utilizing the \$60,000 already allocated for this item and purchasing a "certified" used truck.

Mr. George asked how old was the bucket truck the town was currently using.

Mr. Garrett, confirmed by Mr. Fore, stated the current bucket truck was purchased used from VDOT in 2006, which makes it fourteen years old.

Mr. George stated he was in favor of the new bucket truck purchase request.

Mr. Higginbotham stated he did not feel the town uses a bucket truck enough to justify purchasing a new one. He stated, as long as the truck is "certified", it would be safe for town use.

Mr. Higginbotham stated a person/employee could get hurt on a new truck as easily as with a used one, so he was in favor of Mr. Garrett searching for another used (certified) bucket truck.

Mrs. Dalton stated she would support asking staff to explore the available options of a certified used bucket truck, but if staff did not find a viable used option, she would trust staff's decision to purchase a new one.

Mr. Emerson agreed with Mrs. Dalton. He stated he was in favor of staff searching for a safe (certified) used bucket truck, but if Mr. Garrett was unable to find a viable used option, he would support the purchase of a new truck.

Mr. Mitchell stated he was not an expert on new or used bucket trucks. He stated, if Public Works was unable to find a viable used truck and needs to purchase a new one, he suggested reallocating the additional \$44,000 needed for a new truck from another line item in the PW proposed CIP budget.

Mr. Coggsdale informed Council the additional \$44,000 being requested for a new bucket truck would be a 50/50 split between the Highway Fund and the General Fund Reserves. He stated, therefore, if a "new" bucket truck is purchased, the actual number from reserves that Council would potentially be approving was \$22,000, not the entire \$44,000.

Mr. Coggsdale stated, if Council was in consensus for staff to search for a certified used bucket truck instead of a new one, they would need to also decide whether or not to take the \$44,000 request out of the proposed fiscal year 2021 budget, or to leave the item in the budget as a "place holder" in case Public Works did not find a viable used option and has to purchase a new bucket truck.

Mr. Higginbotham asked Mr. Garrett if he would be looking for a diesel bucket truck, to which Mr. Garrett confirmed he would be.

Regarding the Public Works \$44,000 CIP item, towards purchasing a new bucket truck, requested in the FY2021 Draft CIP Budget: All Council members were in consensus to:

- Remove the \$44,000 CIP request from the FY2021 Draft CIP Budget.
- Mr. Garrett to explore available options for a "Certified" used bucket truck for the town to purchase instead of purchasing a new truck.
- Allow Public Works to purchase a new bucket truck, if a used option, viable to the town's needs, was not available/found.
- Place the \$44,000 requested CIP item, to be used towards the purchase of a new bucket truck, back in the FY2021 Draft Budget, if a viable used option was not found.

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

• Mr. Coggsdale referenced the Utilities (Enterprise) Fund section of his presentation. He stated the Utilities Fund has a \$289,960 projected surplus for the 2020/2021 fiscal year.

Mr. Coggsdale congratulated Mr. Fore, Utilities Director, and his department for having a projected surplus, because five years ago that fund had a deficit and the town had to transfer "reserve funds" in order to have a balanced budget.

Mrs. Dalton also congratulated staff and the Utilities Department for having a projected fund surplus.

Mr. Coggsdale reminded Council that any Utilities surplus would be used towards that department's potential borrowing for debt service.

Mr. Coggsdale informed Council that staff had advertised for the upcoming Public Hearing on March 10, 2020 regarding "potential borrowing", which is a requirement whenever the town is considering borrowing money.

Mr. Coggsdale concluded his presentation on the proposed FY2020/2021 Draft Budget by reminding Council of the budget process timeline:

- March 24th Work Session continued review and discussion of the draft budget.
- April 14th Council Meeting first reading "publically" of the proposed FY2021 Budget/CIP.
- May 12th Council Meeting Public Hearing scheduled regarding the proposed FY2021 Budget/CIP.
- June 9th Council Meeting "Consideration of Adoption" for the proposed FY2021 Budget/CIP.

Mr. Coggsdale stated Council may request additional dates for discussing and consideration of the proposed Budget/CIP if needed. He stated, however, Town Council is required to adopt the next year's budget by the end of the current fiscal year.

Mayor Mattox asked Council if they had any additional questions or comments regarding the Town Manager's draft budget presentation, to which there were none.

 Mayor Mattox referenced a previously discussed item regarding the Town of Altavista being able to offer a discounted utilities "base fee" for qualifying citizens. He asked staff for an update on this matter.

Mr. Coggsdale stated, and Mr. Eller (Town Attorney) confirmed, the request had been passed by the General Assembly and the legislation request has been sent to the Governor's office to be signed. He stated the town was currently awaiting the Governor's signature.

Mayor Mattox made reference to contributions the town has previously made to the Habitat for Humanity organization to cover utility connection fees for houses built in Altavista, with most years involving two new houses. He stated the fees had steadily increased over the years and were now up to \$3,500 per house, meaning a \$7,000 per year cost to the town.

Mayor Mattox suggested Council consider reallocating that contribution to help fund and/or offset the cost of the town's potential Utility Discount Program.

Mr. Higginbotham stated he felt the town should continue supporting the Habitat for Humanity organization.

Mayor Mattox agreed with Mr. Higginbotham that the Habitat organization was a worthy cause to support, but they only build two houses per year in town limits.

Mayor Mattox stated his main priority was to the Town of Altavista and he reminded Council that the town has multiple citizens that sometimes require assistance with their utility bills. He stated he felt the \$7,000 amount would be better utilized if allocated to fund the town's potential utility discount program.

Mayor Mattox asked for Council's thoughts on the matter.

Mr. Bennett stated he was in favor of the Mayor's suggestion.

Mr. George stated he had "mixed emotions" regarding the subject and he would like to see the town support both options (Habitat and a utility discount program).

Mr. Higginbotham stated he favored the town continuing its contribution to Habitat for Humanity in waiving the utility connection fees for homes built in Altavista. He stated, if the town did decide to discontinue its contribution, suggested the decision be "phased in" so the Habitat organization had time to prepare for the additional cost.

Mrs. Dalton stated, with Council being divided on this issue, she suggested placing this item on a future work session for further discussion and consideration.

Mr. Emerson agreed with Mrs. Dalton's suggestion for Council to take additional time to discuss this item further.

Mr. Mitchell also agreed the item required additional discussion.

All Council members were in consensus to place Mayor Mattox's suggestion, to discontinue the town's annual contribution to Habitat for Humanity and use the money to fund Altavista's potential utility discount program, on Council's next work session agenda scheduled for March 24, 2020.

• Mayor Mattox referenced other organizations, the Small Business Alliance and Region 2000, to which the town has previously contributed approximately \$12,000 in annual funds between the two, and is currently still an item on the FY2021 Draft Budget.

Mayor Mattox suggested Council have a discussion at their March 24th Budget Work Session regarding whether or not the town should continue its annual contributions to the Small Business Alliance and Region 2000.

All Council members agreed to do so.

Mr. Coggsdale stated he would place the item on Council's March 24, 2020 Budget Work Session for discussion and consideration.

• Mr. Coggsdale took the opportunity to thank all town department directors and staff for their contributions and hard work regarding the budget.

Mr. Coggsdale also thanked Mrs. Shelton, Town Finance Director, for her extensive work on compiling the budget information and having the draft budget completed in a timely manner in order for the document(s) to be delivered to Town Council on time.

Council also thanked everyone for their work on the draft budget.

b. Citizen Request to Use Town Property/Encroachment

Mr. Coggsdale informed Council that Ms. Williams, Altavista's Community Development Director, would be addressing Council regarding this item.

Ms. Williams informed Council the town had received a request from the residence of 328 10th Street in regards to utilizing a town right-of-way to build a privacy fence. She stated the 20 foot right-of-way is considered a "paper alley" as it was never developed or used by the town.

Ms. Williams stated the current request comes from a resident adjacent to a property (326 10th St.) that had the same type of request in November 2012. She stated that request was approved and there are no records of any complaints about the first fence since it was erected.

Ms. Williams stated the previous (first) request was for half of the 20 foot right-of-way; and the current request is to build a fence on the other 10 foot half of the alley.

Ms. Williams stated, at that time, staff was recommending Council approve the current request from the citizen at 328 10th Street, under the condition the owner enter into a "Permissive Use Agreement" with the Town of Altavista.

Ms. Williams shared photos of the two mentioned properties and the existing fence in the alley as a visual reference for Council's consideration.

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

Mr. Emerson, seconded by Mr. Mitchell, motioned to accept staff's recommendation and approve the request from the 328 10th Street resident allowing encroachment on town property, particularly the alley between the 328 and 326 10th St. properties, to build a 10 foot privacy fence.

Motion carried:

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

Ms. Williams stated it was the opinion of staff the "cleanest way" to handle these types of requests in the future would be, rather than approve encroachment for private use on public property, the town require a petition by the property owner(s) to close the alley, if the town has no foreseeable use of the property. She stated, if approved, the "paper street/alley" would be divided evenly between the two adjacent property owners.

Mayor Mattox stated he felt the suggestion was a good idea for consideration.

c. Altavista Community Transit System (ACTS) – Title VI Plan

Mr. Coggsdale stated, pursuant to the memorandum of Mrs. Tobie Shelton, Town Finance Director, staff is seeking Council's consideration of the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Mr. Coggsdale stated this was a Department of Rail and Public Transportation (DRPT) requirement every three years for compliance with the Federal Transit Authority's (FTA) guidelines. He stated the only changes effecting the town in the current update were administrative in nature.

Mr. Coggsdale stated staff was recommending Town Council approve the updates to the ACTS Title VI Plan, as presented, and authorize the Mayor to sign the document.

Mr. Coggsdale stated, if approved, the item would be placed on the March 10, 2020 Town Council Regular Meeting 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 Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Motion carried:

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

d. Consideration of Establishing an Electric Vehicle (EV) Charging Station

Mayor Mattox referenced an idea/item previously mentioned by Councilman Bennett for consideration, "the need for Altavista to have an electric vehicle charging station". He thanked Mr. Bennett for suggesting the innovative idea and stated Mr. Bennett would be addressing Council further on this matter.

Mr. Bennett stated more and more people are investing in "electric vehicles (EV)". He referenced a gas station in nearby Lynchburg and their electric vehicle charging station.

Mr. Bennett informed Council the next closest EV charging station was located in Milton, North Carolina. He stated he felt Altavista's location along a main highway (Route 29) gives the town a great opportunity to join the EV movement.

Mr. Bennett informed Council a recent study showed that by the year 2025, an estimated 30% of the vehicles sold in the United States would be EV (electric vehicles), which was a large increase from the 1% sold in 2016.

Mr. Bennett stated, with the estimated increase in electric vehicles, there will also be a need for additional EV charging stations. He stated the study showed approximately 82,000 additional charging stations would be needed by 2025 to cover the EV increase.

Mr. Bennett stated, with Council's recent approval for the Staunton River Memorial Library to soon be Altavista's official visitor's center, he suggested the town consider installing an EV charging station in the library's public parking lot. He stated he felt the library was a central location and easily accessible to citizens and town visitors.

Mrs. Dalton asked for the cost involved for the town to install an EV charging station.

Mr. Bennett stated he was unsure, but felt the opportunity was worth investigating.

Mayor Mattox asked Council for their thoughts on the matter.

All Council members were in consensus to allow staff to investigate this item further and bring more detailed information, including cost association, to Council at a future work session. Council all agreed, with the budget process currently in progress, staff could wait 60-90 days before scheduling this item on a Council Work Session Agenda.

7. Informational Items

a. Altavista Water Plant Semi-Annual VDH Inspection

Mr. Coggsdale shared with Council a correspondence the town recently received from the Virginia Department of Health Office of Drinking Water in regards to their semi-annual inspection of Altavista's Water Treatment Plant. He stated the full report was available for review at Town Hall.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER
Danville Field Office
M. Norman Oliver, MD, MA
State Health Commissioner

January 28, 2020

Dear Mr. Coggsdale:

The report for the inspection of the Town of Altavista Water Treatment Plant on December 10 - I I, 2019 is enclosed.

The water treatment plant was found to be in good condition and operating as designed. The operating staff was very knowledgeable and conscientious. The plant was producing good quality water.

Please review Part I System Background & Findings Section of the report which summarizes key issues.

If you have any questions or comments concerning this inspection report, please contact me.

Sincerely,

Bernard C. Proctor, P.E.

District Engineer

Mr. Coggsdale expressed his appreciation to all of the water treatment plant employees for their hard work and dedication in helping provide this very important service to the Town of Altavista and its citizens.

Mr. Coggsdale stated Mr. Tom Fore, Director of Public Utilities, was available to answer any questions Council may have regarding this item.

Mayor Mattox also thanked Mr. Fore and Altavista's Water Treatment Plant staff for their good work.

Mr. Mitchell asked Mr. Fore if he was satisfied with the report given to the town by VDH.

Mr. Fore stated Altavista's continued efforts to maintain a quality utility system was one of the reasons he decided to come out of retirement and work for the Town of Altavista.

Mr. Fore referenced the "Gold Award" Altavista received in 2019 for their Utilities Department/System. He informed Council the utilities staff had obtained 99.9% of the numbers needed to receive the gold award again this year.

Mr. George asked how many "Class 1" operators Altavista has working in Utilities.

Mr. Fore stated there are four Class 1 Operators, including himself, and two Class 2 Operators currently employed by Altavista. He stated, before he was hired, the town previously had no Class 1 Operators on staff.

Mayor Mattox and Council all thanked Mr. Fore again for his hard work.

Mayor Mattox also thanked Town Staff for all of the hard work they do each and every day for the Town of Altavista and their community.

8. Public Comments (Non-Agenda Items)

Mayor Mattox asked if there was anyone attending the meeting that would like to address Council regarding an item or issue that was not on the February Work Session Agenda.

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

9. Matters from Council

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

• Mr. Bennett suggested the town consider returning "Town Cleanup Day" to its annual scheduled events. He stated the town could adopt a proclamation to "proclaim" a certain day of the year be designated annually for the event.

Mr. Coggsdale informed Council that Ms. Williams was currently working with other staff members on a similar project to coincide with "Earth Day" on April 22, 2020. He stated the item is scheduled to be discussed at Council's March 24th Work Session.

Ms. Williams informed Council that Administration, Public Works, and Community Development have all investigated the numerous litter/trash complaints the town office is receiving.

Ms. Williams stated, because this issue seems to be frequent and ongoing, a committee comprised of staff from all three of the mentioned departments are working on a program to bring before Council in March.

Ms. Williams stated the program would be an "Adopt a Street/Adopt a Spot Program" the committee hopes to implement starting this year, coinciding around the National observance of Earth Day on April 22nd.

Ms. Williams stated she felt the program would allow the town an opportunity to address some beautification issues while instilling pride into the citizens for its community. She stated the committee looks forward to bringing the proposed program before Council next month for their input and consideration.

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

Mr. George asked who would be responsible for "cleaning up" the designated areas.

Ms. Williams stated currently the responsibility falls to Public Works and VDOT, but the program would offer citizens the opportunity to "adopt" a street or spot as their designated area. She stated she felt the program would enable the responsibility to be a community effort.

Mr. Higginbotham asked who would be supplying the trash bags for the event.

Ms. Williams stated, in the program's current proposal, the town would supply the bags, signs, gloves, and vests to the citizens participating in the cleanup event. She stated, once an area was cleaned, the citizen or group would call the town and Public Works would pick up the trash bags from the cleaned area.

Mr. Emerson asked if the program would accommodate local businesses as well as citizens, to which Ms. Williams answered it would.

Ms. Williams stated, since the Altavista Chamber of Commerce previously had a similar event, the program committee would also reach out to them to reconsider assisting with the town event.

Mr. George stated he had recently been contacted by a citizen regarding the excessive trash along the side of the entrance and exit ramps to Altavista. He stated he was in favor of such a program to help with the ongoing issue.

Mr. George asked what the fine was for littering.

Mr. Emerson stated the fine for littering is currently \$250-\$500 and Ms. Williams confirmed that littering is a Class 4 Misdemeanor.

Mr. Bennett referenced a "bill" that recently passed implementing a .05 cents charge (each) for using plastic bags. He asked the Town Attorney how the bill would affect the town.

Mr. Eller, Town Attorney, stated when he previously researched the potential bill(s), there were variances for different types of bags. He stated he would investigate the terms of the bill and bring the information back to Council.

• Mr. Higginbotham referenced the Avoca Museum and their recent need to remove an "old" rundown shed/building from the Avoca property. He stated Avoca had received an extremely high price to remove the building.

Mr. Higginbotham informed Council he asked Mr. Garrett to look at the old building and determine what it would in tale for removal of the building. He asked Council to consider allowing Mr. Garrett/Public Works to help Avoca in the removal process of the building.

• Mr. Emerson asked for an update on the "overlook" along the river trail in English Park.

Mr. Garrett stated staff was currently working on the design for the concrete pad in order to determine the "scope of work" needed for "bidding out" the project.

Mr. Higginbotham asked if the town was still considering using Boy Scouts (potential Eagle Scouts) for the overlook project; and if so, have they confirmed any scouts yet.

Mr. Garrett stated, at this point in the project, they have not contacted any Scout Troops.

Mayor Mattox asked Mr. Garrett for his opinion regarding whether or not he felt the overlook project was safe enough for the town to consider utilizing scouts for this project.

Mr. Garrett stated it was the town's intention to outsource pouring the concrete pad, but the scouts would help form the brace for the pad, which he felt was safe.

- Mr. Emerson stated he had visited English Park for the past two weekends and informed Council there were a lot of citizens taking advantage of the recent nice weather and utilizing the park's renovated playground, as well as the trails. He stated he felt English Park was going to be extremely busy this summer.
- Mr. Mitchell thanked his fellow Council members for their approval to allocate funds in the current fiscal year CIP Budget for an Innovative Center in the old Fire Station.

Mr. Mitchell stated He, Mr. Coggsdale, and Ms. Williams had been working on a grant in the amount of \$25,000 for a "feasibility study" for this project.

Mr. Mitchell informed Council the Tobacco Commission has confirmed the town would be eligible to apply for a grant from their program in April 2020. He stated that grant held a possible \$200,000 in funds for the Innovative Center project.

There were no additional comments from Council on this date.

10. Closed Session

CLOSED SESSION

DATE: <u>Tuesday February 25, 2020</u>

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

Section 2.2-3711 (A)(1) 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)(Personnel).

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

Motion carried.

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

Council went into closed session at 7:06 P.M.

Notice was given that council was back in regular session 8:10 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. 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 that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

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

Staff was notified there were no official actions taken by Council during Closed Session.

11. Adjournment

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

The meeting was adjourned at 8:11 p.m.

	Michael E. Mattox, Mayor
J. Waverly Coggsdale, III, Clerk	

CHECK	VENDOR		CHECK	CHECK
NO	NO	NAME	DATE	AMOUNT
39868	103	BEACON CREDIT UNION	02/07/2020	280.00
39869		CAMPBELL COUNTY PUBLIC LIBRARY		946.20
39870		CHERYL DUDLEY	02/07/2020	18.95
39871		DEPARTMENT OF STATE POLICE #42		4.20
39872		DMV	02/07/2020	200.00
39873		J JOHNSON ELLER JR	02/07/2020	2,000.00
39874		FISHER SCIENTIFIC	02/07/2020	542.02
39875		FOSTER ELECTRIC CO INC	02/07/2020	122.21
39876		GRETNA TIRE INC	02/07/2020	647.31
39877		ICMA RETIREMENT TRUST-457 #304		270.00
39878		INTEGRATED TECHNOLOGY GROUP IN		4,713.69
39879		MANPOWER	02/07/2020	657.20
		MATHERLY, CANDI	02/07/2020	150.00
39881		MULTI BUSINESS FORMS INC	02/07/2020	697.49
39882		MUNICIPAL EMERGENCY SERV DEPOS		50.00
39883		ORKIN PEST CONTROL LLC	02/07/2020	318.65
		RUSSELL, GREG	02/07/2020	30.83
39885		SELECT AIR MECHANICAL ELECTRIC		3,420.82
		SONNY MERRYMAN INC	02/07/2020	403.44
		SOUZA, RONALD & HOLLY	02/07/2020	13.75
39888		TREASURER OF VA /CHILD SUPPORT		1,069.16
39889		US BANK EQUIPEMENT FINANCE	02/07/2020	232.66
39890		VACORP	02/07/2020	309.59
39891		VUPS INC	02/07/2020	71.40
39892		WAGEWORKS INC	02/07/2020	122.32
39893		AECOM	02/14/2020	2,500.00
39894	498	ALTAVISTA INSTRUMENTS &CONTROL		21,250.00
39895		BOXLEY AGGREGATES	02/14/2020	1,345.24
39896	12	BRENNTAG MID-SOUTH INC	02/14/2020	6,219.07
39897	526	DAVENPORT ENERGY INC	02/14/2020	294.80
39898	569	DIAMOND PAPER CO INC	02/14/2020	90.06
39899	36	DOMINION VIRGINIA POWER	02/14/2020	51,523.74
39900	301	ENGLISH'S LLC	02/14/2020	2,012.65
39901	118	FERGUSON ENTERPRISES LLC	02/14/2020	12,739.95
39902	43	FOSTER FUELS INC	02/14/2020	14,071.09
39903	111	GRAINGER INC	02/14/2020	513.24
39904	9999999	GRANGER VICTOR R & GRACE G	02/14/2020	163.92
39905	916	GRANITE TELECOMMUNICATIONS	02/14/2020	632.01
39906	305	HAWKINS-GRAVES INC	02/14/2020	12,999.31
39907	566	INTEGRATED TECHNOLOGY GROUP IN	02/14/2020	2,337.00
39908	1	INTL ASSOCIATION OF CHIEFS OF	02/14/2020	190.00
39909	411	MANPOWER	02/14/2020	657.20
39910	300	NAPA AUTO PARTS	02/14/2020	911.97
39911	734	PEARSON EQUIPMENT CO INC	02/14/2020	628.51
39912	920	PERIMETER ROOFING VA LLC	02/14/2020	1,394.50
39913	884	RESERVE ACCOUNT	02/14/2020	3,000.00
39914	857	RIVERSTREET NETWORKS	02/14/2020	364.65
39915		SHAWN KARR	02/14/2020	50.40
39916		SIMPSON, RICKY	02/14/2020	600.00
39917		SOUTHERN PLAYGROUND INC	02/14/2020	29,222.95
39918	96	UNIVAR USA INC	02/14/2020	4,759.65

39919	103	BEACON CREDIT UNION	02/19/2020	280.00
39920	294	BUSINESS CARD	02/19/2020	12,846.87
39921	1	CAPITAL ONE BANK (USA) N. A.	02/19/2020	241.42
39922	1	DEREK TYREE	02/19/2020	127.80
39923	332	HURT & PROFFITT INC	02/19/2020	26,960.00
39924	57	ICMA RETIREMENT TRUST-457 #304	02/19/2020	270.00
39925	743	MEYERCORD REVENUE INC	02/19/2020	3,407.40
39926	921	PRICE BUILDINGS INC	02/19/2020	9,500.00
39927	9999999	PRO LOGGING INC	02/19/2020	654.75
39928	9999998	TAYLOR, SHEILA	02/19/2020	150.00
39929	85	TREASURER OF VA /CHILD SUPPORT	02/19/2020	1,069.16
39930	9	AFLAC	02/28/2020	3,289.36
39931	84	ALTAVISTA JOURNAL	02/28/2020	329.00
39932	91	ANTHEM BLUE CROSS/BLUE SHIELD	02/28/2020	37,356.00
39933	9999997	BAILEY-STONE, LINDA	02/28/2020	18.52
39934	675	BKT UNIFORMS	02/28/2020	48.93
39935	922	BLISS PRODUCTS AND SERVICES IN	02/28/2020	727.00
39936	9999999	CARTOLARO MICHAEL	02/28/2020	114.56
39937	427	CENTURYLINK	02/28/2020	583.55
39938	32	CONTROL EQUIPMENT CO INC	02/28/2020	10,809.78
39939	284	DEWBERRY ENGINEERS INC	02/28/2020	5,300.00
39940	9999997	DUDLEY, PATRICIA LOUISE	02/28/2020	10.03
39941	247	ENGINEERED SYSTEMS & PRODUCTS	02/28/2020	495.79
39942	40	FEDERAL EXPRESS CORPORATION	02/28/2020	173.75
39943	119	FOSTER ELECTRIC CO INC	02/28/2020	126.58
39944	46	GENTRY LOCKE ATTORNEYS	02/28/2020	160.00
39945	9999999	GOFF JORDAN D	02/28/2020	75.28
39946	50	GRETNA TIRE INC	02/28/2020	1,392.50
39947	52	HACH COMPANY	02/28/2020	3,109.95
39948	440	INDIAN RIVER EQUIPMENT COMPANY	02/28/2020	1,406.02
39949	58	INSTRUMENTATION SERVICES INC	02/28/2020	708.00
39950	1	KENNETH MOOREFIELD	02/28/2020	20.92
39951	9999999	LAWHORNE DONNA S	02/28/2020	62.88
39952	411	MANPOWER	02/28/2020	1,314.40
39953	218	MINNESOTA LIFE	02/28/2020	99.06
39954	121	MULTI BUSINESS FORMS INC	02/28/2020	436.00
39955	608	NORFOLK SOUTHERN RAILWAY CO	02/28/2020	100.00
39956	816	PACE ANAYLTICAL SERVICES LLC	02/28/2020	1,131.44
39957	358	PHILLIPS EQUIPMENT CORPORATION	02/28/2020	428.11
39958	72	PHYSICIANS TREATMENT CENTER	02/28/2020	200.00
39959	843	BETTY PICKERAL	02/28/2020	1,150.00
39960		PORTERFIELD, RACHEL	02/28/2020	88.75
39961		PRICE BUILDINGS INC	02/28/2020	5,700.00
39962	76	RYDIN DECAL	02/28/2020	216.16
39963		SOUTHSIDE ELECTRIC COOP	02/28/2020	945.28
39964		SPRINT	02/28/2020	1,123.89
		STEWART - HOUSE, CHARLES	02/28/2020	10.57
39966	533	STIMULUS, LLC	02/28/2020	295.00
39967		TIAA COMMERCIAL FINANCE INC	02/28/2020	153.00
39968		UNIVERSITY OF VA	02/28/2020	500.00
39969		UTILITY SERVICE CO INC	02/28/2020	37,464.37
		WALLER, VANESSA	02/28/2020	38.75
39971		WATER MANAGEMENT SOLUTIONS INC		1,626.80
		WEBSTER, TERI	02/28/2020	150.00
39973		XEROX FINANCIAL SERVICES	02/28/2020	382.00
NO. (OF CHECK	S: 106	OTAL CHECKS	363,143.18

	FY 2020	FY 2020					
	Adopted	Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
General Fund Revenue	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
	l			.1			
Property Taxes - Real Property	215,000		2,358		207,741	97	215,000
Public Service - Real & Personal	97,000	97,000	o	이	98,699	102	97,000
Personal Property	230,000	230,000	7,630	3	251,079	109	230,000
Personal Property - PPTRA	100,000	100,000	0	0	83,507	84	100,000
Machinery & Tools	1,794,000	1,794,000	8,707	0	1,829,753	102	1,794,000
Mobile Homes - Current	150	150	2	1	158	105	150
Penalties - All Taxes	4,500	4,500	1,401	31	4,277	95	4,500
Interest - All Taxes	1,700	1,700	836	49	3,129	184	1,700
Local Sales & Use Taxes	165,000	165,000	17,755	11	76,215	46	165,000
Local Electric and Gas Taxes	112,000	112,000	9,707	9	66,515	59	112,000
Local Motor Vehicle License Tax	43,000	43,000	2,244	1	40,705	95	43,000
Local Bank Stock Taxes	159,000	159,000	0	0	o	0	159,000
Local Hotel & Motel Taxes	75,000	75,000	6,206	8	55,450	74	75,000
Local Meal Taxes	955,000	955,000	79,882	8	579,531	61	955,000
Container Rental Fees	1,300	1,300	-83	-6	1,258	97	1,300
Communications Tax	35,000	35,000	2,760	8	16,985	49	35,000
Transit Passenger Revenue	5,000	5,000	576	12	3,250	65	5,000
Local Cigarette Tax	144,000	144,000	3,881	3	72,090	50	144,000
Mobile Restaurant Permit	150	150	75		100		150
Business License Fees/Contractors	4,500	4,500	486	11	561	12	4,500
Busines License Fees/Retail Services	58,000	58,000	4,562	8	5,254	9	58,000
Business Licnese Fees/Financial/RE/Prof.	4,000	4,000	507	13	811	20	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	399	4	888	9	10,000
Business Licenses Fees/Wholesale Businesses	450	450	15	3	15	3	450
Business License Fees/Utilities	3,000	3,000	15	1	15	0	3,000

General Fund Revenue (Continued)	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Business License Fees/Hotels	850	850	0	0	0	o	850
Vending - Coin Operated			0		73		
Permits - Sign	1,100	1,100	160	15	1,180	107	1,100
Fines & Forfeitures - Court	15,000	15,000	2,514	17	15,363	102	15,000
Parking Fines	200	200	0	0	660	330	200
Interest and Interest Income	285,600	285,600	12,843	4	151,108	53	285,600
Rents - Rental of General Property	1,200	1,200	100	8	512	43	1,200
Rents - Pavilion Rentals	3,000	3,000	-150	-5	1,263	42	3,000
Rents - Booker Building Rentals	3,000	3,000	675	23	3,600	120	3,000
Rents - Rental of Real Property	80,000	80,000	4,625	6	40,598	51	80,000
Property Maintenance Enforcement	o	0	280	0	1,400	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	22,284	26	66,852	78	85,700
State Rental Taxes	1,000	1,000	27	3	298	30	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	1,160	39	1,160	39	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	5,513	0	5,000
State Transit Revenue	15,050	15,050	0	0	28,913	192	15,050
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	18,000	18,000	1,773	10	11,424	63	18,000
VDOT TEA 21 Grant	0	o	0	0	442,082	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	0	0	28,671	51	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc Sale of Supplies & Materials	7,500	7,500	575	8	11,263	150	7,500
Misc Sale of Supplies & Materials/Transit	o	0	0	0	0	0	0

	FY 2020	FY 2020					
	Adopted	Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	<u>Budget</u>	MTD	Budget	YTD	<u>Budget</u>	<u>Projections</u>
Misc Cash Discounts	100	100	o	0		0	100
Miscellaneous	25,000	25,000	1,371	5	36,651	147	25,000
Misc / Canoe Launch Project	o	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	o	0	48,351	0	0
Misc State Forfeiture Fund	0	0	0	o	197	0	0
Misc Federal Forfeiture Fund	0	0	0	o	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.1.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	О		0	0
Transfer In from General Fund Design. Reserves	0	o	0	0		o	0
Transfer In Designated	30,300	30,300	0	I			30,300
	4,883,450	4,883,450	198,157	4	4,326,444	<u>89</u>	4,883,450

	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 Budget	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,726,090	7,726,090	432,133	6	4,453,831	58	7,726,090
Debt Service	445,400	445,400	0	0	397,888	0	445,400
CIP	1,676,100	1,676,100	136,671	8	3,148,516	188	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:	10,175,000	10,175,000	568,804	<u>6</u>	8,065,236	<u>79</u>	10,175,000

	FY 2020 Adopted	FY 2020 Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	Budget	MTD	Budget	YTD	Budget	Projections
Council / Planning Commission							
Operations	33,600	33,600	1,949	6	16,999	51	33,600
Debt Service	0	o	0	0	0	0	0
CIP	<u>0</u>	<u>o</u>	<u>o</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Administration - TOTAL:	<u>33,600</u>	<u>33,600</u>	<u>1.949</u>	<u>6</u>	<u>16.999</u>	<u>51</u>	<u>33.600</u>
Administration							1
Operations	835,730	835,730	52,258	6	534,579	64	835,730
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,000</u>	<u>75,000</u>	<u>o</u> '	<u>0</u>	<u>1,010,275</u>	<u>1,347</u>	<u>75,000</u>
Administration - TOTAL:	<u>910,730</u>	<u>910.730</u>	<u>52.258</u>	<u>6</u>	<u>1,544,854</u>	<u>170</u>	<u>910.730</u>
Non-Departmental							
Operations	793,710	793,710	1,877	0	776,658	98	793,710
Transfer Out to Cemetery Fund	-46,050	-46,050	0	0	0	0	-46,050
Transfer Out to Enterprise Fund	0	o	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>1.877</u>	<u>Q</u>	<u>711.658</u>	<u>127</u>	<u>559.000</u>
Non-Departmental - TOTAL:	<u>559.000</u>	<u>559.000</u>	<u>1.877</u>	<u>0</u>	<u>711,658</u>	<u>127</u>	<u>559.000</u>
Public Safety							
Operations	1,098,280	1,098,280	86,078	8	687,158	63	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>37,509</u>	<u>34</u>	<u>111,000</u>
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1.209.280</u>	<u>86.264</u>	<u>Z</u>	<u>724.666</u>	<u>60</u>	<u>1,209,280</u>

	FY 2020	FY 2020					
	Adopted	Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	Budget	MTD	Budget	YTD	Budget	Projections
Public Works	. — I						
Operations	1,010,230	1,010,230	62,720	6	550,207	54	1,010,230
Debt Service	23,150	23,150	0	0	23,127	0	23,150
CIP	<u>479,300</u>	<u>479,300</u>	<u>42,827</u>	<u>9</u> <u>7</u>	<u>1,221,838</u>	<u>255</u>	<u>479,300</u>
Public Works - TOTAL:	<u>1.512.680</u>	<u>1.512.680</u>	<u>105,547</u>	<u>Z</u>	<u>1.795.172</u>	<u>119</u>	<u>1,512.680</u>
Economic Development							
Operations	234,700	234,700	1,094	0	10,831	5	234,700
CIP	<u>o</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>234.700</u>	<u>234.700</u>	<u>1.094</u>	<u>0</u>	<u>10.831</u>	<u>5</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	6,841	7	59,404	57	105,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	7,000	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>7,000</u>
Transit System - TOTAL:	<u>112.050</u>	<u>112.050</u>	<u>6.841</u>	<u>0</u> <u>6</u>	<u>59,404</u>	<u>0</u> <u>53</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,500	4,925	7	41,772	61	68,500
Debt Service	0	0	0	0	0	0	0
CIP	8,200	8,200	3,421	<u>42</u> <u>11</u>	<u>3,421</u>	<u>42</u> 59	8,200
Avoca Museum - TOTAL	<u>76.700</u>	<u>76.700</u>	<u>8,346</u>	111	<u>45.193</u>	<u>59</u>	<u>76.700</u>
GENERAL FUND TOTALS							
Operations	3,945,090	3,945,090	217,741	6	2,612,608	66	3,945,090
Debt Service	23,150	23,150	0	0	23,127	0	23,150
CIP	680,500	680,500	46,434	7	2,273,042	334	680,500
GENERAL FUND - GRAND TOTAL:	4,648,740	4,648,740	264,175	<u>6</u>	4,908,777	<u>106</u>	4,648,740

Town of Altavista Council / Planning Commission FY 2020 Expenditure Report 67% of year Lapsed

COUNCIL / PLANNING COMMISSION - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	13,995	67	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	3,004	40	7,600
Materials & Supplies	0	0	0	0	0	0	o
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,600	33,600	1,949	6	16,999	51	33,600

Town of Altavista Administration FY 2020 Expenditure Report 67% of year Lapsed

ADMINISTRATION - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended Budget	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	489,650	489,650	32,899	7	274,949	56	489,650
Other Employee Benefits	36,330	36,330	510	1	11,813	33	36,330
Services	189,500	189,500	6,302	3	154,590	82	189,500
Other Charges	74,250	74,250	5,909	8	55,514	75	74,250
Materials & Supplies	46,000	46,000	6,638	14	37,712	82	46,000
Capital Outlay	75,000	75,000	0	0	1,010,275	1,347	75,000
Total Expenditures	910,730	910,730	52,258	6	1,544,854	170	910,730

Town of Altavista Non-Departmental FY 2020 Expenditure Report 67% of Year Lapsed

	FY 2020	FY 2020					
	Adopted	Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	126,950	126,950	o	0 1	110,220	87	126,950
Campbell County Treasurer	78,000	78,000	О	0	0	0	78,000
Property Maintenance Enforcement	5,000	5,000	О	0	0	0	5,000
Business Development Center	6,000	6,000	О	0	0	0	6,000
Altavista Chamber of Commerce	20,000	20,000	О	0	5,000	25	20,000
Dumpster Reimbursement	600	600	О	0	o	0	600
Uncle Billy's Day Funding	20,000	20,000	o	0	o	0	20,000
Snowflake Project: Garden Club	o	О	О	0	9,730	0	О
Christmas Parade Liablity Insurance	350	350	О	0	О	0	350
Contribution - Altavista EMS	o	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	o	0	1,000
Economic Development Incentives	296,150	296,150	0	0	25,125	8	296,150
Contribution - YMCA Recreation Program	100,000	100,000	О	25	75,000	75	100,000
Contribution - Altavista Fire Co.	11,900	11,900	0	0	444,565	3,736	11,900
Contribution - Avoca	o	o	0	0	o	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	3,750	75	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	541,000	541,000	O	0	658,660	122	541,000
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	39,502	0	0
Fuel - Fire Company	18,000	18,000	1,877	10	13,497	75	18,000
NON-DEPARTMENT - ND - TOTAL	18,000	18,000	1,877	10	52,999	294	18,000
NON-DEPARTMENTAL - SUBTOTAL	559,000	559,000	1,877	0	711,658	127	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 67% of Year Lapsed

NON-DEPARTMENTAL - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Tranfer Out - Enterprise Fund Transfer Out - Library Fund Transfer Out - General Fund Reserve Transfer Out - CIF	0 0 101,660 22,000	0 0 101,660 22,000	o o o	0 0	0 0 0 0	0 0 0 0	0 0 101,660 22,000
Transfer Out - General Fund Reserve (Fire Dept.) TRANSFER OUT - TOTAL	65,000 234,710	65,000	0 0	0	65,000 65,000		65,000 234,710
DEBT SERVICE Debt Service - Principal Debt Service - Interest DEBT SERVICE - TOTAL	0 0 0	0 0 0	0 0		0 0 0	0 0 0	0 0 0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	793,710 559,000	_	1,877 1,877	0	776,658 711,658		

Town of Altavista Public Safety FY 2020 Expenditure Report 67% of Year Lapsed

PUBLIC SAFETY - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	957,000	957,000	79,547	8	594,414	62	957,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	1,433	5	16,989	54	31,430
Other Charges	53,900	53,900	1,663	3	35,137	65	53,900
Materials & Supplies	55,950	55,950	3,436	6	40,618	73	55,950
Capital Outlay	111,000	111,000	186	0	37,509	34	111,000
Total Expenditures	1,209,280	1,209,280	86,264	7	724,666	60	1,209,280

Town of Altavista Public Works FY 2020 Expenditure Report 67% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	576,650	576,650	40,308	7	358,183	62	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	1,278	2	25,707	46	56,260
Other Charges	40,350	40,350	2,577	6	28,278	70	40,350
Materials & Supplies	336,970	336,970	18,557	6	138,040	41	336,970
Debt Service	23,150	23,150	0	0	23,127	100	23,150
Capital Outlay	479,300	479,300	42,827	9	1,221,838	255	479,300
Total Francischer	1 512 690	1,512,680	105,547	7	1,795,172	119	1,512,680
Total Expenditures	1,512,680	1,512,080	103,347		1,753,172	119	1,312,000

Town of Altavista Economic Development FY 2020 Expenditure Report 67% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	148,550	148,550	754	1	3,960	3	148,550
Other Employee Benefits	o	o	o	0	o	0	О
Services	50,000	50,000	160	0	3,407	7	50,000
Other Charges	27,550	27,550	36	0	3,246	12	27,550
Materials & Supplies	8,600	8,600	144	2	218	3	8,600
Capital Outlay	o	0	0	0	0	0	0
Total Expenditures	234,700	234,700	1,094	0	10,831	5	234,700

Town of Altavista Transit System FY 2020 Expenditure Report 67% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	79,750	79,750	5,592	7	46,390	58	79,750
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,650	3,650	47	1	1,451	40	3,650
Materials & Supplies	19,600	19,600	1,202	6	11,428	58	19,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	112,050	112,050	6,841	6	59,404	53	112,050

Town of Altavista Avoca Museum FY 2020 Expenditure Report 67% of Year Lapsed

AVOCA MUSEUM - FUND 10	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	68,050	68,050	4,862	7	41,316	61	68,050
Other Employee Benefits	0	0	o	0	o	0	o
Services	0	0	0	0	o	0	o
Other Charges	450	450	36	8	400	89	450
Materials & Supplies	0	0	27	0	55	0	o
Capital Outlay	8,200	8,200	3,421	42	3,421	42	8,200
8							1
Total Expenditures	76,700	76,700	8,346	11	45,193	59	76,700

	FY 2020	FY 2020					
	Adopted	Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
		اموم مد	4 220	- I	13,029	72	18,000
Interest/Interest Income	18,000	18,000	1,330		•		
Water Charges - Industrial	1,520,800	1,520,800	111,300	7	720,816	47	1,520,800
Water Charges - Business/Residential	260,000	260,000	11,312		138,801	53	260,000
Water Charges - Outside Community	160,600	160,600	17,363	11	102,050	64	160,600
Water Charges - Water Connection Fees	1,500	1,500	0	0	600	40	1,500
Bulk Water Purchase	2,500	2,500	61	0	1,688	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	125,630		867,529	60	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	12,523	5	133,102	56	238,900
Sewer Charges - Outside Community	3,000	3,000	0	0	1,573	52	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	5,300	88	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	18,903	13	77,265	52	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	-169	-3	5,021	91	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	7,274	15	33,358	67	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	176	0	73,070	61	120,000
Misc. Cash Discounts	O	0	0	0	8	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	2,360	9	23,244	93	25,000
State Fluoride Grant	0	0	0	0	24,455	0	0
Transfer In from Fund 50 (CIP Designated Res)	o	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	<u>o</u>	<u>o</u>		<u>o</u>		<u>o</u>	<u>0</u>
							1
		 					
ENTERPRISE FUND - REVENUE:	<u>4,007,400</u>	<u>4.007.400</u>	<u>308,061</u>	<u>8</u>	<u>2,220,908</u>	<u>55</u>	<u>4,007,400</u>

	FY 2020	FY 2020					
	Adopted	Amended	FY 2020	MTD % of	FY 2020	YTD % of	YTD
ENTERPRISE FUND (FUND 50)	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Water Department		_					
Operations	1,390,150	1,390,150	96,879	7	763,286	55	1,390,150
Debt Service	422,250	422,250	0	0	374,761	0	422,250
CIP	355,900	355,900	62,268	17	320,592	90	355,900
Transfer Out	<u>56,900</u>	<u>56,900</u>	<u>o</u>	<u>o</u> <u>Z</u>	<u>0</u>	<u>o</u>	<u>56,900</u>
Water Department - TOTAL:	2,225,200	2,225,200	<u>159,147</u>	<u>Z</u>	1,458,639	<u>66</u>	2,225,200
Wastewater Department							
Operations	1,469,800	1,469,800	103,337		929,073	63	1,469,800
Debt Service	0	0	0	0	0	0	9
CIP	255,550	255,550	22,354	9	435,818	<u>171</u>	255,550
Transfer Out	<u>56,850</u>	<u>56,850</u>	<u>o</u>		<u>0</u>		<u>56,850</u>
Wastewater Department - TOTAL:	1,782,200	1,782,200	125,690	<u>Z</u>	1,364,891	<u>77</u>	<u>1,782,200</u>
ENTERPRISE FUND TOTAL							!
Operations	2,859,950	2,859,950	200,215	7	1,692,359	59	2,859,950
Debt Service	422,250	422,250	0	0	374,761	0	422,250
CIP	611,450	611,450	84,622	<u>14</u>	756,410	<u>124</u>	611,450
Transfer Out	<u>113,750</u>	<u>113,750</u>	<u>0</u>		<u>o</u>		<u>113,750</u>
ENTERPRISE FUND - GRAND TOTAL:	4,007,400	4,007,400	284,837	<u>Z</u>	2,823,531	<u>70</u>	4,007,400

Town of Altavista Water Department FY 2020 Expenditure Report 67% 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 Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	682,650	682,650	47,901	7	400,891	59	682,650
Other Employee Benefits	0	o	0	0	0	0	0
Services	167,100	167,100	788	0	41,396	25	167,100
Other Charges	247,750	247,750	13,036	5	142,934	58	247,750
Materials & Supplies	292,650	292,650	35,153	12	178,065	61	292,650
Debt Service	422,250	422,250	0	0	374,761	0	422,250
Capital Outlay	355,900	355,900	62,268	17	320,592	90	355,900
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
Total Expenditures	2,225,200	2,225,200	159,147	7	1,458,639	66	2,225,200

Town of Altavista Wastewater Department FY 2020 Expenditure Report 67% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	800,400	800,400	60,326	8	499,718	62	800,400
Other Employee Benefits	0	0	0	0	0	0	
Services	46,800	46,800	105	0	11,342	24	46,800
Other Charges	372,450	372,450	33,551	9	299,939	81	372,450
Materials & Supplies	250,150	250,150	9,354	4	118,074	47	250,150
Debt Service	0	0	0	0		0	0
Capital Outlay	255,550	255,550	22,354	9	435,818	171	255,550
Transfer Out	56,850	56,850	0		0		56,850
Total Expenditures	1,782,200	1,782,200	125,690	7	1,364,891	77	1,782,200

Town of Altavista Fund Expenditure Totals FY 2020

67% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of Budget	YTD Projections
Operations CIP State/Hwy Water Department - TOTAL:	870,500 <u>384,150</u> 1,254,650	<u>384,150</u>	12,391 <u>5,615</u> 18,006	<u>1</u>	125,487 <u>119,064</u> 244,550	14 <u>31</u> <u>19</u>	870,500 <u>384,150</u> 1,254,650
Cemetery Fund - (Fund 90)	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery - Operations - Total: CIP Transfer Out - Cemetery Reserve	50,550 0 <u>25,000</u>	50,550 0 <u>25,000</u>	1,786 0 <u>0</u>		23,378 0 <u>0</u>	46 <u>0</u>	50,550 0 <u>25,000</u>
Cemetery Fund - TOTAL:	75,550	75,550	<u>1,786</u>	<u>2</u>	23,378	<u>31</u>	<u>75,550</u>

Town of Altavista FY 2020 State/Highway Fund 67% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE							
Street & Highway/Interest Income	0	0	1,363	0	13,208	0	0
Street & Highway Maintenance	730,000	730,000	0	0	366,204	50	730,000
Street & Highway Maintenance/Carry Over	524,650	524,650	0	0	0	0	524,650
Street & Highway Maintenance/Cash Discount	0	0	5.79	0	9.26	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTA	1,254,650	1,254,650	1,369	<u>0</u>	379,421	<u>30</u>	1,254,650
	,				1		
EXPENDITURES	_				ا	_	
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,016	2	14,345	30	48,200
Maintenance - Pavement	565,500	565,500	1,808	0	19,724	3	565,500
Maintenance - Traffic Control Devices	56,800	56,800	4,171	7	31,755	56	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	3,306	33	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	105	0	5,617	9	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	732	1	20,268	41	50,000
General Admin. & Misc Miscellaneous	80,000	80,000	4,520	6	30,472	38	80,000
State/Highway Reimb. Fund - Subtotal:	870,500	870,500	12,391	1 <u>1</u>	125,487	14	870,500
Motor Vehicles- Replc.	48,600	48,600	0	0	٥	0	48,600
Machinery & Equip Replc.	35,550	35,550	ő	0	6,780	19	35,550
Machinery & Equip New	0.000	33,330	Š	0	0,700	0	35,550
	300,000	300,000	5,615	2	112,283	37	300,000
Improvements Other Than Buildings - New	300,000	300,000	3,013	0	112,283	37 O	300,000
Engineering - New Motor Vehicles- Replc.	ű	ď	o	0	្យ	0	
·	384,150	384,150	5,615	1	119,064	31	384,150
State/Highway Reimb. Fund - Capital Outlay - Subto	304,130	364,130	3,013	*	113,004	21	304,130
Transfer Out - Highway Fund Reserve	o	0	o	0	o	0	О
State/Highway Fund - GRAND TOTAL:	1,254,650	1,254,650	18,006	1	244,550	<u>19</u>	1,254,650

Town of Altavista FY 2020 Cemetery Fund 67% of Year Lapsed

Cemetery Fund - Fund 90	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of Budget	FY 2020 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	1,120		8,370	56	15,000
Interest/Interest Income	10,500	10,500	122	1	6,459	62	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	8,750	219	4,000
Miscellaneous/Misc.	0	아	0	0	25	0	0
Transfer In From General Fund	<u>46,050</u>	<u>46,050</u>	<u>ō</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>46,050</u>
Cemetery Fund - GRAND TOTAL:	<u>75,550</u>	75,550	1,242	2	23,604	31	75,550
76							
EXPENDITURES			_		_		_
Salaries and Wages/Regular	9,700	9,700	1,090	11	4,393	45	9,700
Salaries and Wages/Overtime	1,000	1,000	127	13	384	38	1,000
Benefits/FICA	800	800	87	11	329	41	800
Benefits/VRS	1,000	1,000	28	3	97	10	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	133	9	458	30	1,550
Benefits/Group Life	200	200	15	8	56	28	200
VRS Hybrid Employer Contr.	0	0	75	0	294	0	0
ICMA Hybrid Employer Contr.	0	О	13	0	41	0	0
Other Charges/Misc. Reimb.	o	О	o	0	o	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	219	2	7,010	70	10,000
Opening/Closing Graves	1,500	1,500	О	0	500	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	o	0	9,815	0	24,800
CAPITAL OUTLAY							1
Machinery & Equip New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25.000</u>	<u>25,000</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	75,550	75,550	1,786	2	23,378	<u>31</u>	75,550

Town of Altavista Investment and Deposit Totals Balance as of February 29, 2020



	NATED BALANCES nd Reserves				
General Ful	Money Market Account Certificate of Deposit LGIP	1,915,626.50 2,863,055.04 8,609,546.92 Sub-Total	\$	13,388,228.46	
Enterprise l	Fund Reserves Money Market Account Certificate of Deposit	272,292.78			
	LGIP	839,242.01 Sub-Total	\$	1,111,534.79	
		Total Undesignated	\$	14,499,763.25	
	TED BALANCES				
Highway Fu	Money Market Account Certificate of Deposit LGIP	100,100.00 0.00 1,001,716.37			
		Sub-Total	\$	1,101,816.37	
Green Hill C	Cemetery Money Market Account Certificate of Deposit LGIP	25,211.76 608,265.45 76,877.45 Sub-Total	\$	710,354.66	
AEDA	Money Market Account Certificate of Deposit LGIP	0.00 0.00 273,520.59 Sub-Total	\$	273,520.59	
Federal For	feiture Account		Ť	\$2,885.82	
State Forfei	ture Account			\$6,694.62	
Operating C	Cash Account		\$	1,055,945.77	
		Total Designated	\$	3,151,217.83	
	Grand Total	al Investments and Deposits	\$	17,650,981.08	

DISTRIBUTION OF UNDESIGNATED FUNDS						
Policy Money	7,686,656.00					
PCB	569,707.59					
Accrued Liability	173,549.00					
ED rem balance of \$35,000(website and marketing)	6,240.00					
Earmarked for Final Downtown Map-21 Project	215,720.00					
Earmarked for AOT No Interest Loan Program	40,000.00					
"Pop-Up" Altavista Funding	10,000.00					
Funds earmarked for items not completed during prior FY	1,287,740.00					
Canoe Launch Site	343,614.90					
CIP Items Earmarked for Future Purchase	118,700.00					
Park Improvements as designated by Roberta F. Jenks' Estate	133,491.14					
Park Improvements	11,300.00					
Splash Pad Project	346,010.00					
Proceeds from sale of EMS building	228,750.00					

Balance Remaining of Undesignated Funds \$ 3,328,284.62

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