

Town of Altavista, Virginia Meeting Agenda Town Council Regular Meeting

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

Tuesday, September 8, 2020 6:00 p.m. – Council's Chambers

- 1. Call to Order
- 2. Invocation/Pledge of Allegiance
- 3. Agenda Adoption
- 4. Recognitions and Presentations (LINK)
 - a. Service Award(s)
 - b. Personnel Change(s)
 - c. Project Update Scott Bortz (Peed & Bortz)
- 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 (LINK)
 - a. Approval the minutes of the August 11th Regular Meeting and August 25th Work Session
 - b. Acceptance of Monthly Financial Reports
 - c. Fiscal Policies Adoption
 - d. FY2020 Year End Budget Amendments
 - e. Delinquent Tax List and Write-offs
 - f. Gravel for trail between Greenhill Connector Trail and Eagle Trail
 - g. Approval of porta-potty for Eagle Trail
- 7. Public Hearing(s) (LINK)
 - a. **Disposal of Real Estate (11th Street)**
- 8. New Business
 - a. Abbott Utility Line Extension (proposed) (LINK)
 - b. APD Acceptance of DMV Grants (LINK)

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9. Unfinished Business

- a. Updates (LINK)
 - i. COVID-19 items
- ii. Projects

10. Reports and Communication

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

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 ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARRE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



AGENDA LOCATION: MEETING DATE: ITEM #: 4

Recognitions and Presentations September 8, 2020

ITEM TITLE:

Recognitions and Presentations

DESCRIPTION/ACTION: As noted below:

MILESTONES

Terry Howell Waste Water Treatment Plant 15 years of service (August 2020)

CONGRATS to Terry on his anniversary with the Town!

PERSONNEL CHANGES since August 5, 2020

New Hires

Mike Wolfe Transit Bus Driver (P/T) 8/18/2020
Gary Wilson Police. Patrol Officer 09/01/2020

WELCOME to the new hires!

Departures

None



AGENDA LOCATION: MEETING DATE: ITEM #: 4c

Recognitions and Presentations September 8, 2020

ITEM TITLE:

Update on Phase II & III Waste Water Plant (WWTP) Electrical Upgrade

DESCRIPTION:

Wastewater Treatment Plant Electrical Upgrade Project

Phase I:

Nearing completion-Generator pad is poured, and building is under roof and nearly complete. Contractor needs to backfill, and we may have him wait until after the generator is set to pour the concrete sidewalk between building and generator pad.

Phase II & Phase III:

Pre-bid meeting held on August 27, 2020 at the site with 7 contractors attending. Anticipating interior building site visits may continue through the bid period.

Plan to open bids Tuesday, September 15th at 2:00 p.m. at Town Hall. Based on general inflation, bidding climate, & minor scope changes, we anticipate the bids may come in over budget. DEQ is aware of this potential and verified that additional funding is available under the current funding package.

Plan is to present a recommendation to award the project at the Tuesday, September 22, 2020 Town Council Work Session, assuming that bidder is satisfactory and DEQ agrees. DEQ anticipates a week or so to review and approve for VRA to setup the closing. If we are unable to make the September meeting, then we will award at the October 13, 2020 meeting. Sign agreements with contractor by October 23rd with a Notice to Proceed by October 30th. Generator and switchgear are anticipated to be at the site November 2nd.

RECOMMENDATION:

None at this time.

BUDGET/FUNDING:

Staff is proceeding with the VRA/VCWRLF borrowing for this project.

POTENTIAL ACTION:

For Council's discussion/review. Informational, at this time.

ATTACHMENTS:

None



Agenda Location: Meeting Date: Agenda Item#: 7a

Consent Agenda September 8, 2020

<u>Item Title:</u> Approve the minutes of previous Council meetings (August 11, 2020 Regular Meeting: August 25, 2020 Work Session.

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

Action(s):

Approve the minutes of the Council's Regular Meeting held on August 11, 2020. Approve the minutes of the Council's Work Session held on August 25, 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:

- August 11, 2020 Regular Meeting (Link) Included at end of the packet
- August 25, 2020 Work Session (Link) Included at end of the packet



Agenda Location: Meeting Date: Agenda Item#: 7b

Consent Agenda September 8, 2020

<u>Item Title:</u> 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



Agenda Location: Meeting Date: Agenda Item#: 7c

Consent Agenda September 8, 2020

<u>Item Title:</u> Adoption of the Fiscal Policies

Action(s):

Approve the draft Fiscal Policies, as presented to Town Council.

Explanation:

• Town Council previously requested that staff provide draft Fiscal Policies to provide guidance and direction on financial/budgeting matters.

ATTACHMENTS:

• Fiscal Policies (Link)

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

Policy A – Fund Balance

General Fund

Undesignated Fund Balance

 The Town of Altavista's Unassigned General Fund Balance will be maintained at a level to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.

- The Town shall not use the Undesignated General Fund Balance to finance recurring operating expenses.
- The Town will maintain an Undesignated General Fund Balance (UGFB) equal to 100% of General Fund Annual Recurring Revenues (based on previous year's Financial Report). In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the Town shall restore the Undesignated General Fund Balance to the minimum of 100% within three years.
- Funds in excess of the targeted 100% fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.

Committed Fund Balance

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

Assigned Fund Balance

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

Restricted Fund Balance

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

Non-Spendable Fund Balance

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

Policy on the order of spending resources

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

Enterprise Funds

Utility Fund (Water & Sewer)

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

Policy B - Budget

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

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

Policies

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

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

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

Process

• The Town Manager shall annually prepare a Proposed Budget for Town Council's review. The Proposed Budget shall serve as a financial plan for the upcoming fiscal year and shall contain the following information:

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

Capital Improvement Program (CIP)

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

Monthly Financial Reporting

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

Third Quarter Review

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

First Quarter Review

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

POLICY C – Investments

I: Purpose

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

II: Scope

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

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

III: Objectives

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

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

1. *Safety* - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the Town will:

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

IV: Delegation of Authority

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

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

V. Standards of Care

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

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

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

VI: Ethics and Conflict of Interest

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

VII: Internal Controls

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

The internal controls shall address the following:

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

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

VIII: Authorized Investments

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

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

• <u>Repurchase Agreements</u> - Overnight, term or open Repurchase agreements collaterized by U.S. Treasury/Agency Securities. The collateral for overnight or one day repurchase agreements is required to be at least 100% of the value of the repurchase agreement.

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

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

IX: Investment Diversification

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

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

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

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

X: Reporting Requirements

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

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

Policy D – Internal Controls

I: Purpose

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

II: Scope

This policy applies to all Town departments.

III: Policy

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

1. Safeguard Assets

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

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

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

2. Verify the accuracy and reliability of financial data

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

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

Financial reports are presented to Town Council each month.

3. Safeguard personal financial information

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

4. Promote operational efficiency

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

5. Compliance with all applicable laws and regulations

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

Policy E - Capital Assets

I: Purpose

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

II: Scope

This policy applies to all Town of Altavista departments.

III: Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<u>Useful Life</u> - The estimated period of which a capital asset provides service.

IV: Policy

A. Internal Controls

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

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

B. Accounting and Reporting for Capital Assets and Projects

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

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

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

C. Valuation of Capital Assets

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

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

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

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

D. <u>Valuation of Capital Projects</u>

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

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

Stage	Typical Activities	Treatment
Preliminary	 Feasibility studies Scope development Preliminary estimates Utilities analysis Consideration of alternatives 	Expense
Pre-acquisition/ Construction	 Architectural and engineering work Legal expenses Closing and titling Appraisal fees Surveying Site preparation/demolition Soil testing Vendor selection 	Capitalize

	Planning and designScope of definitions	
Acquisition/ Construction	 Project management Construction Utility expansion Insurance premiums during construction Initial furnishing and fixtures 	Capitalize
In Service	 Maintenance and repairs Upgrades Improvements 	Expense – maintenance and repairs are typically expensed if they do not increase the useful life of the asset. Capitalize – additional components, upgrades and renovations that increase the useful life and/or service capacity of asset

E. Thresholds for Capitalization

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

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

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

F. <u>Estimated Useful Life and Methods of Depreciation and Amortization</u>

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

1. Quality – similar assets may differ substantially in quality because of differences in materials, design and workmanship

- 2. Application the useful life of a given type of capital asset may vary significantly depending upon its intended use
- 3. Environment environmental conditions may have an impact on the useful life of an asset.

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

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

The following ranges are provided for each asset class:

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

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

G. Asset Impairment

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

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

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

Policy F - Purchasing

I: Purpose

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

II: Scope

This policy applies to all Town Departments.

III: Policy

A. Purchasing Principles

i. Code of Conduct

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

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

ii: Ethics in Public Procurement

For clarification, refer to the Code of Virginia, Chapter 7, Virginia Public Procurement Act, Article 4, Ethics in Public Contracting. Per Code of Virginia § 2.2-4343 – 9, "any town with a population of less than 3,500, except as stipulated I the provisions of §§ 2.2-4305, 2.2-43008, 2.2-4315, 2.2-4311, 2.2-4330, 2.2-4333 through 2.2-4338, 2.2-4343.1, and 2.2-4367 through 2.2-4377."

iii: Quality vs. Quantity

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

iv: Competition

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

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

v: Specifications

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

vi: Documentation

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

vii: Delegation

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

viii: Public Access to Procurement Information

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

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

d. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

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

ix: Employment Discrimination by Contractors Prohibited/Drug Free Workplace

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

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

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

x: Methods of Purchasing

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

xi: Small Purchase Procedures

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

xii: Formal Advertising

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

xiii: Competitive Negotiation

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

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

xiv: Noncompetition Negotiations

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

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

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

xv: Negotiation with Lowest Responsive Bidder

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



Agenda Location: Meeting Date: Agenda Item#: 7d

Consent Agenda September 8, 2020

<u>Item Title:</u> Approval of FY2020 Year End Budget Amendments

Action(s):

Approve the FY2020 Budget Amendments and Departmental Transfers per the memo dated August 20, 2020.

Explanation:

• Each year staff presents Budget Amendments that have been directed by Town Council; as well as Departmental Transfers that are staff initiated, for approval.

ATTACHMENTS:

FY2020 Budget Amendments/Departmental Transfers Memo/Support Info (Link)



Date:

August 20, 2020

To:

Mayor Mattox and Members of Council

FROM:

Tobie Shelton

SUBJECT:

Budget Amendments / Departmental Transfers

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

CARES Act Expenditures (Revenue to be received through grant)	\$ 3,080
State Forfeiture: Seized Funds (Revenue received through seizures)	\$ 3,630
Byrne Grant Expenditures (Revenue received through grant)	\$ 1,749
 Payoff of 2016 Bonds/2020 Borrowing (Council Approval: March 24, 2020) 	\$ 458,650
Rt. 43 Streetscape Project (Council Approval: May 14, 2019)	\$ 908,390
Avoca Roof Repair (Council Approval: May 12, 2020)	\$ 12,000
WTP: Filter Improvement Project (Council Approval: October 8, 2019)	\$ 4,950
Melinda HPZ (Council Approval: September 11, 2018)	\$ 6,500
Electrical Services Sewer (Revenue Identified in FY 2020 Budget)	\$ 104,000
 Lynch Creek Sewer Line Project (Council Approval: October 8, 2019) 	\$ 99,800
Aeration Improvement Project (Council Approval: October 8, 2019)	\$ 19,200

•	WWTP Electrical Upgrade Project (Council Approval: September 11, 2018)	\$ 157,700
•	Insurance Claim (Reimbursable through insurance carrier)	\$ 6,000
•	WWTP Electrical Upgrade Project (Council Approval: September 11, 2018)	\$ 157,700
•	CCTV Sewer Camera Head Replacement (Council Approval: December 10, 2019)	\$ 16,400

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

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



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the General Fund, as follows:

Account	!	<u>Expense</u>	Revenue		
General Fund					
Administration 010-1101-401.50-99	\$	1,180.00			
Public Safety 010-3101-501.50-99	\$	1,780.00			
Public Works 010-4101-601.50-99	\$	120.00			
General Fund	,				
Misc. Revenue 010-0000-351.04-00			\$	3,080.00	

Summary

Under the CARES Act, Campbell County was allocated funds to be transferred to the Town of Altavista to be spent on the Town's response to SARS-CoV-2, the virus that causes COVID-19, and its related impacts. It is anticipated that the Town will receive \$297,000 in the first round of CARES Act Funding. These funds, once received will be used to reimburse the Town for COVID-19 related costs, such as video equipment to provide virtual Council meetings, face masks, and hand sanitizer.

Budget Impact

This will result in a net increase to the budget in the amount of \$3,080.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



3,630.00

TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budge
ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the General Fund, as follows:

Account Expense Revenue

Public Safety
State Forfeiture Fund
010-3101-501.50-78 \$ 3,630.00

General Fund
Miscellaneous Revenue

Summary

010-0000-361.08-00

To appropriate \$3,630 to cover costs associated with drug enforcement. These funds will be transferred in from the State Forfeiture Account.

Budget Impact

This will not impact the town's budget, as these funds are handled through the State Forfeiture Account.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the General Fund, as follows:

Account	<u>E</u>	xpense	<u>Revenue</u>
Police Department			
Other Charges / Byrne Justice Grant Expenses			
010-3101-501.52-04	\$	1,749.00	

Federal / Byrne Grant 010-0000-343.05-00

\$ 1,749.00

Summary

Appropriate \$1,749 to cover costs of equipment and supplies purchased through the Byrne Justice Grant.

Budget Impact

There is an offsetting revenue to cover the expense.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the General Fund and Enterprise Fund, as follows:

Account	Expense		Revenue	
General Fund				
Payoff debt with CB&T				
010-4101-601.90-02	\$	299,600.00		
Equity Contribution				
010-4101-601.90-04	\$	2,160.00		
General Fund				
Proceeds from LTD				
010-0000-362.01-00			\$ 29	9,600.00
General Fund				
Transfer In / From Reserves				
010-0000-361.01-00			\$	2,160.00
Enterprise Fund				
Bond Issuance Costs				
050-5001-701.50-88	\$	86,060.00		
050-5101-702.50-88	\$	56,330.00		
Equity Contribution				
050-9104-701.90-04	\$	14,500.00		
Enterprise Fund				
Transfer In / From Reserves				
050-0000-361.01-00			\$ 15	6,890.00

Summary

To appropriate \$299,600 to record the payoff of the debt with CB&T and \$159,050 to cover the town's equity contribution for a portion of the payoffs of the 2016 Bonds as well as for Bond Counsel fees in order for the 2020 Bonds to be deemed designated. Council approved March 24, 2020.

Budget Impact

This will result in a net increase to the budget in the amount of \$458,650.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1.

To amend the General Fund, as follows:

<u>Account</u> <u>Expense</u> <u>Revenue</u>

General Fund

Improvements - Rt. 43 Streetscape Project

010-4101-803.81-30

\$ 908,390.00

General Fund VDOT Map-21 Grant 010-000-343.03-00

\$ 748,230.00

Transfer In from Designated Reserves 010-000-361.03-01

\$ 160,160.00

Summary

To appropriate \$908,390 to partially cover the cost of the Rt.43 Streetscape Project that was awarded to Va. Carolina Paving at the May 14, 2019 Regular meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$908,390. Funds will be transferred in from designated reserves for the town's match on this project, the remaining costs will be funded by the Map 21 Grant.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1.

To amend the General Fund, as follows:

Account Expense Revenue

General Fund

Improvements - Avoca Roof Repair

010-9105-801.81-30

\$ 12,000.00

General Fund

Misc. Revenue - Sale of EMS Building

010-0000-351.04-00

\$ 12,000.00

Summary

To appropriate \$12,000 to cover the cost of repairing the roof at Avoca Museum. At the April 28th Work session, it was the consensus of Council to use a portion of the proceeds from the EMS sale to fund the roof project. Formal approval of this item occurred at the May 12th Regular Council meeting.

Budget Impact

This will result in an increase to the budget in the amount of \$12,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the General and Enterprise Funds, as follows:

Account Expense Revenue

Enterprise Fund
Water System - WTP Filter Improvement Project
050-5010-701.81-22

\$ 4,950.00

Transfer in from Borrowing 050-0000-361.01-00

\$ 4,950.00

Summary

To appropriate \$4,950 to partially cover costs associated with the design phase of the WTP Filter Improvement Project. This project is funded through the recent borrowing. Funds are drawndown from the Town's SNAP Account and transferred in to cover costs.

Budget Impact

This will result in a net increase to the budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Enterprise Fund, as follows:

Account Expense Revenue

Enterprise Fund / Water CIP / Melinda HPZ Project 050-5010-701.81-35

6,500.00

Enterprise Fund / Water Transfer in from Designated Reserves 050-0000-361.01-00

6,500.00

Summary

Council approved at their September 11, 2018 Regular Meeting to move forward with Staff's recommendation of the Melinda HPZ Project. Partial Funding for this project was carried over from the FY2019 Budget and earmarked in reserves as the engineering phase was still being completed.

Budget Impact

This will result in a net increase to the budget in the amount of \$6,500.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Enterprise Fund, as follows:

Account Expense Revenue

Enterprise Fund Electrical Services Sewer 050-5101-702.50-02

\$ 104,000.00

Enterprise Fund Sewer / Industrial 050-0000-333.01-00

\$ 104,000.00

Summary

Electrical costs for the WWTP have surpassed what was budgeted. An increase in revenue from industrial sewer charges has been identified to cover the costs.

Budget Impact

This will result in a net increase to the budget in the amount of \$104,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Enterprise Fund, as follows:

Account <u>Expense</u> <u>Revenue</u>

Enterprise Fund Sewer System - Lynch Creek Sewer Line Project 050-5110-702.81-20

\$ 99,800.00

Enterprise Fund Transfer In from Borrowing 050-0000-361.01-00

\$ 99,800.00

Summary

To appropriate \$99,800 towards costs associated with design phase of the Lynch Creek Sewer Line Project. This project is funded through the recent borrowing. Funds are drawndown from the Town's SNAP Account and transferred in to cover the costs.

Budget Impact

This will result in a net increase to the budget in the amount of \$99,800.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Enterprise Fund, as follows:

Account Expense Revenue

Enterprise Fund Sewer System - Aeration Improvement Project 050-5110-702.81-30

\$ 19,200.00

Enterprise Fund Transfer In from Borrowing 050-0000-361.01-00

19,200.00

Summary

To appropriate \$19,200 towards costs associated with the design phase of the WWTP Aeration Project. This project is funded through the recent borrowing. Funds are drawndown from the Town's SNAP Account and transferred in to cover the costs.

Budget Impact

This will result in a net increase to the budget in the amount of \$19,200.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Enterprise Fund, as follows:

Account Expense Revenue

Enterprise Fund WWTP Electrical Upgrade 050-5110-702.81-40

\$ 157,700.00

Enterprise Fund Transfer In from Borrowing 050-0000-361.01-00

\$ 157,700.00

Summary

To appropriate \$157,700 towards costs associated with Phase I of the WWTP Electrical Upgrade. This project is funded through the recent borrowing. Funds are drawndown from the Town's SNAP Account and transferred in to cover the costs.

Budget Impact

This will result in a net increase to the budget in the amount of \$157,700.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budge
ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the General Fund, as follows:

Account Expense Revenue
General Fund

Non-Dept. / Reimbursement of Claim 010-9102-801.50-96

6,000.00

General Fund Insurance Reimbursement of Claim 010-0000-351.08-00

6,000.00

Summary

To appropriate \$6,000 for the repair equipment due to lightning damage.

Budget Impact

These funds are fully reimbusable after meeting the deductible.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Highway Fund, as follows:

Account Expense Revenue

Highway Fund CIP / Ridgeway Drainage Project 020-4101-608.82-30

92,500.00

Highway Fund Transfer in from Designated Reserves 020-0000-361.01-00

\$ 92,500.00

Summary

Council approved at the July 9, 2019 meeting to move forward with the Ridgeway Drainage Project and the project would be funded with Highway Funds.

Budget Impact

This will result in a net increase to the budget in the amount of \$92,500.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1.

To amend the Enterprise Fund, as follows:

Account Expense Revenue

Enterprise Fund
CIP / CCTV Sewer Camera Head Repl
050-5110-702.81-06 \$ 16,400.00

Enterprise Fund Transfer in from Reserves 050-0000-361.01-00

\$ 16,400.00

Summary

To appropriate \$16,400 for the purchase of a CCTV Sewer Camera Head. Council approved the purchase at the December 10, 2019 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$16,400.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

	DT-7
Transfer Jrnl ID#:	

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	Tobie Shelton Required	Department Name : <u>Administra</u>	ation	Required	Date of Request:	8/19/2020	Fiscal Year:	2020
Phone #:		Email Address: tcshelton@altav	ristava gov					
Reason for Transfer:	Transfer of funds within the department to	o cover operational costs	of the department.	No new funds are required.				
	Excluding Salary/Wages Line Items							
DEBIT: (Charg			reminimum usus		KE THE SHARE O		(A MARKETERS)	MERCHANICALINE
Account N	lumber		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 3)	0 Characters)		Reference	
010-1101-40	01.30-06		\$3,900.00	Advertising				
		Total Debits:	\$3,900.00			-		
CREDIT:					NAME OF THE OWNER, THE		ROYAL MILAN	
Account N	lumber		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 3)	0 Characters)		Reference	
010-1101-40	01.30-14		-\$3,900.00	Misc. & Prof. Svcs				
					-			
		Total Credits:[-\$3,900.00	Total Credits and Total Debits must be equal ze	ro.			- F
dices a second			Approval	s Required:		of any hard to		TAMERUL SELECTION
taula	Peniorun 8/19	7/2020 43						

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

Date

Phone

	DT-8
Transfer Jrnl ID#:	

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	Chief Merricks	Department Name :	Public Sa	nfety	Required	Date of	8/19/2020	Fiscal Year:	2020
Phone #:		Email Address:	temerricks@alt	tavistava gov	required				
ſ	Transfer of funds within the department t	o cover operat	ional cost	s of the department	No new funds are required				
Reason for		o oovo, opo.a.		o or the department.	To now fands are required.				
Transfer:									
Ī	Excluding Salary/Wages Line Items					THE REST TO THE PARTY.	Indiana de la constante		STREET, VI
BIT: (Charge									
.bit. (ondige				Amount - Enter as			- 40/H - 1 C 14	1000 1000 1000 1000 1000	
				Positive (+) Incr					
ccount N					Description - REQUIRED FIELD (Limit to	30 Characters)	Reference	
10-3101-50					Other Employee Benefits	_			
10-3101-50					Heating				
10-3101-50				\$1,750.00	Byrne Justice				
10-3101-50				\$160.00	Repairs & Maintenance				
10-3101-50	11.60-06	, <u></u>		\$4,000.00	Fuels & Lubricants				
		_							
		Tot	al Debits:	\$8,110.00					
				-					
REDIT:			M FOLLOW				The State of the state of	THE RESERVE	BESTER THE
				Amount - Enter as Negative (-) Decr					
ccount N	umber			_ , , ,	Description - REQUIRED FIELD (Limit to	30 Characters	、 I	Reference	
10-3101-50					Conventions & Education	o onaracters	/-	- Notoronce	
10-3101-50					Subsistance & Lodging				
				40,000.00	Cubbiotarioc & Eddging				
				_					
_									
		T-4-	I One dide of	mm 440 00					
		rota	l Credits:	-\$8,110.00	L. Total Credits and Total Debits must be equal				
					rotal Credits and Total Debits must be equal	zero.			
		E MINE SERVICE		Approval	s Required:	ZINK BUMBE	100		
•		_							

Transfer Jrnl ID#:

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	David Garrett Name : Public Works Required Required Required Required	Date of Request:	5/26/2020	Fiscal Year:	2020
Phone #:	Email Address: dtgarrett@altavistava.gov				
Reason for Transfer:	Transfer of funds within the department to cover operational costs of the department. No new funds are required.				
	Excluding Salary/Wages Line Items				
DEBIT: (Charg	a) Amount - Enter as I			Total State of the last	THE RESERVE OF THE PARTY OF THE

	Amount - Enter as		
	Positive (+) Incr		
Account Number	Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-08	\$690.0	00 Maintenance Svc. Contracts	
010-4101-601.60-02	\$530.0	00 Office Supplies	
010-4101-601.60-08	\$4,500.0	00 Vehicle R&M	
010-4101-601.60-11	\$1,050.0	00 Safety Equip. & Programs	
010-4101-601.60-20	\$3,400.0	00 Street Light Oper Supplies	
010-4101-601.60-34	\$740.0	00 Train Station Supplies	
010-4102-601.60-06	\$1,500.0	00 Fuels & Lubricants/Sanitation	
010-4102-601.60-08	\$2,500.0	00 Vehicle R&M / Sanitation	

Total Debits: \$14,910.00

REDIT:			THE HEAVE SEEDING	
	Amount - Enter as			
	Negative (-) Decr			
Account Number		Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4101-601.30-12	\$5,000.00	Eng. & Arch. Services		
010-4101-601.30-36	\$6,000.00	Mowing Contract		
010-4101-601.50-26	\$1,600.00	Conventions & Education		
010-4101-601.60-28	\$2,000.00	Storm Drainage		
010-4101-601.60-23	\$310.00	Equipment Rental		

Total Credits: \$14,910.00 DEBITS DO NOT EQUAL CREDITS - PLEASE CHECK ALLOCATION AMOUNT
Total Credits and Total Debits must be equal zero.

Approvals Required:

S1920

Phone

Transfer Jrnl ID#:

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	David Garrett Required	Department Name : Pu	blic Work	KS	Required	Date ofRequest:	5/26/2020	Fiscal Year:	2020
Phone #:		Email Address: dtga	rrett@altavista	ava gov					
Reason for Transfer:	Transfer of funds within the department Excluding Salary/Wages Line Items	to cover operations	al costs o	of the department.	No new funds are required.				
DEBIT: (Charge		Municipal Control	100500357	Amount - Enter as		Black to to take	ROUGHE SHIME		
Account N	lumber			Positive (+) Incr					
010-4103-60			_	Amt	Description - REQUIRED FIELD (Limit to	30 Characters)	Reference	
010-4103-60			_		B&G Electrical Services				
010-4103-60					B&G Material and Supplies				
010-4103-60			_		B&G Small Tools				
010-4104-60			_		P&R Electrical Services				
010-4104-60				\$70.00	P&R Heating Services				
010-4109-60			_		P&R Supplies				
010-4109-00	71.50-04			\$600.00	EMS Bldg - Heating Services	_			
		Total D	Debits:	\$14,630.00					
CREDIT:		SATELLINE TO A STATE OF THE SAME	Sala Yes			Santalana and Santalana			
				Amount - Enter as Negative (-) Decr					
Account N				Amt	Description - REQUIRED FIELD (Limit to	30 Characters))	Reference	
<u>010-4101-60</u>				\$7,000.00	Fuels & Lubricants				
010-4104-60					War Memorial Ballfield				
010-4103-60					B&G Heating Services				
<u>010-4104-60</u>	2.60-53				P&R Mulch				

\$1,030.00 Traffic Control Devices

Total Credits: \$14,630.00 DEBITS DO NOT EQUAL CREDITS - PLEASE CHECK ALLOCATION AMOUNT

Total Credits and Total Debits must be equal zero.

epared By Date Phone Approvals Required:

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

010-4101-601.60-40

	DT-10
Transfer Jrnl ID#:	

General Accounting Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

	rommon mariota, ono ran otroot,	ratariota, viiginia 2 1011						
		Department			Date of			
Requester	Tobie Shelton	Name : Transpo	rtation		Request:	8/19/2020	Fiscal Year:	2020
	Required			Required				
Phone #:		Email Address: tcshelton@at	tavistava gov					
Reason for Transfer:	Transfer of funds within the department	t to cover operational cos	sts of the department.	No new funds are required.				
- 1	Excluding Salary/Wages Line Items							
DEBIT: (Charge	e)	Section 1 - Let Spring	v - 42 medicarding en	Control of the Contro	AND LANDS	del Test and	Military July Course	madicular constitution
			Amount - Enter as					
			Positive (+) Incr					
Account N		<u> </u>	Amt	Description - REQUIRED FIELD (Limit to 3	0 Characters	s)	Reference	
010-6101-40			\$130.00	Office Supplies				
010-6101-40	03.60-08		\$550.00	Vehicle R&M				
	<u> </u>							
	***	Total Debits	\$680.00					
				-				
CREDIT:							In Say Town	A phase was a second
			Amount - Enter as					
Account N	lumher		Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 3	0 Character	۰,	Reference	
010-6101-40				Other Operating Supplies	U Characters	*/	Kelefelice	
010-6101-40				Fuels & Lubricants		-		
<u> </u>	75.00-00		Ψ200.00	l dels & Eublicants				
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		Total Credits	:[\$680.00	DEBITS DO NOT EQUAL CREDITS - PLEAS		LLOCATION A	<u>MOUNT</u>	
				Total Credits and Total Debits must be equal ze	ro.			
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		In the second	Approva	ls Required:	Mark Sept			
\bigcirc	Pa Dat	Malza						
_ ` A X		8/19/20		-				
Prepared By		/Date	Phone -					

	DT-11
Fransfer Jrnl ID#:	

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

	•	. •						
	Tabia Obalkan	Department			Date of	0/40/0000		
Requester	Tobie Shelton Required	Name : Non-De	partmental	Required	Request:	8/19/2020	Fiscal Year:	2020
Dh #-	·	-						
Phone #:		Email Address: tcshelton@a	altavistava.gov	****				
1	Transfer of funds within the departmen	t to cover energtional ee	ata of the department	No new funda are required				
Reason for	Transier of funds within the department	t to cover operational co	sts or the department	No new runds are required.				
Transfer:								
	Excluding Salary/Wages Line Items				100000000000000000000000000000000000000	The same	TO SHALL THE STORY	
DEBIT: (Charge				HIGH STATE OF THE				
DEDIT. (Onalg			Amount - Enter as					
A = =	li mata a a		Positive (+) Incr					
Account N 010-9105-80			Amt	Description - REQUIRED FIELD (Limit to 30	Characters)	Reference	
010-9105-80	71.60-06		\$40.00	Fuels & Lubricants				
-								
		Total Debits	s: \$40.00	1				
CREDIT:			Amount - Enter as					Y Thursday
			Negative (-) Decr			1		
Account N			Amt	Description - REQUIRED FIELD (Limit to 30	Characters))	Reference	
010-9101-80	11.50-32		\$40.00	Miscellaneous				
_								
		Total Cradita	£40.00	DEDITO DO NOT FOUND ODERITO. DI FAOS			****	
		Total Credits	5	DEBITS DO NOT EQUAL CREDITS - PLEASE Total Credits and Total Debits must be equal zero		LOCATION AM	DUNT	
				Total Ground and Total Dobits Hillst be equal 2019	,			
	0 1		Approva	ls Required:	ATT TO SELECT			
	RVa Ita	1,0100	7,570	quirour		The second secon		
//	yw 8	117/20		_				
Prepared by		/ Date/	Phone					
•								

	DT-12	
Transfer Jrnl ID#:		

General Accounting Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	David Garrett Required	Department Name : <u>Highway</u>		Required	Date of Request:	8/19/2020	Fiscal Year:	2020
Phone #:		Email Address: dtgarrett@alta	vistava gov		_			
Reason for Transfer:	Transfer of funds within the department to Excluding Salary/Wages Line Items	o cover operational cost	s of the department.	No new funds are required.				a-ment mess
DEBIT: (Charge		gersidlik biling allocati	Artin Avenus 1814		78 And Market		of surely and the	THE STATE OF THE STATE OF
Account N			Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to	30 Characters)	Reference	
020-4101-60	07.50-32		\$10,000.00	Miscellaneous				
			!					
CREDIT:		Total Debits:						
Account N			Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to	30 Characters)		Reference	
020-4101-60	6.60-44		\$10,000.00	Snow and Ice Removal				
		Total Credits:		DEBITS DO NOT EQUAL CREDITS - PLE/ Total Credits and Total Debits must be equal		LOCATION AMO	DUNT	
000			Approval	s Required:	STAR PERSON	374)	E III WILLIAM RELIGIO	
Prepared By	elt 8/19/	/20 Date	Phone					

Transfer Jrnl ID#:

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requester	Tom Fore	Department Name : Water Dep	partment	Required	Date of Request:	8/19/2020	Fiscal Year:	2020
Phone #:	•	Email Address: twfore@altavista	ava.gov	required	_			
Reason for Transfer:	Transfer of funds within the departme	nt to cover operational costs	of the department.	No new funds are required.				
	Excluding Salary/Wages Line Items		E DE TOWN P. TEN VES		shouse in least a	CENTER PROPERTY.		
DEBIT: (Charg						RUBINESMEZ	ADMINISTRAL LICE	AT MANY CHANGE
Account N	lumber		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to	30 Characters	,	Reference	
050-5003-7	06.50-08			Telecommunications-McMinnis				
050-5003-7	07.50-08			Telecommunications - Reynolds				
050-5004-7	08.60-04			Materials & Supplies - Tanks				
<u></u>								
		Total Debits:	\$690.00					
		_						
CREDIT:							I PERSONAL PROPERTY.	Calling Spain, Strain
			Amount - Enter as Negative (-) Decr					
Account N	lumber			Description - REQUIRED FIELD (Limit to	20 Characters	,	Reference	
050-5003-70				Electrical - McMinnis	50 Characters	<i>'</i>	Kelelelice	
050-5003-70				Electrical - Reynolds				
050-5003-70			-\$500.00	Repair & Main Springs				
			\$000.00	rtopan a main opinigs				
						-		
					·			
		Total Credits:	-\$310.00	DEBITS DO NOT EQUAL CREDITS - PLE	ASE CHECK AL	LOCATION AM	OUNT	
				Total Credits and Total Debits must be equal				

Approvals Required:

Phone

Transfer Jrnl ID#:

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

	Tom Fore Required	Department Name: Sewer		Required	Date of Request:	8/19/2020	Fiscal Year:	2020
Phone #:		Email Address: twfore@al	ltavistava gov					
Reason for Transfer:	Transfer of funds within the department	to cover operational c	osts of the department.	No new funds are required.				
	Excluding Salary/Wages Line Items		medicing mercy, E. 1172	ALLE TO BE MILES OF THE STREET		AN MEST		
DEBIT: (Charge								(Regress II report
Account N			Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Lim	it to 30 Characters)		Reference	
050-5101-70	02.30-24		\$1,400.00	R&M Bldg and Grounds				
					-			
_								
		Total Debi	its: \$1,400.00					
CREDIT:		and the property of			Part VISCON CONTRACTOR			
			Amount - Enter as					
Account N	umber		Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit	it to 30 Characters)		Reference	
050-5101-70			\$1,400.00	Physicals	it to 50 onaracters)	_	Ttolorolloo	
			<u> </u>					
						-		
		Total Credi	ts: \$1,400.00	DEBITS DO NOT EQUAL CREDITS - P Total Credits and Total Debits must be ed		OCATION AMO	TAUC	
	70 1		Approval	s Required:	Selection of the second	S 17 / 18 / 19	ARTHUR TO A	
	Julto 8	119/20						
Prepared By	/	Date	Phone					

Transfer Jrnl ID#:

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

See Processing Instructions Below

Requeste	r Tom Fore Required	Department Name : Collection Email Address: twfore@altavist	n/Distribution Depart	ment Required	Date of Request:	8/19/2020	Fiscal Year:	2020
Reason for Transfer:	Transfer of funds within the department to Excluding Salary/Wages Line Items	o cover operational costs	s of the department.	No new funds are required.				
DEBIT: (Charg	10)							
Account N 050-5201-7 050-5201-7 050-5201-7 050-5201-7 050-5201-7	Number 11.10-04 12.10-04 11.20-06 12.20-06 11.60-04		\$500.00 \$270.00 \$3,000.00 \$3,000.00 \$9,900.00	Description - REQUIRED FIELD (Limit to 3 Dist. Overtime Coll. Overtime Dist. Group Medical Coll. Group Medical Dist. R&M Coll. Vehicle R&M	0 Characters	5)	Reference	
CREDIT:		Total Debits:	\$17,770.00					

	Amount - Enter as		
	Negative (-) Dec	r	
Account Number	Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-711.10-02	\$500.0	0 Dist. Wages Regular	
050-5201-712.10-02		0 Coll. Wages Regular	
050-5201-711.30-08		0 Main. Svc. Contracts	
050-5201-711.30-30		0 Dist. GIS Mapping	
050-5201-711.50-65		0 Meter/Repl	
050-5201-712.30-30		0 Coll. GIS Mapping	
050-5201-712.60-06		0 Fuels & Lubricants	

Total Credits: \$17,770.00 DEBITS DO NOT EQUAL CREDITS - PLEASE CHECK ALLOCATION AMOUNT
Total Credits and Total Debits must be equal zero.

A CONTRACTOR OF THE CONTRACTOR		Approva	Is Required:
Writes	8/19/21)		<u> </u>
Prepared B	Daye	Phone	_



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location: Meeting Date: Agenda Item#: 7e

Consent Agenda September 8, 2020

<u>Item Title:</u> Approval of Delinquent Tax List publication and Write-off amounts

Action(s):

- Approve the publication of the delinquent taxpayer list in the Altavista Journal.
- Approve the "write-off" of the amounts less than \$20.00; past due taxes for deceased individuals, uncollectable real estate taxes and the 2015 personal property taxes due to statute of limitations; per staff's recommendation.

Explanation:

• Each year staff presents the delinquent taxpayer list to Town Council for consideration and requests approval to advertise the list in the Altavista Journal. In addition, staff seeks direction on "write off" of certain accounts for various reasons.

ATTACHMENTS:

- Delinquent Taxpayer list (Link)
- Write off request (Link)



TO:

Mayor Mattox and Members of Council

FROM:

Tobie Shelton

DATE:

August 20, 2020

RE:

Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town

Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
- 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
- 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
- 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection

 (a) (4) or (5) of this section.
- 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
- 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

Mayor Mattox and Members of Council August 20, 2020 Page 2

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2015 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES DECEASED INDIVIDUALS

August 21, 2020

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX A	MOUNT
Boley, Dennis Franklin	74095	\$	17.60
Callands, Tardie Bill	11138	\$	17.60
Callands, Tardie Bill	11140	\$	17.60
Chism, Shirley	57865	\$	46.74
Davis, Edna Mae	68141	\$	38.68
Estate of Joseph Fauver	74735	\$	22.29
Hunt, Wesley	65307	\$	65.18
Hunt, Wesley	66337	\$	82.78
Johnson, Janice	12628	\$	17.60
Laronda, John	70967	\$	50.24
Martin, Madison Rose	74603	\$	30.72
Maulbeck, Cherie	61019	r: \$	41.44
Maulbeck, Cherie	73575	\$	168.96
Payne, Herman William	17102	\$	17.60
Pritchett, James Edward	53327	\$	108.22
Rorer, Samuel Estate	73825	\$	9.14

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES UNDER \$20.00

August 21, 2020

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX A	MOUNT
Accent Health	75081	\$	7.65
Austin, Brendon	71469	***	5.87
Berger, Tina Cook	74173	\$	0.64
Bowling, Ruthanne	73237	\$	0.15
Broadhurst, Elizabeth	68923	\$	0.05
Burnette, Zachary	74973	\$	0.46
Burton, Callie	70845	\$	1.31
Burton, Callie	74233	\$	7.00
Byrd, Lisa	76501	\$	7.23
Campbell, Crystal	71517	\$	5.50
Carwile, Yvonne	66251	\$	2.84
Colinger, Robert	75017	\$	2.35
Conopco Inc	51745	\$	2.33
Cox, Daniel Neal	69217	\$	0.47
Dell Equipment	73487	\$	0.37
Dishnet Wireline	71547	\$	0.10
Doss, Dennis Lee Jr	74923	\$	2.99
Everhart, Doris	62637	\$ \$ \$	0.02
Fitzgerald, Judy Corey	74171		1.60
Hastings, Jessica Paige	72619	\$ \$ \$ \$ \$ \$	0.35
Hicks, Abilgail	71457	\$	0.02
Horne, Christian	71479	\$	2.38
Joybiz Inc	72731	\$	0.93
Loving, Barbara	73707	\$	0.06
Miller, Jonathan Michael	74695	\$	5.68
Murray, Brian	61559	\$	1.03
Pannell, Zakiyah Stone	71265	\$	1.01
Shields, Dwayne E	10534	\$	9.07
Smith, Bryan Douglas	71031	\$	1.16
Smither, Michael	64379	\$	1.16
Sowers, Julie	74111	\$	0.47
Williams, Audrey	74437	\$ \$	2.07
Williams, Audrey	73631	\$	0.34
Willliams, Brian Keith	74501	\$	0.21
Wilson, David Lee	72325	\$	5.87
Wilson, David Lee	74085	\$	1.12
Witt, Jeffrey Dean	74043	\$ \$	3.15
Wood, Janet	73105	\$	1.75
Zed Enterprises LLC	69977	\$	5.82

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES August 21, 2020

Anthony, Latoya
Anthony, Latoya 47803 \$ 5.90 Bentley, Willard/Glenda 47849 \$ 41.30 Bentley, Willard/Glenda 75229 \$ 0.94 Bond, Bernard/Louise 44767 \$ 60.45 Turner, Alice/Bond, Bernard 47983 \$ 10.13 Clark, Lillian 45043 \$ 136.34 Coffey, William/Virginia 45103 \$ 140.23 Coleman, Dorella 45119 \$ 51.53 Crider, Deborah 45259 \$ 82.32 Dalton, Mark 45329 \$ 88.14 Dalton, Mark 45331 \$ 469 Dawson, John/Nancy 45367 \$ 48.91 Dawson, John/Nancy 75409 \$ 1.88 Doss, Crystal 45491 \$ 92.27 First Properties 44679 \$ 49.28 GD Altavista LLC 66707 \$ 26.99 GD Altavista LLC 69859 \$ 20.07 GD Lane Park LLC 47503 \$ 19.98 Gill, Deedee Kay 45727 \$ 263.31 Gregory, Marcellus Preston 45927 \$ 59.33 Gregory, Marcellus Preston 75613 \$ 0.28 </th
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Hamer, Jeston 46557 \$ 83.26 Hamer, Jeston 75639 \$ 18.77
Hamer, Jeston 75639 \$ 18.77 Horne, Catherine 47091 \$ 194.68
Kershner, Darl & Shirley 46363 \$ 587.23
Lambert, Jason/Kathy 46823 \$ 57.45
Laronda Limited Partnership 174 \$ 18.77
Levende Limited Destroyabin 40000
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Laronda Limited Partnership 46685 \$ 40.17 Laronda Limited Partnership 75863 \$ 18.77
Laronda Limited Partnership 75865 \$ 18.77
Laronda Limited Partnership 75867 \$ 211.20
Laronda Limited Partnership 75869 \$ 18.77
Laronda Limited Partnership 75871 \$ 18.77
Laronda Limited Partnership 75873 \$ 18.77
Laronda Limited Partnership 75877 \$ 1.88
Laronda Limited Partnership 75879 \$ 1.88

Little, Sheila Exec	45755	\$ 438.09
Little, Sheila Exec	45757	\$ 53.52
Martinsville Holdings	47519	\$ 32.48
Miller, Dennis/Shirley	46841	\$ 77.10
Minnis, Earl & Odessa	46745	\$ 317.03
Monroe, Jeffrey	76017	\$ 1.41
Monroe, Jeffrey	76019	\$ 12.01
Monroe, Jeffrey	76021	\$ 101.75
Moorman, Charlie	46853	\$ 72.84
Simerly, Ronald	47615	\$ 66.84
Simerly, Ronald	47617	\$ 4.13
Sycamore Creek Holdings	46241	\$ 32.19
Thomasville Retail	46411	\$ 223.96
Trent, Curtis/Brenda	47941	\$ 84.20
Walls, Delia	44553	\$ 49.18
Walls, Delia	76419	\$ 1.41
Walls, Delia	76421	\$ 1.41

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES

August 21, 2020 UNDER \$20.00 (Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
Andrews, Ronnie/Delene	45537	\$	16.90
Andrews, Ronnie/Delene	45539	\$	10.13
Babcock, John/Heather	75193	\$	1.41
Bennett, Lawrence	44691	\$	0.36
Blanks, Daniel	75231	\$	2.82
Brees, Robyn	75247	\$ \$ \$ \$	9.01
Bryant, Clayton	44833	\$	0.85
Burton, Margaret	44905	\$	0.04
Clay, Landon	45055	\$	11.26
Clay Ollie Etals	45067	\$ \$ \$	11.26
Collado, James V	75333	\$	0.80
Crabtree, James William	45231	\$	5.14
Dikeman, Cale	75425	\$	2.82
Hall, Elsie	75617	\$ \$	1.88
Hall, Elsie	75619	\$	1.88
Hall, Phyllis	45349	\$ \$	1.13
Hall, Phyllis	75621	\$	1.13
Hall, Phyllis	75623	\$	1.13
Hall, Phyllis	75625		1.13
Hall, Phyllis	75627	\$ \$	1.13
Harvey-Khabir, Ku'Uipo	44827	\$	12.95
Kelly, David	75815	\$	1.41
King, Thelbert	46381	\$	1.41
King, Thelbert	75847	\$	3.64
Laney, James C Jr	46443	\$	0.01
Mattox, Shelby	46631	\$	0.02
Rodriquez, Linda	76227	\$ \$ \$ \$ \$ \$ \$	0.94
Tweedy, William H	48299	\$	11.26
Wells Fargo Bank	69883	\$	2.82

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES August 21, 2020

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
A & A Sydicate Corp	69965	\$	104.50
Adams, Jessica Shanese	70911	\$	44.96
Adams, Jessica Shanese	70913	\$	95.47
Adams, Jessica Shanese	72637	\$	49.31
Adams, Jessica Shanese	74289	\$	57.09
Adams, Kodie Nathaniel	73065	\$	19.25
Adams, Raquel	74081	\$	17.60
Adams, Richard Wilson	69453	\$	36.85
Adams, Richard Wilson	71035	\$	67.70
Altavista Alarm/Tweedy	14450	\$	234.67
Alexander, Robert	70953	\$	38.68
Anderson, John Jeffrey	69283	\$	34.13
Andrews, Duncan Ewart	18010	\$	82.78
Andrews, Duncan Ewart	55237	\$	82.78
Andrews, Duncan Ewart	61569	\$	120.74
Annas, Jeremy David	70697	\$	57.09
Annas, Jeremy David	70699	\$	17.60
Anthony, Thomas Julian	15896	\$	23.79
Anthony, Thomas Julian	15898	\$ \$	23.79
Armistead, Franchesca Nicole	67677 70861	\$ \$	224.92
Armistead, Franchesca Nicole Arthur, William	67659	\$ \$	77.07 117.24
Ashby, Arlena	74197	\$ \$	46.36
Aubrey, Mark John	70937	\$ \$	36.63
Ballard, Tammy	70597	\$ \$	66.42
Barnard, Robert Glenn Jr	69415	\$	45.93
Berger, Tavio	74493	\$	79.79
Berger, Willie Carl Jr	68809	\$	108.08
Berger, Willie Carl Jr	72193	\$	36.85
Berkley, Lorcrushal	75007	\$	32.36
Birdsall, Cassandra	74329	\$	96.55
Blanchard, Donna	68845	\$	17.60
Blanchard, Donna	70591	\$	35.15
Bogert, Katherine	61073	\$	36.85
Bogert, Katherine	62579	\$	36.85
Bogert, Kyler	67571	\$	32.74
Bogert, Kyler	69063	\$	17.60
Bolen, Brenda Jo	66551	\$	45.22
Bonds, Monique Nicole	72035	\$	86.37
Bowling, Michelle	71187	\$	86.54
Boyd, James Allen	74159	\$	32.86
Branham, Morgan	72881	\$	19.25
Breaux, Kayleigh	73219	\$	71.34
Brew, Shanna Myers	72883	\$	43.91
Brew, Shanna Myers	73443	\$	12.29

Brown, Jasmine	74253	\$	58.46
Brown, Shana Matirs	58659	\$	82.78
Brown, Shana Matirs	58661	\$	82.78
Brown, Shana Matirs	58663	\$	84.02
Brown, Timron Debae	69505	\$	23.79
Bruce, Jonathon	68937	\$	146.86
Brumfield, Candace Nicole	64959	\$	146.66
Brumfield, Candace Nicole	72533	\$	61.45
Brumfield, Candace Nicole	74213	\$	31.47
Brumfield, Candace Nicole	74215	\$	17.60
Bryant, Elizabeth	57835	\$	33.37
Burroughs, Ashley	69747	\$	53.26
Burroughs, Ashley	71121	\$	76.59
Butler, Frances	68421	\$	26.59
Callands, Kenneth Lewis	69055	\$ \$ \$	80.92
Calloway, Gwendolyn	70753	\$	41.39
Calyer, Rachael	74635	\$	30.46
Campbell, Scott A	73221	\$	158.26
Canada, Kris	70873	\$ \$	32.23
Canada, Kris	74265	\$ \$	27.07
Canada, Kris	74267	\$ \$	42.21
Canada, Kris	74269	\$ \$	30.34
Cantarero, Carol Frances	71485	\$ \$	91.80
Carr, William Robert	67639	\$ \$	82.78
Chambers, James Junior	70973	\$ \$	32.59
Chapman, Andrea G	61087	\$	46.74
Chavis, Lisa Ann	69763	\$ \$	35.63
Childress, Kelcey	74637	Ψ \$	51.29
Chism, Shirley	57865	\$	46.74
Clark, Randall	73153	\$	33.99
Clark, Treavon	73223	\$ \$	17.60
Clay, Landy Mychelle	74025	\$	35.26
Clay, Phillip	73899	\$	46.24
Clements, Zakendra	72975	\$	36.27
Coffer, Angela Brandi	74163	\$	47.50
Coffer, Virginia Susan	73009	\$	19.25
Coffey, Callie	68139	\$	42.21
Coffey, Kimberley	68053	\$	37.28
Cole, Linda	74161	\$	17.60
Coleman, Dorella	68797	\$	34.63
Coles, Eric Vincent	61703	\$	42.45
Coles, Eric Vincent	72327	\$	106.64
Coles, Erika Marie	73303		111.11
Collins, Larry Boyd Jr	65033	\$ \$ \$ \$	95.66
Conner, Jodi	72391	\$	49.27
Conner, Jodi	72397	\$	39.04
Cook, Gary	72479	\$	35.21
Cox, James Allen	69377	\$	23.79
Cox, James Allen	69379	\$	46.63
Cox, James Allen	69381	\$	23.79
Cox, Theresa	74797	\$	27.94
Creasy, Ronnie Thomas	71403	\$	22.14
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Crews, Phillip	73649	\$	17.60
Crider, Joann Denise	69267	\$	40.29
Crider, Joann Denise	69269	\$	23.79
Crider, Osbey	74527	\$	57.34
Crider, Shamica Nicole	60393	\$	48.59
Crider, Shamica Nicole	69043	\$	111.69
Crider, Shamica Nicole	72459	\$	36.80
Dalton, Dennis Lee	68743	\$	103.85
Dalton, Jennifer	72171	\$	44.84
Dalton, Jillian Devereaux	71205	\$	40.11
Davis, Carolyn	66785	\$	49.14
Davis, Ernestine Marie	67747	\$	30.35
Davis, Jeremy Maurice	63691	\$	82.78
Davis, Jeremy Maurice	63693	\$	119.19
Davis, Michael Oshia	72545	\$	19.25
Davis, Michael Oshia	72547	\$	68.74
Day, Candice Michelle	71389	\$	41.15
Day, Scott Earl	72613	\$	36.02
Day, Scott Earl	72615	\$	119.99
Day, Scott Earl	72617	\$	36.77
Day, Wynter	73879	\$	36.39
Deshazor, Tammy	73311	\$	87.86
Devercelly, Ashley Kay	65029	\$	23.79
Devercelly, Ashley Kay	66235	\$	37.47
Devercelly, Ashley Kay	69147	\$	45.92
Dews, Mary Dianna	69625	\$	37.47
Dino's Sportsbar Grill	66775	\$ \$	144.84
Doss, Crystal	68107	\$ \$	107.67
Doss, Crystal	74373	\$ \$	129.96
Doss, Crystal	74375 74375		
Doss, Jarrett Kendall		\$	33.63
Doss, Jarrett Kendall	72103	\$	219.99
	73917	\$	176.31
Drew, Rebecca	69423	\$	34.75
Dudley, Cody Matthew	73227	\$	8.93
Dudley, Cody Matthew	73229	\$	73.42
EFM Inc	61363	\$	22.29
EFM Inc	15882	\$	542.08
Elliott, Richard Troy Jr	64507	\$	22.04
Elliott, Richard Troy Jr	64509	\$	12.29
Elliott, Richard Troy Jr	64511	\$	36.85
Elliott, Richard Troy Jr	68725	\$	36.85
Emerson, Woodrow Jr	67489	\$	82.78
Emerson, Woodrow Jr	70713	\$ \$ \$ \$	41.39
Enoch, Wesley	74065	\$	46.86
Erk, Patrick Hughes	62265	\$	79.32
Evans, Autumn	69123	\$	51.65
Evans, Autumn	72543	\$	62.75
Farrar, Monica	74655	\$	41.95
Farrar, Monica	74657	\$	17.60
Faulkner, Michael	73155	\$	78.03
Ferlise, Nicholas Wayne	67857	\$	43.37
Ferlise, Nicholas Wayne	70951	\$	33.84
			190

Fitzgerald, Sara Salgado	69669	\$	45.93
Fitzgerald, Sara Salgado	69671	\$	45.93
Fitzgerald, Sara Salgado	71073	\$	45.97
Fox, Shawn	68101	\$ \$ \$ \$	33.37
Fox, Thomas	74977	\$	47.25
Freeman, Frank William	69487	\$	56.21
Freeman, Hannah Grace	69725		153.76
Gatewood, Joshua Ryan	71069	\$ \$	47.64
Gatewood, Joshua Ryan	71069	\$	43.97
Geico Corp	73909	\$	231.15
Giboyeaux, Jannette	72757	\$	34.68
Giboyeaux, Jannette	72759	\$	30.59
Gilbert, Dorethea	68473	\$	17.60
Gilbert, Dorethea	70173	\$	38.79
Gilbert, Dorethea	71833	\$	35.77
Gilbert, Dorethea	71835	\$ \$	51.79
Gilbert, Sherwood	70325	\$	74.03
Gilbert, Sherwood	71973	\$	35.07
Gilbert, Sherwood	73799	\$	44.22
Gilbert, Sherwood	73801	\$	35.39
Gilbert, Vivian	74801	\$	72.84
Goode, Tonette	74677	\$	89.25
Graves, Clarence	72743	\$	36.27
Graves, Clarence	73285	\$ \$ \$	65.92
Graves, Kiara	74227	\$	35.77
Greene, Christopher	69699	\$	65.18
Gregory, Ruth	74669	\$	64.91
Grishaw, Amber	74775	\$	64.91
Hacker, Catherine Elaine	73091	\$	18.50
Hacker, Catherine Elaine	73093	\$	47.34
Haerman, Heather	74805	\$	49.51
Haley, Erica Marie	74747	\$	34.13
Hall, Ashley	70957	\$	134.93
Hall, Lora Mae	69627	\$ \$	32.98
Hall, Lora Mae	71079	\$	23.27
Hall, Lora Mae	72831	\$	32.36
Hall, Lora Mae	74447	\$	66.67
Hall, Megan	74679	\$	164.27
Hall, Shenise	74749	\$	55.69
Hall, Yvonne B	61143	\$	33.29
Hall, Yvonne B	62663	\$	4.80
Hall, Yvonne B	70183	\$	69.81
Hamilton, Jean	71057	\$	17.60
Hansen, Michael	64979	\$	28.95
Hansen, Michael	69127	\$	29.21
Hansen, Michael	72553	\$	96.81
Harmon, Mark Clinton	72017	\$	36.85
Harmon, Mark Clinton	72019	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	30.46
Harmon, Mark Clinton	73841	\$	38.53
Harmon, Vickie	68343	\$	40.19
Harmon, Vickie	71673	\$	31.86
Harris, Robert L Jr	72939	\$	36.92
	. 2000	₩	00.0 <u>2</u>

Harris, Robert L Jr Estate 6725	1 \$	33.50
Harris, Robert L Jr Estate 6877		34.26
Harrison, Matthew 7315		29.21
Harrison, Matthew 7467	1 \$	33.12
Hartless, Jamie 6642		29.83
Hayden, Annita Lavon 7301		36.85
Haynes, Brian Eugene 6668	9 \$	82.78
Haynes, Brian Eugene 6669	1	169.63
Head, Lee Ann 6365	7 \$	17.95
Head, Lee Ann 7424	9 \$	37.53
Hockaday, Christy 7247	7 \$	149.12
Hodges, Stacey 7272	5 \$	65.92
Hodges, Stacey 7272	7 \$	259.89
Hodges, Stacey 7435	5 \$	187.69
Hogan, Bobby Wade 7432	5 \$	68.30
Hogan, Edwin L 5629	5 \$	84.28
Hogan, Edwin L 7184	9 \$	342.39
Hogan, Jessica 6904	5 \$	42.57
Hogan, Jessica 6904	7 \$	17.60
Hogan, Jessica 7246	3 \$	58.35
Holland, John Thomas 7083	1 \$	38.02
Holland's Asphalt Sealing 6038	3 \$	23.79
Hood, Silvy Lee 6829	1 \$	96.25
Hostetter, Caitlyn Lynn 7123	3 \$	40.11
Howell, Kaitlin Elaine 7298	1 \$	36.85
Hubbard, Robert Jr 5734	3 \$	9.98
Hubbard, Robert Jr 6609	7 \$	47.62
Hubbard, Robert Jr 6609	9 \$	17.60
Hudson, Neah Denise 6790	1 \$	72.46
Hundley, Albert 7494	1 \$	30.35
Hunt, Bernadette Taylor 7332	5 \$	41.44
Hunt, Daryl Kendell 7292	9 \$	26.96
Hunt, Daryl Kendell 7452	1 \$	41.70
Hunt, Dena Ruth 6939	3 \$	68.73
Hunt, Nathaniel 7460	9 \$	34.50
Hunt, Raleigh Lee 6588		28.07
Hunt, Wesley Leon 6530		65.18
Hunt, Wesley Leon 6633		82.78
Hunt, Wesley Leon 7265	9 \$	43.25
Hunter, Kathryn 7400	3 \$	17.60
Hyman, Jerome Terrill 6633		158.98
Hyman, Jerome Terrill 6634	1 \$	105.94
Jackson, Dacorian Shavon 7301	9 \$	90.47
Jefferson, Jamie Shakeira 7143	9 \$	97.84
Jefferson, Jamie Shakeira 7144	1 \$	22.14
Johns, Samantha 7232	1 \$	31.61
Johnson, Elaine Ann 7134		50.56
Johnson, Kearstyn Raye 7312	9 \$	37.45
Johnson, Renesha Janice 7270	3 \$	42.86
Johnson-Myers, Lavinia Fay 7094	1 \$	73.56
Johnson-Myers, Lavinia Fay 7269		30.72
Jones, Diana 7056		41.95

Jones, Nicholas Paul	71189	\$	140.82
Jones, Nicholas Paul	71191	\$	64.75
Jones, Nicholas Paul	73075	\$	36.85
Jones, Nicholas Paul	74555	\$	17.60
Jones, William McCoy	68001	\$	36.85
Jordan, Junior	51257	\$	82.78
Jordan, Junior	58505	\$	45.93
Joshi, Smriti	74889	\$	45.48
Joshi, Smriti	74891	\$	30.35
Kershner, Kevin Ray	66191	\$	23.79
Khalil, Mustafa Fayez	74737	\$	77.52
Klein, Zora B	64125	\$	41.12
Klemm, Adam Robert	65125	\$	82.78
Knowles, Elizabeth Stacey	70993	\$	39.28
Knowles, Timothy Lee	74901	\$	102.87
Lacy, Michael Benjamin	72849	\$	28.09
Lambert, Jason K	68355	\$	19.69
Lambert, Jason K	73565	\$	41.70
Lambert, Kathy	62075	\$	9.98
Lashaway, Amber	74033	\$	34.38
Layne, Idamae	74103	\$	31.98
Lear, Marianne	69231	\$	37.47
Lear, Marianne	69233	\$	47.19
Lee, Kelsie Denise	71285	\$ \$ \$ \$ \$ \$ \$	77.89
Lee, Rodney	73567	\$	31.22
Lee, Terry Colbert	69005	\$	53.53
Lee, Todd Wayne	62301	\$ \$	72.28
Lindsay, Melissa	74113	\$	34.63
Little, James William	71535	\$	58.99
Little, James William	71537	\$	76.94
Logan, James Calvin	73051	\$	68.78
Logwood, Jessica	68209	\$	92.72
Lomotey, Michael	66499	\$	192.61
Lomotey, Michael	66501	\$	82.78
Lovelace, Victoria	74117	\$	63.90
Lovelace, Victoria	74119	\$	30.97
Lovelace, Victoria	75057	\$	5.87
Lucas, Julie Ann	73183	\$	49.39
Manpower Intl	12884	\$	29.61
Martin, Charles Bea	56319	\$	17.60
Martin, Charles Bea	66995	\$	17.60
Martin, Charles Bea	68509	\$	45.98
Martin, Charles Bea	70219	\$	50.02
Martin, Jelica	74615	\$	30.85
Martin, Jelica	74617	\$	39.80
Martin, Madison	74603	\$	30.72
Martin, Tina Renee	67761	\$	140.47
Martin, Tina Renee	74319	\$	46.74
Martinez, Calzada	69037	\$	74.42
Massie, Sharon	74327	\$ \$	31.47
Mayhew, Brenda	74757	\$	17.60
McKenzie, Kirsten	73265	\$ \$	17.60
mercenning immeril	, 0200	Ψ	17.00

McRae, Tameka	69097	\$	41.06
Melvin, Shannon Charisse	65983	\$	74.94
Melvin, Shannon Charisse	67353	\$	101.45
Miller, Charles Joseph	61705	\$	36.85
Miller, Courtney Leigh	69799	\$ \$ \$	36.85
Miller, Seth Gavin	72389	\$	157.77
Minnis, Tristan Obryan	70579	\$	130.67
Miracle Outreach Deliverance	56841	\$	98.96
Mitchell, Jennifer Lynn	72205	\$	36.85
Monaghan, Elizabeth Anne	72945	\$	19.25
Monroe, Nactavia Lashay	71215	\$	31.79
Moon, Ricco	72671	\$	17.60
Moorman, Darnell A	68851	\$	38.68
Moorman, Darrell Lee	64969	\$	82.78
Moss, Lateisha	74073	\$	29.95
Moss, Lateisha	74075	\$	91.65
Myers, Marian	72685	\$	23.37
Myers, Stevie Clinton	72147	\$	40.21
Myers, Stevie Clinton	72149	¢.	59.59
Myers, Tori	72149 72363	φ	44.73
Myers, Tori	66085	****	
Neal, Kerrie	74661	Φ	38.17
Nelson, Shawntae P	7466 i 70795	\$	17.60 108.46
Nowlin-Vincent, Nicole	67797	Φ	
· · · · · · · · · · · · · · · · · · ·		Φ	61.84
Odom, Myles Ozan, Jacob Robert	74999	Ф Ф	30.85
	71217		19.25
Paggans, Robert William	63009	\$ \$ \$ \$ \$ \$ \$ \$	48.97
Palmer, Shannon	69605	\$	17.60
Pannell, Dakota	71287	\$	36.91
Pannell, Dakota	72885	\$	17.60
Pannell, Shemeka	67237	\$	32.98
Pannell, Sherman	15520	\$	17.60
Pannell, Sherman	61339	\$	17.60
Pannell, Sherman	71995		53.66
Pannell, Sherman	73817	\$	58.66
Pannell, Sherman	73819	\$	30.72
Parker, Alan Jr	74957	\$ \$	42.71
Patrick, Broderick	66015	\$	37.28
Patrick, Broderick	67393	\$	49.77
Patrick, Broderick	72271	\$	127.89
Payne, Cindy Lee	62739	\$	39.18
Payne, John C	56083	\$	82.78
Payne, John C	62537	\$	82.78
Payne, Jonathan Homer	72377	\$	17.60
Payne, Jonathan Homer	72379	\$	19.25
Payne, Kenneth	67041	\$	17.60
Payne, Linda J	71707	\$	17.60
Payne, Linda J	71709	\$	36.85
Payne, Linda J	71711	\$	17.60
Payne, Linda J	71713	\$	5.50
Payne, Linda J	73583	\$	28.70
Payne, Timith Auto Repair	75095	\$	146.67
· = j./o, riilitar/tato rtopuli	70000	Ψ	170.07

Pena, Carla	73133	\$	46.24
Pennington, Jeffrey	74145	\$	35.89
Perkins, Harold Jerry	62741	\$	19.25
Perkins Twin Tire LLC	55755	\$	11.34
Perkins Twin Tire LLC	55757	\$ \$ \$	20.07
Perkins Twin Tire LLC	57027	\$	9.98
Perkins Twin Tire LLC	57029	\$	9.98
Perkins Twin Tire LLC	58629		9.98
Perkins Twin Tire LLC	61725	\$	13.50
Perkins Twin Tire LLC	66051	\$	10.56
Perkins Twin Tire LLC	66053	\$	100.32
Perkins Twin Tire LLC	67455	\$	29.97
Perkins Twin Tire LLC	73233	\$	665.59
Peters, Angela Marie	72761	\$	63.32
Petty, Virginia Harris	71415	\$	106.14
Petty, Virginia Harris	72707	\$	19.25
Pfeffer, Samantha	67763	\$	28.84
Plumley, Ashley	70841	\$	17.60
Plumley, Ashley	74231	* \$	48.26
Poindexter, Antonio Keith	71347	**	35.52
Poindexter, Antonio Keith	71349	\$	44.15
Pollard, Elaine	67055	\$	47.00
Pollard, Elaine	68563	\$	17.60
Pollard, Elaine	73735	\$	29.83
Pollard, William E	65655	\$	31.51
Pollard, William E	67059	\$	35.34
Pool, Samantha	71269	\$	22.14
Powell, Benjamin Carroll	69607	\$	77.48
Powell, Benjamin Carroll	69611	\$	50.56
Powell, Benjamin Carroll	72823	\$	19.25
Powell, Benjamin Carroll	74441	\$	17.60
Powell, Benjamin Jonathan	68181	\$	71.34
Powell, Benjamin Jonathan	72779	\$	46.46
Powell, Benjamin Jonathan	72781	\$	138.39
Powell, Bianca	71159	* \$	45.86
Pratt, Anne	72301	\$	35.51
Pritchett, James Edward	53327	\$	82.78
Quishpe, Sanchez Javier	69571	\$	179.66
Ramirez, Chavez	74849	\$	51.65
Reid, Pamela	70885	\$	43.46
Reynolds, Albert Mclinden	72071	\$ \$	19.25
Reynolds, Albert Mclinden	73881	\$ \$	5.55
Reynolds, Jack	73149	\$ \$	90.13
Rhodes, Latoya	71009	φ	73.60
Rice, Krystal Lee	70705	¢	73.00 38.16
Rice, Krystal Lee	74123	\$	100.08
Rice, Krystal Lee	74125	\$	39.30
Rice, Matthew William	69561	\$	44.37
Rivera-Murtaza, Ivette	73273	* * * * * * * *	73.25
Robertson, Davon Lamarr	69435	\$	51.27
Robertson, Edna Logwood	68881	\$	75.06
	72323	\$	

Dehineen Deven	70700	•	44.50
Robinson, Davon	72709	\$	41.56
Robinson, Davon	74339	\$	30.83
Robinson, Dionta Lemar	69409	\$	45.93
Robinson, Dionta Lemar	71371	\$	79.59
Robinson, Jerome Delonta	71161	\$	36.85
Robinson, Sharon Teresa	68847	\$	58.99
Robinson, Sharon Teresa	70601	\$	108.66
Rountrey, Joshua Aaron	72249	\$	43.64
Rousey, Sharon	74851	\$	36.27
Russell, Angela	70545	\$	30.60
Russell, Stanley	71723	\$	188.91
Russell, Stanley	72111	\$	10.87
Saye, Shelly Andrea	71289	\$	111.45
Schwochow, Robin Kaye	71373	\$	58.99
Shelton, Eve Marie	74833	\$	32.23
Shields, Jeremy Lynn	56781	\$	45.93
Shields, Jeremy Lynn	56783	\$	45.93
Slayton, Raven Sheree	62215	\$	197.93
Smith, Rejoice Angeliek	73323	\$ \$ \$	35.59
Smith, Shaneisha Tiara	69189	\$	90.09
Snead, Jennifer Grove	69437	\$	39.44
Snively, Philip	67701	\$	42.54
Southernland, Samantha Lee	71087	\$	120.80
Southernland, Samantha Lee	72839	\$	19.25
SOVA Firearms	69953	\$ \$	
		э \$	64.17
Spidle, Michael	74443	э \$	149.91
Spradlin, Pauline R	66369	Þ	39.57
Spradlin, Pauline R	70923	\$	81.64
Stafford, John James	67395	\$	30.35
Stahl, Cameron	73201	\$	17.60
Stahl, Cameron	74579	\$	17.60
Stahl, Cameron	74581	\$	35.15
Stahl, Cameron	74583	\$ \$	32.98
Stepp, Bradford	74331	\$	31.72
Stone, Kenneth	71375	\$	69.57
Stone, Kenneth	73141	\$	10.21
Stone, Kenneth	73471	\$	24.64
Stone, Malik	74933	\$	92.40
Strope, Richard Earl	68083	\$	19.25
Stump, Karley	74883	\$	32.86
Symmes, Tracy Elizabeth	67873	\$	36.06
T S Maintenance	65411	\$	88.00
Talbott, Terry	74575	\$	10.68
Talbott, Terry	74577	\$	17.60
Taylor, Diana	72467	\$	55.95
Taylor, Diana	72469	\$	31.61
Taylor, Diana	74169	\$	32.62
Taylor, Kevin	74209	\$	15.26
Thacker, Dustin	55339	\$	17.60
Thacker, Dustin	72255	\$	9.98
Thacker, Dustin	74017	\$	17.60
Thacker, Dustin	74019	\$	45.24
	1 13 13	Ψ	70.27

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Thacker, Dustin	74021	\$	80.92
Thacker, Janet Scruggs	72207	\$	43.30
Thacker, Janet Scruggs	73985	\$	23.59
Thomas, Adettra A	69801	\$	450.40
Thomas, Vicky	64529	\$	41.19
Thornhill, Caniqua Simone	71223	\$	71.50
Thornhill, Caniqua Simone	71225	\$	85.17
Thornhill, Paige Amber	71447	\$	38.41
Tice, James Jr	73931	\$	38.17
Towler, Jamie Lee	68701	\$	120.56
Towler, Jamie Lee	68703	\$	91.09
Towler, Jamie Lee	68705	\$	65.18
Towler, Roger L	62811	\$	37.41
Trent, Brenda Marsh	69115	\$	32.36
Triplett, Daniel	74549	\$	32.12
Troutman, Clara J	68085	\$	36.85
Tucker, Alisha	74935	\$	17.60
Tucker, Angela Eloise Myers	67019	\$	47.31
Tucker, Angela Eloise Myers	68963	\$	78.89
Tucker, Blair	74767	\$ \$	70.09
Tucker, Brenda Sue	73029	\$ \$	
			56.94
Tucker, Courtney Ladawn	69563	\$	148.85
Tucker, Darius Lamar	73087	\$	36.85
Tucker, Marvalin	66577	\$	77.90
Tucker, Marvalin	67801	\$	42.39
Tucker, Marvalin	71451	\$	82.82
Tucker, Shannon/SPTS Salon	75099	\$	58.67
Tweedy, Elizabeth	74665	\$	36.77
Vapor Bound LLC	73515	\$	118.45
Vapor Bound LLC	75083	\$	88.00
Vazquez, Chinchilla	74781	\$	62.39
Vennable, Andrea Christina	74571	\$	180.11
Vennable, Bernard	67889	\$	55.95
Viar, Ashley	71281	\$	32.12
Waller, Alen Augustus	69641	\$	45.93
Waller, Bertha Mae	60665	\$	58.99
Waller, Bertha Mae	69079	\$	123.52
Waller, Kerry Wayne	59881	\$	28.83
Waller, Kerry Wayne	59883	\$	17.60
Waller, Kerry Wayne	65813	\$	36.27
Waller, Kerry Wayne	70411	\$	44.34
Waller, Milton Leon	69773	\$ \$ \$	53.07
Waller, Tracy Johnathon jr	72527	\$	43.64
Waller, Vanessa Ann	70819	\$	33.57
West, Angelica	73031	\$	35.65
West, Franklin	72835	\$	17.60
West, Helen	67619	\$	39.68
Widget Home LLC	72957	\$	232.31
Williams, Marlene	74275	\$	41.06
Williams, Nakisha	72999	\$	33.99
Williams, Nakisha	72997	\$	32.36
Witte, Gregory Allen	73001	\$	19.25
	, 5551	Ψ	10.20

Witte, Gregory Allen	73003	\$ 19.25
Wood, Cody Wayne	72775	\$ 17.60
Wood, Cody Wayne	73251	\$ 87.98
Woodruff, Sharon Elizabeth	68825	\$ 23.79
Woodruff, Sharon Elizabeth	70575	\$ 41.39
Woodruff, Tyreek Dequon	73063	\$ 90.45
Worley, Gregory Bryce	69643	\$ 49.87
Worley, Gregory Bryce	69645	\$ 33.29
Worley, Stephanie M	68653	\$ 34.15
Worley, Stephanie M	72009	\$ 36.85
Worsham, Micheal	74347	\$ 50.28
Worsham, Micheal	74349	\$ 91.65
Wright, Ashley Ryanne	69041	\$ 33.63
Yeatts, Brian	74591	\$ 33.75
Yuille, Vernice Scott	73619	\$ 32.48

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES August 21, 2020

2015 TAX YEAR

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX A	MOUNT
Andrews, Duncan	18010	\$	25.44
Andrews, Duncan	55237	\$	25.44
Andrews, Duncan	61569	\$	41.91
Anthony, Thomas Julian	15896		25.44
Anthony, Thomas Julian	15898	\$	25.44
Barnwell, Laquienta	66459	\$ \$ \$	25.44
Barnwell, Laquienta	66461	\$	37.63
Bertiz, Rafeal	67939	\$	25.44
Bolen, Brenda Jo	66551	\$	47.20
Brown, Shana Matirs	58659	\$	25.44
Brown, Shana Matirs	58661	\$	25.44
Brown, Shana Matirs	58663	\$	25.44
Brumfield, Candace	64959	\$	10.02
Carr, William	67639	\$	25.44
Catron, Jamie Lynn	60181	\$	39.92
CJL Enterprises	59093	\$	55.18
Clerval, Dennis Martin	66647	\$	25.44
Clerval, Dennis Martin	67877	\$ \$ \$	2.79
Collins, Alice Morris	67281	\$	45.91
Crider, JoAnn	67881	\$	49.35
Crider, JoAnn	67883	\$	25.44
Davis, Jacqueline	66421	\$	50.78
Davis, Jeremy	63691	\$	25.44
Davis, Jeremy	63693	\$	42.04
Dino's Sportsbar	66775	\$	80.67
Devercelly, Ashley Kay	65029	\$	25.44
Devercelly, Ashley Kay	66235	\$	40.33
Easley, Frank James	67721	\$	25.44
Elliott, Richard Terrell	62183	\$	5.21
Elawady, Ahmed Elsayed	68149	\$	393.41
Erk, Patrick Hughes	62265	\$	88.71
Ferlise, Nicholas Wayne	67857	\$ \$ \$ \$ \$ \$	45.34
Fitzgerald, Shanice	67927	\$	41.47
Holland's Asphalt Sealing	60383	•	25.44
Hunter, Gary Patrick	68015	\$	20.35
Hunter, Gary Patrick	68017	\$	14.87
Hunter, Gary Patrick	68019	\$	19.25
Hunter, Gary Patrick	68021	\$	47.44
Hunter, Gary Patrick	68023	\$	25.44
Hunter, Gary Patrick	68025	* * * * * * * * *	25.44
Hyman, Jerome	66339	\$	59.10
Hyman, Jerome	66341	\$	41.19
Johnson, Jeffrey	66639		69.35
Jones, Stephanie	58757	\$	58.23

Jordan, Junior	51257	\$ 25.44
Jordan, Junior	58505	\$ 25.44
Kershner, Kevin Ray	66191	\$ 25.44
Kershner, Kevin Ray	67611	\$ 38.89
Klekotka, Teresa	66609	\$ 25.44
Klemm, Adam Robert	65125	\$ 25.44
Knowles, Kristin	67529	\$ 89.87
Logwood, Jessica	68209	\$ 100.62
Lomotey, Michael	66499	\$ 87.29
Lomotey, Michael	66501	\$ 25.44
McClain, Robert	67531	\$ 110.93
Melvin, Shannon	65983	\$ 87.73
Melvin, Shannon	67353	\$ 60.95
Millner, Estelle Mae	68095	\$ 53.79
Myers, Iuwanti	63205	\$ 25.44
Paggans, Robert W	63009	\$ 14.87
Payne, John C	56083	\$ 25.44
Payne, John C	62537	\$ 25.44
Power, Jessica Lynn	68035	\$ 38.19
Pritchett, James Edward	53327	\$ 25.44
Reynolds, Annie	65007	\$ 103.77
Rogers, Joyce	65923	\$ 43.19
Shields, Dwayne E	10534	\$ 17.54
Shields, Jeremy Lynn	56781	\$ 25.44
Shields, Jeremy Lynn	56783	\$ 25.44
Spradlin, Pauline R	66369	\$ 43.35
Sutphin, Joel W Sr	53225	\$ 14.87
Symmes, Tracy	67873	\$ 39.04
Tavarez, Vargas	67993	\$ 37.89
Thomas, Adretta	59417	\$ 5.86
Tucker, Kenneth	66895	\$ 25.44
Waller, Jasmine	67909	\$ 67.35
West, Tiffany Amber	67345	\$ 25.44
Younger, Donnie Lynn	66695	\$ 36.75
		\$ 3,354.47

TOWN OF ALTAVISTA UNCOLLECTED TAXES AMOUNTING TO LESS THAN \$20.00 FOR WHICH NO BILLS WERE SENT AS OF AUGUST 21, 2020

REAL ESTATE TAXES

Altavista/Lynch Creek	44527	\$ 0.75
Carter, Kirk Lee Jr & Patricia	44969	\$ 0.75
Dishnet Wireline	71547	\$ 0.10
Emerson, Dennis	75463	\$ 0.94
Johnson, Dilys T Life	46291	\$ 0.94
Joybiz	72731	\$ 0.94
Moore, Lyn C & Essie	46843	\$ 0.94
Unknown Owner	76403	\$ 6.76

PERSONAL PROPERTY TAXES
None

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES August 21, 2020 (RECOMMENDED WRITE-OFF)

TAXPAYER NAME

TAX ROLL NUMBER

TAX AMOUNT



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location: Meeting Date: Agenda Item#: 7f

Consent Agenda September 8, 2020

<u>Item Title:</u> Approval of proposal to gravel an unnamed trail

Action(s):

Approve the proposal of Crews Construction in the amount of \$11,167.20 to install woven fabric and 4" of compacted 21A stone, on the trail.

Explanation:

- The Recreation Committee provided to Town Council a recommendation to approve this project. The project would install gravel on an unnamed trail (runs along a town sewer easement) that connects Greenhill Connector Trail and Eagle Trail.
- After the Work Session, Councilman Higginbotham asked staff to develop a material cost to see the cost to the Town if our employees performed the work. The stone cost is estimated at \$5,800 and the fabric cost is estimated at \$1,200 for a total materials cost of approximately \$7,000 (as compared to proposal).

ATTACHMENTS:

Staff info packet from Work Session (Link)

EAGLE TRAIL AGGREGATE WALKING TRAIL PROPOSAL

August 19, 2020



Proposal

Proposal Submitted to:

David Garrett

Public Works Director Town of Altavista

Work To be Performed at:

English Park

Project:

aggregate walking trail

Proposal No: 2

Date: August 19, 2020

Charles Burger

Crews Construction Company Inc. 14001 Mount Cross Road Dry Fork, Virginia 24549 434-724-7920 (p)

434-770-5559 (m) 434-724-2662 (f)

burgercc@yahoo.com

We propose to furnish the materials and perform the labor necessary for the completion of the following tasks: Description Dollar Amount Option #1: Aggregate walking trail approximately 965' x 10' & 25' x 5' with 3" compacted of Va. 21 A stone Minimal shaping of existing contour at walking trail spur connection, to the right of mainline trail, to allow for sheet flow of storm water Install Mirafi 500x woven geotextile fabric as a base stabilizer then install 3" compacted of Va. 21 A stone at a width of 10' on mainline and at a width of 5' on walking trail spur connecting to bridge \$ 9.77 per foot Option #2: Aggregate walking trail approximately 965' x 10' & 25' x 5' with 4" compacted of Va. 21 A stone: Minimal shaping of existing contour at walking trail spur connection, to the right of mainline trail, to allow for sheet flow of storm water Install Mirafi 500x woven geotextile fabric as a base stabilizer then install 4" compacted of Va. 21 A stone at a width of 10' on mainline and at a width of 5' on walking trail spur connecting to bridge \$11.28 per foot Project Specific Notes: Owner is responsible for removal of any debris/materials on trail prior to start of work

inished grade and i	No Bond or Permits ne is installed the cost will be \$40/ton. If Crews n an unyielding condition. quote to the best of our ability. Price is good for		
NOTES No Saw Cutting	No Testing	No Density Testing	
i i i c c c c c c c c c c c c c c c c c	nstalling Mirafi 500x on existing terregular in shape and not uniform due the terrain This price does not include under-cutor removal of unsuitable materials due tollowing situations: root infiltration madequate soil conditions in sub-graph faving to make an undercut beyondepth required for stone and asphalt, material will be cutout, disposed of, and compacted with Va. #21A stone trubic yard measured.	ue to variations at of sub-grade ue to the , bed-rock or ide. In the event and the sub-grade the unsuitable then back-filled	

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. If you agree to this proposal, please sign below and return one copy to our office to be added to our schedule.

Date:

Signature:

GUY P. RIDDLE, INC.

Guy P. Riddle, Inc.

EXCAVATING

421 Fairview Road Chatham, Virginia 24531 Phone (434) 432-8181 Fax (434) 432-2411

June 26, 2020

David Garrett Town of Altavista

Re: Proposal for Walking Trail.

Base Bid:

\$16,000.00

SCOPE OF WORK:

Place and compact 4" X 10' X 1000' 21-A Base Stone with woven GEO-Textile Fabric underneath.

EXCLUSIONS: Permits, bonds, E & S, seeding, straw.

Guy P. Riddle, Inc. Norman Y. Riddle vp Eagle Trail Aggregate Walking Trail Proposal Review

Crews Construction & Asphalt Paving Co., INC	\$10,885.20
Guy P. Riddle, INC.	\$16,000.00

Project Cost	\$10,885.20
Left over funds from Green Hill Trail	\$9,965.53
Additional funds needed	-\$919.67



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location: Meeting Date: Agenda Item#: 7g

Consent Agenda September 8, 2020

<u>Item Title:</u> Approval of placement of Porta-Potty in English Park (along Eagle Trail)

Action(s):

Approve the rental and placement of a portable restroom in English Park along Eagle Trail.

Explanation:

At the August 25th Town Council Work Session, this item was brought up by Councilman George. After discussion, Town Council asked that staff provide an annual cost and place the item on the September Regular Meeting's Consent Agenda. Staff reached out to three different providers and received two quotes of \$75.00 for every four weeks with weekly service of the unit; this would total \$988 for a full year. Staff would recommend that they be allowed to select a vendor and have the unit placed near the gate just before the trail goes under the railroad.

ATTACHMENTS:

None



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8a

Public Hearing(s) September 8, 2020

<u>ITEM TITLE:</u> Consideration of disposal/sale of public property (11th Street)

DESCRIPTION:

Previously a resident on Myrtle Lane requested that the Town consider selling the lot directly behind his home on the unimproved section of 11th Street to him. After discussions, the two parties have agreed upon a price and in order for the Town to sell property, a public hearing must be held.

Tonight, Town Council will conduct a public hearing on the disposition of Tax Map 83A- 11- 62- 11, in accordance to Section 15.2-1800 and 1802 of the Code of Virginia, at the request of El Igne. The property is approximately 80' x 220' and containing approximately 20,000 sq. ft. of area. Following the public hearing, Town Council can consider whether to proceed with the disposal of the property as outlined in the amended agreement.

RECOMMENDATION:

Staff recommends approval of disposition of Tax Map 83A-11-62-11 on the unimproved section of 11th Street.

BUDGET/FUNDING:

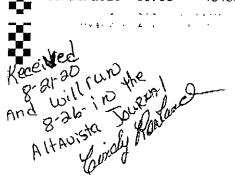
The Town will receive funds in the amount of the purchase price.

POTENTIAL ACTION:

o Adoption of the attached Ordinance in regard to disposal of Tax Map 83A- 11- 62- 11 to El Igne.

ATTACHMENTS:

- Notice of Public Hearing (Link)
- Proposed Ordinance (Link)
- Map (Link)



Law Offices of J. JOHNSON ELLER, JR. P. O. Box 209 Altovista, Virginia 24517

Telephone: 434-369-5661 Fax: 434-369-5663

YAX TRANSMISSION COVER SHEET

DATE:

August 21, 2020

TO:

Classified Ad/Logal Notice Department of Altavista Journal (369-6689)

FROM:

John Eller

RE.

Notice of Public Hearing

NUMBER OF PAGES TO FOLLOW-

Attached please find a copy of a biotice of Public Hearing advertisement to be published in the legal notice section in the Journal on August 26, 2020.

Please send the invoice for this publication to the Town of Altavista, P. O. Box 420, Altavista, VA 24517.

Please fax a confirmation (434-369-5663) that you received this notice and it will be run to the Journal on August 26, 2020. Thanks.

John.

Please verify that all pages were received and cali the sender if there is a discrepancy.

The information contained in this facsimile massage is attorney privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are necessy notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please immediately notify as by telephone and return the original message to us at the above address via the U.S. Fostal Service. Thank you,

Law Offices of J. JOHNSON ELLER, JR. P. O. Box 209 Altavista, Virginia 24517

Telephone: 434-369-5661 Fax: 434-369-5663

FAX TRANSMISSION COVER SHEET

DATE: August 21, 2020

TO: Classified Ad/Legal Notice Department of Altavista Journal (369-6689)

FROM: John Eller

RE: Notice of Public Hearing

NUMBER OF PAGES TO FOLLOW: 1

Attached please find a copy of a Notice of Public Hearing advertisement to be published in the legal notice section in the Journal on August 26, 2020.

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John

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ALTAVISTA TOWN COUNCIL

NOTICE OF PUBLIC HEARING

DISPOSAL OF TOWN PROPERTY

The Altavista Town Council will hold a public hearing at its September monthly meeting on Tuesday, September 8, 2020 at 6:00 P.M. in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider the proposed sale of a .551 acre parcel fronting on the unopened portion of the right of way of 11th Street in the Town identified as Tax Parcel No. 83A-11-62-11. The said proposed sale would be made pursuant to authority contained in Virginia Code Section 15.2-1800 for the purpose of disposal of unneeded property on terms agreed between the Town and the purchaser.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed disposal. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III Town Manager

AN ORDINANCE AUTHORIZING THE TOWN MANAGER TO DISPOSE OF TAX MAP: 83A- 11- 62- 11 (11th Street)

WHEREAS, pursuant to Virginia Code Section, 15.2-1800, the Town advertised and held a public hearing on September 8, 2020 regarding the disposition of publicly-owned property located along the unimproved section of 11th Street and further identified as Tax Parcel 83A- 11- 62 - 11; and

WHEREAS, the Town of Altavista had decided that they have no identified public use of said property and have decided to sell the property to El Igne of 305 Myrtle Lane for an agreed upon price; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Altavista:

- §1. That it hereby authorizes the Town Manager, J. Waverly Coggsdale, III, and the Town Attorney, John Eller, to take the necessary actions to execute the disposal of the publicly-owned property currently known an unimproved lot on 11th Street (unimproved section) and further identified as Tax Parcel 83A- 11- 62- 11 to El Igne.
- §2. That this ordinance shall take effect immediately upon adoption.

Adopted: September 8, 2020

J. Waverly Coggsdale, III

Town Clerk

Tax Map: 83A – 11- 62- 11 (11th Street)





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 8a

New Business September 8, 2020

ITEM TITLE:

Proposed Abbott Utility Line Extension Request

DESCRIPTION:

Abbott Nutrition has been in discussion with Town staff regarding relocating their main 10" water service line which is currently located on Main Street and passes under their facility. Abbott's request would be to install a new 12" water line to the back of their facility (Clarion Road) which would be supplied directly from the Clarion Road Water Tank.

The proposed water line would be for Abbott's exclusive use and the project would be installed and conveyed to the Town of Altavista once completed. Abbott would pay all expenses related to the project as outlined in the draft agreement. Abbott is currently reviewing the draft agreement and the Town is awaiting any comments.

Currently, the draft describes the elements of the project and how Abbott will be invoiced monthly for work completed until all elements of the project are completed.

RECOMMENDATION:

Town staff wanted to make Council aware of this project and solicit any Council input.

BUDGET/FUNDING:

Currently awaiting Abbott Nutrition to request that the project be started. The current draft agreement requests that Abbott pay for the project.

POTENTIAL ACTION:

Informational at this time; Council input as warranted.

ATTACHMENTS:

Draft agreement (Link)

THIS AGREEMENT, made this _____ day of July, 2020 by and between the TOWN OF ALTAVISTA, a Virginia Municipal Corporation (hereinafter "Town") and ABBOTT LABORATORIES, INC., an Illinois corporation (hereinafter "Abbott").

WITNESSETH:

WHEREAS, Town operates a water system in the town supplying drinking water to its customers; and

WHEREAS, Abbott operates a manufacturing facility (hereinafter "the Facility") in the Town which facility uses drinking water supplied from the town system; and

WHEREAS, Abbott desires to improve capacity into the Facility to be supplied through a new 12" water line from the Town's storage tank located on Clarion Road near the Facility; and

WHEREAS, the parties have reached agreement as to the process by which the new line will be constructed.

NOW THEREFORE FURTHER WITNESSETH:

The parties agree as follows:

- 1. Town will cause a new 12" water line to be constructed from its Clarion Road storage tank along Clarion Road to a connection point near Clarion Road adjacent to the Facility the location of said connection to be determined by Abbott.
- 2. The cost of the construction of said line will be borne solely by Abbott and the new line will be used exclusively by Abbott.
- 3. The said line and appurtenances will be owned and maintained by Town from the Clarion Road tank site to the connection point as determined by Abbott.
- 4. Upon request of Abbott per Paragraph 8 below, Town will cause the line to be designed by its engineers and the plans submitted to the Virginia Department of Health Office of Water Programs (hereinafter "VDH").
- 5. Town will notify Abbott of receipt of approval by the VDH and upon request of Abbott per Paragraph 8 below, Town will put the project out for bids and select the contractor providing the lowest and best bid.
- 6. Town will enter into a contract with the selected contractor with a completion date not to exceed 90 days and proceed with the project.
- 7. Upon completion of the said line to the designated connection point and charging the line, the Town's connection fee will be due and payable.

8. Abbott shall pay the Town for the Design, Bidding, Construction and Water Connection Fee under three Purchase Orders that Abbott will issue to the Town when each project element is requested by Abbott. The Town will then Invoice Abbott on a monthly basis for each project Element until project completion. Abbott shall pay such invoices in full not later than 10 days after the date thereof. Time is of the essence in this agreement.

Project Elements:

1. Engineered Designed Drawings:

	A.	Design	\$	34,160.00
	B.	Survey and Permitting		5,000.00
	C.	Legal Fees		2,500.00
	D.	Easement Plats		1,000.00
	Ε.	Permits		1,500.00
	F.	Land Acquisition		2,000.00
	G.	Contingencies		14,600.00
	Total		\$	60,760.00
2.	Constr	uction Phase (Contingent on bid results):		
	A.	Bidding Assistance	\$	4,880.00
	В.	Construction Administration		9,760.00
	C.	Construction Project (Estimate)	2	143,000.00
	D.	Inspection (By Town)		30,000.00
	Ε.	Contingencies		44,300.00
	Total		\$ 5	31,940.00
3.	Water	Connection Fee	\$ 1	72,500.00
Total F	roject (Cost	\$ 7	765,200.00

9. Default/Breach. Upon the occurrence of an alleged default, or a dispute or disagreement between the parties hereto arising out of or in connection with any term or provision

of this Agreement or, the subject matter hereof, or the interpretation or enforcement hereof (the "Dispute"), each party will appoint a designated representative to engage in informal, good faith discussions and attempt to resolve the Dispute. If the parties are unable to resolve the Dispute by such discussions, then either party shall be free to proceed with an action in the Circuit Court of Campbell County. In the event that either party is found by said Court to be in breach of this agreement then the breaching party shall be responsible for and shall pay all of the non-breaching party's cost of litigation including attorney fees.

- 10. Town and its agents and employees shall be solely responsible for managing and supervising construction of the said waterline and Abbott shall not be liable or responsible for any injuries or damages to persons or property incurred in the construction phase of the project. Town will indemnify and hold harmless Abbott from any loss, claim or damage arising from Town's said management and supervision of the project to the point of connection. Abbott shall be solely responsible for the construction of its connection apparatus at the terminus of Town's line and shall hold Town harmless from any loss, claim or damage arising from Abbott's construction and operation of the connection line and apparatus on its property and on the property of Town.
- 11. This Agreement may not be amended except by written agreement executed by both parties.

WITNESS the following signatures and seals:

	TOWN OF ALTAVISTA	
	By	_(SEAL) er
	ABBOTT LABORATORIES, INC.	
	By	_(SEAL)
STATE OF VIRGINIA,		
COUNTY OF CAMPBELL, to-wit:		
The foregoing instrument was ackno Waverly Coggsdale, III, Town Manager for	wledged before me this day of July, 20 the Town of Altavista.	020 by J.
	Notary Public	

My commission expires

	My commission expires	
	Notary Public	
Laboratories, Inc.		
	was acknowledged before me this day of	f July, 2020 by of Abbott
CITY/COUNTY OF	, to-wit:	
STATE OF,		



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 9b

New Business September 8, 2020

ITEM TITLE:

Request by APD (Chief Merricks) for acceptance of two DMV Grants

DESCRIPTION:

Attached you will find correspondence from Chief Merricks in regard to two Department of Motor Vehicles (DMV) Grants that have been awarded to the Town. The grants provide funds for overtime to be paid to officers for Alcohol and Speed enforcement activities. While the grant does require matching funds, they can be "inkind" funds and the town will utilize existing fuel and vehicle maintenance expenditures to meet the grant match requirement. The grant provides overtime funds for said enforcement; \$2,800 for Alcohol and \$5,250 for Speed.

Chief Merricks requests acceptance of the two grants as presented. This action would require a budget amendment at a later date for acceptance of and expenditure of the funds.

RECOMMENDATION:

Staff recommends acceptance of the two DMV grants, as outlined.

BUDGET/FUNDING:

The budget would increase by a total of \$8,050 from the DMV Grant proceeds. The match is "in-kind" (fuel and vehicle maintenance) and is already included in the budget.

POTENTIAL ACTION:

- Approve request of Chief Merricks and accept the two DMV Grants.
- Deny the request.
- Defer action

ATTACHMENTS:

Memo and Grant sheets (Link)



Col. Thomas E. Merricks Chief of Police Capt. Kenneth W. Moorefield

Deputy Chief

Phone: (434) 369-7425 510 Seventh St., P.O. Box 420, Altavista, Va. 24517 Fax: (434) 369-5046

9-1-2020

Memo regarding DMV Grants

Waverly,

I am requesting that you put on the Council agenda two DMV grants that we would seek approval from council on. The first is a selective enforcement – Alcohol grant in the amount of \$2800. This grant requires in kind matching funds of \$1400 which is provided each year from our vehicle maintenance. (receipts totaling \$1400)

The second is Selective Enforcement-Speed. The amount is \$5250. This grant requires in kind matching funds of \$2625 which is provided by submitting receipts from our vehicle maintenance. (receipts totaling \$2625).

For your convenience and review I am attaching the Grant Budget lines from each grant.

I am requesting that council approve the acceptance of both grants.

Thank you.

Tommy



Department of Motor Vehicles

Grant Budget Lines

Date Run: 10-JUL-2020

FSC-2021 - 5122	2 - 21222 - Altavista Town PM: Steven Will	ams Project Di	rector initials	MOA	Date 8/3//70	20
Category	Line Item Desc	Qty	Individual Cost	Total Cost	Fed Fund Amount	Matchir Fund
Personnel	OT 150 hrs. @ 35./hr. selective enforcement	150	35.00	5,250.00	5,250.00	0.0
Matching Funds	gasoline and maintenance on vehicles	1	2,625.00	2,625.00	0.00	2,625.
			Total:	7,875.00	5,250.00	2,625.



Department of Motor Vehicles Grant Budget Lines

Date Run: 10-JUL-2020

154AL-2021 - 51	221 - 21221 - Altavista Town	PM: Steven Williams	Project Dir	ector Initials	nous	Date 0/31/2020	
Category	Line Item Desc		Qty	Individual Cost	<u>Total</u> Cost	Fed Fund Amount	Matching Funds
Personnel	SE OT 80 hrs. @ 35.00/hr.		80	35.00	2,800.00	2,800.00	0.00
Matching Funds	Fuel and vehicle maintenance		1	1,400.00	1,400.00	0.00	1,400.00
				Total:	4,200.00	2,800.00	1,400.00



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION: MEETING DATE: ITEM #: 10a

Unfinished Business September 8, 2020

ITEM TITLE: Updates

DESCRIPTION:

Staff will follow up with Council on community items and projects:

a. COVID-19 Items and Updates

Facilities/Rentals

 Staff was asked to put the discussion about town owned facilities on the agenda for discussion by Town Council. The current list of the status of Town facilities/functions is attached. (Link)

Events:

- Local baseball league that utilizes War Memorial Park is interested in conducting a "travel baseball" tournament in late September. Staff has provided some potential protocol for utilization of the town's facility for said use. Council may want to utilize these protocols for any use of the facility. Staff is seeking guidance in regard to allowing use of the facility for the tournament. (Draft protocol) (Link)
- Halloween/Trick or Treat
 - Downtown and Community-wide "trick or treating"
 - Trunk or Treat @ Trade Lot: Andy Hicks contacted the Town Manager to inquire about the possibility of organizing a "trunk or treat" event at the Trade Lot. The event would be Saturday, October 31st from 5 p.m. to 8 p.m. with set up beginning a few hours prior to the event.
- AOT Giblet Jog: The AOT Board has made the decision to conduct a virtual event this
 year which would allow participants to run the course during a set period of time on their
 own. As this would be on town-owned property (English Park), staff felt Council should
 be aware of their intent.
- Christmas Parade: The Chamber of Commerce is seeking Council's guidance/input regarding the status of this year's event.

Utilities

 During the past several billing periods for utilities (water and sewer), the Town has waived "disconnections" due to non-payment. With the next billing cycle approaching in October, staff is seeking input/direction from Council on this item.

b. English Trail Overlook

A brief update will be provided at the meeting. This project is included in the FY2021 CIP and has a budget of \$32,500.

c. Shreve Park Bridge

Staff requests input from Town Council in regard to this project. Council was previously provided with information regarding potential structures; however after discussion no clear direction was given.

d. English Park (Passive section) – Trail development and access points/stream crossing

Staff, along with Councilman George, met with Ben Leatherland (Hurt & Proffitt) to further review the access points/stream crossing associated with the further development of our trails system in the passive section of English Park. The attached map shows an overview of the potential crossings and trails. The largest crossing would be approximately 30 feet in length; staff is working to update previous estimates for a bridge structure for this project. This project is included in the FY2021 CIP under Passive Trails and has a total of \$150,000 allocated; the majority of the funding is the current remaining funds (\$127,490) from the Jenk's Estate. (Link)

RECOMMENDATION:

Per Council's discussion.

BUDGET/FUNDING:

As indicated with the specific item.

POTENTIAL ACTION:

Direction/Input as needed/required.

ATTACHMENTS:

- Previous Reopening Plan for Parks & Rec and Facilities (Link)
- Baseball protocols (draft) (Link)
- Map of passive trail project (Link)



TOWN OF ALTAVISTA Parks & Recreation and Facility Reopening Plan

The Town of Altavista reopening phases are anticipated to align with the phases in the Governor's Forward Virginia blueprint, but is subject to change.

Parks and Recreation/Town Facilities	Phase One	Phase Two	Phase Three
	Current	June 5th	Date: TBD
PARKS: OPEN SPACES/TRAILS	Open	Open	Open
PARKS: TENNIS COURTS	Closed	Open with signage/restrictions	Open with signage
PARKS: PUBLIC RESTROOMS	Closed	Open with signage	Open with signage
PARKS: PLAYGROUNDS	Closed	Open with signage/restrictions	Open with signage
PARKS: PAVILION RENTALS	Closed	Open with signage/restrictions (No Rentals)	Open with restrictions
PARKS: ATHLETIC FIELDS	Closed	Open with signage/restrictions	Open with restrictions
PARKS: BASKETBALL	Closed	Closed	Open with signage
PARKS: SPLASH PAD	Closed	Closed	Closed
FACILITY: TRAIN STATION	Closed	Open with restrictions	Open with VA Guidelines/Restrictions
FACILITY: AVOCA MUSEUM	Closed	Open with signage/restrictions (No Rentals)	Open with VA Guidelines/Restrictions
FACILITY: BOOKER BUILDING	Closed	Open with restrictions (No Rentals)	Open with VA Guidelines/Restrictions
THIRD PARTY EVENTS (RACES, WALKS, ETC.)	Closed	Considered case by case, with restrictions.	Supported with VA Guidelines

DRAFT

MANDATORY-PROTOCOLS

- **Social distancing fans-** all fans must remain 10' away from anyone that is not their immediate family or household. If fans refuse to social distance then the game will stop.
- Social distancing team- players and coaches will remain 10' a part while in the dugout areas and at all times unless it is during the game on the field. The dugout area most likely will need to be extended (behind a fence).
- **Screening** parents, players, coaches and family members must take their temperature and screen themselves before leaving their house for any practices, games or team events.
- Screening Form- players, coaches, staff and umpires must fill out and sign the COVID screening
 form prior to every team function (games, workouts, practices) and turn them into to the COVID
 coach. The COVID coach keep all forms 100% private and protect the information. They may transfer
 results to a spreadsheet and destroy all forms. Need documentation of who is present at each event.
- Illness / Symptoms- parents and players must remain home if they have any illness or symptoms of COVID-19.
- Baseballs- each team will supply their own baseballs from the dugout while their team is in the field.
 - o 2 buckets- Clean and Dirty for game baseballs
 - Baseballs wiped down before they are thrown back into play
- Sanitizer-players will bring their own hand sanitizer to events and apply it every inning / coaches.
- After outs- the ball will go immediately back to the pitcher (no throwing it around).
- No sharing team equipment- helmets, gloves (bats can be shared if wiped down after each use).
- No shared team cooler or drinks. Everyone must bring their own.
- Contact- No hand shakes, high fives, fist bumps, hugs, spitting, sunflower seeds.
- **Meetings-** No team meetings where everyone isn't at least 10' apart.
- Conference- Home plate conference and other meetings- everyone must stay 10' apart.
- Equipment spacing- Equipment should be spaced out 10' apart behind the dugout or elsewhere.
- **Dugout Extended-** Players should be spaced out as they enter/exit the dugout area (stay 10' apart).
- Line-ups-exchanged electronically.
- Umpires- umpires will remain 10' away from players (behind P or further behind C).
- Masks- (are encouraged in the dugout areas for coaches and players. Masks are mandatory in dugout areas when social distancing cannot be followed.

DRAFT

- **Reporting** the Coach/Parent must report any COVID positive player or spectator to the opposing teams and Town within 12 hours of finding out (do not ever share specific names).
- COVID Coach- each team must have an extra parent or coach who is in charge of only COVID.
 - Social distancing / Hand sanitizer / Equipment / Seeds / Spitting / Wipes
 - Mark off all social distancing in dugouts and assist for spectators as well
 - All COVID related items.

STRONGLY ENCOURAGED

- **Tent/Tarp-** Parents are encouraged to bring a tent or tarp to provide shade for the players in the dugout extended area.
- Chairs- We encourage players to bring their own chairs for dugout extended areas to help with social distancing. They can keep their equipment with their chair.
- Markings- mark spacing where players can put bags and spectators can sit with tape on the fence or bench or item like orange/yellow ribbon. 10'



Manager's Report for September 8, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

Innovation Center/Co-Working Space Project

Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor in regard to the networking/cabling for the facility; as well as connection to broadband.

River Bank Restoration Review

Staff (Sharon Williams and David Garrett) met with a DCR representative to look at the erosion along the Staunton River in English Park. The Town will be receiving a report from DCR in the next month.

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. Staff is working with Campbell County and seeking input in regard to potential allowed uses for the CARES Act funding.

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

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

<u>Dalton's Landing Canoe Launch Project Update:</u> The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items

that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021.

Personnel Recruitment: Assistant Town Manager: Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. Interviews for ATM position are ongoing. Ms. Owens begins on September 21, 2020.

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. The Public Works Crew and Mr. Higginbotham has completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating the Council at the Council meeting on July 14, 2020. Update to be provided at July 14, 2020 Council meeting. Work progresses on this item, David Garrett and/or Councilman Higginbotham can provide additional information.

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

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

<u>Trail Project (mausoleum area):</u> 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.

<u>WWTP (All Phases) Electrical Design</u> Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. For additional information on Phase I, Phase II, and/or Phase III see the attached 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. No action.

Brownfields Grant Program: Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river.

SolSmart Solar Community Designation: Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5th. Staff is working on submitting information for the designation process. The SolSmart application for "Bronze Designation" has been submitted. The Town has been notified that it has achieved "Bronze Designation".

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. Staff has informed VDOT that the Town is agreeable to the match for this project. The Commonwealth Transportation Board (CTB) will consider awards for the grants soon.

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)

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

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

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. Phase II is complete. Phase III is in FY2021 budget. The streetlight heads are being ordered.

<u>APD Firing Range Improvements (McMinnis Spring area):</u> Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range. The completion date has not been determined because we are only working on this project as a fill in as we have available time.

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. This project has been finished. (LINK)

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

<u>Town of Hurt Solid Waste Collection Services:</u> Town Council approved the agreement and weekly service will begin on Friday, July 3^{rd} . Town staff is working with Hurt in regard to collection route. Service will begin on July 3^{rd} . Service is provide each Friday, Mayor Hodnett has expressed their satisfaction.

<u>Utility Financing:</u> 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. Staff continues to work with Davenport and others to move the VCWRLF borrowing forward, the project is being bid and once we have that complete we should be able to close on the loan.

<u>Utility Discount Program</u>: 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. Staff is finalizing this program and will be promoting it over the next month.

Shreve Park Playground Equipment Replacement/Bridge Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting. No additional action at this time.

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

VDOT PROJECTS (Non Town Funds)

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

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

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

On-going Items with No New Updates:

• Southern Virginia Multi-modal Park - Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

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

Main Street Coordinator Hired

Spring 2020 Paving Completed

English Park Gazebo Roof Replacement

Staunton River Regional Industrial Facilities Authority (SR RIFA) Withdrawal

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.

Contractor is continuing with the installation of conduit ductbanks. Contractor has completed the roofing on the building. Contractor has

excavated and material tested the generator pad.

Site progress meeting 23 July 2020. Generator pad has been poured. Change order #2 has been sent to the Town for review extending the time by 130 days and increasing the contract by \$1825. Contract is approximately \$10k below as-bid price due to the reduction of Change

Order #1.

Anticipated work over the

Resolve and wire up temporary power.

next two weeks:

Upcoming Tasks: Continue with construction.

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

Design Schedule:

Schedule Constraints:

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

Approved Budget: \$42,110 Invoiced To Date: \$39,899

Balance to Complete: \$2211

Town Input Required: All parties are working to resolve the temporary power issue.

Issues Town Should Be Aware Of: The sch

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.

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

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Recent Activities: Substantial completion issued for 12 June. Owner has signed Change

Order 1. Contractor has provided a completed O&M report for the

project. Owner has approved the final change order.

Anticipated work over the

next two weeks:

Contractor has offered to seal-coat the left bay.

Upcoming Tasks: Engineer will issue final completion and close out the project.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 12 June 2020, Final Completion 30 June 2020

Approved Budget: \$32,300

Invoiced To Date: \$28,570

Balance to Complete: \$3730

Town Input Required:

Issues Town Should Be Aware Of: Due to limitations from Coronavirus limiting practices,

meetings and site visits may be delayed which impacts overall

schedule.

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 Awa	are Of: Until notified by the Town, no further work is expected at this
LOSALOS I OTTI MITORIA DE ILWE	-12 31. Shin housed by the 10 min, no father work is expected at this

time

12th and 13th Street Drainage Issues **Project Name:**

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-32

Site visit on June 22, 2020 to review the recent ditch improvements on **Recent Activities:**

the lower houses and street. Reviewed potential for additional drainage and curb/gutter work on 14th Street. Engineer has submitted a general sketch of potential drainage and curb/gutter improvements to Town

staff for review.

Anticipated work over the

next two weeks:

Awaiting Town staff review

A site visit with Town staff may be in order to further review the area. **Upcoming Tasks:**

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

\$0 **Invoiced To Date:**

Balance to Complete:

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

Issues Town Should Be Aware Of:

Project Name: WWTP Phase II/III Electrical Upgrades

Project Manager: Scott Bortz, PE

Sub-Consultant Grant Beasley, PE – Master Engineers

P&B Job Number 19-34

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Recent Activities: Schedule revised as noted below. Final plans submitted to DEQ for

approval on 31 July. Plan approval received from DEQ on 10 August 2020. Project advertised for bid on 6 August. Engineer and Owner are

working to determine state tax exempt status for the project.

Anticipated work over the

next two weeks:

Owner will conduct interior building site visits the week of Aug 31-Sept

2. Determine extent of tax exempt materials for bidding. Send out

contract addendum as necessary prior to bid receipt.

Upcoming Tasks: Open Bids 15 September

Outstanding Issues:

Design Schedule: 6 August 2020 Advertise for bids

\$28,905

15 September 2020 Receive bids October 2020 Award contract

Schedule Constraints:

Projected Completion: March 2022

Approved Budget:\$81,000Invoiced To Date:\$52,095

Balance to Complete:

Town Input Required: The Town will need comply with the terms and closing

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

Issues Town Should Be Aware Of:

In discussions with DEQ and Town staff, revised schedule will include removing the SCADA portion of the work form the DEQ PH II/III funding in order to close the loan with the electrical work only. SCADA, aerator improvements and Lynch Mill Road sewer will be submitted for a future for discussion as these constants.

funding cycle as three separate projects.

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

Amherst Ave and 7th Street Drainage Issues **Project Name: Project Manager:** Scott Bortz, PE **Sub-Consultant P&B Job Number** 19-48 Site visit on 22 June 2020 to review the current situation. Engineer **Recent Activities:** provided a sketch showing potential drainage, curb/gutter, and parking improvements along 8th Street to Town staff. Town staff to review. Anticipated work over the next two weeks: Meet w/ Town staff to go over potential improvements. **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:

Project Name: WWTP Aeration System

Project Manager: Keith Lane, PE

Sub-Consultant Masters Engineers

P&B Job Number 19-75

Recent Activities: Engineer met w/ staff on 9 July to discuss details of the project.

Anticipated work over the

next two weeks:

Coordinate with the PH II/III Electrical project as a result of discussions

regarding the existing and future electrical loads.

Upcoming Tasks:

Outstanding Issues:

Design Schedule: TBD Complete design plans and specs

TBD Advertise for Bids (if Town desires)

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

with WWTP Electrical upgrades

See note below regarding potential schedule adjustment.

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$0

Balance to Complete: \$198,000

Town Input Required:

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

the Phase III portion of the overall WWTP electrical

improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the aerator work. The design schedule above has been adjusted to reflect delay of the design such that the bulk of the PH III

design is completed for coordination purposes.

This project will be added to a subsequent year funding

request.

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Met w/ Town staff and Altavista Integration Controls to review SCADA

integration with the improvements on 23 July 2020.

Anticipated work over the

next two weeks:

Finalize plans for VDH submission

Upcoming Tasks: Submit revised documents to Town staff/VDH for review.

Outstanding Issues:

Design Schedule: September 2020 Documents to VDH for review

November 2020 (60 days) Receive VDH approval December 2020 Advertise for Bids (if Town desires)

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

time of year

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$4950

Balance to Complete: \$51,050

Town Input Required:

Issues Town Should Be Aware Of:



Report Date: 9-3-2020

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. Received notice from Campbell County that a Land Disturbance Permit is not required based on the construction activity. The Erosion Control Plan is approved and shall be implemented.

Anticipated Work over the Week

- 1. Ensure all contract documents are executed and permits in hand for construction.
- 2. Review shop drawings if they are submitted by the contractor.

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: \$<u>3,500</u> JTD: \$<u>3,500</u>
- 2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ 18,020
- 3. Permitting: \$ <u>1,500</u> JTD: \$ <u>1,500</u>
- 4. Engineering Construction Administration CA: \$ 4,500 JTD: \$<u>0</u>
- 5. Construction Contract: \$_197,000 (Eng. Est.) _ JTD: \$_0_
- 6. Towns Budget \$__

Input Needed from Town/Others

1. Contractor availability for pre-construction meeting.

Other Issues/Concerns

1. N/A

Submitted by:

R. Scott Ehrhardt, PE Senior Associate

Attachments: N/A

Town of Altavista Hurt and Proffitt Projects Status Report



Date: August 27, 2020

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

Completed Work Over the Last Week

1. Waiting on comments from agencies

Anticipated Work Over the Next two Weeks

- 1. Await railroad comments on crossing submittal
- 2. Await comments from VDH

Outstanding Issues

1. None at this time

Construction Document Schedule Update

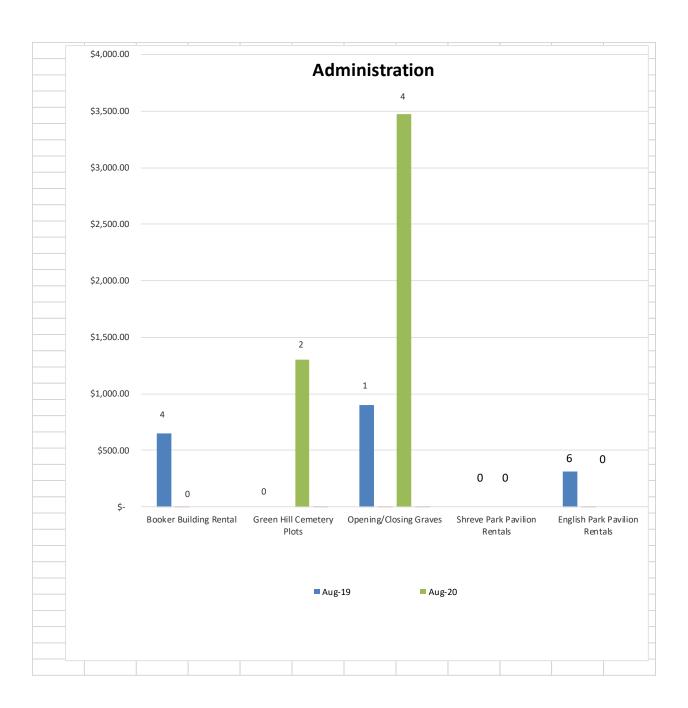
1. Not applicable at this time

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:	\$35,500
5.	Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$2,500
6.	Bid Assistance	Contract:	\$4,460	JTD:	\$0
7.	Construction Administration	Contract:	\$24,100	JTD:	\$0
8.	Easement Plats (4 to date)			JTD:	\$2,400

Submitted by:

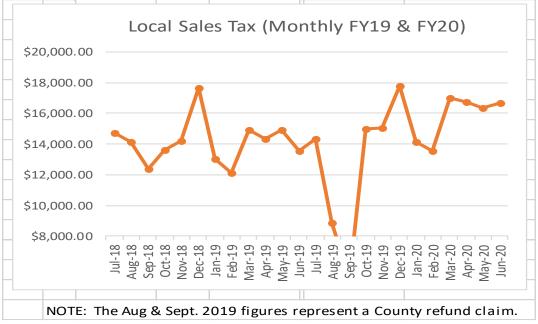
Bif Johnson, PE Project Manager



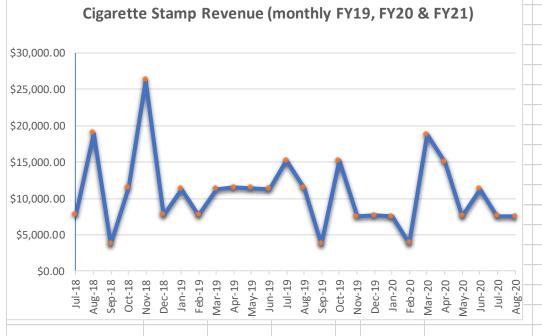
TOW	N OF ALT	AVISTA		
MEAL	TAX COL	LECTION	S	
Jul-18	\$80,123.16			
Aug-18	\$81,259.73		PREVIOUS	
Sep-18	\$78,126.94	,	YTD TOTAL (FY)	
Oct-18	\$81,680.92	FY2017	\$951,518.71	
Nov-18	\$76,840.98	FY2018	\$936,848.19	
Dec-18	\$82,798.81	FY2019	\$986,050.18	
Jan-19	\$75,212.11	FY2020	\$971,639.35	
Feb-19	\$75,752.29		MTD TOTAL (FY)	
Mar-19	\$91,288.78	FY2020	\$83,781.84	
Apr-19	\$86,395.06	FY2021	\$88,787.18	
May-19	\$88,078.67	+/-	\$5,005.34	
Jun-19	\$88,492.73			
Jul-19	\$83,781.84	Budgeted:	\$955,000	
Aug-19	\$84,048.32	+/-	-\$866,212.82	
Sep-19	\$81,357.79	% of Budget	9.30%	
Oct-19	\$84,662.12			
Nov-19	\$78,673.23			
Dec-19	\$87,125.33			
Jan-20	\$79,882.00			
Feb-20	\$71,915.16			
Mar-20	\$80,540.42			
Apr-20	\$70,690.58			
May-20	\$83,548.86			
Jun-20	\$85,413.70			
Jul-20	\$88,787.18			



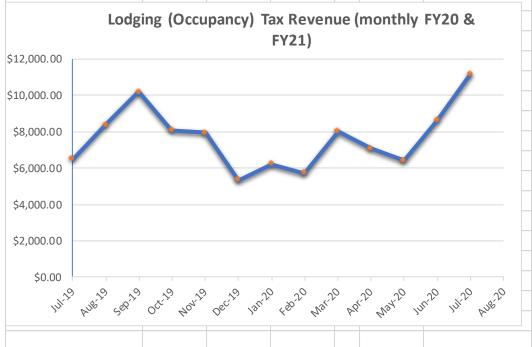
Town of A	Altavista		
Local Sa	les Tax		
Jul-18	\$14,695		
Aug-18	\$14,171		YTD TOTAL (FY)
Sep-18	\$12,414	FY2017	\$166,834
Oct-18	\$13,631	FY2018	\$171,886
Nov-18	\$14,233	FY2019	\$169,649
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		MTD TOTAL (FY)
Mar-19	\$14,950		
Apr-19	\$14,324	FY2019	\$169,649
May-19	\$14,943	FY2020	\$170,672
Jun-19	\$13,540	+/-	\$1,023
Jul-19	\$14,308		
Aug-19	\$8,868	Budgeted:	\$165,000
Sep-19	\$5,261	+/-	\$5,672
Oct-19	\$14,965	% of Budget	103.44%
Nov-19	\$15,058		
Dec-19	\$17,754		
Jan-20	\$14,151		
Feb-20	\$13,558		
Mar-20	\$17,023		
Apr-20	\$16,735		
May-20	\$16,338		
Jun-20	\$16,653		



Town of A	Altavista		
Local Ciga	rette Tax		
Jul-18	\$7,725		FISCAL YEAR
Aug-18	\$18,994		TOTAL
Sep-18	\$3,750	FY2017	\$142,991
Oct-18	\$11,494	FY2018	\$144,668
Nov-18	\$26,250	FY2019	\$140,288
Dec-18	\$7,725	FY2020	\$124,684
Jan-19	\$11,250		
Feb-19	\$7,706		MTD TOTAL (FY)
Mar-19	\$11,250	FY2020	\$26,606
Apr-19	\$11,456	FY2021	\$15,056
May-19	\$11,438	+/-	-\$11,550
Jun-19	\$11,250		
Jul-19	\$15,187	Budgeted:	\$130,000
Aug-19	\$11,419	+/-	-\$114,944
Sep-19	\$3,750	%/Budget	11.58%
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		
Apr-20	\$15,000		
May-20	\$7,545		
Jun-20	\$11,299		
Jul-20	\$7,556		
Aug-20	\$7,500		



Town of A	Altavista		
Lodging (Occ	upancy) Tax		
11.40	ĆC 502		
Jul-19 Aug-19	\$6,502 \$8,383		FISCAL YEAR
Sep-19	\$10,187		TOTAL
Oct-19	\$8,088	FY2020	\$88,534
Nov-19	\$7,934		. ,
Dec-19	\$5,338		MTD TOTAL (FY)
Jan-20	\$6,206	FY2020	\$6,502
Feb-20	\$5,732	FY2021	\$11,145
Mar-20	\$8,030	+/-	\$4,642
Apr-20	\$7,079		
May-20	\$6,413	Budgeted:	\$80,000
Jun-20	\$8,643	+/-	-\$68,855
Jul-20	\$11,145	%/Budget	13.93%





MEMORANDUM

To: J. Waverly Coggsdale, III - Town Manager

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

Date: September 1, 2020

Re: August 2020 Monthly Report

Permits

There were (6) Zoning Permits issued during the month of August:

Home Occupations: 1

New Business: 2 (moved to different location)

Signs: 0

Accessory Structures: 2 New Homes or Additions: 1 Zoning Confirmation Letters: 0

Plats: 1

Address/Zoning corrections sent to County: 0

Violations

Staff is working on 25 active code enforcement complaints. There were 12 new code violations reported. There were 9 violations abated in August. Most of the new violations are related to tall grass and weeds.

Litter and illegal dumping continue to be an issue on 15th Street. A Notice of Violation was sent to the owners and tenant of a property on 15th St due to the tenant's repeated failure to dispose of trash as required. The owner has not complied with the notice of violation and the town will need to remove it and bill the property owner. The cleanup has been delayed due to a confirmed case of Covid19.

A public nuisance hearing was held by Town Council on July 14, 2020. At that meeting, 1004 10th Street was declared a public nuisance. The owner was notified of the decision and ordered to abate the violations by July 30, 2020. A copy of the letter was sent via certified mail and hand delivered to the property, where it was received by the owner's daughter. The violation was not abated by the property owner. The Town Manager, Town Attorney, and Community Development Director worked on a plan for the removal of each item. The owner died before the removal. The town will need to reconsider how to abate the violation considering the circumstances.

Planning Commission:

The Planning Commission held an informational session with the Director of the State Building Codes Office on August 3, 2020 at 5:00 pm in Council Chambers to discuss property maintenance.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in August.

Recreation Committee

The Recreation Committee met on August 18, 2020. The Community Development Director informed the Town Manager that Section 50 *Public Recreation, Parks and Playground Commission* of Town Code appeared to be the creation of the Recreation Committee and advised that an update was needed. This is currently under review.

Along with staff, the Recreation Committee is working on formalizing a town standard for each park, which will include signage and amenities.

The Recreation Committee meetings have been moved to the 3rd Tuesday of the month at 5:30 p.m. to avoid a conflict with Town Council meetings.

Staff Projects/Meetings:

Community Development, Altavista On Track, and the Chamber of Commerce held its first biweekly meeting on August 5th to discuss communication and coordination of efforts.

The Community Development Director has been working with Campbell County to have the Town's Future Land Use Map and Downtown Revitalization (DRO) overlay district added as a layer to the County's public facing GIS.

The town was designated as SolSmart Bronze. This designation recognizes Altavista for taking bold steps to encourage solar energy growth and remove obstacles to solar development.

Work continues with the Complete Count for the US Census. The response rate for Campbell County as of August 31, 2020, was 67.2%. The response rate for Virginia was 69.6%, which is ranked 8th in the country. Nationally, the response rate is 65%. The response rate has declined since July.

Staff is distributing the remainder of the reusable canvas shopping bags purchased with the litter grant. Bags were placed on the transit bus, placed at Elba's and available on a first-come-first-serve basis at Town Hall.

The town is working with Comcast's Governmental Affairs Division and Mid-Atlantic to determine if any improvements to service townwide and for the coworking space could be provided and funded by the town's portion of the CARES Act.

The Public Utilities Director and Community Development Director participated in the Regional Hazard Mitigation Plan meeting. They, along with the Public Works Director, provided comments on the draft plan.

The Community Development Director assisted in researching electric vehicle DC Fast Charge stations to learn what might be required for the town to install one.

The Community Development Director participated in the monthly meeting of the Central Virginia Transportation Technical Committee (CVTTC) where the draft Connect Central Virginia 2045 Plan was discussed. The plan offers a unified vision for the Central Virginia region by merging three major regional planning efforts: the 2045 Long Range Transportation Plan (LRTP), the Lynchburg Connectivity Study, and the Region 2000 Rural Long Range Transportation Plan. This document coordinates the insights and recommendations of all there planning efforts and ultimately serves as the Central Virginia Transportation Planning Organization's (CVTPO) Long Rand Transportation Plan (LRTP).

Kirsten Aherron, Main Street Coordinator, Jordan Welborn, Executive Director of the Campbell County Library System, Steve Jester, Executive Director for the Altavista Area YMCA, and the Community Development Director are partnering with the James River Arts Council to develop and Arts on Main project to improve the aesthetics of vacant buildings downtown.

As a result of the Small Business Roundtable held on August 25th. The Main Street Coordinator is working with Amanda Walker, Keller Williams Reality, to catalog all the vacant buildings downtown. This is part of the town's AOT and Chamber of Commerce joint effort to market downtown. Owners will be asked if a sign can be placed in the window if the property is available for rent or to purchase, who to contact, price per square footage, and if rent includes water. Owners will also be asked if art can be placed in the windows. In the absence of a Chamber President, staff is working with the Executive Director.

The Community Development Director, with the assistance of Dr. Scott Lowman and Kirsten Aherron responded to questions that the Tobacco Region Revitalization Commission (TRRC) had regarding the Southside Economic Development Grant application.

The Town Manager and Community Development Director met with the Main Street Coordinator and Rev. Ed Soto – AOT Chair to receive an update on AOT projects.

Councilman Mitchell, Dr. Scott Lowman, Town Manager, Main Street Coordinator, and Community Development Director met with Summit Design to receive an update on the feasibility study and operational pro forma for the coworking space.

The Town Manager, Town Attorney and Community Development Director are continuing to explore ways to tackle derelict structures. The town has been unable to gain compliance from the owner of 900 Park Avenue, which had a kitchen fire 4 years ago. The property is secured but is deteriorating.

The Community Development Director prepared a housing and community development report for Town Council to use to discuss how to promote home ownership, renovations and new construction. A work session on this topic will be held at a later date.

Main Street Coordinator August Monthly Report



Downtown Update

The general atmosphere of the businesses I have spoken to downtown is that business is slow. From responses to the reporting for the AOT Small Business Relief Grant, most businesses who have so far responded are seeing 50% or more drops in business from Quarter 1 of 2020, to Quarter 2 or 2020. They are open for now, but fear being able to keep going if things continue to be slow. Many feel a bit overwhelmed. I have been providing them with information about grant, loan, and training opportunities that may be of assistance to them. I have provided information about the RebuildVA grant, the Campbell County CARES grant, and Small Business Development Center-Lynchburg Region services. My goal is to visit every business in our downtown district at least once a month. I also share all this information via email or phone, as I am not always able to catch businesses owners when I do my weekly walks around town. I have also been sharing this information via email with the full list of businesses who applied to the AOT Small Business Relief Grant in April.

Businesses visited:

- Cook and Minnis Funeral Home
- Rountrey Hardware
- Lori Watkins Insurance
- Vital Edge Nutrition
- The Portrait Place
- Cyclin' Nutz
- Linda's Beauty and Barber Shop
- Miller's Jewelry
- Danny's Village Barber Shop
- Steve's Florist

Businesses called:

- Parker Productions
- The Rhythm Company
- Vista Fitness

- Main Street Café
- Main Street Shoppes
- SPT Salon
- Schewells Furniture
- Blum Skin Care
- Proving What's Possible
- Thrifty Firemen
- YMCA
- SRM Library

AOT Activities

August AOT E-Newsletter: AOT has been sending out E-newsletters since March, 2020. To see an archive of previous newsletters visit https://www.altavistaontrack.net/monthly-newsletters. (Please note, sometimes when you click on the Monthly Newsletter tab on the website, the archived newsletters do not appear. If you refresh the page, they usually appear. I am working on figuring out why this happens.) Each newsletter includes the following sections: Downtown in the News, Downtown Events, Downtown Business Profiles (Features 4 businesses month), For Our Business Community (Features resources for small business), and What is Altavista On Track. Downtown Business Profiles are also shared on Social Media. Now that the newsletter design is established, the Main Street Coordinator and AOT Board will focus on building the newsletter contact list. The Newsletter currently goes out to 402 people, so there is much room for growth.

Joint Town/AOT/Chamber/Library Meeting: Representatives from The Town, AOT, Chamber, and Campbell County Library met to discuss ways to work together. Out of 8 initial ideas, the group narrowed down to three upon which to focus. They were: 1. Small Business Saturday, 2. Small Business Roundtable (regularly occurring), 3. Vacant Storefront Art and Community Development.

Small Business Roundtable: Altavista on Track worked with The Chamber and The Small Business Development Center to host a Small Business Roundtable with the goal of bringing local businesses together to brainstorm ways to support each other. The Main Street Coordinator spoke to many businesses downtown who expressed interest in this kind of event. However, despite interest, the attendance was low. Feedback from many were they either forgot or are dealing with so much in their personal lives that adding another activity is too much. Those that did attend, however, had a productive conversation and made new connections. Some ideas that arose from the conversation were: Continue to reach out personally to businesses; explore the idea of "Block Captain" where business owners who have the time/inclination to participate can meet regularly with The Chamber/AOT/Town and pass along business needs and receive information about business resources to bring back to their peers; continue to foster relationships between organizations working towards the same goals; find a way to provide a "pop-up" type program, but to already established businesses to support them in business planning, new product or service lines, setting up an online presence, and/or redesigning interiors to be more Covid-19 era friendly.



Downtown Book Hunt: AOT has partnered with The Campbell County Public Library to create a downtown Book Scavenger Hunt. There are 18 book covers posted around downtown Altavista at local businesses, the YMCA, Town Hall, and the Gateway Kiosk. The Book Hunt will be advertised to all of Campbell County and will encourage children and families to explore downtown. This version of the book hunt will be posted for two months. We hope to bring more businesses on board for the next version and have even more stops. Children and families can pick up paper check-off lists at the Staunton River Memorial Library, or input their finds into the Beanstack App. When they find at least 11 of the 18 books posted around town, they can receive 5 virtual tickets they can use to enter for prizes. For more information about participating visit: https://campbellcountylibraries.org/bookhunt/

Town of Altavista and Community Partners Newsletter Template: The Main Street Coordinator has created several templates for a quarterly newsletter that could be included in quarterly water bills. It would provide space for a community calendar, updates from town hall, and updates from community partners such as Altavista On Track, The Chamber, The Library, and others. This is very much an initial design, and may change after more feedback from involved organizations, but it gives an idea of how it could look.





Town Hall 510 7th Street Altavista, VA 24517 ~ (434)-369-5001

Boundary Expansion Application: The application to expand the Main Street District and the service area of Altavista on Track has been submitted to The Virginia Department of Housing and Community Development. It will likely be several weeks before hearing back, and there may be some back and forth discussion on the final boundary layout.

Co-working Innovation Space: The feasibility study for the Co-working/Innovation Space will be completed by September 4th. The Main Street Coordinator is working on a draft of an operations manual for the space and has been researching how to bring broadband to the space.

Giblet Jog: The Altavista On Track has decided to host the Giblet Jog this year, but it will be virtual. The logistics of hosting a virtual event are still being finalized. AOT is tentatively planning on hosting the virtual run through the app RaceJoy. This allows people to run the English Park trail with their

phones to track the time via GPS. The app allows AOT to set up virtual "cheers" as the runners complete the race. Also, friends and family can "watch" their runners on the app and send them cheers and encouragement. Participants will have one week to complete the race. If participants are not in Altavista, they can choose a "run anywhere" option. Participants will still receive race packets which they can pick up on Tuesday and Wednesday before the start of the Giblet Jog. Those not participating locally will be able to have their packets mailed to them.

August Town Social Media Report

Facebook & Social Media

- Page likes increased from 1,708-1,743
- Total page reach for the month 8,507
- Total post engagement 3,013
- Highest viewed posts: Congratulations to Captain Moorefield; Welcome to new Assistant Town Manager; Welcome to new transit employees; Updates on water line repairs on 15th, 16th, Eudora Lane and School Street.
- Town Instagram page has 446 followers.
- Town Twitter has 138 followers

Social Media Posts:

Published	Post
08/27/2020 3:56 PM	The Altavista Planning Commission's meeting that was originally scheduled for Monday, August 31st has been cancelled.
08/25/2020 5:09 PM	Work Session, Facebook LIVE
08/25/2020 11:36 AM	There has been an emergency water interruption on 15th, 16th, Eudora Lane, and School Street. Service will be restored as soon as possible.
08/21/2020 4:17 PM	Welcome to our new transit employees Mike Wolfe and Eddie Pittmon!
08/21/2020 3:23 PM	Check our this article about Altavista's new Assistant Town Manager who will be starting in September. http://www.altavistajournal.com/multimedia/article_2f0799fc-e179-11ea-aa1e-6b843dd92e13.html
08/18/2020 11:55 AM	The Town of Altavista announces the hiring of Amanda (Amie) Owens as our new Assistant Town Manager

Published	Post
08/18/2020 11:31 AM	Dominion power is working on underground lines at English Park. The Eagle Trail is open, but please me mindful of workers and extra activity on the trail.
08/17/2020 9:12 AM	The Town of Altavista's Recreation Committee Meeting will be Tuesday, August 18th, at 5:30 PM at the Town Hall Council Chambers.
08/12/2020 2:28 PM	Some more information about the SolSmart Bronze designation Altavista recently received.
08/12/2020 8:37 AM	Congratulations to Captain Moorefield for 15 years of service to the Altavista Police Department!
08/11/2020 6:02 PM	Town of Altavista, Virginia was live.
08/11/2020 5:50 PM	Altavista Town Council Meeting August 11, 2020
08/11/2020 2:16 PM	English Park Eagle Trail is now open!
08/11/2020 2:07 PM	Town Council Meeting tonight, 6 pm. Tune in!
08/10/2020 4:31 PM	Tomorrow, Tuesday, August 11th, English Park's Eagle Trail will be closed from the end of where vehicles can access it, onward for overhead utility line repairs by Dominion Energy.
08/10/2020 3:59 PM	This month's Altavista Town Council Meeting is Tuesday, August 11th at 6 pm
08/07/2020 3:28 PM	The Piedmont Express Route starts today with a stop in Altavista, at the Altavista Commons Shopping Center. What a great service to have in town!
08/07/2020 8:31 AM	Public Works – Maintenance Worker- Streets The Town of Altavista is seeking a highly motivated individual for the position of Maintenance Worker in our Public Works – Streets Division.
08/06/2020 2:31 PM	The new Virginia Breeze bus route starts tomorrow, August 7th.
08/06/2020 1:53 PM	Altavista has been awarded a SolSmart Bronze designation for our efforts to make it faster, easier and more affordable to go solar!

Published	Post
08/04/2020 1:01 PM	The Town is seeking applicants for a limited number of hunting permits for the approved town owned properties;
08/03/2020 1:27 PM	A reminder that water bills are due, and cut off will be August 5th. To pay or set up a payment plan, come to Town Hall before the end of the day August 4th to avoid water shut off.
08/03/2020 10:32 AM	We have 200 Town of Altavista reusable canvas grocery bags! They are being given away at Town Hall on a first-come-first serve bases between 8am-4:30pm. You must be a town resident and only one bag per household. Please remember we are practicing social distancing at Town Hall.

	January	February	March	April	May	June	July	August	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	3	9	10	64
Criminal Arrests "Misdemeandor"	18	10	13	15	18	5	20	14	113
Warrant Executed	13	18	15	16	12	10	22	14	120
Uniform Traffic Summons Issued	97	55	30	6	12	46	12	12	270
# Traffic Stops	189	127	64	10	23	46	26	24	509
BOLO'S (Be on Look Out)	15	9	15	9	12	7	12	4	83
DUI	4	1	2	0	0	0	0	2	9
IBR	29	24	19	43	54	23	17	21	230
MVA	5	4	6	4	7	8	3	4	41
Assist Motorist	6	11	6	13	13	17	9	18	93
Calls for Service	248	214	189	261	185	164	181	231	1673
Investigation Hours	2	5	3	30	47	6	22	36.5	151.5
Alarm Responses	29	11	8	8	11	10	9	7	93
ECO/TDO	3	1	1	3	0	1	1	2	12
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	4.5	9	80.5
Training Hours	0	0	1	0	0	0.5	1.25	5.5	8.25
School Check	104	56	67	83	71	13	53	29	476
Court Hours	35.5	24.5	18	1	0	2.5	15	12	108.5
Community Events	1	0	0	0	1	1	0	0	3
Special Assignment Hours	0	1	8	1	0	4	0	0	14
# Hrs Directed Patrol	233	199	186	181	81	96.5	74.5	156	1207
Bike Patrol Hours	0	0	0	0	0	0	0	0	0
Citizen Contacts	2048	880	800	515	488	416	168	311	5626
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	115	150	5427
Follow Ups	10	18	10	32	55	36	41	45	247

Patrol on 29-August 2020				
3-Aug	Rt 29/Clarion Rd	0555-0630	Yeaman	Radar
5-Aug	29 SB	1700-1800	Osborne	MVA/Assist VSP
5-Aug	Rt 29/Clarion Rd	1708-1801	Clark	State Police
7-Aug	Rt 29/Main Street	0003-0239	Clark	BOL/DUI/Arrested
13-Aug	Rt 29	1315-1345	Yeaman	Radar
16-Aug	Rt 29	2306-2310	Dogan	Traffic Stop
21-Aug	29 SB	1010-1040	Yeaman	Radar
23-Aug	Rt 29/Bedford Ave	1710-1720	Yeaman	Assist Motorist
31-Aug	Rt 29/Main Street	1440-1505	Yeaman	Assist Motorist
31-Aug	Rt 29	1608-1616	Yeaman	BOL/Suspicious Person
31-Aug	Rt 29/Clarion Rd	1620-1630	Yeaman	Assist Motorist

STREET DEPARTMENT MONTHLY REPORT

DATE: September 2, 2020

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

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	47
Safety Meetings/Data Entry/	28.75
Planning Schedule	
Emergency Call Duty	1
Weekend Trash Truck	15.75
Street Sweeping	10.50
Road Hazards	.25
Litter Control	16.75
Assisting Other Crews	47
Town Wide Mowing	163.75
Contractor Mowing Main & Bedford	3 Times
Sign Maintenance	7
Alley Maintenance	15.25
Ditch & Drainage Pipe Maintenance	26.25
Sidewalks	4.5
Asphalt Paving And Patching	18
Dead Animal Removal	1.75
Decorative Street Light Repairs	0
No. Of LED Decorative Street Light	
Installed	0
Traffic Control	3
Trees/ Trimming/ Removal	19.50
Vehicle Maintenance	1.50
Building Maintenance	6.25
Hanging Street Light Banners	0
Weed Control	28
Seasonal	0
Bags Of Litter	36.75
Park Maintenance	147.75
Special Projects	56.50
Total Labor Hours for the Month	666

BUILDINGS AND GROUNDS

September 2, 2020

TO: DAVID GARRETT FROM: JEFF ARTHUR MONTH: August 2020

	24
	12.50
	20.50
	2.50
	0
<u> </u>	
Month Totals	Labor Hours
4	40.50
	8.75
	1
	1.50
Month Totals	Labor Hours
102.42	133.50
	40
	33
125	
21.30	38.75
2	1
0	0
0	0
Month Totals	Labor Hours
7 2 33.17	0
	58.25
	75
	183.75
82.86	104.50
	83
	141.00
	10.50
	749.50
	Month Totals 102.42 37.87 201 13 125 21.30 2

FLEET MAINTENANCE DEPARTMENT

DATE: September 2, 2020

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

DESCRIPTION	Labor Hours
Vacation	8
Safety Meetings	2.25
Holiday	0
Daily/ Weekly/ Planning & Scheduling	4.50
Sick Leave Used	0
CIP / Budgeting	5
Preventive Maintenance	80.50
Full Services	11.25
General Repair's	19.50
Troubleshoot and Diagnostic	12
Training	7
Tire Changes & Repairs	4
Building & Grounds	0
Picking Up & Delivery	8
State Inspections	4.50
Total Labor Hours for the Month	168.50

Monthly Staff Report Water Plant

TO: Town Manager FROM: Bryan Mawyer DEPARTMENT: **Water Treatment Plant** MONTH: Operation and Production Summary (Abbott was shutdown the month of August for Maintenance) The Actual water production line (filtering of water) for the entire month averaged 8.59 Hours per day which yielded approximately 823,000 gallons of water per day. 8.265 was measured at the water treatment plant. Snow Average Hours per day (week days) 8.92 hrs Average Hours per day (weekends) 7.90 Average produced (week days) 944,524 gallons per day Average produced (weekends) 765,700 gallons per day Total Raw Water Pumped: 27,492 million gallons **Total Drinking Water Produced:** 25.852 million gallons 834,000 Average Daily Production: (drinking) gallons per day 27.80 Average percent of Production Capacity: 1,654,840 (finished water used by the plant) Plant Process Water: 196,500 Bulk Water Sold @ WTP: gallons Flushing of Hydrants/Tanks/FD use/Town Use 1,300 gallons **McMinnis Spring** million gallons average hours per day **Total Water Pumped:** 8.461.000 15.5 Average Daily Produced: 272,936 gallons per day Rain at MC 8.07 Reynolds Spring O snow Total Water Pumped: 5,851,000 million gallons average hours per day 13 Average Daily Produced: 243,792 gallons per day Rain at RE 9.75 Purchased Water from CCUSA 2,445,960 gallons Ω snow

2,784,600

21,478,392

gallons

gallons

Water lost due to leaks

25,000

Comments: Water Plant Activities & CIP Projects:	

Monthly Compliance Reports Completed

VDH samples completed for compliance

Sold to Hurt

Industrial Use

Cross Connection Visits

Cryptosporidium Sampling was completed for the month on Aug 18, 2020

Melinda High Pressure Zone- rebid in October -December 2020

Fire Extinguishers checked and signed off on $% \left\{ 1,2,...,n\right\}$

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

Filter Upgrade design underway. 75% plans were reviewed by plant manager. Plans to b submitted to VDH.

Mcminnis water line design underway. Plans at 75% and being reviewed by VDH. Permit for railroad bore being sought.

Spoke to Vendors every Monday to verify that Deliveries would not be delayed on chemicals needed for treatment.

Reported to Abbott and Health Department each Monday on health of employees and chemcial inventory

Emergency Response Plan for the water plant is in the drafting stage. Federally required by July 2021

Resilency Accessement is in the reviewing stage. Also Federally required by July 2021

Reviewing the Source Water Protection Draft. Scheduled meeting with CHA Engineering. Final Draft edits are underway.

Clarion SCADA and Clarion flow control valve were damaged by lightning strike Tuesday July 28th during a storm. P. Hill is in discussion with vendor.

Dominion power has installed underground line to the pump station awaiting the call for them to energize new line.

Repaired flow control valve controller was hit by lightning.

Received a Notice of Violation from VDH on HAA5s at Exxon and Chimney Ridge Court. Operational Evaluation completed and sent to VDH.

 $\label{lem:and_results} A \, set \, of \, special \, samples \, at \, both \, sites \, were \, taken \, and \, results \, came \, back \, in \, the \, normal \, range.$

Notification letter to residents/business owners was approved by VDH on the 25th of August.

Notification letter will be sent out by Sept 6, 2020 to all customers

Generator project meeting scheduled for Sept. 4th at 10:30 am VDEM.

3 Employees (M. Taylor, E. Puckette, and J. Powell) got to attend the V-Tech short school online.

Jim Powell passed his Class 4 exam. Melinda Taylor has submitted to take Class 2 exam. Eliza Puckett Passed her Clas 4 Exam.

Grant application preparation for Plan and Design for sludge removal system for sedimentation basins.

Renewed Hach contract for new start date Sept. 28, 2020 ending on Sept. 27, 2021

Cleaned Basin 4 and all Flocculators

Utilities Distribution and Collection

# of Service Connections	Otilities Distribu	tion and Collection		
# of Comice Tons	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	101	Monthly		
		Quarterly		
# of Meters Cut Off For Non-Payment	0			
# Of Michel's Cut Off For North Layment	Ü			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	10			
-	60.54	Tons		
# of Location Marks made for Miss Utility	83			
·				
# of Meters Replaced	5			
# of Water Lines Repaired	0	# of Sewer Lines Unstop	pped	4
Locations:		Locations:		
		1004 10th Street 1123 7th Street		
		1410 Broad Street		
		1007 Lola Ave.		
# of PRV Maintenance	6			
n or river manner and	Ū			
# of Water Valve Boxes Cleaned	0			
" of Water Valve Boxes cleaned	ŭ			
# of Blow-Off Valves Flushed	0			
Push Camera Footage	400'	Sewer Main Cleaned	240'	
Sewer (Root Cutting) Main		Sewer Main Cleaned Manholes	2	
Sewer (Root Cutting)Main Manholes		Sewer Right of Way Clearing Footage	2001	
Sewer Video Footage Sewer Video Manholes		Sewer Service Cleaned Sewer Service Video	200' 180'	
Duke Root Control (Contractor)		Sewer (Root Cutting) Service	160	
Water Turn On and Offs	16	Water Right of Way Clearing Footage		
		Sewer Manholes Inspected	1	
# Of Hydrants Flushed	22			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects: Assisting with Phase 1 Electrical Upgrade Waste Water Treatment Plant Assisting with Altavista Police Dept. Firing Range Improvements Average Daily Flow 1.40 MGD TSS Reduction 97 % **BOD Reduction** 98 % **VPDES Violations** 0 Sludge (Regional Land Fill) 74 tons (estimated) Rain Total 4.89 Inches 0 Inches

Other Wastewater Activities and CIP Projects:

Month: August 2020 Week: 3rd

Month: August 2020

Week: 17th

DEPARTMENT:

MONTH:

Continue Sanitizing procedures for commonly used areas

Wasterwater Plant

August

- Reviewed and submitted timesheets
- Submitted DMR
- Submitted Monthly Industrial Billing
- Submitted Monthly report to Director
- Repaired floating Aerator in Basin #2 (replacement of wiring and plug)
- Repairing soda ash feed pump
- Reviewing permit renewal information
- Compiled Pretreatment information for Director
- Reviewing Schrader-Bridgeport Sampling information
- Employee safety training video (completed)
- Cleaned UV system hydraulic cabinet
- Cleaned and flushed NPW system
- Cleaned polymer thickener day tank strainer
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Continue Sanitizing procedures for commonly used areas

- Reviewed and submitted timesheets
- Repairing NPW system
- Reviewing permit renewal information Ordered rebuild kits for thickener polymer Pump
- Zero turn mower used by B&G crew three days
- Ran all generators
- Ordered PTAC unit for meter room
- Abbott Laboratories production down
- Repaired muffler on lab UTV
- Greased all equipment at Headworks
- Greased all equipment at Main pump Station
- Repaired Thickener Sludge pump
- Reviewing Schrader-Bridgeport Sampling information
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- **Normal Plant Operations**

Month: August 2020 Week: 10th

- Continue Sanitizing procedures for commonly used areas
 - Reviewed and submitted timesheets
- Repairing NPW system
- Reviewing permit renewal information
- RVPS pump replacement by Sydnor (CIP from last budget year)
- Replaced blades on Zero turn mower
- Adjusted Influent sampler volume
- Adjusted Effluent sampler volume
- Abbott Laboratories production down
- **Submitted Credit card statements**
- Rebuilt RVPS pump check for IP5 Repairing Soda ash feed pump
- Reviewing Schrader-Bridgeport Sampling information
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- **Normal Plant Operations**

Month: August 2020 Week: 24th

- Continue Sanitizing procedures for commonly used areas
- Repaired thickener Sludge Pump
- Reviewing permit renewal information
- COVID training (new state mandated rules) Cleaned Press polyblend
- Pre-Bid meeting held At WWTP Phase II Electrical 8/27/20 Installed PTAC unit for meter room
- Abbott Laboratories production running
- Repaired Thickener Sludge pump
- Reviewing Information Request from DEQ for Inspection
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

2019-20 Wate	r, Sewe	r & Cui	bside i	Velu2e	Collec		ııng mı	Story				Printed 2	2-Sep-20
Customer Class	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20	<u>May-20</u>	<u>June-20</u>	<u>July-20</u>	August-20	
													Ave
Residential Base-IT Commercial Base-IT	- 24	1,338 185	16 27	9 41	1,259 28	18 28	6 27	1,265 188	16 43	12 44	1,329 195	7 43	
Residential Base-OT		-	-	- 41	143	-	-	144	-	-	150	43	
Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	
Municipal	16	19	29	30	30	30	30	30	30	30	30	30	
Dormant Accounts													
Industrial	5	5	5	5	5	5	5	4	4	4	4	5	
TOTAL	46	1,548	78	86	1,466	82	69	1,632	94	91	1,709	87	
Desidential Heal IT		15,076,285	52,930	58,950	40,000,400	141,148	230	11,903,400	169,120	22,160	4.4.400.000	9,130	54.40
Residential Use-IT Commercial Use-IT	4,383,800	8,660,973	3,944,170	2,261,631	12,323,400 3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	14,408,990 2,307,298	3,570,031	54,16 48,52
Residential Use-OT	4,505,000	2,028,060	3,944,170	2,201,001	1,703,150	-,100,430	4,107,010	1,593,550	3,029,300	3,131,010	1,840,710	2,560	7,16
Commercial Use-OT	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	2,491,200	2,924,700	28,60
Municipal	293,170	436,830	441,960	555,490	262,680	226,200	186,560	289,680	338,300	350,180	137,470	920,400	4,43
Industrial	43,610,218	45,193,477	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	48,026,158	46,777,325	498,58
TOTAL WATER SOLD	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	46,883,484	69,211,826	54,204,146	641,48
NET DELIVERED	66,731,183	47,090,517	59,545,980	56,853,505	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	66,718,661	65,806,703	42,271,392	687,53
FRACTION BILLED	77%	158%	58%	86%	108%	79%	70%	117%	91%	70%	105%	128%	
Total (TOA,sold,hydrnts, etc)	52,600	23,600	11,000	7,400	16,600	24,000	24,100	81,900	116,850	73,575	455,600	197,800	1,0
Building Burn S. C.					F0.004						07.100	215	_
Residential Base & Use-IT	12.612	65,078	550	351 7 241	56,383	815	256 45 226	57,244	830	397	65,103	219	2
Commercial Base & Use-IT Residential Base & Use-OT	13,613	32,091 12,722	13,457 -	7,241 -	12,981 17,421	14,583	15,236	20,129 11,191	8,427	19,750 -	19,375 12,599	22,409 43	1
Commercial Base & Use-OT	9,848	12,722	9,841	- 8,940	9,017	9,529	- 8,159	9,862	9,185	9,784	9,654	11,306	1
Municipal		-	-	-	9,017	-	-	9,002	-	-	-	-	'
Industrial	100,740	105,948	64,159	102,641	98,419	99,894	84,381	109,049	118,058	103,204	121,340	117,906	1,2
TOTAL	124,201	226,350	88,007	119,173	194,221	124,821	108,033	207,474	136,500	133,135	228,071	151,883	1,8
													Α
Residential Base-IT	-	1,159	14	5	1,096	13	6	1,129	16	11	1,150	4	
Commercial Base-IT	21	134	25	40	158	28	26	174	42	42	146	40	
Commercial Base-OT													
Municipal	1	1	- 47	2	1	1	1	8	8	1	8	1	
Municipal Dormant Accounts	1 7	1 7	- 17	2 8	1 14	1 8	1 8	8	8	1 8	8 7	1 8	
Dormant Accounts	1 7 4	1 7 4	- 17 4	2 8 4			1 8 3		8 8			1 8	
	4 33	1 7 4 1,305	17 4 60	2 8 4 59	14	8			8 8 3 77	8		1 8 4 57	
Dormant Accounts Industrial	7	4	4	4	14	8	3	8	8	8	7	1 8 4 57	
Dormant Accounts Industrial TOTAL	7	1,305	4 60	4 59	14 3 1,272	8 3 53	3 44	3 1,322	8 3 77	8 3 65	7 4 1,315	-	
Dormant Accounts Industrial TOTAL Residential Use-IT	7 4 33	1,305 10,598,418	4 60 44,863	4 59 46,283	14 3 1,272 7,894,954	8 3 53 15,376	3 44 230	3 1,322 7,899,210	8 3 77 83,292	8 3 65 16,981	7 4 1,315 10,688,192	4,616	
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT	7 4 33 - 803,285	1,305 10,598,418 3,714,590	4 60 44,863 885,655	4 59 46,283 1,748,584	14 3 1,272 7,894,954 2,663,237	3 53 15,376 3,568,751	3 44 230 1,298,831	3 1,322 7,899,210 3,574,527	8 3 77 83,292 479,568	8 3 65 16,981 1,978,513	7 4 1,315 10,688,192 2,307,298	4,616 2,235,591	25,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT	7 4 33 - 803,285 180,000	4 1,305 10,598,418 3,714,590 96,500	44,863 885,655	46,283 1,748,584 62,900	14 3 1,272 7,894,954 2,663,237 230,000	3 53 15,376 3,568,751 240,000	3 44 230 1,298,831 230,000	3 1,322 7,899,210 3,574,527 741,842	8 3 77 83,292 479,568 382,900	8 3 65 16,981 1,978,513 151,300	7 4 1,315 10,688,192 2,307,298 328,292	4,616 2,235,591 113,700	25,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal	7 4 33 803,285 180,000 85,170	10,598,418 3,714,590 96,500 9,730	44,863 885,655 - 119,560	46,283 1,748,584 62,900 266,560	3 1,272 7,894,954 2,663,237 230,000 94,180	3 53 15,376 3,568,751 240,000 103,720	230 1,298,831 230,000 100,460	7,899,210 3,574,527 741,842 106,930	8 3 77 83,292 479,568 382,900 75,130	8 3 65 16,981 1,978,513 151,300 51,390	7 4 1,315 10,688,192 2,307,298 328,292 44,240	4,616 2,235,591 113,700 129,020	25,2 2,7
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial	7 4 33 803,285 180,000 85,170 40,150,000	10,598,418 3,714,590 96,500 9,730 37,740,000	44,863 885,655 - 119,560 26,830,000	46,283 1,748,584 62,900 266,560 22,430,000	7,894,954 2,663,237 230,000 94,180 36,000,000	3 53 15,376 3,568,751 240,000 103,720 36,480,000	230 1,298,831 230,000 100,460 35,420,000	3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000	8 3 77 83,292 479,568 382,900 75,130 39,700,000	16,981 1,978,513 151,300 51,390 40,840,000	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000	4,616 2,235,591 113,700 129,020 42,500,000	25,2 2,7 440,0
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED	7 4 33 33 803,285 180,000 85,170 40,150,000 41,218,455	10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237	44,863 885,655 - 119,560	46,283 1,748,584 62,900 266,560 22,430,000 24,554,327	7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371	3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509	8 3 77 83,292 479,568 382,900 75,130 39,700,000 40,720,889	8 3 65 16,981 1,978,513 151,390 40,840,000 43,038,184	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927	25,2 2,7 440,0 505,3
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial	7 4 33 803,285 180,000 85,170 40,150,000	10,598,418 3,714,590 96,500 9,730 37,740,000	44,863 885,655 - 119,660 26,830,000 27,880,078	46,283 1,748,584 62,900 266,560 22,430,000	7,894,954 2,663,237 230,000 94,180 36,000,000	3 53 15,376 3,568,751 240,000 103,720 36,480,000	230 1,298,831 230,000 100,460 35,420,000	3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000	8 3 77 83,292 479,568 382,900 75,130 39,700,000	16,981 1,978,513 151,300 51,390 40,840,000	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000	4,616 2,235,591 113,700 129,020 42,500,000	25,2 2,7 440,0 505,3
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000	44,863 885,655 - 119,560 26,830,000 27,880,078 57,481,100	46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500	3 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500	230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200	3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100	8 3 77 83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100	25,2 2,7 440,0 505,3
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121%	4,863 885,655 	46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39%	7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80%	3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63%	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65%	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87%	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59%	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58%	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98%	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107%	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121%	44,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49%	46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39%	3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80%	3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63%	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65%	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87%	8 3 77 83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59%	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58%	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107%	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122	4,863 885,655 	46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39%	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80%	3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63%	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65%	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87%	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59%	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58%	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107%	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121%	44,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49%	46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39%	3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80%	3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63%	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65%	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87%	8 3 77 83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59%	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58%	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669	4,863 885,655 	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179	7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80%	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375	8 3 77 83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial	7 4 33 803.285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669	44,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49% 167 2,832 - - 88,453	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 -	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 -	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 -	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 -	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 -	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal	7 4 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669	4,863 885,655 	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179	7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80%	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662	7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375	8 3 77 83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial	7 4 33 803.285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669	44,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49% 167 2,832 - - 88,453	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 -	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 -	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 -	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 -	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 -	25,2 2,7 440,(505,6 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial	7 4 33 803.285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669	44,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49% 167 2,832 - - 88,453	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 -	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 -	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 -	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 -	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 -	25,2 2,7 440,(505,6 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial TOTAL	7 4 33 803.285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669	44,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49% 167 2,832 - - 88,453	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 -	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 -	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 - 124,066 129,147	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 -	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 -	25,2 2,7 440,(505,6 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside - Brush Curbside - BULK	7 4 33 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669 - 124,554 186,896	4 60 44,863 885,655 - 119,560 26,830,000 27,880,078 57,481,100 49% - 167 2,832 - - - 88,453 91,452	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 - 73,346 78,616	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 - 123,280 161,025	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 - 124,066 129,147	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662 - 122,124 127,857	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000 179,788	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936 - 134,980 142,070	8 3 65 16,981 1,978,513 1,51,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856 145,730 241 118	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 - 148,036 190,825	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 - 144,500 152,095	25,2 2,7 440,(505,6 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial TOTAL Curbside-IT STOPS Curbside - Brush	7 4 33 803,285 180,000 85,170 40,150,000 94% 41,218,455 43,737,000 94% - 2,565 1,177 - 133,056 136,798	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669 - 124,554 186,896	4,863 885,655 - 119,660 26,830,000 27,880,078 57,481,100 49% 167 2,832 - - 88,453 91,452	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 - 73,346 78,616	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 - 123,280 161,025	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 - 124,066 129,147	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662 - 122,124 127,857	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000 179,788	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936 - 134,980 142,070	8 3 65 16,981 1,978,513 1,513,00 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856 145,730	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 - 148,036 190,825	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 - 144,500 152,095	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside - Brush Curbside - BULK	7 4 33 33 803,285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669 - 124,554 186,896	4 60 44,863 885,655 - 119,560 26,830,000 27,880,078 57,481,100 49% - 167 2,832 - - - 88,453 91,452	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 - 73,346 78,616	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 - 123,280 161,025	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 - 124,066 129,147	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662 - 122,124 127,857	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000 179,788	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936 - 134,980 142,070	8 3 65 16,981 1,978,513 1,51,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856 145,730 241 118	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 - 148,036 190,825	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 - 144,500 152,095	25,2 2,7 440,0 505,3 690,2
Dormant Accounts Industrial TOTAL Residential Use-IT Commercial Use-IT Commercial Use-OT Municipal Industrial TOTAL SEWER BILLED WWTP EFFLUENT FRACTION BILLED Residential Base & Use-IT Commercial Base & Use-IT Commercial Base & Use-OT Municipal Industrial TOTAL Curbside-IT STOPS Curbside - Brush Curbside - BULK	7 4 33 803.285 180,000 85,170 40,150,000 41,218,455 43,737,000 94%	4 1,305 10,598,418 3,714,590 96,500 9,730 37,740,000 52,159,237 43,261,000 121% 35,551 11,122 15,669 - 124,554 186,896	4 60 44,863 885,655 - 119,560 26,830,000 27,880,078 57,481,100 49% 167 2,832 88,453 91,452	4 59 46,283 1,748,584 62,900 266,560 22,430,000 24,554,327 62,863,500 39% 158 4,934 179 - - 73,346 78,616	14 3 1,272 7,894,954 2,663,237 230,000 94,180 36,000,000 46,882,371 58,924,500 80% 29,380 6,704 1,662 - 123,280 161,025 53 57	8 3 53 53 15,376 3,568,751 240,000 103,720 36,480,000 40,407,847 64,614,500 63% 22 3,334 1,726 - 124,066 129,147	3 44 230 1,298,831 230,000 100,460 35,420,000 37,049,521 56,998,200 65% 120 3,951 1,662 - 122,124 127,857	8 3 1,322 7,899,210 3,574,527 741,842 106,930 38,410,000 50,732,509 58,512,100 87% 29,706 10,707 3,375 - 136,000 179,788 304 89 393	83,292 479,568 382,900 75,130 39,700,000 40,720,889 69,575,000 59% 351 4,803 1,936 - 134,980 142,070 260 119 379	8 3 65 16,981 1,978,513 151,300 51,390 40,840,000 43,038,184 74,057,700 58% 96 6,275 502 - 138,856 145,730 241 118 359	7 4 1,315 10,688,192 2,307,298 328,292 44,240 43,540,000 56,908,022 58,243,800 98% 36,091 5,516 1,182 - 148,036 190,825 221 39 260	4,616 2,235,591 113,700 129,020 42,500,000 44,982,927 41,936,100 107% 28 7,137 429 - 144,500 152,095	25,2 2,7 440,0 505,3 690,2
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Departmental Report for Avoca Museum - August, 2020

Buildings and Grounds

Town Council approved the Avoca Museum Board of Director's request to assign the mansion restroom repairs to Mr. Brumfield as he was the lowest bidder. Also, Town Council approved your request to cover whatever deductible charges remain after the insurance claim has been applied. That payment is to be made from the EMS Building sale fund. Mr. Brumfield begins the repair work on August 31.

Town Council also approved Avoca Museum's Board of Directors request to accept Mr. Tweedy's (Altavista Alarm) bid as it was the lowest bid gathered for the security camera system. Also, Council has approved the Board's request to pay for the security system out of the EMS Building sale fund. The specifications that we provided to each contractor were reviewed by Mr. Tweedy and me on August 14. He tells me that he plans to begin work in the first week of September.

Mr. Hudson has been working with Town of Altavista Public Works Director David Garrett and Mr. Coggsdale on the CIP project that the Board approved some years ago. Mr. Garrett helped me to draw up a final list of specifications for this project and that list is going to be supplied to each contractor who bids on the CIP project. The CIP project this year is to rewire exterior electrical systems and bring them up to code standards.

The old garden shed located at the rear of the Victorian Garden is scheduled to be taken out when the ground hardens enough for the trucks to be brought in. We have still not seen the ground firm enough to carry out the operation in a period of time concurrent with Public Works' availability to remove the structure.

Personnel

Events Coordinator Sarah Peed has completed her six-month evaluation and Executive Director Michael Hudson has recommended her for a \$0.25/hr. pay increase.

Business

Avoca Museum received a memo from Ms. Shelton detailing the amount that the museum owes the Town of Altavista for payroll expenses over and above the Avoca Museum payroll budget in FY 2020. The Board of Directors have consented to release these funds and a reimbursement payment will be made on September 10.

Events

Avoca Museum's Board of Directors is currently examining a proposal by Events Coordinator Sarah Peed to hold the annual Night at the Museum Lantern Tours while still staying within state/local policies. The Board will be offering their suggestions before a final plan is brought to Town Staff for approval.

The annual Harvest Jubilee & Wine Festival and Night at the Museum Lantern Tours have been cancelled by the Board of Directors. In a unanimous vote at its July meeting, the Harvest Jubilee & Wine Festival was cancelled and the Night at the Museum Lantern Tours event was cancelled at the August meeting. The Board cited difficulty in complying with state standards for an outdoor festival. Furthermore, the

Board felt that it would be impossible to host an event that would have adequate volunteer involvement and be conducted safely.

Community Engagement:

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.

With the wine festival and lantern tours events cancelled, Avoca Museum Staff will be focusing on producing a new site guide that can be sold as part of a fundraising endeavor. We project that such a project would have broad support in the community, judging from the recent success of *News & Advance's Memories of Central Virginia* "coffee table-style" picture book.

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 Coronavirus pandemic.

The museum has received another grant from the Helen S. & Charles G. Patterson Foundation in the amount of \$7,000. The funds may be used for general support, meaning that they can be applied to operating expenses – which is the museum's greatest need.

Executive Director Michael Hudson is receiving several new inquiries from the Greater Lynchburg area concerning wedding venue rentals at Avoca for 2021.

Three grantmakers have recently spoken to museum Staff to invite grant requests whose funds would be used for operating expenses. This is the museum's greatest need at this time and Staff provided a prompt response to these invitations.

Visitation

Avoca Museum hosted forty-two people for tours of the museum up to August 25. Several left very positive reviews of the museum on social media. There were an additional thirty visitors to the museum's grounds from August 1-25.

September 2020

Sun	Mon	Tue \	Weds	Thurs	Friday	Sat.
	Planning Commission September meeting scheduled August 31st	1	2	3	4	5
6	7 Town Office Closed in observance of "Labor Day"	Town Council Meeting 6pm	9	* 10	11	12
13	14	15	16	17	18	19
20	21	* 22 Town Council Work Session 5pm	23	* 24	25	Avocca Museum 21st Annual Harvest Wine Festival (CANCELED)
27	28	29	30	Notes: * Sept. 10 th AOT Meeting 5pm	*Sept. 22 nd AEDA Mtg. 8:15 am	*Sept. 24 th Avocca Board Mtg. 5:30 pm

September 2020

October 2020

Sun.	Monday	Tues.	Weds.	Thurs. F	Friday S	Sat.
NOTES:	*Oct. 20 th Avoca Volunteer Appreciation Dinner	** Oct. 27 th AEDA Mtg. 8:15 am		AOT Scarecrow Stroll begins	2	3
4	Planning Commission 5:00 pm	APD National Night Out 5:30 pm (Canceled)	7	8	9	10
11	12	Council Meeting 6:00 pm	14	15	16	17
18	19 Columbus Day	* 20	21	22	23	24
25	26	** 27 Council Work Session 5:00 pm	28	29	30	31

October 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 August 11, 2020 at 6:00 p.m.

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

Council Members

Present: Mr. Reginald Bennett

Vice-Mayor Beverley Dalton – by phone

Mr. Timothy George Mayor Michael Mattox Mr. Wayne Mitchell

Absent: Mr. Tracy Emerson

Mr. Jay Higginbotham

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

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

Ms. Sharon Williams, Community Development Director Mrs. Kirsten Aherron, AOT Main Street Coordinator

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 of two amendments to the August 11th Agenda.

- Addition to Section #9 New Business: item c. Avoca Museum
- Addition to Section #13 Closed Session add Consultation with Legal Counsel

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

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

Motion carried.

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

4. Recognitions and Presentations

a. Service Awards

Mr. Coggsdale informed Council, as of July 2020, Altavista Police Deputy Chief Kenny Moorefield had fifteen (15) years of service with the Town of Altavista. He stated Chief Tommy Merricks presented Deputy Chief Moorefield with a plaque of appreciation for his continued hard work for the town and the community.

Mayor Mattox and Council thanked Deputy Chief Moorefield for his continued service for the Town of Altavista.

b. Personnel Changes

Mr. Coggsdale informed Council of the town's most recent hires, as of July 1st, 2020:

Cory Earhart	APD Officer (Recruit)	07/01/2020
Chelsea Pugh	APD Officer (Recruit)	07/01/2020
William Dogan	Altavista Police Officer	07/27/ 2020
Forrest Taylor	PW Maintenance Worker	07/27/2020
Eddie Pittmon	ACTS Bus Driver	08/01/2020

Departure:

William Hall Altavista Police Officer 07/14/2020

Mayor Mattox and Council welcomed the new hires to the Town of Altavista.

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

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not listed on the August 11th, 2020 Council Meeting Agenda.

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

Mayor Mattox stated Council or himself would be glad to speak with a citizen at any time regarding an idea or concern they may have.

6. Partner Updates

Mr. Coggsdale stated this portion of Council's agenda was devoted to having the opportunity to hear from the town's community partners. He stated this would become a monthly item on Council's agenda moving forward.

Mr. Coggsdale informed Council the President of the Altavista Area Chamber of Commerce and the Main Street Coordinator for Altavista On Track would be updating Council on their organization's current efforts and activities.

a. Altavista Area Chamber of Commerce: Presenter – Lauren Odessa, Chamber President

Ms. Odessa addressed Council with a brief overview of the Chamber's current agenda. She started off by sharing her favor with the town and town partners (Chamber, AOT, AEDA, etc.) communicating on a regular basis. She stated she felt this would be helpful in the town's efforts to move community development forward.

Ms. Odessa informed Council of her recent conversations with the Town Manager, AOT Main Street Coordinator, and Community Development Director regarding communication efforts. She stated she had encouraged Town Staff to reach out to her through a phone call or email if they ever need the Chamber's help with a project/event.

Ms. Odessa thanked the Town of Altavista for their continued support of the Altavista Area Chamber of Commerce. She informed Council the recent office-painting project had been completed, and invited them to visit the office to view the completed work.

Ms. Odessa stated she felt the project was a step in the right direction towards the "remarketing/re-branding" of the Chamber office. She thanked the town, the Town Manager, Public Works Director David Garrett, and Mathew Farmer (Farmer's Painting) for their efforts and work towards the painting project.

Ms. Odessa informed Council, due to the recent COVID19 pandemic, most of the Chamber's 2020 events had been canceled.

Ms. Odessa stated, over the next few months, the Chamber, in conjunction with the town, would be focusing their efforts towards increasing communication with the community regarding town "hot topics". She stated this would include updates on town projects, such as the Innovative Center and Vista Theatre; and also town-related projects, such as progress related to the new 29 Business Bridge.

Ms. Odessa stated the Chamber, in collaboration with Town Staff, would also continue its communication with local small businesses to inform them of programs, grants, and/or loans that are available to them.

Ms. Odessa informed Council, at the beginning of 2020, the Chamber of Commerce developed a series of "Committees" to help accomplish their goals.

Ms. Odessa stated the Chamber's Business Committee was currently working on annual projects such as the Shop Small Weekend Event, the Altavista Business Expo, and the town's annual Christmas Parade.

Ms. Odessa stated the Chamber of Commerce also created a Leadership & Work Force Committee in order to increase its efforts in economic development.

Ms. Odessa stated, by maintaining constant communication with Town Staff and other town partners/groups, it allows everyone the ability to utilize all available resources, which will help each group accomplish their desired goals for the town.

Ms. Odessa thanked Town Council for their time.

Mayor Mattox asked Council if they had any questions for Ms. Odessa pertaining to the Chamber of Commerce's presented agenda, to which there were none.

Mayor Mattox, along with Council, thanked Ms. Odessa for her presentation/updates and for the Chamber's continued efforts towards community involvement and improvement.

b. Altavista On Track (AOT): Presenter – Kirsten Aherron, Main Street Coordinator

Mrs. Aherron, AOT Main Street Coordinator, thanked Council for the opportunity to give an update on AOT's current and future agenda plans.

Mrs. Aherron referenced Ms. Odessa's mention of group meetings between Town Staff, AOT, and the Chamber of Commerce. Mrs. Aherron stated she felt it was important for each group to inform the others of what they are working on, so efforts are not duplicated, but increased in all areas of community communication, involvement, and development.

Mrs. Aherron gave Council an overview of some of AOT's current projects in progress:

- "Downtown Book Scavenger Hunt partnered w/ Campbell County Library System
- Small Business "Round Table" partnered with the Chamber of Commerce and the SBDA - August 25th, located at the Train Station
- Downtown Business Story Campaign weekly spotlight on downtown small businesses (different story/business each week)

Mrs. Aherron stated she had been working hard to cultivate business relationships in Downtown Altavista. She informed Council she had been visiting or talking on the phone with at least ten different businesses per week, in order to increase communication with the businesses and convey a constant presence by AOT in that area.

Mrs. Aherron informed Council the AOT Board would be finalizing its FY2021 Work Plan on that following Thursday. She stated she plans to update Council at next month's regular Council Meeting regarding the completed work plan.

Mrs. Aherron also informed Council that AOT expects to be welcoming two new board members in the near future. She stated both potential members were downtown business owners. She stated she would inform Council when this becomes official.

Mrs. Aherron concluded her presentation and thanked Council for their time.

Mayor Mattox asked Council if they had any questions or comments for Mrs. Aherron.

Mr. Bennett, Council liaison with AOT, stated he looked forward to working with AOT on its upcoming projects. He thanked Mrs. Aherron for the work she does for the town.

There were no additional comments from Council.

Mayor Mattox thanked Mrs. Aherron for the AOT update presentation. He also thanked Mrs. Aherron for the work she does for the Town of Altavista and the community.

7. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes:
 - July 14, 2020 Council Regular Meeting
 - July 21, 2020 continued Council Meeting (from July 14th)
 - July 28, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports:
 - July 2020 Revenue and Expenditures
- c. Approval of War Memorial Ballpark Fence Replacement Request

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

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

Motion carried.

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

8. Public Hearing(s)

There were no public hearings scheduled for the August 11th Regular Council Meeting.

9. New Business

a. Presentation/Consideration – AEDA Economic Development Proposal

Mr. Coggsdale referenced the recent joint meeting between Town Council and the Altavista Economic Development Authority (AEDA). He stated, as a result of the joint meeting, the AEDA considered an "implementation plan" for advancing strategic initiatives related to economic and community development.

Mr. Coggsdale stated, at their most recent meeting, the AEDA voted in favor to forward the proposed implantation plan to Town Council for their review and consideration.

Mr. Coggsdale stated the proposal serves to "narrow the focus" of previous plans into two primary areas:

- 1.) Downtown Revitalization & Community Development:
 - o vacant building utilization/revitalization
 - o increased housing availability and diversity
- 2.) Industry:
 - o workforce development
 - o business retention/expansion (BRE)

Mr. Coggsdale stated the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations. He stated the proposal addresses the obvious challenges, while setting forth a "three phase" approach.

Mr. Coggsdale stated, at that time, Town Staff was requesting Town Council to review the proposal and provide feedback to staff and/or the AEDA on their desired next steps.

Mayor Mattox referenced Mrs. Dalton and Mr. Mitchell both being current members of the Altavista's Economic Development Authority. He asked if either of them had additional comments they wished to share with Council regarding the AEDA proposal.

Mrs. Dalton stated the AEDA proposed plan focuses on the Altavista Downtown District and its revitalization. She referenced Altavista On Track now having a full-time Main Street Coordinator and suggested Council take time to determine how the two groups/organizations could be partnered to achieve the proposed plan.

Mrs. Dalton stated, with two Council members being absent from that night's meeting, she suggested Council allow additional time for consideration before voting on the proposed plan, in order to absorb the implications of the plan moving forward (if approved).

Mr. Mitchell stated the AEDA proposal focuses on Downtown Altavista's revitalization, business retention, and work development.

Mr. Mitchell stated the proposal mentions reaching out to Campbell County's Economic Development Authority (EDA) to be involved with the proposed plan.

Mr. Mitchell referenced the \$100,000 mentioned in the AEDA proposal as the desired budget for this program/plan. He stated, "Just because the funds were (potentially) in the budget, did not mean it needed to be spent".

Mr. Mitchell stated the \$100,000 in funds would only be used if a project arose that was deemed viable for the town, within the guidelines of the AEDA proposed plan.

Mr. Mitchell also referenced the "Steering Committee" mentioned in the AEDA proposal. He stated the committee would consist of Town Staff, Altavista On Track, the Altavista Economic Development Authority, the Altavista Planning Commission, and the Altavista Area Chamber of Commerce.

Mr. Mitchell stated he felt the town should consider the plan's suggestion of reaching out to Campbell County's Economic Development Authority (EDA) and also the Lynchburg Regional Small Business Alliance. He stated the two groups could each offer additional resources and benefits towards Altavista's AEDA proposed plan.

Mr. Mitchell shared his favor with Mrs. Dalton's recommendation for Council to allow further review of the AEDA proposal, and in greater detail, at a future work session.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if there would be space on Council's August Work Session Agenda to discuss this item further.

Mr. Coggsdale stated there were already several items on the August Work Session Agenda, including a fiscal policy presentation by Davenport.

Mr. Bennett stated he felt an "implementation plan" was a very important part of Altavista's desired revitalization progress in the downtown district. He stated he did not want to rush through the reviewing process of AEDA's proposal.

Mr. Bennett stated, if needed, he would be in favor of an "additional work session" to review and consider this item.

Mr. Mitchell referenced the \$100,000 mentioned in the AEDA proposal. He stated it was the AEDA's intent to have appropriated funds and/or a budget prior to needing the funds.

Mr. Mitchell referenced the town's annual budget process and the FY2022 budget process that would start in the upcoming fall. He stated the AEDA proposal, that includes the \$100,000, would only need to be considered and potentially approved by the time the new budget process begins, therefore, the consideration of the AEDA proposal could be placed on the August or September work session agenda, giving Council extended time for review.

Mayor Mattox asked for Council's input on the matter of scheduling this item.

There was a consensus of Council to place this item, AEDA proposal, on their September Work Session Agenda for further review, discussion, and consideration.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding the AEDA's proposed "implementation plan", to which there were none.

b. Consideration of Acceptance of FEMA/VDEM Grant

The Town Manager informed Council that Mr. Tom Fore, Altavista Utilities Director, would be addressing Council regarding this item.

Mr. Fore reminded Council of the background of this project. He stated, in FY2017, the Town of Altavista set aside \$65,000.00 to put in switch gears necessary for the installation of a generator at both the Reynold Spring and McMinnis Spring, the Bedford Pump Station, and the Staunton River (raw water intake) Pump Station, all utilized by Altavista Utilities.

Mr. Fore stated the Utilities Department then began working to find a grant(s) to utilize for the installation of the generators, as well as, the switch gears. He stated the rationale behind installing these generators was that, normally, when a natural disaster occurs, generators are not readily available.

Mr. Fore reminded Council that in years 2017 and 2018, Town Staff applied for planning grants and other grants for this project, but were unsuccessful.

Mr. Fore stated, in March 2019, the town was notified it was eligible to apply for funding through the Virginia Department of Emergency Management (VDEM) for a Hazard Mitigation Grant, due to Hurricane Florence that hit our area in September of 2018.

Mr. Fore stated the application for this grant was submitted in May of 2019, and the Town of Altavista was notified on July 29, 2020 it had been awarded this grant.

Mr. Fore referenced the project's initial cost estimates, stating they were now over a year old, so there might be a need for a "contingency".

Mr. Fore gave Council a breakdown of the grant funding:

0	Federal Project Funds	\$373,575
0	State Project Funds	\$ 99,620
0	Local Project Funds	\$ 24,905
0	Sub-Recipient Management Costs	\$ 24,905
	Total Project Funds	\$523,005

Mr. Fore stated, since the town is required to pay all cost that would exceed the current grant allocation, Town Staff recommends leaving the previous allocation of \$65,000 in the budget to help meet the Local Project Funds (\$24,905), and the remainder (\$40,905) for contingency, if needed.

Mr. Fore stated there were still a few Federal steps that have to be completed, but at that time, it was staff's recommendation that Council authorize the Town Manager to execute the Grant Agreement (FEMA-DR-4401-VA-012), so this project could move forward.

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

Mrs. Dalton asked what the town's "out of pocket" expense would be for this project.

Mr. Fore stated the Town of Altavista was required to "match" a total of \$24,905 for this project. He reminded Council the town already has a previously approved amount of \$65,000 allocated in the budget for this project. He stated the required match would come from those funds, leaving the remaining funds for contingency.

Mayor Mattox asked Mr. Fore if this project would still be using the "diesel" fuel source as originally indicated, or was staff planning to investigate other fuel sources and evaluate their viability for this project.

Mr. Fore stated, due to where this project is located and how it will be laid out, it allows the town the opportunity to evaluate other fuel sources, such as propane or natural gas.

Mayor Mattox shared his favor in the "clean" natural gas option. He stated natural gas is piped in to where it is needed, whereas, diesel fuel was sometimes hard to acquire during emergency situations.

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

Mr. George referenced the fact that Mr. Fore was able to find grant funding for this project that lowered the town's cost from \$500,000 to only \$24,905. He thanked Mr. Fore for the work he does for the town.

Mr. Mitchell referenced Mr. Fore and stated he felt the town was lucky to have a Utilities Director with his knowledge and commitment to service. He thanked Mr. Fore for his continued efforts and hard work for the town and the community.

Mayor Mattox stated he feels the Town of Altavista has a "great staff", and they all strive to keep the town a great place to live, work, and play.

Mayor Mattox shared his appreciation for Mr. Fore's impressive results regarding this project and thanked him for his efforts and continued hard work for the Town of Altavista.

There were no additional comments from Council.

Mrs. Dalton, seconded by Mr. George, motioned to accept staff's recommendation and authorize the Town Manager to execute the FEMA/VDEM Grant agreement for the Reynolds Spring and McMinnis Spring Generator Project.

Motion carried.

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mayor Mike Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Wayne Mitchell	Yes
	Mr. Timothy George Mayor Mike Mattox Mrs. Beverley Dalton

- c. Avoca Museum Consideration Request(s)
 - i. Water Damage Repair Insurance Claim/Balance

Mr. Coggsdale informed Council that Mike Hudson, Executive Director of Avoca Museum, recently notified Town Staff of water damage to the museum's first floor restroom ceiling and walls. He stated the issue was due to a leaky roof, which had since been resolved.

Mr. Coggsdale stated Mr. Hudson informed staff that he filed a claim with Virginia Risk Sharing Association (VRSA) and also solicited "quotes" from four area contractors. He stated two (2) quotes were received, with the lowest bid at \$2,771.

Mr. Coggsdale informed Council the VRSA has issued Avoca an initial payment in the amount of \$1,500 (\$2,500 less the \$1,000 deductible). He stated a final check would be issued in the amount of \$219.59, once repairs have been completed, which would leave an unfunded balance of \$51.41.

Mr. Coggsdale referenced Avoca's "reserved" maintenance funds, which were established with proceeds from the sale of the former Altavista EMS building.

Mr. Coggsdale stated the Avoca Museum Board has requested approval from Town Council to use a portion of those funds to cover the cost of the deductible, plus the remaining balance, for a total of \$1,051.41.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to approve the lowest bid received for this project and also approve Avoca's request to authorize the use of the Avoca Museum's "reserved" maintenance funds to cover the deductible and the remaining balance in the total amount of \$1,051.41.

Motion carried.

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

ii. Request for Funding Security Camera System

Mr. Coggsdale informed Council that the Avoca Board directed their Executive Director, Mike Hudson, to gather quotes for the implementation of a security camera system for the grounds of the museum.

Mr. Coggsdale stated Mr. Hudson provided the Avoca Board with three quotes for consideration of the camera-based outdoor security system at their July meeting.

Mr. Coggsdale stated the Avoca Board would like to proceed and issue the project to the lowest bidder, Altavista Alarm Company, at \$3,262.50.

Mr. Coggsdale stated the Avoca Board has requested for Council to consider approving the use of Avoca "reserved" maintenance funds for this project.

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

Mr. Mitchell asked if the security camera system the Avoca Board was looking to install was comparable to the system the town uses at the Altavista Splash Pad.

Mr. Hudson stated he was not familiar with the security system at the Altavista Splash Pad, but the system Avoca was looking at was viable for their needs.

Mayor Mattox asked Mr. Hudson who currently operates Altavista Alarm Co.

Mr. Hudson answered Mr. William Tweedy, and informed Council Mr. Tweedy was the contact that submitted the requested quote for the security camera system.

Mayor Mattox asked if it would be wise for the town to have two different systems.

Mr. Mitchell asked if the town was happy with the current security camera system that is located at the English Park splash pad area.

Mr. Coggsdale stated that Mr. Garrett, Altavista's Public Works Director, was the staff member most familiar with the splash pad's security system.

Mayor Mattox asked Mr. Garrett for his input on the reliability of the security camera system at the town's splash pad area.

Mr. Garrett stated the security camera system located at the splash pad in English Park was very reliable. He stated the town has not had any issues with the security system to date.

Mr. Coggsdale informed Council the vendor that installed the splash pad security system did submit a quote for Avoca's project, but was not the lowest bidder.

Mrs. Dalton asked if Altavista Alarm Company had done any previous work for the Town of Altavista.

Mr. Hudson stated not to his knowledge.

Mrs. Tobie Shelton, Altavista Finance Director, confirmed they had not in the twenty years she has been employed for the town.

Mrs. Dalton asked Mr. Hudson if anyone was currently providing Avoca with security camera services, or was this a new venture for the museum.

Mr. Hudson stated the Avoca Museum does not currently have an outdoor security camera system.

Mr. Bennett referenced a dangerous occurrence that recently happened at the Avoca Museum. He stated he felt the museum should have a camera system in place to monitor activity on the grounds in case of any future such instances.

Mr. Bennett stated he was uncertain if the two fore-mentioned quotes offered an "apples to apples" level of reliability and service, but he felt it was sometimes wiser to choose a vendor the town was already familiar with and pleased with the service they provide.

Mrs. Dalton asked Mr. Hudson if he, or any member of the Avoca Board, had spoken with customers of Altavista Alarm Company as a reference to their work.

Mr. Hudson stated a customer of Altavista Alarm Company was asked to attend a recent Avoca Board Meeting and provide input on the company's service. He stated the customer had only high remarks towards the company and its services.

Mr. Bennett asked if there was a monthly fee associated with either of the two options/quotes that Avoca was considering for the security camera system project.

Mr. Hudson stated there would not be a monthly fee to maintain the system.

Mr. George stated he felt the Avoca Board had been very responsible with their investigation of this project. He shared his favor with their recommendation.

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

Mr. Mitchell, seconded by Mr. George, motioned to approve Avoca's recommendation to award the museum's outdoor security camera system project to Altavista Alarm Company.

This motion also included the approval of Avoca's request to use a portion of Avoca's "reserve" maintenance funds to cover the cost of this project, \$3,262.50.

Motion carried.

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

Mayor Mattox asked Mr. Hudson to suggest to the Avoca Board they consider relying on Town Staff (David Garrett) for the procurement of quotes for projects such as this one. He stated Mr. Garrett has extensive knowledge and experience in comparing "apples to apples" for viable results.

Mr. Coggsdale stated, normally, Avoca proposed projects are placed on the list of potential CIP items for consideration in the next fiscal year's budget. He stated this project came up suddenly and the Avoca Board indicated they would like to move the project forward as soon as possible for security reasons.

Mr. Hudson informed Council the need for an outdoor security system was recently realized by the Avoca Board due to a disturbance on the Avoca property. He stated there had been perceived threats to the property that caused them concern.

There were no additional comments from Council.

Mayor Mattox thanked Mr. Hudson for his time and input on this matter.

d. Citizen Request – 2107 Laurel Lane (Waive Agreement Condition - Removal of Drain Fields)

Mr. Coggsdale informed Council that Town Staff had been approached by Rob and Mark Finch in regard to the sale of their parent's property at 2107 Laurel Lane.

Mr. Coggsdale stated, during the sale process, it was discovered their parents had entered into an agreement with the Town of Altavista, in 1968, to locate the drain field for their septic system in the "right of way" that runs beside their property. He stated this was due to their lot/property not meeting the requirements.

Mr. Coggsdale stated the agreement indicated that when sewer (public or private) was provided to this street by the town, the property owner would be required to connect. He stated this occurred in the mid 1990's.

Mr. Coggsdale stated the agreement goes on to state that the town would notify the property owner(s) they would have 60 days to remove the fore-mentioned drain fields once they were connected to the new (town) sewer system. To staff's knowledge, no such notification was issued and this issue is holding up the sale of the property.

Mr. Coggsdale informed Council that septic tank and distribution boxes, which are located on the Finch's property, as well as the fore-mentioned drain fields (located on town right of way) were no longer in operation.

Mr. Coggsdale stated the Finches were requesting the Town of Altavista waive the agreement requirement to remove the drain fields. He also informed Council that Mark Finch was at that night's meeting to answer questions Council may have.

Mayor Mattox referenced a conversation he recently had with Mr. Garrett, Altavista Public Works Director, regarding this matter. He stated that Mr. Garrett indicated there would be no environmental risk/hazard by leaving the fore-mentioned drain field.

Mayor Mattox stated that Mr. Garrett also indicated there was very little, if anything, the town could use the (right of way) property for. He stated he did not see an issue with approving the Finch's request to leave the drain field undisturbed.

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

Mr. George, seconded by Mr. Bennett, motioned to approve the Finch's request to waive the drain field removal requirement that was in the original 1968 agreement between the Town of Altavista and the (Finch) property owners at 2107 Laurel Lane.

Mr. John Eller, Town Attorney, informed Council the town was required to have an official statement recorded in town documents in regard to the approved waiver.

Mr. George revised his motion to include such a document drafted by the Town Attorney and authorizing the Town Manager to sign the document on the town's behalf

Motion carried.

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

e. Utility Bill (additional) Adjustment Request – 608 Broad Street

Mr. Coggsdale informed Council that Town Staff previously processed and granted a utility bill adjustment, in accordance with Town Policy, regarding a water leak issue at 608 Broad Street.

Mr. Coggsdale stated, it was also anticipated, that a smaller adjustment may occur on the next bill, due to the timing of the leak (over two quarters), which would also be in accordance with our policy.

Mr. Coggsdale stated the customer at 608 Broad Street seeks an additional adjustment greater than allowed "administratively" by Town Staff according to Town Policy. He stated, accordingly, staff was directing the request to Town Council for consideration.

Mr. Coggsdale informed Council the initial utility bill was approximately \$2,500. He stated, in accordance with Town Policy, the adjustment was calculated to a remaining balance in the amount of four hundred and seventy-five dollars (\$475).

Mr. Coggsdale stated the customer (renter) at 608 Broad Street agreed to pay \$150 of the bill (which was over what he normally pays at \$80-\$130), and asked that the property owner be required to pay the remaining \$325 balance, due to the leak being due to a property/building issue, and not due to his doing or fault.

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

Mrs. Dalton asked Town Attorney, John Eller, if she should abstain from voting on this matter, since she works with the utility customer at 608 Broad Street, which is making the request.

Mr. Eller stated, under the Letter of Conflict Act, Mrs. Dalton did not "technically" have a conflict per say. He stated she did, however, have an "appearance" of a conflict, so he would advise her to abstain voting on this item.

Mr. Coggsdale informed Council, in a recent conversation regarding the water leak issue at 608 Broad Street, the property owner indicated he would be willing to pay half of the remaining balance (\$475) owed on the utility account.

Mayor Mattox asked Council if they had any questions regarding this item, or if they would like to postpone consideration of this item until further clarification can be received from both parties as to their intended payment.

Mr. Mitchell asked the Town Manager if Town Staff was confident the leak issue at 608 Broad Street had been fixed.

Mr. Coggsdale stated, yes, he was assured by the property owner at 608 Broad Street that the leak causing the issue had been fixed.

Mr. Mitchell asked for Town Staff's recommendation.

Mr. Coggsdale stated, in the future, staff would ask all parties involved to be present at the Council Meeting, if asking for an adjustment above what Town Policy allows.

Mayor Mattox asked if it was reasonable to contact both parties to inquire their monetary payment intent to settle the outstanding balance due on this account.

Mrs. Tobie Shelton, Altavista Finance Director, informed Council that the renter at 608 Broad Street (account holder) had already paid his agreed amount of \$150, which left a remaining balance of \$340 currently due.

Mr. Mitchell stated, since the property owner had stated his intent to pay a portion of the remaining balance of the fore-mentioned account, he suggested Council consider requesting the property owner to pay the same amount of money as the renter/account holder paid (\$150), and the town would "write off" the remaining balance (\$190).

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

Mr. Mitchell, seconded by Mr. George, motioned to accept Councilman Mitchell's recommendation regarding the utility account for 608 Broad Street in order to clear the current account balance: the property owner to pay \$150, the renter/account holder to pay \$150 (paid), and the Town of Altavista would waive the remaining \$190.

Motion carried.

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

10. Unfinished Business

There were no "Unfinished Business" items on Council's August 11, 2020 Meeting Agenda.

11. Reports and Communications

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

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

PROJECTS/ITEMS

Innovation Center/Co-Working Space Project: Staff continues to work on this item, along with AOT and members of the AEDA. *Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades.*

River Bank Restoration Review: Staff (Sharon Williams and David Garrett) recently met with a DCR representative to look at the erosion along the Staunton River in English Park. The Town will be receiving a report from DCR in the next month.

<u>COVID-19 Pandemic response:</u> 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. *Staff is working with Campbell County and seeking input in regard to potential allowed uses for the CARES Act funding.*

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

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

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; staff is working with our consultants to get it incorporated into the bid documents. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns; the contract is being executed and work should begin soon.

Personnel Recruitment:

<u>Assistant Town Manager:</u> Staff has posted the job on the VML website and requested an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. *An offer has been extended 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 "oncall" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham is reaching out to local Boy Scout troops pertaining to participation with this project. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating Town Council at their Council meeting on July 14, 2020. Work progresses on this item; David Garrett and/or Councilman Higginbotham can provide additional information.

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

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

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

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

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

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

<u>WWTP Emergency Overflow Pond (DEQ):</u> Staff is currently working on an update to DEQ.

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 they have received the Virginia Brownfield Assistance Fund Planning Grant. Town was also notified it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is currently completing the required paperwork associated with receiving the two grants. *Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river.*

SolSmart Solar Community Designation: Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5th. Town Staff continues to work on completing all necessary steps and submitting information for the designation process.

The SolSmart application for "Bronze Designation" has been submitted. *The Town has been notified that it has achieved "Bronze Designation"*.

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. Staff has informed VDOT that the Town is agreeable to the match for this project. The Commonwealth Transportation Board (CTB) will consider awards for the grants soon.

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

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

<u>WWTP Aeration</u> 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.

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

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

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year.

Streetlight Project continued... 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. *Phase III is in the (recently approved) FY2021 Budget.*

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed tree and stump removal for the area and grading will begin soon. *The Public Works Crew has started the grading process for the firing range. The completion date has not been determined, because they are only working on this project as a fill in when time is available.*

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

Farmer's Market Shade Improvements: Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements. Staff has created a pro-type for this and it will be placed at the Trade Lot. Work has begun on a third and fourth stand. *The third stand is complete and in place for use at the Trade Lot Farmers Market.*

Town of Hurt Solid Waste Collection Services: Town Council approved the agreement and weekly service will begin on Friday, July 3rd, 2020. Town staff is working with Hurt in regard to collection route. Service will begin on July 3rd. *Service is provided for Hurt each Friday. Mayor Hodnett has expressed their satisfaction.*

<u>Utility Financing:</u> 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. *Staff continues to work with Davenport and others to move the VCWRLF borrowing forward, the project is being bid and once we have that complete we should be able to close on the loan.*

<u>Utility Discount Program:</u> 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. <u>Staff is finalizing this program and will be promoting it over the next few months.</u>

Shreve Park Playground Equipment Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. *No additional action at this time.*

<u>English Park Passive Area (Large Field Trail):</u> 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.

<u>English Park Passive Area continued...</u> The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Town Manager before presenting to Council. This item will be placed on the May Work Session. *Council discussed this item at the May Work Session and staff is gathering additional information.*

VDOT PROJECTS (Non-Town Funds)

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

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

Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project): This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated 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/or Town Staff would be glad to answer any questions Council may have regarding their August "monthly reports".

Mr. George referenced the splash pad located at English Park in Altavista. He asked Mr. Fore, Altavista Utilities Director, even though the splash pad was not currently open to the public, was the town still running water through the system.

Mr. Garrett, Altavista Public Works Director, answered Mr. George and Mr. Fore concurred, stating the town runs water through the splash pad system periodically in order to keep the system properly maintained. He stated flushing the splash pad system was on a "timed" cycle.

12. Matters from Council

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

 Mr. Bennett referenced the Town of Altavista's recent designation as a "Bronze SolSmart Community". He thanked Altavista's Town Manager, Waverly Coggsdale, Altavista's Community Development Director, Sharon Williams, and a previous Administrative Intern for the town, George Sandridge, for their efforts and hard work in making this project successful.

Mr. Bennett reminded Council of the town's moto, "Treasured Past / Innovative Future". He stated he felt the town should celebrate its recent SolSmart designation, because Altavista was the only locality in the surrounding area that had the bronze designation from the Virginia Department of Energy.

Mr. Bennett asked Council to consider allowing the town to place "signage" at multiple locations in town to notify town citizens and visitors of Altavista's SolSmart designation. He stated SolSmart signage was also a great way to advertise to potential new industries of the town's commitment to becoming a central point of technology in Campbell County.

Mr. Mitchell suggested Council consider including Mr. Bennett's suggested signage in the town's future marketing/promoting plans, as discussed by Council in their last meeting.

• Mrs. Dalton referenced her "physical" absence from that evening's meeting and other previous Council meetings. She shared her absence was her decision due to a family member being highly vulnerable to the effects of the COVID19 virus.

Mrs. Dalton stated she appreciated the accommodations that were done, so that she could be a part of Council meetings by phone.

Mrs. Dalton stated she missed being at the meetings in person. She encouraged everyone to be as safe as possible, to help combat the transmission of the COVID19 virus.

• Mr. Mitchell referenced the CARES Act (Coronavirus Aid, Relief, and Economic Security Act), established in March 2020, due to the COVID19 pandemic. He asked if the "emergency funds" available to Altavista through Campbell County were able to be used towards implementing Altavista's desired Broadband services.

Mr. Coggsdale reminded Council the funds obtained through the CARES Act have to be used by December 31, 2020.

Mr. Coggsdale informed Council that he and Sharon Williams, Altavista's Community Development Director, had reached out to Altavista's local internet provider (Comcast) in regard to their ability to enhance Altavista's internet service in the timeframe between then and December 31st, in order for Altavista to utilize CARES Act funds for this project.

Mr. Coggsdale stated, at that time, staff had not yet heard back from Comcast regarding their inquiry. He asked Council to let staff know if they wanted them to reach out to any other internet provider(s) for the same inquiry.

Mr. Mitchell referenced the new Innovative Center to be located in the old Altavista Fire Station building on 7th Street. He suggested placing a tower there as a "central point" for the Broadband project, as it would potentially reach most of the town from that location.

Mr. Bennett asked the Town Manager for an update on the town's previous investigation into the possibility of "wireless internet" for the Altavista community.

Mr. Coggsdale stated a report/study was given to the town when they originally investigated the possibility in 2016. He stated the issue at that point would be implementing the project before the December 31st deadline.

Mr. Coggsdale stated that was the reason Town Staff contacted Comcast for their services, because they already had the "infrastructure" needed to potentially enhance Broadband services to the Altavista community for "teleworking" and education purposes.

Mr. Coggsdale stated Town Staff would follow-up with Comcast before the next Council meeting, so they could give Council an update on this matter.

Mayor Mattox referenced the two existing towers in town, one located at the Altavista Combined School, and one located at the Altavista Elementary School. He stated neither of the two towers were currently being used and suggested Town Staff investigate the possibility of using the two existing towers for the town's desired Broadband project.

Mayor Mattox asked Ms. Williams to share with Council a brief overview of the progress staff has made pertaining to Comcast and the Broadband investigation.

Ms. Williams informed Council that Town Staff has sent Comcast a copy of the forementioned 2016 Broadband Study. She stated Comcast was using the study to evaluate what, if anything, could potentially be accomplish before the December 2020 deadline.

Mayor Mattox thanked Ms. Williams for her report.

There were no additional comments or concerns from Council.

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

13. Closed Session

CLOSED SESSION

DATE: Tuesday August 11, 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 of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

The motion was made by Mr. Bennett, and seconded by Mr. George.

Motion carried

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

Council went into Closed Session at 7:02 PM. Notice was given that Council was back in Regular Session at 8:52 PM. At that time, 8:52 PM, Mrs. Dalton left the meeting.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

14. Adjournment

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

The meeting was adjourned at 8:53 PM.	
	Michael Mattox, Mayor
J. Waverly Coggsdale III, Clerk	

The Altavista Town Council's August 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on August 25, 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 – by phone

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, Public Utilities Director Mr. David Garrett, Public Works Director

Ms. Sharon Williams, Community Development Director Mrs. Kirsten Aherron, AOT Main Street Coordinator

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

2. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed August 25th, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

VOTE:

Mr. Reggie Bennett

Mr. Timothy George

Mr. Jay Higginbotham

Yes

Mayor Mike Mattox

Yes

Mrs. Beverley Dalton

Yes

Mr. Tracy Emerson

Yes

Mr. Wayne Mitchell

Yes

3. Recognitions and Presentations

There were no recognitions or presentations scheduled for the August 25, 2020 meeting.

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.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

5. Items Referred from Previous Meetings

a. Booker Building Floor Improvements

Mr. Coggsdale reminded Council of their previous direction for Town Staff to pursue proposals that would be in-line with "Option 1" of the "potential" improvements for the Booker Building previously provided to the town by Mr. Robert Lee.

Mr. Coggsdale stated the proposals that were submitted (and shared with Council) provided different solutions and were not easily comparable, therefore, Town Council asked staff to provide the proposals to Mr. Lee to evaluate.

Mr. Coggsdale stated the choice would ultimately be dependent upon Town Council's desire in regard to the finish of the floor.

Mayor Mattox asked David Garrett, Public Works Director, if he had any additional input or information in regard to this item.

Mr. Garrett informed Council the town recently received the test results regarding whether or not there was moisture in the Booker Building floor. He stated the results showed 99% moisture in the floor.

Mr. Garrett stated this was an important piece of information Council would need to consider when deciding which application to use for renovating the floor.

Mr. Garrett shared floor samples with Council that offered a visual reference between a troweled overlay floor application from Seay Construction and from Bette Jeanne Resurfacing. He stated, if Council desired, either application could be stained a color.

Mr. Garrett also informed Council the application by Seay Construction would need a vapor barrier against moisture, but the concrete overlay by Bette Jeanne would not.

Mr. Emerson stated he did not favor adding a vapor barrier to the floor renovation project if not necessary, because it would also be an additional expense to the project.

Mr. Emerson stated he felt the floor just needed to have a "clean" look that offered easy maintenance.

Mr. Garrett stated the "polished" floor application would require routine mopping and periodic buffing to maintain its shine. He stated the concrete overlay application would only require routine mopping as maintenance.

Mr. Bennett stated he agreed with Mr. Emerson regarding the \$16,000 additional expense to include a vapor barrier to the "troweled concrete overlay" option. He stated he also favored a minimal approach to renovating the Booker Building floor.

Mr. George asked if the entire Booker Building floor was included in this project.

Mr. Garrett confirmed the Booker Building Floor Renovation Project included the entire main floor, as well as, the bathroom and hallway area.

Mr. Garrett stated the town did not have a sample of the "polished concrete" by Epoxy Systems, but the company was willing to conduct a "test area" for Council to view.

Mr. Mitchell stated he had hoped to keep the integrity of the historic building by only grinding and sealing the floor to showcase its original character.

Mr. Mitchell referenced the Booker Building Floor Renovation Project not being a part of the recently adopted FY2021 Budget. He asked Council if this project was going to be added to the current CIP, or were they considering it for the next fiscal year's (2022) list of potential CIP projects.

Mr. Bennett stated, with the current COVID19 pandemic limiting indoor activities with potential large crowds, he felt the implementation of the Booker Building Floor Renovation Project could wait until the adoption of the FY2022 CIP Budget.

Mr. Coggsdale ask Council to keep in mind the Booker Building facility was empty and not currently being used for rentals. He stated this made it easier to implement the floor renovation without interruption.

Mr. Coggsdale referenced the budget process and stated, when approved, CIP projects are not authorized to begin until July 1st, after the budget has been adopted. He stated, if the Booker Building Floor Renovation Project was moved to FY2022, the project would not begin until July 1st, which could interfere with potential summer rentals.

Mr. Mitchell asked how long staff estimated the floor renovation to take.

Mr. Garrett answered Mr. Mitchell stating, depending on which option Council chose, the project was estimated to take approximately one week to a week and a half.

Mr. Higginbotham stated he was also in favor of a "minimal approach" to renovating the Booker Building floor.

Mr. Higginbotham shared his favor with grinding, polishing, and sealing the existing floor. He stated this was not only the most economical option for the town, but also the most durable, long-term solution.

Mr. Emerson shared his favor in Mr. Higginbotham's suggestion. He stated this option would give the floor a "clean" look and would be easy to maintain.

Mr. Mitchell also shared his favor in Mr. Higginbotham's suggestion and stated he felt the "river stone" used in the original concrete floor would enhance the finished look of the floor once the process was complete.

Mr. Garrett stated, if all Council members were in favor of Mr. Higginbotham's suggestion to grind, polish, and seal the Booker Building floor, he recommended allowing Epoxy Systems to treat a small "test area" of the floor for their consideration.

Mr. Garrett stated this process would, as Mr. Higginbotham stated, be the most durable. He stated, under this process, the floors would not easily be damaged by multiple uses and repetitive chair movement.

Mrs. Dalton shared her favor in allowing Epoxy Systems to test a small area of the floor with the fore-mentioned process/option for Council's review and consideration. She stated this minimal approach would allow the town more flexibility in the future if a different floor option was needed or desired.

Mr. George referenced the polished floor option by Epoxy Systems and suggested by Mr. Higginbotham. He stated the process also offered the option to add a color.

Mrs. Dalton stated, if the town's intent is to continue recognizing the building as the historic Booker Garage, she suggested keeping the original (grey) color of the floor.

Mayor Mattox and Mr. Higginbotham both agreed with Mrs. Dalton's statement.

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

All Council members were in consensus to allow Epoxy Systems to treat a small test area of the floor with the "grind, polish, and seal" process for Council's consideration.

Council was also in consensus not to add another (different) color to the floor during the renovation process, but to keep the Booker Building's original floor color.

6. New Items for Discussion / Unfinished Items

a. Fiscal Policies Update

Mr. Coggsdale referenced the draft "Fiscal Policies" Town Staff previously provided to Town Council for their review and consideration. He stated the draft policies, if approved, would provide guidance and direction to Town Council, as well as, to Town Staff in regard to fiscal matters.

Mr. Coggsdale informed Council that R.T. Taylor, Vice President of Davenport Public Finance Group (the town's financial consultant), was present that evening to review and discuss the draft policies and answer any questions Council may have.

Mayor Mattox welcomed Mr. Taylor to the meeting.

Mr. Taylor stated, over the past two years, Davenport worked with Altavista's Town Staff on financial analysis, peer comparisons, and various other financial tasks, such as a comprehensive review of the town's General and Utility Enterprise Funds, and a comparative analysis for the town's consideration in regard to selecting an appropriate financing approach for borrowing.

Mr. Taylor stated, through that work, Town Staff and Davenport developed the Fiscal Policy Guidelines proposed for the Town of Altavista and given to Council for their review and consideration. He stated, those collective efforts identified key benchmarks the town may want to monitor into the future for "best practices".

Mr. Taylor stated, while the Fiscal Policy Guidelines are proposed to be implemented asis, there would be opportunities for the town to review and amend the policies over time, as the town's finances and needs evolve with respect to key debt ratios, investments, multi-year financial projections, etc.

At that time, Mr. Taylor shared with Council a graph of the town's 2020 fiscal year main operating account (General and Enterprise Funds). He stated, while Cash/Reserves are typically measured at the end of a fiscal year, it may fluctuate throughout the course of the year, due to some revenue resources only having intake quarterly or annually.

Mr. Taylor stated, by adopting the proposed Fiscal Policy Guidelines, Davenport and Town Staff believe it would create an important framework by which the town could manage Best Practices, foster future financial wherewithal, and successfully mitigate risks during times of uncertainty in order to avoid potential and unnecessary expenses.

Mr. Taylor stated, at that time, Davenport recommended Council consider adopting the proposed Fiscal Policy Guidelines, and continue monitoring them annually. He stated Davenport would continue to work with Town Staff to monitor Credit Markets and GFOA Guidelines, and keep the town informed of any changes that may appropriate amendments.

Mayor Mattox asked Council if they had any questions for Mr. Taylor or Town Staff regarding the proposed Fiscal Policy Guidelines for the Town of Altavista.

Mr. Bennett asked, based on Davenport's recent review of the Town of Altavista's financial accounts and the information they gathered and provided to Council at that night's meeting, how the town's financial health compared to other surrounding localities.

Mr. Taylor stated the Town of Altavista was in sound financial health. He stated the town could successfully retain that assessment by continuing to maintain a Reserve Fund balance of 100% of the town's operating expense account as a "best practice".

Mr. George asked Mr. Taylor if the graph he shared with Council depicted the town's current Reserve Fund.

Mr. Taylor stated the graph he shared that evening was only for the town's year-to-date, fiscal year 2020 operating account and showed how it "trended" throughout the year.

Mr. Mitchell asked Mr. Taylor if the town's existing Fiscal Policies were obsolete.

Mr. Taylor stated the town's existing Fiscal Policies were not obsolete, but updating the policies was considered an important and "natural function" of the evolution of all financial policies.

Mayor Mattox referenced Council's request for Davenport to help the Town of Altavista develop a set of "best practices" and Fiscal Policies for the most viable guidance moving forward. He stated he felt Davenport had accomplished that goal successfully.

Mayor Mattox asked Council if they had any additional questions for Mr. Taylor or concerns pertaining to the proposed Fiscal Policies, to which there was none.

Mayor Mattox thanked Mr. Taylor for his time and for the work Davenport does for the Town of Altavista.

There was a consensus of Council to place approval of this item on the September 8th, 2020 Regular Council Meeting Consent Agenda.

b. Avondale Park

i. Pavilion and Shade Structure Quotes

Mr. Coggsdale referenced Council's previous direction for Town Staff to move forward with the pavilion and playground shade structure at Avondale Park. He stated Council had indicated funding for the project(s) would come from "Reserves".

Mr. Coggsdale reminded Council their preference for the said pavilion was for a size that could accommodate three to four picnic tables. He stated, accordingly, staff was providing quotes in that size range for Council's consideration; as well as, for a shade structure that would be attached to the existing playground equipment (similar to the umbrella style shade structure over the playground equipment at Shreve Park).

Mr. Coggsdale informed Council the two proposals fall under existing contracts that could be used by the town.

Mr. Coggsdale stated, at that time, staff was seeking a decision and approval of the size pavilion Council would like to see at Avondale Park; as well as, approval of the proposed shade structure.

Mayor Mattox asked Council if they had any questions regarding these two items.

Pavilion

Per Council's fore-mentioned size preference, Mr. Coggsdale shared photos and costs for 10x16, 10x22, and 18x18 pavilion options that were given to David Garrett, Public Works Director, by All Recreation and MTS Recreations (a "state contract" company).

Mr. Bennett referenced the cost comparison from "All Recreations" between the first and second pavilion size. He asked if the 10x16 showing a higher cost than the 10x22 was a "mix-up", or were the costs correct.

Mr. Mitchell stated the higher cost for the 10x16 pavilion over the 10x22 pavilion could be due to the contractor having more labor involved in the roof application, such as having to "cut down" the metal to that particular size; and the 10x22 not needing the same labor involvement.

Mr. Garrett stated he would confirm the prices from All Recreation and inform Council of the correct pricing.

Mr. Coggsdale stated the second cost comparison, from the state contracted company (MTS Recreation), was the cheaper of the two quotes. He suggested Council use that comparison for their consideration of this project.

Mayor Mattox stated, due to the recent COVID19 pandemic, he did not feel the pavilion was needed in an immediate timeframe.

Mr. Mitchell stated this project was due to a "commitment" the town made from a request for a shade structure to be placed at Avondale Park. He stated he felt the town should move forward with the project.

Mr. Mitchell asked if there had been a decision made as to where the pavilion would be located within the park.

Mr. Coggsdale referenced the initial discussion in regard to this item. He stated it was decided the pavilion would be located on the left side of the park, between the playground area and the woods/fence area.

Mr. George shared his favor with this project moving forward quickly.

Mr. Bennett referenced the pavilion located in the parking lot of the Staunton River Memorial Library in Altavista, just off Broad Street. He stated that pavilion was utilized by citizens on a daily basis.

Mr. Bennett stated, due to COVID19, he felt individuals were looking for places to eat and/or relax outside now more than ever.

Mayor Mattox shared his favor in the pavilion project for Avondale Park, but stated, if the town moved forward with the project at that time, the project would not be completed until fall or winter of 2020. He suggested waiting to implement this project in the spring of 2021.

Mr. Mitchell referenced the next item on the agenda in regard to "naming" the park on Avondale Drive. He suggested at the completion of the pavilion project would be a good time to dedicate the new name of the park.

Mr. Higginbotham shared his favor with the 10x22 pavilion option. He stated he felt that size was in line with what Council had in mind for the park.

Mr. Higginbotham stated he felt the simple A-line roof the 10x22 option has would deter birds from "nesting" on the roof top.

Mr. Higginbotham also suggested the concrete floor of the pavilion be poured a little wider than the roof line and sloped away from the pavilion in order to help with water runoff issues.

Mr. Higginbotham stated he did not feel the pavilion project was urgent, but could wait until next spring as the Mayor suggested.

Mr. Higginbotham referenced the photos shared with Council in regard to the pavilion project. He asked for clarification of which photo was from which company.

Mr. Garrett answered stating both the 10x16 and 10x22 structures and roofs were the same from either company. He stated the 18x18 structure was also the same as the other two, but with a "vented" roof.

Mr. Emerson stated the initial shade request from the SPARK program was to accommodate only "two" picnic tables. He stated he like the second option (10x22) that would accommodate up to four tables, if needed.

Mr. Emerson suggested the roof of the pavilion match the color scheme of the existing playground equipment.

Mr. Mitchell also shared his favor with the 10x22 pavilion option.

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

Mr. Emerson, seconded by Mr. Bennett, motioned to allow Town Staff to move forward with the pavilion project for Avondale Park using option two, a 10x22 pavilion structure with a metal A-roof design with open ends; and the roof color to match the existing playground equipment's color scheme. The motion also included the approval of the concrete pavilion floor to be twelve inches wider than the roof line, as suggested by Mr. Higginbotham.

Motion carried:

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

Shade Structure

Mr. Coggsdale reminded Council this item was proposed and discussed at the same time the pavilion item for Avondale Park was discussed. He shared with Council the cost (\$10,139) and a picture of the proposed shade structure for the Avondale Park playground, which would be the same "umbrella" type structure as located over the new playground equipment at Shreve Park.

Mayor Mattox asked if Council had any questions in regard to this item.

Mr. Emerson asked if the shade umbrella was "removable", to which Mr. Coggsdale confirmed it was.

Mr. George asked if staff had investigated the possibility of having two umbrellas over the Avondale playground equipment to mimic Shreve Park.

Mr. Coggsdale stated the umbrella structure was made to be installed into existing poles within the playground equipment. He stated, since Avondale's playground was more compact than the playground at Shreve Park, there was only one pole available to place the shade umbrella.

Mr. Coggsdale referenced the photo he shared with Council showing the size of the proposed shade umbrella. He stated the proposed size would cover almost the entire area of playground equipment, except for the two slides.

Mayor Mattox asked, if this item was approved to move forward, how long it would take to complete the shade umbrella project.

Mr. Coggsdale stated he would contact Cunningham & Associates and GAMETIME to confirm a completion timeframe and relay the information to Council.

Mr. Emerson shared his favor with the "umbrella style" shade cover for Avondale Park's playground. He stated, by approving this item, it helps the town continue its efforts of keeping the town's parks visually consistent.

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

Mr. Emerson, seconded by Mr. Bennett, motioned to approve the proposed umbrella-style shade structure for Avondale Park's playground equipment.

Motion carried:

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

ii. Park Naming Consideration

Mr. Coggsdale reminded Council this item was suggested for their consideration by Councilman Bennett at a recent Council meeting. He stated that Mr. Bennett had suggested the town consider naming the neighborhood park on Avondale Drive the "John Moseley Memorial Park".

Mr. Coggsdale stated, at that time, staff was requesting direction from Council on how they wished to move forward in regard to this item.

Mr. Coggsdale also reminded Council that the town's three "neighborhood" parks (Avondale Park, Leonard Coleman Memorial Park, and Bedford Avenue Park) did not currently have signage in regard to their names.

Mayor Mattox asked Council for their thoughts on this item.

Mr. Bennett stated the Town of Altavista had a lot of influential people that helped shape the town's historic past. He stated he felt it was important for the town to preserve the background of those individuals, so future generations would continue to learn about and enjoy the town's remarkable history.

Mr. Bennett reminded Council that Mr. Moseley helped build the town's first African American school house in Altavista (Moseley Heights Elementary School), previously located at the top of Franklin Avenue, which bears Mr. Moseley's name.

Mr. Bennett stated the fore-mentioned school was no longer being used, therefore, the school's name, which included "Moseley", had been removed from the building. He stated, usually when that happens, removing a name from "public sight" tends to lessen the memory of that name/person, and therefore, valuable history is lost.

Mr. Bennett stated he was in favor of moving this item forward. He stated, if approved, he would not only like to see a sign or plaque placed at the John Moseley Memorial Park, but also at the Leonard Coleman Memorial Park.

Mr. Bennett stated he felt each sign should also include a brief history of the individual the park was being named for; to share with citizens why those individuals were being recognized by making them aware of the influence each had on the town's development and/or the contribution each made to the town's unique history.

Mr. George asked if the proposed sign would be similar to the one located in front of the Town Hall building.

Mr. Bennett stated his proposal was for any type of "signage" that would bear the name of the individual the park was being named for, which could be a large sign similar to the Town Hall's sign, or a plague big enough to hold the name of the park and a brief history of the named individual.

Mr. Bennett stated he was not only proposing this type of signage for the Avondale Park, but also the previously named Leonard Coleman Memorial Park and the Bedford Avenue neighborhood park, if it was ever "named".

Mayor Mattox shared his favor with the proposed park signage offering a narrative of John Moseley, and accordingly, the Leonard Coleman Memorial Park as well.

Mr. Emerson suggested the town contact and invite any known descendants of Mr. Moseley to be present at the time the sign/plaque is placed at the park.

Mr. Bennett informed Council that Mike Hudson, Avoca Museum Director, was currently working on finding and contacting Mr. Moseley's descendants.

Mr. Mitchell stated he felt the proposed signage was a great idea and was in favor of moving forward with the proposal for both fore-mentioned parks.

Mr. Bennett, seconded by Mr. Emerson, motioned to approve naming the neighborhood park, located on Avondale Drive, the John Moseley Memorial Park.

Motion Carried.

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

Mr. Coggsdale stated staff would research plaque and sign options for this project and bring the information to Council at a future meeting for their consideration.

iii. Altavista Outreach and Enrichment (AOE) - Story Book Project

Mr. Coggsdale informed Council that Mrs. Jane Green, a member of Altavista Outreach and Enrichment, recently contacted Town Staff in regard to a "Story Book" Project they would like to pursue for Avondale Park.

Mr. Coggsdale stated, at that time, AOE was requesting Council's consideration of the Story Book Project, as they would need Council's authorization in order to pursue grants pertaining to this project on the town's behalf.

Mayor Mattox stated he was always in favor of town citizens developing movements to help improve the reading skills of the community's youth.

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

Mr. Emerson stated, while he appreciated the idea of AOE's proposed Story Book Project, he suggested Council consider locating the project at one of the town's larger "community" parks, rather than the small Avondale neighborhood park.

Mr. Emerson stated he felt English Park was more widely known by citizens and town visitors. He stated, if placed on Eagle Trail at English Park, the program had the potential to reach more children.

Mr. Mitchell stated Avondale Park already had a limited amount of space and he reminded Council of the new pavilion that was recently approved to be added to Avondale Park.

Mr. Mitchell stated, with the number of "stations" (18) needed to accomplish AOE's Story Book, he agreed with Mr. Emerson the program should be located at one of the town's larger community parks, such as English Park.

Mr. Bennett asked why Avondale Park was chosen by AEO for this project.

Mr. Emerson reminded Council the Altavista Outreach and Enrichment organization uses Avondale Park for their annual summer SPARK program.

The Town Manager stated, if Council desired, staff would be glad to have a conversation with Mrs. Green pertaining to the possibility of implementing AOE's Story Book Project at English Park instead of Avondale Park.

Mr. George suggested Council invite Mrs. Green to a future Council meeting to offer insight on AOE's proposal and to answer any questions they may have in regard to the Story Book Project.

All Council members were in consensus to do so.

c. Electric Vehicle Charging Station

Mr. Coggsdale reminded Council of their previous request for Town Staff to investigate the feasibility to install an "electric vehicle charging station" in the downtown area. He stated, during staff's investigation and review of this item, it became evident it was a matter that needed additional discussion and evaluation by Council for consideration.

Mr. Coggsdale shared with Council the Electric Vehicle Charging Info Sheet distributed by Specialty Equipment Market Association (SEMA). He stated the SEMA Connect "White Paper" was also very informative and may be of assistance in helping Council better understand the matter.

Mr. Coggsdale also informed Council of information staff received from SOLSmart via email last Thursday (August 20th). He stated, ultimately, it may be necessary to issue a Request for Proposals so that interested companies can assist with the evaluation of a site(s) and provide the town with a cost for equipment and installation services.

Mr. Coggsdale referenced the "Electric Vehicle Charging Station Guidebook" by Chittenden County Regional Planning Commission, Vermont that he provided Council in their August meeting packet. He encouraged Council to review the information, along with the SolSmart information, as an informative reference in this matter.

Mr. Coggsdale recommended that Council further evaluate this option and how it may fit into the town's overall "marketing" plan for the downtown area and Altavista as a whole.

Mr. Coggsdale informed Council that electric vehicle (EV's) charging stations can range from \$30,000-\$50,000 in initial costs. He stated there may, however, be funding options available to the town for this project.

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

Mr. Bennett informed Council he had recently been investigating electric charging stations and their charging capabilities. He offered Council a brief overview:

- Level 1 Charging: 2-5 mile of range per 1 hour of charging
- Level 2 Charging: 10-20 miles of range per 1 hour of charging
- Level 3 / DC Fast Charging: 60-80 miles range per 20 minutes of charging

Mr. Bennett suggested Council consider allowing a related company to evaluate Altavista and possibly conduct a site assessment for the placement of an electric vehicle charging station at the Staunton River Library, future home of Altavista's Visitor Information Center.

Mr. Bennett recommended staff contact a SolSmart representative on this matter.

Mayor Mattox suggested the town contact Tesla (American EV Manufacturer and Clean Energy Company) for additional information and potential costs in regard to this item.

Mayor Mattox stated he felt the town's goal/intent with this project was to offer EV charging in Altavista's Downtown District in hopes of drawing more visitors and attention to the town's efforts to improve and grow that area.

Mr. George asked if the "customer" pays for each charge or does the town cover the cost.

Mr. Coggsdale stated the option of whether or not to charge for EV charging would be for Council to decide.

Mr. George asked how someone would know that the town offered this service.

Mayor Mattox referenced the Tesla EV charging Station he has at his place of business. He informed Council there was a nationwide "App" that tells people where available charging stations are located.

Mr. Coggsdale reminded Council that the town could implement a "Request for Proposals" in order to get the desired "assessment" for this project accomplished.

Mr. Bennett asked if Town Staff could contact localities, such as Richmond and/or Arlington that have EV charging services, for additional information that may be helpful in Council's evaluation and consideration of this item.

Mr. Coggsdale stated he would be glad to reach out to the fore-mentioned cities for additional information.

Mayor Mattox asked if CARES Act funds could be utilized for this project.

Mr. Coggsdale stated he would investigate the possibility of the mayor's inquiry.

Mr. Higginbotham suggested Council consider postponing this project for 2-3 years. He stated electric vehicle technology may be better then and the cost for EV services may be cheaper as EV's become more widely known and more popular with consumers.

Mrs. Dalton stated she felt there was a lot more information that Council needed to know in regard to electric vehicles and the stations required to charge them. She recommended Council allow Town Staff to continue gathering additional information pertaining to EV charging stations before Council makes a final decision on this item.

All Council members were in consensus of Mrs. Daltons' recommendation.

d. Town of Altavista Housing Development Discussion Presenter - Sharon Williams

Mr. Coggsdale informed Council that Ms. Sharon Williams, Altavista's Community Development Director, would be addressing Council that evening in regard to this item.

Ms. Williams stated, in accordance with various town plans, she recently drafted a "Community Development and Housing Analysis Report" for the Town of Altavista.

Ms. Williams stated she developed the report with the intent to start a conversation between Town Council, the Altavista Planning Commission, Altavista Community Development, and town citizens.

Ms. Williams referenced the fact that "housing" had been an issue in the town for years, and how it was Council's desire to bring more housing options to the Town of Altavista.

Ms. Williams gave Council a brief overview of her fore-mentioned analysis report. She stated, taking into consideration some of the town's previous housing development challenges, she created a list of potential opportunities the town may consider utilizing and/or promoting to town citizens in the future, such as:

- Single-family Home Ownership Programs
- Historic Property/Homes Tax Credit Programs
- Housing Development Incentives

Ms. Williams stated the town may also want to consider strengthening the town's appeal to potential housing developers by such actions as rezoning certain properties and conducting traffic studies for particular areas of development interest.

Ms. Williams stated there was a lot for Council to consider in her Community Development and Housing Analysis Report, and suggested Council review the report over the next few weeks and further the discussion at a future work session.

Ms. Williams stated she continues to communicate with the Planning Commission, Altavista On Track, and the Altavista Library (Staunton River Memorial) in regard to this subject and ensured Council she would keep them informed of their combined efforts.

Ms. Williams stated she would be happy to answer any questions Council may have.

Mayor Mattox thanked Ms. Williams for her time and efforts. He stated her analysis report was in line with what Altavista's Economic Development Authority (AEDA) was doing.

Mayor Mattox stated he felt the town, and its organizations, could accomplish more together than working individually, and he appreciated their efforts in doing so.

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

Mr. Bennett stated he felt Ms. Williams' Community Development and Housing Analysis Report was a good "first step" in the right direction, in regard to the town's housing issues.

Mr. George thanked Ms. Williams for her analysis report, and stated he looked forward to reviewing it further and learning more about the town's available housing opportunities.

Mr. Higginbotham referenced a couple of items listed on Ms. Williams' "Options for Addressing Altavista's Housing Needs", mentioned within her analysis report.

• Property Maintenance Code

Mr. Higginbotham stated Council previously had a discussion in regard to a "property maintenance code" being developed and enforced. He stated there was a consensus of Council, at that time, that in a small town such as Altavista, a property maintenance code may have more adverse effects than good effects, and may cause unwanted animosity between property owners and towards the town.

Mr. Higginbotham stated the town has since developed a "mechanism" to address blighted properties, which forces the property owner to fix up or properly maintain their properties.

Traffic Impact Analysis

Mr. Higginbotham stated a traffic analysis was usually only used to determine whether or not an area needed a traffic light. He stated he did not feel a traffic study was necessary for housing development, unless otherwise required by VDOT.

Mayor Mattox asked Ms. Williams, if the Town of Altavista desired to adopt a new property maintenance code, would the town need to hire a building inspector.

Ms. Williams informed Council the Altavista Planning Commission had the Virginia Building Code Director speak to them at their August meeting in regard to property maintenance and requirements for such codes.

Ms. Williams stated, in the case of adopting property maintenance codes, the town would not need to hire a building inspector, but it would need to employee a Certified Property Maintenance Official.

Ms. Williams referenced the property located at 900 Park Street. She stated the town had been trying to work with the property owner for four years, since a fire on the property, to properly clean up the property.

Ms. Williams stated, without the town having the fore-mentioned official, or further direction from Council, she could not "force" the property owner to clean up the property.

Mr. Bennett asked, in regard to the 900 Park Street property, what steps would be taken, if the town potentially employed a Certified Property Maintenance Official.

Ms. Williams stated, as in the last four years, all avenues of contact would be made to encourage the property owner to cleanup and/or fix their property. She stated, if they still did not comply with the town's request, the town could take the property owner to court under the supervision of the code official. She stated the court usually "rules" in these cases that property owners are required to comply and perform said property maintenance.

Ms. Williams informed Council she and Mr. Eller, Town Attorney, would be reviewing the town's current/existing codes over the next few months and possibly making necessary revisions in regard to zoning. She stated she would bring any changes/revisions before Council for their review and consideration.

Mr. Bennett asked, without a code official, what other option the town had for this issue.

Ms. Williams stated she would confirm with the Town Attorney, if a property was not properly maintained over a long period of time, it could be declared a "public nuisance" and a property owner could potentially be required by court to take down said house.

Mr. Higginbotham stated all homes need maintenance at times. He stated he did not favor the town having a code official to "aggravate" citizens about home maintenance, but if a house is in such bad shape that it needed to be torn down, the town should be able to require the property owner to do so.

Mr. Higginbotham also stated, if a home needs exterior painting, but the homeowner is unable to afford the cost of paint or labor, he felt the town should consider offering programs or avenues for homeowners to be able to get their homes painted, which will help them stay compliant with town maintenance codes.

Mr. Higginbotham stated he felt the town had more "tools" than it realized to handle such property maintenance issues. He stated he would rather have existing Town Staff utilize the town's right to declare a property a nuisance, and take a property owner to court if necessary, rather than spending money to hire a code official to do the same thing.

Mayor Mattox referenced a program previously implemented by the town to help control such property maintenance issues. He stated the town, under that program, would work with home/property owners to help fix "blight" houses.

Mayor Mattox stated, also under said program, if homes were unfixable, the town would set forth an agreement with the property owner to take down the house. He stated the agreement allowed the town to take care of the blight issue, while offering the property owner a viable way to stay compliant with town codes.

Mayor Mattox suggested Council consider bringing back the fore-mentioned program to help the town with the more extreme cases of neglected property maintenance/blight.

There was a consensus of Council to consider the Mayor's suggestion further.

No additional comments were made by Council in regard to this item.

Ms. Williams referenced Mr. Higginbotham's mention of the "traffic analysis" item in her Community Development and Housing Analysis Report. She informed Council of the reason the item was in her analysis was due to her recent attempt to market a specific town property to "developers".

Ms. Williams stated, when changing the use of a property, the town has to consider whether it would need to "re-zone" said property. She stated, in order to re-zone a property with large acreage, State Code requires the town to complete a Traffic Impact Analysis of the area surrounding the property.

Mayor Mattox thanked Ms. Williams for her presentation.

There was a consensus of Council to place this item on a future work session agenda for further discussion.

e. Finance Items

Mrs. Tobie Shelton, Town Treasurer/Finance Director, addressed Council regarding these two items.

i. FY2020 End of Year Budget Amendments

Mrs. Shelton stated, at the end of each fiscal year, staff compiles a list of "budget amendments" that need to be addressed in preparation for the annual audit.

Mts. Shelton referenced the list of FY2020 Budget Amendments and Departmental Transfers given to Council in their August meeting agenda packets.

Mrs. Shelton stated, at that time, Town Staff was requesting Town Council consider a "consensus" to place this item on the September 8, 2020 Town Council Regular Meeting Consent Agenda for approval.

All Council members were in consensus to do so.

ii. Delinquent Tax List and Write-offs

Mrs. Shelton stated, in accordance with Section 70-3 of the Town Code, Town Staff annually prepares a list of "uncollectible" and delinquent taxes from the previous fiscal year.

Mrs. Shelton referenced the list of uncollectible and delinquent taxes for fiscal year 2020 given to Council in their August agenda packets for their reference of this agenda item.

Mrs. Shelton stated the current dollar amount of outstanding taxes was approximately \$35,000. She stated the largest portion of that amount was for Personal Property Tax in the amount of \$30,475.20; with the remaining \$4,577.92 due in Real Estate Tax.

Mrs. Shelton stated, at that time, Town Staff was requesting Council to consider reaching a "consensus" to place this item on the September 8, 2020 Town Council Regular Meeting Consent Agenda for approval to:

- o Advertise the delinquent tax list in the Altavista Journal;
- Write off delinquent Personal Property Taxes of "deceased individuals" in the amount of \$752.39
- Write off Personal and Real Estate Taxes with amounts under \$20, totaling \$209.25
- O Due to the "Statute of Limitations" regarding Personal Property Tax, staff was requesting approval to write off delinquent 2015 Personal Property Taxes in the amount of \$3,300, with collection efforts continuing until June 2021.

All Council members were in consensus to do so.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard with either of the two finance items.

Mr. Mitchell stated, if there were individuals or businesses on the delinquent tax list that the Town of Altavista uses for services, he felt the town should not continue using that service/business until the taxes are paid.

Mrs. Shelton stated, if any business the town uses for services has a delinquent tax or utility account, the town requires that business to bring the account(s) up- to- date before the town resumes using their services.

There were no additional comments from Council.

Mayor Mattox thanked Mrs. Shelton for her presentation.

f. FY2021 Budget Amendment Public Hearing Request

Mr. Coggsdale informed Council, due to recent items (USDA Grant, CARES Act funding, etc.), the FY2021 Adopted Budget may see an increase in excess of 1%. He stated pursuant to the Code of Virginia, this change requires a public hearing.

Mr. Coggsdale stated staff was currently working on drafting a notice for the public hearing to include all of the recent changes.

Mr. Coggsdale stated, at that time, staff was requesting approval from Town Council to schedule a public hearing for Tuesday, October 13, 2020 (Regular Council Meeting), for consideration of budget amendments to the FY2021 Adopted Budget.

Mr. Coggsdale stated, if Council desired, they may also choose to schedule the public hearing at either their regular meeting or work session in September.

Mayor Mattox asked for the Town Manager to confirm that the town had until the end of the 2020 calendar year to utilize the fore-mentioned grant funds.

Mr. Coggsdale confirmed the Mayor's question, but stated the town was not allowed to use/spend any of the available funds until the fore-mention public hearing was conducted.

Mayor Mattox suggested moving the public hearing date up to September in order to move the process forward.

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

There was a consensus of Council to authorize staff to schedule a public hearing for "Consideration of Budget Amendments to the FY2021 Adopted Budget". The public hearing to be scheduled for their next work session on Tuesday, September 22nd, 2020.

Mr. Coggsdale stated staff would have the actual budget amendments provided to Council prior to the September Council Work Session/Public Hearing.

g. Altavista Recreation Committee Report/Request(s)

Ms. Sharon Williams, Altavista's Community Development Director and a liaison between Council and the Recreation Committee, addressed Council regarding these items.

i. Trail Gravel Project

Ms. Williams referenced the recent Green Hill (cemetery) Trail Project. She reminded Council the town had an initial budget of \$20,000 for the project.

Ms. Williams stated the town spent \$6,640 on the design of the Green Hill Trail and \$3,394.47 towards the construction of three bridges along the trail, an Eagle Scout Project.

Ms. Williams reminded Council there was a balance of \$9,965.53 that remained "earmarked" for this project. She stated the Recreation Committee would like to use the unexpended funds from the Green Hill Trail Project to complete the gravel path/trail connection from the Green Hill Trail to Eagle Trail in English Park.

Ms. Williams shared with Council the two quotes staff received in response to this potential project's solicitation.

- o Crews Construction & Asphalt Co. \$10,885
- o Guy P. Riddle, Inc. \$16,000

Ms. Williams stated, if Council approved the Recreation Committee's request, there would still be a shortfall of \$919.67 from the lowest bid received.

Mayor Mattox asked the Town Manager when the initial funds were budgeted for the Green Hill Trail.

Mr. Coggsdale, confirmed by Mrs. Shelton, stated the funds for the Green Hill Trail Project had been earmarked in the budget since FY2017.

Mayor Mattox stated he was under the impression that any unexpended funds from a project went back into the town's Reserve Fund.

Mr. Coggsdale referenced item #6a of that night's agenda. He stated, the Fiscal Policies the town would soon adopt would work that way, but at the time of the fore-mentioned project, the town did not have policies in place to direct the funds in that manner, therefore, the unexpended funds remained earmarked for "trail improvement projects".

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to this project/request.

Mr. Higginbotham stated he was also under the impression that town budgets "close out" at the end of each fiscal year and unexpended funds go to Reserves.

Mr. Higginbotham then referenced the path that runs between the Green Hill Trail and Eagle Trail that the Recreation Committee was requesting to be graveled. He stated the path existed due to a sewer line that runs through that area. He stated the Public Works Department currently uses the path for maintenance purposes.

Mr. Higginbotham stated he considered both the "connection path/trail" and the Green Hill Trail to be "natural" trails. He stated he was not convinced graveling the connection path between the Green Hill Trail and Eagle Trail was the best use of the \$9,965 unexpended funds.

Mr. Higginbotham suggested the town consider only placing "crushed concrete" in the ruts along the path, which was less costly than graveling the entire path.

Mr. Coggsdale answered Mr. Higginbotham's first question by informing Council that the fore-mentioned \$9,965 was not in the current year's budget, but was earmarked in the town's Reserve Fund for future trail projects/improvements.

Mr. Coggsdale stated this item was a recommendation from the Recreation Committee and it was up to Council to decide which action, if any, to take.

Mr. Mitchell asked if there was a potential for the path to be dug up and removed if the sewer line needed to be worked on or replaced.

Mr. Coggsdale asked for clarification of where the sewer line was located in relation to the path from David Garrett, Public Works Director, and Tom Fore, Utilities Director.

Mr. Garrett stated the sewer line runs through the middle of the mentioned path.

Mr. George stated, as a member of the Recreation Committee, this project had been in consideration by their board for a couple of years, due to the "swampy" condition of the "connection" path after heavy rainfall.

Mr. George referenced the recent renovation of Wayside Park in Pittsylvania County (adjacent to Altavista). He stated the gravel placed on Wayside Park's walking trail was done by the same contractor that submitted the lowest quote received for the Recreation Committee's proposed project.

Mr. George stated, while visiting the park, he has seen mothers with strollers and/or kids with bikes using Eagle Trail. He stated he felt the connector path would be utilized more to reach the Green Hill Trail, if the path was graveled.

Mr. Higginbotham stated, while he appreciated the recommendation by the Recreation Committee, he would rather see the town spend the \$9,965 towards enhancing the town's existing trail systems.

Mr. Emerson stated he appreciated key points from both Mr. Higginbotham and Mr. George. He stated he has walked the path between Green Hill and Eagle Trail with his family many times and he agreed the path could be swampy at times.

Mr. Emerson stated he would be in favor of having gravel on the connection path. He stated he felt, if the "connection" path was graveled, more people would patron the Green Hill Trail from English Park.

Mr. Mitchell stated, even if the said path was graveled, he did not believe there would be mothers pushing strollers on the path or the Green Hill Trail, due to its "natural" state and steep incline.

Mr. Bennett asked Mr. George if the Recreation Committee had any future plans to extend the trail system to Elizabeth Street.

Mr. George stated not at that time, but there was an old "logging road" that extended up that far and could be utilized to extend the trail in the future.

Mr. Bennett stated he considered approving the Recreation Committee's request was a "down payment" on the future for this part of the town's trail system.

Mr. Bennett referenced the \$916 deficit of the request. He asked if the Jenks Fund could be used to cover the extra money needed to complete the project.

Mr. Coggsdale stated the projects listed in the current FY2021 CIP Budget would use the entire reserve of the Jenks Fund.

Mayor Mattox asked Mr. Fore and Mr. Garrett if graveling the "connection" path would interfere with their maintenance of the sewer line in that area.

Mr. Fore answered stating it would not interfere with "general" maintenance.

Mr. Higginbotham suggested, rather than having an outside contractor gravel the path, allowing Altavista's Public Works Department to gravel the path, which he felt would be cheaper and more feasible for the town.

Mr. Mitchell referenced the Recreation Committee's project request. He asked if "grading" and drain pipe was included in the total price of the project, in order to keep the new gravel from washing away due to heavy rainfall.

Mr. Garrett stated the town did not want much digging to occur during this project, in order to lower the possibility of erosion issues. He stated, if approved, there would be drain pipes installed at two separate locations along the path.

Mayor Mattox suggested placing this item on the September 8th Regular Meeting Consent Agenda; and also have Mr. Garrett investigate whether or not there was a more feasible approach/option for this project to be completed.

All Council members were in consensus to do so.

ii. English Park – Ash Tree Removal

Ms. Williams referenced the many Ash Trees that are located in English Park. She stated Mr. Garrett, Altavista's Public Works Director, recently conducted an assessment of the Ash Trees and identified 50-70 of them were decaying or dead.

Ms. Williams stated, if Council desired, the Recreation Committee would like to solicit quotes for the work of removing the said trees.

Ms. Williams informed Council the Virginia Department of Forestry currently has a program allowing localities to apply for grants that help with the cost of removing dead or decaying trees, and also the cost of replacing the removed trees.

Ms. Williams stated the forestry grant program was a 50/50 "match" program. She stated, if this project was approved to move forward, the town would need to submit a grant application by September 10th, 2020 to secure consideration.

Ms. Williams also informed Council, along with the grant application, the Virginia Department of Forestry (VDOF) requires that a Certified Arborist determine the exact number of tress that would need to be removed.

Mayor Mattox asked Ms. Williams for clarification of the amount VDOF allows each locality for such projects.

Ms. Williams stated the program would cover 50% of the total tree removal cost as reimbursement, but was limited to \$6,150 per organization/locality.

Mayor Mattox asked if the fore-mentioned number (50-70) included all of the Ash Trees in English Park, or did the proposed removal only include decaying and/or dead trees.

Ms. Williams stated the project would include all Ash Trees the Arborist determined needed to be taken down.

Ms. Williams reminded Council there was also a reimbursement amount given to localities for every tree they plant to replace a removed tree.

Mayor Mattox asked if all of the Ash Trees in English Park were a potential danger to the citizens that patron the park, or could some of them be saved.

Mr. George informed Council that Ash Trees were in danger of becoming extinct in the Eastern United States because so many of them were "dying out".

Mr. George suggested, if Council did not wish to remove "all" of the Ash Trees in English Park, picking the most dangerous ones to remove first. He stated there were many dead Ash Trees currently leaning over the walking trail (Eagle Trail) beside the river that need to be taken down immediately. He stated those were the ones that posed the most danger at that time.

Mayor Mattox reminded Council this project was not a proposed CIP item in this fiscal year's (2021) budget. He asked Council if they were willing to fund this project from Town Reserves.

Mr. Bennett suggested the town first, allow an Arborist to assess the Ash Trees in English Park and determine which were the most dangerous and would need to be taken down immediately, then the town could move forward from there.

Mr. Emerson stated he visited English Park at least once per week and was always seeing branches/tree limbs that have fallen onto the trails walkways. He stated he felt it was necessary to move this project forward as soon as possible.

Mr. Mitchell also shared his favor in moving this project forward.

Mayor Mattox asked Council if they had any additional questions or comments in regard to this item/project.

Mr. George reminded Council this issue had been previously addressed in the front portion of English Park. He stated the town took down almost fifty trees and replaced them with Willow Oaks and Red Maples.

Mr. George stated he did not feel the town needed to replace all of the Ash Trees they were considering for removal. He stated most of the dead Ash Trees were nestled in with other trees that would still offer an adequate amount of shade for the trail.

Mr. Higginbotham asked Council to consider the fact that it would cost the town more to have trees cut down and the debris removed, than it would to only have the trees cut down and the debris left for the town to clear out at a later date; or the debris could be left on site if a tree was in the woods away from walking trails.

Mr. Higginbotham stated, once the Arborist informs the town of how many Ash Trees need to come down, he suggested allowing Mr. Garrett, Public Works Director, to evaluate the matter and offer Council his input.

Mrs. Dalton suggested the town be prudent with its actions in regard to cutting down any tree. She stated that she agreed with Mr. Higginbotham, if a tree was not a potential danger, the tree could be cut down and the debris left at the site or the tree could also be left alone to fall on its own.

Mr. Emerson also suggested the town only concentrate on the Ash Trees that were adjacent to and/or had the potential to fall onto the trail.

Mr. Emerson referenced the new "overlook" on Eagle Trail that the town was currently working on. He suggested cutting the dead/decaying trees away from that area as soon as possible, so they do not have an opportunity to fall on the overlook and slow down or hinder the progress of the project.

Mr. Mitchell shared his favor of first, getting the required information from the Arborist, and then allowing Mr. Garrett to gather cost options for the project.

Mayor Mattox asked Mr. Garrett how soon he could have the requested information.

Mr. Garrett stated he would schedule a Certified Arborist to evaluate the Ash Trees in English Park and offer the town a report on this matter. He stated he would inform Council of the results as soon as the evaluation was complete.

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

All Council members were in consensus to wait for Mr. Garrett's report before placing this item on a Council meeting consent agenda.

iii. English Park Improvements- Parking Lot Pavement Project

An update was provided to Council in their August Work Session Agenda Packet in regard to the English Park Large Field Improvement Project as identified for completion in the Capital Improvement Plan (CIP) for Fiscal Year 2021. It stated that the fields had been reseeded and would continue to be monitored by the Public Works Department. The update also stated, in order to complete Phase I of the improvements, the two small parking lots, located on Eagle Trail at English Park, would need to be paved; Staff was in the process of obtaining quotes for the paving project and would provide the information to Council at a future meeting.

Ms. Williams informed Council, at a recent Recreation Committee Meeting, the committee discussed a request received from a citizen in regard to placing a "bicycle turnaround" at the end of Eagle Trail. She stated the citizen explained that a cyclist must stop, get off their bicycles and turn them around, when coming to the end of the trail; but if a small "bulb" (bike turnaround) were provided, it would make it easier for cyclists using the trail to turn around.

Ms. Williams stated that David Garrett, Public Works Director, informed her, due to the parking lot paving project coming in under the initial estimated budget, it may be possible, if Council approved the request, to have a small bulb placed at the end of the trail when the two small parking lots were being paved.

Ms. Williams stated, at that time, staff was requesting for Council to consider allowing unexpended funds from the fore-mentioned paving project, to be used to install a (paved) bike turnaround at the end of Eagle Trail.

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

All Council members were in consensus to allow the town to use unexpended funds from the FY2021 CIP Item "Eagle Trail Parking Lot(s) Paving Project" to be used to install, a paved bike turnaround at the end of Eagle Trail. The consensus included the stipulation the project was not to exceed the available funds remaining from the initial budgeted amount for the paving project.

Mr. Coggsdale referenced the two fore-mentioned parking lots on Eagle Trail that were scheduled to be paved in FY2021. He stated staff was recommending the traffic pattern of the larger lot be designed as a "one way only" entrance and exit.

Mr. Coggsdale stated the smaller of the two lots only had one entry and exit point, so that lot would not need to be considered.

Mr. Higginbotham reminded Council that asphalt would deteriorate if not used on a regular basis. He stated, at that time, there were no "ballfields" established in the large fields adjacent to the two fore-mentioned parking lots to be paved.

Mr. Higginbotham asked if the town should postpone the paving project until the fields were being used on a regular basis.

Mayor Mattox stated the two Eagle Trail parking lots were currently being used quite often by individuals that patron the trail and park. He stated he felt confident with the paving project moving forward.

All Council members were in consensus to accept staff's recommendation in regard to designing the large parking lot on Eagle Trail to be designed as a "one way" entrance and exit only traffic pattern.

h. Altavista Police Department (APD) – Police Vehicle Marking Request

Altavista Police Chief, Tommy Merricks, addressed Council in regard to this item.

Chief Merricks stated, as approved and included in the FY2021 CIP Budget, the APD recently purchased and received a new white 2020 Ford Explorer. He reminded Council of their previous request for any new APD police vehicle to be the color white moving forward, as they cost less for the town to purchase and were also easier to resale.

Chief Merricks shared with Council a photo of his desire as to how the "markings" on the new vehicle would look. He stated the new markings were similar to the previous ones, but without the black and white color blocks.

Chief Merricks referenced the photo and stated there was one addition to the markings of the new vehicle he would like Council to consider allowing him to make: adding the national motto, "In God We trust" to the back of the vehicle.

Chief Merricks stated, in these trying times, it was his belief this addition would help solidify the APD's commitment to the community. He informed Council of a "legal opinion" from a past Attorney General that stated the display of the motto was not an infringement of the first amendment establishment clause.

Chief Merricks referenced the badge emblem on the rear of the vehicle and stated the emblem would be updated to reflect the new APD badge.

Chief Merricks stated, at that time, he was seeking Council's approval to move forward with the presented markings for the new APD vehicle.

Mayor Mattox thanked Chief Merricks for purchasing a white vehicle for police use as Council suggested. He stated he would help the town in the long run when trying to resell the vehicle.

Mayor Mattox also thanked Chief Merricks for his continued efforts in striving to build a stronger community.

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

Mr. Bennett shared his approval with the APD police vehicle markings that Chief Merricks presented to Council.

Mr. Higginbotham also shared his favor with the new markings for APD vehicles. He stated, however, he was not in favor of the APD badge being on the new vehicles. He asked how much it would save the town if the emblem was not included in the markings.

Chief Merricks informed Council the entire cost of placing the markings on the new vehicle was \$700. He stated it would be very little difference if the badge was not included.

Mrs. Dalton stated she appreciated Chief Merricks' efforts and shared her favor in the new police vehicle markings as presented.

Mr. Emerson also shared his favor with the new police vehicle markings as presented. He stated he felt the markings looked "great" and he would not change anything about it.

Mr. Mitchell thanked Chief Merricks for the work he does. He stated he was also in favor of the new police vehicle markings as presented.

There was a consensus of Council to allow Chief Merricks to move forward with the "markings" for the Altavista Police Department's new police vehicle as presented.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the August 25th, 2020 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

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

• Mr. George referenced a recent discussion by the Altavista Recreation Committee in regard to placing a Porta Potty at the end of Eagle Trail in English Park.

Mr. George stated he had contacted a local Porta Potty vendor and was told it would cost \$95 per month for them to install and service the pottys.

Mayor Mattox suggested placing this item/request on the September 8th Council Meeting Consent Agenda and, in the meantime, allow Town Staff to investigate cost options for this item.

Mr. Higginbotham stated he felt the town should receive pricing for this item first, and then put the item on a future meeting agenda for Council to consider.

Mayor Mattox stated, if Council did not agree with the cost options gathered by staff, the item could be removed from the Consent Agenda for further discussion.

Mr. Coggsdale asked if the Recreation Committee would consider changing the placement of the Porta Potty to the halfway mark of the trail. He stated he felt this would be more accessible for parents with children that may be walking to the end of the trail.

Mr. George stated he felt placing the requested Porta Potty at the "halfway" point on the trail would be viable. He stated he would like to see the pottys at both places in the future.

Council was in consensus for this item/request to be placed on the September 8, 2020 Council Meeting Consent Agenda.

Mr. George referenced an old concrete wall located on the Eagle Trail in English Park.
 He stated there was currently vines and weeds surrounding the structure.

Mr. George stated he was a member of a local group that had volunteered to clean up the structure and around said structure.

Mr. George asked Council to consider having the town (Public Works) spray the structure with weed killer, and then allowing his group to remove the dead weeds so the structure could be seen and enjoyed by trail patrons.

Mr. George stated the structure was part of the town's history and he would love to know more about its relation/relevance to the Town of Altavista.

Mr. Emerson stated the structure itself was very unique looking and its location was in a nice area on the trail. He stated he was in favor of the request.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if the Public Works Department would be able to accommodate the request.

Mr. Coggsdale answered the Mayor stating he felt they would.

- Mrs. Dalton stated, due to the COVID19 pandemic, she did not attend Council meetings in person. She requested Council members give any items of interest to the Town Manager ahead of time to be placed on the meeting agenda, so that she had the ability to view the items and/or requests, and any photos accompanying the items, before the meeting.
- Mr. Emerson asked for an update on the "overlook" project on Eagle Trail in English Park.

Mr. Higginbotham stated the project was moving along, but stated David Garrett, Public Works Director, may have the current progress report on the project.

Mr. Garrett gave Council a brief overview of the project and stated it continued to move forward.

Mr. Emerson asked if it was still in the plan to put wrought iron handrails on the overlook.

Mr. Garrett answered Mr. Emerson and confirmed, at that point, the town was still planning to use wrought iron for the overlook's handrails.

Mr. George stated he was at English Park every morning and he thanked Mr. Higginbotham for the work he did in regard to the overlook project.

Mr. Higginbotham stated the overlook was in worse shape than originally thought, but when complete, the overlook would be strong enough to last another 100 years or more.

• Mayor Mattox thanked the Town Manager for his recent efforts in tracking down a contact that has the ability to clean up the river in the area of the island near the Norfolk Southern Railroad Trestle.

Mayor Mattox stated he and his family, and many of his friends, enjoy river activities, and he truly appreciated something being done to eliminate the danger(s) in that area.

 Mayor Mattox referenced the fact that Vice-Mayor Dalton was not in attendance at recent Council meetings due to her concerns surrounding COVID19 safety measures.

Mayor Mattox stated if an individual was not physically present at a meeting, it was harder for that person to participate in the meeting's conversations.

Mayor Mattox stated he felt the town should investigate a better "sound system" for Council Chambers that could be heard even when masks are worn.

Mr. Coggsdale stated he would be glad to do so. He stated the town may need to consider utilizing the "Zoom" system for video conferencing Council meetings.

Mr. Mitchell stated the Council meetings were now recorded, archived, and available on the town's social media page to watch at any time.

Mr. Mitchell asked if there was a CIP item in this fiscal year's (2021) budget in regard to adding video cameras in Council Chambers.

Mayor Mattox stated he remembered a "discussion" in regard to adding said cameras in Council Chambers, but he did not think that discussion lead to an approval.

Mrs. Shelton, Altavista Treasurer/Finance Director, stated there was a CIP item for "Meeting Software" in the FY2021 CIP Budget.

Mr. Coggsdale referenced the same discussion the Mayor referred to and stated the cameras were discussed at the same time as the Meeting Software, but only the software was approved.

There were no further comments or concerns from Council.

Mayor Mattox thanked everyone for attending the Council Meeting that evening.

9. Closed Session

DATE: Tuesday August 25th, 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 of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

A motion was made by Mr. George, and seconded by Mr. Bennett.

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
	Mr. Wayne Mitchell	Yes

Council went into closed session at 7:30 PM.

Notice was given that council was back in regular session 7:55 PM.

Mrs. Dalton and Mr. Higginbotham left the meeting at that time.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

Council Work Session August 25, 2020

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
	Mayor Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

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 the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 7:56 PM.

	Michael E. Mattox, Mayor
J. Waverly Coggsdale, III, Clerk	

PREPARED 09/02/2020,16:00:39

PROGRAM: GM172L

SELECTED BY CHECK DATE

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CHECK NO	VENDOR NO	VENDOR NAME 	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
 40716	828	BILLY AKERS AT&T MOBILITY BEACON CREDIT UNION BROWN, WILLIAM E CAMPBELL COUNTY PUBLIC LIBRARY CITY OF DANVILLE D L BRYANT HEATING & COOLING J JOHNSON ELLER JR ICMA RETIREMENT TRUST-457 #304 INTEGRATED TECHNOLOGY GROUP IN SAM GREEN VAULT SECURITY LOCK AND KEY TREASURER OF VA /CHILD SUPPORT US BANK EQUIPMENT FINANCE UTILITY SERVICE CO INC AXON ENTERPRISE INC BOXLEY AGGREGATES BRENNTAG MID-SOUTH INC BUILDING BLOCKS OF VA INC CAI CHANDLER CONCRETE CO INC DISCOVERY FORD DMV DOMINION ENERGY DOMINION VIRGINIA POWER ELECTRONIC SYSTEMS INC ENGLISH AUTO ALIGNMENT LLC FIRE & SAFETY EQUIP CO INC GRANITE TELECOMMUNICATIONS GT-ASSC ASPHALT MAINT REPAIR I HAWKINS-GRAVES INC HEYWARD SERVICES INC INTEGRATED TECHNOLOGY GROUP IN KAMERON TAYLOR THOMAS MERRICKS	08/05/2020	1 450 00		0.0	OUTSTANDING	
40717	886	AT&T MORILITY	08/05/2020	305 92		0.0	OUTSTANDING	
40718	103	BEACON CREDIT UNION	08/05/2020	280.00		0.0	OUTSTANDING	
40719	9999997	BROWN WILLIAM E	08/05/2020	8.42		0.0	OUTSTANDING	
40720	583	CAMPBELL COUNTY PUBLIC LIBRARY	08/05/2020	946.20		0.0	OUTSTANDING	
40721	1	CITY OF DANVILLE	08/05/2020	125.00		0.0	OUTSTANDING	
40722	75 4	D L BRYANT HEATING & COOLING	08/05/2020	675.00		0.0	OUTSTANDING	
40723	20	J JOHNSON ELLER JR	08/05/2020	2,000.00		00	OUTSTANDING	
40724	57	ICMA RETIREMENT TRUST-457 #304	08/05/2020	295.00		00	OUTSTANDING	
40725	566	INTEGRATED TECHNOLOGY GROUP IN	08/05/2020	11,088.40		00	OUTSTANDING	
40726	625	SAM GREEN VAULT	08/05/2020	500.00		00	OUTSTANDING	
40727	939	SECURITY LOCK AND KEY	08/05/2020	236.72		00	OUTSTANDING	
40728	85	TREASURER OF VA /CHILD SUPPORT	08/05/2020	253.15		00	OUTSTANDING	
40729	900	US BANK EQUIPMENT FINANCE	08/05/2020	232.66		00	OUTSTANDING	
40730	722	UTILITY SERVICE CO INC	08/05/2020	22,748.92		00	OUTSTANDING	
40731	839	AXON ENTERPRISE INC	08/14/2020	25,553.97		00	OUTSTANDING	
40732	4	BOXLEY AGGREGATES	08/14/2020	943.19		00	OUTSTANDING	
40733	12	BRENNTAG MID-SOUTH INC	08/14/2020	850.86		00	OUTSTANDING	
40734	693	BUILDING BLOCKS OF VA INC	08/14/2020	2,066.36		00	OUTSTANDING	
40735	389	CAI	08/14/2020	84.75		00	OUTSTANDING	
40736	145	CHANDLER CONCRETE CO INC	08/14/2020	3,421.00		0.0	OUTSTANDING	
40737	833	DISCOVERY FORD	08/14/2020	432.80		00	OUTSTANDING	
40738	164	DMV	08/14/2020	600.00		00	OUTSTANDING	
40739	1	DOMINION ENERGY	08/14/2020	1,000.00		00	OUTSTANDING	
40740	36	DOMINION VIRGINIA POWER	08/14/2020	51,136.81		00	OUTSTANDING	
40741	394	ELECTRONIC SYSTEMS INC	08/14/2020	102.29		0.0	OUTSTANDING	
40742	930	ENGLISH AUTO ALIGNMENT LLC	08/14/2020	93.90		0.0	OUTSTANDING	
40743	123	CDANIER BELECOMMENTATIONS	08/14/2020	211.15		0.0	OUTSTANDING	
40744	916	GRANIIE IELECOMMUNICATIONS	08/14/2020	4 276 40		0.0	OUISTANDING	
40745	305	GI-ASSC ASPHALI MAINI REPAIR I	00/14/2020	4,3/0.40		0.0	OUISIANDING	
40740	505 622	HEAMYDD GEDMAGE INC	00/14/2020	21,214.00 1 570 00		0.0	OUISTANDING	
40747	566	THITECONTED TECHNOLOGY COOLD IN	08/14/2020	1,372.00		0.0	OUISTANDING	
40749	1	KAMERON TAYLOR	08/14/2020	100.00		0.0	OUTSTANDING	
40750	853	THOMAS MERRICKS	08/14/2020	32.64		0.0	OUTSTANDING	
40751	210	MOSCA DESIGNS	08/14/2020	7,510.00		0.0	OUTSTANDING	
40752		MULTI BUSINESS FORMS INC	08/14/2020	391.00			OUTSTANDING	
40753		MUNICIPAL CODE CORPORATION	08/14/2020	648.20			OUTSTANDING	
40754		MT ELECTRONICS INC	08/14/2020	91.00			OUTSTANDING	
40755		NAPA AUTO PARTS	08/14/2020	2,344.61			OUTSTANDING	
40756		NUTRIEN AG SOLUTIONS INC	08/14/2020	658.50			OUTSTANDING	
40757		ORKIN PEST CONTROL LLC	08/14/2020	318.65			OUTSTANDING	
40758		PACE ANAYLTICAL SERVICES LLC	08/14/2020	2,240.55			OUTSTANDING	
40759		PEARSON EQUIPMENT CO INC	08/14/2020	120.00			OUTSTANDING	
40760		PRICE BUILDINGS INC	08/14/2020	44,221.31		00	OUTSTANDING	
40761		RIVER VALLEY RESOURCES LLC	08/14/2020	821.50		00	OUTSTANDING	
40762	857	RIVERSTREET NETWORKS	08/14/2020	366.95		00	OUTSTANDING	
40763	76	RYDIN DECAL	08/14/2020	216.09		00	OUTSTANDING	
40764	939	SECURITY LOCK AND KEY	08/14/2020	52,521.71		00	OUTSTANDING	
40765		SHARP BUSINESS SYSTEMS	08/14/2020	142.24			OUTSTANDING	
40766	151	SHEEHY FORD	08/14/2020	35,039.13		00	OUTSTANDING	

PREPARED 09/02/2020,16:00:39

PROGRAM: GM172L

SELECTED BY CHECK DATE

FROM: 08/01/2020 TO: 08/31/2020 SELECTED BY CHECK DATE

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40767	467	SONNY MERRYMAN INC	08/14/2020	123.90		00	OUTSTANDING	
40768	186	THE NEWS & ADVANCE	08/14/2020	654.00		00	OUTSTANDING	
40769	124	TREASURER OF VA	08/14/2020	250.27		00	OUTSTANDING	
40770	35	TREASURER OF VA/VITA	08/14/2020	7.76		00	OUTSTANDING	
40771	92	UNIFIRST CORP	08/14/2020	1,862.31		00	OUTSTANDING	
40772	107	VIRGINIA MUNICIPAL LEAGUE	08/14/2020	2,040.00		00	OUTSTANDING	
40773	110	VUPS INC	08/14/2020	84.00		00	OUTSTANDING	
40774	756	WAGEWORKS INC	08/14/2020	111.85		00	OUTSTANDING	
40775	9	AFLAC	08/20/2020	3,782.36		00	OUTSTANDING	
40776	103	BEACON CREDIT UNION	08/20/2020	280.00		00	OUTSTANDING	
40777	162	BENNETT'S MECHANICAL COMPANY I	08/20/2020	1,120.00		00	OUTSTANDING	
40778	591	BRAND ACCELERATION INC	08/20/2020	2,030.00		00	OUTSTANDING	
40779	12	BRENNTAG MID-SOUTH INC	08/20/2020	6,254.34		00	OUTSTANDING	
40780	294	BUSINESS CARD	08/20/2020	11,246.00		00	OUTSTANDING	
40781	19	CARTER MACHINERY CO INC	08/20/2020	782.30		00	OUTSTANDING	
40782	569	DIAMOND PAPER CO INC	08/20/2020	487.28		00	OUTSTANDING	
40783	301	ENGLISH'S LLC	08/20/2020	3,946.05		00	OUTSTANDING	
40784	118	FERGUSON ENTERPRISES LLC	08/20/2020	15,751.80		00	OUTSTANDING	
40785	622	HEYWARD SERVICES INC	08/20/2020	3,130.39		00	OUTSTANDING	
40786	57	ICMA RETIREMENT TRUST-457 #304	08/20/2020	295.00		00	OUTSTANDING	
40787	58	INSTRUMENTATION SERVICES INC	08/20/2020	708.00		00	OUTSTANDING	
40788	1	KEN BRUMFIELD II	08/20/2020	100.00		00	OUTSTANDING	
40789	941	STEVEN D MCFADGEN SR	08/20/2020	120.00		0.0	OUTSTANDING	
40790	843	BETTY PICKERAL	08/20/2020	500.00		0.0	OUTSTANDING	
40791	9999998	ROWLAND, CHERYL	08/20/2020	175.00		0.0	OUTSTANDING	
40792	533	STIMULUS, LLC	08/20/2020	507.50		0.0	OUTSTANDING	
40793	85	TREASURER OF VA /CHILD SUPPORT	08/20/2020	253.15		0.0	OUTSTANDING	
40794	601	VACORP	08/20/2020	309.24		0.0	OUTSTANDING	
40795	942	WETZEL LEGAL PLLC	08/20/2020	136.10		0.0	OUTSTANDING	
40796	793	XEROX FINANCIAL SERVICES	08/20/2020	237.61		0.0	OUTSTANDING	
40797	84	ALTAVISTA JOURNAL	08/28/2020	501.83		0.0	OUTSTANDING	
40798	91	ANTHEM BLUE CROSS/BLUE SHIELD	08/28/2020	43.022.00		0.0	OUTSTANDING	
40799	943	M KEVIN BAILEY PLAC	08/28/2020	120.00		0.0	OUTSTANDING	
40800	427	CENTURYLINK	08/28/2020	593.78		0.0	OUTSTANDING	
40801	736	MARVIN CLEMENTS	08/28/2020	75.00		0.0	OUTSTANDING	
40802	28	COLUMBIA GAS	08/28/2020	185.12		0.0	OUTSTANDING	
40803		CONTROL EQUIPMENT CO INC	08/28/2020	2,196.16			OUTSTANDING	
40804		EECO EECO	08/28/2020	200.41			OUTSTANDING	
40805		TIMOTHY GEORGE	08/28/2020	50.00			OUTSTANDING	
40806		GREGORY W SMITH ATTORNEY AT LA		120.00			OUTSTANDING	
40807		GRETNA TIRE INC	08/28/2020	2,086.50			OUTSTANDING	
40808		HAWKINS LOCK & KEY CO INC	08/28/2020	221.80			OUTSTANDING	
40809		HURT & PROFFITT INC	08/28/2020	34,483.00			OUTSTANDING	
40810		JOHN JORDAN	08/28/2020	75.00			OUTSTANDING	
40810		THOMAS S LEEBRICK, PC	08/28/2020	120.00			OUTSTANDING	
40811		MINNESOTA LIFE	08/28/2020	119.12			OUTSTANDING	
40812		MARIE MITCHELL	08/28/2020	50.00			OUTSTANDING	
40813		SOUTHSIDE ELECTRIC COOP	08/28/2020	938.89			OUTSTANDING	
40814		SPRINT	08/28/2020	1,130.78			OUTSTANDING	
40815		TIAA COMMERCIAL FINANCE INC	08/28/2020	153.00			OUTSTANDING	
40817	124	TREASURER OF VA	08/28/2020	9,379.00		UU	OUTSTANDING	

PREPARED 09/02/2020,16:00:39 ALL CHECKS REGISTER ALL CHECKS REGISTER
SELECTED BY CHECK DATE
FROM: 08/01/2020 TO: 08/31/2020 ACCOUNTING PERIOD 02/2021 SELECTED BY CHECK DATE PROGRAM: GM172L REPORT NUMBER 12

TOWN OF ALTAVISTA

BANK: 00 ***********************

NO NO NAME

CHECK CHECK DATE BANK
DATE AMOUNT CLEARED CODE STATUS CHECK VENDOR VENDOR ORIGINAL

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AMOUNT

40818 115 JOHN WOODSON 08/28/2020 50.00 40819 566 INTEGRATED TECHNOLOGY GROUP IN 08/28/2020 1,572.42 00 OUTSTANDING 00 OUTSTANDING

BANK: 00 ********************

NO. OF CHECKS: 104 CHECKS OUTSTANDING 459,384.65 ***
OUTSTANDING CHECKS: 104 RECONCILED CHECKS: VOID CHECKS:
459,384.65 .00 .00 459,384.65 ***

PREPARED 09/02/2020,16:00:39 ALL CHECKS REGISTER ALL CHECKS REGISTER
SELECTED BY CHECK DATE ACCOUNTING PERIOD 02/2021 PROGRAM: GM172L FROM: 08/01/2020 TO: 08/31/2020 TOWN OF ALTAVISTA REPORT NUMBER 12

BANK: 00 *********************

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CHECK CHECK DATE BANK ORIGINAL DATE AMOUNT CLEARED CODE STATUS AMOUNT CHECK VENDOR VENDOR ORIGINAL NO NO NAME

459,384.65 ***

NO. OF CHECKS: 104 TOTAL CHECKS 459,384.65 ***
OUTSTANDING CHECKS: 104 RECONCILED CHECKS: VOID CHECKS:
459,384.65 .00 .00 .00

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
General Fund Revenue	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	Budget	Projections
Property Taxes - Real Property	210,000	210,000	494	О	495	o	210,000
Public Service - Real & Personal	98,700	98,700	o	О	o	0	98,700
Personal Property	260,000	260,000	1,828	-12	2,611	1	260,000
Personal Property - PPTRA	100,000	100,000	-12	o	-12	0	100,000
Machinery & Tools	1,844,000	1,844,000	4,031	О	7,975	0	1,844,000
Mobile Homes - Current	150	150	0	1	Ó	0	150
Penalties - All Taxes	4,500	4,500	363	8	485	11	4,500
Interest - All Taxes	3,500	3,500	490	14	861	25	3,500
Local Sales & Use Taxes	165,000	165,000	16,652	10	32,991	20	165,000
Local Electric and Gas Taxes	114,000	114,000	9,528	8	18,751	16	114,000
Local Motor Vehicle License Tax	46,000	46,000	1,353	1	1,823	4	46,000
Local Bank Stock Taxes	159,000	159,000	0	o	o	o	159,000
Local Hotel & Motel Taxes	80,000	80,000	11,145	14	19,788	25	80,000
Local Meal Taxes	973,000	973,000	88,185	9	173,599	18	973,000
Container Rental Fees	1,300	1,300	o	o	o	0	1,300
Communications Tax	34,000	34,000	2,788	8	5,527	16	34,000
Transit Passenger Revenue	5,000	5,000	0	o	o	0	5,000
Local Cigarette Tax	130,000	130,000	7,500	6	15,056	12	130,000
Mobile Restaurant Permit	150	150	0	o	o	0	150
Business License Fees/Contractors	4,500	4,500	0	o	o	o	4,500
Busines License Fees/Retail Services	58,000	58,000	851	1	851	1	58,000
Business Licnese Fees/Financial/RE/Prof.	4,200	4,200	O	o	o	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	o	o	0	10,000
Business Licenses Fees/Wholesale Businesses	450	450	0	o	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	0	0	2,700

General Fund Revenue (Continued)	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	o	0	o	850
Vending - Coin Operated	0	o	0	o	o	0	0
Permits - Sign	1,100	1,100	153	14	233	21	1,100
Fines & Forfeitures - Court	15,000	15,000	1,795	12	2,296	15	15,000
Parking Fines	300	300	o	О	o	0	300
Interest and Interest Income	190,000	190,000	o	0	2,378	1	190,000
Rents - Rental of General Property	1,000	1,000	175	18	300	30	1,000
Rents - Pavilion Rentals	2,500	2,500	0	o	О	0	2,500
Rents - Booker Building Rentals	3,300	3,300	o	o	o	0	3,300
Rents - Rental of Real Property	80,000	80,000	1,572	2	6,991	9	80,000
Property Maintenance Enforcement	0	O	o	o	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	o	О	16,091	98	16,450
State DCJS Grant	89,100	89,100	0	o	o	0	89,100
State Rental Taxes	1,000	1,000	0	o	93	9	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	0	0	О	0	12,600
State/VDOT Contract Services	3,000	3,000	o	o	o	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	o	o	o	0	5,000
State Transit Revenue	18,620	18,620	o.	o	7,228	39	18,620
Campbell County Grants	0	0	o	o	Ó	0	0
Litter Grant	1,900	1,900	o	0	1,555	82	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	0	o	684	3	23,000
VDOT TEA 21 Grant	O	o	3,135	o	3,135	o	0
VDOT LAP Funding	0	o	0	o	Ó	0	0
Federal Transit Revenue	126,950	126,950	8,781	7	15,959	13	126,950
Federal/Byrne Justice Grant	0	o	0	0	0	0	0
Misc Sale of Supplies & Materials	7,500	7,500	-6,300	-84	59	1	7,500
Misc Sale of Supplies & Materials/Transit	o	0	0	0	0	0	0

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	Budget	MTD	Budget	YTD	Budget	Projections
Misc Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	25,000	25,000	5,982	24	11,508	46	25,000
Misc / Canoe Launch Project	0	0	0	0	252	0	0
Reimbursement of Insurance Claim	0	0	0	0	0	0	0
Misc State Forfeiture Fund	0	0	6,300	0	6,300	o	o
Misc Federal Forfeiture Fund	0	0	0	0	o	o	О
Police Challenge Coin	0	0	o	0	0	o	o
Donations	0	0	0	0	0	o	О
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	О	0	0	3,000
Transfer In from General Fund Design. Reserves	0	o	0	0	0	o	o
Transfer In Designated	176,290	176,290	0	0	0	o	176,290
Transfer from CIF	0	o	0	o	0	0	o
	5,111,710	5,111,710	166,789	<u>3</u>	356,245	<u>z</u>	5,111,710

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD Projections
ALL FUNDS TOTAL							
Operations	7,503,750	7,503,750	447,003	6	864,941	12	7,503,750
Debt Service	806,850	806,850	0	0	367,343	0	806,850
CIP	1,683,510	1,683,510	245,353	15	437,382	26	1,683,510
Transfer Out to General Fund Reserve	0	0	0	0	o	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	o	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	o	0	o	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	10,084,110	10,084,110	692,356	7	1,669,666	<u>17</u>	10,084,110

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
GENERAL FUND (FUND 10)	Budget	Budget	MTD	Budget	YTD	Budget	Projections
Council / Planning Commission						-	
Operations	39,400	39,400	2,832	7	5,889	15	39,400
Debt Service	o	o	o	0	0	0	0
CIP	<u>5,000</u>	<u>5,000</u>	<u>o</u>	<u>0</u>	<u>0</u>	<u>o</u>	<u>5,000</u>
Administration - TOTAL:	<u>44,400</u>	<u>44,400</u>	<u>2.832</u>	<u>0</u> <u>6</u>	<u>5.889</u>	<u>13</u>	<u>44,400</u>
Administration		1					
Operations	906,610	906,610	48,843	5	104,147	11	906,610
Debt Service	0	0	О	0	0	0	0
CIP	<u>41,000</u>	41,000	54,165	<u>132</u>	171,192	<u>418</u>	41,000
Administration - TOTAL:	<u>947.610</u>	<u>947,610</u>	<u>103,008</u>	<u>11</u>	<u>275,339</u>	<u>29</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	5,408	1	41,658	9	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	o	0	0	0	0
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>o</u>	<u>o</u>	<u>o</u>	<u>0</u>	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>364.010</u>	<u>5,408</u>	<u>1</u>	<u>41.658</u>	<u>11</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364.010</u>	<u>5,408</u>	<u>1</u>	<u>41.658</u>	<u>11</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	82,074	7	162,146	14	1,120,790
Debt Service	0	o	0	0	0	0	0
CIP	<u>75,250</u>	<u>75,250</u>	<u>61,864</u>	<u>82</u>	61,864	<u>82</u>	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>143,938</u>	<u>12</u>	<u>224,010</u>	<u>19</u>	<u>1,196,040</u>

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
GENERAL FUND (FUND 10)	<u>Budget</u>	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
Public Works					ĺ		
Operations	1,046,160	1,046,160	61,285	6	109,644	10	1,046,160
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	<u>654,300</u>	<u>654,300</u>	<u>9,605</u>	<u>1</u> <u>4</u>	<u>24,777</u>	<u>4</u> <u>9</u>	<u>654,300</u>
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>70.890</u>	<u>4</u>	<u>150,209</u>	<u>9</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	2,030	4	2,030	4	50,100
CIP	200,000	200,000	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	200,000
Economic Development - TOTAL:	<u>250.100</u>	<u>250,100</u>	<u>2.030</u>		<u>2.030</u>	<u>1</u>	<u>250.100</u>
Community Development							
Operations	157,100	157,100	8,739	6	19,325	12	157,100
CIP	<u>o</u>	<u>o</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	0
Community Development - TOTAL:	<u>157,100</u>	<u>157.100</u>	<u>8,739</u>	<u>6</u>	<u>19,325</u>	<u>12</u>	<u>157,100</u>
Transit System			į				
Operations	129,130	129,130	8,651	7	16,485	13	129,130
Debt Service	o	o	0	0	О	0	0
CIP	<u>10</u> 9,800	109,800	<u>o</u>	<u>o</u>	О	<u>0</u>	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>8,651</u>	<u>4</u>	<u>16.485</u>	<u>Z</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	5,395	8	10,778	16	68,350
Debt Service	0	o	0	0	0	0	0
CIP	5,000	5,000	0	<u>0</u>	<u>o</u>	<u>. 0</u> ,,	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>73.350</u>	<u>5,395</u>	<u>Z</u>	<u>10,778</u>	<u>15</u>	<u>73.350</u>

3,881,650
20,410
1,090,350

4,992,410

GENERAL FUND - GRAND TOTAL:

350,890

4,992,410

FY 2021 Fund Expenditure Totals as of August 31, 2020 Page 3 of 3

Town of Altavista Council / Planning Commission FY 2021 Expenditure Report 17% of year Lapsed

COUNCIL / PLANNING COMMISSION - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended Budget	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	28,000	28,000	2,632	9	5,265	19	28,000
Other Employee Benefits	1 1	i	0	0	О	0	
Services	5,000	5,000	О	0	o	0	5,000
Other Charges	6,400	6,400	199	3	624	10	6,400
Materials & Supplies	0	o	0	0	О	0	0
Capital Outlay	5,000	5,000	O	0	0	0	5,000
Total Expenditures	44,400	44,400	2,832	6	5,889	13	44,400

Town of Altavista Administration FY 2021 Expenditure Report 17% of year Lapsed

ADMINISTRATION - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	519,100	519,100	26,814	5	65,143	13	519,100
Other Employee Benefits	36,060	36,060	459	1	609	2	36,060
Services	234,700	234,700	12,390	5	16,243	7	234,700
Other Charges	74,750	74,750	4,738	6	15,471	21	74,750
Materials & Supplies	42,000	42,000	4,442	11	6,682	16	42,000
Capital Outlay	41,000	41,000	54,165	132	171,192	418	41,000
Total Expenditures	947,610	947,610	103,008	11	275,339	29	947,610

Town of Altavista Non-Departmental FY 2021 Expenditure Report 17% of Year Lapsed

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	Budget	MTD	Budget	YTD	<u>Budget</u>	Projections
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	56,260	56,260	4,610	8	14,610	26	56,260
Campbell County Treasurer	78,000	78,000	0	o	0	0	78,000
Property Maintenance Enforcement	5,000	5,000	o	0	o	0	5,000
Business Development Center	6,000	6,000	o	o	o	0	6,000
Altavista Chamber of Commerce	20,000	20,000	o	0	o	0	20,000
Dumpster Reimbursement	600	600	o	0	o	0	600
Uncle Billy's Day Funding	20,000	20,000	o	0	0	0	20,000
Snowflake Project: Garden Club	o	0	o	0	0	0	20,000
Christmas Parade Liablity Insurance	350	350	o	0	0	0	350
Contribution - Altavista EMS	0	o	o	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	o	0	1,000
Economic Development Incentives	166,150	166,150	o	0	0	0	166,150
Contribution - YMCA Recreation Program	100,000	100,000	О	25	25,000	25	100,000
Contribution - Altavista Fire Co.	12,600	12,600	О	0	0	0	12,600
Contribution - Avoca	0	0	О	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	341,010	341,010	4.610		40.050	4.5	
TOTAL	341,010	341,010	4,610	1	40,860	12	341,010
NON-DEPARTMENTAL - Non-Departmental]		i				1
Insurance Claim	0	O	o	0	0	0	
Fuel - Fire Company	23,000	23,000	798	3	798	3	23,000
NON-DEPARTMENT - ND - TOTAL	23,000	23,000	798	3	798 798	3	
			, , ,		/38	3	23,000
NON-DEPARTMENTAL - SUBTOTAL	364,010	364,010	5,408	1	41,658	11	364,010
TRANSFER OUT							
Transfer Out - Cemetery Fund	54,300	54,300	o	o	0	0	54,300

Town of Altavista Non-Departmental FY 2021 Expenditure Report 17% of Year Lapsed

NON-DEPARTMENTAL - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Transfer Out - Enterprise Fund	0	0	0		0	0	0
Transfer Out - Library Fund Transfer Out - General Fund Reserve	0	\displaystart \dint \displaystart \displaystart \displaystart \displayst	0	0 0	o o	0	
Transfer Out - CIF	0	0	0	0	0	0	
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	О	0	65,000
TRANSFER OUT - TOTAL	119,300	119,300	0	0	0	0	119,300
DEBT SERVICE							
Debt Service - Principal	o	o	0	0	o	0	О
Debt Service - Interest	0	0	0	0	О	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
*5							
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	483,310	483,310	5,408	1	41,658	9	483,310
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,010	364,010	5,408	1	41,658	11	

Town of Altavista Public Safety FY 2021 Expenditure Report 17% of Year Lapsed

PUBLIC SAFETY - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	959,000	959,000	71,439	7	140,336	15	959,000
Other Employee Benefits	0	0	0	0	0	0	Ö
Services	34,340	34,340	3,238	9	3,700	11	34,340
Other Charges	54,550	54,550	3,315	6	12,570	23	54,550
Materials & Supplies	72,900	72,900	4,082	6	5,539	8	72,900
Capital Outlay	75,250	75,250	61,864	82	61,864	82	75,250
Total Expenditures	1,196,040	1,196,040	143,938	12	224,010	19	1,196,040

Town of Altavista Public Works FY 2021 Expenditure Report 17% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	652,950	652,950	42,163	6	81,250	12	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	1,274	2	3,012	5	57,260
Other Charges	46,180	46,180	2,308	5	6,564	14	46,180
Materials & Supplies	289,770	289,770	15,539	5	18,818	6	289,770
Debt Service	20,410	20,410	0	0	15,789	77	20,410
Capital Outlay	654,300	654,300	9,605	1	24,777	4	654,300
Total Expenditures	1,720,870	1,720,870	70,890	4	150,209	9	1,720,870

Town of Altavista Economic Development FY 2021 Expenditure Report 17% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	0	0	0	0	o	0	l ol
Other Employee Benefits	0	o	0.	0	0	0	o
Services	30,000	30,000	2,030	7	2,030	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	o	0	o	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
Total Expenditures	250,100	250,100	2,030	1	2,030	1	250,100

Town of Altavista Transit System FY 2021 Expenditure Report 17% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	103,470	103,470	7,364	7	13,988	14	103,470
Services	2,050	2,050	0	0	0	0	2,050
Other Charges	4,010	4,010	0	0	400	10	4,010
Materials & Supplies	19,600	19,600	1,287	7	2,097	11	19,600
Capital Outlay	109,800	109,800	0	0	0	0	109,800
Total Expenditures	238,930	238,930	8,651	4	16,485	7	238,930

Town of Altavista Community Development FY 2021 Expenditure Report 17% of Year Lapsed

COMMUNITY DEVELOPMENT - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended Budget	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	127,600	127,600	8,656	7	19,159	15	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	0	0	10,000
Other Charges	15,150	15,150	83	1	166	1	15,150
Materials & Supplies	4,350	4,350	0	0	0	0	4,350
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	157,100	157,100	8,739	6	19,325	12	157,100

Town of Altavista Avoca Museum FY 2021 Expenditure Report 17% of Year Lapsed

AVOCA MUSEUM - FUND 10	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	67,900	67,900	5,338	8	10,685	16	67,900
Other Employee Benefits	0	0	0	0	o	0	О
Services	0	0	0	0	0	0	0
Other Charges	450	450	36	8	72	16	450
Materials & Supplies	0	0	20	0	20	0	0
Capital Outlay	5,000	5,000	o	0	0	0	5,000
Total Expenditures	73,350	73,350	5,395	7	10,778	15	73,350

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	<u>Budget</u>	<u>MTD</u>	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Interest/Interest Income	8,000	8,000	o	0	287	4	8,000
Water Charges - Industrial	1,283,320	1,283,320	125,441	10	245,026	19	1,283,320
Water Charges - Business/Residential	280,000	280,000	8,820	3	13,097	5	280,000
Water Charges - Outside Community	173,000	173,000	11,143	6	11,167	6	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	0	0	1,500
Bulk Water Purchase	2,000	2,000	4,752	0	5,729	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	145,316	9	293,692	19	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	8,294	3	11,936	5	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	0	0	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	o	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	7,229	5	25,332	18	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,267	9	7,732	15	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	0	0	176	0	140,000
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	o	0	0
Miscellaneous	25,000	25,000	2,515	10	3,290	13	25,000
State Fluoride Grant	0	o	0	0	0	#DIV/0!	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	- O
Transfer In from Reserves	25,600	25,600	0	0	o	0	25,600
Transfer from Water & Sewer	62,520	62,520					62,520
Transfer in From General Fund	<u>o</u>	<u>o</u>		<u>o</u>	i	<u>0</u>	<u>o</u>
ENTERPRISE FUND - REVENUE:	<u>4,014,340</u>	<u>4,014,340</u>	<u>317,778</u>	<u>8</u>	<u>617,463</u>	<u>15</u>	<u>4.014.340</u>

	FY 2021	FY 2021					
	Adopted	Amended	FY 2021	MTD % of	FY 2021	YTD % of	YTD
ENTERPRISE FUND (FUND 50)	Budget	<u>Budget</u>	MTD	<u>Budget</u>	<u>YTD</u>	<u>Budget</u>	Projections
Water Department							
Operations	1,376,490	1,376,490	93,572	7	184,460	13	1,376,490
Debt Service	604,090	604,090	O	0	351,554	0	604,090
CIP	229,650	229,650	39,939	17	39,939	17	229,650
Transfer Out	<u>0</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>
Water Department - TOTAL:	2,210,230	2,210,230	133,511	<u>0</u> <u>6</u>	575,954	<u>0</u> <u>26</u>	2,210,230
Wastewater Department							
Operations	1,490,060	1,490,060	115,326	8	184,236	12	1,490,060
Debt Service	182,350	182,350	0	0	0	0	182,350
CIP	131,700	131,700	62,780	48	120,192	<u>91</u>	131,700
Transfer Out	<u>0</u>	<u>o</u>	<u>0</u>		<u>o</u>		<u>o</u>
Wastewater Department - TOTAL:	1,804,110	1,804,110	<u>178,105</u>	<u>10</u>	304,428	<u>17</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	208,898	7	368,696	13	2,866,550
Debt Service	786,440	786,440	0	0	351,554	0	786,440
CIP	361,350	361,350	102,719	<u>28</u>	160,131	<u>44</u>	361,350
Transfer Out	<u>0</u>	<u>o</u>	<u>o</u>		<u>o</u>	_	<u>o</u>
ENTERPRISE FUND - GRAND TOTAL:	4,014,340	4,014,340	311,617	<u>8</u>	880,381	<u>22</u>	<u>4,014,340</u>

Town of Altavista Water Department FY 2021 Expenditure Report 17% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 YTD	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	688,690	688,690	49,253	7	99,778	14	688,690
Other Employee Benefits	0	o	0	0	o	0	0
Services	147,100	147,100	1,545	1	4,223	3	147,100
Other Charges	242,450	242,450	20,911	9	31,451	13	242,450
Materials & Supplies	298,250	298,250	21,864	7	49,010	16	298,250
Debt Service	604,090	604,090	o	0	351,554	0	604,090
Capital Outlay	229,650	229,650	39,939	17	39,939	17	229,650
Transfer Out to Reserves	o	0	0	0	0	0	0
Total Expenditures	2,210,230	2,210,230	133,511	6	575,954	26	2,210,230

Town of Altavista Wastewater Department FY 2021 Expenditure Report 17% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD Projections
Wages & Benefits	809,710	809,710	60,298	7	121,666	15	809,710
Other Employee Benefits	0	0	0	0	o	0	0
Services	43,800	43,800	108	0	668	2	43,800
Other Charges	396,350	396,350	44,563	11	49,390	12	396,350
Materials & Supplies	240,200	240,200	10,357	4	12,512	5	240,200
Debt Service	182,350	182,350	o	0	0	0	182,350
Capital Outlay	131,700	131,700	62,780	48	120,192	91	131,700
Transfer Out	0	0	0		0		0
Total Expenditures	1,804,110	1,804,110	178,105	10	304,428	17	1,804,110

State/Hwy Reimbursement Fund (Fund 20)	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD Projections
Operations CIP State/Hwy Water Department - TOTAL:	705,000 <u>231,810</u> <u>936,810</u>	705,000 231,810 936,810	11,942 <u>17,000</u> 28,942	<u>7</u>	21,819 <u>19,418</u> 41,237		705,000 <u>231,810</u> 936,810
Cemetery Fund - (Fund 90)	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended Budget	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Cemetery - Operations - Total:	50,550	50,550	907	2	2,325	5	50,550
CIP Transfer Out - Cemetery Reserve	0 <u>25,000</u>	0 <u>25,000</u>	0 <u>0</u>	<u>0</u>	0 <u>0</u>	<u>o</u>	0 <u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	75,550	907	<u>1</u>	2,325	<u>3</u>	75,550

Town of Altavista FY 2021 State/Highway Fund 17% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD Projections
REVENUE							
Street & Highway/Interest Income	o	o	0	0	275	0	ol
Street & Highway Maintenance	730,000	730,000	0	0	О	0	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	О	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	0	0	О	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	o	0	0	o	0	o
State/Highway Reimbursement Fund - GRAND TOTAL	936,810	936,810	<u>o</u>	<u>Q</u>	275	<u>Q</u>	936,810
EXPENDITURES							
Maintenance - Other Maintenance						•	1 1
Maintenance - Other Maintenance Maintenance - Drainage	48,200	0 48,200	0 831	0 2	0 1,487	0	0
Maintenance - Pavement	400,000	400,000	1,434	0		3	48,200
Maintenance - Traffic Control Devices	56,800	56,800	3,611	6	2,416 3,647	1 6	400,000
Engineering - Repairs & Maintenance	10,000	10,000	3,011	0			56,800
Traffic Control Operations	10,000	10,000	0	0	77 0	1 0	10,000
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	425	1	4,648	8	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,543	9	7,602	o 15	60,000 50,000
General Admin. & Misc Miscellaneous	80,000	80,000	1,060	1	1,943	2	
Constant a tribo. Wiscendificous	00,000	80,000	1,000	- 1	1,545	2	80,000
State/Highway Reimb. Fund - Subtotal:	705,000	705,000	11,942	<u>2</u>	21,819	<u>3</u>	705,000
Motor Vehicles- Replc.	90,560	90,560	0	0	o	0	90,560
Machinery & Equip Replc.	39,250	39,250	0	О	0	0	39,250
Machinery & Equip New	17,000	17,000	17,000	o	17,000	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	0	0	2,418	3	85,000
Engineering - New	·0	0	Ĭ	0	0	0	03,000
Motor Vehicles- Replc.	0	0	0	ő	n	0	
State/Highway Reimb. Fund - Capital Outlay - Subtota	231,810	231,810	17,000	7	19,418	8	231,810
	, = = -		,-30	_	-5,6	•	231,010
Transfer Out - Highway Fund Reserve	0	0	o	0	0	0	0
State/Highway Fund - GRAND TOTAL:	936,810	936,810	28,942	<u>3</u>	41,237	<u>4</u>	936,810

Town of Altavista FY 2021 Cemetery Fund 17% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended Budget	FY 2021 <u>MTD</u>	MTD % of Budget	FY 2021 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE							
Permits/Burials	17,250	17,250	750	4	2,025	12	17,250
Interest/Interest Income	0	o	0	0	382	0	17,230
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	1,300	33	4,000
Miscellaneous/Misc.	О	0	0	0	50	0	4,000
Transfer In From General Fund	<u>54,300</u>	<u>54,300</u>	<u>0</u> :	<u>0</u>	<u>0</u>	<u>0</u>	<u>54,300</u>
Cemetery Fund - GRAND TOTAL:	75,550	75,550	2,050	3 =	<u>3,757</u>	<u>5</u>	<u>75,550</u>
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	301	3	c15	6	
Salaries and Wages/Overtime	1,000	1,000	0	0	615	6	9,700
Benefits/FICA	800	800	21	3	0	0	1,000
Benefits/VRS	1,000	1,000			43	5	800
Benefits/Medical Insurance is pre-paid	1,550	1,550	3	0	10	1	1,000
Benefits/Group Life	200	200	48	3	102	7	1,550
VRS Hybrid Employer Contr.	200	0	4 25	2	9	4	200
ICMA Hybrid Employer Contr.	ŏ	0		0	49	0	0
Other Charges/Misc. Reimb.		0	4	0	7	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	0	0	0
Opening/Closing Graves	1,500		0	0	-1,980	-20	10,000
Charmel Closing Oldacs	1,500	1,500	500	33	500	0	1,500
CONTRACTUAL SERVICES	ł				Ī		
Mowing Contract	24,800	24,800	0	0	2,970	0	24,800
CAPITAL OUTLAY					1		
Machinery & Equip New	0	o	o	0	0	0	0
TRANSFER OUT		ŀ	- 1				
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>o</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	75,550	75,550	907	<u>1</u>	2,325	<u>3</u>	75,550

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



	NATED BALANCES					
General Ful	Money Market Account Certificate of Deposit LGIP	Sub-Total	2,310,245.98 2,926,394.54 7,637,618.22	\$ 1	2,874,258.74	
Enterprise I	Fund Reserves Money Market Account Certificate of Deposit		288,603.90			
	LGIP	Sub-Total	556,379.60	\$	844,983.50	
		Total	Undesignated	\$ 1	3,719,242.24	
DESIGNAT Highway Fu	ED BALANCES					
nignway ru	Money Market Account Certificate of Deposit LGIP	Sub-Total	100,100.00 0.00 1,005,105.32	\$	1,105,205.32	
Green Hill C	Semetery					
	Money Market Account Certificate of Deposit LGIP		50,320.66 615,634.18 77,137.54			
		Sub-Total		\$	743,092.38	
AEDA	Money Market Account Certificate of Deposit LGIP	0.1.7.1	0.00 0.00 274,806.50			
		Sub-Total		\$	274,806.50	
Federal For	feiture Account				\$2,885.82	
State Forfei	ture Account				\$12,320.21	
Operating C	ash Account			\$	951,439.22	
		То	otal Designated	\$	3,089,749.45	
	Grand Tota	al Investments	s and Deposits	\$ 1	6,808,991.69	

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	486,705.53					
Canoe Launch Site	343,983.10					
CIP Items Earmarked for Future Purchase	298,000.00					
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14					
Park Improvements	11,300.00					
Splash Pad Project	33,810.00					
Proceeds from sale of EMS building	265,050.00					
Main St Sidewalk Extension Match (VDOT)	187,158.00					

Balance Remaining of Undesignated Funds \$ 3,255,531.88

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