



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, September 24, 2019
5:00 p.m. – Council’s Chambers

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

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Recognitions and Presentations**
- 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. Route 43 Gateway Project Update**
 - i. Street Closing Request**
- b. Utility Department FY2020 CIP Proposals**
- c. WWTP Switchgear Recommendation**
- d. Utility “Cost Share” Program**
- e. Recreation Committee Update**
 - i. Avondale Park Shelter follow up**
 - ii. Trail signage**
- f. APD Items**
 - i. Shop with a Cop “fundraiser”**
 - ii. Surplus items**
- g. Finance Items**
 - i. FY Carryovers**
 - ii. Surplus items**

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 Staff**
- 8. Matters from Council**

9. Closed Session (*if needed*)**10. 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:

Items for Discussion

MEETING DATE:

September 24, 2019

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

Route 43 Gateway (Streetscape) Project Update

DESCRIPTION:

The Rt. 43 Gateway (Streetscape) Project has been underway for several months and things are progressing well. Last week, the monthly Progress Meeting was held in regard to this project and several items were discussed, including items that Council needs to be made aware of and possibly “weigh in” on. Mike Wilson, Hurt & Proffitt, will be in attendance to update Council.

The contractor is scheduled to begin leveling/milling and put base and intermediate pavement down in the next week or so. Accordingly, the contractor has requested that 7th Street be closed for one week (September 30th – October 6th), so that it can be milled and paved without having to work around traffic; as well as reduce any potential safety hazards. The engineer has reviewed this request and there are several issues that need to be addressed in order for the engineer/staff to recommend approval. The engineer and staff will update Council on this item at the meeting.

Staff feels the request to close 7th Street is reasonable, as long as the issue/concerns are adequately addressed prior to the work.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *Letter from VCP requesting street closure*
- *List of issues/concerns to be addressed for 7th Street closure*

1. Discuss how/when VCP plans to coordinate with the public about road closure – message board, newspaper, etc.?
2. Discuss how VCP coordinated with the businesses to develop access plan?
 - a. Post office deliveries
 - b. Bank employee parking lot and access.
 - c. Deliveries for Hailey's
 - d. Otter River Resources
 - e. McDonalds
3. Include description of work occurring during the week - road removed and replaced to asphalt (IM). Structures will be adjusted to final grade elevation.
4. After additional work activities are completed, asphalt (SM) will be installed (assume late October/early November???)
5. Work to occur during normal work hours M-F?
6. Include traffic control plan and pedestrian control plan for VDOT approval

MCC Acquisition LC D/B/A
Virginia Carolina Paving Company
General Contractor
2158 Bill Tuck Highway
South Boston, VA 24592

PHONE 434-572-8460
FAX 434-572-2203

P.O. Box 568
South Boston, VA 24592

September 16, 2019

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

Re: 7th Street Improvements – UPC 113536

Subject: Request to Close Block of 7th Street during Milling, Grading, and Paving Operations

Mr. Coggsdale,

Virginia Carolina is proposing to the Town of Altavista that we close 7th Street (Between Broad and Bedford) to allow for milling, grading, and paving operations starting on September 30, 2019. This will allow the entire street to be milled, graded, and paved (base and intermediate) in one phase. Our request is provided due to the significant grade changes during these operations. When we begin milling, the road will be cut down a minimum of 12 inches (to allow for specified stone and paving depths). This will create large drop offs from lanes and entrances along 7th Street creating a safety issue for the traveling public. If road closure is not granted and stone wedges are required, the wedges will interfere with the lane the vehicles travel. If granted, we ask that the bank and/or Hailey's Appliance use the alley way off Main Street to access the parking lot beside the bank. Closing the Street will speed up the process of getting this street back in asphalt (reducing dust and maintenance) and allowing for a smoother ride for the public. Our goal is to close the street on the 30th of September and have it reopened no later than Sunday 10/6. The crews will likely work longer hours and possibly the weekend to have the street reopened in a weeks' time.

We will provide VDOT approved barricades and proper road signage during the road closure.

Thank you for your consideration with this matter. If you should require any additional information, please contact me.

Sincerely,

Virginia Carolina Paving Company


J. Kurt Mason
General Manager

CC. Job File



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

September 24, 2019

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

Utility Department FY2020 CIP Engineering Proposals Recommendations

DESCRIPTION:

Included in the FY2020 CIP were water & wastewater projects that require Preliminary Engineering as well as Engineering Design. Town Staff created and solicited proposals from the Town pre-qualified engineers for the following projects:

1. **Riverview Road Sewer Line Replacement.**
2. **McMinnis Water Line Replacement.**
3. **Lynch Road Sewer Line Rehabilitation**
4. **WWTP Aeration System Improvements.**
5. **WTP Filter Improvements**

Staff Recommendation:

All proposals were read and evaluated by staff with the following recommendations:

1. Staff received 4 proposals for the **Riverview Road Sewer Line Replacement** and recommends **Dewberry** for this project. Design \$22,200.00, and \$8,500.00 needed for Bidding and construction administration services. (Inspections conducted by Town staff)
2. Staff received 4 proposals for the **McMinnis Water Line Replacement Project** and recommends **Hurt & Proffitt** for this project. Design Costs \$76,380.00 and \$76,020.00 for Bidding and construction administration services. (\$47,460.00 is for Inspection)
3. Staff received 5 proposals for the **Lynch Road Sewer Line Rehabilitation** and recommends **Hurt & Proffitt** for this project. Design Costs \$97,030.00 and \$38,110.00 for Bidding and construction administration services. (\$21,250.00.00 is for Inspection)
4. Staff received 2 proposals for the **WWTP Aeration System Improvements** and recommends **Peed & Bortz** for this project. Design \$118,300.00 and \$79,600.00 for Bidding and construction administration services. (Inspections conducted by Town staff)
5. Staff received 3 proposals for the **WTP Filter Improvements** and recommends **Peed & Bortz** for this project. Design Costs \$33,000.00, and \$23,000.00 needed for Bidding and construction administration services. (Inspections conducted by Town staff.)

BUDGET/FUNDING:

The FY2020 Budget includes lump sum funding for the water & sewer lines. The WWTP had a budget for design of \$190,000.00. The WTP Filter improvements had budgeted \$30,000.00 for FY 2020 and \$30,000.00 for FY 2021. The total cost for the design work recommended is \$572,140; these funds would be reimbursable to the Town through bond proceeds. In addition, the estimated construction cost of these project has a range of \$5.6 million to \$8.9 million, with the selected firm's estimates being \$5.6 million.

POTENTIAL ACTION/PROPOSED MOTION:

- Council may decide to do one of the following:
 - Approve staff recommendation to hire Dewberry to design plans for **Riverview Road Sewer Line Replacement.**
 - Approve staff recommendation to hire Hurt & Proffitt to design plans for **McMinnis Water Line Replacement.**
 - Approve staff recommendation to hire Hurt & Proffitt to design plans for **Lynch Road Sewer Line Rehabilitation.**
 - Approve staff recommendation to hire Peed & Bortz to design plans for **WWTP Aeration System Improvements.**
 - Approve staff recommendation to hire Peed & Bortz to design plans for **WTP Filter Improvements.** This would also require moving \$3000.00 of the funds designated in 2021 to the existing 2020 CIP Allocation.
 - Defer action and place on a future Town Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- *Staff Comparison of Bids – Memo*
- *CIP Project Sheets*

Riverview Sewer Line			
Bidding Firms	Design Cost Include: Design, Survey, Bidding and Construction Admin.	Construction Cost Estimate Include: Easement Acquisition, Easement Recordation, Permitting, Construction Inspection, Construction Costs and Contingency	Total Estimate (Design Cost + Construction Estimate)
Hurt & Proffitt	\$47,240.00	\$184,410.00	\$231,650.00
Mattern & Craig	\$40,550.00	\$221,550.00	\$262,100.00
Peed & Bortz (Bore)	\$80,000.00	\$406,000.00	\$486,000.00
Peed & Bortz (Replace)	\$87,000.00	\$414,200.00	\$501,200.00
Dewberry	\$30,700.00	\$180,580.00	\$211,280.00
McMinnis Water Line Replacement			
Bidding Firms	Design Cost Include: Design, Survey, Bidding and Construction Admin.	Construction Cost Estimate Include: Easement Acquisition, Easement Recordation, Permitting, Construction Inspection, Construction Costs and Contingency	Total Estimate (Design Cost + Construction Estimate)
Hurt & Proffitt	\$101,310.00	\$1,782,640.00	\$1,883,950.00
Mattern & Craig	\$155,000.00	\$2,072,000.00	\$2,227,000.00
Engineering Concepts	\$373,103.00	\$2,599,285.00	\$2,972,388.00
Peed & Bortz	\$159,900.00	\$1,431,400.00	\$1,591,300.00
Lynch Road Sewer Line Improvement			
Bidding Firms	Design Cost Include: Design, Survey, Bidding and Construction Admin. & CCTV Evaluation	Construction Cost Estimate Include: Easement Acquisition, Easement Recordation, Permitting, Construction Inspection, Construction Costs and Contingency	Total Estimate (Design Cost + Construction Estimate)
Hurt & Proffitt (Slip)	\$110,260.00	\$1,051,555.00	\$1,161,815.00
Hurt & Proffitt (Replace)	\$126,310.00	\$1,455,930.00	\$1,582,240.00
Mattern & Craig (Slip)	\$163,450.00	\$1,431,000.00	\$1,594,450.00
Mattern & Craig (Replace)	\$163,450.00	\$1,681,000.00	\$1,844,450.00
Engineering Concepts	\$181,026.00	\$1,522,266.00	\$1,703,292.00
Peed & Bortz	\$146,200.00	\$910,600.00	\$1,056,800.00
Dewberry	\$231,200.00	\$1,520,550.00	\$1,751,750.00
WWTP Aeration System Improvements			
Bidding Firms	Design Cost Include: Design, Survey, Bidding and Construction Admin.	Construction Cost Estimate Include: SCADA, Permitting, Construction Costs and Contingency	Total Estimate (Design Cost + Construction Estimate)
Woodard & Curran	\$400,000.00	\$3,218,000.00	\$3,618,000.00
Peed & Bortz	\$198,000.00	\$2,572,500.00	\$2,770,500.00
WTP Filter Improvements			
Bidding Firms	Design Cost Include: Design, Survey, Bidding and Construction Admin.	Construction Cost Estimate Include: SCADA, Permitting, Construction Costs and Contingency	Total Estimate (Design Cost + Construction Estimate)
Woodard & Curran	\$85,500.00	\$929,500.00	\$1,015,000.00
Peed & Bortz	\$56,000.00	\$575,000.00	\$631,000.00
Mattern & Craig	\$128,890.00	\$1,073,500.00	\$1,202,390.00
Recommended Firm			

FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities

DIVISION: Wastewater

PROJECT NAME: Sewer Line Replacement/Rehab

LOCATION: Near Riverview PS & Lola to 10th

YEAR: FY 2020

ACCT#: 050-5110-702.81-30

Type of Project: ☐ New ☐ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2020	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024		
	\$ 3,547,500	\$ -	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ -	

PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Planning, Surveying, Design, Engineering	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
Land/ROW/Acquisition.						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 669,500	\$ 669,500	\$ 669,500	\$ 669,500	\$ 669,500	
Legal/Misc.						
Other:						

Total Capital Cost Estimate:	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-------	------	------	------	------	------	------

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ 709,500	\$ -
-------	------	------------	------------	------------	------------	------------	------

TOTAL: \$ 3,547,500

Project Description: FAIP Replace or Rehab Aged Sewer Lines

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs. Further Explanation can be found in Appendix (F) and Section 6.1 (page 6-1) of the Wastewater Facility Assessment and Improvement Program (FAIP) document.



FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: Water

PROJECT NAME: WATER LINE REPLACEMENT PROJECTS ONGOING LOCATION: 7th Street for the RT 43 Gateway Project

YEAR: FY 2020 ACCT#: 050-5010-701.81-06 Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2020	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024		
	\$ 3,525,000	\$ -	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ -

PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Planning, Surveying, Design, Engineering:	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Other	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	
Total Capital Cost Estimate:	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ 705,000	\$ -
TOTAL:							\$ 3,525,000

Project Description:

This item is an annual cost that represents the cost necessary to replace approximately 1% of the existing pipe network per year. The replacement of mains that have been identified as bottlenecks or frequent break locations has been addressed as separate projects

Justification/Linkage:

Council & Department Goal & Objective: Meets the community water treatment needs. Further Explanation can be found in Appendix (H) and Section 7.3.2 (page 7-6) of the Water Facility Assessment and Improvement Program (FAIP) document.



FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: Wastewater

PROJECT NAME: Aeration Rehab LOCATION: WWTP

YEAR: FY 2020 ACCT#: 050-5110-702.81-30

Type of Project: ☐ New ☐ Expansion ☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024	Future Budget Years
	\$ 3,079,000	\$ -	\$ 190,000	\$ 628,000	\$ 2,261,000	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Planning, Surveying, Design, Engineering	\$ 190,000					
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.		\$ 628,000				
Building/Utility Construction:						
Legal/Misc.			\$ 136,000			
Heavy Equip./Apparatus:			\$ 1,896,000			
Other SCADA			\$ 229,000			
Total Capital Cost Estimate:	\$ 190,000	\$ 628,000	\$ 2,261,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 190,000	\$ 628,000	\$ 2,261,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 190,000	\$ 628,000	\$ 2,261,000			
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 190,000	\$ 628,000	\$ 2,261,000	\$ -	\$ -	\$ -
TOTAL:							\$ 3,079,000

Project Description: Rehab existing aeration process for the WWTP over 20 years old and at the end of its useful life.

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs. Further Explanation can be found in Appendix (F) and Section 6.5 (page 6-2) of the Wastewater Facility Assessment and Improvement Program (FAIP) document.



FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: Water

PROJECT NAME: Filter Improvements LOCATION: Water Plant

YEAR: FY 2020 ACCT#: 050-5010-701.22-06

Type of ☐ New ☐ Expansion
Project: ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2020	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024		
	\$ 563,000	\$ -	\$ 30,000	\$ 533,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Planning, Surveying, Design, Engineering:	\$ 30,000	\$ 30,000				
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.		\$ 75,000				
Building/Utility Construction:		\$ 300,000				
Legal/Misc.		\$ 12,000				
Other/SCADA		\$ 116,000				

Total Capital Cost Estimate:	\$ 30,000	\$ 533,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 30,000	\$ 533,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 30,000	\$ 533,000				
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 30,000	\$ 533,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 563,000

Project Description:

The limiting process regarding plant capacity is the filters. The filters are currently licensed at a loading rate of 2.3 gpm/ft², but they have been able to demonstrate effective treatment at significantly higher loading rates. We propose conducting a pilot study to examine and document the impact of various loading rates on the filter performance. Increasing the permitted loading rate

Justification/Linkage:

Council & Department Goal & Objective: Meets the community water treatment needs. Further Explanation can be found in Appendix (H) and Section 7.1.8 (page 7-2) of the Water Facility Assessment and Improvement Program (FAIP) document.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

September 24, 2019

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

WWTP Electrical Upgrade Switchgear Recommendation

DESCRIPTION:

Peed & Bortz previously recommended the Kohler Generator purchase and Council approved their recommendation. Peed & Bortz along with Master Engineers and Designers is recommending the purchase of the switchgear for the generator.

Scott Bortz and Grant Beasley will be here to provide information on their recommendation and answer Council questions.

Analysis:

The engineers are recommending the highest of the three bids received. They recommend Eaton because they believe Eaton provides a product that is the safest and best fit for this application. Staff concurs with the Engineering recommendation.

BUDGET/FUNDING:

This is Included in the FY 2020 CIP, the cost for the switchgear is \$345,500 and would be part of the bond issuance.

POTENTIAL ACTION/PROPOSED MOTION:

- Council may decide to do one of the following:
 - Approval of Purchase of the switchgear and place on council's next consent agenda
 - Defer action and place on the Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- *Engineer's Recommendation Memo*
- *Switchgear specifications*

Background Information

This document is intended to accompany three bid packages for 4000 Amp, 480/277 Volt, UL1558 switchgear provided by the following vendors: Eaton, ASCO/Square D, and GE. The Town is purchasing this Switchgear as part of the WWTP Electrical Improvements Project. During design we had been using Eaton as a basis of design with the expectation that the town would sole source the gear from Eaton directly. However, when the budget numbers came in higher than expected, the town requested that bids be obtained from other manufacturers to maintain competitive pricing. A short form specification was created, based on Eaton equipment, to ensure the same specifications were met within each piece of gear, and sent to General Electric/ABB and ASCO/Square D for pricing.

Tabulation of Bids Received

A tabulation of all final bids received is shown below. The "Amount to Produce Engineering Drawings for Conduit Installation" represents the amount the Town must front during Phase I construction to obtain the information necessary for the Phase I contractor to install the conduits for the Switchgear in the correct place.

Manufacturer	Total Bid	Amount to Produce Engineering Drawings for Conduit Installation
Eaton	\$345,500	\$10,000
ASCO/Square D	\$322,851	\$13,800
GE/ABB	\$318,775	30% (\$95,632.50)

Engineer's Recommendation

The two vendors that provided comparison bids did not fully meet the specification. We recommend Eaton because we believe they provide a product that is the safest and best fit for this application. A summary of the reasons why each of the other two vendors are not recommended by the engineer is given below. References are given to the line of the specification that was not met.

ASCO/Square D

- 1a. The manufacturer is supplying the breaker section of the switchgear as a product listed as UL 1558, however, the transfer switch nested within the switchgear would be listed as UL 1008. UL 1558 is a listing specified for switchgear and has robust testing criteria it must meet for safety and reliability. While a UL 1008 listing for the transfer switch must also meet certain safety and reliability criteria, it is not as robust as UL 1558 in regards to safety. Therefore, to protect maintenance personnel from potential electrical hazards we recommend entire package to be UL 1558 listed.
- 1c. The buswork within the switchgear will ultimately carry the current serving the entire facility. Having the buswork within the switchgear tin plated reduces the likelihood of damage to the copper bus due to corrosion. Specifying this switchgear for a wastewater treatment plant, where corrosive gasses may exist, we felt this protection to be necessary. This manufacturer

provided a silver-plated bus. While it is protective, silver plating tends to break down more quickly in corrosive environments.

- 1d. The basis-of design Switchgear includes compartments intended to house the cabling coming to the switchgear. We specified that this compartment be isolated from the live bus within the switchgear to help protect against maintenance personnel from accidental exposure to the bus. This manufacturer's switchgear is constructed differently and its cable entry area not supply isolation from the buswork. This is a compromise on the safety of the product.
- 1l. A breaker runback is a copper bus that connects the breaker terminals to the main switchgear bus. Insulating these runbacks would help mitigate personnel coming in contact with hazardous voltage as well as reducing arc flash potential. This manufacturer did not provide insulated runbacks, which compromises on the safety of the product.
- 1m. Nameplates help identify which breaker is service a particular load. These were not provided in this manufacturer's quote.
- 4e. The breakers in switchgear are removable for servicing and replacement. When a breaker is removed, a padlockable door would ensure that only the maintenance personnel with a key would have access to the empty breaker cavity. This improves safety reducing exposure to hazardous live buswork. This manufacturer's bid did not include this capability. The sales representative offered that "blanks" could be provided at additional cost. These "blanks" would be inserted in the place of a circuit breaker to fill the space until the breaker is re-installed.
- 4g. Switchgear breakers are very heavy. When breaker maintenance or replacement is occurring, an overhead breaker lifting device would help safely maneuver the breaker to a safe working space like a cart. We specified this lifting device be integrally mounted to the switchgear for ease of use and storage. This manufacturer supplied a breaker lifting cart which also helps maneuver the breaker to a safe working space, however, is not integral to the switchgear.

GE/ABB

General: The price this vendor requests to produce engineering drawings for conduit installation is exorbitant. This may be negotiable, but probably not down to the range of the other two vendors.

- 1b. The electrical design for this project had been based on switchgear that could be mounted against a wall within the powerhouse building. This manufacturer only supply switchgear that must be mounted in the middle of the room (it has to be front-and-rear accessible). There are no safety concerns with this solution, however, this would change the layout of the powerhouse building substantially.
- 1m. Nameplates help identify which breaker is service a particular load. These were not provided in this manufacturers quote.

- 3a. The town desires to exercise the generator once a week for maintenance purposes, however, whenever the plant load is transferred to the generator, the plant cannot experience a loss of power because of the sensitivity of the UV equipment. To combat this, we specified a transfer scheme that would overlap the two power sources for a very short amount of time then transfer. This way the plant load is always connected to an electrical power source. Due to the fact that two sources are overlapping though, the transfer time must be below 100ms to get initial approval from the power company. This manufacturer could not supply a transfer scheme that would transfer in less than 100ms.

- 3b. Knowing that this manufacturer does not have the technology to transfer in less than 100ms, we added a caveat explaining that they could supply a transfer scheme that would transfer in less than 200ms. However, because this is over the recommended threshold for the power company. An additional study would need to be performed by the engineer and power company to ensure no damage would be done to equipment during the prolonged overlap time. This additional study would require extra time and money and there is no guarantee that the power company would allow it at the conclusion of the study.

Scheduling & Phasing Clarifications

- 1) Phase I
 - a) Constructed between approximately September, 2019 – July, 2020.
 - b) Only includes building to house switchgear, all necessary conduit for switchgear and generator, generator pad and manhole (see drawings for details).
 - c) Phase I contractor could differ from Phase II contractor
 - d) Switchgear and generator will not be installed until Phase II.
 - e) Only shop drawings needed for Phase I. Switchgear quotes should include a price to produce shop drawings with an adequate level of detail that the Phase I contractor can locate conduits. This small PO to produce shop drawings will be paid to the switchgear vendor now and the remainder of the PO will be provided after July 2020 for the production of the gear itself. Shop drawings for the gear are needed 8 weeks after a vendor is given a PO.
- 2) Phase II (NOT in the scope of this quote)
 - a) Construction begins approximately in August, 2020.
 - b) Includes the installation of switchgear and generator.
 - c) Commissioning shall be included in this phase.
 - d) Power System Analysis shall be included in this phase.

Materials & Accessories

- 1) 480/277 Volt, 3-Phase, 4-Wire, 4000 Amp low voltage switchgear
 - a) NEMA 1 enclosure, UL 1558 listed
 - b) Front access only. If this is not possible, please provide an alternate quote utilizing front-and-rear access gear.
 - c) Tin plated copper bus
 - d) Provide a rear compartment barrier between the cable compartment and the main bus to protect against inadvertent contact with main or vertical bus bars. Barrier shall be solid grounded steel
 - e) Shall not exceed a horizontal dimension of 27'-6".
 - f) Shall have a withstand rating 85k AIC or greater. All breakers and components shall be fully rated to this level.
 - g) The switchgear shall be suitable for use as service entrance equipment and be labeled in accordance with UL requirements.
 - h) Breaker door hardware shall consist of quarter turn knobs.
 - i) Cable compartments shall consist of quarter turn latches.
 - j) 2- Source 5-KVA control power transformers with secondary 240/120V control power.
 - k) Provide mimic-bus.
 - l) Insulate all breaker runbacks
 - m) Provide nameplates on all devices.
- 2) Provide a 250 kA per mode, type 1 SPD at service entrance

- 3) Breaker-Breaker transfer scheme: Provide either 4-Pole breakers for transfer or 3-Pole breakers with Zero Sequence ground monitoring or equivalent. Main breaker will require shunt trip for closed transition with Dominion Energy. Generator breaker shall be LSIA.
 - a) Preferred: Closed transition (<100ms transfer time)
 - b) A Closed transition transfer scheme with <200ms may be provided, but clearly indicate this on quote as it will require additional engineering coordination with the power company
 - c) As an alternate, contactor-type, service entrance transfer switch may be provided with the following features:
 - i) In-Phase Monitor: Factory-wired, internal relay controls transfer so it occurs only when the two sources are synchronized in phase. Relay compares phase relationship and frequency difference between normal and emergency sources and initiates transfer when both sources are within 15 electrical degrees, and only if transfer can be completed within 60 electrical degrees. Transfer is initiated only if both sources are within 2 Hz of nominal frequency and 70 percent or more of nominal voltage.
 - ii) Transfer switch shall be 4-pole, closed transition and operate in a make before break fashion. The transfer switch logic will limit the source parallel time to less than 100ms. Closed transition transfer switches shall include a time delay utility parallel relay, external to the controller, to shunt trip the source 1 breaker in the event that the transfer switch remains closed on both sources for a period greater than .5-1 second. Closed transition transfer switches shall have the option to default to an open in-phase and/or delayed transition.
- 4) Schedule breakers as shown on Phase I drawings (all breakers draw out)
 - a) Main breaker shall have full LSIG settings
 - b) Distribution breakers shall only have LSI settings
 - c) Provide incident energy reducing maintenance switch for all breakers 1000 amps or over
 - d) For all breakers, provide a safety shutter in the cell when the circuit breaker is withdrawn, which automatically covers the line and load stabs and protects against incidental contact. Provide padlockable breaker door to prevent access to shutter when breaker is removed from cell.
 - e) Provide remote breaker racking device, allowing operator to stand clear of arc flash boundary when racking in/out breakers
 - f) Provide breaker overhead lifting device
- 5) Provide power quality meter equivalent to Eaton PM2280 for Main Service Breaker.
 - a) Provide current transformers for each meter. Current transformers shall be wired to shorting-type terminal blocks.
 - b) Provide potential transformers including primary and secondary fuses with disconnecting means for metering.
- 6) Transfer scheme/switch shall have the capability to monitor the generator status via dry contacts and transmit to future SCADA system
- 7) Provide Dominion Energy approved CT cabinet, able to be bussed into switchgear

Shipping & Procurement

- 1) Delivery of gear to jobsite will not need to take place until Phase II. However, the contractor building the building to house the switchgear will need to know conduit stub-up locations of the final gear lineup. Therefore, shop drawings shall be submitted by September 30, 2019 to Phase I contractor.
- 2) Only freight on board at point of shipment should be included in quote. The Contractor installing the gear in Phase II will be instructed to pay for the freight to point of delivery.
- 3) Do not provide commissioning. Future Contractor installing the gear in Phase II will be instructed to provide the commissioning.
- 4) Do not provide Arc Flash/Coordination study. Future Contractor for Phase II will provide.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

September 24, 2019

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

Utility “Cost Share” Program

DESCRIPTION:

Previously Council directed staff to explore opportunities to provide “certain” customers with a discount on their utility (water and sewer) bills. Staff has reported back on this item several times and has previously had conversations with the DAWN Board of Directors; as well as Delegate Farris regarding potential avenues to achieve this goal. The DAWN Board Chairman recently indicated that the Board had voted unanimously not to assist with this program.

One of the main items that is still unresolved is the eligibility criteria that would make a utility customer eligible for the program. Hanover County, VA provides a discount to its utility customer and has the authority to utilize the provision established in the Code of Virginia for “certain low-income, elderly, or disabled” customers. They utilize the same criteria that is set forth for the state-wide “Real Estate Tax Relief” program. This type of system would only be applicable to property owners in town, who are the utility customer.

Attached is information from Campbell County relative to the Real Estate Tax Relief Program Criteria. Please note that this program only serves individuals 65 years and older, with one exception. In order to qualify, an individual must meet each of the following criteria:

- Be at least 65 years of age,
- Have an annual “household” income of \$35,000 or less, and
- Have a net worth that does not exceed \$82,000.

The one Exception is that if you are NOT 65 years of age, but are permanently and totally disabled, you may still qualify as long as you can provide a letter from the Social Security Office indicating such disability and that you are unable to engage in any substantial gainful employment because of said disability. The applicant would still have to meet the income and net worth tests. The County provides the Town with an annual list of the individuals that have applied and are eligible for the Tax Relief, this would be the list for property owners that the Town would use to provide them a discount on their utility bill.

While this process through the County would not address renters, we could create an application for renters that utilized the same criteria, if that is Council’s desire. Of course, all of this is contingent upon approval by the General Assembly to grant the Town of Altavista this option.

BUDGET/FUNDING:

The impact of this program would be contingent upon the number of eligible applicants.

POTENTIAL ACTION/PROPOSED MOTION:

- Council may decide to do one of the following:
 - Direct staff to continue the process to seek action by the General Assembly and provide guidance on the criteria.
 - Defer action and place on a future Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- *Campbell County Tax Relief Criteria*

**REAL ESTATE TAX RELIEF
FOR THE ELDERLY & DISABLED**

GENERAL INFORMATION

Campbell County offers tax relief to homeowners who qualify and file an annual application with the Commissioner of the Revenue. The tax relief reduces the "real estate tax" on a home plus up to one acre of land. Any land which the homeowner owns that exceeds one acre is not eligible for tax relief. If a taxpayer owns more than one home, the tax relief will be applied to the primary residence only. Campbell County's tax relief program does not include a reduction in "personal property" tax. It only pertains to real estate. The applicant and/or the applicant's spouse must be the homeowner. The homeowner must have owned the home as of January 1, 2019. The amount of tax relief to which you may be eligible will be dependent on your household income for the year 2019. The maximum amount of tax relief currently allowed by County ordinance is \$600. **THE APPLICATION DEADLINE IS MAY 1, 2020.**

HOW TO QUALIFY

In general, a homeowner must meet an AGE qualification, an INCOME test and a NET WORTH test. In order to qualify, a homeowner must

- be at least 65 years of age,
- have an annual "household" income of \$35,000 or less, and
- have a net worth that does not exceed \$82,000.

The INCOME test includes "all income" from all people who live in the home. The applicant may exclude the first \$10,000 of income of each relative who also lives in the home. When considering the income test, you should include earned wages, pension payments, social security, interest, dividends, etc.

The NET WORTH test includes the value of your assets such as stocks, bonds, savings & checking accounts, rental properties, land value in excess of one acre, vehicles, farm equipment, etc. It DOES NOT include the value of your home and up to one acre of land on which it sits.

In order to qualify you must meet each of the three tests described above. **One EXCEPTION** is that if you are not at least 65 years old, but you are permanently and totally disabled, you may still qualify as long as you can provide our office with a letter from the Social Security Office indicating that you are permanently and totally disabled and unable to engage in any substantial gainful employment because of your disability. You must still meet the income and net worth tests.

HOW TO APPLY

If you think you qualify for Campbell County's tax relief program, please fill out the enclosed application and verify that the information already printed is still correct. Also, fill out both sides of the financial statement included. In addition to the application and financial statements please include copies of any W-2 wage statements, 1099-Div, 1099-Int, 1099-Misc, 1099-R, and SSA-1099 social security statements for tax year **2019**. **Mail your application to us in the enclosed envelope by May 1, 2020.** If you qualify, your next real estate tax bill will be reduced by the amount of tax relief for which you are eligible. If you have additional questions, please call our office at 332-9518, 283-9518, or 592-9518 and ask to speak with our tax relief deputy.



COMMISSIONER OF THE REVENUE
PO BOX 66
RUSTBURG VA 24588

CAMPBELL COUNTY VIRGINIA

APPLICATION FOR TAX RELIEF
FOR THE ELDERLY & DISABLED

TAX YEAR 2019

FILE APPLICATION BY
MAY 1, 2019

Applicant Name

C/O

Street Addr / PO Box

City ST ZIP

TELEPHONE NUMBER _____

ALTERNATE PHONE # _____

APPLICANT'S BIRTH DATE _____

SOCIAL SECURITY # ON FILE

SPOUSE'S NAME _____

SOCIAL SECURITY # ON FILE

SPOUSE'S BIRTH DATE _____

LEGAL DESC OF PROP: _____

OWNER NAME APPEARING ON DEED TO PROPERTY: _____

TOTAL ACRES

OTHER REQUIRED INFORMATION

PLEASE INDICATE WHERE YOUR
HOME IS LOCATED

CHECK ONE

COUNTY _____
TOWN OF ALTAVISTA _____
TOWN OF BROOKNEAL _____

PLEASE CHECK IF APPLICABLE

I OWN AND LIVE IN A MOBILE
HOME AND I ALSO OWN THE
LAND IT IS ON _____

I OWN A MOBILE HOME ONLY
AND NOT THE LAND IT IS ON. _____

IS YOUR LAND
ASSESSED
UNDER THE LAND
USE PROGRAM?

NO
YES

DID YOU LIVE IN THIS HOME ALL OF LAST YEAR? YES _____ NO _____ IF NOT, PLEASE EXPLAIN.

LIST THE NAMES OF ALL PERSONS OTHER THAN YOUR SPOUSE WHO ARE LIVING WITH YOU AT YOUR HOME.

WRITE "NONE" IF THERE ARE NOT ANY OTHERS.

NAME

RELATIONSHIP

SOCIAL SECURITY NUMBER

OATH : I DECLARE UNDER THE PENALTIES PROVIDED BY LAW THAT THE INFORMATION IN THIS AFFIDAVIT AND ANY ACCOMPANYING SCHEDULES AND STATEMENTS HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE, CORRECT AND COMPLETE.

OFFICE USE ONLY

ELDERLY _____

DISABLED _____

BY MY SIGNATURE ON THIS APPLICATION, I
ACKNOWLEDGE THAT I UNDERSTAND THAT
TAX RELIEF APPLICATIONS MUST BE FILED
ANNUALLY AND THAT IT IS MY
RESPONSIBILITY TO ASK FOR AN
APPLICATION IF I DO NOT RECEIVE ONE IN
THE MAIL.

APPLICANT'S SIGNATURE _____ DATE _____

SPOUSE'S SIGNATURE _____ DATE _____

DATE RECEIVED:

REAL ESTATE TAX RELIEF FOR ELDERLY & DISABLED

FINANCIAL STATEMENT FOR THE YEAR 2018

SOURCES OF HOUSEHOLD INCOME FOR YEAR 2018

APPLICANT'S NAME : _____

	APPLICANT	SPOUSE	RELATIVE(S) LIVING WITH YOU	
			# 1	# 2
WAGES AS SHOWN ON YEAR 2018 W-2 TAX STATEMENT(S)				
TOTAL INTEREST EARNED ON ALL SAVING ACCOUNTS				
TOTAL INTEREST EARNED ON ALL CHECKING ACCOUNTS				
TOTAL INTEREST EARNED ON ALL CERTIFICATES OF DEPOSIT				
TOTAL DIVIDENDS EARNED ON ALL STOCKS & BONDS				
TOTAL NET INCOME EARNED ON RENTAL PROPERTIES				
TOTAL PENSION INCOME				
TOTAL ANNUITY INCOME				
TOTAL ALIMONY				
TOTAL CHILD SUPPORT				
SOCIAL SECURITY INCOME AS SHOWN ON YR 2018 SSA-1099 STMT				
SOCIAL SECURITY SUPPLEMENT				
TOTAL PUBLIC ASSISTANCE : SSI, ETC.				
PROFIT FROM SALE OF LAND, CATTLE, STOCKS, BONDS, ETC.				
OTHER INCOME (DESCRIBE: _____)				
TOTAL INCOME FOR EACH COLUMN				
	COLUMN A	COLUMN B	COLUMN C	COLUMN D

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR COMPLETED 2019 APPLICATION.

PLEASE SEND COPIES - ORIGINALS WILL NOT BE RETURNED

- All documents that relate to your household income for year 2018

Examples: SSA-1099 from Social Security, 1099-DIV, 1099-INT, 1099-MISC, 1099-R, W-2 from an employer.

- A copy of your December 2018 bank statement or January 2019 bank statement. If you have more than one bank account, please submit a copy of each 2018 December (or 2019 January) bank statement for each account.

FAILURE TO PROVIDE REQUIRED DOCUMENTATION WILL PREVENT QUALIFICATION

YEAR 2018 COMBINED NET INCOME →

(ADD TOTALS FOR COLUMNS A, B, C, D)



**CAMPBELL COUNTY
VIRGINIA**

PLEASE COMPLETE THE OTHER SIDE OF THIS PAGE ALSO.

ASSETS (AS OF DECEMBER 31, 2018)

	APPLICANT	SPOUSE
YEAR 2018 DECEMBER 31 BALANCE IN CHECKING ACCOUNT(S)		
YEAR 2018 DECEMBER 31 BALANCE IN SAVINGS ACCOUNT(S)		
CERTIFICATES OF DEPOSIT (INCLUDING IRAs) (PRINCIPAL AMOUNT)		
OTHER NOTES & RECEIVABLES DUE ME		
MARKET VALUE OF STOCKS AND BONDS		
FAIR MARKET VALUE OF OTHER REAL ESTATE OWNED		
FAIR MARKET VALUE OF AUTOMOBILES		
TANGIBLE PERSONAL PROPERTY (WE USE 500.00 FOR TOTAL)	500.00	
TOTAL FOR EACH PERSON		

ADDITIONAL INSTRUCTIONS RELATING TO ASSETS

PLEASE ENCLOSE A COPY OF YOUR DECEMBER 2018 STATEMENT FROM BANKS OR STOCK BROKERS TO SUPPORT ANY BALANCES THAT YOU RECORD IN THE ASSET LINES 1 THROUGH 6 SHOWN TO THE LEFT.

(A)

COMBINED ASSETS

DO YOU OWN REAL ESTATE OUTSIDE OF CAMPBELL COUNTY?

IF YES, PLEASE LIST BELOW THE NAME OF EACH LOCALITY WHERE YOU OWN NON-CAMPBELL COUNTY REAL ESTATE.

(a) _____ (b) _____ (c) _____

LIABILITIES (AS OF DECEMBER 31, 2018)

	APPLICANT	SPOUSE
NOTES PAYABLE (EXAMPLE: TOTAL AMOUNT OWED ON CAR)		
ACCOUNTS PAYABLE (EXAMPLE: SEARS, JC PENNYS, VISA, MC)		
TAXES OWED (NOT PAID YET)		
OTHER DEBTS OWED		
REAL ESTATE MORTGAGES OWED		
TOTAL FOR EACH PERSON		

(B)

COMBINED LIABILITIES

===== >

(" A " MINUS " B ")

NET FINANCIAL WORTH AS OF DECEMBER 31, 2018

THE INFORMATION YOU PROVIDE ABOVE IS USED SOLELY FOR DETERMINING THE AMOUNT OF YOUR REAL ESTATE TAX RELIEF.
THE INFORMATION YOU PROVIDE ON THIS FINANCIAL STATEMENT WILL NOT BE RELEASED BY US TO ANYONE ELSE FOR ANY PURPOSE!

SIDE 2

PLEASE COMPLETE THE OTHER SIDE OF THIS PAGE ALSO.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

September 24, 2019

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

Recreation Committee Update

DESCRIPTION:

Avondale Park Pavilion/Shade Structure: Previously, citizens approached Town Council in regard to the possibility of installing a pavilion at the Avondale Park. The Recreation Committee discussed this item and concurs that this would be an added benefit to the park; as there is little shade. In addition, the Committee would like to see consideration of shade sails for the playground area.

Trail Signage: The Recreation Committee also discussed trail signage that would be serve as the standard for our trail system. The Recreation Committee selected the design shown. If acceptable to Council, staff will seek quotes from sign companies in regard to fabrication of any needed signs (Eagle Trail, Greenhill Connector, etc.). It would be important that this design can be duplicated in the future as the trail system grows.

BUDGET/FUNDING:

The cost of the signs is unknown at this time. Once staff has these numbers they will be shared with Council.

POTENTIAL ACTION/PROPOSED MOTION:

- Council may decide to do one of the following to one or both items.
 - Approve
 - Defer action and place on the Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- *Maps of Park*
- *Pavilion Examples*



LAYOUT OF AVONDALE PARK with Possible Pavilion Locations.



AVONDALE PARK (aerial view)

PAVILION EXAMPLES



Building (16'x22'10')

Estimated Cost: \$18,500 (does not include concrete and site work)



Building 24' x 36' x 10'4"

Estimated Cost: \$14,000 (does not include concrete and site work)







TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

September 24, 2019

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

Altavista Police Department Items

DESCRIPTION:

Chief Merricks has requested that the following items be placed on the Work Session agenda for Council's review/consideration:

- 1) "Shop With A Cop" fundraiser
 - a. The Strong Style Pro Wrestling organization would like to partner with the APD for a fundraiser. The benefit wrestling match would be held on Saturday, October 19, 2019 beginning at 6:00 p.m. at the Booker Building. A previous event was held to benefit the "National Night Out".
- 2) Declaration of Surplus Items
 - a. The Police Department continues to sort through and evaluate items and at this time have submitted the attached list to be declared as surplus.

Staff Recommendation:

- 1) Approve the fundraiser event.
- 2) Approve the Declaration of Surplus items.

BUDGET/FUNDING:

The fundraiser will benefit the "Shop with a Cop" program. The surplus items will provided revenue to the General Fund.

POTENTIAL ACTION/PROPOSED MOTION:

- Council may decide to do one of the following:
 - Approve or reach a Consensus to place the item on the October Regular Meeting Consent Agenda.
 - Defer action and place on the Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- *APD list of items for declaration as surplus*

Altavista PD Surplus Equipment

Radios:

- Motorola CDM 1550-LS – S/N 103TFG8115
- Motorola CDM 1550-LS+ - S/N 001THW4698
- Motorola CDM 1550-LS – S/N 103TEUCO57
- Motorola CDM 1550-LS+ - S/N 001TKSO235
- Motorola CDM 1550-LS+ - S/N 001THW4708
- Kenwood M4X6 Max – S/N B2701536
- Motorola CDM 1550-LS – S/N 103TFG8106
- Motorola CDM 1550-LS – S/N 103TEET376
- Motorola CDM 1550-LS – Couldn't Obtain S/N (Bolted on to RAM)
- GE Radio – S/N RA54926

Light/Siren Controllers:

- Whelen Light Controller – S/N N207030
- Whelen Light Controller – S/N N052588
- Whelen Light Controller – S/N C0347293
- Whelen Light Controller – S/N N272971
- Whelen Light Controller – Couldn't Obtain S/N (Bolted on to RAM)

Watchguard System/Cameras:

- Watchguard Overhead – S/N DV10-125999
- Watchguard Overhead – S/N DV10-125863
- Watchguard Overhead – S/N DV10-125902
- Watchguard Overhead – S/N DV10-126084
- Watchguard Overhead – S/N DV10-126027
- Watchguard In-Car Camera – S/N CAMF-450001
- Watchguard In-Car Camera – S/N CAMF-450040
- Watchguard In-Car Camera – S/N CAMF-450045
- Watchguard In-Car Camera – S/N CAMF-450033
- Watchguard In-Car Camera – S/N CAMF-450053

Miscellaneous Equipment:

- GE Radio Amplifier – S/N 1636842
- GE Radio Amplifier – S/N 1611660
- GE Radio Amplifier – S/N 1686228
- GE Speaker – S/N 19A149590P1
- Motorola Digital Two-Way Radio (Parts) – S/N PMLN6404B (From Box)
- iKey Keyboard – S/N BAK051010016728
- iKey Keyboard – S/N BAK051010016726
- iKey Keyboard – S/N BAK051010016723
- iKey Keyboard – S/N BAK051010016725
- iKey Keyboard – S/N BAK051010016731

- iKey Keyboard – S/N BAK051010016729
- BEE III Radar – S/N BEE664001358
- Homack Security Box – No S/N Visible
- Sound-Off Blue Light – No S/N Visible
- Sound-Off Blue Light – No S/N Visible
- Whelen Blue Light – No S/N Visible
- Whelen Blue Light – No S/N Visible



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

September 24, 2019

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

Finance Department Items

DESCRIPTION:

Tobie Shelton, Finance Director, has requested that the following items be placed on the Work Session agenda for Council's review/consideration:

- 1) FY 2019 Carryovers
 - a. Attached is memo that sets forth the FY2019 funding for items that need to be completed in FY2020. This is an annual process.
- 2) Declaration of Surplus Items.
 - a. Attached is a list of items that Administration has evaluated and the items are requested to be declared surplus so that they can be disposed of either through the bid process or if not sold as scrap.

BUDGET/FUNDING:

The Carryover items will be added to the FY2020 Budget; the Revenue from the sale of surplus items will be added to the General Fund.

POTENTIAL ACTION/PROPOSED MOTION:

- Council may decide to do one of the following:
 - Approve
 - Defer action and place on the Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- *Staff Carryover Memo*
- *Staff Declaration of Surplus Memo*



DATE: September 18, 2019

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2019 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$928,990 for CIP projects budgeted in FY 2019 that were not completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the projects are ready to be procured.

Below is a list of CIP Projects that staff would like to complete during FY 2020, which covers the period July 1, 2019 through June 30, 2020.

Administration – (\$25,000)

\$25,000 for installation of a security system throughout town hall.

Police – (\$20,650)

\$20,650 to cover the costs associated with renovations to the upstairs space occupied formally by AOT.

Public Works / Recreation – (\$356,010)

\$10,000 for maintenance and repairs to the Old Fire Department Building.

\$346,010 to cover costs associated with the completion of the splash pad.

Water – (\$110,320)

\$37,320 for expenses associated with the Flow Control Valve Project.

\$17,000 for expenses associated with the Melinda and Avondale Pump Station and pipe network.

\$28,000 for expenses associated with the Beverly Heights Pump Station and pipe network.

\$28,000 for expenses associated with Holly Hills and Northgate Pump Station and pipe network.

Wastewater – (\$417,010)

\$253,760 to cover costs associated with the on-going Clarifier 1 project.

\$35,000 for the replacement of the magnetic flow meter at the Main Pump Station.

\$50,000 to cover the expenses associated with replacing the gear box in Clarifier III.

\$78,250 for costs associated with the electrical upgrade project at the wastewater facility.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$928,990 in reserves to be expended during FY 2020.



DATE: September 19, 2019

MEMO TO: Mr. Waverly Coggsdale – Town Manager

FROM: Tobie Shelton

RE: Consideration to Declare Items Surplus Property

The items in the attached listing are no longer operational, no longer compatible with our network or no longer of use to the town's operation. Periodically, Staff requests these items be declared as surplus allowing staff to dispose or to sell the items through approved processes outlined in the town's policy.








Staff is requesting Council declare the items in the attached listing as surplus property and authorize its sale or disposal.

Surplus Inventory Count Sheet








Department	Administration	Date	9/18/2019
Performed By	Tobie Shelton		







Inventory No.	Item Description	Dispose/Sell	Picture	Reason
1	Dell OptiPlex GX520	Dispose		Crashed
2	Dell Latitude E5400	Dispose		Crashed
3	Dell 2330dn Energy Star Printer	Dispose		No Longer Operational
4	Gateway 2 / GP7-450	Dispose		Crashed
5	Gateway 1 / Rose Computers	Dispose		Crashed
6	Keyboard (Mitsumi KFK-EA4XT) and Mouse (ECM-S5002)	Dispose		No Longer Operational
7	Lenovo ThinkPad	Dispose		Crashed







Inventory No.	Item Description	Dispose/Sell	Picture	Reason
8	Gateway 600 VGR	Dispose		Crashed
9	HP 440 Pro Book	Dispose		Crashed
10	Gateway Monitor LE 500	Dispose		No Longer Operational
11	HP LaserJet 1160 Printer	Dispose		No Longer Operational
12	Motorola Phone Charger	Dispose		No Longer Operational
13	Optimus Speakers	Dispose		No Longer Operational
14	Samsung Monitor (Sync Master 940n)	Dispose		No Longer Operational
15	Panasonic Voice Recorder	Dispose		No Longer Operational
16	Pitney Bowes Voice Recorder with foot pedal	Dispose		No Longer Operational

Inventory No.	Item Description	Dispose/Sell	Picture	Reason
17	Lenovo ThinkPad with bag	Sell		Council
18	Lenovo ThinkPad with bag	Sell		Council
19	Magnavox DVD player with remote	Sell		No Longer Needed
20	JVC VHS 4 Head VCR	Sell		No Longer Needed
21	(10) Micro flex Desktop Microphones	Sell		No Longer Needed
22	View sonic Overhead Projector with Mounting bracket	Sell		No Longer Needed
23	Star Elite Projector	Sell		No Longer Needed

Inventory No.	Item Description	Dispose/Sell	Picture	Reason
24	HP Scanner 5300C	Sell		No Longer Needed
25	LaserJet CP1525nw color	Dispose		No Longer Operational
26	Lenovo ThinkPad with bag	Sell		Council
27	Lenovo ThinkPad with bag	Sell		Council
28	Lenovo ThinkPad with bag	Sell		Council
29	Lenovo ThinkPad with bag	Sell		Council
30	Dell Keyboard (RT7D20) and Mouse (ECM-S5002)	Dispose		Damaged
31	Dell OptiPlex GX270	Sell		No Longer Compatible
32	Dell Laptop	Dispose		Crashed

Inventory No.	Item Description	Dispose/Sell	Picture	Reason
#33	LG Monitor	Sell		No Longer Compatible
#34	LG Monitor	Sell		No Longer Compatible
#35	Samsung Monitor	Sell		No Longer Compatible
#36	HP Monitor	Sell		No Longer Compatible
#37	HP Printer Deskjet 895Cse	Sell		No Longer Needed
#38	Cash Receipt Printer Ithaca – series 150	Sell		No Longer Compatible
#39	Dell – Computer Tower (front counter)	Dispose		Crashed

Inventory No.	Item Description	Dispose/Sell	Picture	Reason
#40	Cash Receipt Printer (front counter)	Sell		No Longer Compatible
#41	Gateway keyboard w/mouse (front counter)	Dispose		Damaged
#42	HP Monitor (front counter)	Sell		No Longer Compatible
#43	Wood Podium	Sell		No Longer Needed
#44	Wood Printer Stand	Sell		No Longer Needed
#45	(8) Standard Office Chairs - Leather	Sell		No Longer Needed

Inventory No.	Item Description	Dispose/Sell	Picture	Reason
#45	(8) Standard Office Chairs - Leather	Sell		No Longer Needed
#46	(1) High-back Office Chair Leather	Sell		No Longer Needed
#47	Nortel - (1) phone and PBX analog system	Sell		Not compatible with current phone service
#48	Nortel – (22) phones	Sell		Not compatible with current phone service
#49	(1) AT&T phone	Dispose		Damaged
#50	Dell Computer Tower (Cheryl's old computer)	Sell		Outdated w/Windows 7 but still works