



**Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session**

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

**Tuesday, May 28, 2019
5:00 p.m. – Council's Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Recognitions and Presentations**

a. Avoca's Annual Report

4. Public Comment (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.)*

5. Items for Discussion

- a. FY2020 Budget/CIP Discussion**
- b. Utility (Water & Sewer) Capacity Discussion**
- c. Clarifier Project Update/Change Order Request**
- d. Flow Control Valve CIP Project Update/Discussion**
- e. Chemical Storage Building Project (Public Works) Update**
- f. Request for Resolution/Department of Corrections Offender (Inmate) Labor**
- g. Retreat Follow up Discussion**
- h. Staff Recruitment Request**
- i. Finance Matters**
 - i. Delinquent Account Write-offs**
 - ii. Budget Amendments**

6. Public Comment (Non Agenda Items)

*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.)*

7. Matters from Council**8. Closed Session (*if needed*)****9. Adjournment**

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (3) WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 3269-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

May 28, 2019

ITEM #: 3a**ITEM TITLE:**

AVOCA Museum Annual Report

DESCRIPTION:

Mike Hudson, Avoca Executive Director, will be present to deliver the museum's Annual Report. Following discussion, Council may want to accept the report.

The report has been provided under separate cover.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION/PROPOSED MOTION:

Acceptance of the AVOCA Annual Report.

ATTACHMENTS:

- *AVOCA Annual Report (previously provided under separate cover)*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5a**ITEM TITLE:**

FY2020 Budget and CIP Discussion

DESCRIPTION:

At their May 14, 2019 Regular Meeting, Town Council conducted two public hearings, the first was for input on the FY2020 Budget and Capital Improvements and the second for input on the proposed Utility Rate Increases. Following are different items that Council may want to consider in regard to the Draft FY2020 Budget prior to its adoption on June 11, 2019.

Staff reported several changes (Addition of \$22,000 for Town Match of VDOT Grant - Rt. 43 Gateway "Streetscape" Project and removal of \$14,000 for Town Match; due to Town not receiving DRPT Bus Replacement funding in FY2020) to the budget which resulted in a \$8,000 decrease in the General Fund Surplus amount.

At their last meeting, the Recreation Committee recommended that the new splash pad/playground area at English Park be staffed this initial year. It is intended that when the splash pad opens (anticipated –mid-July), it will operate seven (7) days per week from 10 a.m. to 7 p.m.; and after Labor Day, it would operate on Saturday and Sunday only. In future years, the splash pad would open the first weekend of May and operate on the Saturday/Sunday schedule and open seven (7) days a week on Memorial Day. Based on the Recreation Committee's recommendation for this first year it would encompass approximately 65 days at 10 hours each day, the estimated budget for this item would be \$7,500. This item is not currently included in the Proposed FY2020 Budget.

At the May 14, 2019 Town Council Regular Meeting, several citizens addressed Council in regard to recent utility bill increases. After discussion, Council directed staff to look at potential "customer discount" options. The American Community Survey indicates there are 471 households of individuals 65+ and that 7.8% are below the poverty level; in addition there are 1,012 individuals 60 years of age or older which is 29% of the total that reside in Altavista. Information related to Discount Programs and an Example of potential impact on Utility Revenue is attached.

Tonight, is an opportunity for Town Council to discuss and/or direct staff in regard to FY2020 Budget and CIP. The adoption of the FY2020 Budget/CY2020-2024 Capital Improvement Program (CIP) is slated for Council's June 11, 2019 Regular Meeting; this would also include consideration of the proposed Utility Rate Increase.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION/PROPOSED MOTION:

Direction to staff of any changes to the FY2020 Budget/CIP.

ATTACHMENTS:

- *Budget Overview*
- *Utility Rate comparison (existing to proposed)*
- *Utility "Customer Discounts" information*

FY2020 Budget and Capital Improvement Program (CIP) Overview

Total Budget Breakdown:

Total Revenue: \$10,175,000	Total Expenditures: \$10,175,000 (includes a Surplus of \$215,410)
General Fund Total:	\$4,939,450 <i>Surplus: \$101,660</i>
Enterprise Fund Total:	\$4,007,400 <i>Surplus: \$113,750</i>
Highway Maintenance Fund:	\$1,254,650
Cemetery Fund:	\$ 29,500

Capital Improvement Program (FY2020-2024)

Total CIP FY2020-2024:	\$25,393,750
Total CIP projects for FY2020 (Funded):	\$ 1,676,100
Total CIP projects for FY2020 (Anticipated Bonds):	\$ 3,649,900
Total for FY2021 – FY2024 (Not Funded/Planning Only)	\$20,067,750

CIP Breakdown:

General Fund: \$477,950	Highway Fund: \$28,850	Enterprise Fund: \$584,800
Grants: \$5,600	CIP Reserves: \$323,700	General Fund (Transfer Out): \$166,650
Highway Fund (Transfer Out): \$21,050	Enterprise Fund (Transfer Out): \$67,500	

PROPOSED UTILITY RATE CHANGES, as included in the FY2020 Budget

Town's Utility Rates: Water (8%) increases and Sewer (4%) increases. Below are the current and proposed rates:

WATER (rates per 1,000 gallons)

- Business & Residential: Current: \$2.35 ***Proposed: \$2.54***
- Industrial: Current: \$2.31 ***Proposed: \$2.49***
- Out of Town (Hurt): Current: \$3.53 ***Proposed: \$3.81***
- Out of Town (B&R): Current: \$4.70 ***Proposed: \$5.09***
- Out of Town (Ind.): Current: \$4.62 ***Proposed: \$4.98***

Sewer (based on 85% of water consumption)

- Business & Residential: Current: \$3.19 ***Proposed: \$3.32***
- Industrial: Current: \$3.27 ***Proposed: \$3.40***
- Out of Town (Hurt): Current: \$3.19 ***Proposed: \$3.32***
- Out of Town (B&R): Current: \$6.38 ***Proposed: \$6.64***
- Out of Town (Ind.): Current: \$6.54 ***Proposed: \$6.80***

(Example: A residential customer that uses 5,000 gallons of water per quarter, would see a \$0.95 increase in water and a \$0.55 increase in sewer on their quarterly bill. A Total increase of \$1.50 per quarter.)

The proposed Water and Sewer Rates would become *effective* on December 1, 2019.

Utility Bill Discount Information

Staff has reviewed several Municipal Utility (Water/Sewer) Discount Programs, the criteria in most seems to be standard.

- Age (some begin at 60, 62 or 65+)
- Occupy the property as your residence (Own or Rent)
- Utility account is in individual making the resident's name

Other potential criteria

- Household Income of a certain level
- Live in a Single family dwelling with one water meter.
- Annual water consumption below a set figure.

Attached is information from the University of North Carolina (UNC) School of Government in regard to examples of Customer Assistance Programs, as well as other local Discount programs.

EXAMPLE:

Usage: 10,000 gallons per quarter

(Using Existing Rates)

Water/Sewer Usage Charges: \$ 50.62

20% Reduction: \$ 10.12

Reduced Bill: \$ 40.50

Monthly Base Charge (\$6.50) \$ 19.50 (quarterly)

20% Reduction: \$ 3.90

Reduced Base Charge (\$5.20) \$ 15.60

Both Reductions: \$ 14.02

Reduced Bill Total: \$ 56.10

Current Bill (Rates/Base) \$ 70.12

Town Revenue Impact:

If applied to 50 accounts: \$2,804 per year

If applied to 100 accounts: \$5,608 per year

CAPped: Five Examples of Customer Assistance Programs for Water Utilities

efc.web.unc.edu/2015/10/28/customer-assistance-programs/

Alex
Clegg

October 28,
2015



Water pricing is a delicate art, as utilities often must balance competing priorities when setting rates. How can the utility set rates that ensure financial sustainability for the system while also balancing affordability concerns for customers? With any rate increase, the ability of customers with low income (sometimes on fixed income) to pay their bills in full and on time is a crucial consideration. Establishing an equitable rate structure benefits not only these ratepayers, but also the utility, which can now more confidently project revenues. Utilities employ several mechanisms to help customers afford and pay their bills. One mechanism is to develop a Customer Assistance Program that helps individual customers pay part of their water bills when they cannot afford to pay on their own.

In a previous post, we discussed the challenges that arise when implementing these programs, and we have created a free Excel-based tool (and accompanying tutorial video) to help utilities estimate how much it would cost to create a customer assistance program for its own customers. Here, we highlight 5 customer assistance programs that communities across the country have successfully used to help vulnerable customers without sacrificing the financial health of the utility.

Atlanta, GA

The City of Atlanta, GA offers two programs that work together to help customers. The first is a senior citizen discount, which directly aids customers over age 65 and making less than \$25,000 annually. This is similar to many other programs across the State of Georgia that

are offered by utilities of all shapes and sizes (note that in other states, utilities may be prohibited from offering senior citizen discounts). The second program is the Care and Conserve Fund. Qualifying customers – for example, a family of four earning less than \$46,100 per year – can receive financial assistance to pay for their water and sewer bill once every 24 months. Customers are also eligible for free plumbing assistance and water efficiency devices that will help prevent high water bills in the future. Newer, more efficient water fixtures are typically less accessible and affordable for customers with lower incomes, who then use more water because of their less efficient devices, raising their water bills and creating a feedback loop for the customers who cannot afford the upfront cost of a new fixture that can save them money in the long run. The Care and Conserve program helps customers out of this cycle.

OWASA (Chapel Hill, NC)

Orange Water and Sewer Authority (OWASA)'s Care to Share Customer Assistance Program (originally called Taste of Hope) partners OWASA with the Inter-Faith Council for Social Services (IFC) to help those in need pay their water and sewer bills. North Carolina law prohibits utilities from charging different rates to different customer groups based on income, so it falls to local non-profits to help bridge the gap. Anyone can donate money directly to the IFC, and OWASA customers can make voluntary donations as they pay their monthly water and sewer bills. OWASA collects the donations on the bills and turns the money over to the IFC, which administers the program independently of OWASA. The IFC distributes the funds to families that cannot afford to pay their bills. The program is entirely voluntary and is administered almost entirely by the IFC.

Detroit, MI

Even before the 2008 recession and subsequent bankruptcy, the Water Access Volunteer Effort (WAVE) was hard at work helping low-income families in Detroit pay their bills. WAVE is an independent non-profit 501(c)3 corporation based in Detroit. Since 2003, they have used over \$2 million to help over 9,200 households in Detroit pay off their water bills. WAVE focuses on households that have had their water shut-off or are dangerously close to this point. Households that meet WAVE's low-income requirement and are in danger of losing their water service can use WAVE funds once per year, and can receive up to \$500 of these funds to pay off their water bills and stay connected to water service. WAVE is funded through individual donations, and receives no money from the City of Detroit.

California: Public Utility Commission and Low-Income Oversight Board

The [California Public Utilities Commission](#) (CPUC), which regulates California's investor-owned utilities, is mandated to "consider programs to provide rate relief for low-income ratepayers of water corporations." The state's Low-Income Oversight Board, which also has oversight for gas and electric bills, works with CPUC to ensure that utilities are doing their best to charge fair fees. As of [August 2014](#), all of the Class A utilities (the largest utilities in the state) had a low-income assistance program, and over a quarter million customers were participating in an assistance program. The state published a report on the progress of these programs in 2007.

American Water

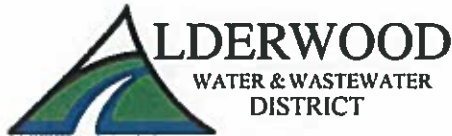
American Water, an investor-owned water corporation providing water service in 16 states, runs the [H2O Help to Others Program](#). Though the details of the program vary from state to state, in [Pennsylvania](#), American Water has administered this program for nearly two decades, where they provide assistance to both water and wastewater customers. Those who qualify (with a monthly income of under \$3,975 for a family of four) can get either up to \$500 per year grant for their water bills or up to an 80% discount on the monthly water service fee, as well as water-saving devices and conservation education. Applicants can also receive a \$500 annual grant for their wastewater bills, or a 15% discount. The program is run solely by American Water, and is funded through a corporate donation in addition to customer and employee donations.

Lessons Learned

Large utilities, like many of those above, are often in a better position to offer financial assistance and have more robust customer assistance programs. However, utilities of all sizes have customers who need help, and small systems can learn from the successes of larger ones, such as partnering with a local non-profit organization to administer the program. These programs are successful when they are accessible to low-income customers (either through simple application procedures or automatic enrollment), and help users lower their future bills with education and promotion of water-efficient devices. There is an abundance of information available for those looking to start a program, including reports from the [Water Research Foundation](#) and the [National Consumer Law Center](#). To estimate how much it would cost to provide financial assistance to your customers, and thus how much in donations your utility should attempt to collect, you can use the free [Water Utility Customer Assistance Program Cost Estimation Tool](#).

Does your utility offer a customer assistance program? We'd love to hear about it in the comments section!

Alex Clegg is a Research Fellow at the Environmental Finance Center at UNC Chapel Hill. He recently graduated from UNC with majors in environmental studies and economics and a minor in city and regional planning.



3626 - 156th Street SW • Lynnwood, WA 98087-5021 • 425-743-4605 • 425-742-4562 Fax • www.awwd.com

Low-Income Senior Discount Application

Alderwood Water & Wastewater District Resolution No. 2528-2009 provides that certain low-income senior citizens may qualify for reduced rates on their utility bill.

Applicant certifies:

- ☐ I am sixty-two (62) years or older at the time of the application;
 - ☐ I own or rent and reside in the residence where the discounted rate(s) is being requested and,
 - ☐ the residence has a separate water meter and;
 - ☐ I have total annual income including that of a spouse or any co-tenant(s) not exceeding \$30,000.00 per year and,
 - ☐ I am the named customer in the District's utility billing and,
 - ☐ my annual consumption is not in excess of 100 ccf (hundred cubic feet).
- o Annual usage in excess of 100 ccf will result in the discontinuance of the discount.

Total annual income \$_____ (Please provide a copy of your most recent income tax return)

I hereby certify under penalty of perjury that the above information is true and correct, and further that no persons receiving income other than the claimant, spouse or co-tenant(s) shall occupy the property to which District utility service is extended.

Signature _____ Date _____

Age _____ Phone # _____ Account # _____

Name _____

Address _____

Information and Instructions

Website: This application/renewal form is available on the District's website at www.alderwoodwater.com

Filing: The application for a discount must be filed annually.

Discounts: Discounts will commence on the next subsequent billing date after the application has been received and approved by the Alderwood Water & Wastewater District.

Residence: The applicant must reside at the address and have the corresponding District utility account in their name. The residence must have a separate water meter.

Signature of Applicant: The application must be signed by the person who qualifies for the discount.

Co-tenants(s): All persons other than the spouse residing in the residence with the applicant.

Annual income: Adjusted gross income as identified in the most recent Federal Income Tax Return plus other cash receipts not reported on the Federal Income Tax Return. In the absence of a Federal Income Tax Return, the Director of Finance may consider other documentation of annual income. If you have any questions or need help completing this form, please call 425-743-4605.



CITY OF MELROSE

MELROSE CITY HALL
562 Main St. Melrose, MA 02176
Telephone - (781) 979-4175

2019 Application for Senior Citizen 20% Water/Sewer Discount

The City of Melrose Revised Ordinances (May 2016 Chapter 228-20) provides for a 20% discount on quarterly water and sewer charges for certain qualifying property owners. Such discount will be granted upon application by Senior Citizen (65 years or older) who occupy their properties and meet certain consumption guidelines. (If condo owner with no water bill, please see separate application)

To be eligible for the 20% discount on quarterly water & sewer charges you must meet the following criteria:

- You must be 65 years of age or older on the day you apply
- Occupy the property as your principal place of residence
- Annual water consumption by applicant must not exceed 6,250 cubic feet.
- Water meter must be upgraded and in working condition.

You must provide ALL of the following documentation with your application:

- ☐ Proof of age - copy of applicants State ID or Federal ID showing Date of Birth (State ID, driver's license, passport, or birth certificate)
- ☐ Proof of ownership – copy of deed or property tax bill in the applicant's name
- ☐ Proof of residency – copy of electric bill, gas bill, or phone/cable for the property in applicant's name

Applications may be submitted any time during the year as long you have lived at the property for at least one year for us to obtain annual consumption usage. Once approved, the 20% discount will be applied to your next quarterly bill and continue as long as all requirements are met. **Once you have filled out this application once, you no longer need to do it every year.** Annual audits will be performed in the fall of each year and accounts found not meeting the requirements will be removed without notification at the beginning of the next calendar year.

Owner/Occupant Name(s): _____

Property Address: _____

Date of Birth: _____ Phone Number: _____

of occupants living at the location _____ Check one: Single Family _____ Two Family _____

This application has been prepared or examined by me. Under the pains and penalties of perjury, I declare that to the best of my knowledge and belief all accompanying documents and statements are true and correct .

Signature of Applicant _____ Date _____

If you need assistance with this application please call Lisa Patterson at 781-979-4175 or email waterbills@cityofmelrose.org. Please return the completed application and supporting documentation to Melrose Water Division, 562 Main St, Melrose, MA 02176



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5b**ITEM TITLE:**

Utility (Water/Sewer) Capacity Planning

DESCRIPTION:

Staff will provide an initial preliminary review regarding the Town's Wastewater and Water Capacity. This will serve as an introduction to Council on this subject and they may want to provide staff with input regarding their thoughts for future discussions.

Staff will continue the process of analyzing how to manage current and future demand through a strategic planning process to meet the growth and expansion of the Town of Altavista.

BUDGET/FUNDING:

Costs will depend on options selected.

POTENTIAL ACTION/PROPOSED MOTION:

Direction to staff; as well as any questions that Council would like to see addressed in future presentations on this item.

ATTACHMENTS:

- *Staff presentation (PowerPoint) (Under separate cover)*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5c**ITEM TITLE:**

Clarifier #1 Replacement Project – Change Order Request #1

DESCRIPTION:

Town Council previously approved the Clarifier #1 Replacement Project and recently Hurt & Proffitt received proposals for the work. After review and conversation with the contractor and engineer, staff was made aware that the “center column” of the structure had not been included in the scope of the project. The plans that were used for the bids received were the same ones that we used the Clarifier #2 Replacement Project that was recently completed, this item was included in the last bids and installed.

Staff feels that due to the age of the structure the “center column” should be replaced and the contractor has submitted Change Order #1 in the amount of \$13,399. The FY2019 Budget/CIP included \$350,000 for this project. Currently, the engineering fee is \$21,000, the original bid from Frizzell is \$257,000, leaving \$72,000 as Contingency to potentially address Change Order #1. The project engineer, Hurt & Proffitt, has indicated that they would be willing to cover 25% (approximately \$3,350) of the Change Order.

BUDGET/FUNDING:

FY2019 Project Budget: \$350,000; current allocations \$278,000. Change Order Request #1: \$13,399.

POTENTIAL ACTION/PROPOSED MOTION:

Approval of Change Order #1.

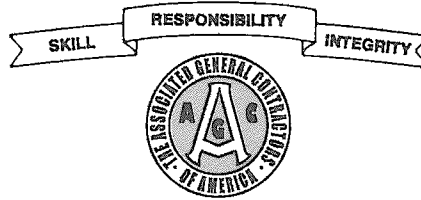
ATTACHMENTS:

- *Support information for Change Order Request #1*
 - *Frizzell proposal*

HOME OFFICE
1501 BLUFF CITY HWY.
P. O. BOX 3292
BRISTOL, TN 37625
423-764-5107
FAX 423-764-2455



GENERAL CONTRACTORS



CAROLINA OFFICE
122 WOODLAWN
P. O. BOX 984
MT. HOLLY, NC 28120
704-827-7677

*Please send mail to
Home Office Address*

5/20/2019

Mr. Mike Wilson, PE
Hurt & Proffit, Inc.
2524 Langhorne Road
Lynchburg, VA 24501

RE: Altavista, WWTP

Subject: Change Order Request #1 - Replace Center Column of Clarifier

Dear Mr. Wilson,

We offer a lump sum price add of \$13,399 to furnish a new center column, replacing the existing column. Breakout attached.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark V. Jackson".

Mark V. Jackson

Attachments: T & B & Smith & Loveless documents.

Cc: Ken Tolbert, PM

FCC Breakout - CO #1

T & B Contractors	\$ 12,510.85
FCC MU of 5%	\$ 625.54
Subtotal	\$ 13,136.39
Bond & Insurance @ 2%	\$ 262.73
Total	\$ 13,399



T&B Contractors, Inc. 1029 Broad St. Bristol, TN 37620 PH. 423-968-5967 Fax 423-968-7315

May 17, 2019

Frizzell Construction
PO Box 3292
Bristol, TN 37625
Attn: Mark Jackson

Re: Altavista, VA
Center Column Replacement

We offer a lump sum price of \$12,510.85 to provide a new center column, replacing existing center column.

- Center column 24" dia. X 14'-8" Lg.
- Includes pier cap.
- Include all mounting hardware.
- Blast and paint.

Labor	\$0.00
Equipment	0.00
Materials	10,879.00
Overhead & Profit	1,631.85
Total	\$12,510.85

Ken Tolbert

Project Manager



AFTERMARKET

Smith & Loveless, Inc.

SALES AGREEMENT

Date: May 16, 2019

Project: Alta Vista, VA

Inq #: CS-19524

Rev.

Existing S&L SN: 65-01036

Customer Contact:

Customer Phone:

Customer Email:

Your local Smith & Loveless Representative Contact Information:

Sales Person & Contact Phone: Mike Oden (804) 752-2959

Representative Company: Commonwealth Engineering & Sales, Inc.

Representative Email: mikeo@commengsales.com

Scope of Equipment:

Provide center column to replace the existing center column.

- Center column 24" dia. x 14'-8" Lg.
- Includes pier cap.
- Include all mounting hardware.
- Blast and paint with one (1) coat of Aquamarine VERSAPOX®.

Price (includes freight):

\$10,879

14040 Santa Fe Trail Drive. Lenexa, KS 66215

P: 913.888.5201 F: 913.748.0106

www.smithandloveless.com



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5d**ITEM TITLE:**

Flow Control Valve Project (CIP)

DESCRIPTION:

Town Council previously approved the Design/Engineering for the Flow Control Valve (Dearing Ford to Melinda Tank) project. Funds in the amount of \$30,000 were allocated in the FY2018 Budget and an additional funds in the amount of \$40,000 were allocated in the FY2019 Budget. Included in this project is a SCADA component that is part of the Woodard Curran engineering proposal (Task Order #28). Recently, Woodard & Curran received proposals for the Flow Control Valve, with the lowest bid being \$105,900 from Anderson Construction, Inc.; the other proposal from Littleton Assoc. Inc. was \$209,000. The engineer recommends a \$1,000 adjustment to the Anderson proposal for a buried conduct between the Flow Control Valve and the Clarion Road tank.

Tom Fore, Director of Public Utilities has indicated that the change in the project from the original adoption includes the following:

- Once Council approved the 2019 CIP project Woodard and Curran did a preliminary engineering report for the entire Melinda Tank Zone which includes the flow control valve, Woodard and Curran studied the flow control valve and it was determined from the Study that they needed to bypass the pinch valve as well and improve the electrical service at the tank for the SCADA.

In conclusion the added cost to the project now is as follows:

1. Install a bypass around the pinch valve
2. Install new electrical service at Clarion Tank
3. Add an additional valve on the existing 8" water line to change out the valve in the future.
4. Install additional SCADA for Clarion tank while we are already working there.

Funds in the amount of \$117,600 were unexpended on other CIP projects as available for allocation to this project. This would require a budget amendment to be approved at a later date.

BUDGET/FUNDING:

FY2018 and FY2019 Project Budgets: \$70,000 Current allocations \$45,400 (Woodard & Curran Task Order #28) Additional funds needed for project: \$82,300

POTENTIAL ACTION/PROPOSED MOTION:

Approval of Request to allocate \$82,300 to the Flow Control Valve Project and approve the proposal of Anderson Construction, Inc., as presented.

ATTACHMENTS:

- *Support information for Change Order Request #1*
 - *Anderson Construction proposal*
 - *Engineer's Recommendation and Budget Explanation*



ANDERSON CONSTRUCTION, INC.

P.O. Box 10053 - Lynchburg, VA 24506

Town of Altavista, Clarion Road Flow Control Valve Installation

Base Bid Proposal

We propose to replace valves and fitting within the existing flow control valve vault south of the Clarion Tank, as shown on drawing, M-101. Includes the installation of by-pass piping and valves at the existing pinch valve, as shown on drawing M-101. This proposal also includes the electrical work shown on the drawings and listed in the Addenda.

Total: \$105,900

Deduct, Exclude Pinch Valve Proposal

Total: \$15,900

Notes:

We acknowledge the receipt of Addendums 1, 2, 3, and 4.

Bid Bond for five (5) percent of the bid is also included.

Signed: _____

Date: _____

Address: 2400 Sackett Street

Lynchburg, VA 24502

Phone: (434) 239-4913

Fax: (434) 237-2683

Virginia Class A Contractor No.: 2705029239



May 24, 2019

Mr. Thomas W. Fore
Director of Public Utilities
Town of Altavista
510 Seventh Street
PO Box 420
Altavista, VA 24517

Re: Flow Control Valve
Recommendation to Award

Dear Mr. Fore:

The Town, operating under the provisions for small purchase procurement (Altavista Town Code, Section 2-236), requested quotes from five (5) qualified water infrastructure Contractors: F.L. Showalter, Anderson Construction, Counts & Dobyns, E.C. Pace, and Littleton & Associates.

Quotes were received Thursday, May 16, 2019 at 3:00 PM with two of the Contractors submitting. Anderson Construction and Littleton & Associates submitted quotes for \$105,900 and \$149,000, respectively. Their quotes are attached to this recommendation for your records.

The Town of Altavista Facilities Assessment and Improvement Plan estimated the total construction cost for the Flow Control Valve and Clarion Tank SCADA to be \$34,000. This Project exceeded the original estimate due to the following scope, discovered and determined necessary during the design phase, that added to the original Project:

- Repairs to the existing valve vault connections to the water system (\$25,000 est.);
- Replacement/repairs to existing valve vault pipe supports (\$5,000 est.);
- Traffic Control (\$3,000 est.);
- Addition of the pinch valve bypass (\$15,900);
- Electrical improvements and SCADA panel installation (\$15,000 est.); and
- Contractor overhead and profit on the above amounts.

Anderson Construction offered to install buried conduit between the Flow Control Valve and the Clarion Tank in lieu of supplying a new electrical service for the additional fee of \$1,000. This one-time payment may take the place of a permanent monthly bill, administrative processing, and fixed utility fees. The proposed alternative will also decrease the likelihood of power loss for the Flow Control Valve. Given the long-term benefits of the buried conduit, we recommend acceptance of this alternative.



Based on my conversation with Anderson Construction and knowledge of their ability to perform the Work, we recommend the Town award the Clarion Road Flow Control Valve Installation Project and buried conduit alternative to Anderson Construction for a total of \$106,900.

Sincerely,

WOODARD & CURRAN

Edgar J.T. Perrow, Jr., P.E.
Project Manager

Attachments

PN: 0229783.28

Flow Control Valve (FCV) & Clarion Tank SCADA Budget History									
Town Budget Allocations			Flow Control Valve Project Budget		Clairon Tank SCADA Project Budget		Task Order #28		
Sources			Construction	\$ 27,000	SCADA Panels	\$ 8,000	FCV Design	\$ 5,000	
2018-2019 CIP	\$ 70,000		SCADA	\$ 25,000	Radio	\$ 4,000	Clarion Tank & FCV SCADA	\$ 34,400	
TO#28 Allocation	\$ 9,400		Design	\$ 3,000	Installation	\$ 5,000	Bidding	\$ 1,000	
			CA/Inspection	\$ 3,000	CA/Inspection	\$ 3,000	Permitting	\$ 2,000	
			Permitting	\$ 1,000	Implementation	\$ 5,000	Other	\$ 1,000	
Uses			Other	\$ 4,000			CA/Inspection	\$ 2,000	
TO#28 Appropriation	\$ 45,400		Contingency	\$ 7,000					
Current Funds Available	\$ 34,000		Project Total	\$ 70,000	Project Total	\$ 25,000	Project Total	\$ 45,400	
Anderson & Associates	\$ 106,900								
Budget Remaining	\$ (72,900)								



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5e**ITEM TITLE:**

Chemical Storage Building Project

DESCRIPTION:

Staff has been attempting to pursue “Design/Build” as an option for this project and has run into multiple hurdles. At this time, staff would like to work with Peed & Bortz, who would bring on Virginia A&E as a sub-consultant under our Annual Services Agreement. They would collaborate on the design/inspection/administration of this project.

Funds in the amount of \$285,000 have been allocated in FY2019 and previous fiscal years and \$15,000 is included in the Draft FY2020 Budget/CIP for a project total of \$300,000.

BUDGET/FUNDING:

FY2019 and Previous Years: a \$285,000; Draft FY2020 Budget/CIP: \$15,000 Project Total: \$300,000

POTENTIAL ACTION/PROPOSED MOTION:

Concurrence for staff to proceed with the proposal from Peed & Bortz

ATTACHMENTS:

- *Peed & Bortz proposal*

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

May 21, 2019

Mr. David Garrett
Town of Altavista
P.O. Box 420
Altavista, Virginia 24517

Re: Altavista Chemical Storage Building
Engineering Services Proposal
18-23

Dear Mr. Garrett:

Peed & Bortz is pleased to provide the Town with this proposal for the design, bidding and construction administration services for the Town of Altavista chemical storage building at the public works yard at 1311 3rd Street.

These services are proposed to be provided through subcontract with Virginia A&E, PLLC. The Scope of Services, Pricing Fees, Payment Terms, and Project Deliverables are in accordance with the attached proposal dated May 20, 2019 from Virginia A&E, PLLC. to Peed & Bortz, LLC.

Peed & Bortz compensation for these services will be per the Virginia A-E proposal plus a 15% charge (rounded up to the nearest tens of dollars) to cover Peed & Bortz, LLC administrative costs.

VAE Design:	\$17,900
P&B Site Design:	\$1500
Geotechnical Field Subgrade Review: (may be reduced)	\$3340
VAE Bidding Assistance:	\$1200
P&B Bidding Assistance:	\$600
VAE Construction Administration:	\$6420
<u>P&B Construction Administration:</u>	<u>\$1640</u>
Total:	\$32,600

Mr. David Garrett
May 21, 2019
Page 2

Schedule will be coordinated with Town staff. Please note that due to design times and lead times on the structural elements of the buildings, the building is not anticipated to be ready for use until Spring 2020.

Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



Scott Bortz, PE
Partner

Town of Altavista, Virginia

Accepted by: _____

Date: _____

Title: _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5f**ITEM TITLE:**

Department of Corrections Offender (Inmate) Labor

DESCRIPTION:

Robert Brown, VDOT Resident Administrator for Appomattox Residency, has requested the Town to update a previous letter from 2016 to approve the use of offender labor to provide routine maintenance along Routes 29 & 43. The Appomattox Residency is responsible for maintenance of Routes 29 and 43 within the Town Limits including the interchanges with Route 29 Business. After concurrence with the Town, VDOT will request permission from the Department of Corrections for using the offender labor and DOC will determine the allowable work locations. On a couple of occasions in the past, these crews have been used to mow the banks on Bedford Avenue (Rt. 29) as you enter the Town Limits. The crews normally consist of up to 10 offenders, a DOC guard and VDOT supervision. The Police Department has no concerns with this program.

BUDGET/FUNDING:

None

POTENTIAL ACTION/PROPOSED MOTION:

Approval of the resolution allowing Virginia Department of Transportation (VDOT) through the Department of Corrections (DOC) to use offender labor along Routes 29 and 43 to assist with roadside maintenance such as litter control, brush/weed cutting, cleaning ditches and other drainage items.

ATTACHMENTS:

- Resolution



RESOLUTION #: 19-528

WHEREAS, the Altavista Town Council desires to continue to allow the use of offender labor within the Town Limits with the Virginia Department of Transportation; and

WHEREAS, this extension allows the use of supervised, non-violent offender labor for general maintenance activities along Routes 29 and 43 as determined by the Department of Corrections (DOC); and

WHEREAS, in order to allow the use of offender labor within the Town Limits, the localities governing body must pass a resolution requesting and accepting the use of offender labor;

NOW, THEREFORE, BE IT RESOLVED THAT: The Altavista Town Council hereby requests and affirms its commitments to allow DOC supervised and non-violent offender labor within the Town Limits.

Adopted: May 28, 2019

Certified: _____
Clerk of Council



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5g**ITEM TITLE:**

Town Council Retreat Follow Up Discussion

DESCRIPTION:

Town Council held a Strategic Planning Retreat on Tuesday, April 23, 2019, which was facilitated by Mr. Kimball Payne of the Berkeley Group. Recently staff shared the Retreat Notes provided by Mr. Payne. Tonight is an opportunity to review the items discussed at the Retreat and provide staff with direction and priorities brought up at the Retreat.

BUDGET/FUNDING:

None

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction/priorities to staff regarding issues brought up at the Council Retreat.

ATTACHMENTS:

- *Retreat Notes*

Altavista Town Council Planning Retreat

April 23, 2019

Altavista Train Station

Meeting Notes

11:00 a.m. Call to Order

1. Introduction

Welcome. Thank you for inviting me back. Recognize two new Council members. Tight schedule. Acknowledge that they are in the middle of the budget process. Focus today is on the longer term.

a. Goals

- *Review progress since the last retreat in August 2017*
- *Identify priorities for the next 18-24 months*
- *Consider longer term objectives, beyond 2 years*
- *Talk about council expectations regarding project implementation and staff workloads*
- *Discuss financial management strategies to determine if want to pursue development*
- *Explore the appropriate staffing structure to successfully implement the economic development strategic plan*

b. Ground rules

- *Everyone participates*
- *Engage*
- *Be honest*
- *Listen to each other*
- *Respect different opinions*
- *No idea is too outlandish*
- *Seek to understand*
- *Ask questions*
- *Seek consensus (formal action at a future Council meeting where majority rules)*
- *Use the parking lot for issues that may evade consensus or require more background*
- *Have fun*

2. Ice Breaker Session

- a. Why do you serve on Council?
- b. What legacy do you hope to leave your community?

(See flip chart sheets #1 & #2). Council members spoke to what a wonderful community Altavista is, their love for it, and their desire to make it better. Many of them had been challenged by someone already on Council to offer themselves to serve on the Town Council. In terms of leaving a legacy, the following thoughts were offered:

- Parks and recreation facilities, jobs, and a thriving downtown for the younger generation
- More residents, jobs, quality of life, parks
- A better town; economic development; parks and recreation; better policies and procedures and protocols
- Provide a strong foundation for future growth
- Make Altavista a place people want to live
- Keep the town on a sound financial footing
- Financial stability
- Serve as a liaison, an ambassador between the citizens and the government

3. Scorecard (Flip chart sheet #3)

a. What are you the proudest of the town accomplishing since the August 2017 retreat?

- The Splashpark
- The canoe launch
- Joe Bean's opening
- Business investment in the town
- The Water and Sewer Facilities Assessment
- The Economic Development Strategic Plan
- The Police Department

b. What opportunities were missed, or not fully realized?

- The Booker Building
- Redevelopment of the former Lane Company property
- Housing
- Downtown buildings improvements

c. What are the best opportunities looking forward? (Flip chart sheet #4)

- Continued implementation of the Parks & Recreation Master Plan
- Housing; the Frazier Property
- Development of a "brag sheet" highlighting the positives of Altavista for potential business, industry and residents
- Capturing the expansion of Liberty University for residential development
- Townhomes
- Redeveloping vacant buildings
- Relocating the farmers' market more into the center of town
- Creating a small music venue downtown
- Developing a plan for the future use of the Booker Building

Break around Noon to Prepare for a Working Lunch

4. Develop a Short-Term Work Plan to Address Priorities (Flip chart sheets #5 & 6)

- a. *What issues need immediate (within FY 2019 or FY 2020) action?*
- b. *What three things would you like the Council and staff to accomplish over the next 18-24 months?*

The following initiatives are already underway and will continue to require staff and Council attention:

- Implementation of the Water & Sewer Facilities Plan
- Implementation of the Parks & Recreation Master Plan
- Implementation of the Economic Development Master Plan
- Capital Improvement Plan projects

Council also identified the following actions to be addressed in the shorter term:

- Hire staff – Economic Development Director; Community Development; Main Street
- Examine the Land Use Plan and identify appropriate areas for housing, business, and redevelopment
- Develop an incentives policy to facilitate business and residential development
- Examine treatment capacities in the water and wastewater systems to understand the potential to support future development
- Develop a brag sheet(s) addressing quality of life, low taxes, public safety, education, etc.

Long Term Planning

- *What longer term projects would be beneficial and worth initiating?*
 - *It might require a multi-year commitment of resources.*
 - *The payoff might be further out.*
 - *The impact might be greater and longer lasting.*

What to do with the Booker Building was the main topic of conversation. There was strong consensus on Council to do something, but an acknowledgement that Council didn't have a vision for the use of the building and its immediate surroundings. It was pointed out that the building was not in the Capital Improvement Plan (CIP) because of this shortcoming. Several concepts were discussed to develop a plan for the building's use; including how to garner public input as a part of the decision-making process. At the conclusion of this discussion, Council agreed to procure a consultant to oversee the development of a conceptual plan, with cost estimates, so that rehabilitation/redevelopment of the Booker Building could be included in a future CIP.

5. Project Workload and Council Expectations

- a. Realistic Schedules/Timetables
- b. Communications on Project Status
- c. Staff capacity
- d. Outside Assistance

There was little discussion regarding this specific topic. Council expressed satisfaction with the progress reports that it was getting on the various projects that were underway. There was a short discussion about the length of time it takes for some projects to move from idea into concept and then into design and building. It was pointed out that an idea is not ready to move into the CIP but that it must be further developed into a concept with planned purpose and uses and an estimated cost and timetable. (Some of this discussion used the Booker Building as an example). Moving a project from an idea to a concept may require public input, the services of a consultant, and will have a cost. This could be the first stage to be included in the CIP, with subsequent stages related to design development, bidding, and building. (Flip sheet page #8)

6. Financial Management Strategies (Flip chart sheet #7)
 - a. Annual Budget Process and Calendar
 - b. Financial Policies and Procedures
 - c. Investment Policy

Council discussed the value of having financial management policies to guide the budget process, define appropriate fund balances and reserves, and manage investments. Discussion included the requirement for a balanced budget, forecasting expenditures and revenues, and the process of budget deliberation.

The financial management policies for the City of Lynchburg (attached) were used as one example that may or may not be appropriate for the Town of Altavista. Similar policies from other communities could also be used as templates.

At the conclusion of the discussion, staff was directed to talk with financial advisors Davenport and Company about developing financial management policies.

3:00 p.m. Opportunity for the EDA to Join the Meeting (No members of the EDA, other than the two Council members who serve on that body, were present.)

7. Discussion of a Staffing Structure for Success in:
 - a. Implementing the Economic Development Strategic Plan
 - b. Achieving Community Development Goals

The action matrix from the recently approved Economic Development Strategic Plan was referred to during a discussion on how to best fill several vacant positions in economic development, administration (the Assistant Town Manager), planning, and the Main Street program. Much of the plan involves actions that might be more appropriately described as “community development” activities and the need for someone on staff with experience in that area, and with the capability to administer the Zoning Ordinance and other permitting, was acknowledged. Council was challenged to think about what it wanted to see in a Director of Economic Development and how that individual’s performance would be evaluated. It was pointed out that a performance expectation that the director would enjoy repeated success in bringing in new projects, with dozens of employees, would probably be disappointed since most increase in economic development measures (employment, tax revenue, etc.) comes from the growth of existing business and industry. This suggests that actions to support and grow existing businesses, understanding and addressing their needs or concerns, and streamlining permitting processes are as important as an active recruitment program outside of the community. The need for product (appropriately zoned sites and buildings) to attract new business was also acknowledged.

After a lengthy discussion, Council re-affirmed that the town needed an individual with the title of Director of Economic Development and associated responsibilities. It was also open to the idea of,

instead of hiring a new Assistant Town Manager, advertising for a Director of Community Development. There was some feeling that a team of the Town Manager, the Director of Economic Development, the Director of Community Development, along with the existing department heads in Public Works and Finance, could be effective in promoting the continued growth and development of Altavista. Council agreed that the Town Manager should use his discretion to fill the vacant staff positions as he saw best.

Incentives Policy Principles

Because the time allowed, the facilitator offered to review some principles that might be considered in the drafting of an incentives policy to facilitate new business and residential development. They included:

- A statement of the purpose of an incentives policy; why it might be appropriate to use public resources to support private development
- The use of incentives to close a deal only; the concept that an incentive should be the last money in, not the first, intended to close a gap that couldn't be addressed through conventional (private) means
- The expectation that the private entity will be transparent and fully disclose its business plan, with all sources and uses of funds, so that the public entity can understand the deal
- The public entity's intention to share as much of the incentive arrangement, its purposes and structure, with the public as possible, while respecting proprietary information regarding the private entity
- A determination of whether the support will be one-time (grants, fee waiver, donation of land or building) or on-going (tax abatement, loans) with time periods
- A description of the security that will be provided to protect the public investment
- An expected return on investment; a 3-5-year period to recoup the investment; a clear description of measures of that return (employment, taxes, etc.)
- The means and expectations for reporting agreed upon measures justifying the incentives (employment, capital investment, revenues, etc.)
- A clawback provision to recapture part or all of the public investment if the private investment is not successful

8. Wrap Up

- *What next steps do you want to take?*

Action items:

- ❖ Advertise for an Economic Development Director
- ❖ Prepare a job description and advertise for a Community Development Director
- ❖ Procure a consultant to develop a conceptual plan for the Booker Building
- ❖ Consult with Davenport regarding the development of financial management policies
- ❖ Start work on the development of an incentives policy

- *Retreat feedback.*

4:00 p.m. **Adjourn** -- The retreat concluded at 3:45 p.m.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5h**ITEM TITLE:**

Staffing – Community Development

DESCRIPTION:

As you know, the Assistant Town Manager (Community Development) position has been vacant for the past 6 months. At this time staff would like to proceed with recruiting applicants and would like input from Council as to a preference of the position title. No matter the title, the job duties/responsibilities will be the same and this position will report to the Town Manager. A considerable part of the job will be focused on planning and zoning and other community development related activities. The current job description for the Assistant Town Manager position is attached. Another alternate job title could be Community Development Director.

The Town is currently recruiting for a new Economic Development Director, as that position has been vacant for eighteen (18) months or so. The first review of applicants will be in early June 2019. This position will work closely with the aforementioned position and the Town Manager on economic/community development issues.

BUDGET/FUNDING:

Funding for the position is included in the FY2020 Draft Budget.

POTENTIAL ACTION/PROPOSED MOTION:

Consensus to move forward with recruitment for the position as outlined dependent upon the job title.

ATTACHMENTS:

- *Current Job Description (Assistant Town Manager)*

Assistant Town Manager

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments, overseeing the Town's transit system and planning programs, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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

Essential Functions

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

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

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

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

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

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

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

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

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

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

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

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

Coordinates and prepares special research reports on various issues.

Knowledge, Skills and Abilities

Thorough knowledge of public management and organization theories, principles, practices, and techniques; thorough knowledge of the organization, function, and methods of operation of the Town's legislative, executive staff, and operational departments; thorough knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social matters; thorough knowledge of zoning policies, procedures, and regulations as applied to plans review and land use; thorough knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, approval, and administration; thorough knowledge of public personnel administration theories, principles, and practices; thorough knowledge of the methods, procedures, and policies of the assigned departments; thorough knowledge of the laws, ordinances, regulations, and standards pertaining to the specific duties and responsibilities of the position; ability to analyze and develop budget estimates; ability to analyze various complex administrative problems, to make sound recommendations for their solutions, and to prepare working procedures; ability to communicate ideas effectively, both orally and in writing; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working

Assistant Town Manager

relationships with local, State, and Federal officials, associates, industry and business leaders, Town Council members, and the general public.

Education and Experience

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

Physical Requirements

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

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/31/2016



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

May 28, 2019

ITEM #: 5i**ITEM TITLE:**

Finance Matters: 1) Delinquent Account Write offs; and 2) Budget Amendments

DESCRIPTION:

There are two items for Councils consideration:

- 1) Delinquent Utility Account Write Offs: Each year staff presents to Council a request to write-off delinquent utility accounts that are five years old. This year there are twelve accounts totaling \$615.87 that we are asking to be considered to adjust our financial records. The attached memo has additional information about the accounts.
- 2) Budget Amendments/Departmental Transfers: Periodically, items that arise that require amendments to the budget, all of these items have Council approval. At this time, staff is seeking to complete the paperwork on the amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as reason and when Council directed staff to proceed. Some of the items are receipt of unbudgeted revenue and they require amendments to the budget as well.

BUDGET/FUNDING:

Amendments to the budget as noted.

POTENTIAL ACTION/PROPOSED MOTION:

Place these two items on the June Regular Meeting Consent Agenda.

ATTACHMENTS:

- *Memo – Delinquent Utility Account Write-offs*
- *Memo – Budget Amendments*



DATE: May 13, 2019

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

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

We have twelve accounts over five years old totaling \$615.87.

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

Thank You.

**PROPOSED WRITE OFF
DELINQUENT WATER & SEWER ACCOUNTS
May 13, 2019**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>	<u>Amount Past Due</u>
Latricia D. Cook	9/18/2013	\$14.45
Dawson Ford Garbee	2/24/2014	\$9.90
Virginia Dubois	3/10/2014	\$71.39
Max Everhart	3/28/2014	\$75.55
Matthew Graham	1/6/2014	\$54.99
Amber C. Hasson	11/5/2013	\$233.32
Linda Hubbard	7/1/2013	\$38.94
Teresa L. Klelotka	4/2/2014	\$6.50
Melanie Mays-Srsic	11/7/2013	\$9.45
Slyvia Smith	1/6/2014	\$3.67
Cheryl Marie Stone	3/25/2014	\$73.17
Tiffany Thompson	11/4/2013	\$24.54
TOTAL		\$615.87



Date: May 23, 2019
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.

- Council Retreat \$1,500
(Consensus: January 22, 2019)
- DMV Safety Grant \$4,620
(Revenue received through grant)
- State Forfeiture: Seized Funds \$3,570
(Revenue received through seizures)
- Various Insurance Claims \$15,550
(Reimbursable through insurance carrier)
- English Park pavilion roof replacement \$8,000
(Consensus: January 8, 2019)
- Paving of Bedford Ave. basketball court \$10,900
(Consensus: October 23, 2018)
- English Park Playground Improvements: Splash Pad \$865,670
(Council Approval: December 11, 2018)
- English Park Tree Replacement \$1,600
(Council Approval: November 13, 2018)
- EMS Building: Utilities & Maintenance \$5,250
(Council Approval: April 10, 2018)
- Construction of new nature trail \$6,640
(Council Approval: January 8, 2019)
- Resurfacing & fencing of Bedford Ave. tennis courts \$88,700
(Council Approval: August 14, 2019)

- Downtown Central Business District Signage \$2,400
(Consensus: May 22, 2018)
- Repl. of Avoca office HVAC \$7,500
(Council Approval: August 14, 2018)
- Fire Grant \$940
(Revenue received through grant)
- Redistribution of Avoca's annual contribution \$63,100
(Council Approval: May 8, 2019)

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

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

**TOWN OF ALTAVISTA****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>
Council / Planning Commission Conventions & Education 010-1001-400.50-26	\$ 1,500.00	
General Fund Miscellaneous Revenue 010-0000-351.04-00		\$ 1,500.00

Summary

To appropriate \$1,500 to cover the cost of the facilitator for the Council retreat.

Budget Impact

This will result in a net increase to the budget of \$1,500. Consensus of Council at January 22, 2019 meeting.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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>
Police Department DMV Grant Overtime 010-3101-501.10-06	\$ 4,620.00	
General Fund State / VDOT PD Grant 010-0000-341.12-00		\$ 4,620.00

Summary

To appropriate \$4,620 to cover costs pertaining to hours worked associated with the DMV Safety Grant awarded to the Town.

Budget Impact

This will result in a net increase to the budget of \$4,620. 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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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>
Public Safety State Forfeiture Fund 010-3101-501.50-78	\$ 3,570.00	
General Fund Miscellaneous Revenue 010-0000-351.04-00		\$ 3,570.00

Summary

To appropriate \$3,570 in the State Forfeiture Account for several cases associated with seized funds.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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 Non-Dept. / Reimbursement of Claim 010-9102-801.50-96	\$ 15,550.00	
General Fund Insurance Reimbursement of Claim 010-0000-351.08-00		\$ 13,650.00
General Fund Transfer in from Reserves 010-0000-361.03-01		\$ 1,900.00

Summary

To appropriate \$15,550 for the repair of various vehicles damaged during the fiscal year.

Budget Impact

These funds are fully reimbursable 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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Capital Outlay - Replace Parks		
010-4104-602.81-26	\$ 8,000.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 8,000.00

Summary

To appropriate \$8,000 for the replacement of the roof on the existing pavilion in English Park with architectural shingles. Consensus of Council to move forward with project was met at the January 8, 2019 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$8,000. Funds were carried over from FY 2018 Budget for this project. These funds will be transferred in from Reserves.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Capital Outlay - Replace Parks		
010-4104-602.81-26	\$ 10,900.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 10,900.00

Summary

To appropriate \$10,900 for the paving of the Bedford Ave. basketball court. Consensus of Council at 10/23/2018 meeting to move forward with the project upon receiving additional quotes from contractors other than Boxley, accepting the lowest quote.

Budget Impact

This will result in a net increase to the budget in the amount of \$10,900.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Capital Outlay - Improvements Other Than Bldg / Splash Pad		
010-4104-602.81-30	\$ 865,670.00	
General Fund		
Transfer in from Designated		
010-0000-361.01-00		\$ 120,500.00
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 745,170.00

Summary

To appropriate \$865,670 to cover the cost for the English Park playground improvements to include a splash pad with a recycled water filtration system. Council Approval December 11, 2018.

Budget Impact

This will result in a net increase to the budget in the amount of \$865,670. \$120,500 has already been approved for playground equipment and is earmarked in reserves. These funds will be transferred in along with the remaining balance needed to fund the project.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Special Events		
010-4104-602.60-58	\$ 1,600.00	

General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 1,600.00

Summary

To appropriate \$1,600 for the replacement of tree at English Park as approved by Council at the November 13, 2018 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,600.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Electrical Services		
010-4109-601.50-02	\$ 700.00	
Heating Services		
010-4109-601.50-04	\$ 3,140.00	
Repairs & Maintenance		
010-4109-601.60-04	\$ 1,410.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 5,250.00
Summary		

To appropriate \$5,250 for the maintenance cost of the EMS building that was gifted to the Town as approved at the April 10, 2018 Council meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$5,250.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Capital Outlay - Repl/Improvements Other Than Building		
010-4104-602.81-30	\$ 6,640.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 6,640.00

Summary

To appropriate \$6,640 for the design and construction of a new nature trail beginning at Westwood Dr. and connecting to the passive way at English Park. Council approval January 8, 2019.

Budget Impact

This will result in a net increase to the budget in the amount of \$6,640.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Capital Outlay - Repl/Improvements Other Than Building		
010-4104-602.81-30	\$ 88,700.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 88,700.00

Summary

To appropriate \$88,700 for the resurfacing of the Bedford Ave. tennis courts as well as the installation of new fencing to include the surface area of the courts. Council approval August 14, 2018.

Budget Impact

This will result in a net increase to the budget in the amount of \$88,700.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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 and Highway Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Highway, Street & Sidewalk		
010-4101-601.60-22	\$ 1,200.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 1,200.00
Highway Fund		
Highway, Street & Sidewalk		
020-4101-601.60-40	\$ 1,200.00	
General Fund		
Transfer in from Reserves		
020-0000-361.01-00		\$ 1,200.00

Summary

To appropriate \$2,400 to modify signage in the Downtown Central Business District as it was the consensus of Council at the May 22, 2018 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$2,400.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Capital Outlay - Repl / Improvements other than building		
010-4105-609.81-30	\$ 7,500.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 7,500.00

Summary

To appropriate \$7,500 for the replacement of the Avoca office HVAC as approved by Council at the August 14, 2018 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$7,500.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Contributions - Fire Grant		
010-9101-801.50-72	\$ 940.00	
General Fund		
State / Misc. State Grant (Fire Grant)		
010-0000-341.08-00		\$ 940.00

Summary

To appropriate \$940 for the transfer of funds to the AVFC for the receipt of the annual fire grant they are awarded. This is a pass through of funds only.

Budget Impact

This will result in a net increase to the budget in the amount of \$940.

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.

Adopted this 11th day of June 2019

Signature, Town Clerk



TOWN OF ALTAVISTA

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		
Salaries - Regular		
010-9105-801.10-02	\$ 49,170.00	
Salaries - OT		
010-9105-801.10-04	\$ 480.00	
FICA		
010-9105-801.20-02	\$ 3,800.00	
Group Medical Insurance		
010-9105-801.20-06	\$ 5,030.00	
Group Life Insurance		
010-9105-801.20-08	\$ 530.00	
Va Retirement		
010-9105-801.20-18	\$ 3,680.00	
ICMA - Hybrid		
010-9105-801.20-20	\$ 410.00	
General Fund		
Contribution - Avoca (Benefit)		\$ (18,700.00)
10-9101-801.50-73		
Materials & Supplies / R&M		
010-4105-609.60-04		\$ (44,400.00)

Summary

To redistribute contribution funds appropriated for Avoca as approved by Council at the May 8, 2019 meeting to cover the cost of salaries and benefits.

Budget Impact

This will not 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.

Adopted this 11th day of June 2019

Signature, Town Clerk

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-1

See Processing Instructions BelowRequester Tobie Shelton

Required

Department

Name : Administration

Required

Date of

Request: 5/17/2019Fiscal Year: 2019

Phone #:

Email Address: tschelton@altavistava.govReason 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: (Charge)**

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-08	\$2,370.00	Main. Svc. Contracts	
010-1101-401.30-17	\$380.00	Random Drug Screens	
010-1101-401.50-30	\$2,100.00	Refunds	
Total Debits:		\$4,850.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-12	-\$2,750.00	Eng. & Arch. Services	
010-1101-401.50-26	-\$2,100.00	Conventions & Educations	
Total Credits:		-\$4,850.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:Tobie Shelton
Prepared By5/23/2019
Date

Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-2

See Processing Instructions Below

Requester Chief Merricks Department Name: Public Safety Date of Request: 5/17/2019 Fiscal Year: 2019
Phone #: _____ Email Address: lcathelton@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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.20-16	\$1,750.00	Other Employee Benefits	
010-3101-501.30-16	\$690.00	Physicals	
010-3101-501.30-26	\$980.00	IT Network / Website Support	
010-3101-501.50-04	\$1,300.00	Heating	
010-3101-501.60-06	\$2,000.00	Fuels & Lubricants	
010-3101-501.60-10	\$2,000.00	Uniforms	
Total Debits:		\$8,720.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.30-08	-\$1,000.00	Main. Svc. Contracts	
010-1101-401.50-26	-\$2,720.00	Conventions & Educations	
010-1101-401.60-16	-\$5,000.00	Drug Investigating	
Total Credits:		-\$8,720.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By MSH Date 5/23/19 Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-3

See Processing Instructions Below

Requester David Garrett Department Name: Public Works Date of Request: 5/17/2019 Fiscal Year: 2019
 Phone #: _____ Email Address: kdshelton@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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-08	\$570.00	Maintenance Service Contracts	
010-4101-601.30-18	\$90.00	R & M Electronics	
010-4108-601.30-44	\$1,810.00	Custodial Services	
010-4101-601.50-32	\$500.00	Miscellaneous	
010-4103-601.50-02	\$1,700.00	Electrical Services	
010-4104-602.50-02	\$2,450.00	Electrical Services / Recr	
010-4104-602.50-04	\$1,830.00	Heating Services / Recr	
010-4104-602.50-34	\$50.00	Misc. Refund / Pavilion	

Total Debits: \$9,000.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-38	-\$7,000.00	Tub Grinding Brush	
010-4101-601.30-32	-\$800.00	Metal Recycle Dumpster	
010-4103-601.50-04	-\$1,200.00	Heating Services	

Total Credits: -\$9,000.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By J. Shelton Date 5/23/19 Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-4

See Processing Instructions Below

Requester David Garrett

Required

Department

Name : Public Works

Required

Date of

Request: 5/17/2019

Fiscal Year: 2019

Phone #:

Email Address: kshelton@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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.60-02	\$1,300.00	Office Supplies	
010-4101-601.60-08	\$7,800.00	Vehicle / Equip R & M	
010-4101-601.60-10	\$2,000.00	Uniforms	
010-4101-601.60-11	\$150.00	Safety Equip. & Prog.	
010-4101-601.60-22	\$4,900.00	Highway, St. & Sidewalk	
010-4101-601.60-34	\$350.00	Train Station Supplies	
010-4103-601.60-18	\$900.00	Supplies / B&G	

Total Debits: \$17,400.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.60-06	-\$5,000.00	Fuels & Lubricants	
010-4101-601.60-40	-\$1,500.00	Traffic Control Devices	
010-4101-601.60-44	-\$2,000.00	Snow & Ice Removal	
010-4103-601.60-24	-\$1,000.00	Small Tools	
010-4108-601.60-04	-\$5,000.00	Library R & M	
010-4101-601.30-34	-\$1,000.00	Tire Dumpster	
010-4101-601.60-28	-\$900.00	Storm Drainage	
010-4104-602.60-54	-\$1,000.00	Playground Equipment	

Total Credits: -\$17,400.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date

Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-5

See Processing Instructions Below

Requester David Garrett

Required

Department

Name : Public Works

Required

Date of

Request: 5/17/2019

Fiscal Year: 2019

Phone #:

Email Address: kshelton@altavista.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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4104-602.60-18	\$500.00	Supplies - Parks & Rec	
010-4104-602.60-52	\$100.00	Decorative Street Light	
010-4104-602.60-56	\$3,700.00	War Memorial Ballfield	

Total Debits: \$4,300.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4104-602.60-53	-\$600.00	Mulch & Landscaping Stone	
010-4101-601.30-12	-\$3,700.00	Eng. & Arch. Services	

Total Credits: -\$4,300.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date

Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-6**

See Processing Instructions Below

Requester Tobie C Shelton **Required** Department Name: Economic Development **Required** Date of Request: 5/22/2019 Fiscal Year: 2019

Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer: Transfer of funds within the department to cover the cost of the strategic planning services provided by Camoin Associates as well as the services provided by Mr. Walter Maddy as Project Manager as approved by Council at the August 14, 2018 meeting.
Excluding Salary/Wages Line Items

DEBIT: (Charge)				
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-7101-405.30-14	\$61,830.00	Misc. & Professional Svcs		
Total Debits:		\$61,830.00		

CREDIT:				
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-7101-405.10-02	-\$61,830.00	Salaries & Wages / Regular		
Total Credits:		-\$61,830.00		

Total Credits and Total Debits must be equal zero.

Approvals Required:

TCS 5/23/19
Prepared By Date Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrrl ID#:

DT-7

See Processing Instructions Below

Requester Tobie C Shelton

Required

Department

Name : Economic Development

Required

Date of

Request: 5/22/2019

Fiscal Year: 2019

Phone #:

Email Address: tcshelton@altavistava.gov

Reason for
Transfer:

Transfer of funds within the department to cover the cost of the RIFA initial member share contribution as approved by Council at the March 12, 2019 meeting.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.50-61	\$23,000.00	Contribution	

Total Debits: \$23,000.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.50-64	-\$17,500.00	Subsistence & Lodging	
010-7101-405.50-26	-\$5,500.00	Conventions & Educations	

Total Credits: -\$23,000.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date

Phone

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrrl ID#:

DT-8

See Processing Instructions Below

Requester David Garrett Required Department Name: Public Works - Highway Fund Required Date of Request: 5/22/2019 Fiscal Year: 2019

Phone #: _____ Email Address: kshelton@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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
020-4101-601.60-36	\$65,000.00	Paving	

Total Debits: \$65,000.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
020-4101-606.60-44	-\$25,000.00	Snow & Ice Removal	
020-4101-606.60-46	-\$10,000.00	Other Traffic Svcs Roadside	
020-4101-601.60-28	-\$20,000.00	Storm Drainage	
020-4101-607.50-32	-\$10,000.00	Misc.	

Total Credits: -\$65,000.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By [Signature] Date 5/23/19 Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-9

See Processing Instructions Below

Requester Tom Fore Required Department Name: Water Department Required Date of Request: 5/22/2019 Fiscal Year: 2019
Phone #: _____ Email Address: tsheleton@altavista.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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.30-08	\$3,000.00	Main. Svc Contracts	
050-5001-701.50-30	\$500.00	Refunds	
050-5001-701.50-68	\$500.00	Professional Licenses	
050-5001-701.60-02	\$1,000.00	Office Supplies	
050-5001-701.60-14	\$31,600.00	Other Operating Supplies	

Total Debits: \$36,600.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.30-08	-\$3,000.00	R & M Grounds	
050-5001-701.50-24	-\$1,000.00	Subsistance & Lodging	
050-5001-701.60-04	-\$1,000.00	Repairs & Main.	
050-5001-701.30-20	-\$31,600.00	Water Purchases - CC	

Total Credits: -\$36,600.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By  Date 5/23/19 Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrmal ID#:

DT-10

See Processing Instructions Below

Requester Tom Fore

Required

Department
Name: Water Department

Required

Date of
Request: 5/22/2019

Fiscal Year: 2019

Phone #:

Email Address: kshelton@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: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.60-04	\$15,000.00	Repairs & Main.	
050-5101-702.60-08	\$800.00	Vehicle / R & M	
050-5101-702.60-14	\$12,000.00	Other Operating Supplies	

Total Debits: \$27,800.00


CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.30-08	-\$10,000.00	Main. Svc Contracts	
050-5101-702.50-90	-\$4,000.00	Misc. Proj Charge	
050-5101-702.60-11	-\$3,000.00	Safety Equip & Programs	
050-5101-702.50-24	-\$1,000.00	Subsistence & Lodging	
050-5101-702.50-26	-\$1,000.00	Conventions & Educations	
050-5101-702.30-14	-\$6,000.00	Misc. & Professional Svcs.	
050-5101-702.60-50	-\$800.00	Lab Test Equipment	
050-5101-702.30-16	-\$1,000.00	Physicals	
050-5101-702.60-10	-\$1,000.00	Uniforms	

Total Credits: -\$27,800.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By  Date 5/23/19 Phone _____

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