



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, May 12, 2020
7:00 p.m. – Council's Chambers

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

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

6. Consent Agenda

- a. **Approval the minutes of the April 7th Continued Meeting, April 14th Regular Meeting and April 28th Work Session**
- b. **Acceptance of Monthly Financial Reports**
- c. **Assistant Town Manager job description amendment**
- d. **Avoca Museum Roof Quote/Use of EMS building sale proceeds**
- e. **Adoption of Virginia WARN Resolution**

7. Public Hearing(s)

- a. **FY2021 Budget and Capital Improvement Plan (CIP)**

8. New Business

- a. **Melinda Tank Pressure Zone Improvements Project Bids**
- b. **FY2020 Paving Bids (Rebid)**
- c. **Police Recruitment/Retention Proposal**

9. Unfinished Business

- a. **FY2021 Budget/FY2021-2025 Capital Improvement Program 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

13. Adjournment

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

May 12, 2020

ITEM #: 4

ITEM TITLE:

Recognitions and Presentations

DESCRIPTION/ACTION:

There are no items placed on this portion of the agenda, at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Citizen's Time (Non-Agenda Items Only)

MEETING DATE:

May 12, 2020

ITEM #: 5**EXPLANATION:**

*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.)*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

May 12, 2020

ITEM #: 6**ITEM TITLE:**

Consent Agenda Items

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

DESCRIPTION/ACTION:

6a: Approval of Minutes: [\(Link\)](#)

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

6c: Assistant Town Manager job description amendment: [\(Link\)](#)

6d: Avoca Museum Roof Quote/Use of former EMS building sale proceeds [\(Link\)](#)

6e: Adoption of Virginia WARN Resolution [\(Link\)](#)

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

May 12, 2020

Agenda Item#: 6a

Item Title: Approve the minutes of previous Council meetings (April 7, April 14 and April 28, 2020)

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

Action(s):

Approve the minutes of the Council's Continued Meeting held on April 7, 2020.

Approve the minutes of the Council's Regular Meeting held on April 14, 2020

Approve the minutes of the Council's Work Session held on April 28, 2020.

Explanation:

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

ATTACHMENTS:

- April 7, 2020 Continued Meeting **(Link)** *Included at end of the packet*
- April 14, 2020 Regular Meeting **(Link)** *Included at end of the packet*
- April 28, 2020 Work Session **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

May 12, 2020

Agenda Item#: 6b

Item Title: Acceptance of the monthly financial reports

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

Action(s):

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

Explanation:

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

ATTACHMENTS:

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

May 12, 2020

Agenda Item#: 6c

Item Title: Amendment to Assistant Town Manager job description

Action(s):

Approve the amendments to the job description of Assistant Town Manager

Explanation:

- Town Council previously considered changes to the job description and the changes need to be adopted.

Background:**Funding Source(s):**

N/A

ATTACHMENTS:

- Assistant Town Manager Job Description ([Link](#))

Assistant Town Manager

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

General Definition of Work

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

Qualification Requirements

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

Essential Functions

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

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

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

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

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

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

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

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

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

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

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

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

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

Coordinates and prepares special research reports on various issues.

Knowledge, Skills and Abilities

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

Assistant Town Manager

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

Education and Experience

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

Physical Requirements

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

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 3/26/2020



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

May 12, 2020

Agenda Item#: 6d

Item Title: Avoca Museum roof replacement and use of funds

Action(s):

Approve authorization for the Avoca Board to award the contract for the identified roof repairs based on the bids.
Approve use of the former EMS building proceeds to pay for the roof repairs and the “pigeon perch” repairs, as outlined.

Explanation:

- The Avoca Board requested Town Council’s consideration of this project and the method by which to fund it; as well as the previous project.
- Staff will present the necessary paperwork in regard to a budget amendment, at a later date.

Background:

- The funds being considered are from the sale of the former EMS building and are earmarked for maintenance of the museum.

Funding Source(s):

Dedicated funds in the Town’s Reserves (former EMS building sale proceeds)

ATTACHMENTS:

- None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

May 12, 2020

Agenda Item#: 6e

Item Title: Virginia WARN resolution

Action(s):

Approve the attached Virginia WARN resolution.

Explanation:

- Town Council agreed to allow the Town to participate in the Virginia Water and Wastewater Agency Response Network (VA WARN).
- Adoption of the attached resolution authorizes the Town Manager to execute the Mutual Aid Agreement.

Background:

- VA WARN Mutual Aid Agreement is used by public and private utilities for purposes of requesting assistance and responding to requests.

Funding Source(s):

- N/A

ATTACHMENTS:

- VA WARN Resolution

**RESOLUTION AUTHORIZING EXECUTION OF THE
VIRGINIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK
MUTUAL AID AGREEMENT**

WHEREAS, the National Infrastructure Protection Plan and in particular the Sector Specific Plan for the Water Sector developed by the United States Environmental Protection Agency identifies the development of a Water and Wastewater Agency Response Network in each State as an important means of helping to ensure resilient water and wastewater infrastructure in the public interest; and

WHEREAS, in furtherance of such national Water Sector plan, Virginia's longstanding, nationally-recognized professional associations known as the Virginia Section of the American Water Works Association ("VA AWWA") and the Virginia Water Environment Association ("VWEA") have jointly formed the Virginia Water and Wastewater Agency Response Network ("VA WARN") Committee to develop the EPA-recommended network and associated procedures for implementation in Virginia; and

WHEREAS, the VA WARN Committee has developed the attached form of a VA WARN Mutual Aid Agreement for use by public and private Water Sector utilities for purposes of requesting assistance and responding to such requests as well as a related form of an Event Agreement for providing assistance of a defined scope on defined terms and conditions; and

WHEREAS, this VA WARN Mutual Aid Agreement is intended to supplement and integrate with the Statewide Mutual Aid Program administered by the Virginia Department of Emergency Management, with the Emergency Management Assistance Compact, and with other mutual aid agreements of local, intrastate and interstate scope; and

WHEREAS, The Town of Altavista operates water supply facilities and wastewater facilities and is responsible for public water supply and wastewater management in the Commonwealth of Virginia, and is therefore eligible to participate in VA WARN and the VA WARN Mutual Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Town of Altavista Town Council, that the Town Manager is hereby authorized to execute the VA WARN Mutual Aid Agreement, which is hereby approved.

Adopted by the Town of Altavista Town Council this 12th day of May 2020.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

May 12, 2020

ITEM #: 7a**ITEM TITLE:**

Hearing #1: FY2021 Budget/FY2021-2025 Capital Improvement Program

Hearing #2: Consideration of Water and Sewer Rate Increases

DESCRIPTION:

(NOTE: A time for Town Council to discuss any issues that are brought up by citizens or other items that they would like to discuss about the budget/CIP is provided for later on the agenda.)

Tonight Town Council will conduct two public hearings in regard to the FY2021 Budget; the first will seek input on the proposed FY2021 Budget and the FY2021-2025 Capital Improvement Program (CIP); while the second will seek input on the Proposed Increase in Utility Rates (Water and Sewer).

Tonight will be an opportunity for the public to comment on the proposed FY2021 Budget and FY2021-2024 Capital Improvement Program (CIP), as well as the proposed increases to the Utility Rates (Water and Sewer). Due to the ongoing restrictions related to the COVID-19 pandemic, we have encouraged interested parties to submit their comments to the Town Manager via email, in written via the drop box at Town Hall, or U.S. postal service by 5:00 p.m. on Monday, May 11th. Any comments received will be provided to Town Council and read into the minutes, as if the individual was at the meeting.

Following tonight' public hearing, Town Council will have an opportunity to consider the comments before final adoption of the budget and the rate increases. Should Council have items that they need to discuss there is an opportunity later on tonight's agenda, as well as the May 26th Town Council Work Session can be utilized for that purpose. Staff will be seeking adoption of the FY2021 Budget and FY2021-2025 CIP at the June 9, 2020 Regular Town Council Meeting.

HEARING #1 (FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP))

Based on past discussion by Town Council, the total advertised budget overview is below:

Total Budget Breakdown

Total Revenue: \$10,084,110 Total Expenditures: \$10,084,110

Expenditures (By Fund)

General Fund Total:	\$ 5,111,710	<i>Includes Fire Dept. Loan Repayment and Transfer to Cemetery Fund</i>
Enterprise Fund Total:	\$ 4,014,340	<i>Transfer In from Reserves: \$62,520 (to balance/debt service)</i>
Highway Maintenance Fund:	\$ 936,810	<i>Includes Transfer In of \$206,810 from Highway Fund Reserves</i>
Cemetery Fund:	\$ 75,550	<i>Includes Transfer In: \$29,300 to balance; Transfer Out to Perpetual Maintenance Fund: \$25,000</i>

Capital Improvement Program (FY2021-2025)

Total CIP (FY2021-2025):	\$ 29,006,180
Total CIP projects for FY2021:	\$ 1,683,510
Total CIP for FY2021 (Debt Service):	\$ 5,265,700
Total for FY2022-2025 (<i>Not funded/Planning only</i>)	\$ 22,056,970

CIP Breakdown

General Fund:	\$ 680,760	Highway Fund:	\$ 115,950	Enterprise Fund:	\$302,200
Grants:	\$ 64,880	CIP Reserves:	\$ 244,690	General Fund (T/O):	\$ 165,420
Highway Fund (T/O):	\$ 73,060	Enterprise Fund (T/O):	\$ 33,550	Police Forfeiture Fund:	\$ 3,000
Bonds (Enterprise Fund):	\$ 5,265,700				

The Budget provides for the Town's Real Estate Tax Rate to remain at eight cents (\$0.08) on every One Hundred dollars (\$100.00) of assessed value of Real Estate. The Personal Property Rate will remain at two dollars (\$2.00) on every One Hundred dollars (\$100.00) of assessed value. Also included are increases in Cemetery Fund charges, which are approximate 15% of last year's figures.

HEARING #2 (Proposed Water and Sewer Rate Increases):

The FY2021 Budget includes increases to the Town's Utility Rates; Water (8%) increase and Sewer (4%) increase. Below are the current and proposed rates:

WATER (rates per 1,000 gallons)

- Business & Residential: Current: \$2.54 **Proposed: \$2.75**
- Industrial: Current: \$2.49 **Proposed: \$2.69**
- Out of Town (Hurt): Current: \$3.53 **Proposed: \$4.13**
- Out of Town (B&R): Current: \$5.09 **Proposed: \$5.49**
- Out of Town (Ind.): Current: \$4.98 **Proposed: \$5.38**

SEWER (based on 85% of water consumption)

- Business & Residential: Current: \$3.32 **Proposed: \$3.45**
- Industrial: Current: \$3.40 **Proposed: \$3.54**
- Out of Town (Hurt): Current: \$3.32 **Proposed: \$3.45**
- Out of Town (B&R): Current: \$6.64 **Proposed: \$6.91**
- Out of Town (Ind.): Current: \$6.80 **Proposed: \$7.07**

(Example: A residential customer that uses 5,000 gallons of water per quarter, would see a \$1.05) increase in water and a \$0.55) increase in sewer on their quarterly bill. A total of \$1.60 per quarter.)

The proposed Water and Sewer Rates would become *effective* on December 1, 2020.

RECOMMENDATION:

Staff recommends approval.

BUDGET/FUNDING:

The proposed budget allocates the funds for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

POTENTIAL ACTION:

- Typically, Town Council has adopted the budget/CIP and any other changes needed at their June Regular Meeting. Additional conversation/discussion amongst Council can be held later in this meeting; as well as the May 26th Town Council Work Session. Approval will be scheduled for Town Council's Regular Meeting on June 9, 2020.

ATTACHMENTS:

- *Budget/CIP Public Notice*
- *Utility Rate Increase Public Notice*
- *Master List of Fees/Charges*

family-friendly and non-threatening.”
Apparently organizers

risburg, PA reported last Wednesday, “ReOpen Pa, End The Lockdown PA, and Pennsylvania Against

NORTHAM

CONT. FROM PAGE 1

Northam told Virginians to get used to the “new normal” in the upcoming months such as staying at home more often, working from home, wearing face protection, and practicing social distancing to protect the most vulnerable segments of the population before easing restrictions at a future time.

“We need to be clear - things are not back exactly like they were before,” he said. “Together we will figure out how to build a new normal.”

Northam indicated the latest models suggest that social distancing has been helping to slow the spread of the virus, but warned that getting back to the old normal too soon could have adverse effects.

When people say it’s time to stop what we’re doing and get back to normal, they’re wrong,” Northam said. “Right now, the models and our hospitals expect that we’ll be able to handle the expected surge in patients. But if we let off the breaks and go back to the way things were, we’ll see another spike in cases that could overwhelm our hospitals.”

Northam maintained that the stay-at-home order remains in effect until June 10. Gatherings of more than 10 people are still prohibited.

Northam asked Virginians to remember those who must work and put themselves in harm’s way during this time, and he also asked for patience amid the frustrations and concerns people are experiencing.

“I know this has been a frustrating time,” Northam said. “People are out of work. Businesses are closed. Our entire sense of normal life is out the window. People want to go out; they want to work or to see their friends and families. They want to know when they can regain control of their lives as they once knew them ... I want you to know these sacrifices that you have made have been necessary and they are helping; they are slowing the spread. They’re giving us time to plan and prepare.”

RPV Urges Northam to Reopen Virginia

Republican Party of Virginia Chairman, Jack Wilson, issued the following statement on Thursday in response to Governor Northam’s decision Wednesday to extend the closure of many Virginia businesses until May 8th:

“Virginians are the most resilient people on the face of the Earth. We have survived everything from the Civil War to the Great Depression. Virginia has bounced back before and will bounce back stronger than ever once this pandemic is over.

“However, we cannot begin the recovery process until our leaders give us that ability. That is why I urge the Governor to develop and announce an actual plan to reopen Virginia as quickly and as safely as possible. Northam has spoken in platitudes about the sacrifices in Virginia, but the reality for thousands of small businesses and their employees is stress and desperation. They need to see that the Governor has an actual plan to get them back to providing for their families.

“Virginia is one of the most diverse places in the Nation and should be treated as such. Abingdon has different needs than Arlington, Fairfax County and Franklin County have access to different resources, and Dublin and Paris know what works for one may not work for the other. Blanket policies do not work for Virginia.

“We cannot expect for life to go back to normal after so many jobs have been lost and so many families have struggled to put food on their tables. Governor Northam, Virginians need hope; now is your chance to give them that hope. Begin the process of reopening Virginia now.

“The Republican Party will continue to play its part in defeating this virus and getting our Commonwealth back to work.”

SUPERVISORS

CONT. FROM PAGE 1

Each generation in the United States has had to face challenges, this is an unprecedented challenge that we must meet head on. I can tell you that we are doing it! In the past month, I have seen our citizens are taking this crisis seriously; KEEP IT UP! I believe this is why we have so few cases in Campbell County.

It’s hard in a modern society to stay home, but we must continue to follow the advice of our medical experts and protect one another, especially our elders. Continue to pray for our many scientists working to develop a vaccination against this invisible enemy.

Finally, during these difficult times, look for silver linings. Use the time you have to help others, have fun with your family, get more exercise, and enjoy being outside during this beautiful time of year.

TOWN OF ALTAVISTA

Notice of Public Hearing
FY 2021 BUDGET

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 12, 2020 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rates for the Fiscal Year 2021

General Fund		PROPOSED OPERATING EXPENDITURES	
Real Estate Tax	218,000	Council / Planning Commission	44,400
Public Service Corporation Taxes	98,700	Administrative Department	947,610
Personal Property Taxes	360,150	Police Department	1,196,040
Machinery and Tools Taxes	1,844,000	Public Works	1,720,870
Other Local Taxes	1,747,850	Street & Highway Maintenance	936,810
Permits and Fees	1,100	Water Department	2,210,230
Fines and Forfeitures	15,300	Wastewater Department	1,804,110
Use of Money and Property	309,300	Green Hill Cemetery	50,550
Charges for Service	9,300	Non-Departmental	364,010
Donations, Receipts and Transfers	179,390	Transit Department	238,930
Intergovernmental	328,620	Economic Development	250,100
General Fund Total	\$5,111,710	Community Development	157,100
		Avoca	73,350
Enterprise Funder (Water & Sewer)		Transfer to Cemetery Reserves	25,000
Water and Sewer Charges	3,879,020	Transfer to General Fund Reserves - Fire Department	65,000
Interest	8,000	Transfer to General Fund Reserves - Surplus	0
Connection Fees	7,500	Transfer to Enterprise Fund Reserves - Surplus	0
Miscellaneous, Grants and Transfers	94,220	Total Proposed Operating Expenses:	\$10,084,110
CIP Reserves	25,600		
Enterprise Fund Total:	\$4,014,340	PROPOSED CAPITAL OUTLAY	
Highway Maintenance Fund	\$936,810	Water Plant Equipment	229,650
Cemetery Fund	\$21,250	Wastewater Treatment Plant Equipment	131,700
REVENUE GRAND TOTAL:	\$10,084,110	Public Works Department Equipment	654,300
		State Highway Funding	231,810
		Police Department Equipment	75,250
		Council	5,000
		Administration Department Equipment	41,000
		Transit Department	109,800
		Economic Development	200,000
		Avoca	5,000
		Total Proposed Capital Outlay:	\$1,683,510
		FY2021 - 2025 CIP Expenditures:	\$29,006,180

TOWN OF ALTAVISTA CAPITAL IMPROVEMENT PROGRAM (FY2021-2025)

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 12, 2020 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2021 and projected CIP projects for fiscal years 2022-2025. Following is a summary of the total expenditures covering fiscal years 2021-2025:

Total CIP projects for FY2021 - (Funded Projects)	\$ 1,683,510
Total CIP projects for FY2021 - (Bonded Projects)	\$ 5,265,700
Total CIP projects for FY2022 - FY2025	\$ 22,056,970
Total CIP projects for next five (5) years	\$ 29,006,180

Funding for the FY2021 CIP projects include \$680,760, General Fund; \$115,950 Highway Fund; \$302,200 Enterprise Fund; \$67,880 Grants; \$244,690 CIP Reserves; \$165,420 General Fund (Transfer Out - Future Year Projects); \$73,060 Highway Fund (Transfer Out - Future Year Projects); \$33,550 Enterprise Fund (Transfer Out - Future Year Projects). The total expenditures for FY2022-2025 are for planning purposes only.

Tobie Shelton
Finance Director / Treasurer
Town of Altavista

PROPOSED TAX RATE - TOWN OF ALTAVISTA 2020 REAL & PERSONAL PROPERTY

The 2020 levy on all taxable real estate located in the Town of Altavista shall be 8 cents (\$0.08) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2020 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

Tobie Shelton / Treasurer

TOWN OF ALTAVISTA Notice of Public Hearing INCREASES IN WATER AND SEWER RATES

The Altavista Town Council will hold a Public Hearing at its regular meeting on Tuesday, May 12, 2020 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7th Street.

The purpose of this Public Hearing will be to hear public comment upon the following proposed amendments to the Town Code to be effective July 1, 2020, with regards to water and sewer charges which are promulgated pursuant to authority contained in Virginia Code Sections 15.2-2119, 15.2-2122 and 15.2-2143 as follows:

Monthly Consumption Charge
These charges are based on the amount of water/sewer used by the customer.

Water Rates:

- Business & Residential - Current charge \$2.54 per 1,000 gallons, proposed new charge \$2.75 per 1,000 gallons, 8% increase.
- Industrial - Current charge \$2.49 per 1,000 gallons, proposed new rate \$2.69 per 1,000 gallons, 8% increase.
- Town of Hurt Water System - Current charge \$3.81 per 1,000 gallons, proposed new rate \$4.13 per 1,000 gallons, 8% increase.
- Business & Residential Customers Outside of Town (other than the Town of Hurt water system) - Current charge \$5.09 per 1,000 gallons, proposed new rate \$5.49 per 1,000 gallons, 8% increase.
- Industrial Outside of Town - Current charge \$4.98 per 1,000 gallons, proposed new rate \$5.38 per 1,000 gallons, 8% increase.

Sewer Rates (based on 85% of water consumption):

- Business & Residential - Current charge \$3.32 per 1,000 gallons, proposed new rate \$3.45 per 1,000 gallons, 4% increase.
- Industrial - Current charge \$3.40 per 1,000 gallons, proposed new rate \$3.54 per 1,000 gallons, 4% increase.
- Town of Hurt Sewer System - Current charge \$3.32 per 1,000 gallons, proposed new rate \$3.45 per 1,000 gallons, 4% increase.
- Business & Residential Customers Outside of Town (other than the Town of Hurt sewer system) - Current charge \$6.64 per 1,000 gallons, proposed new rate \$6.90 per 1,000 gallons, 4% increase.
- Industrial Outside of Town - Current charge \$6.80 per 1,000 gallons, proposed new rate \$7.08 per 1,000 gallons, 4% increase.

There are no changes in the monthly fixed charges for water in the connection fees. All rates, fees and charges will be stated in the Master List as published by the Town.

J. W. Coggsdale, III
Town Manager

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



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

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



UTILITY FEES

NOT EFFECTIVE UNTIL DECEMBER 1, 2020

Water	Business & Residential - \$2.75 per 1,000 gallons Industrial - \$2.69 per 1,000 gallons Town of Hurt - \$4.13 per 1,000 gallons Business & Residential Outside of Town - \$5.49 per 1,000 gallons Industrial Outside of Town - \$5.38 per 1,000
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Sewer (based on 85% of water consumption or metered consumption)	Business & Residential - \$3.45 per 1,000 gallons Industrial - \$3.54 per 1,000 gallons Town of Hurt - \$3.45 per 1,000 gallons Business & Residential Outside of Town - \$6.91 per 1,000 gallons Industrial Outside of Town - \$7.07 per 1,000
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Monthly Fixed Charge

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

Water / Sewer Connection & Availability Schedule

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

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

MISCELLANEOUS CHARGES

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

May 12, 2020

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

Melinda Tank Pressure Zone Improvements Bid

DESCRIPTION:

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

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

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

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

RECOMMENDATION:

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

BUDGET/FUNDING:

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

POTENTIAL ACTION:

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

ATTACHMENTS:

- *Engineer's Recommendation Letter*

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

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Bangor, Maine 04401
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F 207.945.5492



April 27, 2020

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

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

Dear Tom:

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

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

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

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



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

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

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

Sincerely,

WOODARD & CURRAN

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

NTM/jeh

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

PN: 229783.29

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

Tom,

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

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

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

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

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

Regards,
Turner

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

May 12, 2020

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

FY2020 Paving Rebid

DESCRIPTION:

At their April 14, 2020 Regular Meeting, Town Council considered the recommendation for the award of the FY2020 Paving project bids. Council decided to “reject” all bids and rebid due to the current market conditions related to gas/oil prices.

Staff has reached out to four local paving contractors and bids are due on Friday, May 8, 2020. Staff will receive the bids and the consultant will review the bids. It is anticipated that a recommendation will be provided to Council at their meeting on May 12, 2020.

RECOMMENDATION:

Staff recommendation will be provided at the meeting.

BUDGET/FUNDING:

Funding in the amount of \$565,500 was included in the FY2020 Budget for paving and a balance of \$539,453 remains for this purpose.

POTENTIAL ACTION:

- Potential Actions will be provided at the meeting, along with the bids recommendation.

ATTACHMENTS:

- *Excerpts from the April 14, 2020 Town Council Regular Meeting*

Council Regular Meeting April 14, 2020 excerpts (Draft)

b. FY2020 Paving Bid Consideration

Mr. Coggsdale informed Council the Town of Altavista had recently received bids for its FY2020 Paving List. He stated the town's engineer had reviewed the bids and made the recommendation to award the bid to Boxley Materials, based on their unit prices.

Mr. Coggsdale stated staff recommends concurrence with the engineer's recommendation to award the project to Boxley Materials, with their bid amount of \$400,937.50.

Mr. Coggsdale informed Council the town currently had \$539,453 allocated for paving purposes in the FY2020 Budget.

Mayor Mattox referenced the recent decrease in oil/gas prices. He ask Council to consider allowing staff to re-bid the town's FY2020 paving project, for potential savings.

Mayor Mattox also asked for Mr. Garrett's professional opinion and input on this matter.

Mr. Garrett, Altavista Public Works Director, informed Council he had recently contacted VDOT to inquire their opinion in this matter. He stated VDOT informed him they had already awarded their 2020 paving projects, so they were unable to re-bid; and also stated there was a 50/50 chance of Altavista's paving being bid lower than originally received.

Mayor Mattox asked Mr. Garrett, keeping in mind the recent decrease in oil prices, if he felt it was a reasonable assumption a "re-bid" would draw a lower bid offer, and asked if staff would be opposed to do so.

Mr. Garrett stated he felt the Mayor's assumption was reasonable and re-bidding could potentially reduce the cost for this project. He stated, if Council desired, staff would proceed with re-bidding the FY2020 paving project.

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

Mr. Mitchell stated he felt re-bidding this project should be a "one step" process for the contractors. He stated a contractor would only need to change the cost of the materials involved in the project, and then re-calculate the quote using the revised materials cost.

Mr. George asked staff when the paving project was scheduled to begin.

Mr. Garrett stated, if the original recommended bid was approved/awarded that night, the paving would begin within the next two weeks. He stated, if Council decides to have staff re-bid the project, the timeframe to begin will be postponed until a bid is awarded.

Mr. Garrett stated, with the recent drop in oil prices, the town would most likely see a significant cost decrease in materials on the paving quotes, if a re-bid was approved.

Mayor Mattox stated there is no way to predict "what the future holds". He stated with the oil prices recently decreasing, he doubted the paving quotes/cost would increase, but he felt they had the potential to decrease and save the town a significant amount of money.

Mr. Eller informed Council, before authorizing a re-bid, they would first need to vote on the decision to "reject" the first group of received bids for this project.

Mr. Bennett, seconded by Mr. Mitchell, motioned to reject the first group of bids received for Altavista's FY2020 Paving Project; Council also approved allowing Town Staff to contact the three original bidders and request they "re-bid" their paving proposal/quote.

Motion carried.

Vote: Mr. Reggie Bennett Yes

Mr. Timothy George Yes

Mr. Jay Higginbotham Abstained

Mayor Mike Mattox Yes

Mr. Wayne Mitchell Yes



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

May 12, 2020

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

Police Recruitment/Retention Proposal

DESCRIPTION:

Attached please find a proposal from Chief Merricks in regard to Recruitment and Retention of officers for the Altavista Police Department. As Chief points out, the department has experienced considerable turnover in the last year and we need to find proactive measures to combat the issue. We have discussed this issue and seek Council's input in regard to solutions.

It is requested that Council take time to assess this proposal and possibly place it on your next Work Session for more in-depth discussion and consideration. However, due to time constraints Chief will need to know if Council is agreeable in regard to sending two recruits to the academy which begins in July.

RECOMMENDATION:

Staff recommends that Council review the proposal and place it on a future Work Session Agenda.

BUDGET/FUNDING:

Based on the proposal, one position in the police department would be eliminated and would fund the proposed increases to the salaries of the existing officers and the starting salary of new officers with possible overall savings.

POTENTIAL ACTION:

- Place this item on the May Work Session for additional discussion/consideration.
- Provide Chief direction on the two recruits that would need to attend the academy.
- Provide different direction to staff.
- Take no action at this time.

ATTACHMENTS:

- *APD Recruitment and Retention proposal*
- *Implementation Comparison*

One of the growing challenges to law enforcement today is recruitment and retention of qualified officers. This is a nationwide problem, not germane to Altavista PD, although in a small department vacancy is magnified.

Since 2018, there have been 13 officers that have left employment with Altavista PD. Of those 13, three were dismissed, one resigned (job not for them) and one resigned for personal reasons. Out of the 8 remaining officers, 6 left for more compensation and a take home car, one for more promotion opportunity and one for an SRO position which included a take home car. There seems to be a common denominator of more money being the driving factor with a majority of the officers that left, and a take home car running a close second.

When we hire an officer at APD, we spend \$375 to get them in the building (physical, psychological test and polygraph). It costs an average of \$2,200 to get them equipped and out on the street. (that is for a certified officer) An officer that has to be sent to the academy costs \$18,052.43 according to the contract that the town executes with the new recruits. (which is in addition to the \$2,200)

One way to tackle this problem is to compensate the officers who are currently employed by the department in manner consistent with other agencies. Adjusting the officer's salaries that have been employed for less than 5 years would be a great start and would aid in retention. Providing an education adjustment to salary would potentially attract and retain more qualified officers. A stipend of \$1,600 annually for a bachelor's degree and \$800 annually for an associate's degree could be paid to the officers holding such a degree. For those who do not possess a degree, this would be an incentive to obtain one.

Another change to the compensation plan would be to increase the starting salary of officers. A starting salary of \$39,000 with the increase to \$40,000 after completion of field training would help recruit quality applicants. The current minimum salary for a certified officer is \$36,980, while a recruit that has to attend the academy has a minimum starting salary of \$33,549; this may fluctuate a little dependent upon experience.

In hiring certified officers, we would start at the \$40,000 mark and give additional pay for experience, up to 9 years based on percentage of years of experience (i.e.: 1-2.9=2%, 3-4.9= 4%, 5-6.9=6% , 7-9.9= 8% and 9+ = 10%) For an example and officer coming in to our agency with 4.5 years of service would be started out at \$41,600, without an education and/or residency stipend.)

In making these pay adjustments, one scenario would be to eliminate a position from the police department. While not perfect, I understand that the pay adjustment would have to come from somewhere and by eliminating a position, that would cover the cost. The department would adjust and serve the town to the best of its ability with allotted manpower.

Presently there are 4 vacancies within the department. I have one certified officer prepared to come on board in September. I am in negotiation with another certified officer that may come

on board sooner, although no details have been worked out as of yet. That would leave two vacant positions. I know there is one of our officers going through the hiring process with another local agency and will probably be leaving within the month. That would be five total vacancies. In addition to the aforementioned officers, I am requesting to be allowed to send two recruits through the upcoming academy starting in July. We have completed background investigations on both and feel that both would be loyal employees who would stay at least 3 years. Should the present officer leave, that would be a vacancy that we would not fill at the time (whether permanent or not)

As stated before, recruitment and retention are challenges for all law enforcement agencies, and ours is no different. While we can't compete with take home cars, hopefully we can bring our salary range in line to assist in recruiting and retaining good employees.

Proposed APD Recruitment/Retention Compensation Plan				
Current FY2021 Salary Allocation:		\$	673,463.98	
Proposed FY2021 Salary Allocation:		\$	656,295.20	\$ 671,295.20
(Elimination of one position and implementation of New Compensation Structure)				
	Salary Savings	\$	(17,168.78)	\$ (2,168.78)
	Benefit Savings		(\$11,000)	(\$8,000)
	Total Savings	\$	(28,168.78)	\$ (10,168.78)
(Range is dependent upon years of experience of new officers.)				
(Education Adjustment is included)				
	<u>New Compensation Structure</u>			
	<u>Start:</u>			\$39,000
	<u>After Probation Period (no experience)</u>			\$40,000
	<u>Prior Experience (% over starting rate after probation)</u>			
	Years			
	1 - 2.9	2%		\$40,800.00
	3 - 4.9	4%		\$41,600.00
	5 - 6.9	6%		\$42,400.00
	7 - 8.9	8%		\$43,200.00
	9+	10%		\$44,000.00
	<u>Education Adjustment:²</u>			
	BS Degree	\$1,600 annually		
	AS Degree	\$ 800 annually		
	<u>Town Residence Stipend</u>			
	\$1,500 annually			
	<u>Take Home Car (In Town)</u>			
Current APD Officer Allocation:	14			
Proposed APD Officer Allocation:	13			



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

May 12, 2020

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

FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP) and Proposed Utility Rate discussions

DESCRIPTION:

This is an opportunity for additional discussion by Town Council in regard to the FY2021 Budget and the FY2021-2025 Capital Improvement Program (CIP). Earlier in the meeting Town Council conducted a Public Hearing on the Budget and CIP; as well as the Proposed Increased to the Utility (Water/Sewer) Rates.

If there are other items related to the Budget/CIP that Council would like to discuss and/or give staff direction on this would be an opportunity. There will also be an opportunity for additional discussion at the Council's May 26th Work Session. Budget adoption is set for Tuesday, June 9th at Council's Regular Meeting.

RECOMMENDATION:

None at this time.

BUDGET/FUNDING:

Per discussion.

POTENTIAL ACTION:

- Provide direction to staff on any items that need to be addressed.

ATTACHMENTS:

- None at this time.

Manager's Report for May 12, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

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

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin in early April. Contractor is on site and sidewalk is being laid out and poured. Completion date for this project is May 29, 2020.

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

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

Personnel Recruitment: Main Street Coordinator: Staff is working with AOT representatives to move this process forward to the interview stage. Assistant Town Manager: Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and

informational items ready to begin this program in the next month. The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021.

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

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

VDOT PROJECTS (Non Town Funds)

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

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

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

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7th Street Utility Project

Ridgeway Avenue Drainage Evaluation

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

Main Street Speed Study

English Park Gazebo Roof Replacement

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

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

Recent Activities: Due to generator shop dwg revisions and other minor revisions, the Engineer will pull together a change order for all of the work associated with the revised generator pad. This change order is anticipated to be a minor net increase or decrease change order price. All parties have agreed to forego the excavation meeting. Contractor will provide weekly anticipated work schedule to be reviewed by the Engineer and Town staff. This schedule will include dealing with storm runoff and keeping the excavations as dry as feasible. Electrical subcontractor has mobilized to the site.
Met with contractors and staff on-site on 6 May to discuss conduit installation and excavations.

Anticipated work over the next two weeks: Excavation is anticipated to start on 7 May. The vault is expected to arrive on-site the week of 11 May

Upcoming Tasks: Continue with construction.

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

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 14 May 2020, Final Completion 13 June 2020
Approved Budget: \$42,110
Invoiced To Date: \$39,899
Balance to Complete: \$2211

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: Public Works Salt Dome Building

Project Manager: Scott Bortz, PE

Sub-Consultant Armstrong Surveying, ECS (geotechnical), Virginia A&E

P&B Job Number 18-23

Recent Activities: Contractor is procuring the repaired fabric. Contractor, Engineers and staff worked to revisit the fabric covering the top of the wall.

Anticipated work over the next two weeks: Anticipate scheduling replacement of the cover and fixing other issues.

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

Outstanding Issues:

Design Schedule:

Schedule Constraints:

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

Approved Budget: \$32,300

Invoiced To Date: \$28,570

Balance to Complete: \$3730

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: Revised construction schedule per Town staff input.

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

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

Outstanding Issues:

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

Schedule Constraints:

Projected Completion:

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

Invoiced To Date: \$2879

Balance to Complete: \$0

Town Input Required:

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

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

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: English Park Riverbank Stabilization

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-28

Recent Activities:

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: 12th and 13th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-32

Recent Activities:

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

Anticipated work over the next two weeks:

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

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

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

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

Recent Activities: Categorical exclusion request letter sent to DEQ for review and approval. 1st Quarter 2020 update for the DEQ VCWRLF was sent to Town staff and DEQ. Progress plan set submitted to Town staff on 17 April. Town staff is reviewing and has responded with some comments.

Anticipated work over the next two weeks: Town staff to review plan set for comments

Upcoming Tasks: Review the 17 April progress set on or about 15 May.

Outstanding Issues:

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

Schedule Constraints:

Projected Completion: January 2022

Approved Budget: \$81,000

Invoiced To Date: \$52,095

Balance to Complete: \$28,905

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

Issues Town Should Be Aware Of: VRA will likely conduct its credit review in March and then issue a Commitment Letter and draft Financing Agreement.
Due to limitations from Coronavirus limiting practices, meetings and site visits may be delayed which impacts overall schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: WWTP Phase III Electrical Upgrades

Project Manager: Scott Bortz, PE

Sub-Consultant Grant Beasley, PE – Master Engineers

P&B Job Number 19-34

Recent Activities: Categorical exclusion request letter sent to DEQ for review and approval. 1st Quarter 2020 update for the DEQ VCWRLF was sent to Town staff and DEQ. Progress plan set submitted to Town staff on 17 April. Town staff is reviewing and has responded with some comments.

Anticipated work over the next two weeks: Town staff to review plan set for comments

Upcoming Tasks: Review the 17 April progress set on or about 15 May.

Outstanding Issues:

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

Schedule Constraints:

Projected Completion: January 2022

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

Invoiced To Date: \$

Balance to Complete: \$

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

Issues Town Should Be Aware Of: VRA will likely conduct its credit review in March and then issue a Commitment Letter and draft Financing Agreement.

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: Amherst Ave and 7th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-48

Recent Activities:

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

Anticipated work over the next two weeks:

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

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

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

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

Recent Activities: Site review by Engineer on 10 January. Preliminary drawing development (existing conditions) and preliminary design factor summary underway. Initiated contact with select equipment vendors. Obtained additional DMR information from WWTP staff. Site visit on 27 February to continue measurement of existing facilities.
Town staff report that one of the aerator units in basin #2 is not working and/or requires replacement/service.

Anticipated work over the next two weeks: Coordination with multiple vendors to begin identification of equipment options and approach alternatives.
Engineer will coordinate with WWTP staff for any service or replacement for the aerator at basin #2.

Upcoming Tasks:

Outstanding Issues:

Design Schedule: TBD Preliminary memoranda to Town
TBD Complete design plans and specs
TBD Advertise for Bids (if Town desires)

Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
See note below regarding potential schedule adjustment.

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$0

Balance to Complete: \$198,000

Town Input Required:

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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Progress plans sent to Town staff on 20 April. Town staff has provided an initial review of the plans.

Anticipated work over the next two weeks: Town staff to review plans

Upcoming Tasks: Review comments from progress plans. Continue with clarified design per comments.

Outstanding Issues:

Design Schedule:

20 April 2020 Documents to Town staff for review

29 May 2020 Documents to VDH for review

30 July 2020 (60 days) Receive VDH approval

15 August 2020 Advertise for Bids (if Town desires)

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

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$0

Balance to Complete: \$56,000

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

7 May 2020

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

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

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

Upcoming Tasks: Awaiting Town response regarding the proposal

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget:

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

Report Date: 5-8-2020

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. Received copies of correspondence with Norfolk Southern to include with Specifications.

Anticipated Work over the Week

1. Town will advise on when to move forward with bidding.

Scope Changes to Date

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

Outstanding Issues

1. N/A

Construction Document Schedule Update (no change to date)

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

Budget Summary

1. Engineers Survey: \$ 3,500 JTD: \$ 3,500
2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ 15,900
3. Permitting: \$ 1,500 JTD: \$ 675
4. Engineering Construction Administration CA: \$ 4,500 JTD: \$ 0
5. Construction Contract: \$ 197,000 (Eng. Est.) JTD: \$ 0
6. Towns Budget \$ _____

Input Needed from Town/Others

1. Specify date on when to advertise the project.

Other Issues/Concerns

1. The Town requested that the contractor obtain the E&S permit after the project is bid and awarded. This requires an application form, \$400 check, and plans and specifications.

Submitted by:



R. Scott Ehrhardt, PE
Senior Associate

Attachments: N/A

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



Date: May 8, 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. Finalizing 50% plan and profile plan set.
2. Developing contract documents.

Anticipated Work Over the Next two Weeks

1. Developing contract documents, including technical specifications and front end documents.
2. H&P Environmental permitting staff person will walk the line to gather field data necessary to prepare the nationwide permit for the stream crossings associated with the project.

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:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$4,500
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

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



Date: May 8, 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. Developing contract documents.
2. Received Tom's comments and addressing.
3. Received comments from VDH, Bernard Proctor.
4. Environmental field staff and project manager walked alignment to determine environmental permitting requirements and gearing up to write permit application. Appears only a nationwide permit will be required for the minimally invasive creek crossings.

Anticipated Work Over the Next two Weeks

1. Revise plans per comments from Tom.
2. Address comments provided by VDH.
3. Develop contract documents, including technical specifications and front end documents.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$5,000
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

WOODARD & CURRAN

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

Completed Work Over the Last Week

1. Reviewed the Counts & Dobyns Bid.
2. Submitted a Bid Recommendation letter to the Town.

Anticipated Work Over the Week

1. Coordinate potential cost savings negotiations with the Contractor.

Scope Changes to Date

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

Outstanding Issues

1. None.

Construction Document Schedule Update

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

Budget Summary

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

Input Needed from Town/Others

1. None.

Other Issues/Concerns

1. None.

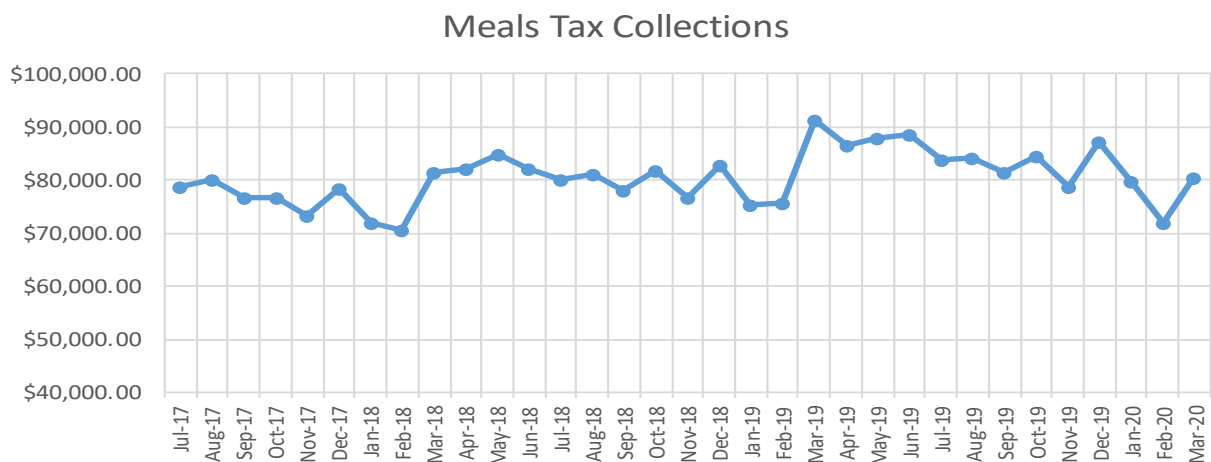
Submitted by:

Nathan T. McLaughlin, P.E.

Title:

Senior Project Manager

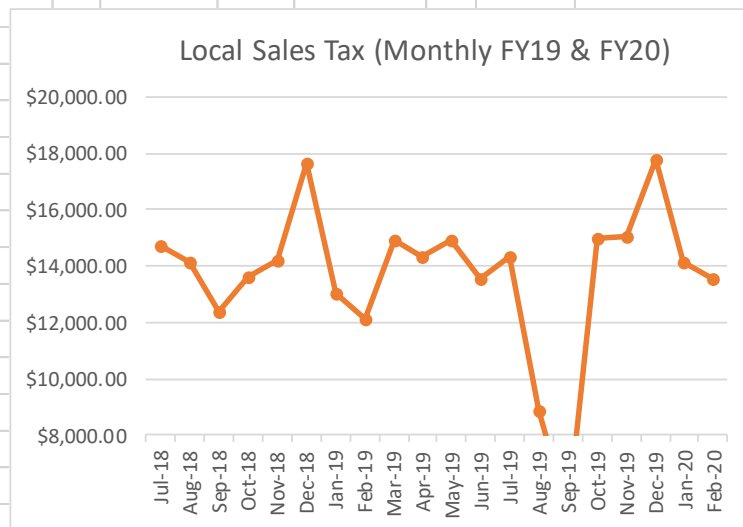
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		PREVIOUS
Sep-17	\$76,739.06		YTD TOTAL (FY)
Oct-17	\$76,719.67	FY2017	\$951,518.71
Nov-17	\$73,312.11	FY2018	\$936,848.19
Dec-17	\$78,242.59	FY2019	\$986,050.18
Jan-18	\$71,888.68		MTD TOTAL (FY)
Feb-18	\$70,420.81	FY2019	\$723,083.72
Mar-18	\$81,369.00	FY2020	\$731,986.21
Apr-18	\$82,147.00	+/-	\$8,902.49
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		
Mar-19	\$91,288.78		
Apr-19	\$86,395.06		
May-19	\$88,078.67		
Jun-19	\$88,492.73		
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		



Town of Altavista

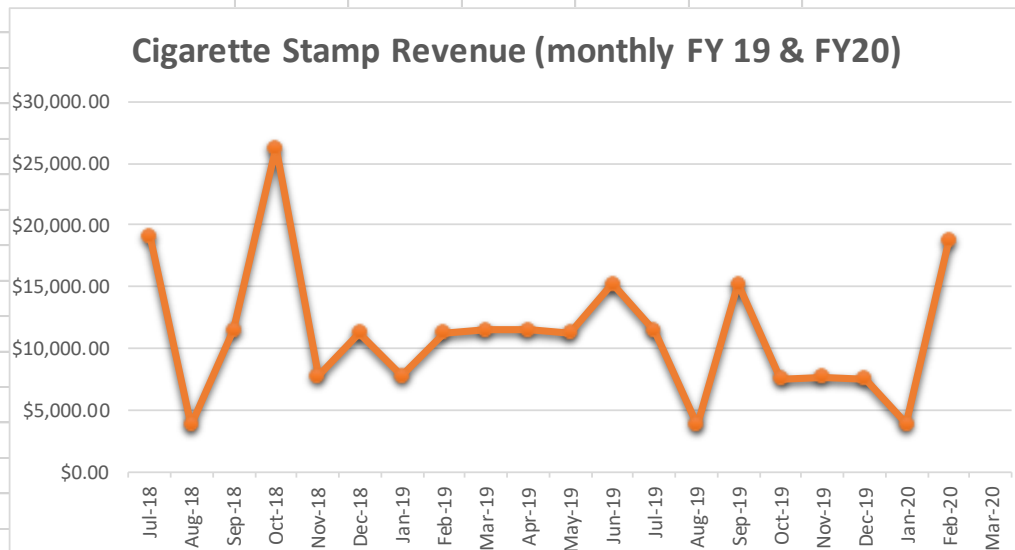
Local Sales Tax

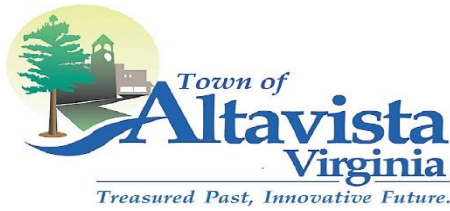
Jul-17	\$12,712		
Aug-17	\$13,602		YTD TOTAL (FY)
Sep-17	\$15,088	FY2017	\$166,834
Oct-17	\$13,187	FY2018	\$171,886
Nov-17	\$14,237	FY2019	\$169,649
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		MTD TOTAL (FY)
Mar-18	\$15,040		
Apr-18	\$14,556	FY2019	\$111,892
May-18	\$15,448	FY2020	\$103,923
Jun-18	\$15,317	+/-	-\$7,969
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		
Mar-19	\$14,950		
Apr-19	\$14,324		
May-19	\$14,943		
Jun-19	\$13,540		
Jul-19	\$14,308		
Aug-19	\$8,868		
Sep-19	\$5,261		
Oct-19	\$14,965		
Nov-19	\$15,058		
Dec-19	\$17,754		
Jan-20	\$14,151		
Feb-20	\$13,558		



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

Town of Altavista			
Local Cigarette Tax			
Jul-17	\$7,826		
Aug-17	\$22,706		
Sep-17	\$15,165	FY2017	\$142,991
Oct-17	\$7,733	FY2018	\$144,668
Nov-17	\$7,688	FY2019	\$140,288
Dec-17	\$15,150		
Jan-18	\$11,400		
Feb-18	\$11,438		
Mar-18	\$11,250	FY2019	\$117,600
Apr-18	\$7,688	FY2020	\$105,840
May-18	\$11,419	+/-	-\$11,760
Jun-18	\$15,206		
Jul-18	\$7,725		
Aug-18	\$18,994		
Sep-18	\$3,750		
Oct-18	\$11,494		
Nov-18	\$26,250		
Dec-18	\$7,725		
Jan-19	\$11,250		
Feb-19	\$7,706		
Mar-19	\$11,250		
Apr-19	\$11,456		
May-19	\$11,438		
Jun-19	\$11,250		
Jul-19	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		
Apr-20	\$15,000		





MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

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

Date: May 1, 2020

Re: May 2020 Monthly Report

Permits

There were 3 Zoning Permits issued during the month of March:

Home Occupations: 0
New Business: 3
Signs: 0
Accessory Structures: 0
New Homes or Additions: 0
Zoning Confirmation Letters: 0
Plats: 2

Violations

Staff is working on twenty-one (21) active code enforcement complaints. There were twenty-three (23) new code violations reported. There were six (6) violations abated in April. Staff anticipates that Town Council may hear 2 public nuisance cases in June. The first would be an animal nuisance complaint at 1100 7th St for violating the conditions of Council's approval for the property owner to keep 20 cats. The second would be for 1004 10th St for a shed located in the front yard setback, inoperable vehicle and general property nuisances (junk).

Planning Commission:

The Planning Commission did not meet in April due to the coronavirus. They anticipate meeting in June to hold a public hearing on a rezoning request for 8 lots by Habitat for Humanity.

Board of Zoning Appeals:

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

Recreation Committee

The Recreation Committee did not meet in April due the coronavirus. They were provided and update from staff on various projects:

Staff Projects/Meetings:

The Community Development Director continues to field calls from people wanting to open Skilled Games businesses in town.

Staff approved two (2) Adopt-A-Street Applications. Based on the request, Lynch Road is being covered from Broad/11th Streets to the Town Limits.

Staff created code enforcement flyers in order to educate citizens about various town codes and have posted them to the town website. They will feature one code each week on Facebook. Current flyers including high grass, abandoned vehicles, displaying 911 addresses, keeping of chickens, inoperable vehicles and top 6 code violations. They are finalizing the drafts for illegal signs, derelict structures, obsolete signs

Work continues the regional Hazard Mitigation Plan. Staff has submitted updates to the Central Virginia Planning District Commission.

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

The Community Development Director a grant to USDA Rural Business Development for equipment, furniture and fixtures for Incubator, Accelerator and Coworking (IAC) space in the vacant fire station adjacent to Town Hall.

The Community Development Director met with Virginia Department of Housing and Community Development to discuss possible broadband funding for the town.

Community Development and Administration continue to work on changes needed to the Zoning Ordinance in order to gain the required number of points to be designated as a bronze SolSmart community.

Community Development launched the Neighbors Helping Neighbors initiative in response to the large number of tall grass complaints received. WSET covered the initiative on May 1st and it can be viewed at <https://wset.com/news/local/town-of-altavista-launches-new-initiative-to-help-residents-maintain-their-yards>

Staff met with AOT to discuss changes in the Main Street District and discuss a façade improvement request for a business in the district.

The Community Development Director participated in the Virginia Tobacco Region Revitalization Commission's Executive Committee meeting to learn about the organizations structural changes and processes going forward.

Staff applied for a \$1,000 grant from Keep Virginia Beautiful.

2020

	January	February	March	April	Year to Date
Criminal Arrests "Felony"	8	9	6	14	37
Criminal Arrests "Misdemeanor"	18	10	13	15	56
Warrant Executed	13	18	15	16	62
Uniform Traffic Summons Issued	97	55	30	6	188
# Traffic Stops	189	127	64	10	390
BOLO'S (Be on Look Out)	15	9	15	9	48
DUI	4	1	2	0	7
IBR	29	24	19	43	115
MVA	5	4	6	4	19
Assist Motorist	6	11	6	13	36
Calls for Service	248	214	189	261	912
Investigation Hours	2	5	3	30	40
Alarm Responses	29	11	8	8	56
ECO/TDO	3	1	1	3	8
ECO/ TDO HOURS	10	9	18.5	19	56.5
Training Hours	0	0	1	0	1
School Check	104	56	67	83	310
Court Hours	35.5	24.5	18	1	79
Community Events	1	0	0	0	1
Special Assignment Hours	0	1	8	1	10
# Hrs Directed Patrol	233	199	186	181	799
Bike Patrol Hours	0	0	0	0	0
Citizen Contacts	2048	880	800	515	4243
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	3602
Follow Ups	10	18	10	32	70

Police Department Monthly Report April 2020

- Implemented a new online reporting system. This system is provided by Central Square, our records management vendor, free of cost for the remainder of the year. This is a good opportunity to take advantage of less personal contact while the Covid-19 virus is a factor. Should this be something that is beneficial to the town/department, it would be available for a price after the first of the year.
- Officers Stuart Yeaman, Laura Harmon and Cameron Clark started employment with APD. All three are DCJS certified.
- **Team Rubicon** recently donated 24 protective suits and 20 protective masks to the Altavista Police Department for use in the fight against the COVID-19 virus. The donation was secured by Officer Cameron Clark, logistics lead for the Team Rubicon, in the state of North Carolina.
- **English's The Complete Home Center** donated masks for use by the department
- **Breezy Patterson, Amy Johnson and Judy Finch** are local residents who made and donated some masks to the department. This group of ladies also donated to other area first responders and health care workers.
- Silverback Distillery donated hand sanitizer for use by the department. (Congressman Denver Riggleman)
- Compliance with the Governor's orders regarding Covid-19 has been good in the town. There have been few complaints and the complaints we have gotten have been mostly unfounded. We have not issued any summons for violations of the order.

Patrol on 29-April				
1-Apr	29 SB	1540-1545	Weaver	Disabled Vehicle/Unfounded
1-Apr	29 SB Ramp/Main	1537-1545	Osborne	Disabled Vehicle/Tow on way
4-Apr	29 SB/Dearing Ford		Hammock	MVC vs Deer
6-Apr	29 NB	2223-2230	Tosh	Disabled Vehicle
6-Apr	29 NB	1745-1815	Osborne	BOLO-Reckless Driver-Unfounded
10-Apr	29 SB		Osborne	BOLO-Reckless Driver-Unfounded
10-Apr	29 SB	1455-1535	Weaver	BOLO-Reckless Driver-Unfounded
15-Apr	29 SB/Gladys Rd	0830-0900	Osborne	Assisted VSP with MV Crash
15-Apr	29 NB/Gladys Rd	0830-1010	Weaver	MVC/Direct Traffic/CCSO & VSP
16-Apr	29 SB	2058-2109	Tosh	Road Hazard
18-Apr	29 SB/Clarion Rd	1214-1219	Muffaletto	Traffic Stop/Warning
25-Apr	29 SB	2007-2015	Tosh	BOLO
28-Apr	29 @ Bedford Avenue	0540-0550	Yeaman	Suspicious Person-Unfounded
29-Apr	29 @ Bedford Avenue	1245-1300	Osborne	911 Hangup/Assist CCSO

BUILDINGS AND GROUNDS

Tuesday, May 7, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: APRIL , 2020

Vacation / Sick Leave Taken		2.5
Meetings / Data Entry / Work Planning		68.5
# of Call Duty Hours		2
# of Assisting other Crews		
Holiday		
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	3	31
# of Cremations		
Cemetery Grounds Maintenance		3.5
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	101.61	101.5
# of Curbside Brush Collected (Stops)	304	
Loads of Brush Collected	25	34
# of Curbside Bulk Collected (Stops)	89	
Bulk Collection (Tonnage)	14.82	28
# of Tires Collected	45	
# of Residential Garbage Citations Issued		4
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		3
# of Building Maintenance Hours		35.75
# of Park Cleaning		97.75
# of Parks Ground Maintenance Hours		51.75
# of Acres Mowed by Town	143.26	196.25
# of Acres Mowed by Contractors ****	65.64	150
Special Projects - PD Range		33
# of Veh. Maintenance Hours		12.5
*** HOURS NOT ADDED		
Total Labors Hours for the Month		707.5

STREET DEPARTMENT MONTHLY REPORT

DATE: Thursday, May 7, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: April 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	72
Safety Meetings/Data Entry/ Planning Schedule	74
Emergency Call Duty	1
Weekend Trash Truck	17
Street Sweeping	19.25
Street Sweeping (Gretna)	0
Litter Control	40.5
Assisting Other Crews	202.5
Town Wide Mowing	199.5
Contractor Mowing Main & Bedford	2 Times
Sign Maintenance	0.75
Shoulder Repairs	1
Ditch & Drainage Pipe Maintenance	39.75
Shoulder Stone	9
Asphalt Paving And Patching	43.0
Dead Animal Removal	1.5
Decorative Street Light Repairs	0
No. Of LED Decorative Street Light Installed	0
Equipment Maintenance	6.75
Trees/ Trimming/ Removal	37.5
Asphalting (Potholes)	16.25
Storm Drainage	74.75
Hanging Street Light Banners	0.5
Weed Control	23.5
Road Hazards	1
Bags Of Litter	46.5
Street Lighting Repairs	0
Traffic Control	0
Total Labor Hours for the Month	881

FLEET MAINTENANCE DEPARTMENT

DATE: May 6, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: April 2020

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings	0
Holiday	0
Daily/ Weekly/ Planning & Scheduling	4.50
Sick Leave Used	0
CIP / Budgeting	0
Preventive Maintenance	116.75
Full Services	.75
General Repair's	70.50
Troubleshoot and Diagnostic	8.50
Training	0
Tire Changes & Repairs	1.50
Building & Grounds	0
Picking Up & Delivery	4.50
State Inspections	2.25
Total Labor Hours for the Month	209.25

Avoca Museum - Departmental Report for April, 2020

Buildings and Grounds

Two architectural features known as pigeon's perches were showing an extensive amount of moisture damage on the museum's Sue M. Jackson Visitor's Center. Following Board of Directors and Town of Altavista staff approval, the pigeon's perches were repaired and it is confirmed that these repairs were made before any water damage was done to the interior of the structure. Please see below for "before" and "after" photographs.



(BEFORE) The restoration carpenter chosen by the Board of Directors, Mr. Parrow, reported that the pigeon's perches on Sue M. Jackson Visitor's Center were extensively damaged and that repairs were made "in the nick of time".



(AFTER) The restored pigeon's perches are restored and "the repairs will hold for many, many years".

The Board of Directors is aware of the matter involving the roof replacement. Their vote authorizing Mr. Hudson to approach Town Council with a proposal to replace the roof with copper, show preference to Sean Campbell's Custom Exteriors bid of \$12,000 as it is the lowest bid, and forward these recommendations to Mr. Coggsdale for inclusion in the Town Council packet has been carried out. Also, their vote to respectfully request Town Council to release from the EMS building sale funds a payment of \$12,000 to Mr. Campbell for the roof work and \$1,700 to cover the pigeon's perches repairs has been made known to Council. At their April 28 work session, Council voted to place our request on the consent agenda for May 12.

A conversation within Avoca Museum's Board of Directors continues about improvement of lighting on the museum's grounds. Several Board members are of the opinion that unseen trip hazards could be problem for the museum guest who visit after dark (TGIF, weddings, etc.). Moore's Charitable

Foundation has agreed to partner with Avoca Museum to help provide funding for a solution. Bids for lighting options have been collected by three area contractors who are licensed and insured. Once a plan has been developed by the Board of Directors, it will be forwarded to Town staff for approval.

Recent storms have caused little damage to trees on the premises except for a tulip poplar near the family cemetery which had its top removed by an April storm. Avoca Museum will be working with a private contractor to remove the poplar tree as the remainder of it will surely die.

Museum staff is working with Town of Altavista Public Works Department to remove an old shed whose structure has been compromised by the elements over the course of many years. Also, Public Works plans to remove an old compost heap in the north corner of the property. Once the old shed has been removed, a new shed donated by Virginia Technical Institute will be brought in to serve as a replacement storage place for garden implements. The placement of the shed was approved by Ms. Sharon Williams and it was added to the Building Plan. Mr. Coggsdale is aware of this initiative.

Personnel

Intern Larisa Neilson has been working remotely from Oregon. She has been converting photocopies of Capt. James Dearing Fauntleroy's memoirs from the Spanish-American War and consequent 'Filipino Insurrection' to a digital resource.

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

Business

As per the Board's directive, investments with Oakmark and Davenport (\$9,000 each) were made. While these investments were made just prior to the dire stock market reaction to COVID-19, our advisors believe that the rebound should be fairly strong after the worst of the current crisis has passed.

Community Engagement:

Avoca Museum plans to list the names of the Altavista Combined School Class of 2020 just as the digital sign in front of the school does. The school has agreed to assist Avoca Museum by sending the names of the graduates over to me once they know for sure which seniors will meet graduation requirements.

The museum's Board of Directors is examining the possibility of the museum hosting a "garden party" of sorts in which people on the front lines of the COVID-19 fight (medical personnel, first responders, custodians, etc.) would be recognized and celebrated. Discussion concerning what form the event will take, sponsorships, etc. is continuing.

Fundraising

Avoca Museum's membership drive was on a record-setting pace before news of COVID-19 arrived. Still, however, the membership drive is at \$22,070. This amount tops last year's total and is within \$75 of setting a record. Mr. Hudson has been told that Avoca can expect a \$3,000 membership payment soon, so it is quite likely that the museum will greatly exceed its all-time record despite the Corona virus pandemic.

Avoca Museum has won a grant from the Moore's Charitable Foundation in the amount of \$4,800. The funds are to be used toward a system that will improve lighting near the dance floor/DJ stand/patio area for evening events. (Please see above for an action item involving these funds.)

Avoca Museum has won a grant from B.B. & Minnie Lane Foundation for \$2,500 and the Lanes wish for us to use the funds to build a free-standing, etched glass exhibit focused upon Col. Lynch's manumission documents. I will contact the Board once schematics have been drawn up.

Visitation

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

Tours

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

Events

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

Avoca Museum has cancelled the Derby Day fundraising event in accordance with Governor Northam's directive. Discussion within the Board of Directors continues as to whether the museum will hold a "Spring Tea" following June 10 instead of the annual Mother's Day Tea that it hosts on Mother's Day each year.

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

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

MAY 2020

Sun

Mon

Tues

Weds

Thurs

Friday

Sat

Notes:

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

1
Splash Park
Grand Opening
"Canceled"

3

4
**Planning
Commission**
"Canceled"

5

6

7

8

9

10

Mother's Day

11

12
Council Meeting
7pm
Public Hearing
"FY2021 Budget"

13

14

15

16

17

18

19

20

21

22

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

23

24

25
Memorial Day
Town Offices
Closed

* 26

**Council
Work Session**
5pm

27

28

29

30

31

JUNE 2020

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

Council Work Session April 7, 2020 (...continuation of March 24th Work Session)

The Altavista Town Council scheduled an additional Work Session, held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on April 7, 2020 at 5:00 p.m.

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

Council members

Present: Mayor Michael Mattox
Mr. Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell

Absent: Vice-Mayor Beverley Dalton

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

Absent: Mr. John Eller, Town Attorney

Mr. Tom Fore gave an invocation of encouragement for the April 7th budget meeting.

2. Agenda Approval

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed April 7, 2020 Budget Work Session Agenda, to which there were none.

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

Motion carried:

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

Mayor Mattox stated, during the current COVID-19 crisis, it was nice to see the community coming together and looking out for one another during this difficult time. He encouraged town citizens to continue their efforts and try to make the best out of a difficult situation.

Mayor Mattox also thanked Town Staff and his fellow Council members for the work they continue to do for the Town of Altavista and the community.

3. Public Comments

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding an item on the April 7, 2020 Work Session Agenda.

There were no public comments on this date.

4. FY2021 Draft Budget Discussion

Mr. Coggsdale shared with Council a “supplemental” agenda for the budget discussion.

Budget Work Session Discussion Agenda

1. FY2021 Budget Changes to Date - Staff Update
2. Potential COVID-19 Budget Revenue Impact and Plan
3. Staffing: Assistant Town Manager’s position
4. Additional Items for Discussion:
 - i. Cemetery fees
 - ii. Booker Building Improvements
 - iii. Utility Discount Criteria
 - iv. Utility Fee Waivers
 - v. Master List - fees, rates and charges
 - vi. Yearly Contributions to Non-Profit Groups

- Mr. Coggsdale referenced budget discussion item #1, FY2021 Budget changes. He reminded Council of the amendments/changes previously made to the draft budget due to staff and/or Council actions that was shared with Council at their March 10th regular meeting.

Mr. Coggsdale informed Council there would be items discussed at the April 7th meeting that may also result in the need for changes to the draft budget.

Mr. Coggsdale asked Council if they had any questions, to which there were none.

- Mr. Coggsdale referenced budget discussion item #2, Potential Revenue Impact and Plan. He stated staff recently reviewed items of revenue that may be impacted by COVID-19 over the next few months (such as Local Sales, Meals, and Lodging taxes).

Mr. Coggsdale stated Town Staff recognizes the difficulty in projecting an exact outcome for the FY2021 Draft Budget due to the uncertainty of the COVID-19 virus’s timeframe of impact.

Mr. Coggsdale suggested Council adopt the proposed FY2021 Draft Budget, but have a “plan” in place to address any potential “shortcomings” in the budget due to the COVID-19 crisis. He informed Council staff was currently in the process of creating a plan for Council to consider in case it became necessary to address any potentially impacted budget items.

Mr. Coggsdale referenced four (4) vacant positions, two in the Public Works Department and two in the Altavista Police Department. He stated, if the town postponed filling all four positions for the first quarter of FY2021, the town would save an estimated \$50,000-60,000.

Mr. Coggsdale stated Council may also choose to review the proposed FY2021 CIP Plan for other items that may be deleted or postponed to another fiscal year. This may become necessary if the town’s incoming revenue (General Fund) is effected by the COVID-19 crisis over the next few months.

Mr. Higginbotham referenced the new “tractor mower” the Public Works Department (PW) will be getting in the upcoming summer (FY2021 CIP item). He stated the new mower would help PW be more “efficient”, therefore, may eliminate the need to fill one of the vacant positions requested by the PW Department in the FY2021 Draft Budget/CIP.

Mr. Coggsdale stated that was a decision Council may choose to make. He stated Mr. Garrett, Public Works Director, was watching the “live” broadcast from an adjacent room, in order to adhere to the mandated social distancing requirements, but, if Council desired, Mr. Garrett was available for questions regarding the two requested PW positions.

Council Work Session April 7, 2020 (...continuation of March 24th Work Session)

Mr. Bennett asked if staff was aware of any state and/or federal assistance available to localities in case “loss of revenue” did occur during the COVID-19 crisis.

Mr. Coggsdale stated he did not know of any assistance directed towards a locality’s “revenue loss”. He stated, generally, aid is provided to localities in relation to there “response to” an emergency, not revenue loss because of that emergency.

Mr. Coggsdale referenced the Lynchburg Regional Business Alliance Task Force, to which he is a member, and stated he would continue to keep in touch with local (Campbell County) and state representatives for available information.

Mr. Emerson referenced a previously mentioned FY2021 Draft Budget CIP item, the Altavista Police Department’s request to fill their two (2) vacant police officer positions. He stated he would be hesitant not to approve the request.

Mr. Emerson, Councilman and also Captain of Investigations for the Campbell County Sheriff’s Office, stated his department had to take into consideration the effect it would have on their department if one of their officers got sick with the “coronavirus”. He stated they were taking measurements to cover each shift in case that were to happen.

Mr. Emerson stated, if the Altavista Police Department were to have an officer contract the virus, it would be a considerable concern for the department. He stated he was in favor of approving the APD request to fill the two vacant positions in the 2021 fiscal year, therefore leaving the item in the proposed FY2021 Draft Budget.

Mayor Mattox stated he understood Mr. Emerson’s concerns. He stated he was in favor of the Town Manager’s suggestion, to tentatively approve the proposed FY2021 Draft Budget/CIP, and not make any major decisions regarding budget amendments unless it became necessary.

Mayor Mattox suggested Council delay making any decisions regarding potential budget amendments until such time as staff could gather additional information and/or evidence pertaining to the town’s potential for “loss of revenue”. He stated this would give Council the time it needed, with the most data available, to make the best decision possible for the town’s upcoming FY2021 Budget and CIP.

Mr. Coggsdale reiterated his belief that “waiting” was the best option at this point, not making any decisions regarding the proposed FY2021 Draft Budget. He stated it was uncertain whether or not amendments would even be necessary, but rather have a plan in place in case changes/amendments were needed.

Mr. Bennett referenced APD’s proposed FY2021 Budget request, to fill two vacant police officer positions. He stated with the two positions being “vacant”, meant the Altavista Police Department was not currently running at full capacity. He stated he felt this was a “safety concern” and he would be in favor of approving the request to fill the two vacant positions.

Mayor Mattox asked Altavista Police Chief, Tommie Merricks, to come before Council and share any thoughts/comments he had regarding this matter.

Chief Merricks referenced Mr. Emerson’s mention of the Campbell County Sherriff’s Office dividing their work force into two groups and working those two groups in alternating weeks in order to have the coverage it needs, and would possibly need, in case one of their officers contracted the coronavirus.

Chief Merricks informed Council the APD was currently operating under a similar schedule. He stated his officers work five days one week and two days the next week (unless called in on an emergency), in order to give the department the coverage it needs. He stated this arrangement has worked thus far, and he felt the current work schedule was sufficient until such time as Council approved the APD request to fill the two vacant positions.

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Mr. George asked the Town Manager for the amount Altavista currently had as “undesignated funds”. He ask Council to keep in mind, those funds were set aside and intended for use during “emergency situations” the town may be dealing with.

Mr. Emerson agreed with Mr. George and stated, if there were ever a time of emergency, it would be the COVID-19 crisis situation the town and the nation were currently facing.

Mr. Coggsdale stated the town’s current, undesignated funds were in the amount of \$3.3 million.

Mr. Mitchell stated he was glad his fellow Council members were in consensus not to make any “panic” (quick) decisions at that night’s meeting regarding the possibility of having to make changes/amendments to the proposed FY2021 Draft Budget/CIP.

Mr. Mitchell stated he felt it was important to allow staff to gather as much information as possible regarding the COVID-19 virus’s potential to effect the town’s revenue over the next few months, in order for Council to make the most informative decisions they can pertaining to the draft budget.

Mr. Mitchell referenced APD’s request in the FY2021 Draft Budget/CIP to fill two vacant police officer positions. He stated Council had previously approved the request for the draft budget because they felt it was necessary to have a full staff in the police department, so he was in favor of keeping the item in the proposed draft budget.

Mr. Mitchell stated he trusted the judgement of the Town of Altavista’s Department Directors. He stated, in case Council needed to make amendments to the proposed FY2021 Draft Budget due to the COVID-19 crisis, he was in favor of letting the directors review their FY2021 Draft Budget and CIP requests and make a list, for Council’s consideration, of any items (staff or CIP) they could delete or delay until another fiscal year if it became necessary.

Mr. Mitchell referenced the Public Works (PW) Department’s request in the FY2021 Draft Budget/CIP for two additional “buildings and grounds” crew member positions. He asked staff what the two new people/positions would be doing, that was not currently being done.

Mr. Garrett, Public Works Director, stated his department strives to offer the Town of Altavista a “high quality” of service. He stated there is a long list of duties for his department to accomplish daily, and he sets forth a list of “priorities” for how those projects are to be completed. He stated, currently, he does not have enough staff to tackle every job on that list.

Mr. Garrett reminded Council there were new areas and properties added to the PW maintenance schedule, such as the Splash Pad in English Park, the addition of, and extensions to, existing park trails, mowing the town’s recently acquired Industrial Park on Dearing Ford Road, and maintaining the new boat ramp when that project is complete. He stated all of these items were recently added to the Public Works Department’s already extensive list of duties, therefore, the need for two additional “buildings and grounds” crew members were requested in the FY2021 Budget/CIP.

Mr. Bennett asked staff if it would be less costly for the town to “contract out” mowing the Industrial Park on Dearing Ford Road.

Mr. Garrett stated, with the Dearing Ford Road Industrial Park being a newly acquired property, staff had not investigated what the cost would be to outsource mowing the property.

Mr. Garrett informed Council that staff, did however, check on an estimated cost to outsource mowing all of the town’s other properties. He stated the estimate came in at around \$80,000 for just mowing (during mowing season), therefore, it would be more cost efficient for the town to have the two additional PW employees in the Building and Grounds Department the town could utilize for duties all year around, not just seasonal.

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Mayor Mattox asked staff for an update on the request from Council to investigate the possibility of “cutting hay” from the Dearing Ford Road Industrial Park property.

Mr. Garrett stated he was in the process of trying to find a “local” farmer to take on the task, but has not found anyone at that time. He stated he would continue to investigate the available options and inform Council as soon as he had any new information available.

The Town Manager, Waverly Coggsdale, relayed to Council the “formula” Mr. Garrett shared with him regarding how he calculated needing two additional Public Works (PW) employees. He stated Mr. Garrett evaluated the difference between the number of current employees (5) with the estimated amount of hours it takes to accomplish PW’s list of duties.

There were no additional questions for Mr. Garrett or comments from Council on this matter.

Mayor Mattox referenced the current FY2021 Draft Budget and reminded Council the General Fund was already showing a “deficit” of approximately \$200,000 when originally presented to Council. He asked staff for an update on the deficit dollar amount.

Mr. Coggsdale, confirmed by Mrs. Shelton, stated, with the most recent amendments to the draft budget, the deficit amount had been lowered to an estimated \$164,720.

Mayor Mattox stated, considering Town Staff and Council’s recent discussion pertaining to the potential of Altavista having a “loss in revenue” over the next few months due to COVID-19, the General Fund deficit amount related to the FY2021 Draft Budget could increase substantially. He stated it was possible it could rise by a couple hundred thousand dollars.

Mayor Mattox stated he was against pulling funds from “reserves” to cover the entire amount of the projected deficit. He stated he would rather have staff delete or delay one or more of the FY2021 proposed CIP items from the draft budget, in order to help lessen the town’s burden of the potential deficit increase.

Mayor Mattox stated his appreciation to the Town Manager for taking into consideration the effects from the COVID-19 crisis could last for up to six months and for planning as such. He stated he was confident in Town Staff and their continued hard work in developing a FY2021 Budget that would be manageable for the town.

Mr. George stated the town’s CIP (Budget) seemed higher for FY2021 than in previous years.

Mr. Coggsdale confirmed it was (in the General Fund) considerably higher.

Mr. George asked if next year’s FY2022 CIP Budget was projected to be the same or lower.

Mr. Coggsdale stated, in regard to the General Fund, the projected FY2022 CIP was considerably lower than fiscal year 2021.

Mr. George stated he would be in favor of moving some of the proposed FY2021 CIP items to FY2022 or future fiscal year(s).

Mr. Bennett stated, in light of the nation’s recent COVID-19 crisis situation, he felt there would be a concerted effort by the US Government to bring more “manufacturing business” back into the United States, rather than outsourcing to other countries. He stated he wanted Altavista to be ready for that movement and prepare accordingly.

Mr. Bennett referenced the town’s annual responsibility to produce a “balanced budget”. He stated the main key to maintaining a balanced budget was revenue. He stated, if the Town of Altavista could capture new industrial and/or manufacturing business, it would increase town revenue and help support staff’s annual efforts in producing a balanced budget.

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Mr. Mitchell stated he felt Altavista was fortunate to have a few “essential” large businesses located in town. He stated, because of that reason, Altavista would probably recover from the COVID-19 crisis a little faster than other small town communities.

Mr. Mitchell agreed with Councilman Bennett this was a good opportunity for the town to start preparing for new business(s) to locate, or relocate in the Town of Altavista. He stated the revenue from new industrial and/or manufacturing business would strengthen the town’s economy, therefore helping to support a balanced budget.

Mr. Mitchell stated he agreed with Mayor Mattox and the Town Manager regarding the town needing to have a “tentative plan” for the possibility of needing to make amendments to the FY2021 Draft Budget.

Mr. Mitchell stated he trusted the town’s department directors to compile a list of proposed FY2021 CIP items/projects that could be postponed to another fiscal year if it became necessary. He stated he felt the department directors knew better than anyone what they need or didn’t need in order to maintain their department’s efficiently.

Mr. Coggsdale referenced a list of proposed FY2021 CIP projects he shared with Council in their “meeting packets”. He stated the list was recently compiled by staff for Council’s consideration as a preliminary starting point for “draft budget amendment” possibilities.

Mr. Coggsdale stated, as time moves forward and the town has a better idea of the impact COVID-19 will have on its current and future revenue/budget, staff could then start to “prioritize” the items on the list for potential budget amendments (if needed).

Mr. Mitchell referenced the town’s budgets at “fiscal yearend” for the previous couple of years. He stated, historically speaking, the town can adopt a proposed budget, but could end the year with a surplus or a deficit, depending on whether CIP items are completed or not, or if unforeseen items arise during the fiscal year causing a deficit in the yearend budget.

Mr. Coggsdale stated a surplus could also be caused by a personnel position that was originally budgeted for, not being filled during that fiscal year. He stated there are multiple reasons an adopted budget could end a year differently.

Mayor Mattox stated he felt staff had given Council some very reasonable options for consideration on how the town could “adjust” its budget, if necessary, from the potential loss of revenue over the next few months, due to COVID-19.

Mayor Mattox complimented Town Staff for their commitment to ending each fiscal year with a balanced budget, and for their continued hard work on the FY2021 Draft Budget.

Mr. Coggsdale reminded Council of his previous statement, “Don’t panic, but have a plan”. He stated staff’s proposed plan had some “fair estimates”, but staff would continue to collect data and information in order to offer Council a clearer projection. He stated he would have additional data for Council by their next regular scheduled meeting on April 14th.

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

- Mr. Coggsdale referenced budget discussion item #3, the Assistant Town Manager position. He reminded Council the position would replace the vacant Economic Development Director and the FY2021 proposed CIP item for a Code Enforcement Officer.

Mr. Coggsdale asked Council to reconfirm their approval of using funds previously allocated for the EDA Director (\$95,000) and the Code Enforcement Officer (\$48,700) positions to be used towards an Assistant Town Manager “salary & benefits” package.

All Council members were in consensus to do so.

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Mr. Mitchell asked if this action would leave any funds in the EDA Account.

Mr. Coggsdale confirmed the EDA would still have an “Operations Budget”.

Mr. Higginbotham referenced the mention of the town getting a new vehicle as part of the Assistant Town Manager’s “benefit package”. He asked why the town would need another vehicle, when they already had a vehicle available in the Transit Department, which would fall under the job duties of the Assistant Town Manager.

Mr. Coggsdale stated the “transit vehicle” was currently being used by the town’s Community Development Department. He agreed the transit system would be the responsibility of the Assistant Town Manager when that position is filled, and therefore the transit vehicle would be allocated for that person.

Mr. Coggsdale stated, when that time arrives, the Community Development Department would be without a vehicle.

Mr. Higginbotham asked if the Community Development Department needed a vehicle every day and/or available fulltime.

Mr. Coggsdale stated that decision would need to be discussed and decided by Council.

Mayor Mattox asked when the Altavista’s Transit System would be eligible again for another transit vehicle.

Mr. Coggsdale stated, confirmed by Mrs. Shelton (Finance Director), the town would be eligible for another transit vehicle in fiscal year 2023.

Mayor Mattox referenced the Assistant Town Manager (ATM) position’s job description, as outlined in Council’s Agenda Packet. He asked the Town Manager if “Grant Writing Skills” could be added to the Essential Functions category.

Mr. Coggsdale informed Council, depending on the subject, grants were typically written by Department Directors or the Community Development Director. He stated he has even written a grant when necessary.

Mr. Coggsdale stated, if Council desired, he would place the requested requirement under “Other Duties as Assigned” in the Assistant Town Manager’s job description.

All Council members were in consensus to do so.

Mr. Coggsdale asked Council, with the FY2021 Budget taking effect on July 1st, 2020, what starting date they had in mind for the new Assistant Town Manager’s position. He stated the start date would determine the timeframe in which he had to advertise for the position, review applications, and set up interviews with Council for candidate consideration.

Mr. Mitchell reminded Council, when the Assistant Town Manager takes over some duties the Town Manager is currently managing, it will free up the Town Manager to help with EDA responsibilities. He stated, as an EDA member, he was in favor of authorizing staff to advertise for the Assistant Town Manager position as soon as possible, in order to have that person on staff by July 1st, 2020.

Mayor Mattox stated he was also in favor of moving forward, as soon as possible, with the hiring process of an Assistant Town Manager for Altavista, so the town could potentially have the position filled by the start of the next fiscal year (July 1st, 2020).

Mr. Bennett asked the Town Manager how long it would take to draft an article to use in advertising for the Assistant Town Manager position.

Mr. Coggsdale answered, once Council has approved the revised job description for that position, Altavista could move forward with advertising for an Assistant Town Manager.

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Mr. Emerson asked the Town Manager if he was satisfied with the current Assistant Town Manager job description.

Mr. Coggsdale informed Council he had recently reviewed the ATM job description, taking into consideration the new Community Development Director had taken on some duties originally deemed for the Assistant Town Manager. He stated he revised the ATM job description accordingly.

Mr. Emerson stated, since the Assistant Town Manager would be working directly with the Town Manager, and the Town Manager was happy with the job description, he was in favor of Council approving the ATM job description, so the hiring process could move forward.

Mr. George stated he felt the Assistant Town Manager job description was very thorough, and he was also in favor of approving the revised ATM job description.

Mr. Higginbotham suggested placing the item on the April 14th regular meeting consent agenda for potential approval. He stated, since the item could not be voted on before that date, it would allow Council additional time to review the job description and make any changes and/or deletions if necessary.

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

All Council members were in consensus to place this item on the April 14, 2020 Regular Council Meeting Consent Agenda.

- Mr. Coggsdale referenced budget discussion item #4, Additional Items for Discussion. He stated the following items were mentioned by Council in previous meetings and had directed staff to gather additional information or data on each one.

- Cemetery Fees:

Mr. Coggsdale reminded Council of their previous discussion pertaining to the possibility of increasing Altavista's cemetery fees.

Mr. Coggsdale shared with Council cemetery fees charged by surrounding localities for plot sales and grave opening and closing costs in comparison to Altavista.

Mr. Coggsdale stated the information is intended to assist Council when considering whether or not the Town of Altavista should increase the Greenhill Cemetery fees to coincide with other (nearby) localities, and if so, by how much.

Mayor Mattox referenced Altavista's "Perpetual" Cemetery Fund, and the town's original intention of placing the interest from cemetery revenue into the perpetual fund, so that it could continue to grow, eventually allowing Greenhill Cemetery to become "self-sustaining".

Mayor Mattox reminded Council the town was currently placing the interest from cemetery revenue into the budget for use towards the cemetery's "operational" costs. He stated he was in favor of the town returning to its original intention of placing the cemetery's revenue interest back into the perpetual fund, in order to achieve the town's desire for Greenhill Cemetery to be self-sustaining.

Mr. Higginbotham stated, considering Altavista has the lowest cemetery fees in the area, suggested the town increase cemetery fees by \$100 across the board, for plot sales and grave opening and closing costs.

Mr. Mitchell asked, under the current practice, how long it will take the town to save enough (revenue) for Greenhill Cemetery to become self-sustaining.

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Mr. Coggsdale stated the town would need “double” the amount of funds than it currently had in order to achieve that goal.

Mr. Coggsdale stated, by using the accrued interest for cemetery operation expenses, rather than reinvesting the interest into the cemetery’s perpetual fund, it slows down the fund’s growth, therefore extending the timeframe for which the cemetery would become self-sustaining. He stated, by continuing the current practice, the desired outcome could potentially take “many years” to achieve.

Mr. Higginbotham agreed with the Mayor’s suggestion to reinvest the Cemetery Fund’s accrued interest back into the perpetual fund.

Mr. Higginbotham also suggested implementing a fee increase for cemetery services and placing the revenue from the fee increase in the perpetual fund as well. He stated by reinvesting the interest, and including revenue from the proposed fee increase, would allow the Greenhill Cemetery to become self-sustained more quickly.

Mr. Bennett suggested using a “set percentage” for the proposed fee increase. He stated the \$100 proposal had a 33% increase for one fee, while only increasing other fees by 16.5%.

Mayor Mattox suggested that any approved increase not include child/infant burials.

Mr. George asked how many spaces Greenhill Cemetery still had available for sale.

Mr. Garrett informed Council, he was not sure of the exact number, but there were a lot of burial spaces still available, and also mausoleum spaces.

Mayor Mattox asked staff why the dollar amount was different between morning and afternoon cemetery service fees, pertaining to opening and closing graves.

Mr. Coggsdale answered the Mayor, stating if a funeral service is held in the afternoon hours of the day, the town has to compensate its employees with “overtime pay” for the timeframe they stay past their regular work schedule.

Mayor Mattox asked Council if they had any additional questions or comments regarding the Greenhill Cemetery proposed fee increase, or whether it was not Council’s desire to change the current fees.

Mr. Higginbotham stated he would like to change his original suggestion of a \$100 fee increase to a 15% increase “across the board” for all fees associated with the town’s cemetery services.

All Council members were in consensus to implement a 15% fee increase for all cemetery services.

Mr. Coggsdale asked Council if he could “round” the dollar amounts of each service increased to the nearest \$25 increment.

All Council members were in consensus to allow the Town Manager to do so.

Mr. Coggsdale stated he would compile a new/revised cemetery service fee graph with the approved fee increase for Council’s review.

Mr. Coggsdale asked for direction from Council regarding their discussion on the cemetery’s perpetual fund and what to do with the interest accrued from the account moving forward: (1) continue using the interest for cemetery operation expenses, or (2) reinvest the interest back into the perpetual fund to assist in the fund’s growth.

Mayor Mattox stated he was in favor of reinvesting the interest back into the cemetery's perpetual fund to ensure perpetual growth.

All Council members were in consensus to do so.

Mr. Coggsdale reminded Council, by doing so, the town would need to transfer money from the General Fund to the Cemetery Fund, for "operation expenses", in order to balance the town's FY2021 Draft Budget.

All Council members were in consensus to allow Town Staff to do so.

Mr. Higginbotham reminded Council of his suggestion to also place the additional revenue, the town would start receiving from the approved fee increase, into the cemetery's perpetual fund as well, to aid in growing that fund quicker.

All Council members were in consensus to do so.

Mayor Mattox asked Council if they had any additional questions or comments regarding the Greenhill Cemetery or the Cemetery Fund, to which there were none.

○ Booker Building Improvements:

Mr. Coggsdale referenced Council's recent request for staff to work with a local individual to develop estimates for several potential improvements to the Booker Building. He shared the estimates with Council for their review and consideration.

Booker Building Improvement Estimates (Phase I):

- Interior Floor \$27,445 - \$47,476 (depending on selected option)
- Restrooms \$55,419
- Exterior Stage \$28,000
- Exterior Shade Structure \$76,000
- *Total Phase I Estimate : \$186,864 - \$206,895*

Mr. Coggsdale reminded Council there were no funds currently allocated in the FY2021 Draft Budget for any of these improvements.

Mayor Mattox informed Council that he and Councilman Bennett had recently met with Mr. Mathew Billings, a Point Source Audio representative, and inquired about options available to improve the Booker Building's "sound quality" in order to better accommodate music events, inside and outside the facility.

Mayor Mattox referenced the Harvester Music Venue, in nearby Rocky Mount, VA, and stated he felt the Town of Altavista had an opportunity to create the same type of venue with the Booker Building. He stated a music venue would be a great asset to the community, while enhancing the economic growth potential for the town.

Mr. Bennett stated Mr. Billings looked at the interior and exterior spaces of the Booker Building and offered his professional opinion of how the town could upgrade the facility if used as a music venue; (1) improve both stage areas, (2) upgrade the sound system, and (3) components needed to prepare the facility as a music venue, such as "acoustic tiles" for the walls and ceiling.

Mr. Bennett informed Council that Mr. Billings offered to deliver a presentation to the entire Council regarding his assessment of the Booker Building, along with his suggestions for preparing the facility for the potential of using it as a music venue.

Mayor Mattox stated an "event venue" option was just one of many possibilities how the town could utilize the Booker Building, and he was in favor of investigating the option for its potential to enhance the community and stimulate Altavista's economy.

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

Mr. George stated he was in favor of allowing Mr. Billings to deliver his presentation to Council regarding sound and stage improvements for the Booker Building.

Mr. Higginbotham stated, the more information Council could retrieve, the better prepared they will be when making a decision that best suits the town for how to better utilize the Booker Building.

Mr. Higginbotham referenced the Phase I Improvement Estimates shared with Council by the Town Manager. He stated he felt the proposed (Phase I) improvements to the Booker Building were still necessary, no matter any use of the facility.

There were no additional comments or questions by Council on this matter.

All Council members were in consensus to allow Mr. Billings, Point Source Audio, to present them with his recommendations, and costs, for upgrading the sound system at the Booker Building's interior and exterior stage areas; and share options for sound improvement components, such as acoustic tiles.

All Council members were in consensus to place this item on the next meeting or work session agenda that Mr. Billings was able to attend.

Mr. Bennett stated he would check with Mr. Billings for which date he would be available (April 14th or April 28th).

Mr. Higginbotham referenced one of the estimates for the Booker Building "Phase I Improvements", the exterior shade structure. He stated he felt the proposed "shade sails" would be a higher cost for the town to maintain over time compared to having a steel structure with a metal roof.

Mr. Higginbotham stated the shade sails have to be taken down during winter months and last only a few years before needing replacement. He stated a steel structure would last the town thirty to forty years, or possibly more.

Mr. George stated he felt the proposed shade sails would be more esthetically pleasing in the park than a metal structure.

Mayor Mattox suggested Council consider the option of erecting large "event tents" when needed. He stated the tents would be a significantly lower cost to the town.

There were no additional comments by Council regarding this matter.

○ Utility Discount Criteria

Mr. Coggsdale referenced the Town of Altavista's recent request to the General Assembly for permission to offer eligible citizens a utility discount. He reminded Council the request had been approved and signed by the Governor, giving the town the ability to now develop and implement its desired "Utility Discount Program".

Mr. Coggsdale shared with Council the criteria Campbell County uses to offer Real Estate Tax relief/discounts. He stated the town could choose to use the same requirements as a "starting point" for their utility discount program.

*To qualify, a homeowner must first meet an "AGE" qualification,
Then an "INCOME" and "NET Worth" test.*

☐ *Be at least 65 years of age*

☐ *Have an annual Household Income of \$35,000 or less*

☐ *Have a Net Worth that does not exceed \$82,000*

**To qualify, each of the tests described above must be MET.*

Mr. Coggsdale stated the county has one “EXCEPTION” to their requirements:

*“If an individual is not at least 65 years old, but is permanently and totally disabled, they may still qualify as long as they can provide documentation from the Social Security Office indicating that they are permanently and totally disabled and unable to engage in any substantial gainful employment because of the disability. *The income and net worth tests MUST still be met.”*

Mr. Coggsdale informed Council the town receives the county’s list every year for tax purposes, but Town Staff could also utilize the list to know which Altavista homeowners would qualify for the town’s utility discount program.

Mr. Emerson stated he felt the program should also be offered to renters with the same qualifications, to which Mr. George also agreed.

Mr. Coggsdale stated Council could consider offering the utility discount program to all eligible Altavista “residents”, whether you are a homeowner or renter, as long as you occupy the residence of the utility account and the account is in their name.

All Council members were in consensus to do so.

Mayor Mattox asked how long it would be until the program could be implemented.

Mr. Coggsdale stated staff would need to compile a list of “eligible renters” to merge with the list of eligible homeowners.

Mr. Coggsdale stated staff would then gather the list of eligibility requirements agreed upon by Council, in order to draft the related policy and “application form”. He stated staff would bring both before Council for final approval.

Mr. Coggsdale reminded Council they also needed to determine what the “discount” would be for eligible residents. He stated, whether the discount was a set dollar amount or a percentage amount, staff proposed the utility discount effect “only” the Base Fee of the eligible utility accounts.

Mr. Coggsdale stated a discount would be easier to calculate using the Base Fee (a set \$19.50 per quarter), rather than with utility rates or charges, because a person’s water usage usually fluctuates from month-to-month/quarter-to-quarter.

Mr. Coggsdale stated, only until all aspects of the program were complete, could the proposed utility discount program be “marketed” (advertised) and implemented.

Mayor Mattox stated, since the next utility rate increase was scheduled for December 2020, he would like to see the new discount program ready and available to start on January 1, 2021.

Mayor Mattox asked staff to bring Council a “mock up” of several discount options, how many residents would qualify for a utility discount, and how each option could potentially affect future budgets.

Mr. Mitchell stated he did not feel comfortable making a decision on how much of a utility discount to offer until Council had the requested information from staff regarding how many residents would potentially be receiving the discount.

Mr. Coggsdale stated he would gather Council’s requested information and present the data to Council at a future work session for their review and consideration.

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- Master List (Town Fees, Rates, and Charges)

Mayor Mattox referenced an item in the Town of Altavista's Master List of Fees, the "Auto Licensing Fee", which is currently billed under/with Personal Property Taxes.

Mayor Mattox stated Altavista currently has one of the lowest Auto Licensing Fees in the surrounding area. He asked staff to investigate what other surrounding localities (minus the City of Lynchburg) were charging for this fee, in order to give Council some comparison for consideration of whether or not Altavista should increase their Auto Licensing Fee.

Mr. Bennett stated the Auto Licensing Fee had not been increased in over twenty years, and he also felt it was time for Altavista to evaluate and consider an increase.

Mr. Coggsdale informed Council he had compiled such a list for comparison about a year ago. He stated he would update the list and share the revised data with Council at a future meeting for their review.

- Annual Town Contributions to Non-Profit Groups

The Town Manager, Mr. Coggsdale, referenced items in the FY2021 Draft Budget, specifically the town's annual contributions to non-profit groups/organizations.

Mr. Coggsdale stated Council previously discussed whether or not to continue the town's annual contribution to all of the groups, or whether to discontinue any that are not showing a "return on the town's investment". He stated Council asked to revisit this discussion for further consideration.

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

Mr. Mitchell stated he did not have an issue with any of the groups mentioned in the FY2021 Draft Budget, and he was in favor of continuing all contributions until the town can no longer afford to do so.

Mr. Emerson stated he agreed with Mr. Mitchell's comment and no issue with the town continuing its annual contributions to all of the groups pertaining to this matter.

Mayor Mattox referenced the Small Business Association. He stated the group's association fee had increased by \$2,000 over the past few years, but he did not feel Altavista was receiving a good return on that investment.

Mayor Mattox stated he would like to see the SBA contribution reduced. He asked the Town Manager to contact the group's representative and asked what minimum contribution was allowed, while still maintaining affiliation.

Mr. Coggsdale agreed to do so.

Mr. Bennett referenced the \$10,000 contribution to GO Virginia. He stated this group was not on the original list for Council's consideration of removal or a decrease.

Mr. Coggsdale reminded Council the GO Virginia contribution was part of the Economic Development Budget.

Mayor Mattox reminded Council that Davenport (Altavista's Financial Advisors) and Councilman Dalton were both currently on the GO Virginia Board. He stated he would like to keep GO VA in the budget for now.

Mr. Higginbotham referenced the Lynchburg Regional Business Alliance (LRBA). He asked if this group was a feasible investment for the town.

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Mr. Coggsdale stated the LRBA was currently working with the Town of Altavista to improve the “marketing rate” for the town’s Dearing Ford Road property.

Mr. Coggsdale informed Council the state has multiple marketing levels (1-5), which depends on the “rate” of your property/site. He stated the Dearing Ford Road site currently has a “2.5” rating, but with the help of the LRBA and updating the site plans, the rate would increase, allowing the site to be marketed as a “Level 5”.

Mr. Coggsdale stated, when the increase occurs, the Town of Altavista would have one of the only properties in the Region to be classified by the state as a Level 5 site.

Mayor Mattox stated, until the recent assistance by the LRBA with the Dearing Ford Road site, he did not feel the group had a viable presence in the town.

Mayor Mattox reminded Council the Town of Altavista was also affiliated with the LRBA through its representation from Campbell County.

Mayor Mattox agreed with keeping the group on the list of contributions for now, but ask Council to consider revisiting its feasibility at a later date.

Mr. Emerson agreed it would be a good idea to postpone any consideration of eliminating the LBRA from the budget’s “contribution list” until the town was able to hire its new Assistant Town Manager.

All Council members were in consensus to leave the current list of annual contributions as presented in the FY2021 Draft Budget until further consideration.

Mr. Mitchell suggested having each group listed in the town’s annual contribution budget come before Council with a presentation of how their group continues to be a feasible asset to the Town of Altavista, with current or recent examples of their ability to give Altavista a good “return on investment” from the town’s annual contribution to their group/organization.

All Council members were in favor of Mr. Mitchell’s suggestion.

There were no additional comments from Council regarding this item.

- Board Member Seats Available for Appointment

Mayor Mattox referenced the Central Virginia Planning District Commission. He informed Council that Councilman Dalton has expressed her desire to step down from her current seat on the CVPDC Board, as liaison to Council.

Mayor Mattox asked if any Council member was interested in taking over the CVPDC position when Mrs. Dalton steps down.

Mr. Mitchell expressed his interest in doing so.

Mr. Coggsdale stated, once Mrs. Dalton steps down from the CVPDC position, staff would go through the “proper steps” in conducting the transition.

5. Consideration of Resolution and Ordinance – “Continuity of Government”

Mr. Coggsdale stated, during the current COVID-19 pandemic, many normal town practices have been evaluated and modified to assist in the prevention of the spread of the virus.

Mr. Coggsdale stated, while staff has developed a mechanism by which to allow the public to view and hear Town Council Meetings, Council’s consideration of the attached Resolution and Ordinance affords the added opportunity to conduct some of the town’s business via electronic means, if necessary.

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Mr. Coggsdale stated staff was recommending this action, so as to provide another option if conditions progress to warrant the need.

Mr. Coggsdale stated, staff would also recommend Town Council continue to meet in a public place, as long as it was deemed safe to do. He stated the meetings would be limited to only ten individuals in Council Chambers at one time, as state recommended, with the individuals being spaced six feet apart from one another.

Mr. Coggsdale stated he would continue to have Town Directors practice “social distancing” during Council meetings by having them view the meetings via electronic means. He stated they would still have the ability to communicate with him during the meetings electronically.

Mr. Coggsdale stated Town Staff would also publish information guiding the public to provide input/comments via email, phone or written correspondence. He stated, such input/comments would be placed into the “minutes” of the meeting as if they appeared before Council in person.

The Town Manager, Mr. Coggsdale, stated it was staff’s recommendation that Council adopt the presented Resolution and Ordinance related to “Continuity of Government”.

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

Mr. Higginbotham, seconded by Mr. Emerson, motioned to accept the Town Manager’s recommendation and adopt the resolution and ordinance as presented.

Motion carried.

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

RESOLUTION 2020-04-01

Resolution Authorizing the Adoption of Procedures for Electronic Public Meetings and Public Hearings to Ensure the Continuity of Government during the COVID-19 Pandemic Disaster:

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments and authorization to executive branch agencies to waive “any state requirements or regulation” as appropriate; and,

WHEREAS, on March 23, 2020, President Donald J. Trump declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and,

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 24, 2020, the Town Council of Altavista, Virginia adopted a Proclamation of Declaration of a Local Emergency as a result of the potential spread of the COVID-19 virus among the population of the Town; and

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WHEREAS, Virginia Code § 15.2-1413 provided that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, on April 7, 2020, the Town Council of the Town of Altavista, pursuant to Virginia Code § 15.2-1413, adopted Ordinance 2020-04-01, “Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with the Pandemic Disaster; and

WHEREAS, through Ordinance 2020-04-01 the Town Council specifically found that the COVID-19 virus constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code § 44-146.16 being a “communicable disease of public health threat”; and

WHEREAS, through Ordinance 20210-04-01, the Town Council further found that the COVID-19 pandemic makes it unsafe to assemble in one location, a quorum for local public bodies including the Town Council and town boards, commissions, committees and authorities created by the Town Council or to which Town Council appoints all or a portion of its members (collectively “Public Entities”, and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and,

WHEREAS, through Ordinance 2020-04-01, the Town Council adopted certain procedures to ensure the continuity of government during the COVID-19 Pandemic Disaster (“Continuity Procedures”), suspended any deadlines applicable to Public Entities and their staff during the COVID-19 disaster, and authorized Public Entities, at their discretion, to postpone non-emergency public hearings and action items during the disaster; and,

NOW THEREFORE, BE IT RESOVLED by the Town Council of the Town of Altavista, Virginia sitting in regular session this 7th day of April 2020 does hereby incorporate by reference and adopts the procedures described in Ordinance 2020-04-01, a copy of which is attached hereto;

FURTHER RESOLVED, that the Town Council hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement Ordinance 2020-04-01 and to develop specific procedures as applicable and appropriate for the Town of Altavista, Virginia provided that such specific procedures are consistent with the terms and conditions of Ordinance 2020-04-01;

FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of Ordinance 2020-04-01 including any applicable period upon the re-adoption of Ordinance 2020-04-01 by the Town Council.

This resolution is effective upon adoption and is hereby adopted this 7th day of April 2020 by the duly recorded vote of the Town Council of the Town of Altavista, Virginia as follows:

*Mayor Michael E. Mattox
James Higginbotham
Timothy George
Reginald Bennett*

*Vice-Mayor Beverley E. Dalton
Tracy Emerson
Wayne Mitchell*

Ordinance 2020-04-01

Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meetings and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with the Pandemic Disaster

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

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WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments and authorization to executive branch agencies to waive “any state requirements or regulation” as appropriate; and,

WHEREAS, on March 23, 2020, President Donald J. Trump declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and,

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 24, 2020, the Town Council of Altavista, Virginia adopted a Proclamation of Declaration of a Local Emergency as a result of the potential spread of the COVID-19 virus among the population of the Town; and

WHEREAS, Virginia Code § 15.2-1413 provided that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his/her absence may upon declaration of a local emergency, “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and,

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Town Council may convene solely by electronic means “to address the emergency;” and,

WHEREAS, the open meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under the Act or “any other statute”; and,

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and,

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and,

WHEREAS, this emergency ordinance, in response to the disaster caused by the COVID-19 pandemic, promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Altavista, Virginia sitting in regular session this 7th day of April 2020 that:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, Planning Commission, Board of Zoning Appeals and all local boards, commissions, committees and authorities created by the Town Council or to which the Town Council appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.

2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:

a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electron medium) without a quorum physically present in one location; and,

b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least three (3) days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and,

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c. Any such electronic meeting of the Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving

d. public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and,

e. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and,

f. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and,

g. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify when actions are taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

FURTHER ORDAINED, that notwithstanding any provisions of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

FURTHER ORDAINED, that provisions of this Emergency Ordinance shall remain in full force and effect for a period of sixty (60) days, unless amended, rescinded or readopted by the Town Council in conformity with the notice provisions set forth in Virginia Code § 15.2-1427 but in no event shall such ordinance be effective for more than six (6) months. Upon rescission by the Town Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

FURTHER ORDAINED, that nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

FURTHER ORDAINED, an emergency is deemed to exist.

This ordinance is effective upon adoption and is hereby adopted this 7th day of April 2020 by the duly recorded vote of the Town Council of the Town of Altavista, Virginia as follows:

*Mayor Michael E. Mattox
James Higginbotham
Timothy George
Reginald Bennett*

*Vice-Mayor Beverley E. Dalton
Tracy Emerson
Wayne Mitchell*

6. Matters from Council

Mayor Mattox asked Council if they had any additional items they would like for Council to discuss or consider.

- Mr. George reminded Council that he was still on the board of the Altavista Combined School's (ACS) Art Department Council. He stated the ACS Art Department has a new 12'x16' movie screen and all the supplies and components it takes to show outdoor movies.

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Mr. George stated he was approached recently by a citizen regarding the possibility of the ACS Art Department showing movies at English Park. He stated the movies would be “family oriented”.

Mr. George stated, taking the current COVID-19 pandemic guidelines into consideration, the movie would be offered as a “drive in” type of event, where attendees stay in their vehicles while watching the movie. He stated there would be no concessions offered, so families would need to bring their own snacks and beverages.

Mr. George stated, if Council approved the request, he would be helping to advertise the event, and as an ACS Art Department Council Member. He would also be helping the Art Department staff set up their equipment on the day of the movie event.

Mr. George asked Council for their input and consideration of the proposed event.

Mayor Mattox asked Council if they had any questions or concerns regarding the request.

Mayor Mattox reminded Council, due to the current COVID-19 pandemic, the public restrooms located in English Park were currently closed. He asked Mr. George if there would be any other bathroom options available during the movie event.

Mayor Mattox stated he was not in favor of the idea, because he felt young children would not want to stay in their vehicles for a long period of time, especially if they needed to use the bathroom.

Mr. George stated a family would have to leave the park to use other available public restrooms or use their home if close by.

Mr. Bennett suggested the ACS Art Department place a “public poll” on social media requesting input from the community whether there would be an interest for such an event.

Mr. George stated, if Council approved the event request, he would take Mr. Bennett’s suggestion to other members of the Art Council for consideration.

The Town Manager, Mr. Coggsdale, informed Council that the Governor of Virginia had recently approved churches to have “drive-in” services. He stated the proposed movie event, as a “drive-in movie”, would fall under the same type of approval, as long as individuals/families were directed to stay in their vehicles while attending the movie event.

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

A majority of Council members, with the exception of the Mayor, were in favor of approving Mr. George’s request and allowing the ACS Art Department to offer family oriented movies at the boat ramp/gazebo area of English Park.

- Mr. Emerson asked for an update on the Dalton’s Landing Canoe Launch/Boat Ramp.

Mr. Coggsdale stated the plans were complete and had been approved. He stated the “bid package” was also complete for this project, but the town could not move forward with sending out the bid package until they receive authorization from the Federal Highway Administration (FHA).

Mr. Coggsdale stated, as soon as the town gets authorization from the FHA, the process could move forward. He stated the project was still estimated to be completed by fall 2020.

There were no additional comments or questions from Council or Town Staff.

Mayor Mattox thanked his fellow Council members and Town Staff for their continued hard work for the Town of Altavista and the community.

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Mayor Mattox also thanked everyone attending the meeting via the town website/social media.

Mr. Coggsdale stated staff would gather feedback from citizens attending the meeting via computer access. He stated staff would take any suggestions and/or directional information and strive to improve the meeting for everyone involved.

7. Town Council Closed Session

There was not a closed session scheduled for the April 7, 2020 Council Work Session.

8. Adjournment

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

The meeting was adjourned at 7:01 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Council Regular Meeting April 14, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on April 14, 2020 at 7:00 p.m.

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

Council Members

Present: Mr. Reginald Bennett
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent: Vice-Mayor Beverley Dalton
Mr. Tracy Emerson

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

- 2. Invocation and Pledge of Allegiance

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

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Agenda Adoption

Mayor Mattox informed Council there was an amendment to Section #8 New Business, adding item “f.” Resolution Consideration/Approval – allowing the town to submit an application to the United States Department of Agriculture (USDA) for a Rural Business Development Grant pertaining to the town’s desire for a Rural Business Incubator, Accelerator, and Co-working Center (AIC).

Mayor Mattox asked Council if they had any questions or comments regarding the proposed April 14, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

4. Recognitions and Presentations

a. Point Source Audio Presentation – Booker Building Sound System Improvements

Mr. Coggsdale informed Council that Mr. Matthew Billings, a representative for Point Source Audio in Lynchburg, Virginia, would be delivering Council the presentation that evening regarding audio upgrade options for the Booker Building. He stated Mr. Billings would be addressing Council through “telephone services”.

Mr. Coggsdale shared with Council the presentation package Mr. Billings would be discussing that evening for their visual reference.

Mayor Mattox welcomed Mr. Billings to the Council meeting.

Mr. Billings introduced himself as a “designer” for Point Source Audio. He stated he had helped develop audio system upgrades for many large venues in the greater Lynchburg area, such as the recent Liberty University Football Stadium expansion.

Mr. Billings stated he felt the Booker Building was a “multi-cultural epicenter” that generates interest/traffic for the town and surrounding community. He stated the facility had great potential and would transform easily into a music center.

Mr. Billings stated he looked forward to helping Altavista see the transformation potential of the Booker Building as a “music venue” and sharing audio options for that vision.

Mr. Billings stated, when designing for this project’s proposal, he took into consideration the diversity of current uses at the facility, and the potential future uses of the Booker Building, such as multiple music events (inside and outside), so accordingly, he developed an audio system that could be operated with minimal staff involvement.

Mr. Billings referenced the audio presentation package. He stated there was a lot of information in the proposal, but he would be focusing on just a few of the main “key components” of the proposed design:

- Interior Audio and Stage Upgrades
- Interior Acoustic Treatment (wall & ceiling tiles)
- Interior/Exterior Lighting Improvements
- Exterior PA System Installation Option

Mr. Billings offered “basic” and “full” options for the proposed design, giving Council the ability to tailor the design to best suit their vision for the community space. He stated, by having multiple options, the cost comparison would also allow the town to keep within a desired budget.

Mr. Billings referenced different pages within the presentation package, in order to give Council a visual of the proposed interior stage improvements, interior and exterior amplifier speakers and lighting options, and acoustic wall and ceiling tiles for the interior.

Mr. Billings shared with Council the difference between basic and full component options, such as wireless microphones. He stated the basic option would have standard consumer-grade components, while the full option offered “venue grade” components.

Mr. Billings asked Council if they had any questions regarding his presentation.

Mr. George asked if the audio design proposal also had lighting options.

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Mr. Billings stated the Point Source Audio Proposal for the Booker Building had lighting improvement options for both the interior and the exterior of the facility.

Mr. Billings stated he designed an interior lighting system for the Booker Building with multiple types of events in mind. He stated the proposed lighting system was flexible enough to be operated by an individual from the stage area, or by an event coordinator or band member from another location in the room.

Mr. Bennett asked if the ability to access the audio system “remotely” would be available in both the basic and full option packages.

Mr. Billings stated he had “remote capability” quoted into the cost of both options. He stated the capability would allow him/his office to remotely access the Booker Building’s new audio system at any time, in order to assist a Town Staff Member with any potential issue.

Mr. Bennett referenced the proposed “acoustic ceiling tiles”. He asked if the installation of the tiles could be accomplished without affecting the visual esthetic of the facility’s historic wood ceiling.

Mr. Billings ensured Council his Point Source Audio team would take every precaution during component installation to preserve the building’s historic assets, such as the ceiling.

Mr. Billings continued his presentation by referencing the exterior stage area of the Booker Building and the PA/sound system proposed in his design for this exterior space. He stated the outdoor PA system would include speakers, portable storage carts and covers, and the amps needed to power the system.

Mr. Billings stated he was proposing a “portable” system that could be moved to different areas of the stage, depending on the need of the event. He stated the system’s mobile capability would also provide the town with a safe and easy storage process.

Mr. Billings concluded his presentation by referencing the last page in his proposal, which showed each individual component’s cost, as well as the total cost for both package options (basic and full). He reminded Council the packages were “a la cart” and components from each could be combined to best suit the town’s vision for the Booker Building facility.

Mayor Mattox asked Council if they had any questions or comments regarding Mr. Billings’ presentation and/or audio design proposal for the Booker Building.

Mr. Mitchell stated he felt the design proposal by Mr. Billings would bring the Booker Building up to a more “professional level” in terms of being a music venue.

Mr. Mitchell referenced page thirteen of the design proposal regarding an outdoor PA system. He asked why the “Array Frame” item show an individual cost, but did not get calculated into the basic and full option packages.

Mr. Billings informed Council that an Array Frame was only used when hanging PA speakers from the ceiling/roof of a building. He stated, since he recommended using portable “ground stacked” speakers for the outdoor stage area, he did not include the Array Frame in either option package.

Mr. George thanked Mr. Billings for his presentation. He stated he felt the proposed audio and lighting improvements would be a wonderful addition to the Booker Building and he hoped the town would be able to afford and accomplish the upgrades in the near future. He stated a music venue would be an asset to the Town of Altavista and the community.

Mr. George asked Mr. Billings to confirm the total cost for each proposed design option.

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Mr. Billings stated the “basic” option totaled \$294,433, and the “full” option totaled \$320,910. He stated both options included labor installation costs.

Mr. Bennett also thanked Mr. Billings for his presentation.

Mr. Bennett asked Mr. Billings if there was any nearby locality that had the same type of music venue as the Booker Building would potentially become if implemented with the proposed stage improvements and audio and lighting upgrades.

Mr. Billings stated the Harvester in nearby Rocky Mount, VA was used as a model for the design, but there was nothing in the Lynchburg area with the same seating capacity, except downtown at the Lynchburg Fine Arts Center.

Mr. Billings stated, as a musician himself, he could see other musicians from the Lynchburg area utilizing the Booker Building (if upgraded to a music venue) as a cultural epicenter for multiple music events and/or music festivals.

Mr. Billings stated he felt such a venue tends to draw people in as a creative atmosphere, and would be an asset to the Town of Altavista and to the surrounding community.

Mr. Bennett referenced Mr. Billings’ mention of the two design options being “a la cart”. He asked if the design could also be split into two separate installation dates, meaning the possibility of installing the interior audio system one year, and installing the exterior stage area audio system another year.

Mr. Billings confirmed the town had the option to divide the installation process. He stated the interior and exterior audio systems were separate from one another, with separate power sources, therefore, allowing their installation to be completed at separate times if necessary.

There were no additional questions or comments from Council regarding the A/V Design Proposal for the Booker Building by Matthew Billings, from Point Source Audio.

Mayor Mattox thanked Mr. Billings for his time and hard work in gathering the requested audio system information, and presenting Council with multiple options for consideration.

b. Approval Consideration for USDA Grant –Booker Building Event Venue Feasibility Study

Mayor Mattox suggested Council consider allowing staff to investigate the possibility of the town getting a USDA Grant to use for a feasibility study regarding the Booker Building and the newly proposed “use option” of the facility being renovated into a music venue.

Mayor Mattox asked for Council’s thoughts/input on the matter.

Mr. Mitchell referenced a recent “feasibility study” that gave a broader array of ideas for potential uses of the Booker Building, but the town had to pay for. He stated, since the USDA Grant would be at no cost to the town, he would be in favor of allowing staff to investigate the town’s possibility of acquiring the grant for a new study regarding the more specifically proposed music venue use/option.

Mr. Higginbotham also stated his favor of staff investigating the USDA Grant, as long as the grant would allow the feasibility study to be at “no cost” to the town.

Mr. Coggsdale stated the USDA would require a specific topic (reason) for the requested grant and potential feasibility study. He asked Council to clarify what the specifics were they wanted the study to encompass.

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Mayor Mattox suggested the proposed feasibility study be geared towards whether or not the Booker Building facility had the potential sustainability of an “event center”.

Mr. Bennett stated he felt an “event center” could mean multiple things, such as a small farmers market or art show, to a large wedding or music venue.

Mr. Coggsdale asked if Council was looking for the feasibility study to confirm whether or not the community would support a music venue/event center, and its feasibility to the town.

All Council members were in consensus to allow staff to pursue the USDA Grant for a feasibility study regarding the Booker Building’s potential feasibility to the town as an event center/music venue, and whether the community would support such venue/center.

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

Mayor Mattox asked if there were any citizen(s) present wishing to come before Council with a comment or concern that was not on the April 14th, 2020 Council Meeting Agenda.

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

6. Consent Agenda Approval

- a. Approval of Council Minutes
 - March 10, 2020 Town Council Regular Meeting
 - March 24, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - March Revenues and Expenditures

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the April 14, 2020 Consent Agenda, to which there were none.

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

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

7. Public Hearing

There were no public hearings scheduled for the April 14, 2020 Council Meeting.

8. New Business

- a. Little Library Proposal

Mr. Coggsdale informed Council of a recent request by the Altavista Outreach and Enrichment Program (AOE). He stated the AOE seeks permission from the town to place “Little Libraries” in Coleman Memorial, Lola (Avondale), and Bedford Avenue Parks.

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Mr. Coggsdale shared with Council a memo from Jane Green, AOE Board Member.

PROPOSAL FOR “LITTLE LIBRARIES” IN OUR PARKS

By: Altavista Outreach and Enrichment

March 17, 2020

To the Altavista Town Council,

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

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

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

Sincerely,

Jane Green, Board Member

Altavista Outreach and Enrichment

Mr. Coggsdale reminded Council the town currently has the Little Libraries in two of its other parks, English Park and Shreve Park. He stated the organization agreed/confirmed they would bear all costs associated with the installation of the structures.

Mr. Coggsdale stated, staff was recommending approval of the AOE request, with the amendment staff would be allowed to work with AOE in selecting the location placement for the new Little Libraries of the fore-mentioned parks.

Mayor Mattox asked Council if they had any questions or concerns regarding the AOE request, to which there were none.

Mr. Mitchell shared his excitement regarding the AOE organization and local residents “going the extra mile” to offer such services to the children in this community.

Mr. Mitchell, seconded by Mr. Bennett, motioned to accept staff’s recommendation and approve the Altavista Outreach and Enrichment Program’s request to place Little Libraries in Coleman Memorial, Lola (Avondale), and Bedford Avenue Parks.

Motion carried.

Vote:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Mr. Wayne Mitchell	Yes

b. FY2020 Paving Bid Consideration

Mr. Coggsdale informed Council the Town of Altavista had recently received bids for its FY2020 Paving List. He stated the town’s engineer had reviewed the bids and made the recommendation to award the bid to Boxley Materials, based on their unit prices.

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Mr. Coggsdale stated staff recommends concurrence with the engineer's recommendation to award the project to Boxley Materials, with their bid amount of \$400,937.50.

Mr. Coggsdale informed Council the town currently had \$539,453 allocated for paving purposes in the FY2020 Budget.

Mayor Mattox referenced the recent decrease in oil/gas prices. He ask Council to consider allowing staff to re-bid the town's FY2020 paving project, for potential savings.

Mayor Mattox also asked for Mr. Garrett's professional opinion and input on this matter.

Mr. Garrett, Altavista Public Works Director, informed Council he had recently contacted VDOT to inquire their opinion in this matter. He stated VDOT informed him they had already awarded their 2020 paving projects, so they were unable to re-bid; and also stated there was a 50/50 chance of Altavista's paving being bid lower than originally received.

Mayor Mattox asked Mr. Garrett, keeping in mind the recent decrease in oil prices, if he felt it was a reasonable assumption a "re-bid" would draw a lower bid offer, and asked if staff would be opposed to do so.

Mr. Garrett stated he felt the Mayor's assumption was reasonable and re-bidding could potentially reduce the cost for this project. He stated, if Council desired, staff would proceed with re-bidding the FY2020 paving project.

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

Mr. Mitchell stated he felt re-bidding this project should be a "one step" process for the contractors. He stated a contractor would only need to change the cost of the materials involved in the project, and then re-calculate the quote using the revised materials cost.

Mr. George asked staff when the paving project was scheduled to begin.

Mr. Garrett stated, if the original recommended bid was approved/awarded that night, the paving would begin within the next two weeks. He stated, if Council decides to have staff re-bid the project, the timeframe to begin will be postponed until a bid is awarded.

Mr. Garrett stated, with the recent drop in oil prices, the town would most likely see a significant cost decrease in materials on the paving quotes, if a re-bid was approved.

Mayor Mattox stated there is no way to predict "what the future holds". He stated with the oil prices recently decreasing, he doubted the paving quotes/cost would increase, but he felt they had the potential to decrease and save the town a significant amount of money.

Mr. Eller informed Council, before authorizing a re-bid, they would first need to vote on the decision to "reject" the first group of received bids for this project.

Mr. Bennett, seconded by Mr. Mitchell, motioned to reject the first group of bids received for Altavista's FY2020 Paving Project; Council also approved allowing Town Staff to contact the three original bidders and request they "re-bid" their paving proposal/quote.

Motion carried.

Vote:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Abstained
Mayor Mike Mattox	Yes
Mr. Wayne Mitchell	Yes

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c. Request for Declaration of Town Surplus Items

Mr. Coggsdale informed Council that Town Staff had recently provided him with a list of items not in use by the town and needed to be declared “surplus”, so the items could be sold or discarded appropriately.

Mr. Coggsdale stated it was staff’s intent to sell the items via on-line auctions, and any funds realized from the sale of said items would be allocated to the annual budget as revenue. He stated, if the items did not sell in a reasonable amount of time, they would be deemed “scrap” and discarded of properly.

Mr. Coggsdale stated it was his recommendation to approve staff’s request and declare the list of items as “surplus”.

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

Mr. Higginbotham asked the Town Manager if the last list of surplus items had been sold.

Mr. Coggsdale stated a vast majority of the items had been sold and picked up by the buyer. He credited Mrs. Shelton, Altavista’s Finance Director, and Mr. George Sandridge, Town Intern, with advertising the sale of those items through GovDeals.com.

Mr. Higginbotham asked if the funds obtained from the sale of surplus items are re-allocated back to the department from which each surplus item comes from.

Mr. Coggsdale stated all funds acquired from the sale of surplus items are placed in the town’s General Fund.

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

Mr. Mitchell, seconded by Mr. George, motioned to accept staff’s recommendation to declare the presented list of items as surplus and sold and/or discarded accordingly.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

d. Altavista On Track (AOT) Request – Reallocate Use of “Façade Loan” Funds

Mr. Coggsdale informed Council that two AOT members would be joining the Council meeting through means of telephone services (conference call). He stated Mrs. Kirsten Aherron, AOT Interim Main Street Coordinator, and Mr. Jonathan Parker, AOT Board Member and owner of a small business located in the Town of Altavista, Parker Productions, would be addressing Council regarding AOT’s fund request.

Mr. Coggsdale reminded Council the funds related to AOT’s request were the proceeds from a Community Development Block Grant (CDBG) the town acquired several years ago during a phase of “streetscape” improvements to the downtown area. He stated, using the grant funds, the town promoted a “Facade Improvement Program” for small businesses.

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Mr. Coggsdale informed Council there was still \$40,000 earmarked in the town's Reserves Fund for the Façade Loan Program. He stated, in addition, there was also an amount of \$10,000 in Reserves earmarked for the AOT "Pop-Up Program".

Mr. Coggsdale shared with Council the memo from Altavista On Track President, Lori Johnson, which detailed AOT's request.



April 10, 2020

*Mr. Waverly Coggsdale III
Manager, Town of Altavista
510 7th Street
Altavista, VA 24517*

*Re: Amending Zero Interest Façade Loan Program to Aid Altavista Businesses during
State Mandated COVID-19 Shutdowns*

Dear Mr. Coggsdale,

Altavista On Track would like to propose using the approximately \$50,000 set aside for the Altavista Pop-up Program, and the Zero-Interest Façade loan program to aid our town's small businesses during the state mandated COVID-19 shutdowns. The façade loan program has not been widely used by the Altavista business community for at least the last 4 years. Therefore, Altavista on Track would like to propose redesigning the program and using a portion of these funds to offer assistance to Altavista small businesses that are currently struggling due to the state mandated shutdowns, social distancing, and shelter-in-place orders.

\$50,000 dollars is available. Currently \$10,000 has been set aside for the Altavista Pop-up Program, and \$40,000 is available for 0% Façade Improvement Revolving Loans. Both programs have been administered by Altavista on Track.

Altavista on Track proposes keeping aside the \$10,000 to plan a Pop-up program when businesses re-open. Altavista on Track would like permission to use \$20,000 to offer one-time grants to businesses struggling to keep their doors open, and to keep \$20,000 in reserve for future revolving loan programs.

Altavista On Track's Main Street Coordinator has run the plan by Joanne Peerman a Program Manager in the Community Development Division. She sent the following guidance: "We encourage grants or forgivable loans as a response to COVID19; we ask that the organization conduct active outreach to the most modest businesses to ensure equal access to the funds..."

Altavista on Track has also applied to DHCD from a Small Business Recovery Grant of \$10,000. If awarded, this would provide Altavista on Track and the Town of Altavista with the opportunity to show strong support for our business community.

In this unique circumstance, time is of the essence. Altavista on Track recommends moving quickly to aid our local businesses, so that they can weather another month or two until everything opens again.

*Thank you for considering,
Lori Johnson
Altavista on Track, President*

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Mayor Mattox welcomed Mrs. Aherron and Mr. Parker to the meeting.

Mrs. Aherron thanked Council for agreeing to hear AOT’s request. She stated, due to the recent mandates warranted by the COVID-19 crisis, AOT Board Members felt the need to try and help the small businesses of Altavista with the challenges of this uncertain situation.

Mrs. Aherron gave the breakdown of how AOT proposed dividing and reallocating their available funds, if Council approved their request.

Proposal to Altavista Town Council, April 14, 2020

Shifting Community Development Block Grant funds from 0% Façade Loan Program, to Small Business Relief Grants

Background: In 2009 the Town of Altavista used Community Development Block Grant funds to set up a 0% revolving loan fund to provide assistance to Altavista businesses to do façade improvements. The money was loaned, and then paid back. The façade loan program has not been widely used by the Altavista business community for at least the last 4 years. Therefore, Altavista on Track would like to propose redesigning the program and using a portion of these funds to offer assistance to Altavista small businesses that are currently struggling due to the state mandated shutdowns, social distancing, and shelter-in-place orders.

Total funds available: \$50,000.

Altavista on Track proposes administering the funds in the following manner:

\$10,000	\$10,000 is currently allocated to Altavista’s Pop-up Program. The Pop-up program is designed to help new or existing businesses perfect their business plans and receive some start-up money to implement their business plan. Conducting a third Pop-up program once businesses re-open can bring new energy to town be either supporting existing businesses in new business models or encouraging new small businesses to locate in Altavista.
\$20,000	Altavista on Track would like to use \$20,000 to offer grants to businesses facing immediate hardship due to the state mandated shut-downs, and/or difficulty accessing unemployment or federal relief loans/grants.
\$20,000	Altavista on Track proposes keeping \$20,000 in reserve for the original program. However, Altavista on Track may need to come back to Council after businesses open again, to propose another amendment to the program based on what businesses need at that time.

Mayor Mattox asked Council if they had any questions regarding AOT’s request.

Mr. Mitchell asked what small businesses are able to use the funds for.

Mr. Parker informed Council that AOT was using similar guidelines as recommended by DHCD, the Virginia Department of Housing & Community Development. He stated businesses that receive the grant are able to use the funds for “business expenses”, such as rent payments and/or utility payments.

Mr. Parker stated businesses are also able to use the grant funds for marketing purposes, in order to stay in touch with their customers through advertising or social media avenues.

Mr. Mitchell asked if DHCD would have to “sign off” on the AOT request, or would Council approval be sufficient, as long as AOT followed the DHCD guidelines.

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Mrs. Aherron informed Council she had been in contact with a DHCD representative, and they stated they would be in favor of AOT's proposal, if the proposal was approved by the Town Council of Altavista.

Mr. Mitchell stated he felt AOT's proposal offered the town a wonderful opportunity to help the small businesses of Altavista during the current COVID-19 pandemic.

Mr. Mitchell stated the grant/funds would not be possible without the AOT program. He thanked the Altavista On Track Board for their continued hard work in support of the Town of Altavista, its businesses, and the community.

Mr. Higginbotham asked for clarification between the total amount of AOT funds and the \$20,000 amount requested for grant purposes.

Mrs. Aherron stated the requested \$20,000, if approved, would be used to offer "relief grants" to the town's small businesses. She stated the grants would be considered "forgivable" loans and not required to be paid back.

Mrs. Aherron stated, the remaining \$30,000 would remain in reserves for the Façade Loan Program (\$20,000) and the Pop-Up Program (\$10,000).

Mr. George asked, since Altavista On Track was a program designated primarily for the improvement and support of Downtown Altavista, would the proposed AOT Relief Grant Program be for the downtown area businesses only, or for the any small business located in the Town of Altavista.

Mrs. Aherron stated, since AOT's current funds were obtained through a "Community" Development Grant, the proposed AOT relief grant would be for all small businesses located within the town limits.

Mr. Bennett stated, as the ex officio between Council and AOT, he was very proud of how AOT took the initiative to investigate how they could help Altavista businesses manage/maintain their business during the current COVID-19 pandemic.

Mayor Mattox also thanked the AOT Board Members for the work they do and for determining a way to offer local businesses the proposed relief grant during this unprecedented time (COVID-19 crisis).

Mayor Mattox referenced other programs/assistance available to small businesses, such as the Federal Paycheck Protection Plan (PPP) offered through local banks and the Small Business Association (SBA). He suggested AOT also encourage Altavista's small businesses to sign up for those programs as well.

Mr. Bennett suggested having a question on the AOT Relief Grant Program application pertaining to whether or not a business had applied for the mentioned PPP assistance.

Mr. Higginbotham asked, if a business had applied for, and received the PPP assistance, would that be a contingency not to be eligible to receive AOT's proposed grant.

Mr. Bennett stated it should not be a contingency, but the question could be an avenue to which AOT could bring up the subject, in case there are some businesses that are not aware of the SBA and Federal PPP assistance programs.

Mr. George asked Mrs. Aherron when the deadline would be for businesses to have their grant application turned in to AOT.

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Mrs. Aherron stated, if Council approved AOT's request, the AOT Board would then send their request to the state level for approval signatures. She stated, once all requirements were met, AOT intended to start advertising the proposed Relief Grant Program. She stated it was also Altavista On Track's intent to run the program until the available funds ran out.

Mrs. Aherron stated, all applications that have been received by the deadline would be reviewed first. She stated, if after the first round of business applications received had been helped and there was still money available, AOT would then advertise a second round of accepting applications for the program.

Mayor Mattox stated, once the program has been advertised, there would most likely be a "long line" of applicants requesting consideration for a relief grant. He suggested AOT have a system already in place for how to determine whether or not a business would qualify for the program.

Mr. Higginbotham shared his concern there might be a limited amount of businesses that would be helped with the \$20,000 if the amount was not distributed diligently. He suggested, for example, having forty \$500 grants, instead of having twenty \$1,000 grants.

Mayor Mattox stated he was confident the Altavista On Track Board would use a fair and appropriate qualifying system to determine the criteria in which grants would be awarded.

Mayor Mattox asked Council if they had any additional questions or concerns regarding AOT's fund request, to which there were none.

Mr. George, seconded by Mr. Bennett, motioned to approve Altavista On Track's request to reallocate funds in the amount of \$20,000 from the AOT Façade Loan Program to implement a new program, the AOT Small Business Relief Grant Program.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

e. Bank Franchise Fee – BB&T Payment

Mr. Coggsdale informed Council the Virginia Department of Taxation (VDT) had recently corresponded with all Virginia localities that were home to a Branch Banking and Trust Company (BB&T). He stated the correspondence was in regards to amended bank franchise tax returns filed by BB&T for the tax years 2012 through 2014.

Mr. Coggsdale stated the "state-wide" refund due to BB&T totaled \$10.3 million; and based on direction by the Department of Taxation, the Town of Altavista owes BB&T a refund of \$12,944.

Mr. Coggsdale informed Council, per the VDT, the deadline to pay the awarded refund to BB&T was May 1st, 2020. He stated, at that time, Town Staff was seeking authorization from Town Council to proceed with issuance of a refund check in the amount of \$12,944 to BB&T, as directed by the VDT and outlined in their correspondence.

Mayor Mattox asked Council if they had any questions regarding staff's recommendation.

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Mr. Higginbotham asked Mrs. Shelton, Altavista's Finance Director, if she agreed with VDT's declaration the Town of Altavista owed BB&T a \$12,944 refund.

Mrs. Shelton stated the Virginia Department of Taxation was responsible for auditing BB&T's amended tax returns, and they were the ones telling the Town of Altavista they owed the refund, not BB&T.

Mr. Higginbotham, seconded by Mr. George, motioned to accept staff's recommendation and approve the town to pay Branch Banking and Trust Company (BB&T) a tax refund in the amount of \$12,944, as deemed appropriate by the Virginia Department of Taxation.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

f. Resolution Consideration/Approval - USDA Rural Business Development Grant

Mr. Coggsdale informed Council the presented resolution would allow staff to proceed with submitting the appropriate application to the United States Department of Agriculture for a Rural Business Development Grant to be used towards the Town of Altavista's Innovative Center/Co-Worker Space Project, potentially in the old Altavista Fire Station.

RESOLUTION APPROVING AN APPLICATION
TO THE UNITED STATES DEPARTMENT OF AGRICULTURE
FOR A RURAL BUSINESS DEVELOPMENT GRANT
FOR A RURAL BUSINESS INCUBATOR, ACCELERATOR AND COWORKING CENTER

WHEREAS, the United States Department of Agriculture (USDA) Rural Development agency was created in 1994 to help improve the economy and quality of life in rural America; and

WHEREAS USDA Rural Development provides financial backing and technical assistance to stimulate business creation and growth; and

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

WHEREAS, the Town desires to apply for a USDA Rural Business Development Grant for the aforementioned project; and

WHEREAS, the amount requested is \$60,000 and no local match is required; and

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

- 1. The submittal of an application to USDA Rural Development by the Town for a Rural Business Development Grant, in an amount not to exceed \$60,000, to be used to equip the facility, is hereby authorized.*
- 2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed USDA Rural Business Development Grant.*

Adopted this 14th day of April, 2020.

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

Mr. Mitchell, seconded by Mr. George, motioned to accept staff's recommendation and approve Town Staff to proceed with the submission process for a Rural Business Development Grant, regarding Altavista's Innovative Center/Co-Worker Space Project, through the United States Department of Agriculture.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

9. Unfinished Business

a. FY2021 Budget & CIP – Discussion and First Reading

Mr. Coggsdale reminded Council they would be conducting a “First Reading” of the FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP). He informed Council the proposed budget had been updated based on actions/directions of Town Council; as well as items Town Staff needed to amend.

Mr. Coggsdale stated that evening was Council's final opportunity to make any changes to the budget, prior to the advertisement of the required public hearing, to be scheduled for Tuesday, May 12, 2020 at 7:00 p.m.

Mr. Coggsdale continued stating the fiscal year 2021 proposed budget (General Fund, Enterprise Fund, State/Highway Fund, and Cemetery Fund); including the Capital Improvement Program (CIP) currently totals \$10,242,580. He stated the FY2021 proposed budget had a .66% increase from the previously adopted FY2020 Budget.

Mr. Coggsdale informed Council there were no proposed tax increases in the draft budget, however, the budget did include the proposed utility rate increases for water (8%) and sewer (4%). He stated the utility rate increases would be effective as of December 1, 2020.

Mr. Coggsdale stated, per Council's direction, fees related to the “opening and closing” of graves at Altavista's Greenhill Cemetery had been increased by approximately 15% across all categories

Mr. Coggsdale stated there were two additional items Council needed to consider before finalizing the budget:

- Creation/Implementation of a Utility Discount Program

Mr. Coggsdale stated, per Council's recent approval, qualifications for the town's Utility Discount Program would be based on the same criteria used by the county for Real Estate Tax Relief (elderly, low-income, and permanently disabled).

Mr. Coggsdale shared with Council several different scenarios for discounts related to the monthly “fixed base fee” that appears on all utility bills. He stated the impact to the Enterprise Fund/Revenue would be dependent upon the percentage of discount Council selected for the utility base fee.

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Mr. Coggsdale stated staff was also seeking direction from Council regarding a potential start date for Altavista's Utility Discount Program. He stated, since the proposed utility rate increases had an effective date of December 1st, 2020, he suggested any utility discount approved by Council also be implemented on that date.

Mr. Coggsdale stated, by using the same implementation date as rate increases, it would allow staff to announce the Utility Discount Program, with the rate increases, when sending out utility bills in October to quarterly (residential) customers.

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

Mr. Mitchell suggested using 30% as the discount for utility base fees.

Mr. George asked the Town Manager if staff had an estimate of how many residents would qualify for the utility discount.

Mr. Coggsdale stated, using the Campbell County criteria for real estate tax relief, there were sixty-one (61) "owner-occupied" utility accounts currently eligible for Altavista's proposed Utility Discount Program.

Mr. Coggsdale stated staff was currently working on developing the list of potential "rental" accounts that would also qualify under the proposed criteria.

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

Mr. Bennett, seconded by Mr. Mitchell, motioned to approve the implementation of a Utility Discount Program for Altavista. Council approved a discount of 30% off the utility base fee for qualifying town residents. The program was approved to go into effect as of December 1st, 2020, therefore, showing on quarterly accounts in April 2021.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

▪ English Park Overlook Project – Budget Amendment Information

Mr. Coggsdale reminded Council the FY2021 CIP Draft Budget originally had \$6,000 allocated for this project. He stated, based on an estimate staff recently received in accordance with the required work, the cost would be \$32,500. He stated staff adjusted for the cost increase and amended the FY2021 Budget to reflect the change.

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

Mr. Higginbotham asked if there was still an intent by Council/Staff to utilize local Boy Scouts (potential Eagle Scouts) for this project.

Mr. Coggsdale stated the possibility had been previously discussed by Council, but there was safety concerns. He stated he would continue to seek input from Council, staff, and local troop leaders regarding any potential roles that could be accomplished safely by a participating Boy Scout.

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Mr. Coggsdale reminded Council the budget for this project was already allocated into the FY2021 Draft CIP Budget, which goes into effect July 1st, 2020, so the project could start soon after. He stated he would have an answer for Council's request regarding Boy Scout participation by that date.

Mr. George referenced the town's Avondale Park Shade Structure Project. He asked if utilizing the help of Boy Scouts was still being considered for that project.

Mr. Coggsdale stated, keeping in mind Council's desired esthetics for the structure, staff was currently investigating what options were available, and whether or not scouts would be a viable option to erect the final structure chosen for the project.

Mr. Higginbotham also asked if the \$32,500 cost estimate for the English Park Overlook Project included the proposed railing for the "overlook".

Mr. Garrett, Public Works Director, answered Council stating the current cost estimate did not include any type of railing for the overlook.

Mr. Mitchell asked for clarification of the work to be done for the \$32,000 cost.

Mr. Garrett stated the \$32,000 would cover the cost of putting a concrete "overlay" on top of the existing concrete slab, and additional patch work to the side of the slab.

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

Mr. Coggsdale asked Council if they had any additional changes or deletions they wished to have amended in the FY2021 Budget, to which there were none.

Mr. Coggsdale stated staff was recommending Council schedule the required public hearings for the FY2021 Budget; the Capital Improvement Plan (FY2021-FY2025) and the Utility Rate Changes for Tuesday, May 12, 2020, to be held at 7:00 p.m. in Council Chambers of Altavista's Town Hall at 510 Seventh Street, Altavista.

All Council members were in consensus to do so.

Mayor Mattox thanked Town Staff for their recommended budget amendments, totaling \$158,470, in order to obtain a "balanced budget" for fiscal year 2021. He reminded Council of the proposed amendments:

- Public Works: reduction in paving schedule by \$50,000
- Economic Development: reduce travel, conventions, and education by \$10,000
- Parks and Recreation: deletion of the proposed public restroom addition to the back trail area of English Park = \$90,000
- Altavista Decorative Street Lights: 25% reduction in LED bulb replacement \$8,470

Mayor Mattox stated he felt the \$158,470 reductions were reasonable. He stated Council and staff could revisit these items during the next fiscal year's budget process.

Mr. George referenced the \$90,000 reduction to Parks and Recreation's proposed budget from the deletion of the proposed public restroom project, which would have included water and sewer services. He stated the Parks and Recreation Committee would still intended to install "trail type" porta-pottys available in that area of the park.

Mr. Coggsdale ensured Council there were enough funds available in the Parks and Recreation budget to cover such a project.

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Mr. Mitchell stated, with Council, Town Staff, and the Town of Altavista not knowing what kind of impact the COVID-19 pandemic would have on the town's revenue and fiscal year 2021 budget, he felt the proposed budget reductions/amendments were premature.

Mr. Mitchell stated he did not agree with implementing the budget amendments proposed to them that evening. He stated he favored Council approving the FY2021 Draft Budget and CIP presented to them at their last meeting.

Mayor Mattox stated town would not be reducing any "services" to the citizens of Altavista. He stated the reductions proposed were for CIP items.

Mayor Mattox stated he felt Town Staff had done its due diligence for the Town of Altavista in striving to achieve a balanced budget.

Mr. Higginbotham suggested Council realistically assess the probability of the town's restaurants and food service businesses not producing their regular amount of Meals Tax as they normally do. He stated he appreciated Town Staff anticipating town revenue potentially being affected by the COVID-19 pandemic in the next few months.

Mr. George referenced the town's "reserve" funds, and stated he agreed with Mr. Mitchell the town should move forward with the original FY2021 Draft Budget without the proposed reduction amendments. He stated he felt the reserve funds had been set aside to assist the town during such crises as the COVID-19 pandemic.

Mr. Bennett stated he was in favor of being "cautious" during this uncertain time (COVID-19 pandemic) and accepting staff's budget amendment recommendations.

Mr. Bennett, seconded by Mr. Higginbotham, motioned to accept staff's recommendation and approved the proposed CIP reduction amendments to the FY2021 Budget.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	No

b. Assistant Town Manager Position – Approval Request for Amended Job Description

Mr. Coggsdale reminded Town Council of their recent direction for staff to include an Assistant Town Manager (ATM) position in the proposed FY2021 Budget; and to utilize funds from the existing Economic Development Director position (Wages & Benefits) and the proposed Code Enforcement position (Wages & Benefits).

Mr. Coggsdale shared with Council the previously approved Assistant Town Manager updated job description, and a "hiring timeline" based on an April 14, 2020 approval of the revised/updated job description:

- | | |
|----------------------------------|---------------------|
| ○ Job Approval | April 14, 2020 |
| ○ Advertise Position | April 19 & 26, 2020 |
| ○ Application Period Ends | June 3, 2020 |
| ○ Application Review Period Ends | June 19, 2020 |
| ○ Interviews Conclude | July 20, 2020 |
| ○ Decision/Offer | July 27, 2020 |
| ○ Notice/Begin Work | August 17, 2020 |

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Mr. Coggsdale reminded Council the original “start date” desired was July 1st (same date the FY2021 Budget goes into effect). He stated, due to the need of giving each step in the hiring process ample time for consideration, he felt the newly proposed timeline would be more viable to the town’s success.

Mr. Coggsdale asked Council if they had any questions or comments regarding this matter.

All Council members were in consensus to accept the updated Assistant Town Manager job description and also to accept the Town Manager’s recommended revised timeline of the hiring process for the ATM position.

Mayor Mattox informed the Town Manager, Mr. Coggsdale, that Councilman Mitchell and Councilman Bennett had agreed to serve on the Search/Hiring Committee for the Assistant Town Manager position. He stated Councilman Higginbotham would also be serving on the committee as an Ad Hoc member and would have voting rights as such.

Mayor Mattox stated, once the potential candidates had been narrowed down to a “select few” by the committee, the candidates would then be brought before Council for a final interview and approval consideration.

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

c. Approval Consideration of “Intergovernmental Agreement” with the Town of Hurt

Mr. Coggsdale referenced a previous Closed Session, during which Council authorized staff to negotiate an agreement with the Town of Hurt for the provisions of solid waste collection services. He stated staff was presenting the agreement drafted by Town Staff, and reviewed by Mr. Eller, Town Attorney, for Council’s approval consideration.

Mr. Coggsdale informed Council the agreement had been endorsed by Hurt Town Council, and if approved by the Town Council of Altavista, the agreement would go into effect July 1, 2020, with trash services provided by Altavista for a four (4) year period.

Mr. Coggsdale reminded Council all costs of the service would be covered by the Town of Hurt, as outlined in the agreement. He stated Town Staff was recommending approval of the intergovernmental agreement as presented.

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

Mr. Bennett, seconded by Mr. George, motioned to approve the adoption of an Intergovernmental Agreement for trash collection services, between the Town of Altavista and the Town of Hurt, as presented.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	No

d. Utility Connection Fee – Waiver Policy Review

Mayor Mattox informed Council this item had been removed from the April 14th Agenda, in order to allow staff and Council to gather additional data regarding this matter.

10. Reports and Communications

Town Manager's Report for the April 14, 2020 Council Meeting

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

PROJECTS/ITEMS

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

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

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

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

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

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

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

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

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

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

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

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. *Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VDOT PROJECTS (Non-Town Funds)

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

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

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

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

Council Regular Meeting April 14, 2020

11. Matters from Council

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

- Mr. Mitchell referenced an email he recently sent to the Town Manager, Mr. Coggsdale, regarding some “pot holes” in town. He asked staff for an update on the matter.

Mr. Coggsdale informed Council that Town Staff had submitted a plan to VDOT to “rework” the asphalt in that area for the mentioned pot holes. He stated the plan had been approved by VDOT to move forward. He stated the town was currently waiting on the contractor (Boxley) for the scheduled work to be completed.

- Mr. Higginbotham referenced the English Park Trail “Overlook” Project. He stated, if he had a materials list to go by, he felt he could acquire some of the materials at no cost to the town.

Mr. Higginbotham stated, with the donated materials and utilizing Boy Scouts for “prepping” the overlook, he felt the estimated cost to the town for this project could be lowered substantially.

Mayor Mattox informed Council he had the contact information for a couple of the local Boy Scout Troops that he would be glad to share with Mr. Higginbotham.

Mr. George mentioned Tim Wagner and Jeremy Funderburk as local Scout Leaders that may have candidates available for this project.

- Mr. George referenced a recent AOT Seminar, a few Town Council members attended, at the Altavista Train Station venue. He referenced the mention of “Lodging Tax” and how Altavista could not raise the tax unless they intended to use the extra revenue as funds for advertising “tourism” for the town.

Mr. George shared his favor with the idea. He stated he felt the concept would be an asset to the community and aid in stimulating economic growth for the Town of Altavista.

Mr. Mitchell agreed with Mr. George’s suggestion. He stated there was also a “state” program available to the town for tourism funding.

Mr. Coggsdale stated staff would research the legal aspects for the town if they decided to increase Lodging Tax. He stated he would also investigate the state program mentioned by Mr. Mitchell regarding available “tourism funds” and the town’s possibility of acquiring those funds.

There were no additional comments or concerns from Council.

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

Mayor Mattox thanked all citizens attending the April 14, 2020 Council Meeting through the newly available electronic means. He encouraged citizens to call or email the town office if they had any questions or comments they would like to share with Council.

Mayor Mattox also thanked the citizens of Altavista for always “looking out for one another”, which he felt made the town stronger. He stated he was very proud of his community for doing so.

Council Regular Meeting April 14, 2020

12. Closed Session

There was no Closed Session scheduled for Council on this date.

13. Adjournment

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

The meeting was adjourned at 9:01 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session April 28, 2020

The Altavista Town Council's April 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on April 28, 2020 at 5:00 p.m.

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

Council members

Present:

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

Absent:

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 item number nine (#9) of the agenda had been amended to include a closed session for that evening.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed April 28, 2020 Council Work Session Agenda, to which there were none.

Mr. Emerson, seconded by Mr. Bennett, 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

3. Recognitions and Presentations

There were no recognitions or presentations scheduled for the April Work Session.

4. Public Comments - Agenda Items Only

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

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

Council Work Session April 28, 2020

5. Items Referred from Previous Meetings

a. Town of Altavista - Fiscal Policy Discussion

Mr. Coggsdale stated this item had been referred from Town Council's January 14, 2020 Regular Meeting, when Council discussed the need for Fiscal Policies to guide their decision-making. He stated it was Council's intent to create a consistent and formal process by which fiscal issues may be considered and handled.

Mr. Coggsdale reminded Council, at the January 14, 2020 Town Council Regular Meeting, Town Staff provided Council with "draft" Fiscal Policies for the Town of Altavista that showed current (existing) policies, town practices, and new policies proposed.

Mr. Coggsdale gave Council a brief overview of the items listed in the draft policy document:

- A. Fund Balance
- B. Budget
- C. Investments
- D. Internal Controls
- E. Capital Assets
- F. Purchasing

Mr. Coggsdale reminded Council the document was "color-coded", giving Council the ability to see what policies and practices were currently in place, and which were being proposed. He stated this was intended to assist Council with addressing each category, and potentially making decisions whether a policy or practice should remain in the document, or whether to remove a policy/practice from the policy document/financial process.

Mr. Coggsdale stated, at that time, staff was seeking input from Town Council as to their desired "next step" for this item.

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

Mr. Bennett asked the Town Manager when a decision needed to be made by Council regarding this matter.

Mr. Coggsdale stated, approval of the Draft Fiscal Policy did not have a specific deadline, but he recommended Council consider this matter sometime in the immediate future.

Mr. Bennett asked if the town's "rainy day" funds were separate from other accounts.

Mrs. Shelton, Altavista Financial Director, answered Mr. Bennett stating the "rainy day" Reserve Fund was set apart from other town accounts "on paper", but in actuality, its total was derived from a group of other individual accounts.

Mr. Bennett asked when would be a "justified" time to consider using the Reserve Fund.

The Town Manager, Mr. Coggsdale, answered stating the (rainy day) Reserve Fund was considered the town's "last resort" as a revenue source. He stated using the funds would only be considered if the town had an event happen to cause "major loss of revenue".

Mr. Bennett asked, when the town ends a fiscal year with a "surplus" in funds, are those funds added to the "rainy day fund".

Mr. Coggsdale stated it would depend on what the town's policy stated regarding the matter. He stated, if the "maximum" amount of funds allowed by Town Policy were already in the account, any surplus the town had would not be added to the account.

Council Work Session April 28, 2020

Mr. Bennett also asked, if an emergency situation arose and the funds were considered needed, how much of the funds could be used at one time or in one year.

Mr. Coggsdale stated it would depend on the circumstance and the amount of funds allowed for use would need to be appropriated by Council.

Mr. Bennett stated he felt a town's Fiscal Policy was very important to a locality, by allowing the document to set a precedent for the town's future financial process.

Mr. Bennett shared his concern with Council of trying to make any decisions regarding the draft Fiscal Policy in such a short period of time. He suggested Council hold a "retreat" to review the draft policy in more detail.

Mayor Mattox shared his favor with Mr. Bennett's suggestion of a retreat to further discuss and consider the draft Fiscal Policy. He asked for Council's thoughts on the matter.

All Council members were in consensus to do so.

Mayor Mattox asked the Town Manager to schedule a Town Council Retreat for further discussion of the draft Fiscal Policy for the Town of Altavista.

Mr. Coggsdale stated he would evaluate and determine the best opportunity for Council to meet and hold a retreat. He stated he would also investigate the best available options for speakers in regards to the retreat's fiscal policy subject.

Mr. George referenced the town's "rainy day" fund previously mentioned and asked the Town Manager how much money was currently in that account.

Mr. Coggsdale informed Council that staff refers to the "rainy day funds" as the town's "Policy Money/Account". He stated, as of March 31st, 2020, the account had a balance of approximately \$3.4 million that were funds "undesignated" to any town expense or project.

Mr. Higginbotham also shared his favor with Mr. Bennett's suggestion of a Council Retreat to further review the draft Fiscal Policy for Altavista.

Mr. Higginbotham stated the Town of Altavista had worked hard at maintaining a manageable budget over the years. He stated the town should always strive to keep a fund balance that would sustain the town if they ever lost one of their prominent industries.

Mrs. Dalton stated reviewing the draft Fiscal Policy was a "grand exercise" and Council would not be taking it lightly. She shared her favor in an extra work session or a Council Retreat to further review and consider the draft policy.

Mrs. Dalton referenced the upcoming fiscal year's CIP and the fact the town would be using some of its Reserve Fund/Policy Money to bridge the gap between the proposed CIP projects, the town's revenue, and the funds to be borrowed for those projects.

Mrs. Dalton stated she felt, by the town having to use reserve funds for this purpose, Council would be looking at the town's Fiscal Policy with a different point of view.

Mayor Mattox asked the Town Manager to remind Council how the town's General Fund and Expenditure Fund are related to Town Policy.

The Town Manager, Mr. Coggsdale, briefly explained how revenue and expenses effect the town's budget, and ultimately, the town's Reserve Fund/Policy Account.

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

6. New and Unfinished Items for Discussion

a. Avoca Roof Leak – Quote Consideration and Fund Request

Mr. Coggsdale informed Council of Mike Hudson, Avoca Museum’s Executive Director, recently notifying staff of a roof leak he discovered at the Avoca facility.

Mr. Coggsdale stated, after evaluating the situation, Mr. Hudson promptly solicited “quotes” from four area roofing contractors and three (3) responses were received. He stated the Avoca Board had approved awarding the roof repair project to the lowest received quote of \$12,000, from Sean Campbell Custom Exteriors.

Mr. Coggsdale stated, in addition, Mr. Hudson had also informed staff of a smaller project that recently occurred at the Avoca facility, repairing two architectural features (pigeon perches) on the Avoca Visitor Center, at a cost of \$1,700.

Mr. Coggsdale stated the Avoca Museum Board has requested Mr. Hudson to seek approval from Town Council to use a portion of the proceeds from the sale of the former EMS building to pay for replacing the damaged portion of Avoca’s roof, as well as the previous “pigeon perch repair project”. Both projects total \$13,700.

Mr. Coggsdale reminded Council there are funds totaling \$200,000 from the sale of the former EMS building that have been earmarked in “reserves” for maintenance of the Avoca Museum.

Mayor Mattox asked Council if they had any questions or comments regarding the request by the Avoca Museum’s Board.

Mr. Higginbotham referenced the Avoca Board’s decision to award the roof repair project to the lowest bid received. He stated the “lowest bid/quote” does not always offer the best quality of workmanship.

Mr. Higginbotham suggested Town Council authorize the Avoca Board to award the roof repair project at their discretion, not having to use the lowest bidder if another bidder was more qualified for the project.

Mr. Eller reminded Council that Avoca chose to solicit multiple bids instead of investigating who would be the most qualified for the project and only requesting a quote from that contractor. He stated all four contractors asked to bid the project were considered “highly recommended”, so Avoca would need to have reasonable criteria as to why they wouldn’t choose the lowest bid/quote.

Mr. Higginbotham stated he felt Avoca should have the leeway to use “facts and reputation” as a guideline to award the roof repair project.

Mr. Emerson referenced the proceeds acquired from selling the former Altavista EMS building. He reminded Council of their previous approval to allocate those funds for maintenance and/or CIP projects for the Avoca Museum facility/property.

Mr. Emerson shared his favor in approving Avoca’s request.

Mrs. Dalton asked why a “copper” roof was chosen over a standard metal roof.

Mr. Higginbotham stated copper was the highest quality of roofing material available for this type of project and would last an estimated 100 years or more.

Mayor Mattox asked, since the Avoca Museum is a town-owned facility, why the town’s Public Works Department was not involved in this project.

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Mr. Coggsdale informed Council that Mr. Garrett, Altavista's Public Works Director, had been consulted on the Avoca roof repair project.

Mayor Mattox asked Council if they had any additional questions or concerns regarding the request by the Avoca Museum's Board, to which there were none.

All Council members were in consensus regarding Avoca's Roof Repair Project:

- Allow the Avoca Board to award the project to a contractor of their choosing.
- Allow Avoca to use a portion of the proceeds from the EMS sale to fund the roof project.
- Allow Avoca to use a portion of the proceeds from the EMS sale to pay for a previous project consisting of repairs to the Avoca Visitor Center (pigeon perches).
- Place this item/request on Council's May 12th Regular Meeting Consent Agenda for formal "approval".

b. AOT/Town of Altavista Draft Agreement

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

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

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

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

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

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

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

There were no additional comments from Council.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. SOL Smart Designation Process Update

Mr. Coggsdale stated, per Council's direction, staff has been working on obtaining the criteria the Town of Altavista is required to have in order to apply for a SOL Smart "Bronze" Designation.

Mr. Coggsdale stated George Sandridge, Administration/Policy Development Intern, had been diligently working with Town Staff to move this process forward.

Mr. Coggsdale shared with Council a recent memo he received from Mr. Sandridge pertaining to the status of this project:

Council Work Session April 28, 2020

DATE: April 24th, 2020

FROM: George Sandridge – Administration/Policy Development Intern

TO: Altavista Town Council

CC: Waverly Coggsdale, III – Town Manager

RE: Update on Altavista's SolSmart Designation

Background:

In February 2020, the Town Manager directed staff to explore in depth the SolSmart application and designation process. The past two months has consisted of staff researching the applicability of solar in the Town and the best way to proceed. In addition, staff has met with the Campbell County Building Inspection office to gain insight on the permitting process. Below is a brief summary of the application process and where Altavista stands currently.

Application Process:

To receive a designation of Bronze from SolSmart, a locality must earn at least 60 points. Out of those points, 40 must come from the Permitting and Planning, Zoning, and Development categories. The final 20 points can be earned from the six remaining "special focus" categories: Inspections, Construction Codes, Solar Rights, Utility Engagement, Community Engagement, and Market Development/Finance. Once all required points are earned, Altavista will be ready to submit for designation. This process will take between 2-4 weeks. Due to the recent events surrounding the COVID-19 outbreak, the timeline for applying to SolSmart has shifted.

Currently, the Town has satisfied all requirements under the Permitting category. The Special Focus category is also complete, and the required information just needs to be published on the website. However, the Planning & Zoning category is currently causing the delay. To satisfy that category, staff must present the memo described in PZD-1a to the Planning Commission or relevant zoning body. Since the April Planning Commission meeting was canceled, staff was unable to fulfill this requirement. Staff is consulting with SolSmart officials to see if presenting the memo to Town Council will satisfy this requirement.

Points Summary

Below is a summary of how the Town has earned or will earn the required number of points. Unless denoted with an asterisk, the following steps have already been performed:

Permitting:

- P-1: Post an online checklist detailing the required permits, submittals, and steps of your community's solar PV permitting process – Required*
- P-4: Require no more than one application form for a residential rooftop solar PV system – 5 points*
- P-5a: Conduct a review of solar permit fees for residential and commercial solar PV and compile findings in a memo – 5 points*
- P-5b: Demonstrate residential permit fees for solar PV are \$400 or less – 5 points*
- P-5c: Demonstrate that commercial permit fees are based on cost-recovery and capped at a reasonable level so fees do not become a net revenue source – 5 points*

Planning, Zoning, and Development:

- PZD-1a: Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development and compile findings in a memo – Required*
- PZD-1b: Formally present PZD-1a memo findings to planning commission or relevant zoning body – 5 points**
- PZD-4: Provide clear guidance for solar PV on historic properties and in special overlay districts – 10 points**
- PZD-10a: Ensure that the zoning ordinance permits small ground-mounted solar PV as an accessory use in at least one zoning district – 5 points*

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- *PZD-11: Post an online factsheet that provides an overview of what zoning allows for solar PV under what conditions (e.g., types and sizes of solar arrays permitted, the processes required, and other relevant information – 5 points**

Special Focus

- *SR-1: Post an online summary of state policies related to a property owner's solar access and solar rights, including links to state-level policy – 5 points**
- *SR-2: Post consumer protection resources on solar PV online – 5 points**
- *CE-1: Create a solar landing page on local government's website with information on the community's solar goals and local resources for solar development – 10 points**
- *MDF-1: Provide online resources on active solar installers and/or local incentives for solar PV – 5 points**
- *MDF-2: Make solar PV metrics publicly available – 5 points**
- *MDF-3: Provide information to consumers about different residential and commercial solar PV financing options – 5 points**

Mr. Sandridge gave Council a brief update on the status of the pre-application process and how far along the town is in the designation process.

Mr. Sandridge referenced the category in “delay”, Planning and Zoning. He stated, due to COVID-19, the April 2020 Altavista Planning Commission Meeting had been canceled and staff was unable to fulfill a requirement for this category.

Mr. Sandridge stated Town Staff had consulted with SolSmart officials for direction regarding this matter and received confirmation that presenting the memo to Town Council that evening would satisfy the requirement.

Mr. Sandridge also referenced the points category “Special Focus”. He informed Council that staff was currently working on obtaining the final 20 points needed, in this category, of the 60 points required to submit the designation application.

Mr. Sandridge stated he was currently focusing on the town's website to include a link to solar options, resources, installers, and state policies regarding this matter.

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

Mr. Bennett asked how much longer the process would take before the town could submit their application for SolSmart's Bronze Designation.

Mr. Sandridge stated he felt confident the town would be ready to submit their designation application within the next two weeks.

Mr. Bennett asked Mr. Sandridge, now being familiar with the designation process, did he think the town would be able to increase their status to “Silver” in the future.

Mr. Sandridge stated, with Campbell County's willingness to help, he felt the town would have no problem in moving to the next level of designation.

Mayor Mattox stated, when a source is placed on Altavista's website, it means the town is confident in that source. He asked Mr. Sandridge how the solar “installers” would be vetted before being placed on the Town of Altavista's website.

Mr. Sandridge informed Council any installers placed on the town's website (solar link) would be taken from a list vetted by the Department of Energy.

There were no additional questions from Council on this item.

Mayor Mattox thanked Mr. Sandridge for the update on the town's SolSmart designation application and its status in the process. He also thanked Town Staff for their work on this project as well.

d. FY2020 BPOL Abatement Discussion/Consideration

Mr. Coggsdale reminded Council of the Mayor's recent request to place this matter on the agenda for Council's discussion and consideration.

Mr. Coggsdale stated, with the 2020 BPOL Fee deadline of May 1st quickly approaching, staff was asked to evaluate the impact an abatement of the first \$500 of the BPOL Tax for each town business would have on the Town of Altavista's revenue. He stated the effort would be intended to assist local businesses during the current COVID-19 pandemic.

Mr. Coggsdale stated the length of the COVID-19 pandemic was unknown at this time. He stated, accordingly, it was staff's responsibility to evaluate the impact the pandemic may potentially have on the town's revenue sources and current budget.

Mr. Coggsdale stated, if the impact was substantial, Town Council may need to consider utilizing the town's "reserve funds" to help maintain a balanced budget.

Mayor Mattox asked Mrs. Shelton, Altavista's Finance Director, if there had been a significant decrease in the town's recent Meals Tax Revenue due to COVID-19.

Mrs. Shelton reminded Council the COVID-19 pandemic started in mid-March. She stated, each month, the town collects Meals Tax from town business according to their revenue from the previous month.

Mrs. Shelton stated the town was currently collecting Meals Tax from the month of March, and there had only been a "slight" decrease from the previous month.

Mrs. Shelton stated she felt the greatest impact would show in May, when the town collects the April Meals Tax. She stated the month of April had been subjected to the most financial impact, and potential decrease, up to that point.

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

Mr. George referenced one of Council's decisions a couple of years ago to assist businesses with annual BPOL Taxes, the introduction of a "Cigarette Tax". He stated the following year the introduction of the Cigarette Tax helped reduce the amount of BPOL Tax due from local businesses by fifty percent.

Mr. George also reminded Council of their previous discussion to consider removing the existing annual BPOL Tax, to be replaced by a set dollar amount. He stated he felt the idea would be a good "economic development tool" for the Town of Altavista, and he would be in favor of continuing that discussion further.

Mr. George, at that time, shared his favor with the Mayor's suggestion to offer all town business a BPOL Tax Relief of their "first" five hundred dollars (\$500) owed.

Mayor Mattox reminded Council the BPOL Tax was based off of a business's total revenue intake, not their profits. He stated for some businesses, that is a big hit to their overall profit margins.

Mr. Bennett asked if all town businesses paid a BPOL Tax.

Mrs. Shelton answered stating industries do not, but they have an annual Machinery & Tools Tax they pay instead.

Mr. Higginbotham suggested waiting until the May 20th deadline for Meals Tax, for observation of the potential revenue impact/loss, before making a decision regarding the suggested BPOL Tax abatement.

Mr. Coggsdale stated, if Council chooses to wait until the Meals Tax deadline before making a decision on the BPOL abatement suggestion, Council would need to consider, and accordingly vote on, extending the deadline for the BPOL Tax. He stated currently the tax was due by May 1, 2020.

Mr. Emerson stated it was uncertain at that time how long the COVID-19 pandemic would be invasive to local revenue sources. He shared his favor in approving the BPOL Tax abatement.

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

Mr. Bennett, seconded by Mr. George, motioned to approve an abatement for the first \$500 due by an Altavista Business for their CY2020 BPOL Tax.

Motion carried.

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

e. VA WARN Membership Consideration

Mr. Coggsdale informed Council of Mr. Tom Fore's, Director of Public Utilities, recent request for Town Council to consider allowing the Town of Altavista to become a partner in the Virginia Water and Wastewater Agency Response Network (VA WARN).

Mr. Coggsdale shared with Council a description of VA WARN and information relative to VA WARN's mission that staff gleaned from their website:

What is VA WARN?

"Virginia Water/Wastewater (Systems) Aid Response Network" for Virginia.

The Mission:

The mission of the Virginia Water and Wastewater Agency Response Network (VA WARN) is to provide a method whereby Virginia water and wastewater utilities that have sustained damages from natural or manmade events could obtain emergency assistance in the form of personnel, equipment, materials and other associated services as necessary from other water and wastewater utilities. The objective is to provide rapid, short term deployment of emergency services to restore the critical operations of the impacted utility. Following the impacts of Hurricane Katrina, it became apparent that even with the extraordinary efforts of utilities, water associations, and state regulatory agencies, the demand for resources and knowing where those resources were available overwhelmed the ability to effectively coordinate the initial response.

The Virginia Section of the American Water Works Association (VA AWWA) and the Virginia Water Environment Association (VWEA) have joined together to support and be an advocate for the Virginia Water/Wastewater Agency Response Network (VA WARN).

The Mutual Aid Agreement (MAA) is structured to facilitate rapid emergency response between, and among, VA WARN Member Utilities. Having a signed MAA already in place, and on file prior to an emergency, can greatly facilitate planning and prioritizing by other Utilities responding to a/your request for help in time of need.

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Mr. Coggsdale stated Mr. Fore was present to answer any questions Council may have regarding this subject/item.

Mr. Fore referenced the information shared with Council regarding the description of VA WARN and its mission. He stated it would not cost the town anything to become a member of the VA WARN “Aid Response Network”.

Mayor Mattox shared his favor in approving Mr. Fore’s request.

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

Mr. Higginbotham asked Mr. Fore if there was any reason not to join the VA WARN network.

Mr. Fore answered Mr. Higginbotham stating he did not see any viable reason. He stated he felt Altavista being a member of VA WARN would be an asset to the Utilities Department and to the town and recommended doing so.

There were no additional questions from Council regarding this item.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to accept Mr. Fore’s recommendation and approve staff to move forward with the process for the Town of Altavista to become a member of the Virginia Water/Wastewater Systems (Utilities) Mutual Aid Response Network for the Commonwealth of Virginia.

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

f. Utility Payment Extension and Cut-Off Day Consideration

Mr. Coggsdale referenced the current “Stay At Home” Order, mandated by the Governor of Virginia, through June 10, 2020. He stated, to ensure all Altavista residents are able to continue to practice good hygiene, by washing their hands with soap and water, to help mitigate the spread of COVID-19, Town Staff had requested Council’s consideration of suspending the May 5, 2020 disconnection deadline for water services, as well as the accompanied late fees.

Mr. Coggsdale stated staff was recommending an extension deadline for payments of Friday, June 12th, with a new cut-off date of Monday, June 15th.

Mr. Coggsdale informed Council that staff was scheduled to mail out “late notices” that week. He stated staff would be encouraging utility customers to still make every effort to keep their accounts current during this period, and to use payment methods other than visiting Town Hall in person.

Mr. Coggsdale reminded Council the Town of Altavista offers its residents multiple means of payment methods for their convenience, such as mailing their payments, placing a payment in the Town Hall “drop box”, or making a payment on-line.

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

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Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve staff's request as presented. The action approved the extension of the current utility payment deadline to Friday June 12, 2020, with a cut-off day of Monday June 15th for non-payment. Also approved, no late fees to be implemented during this period.

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

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the April 28th Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns submitted by citizens through phone calls or emails to Council, to which there were none.

8. Matters from Council

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

- Mr. Higginbotham asked the Town Manager, Mr. Coggsdale, if the Town of Altavista's current policy stated that "all" town employees were eligible to be "randomly" drug tested.

Mr. Coggsdale informed Council the issue/subject had been addressed the previous year and the town's current policy does state "any/all" town employees are subject to random drug testing.

- Mr. Higginbotham asked why the town's park playgrounds were not open with limited access, such as stores are currently doing due to COVID-19.

Mr. Coggsdale answered Mr. Higginbotham stating the town's playgrounds were still closed for safety reasons. He stated it would be impossible for staff to keep up with sanitizing the playground equipment between the use of every child.

- Mr. Emerson made a reference to "signage", or the lack of, for some of the town's park trails. He specifically referenced the new trail that connects Westwood Drive (at Greenhill Cemetery) to English Park.

Mr. Emerson stated he felt the new trail was less known by town citizens due to the lack of signage for the new trail system.

Mr. Emerson stated he remembered a previous discussion by Council for consideration of the type/style of sign to be used for the new trail, and potentially for updating all signs in town's park and trail systems, to also include "mile markers".

Mr. Emerson asked for an update from staff on this matter.

Mr. Coggsdale informed Council that staff was continuing to work on this project and had planned to be presenting Council with sign options for their consideration soon, but the process was taking longer than anticipated.

There were no further comments or concerns from Council.

Mayor Mattox asked Mr. Fore to close the open portion of the meeting in prayer.

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9. Closed Session

CLOSED SESSION

DATE: Tuesday April 28th, 2020

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

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

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

Motion carried.

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

Council went into Closed Session at 6:10 P.M.

Notice was given that Council was back in regular session at 6:37 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

Mrs. Dalton did not return to regular session with Council.

10. Adjournment

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

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

Mayor Mattox adjourned the meeting at 6:38 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 10/2020
FROM: 04/01/2020 TO: 04/30/2020

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
40080	6	ALTAVISTA AREA YMCA	04/03/2020	25,000.00
40081	303	ALTAVISTA CHAMBER OF COMMERCE	04/03/2020	5,000.00
40082	170	ALTAVISTA ON TRACK	04/03/2020	1,250.00
40083	886	AT&T MOBILITY	04/03/2020	271.40
40084	9999997	BARABACH, PAULA	04/03/2020	88.75
40085	103	BEACON CREDIT UNION	04/03/2020	280.00
40086	12	BRENNTAG MID-SOUTH INC	04/03/2020	6,254.57
40087	9999997	COLINGER JR., ROBERT D.	04/03/2020	82.69
40088	32	CONTROL EQUIPMENT CO INC	04/03/2020	11,329.28
40089	36	DOMINION VIRGINIA POWER	04/03/2020	48,955.54
40090	20	J JOHNSON ELLER JR	04/03/2020	2,002.00
40091	9999998	HOFFMAN, JEREMIAH	04/03/2020	150.00
40092	332	HURT & PROFFITT INC	04/03/2020	11,622.50
40093	57	ICMA RETIREMENT TRUST-457 #304	04/03/2020	270.00
40094	566	INTEGRATED TECHNOLOGY GROUP IN	04/03/2020	4,075.00
40095	1	JOHN HENDERSON JR	04/03/2020	26.84
40096	871	L&A'S LAWN CARE & CLEANING SER	04/03/2020	2,828.00
40097	925	MAACO	04/03/2020	1,124.50
40098	1	MEGHAN DALTON	04/03/2020	25.00
40099	608	NORFOLK SOUTHERN RAILWAY CO	04/03/2020	8,800.00
40100	843	BETTY PICKERAL	04/03/2020	1,150.00
40101	921	PRICE BUILDINGS INC	04/03/2020	4,976.08
40102	9999997	SAMUELS, TRACY	04/03/2020	88.75
40103	872	TIAA COMMERCIAL FINANCE INC	04/03/2020	153.00
40104	85	TREASURER OF VA /CHILD SUPPORT	04/03/2020	253.15
40105	900	US BANK EQUIPEMENT FINANCE	04/03/2020	232.66
40106	271	VIRGINIA CAROLINA PAVING & GRA	04/03/2020	90,466.80
40107	885	VIRGINIA RISK SHARING ASSOCIAT	04/03/2020	35,389.50
40108	793	XEROX FINANCIAL SERVICES	04/03/2020	382.00
40109	1	ARON DILLARD	04/10/2020	100.00
40110	4	BOXLEY AGGREGATES	04/10/2020	1,333.86
40111	19	CARTER MACHINERY CO INC	04/10/2020	1,815.40
40112	28	COLUMBIA GAS	04/10/2020	1,051.07
40113	1	CORY HAMMOCK	04/10/2020	63.90
40114	754	D L BRYANT HEATING & COOLING	04/10/2020	185.00
40115	569	DIAMOND PAPER CO INC	04/10/2020	278.60
40116	164	DMV	04/10/2020	650.00
40117	283	EECO	04/10/2020	48.75
40118	394	ELECTRONIC SYSTEMS INC	04/10/2020	354.52
40119	69	PAUL FARMER OIL CO	04/10/2020	208.90
40120	639	GAY AND NEEL INC	04/10/2020	385.00
40121	52	HACH COMPANY	04/10/2020	418.89
40122	305	HAWKINS-GRAVES INC	04/10/2020	46.90
40123	332	HURT & PROFFITT INC	04/10/2020	5,125.00
40124	395	INFRASTRUCTURE SOLUTIONS GROUP	04/10/2020	6,271.39
40125	1	L & A'S LAWN CARE	04/10/2020	2.38
40126	860	MUNICIPAL EMERGENCY SERV DEPOS	04/10/2020	42.00
40127	133	MYERS & RHODES EQUIP CO INC	04/10/2020	127.76
40128	867	NUTRIEN AG SOLUTIONS INC	04/10/2020	1,290.25
40129	454	O'REILLY AUTOMOTIVE INC	04/10/2020	33.96
40130	67	ORKIN PEST CONTROL LLC	04/10/2020	318.65

40131	250	OVERHEAD DOOR COMPANY OF LYNCH	04/10/2020	620.00
40132	798	PEED & BORTZ LLC	04/10/2020	15,567.00
40133	358	PHILLIPS EQUIPMENT CORPORATION	04/10/2020	60.36
40134	883	PIEDMONT PETERBILT LLC	04/10/2020	21,741.61
40135	510	RIVER VALLEY RESOURCES LLC	04/10/2020	401.47
40136	857	RIVERSTREET NETWORKS	04/10/2020	363.95
40137	211	E WAYNE SLOOP PHD PC	04/10/2020	60.00
40138	228	SYDNOR HYDRO INC	04/10/2020	31,790.00
40139	35	TREASURER OF VA/VITA	04/10/2020	5.69
40140	92	UNIFIRST CORP	04/10/2020	2,774.00
40141	95	UNITED WAY OF CENTRAL VA	04/10/2020	96.00
40142	869	UOS FEVA	04/10/2020	420.00
40143	601	VACORP	04/10/2020	299.94
40144	756	WAGeworks INC	04/10/2020	269.45
40145	542	WILLOUGHBY & ASSOCIATES INC	04/10/2020	105.00
40146	103	BEACON CREDIT UNION	04/16/2020	280.00
40147	294	BUSINESS CARD	04/16/2020	16,977.37
40148	583	CAMPBELL COUNTY PUBLIC LIBRARY	04/16/2020	946.20
40149	36	DOMINION VIRGINIA POWER	04/16/2020	49,380.28
40150	301	ENGLISH'S LLC	04/16/2020	841.50
40151	118	FERGUSON ENTERPRISES LLC	04/16/2020	3,774.69
40152	41	FISHER SCIENTIFIC	04/16/2020	1,763.43
40153	916	GRANITE TELECOMMUNICATIONS	04/16/2020	621.67
40154	332	HURT & PROFFITT INC	04/16/2020	5,040.00
40155	57	ICMA RETIREMENT TRUST-457 #304	04/16/2020	270.00
40156	927	MALLORY SAFETY AND SUPPLY LLC	04/16/2020	203.00
40157	816	PACE ANALYTICAL SERVICES LLC	04/16/2020	2,185.55
40158	504	SAFE SPACES LLC	04/16/2020	282.66
40159	533	STIMULUS, LLC	04/16/2020	380.00
40160	186	THE NEWS & ADVANCE	04/16/2020	214.00
40161	85	TREASURER OF VA /CHILD SUPPORT	04/16/2020	253.15
40162	1	TRUIST BANK	04/16/2020	12,944.00
40163	110	VUPS INC	04/16/2020	59.85
40164	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/24/2020	37,464.00
40165	162	BENNETT'S MECHANICAL COMPANY I	04/24/2020	125.00
40166	1	BRANDON FOX	04/24/2020	100.00
40167	427	CENTURYLINK	04/24/2020	582.95
40168	171	DEPARTMENT OF STATE POLICE #42	04/24/2020	7.70
40169	284	DEWBERRY ENGINEERS INC	04/24/2020	2,945.00
40170	555	DUKE'S ROOT CONTROL INC	04/24/2020	10,000.00
40171	924	ENGINEERING CONCEPTS INC	04/24/2020	2,500.00
40172	40	FEDERAL EXPRESS CORPORATION	04/24/2020	428.10
40173	1	GEORGE SANDRIDGE	04/24/2020	997.32
40174	332	HURT & PROFFITT INC	04/24/2020	1,030.00
40175	58	INSTRUMENTATION SERVICES INC	04/24/2020	708.00
40176	218	MINNESOTA LIFE	04/24/2020	VOID
40177	300	NAPA AUTO PARTS	04/24/2020	2,001.82
40178	72	PHYSICIANS TREATMENT CENTER	04/24/2020	690.00
40179	921	PRICE BUILDINGS INC	04/24/2020	11,353.14
40180	80	SOUTHSIDE ELECTRIC COOP	04/24/2020	1,043.58
40181	778	SPRINT	04/24/2020	1,120.21
40182	533	STIMULUS, LLC	04/24/2020	592.50
40183	9999999	THOMAS ALAN KATHAN	04/24/2020	70.00
40184	700	WOODARD & CURRAN	04/24/2020	8,500.00

NO. OF CHECKS: 105

TOTAL CHECKS

536,030.39

Town of Altavista
FY 2020 Revenue Report
83% of Year Lapsed

General Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	908	0	211,239	98	215,000
Public Service - Real & Personal	97,000	97,000	0	0	98,699	102	97,000
Personal Property	230,000	230,000	2,870	1	250,118	109	230,000
Personal Property - PPTRA	100,000	100,000	-4	0	95,540	96	100,000
Machinery & Tools	1,794,000	1,794,000	0	0	1,829,753	102	1,794,000
Mobile Homes - Current	150	150	5	1	186	124	150
Penalties - All Taxes	4,500	4,500	532	12	5,880	131	4,500
Interest - All Taxes	1,700	1,700	298	18	3,784	223	1,700
Local Sales & Use Taxes	165,000	165,000	13,559	8	103,923	63	165,000
Local Electric and Gas Taxes	112,000	112,000	9,370	8	85,558	76	112,000
Local Motor Vehicle License Tax	43,000	43,000	1,624	1	45,848	107	43,000
Local Bank Stock Taxes	159,000	159,000	0	0	3,333	2	159,000
Local Hotel & Motel Taxes	75,000	75,000	8,030	11	69,211	92	75,000
Local Meal Taxes	955,000	955,000	80,494	8	731,940	77	955,000
Container Rental Fees	1,300	1,300	80	6	1,339	103	1,300
Communications Tax	35,000	35,000	2,832	8	22,572	64	35,000
Transit Passenger Revenue	5,000	5,000	420	8	4,227	85	5,000
Local Cigarette Tax	144,000	144,000	15,000	10	105,840	74	144,000
Mobile Restaurant Permit	150	150	0		125		150
Business License Fees/Contractors	4,500	4,500	-1,461	-32	2,291	51	4,500
Business License Fees/Retail Services	58,000	58,000	23,355	40	33,086	57	58,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	182	5	1,739	43	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	-996	-10	5,912	59	10,000
Business License Fees/Wholesale Businesses	450	450	-153	-34	0	0	450
Business License Fees/Utilities	3,000	3,000	-225	-8	0	0	3,000

Town of Altavista
FY 2020 Revenue Report
83% of Year Lapsed

General Fund Revenue (Continued)	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated			0		73		
Permits - Sign	1,100	1,100	40	4	1,800	164	1,100
Fines & Forfeitures - Court	15,000	15,000	3,945	26	23,246	155	15,000
Parking Fines	200	200	0	0	660	330	200
Interest and Interest Income	285,600	285,600	7,356	3	223,430	78	285,600
Rents - Rental of General Property	1,200	1,200	175	15	787	66	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	1,363	45	3,000
Rents - Booker Building Rentals	3,000	3,000	0	0	3,800	127	3,000
Rents - Rental of Real Property	80,000	80,000	5,375	7	77,351	97	80,000
Property Maintenance Enforcement	0	0	280	0	1,960	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	0	0	66,852	78	85,700
State Rental Taxes	1,000	1,000	61	6	436	44	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	11,900	0	0	12,565	106	11,900
State/VDOT Contract Services	3,000	3,000	0	0	1,875	63	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	7,893	0	5,000
State Transit Revenue	15,050	15,050	0	0	28,913	192	15,050
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	18,000	18,000	899	5	13,881	77	18,000
VDOT TEA 21 Grant	0	0	0	0	454,519	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	3,040	5	41,196	74	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	82	1	11,345	151	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2020 Revenue Report
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
General Fund Revenue (Continued)							
Misc. - Cash Discounts	100	100	0	0		0	100
Miscellaneous	25,000	25,000	24,652	99	63,836	255	25,000
Misc / Canoe Launch Project	0	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	0	0	49,451	0	0
Misc. - State Forfeiture Fund	0	0	0	0	197	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Police Challenge Coin	0	0	0		10		0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0		0	0
Transfer In from General Fund Design. Reserves	0	0	0	0		0	0
Transfer In Designated	30,300	30,300	0				30,300
	<u>4,883,450</u>	<u>4,883,450</u>	<u>202,622</u>	<u>4</u>	<u>4,818,334</u>	<u>99</u>	<u>4,883,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
83% of Year Lapsed

	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,726,090	7,726,090	591,398	8	5,422,636	70	7,726,090
Debt Service	445,400	445,400	0	0	397,888	0	445,400
CIP	1,676,100	1,676,100	239,336	14	3,764,688	225	1,676,100
Transfer Out to General Fund Reserve	123,660	123,660	0	0	0	0	123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>113,750</u>	<u>113,750</u>	<u>0</u>	0	0	0	<u>113,750</u>
ALL FUNDS - GRAND TOTAL:	<u>10,175,000</u>	<u>10,175,000</u>	<u>830,734</u>	<u>8</u>	<u>9,650,212</u>	<u>95</u>	<u>10,175,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
83% of Year Lapsed

	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,600	33,600	2,174	6	21,121	63	33,600
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,600</u>	<u>33,600</u>	<u>2,174</u>	<u>6</u>	<u>21,121</u>	<u>63</u>	<u>33,600</u>
Administration							
Operations	835,730	835,730	81,792	10	663,050	79	835,730
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,000</u>	<u>75,000</u>	<u>0</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>81,792</u>	<u>9</u>	<u>1,673,325</u>	<u>184</u>	<u>910,730</u>
Non-Departmental							
Operations	793,710	793,710	32,326	4	811,768	102	793,710
Transfer Out to Cemetery Fund	-46,050	-46,050	0	0	0	0	-46,050
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-123,660	-123,660	0	0	0	0	-123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>559,000</u>	<u>559,000</u>	<u>32,326</u>	<u>6</u>	<u>746,768</u>	<u>134</u>	<u>559,000</u>
Non-Departmental - TOTAL:	<u>559,000</u>	<u>559,000</u>	<u>32,326</u>	<u>6</u>	<u>746,768</u>	<u>134</u>	<u>559,000</u>
Public Safety							
Operations	1,098,280	1,098,280	76,145	7	829,104	75	1,098,280
Debt Service	0	0	0	0	0	0	0
CIP	<u>111,000</u>	<u>111,000</u>	<u>1,275</u>	<u>1</u>	<u>38,783</u>	<u>35</u>	<u>111,000</u>
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1,209,280</u>	<u>77,419</u>	<u>6</u>	<u>867,887</u>	<u>72</u>	<u>1,209,280</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,010,230	1,010,230	111,480	11	719,342	71	1,010,230
Debt Service	23,150	23,150	0	0	23,127	0	23,150
CIP	479,300	479,300	81,599	17	1,520,423	317	479,300
Public Works - TOTAL:	<u>1,512,680</u>	<u>1,512,680</u>	<u>193,079</u>	<u>13</u>	<u>2,262,892</u>	<u>150</u>	<u>1,512,680</u>
Economic Development							
Operations	234,700	234,700	1,731	1	13,822	6	234,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>234,700</u>	<u>234,700</u>	<u>1,731</u>	<u>1</u>	<u>13,822</u>	<u>6</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	7,597	7	73,638	70	105,050
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	5,500	79	7,000
Transit System - TOTAL:	<u>112,050</u>	<u>112,050</u>	<u>7,597</u>	<u>7</u>	<u>79,138</u>	<u>71</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,500	5,392	8	52,833	77	68,500
Debt Service	0	0	0	0	0	0	0
CIP	8,200	8,200	0	0	6,842	83	8,200
Avoca Museum - TOTAL	<u>76,700</u>	<u>76,700</u>	<u>5,392</u>	<u>7</u>	<u>59,675</u>	<u>78</u>	<u>76,700</u>
GENERAL FUND TOTALS							
Operations	3,945,090	3,945,090	318,638	8	3,119,678	79	3,945,090
Debt Service	23,150	23,150	0	0	23,127	0	23,150
CIP	680,500	680,500	82,873	12	2,581,823	379	680,500
GENERAL FUND - GRAND TOTAL:	<u>4,648,740</u>	<u>4,648,740</u>	<u>401,511</u>	<u>9</u>	<u>5,724,628</u>	<u>123</u>	<u>4,648,740</u>

Town of Altavista
Council / Planning Commission
FY 2020 Expenditure Report
83% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	17,494	83	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	424	6	3,628	48	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,600	33,600	2,174	6	21,121	63	33,600

Town of Altavista
Administration
FY 2020 Expenditure Report
83% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	489,650	489,650	47,839	10	355,624	73	489,650
Other Employee Benefits	36,330	36,330	550	2	12,673	35	36,330
Services	189,500	189,500	10,372	5	172,479	91	189,500
Other Charges	74,250	74,250	20,927	28	79,320	107	74,250
Materials & Supplies	46,000	46,000	2,105	5	42,953	93	46,000
Capital Outlay	75,000	75,000	0	0	1,010,275	1,347	75,000
Total Expenditures	910,730	910,730	81,792	9	1,673,325	184	910,730

Town of Altavista
Non-Departmental
FY 2020 Expenditure Report
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	126,950	126,950	5,000	4	115,220	91	126,950
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	9,730	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	296,150	296,150	0	0	25,125	8	296,150
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	100,000	100	100,000
Contribution - Altavista Fire Co.	11,900	11,900	0	0	444,565	3,736	11,900
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	5,000	100	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	541,000	541,000	31,250	6	689,910	128	541,000
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	40,602	0	0
Fuel - Fire Company	18,000	18,000	1,076	6	16,256	90	18,000
NON-DEPARTMENT - ND - TOTAL	18,000	18,000	1,076	6	56,858	316	18,000
NON-DEPARTMENTAL - SUBTOTAL	559,000	559,000	32,326	6	746,768	134	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
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	101,660	101,660	0	0	0	0	101,660
Transfer Out - CIF	22,000	22,000	0	0	0	0	22,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
TRANSFER OUT - TOTAL	234,710	234,710	0	0	65,000	28	234,710
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	793,710	793,710	32,326	4	811,768	102	793,710
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	559,000	559,000	32,326	6	746,768	134	559,000

Town of Altavista
Public Safety
FY 2020 Expenditure Report
83% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	957,000	957,000	63,966	7	717,344	75	957,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	1,768	6	20,774	66	31,430
Other Charges	53,900	53,900	6,324	12	42,632	79	53,900
Materials & Supplies	55,950	55,950	4,087	7	48,355	86	55,950
Capital Outlay	111,000	111,000	1,275	1	38,783	35	111,000
Total Expenditures	1,209,280	1,209,280	77,419	6	867,887	72	1,209,280

Town of Altavista
Public Works
FY 2020 Expenditure Report
83% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	576,650	576,650	44,450	8	444,565	77	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	6,584	12	33,649	60	56,260
Other Charges	40,350	40,350	8,417	21	37,423	93	40,350
Materials & Supplies	336,970	336,970	52,029	15	203,705	60	336,970
Debt Service	23,150	23,150	0	0	23,127	100	23,150
Capital Outlay	479,300	479,300	81,599	17	1,520,423	317	479,300
Total Expenditures	1,512,680	1,512,680	193,079	13	2,262,892	150	1,512,680

Town of Altavista
Economic Development
FY 2020 Expenditure Report
83% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	148,550	148,550	1,695	1	6,409	4	148,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	50,000	50,000	0	0	3,847	8	50,000
Other Charges	27,550	27,550	36	0	3,318	12	27,550
Materials & Supplies	8,600	8,600	0	0	249	3	8,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	234,700	234,700	1,731	1	13,822	6	234,700

Town of Altavista
Transit System
FY 2020 Expenditure Report
83% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	79,750	79,750	6,018	8	58,045	73	79,750
Services	2,050	2,050	25	1	160	8	2,050
Other Charges	3,650	3,650	396	11	1,894	52	3,650
Materials & Supplies	19,600	19,600	1,158	6	13,539	69	19,600
Capital Outlay	7,000	7,000	0	0	5,500	79	7,000
Total Expenditures	112,050	112,050	7,597	7	79,138	71	112,050

Town of Altavista
Avoca Museum
FY 2020 Expenditure Report
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<u>AVOCA MUSEUM - FUND 10</u>							
Wages & Benefits	68,050	68,050	5,292	8	52,071	77	68,050
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	36	8	587	131	450
Materials & Supplies	0	0	65	0	175	0	0
Capital Outlay	8,200	8,200	0	0	6,842	83	8,200
Total Expenditures	76,700	76,700	5,392	7	59,675	78	76,700

Town of Altavista
FY 2020 Revenue Report
83% of Year Lapsed

Enterprise Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	18,000	18,000	861	5	15,042	84	18,000
Water Charges - Industrial	1,520,800	1,520,800	113,025	7	919,535	60	1,520,800
Water Charges - Business/Residential	260,000	260,000	1,901	1	186,904	72	260,000
Water Charges - Outside Community	160,600	160,600	-96	0	120,349	75	160,600
Water Charges - Water Connection Fees	1,500	1,500	0	0	600	40	1,500
Bulk Water Purchase	2,500	2,500	136	0	1,824	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	131,614	9	1,121,169	78	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	2,810	1	178,061	75	238,900
Sewer Charges - Outside Community	3,000	3,000	425	14	1,998	67	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	2,600	43	11,900	198	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	12,511	8	110,917	74	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	0	0	5,065	92	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	3,299	7	39,302	79	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	39	0	108,882	91	120,000
Misc. Cash Discounts	0	0	0	0	15	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	325	1	24,564	98	25,000
State Fluoride Grant	0	0	0	0	24,455	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	5,600	5,600	0	0	0	0	5,600
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	4,007,400	4,007,400	269,450	7	2,870,582	72	4,007,400

Town of Altavista
Fund Expenditure Totals
FY 2020
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,390,150	1,390,150	107,538	8	932,722	67	1,390,150
Debt Service	422,250	422,250	0	0	374,761	0	422,250
CIP	355,900	355,900	59,319	17	379,911	107	355,900
Transfer Out	56,900	56,900	0	0	0	0	56,900
Water Department - TOTAL:	<u>2,225,200</u>	<u>2,225,200</u>	<u>166,857</u>	<u>7</u>	<u>1,687,395</u>	<u>76</u>	<u>2,225,200</u>
Wastewater Department							
Operations	1,469,800	1,469,800	139,765	10	1,181,124	80	1,469,800
Debt Service	0	0	0	0	0	0	0
CIP	255,550	255,550	79,754	31	547,673	214	255,550
Transfer Out	56,850	56,850	0	0	0	0	56,850
Wastewater Department - TOTAL:	<u>1,782,200</u>	<u>1,782,200</u>	<u>219,519</u>	<u>12</u>	<u>1,728,797</u>	<u>97</u>	<u>1,782,200</u>
ENTERPRISE FUND TOTAL							
Operations	2,859,950	2,859,950	247,303	9	2,113,846	74	2,859,950
Debt Service	422,250	422,250	0	0	374,761	0	422,250
CIP	611,450	611,450	139,073	23	927,584	152	611,450
Transfer Out	113,750	113,750	0	0	0	0	113,750
ENTERPRISE FUND - GRAND TOTAL:	<u>4,007,400</u>	<u>4,007,400</u>	<u>386,377</u>	<u>10</u>	<u>3,416,192</u>	<u>85</u>	<u>4,007,400</u>

Town of Altavista
Water Department
FY 2020 Expenditure Report
83% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	682,650	682,650	49,345	7	497,447	73	682,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	167,100	167,100	5,785	3	48,799	29	167,100
Other Charges	247,750	247,750	28,385	11	175,111	71	247,750
Materials & Supplies	292,650	292,650	24,023	8	211,364	72	292,650
Debt Service	422,250	422,250	0	0	374,761	0	422,250
Capital Outlay	355,900	355,900	59,319	17	379,911	107	355,900
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
Total Expenditures	2,225,200	2,225,200	166,857	7	1,687,395	76	2,225,200

Town of Altavista
Wastewater Department
FY 2020 Expenditure Report
83% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	800,400	800,400	60,677	8	619,466	77	800,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	46,800	46,800	1,949	4	15,378	33	46,800
Other Charges	372,450	372,450	68,006	18	369,048	99	372,450
Materials & Supplies	250,150	250,150	9,133	4	177,232	71	250,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	255,550	255,550	79,754	31	547,673	214	255,550
Transfer Out	56,850	56,850	0		0		56,850
Total Expenditures	1,782,200	1,782,200	219,519	12	1,728,797	97	1,782,200

Town of Altavista
Fund Expenditure Totals
FY 2020
83% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
State/Hwy Reimbursement Fund (Fund 20)							
Operations	870,500	870,500	20,550	2	159,890	18	870,500
CIP	384,150	384,150	17,389	5	255,280	66	384,150
State/Hwy Water Department - TOTAL:	<u>1,254,650</u>	<u>1,254,650</u>	<u>37,939</u>	<u>3</u>	<u>415,170</u>	<u>33</u>	<u>1,254,650</u>

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	4,907	10	29,222	58	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>4,907</u>	<u>6</u>	<u>29,222</u>	<u>39</u>	<u>75,550</u>

Town of Altavista
FY 2020 State/Highway Fund
83% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	828	0	15,183	0	0
Street & Highway Maintenance	730,000	730,000	0	0	549,306	75	730,000
Street & Highway Maintenance/Carry Over	524,650	524,650	0	0	0	0	524,650
Street & Highway Maintenance/Cash Discount	0	0	5.88	0	15.14	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL	1,254,650	1,254,650	834	0	564,504	45	1,254,650
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	508	1	17,002	35	48,200
Maintenance - Pavement	565,500	565,500	3,749	1	30,244	5	565,500
Maintenance - Traffic Control Devices	56,800	56,800	7,676	14	40,881	72	56,800
Engineering - Repairs & Maintenance	10,000	10,000	77	1	3,383	34	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	0	0	6,110	10	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	5,305	11	26,699	53	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,235	4	35,571	44	80,000
State/Highway Reimb. Fund - Subtotal:	870,500	870,500	20,550	2	159,890	18	870,500
Motor Vehicles- Replc.	48,600	48,600	0	0	0	0	48,600
Machinery & Equip. - Replc.	35,550	35,550	7,852	22	14,632	41	35,550
Machinery & Equip. - New	0	0	0	0	0	0	0
Improvements Other Than Buildings - New	300,000	300,000	9,537	3	240,648	80	300,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	384,150	384,150	17,389	5	255,280	66	384,150
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	1,254,650	1,254,650	37,939	3	415,170	33	1,254,650

Town of Altavista
FY 2020 Cemetery Fund
83% of Year Lapsed

Cemetery Fund - Fund 90	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	4,200	28	15,570	104	15,000
Interest/Interest Income	10,500	10,500	414	4	9,779	93	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	9,650	241	4,000
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	46,050	46,050	0	0	0	0	46,050
Cemetery Fund - GRAND TOTAL:	75,550	75,550	4,614	6	35,024	46	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	845	9	5,553	57	9,700
Salaries and Wages/Overtime	1,000	1,000	165	16	1,057	106	1,000
Benefits/FICA	800	800	66	8	441	55	800
Benefits/VRS	1,000	1,000	5	0	110	11	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	158	10	650	42	1,550
Benefits/Group Life	200	200	11	6	69	35	200
VRS Hybrid Employer Contr.	0	0	72	0	371	0	0
ICMA Hybrid Employer Contr.	0	0	10	0	52	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	109	1	7,137	71	10,000
Opening/Closing Graves	1,500	1,500	0	0	500	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	3,465	14	13,280	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	4,907	6	29,222	39	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of April 30, 2020



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	1,926,449.92	
Certificate of Deposit	2,907,079.90	
LGIP	8,626,521.61	
Sub-Total		\$ 13,460,051.43

Enterprise Fund Reserves

Money Market Account	272,650.98	
Certificate of Deposit		
LGIP	840,896.63	
Sub-Total		\$ 1,113,547.61

Total Undesignated \$ 14,573,599.04

DESIGNATED BALANCES

Highway Fund

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	1,003,691.36	
Sub-Total		\$ 1,103,791.36

Green Hill Cemetery

Money Market Account	25,244.92	
Certificate of Deposit	611,401.15	
LGIP	77,029.04	
Sub-Total		\$ 713,675.11

AEDA

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

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$6,695.48

Operating Cash Account

\$ 875,429.38

Total Designated \$ 2,976,370.44

Grand Total Investments and Deposits \$ 17,549,969.48

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	7,686,656.00
PCB	569,707.59
Accrued Liability	173,549.00
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	20,000.00
Funds earmarked for items not completed during prior FY	1,287,430.00
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	118,700.00
Park Improvements as designated by Roberta F. Jenks' Estate	136,361.14
Park Improvements	11,300.00
Splash Pad Project	346,010.00
Proceeds from sale of EMS building	228,750.00

Balance Remaining of Undesignated Funds \$ 3,399,192.21

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**